



# **RULES & REGULATIONS**

**Last Revised 7-1-22**

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**MARSHALLTOWN SERVICE RULES AND REGULATIONS  
OF THE MARSHALLTOWN WATER WORKS  
MARSHALLTOWN, IOWA**

**PREFACE**

1. These Rules and Regulations are made by authority of Chapter 388, Division V of Chapter 384, and other pertinent sections of the Code of Iowa (latest edition), granting authority to the Board of Water Works Trustees to make such Rules and Regulations for the conduct of the water utility controlled and operated by the Marshalltown Water Works, and the use and measurement of water supplied there from as it may deem proper. This authority includes termination of any water service for non-payment, failure to maintain the pipes and plumbing connected with the supply main, or non-compliance on the part of any water user with these Rules and Regulations. These Rules and Regulations are binding upon the customer(s) as one of the conditions of their service.

2. The Marshalltown Water Works delivers water to customers through the water mains installed in public rights-of-way and occasionally on easements on private property. The mains are owned by the Marshalltown Water Works and are under its exclusive control. The property owner is responsible for maintenance and care of all piping, appurtenances, and fixtures (including corporations) from the water main. The only exceptions to this requirement are the water meter, remote receptacle, meter interface unit (if any) and related wiring. These are installed and owned by the Marshalltown Water Works. Normal meter repair is made by the Marshalltown Water Works, without charge.

3. No installation of a water service (the pipe and fixtures from the main in the street to the meter), nor repair thereof, shall be made which does not conform to these Rules and Regulations. Inspection for conformance by the Marshalltown Water Works is required for all installations and repairs of water services.

4. Failure to comply with these rules and regulations may result in termination of the water service as hereafter provided.

*Revised 6/21/10*

5. There shall be an appeals committee consisting of such of the General Manager, the Director of Engineering, and a service department representative. Any person aggrieved by the application of these rules, including any person disputing the amount or validity of any charge for water service, shall be entitled to request a hearing before such committee. Such hearing shall be held as soon as reasonable and practical, and the committee shall thereupon decide the issue presented to it in such manner as shall, in its judgment, further the spirit of these rules, promote public safety, avoid unjust discrimination, and do substantial justice. If any person is still dissatisfied, they have the right to appeal to the Water Works Board of Trustees.

6. These Rules and Regulations shall take effect upon adoption by the Board of Water Works Trustees. The adoption of these Rules and Regulations shall act to repeal or amend, as the case may be, any existing Rules and Regulations that are in conflict.

7. These Rules and Regulations may be changed from time to time at the discretion of the Board of Water Works Trustees in accordance with law. The current rules are on file at the general office facility located at 205 East State Street.

Adopted by action of the Board of Water Works Trustees of the City of Marshalltown, Iowa, on July 20, 1989 to be effective August 1, 1989.

Revisions approved by action of the Board of Water Works Trustees on April 23, 2003 to be effective immediately.



**Section 101.0**

**OWNERSHIP**

## 101.0 OWNERSHIP

### 101.1 OWNERSHIP

- A) The Marshalltown Water Works is responsible for and holds title and ownership to the following: water transmission mains, water transmission mains controlling valves, fire hydrants on city right-of-way, the water metering device, overhead storage tanks, underground storage reservoirs and other fixtures as approved by the Board of Trustees.

### 101.2 OWNERSHIP OF SERVICES

- A) The individual services which supply water from the water transmission mains to each individual residence, duplex, multiple dwelling complex, commercial establishment or industrial plant shall be owned solely by the customer whom it serves, which shall include but not be limited to the corporation, curb cock, service line and the valve inside the customer building.
- B) It shall be the property owner's responsibility to maintain each of the above in good working condition at all times.
- C) The property owner shall provide a proper address that is visible from the street.

### 101.3 SERVICE LOCATING

- A) Water Mains, Valves, Services and Fixtures Not Owned or Maintained by the Water Works.
  - 1) On such mains and facilities the Water Works will make available to persons having a reasonable need, information concerning these mains and facilities from records on file with the Water Works. Records on private mains and facilities and similar installations are furnished to the Water Works by the owners or agent of these mains and facilities. It should be understood that these facilities are not owned and maintained by the Water Works.
  - 2) The Water Works makes no assurances to the accuracy or validity of the records or information. Persons shall use their own discretion when making use of these records on private facilities. The Water Works will, upon request, provide assistance, at its convenience, in an effort to locate a private pipe, valve or fixture. If in the Water Works' judgment an exceptional amount of time has been spent in this effort, the Water Works reserves the right to bill for the costs involved.

### 101.4 LEAKS -- NOTICE TO OWNER -- FAILURE TO REPAIR -- SHUTOFF

- A) When a leak on a private water service pipe line is brought to the attention of the General Manager, he or his designated person shall give five days notice in writing

to the owner or agent and occupant of the premises, requiring that the leak be repaired. Upon the expiration of the five days, if the leak has not been repaired, the General Manager or his designated agent shall cause the water to the premises to be shut off without further notice. When such a leak is causing a nuisance or hazard, the General Manager may cause the water to the premises to be shut off forthwith.

101.5 DAMAGE TO APPARATUS -- WATER WORKS NONLIABILITY

- A) Neither the City of Marshalltown nor the Marshalltown Water Works shall be held responsible by reason of the breaking of any service pipe or apparatus, water coil or for failure in the supply of water. It is the property owner's sole responsibility to keep those apparatuses in good working condition.



**Section 102.0**

**APPLICATION**

## 102.0 APPLICATIONS FOR THE USE OF WATER

### 102.1 APPLICATION

- A) Application for the use of water shall be made in writing on forms provided by the Water Works and shall be signed by the customer. If a customer has an unpaid balance for water service at a previous location, this balance must be paid, or arrangements made for payment, before service can be turned on.
- B) If there is no water service into the premise, see Parts 103 and 104.

### 102.2 WATER DEPOSITS

- A) The Water Works will require a deposit equal to the amount of an average 90 day billing period, not to be less than \$30.00. All water deposits will be held for a period not less than two (2) years. If the customer has shown good faith in payments on their account, the deposit will be refunded, if not, the deposit will be held for a length of time necessary to show good faith.  
*revised 2/20/12*
- B) Any customer who has service after filing for bankruptcy will be handled as a new customer to the system.

### 102.3 CUSTOMER RESPONSIBILITY

- A) The owner or occupant of the premises shall be liable for water consumed until provisions are made for the Water Works to turn off water service or remove the meter.
- B) When a customer is moving out of a premise and orders the water meter read on a certain day, the water must be turned off when the meter is read, unless there is an application already on file from a prospective customer.
- C) The customer shall protect and safeguard water service pipes and fixtures. The owner, at his/her expense, must keep service pipes from the water main and all appurtenances in good working order. The Water Works is not responsible for service pipes and fixtures. No claims shall be made or maintained against the Water Works for damages due to the breakage of any service pipes or appurtenances, nor for accidental failure in the supply of water.

### 102.4 RIGHT OF ENTRY

- A) The CEO and General Manager or other officer or employee of the Water Works of the city shall be permitted at all times to enter the premises or building of consumers to examine the water pipes and fixtures. In case of fraudulent representation on the part of the consumer, such consumer shall forfeit any deposit and the Water Department may cause the water to be turned off and assess the damages to the premises serviced.

## 102.5 CUSTOMER SERVICE & FIRE SERVICE LINES

- A) When a property owner asks to discontinue service to a building, which has a fire protection system in it, the Water Works shall notify that person that we will not discontinue the fire service line. The Water Works will forward a written confirmation that the fire service is still operational to the property owner.

If any owner wants the fire service lines shut off due to the building being empty or for any reason, the owner must provide the Water Works with written authorization. The Water Works will forward a copy of that authorization to the Fire Chief.

## 102.6 RELEASE OF PUBLIC RECORDS

- A) The Marshalltown Water Works will provide access to Public Records pursuant to Chapter 22 of the Code of Iowa and as outlined below.
- 1) Requests will be processed during customary office hours, which are 8:00 am to 5:00 pm excluding weekends and holidays.
  - 2) Routine requests in person or by telephone that do not involve the furnishing of copies of records will be done without charge.
  - 3) Requests that are non-routine in nature or to examine records or obtain copies of records shall be submitted in writing to the Water Works. Such requests shall be specific in nature and will be by appointment only at a time scheduled by the Water Works. The examination and copying of records shall be under the supervision of Water Works personnel.
  - 4) The Water Works will charge a fee for copies and processing of requests as authorized by Section 22.3 of the Code of Iowa.

*Revised 11-17-11*

## 102.7 PERMIT TO DRILL WELLS

- A) No person shall drill or have drilled any wells for drinking and non-drinking water within the City limits of Marshalltown without first acquiring a permit from the Marshalltown Water Works.
- B) The Marshalltown Water Works will review the proposed construction in accordance to materials, construction standards, and locations.
- C) Geothermal wells or closed systems will also be required to meet the above standards prior to any work commencing.
- D) The Water Works CEO or designated official will have the right to stop construction if during inspection the contractor has not followed permitted methods.

*revised 4/23/03*



## **Section 103.0**

# **TAPS AND CONNECTIONS**

## 103.0 TAPS AND CONNECTIONS

### 103.1 CONNECTIONS -- AUTHORIZED EMPLOYEES

- A) No person shall make any connection to or in any manner perform any work upon any of the mains, connections or appliances pertaining to the Water Works of the city, except employees or contractors thereof.

### 103.2 SIZE OF TAP

- A) Minimum size tap allowed is 3/4".
- B) Taps 2" and larger must have prior approval from the Water Works.
- C) Connections larger than 2" will be made by the installation of a tapping sleeve and valve at the main, or in a similar manner, as prescribed by the Water Works. (Figure 4)

### 103.3 LOCATION OF TAP

- A) Generally taps will be made for 3/4" & 1" services at a 45° angle in the main directly abutting the entire property to be served. Taps 2" and larger will be made at a 90° angle. (Figures 1, 3, 4)
- B) Taps on the backside of the main will be made only at the discretion of the Water Works.
- C) Taps shall not be located:
  - (1) Closer together than 18 inches from another tap, joint or pipe fitting;
  - (2) On hydrant branches; or
  - (3) Within an intersection.
- D) A minimum of 24-hour advance notification is required for taps. However, 1" taps and smaller may be made if time and scheduling permits by a 1/2 day advance notification. Before a tap request is made, the appropriate paperwork must have been completed in accordance with Part 102 of these Rules and Regulations.
- E) Mains 12" and larger cannot be tapped without prior approval from the Water Works.

#### 103.4 EXCAVATION FOR TAP

- A) The plumbing contractor shall make the excavation required for the tapping of a water main. The excavation for taps of 1" and smaller shall not be less than 3' by 5' at the surface of the street. Floor of excavation shall be level and extended under and entirely around the main leaving a clearance of at least 12". (Figure 1)
- B) The excavation shall be shored in accordance with OSHA and the State of Iowa Department of Labor Safety Rules.
- C) Tapping of a main through a tunnel with dirt or concrete overhead will not be allowed.



## **Section 104.0**

# **WATER SERVICE INSTALLATION**

## 104.0 WATER SERVICE INSTALLATION

### 104.1 PIPES -- KIND AND SIZE

- A) In no case shall the Water Works lay any mains or pipes (except service pipes from the main to the inside of the curbing or gutter) in any of the streets, alleys, and public places of the city, of a smaller diameter than six inches. It is unlawful for any plumber or any other person to lay any water service pipe within the limits of any street or alley in the city except copper, the minimum size of which shall be three-fourths of an inch in diameter. (Figures 1, 2, 3)
- B) On all services larger than 2" in diameter, the valve between the water main and the property line shall be immediately adjacent to the water main. The valve shall be installed in a roadway box. (Figure 4)
- C) It is unlawful for any plumber or any other person, to install a curb cock except a round way cock of Mueller make or equal, the size to be not smaller than the diameter of the service pipe. It shall be placed inside the curb line of the street with the top of the stop box or curb cock brought even with the sidewalk, and kept in good working order by the property owner. When installed the curb cock shall not exceed 6' below the surface of the ground. Where area walls prevent the location of stop box and shut off at the point indicated, they shall be placed immediately within the area wall. The opening of stop boxes by plumbers by any means other than a proper wrench is strictly forbidden. All plumbers must have a stop box wrench attached to their keys for opening and closing stops. All stop cocks must have T handles and be in every respect equal to the samples in the office of the Water Works.
- D) Service pipes must be laid at least five feet below the surface of the ground; no pipe larger than one inch shall be used unless by special permit from the General Manager of the Water Works, and no toilets of the "Sloan Valve" or direct pressure flushing style will be permitted on such services. All rods attached to stop cocks must not be less than one-half inch square or five-eighths round iron, and when they are placed outside the building they must be boxed up and covered so as to be accessible at all time in case of leaks.

### 104.2 PLUMBER TO SHUT OFF WATER

- A) In no case shall any plumber, after the completion and trial of any plumbing work, related to the introduction of service pipe, leave the water turned on to the premises but shall in all cases close the stop cock near the curb.

### 104.3 FAILURE TO TURN OFF WATER -- PAYMENT OF WATER RENTS

- A) In all cases where the water has been left on by any plumber without permission of the Water Works, the plumber shall, in addition to the other penalties as specified in the rules and regulations made by the Board of Water Works Trustees, be held responsible for any unpaid water rents accruing from service previous to the discovery of such violations.

#### 104.4 EXCAVATIONS

- A) In excavating for service connections the street must be opened in such a manner as to cause the least possible inconvenience to the public and a free passage of water into the gutter provided therefore. If any excavation in any street or public place is left open overnight, the public shall be protected by proper guards and lights. Excavation over the main for tapping must be not less than 3' wide, 5' long, and 1' under the line to be tapped.

#### 104.5 UNDERGROUND PIPES

- A) No water pipes laid underground shall be covered and the trenches filled up by any plumber until after the water has been turned into such pipes and the pipes shall have been tested and found to be watertight and an employee of the Water Works has inspected said line.

#### 104.6 PIPES -- BALL VALVE OR STOP AND WASTE REQUIRED

- A) Every service pipe must be furnished with a ball valve placed within nine inches after pipe enters cellar wall and kept in good working order. The stop must have a handle or wrench attached to turn same.

#### 104.7 BRANCH TO PIPES -- ACCESSIBLE STOP COCK REQUIRED

- A) If branches are made in any service pipe, the plumber putting in such branches shall put in each branch a stop cock in an accessible place, for keeping control of the water through such branch. Any such branch shall be after the meter. All buildings must be owned by one entity. If one of the buildings is sold, the Water Works has the authority to require, at the owner's expense, installation of a separate service line to that building.

#### 104.8 ABANDON SERVICES

- A) When an existing water service is no longer in use to provide water as designed, the owner is required to disconnect the service at the water main, in accordance with the Plumbing Code of the City of Marshalltown.
- B) If the owner anticipates a new use for the service or if the owner has another use for the service and intends to meet all the service requirements of the Water Works within two (2) years, the owner may make application to the General Manager for a two-year extension to (A).
- C) If the owner fails to meet the above condition, the Water Works may see that the service is terminated and implement any method of collection of that bill in accordance with the laws of the State of Iowa.
- D) The owner may not receive any other service from the Water Works until all bills are paid in full.



## **Section 105.0**

# **CROSS CONNECTIONS AND BACKFLOW PREVENTION**

## 105.0 STANDARDS FOR DEGREE OF HAZARD DETERMINATION FOR WATER SERVICES IN THE CITY OF MARSHALLTOWN, IOWA

### 105.1 PURPOSE

The Marshalltown Water Works is responsible for providing safe, high quality drinking water to the citizens of Marshalltown. The City of Marshalltown's Backflow Prevention Program is a critical component of the Marshalltown Water Works' efforts to safeguard the public water supply and the health of our consumers.

