

**SPENCER MUNICIPAL UTILITIES**  
**WATER POLICY**

**Adopted 9/08/80**

Revision dates as noted

SPENCER MUNICIPAL UTILITIES  
Water Policy

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III – 1.0

III – 1.0(0) WATER METER MANHOLES (9-8-80)

1.1(0) Water meter manholes must be installed in accordance with plans furnished by the Utilities.

1.2(0) (Deleted 4/13/2011)

1.3(0) The customer shall pump the manhole at the request of the Utilities. Pumping will be necessary when an actual meter reading is needed and when maintenance is performed on the meter.

1.4(0) The customer shall be held responsible for all damage to the manhole, meter (including ERT), piping, valves and whatever the cause, including freezing.

III – 2.0

III – 2.0(0) WATER SALES FROM FIRE HYDRANTS (8-14-89)

2.1(0) A contractor may withdraw water from fire hydrants for municipal water, sewer and storm sewer projects. Water may be withdrawn from fire hydrants for special events.

2.2(0) All water withdrawn from hydrants shall be metered.

2.3(0) The Utilities will determine which hydrants may be used and will install and remove all meters.

2.4(0) The party requesting water from the hydrant shall be responsible for any damages incurred to the meter and the fire hydrant used on the project. The party requesting the water shall take precaution to protect the hydrants and meter from damage by the general public and the party's crews and shall maintain sufficient insurance to repair any damage.

2.5(1) An auxiliary valve shall be used to throttle the water from the hydrant. (3-13-06)

2.6(2) The party requesting the water shall provide one of the following prior to use of any hydrant:

- A. Cash Deposit (Refer to Table of Rates and Charges for Pricing)
- B. Certificate of Insurance
- C. Performance Bond

2.7(3) The party requesting the water shall pay the following appropriate charges to the Utilities:

- A. Meter rental – (Refer to Table of Rates and Charges for Pricing)
- B. Water usage – (Refer to Table of Rates and Charges for Pricing)
- C. All applicable sales tax, labor, equipment, and material to install and remove the meter.
- D. All labor, equipment, material, sales tax, and other costs involved in repairing

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any and all damages other than normal wear to the meter and fire hydrants(s) used.

2.8(1) The Utilities shall compute the net billing taking into account the deposit and all charges incurred. This net bill is to be paid within 30 days of the invoice date.

2.9(1) Violation of any portion of this policy by the party may cause the Utilities to remove the meter and not allow the party to withdraw water from any fire hydrant in the future and shall result in forfeiture of the current deposit to the Utilities.

2.10(0) Filling of swimming pools shall be in accordance with this policy. A copy of the homeowner's insurance policy may be substituted for the certificate of insurance.

III – 3.0

III – 3.0(0) CHARGES FOR SPECIAL SERVICES OR DAMAGES

3.1(2) Labor – Regular Hours - Refer to Table of Rates and Charges for Pricing

Labor – Non-Regular Hours - Refer to Table of Rates and Charges for Pricing

3.2(1) Equipment Rental  
Heavy Equipment - Refer to Table of Rates and Charges for Pricing

Light Equipment - Refer to Table of Rates and Charges for Pricing

3.3(1) Deleted (3-13-06)

3.4(1) Deleted (3-13-06)

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#### III – 4.0

##### III – 4.0(1) SERVICE PERMITS (6-10-85)

4.1(0) Anyone wanting to connect to the municipal water system (main or stubbed out service line) must obtain a 'SERVICE PERMIT' from Spencer Municipal Utilities.

4.2(2) Services Permit rates are as follows: Refer to Table of Rates and Charges for pricing of service permit rates

¾" remote meter, tap & saddle if needed

1" remote meter, tap & saddle if needed

¾" and 1" replacement and additional taps

Taps larger than 1" – inspection time and cost of meter + tax

¾" additional remote meters

1" additional remote meters

The cost figures in the table are for estimating purposes only and may be changed from time to time as a result of changing material costs, etc. The office of the Spencer Municipal Utilities should be contacted for current unit charges. Appropriate taxes will be added to all bills. (3-13-06)

4.3(1) The size of meter required will be approved and purchased from Spencer Municipal Utilities. Meters larger than 1" will be ordered by the Utility and billed to the permittee. The billing due date is 20 days after the statement date on the monthly utility bill.

4.4(0) All ¾", 1", and 2" main taps will be made by the Spencer Municipal Utilities. (3-13-06)

4.5(0) All taps are wet taps.

