

WATER BOARD OF TRUSTEES
Regular Meeting
February 21, 2017
3:00 PM
Location: 1208 South St.

Agenda

1. Approve Agenda.
2. Approve minutes of the January 16, 2017 regular meeting.
3. Approve invoices and Financial Statements.
4. Customer Forum.
5. Consideration and discussion of high water bill for 412 North A Street.
6. Discussion of wastewater operations.
7. Discussion of declining block rate structure and Water Enterprise Fund cash flow worksheet.
8. Public hearing for proposed water rate increase.
9. Introduction of Resolution #1701, Resolution to Increase Water Rates Effective March 1, 2017.
10. Introduction of Resolution #1702, Resolution for Amendment to Oskaloosa Municipal Water Department Rules and Regulations.
11. Consideration and discussion of pay application #5 for DeLong Construction, along with Change Order #2 for DeLong Construction.
12. Consideration and discussion of amendment to employment agreement for general manager.
13. General Manager's update.
14. Updates from members of the Board of Trustees.
15. Adjourn.

INFORMATION CONCERNING AGENDA ITEMS:

Agenda Item #4

Chair – Please read this statement to the audience.

“This is the item reserved to receive comments from the community, our customers, for concerns whether or not they are included in the current agenda. The community is encouraged to come and speak before the Water Board of Trustees and asked to keep statements brief. Any questions are to be asked of the Water Department staff and Board of Trustee members prior to speaking to the full Board of Trustees so concerns may be properly researched and answered away from the meeting. Comments are to be directed to the Board of Trustees only.”

At this time, there have been no formal requests to address the Board.

Agenda Item #5

Melissa Stoll, 412 North A Street, will be in attendance to discuss a recent bill that she received. The information regarding consumption will be available in hard copy at the meeting with your packets. According to the information available at this time, during the month of December there was a garden hose that was still attached to a hose spigot that had frozen and split causing the customer to use more water than normal. The landlord was notified of the leak and stopped to turn off the water. The customers were not home at the time of the break and were notified by the landlord.

Agenda Item #6

Recently staff has attended a number of meetings with regard to several studies that have been occurring for the waste water department. One of these, the I&I study being performed by Garden & Associates is close to being finalized and we were able to see the results of nearly two years' worth of work. This study identified a large number of areas of concern within the collection system that will need to be addressed and fix the deficiencies. The work identified in the Preliminary Engineering Report is estimated to cost around \$7,000,000. There is a schedule that was provided by the Iowa DNR previously that has outlined when the identified work will need to be completed. The other round of meetings dealt with the facility plan for the waste water treatment plants. Fox Engineering was completing this work. Fox studied the flows and loading that exist at both treatment plants and have identified a couple of different options to move forward with to meet NPDES permit limits as well as future nutrient reduction limits. The options for the plants are all multi-million dollar options as well. There is a special City Council meeting planned for Monday February 27, 2017 to discuss both of these studies. The work to be completed on the collection system will impact the flows that the treatment plants receive, and as such, the sizing of the plants may change correspondingly.

Staff have been working to finalize the SOPs and equipment analysis. As part of Fox's facility plan there is also a more in-depth report on some of the equipment that also gives us some immediate follow up work to complete.

The City is moving forward with planning for street work on South Street between Avenue East and Avenue East. Staff have evaluated the sanitary sewer in this area and are recommending replacement of three manholes and approximately 600 feet of sewer main. Staff have also been working to contact contractors to gauge interest as well as getting feedback on possible costs for this work. The goal is to try to ensure that if there is going to be rehabilitation of the streets that we have good sewers in place below ground.

The boiler in the digester building at the SW plant was re-tubed this last month. There was significant deterioration of some of the tubes that were believed to be original to the unit. This boiler heats water that in turn is used to heat the sludge to produce methane to continue the treatment process.

Staff have reached out to contractors to get prices for roof replacement which is a budgeted item for FY 17-18. They have also been working to get prices for some pumps that are needing replaced that were budgeted last year. Once those numbers are in place we will be applying for Purchase Orders to get the equipment headed here.

The generator at the NE plant has been placed on-line and the old unit has been removed. Staff were trained on operations by representatives of Ziegler Caterpillar and Van Maanen Electric.

The Rovver sewer camera was sent in this month for maintenance. Since its purchase in July 2015, staff have logged more than 500,000 feet of service on this unit. The maintenance is expected to be intense and cost quite a bit, but the camera and crawler will be in good shape and ready to work this upcoming season.

HRGreen is working on gathering GPS data for storm and sanitary sewers. They are about 8 working days away from having gathered all of the data for sanitary. They will then transition to gathering data for storm sewer. This was a budgeted item for the current year and will help us as we plan for the future of the collection system and all the needed work.

There is currently an opening in waste water operations. One employee was released towards the end of January and as discussed previously we are currently advertising for a waste water supervisor's position.

Agenda Item #7

Susanne Gerlach, with Public Financial Management (PFM), will be in attendance to discuss a declining block rate structure as requested by the Board of Trustees. She will also review the Water Enterprise Fund cash flow analysis that PFM has completed for OMWD. The declining block rate memo will be available in hard copy at the meeting. The cash flow was made available prior to the budget hearings last month. It was used as the basis for moving forward with a 5% rate increase this spring instead of the 7.5% increase, which will see action later in the meeting. The cash flow will be attached to the agenda packet.

Agenda Item #8

On February 10, 2017, notice of the Public Hearing for the proposed 5% rate increase was published in the Oskaloosa Herald. The City has moved forward with approving a 20% rate

increase for sewer effective April 1, 2017. OMWD is proposing to have the 5% increase become effective March 1, 2017. There will need to be a motion and second to open the Public Hearing. Chair, please ask if there are any comments from the public. If there are no comments received, please ask for a motion to close the Public Hearing. The Board can discuss the rate increase during the next agenda item when they plan to hold the vote. The Public Hearing should be reserved as a time for the public to comment on the matter, not the Board.

Agenda Item #9

The resolution will need to be read and introduced by the Chair. Once that is done, discussion on the topic may commence. If there were comments received from the public about the rate increase, those should be taken into account as you discuss this issue. It is staff's recommendation that the 5% increase be approved to provide proper funding for operations, maintenance and capital needs.

Agenda Item #10

This resolution will also need to be read by the Chair and introduced. This resolution deals with the updating of OMWD's rules and regulations. Board members were sent drafts the week of February and the final draft will be attached to the agenda packet. It is staff's recommendation that all rules and regulations become immediately effective except **2.2.3**, as noted in the resolution. This will allow the owners of the manufactured housing communities the opportunity to implement the necessary changes.

Agenda Item #11

The project for Carbonado Road has been completed. As such, attached to your packets you will find pay application #5 from DeLong Construction in the amount of \$21,625.50. This will release all of the retainage for this project and close it out. Also as part of this discussion is Change Order #2. This is actually a reduction in costs as a result of final quantity adjustments. The reduction amounts to a savings of \$670.00. These two items bring the total cost of the project to \$401, 635.00. It is staff's recommendation to approve both pay application #5, and change order #2. Project documents will be attached to the agenda packet.

Agenda Item #12

This item was originally tabled at a previous meeting to continue work on finalizing the agreement. The document was shared with the Board during the week of the of February. Hard copies will be available at the meeting. All changes have been made as requested and this document was reviewed by the Board Chair and General Manager before presenting it to the full Board for action this month. It is staff's recommendation that the amendment be approved as submitted.

Agenda Item #13

Numbers for shut-offs continue to remain around the 85-100 mark on a monthly basis.

Two employees have increased their level of certification in the last month. One was able to obtain Grade II certifications in both water treatment and water distribution. The other was able to obtain their Grade I certification in waste water. We also had another employee attend training to be able to test for their Grade I treatment license.

There were two water main breaks this last month;

400 block of Avenue East, shear break on a 4" main

Highway 23, small split on the 6" main southeast of the old sale barn.

Staff were also alerted to an undetected leak that is being picked up by a sewer lateral on North Street.

Work has been done on Well #31 to make it operational again. Wells #34 & #35 are next on the list for rehabilitation work, which will occur yet this spring.