Recently enacted national and state legislation requires the City of Marshalltown to implement a Backflow Prevention Program with containment provisions. Containment is a method of backflow prevention, which requires the installation of a backflow prevention assembly at the water service entrance. These devices serve as a barrier by ensuring that backflow incidents are contained within the facility.

### 105.2 AUTHORIZATION AND COMPLIANCE REQUIREMENTS

The Marshalltown Water Works, acting as the City of Marshalltown's agent, is required to enact and administer a backflow prevention program with containment provisions by the following National, State and local regulations:

**National** The Safe Drinking Water Act passed by Congress in 1974 and since amended, designates the responsibility to the water purveyor to insure the delivery of safe and wholesome drinking water to the public. The water purveyor is responsible for meeting water quality standards, including primary standards that are health-based, and secondary guidelines for the aesthetic quality of the water. The United States Environmental Protection Agency, which is responsible for enforcing the provisions of the Safe Drinking Water Act, has identified and established primary standards for 83 contaminant groups. Backflow prevention programs (through containment) help the water purveyor to accomplish the quality drinking water goals required by the Safe Drinking Water Act.

**State** Iowa Administrative Code section 641-Chapter 25, entitled "State Plumbing Code" enables the Iowa Department of Public Health to require all Iowa cities with populations of 15,000 or more to enact a Backflow Prevention Program with containment by January 1, 1996. Section 641-25.5(1)a. of the State Plumbing Code defines the Administrative Authority for the Backflow Prevention Program as the City Council and/or its designees. Authority is given to the Administrative Authority in Section 641-25.5(2)b. of the State Plumbing Code to require submission of plans and specifications from the water consumer and the responsibility to review this information and determine if a hazard to the public potable water system exists.

**Local** Marshalltown City Ordinance No. 14515 amends the adopted plumbing code by adding Section 1003A, which sets compliance standards for cross connection control (through containment) in the community. This ordinance grants administrative authority to the City Council, acting through the Marshalltown Water Works Board of Trustees as its designated authority in the following areas:

- A) Requiring appropriate installation of backflow assemblies based on degree of hazard for water services and fire protection systems
- B) Authority to inspect properties for possible cross connections
- C) Certification of registered technicians engaged in assembly testing
- D) Requiring annual testing of backflow assemblies
- E) Authority to terminate water service in cases of noncompliance

### 105.3 STANDARDS

The Marshalltown Water Works has adopted the following standards and procedures for its backflow prevention program with containment provisions. The remainder of this document clarifies Marshalltown City Ordinance No. 14515 for the purpose of administration by the Marshalltown Water Works. Copies of this ordinance can be obtained from the office of the City Clerk, City Hall, 24 N. Center Street.

### 105.4 DETERMINATION OF DEGREE OF HAZARD

The water purveyor is required to determine the degree of hazard to the public potable water system and the appropriate backflow prevention device needed to insure the safety of the public water supply.

A **High Hazard** (Health Hazard) determination specified by the Administrative Authority will require consumer installation of either an air gap or a reduced pressure backflow assembly at the service entrance as close to the water meter as possible.

A **Low Hazard** (Nonhealth Hazard) determination specified by the Administrative Authority will require consumer installation of a testable double check valve assembly at the service entrance as close to the meter as possible.

Figure 11 and Figure 12 list the most commonly encountered hazards. New entries may be made to these lists at any time. If concerned about a hazard not shown on the list, one should contact the Marshalltown Water Works.

### 105.5 INSTALLATION AND MAINTENANCE

The customer is responsible for installing and maintaining the appropriate backflow prevention device(s). The Administrative Authority cannot test, certify or install any device. The backflow device(s) should be installed at the service entrance after the meter. See Figure 14 for typical examples.

Each backflow prevention device must be tested once a year to retain its certification. The Marshalltown Water Works will send out a notice at least 30 days prior to the annual certification date and the customer will have until 30 days after the annual certification date to have the device(s) certified. Water may be shut off if the customer does not have a certified device at the service entrance 30 days after the annual certification date. Testing and certification must be performed by a currently registered backflow prevention assembly technician.

#### 105.6 REGISTRATION OF BACKFLOW PREVENTION ASSEMBLY TECHNICIANS

The Marshalltown Water Works will certify only those backflow prevention assembly technicians who are currently registered with the Iowa Department of Public Health and have a copy of their registration on file in our office.

#### 105.7 ADMINISTRATIVE FEES

The annual renewal fee for the backflow prevention program of ten (10) dollars will be billed to the customer on the statement closest to the time of the annual certification date.

#### 105.8 SEASONAL SERVICES

The Marshalltown Water Works will try to ensure that the annual certification date for seasonal businesses coincides with the start of their season. This should alleviate the need for more than one inspection per year.

#### 105.9 CUSTOMER NONCOMPLIANCE

**Fines** A customer may be fined in case of noncompliance. After such incident the customer will have 60 days in which to comply with the ordinance.

#### 105.10 APPEAL PROCESS

All customers shall have the right to appeal the hazard determination, the type of protective assembly required by the Administrative Authority, or the time allowed for compliance. A Backflow Appeal Board shall be created by the Administrative Authority to receive and respond to customer appeals. The Backflow Appeal Board shall consist of the General Manager, the Director of Engineering, and the Backflow Prevention Coordinator. If dissatisfied with the decision of the Backflow Appeal Board the customer may appeal the decision to the Marshalltown Water Works Board of Trustees. All decisions made by the Trustees are final.

Appeals should be directed to: Backflow Appeal Board, 205 E. State Street, P.O. Box 1420, Marshalltown, Iowa 50158.

## 105.11 CROSS CONNECTION SURVEY

All water customers are required to complete a survey (shown in Figure 13) of their facilities and return it to the Water Works by the specified date. This survey is intended to identify the hazards of existing industries, commercial businesses, public facilities, residences, and other potential contamination and pollution sources to the Marshalltown public water supply system. The survey will be used to determine the degree of hazard present within the facility and the backflow protection assembly required at the service entrance. Follow-up surveys may be necessary, particularly in industrial settings where changes and modifications take place more rapidly. The Marshalltown Water Works is responsible for providing the necessary survey forms to the customer. Customers are required to advise the Marshalltown Water Works of any plumbing or process changes. Upon notification of a process or plumbing change, the Marshalltown Water Works will reevaluate the facility after an on-site inspection to determine if additional backflow protection devices are required.

*Revised 11/18/96*



**Section 106.0**

**WATER METERS**

## 106.0 WATER METERS

### 106.1 METER -- REQUIRED -- LOCATION -- SIZE -- PROTECTION REQUIRED

- A) Every party who now or hereafter is supplied with water must have the same measured by meter. All meters are to be set in an upright position, in a location that is freely accessible. Meters will not be set under houses, thereby causing meter readers to crawl in order to read the meter. All meters must have a valve installed in the pipes on both the inlet and outlet sides of meter.
- B) Installation of a 5/8" - 1" meter shall be as follows:  
  
Inlet valve for the meter setting shall not be more than 9" from the point where the service enters the building. (Figures 1, 2, 3)
- C) Installation of 1 1/2" - 2" meters shall be as follows:  
  
The inlet valve for the meter setting shall not be more than 36" from the point where the service enters the building. All installations shall have an in-line strainer ahead of the meter. (Figure 3)
- D) Meters 3" and larger shall be set level and in a horizontal position on a solid floor or solid base not more than 24" high. There must be at least a 6' clearance above and not less than 12" behind the meter. Meters may be suspended or supported by the piping. There shall be an adequate floor drain or pit within 5' of the meter setting for disposal of water. All installations shall have an in-line strainer installed prior to the meter.
- E) All water meters when installed by the Water Works are in good condition and consumers must take all necessary precautions to protect meters from damage due to freezing, hot water or other causes. Meters damaged by freezing will be repaired only by the Water Works and billed to the customer. Welded meter bottoms are not permitted. If meters are placed on pipes connected to boilers or other hot water apparatus, a check valve and ball valve must be placed between the meter and such boiler or other hot water apparatus, and relief valve placed on hot water boiler or pipe to protect such meter from back pressure of steam or hot water.

### 106.2 METER PITS FOR 5/8" - 1" METERS

- A) Meter pits for 5/8" - 1" meters may be required if unusual circumstances exist. If required, the meter pit must meet the following requirements and be installed at owner's expense.
- Revised 11/18/96*
- B) Before an existing meter pit is re-used or a new one installed, the Water Works shall inspect the proposed installation and determine if the meter pit is necessary to service the customer.

- C) When required:
- 1) Where a location satisfactory to the Water Works is not available inside of the building;
  - 2) When the building is more than 250' from the street line; or
  - 3) When the water service crosses over property which is not owned by the customer to be serviced.
- D) Location of Pit:
- 1) Meter pits shall be located on private property as near as practical to the property line.
- E) Pit Requirements:
- 1) See detail of Standard Meter Pit (Figures 5, 8)

#### 106.3 METER PITS FOR 1 1/2" METERS AND LARGER

- A) Where unusual circumstances exist an outside meter may be required. If required, the meter pit must meet the following requirements and be installed at the owner's expense.
- 1) It shall be a reinforced concrete vault, which will be not less than 6' nor more than 8' in depth.
  - 2) The sides of the vault shall be vertical.
  - 3) The inside diameter of the vault shall be determined by the size of the pipe and the amount of piping to be installed. The sides from ground level to the bottom shall be straight with a concrete top and bottom provided, with steps on the inside for access. (Figures 5, 6)
  - 4) The clearance space between the meter (and its by-pass, if one is used) and the walls of the vault shall be at least 18".
  - 5) The space between the shut-off valves and the walls of the vault shall be at least 8".
  - 6) The vault shall have a round manhole ring and cover, with an opening of not less than 30" in diameter. The manhole cover shall be installed over the meter setting to allow the meter and other equipment to be taken in and out. (Figures 5, 6)

*Revised 3/22/93*

#### 106.4 METERING

- A) The Water Works will furnish one remote reading meter per single family dwelling or in a duplex, of a size of 3/4" or less.
- B) All meters of a size larger than 3/4" will be remote reading.
- C) The owner who requests multiple meters will provide individual stops for each meter as approved by the Water Works.
- D) All meters in service will be placed in a location which is accessible to Water Works employees. In multiple dwellings meter locations will be at an approved location by the Water Works prior to installation.

#### 106.5 REMOTE METER INSTALLATION

- A) If a customer does not permit the installation of a remote reading device upon request, then the customer shall be notified that water service will be discontinued 15 days after the date of receipt of such notice.

Such notice shall be considered given upon the first to occur of the following:

Proof of actual service of such notice on the customer;  
Exercise by the customer of his rights to protest as herein specified; or

The mailing, by ordinary mail, or a third repeat notice not less than 30 days subsequent to the mailing of the first notice.

Notices shall be accompanied by a copy of this rule.

- B) The customer shall have the right to protest such notice, orally or in writing within 10 days after the receipt of such notice. Water service shall not be discontinued pending the resolution of any such protest. After hearing such protest, the General Manager or his designee shall make an order regarding the installation as is appropriate.

*Revised 11/18/96*

#### 106.6 WATER FOR BUILDING OR OTHER CONSTRUCTION

- A) Water may be used for building or other construction purposes only after application has been made and approved by the Water Works for a temporary construction meter.

#### 106.7 LAWN AND BARN HYDRANTS -- METER REQUIRED

- A) No lawn or barn hydrant or other fixture shall be installed without provision being made to meter the water used at a location approved by the General Manager.

## 106.8 WATER ONLY METERS

- A) Water only meters are meters that measure water not returning to the Marshalltown sewer system. Meters need not be located at or the near the service, but they must be remoted and readily accessible for reading. All maintenance, repairs and testing of water only meters will be at the owner's request and expense. Meters must be brought into the Water Works' meter shop for repairs.

## 106.9 METER READING

- A) Reading of all meters used for determining charges to customers shall be scheduled at least bi-monthly. An effort shall be made to read meters on corresponding days of each meter reading period. The meter reading date may be advanced or postponed no more than three (3) days without adjustment of the billing for the period.
- B) The utility may permit the customer to supply the meter readings on a form supplied by the utility or in the alternative, may permit the customer to supply the meter reading information by telephone, provided a utility representative reads the meter at least once every twenty-four (24) months and when there is a change of customers.
- C) Reading and estimates in unusual situations: When a customer is connected or disconnected, or the regular meter reading date is substantially revised causing a given billing period to be longer or shorter than usual, such bills shall be prorated on a daily basis. An estimated bill may be rendered in the event that access to meter cannot be gained by the time of the normal billing operation. Only in unusual cases shall more than three (3) consecutive estimated bills be rendered.

*Revised 11/18/96*

## 106.10 UNAUTHORIZED USE OF UNMETERED WATER

- A) Where a water service has been turned off at the stop box or water main for any reason, and is subsequently found turned on without proper authority, the Water Works may disconnect the water service. The water service shall not be reactivated until a new application for service is executed and payment for the expense of disconnecting such water service is made.
- B) The discovery of a by-pass that would allow unmetered water to be used on the premises of a customer is in violation of Chapter 714.1, Code of Iowa (1987). The following charges will be made against the customer in such cases;
- 1) Cost for removal of piping and all other incidental costs.
  - 2) An estimated bill for water consumption as determined by the Water Works.
  - 3) A penalty of \$650 or an alternative amount as approved by the Board.

*Revised 2/8/2021*

## 106.11 CREDIT METER PROGRAM

- A) This program allows the customers of the Marshalltown Water Works to purchase meters from the Water Works to be used for lawn watering and other outside usages.
- 1) The meter must be tested by the Water Works and test accurate within industry standards.
  - 2) The meter must read in 100 cubic feet measurements.
  - 3) The meter will become the property of the customer who purchases said meter, and must be kept in good working condition.
  - 4) Any repairs to maintain these meters will be at the customer's expense.
- B) The Marshalltown Water Works will read these meters when they are reading the normal meter for each customer. The customer must make the meter available during normal reading schedules and have this meter in the same area as the house meter for reading.
- 1) The Water Works will read each credit meter during the normal reading schedule if the meter is available to the meter reader.
  - 2) The meter must be read at least once per year on each account. The customer may provide the reading.  
*Revised 6/21/97*
  - 3) If the Water Works provides a card to obtain a reading, the customer will be charged for the postage to and supplies to mail the card and return postage.
- C) When the credit on the meter is larger than the total sewer charges for that billing cycle only the amount of the bill will be credited and the remainder will be credited on the next billing cycle.
- D) EFFECTIVE JULY 1, 1997, All credit meters must be of a type that matches the standards of the Marshalltown Water Works and must be a permanent installation. The customer will pay the appropriate price for this meter and installation.  
*Revised 4/23/03*



**Section 107.0**

**CHARGES**

## 107.0 SCHEDULE OF CHARGES

### 107.1 WATER RATES

#### A. MONTHLY BILLING RATES:

##### BASE CHARGE BY METER SIZE

<u>Meter Size</u>	<u>Inside City Limits</u>			<u>Outside City</u>
	<u>Residential/Commercial/ Multi-family/Irrigation</u>	<u>Industrial</u>	<u>Wholesale</u>	<u>Limits Residential</u>
5/8" and 3/4"	\$11.04	\$15.30	\$10.42	\$12.70
1"	\$13.46	\$18.84	\$12.90	\$15.46
1 1/2"	\$23.16	\$32.30	\$21.89	\$26.64
2"	\$30.60	\$42.70	\$29.04	\$35.19
3"	\$47.46	\$66.37	\$45.19	
4"	\$82.88	\$115.81	\$78.84	
6"	\$153.06	\$213.92	\$145.49	
8"	\$238.14	\$332.41	\$225.67	
10"	\$292.83	\$405.73	\$277.31	

#### B. COMMODITY CHARGES

Residential			
*Inside	@	\$3.02/ccf***	
**Outside	@	\$3.49/ccf***	
Multi-Family			
*Inside	@	\$2.87/ccf***	
Commercial			
*Inside	@	\$2.74/ccf***	
Irrigation			
*Inside	@	\$3.10/ccf***	
Industrial			
*Inside	@	First 3,000 ccf*** @ \$2.60/ccf***	
		Over 3,000 ccf*** @ \$2.21/ccf***	
Wholesale	@	\$1.85/ccf***	

\* The word "inside" refers to "inside the corporate limit of the city of Marshalltown"

\*\* The word "outside" refers to "outside the corporate limit of the city of Marshalltown".