4.6(1) Taps larger than 2" shall be performed by others; however, such taps shall be made under the supervision of the Spencer Municipal Utilities. (3-13-06)

4.7(1) Taps by the Spencer Municipal Utilities and supervisions of taps made by others will be made Monday through Friday, from 8:00 a.m. to 12:00 noon and 1:00 p.m. to 3:00 p.m. The Spencer Municipal Utilities shall be given not less than 48 hours notice for a tap or supervision of a tap to be made by others. (3-13-06)

4.8(1) Appropriate excavation, in keeping with the latest OSHA and EPA requirements, shall be made and maintained by the Permittee. Permitteeshall be held liable for any and all damages caused by the failure of such excavation. For purposes of liability, the Permittee shall be considered to be the firm in whose name the connection permit is issued. All excavations shall be completed by an excavator licensed with the City of Spencer.

4.9(1) Where mains are tapped for connections larger than 2", the Permittee shall check with Spencer Municipal Utilities Water Manager on air test requirements. Normal air test required is 100 lbs. for a minimum of 5 minutes. (3-13-06)

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4.10(0) The Permittee shall be billed for the "SERVICE PERMIT" as soon as work covered by the permit is performed and/or material covered by the permit is delivered to the permittee. Only plumbers with authorized credit may charge services and material covered by the "SERVICE PERMIT" to their account with payment due no later than thirty days after billing.

4.11(0) Water shall not be used until the meter is installed. Billing for water service shall commence when the meter is picked up, connection is made or when water is being used.

4.12(0) Customer is required to make a replacement tap when replacing the water line or corporation. (3-13-06)

4.13.(0) Curb boxes to be installed level with the top of the ground. (3-13-06)

4.14(0) SMU will not under normal operating conditions shut off a water main to accommodate the customer's repair of a service line. Main will be shut off only in an emergency. (3-13-06)

4.15(1) SERVICE PERMIT

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WATER SERVICE PERMIT

Permit No. \_\_\_\_\_

Date \_\_\_\_\_

Permittee \_\_\_\_\_

Address Permit For \_\_\_\_\_

Size of meter:      ¾" - \*\*      1" - \*\*      \$ \_\_\_\_\_

If tap needed:      Yes      No      Size \_\_\_\_\_

Additional or replacement tap: ¾" or 1"\*\*\* – Cast Main

Additional or replacement tap: ¾" or 1"\*\*\*– PVC Main

Number of taps \_\_\_\_\_ \$ \_\_\_\_\_

Additional meters ¾" - \*\*      1" - \*\*      \$ \_\_\_\_\_

Total due      \$ \_\_\_\_\_

Bill \_\_\_\_\_

Paid \_\_\_\_\_

SMU \_\_\_ Acct. \_\_\_\_\_ S.J. \_\_\_\_\_ Date billed \_\_\_\_\_ M. O. Complete \_\_\_\_\_

SPRINKLER METER MUST HAVE A #7 WATT BACKFLOW PREVENTER PER SPENCER'S PLUMBING CODE

\*\* Refer to Table of Rates and Charges for Pricing

\_\_\_\_\_  
(Permittee Signature)

\_\_\_\_\_  
Date

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III – 5.0(1) SERVICE PERMITS Deleted (4-14-2010)

III – 6.0(1) FROZEN METERS (4-11-83)

The customer is responsible for keeping a water meter in a warm enough place so it does not freeze. If a ¾" or 1" meter freezes, repairs will be billed to the customer at the rate of per meter plus tax (Refer to Table of Rates and Charges for pricing). If a meter larger than 1" freezes and breaks, the customer will be billed based upon labor and material to repair the meter and if the meter is not repairable, the customer will be billed for the cost of a new meter.

III – 7.0

III 7.0 WATER SERVICE LINE REGULATIONS (9-08-80)

7.1(0) Spencer Municipal Utilities will perform the following functions concerning water service lines.

- A. Locate water main.
- B. Tap water main for new service or replacement service.
- C. Furnish water meter for new service or replacement service. These meters will be installed by a licensed plumber or by SMU.
- D. Remove and replace frozen meters, leaking meters, and stopped meters.
- E. Disconnect and reconnect water meters at customer request.

7.2(1) The following functions are the responsibility of the Department of Public Works. Contact the Department of Public Works during office hours at 580-7200. After working hours, call Police Department at 580-2151. (3-13-06)

- A. Locate curb box.
- B. Locate service line
- C. Locate where service line connects to water main.
- D. Inspect service line installation.