OSKALOOSA MUNICIPAL WATER DEPARTMENT

Water Enterprise Fund

EXHIBIT 1

Assumes Cash Funded CIP

Growth Assumptions	
Water Usage	(2.00%)
Number of Customers	0.00%
Operating Expenses	5.00%
Interest Rate	0.20%

WATER REVENUE ADJUSTMENTS					
3/1/2014	10.00%	3/1/2018	3.00%	3/1/2022	3.00%
3/1/2015	10.00%	3/1/2019	3.00%	3/1/2023	-
3/1/2016	25.00%	3/1/2020	3.00%	3/1/2024	-
3/1/2017	5.00%	3/1/2021	3.00%	3/1/2025	-

	Audited Financial Statements			Unaudited	Budget	Budget	Projected	Projected	Projected	Projected	Projected
	FY 2013-14	FY 2014-15	FY 2015-16		FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
COST PER UNIT											
		Mar 2014	Mar 2015		Mar 2016						
Rate per 100 Cubic Feet (Inside) 1	\$4.24	\$4.66	\$5.13		\$6.41	\$6.73	\$6.93	\$7.14	\$7.35	\$7.58	\$7.80
Rate per 100 Cubic Feet (Outside) 2	\$8.48	\$9.32	\$10.26		\$12.83	\$13.46	\$13.86	\$14.28	\$14.71	\$15.15	\$15.60
Min. Monthly Bill (200 CF) Inside 3	\$8.48	\$9.32	\$10.26		\$12.82	\$13.46	\$13.86	\$14.28	\$14.71	\$15.15	\$15.60
Min. Monthly Bill (200 CF) Outside 4	\$16.96	\$18.64	\$20.52		\$25.64	\$26.92	\$27.73	\$28.56	\$29.42	\$30.30	\$31.21
	0.90%	8.61%	18.31%		25.00%	5.00%	3.00%	3.00%	3.00%	3.00%	3.00%
Average Revenue/CCF Inside 5	\$3.37	\$3.66	\$4.33		\$5.41	\$5.68	\$5.85	\$6.03	\$6.21	\$6.40	\$6.59
WATER (CCF)											
Total Water Usage 7	431,448	407,750	417,038		408,697	400,523	392,513	384,663	376,969	369,430	362,041
Number of Customers Inside 8	4,638	4,646	4,638		4,638	4,638	4,638	4,638	4,638	4,638	4,638
Number of Customers Outside 9	260	259	260		260	260	260	260	260	260	260
OPERATING REVENUES											
Metered Water Sales 11	\$1,452,099	\$1,492,440	\$1,806,822		\$2,212,074	\$2,276,224	\$2,297,620	\$2,319,218	\$2,341,019	\$2,363,024	\$2,385,237
Min Monthly Billings - Inside 12	471,963	519,609	571,031		713,510	749,185	771,661	794,811	818,655	843,215	868,511
Min Monthly Billings - Outside 13	52,915	57,933	64,022		79,997	83,997	86,517	89,112	91,785	94,539	97,375
Penalties and Inspection Fees 14	40,205	45,959	51,263		58,000	38,000	38,000	38,000	38,000	38,000	38,000
Labor Charges 15	6,252	6,854	6,012		4,500	3,500	3,500	3,500	3,500	3,500	3,500
Sales Tax 16	136,654	143,739	170,931		210,391	217,658	220,906	224,220	227,602	231,054	234,579
Rental Fees 17	21,807	44,643	0		0	0	0	0	0	0	0
City Wastewater 18	0	0	206,944		411,331	419,598	440,578	462,607	485,737	510,024	535,525
Miscellaneous Revenues 19	64,856	91,610	34,068		34,500	32,000	32,000	32,000	32,000	32,000	32,000
Total Operating Revenues 20	\$2,246,751	\$2,402,787	\$2,911,092		\$3,724,302	\$3,820,162	\$3,890,782	\$3,963,468	\$4,038,299	\$4,115,357	\$4,194,727
OPERATING EXPENSES											
Administration 22	\$676,209	\$671,342	\$626,157		\$753,531	\$814,567	\$855,295	\$898,060	\$942,963	\$990,111	\$1,039,617
Plant O&M 23	430,279	444,184	488,063		595,865	617,135	647,992	680,391	714,411	750,131	787,638
Distribution O&M 24	464,421	334,394	325,303		415,054	428,477	449,901	472,396	496,016	520,816	546,857
WW Operations 25	0	0	206,944		411,331	419,598	440,578	462,607	485,737	510,024	535,525
Sales Tax 26	136,730	143,805	170,931		210,391	217,658	220,906	224,220	227,602	231,054	234,579
Other Misc Expenses 27	0	0	0		0	0	0	0	0	0	0
Total Operating Expense 28	\$1,707,639	\$1,593,725	\$1,817,398		\$2,386,172	\$2,497,435	\$2,614,672	\$2,737,674	\$2,866,729	\$3,002,138	\$3,144,216
NET OPERATING REV 29	\$539,112	\$809,062	\$1,093,694		\$1,338,131	\$1,322,727	\$1,276,110	\$1,225,794	\$1,171,570	\$1,113,219	\$1,050,511
Interest on Reserves 30	7,048	6,867	6,971		2,465	2,828	2,998	2,918	2,756	2,823	2,665
Other Non-operating Income 31	0	0	36,160		37,185	36,185	36,185	36,185	36,185	36,185	36,185
Revenue for Debt Service 32	\$546,160	\$815,929	\$1,136,826		\$1,377,781	\$1,361,740	\$1,315,293	\$1,264,896	\$1,210,510	\$1,152,227	\$1,089,361

OSKALOOSA MUNICIPAL WATER DEPARTMENT

Water Enterprise Fund

EXHIBIT 1

Assumes Cash Funded CIP

Growth Assumptions	
Water Usage	(2.00%)
Number of Customers	0.00%
Operating Expenses	5.00%
Interest Rate	0.20%

WATER REVENUE ADJUSTMENTS					
3/1/2014	10.00%	3/1/2018	3.00%	3/1/2022	3.00%
3/1/2015	10.00%	3/1/2019	3.00%	3/1/2023	-
3/1/2016	25.00%	3/1/2020	3.00%	3/1/2024	-
3/1/2017	5.00%	3/1/2021	3.00%	3/1/2025	-

	Audited Financial Statements			Unaudited	Budget	Budget	Projected	Projected	Projected	Projected	Projected
	FY 2013-14	FY 2014-15	FY 2015-16		FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
Revenue for Debt Service	33	\$546,160	\$815,929	\$1,136,826	\$1,377,781	\$1,361,740	\$1,315,293	\$1,264,896	\$1,210,510	\$1,152,227	\$1,089,361
Water Debt Service											
2009 SRF Loan	34	\$418,793	\$418,895	\$418,738	\$419,320	\$419,610	\$419,608	\$419,313	\$418,725	\$418,845	\$419,640
Reserved	35	0	0	0	0	0	0	0	0	0	0
Total Revenue Debt	36	\$418,793	\$418,895	\$418,738	\$419,320	\$419,610	\$419,608	\$419,313	\$418,725	\$418,845	\$419,640
Debt Service Coverage											
Net Revenues/ Revenue Debt	37	1.30	1.95	2.71	3.29	3.25	3.13	3.02	2.89	2.75	2.60
<i>Must at least be a 1.10x Coverage for SRF Bonds</i>											
CASHFLOW AFTER DEBT	38	\$127,368	\$397,034	\$718,088	\$958,461	\$942,130	\$895,686	\$845,584	\$791,785	\$733,382	\$669,721
Capital Outlays	39	(\$379,526)	(\$283,037)	(\$476,899)	(\$675,000)	(\$755,000)	(\$716,000)	(\$706,607)	(\$538,000)	(\$592,500)	(\$595,000)
Other cash sources/(uses)	40	0	0	74,560	0	0	0	0	0	0	0
Bond Proceeds	41	0	0	0	0	0	0	0	0	0	0
Transfers (to)/from Other Funds	42	0	0	0	0	0	0	0	0	0	0
Transfers to Meter Replcmt Fund	43	(36,000)	(36,000)	(102,000)	(102,000)	(102,000)	(220,000)	(220,000)	(220,000)	(220,000)	(220,000)
Transfers to Sinking Fund	44	(9)	13	49	0	0	0	0	0	0	0
Annual Surplus/ (Deficit)	45	(\$288,167)	\$78,010	\$213,798	\$181,461	\$85,130	(\$40,314)	(\$81,023)	\$33,785	(\$79,118)	(\$145,279)
Debt Proceeds		0	0	0	0	0	0	0	0	0	0
Beginning Cash Balance	46	\$1,228,998	\$940,831	\$1,018,841	\$1,232,639	\$1,414,099	\$1,499,230	\$1,458,916	\$1,377,893	\$1,411,678	\$1,332,560
Ending Cash Balance	47	\$940,831	\$1,018,841	\$1,232,639	\$1,414,099	\$1,499,230	\$1,458,916	\$1,377,893	\$1,411,678	\$1,332,560	\$1,187,281
Cash % of O&M (net of depr)	48	55%	64%	68%	59%	60%	56%	50%	49%	44%	38%
Restricted & Designated											
Improvement Fund	49	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sinking Fund	50	\$34,908	\$34,908	\$34,943	\$34,943	\$34,943	\$34,943	\$34,943	\$34,943	\$34,943	\$34,943
Meter Replacement Fund	51	\$104,813	\$43,151	\$51,419	\$53,419	\$55,419	\$55,419	\$55,419	\$55,419	\$55,419	\$55,419
Debt Service Reserve Fund	52	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL WATER DEPT CASH	53	\$1,080,552	\$1,096,900	\$1,319,001	\$1,502,462	\$1,589,592	\$1,549,278	\$1,468,255	\$1,502,041	\$1,422,923	\$1,277,644
Meter Replacement Expenditures		\$69,922	\$97,662	\$93,732	\$100,000	\$100,000	\$220,000	\$220,000	\$220,000	\$220,000	\$220,000