\*\*\* ccf = Hundred Cubic Feet

C) Customer Class Definitions

Added 6/21/10

*Residential* – Residential shall include service to single-family residences and separately metered multiple dwelling unit residences.

*Multi-Family* – Multi-Family shall include all multiple dwelling unit residences of two or more units unless they are separately metered.

*Commercial* – Commercial shall include service to any customer that does not fit the definitions of Residential, Multi-Family, Irrigation, Industrial or Wholesale.

*Irrigation* – Irrigation shall include meters installed which serve primarily landscape irrigation systems. Metered irrigation will exclude commercial garden nurseries.

*Industrial* – Industrial shall include manufacturing and processing establishments.

*Wholesale* – Wholesale service shall include water sold to a customer through a master meter at a major point of delivery for resale to individual retail customers outside the corporate limits of the City of Marshalltown.

D) The Water Works will apply a 5 percent penalty after the due date to all bills on a one-time charge.

E) Anyone receiving water service outside the corporation limits of the City of Marshalltown, Iowa will pay a 15 percent surcharge each billing period for the services rendered, except wholesale customers.

Revised 5/19/97

107.2 BILLING SCHEDULE (BI-MONTHLY)

Revised 1/16/12

A) Bi-monthly billing will be done on a schedule which consists of four (4) billing zones per month.

B) Each customer will be allowed 21 days to pay each billing.

C) On the 23rd day the bill becomes delinquent and the penalty is applied and a notice of Delinquency and Turn-off is sent out with six (6) days to pay.

D) On the 35th day water service will be discontinued if unpaid.

E) Service may be refused or disconnected with appropriate notice if the metered premise has an outstanding debt and the person responsible for the outstanding debt owns or occupies the premises or receives the benefit of the water service provided at that location.

F) Service cannot be shutoff after 12:00 noon on Fridays or the day before a holiday, but can be discontinued on any other working day. Except a customer's water may be discontinued on any day due to the rendering of an invalid check or draft for payment of a bill or deposit.

- G) Each customer will be allowed one (1) late payment per calendar year without a penalty being charged.

### 107.3 BILLING SCHEDULE (BUDGET)

*Revised 1/16/12*

- A) Any customer normally on bi-monthly billing has the option to have the billing changed to the monthly budget billing program.
- B) An average annual billing for the customer is calculated and divided by twelve (12). This amount is the budget amount. This amount will be recalculated each six (6) month period.
- C) Budget accounts are billed and paid prior to the next bill being rendered.
- D) If a customer fails to pay the budget billing for two billings in any calendar year, the customer will be removed from budget billing.

*Revised 4/23/03*

- E) The meter will be read at the normal two month period. The bill will be calculated and will show amount of actual billing and amount credited to account by payments made. The customer will receive a bill each month and a make-up bill every twelve months.

*Revised 4/23/03*

- F) Budget billing will be billed within the last three working days of the month and will have a due date of the 15th of the following month.

*Revised 12/14/98*

- G) On the 16th day of the month the bill becomes delinquent and the penalty is applied and a notice of Delinquency and Turn Off is sent out with six (6) days to pay.
- H) On the 23rd day of the month water service will be disconnected if unpaid.
- I) Service may be refused or disconnected with appropriate notice if the metered premises has an outstanding debt and the person responsible for the outstanding debt owns or occupies the premises or receives the benefit of the water service provided at that location.
- J) Service cannot be shutoff after 12:00 noon on Fridays or the day before a holiday, but can be discontinued on any other working day. Except a customer's water may be discontinued on any day due to the rendering of an invalid check or draft for payment of a bill or deposit.
- K) Each customer will be allowed one (1) late payment per calendar year without a penalty being charged.

### 107.3.1 BANK AUTHORIZATION PAYMENTS

*Revised 6/21/10*

- A) Any customer normally has the option of having their bill paid directly from their bank account.
- B) Any customer wishing to pay in this manner must first complete a "Bank Billing Authorization" form which asks for the customer's name, address, Water Works Account Number, the name of their bank, bank account number, effective date, signature and a voided check.
- C) The bill will be sent to the bank for payment on the due date.
- D) The bill will be marked "DO NOT PAY - PAID BY DRAFT" and will be mailed to the customer for their records.
- E) There will be no additional charge for this service.

### 107.4 BILLING SCHEDULE (MONTHLY)

*Revised 1/16/11*

- A) Industrial and select commercial accounts will be read on the first working day of each month and billed on the second working day of each month  
*Revised 6/21/10*
- B) Each customer will be allowed 15 days to pay each billing.
- C) On the 16<sup>th</sup> day the bill becomes delinquent and the penalty is applied and a notice of Delinquency and Turn-off is sent out with six (6) days to pay.
- D) On the 23<sup>rd</sup> day water service will be discontinued.
- E) Service may be refused or disconnected with appropriate notice if the metered premises has an outstanding debt and the person responsible for the outstanding debt owns or occupies the premises or receives the benefit of the water service provided at that location.
- F) Service cannot be shutoff after 12:00 noon on Fridays or the day before a holiday, but can be discontinued on any other working day. Except a customer's water may be discontinued on any day due to the rendering of an invalid check or draft for payment of a bill or deposit.
- G) Each customer will be allowed one (1) late payment each calendar year without a penalty being charged.

### 107.5 SPECIAL BILLINGS

#### A) NON-BILLED WATER

- 1) City owned facilities that operate with at least 50% tax dollars for uses other than decorative fountains or ponds, irrigation, or other landscaping purposes will not be billed for water.

*Revised 3/15/22*

B) BULK WATER

- 1) Customers purchasing bulk water at the Water Treatment Plant will be billed monthly.
- 2) Customers are billed at the rate of \$4.00 per one-hundred cubic feet of water purchased.
- 1) Customers are allowed 30 days to pay the billing. A late charge of 1 ½ percent per month will be added.
- 2) Failure of the customer to pay invoices when due will terminate their right to further purchases.

*Revised 7/21/97*

C) WATER TESTING

- 1) Customers who wish to have water sampled tested by the Water Works will be invoiced the first of the following month after the testing is done.
- 2) Customers are allowed 30 days to pay these invoices. A late charge of 1 ½ percent per month will be added.
- 3) Charges for testing services:

*Revised 4/12/03*

a) Sterile Plastic Sample Bottles			\$1.00
b) Certified Bacterial Analysis (Present/Absent)			
Total Coliform (Present/Absent)			\$9.00
Fecal Coliform (Present/Absent)			\$5.00
Colisure			\$14.00
c) Certified Inorganics			
Nitrate			\$12.00
Fluoride			\$10.00
d) Non-Certified			
Ammonia	\$10.00	Iron	\$10.00
Alkalinity	\$10.00	Magnesium	\$10.00
Calcium	\$10.00	pH	\$10.00
Chlorine	\$10.00	Turbidity	\$10.00
Hardness	\$10.00		

D) MISCELLANEOUS BILLINGS

- 1) Customers who purchase merchandise for private use will be billed for all costs.
  - a) Invoices will be issued as soon as merchandise has been delivered to the customer.
  - b) Customers will have 30 days to pay each invoice. A late charge of 1 ½ percent per month will be added.

- 2) All other services and charges will be invoiced upon the rendering of these services. Customers have 30 days to pay each invoice. A late charge of 1 1/2 percent per month will be added.

D) IRRIGATION AND COMMERCIAL WATER ACCOUNTS

- 1) Irrigation and commercial watering accounts are limited to a maximum of 100 gallons per minute each day from 6:30 a.m. until 10:30 p.m. Between the hours from 10:30 p.m. until 6:30 a.m., customers with such accounts may use water for irrigation or commercial watering purposes at increased rates of usage per minute.

107.6 SHUT-OFF - TURNING ON PROHIBITED

- A) No person whose service has been turned off shall be allowed to reopen or turn on the water or permit the same to be done, except by the General Manager of the Water Works or those under his charge.

107.7 SPECIAL CHARGES

- A) There will be a \$15.00 service charge for any of the following items:

- 1) Special read at customer's request
- 2) Turn off water while customer is gone
- 3) Turn on water when customer returns
- 4) Turn off water for nonpayment
- 5) Turn on water after billing paid

*Revised 4/23/03*

- B) There will be a \$20.00 service charge for any of the following items:

- 1) Checks returned by a financial institution

- C) There will be a surcharge of \$1.50 on all credit card transactions beginning March 1, 2017

*Revised 1/16/17*

107.8 FROZEN METER

- A) The Water Works will charge a flat rate of \$70.00 to the customer for all frozen meters up to the size of 1". Meter sizes over 1", the customer will pay replacement costs, but not less than \$70.00.

*Revised 1/20/14*

107.9 CUSTOMER REQUEST METER TEST

- A) A \$30.00 fee will be charged for any meter that is removed and tested at the customer's request if the meter is found to be within acceptable limits.

*Revised 1/20/14*

107.10 HYDRANT METERS

- A) The following charges will be made:
  - 1) Any customer requesting a hydrant meter shall pay a security deposit of \$150 which shall be refunded upon return of the meter in proper condition.

*Revised 4/23/03*

- 2) Installation fees will be \$100 for hookups smaller than one inch. For hookups one inch and larger the fee is \$150.

*Revised 4/23/03*

- 3) Any customer using a hydrant meter shall pay a minimum monthly usage fee of \$50.

- B) All deposit and installation fees as specified above must be paid prior to the installation of the hydrant meter. Failure to pay monthly statements for water usage by the due date shall result in the disconnection of the hydrant meter

107.11 TAPPING & CONNECTION CHARGES

- A) Taps
  - 1) 3/4" & 1" = \$135.00  
1 1/4", 1 1/2" & 2" = \$176.00  
Over 2" = Time and Materials plus \$113.00 if performed by the utility or \$113.00 Inspection Fee if performed by a tapping company

- B) Connection Fees – All connections on or after 7/1/16

Connection Fees by Meter Size Without Separate Private Fire Service	
METER SIZE	CONNECTION FEE
5/8" & 3/4"	\$315.00
1"	\$526.00
1 1/2"	\$1,049.00
2"	\$1,679.00
3"	\$3,150.00
4"	\$5,251.00
6"	\$10,499.00
8"	\$16,799.00
10"	\$24,151.00

Connection Fees by Line Size for Separate Private Fire Service	
LINE SIZE	CONNECTION FEE
3/4"	\$14.00
1"	\$14.00
1 1/2"	\$40.00
2"	\$86.00
3"	\$250.00
4"	\$532.00
6"	\$1,545.00
8"	\$3,292.00
10"	\$5,920.00

Marshalltown Water Works reserves the right to adjust or implement connection fees for conditions not specified by the rates outlined above utilizing the AWWA meter equivalency factors.

C) Connection Fee – Customers Upsizing an Existing Meter

Water meters installed on or after 7/1/16 and later increased in size will be given a credit for the prior connection fee paid.

The following credits only apply to connections made on or before 6/30/16 and will be applied toward a new connection fee for customers that increase the size of their existing water meter.

- 1) No credit will be given if the size of the water meter is reduced.
- 2) Existing connections tapped after 5/17/84 but before 8/1/89 will be credited \$75.00 for ¾" and 1" connections and \$100 for 1 ¼" - 2" connections.
- 3) Existing connections tapped on or after 8/1/89 will be credited \$50 for ¾" and 1" and \$75.00 for 1 ¼" – 2" connections.
- 4) Customers with connections 4" and larger that were tapped after 4/23/03 will be credited \$200.00 for 4" and 6" connections and credited \$400.00 for 8" through 12" connections.

*Revised 7/1/16*

107.12 AFTER HOURS CALLS

- A) After hours calls, weekend calls, or holiday calls will be paid for by the customer requesting this service. This amount will be \$40.00 an hour with a minimum charge of two (2) hours to provide this service. This service will be furnished without charge to any utility prior to any underground work.

*Revised 1/20/14*

107.13 COLLECTION PROCEDURE

- A) The Water Works will take any steps it deems necessary to collect unpaid invoices and water billings.
- B) The Water Works may charge a \$5.00 Administrative Charge to cover expenses per Section 384.84 of the Code of Iowa when placing a tax lien on the property.
- C) The Water Works is a participant in the Offset Program administered by the State of Iowa. The Water Works may charge a \$12.00 Administrative Charge to cover expenses when an unpaid bill is collected through the Income Offset Program.

*Revised 11/18/96*

*Revised 9/20/11*

Prior to placing a customer's delinquency into the Offset Program, the Water Works will comply with the following procedures:

1. The Water Works will make a good faith effort to collect the delinquent account through other means.
2. The Water Works will provide the customer thirty (30) days advance written notice that the debt will be placed in the Offset Program by certified mail addressed to the customer at the last known address.
3. The notice shall be deemed given three (3) days after deposit with the U.S. Postal Service with postage prepaid. It is the responsibility of the customer to provide the Water Works with a current address.
4. The notice will advise the customer of the date on which the debt will be placed in the Program if not paid and the customer's right to appeal the amount of the debt and placement of the debt into the Offset Program.
5. Prior to the stated date, the customer will have the right to file with the Water Works Appeal Board a written notice of appeal. The Water Works Appeal Board consists of the General Manager, the Director of Finance and the Director of Distribution. The Water Works will upon receipt of the written appeal set a time and date for hearing on the appeal with the Appeal Board. The hearing on the appeal shall be within thirty (30) days of receipt of the notice of appeal. The hearing shall be a contested case procedure under Chapter 17A of the Code of Iowa.

*Revised 10/15/13*

#### 107.14 INSUFFICIENT CHECK OR DRAFT

- A) When a customer renders an invalid check or draft for payment of a bill or deposit, the Water Works will attempt to reach the customer by telephone immediately after receiving notification from the financial institution. If the customer cannot be reached by telephone then a blue "final notice" tag will be hung on the door notifying the customer when the payment must be received to avoid disconnection. The customer will have 48 hours from the time of notification to reimburse the Water Works for the amount of the check or draft plus a service charge. If payment is not received within 48 hours, the customer's water will be disconnected and they will be charged a turnoff fee. A customer's water may be disconnected on any day due to the rendering of an invalid check or draft. After the customer has paid for the invalid check or draft, they will be charged a reconnection fee.

*Revised 6/21/10*

#### 107.15 WELL DRILLING PERMIT

- A) Drill 1 – 10 Wells      \$200.00
- B) Drill 11 – 20 Wells    \$300.00
- C) Drill 21 or more Wells \$400.00

*Revised 4/23/03*



**Section 108.0**

**FIRE HYDRANTS**

## 108.0 FIRE HYDRANTS

### 108.1 OPERATION OF FIRE HYDRANT

- A) No person shall turn on or operate any fire hydrant within the city without the express permission of the General Manager of the Water Works, excepting a regular member of the Fire Department in times of fire, or an employee of the Marshalltown Water Works.