7.3(0) The following functions are the responsibility of the property owner.

- A. Install service line.
- B. Arrange to have water shut off at curb box or main
- C. Repair broken service line.
- D. Thaw out frozen line

7.4(0) These policies agreed to by the City of Spencer and Spencer Municipal Utilities, on February 2, 1977.



III – 8.0(0) CONTINGENCY PLAN (3-13-06)

This policy has been deleted since the Environmental Protection Agency requires SMU to have an Emergency Action Plan (EAP). The EAP is not considered a public document.

III – 9.0(0) METER TESTING (2-09-81)

9.1(0) All new meters purchased by the Utilities shall include a Certificate of Accuracy of the meters provided by the manufacturer. The Utility will accept the manufacturer's Certificate of Accuracy.

9.2(0) In the remote meter change out program, the Utilities will not test those meters, which are removed.

9.3(0) The Utilities will test the accuracy of any meter it has repaired before replacing that meter in service.

9.4(1) The Utilities will test a water meter upon customer request. If the meter is found to be accurate to manufacturer's standard guidelines or under reading a Meter Test Fee (Refer to Table of Rates and Charges for Pricing) will be assessed to the customer. If the meter is overreading, the customer will not be assessed a fee and the billings adjusted per this policy.  
(3-13-06)

9.5(0) Bill adjustment will take place on an individual basis. The time period for which the *Utility* may back bill a customer for undercharges or credit the customer's bill for overcharges shall not exceed six months unless otherwise ordered by the board. Credit in any amounts less than \$5.00 will not be issued, but instead donated to a local charity of the *Utilities* choice.

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III – 10.0

III – 10.0(2) SERVICE CALLS (4-11-83)

10.1(1) Charges for reconnection of water meter which was disconnected due to non-payment or per customer request shall be made at the rate of (Refer to Table of Rates and Charges for Pricing) per call during working hours and (Refer to Table of Rates and Charges for Pricing) per call after working hours plus tax.

10.2(2) Deleted (3-13-06)

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III – 11.0

III- 11.0(2) Deleted (8-12-2010)

III – 12.0

III – 12.0(1) WATER MAIN EXTENSIONS (3-13-06)

12.1(0) All water main extensions shall be approved by the Utilities. This includes, but is not limited to, plans and specifications, contractors and subcontractors, location, materials, easements, and acceptance of the project as complete.

12.2(0) All water main extensions shall be designed and constructed in compliance with all rules and regulations imposed by, but not limited to, the following: IADNR, OSHA, City code, EPA, Iowa One Call and Utility policies.

12.3(0) All subdivisions shall pay for the water mains to service that subdivision. If the contractor is hired by the Utilities, the customer may be required to pay a deposit equal to the developers estimated costs for the water mains to serve the subdivision.

12.4(0) Pipe oversizing costs may be paid for by the utilities as determined on a case-by-case basis. The pipe size that the subdivision is responsible for may vary based upon the location and type of subdivision. SMU will determine the pipe size but in no situation can it be smaller than 6 inch.

12.5(0) Water mains installed by the Utilities at Utility expense will require a Water Main Charge to be paid by the property owner prior to connection to the main. The price for connection shall be based upon a per foot cost of the main construction costs times the footage of the property. The General Manager is directed to establish those charges at the completion of any extension where future connections will owe this fee.

III – 13.0

III – 13.0(0) ABANDONED SERVICE LINES (8-8-88)

13.1(0) All abandoned service lines shall be disconnected at the water main by the property owner.

13.2(0) The method of disconnection shall be determined by the water department and the disconnection shall be inspected and approved by water department personnel.

13.3(0) The property owner may apply for a waiver by submitting a written request to the Board of Trustees including their name, address of abandoned service lines, reason for waiver, and date by which the service line will be returned to use or disconnected.

13.4(0) In the event the property owner fails to disconnect an abandoned service line after notice by registered mail, the Utilities will disconnect the service line and bill the property owner. If the property owner fails to pay the billing within 60 days, the utilities may file to have the charges added to the property taxes.

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#### III 14.0 INSTALLATION OF WATER METER (3-13-06)

14.1(0) Water meters must be installed horizontally.

14.2(0) Water meters must be installed in a place that will not freeze. Property owners will be billed for meters that are damaged by freezing.

14.3(0) Water meters need to be installed in a place that has easy access and adequate working room. Meters 2" or larger to be installed a minimum of 18" from a wall. Meters shall not be installed in a crawl space.