OSKALOOSA MUNICIPAL WATER DEPARTMENT

Water Enterprise Fund

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3/1/2015	10.00%	3/1/2019	3.00%	3/1/2023	-
3/1/2016	25.00%	3/1/2020	3.00%	3/1/2024	-
3/1/2017	5.00%	3/1/2021	3.00%	3/1/2025	-

Audited Financial Statements			Unaudited		Budget	Budget	Projected	Projected	Projected	Projected	Projected
FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23		

WATER DEPARTMENT CAPITAL OUTLAYS								
	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	
Split fund Mini Excavator with WW	0	0	0	0	0	32,500	0	
Backhoe & Vacuum	0	0	0	0	40,000	50,000	0	
Rebuild Valves C Ave W	0	0	0	0	0	0	0	
Computers & Phone Equip.	5,000	5,000	5,000	5,000	5,000	5,000	5,000	
Plant Project	0	0	0	0	0	0	0	
Meters	0	0	0	0	0	0	0	
Water Plant Equipment Upgrades	0	0	40,000	0	40,000	0	40,000	
Turbidity Sensors & Lab Equipment	0	20,000	0	0	0	25,000	0	
Vehicles	0	45,000	0	60,000	0	35,000	0	
Equipment	0	0	0	0	15,000	0	50,000	
Dump Truck (high end used)	0	0	0	0	0	0	0	
Shop Building/Overhead Doors	0	6,000	0	0	0	0	0	
Paint North Tower, South Tower	0	420,000	0	0	0	0	0	
Carbonado Road Project	550,000	0	0	0	0	0	0	
South F (11th to Fairview Drive)	100,000	0	0	0	0	0	0	
South D (A Ave to 6th)	15,000	219,000	116,000	0	0	0	0	
North L & A Ave W	0	40,000	400,000	115,000	0	0	0	
Hwy 23 East	0	0	35,000	476,607	0	0	0	
20" from plant to 210th Street	0	0	0	50,000	350,000	405,000	0	
C Avenue West Water main	0	0	0	0	0	40,000	500,000	
20" 230th to Trueblood	0	0	0	0	0	0	0	
New Well @ plant	0	0	120,000	0	0	0	0	
Tractor @ plant	0	0	0	0	80,000	0	0	
Hwy 23 East (17th St. to RR crossing)	0	0	0	0	0	0	0	
Office Sign	5,000	0	0	0	0	0	0	
Plant Computer and Operating System	0	0	0	0	8,000	0	0	
Water Supply Upgrades	0	0	0	0	0	0	0	
Other Capital Outlays	0	0	0	0	0	0	0	
TOTAL WATER DEPARTMENT CAPITAL OUTLAYS	\$0	\$675,000	\$755,000	\$716,000	\$706,607	\$538,000	\$592,500	\$595,000

RESOLUTION NO. 1701
RESOLUTION TO INCREASE WATER RATES EFFECTIVE MARCH 1, 2017

WHEREAS, the current funds of the Oskaloosa Municipal Water Department and the anticipated income to be received in the future based on the present water rates will not be adequate to meet the funding requirements for the daily operations and capital improvement needs;

WHEREAS, an increase in water rates is the best alternative for the department to raise the funds to meet these needs;

NOW THEREFORE BE IT RESOLVED, the Oskaloosa Municipal Water Department shall increase the water rates for all customers of the Oskaloosa Municipal Water Department by the amount of 5% increase of present rates to be effective March 1, 2017.

Chairman of the Board,
Oskaloosa Municipal Water Department

ATTEST:

The above Resolution No. 1701, Resolution to Increase Water Rates Effective March 1, 2017, came before the Board of Trustees of the Oskaloosa Municipal Water Department at its regularly scheduled meeting on the of February, 2017, and the resolution was approved by the Board upon motion made and passed to approve the resolution by a vote of the members of the Board.

Secretary of the Board
Oskaloosa Municipal Water Department

RESOLUTION NO. 1702
RESOLUTION FOR AMENDMENT TO OSKALOOSA MUNICIPAL WATER
DEPARTMENT RULES AND REGULATIONS

BE IT RESOLVED, that the Oskaloosa Water Department Rules and Regulations be amended to incorporate various amendments and revisions that were provided to the Board with the meeting agenda on **February 21, 2017**.

BE IT RESOLVED, that the amendments adopted by this resolution shall take effect immediately upon passage of this resolution, with the exception of **Section 2.2.3**, which shall take effect on October 1, 2017.

BE IT FURTHER RESOLVED, that the staff of the Oskaloosa Municipal Water Department publish and re-state the rules and regulations to reflect such changes, and publish the amended rules and regulations as required by law.

Chairman of the Board
Oskaloosa Municipal Water Department

Secretary of the Board
Oskaloosa Municipal Water Department

OSKALOOSA MUNICIPAL WATER DEPARTMENT RULES AND REGULATIONS

Adopted on _____

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Section 1: Preface and Glossary of Terms

PREFACE

1.1

The Oskaloosa Municipal Water Department (“O.M.W.D.”) is a municipal utility governed by Iowa Code Chapter 388. These water service Rules and Regulations have been adopted by the Oskaloosa Municipal Water Board of Trustees (“Board”). Failure to conform to these Rules and Regulations may result in termination of water service. Any person aggrieved by the application of these Rules and Regulations shall be entitled to request a hearing before the Board, such request may be filed with the general manager for inclusion in the next regularly scheduled Board meeting.

GLOSSARY

1.2

- O.M.W.D.:** Oskaloosa Municipal Water Department
Board: Oskaloosa Municipal Water Department Board of Trustees
Consumer: Any person or entity that uses O.M.W.D. water
Account Holder: The person, entity or business that has an account with O.M.W.D.
General Manager: [The O.M.W.D.'s general manager.](#)

Section 2 - Operation and Maintenance of Consumer Services

METERING

2.1

No water is to be supplied from the O.M.W.D. distribution system without being measured by a meter furnished and installed by the O.M.W.D except for water supplied to government subdivisions for the purpose of firefighting or street and sewer flushing. The reading on a meter installed by the O.M.W.D. is official. Therefore, all water having passed through the meter will be billed to the ~~account holder~~Account Holder, regardless of whether the water was used, consumed or the result of a leak or for any other reason. In the event a large water bill is the result of something other than usage, consumption or leakage, the ~~account holder~~Account Holder may address the Board, in accordance with section 1.1, concerning the situation. It will then be up to the discretion of the Board as to whether an adjustment is warranted.

The type and make of meters used will be specified and provided by the O.M.W.D. The O.M.W.D. reserves the right to read, inspect, or test the meter at any reasonable time or with such frequency as deemed necessary.

2.2

Meters are the responsibility of the property owner. Meter repairs shall be made only by the O.M.W.D. Frozen or damaged meters will be replaced with new meters, the cost for replacement will be charged to the property owner.

2.2.1

Residential Metering

Each single-family dwelling must have its own meter.