### 108.2 OBSTRUCTION OF HYDRANTS

- A) Nothing shall be erected or planted which shall interfere with the use of a fire hydrant. Sufficient clearance shall be maintained around the hydrant to permit easy connection of hoses and full circle operation of the hydrant using regular hydrant wrenches and hose spanners.

Shrubs, trees, flowers or weeds shall not be planted nor permitted to grow so as to prevent full view of a fire hydrant from the street.

### 108.3 PRIVATE FIRE HYDRANTS

- A) Fire hydrants located on privately owned property, or on streets not dedicated to public use, are the responsibility of the owner and are to be used for fire protection only. These hydrants are designated "private fire hydrants". These hydrants must be purchased from the Marshalltown Water Works.



**Section 109.0**

**WATER MAINS**

## 109.0 NEW WATER MAINS

### 109.1 EXTENSIONS WITHIN SUBDIVISION

- A) Extensions within subdivisions will be at the sole cost, risk, and expense of the developer. Such installation shall be undertaken and accomplished in all respects in accordance with the water main standards of the Water Works Board of the City of Marshalltown. The minimum pipe diameter of lateral mains in a subdivision will be eight (8) inches. The subdivider will be required to construct "stubs" along streets to the perimeter edge of the subdivision. All subdivisions will be designed with two or more supply connections, creating a loop.
- B) In the event the Marshalltown Water Works requires the subdivider to install a main or mains through a subdivision in excess of eight (8) inches in diameter, the Water Works will rebate to the subdivider the difference between the cost of the larger main and the cost of an eight (8) inch diameter main. The cost of mains shall be determined by the Water Works.  
*Revised 4/23/03*
- C) If the Water Works design determines that a water main greater than eight (8) inches is necessary to serve the area concerned, the subdivider must bear the total cost of the entire material and installation expense.
- D) The cost of inspection made by the Marshalltown Water Works shall be paid by the subdivider at the current rate charged by the Marshalltown Water Works.  
*Revised 6/21/10*

### 109.2 EXTENSIONS FROM TERMINAL POINT OF WATER SYSTEM TO SUBDIVISION

- A) The subdivider will install at his expense an extension from a terminal point of the water system to the subdivision. The extension will be according to the requirements, design and inspection of the Water Works. The Water Works will designate the terminal connection point and the route along which the extension will be constructed.
- B) At the discretion of the Water Works, participation by the Water Works may occur in part or in whole in any extension from the terminal point of the water system to the subdivision in accordance with the provisions of paragraphs 109.1-A and 109.1-B.

### 109.3 BOARD'S ACCEPTANCE

At such time as:

- A) The main shall have been completed in substantial compliance with such standards;
- B) Developer shall give proof satisfactory to the Water Board that no laborers or material men have any claim on account of such works;

- C) The streets in which the main is located have been accepted by the City of Marshalltown or otherwise become irrevocably dedicated to public purposes;
- D) Developer shall have conveyed such main to the Water Board;
- E) Developer shall have paid the cost of inspection as herein stated;
- F) Developer shall have furnished to the Water Board a maintenance bond to guarantee the main to be free from leaks and any other construction or material defects for a period of four years from date of acceptance, then upon the happening of the last to occur of all the above, the Water Board shall permit the connection between its system and the main to be opened. Following four years from date of acceptance, and thereafter, the Water Board shall be responsible for maintenance, upkeep and repair of such main, and otherwise treat it in all respects as a part of its system.

*Revised 4/23/03*

When and only after said water main has been connected, opened, and placed in service, may any water service connection be made to the main and then only in conformance to the Marshalltown Water Works Rules and Regulations for installing and maintaining water services.

#### 109.4 EXTENSION AND USE OF WATER MAINS

- A) Water mains will not be extended beyond the limits of the City of Marshalltown except in those instances where such extensions will improve the service within the city, or when such extensions are required to reach areas within the city limits.  
*Revised 9/18/95*
- B) Where water mains now exist or may in the future exist outside the city limits, the owners of property abutting such mains, may apply for permits to tap said mains and install not less than a 3/4 inch water service. A contract covering a five-year period will be executed between the Water Works and the property owner providing for water service to this property. A \$50 application fee payable at the time the contract is signed, will be required. Applications will not be granted to the owners of property which do not abut a street or highway where Water Works mains now or may in the future exist.

*Revised 12/21/15*

- C) The application process for securing a permit to tap a Water Works main for service to real estate which is not within the city limits of Marshalltown, Iowa is as follows:
  - 1) If the real estate for which water service is requested abuts the location of an existing Water Works main but does not abut the city limits, the Water Works may approve the application and, if so, the Water Works and property owner will enter into a five-year agreement as specified in this Section 109.4.
  - 2) If the real estate for which water service is requested abuts the location of

an existing water main **and** the city limits, the owner of the real estate must apply for voluntary annexation by the City of Marshalltown and such application must have been refused by the City. In this situation, the Water Works and property owner will enter into a five-year agreement as specified in this Section 109.4.

- 3) The property owner requesting water service from the Water Works must agree to pay any appropriate charges which are required through existing or future rules and regulations established by the Marshalltown Water Works Board of Trustees.
- 4) The owner of real estate described in paragraphs 1 and 2 above must file a new application and pay a \$50.00 application fee every five years. The new application must be filed with the Water Works at least 60 days prior to the expiration of the then current five-year agreement. The Water Works will review the application and, if appropriate, enter into a new five-year agreement with the owner.
- 5) All applications for service taps shall bear the signature of the property owner and the name of the plumber, and shall include a statement by the owner that the property is within or without the city limits. All applications for service taps outside the city limits will be reviewed and approved by the Board of Water Works Trustees before a permit is issued.
- 6) Any customer objecting to annexation by the City of Marshalltown will not be issued a permit.
- 7) If a customer fails to satisfy Water Works requirements including its rules and regulations, the customer's permit to tap into the Water Works main may be revoked and water service discontinued.

*Revised 12/21/15*

- D) An additional tap to supplement an existing tap shall be treated as a new application under paragraph C above.

*Revised 12/21/15*

- E) Extensions of service into additional buildings other than buildings originally served by the tap are prohibited. Failure to comply with this requirement will be deemed cause for revocation of the permit and discontinuance of water service.

*Revised 12/21/15*

- F) The Board of Water Works Trustees reserves the right, anything to the contrary herein notwithstanding, to refuse or discontinue service to any real estate outside the limits of the said City of Marshalltown.

*Revised 12/21/15*



**Section 110.0**

**STANDARDS**

## 110.0 STANDARDS

### 110.1 CONSTRUCTION STANDARDS

The Water Works has adopted the following standards for all construction:

- A) American Water Works Association Standard Specifications and Revisions
- B) Iowa Department of Natural Resources Management Rules and Regulations
- C) Environmental Protection Agency Rules and Regulations
- D) Standard Specifications for Water Main Installation by Marshalltown Water Works on file with Iowa Department of Natural Resources

*Revised 4/23/03*

### 110.2 STANDARD MATERIALS

The following is a list of Standard Materials approved for use in the Marshalltown system:

- A) All Service Lines - Type K Copper
- B) Corporations - Mueller Type H - 15000
- C) Curb Stops –
  - 1) Ford B22 Series - Copper only
  - 2) Ford B62 Series – Non-copper (service lines only)
- D) Curb Stop Valve Boxes - Mueller Type 10306/with rod
- E) Fire Hydrant - Approved List
  - 1) American Darling B84B Traffic Model
  - 2) Clow Medallion - Traffic Model
  - 3) Mueller Super Centurion - Traffic Model
- F) Resilient Wedge Valves - Clow F-6100 (open left)
- G) Butterfly Valves - Mueller Linseal III (open left)
- H) Valve Box - Tyler 6850 Series
- I) Water Main –
  - 1) 4"-12" Inclusive, push-on joint ductile iron pipe, Class 52 or Pressure Class 350

*Revised 3/15/10*

- 2) 4"-12" Inclusive, C-900; Pressure Class 200 or DR-14
- 3) 14" and larger, push-on joint ductile iron pipe, Class 52
- J) Tracer Wire – #12 AWG Solid Copper with blue insulation

*Revised 4/23/03*



## **Section 111.0**

# **RULES & REGULATIONS**

## 111.0 NEW RULES AND REGULATIONS

### 111.1 NEW RULES AND REGULATIONS

- A) The Board of Water Works Trustees shall have the power to make, adopt, revise, amend, and revoke as they deem advisable, rules and regulations, including the foregoing rules and regulations for the distribution, use, and protection of the water supply of the City, and for the manner of connecting consumer's premises therewith and the installation of meters, water pipes, and fixtures and for the collection of water rates and rents and all such other rules and regulations in connection therewith as they deem proper and enforce the same by shutting off the water supply of any consumer or by such other means, not contrary to law and to the ordinance of the City, as they may prescribe.

### 111.2 VIOLATIONS

- A) No person by himself or by his agent or employees shall willfully violate any of the provisions of these regulations or take or use any of the water of the city without having previously contracted for the same, or take, remove, carry away, break, run over, trample, or crush any barricade or warning light around or upon any street excavation.



# FIGURES

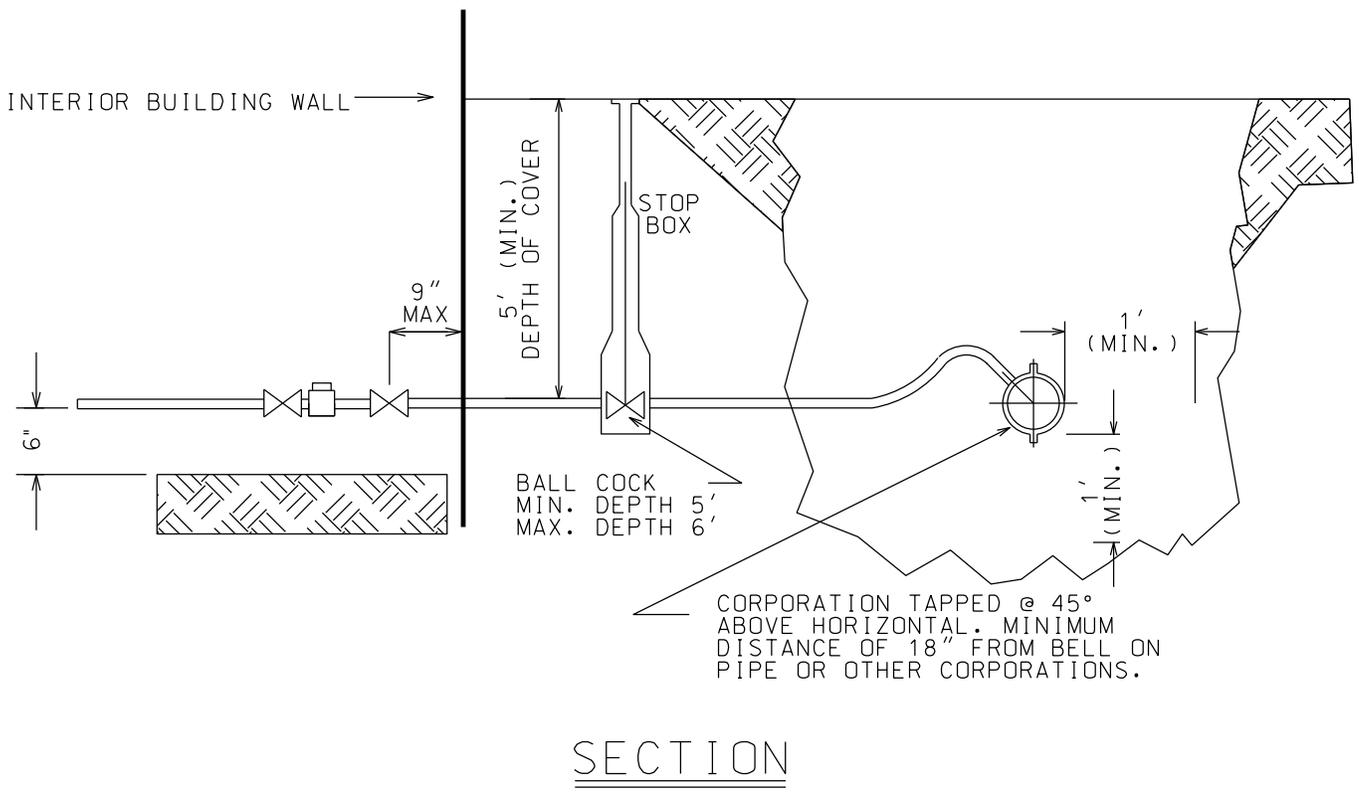
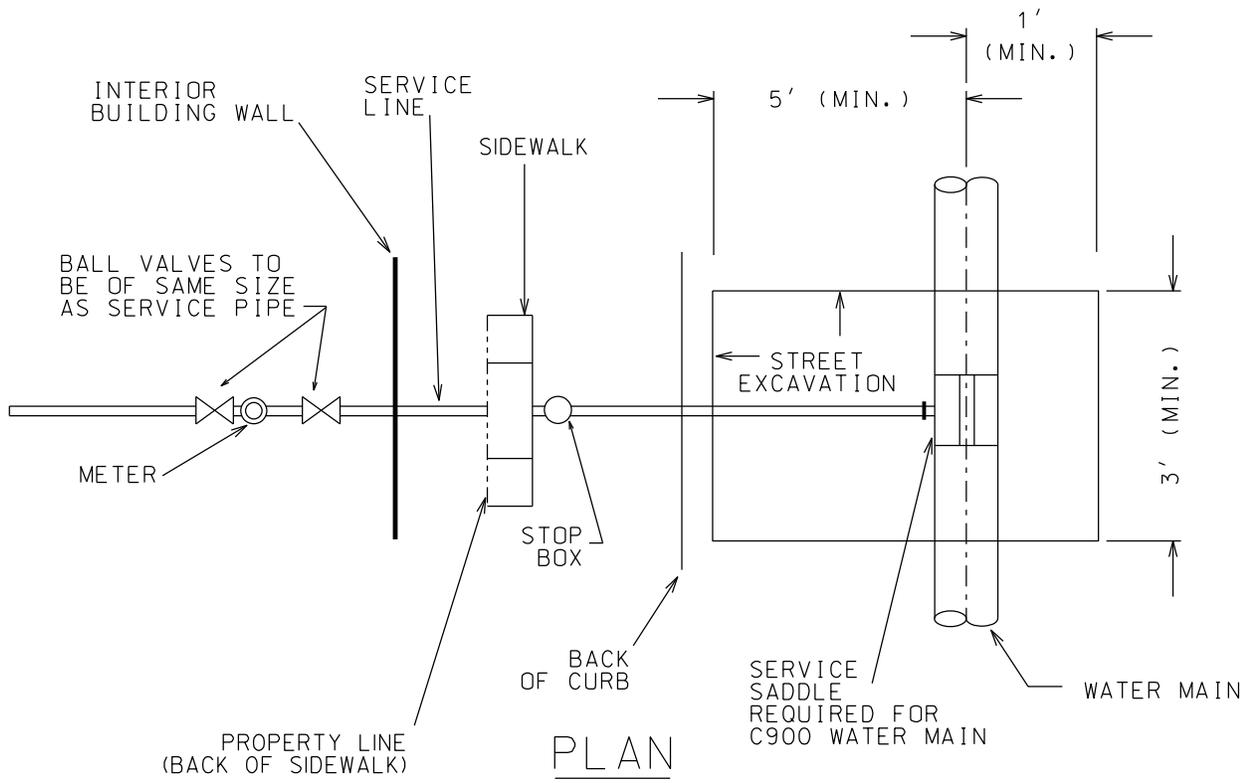