14.4(0) Water meters cannot be installed in confined spaces (crawl spaces or pits) without written permission from SMU.

14.5(0) If electric wiring is grounded to water pipes and if the current melts the reading mechanism in the meter, the customer will be required to pay to replace the meter and install wiring to avoid the same damage in the future.

14.6(0) Water meters can be installed no more than four (4) feet above floor level without written approval from SMU.

14.7(1) Deleted (4-14-2010)

14.8(0) Sprinkler meters shall have a backflow preventor installed after the meter.

14.9(0) All installations shall comply with City Code.

14.10(0) A permit shall be taken out from SMU prior to the main being tapped, or connection made to existing service lines. All connections subject to a monthly charge whether a meter is installed or not.

14.11(0) A meter shall be installed prior to water being consumed for purposes other than construction, see section 14.13.

14.12(0) No cross connection shall be allowed between the SMU water system and any other source of water.

14.13(0) Temporary Water Connection. Water may be used by the contractor at construction sites prior to the installation of a meter under the terms and conditions of this policy.

Approved uses include tool cleaning, testing of the plumbing and other low usage construction activities.

Prohibited uses include but are not limited to, watering of seed or sod, watering down ditches, or any other large volume uses.

Commercial construction sites may be required to use hydrant meters.

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A monthly fee shall be charged as provided in III – 99.0 TABLE OF RATES AND CHARGES.  
The fee is applied as soon as a connection is made to the water system.

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III – 99.0 TABLE OF RATES AND CHARGES

This policy supersedes and replaces any previous adopted rates and charges. Rates effective 4-13-2011 or as indicated.

III – 99.1(1)	Returned Check, ACH, or Credit Card Charge	\$ 50.00 (1-01-09)
III – 99.2(0)	Deleted (4-13-2011)	
III – 99.3(3)	Deleted (4-13-2011)	
III – 99.4(3)	Labor – Regular 1 hour min. charge	\$45.00/Hour (4-13-2011)
	Labor – Overtime 2-hour minimum charge	\$60.00/Hour (4-13-2011)
	Labor rates include, but are not limited to: Disconnect Charge, Reconnect Charge, Service Call	
III – 99.5(3)	Equipment – Heavy	\$45.00/Hour (4-13-2011)
	Equipment – Light	\$25.00/Hour (4-13-2011)
III – 99.6(0)	Materials	Cost plus 20 percent
III – 99.7(2)	Water Sales from fire hydrants	
	Cash Deposit	\$ 1,000.00
	Meter Rental	\$ 25.00/month, one month minimum
	Water Used	Rate for outside use only (1-01-09)
	Plus Labor and Equipment	
III – 99.8(2)	Service Permits	
	5/8" Meter, Tap & Saddle	\$ 325.00 (01-01-16)
	1" Meter, Tap & Saddle	\$ 400.00 (01-01-16)
	Additional 5/8" Meter	\$ 225.00 (01-01-16)
	Additional 1" Meter	\$ 325.00 (01-01-16)
	Replacements Taps ¾" or 1" – Cast Iron	Labor and materials (04-27-09)
	Replacement Taps ¾" or 1" – PVC Main	Labor and materials (04-27-09)
III 99.9(0)	Water Main Charges	
	For water mains installed and paid for by SMU, the Board authorizes the General Manager to set the price per foot based on the installed cost for the water main to serve the property, based on the cost for a six inch main.	
III 99.10(1)	Delete (4-13-2011)	
III 99.11(3)	Meter Test by SMU	\$45.00 (4-13-2011)



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III 99.12(2) Frozen Meter 5/8" \$ 225.00 (01-01-16)

Frozen Meter 1" \$ 325.00 (01-01-16)

III 99.13(3) Deleted 4/14/2010

III 99.14(5) Water Usage Rates

RATE CODE W Water Service Non Taxable Sewer  
WS Water Service Taxable Sewer

All connections to the water system will be charged a monthly customer charge at the rate of \$22.00 (01-01-16)

All fire connections to the water system will be charged a monthly customer charge at the rate of \$30.00 (01-01-16)

All usage @ \$4.50 Per 1,000 (01-01-16)

WOUT Water service outside use only  
All gallons \$5.50 per 1000, No minimum (01-01-16)

State sales and local option sales taxes will be added to the rate to comply with the provisions of the Code of Iowa.

III 99.15(1) Temporary Water Connection Fee \$30.00/Month (01-01-14)