2.2.2

Multi-Unit Metering (Townhomes, Condominiums, Apartments)

The options for metering multi-unit properties, such as townhomes, condominiums, apartments are as follows:

Option 1. A service line with a curb stop for each metered line to each individual unit. When the individual water service option is utilized, no master meter will be installed. Each water service must comply with these Rules and Regulations for water service installation and O.M.W.D. must be given legal access to the stop box and meter.

Option 2. Master meter the private water main, with the property owner responsible for all water charges on the master meter.

2.2.3

Metering of Manufactured Home Complexes

Each manufactured home complex must master meter the private water main serving the complex. Meter pits and individual meters are not permitted.

2.2.4

Metering of Duplexes.

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Metering of duplexes/flats with two separate water service lines shall be done with two separate water meters and the property owner may pay both bills; or a tenant may have an individual account and pay his/her respective bill. If only one water service is installed, the property owner will be responsible for the entire water bill.

2.3

Pursuant to City Resolution No. 88-9-118, property owners may install a second meter for the purpose of metering non-sewer usage flows such as water to be used for lawn, garden watering, or filling swimming pools. The meter must be installed for a minimum of one year and the customer is required to pay the minimum monthly water charge on the meter whether the meter is in use or not. There is no charge to the property owner for installation of this meter. The meter must be installed per O.M.W.D. specifications.

2.4

The location of meters shall be in an area that allows for easy access at all times by the O.M.W.D. as well as providing adequate protection from freezing, flooding and vandalism. Water meters shall be accessible at all times. No appliances or other fixtures can be built over or in front of the meter setting. If obstructions exist which interfere with meter reading or maintenance of the meter, water service may be terminated until the obstructions are removed. Failure by the ~~consumer~~Consumer to allow reasonable access to the meter, including but not limited to physical obstructions, which interfere with meter reading or maintenance may result in termination of water service. If a meter is removed due to damage caused by freezing conditions, the ~~consumer~~Consumer is responsible for making corrections to prevent freezing before a replacement meter will be installed. If it is necessary to remove a meter in the process of plumbing repair, the removal of the meter must be done by the O.M.W.D. or an authorized representative. Meters must be replaced by the O.M.W.D. or representative of, immediately after the repair is completed. Existing structures being renovated for apartments, multi-commercial, or multi-residential use, shall be designed so that all meters are in one location, allowing for easy access at all times by the O.M.W.D.

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INSTALLATION

2.5

2.5.1

Water meters will be installed by the O.M.W.D. without charge, except as otherwise provided in these Rules and Regulations or as otherwise provided under specific water or other service agreements.

2.5.2

All water meters installed within buildings shall be in a horizontal position, at a height where they may be easily maintained and as near as possible to the point where the water service enters the building. Each meter shall have two valves, one on each side of meter. On all meter settings a properly bonded ground consisting of a copper cable or wire not less than 1/8" diameter shall be installed across the meter setting to avoid electrical shock when the meter is removed.

2.5.3

Meters will be installed on a properly drained concrete or dirt floor allowing water to escape or drain at the time of a meter change or from leakage without causing damage to finished areas.

2.5.4

All water meters will be sealed using an approved cable and locking device. Any meter found to have the sealing device altered or removed will be subject to ~~penalty~~service charges and fees, as provided ~~unrelated to~~ section 2.16 ~~(old section 2.615)~~.

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2.5.5

If a service line extends 100 or more feet from a water main, a meter pit must be installed by the property owner at their expense.

2.6

O.M.W.D. will provide the following maintenance on meters:

2.6.1

Residential and Commercial

- a.** Repair or replace the meter with a new or rebuilt meter of the same size if the meter becomes inoperative through no fault of the ~~consumer~~Consumer. If there is evidence of physical damage externally or to the interior of the meter from hot water, freezing, or other causes, through carelessness or neglect by the ~~consumer~~Consumer, the ~~consumer~~Consumer will be billed for the cost of repairs.
- b.** O.M.W.D may test or exchange the meter periodically to ascertain its accuracy.
- c.** O.M.W.D. will test any meter upon application from ~~consumer~~Consumer. If the meter testing results fall within American Water Works Association standards, the ~~consumer~~Consumer may be billed a fee equal to one (1) hour of labor at the labor rate as established by the O.M.W.D, in section 2.11.

2.6.2

In cases where changes in water consumption result in a meter being substantially undersized or oversized, O.M.W.D. may need to install a larger or smaller meter. Any alterations required in the meter setting will be at the property owner's expense.

2.6.3

If a ~~consumer~~Consumer does not permit the installation or repair of O.M.W.D. meter reading equipment upon request, then the ~~consumer~~Consumer shall be notified that water service will be discontinued in accordance with the procedures then in effect or an alternative system of meter reading may be established by O.M.W.D staff.

2.6.4

Consumers who experience a leak may request a hearing before the Board [in accordance with Section 1.1](#).

2.6.5

The installation of construction meters is required once a building is framed and sheeted. The contractor is required to call O.M.W.D. to have a construction meter set. This meter will be in place prior to any water being used. Once this meter is in place it may be used to settle ditches and foundations as well as being used for general purpose needs. Failure to obtain a construction meter will result in a [penalty service fee](#) levied against the ~~Consumer~~Consumer, in accordance with [section Section 2.186](#).

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RATES

2.7

The rate for water is as follows:

2.7.1

Effective March 1, 2017~~6~~, the O.M.W.D. rate for water sold within the city limits of Oskaloosa is \$6.~~7344~~ per one hundred cubic feet. There will be a minimum charge of \$~~13.46282~~ per month. This minimum is based on 200 cubic feet per month.

2.7.2

Effective March 1, 2017~~6~~, the O.M.W.D. rate for water sold outside of the city limits of Oskaloosa is \$~~13.46282~~ per one hundred cubic feet. There will be a minimum charge of \$~~26.92564~~ per month. This minimum is based on 200 cubic feet per month.

2.7.3

Effective March 1, 2017~~6~~, the O.M.W.D. rate for water sold in bulk from the Water Treatment Plant is \$~~9.00857~~ per 1,000 gallons.

2.7.4

Effective March 1, 2017~~6~~, the O.M.W.D. rate for water sold to an incorporated City that receives no other service from O.M.W.D. is \$~~6.7344~~ per 100 cubic feet.

2.7.5

Property owners that have been notified to repair a service line found to be leaking may be charged for the loss of water if repair is not made within 72 hours of notification. A rate of \$7.50 per day for loss of water will be charged for unrepaired service line leaks.

FEES & CHARGES

2.8

The Board, from time to time, may establish, abolish, or change charges for services and/or equipment provided to its ~~consumer~~Consumers. These charges shall be reviewed periodically and based as much as possible on costs of service.

2.9

~~The Board grants the General Manager, or his/her designee, authority to adjust charges on a case by case basis where in his/her judgment the case warrants an adjustment. [Reserved]~~

2.10

The Board grants O.M.W.D. ~~staff, including the office manager and general~~General Manager, authority to arrange alternative payment options with ~~consumer~~Consumers on a case by case basis where in his/her judgment the case warrants an alternative payment arrangement is necessary. ~~However, t~~The General Manager, or his/her designee ~~may not arrange any alternative payment arrangement that delays payments for longer than 60 days or results in an arrearage of more than \$1,000~~ may not without Board approval.

2.11

Service Fee Schedule

The O.M.W.D. has set forth the following fees for service work performed by employees. Recognizing that there is a higher employee cost for work performed after normal working hours, (normal working hours defined as non-holiday work days, Monday through Friday, between the hours of 8 AM and 5 PM) fees have been established for non-normal working hours, to be called "after hours" fees. Inspection fees must be pre-paid.

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	—Normal	After
	—Working	Hours
	—Hours	
Service Calls	No Fee	\$60.00
Connection or disconnection of water service.	No Fee	\$60.00
Replacement of a meter for damage other than that of normal wear.	\$40.00	\$60.00
Inspection Fee	\$40.00	\$60.00
Returned Check Fee	\$30.00	N/A
Construction meter daily charge (plus cost of water used)	\$5.00/day	N/A
Hydrant meter daily charges (plus cost of water used)	\$10.00/day	N/A
Labor Rate	\$40.00/hour	\$60.00/hour

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~~No Fee~~ ~~\$60.00~~

~~No Fee~~ ~~\$60.00~~

~~\$40.00~~ ~~\$60.00~~

2.12

Tapping Fees

Tapping fees must be prepaid.