FIGURE #1  
 DETAIL OF 3/4" - 1"  
 SERVICE INSTALLATION

REVISED  
 11-18-96  
**PAGE 36**

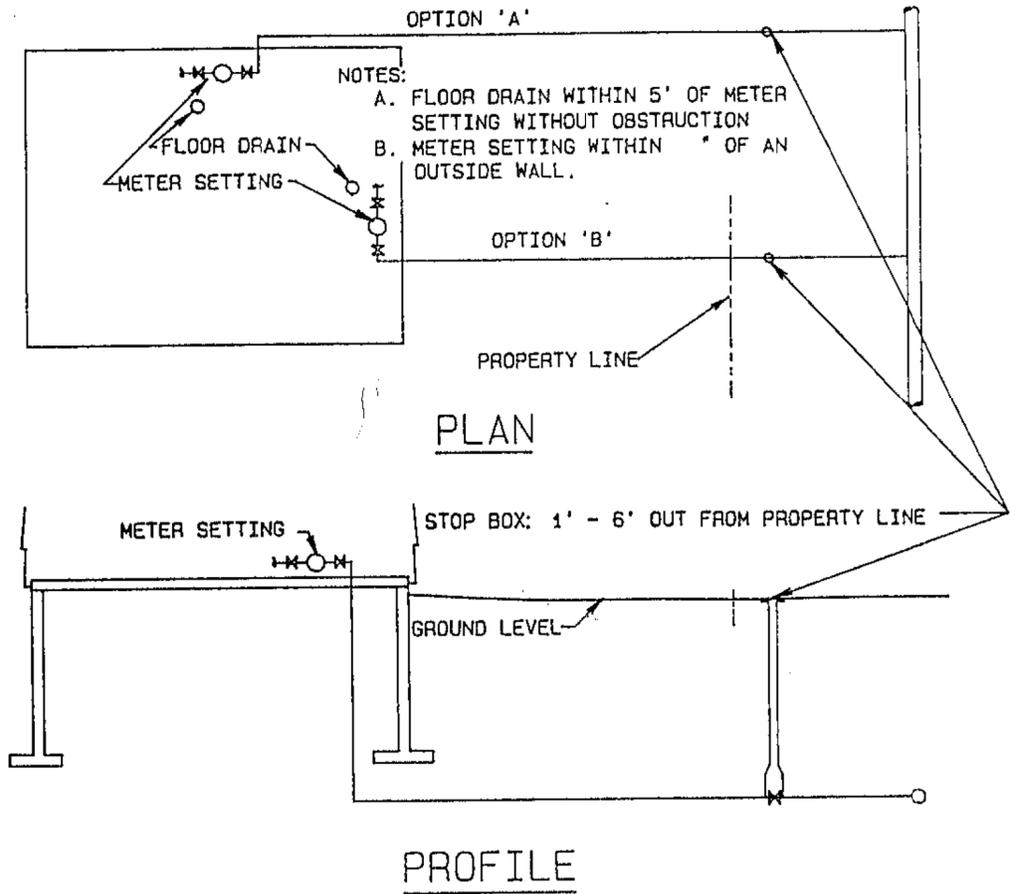


FIGURE #2

1ST FLOOR SETTING  
 WITH CONCRETE FLOOR



INTERIOR BUILDING WALL

VALVES TO BE OF SAME SIZE AS SERVICE PIPE

METER

EXTERNAL OR INTEGRAL STRAINER (REQUIRED FOR 1 1/2" LINES AND LARGER)

SERVICE LINE

STOP BOX

PROPERTY LINE

STREET EXCAVATION

5' (MIN.)

1'

SERVICE SADDLE

4' (MIN.)

WATER MAIN

PLAN

INTERIOR BUILDING WALL

3' MAX

MIN DEPTH OR COVER 5'-0"

STOP BOX

BALL COCK  
MIN. DEPTH 5'-0"  
MAX. DEPTH 6'-0"

MIN 12"

MIN 12"

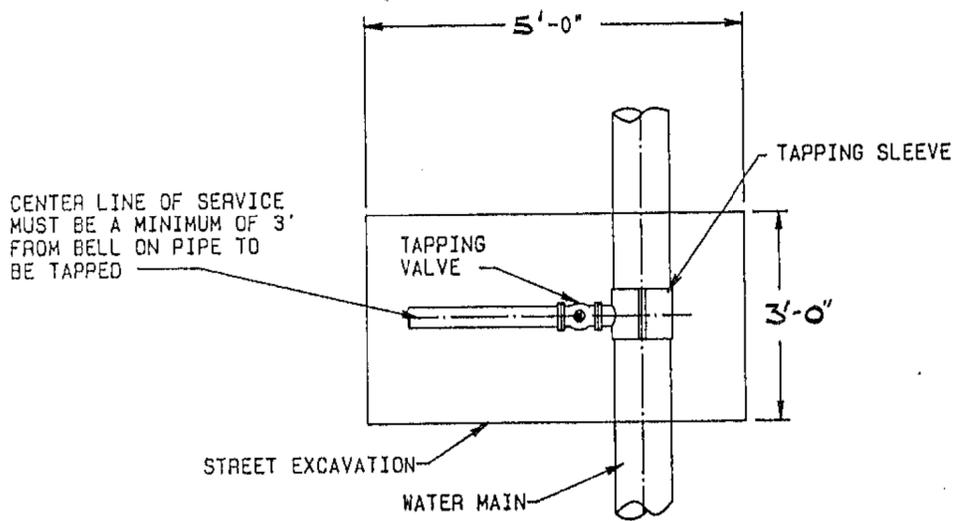
CORPORATION TAPPED HORIZONTAL. MIN. DISTANCE OF 2' FROM BELL ON PIPE OR OTHER CORPORATIONS.

SECTION

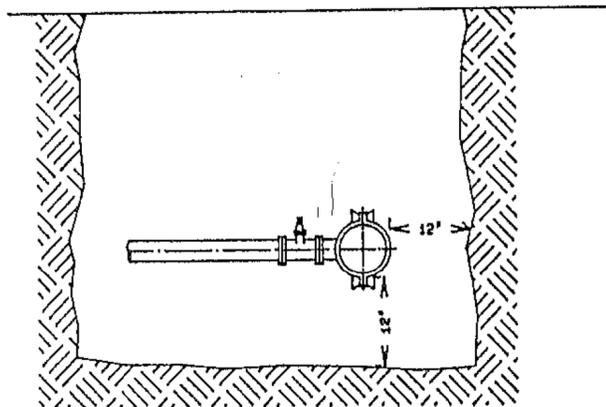


FIGURE #3  
DETAIL OF 1" - 2"  
SERVICE INSTALLATION

REVISED 7-2-96



PLAN



SECTION

FIGURE #4



EXCAVATION DETAIL FOR TAPPING  
SERVICES LARGER THAN 2"

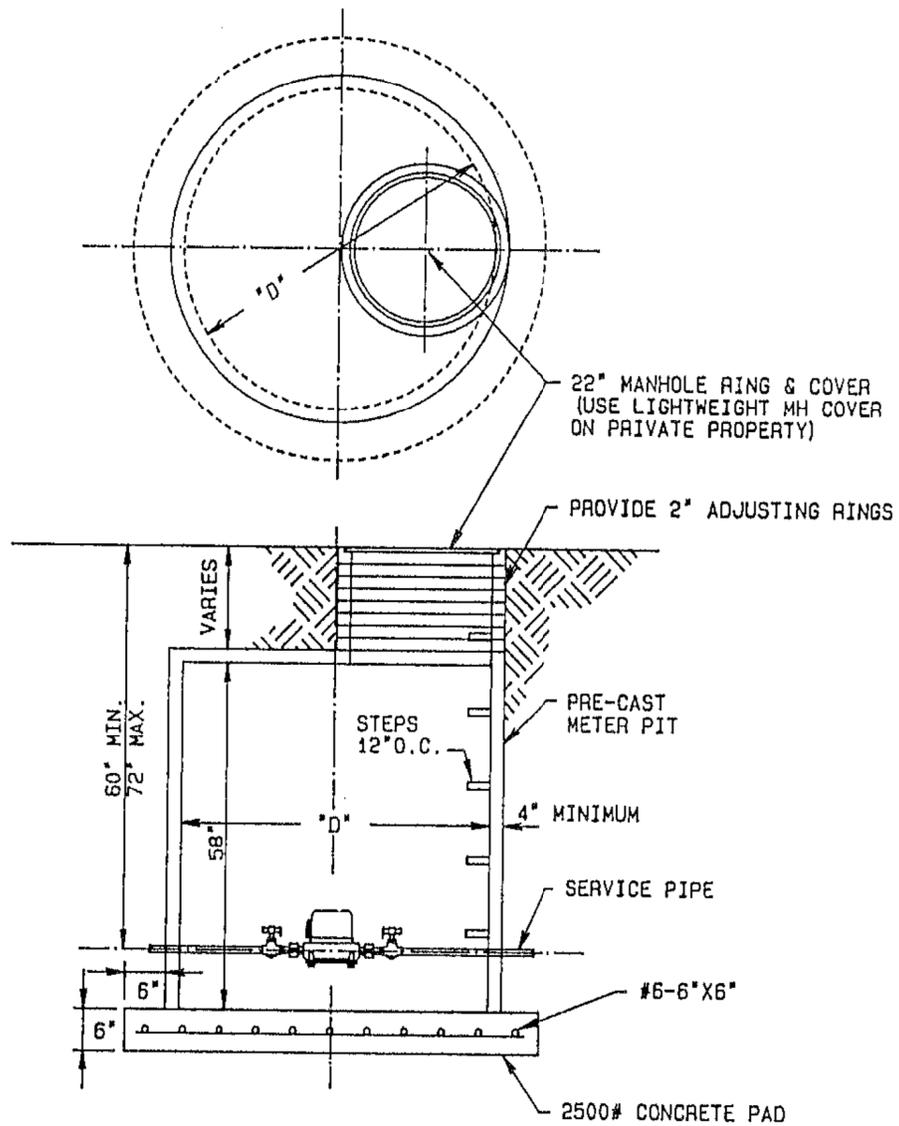
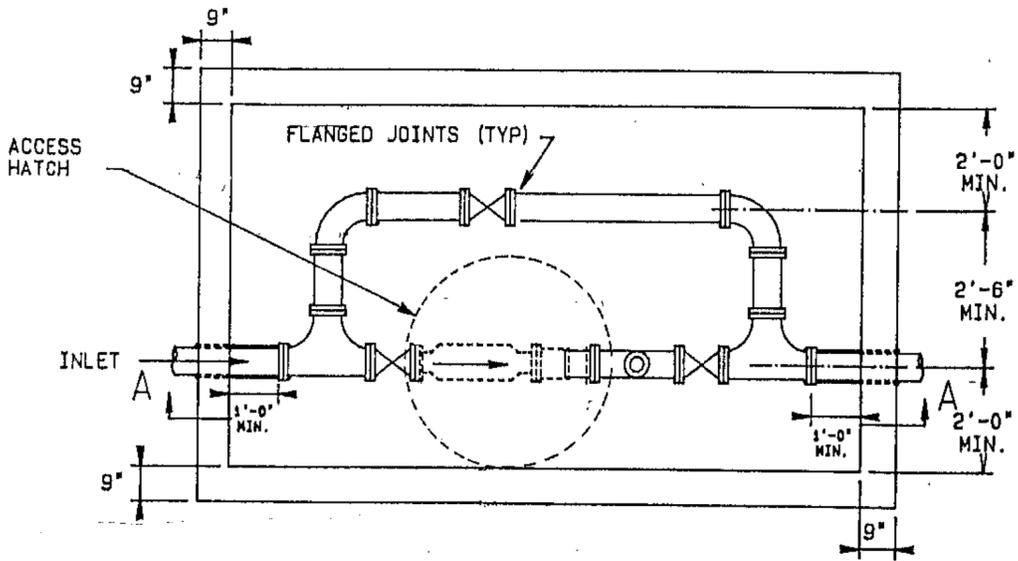


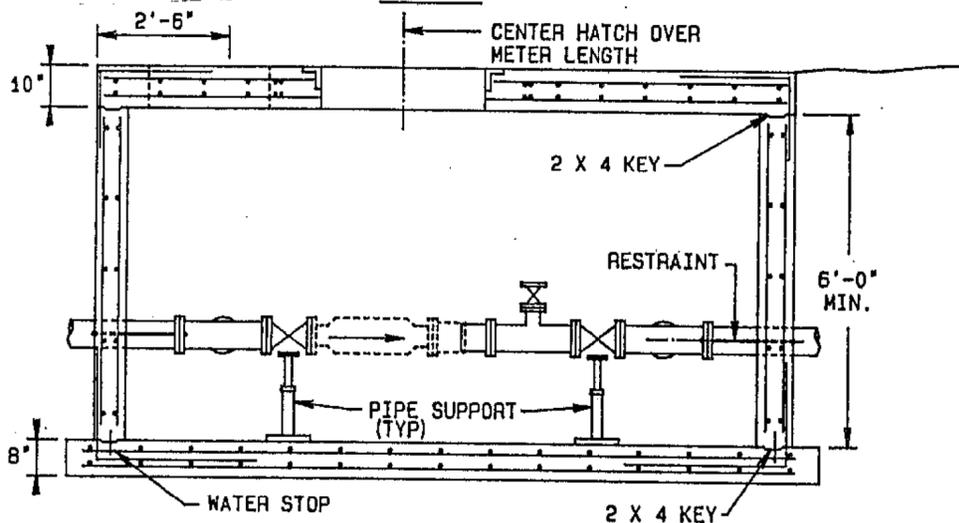
FIGURE #5

DETAIL OF STANDARD  
METER PIT





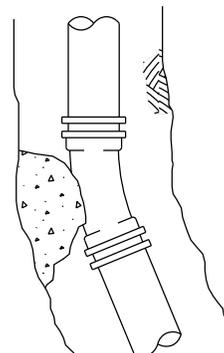
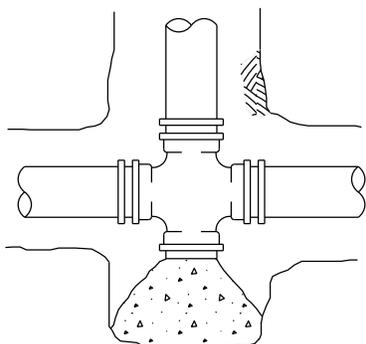
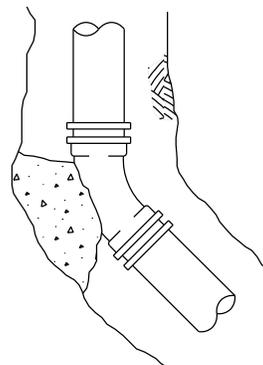
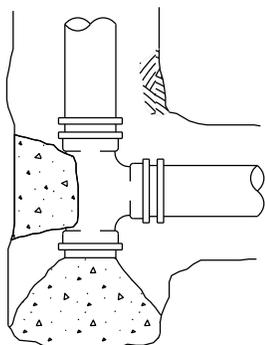
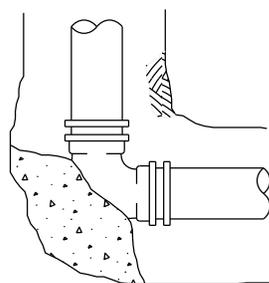
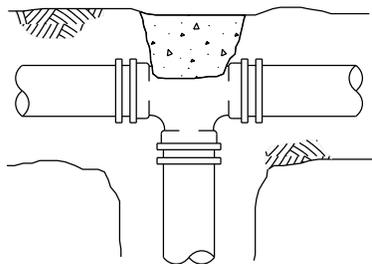
PLAN



SECTION "A"



FIGURE #6  
STANDARD METER PIT  
OPTION B  
1-1/2"  
METERS AND LARGER



NOTES:

1. All blocking shall be with poured concrete against undisturbed earth.
2. Minimum thickness of thrust block shall be 18"
3. All blocking shall have a compressive strength of 4000 psi.
4. Protect all mechanical joint bolts from concrete by covering joints with plastic sheeting.
5. See Figures 7b-7e for required thrust block size.



FIGURE #7A  
THRUST BLOCKS

REVISED  
5-19-97

PAGE 42 (a)

**THRUST BLOCK SIZING FOR  
DEAD END OR TEE @ 100 PSI  
WATER PRESSURE  
MULTIPLY BY P/100 FOR OTHER PRESSURES**

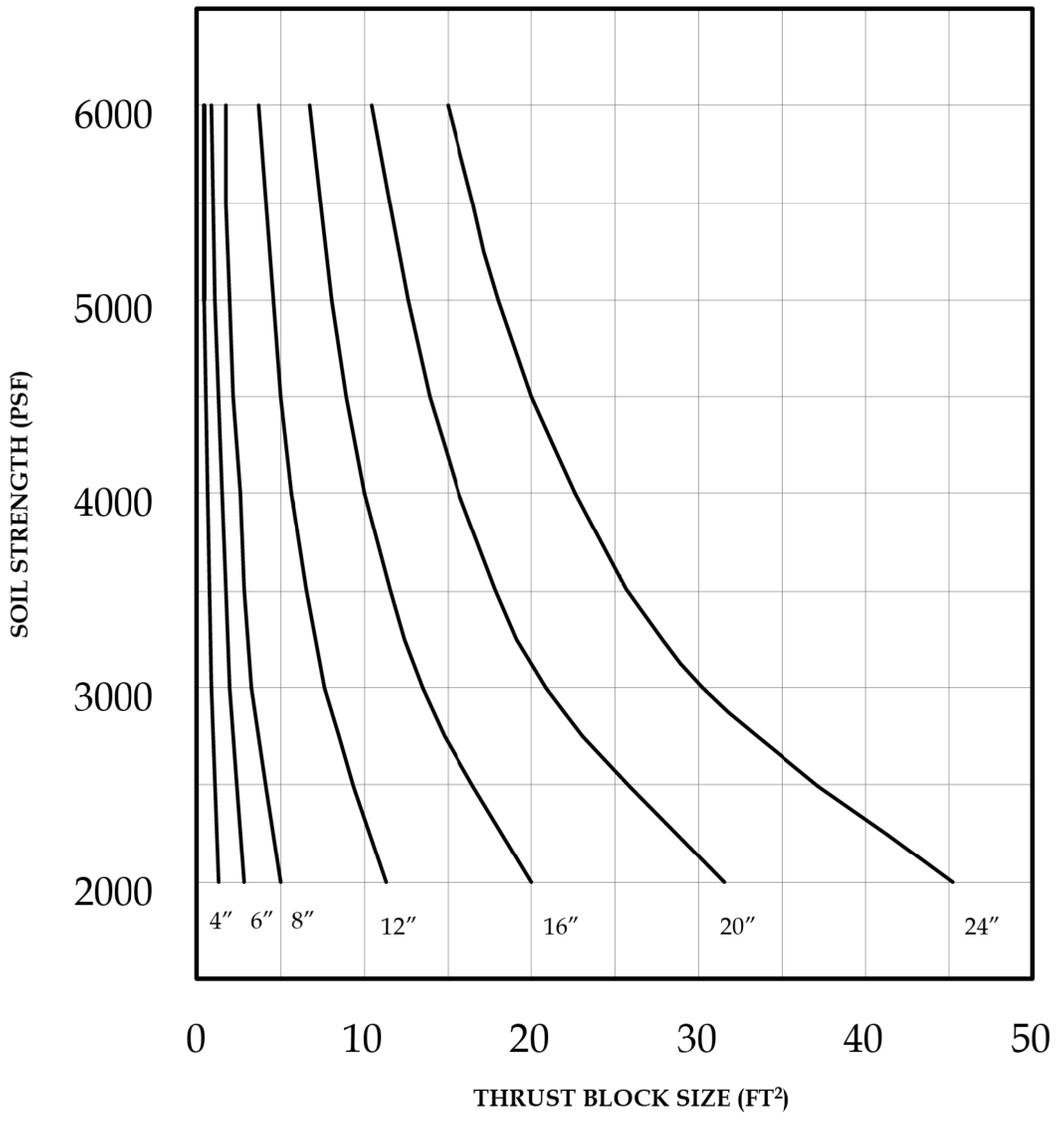


FIGURE #7B  
THRUST BLOCKS

REVISED  
5 - 19 - 97  
PAGE 42 ( b )

**THRUST BLOCK SIZING FOR  
22.5° BEND @ 100 PSI  
WATER PRESSURE  
MULTIPLY BY P/100 FOR OTHER PRESSURES**

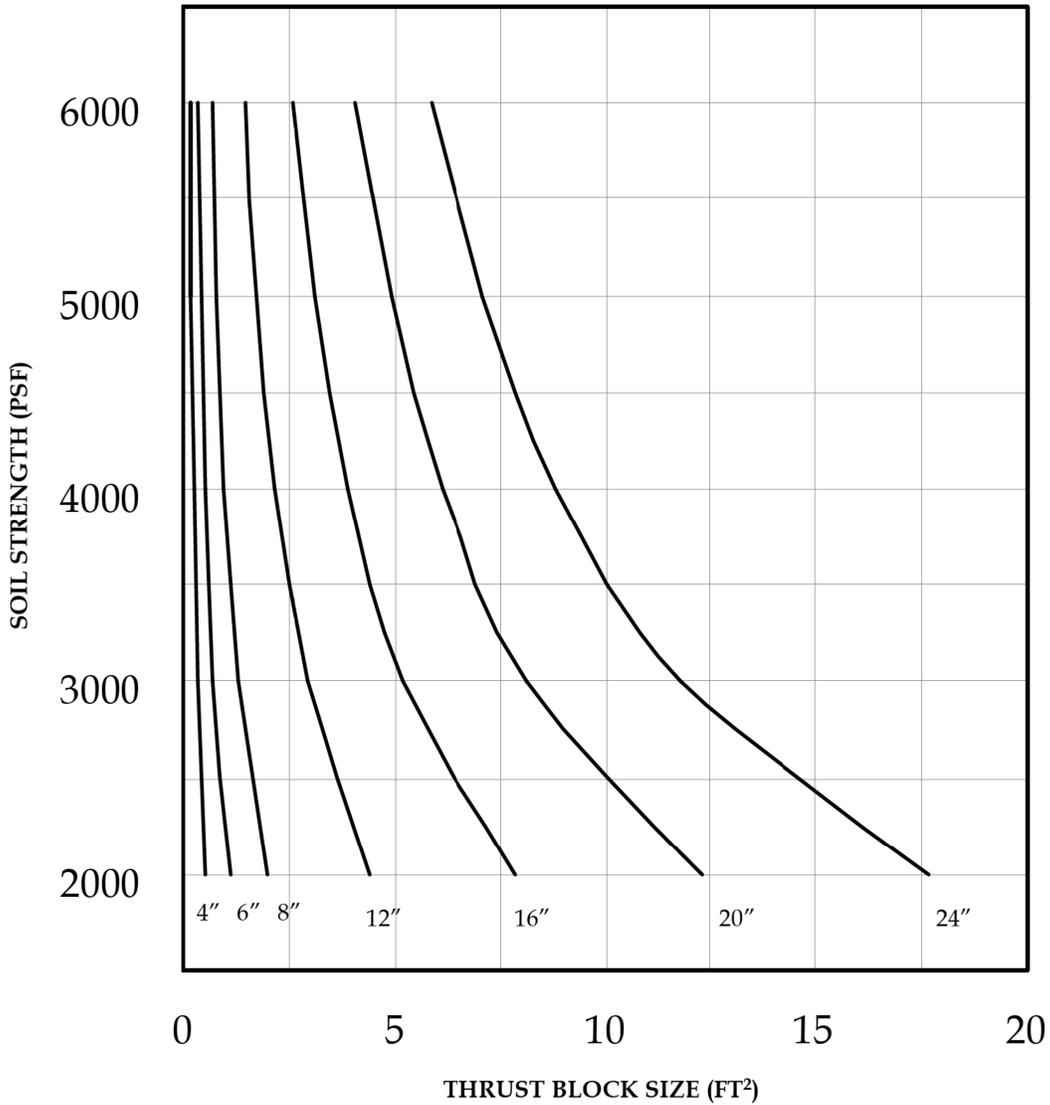


FIGURE #7C  
THRUST BLOCKS

REVISED  
5 - 19 - 97

PAGE 42 ( c )

**THRUST BLOCK SIZING FOR  
45° BEND @ 100 PSI  
WATER PRESSURE  
MULTIPLY BY P/100 FOR OTHER PRESSURES**

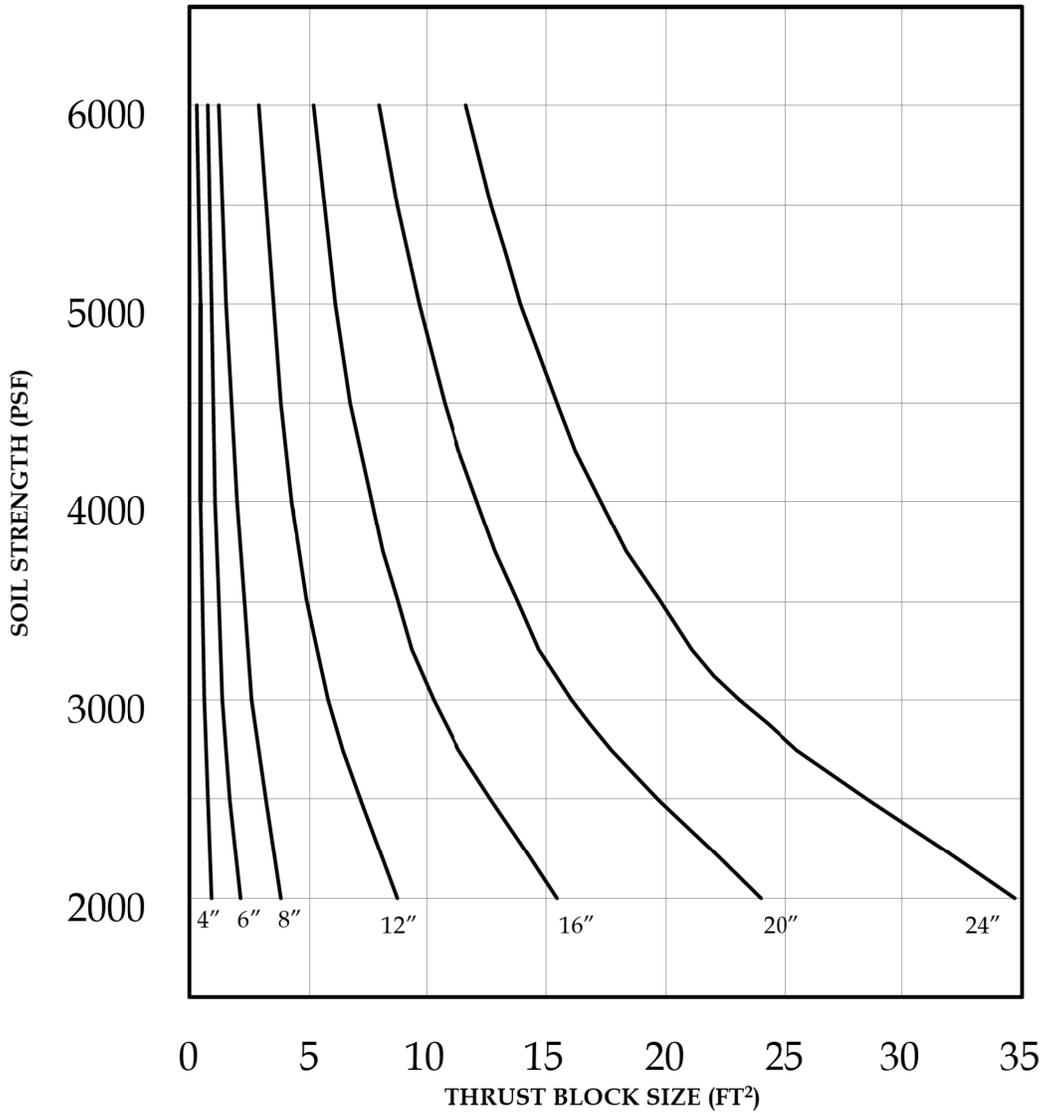


FIGURE #7D  
THRUST BLOCKS

REVISED  
5 - 19 - 97

PAGE 42 (d)

**THRUST BLOCK SIZING FOR  
90° BEND @ 100 PSI  
WATER PRESSURE  
MULTIPLY BY P/100 FOR OTHER PRESSURES**

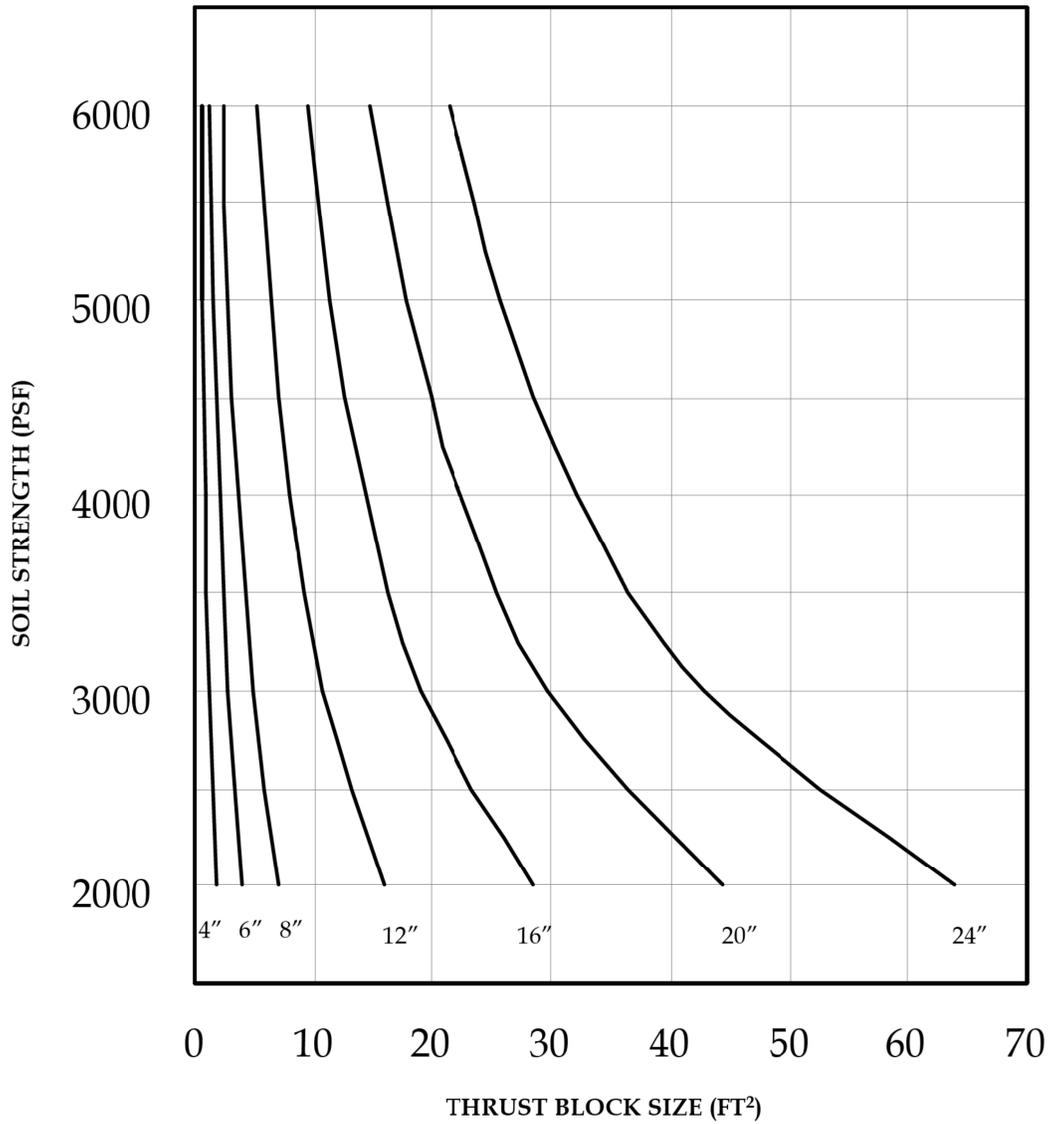
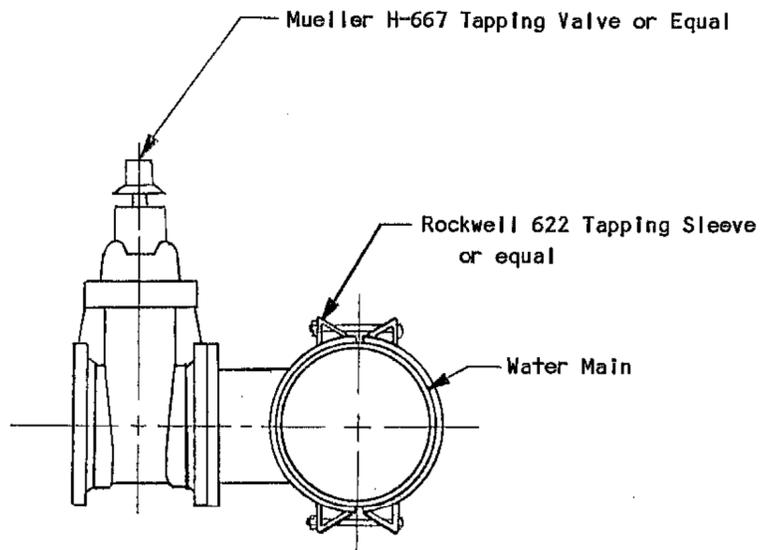