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2.12.1

1" and 2" taps are \$200.00 labor plus corporation and saddle (actual cost +20%) plus sales tax.

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2.12.2

4", 6", and 8" taps are \$250.00 labor plus sales tax; Contractor to supply needed materials.

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~~Connection or disconnection of water service.~~

~~Replacement of a meter for damage other than that of normal wear.~~

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~~Inspection Fee \$40.00 \$60.00~~

~~Returned Check Fee \$30.00 N/A~~

~~Construction meter daily charge (plus cost of water used) \$5.00/day N/A~~

~~Hydrant meter daily charges (plus cost of water used) \$10.00/day N/A~~

~~Labor Rate \$40.00/hour \$60.00/hour~~

2.12

Tapping Fees

Tapping fees must be pre paid.

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2.12.1

~~1" and 2" taps are \$200 labor plus corporation and saddle (actual cost + 20%) plus sales tax.~~

2.12.2

~~4", 6", and 8" taps are \$250 labor plus sales tax; Contractor to supply needed materials.~~

2.12.3

~~Saddles (All sizes) — Actual Cost + 20%~~

2.13

Fire Suppression Charge

~~\$0.20/sprinkler head~~

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2.14

[Reserved]

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2.15

Meter Rental Charges

One inch meter	\$3.00 per month
One & one half inch meter	\$5.00 per month
Two inch meter	\$10.00 per month
Three inch meter	\$20.00 per month
Four inch meter	\$30.00 per month

2.16

Meter Replacement Charges

The cost of replacement and or repair of damaged meters, including all labor and associated charges, will be charged to the property owner.

2.17

A fee of \$40 will be applied whenever personal delivery of a Consumer's billing is required when mail delivery is unavailable due to a missing mailbox

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2.18

Violations of the provisions related to the O.M.W.D. rules and regulations, or failure to comply with any of O.M.W.D.'s requirements, may be cause for assessment by the O.M.W.D. of a service fee in the amount of \$200.00 and the estimated cost of water not properly metered. The O.M.W.D. will terminate water service and will not restore water service until the violation has been corrected and the service fee paid.

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2.19

Backflow and Cross Connections Prevention

2.19.1

Cross Connections

No person shall be permitted to connect any private water system, water well, water cistern, or any other source of water to any pipe line, public or private, carrying water supplied by the O.M.W.D. This violation is described as a cross-connection and is contrary to 29 C.F.R. § 1926.51(b)(2), Iowa Admin. Code r. 567-43.1(4), City of Oskaloosa Municipal Code, and other federal and state law, for public water systems. Cross-connections, as herein described are specifically banned from the O.M.W.D. water system. Violation of this rule shall be cause for assessment by the O.M.W.D. of a service fee in the amount of \$1,000.00. The O.M.W.D. will immediately discontinue water service and will not reinstate water service until the cross-connection has been removed, the service fee paid, and all state and federal regulations have been met. Damages resulting from cross-connection of the O.M.W.D. water system will be the responsibility of the

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violator.

2.19.2

Backflow Prevention

O.M.W.D. requires a backflow prevention and containment device for all newly constructed facilities that O.M.W.D. deems to be high hazard connections. The O.M.W.D. may, in its sole discretion, require the installation of a backflow prevention and containment device for high hazard existing connections when substantial plumbing changes are made. For purposes of this section, "high hazard" incorporates, but is not limited to, the definition of "high hazard cross connection" found in the City of Oskaloosa's Plumbing Code.

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Commented [CC3R2]: The City does have the UPC approved within the framework of their code and I am personally familiar with backflow. I am a certified backflow tester.

2.20

Board Meetings and Minutes

2.20.1

Public Access to Board Minutes

The approved minutes of the Board's meetings are available to the public free of charge at the O.M.W.D. office. Copies of approved minutes of Board meetings are available to the public at the O.M.W.D. office for a charge of 10 cents per page.

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2.20.2

Regular and Special Board Meetings

The Board will hold regular meetings on a monthly basis and make its regular meeting schedule publicly available as required by Iowa Code § 22.4. A special meeting of the Board may be called by (1) the Board's chair, or (2) two members of the Board by providing the General Manager, or his/her designee, notice of the special meeting. Neither the Board's chair nor two members of the Board may set a special meeting less than two days after notice is provided to the General Manager. The General Manager, or his/her designee, will promptly notify all members of the Board of the special meeting. The time, location, and public notice of a special meeting will be consistent with Iowa Code § 22.4.

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2.15

Meter Rental Charges

One inch meter

One & one half inch meter

Two inch meter Three inch meter Four inch meter

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2.16

~~Violations of the provisions related to Operation and Maintenance of Consumer Services, the O.M.W.D. rules and regulations, or failure to comply with any of its O.M.W.D.'s requirements, may be cause for assessment by the O.M.W.D. of a penalty service fee in the amount of \$200.00 and the estimated cost of water not properly metered. The O.M.W.D. will terminate water service and will not restore water service until the violation has been corrected and the service fee/penalty paid.~~

2.17**Backflow and Cross Connections Prevention****2.17.1****Cross Connections**

~~No person shall be permitted to connect any private water system, water well, water cistern, or any other source of water to any pipe line, public or private, carrying water supplied by the O.M.W.D. This violation is described as a cross connection and is contrary to 29 C.F.R. § 1926.51(b)(2), Iowa Admin. Code r. 567-43.1(4), City of Oskaloosa Municipal Code, and other federal and state law, for public water systems. Cross connections, as herein described are specifically banned from the O.M.W.D. water system. Violation of this rule shall be cause for assessment by the O.M.W.D. of a penalty service fee in the amount of \$1,000.00. The O.M.W.D. will immediately discontinue water service and will not reinstate water service until the cross connection has been removed, the penalty service fee paid, and all State and Federal regulations have been met. Damages resulting from cross connection of the O.M.W.D. water system will be the responsibility of the violator.~~

2.17.2**Backflow Prevention**

~~O.M.W.D. requires a backflow prevention and containment device for all newly constructed facilities that O.M.W.D. deems to be high hazard connections. The O.M.W.D. may, in its sole discretion, require the installation of a backflow prevention and containment device for high hazard existing connections when substantial plumbing changes are made. For purposes of this section, "high hazard" incorporates, but is not limited to, the definition of "high hazard cross connection" found in the City of Oskaloosa's Plumbing Code.~~

2.18**Meter Replacement Charges**

~~The cost of replacement and or repair of damaged meters, including all labor and associated charges, will be charged to the property owner.~~

2.19

~~A fee of \$40 will be applied whenever personal delivery of a consumer's billing is required when mail delivery is unavailable due to a missing mailbox.~~

2.20**Board Meetings and Minutes****2.20.1 Special Meeting Charges****Public Access to Board Minutes**

~~The Board will meet on a monthly basis. The approved minutes of the Board's meetings are available to the public free of charge at the O.M.W.D. office. Copies of approved minutes of Board meetings are available to the public at the O.M.W.D. office for a charge of 10 cents per page. There will be a \$350.00 charge for any individual, company or entity requesting a special meeting of the Board. A special meeting is defined as any meeting other than the regularly scheduled monthly Board meeting.~~

2.20.2

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Regular and Special Board Meetings

~~The Board will hold regular meetings on a monthly basis and make its regular meeting schedule publicly available as required by Iowa Code § 22.4. A special meeting of the Board may be called by (1) the Board's chair, or (2) two members of the Board by providing the General Manager, or his/her designee, notice of the special meeting. Neither the Board's chair nor two members of the Board may set a special meeting less than two days after notice is provided to the General Manager. The General Manager, or his/her designee, will promptly notify all members of the Board of the special meeting. The time, location, and public notice of a special meeting will be consistent with Iowa Code § 22.4.~~

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DEPOSITS

2.21

O.M.W.D. will collect a deposit that is the lesser of ~~A deposit not to exceed the~~ (1) the usual cost of ninety days of water service or (2) ~~or the maximum amount permitted by the Iowa State Code~~ one hundred dollars (\$100) prior to the use or consumption of water for all homeowners, tenants, and commercial ~~account holder~~Account Holders. Deposits are held as guarantee of payment for any charges billed by the O.M.W.D. Interest is not paid on deposits being held by the O.M.W.D. Refunded deposits will be applied to the account after 12 or more consecutive months of on time payments. A deposit will not be required of landlords, in good standing, during the interim period of a tenant change if the account is left active for the landlord. If a ~~consumer~~Consumer has an unpaid bill from a previous address, whether charged off, filed with small claims court, or discharged in bankruptcy, the deposit shall not ~~exceed the usual cost of ninety days of water service or the maximum amount permitted by the Iowa State Code~~exceed the lesser of (1) the usual cost of ninety days of water service or (2) one hundred dollars (\$100).

2.21.1

An ~~account holder~~Account Holder in good standing is not required to place a deposit for an additional account. An ~~account holder~~Account Holder in good standing is defined as an ~~account holder~~Account Holder having made their last year of payments ~~on time~~within the time provided by Section 2.40 ~~and who is otherwise in compliance with these rules~~. Residential and commercial accounts are treated separately. New commercial accounts will require a deposit, regardless ~~of whether the~~ ~~if the~~ owner has a residential account in good standing, and vice versa.

2.21.2

If an account has been discontinued for non-payment of a billing and the ~~account holder~~Account Holder does not have a deposit with the O.M.W.D., the ~~account holder~~Account Holder must place a new deposit with the O.M.W.D. The ~~account holder~~Account Holder is then treated as a new ~~account holder~~Account Holder, with regard to the deposit regulations, and must establish an account in good standing to have their deposit refunded to their account.

2.21.3

~~Owners of rental properties who have had past due balances may be required to place a deposit for each account prior to the use or consumption of water.~~

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GENERAL

2.22

The ~~consumer~~Consumer, ~~account holder~~Account Holder, or property owner shall permit O.M.W.D. to enter upon the premises or building of the ~~consumer~~Consumer to examine the water connections, pipes and meters. Failure to abide by the O.M.W.D. ~~rules and~~ regulations, or fraudulent representations or action on the part of the ~~consumer~~Consumer, property owner, or ~~account holder~~Account Holder, shall give O.M.W.D. the right to immediately discontinue water service.

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2.23

In the process of performing service work at an occupied residence, the O.M.W.D. requires that a responsible party of legal age representing the ~~account holder~~Account Holder be present. If there is an emergency or there is a compelling circumstance, an O.M.W.D. employee may enter without a representative of the ~~account holder~~Account Holder present.

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2.24

No person shall make any connection or disconnection to, or in any manner perform any work upon any of the O.M.W.D.'s mains, connections or appliances ~~pertaining to the O.M.W.D.~~, without being governed strictly by the ~~rules and~~ regulations now in force or hereafter adopted by the Board ~~of Trustees of the O.M.W.D.~~

2.25

O.M.W.D. may interrupt a ~~consumer~~Consumer's water supply in order to make repairs to the system. An effort will be made to provide 24 hour advance notification of any interruption. In case of emergency, such as a water main break, mains or service lines may be shut down without notification.

SERVICES/CURB STOPS

2.26

No branches are to be made in any service line for the purpose of supplying water to separate locations. Each residence or business must have its own service line. Separation of existing branched service lines must take place when any repair or replacement of the line is needed. New construction of apartments, multi-commercial, or multi-residential structures, of 4 units or less, where there will be more than one water meter, shall be required to have an individual service line per unit.

2.27

Repair of existing lead or galvanized service lines will not be permitted. Replacement of such service lines is mandatory, using materials complying with the O.M.W.D. Standard Specifications for Water Main Construction, Division 3 – Water Main and Appurtenances, Section 2.12 Water Services.

2.28

All repair or replacement of service lines, curb stops or stop boxes must be inspected by the O.M.W.D. before backfilling. An inspection fee will be charged [as provide in Section 2.11](#).

2.29

All new service lines must be furnished with an approved shut off valve on both sides of the water meter. Upon entering the structure, the first valve must be located within 9 inches of the inside wall. The first valve must be threaded to the meter coupling on the incoming side of the meter. The second valve must be threaded to the meter coupling on the discharge side of the meter.

2.30

All new service lines must be furnished with an approved tracer wire. The wire shall be a #12 gauge solid copper Type TW or THHN (coated). The tracer wire shall be taped to the new service line beginning at the corporation and extending to the curb stop. At this point the wire shall be extended up the stop box to ground level then looped back down continuing on to the meter setting. In the event a partial replacement of a service line is necessary, a tracer wire shall be installed on the portion of the service being replaced.

2.31

All abandoned service lines must be shut off and disconnected at the main at the expense of the ~~account holder~~ [Account Holder](#) [and/or real property owner if different from the Account Holder](#).

2.32

If a structure, on a parcel of property serviced by O.M.W.D., is demolished and the ~~account holder~~ [Account Holder](#), [or real property owner if different from Account Holder](#), has communicated to the O.M.W.D. an intent to rebuild, a service line may remain for up to one year. If extraordinary circumstances warrant an extension of time, as solely determined by O.M.W.D, in no case shall an extension be granted for longer than 24 months from the date of demolition.

2.33

[All service lines are the property of the Account Holder, or real property owner if different from the Account Holder, 's property, not the O.M.W.D.](#) The O.M.W.D. shall not be responsible for pipes and fixtures belonging to the property owner, or damages to same for any reason. All owners, at their own expense, must install and maintain a service line from the O.M.W.D. water mains in good working order. Service lines must be properly protected from frost and other dangers. No claims shall be made against O.M.W.D. due to the breaking of any service line, or failure in the supply of water.

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2.34

In case of an inoperable curb stop or a leak in any service line, the owner of the premises shall be notified in writing, and if the necessary repairs are not completed within the time frame and other specified terms according to the written notice, the ~~Water Department~~O.M.W.D., at their discretion, may make such repairs as are necessary or shut off the water at the main, assess damages and charge the expense thereof to the owner of the service, which expense shall be paid before the water is turned on again.

2.35

The location and type of all stop boxes and curb stops shall meet with the approval of the O.M.W. D. before being installed.

2.36

All curb stops and stop boxes on the service line must be operable, and approved by the O.M.W.D. Stop boxes must be accessible at all times. All curb stops and service lines shall be installed four and one-half feet below the surface of the ground.

2.37

Work will not be permitted on any service line from the meter to the water main without the approval of the O.M.W.D.

2.38

Licensing and Bonding requirements set forth by the City of Oskaloosa must be met by any persons performing work within the City of Oskaloosa.

2.39~~8~~

Removal or obstruction of valve or stop box covers on any public or private water line will not be permitted without the permission of the O.M.W.D.

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BILLING and COLLECTIONS

2.400

Payment for commercial and residential utility accounts is due and payable by 5:00 p.m. on the fifteenth day of each month. If the fifteenth day of the month falls on a weekend or holiday, payments may be made by 5:00 p.m. the next business day without penalties assessed.

Payment may be made by mail or at the O.M.W.D office located at 1208 S. Street, Oskaloosa, Iowa 52577. Payment may also be made by automatic debit to a checking account or online through the City of Oskaloosa website by means of credit card or check card.

Utility accounts with an unpaid balance after the due date will be assessed a late fee of 5%. An account with a balance that is more than fifty dollars (\$50) and that is not paid within ten days of the due date will be subject to discontinuance.

Non-utility charges are due and payable on or before the due date. If not paid within ten days of the due date, ~~consumer~~Consumers will be subject to discontinuance of their utility service.

2.401

All accounts, with an unpaid balance of fifty dollars (\$50.00) or more that have not been paid before 5:00 p.m. the day before the scheduled disconnect date will be assessed a fee of forty dollars (\$40.00).

2.402

The O.M.W.D. may cause a lien to be placed against property under Section 384.84 of the Code of Iowa as amended unless such property has been exempted from lien under Section 384.84 of the Code of Iowa. Any lien filing shall be in accordance with applicable provisions, including notice provisions of Section 384.84 of the Code of Iowa.

2.403

Requests for a hearing pertaining to the date in which water service is discontinued must be made two business days prior to the discontinuance date. Hearings will be held between the hours of 8 a.m. and 5 p.m. The hearing officer shall be the General Manager of the O.M.W.D. or his/her designee. The hearing shall be held within two business days of the request. The decision of the hearing officer is final.