FIGURE #7E  
THRUST BLOCKS

REVISED  
5 - 19 - 97

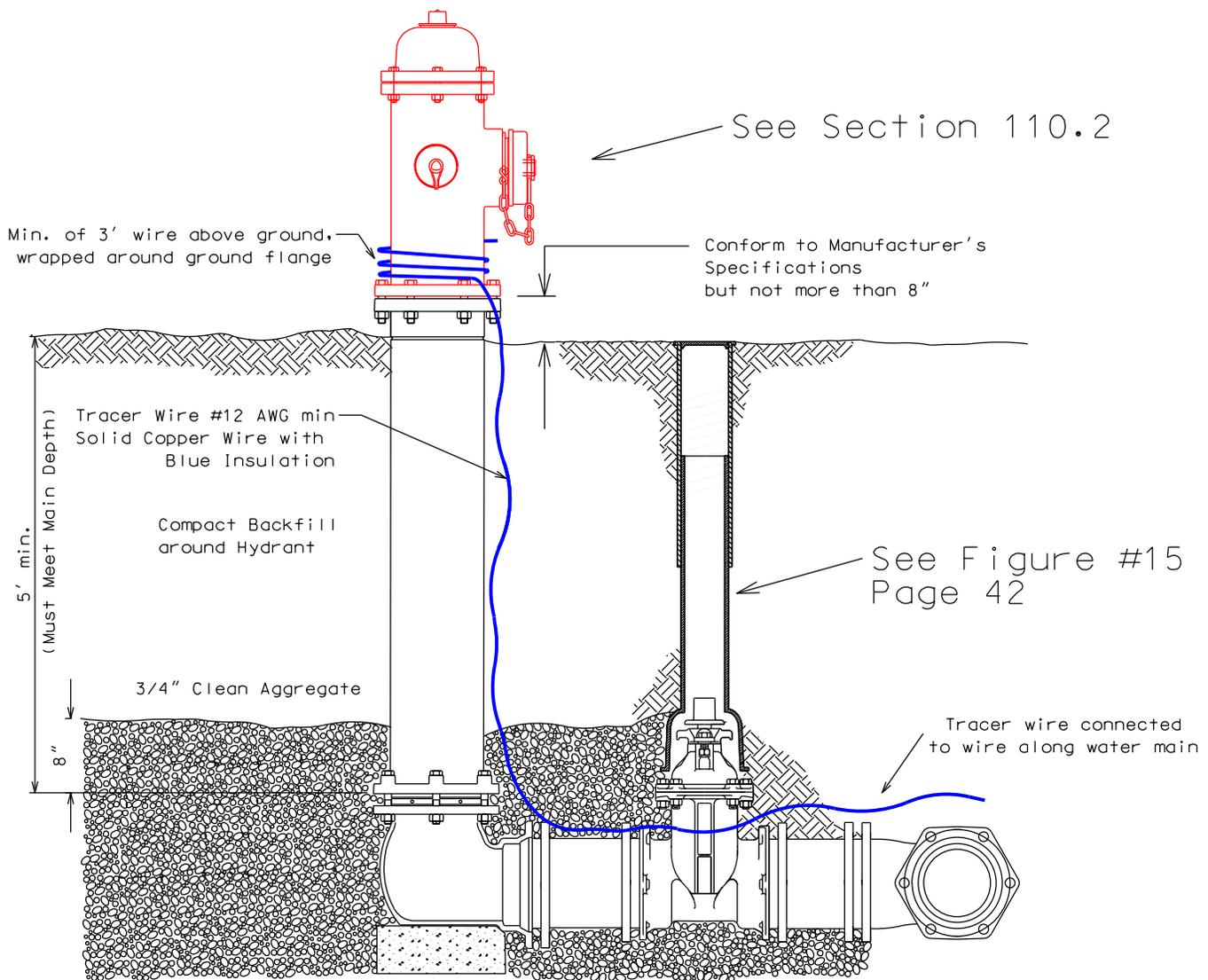
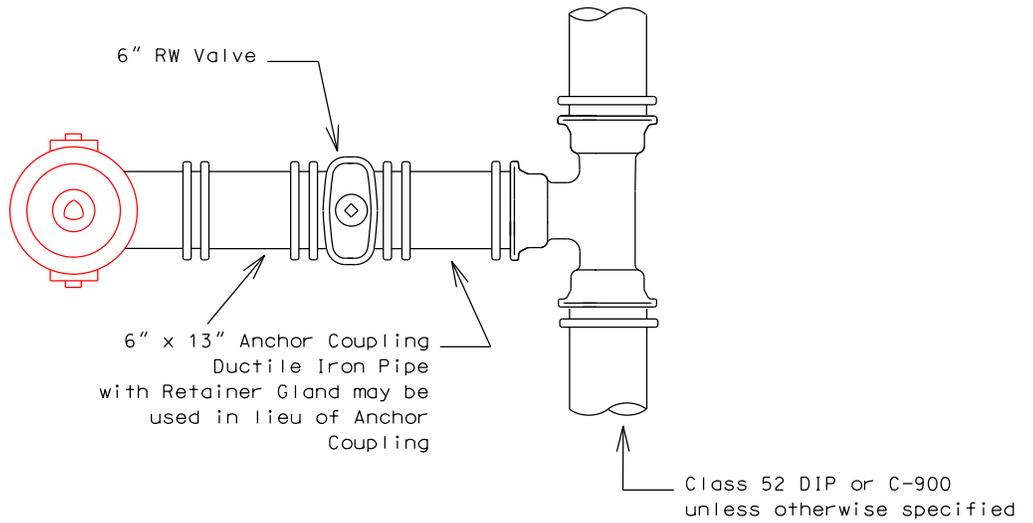
PAGE 42 ( e )



All taps in excess of 2" will be performed by utility and billed to contractor. Contractor will furnish all materials.



FIGURE #8  
TAPPING DETAIL  
SERVICES LARGER THAN 2"



Provide concrete base and maintain hydrant drain openings



Figure #9

Detail of Standard Hydrant Installation

Revised  
4-21-2003

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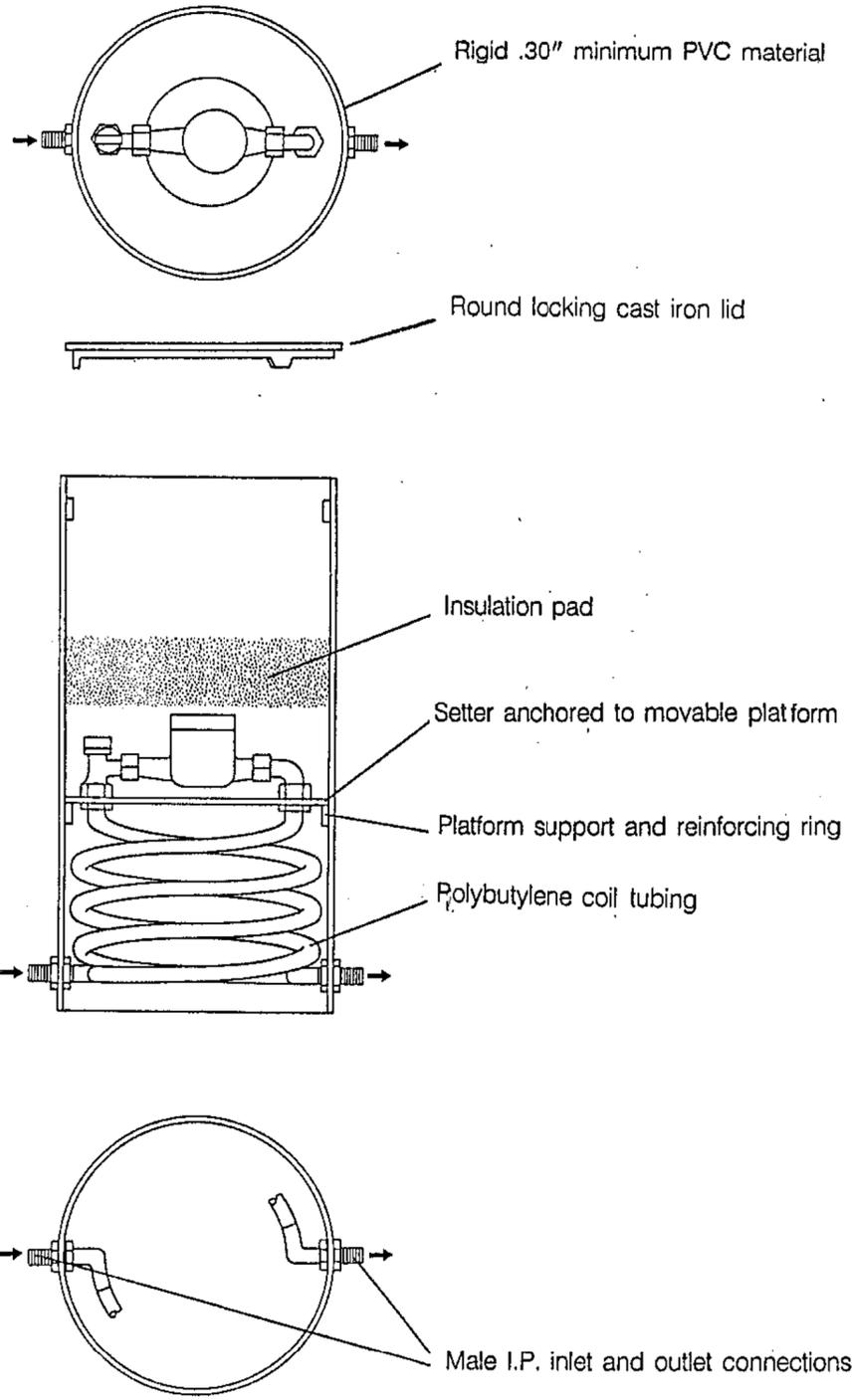


FIGURE #10  
 DETAIL OF STANDARD  
 METER PIT  
 5/8" - 1" METER



## Guide to the Assessment of Hazard and Selection of Assemblies for Containment

Description of Cross Connection	Assessment of Hazard	Minimum protection required for containment
Aspirator (medical)	Health	RPBA
Aspirators	Nonhealth †	DCVA
Autoclaves	Health	RPBA
Autopsy and mortuary equipment	Health	RPBA
Bedpan washers	Health	RPBA
Connection to industrial fluid systems	Health	RPBA
Connection to plating tanks	Health	RPBA
Connection to saltwater cooling systems	Health	RPBA
Connection to sewer pipe	Health	RPBA
Cooling towers with chemical additives	Health	RPBA
Cuspidors	Health	RPBA
Degreasing equipment	Nonhealth	RPBA
Domestic space-heating boiler	Nonhealth	RPBA
Dye vats or machines	Health	RPBA
Fire-fighting system (toxic liquid foam concentrates)	Health	RPBA
Flexible shower heads	Nonhealth †	DCVA
Heating equipment		
Commercial	Nonhealth	RPBA
Domestic	Nonhealth †	DCVA
Hose bibbs	Nonhealth †	DCVA
Irrigation system	Nonhealth †	DCVA
Irrigation systems with chemical additives or agents	Health	RPBA
Kitchen equipment	Nonhealth †	DCVA
Lab bench equipment	Health	RPBA
Lab bench equipment	Nonhealth †	DCVA
Ornamental fountains	Nonhealth †	DCVA
Sewage ejectors	Health	RPBA
Sewage pump	Health	RPBA
Shampoo basins	Nonhealth †	DCVA
Specimen tanks	Health	RPBA
Steam generators	Nonhealth	RPBA
Steam tables	Nonhealth †	DCVA
Sterilizers	Health	RPBA
Swimming pools		
Private	Nonhealth †	DCVA
Public	Nonhealth	RPBA
Tank vats or other vessels containing toxic substances	Health	RPBA
Trap primer	Health	RPBA
Trap primers	Nonhealth †	DCVA
Vending machines	Nonhealth	RPBA
Washing equipment	Nonhealth †	DCVA

NOTE: RPBA = reduced-pressure principle backflow-prevention assembly; also known as RPZ (reduced-pressure zone)

DCVA = double-check valve backflow-prevention assembly

† Where a greater hazard exists (due to toxicity or other potential health impact) additional area protection with RPBA is required.

## Guide to the Assessment of Hazard and Selection of Assemblies for Containment

Description of Cross Connection	Assessment of Hazard	Minimum protection required for containment
Commercial laundry	Health	RPBA*
Docks and dockside facilities	Health	RPBA
Food and beverage processing plants	Health	RPBA
Hospitals, mortuaries, clinics, laboratories	Health	RPBA
Petroleum processing or storage facilities	Health	RPBA
Plants using radioactive material	Health	RPBA
Plating or chemical plants	Health	RPBA
Pleasure-boat marina	Health	RPBA
Premises where inspection is restricted	Health	RPBA
Reclaimed water systems	Health	RPBA
Sewage lift stations	Health	RPBA
Sewage treatment plant	Health	RPBA
Steam plants	Nonhealth	RPBA
Tall buildings (protection against excessive head of water)	Nonhealth	DCVA

NOTE: RPBA = reduced-pressure principle backflow-prevention assembly; also known as RPZ (reduced-pressure zone)  
 DCVA = double-check valve backflow-prevention assembly



# MARSHALLTOWN WATER WORKS CROSS-CONNECTION SURVEY

TODAY'S DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CUSTOMER NAME \_\_\_\_\_

OWNER'S NAME \_\_\_\_\_

OWNER'S ADDRESS \_\_\_\_\_

PLEASE CHECK THE APPROPRIATE BOX.