2.404

In the case of a customer who has been disconnected, has a delinquent bill, or for whom credit action is pending, service will not be reinstated at that location or any other location in the name of another occupant, if the customer or any other person liable for payment of the delinquent bill(s) continues to occupy or receive benefit of water service, unless arrangements are made to pay for the unpaid bill.

2.405

All ~~consumer~~Consumers are bound by the O.M.W.D. rules and regulations. All ~~account holder~~Account Holders are required to complete an application for water service.

2.406

Recognizing that there are organizations that exist to provide assistance to residents that qualify for financial need, the O.M.W.D. will permit certain social services agencies to guarantee payment of accounts. These agencies include but are not limited to: Mahaska County Relief, Commission of Veteran Affairs, and the Iowa Department of Human Services.

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Social Service agencies may guarantee payment of an overdue account and prevent the discontinuance of water service to that account by providing a guarantee in writing to the O.M.W.D. Office Manager.

2.407

When water service has been discontinued due to non-payment of bills, the service will not be continued until all arrears are paid, together with any additional service charges or fees which have been assessed. Any ~~account holder~~ Account Holder with discontinued service due to non-payment who does not have a deposit, will be required to pay all arrears, the service charge, and a deposit not exceeding the usual cost of ninety days of water service in accordance with Section 384.84 of the Code of Iowa.-

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2.408

No ~~consumer~~ Consumer whose water service has been discontinued shall be allowed to turn on the water, or permit the same to be done, without the approval of the O.M.W.D.

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2.409

In the event of errors in the amount billed for water service the amounts due to or from customers shall be subject to retroactive adjustment for a period not more than five (5) years prior to the date of discovery of the error.

2.50410

The O.M.W.D. General Manager has the authority, and may, waive or extend the time restrictions and fees in connection with the repair or replacement of leaking service lines and repair or replacement of curb stops.

Section 3 – General Design Requirements

The design of water distribution system shall conform to the O.M.W.D.'s Standard Specifications for Water Main Construction copies available at the O.M.W.D. office.

3.1

The O.M.W.D. will not, hereafter, extend any mains beyond corporate limits of the City until and unless such areas are incorporated by annexation.

3.2

The Water Department will not finance main extensions to or within new subdivisions or other developments. The subdivider shall pay for all water main, hydrants, and taps. All installations shall be inspected by the Water Department. When existing mains are inadequate to accommodate a newly annexed area and new mains need to be installed within the present city limits to get the volume necessary for this newly annexed area, it will be done at the expense of the developer of the newly benefited area. All extensions must be drawn up by a registered engineer and the Oskaloosa Municipal Water Department. Specifications for pipe, fitting and hydrants are on file at the Water Department.

3.3

All new water mains for subdivisions, or other developments, shall remain the total responsibility of the subdivider or developer for maintenance of the same for a period of two years. After the ~~two-year~~two-year period has passed, the water mains, all hydrants and valves, and other appurtenances except water services shall AUTOMATICALLY become the property of the Oskaloosa Water Department. A "Permit Form for Water main Construction" must be submitted by the subdivider/developer to the Water Superintendent, along with plans for the said water main extension prepared by a professional engineer and certifying that the said plans meet all the current regulations of the Iowa Department of Natural Resources and these Rules and Regulations of the O.M.W.D." The permit must be approved by the Water Board. The subdivider or developer shall provide all necessary easement(s) for egress and ingress for maintenance of the said water main. Said easements(s) shall hold the Water Department free from paying for any damages to buildings, shrubs, yards, gardens, etc. which may be disturbed during such maintenance operations within the boundaries of the easement. Water main easements(s) shall be a minimum of 20' wide, 10' on each side of the water main. The said easement(s) shall be in a form approved by the Water Department attorney, and shall be executed prior to commencement of construction of the water main. The permit provides a place for signing off by the Water Superintendent when the construction is completed and the ~~two-year~~two-year period starts. During the ~~two-year~~two-year period, the subdivider/developer must also maintain problems due to settling, or other problems caused by laying the water main. (January 12, 1982. Form of permit is included herein on the following page.)

3.4

Water main extensions and additions to the distribution system shall meet requirements of General Design Requirements of these Rules and Regulations.

3.5

Construction of water main extensions and additions to the distribution system shall meet requirements of General Design Requirements of these Rules and Regulations.

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GARDEN & ASSOCIATES, LTD.

1701 3rd Avenue East, Suite 1 • P.O. Box 451 • Oskaloosa, IA 52577

Phone: 641.672.2526 • Fax: 641.672.2091

January 17, 2017

Chad Coon, General Manager
Oskaloosa Municipal Water Department
1208 S. 7th Street
P.O. Box 708
Oskaloosa, IA 52577

Re: Water Main Replacement
Carbonado Road
Oskaloosa, Iowa
G&A 4015097

Dear Chad:

Enclosed herewith is Pay Application No. 5 submitted by DeLong Construction, Inc. for the referenced project in the amount of \$21,625.50 which represents final payment for the project and is due 30 days after project acceptance. Also enclosed is Change Order No. 2 which reduces the contract by \$670.00 and is the final quantity adjustment. Further enclosed is the "Engineer Completion Statement" for the project.

Should the board approve, execute the documents and send one (1) set to DeLong Construction with payment of \$21,625.50, keep one (1) set for your records, and return one (1) set to our office.

If you have any questions, please contact me at 641-672-2526.

Sincerely,
GARDEN & ASSOCIATES, LTD.

Jack Pope, P.E.

Enc: Pay App 5 (3 copies)
Change Order 2 (3 copies)

JP/al



GARDEN & ASSOCIATES, LTD.

1701 3rd Avenue East, Suite 1 • P.O. Box 451 • Oskaloosa, IA 52577

Phone: 641.672.2526 • Fax: 641.672.2091

November 18, 2016

Chad Coon, General Manager
Oskaloosa Municipal Water Department
1208 S. 7th Street
P.O. Box 708
Oskaloosa, IA 52577

Re: Water Main Replacement
Carbonado Road
Oskaloosa, Iowa
G&A 4015097

Board Members:

I hereby state that the work of the Water Main Replacement – Carbonado Road in Oskaloosa, Iowa under contract bearing the date of April 18, 2016 by and between Oskaloosa Municipal Water Department (Owner) and DeLong Construction Inc. (Contractor) has been completed and substantially complies with the terms, conditions and stipulations of the plans and specifications for said improvements.

Respectfully submitted this 18th day of November, 2016.

Sincerely,
GARDEN & ASSOCIATES, LTD.

Jack Pope, P.E.

Cc: DeLong Construction, Inc.

JP/

APPLICATION FOR PAYMENT NO. 5

To: Oskaloosa Municipal Water Department (JURISDICTION)

From: DeLong Construction, Inc. (CONTRACTOR)

Contract: Carbonado Road Water Main Replacement - OMWD - Oskaloosa, Iowa - 2016

Project: Carbonado Road Water Main Replacement - OMWD - Oskaloosa, Iowa - 2016

JURISDICTION's Contract No.: _____ ENGINEER's Project No.: 4015097

For Work Accomplished Through the Date of: 7-Oct-16

1. Original Contract Price:		\$ 401,305.00
2. Net Change by Change Orders and Written Amendments (+ or -):		\$ 330.00
3. Current Contract Price (1 plus 2):		\$ 401,635.00
4. Total Completed and Stored to Date:		\$ 401,635.00
5. Retainage (Per Agreement):		
5% of Completed Work:	\$ _____	
0% of Stored Material:	_____	
Total Retainage:		\$ _____
6. Total Completed and Stored to Date Less Retainage (4 minus 5):		\$ 401,635.00
7. Less Previous Application for Payments:		\$ 380,009.50
8. DUE THIS APPLICATION (6 MINUS 7)		\$ 21,625.50

Accompanying Documentation:

CONTRACTOR'S Certification:

The undersigned CONTRACTOR certifies that (1) all previous progress payments received from JURISDICTION on account of Work done under the Contract referred to above have been applied on account to discharge CONTRACTOR's legitimate obligations incurred in connection with Work covered by prior Applications for Payment numbered -- through -- inclusive; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application of Payment will pass to JURISDICTION at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to JURISDICTION indemnifying JURISDICTION against any such Lien, security interest or encumbrance); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and not defective.

Payment of the above AMOUNT DUE THIS APPLICATION is requested.

Dated: _____
DeLong Construction, Inc.
(CONTRACTOR)
By: [Signature]

Payment of the above AMOUNT DUE THIS APPLICATION is recommended.

Dated: 11-28-2016
Garden & Associates, LTD.
(ENGINEER)
By: [Signature]

Payment of the above AMOUNT DUE THIS APPLICATION is approved.

Dated: _____
Oskaloosa Municipal Water Department
(JURISDICTION)
By: _____

**Attachment to Pay Application No. 5
Carbonado Road Water Main Replacement
Oskaloosa Municipal Water Department
Oskaloosa, Iowa - 2016**

G&A 4015097

No.	Item	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity to Date	Payment Price
Base Bid							
1	Mobilization	LS	1	\$10,000.00	\$10,000.00	1.00	\$10,000.00
2	Clearing and Grubbing	LS	1	\$3,700.00	\$3,700.00	1.00	\$3,700.00
3	Trench Foundation	TON	50	\$25.00	\$1,250.00	0.00	\$0.00
4	Trench Compaction Testing - Water Main	LS	1	\$6,160.00	\$6,160.00	1.00	\$6,160.00
5	Sanitary Sewer Service, 4" PVC C900, DR18	LF	20	\$75.00	\$1,500.00	20.00	\$1,500.00
6	Water Main Trenched, PVC, 4"	LF	4	\$200.00	\$800.00	8.00	\$1,600.00
7	Water Main Trenched, PVC, 8"	LF	5,535	\$25.00	\$138,375.00	5455.00	\$136,375.00
8	Water Main Trenchless, PVC, 8"	LF	365	\$40.00	\$14,600.00	365.00	\$14,600.00
9	Steel Casing, 16"	LF	80	\$190.00	\$15,200.00	80.00	\$15,200.00
10	Water Service Stub, Copper, 1"	EA	29	\$1,500.00	\$43,500.00	30.00	\$45,000.00
11	Water Service Stub, Copper, 1", Auger or Bored	EA	26	\$2,700.00	\$70,200.00	25.00	\$67,500.00
12	Gate Valve, 8", Install Only	EA	17	\$600.00	\$10,200.00	18.00	\$10,800.00
13	Tapping Valve Assembly, 8" x 8"	EA	1	\$3,000.00	\$3,000.00	1.00	\$3,000.00
14	Fire Hydrant Assembly, Install Only	EA	8	\$1,600.00	\$12,800.00	8.00	\$12,800.00
15	Existing Fire Hydrant Removal	EA	5	\$400.00	\$2,000.00	5.00	\$2,000.00
16	Water Main Connection - Connection No. 1	LS	1	\$2,000.00	\$2,000.00	1.00	\$2,000.00
17	Water Main Connection - Connection No. 2	LS	1	\$2,500.00	\$2,500.00	1.00	\$2,500.00
18	Water Main Connection - Connection No. 3	LS	1	\$750.00	\$750.00	1.00	\$750.00
19	Water Service Meter Pit, Install Only	EA	5	\$500.00	\$2,500.00	10.00	\$5,000.00
20	Removal of Sidewalk	SY	1	\$200.00	\$200.00	1.00	\$200.00
21	Removal of Driveway	SY	314	\$12.00	\$3,768.00	314.00	\$3,768.00
22	Sidewalk, PCC, 4" Thick	SY	1	\$200.00	\$200.00	1.00	\$200.00
23	Driveway, Paved PCC, 6" Thick	SY	282	\$50.00	\$14,100.00	282.00	\$14,100.00
24	Driveway, Paved HMA, 6" Thick	SY	37	\$81.00	\$2,997.00	37.00	\$2,997.00
25	Driveway, Granular, 6" Thick	TON	110	\$24.00	\$2,640.00	110.00	\$2,640.00
26	Full Depth Patch, HMA	SY	170	\$83.00	\$14,110.00	170.00	\$14,110.00
27	Subbase Overexcavation	TON	45	\$35.00	\$1,575.00	45.00	\$1,575.00
28	Pavement Removal	SY	170	\$6.00	\$1,020.00	170.00	\$1,020.00
29	Conventional Seeding, Fertilizing, and Mulching	LS	1	\$8,500.00	\$8,500.00	1.00	\$8,500.00
30	SWPPP Preparation	LS	1	\$1,300.00	\$1,300.00	1.00	\$1,300.00
31	SWPPP Management	LS	1	\$3,500.00	\$3,500.00	1.00	\$3,500.00
32	SWPPP Qualifying Rainfall Event Inspection	EA	6	\$60.00	\$360.00	4.00	\$240.00
33	Removal and Reinstallation of Existing Fence, Field Fence	LF	40	\$25.00	\$1,000.00	40.00	\$1,000.00
34	Traffic Control	LS	1	\$5,000.00	\$5,000.00	1.00	\$5,000.00
	Change Order No.1	LS	0	\$1,000.00	\$0.00	1.00	\$1,000.00
					\$401,305.00		\$401,635.00
TOTAL BASE BID							

CHANGE ORDER

No. 2

DATE OF ISSUANCE 11/18/16 EFFECTIVE DATE 11/18/16

JURISDICTION Oskaloosa Municipal Water Department

CONTRACTOR DeLong Construction, Inc.

Contract: Carbonado Road Water Main Replacement - OMWD - Oskaloosa, Iowa - 2016

Project: Carbonado Road Water Main Replacement - OMWD - Oskaloosa, Iowa - 2016

JURISDICTION's Contract No. _____ ENGINEER's Contract No. 4015097

ENGINEER Garden & Associates, LTD.

You are directed to make the following changes in the Contract Documents:

Description: **Final Quantity Adjustment**

Reason for Change Order: **Field Conditions**

Attachments: (List documents supporting change)

CHANGE IN CONTRACT PRICE:
Original Contract Price: \$ <u>401,305.00</u>
Net Increase (Decrease) from previous Change Orders No. ___ to ___: \$ <u>1,000.00</u>
Contract Price prior to this Change Order: \$ <u>402,305.00</u>
Net Increase (Decrease) of this Change Order: \$ <u>670.00</u>
Contract Price with all approved Change Orders: \$ <u>401,635.00</u>

CHANGE IN CONTRACT TIMES:
Original Contract Times: Substantial Completion: _____ Ready for final payment: _____ (days or dates)
Net change from previous Change Orders No. ___ to No. ___: Substantial Completion: _____ Ready for final payment: _____ (days)
Contract Times prior to this Change Order: Substantial Completion: _____ Ready for final payment: _____ (days or dates)
Net Increase (Decrease) this Change Order: Substantial Completion: _____ Ready for final payment: _____ (days)
Contract Times with all approved Change Orders: Substantial Completion: _____ Ready for final payment: _____ (days or dates)

RECOMMENDED:

By: *Jack Pope*
ENGINEER(Authorized Signature)

Date: 11-28-2016

APPROVED:

By: _____
JURISDICTION(Authorized Signature)

Date: _____

ACCEPTED:

By: *Thomas J. ...*
CONTRACTOR(Authorized Signature)

Date: 11-18-16

EJCDC 1910-8-B (1996 Edition)

Prepared by the Engineers Joint Contract Documents Committee and endorsed by The Associated General Contractor of America and the Construction Specifications Institute.

Attachment to Change Order No. 2
 Carbonado Road Water Main Replacement
 Oskaloosa Municipal Water Department
 Oskaloosa, Iowa - 2016

G&A 4015097

No.	Item	Unit	Estimated Quantity	Unit Price	Actual Quantity	Payment Price
	Base Bid					
3	Trench Foundation	TON	50	\$25.00	0.00	-\$1,250.00
6	Water Main Trenched, PVC, 4"	LF	4	\$200.00	8.00	\$800.00
7	Water Main Trenched, PVC, 8"	LF	5,535	\$25.00	5455.00	-\$2,000.00
10	Water Service Stub, Copper, 1"	EA	29	\$1,500.00	30.00	\$1,500.00
11	Water Service Stub, Copper, 1", Auger or Bored	EA	26	\$2,700.00	25.00	-\$2,700.00
12	Gate Valve, 8", Install Only	EA	17	\$600.00	18.00	\$600.00
19	Water Service Meter Pit, Install Only	EA	5	\$500.00	10.00	\$2,500.00
32	SWPPP Qualifying Rainfall Event Inspection	EA	6	\$60.00	4.00	-\$120.00
	Change Order No.1	LS	0	\$1,000.00	1.00	\$1,000.00
				Net Change Contract Price		\$330.00