	YES	NO
Do you have an auxiliary water system that is not connected to a public water system?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have interconnections with auxiliary supplies such as reservoirs, rivers, ponds, wells, mills, or other industrial water systems?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have submerged inlets to equipment?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a decorative landscaping fountain, a self-draining yard hydrant, hose box or similar device?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have an irrigation system?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have booster pumps on any part of your system?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a swimming pool?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have on-site sewage treatment or sewage pumping facilities?	<input type="checkbox"/>	<input type="checkbox"/>
Is your facility a multistory building with more than 3 (three) floors?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a beverage carbonator, power washer or similar device?	<input type="checkbox"/>	<input type="checkbox"/>
Do you require non-interrupted water service?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a fire protection system?	<input type="checkbox"/>	<input type="checkbox"/>
Do you use boilers or cooling towers at your facility?	<input type="checkbox"/>	<input type="checkbox"/>
Are antifreezes or other chemicals added to water anywhere in your facility?	<input type="checkbox"/>	<input type="checkbox"/>
If you have a fire system, do you currently have a backflow prevention device attached to the fire line?	<input type="checkbox"/>	<input type="checkbox"/>
Please enclose a list of all the chemicals that are used at your facility.		
Do you currently have any backflow prevention devices installed?	<input type="checkbox"/>	<input type="checkbox"/>
If you have backflow prevention devices, where are they located and what types are they?		

\_\_\_\_\_

\_\_\_\_\_

Please list other uses of water at your facility that are not on this survey. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CUSTOMER # \_\_\_\_\_

Examples of Typical Backflow Prevention Device Installations

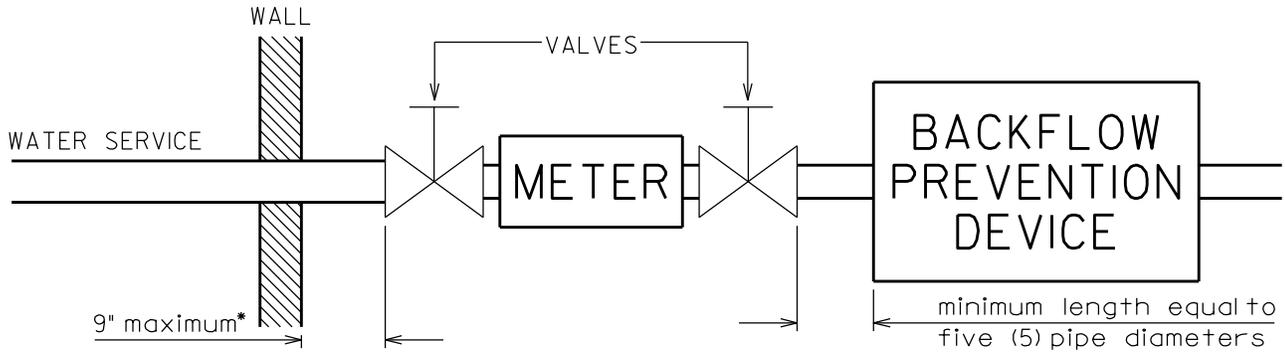


Figure 1  
Standard Installation for a Single Backflow Device

\* 36" maximum for 1/2"-2" size meter

Any variance must be approved b the Marshalltown Water Works.

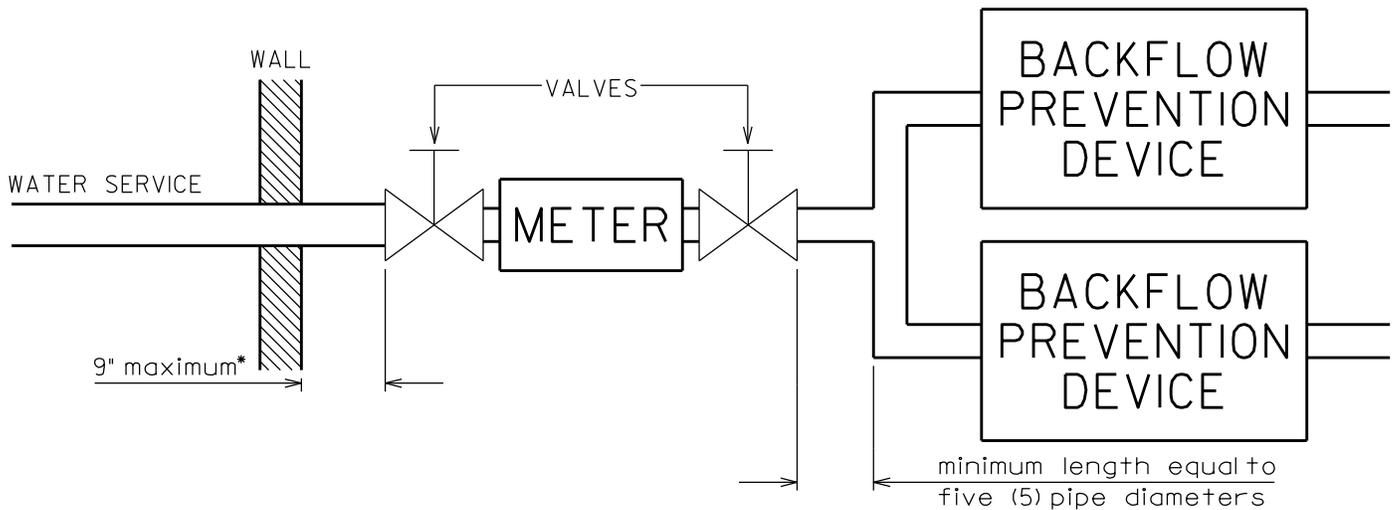


Figure 2  
Standard Installation for Parallel Devices

\* 36" maximum for 1/2"-2" size meter

Any variance must be approved b the Marshalltown Water Works.



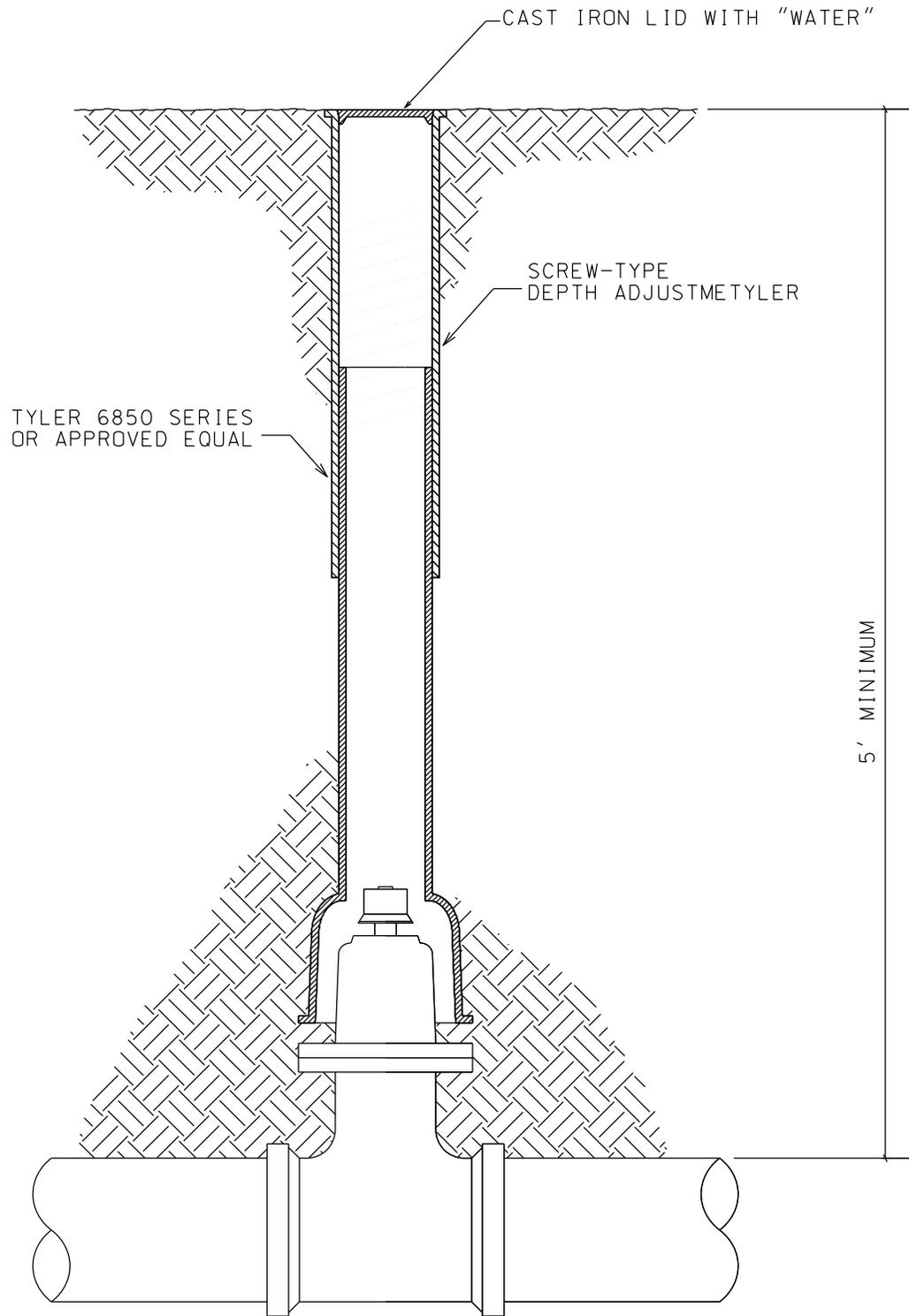


FIGURE # 15  
 DETAIL OF STANDARD  
 VALVE BOX INSTALLATION  
 FOR RESILIENT WEDGE VALVES

5-19-97

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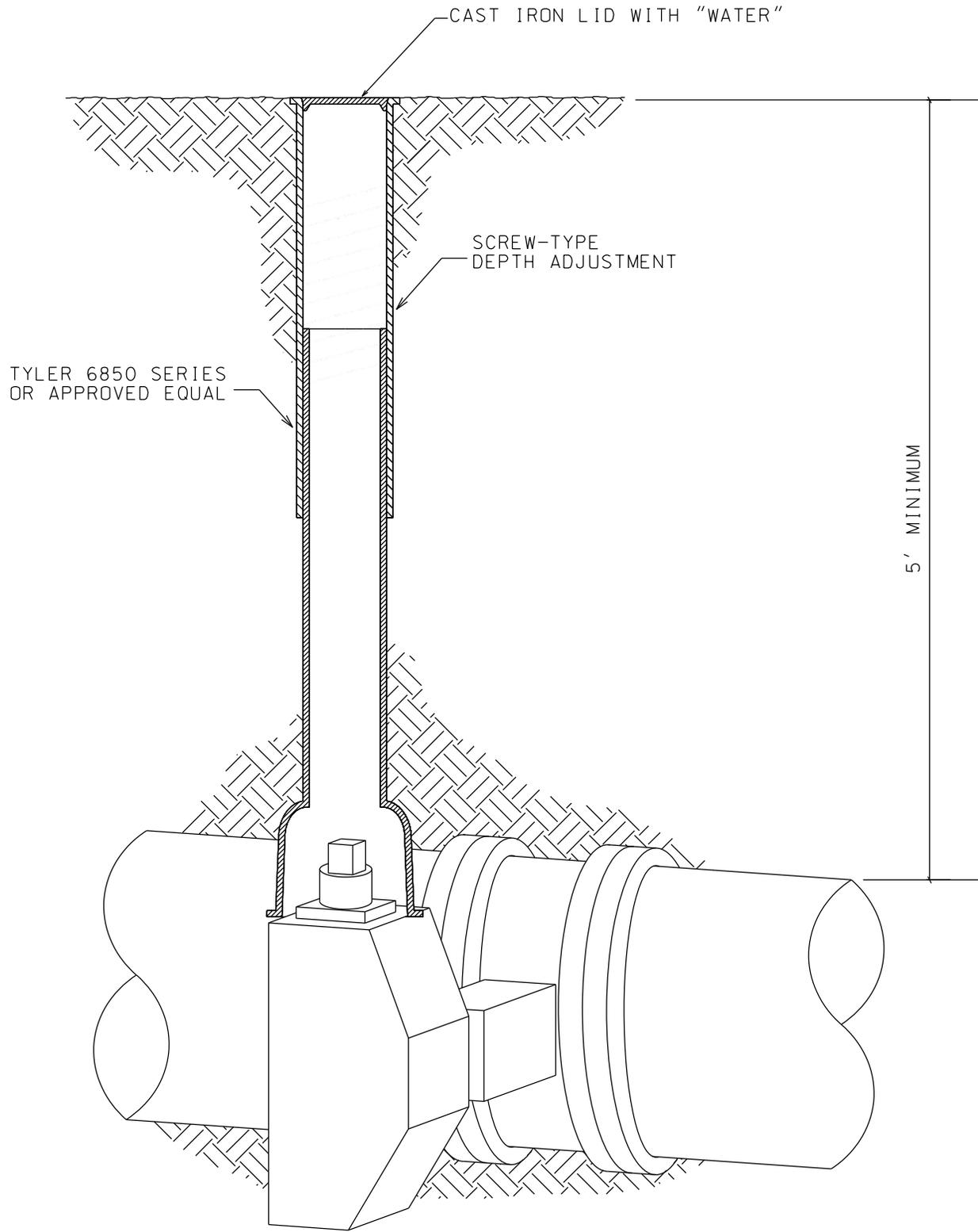


FIGURE # 16  
 DETAIL OF STANDARD  
 VALVE BOX INSTALLATION  
 FOR BUTTERFLY VALVES

5-19-97

**CONTRACT FOR WATER SERVICE OUTSIDE THE CORPORATE LIMITS OF  
THE CITY OF MARSHALLTOWN**

This agreement, made as of this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by and between the Board of Water Works Trustees of the City of Marshalltown, hereinafter referred to as the "Water Works", and \_\_\_\_\_ (Name) hereinafter referred to as the "Consumer".

**WITNESSETH:** For and in consideration of the agreements hereinafter set forth, it is agreed by and between the parties as follows:

1. The Consumer certifies to the Water Works that one of the following conditions has been satisfied:

A. The Consumer's real estate for which water service is requested abuts the location of an existing Water Works main but does not abut the city limits; or

B. The Consumer's real estate for which water service is requested: (i) abuts the location of an existing Water Works main and the city limits and (ii) the Consumer has applied for voluntary annexation by the City of Marshalltown and such application has been refused because the City is unable or unwilling to provide all City services within its authority.

2. The Water Works will furnish water to the Consumer at the Consumer's premises located at \_\_\_\_\_, through one point of delivery and measured through one meter.

3. The Water Works shall furnish water service and the Consumer shall use such service in accordance with the rules and regulations established by the Water Works and as set forth in Section 109.4 of the Water Works Regulations attached hereto and made a part hereof. The Consumer shall pay for such water service in accordance with rates established by the Water Works. Such rates may be revised during the period of this agreement.

4. This agreement shall continue for a period of five (5) years, commencing \_\_\_\_\_, and may be considered for renewal upon expiration. **The application must be renewed every five (5) years for an additional five (5) year term.**

5. **An application fee of \$50 should be submitted with this completed form or any renewal application.**

In witness whereof the parties hereto have subscribed their names the day and year first above written.

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Board of Water Works Trustees