

## SECTION IV

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**4.1 DEFINITIONS:**

Unless the contrary appears, for purposes of these rules, the terms set forth in the chapter have the following meaning ascribed to them.

Administration- is the Administration of the Sauk Centre Public Utilities Commission or a designated Acting Administrator

Air Gap- is the unobstructed vertical distance through the free atmosphere between the lowest opening of any device discharging water to the flood rim of the receiving device.

Back Flow Preventer- is a device or means utilized and designed to prevent back flow or back siphonage of any substance into a water service or water main.

Common Service- is a water service line, which, serves more than one-metered premises.

Corporation- is a device designed to connect a water service sized 1" or smaller to a water main.

Cross Connection- shall mean any unprotected actual or potential connection or structural arrangement between a public or a consumer's portable water system and any other source or system through which it is possible to introduce into any part of the potable system any used water, industrial fluid, gas, or substance other than the intended potable water with which the system is supplied. Bypass arrangements, jumper connections, removable sections, swivel or changeover devices and other temporary or permanent devices through which or because of which or because of which "back flow" can or may occur are cross connections.

Curb Box- is a device designed to provide access to a curb stop.

Curb Stop- is a device designed to control the flow of water within a service line from a water main.

Customer- means any individual corporation, firm, partnership, association, organization, or other entity acting as a unit. It also includes any executor, administrator, trustee, receiver, or other representative appointed by law.

Flanged Coupling Adaptor- is the device used to facilitate the installation and removal of a flanged water meter.

Gate Valve- is a device designed to control the flow of water within a water service or water distribution system.

House Piping- is a series of pipes for the conveyance of water from the house stop valve to points of consumption within a premise.

House Stop Valve- is a device designed to control the flow of water between the water meter and the house piping.

Irrigation Meter- is a water meter installed for the express purpose of metering water used on the lawn. There shall be no wastewater billing on irrigation meters.

Meter Stop Valve- is a device designed to control the flow of water between the water service and the water meter.

Premises- is a defined area of a parcel of property, or building contained thereon, where water consumption occurs.

Reduced Pressure Zone Back Flow Preventer- is an assembly of differential valves and check valves including an automatically opened spillage port to the atmosphere.

Remote outside Register- is a device located on the outside of a premise, which is designed to permit the reading of a water meter contained within a premise.

SCPUC- is the Municipal Utilities of the City of Sauk Centre.

Saddle- is a device designed to connect a water service from size 1" to 3" to a water main.

Tapping Sleeve and Valve- is a device designed to connect a water service sized 4" or larger to a water main.

Water Main- means a pipe, or system of pipes, owned by the Sauk Centre Public Utilities Commission and/or the City of Sauk Centre and maintained by the Water Department, designed and used to distribute water to the water service of any customer.

Water Meter- is a device designed and used to measure the quantity of water consumed on a premise.

Water Service- is the pipe and fittings and devices needed to convey water from the water main to the point of entry in a premise. The following are normally used in water service installations: corporations, tapping sleeves and valves, curb stops, curb boxes, gate valve boxes and meter stop valves.

#### **4.2 GENERAL PROVISIONS:**

**Scope and Applicability** the SCPUC does not guarantee continuity of water supply and shall not be held liable for interruptions, pressure fluctuations, or water quality supplied within the guidelines of the Minnesota Department of Public Health, and the laws of the State of Minnesota.

A) These rules, insofar as they are consistent with other provisions of law, shall govern the furnishing of water to all customers of the Sauk Centre Public Utilities Commission.

B) Every customer applying for or receiving water from the SCPUC and/or the owner of property for which such application is made, or water is received, shall be deemed by such application or use, to consent to abide by all the rules and rates established by the SCPUC and to all modifications thereof.

#### **4.2.1 TERMINATION OF SERVICE:**

A) A water service to a premise may be terminated, upon the giving of written notice, for the following reasons:

1) The customer or owner of the premises served, or any person working on any pipes or equipment thereon which relate to the SCPUC water distribution system, has intentionally violated any of these rules relative to the water supply system or connections with it.

2) Any past due charges for water service or other financial obligations imposed by the provisions of these rules.

3) Fraud or misrepresentation by the owner or customer in connection with an application for service.

4) Unauthorized use of water during a declared water supply shortage. (Refer to Section 4.2.4)

5) Unauthorized use of fire protection system. (Refer to Section 4.6.3)

6) Denial of access to a water meter. (Refer to 4.4.6)

B) A notice of intent to terminate water service for a reason as set forth in the preceding subdivision shall be mailed to the person in whose name the service has been provided and to the owner if other than the customer, at the address of record maintained for billing purposes. Service of the notice shall be complete upon depositing the same in the United States Mail, properly addressed, with first class postage prepaid.

**4.2.2 INTERRUPTION OF SERVICE:** The SCPUC reserves the right to temporarily interrupt the flow of water within the distribution system to any premises at any time, without prior notice. Interruptions such as these may be needed to facilitate repairs, testing, connections, to ensure adequate fire flows, or when necessitated by acts or regulations beyond its control. The SCPUC does not guarantee continuity of water service, and shall not be held liable for interruptions, pressure fluctuations, or water quality supplied within the guidelines of the Minnesota Department of Health, and the laws of the State of Minnesota.

#### **4.2.3 EMERGENCY INTERRUPTION OF SERVICE:**

If an immediate interruption of water service to a premise is required to protect the public health, safety or welfare, public property or the property of others, or to protect the water distribution system or any of its parts from destruction or damage, water service may be interrupted immediately by the Water Department without prior notice.

#### **4.2.4 WATER SUPPLY SHORTAGES:**

Whenever the Water Department determines that a water supply shortage exists, the Water Department is authorized to take the necessary actions to alleviate the situation. Customers will be notified of a declared shortage and of any actions required by them using the news media. If the required action is not followed, SCPUC will disconnect service. A disconnect/reconnect fee will be assessed as identified in section 4.3.13.

#### **4.2.5 REVISIONS OF REQUIREMENTS:**

All requirements stated or implied herein are subject to change at any time without prior notice. All revisions can be obtained from the Water Department of the SCPUC.

#### **4.3 WATER SERVICE:**

**4.3.0) Installation** Water services shall be installed according to the standard specifications herein for service connections as approved by the SCPUC. A water service is installed at the expense of the property owner and remains the property of the owner. All services shall meet current Minnesota State Plumbing and Building Codes.

#### **4.3.1 WATER SERVICE AREA:**

Property within the corporate limits of the City of Sauk Centre except for the area presently being served (1-1-01) in the River Oaks Addition. The Addition is serviced under special consideration by the City of Sauk Centre.

#### **4.3.2 WATER MAIN ACCESS CHARGE:**

A water main access charge will be assessed to all new customers requesting water service. This charge will be based on the water service line size. Charges will vary based on the following line size. One (1) inch service and smaller, over one (1) and including two (2) inch services, and larger than two (2) services. Townhomes, duplexes, or the like are not considered apartments. Refer to rate chart.

#### **4.3.3 WATER MAIN TAPPING:**

Tapping of the water main will be the responsibility of the customer or contractor. Inspection will be required. If an inspection is not completed by SCPUC staff and the trench is closed, SCPUC shall require reopening of the trench customer or contractor for inspection. A fine as identified in the rate schedule will be assessed for closure without inspection.

A) All meter-to main water service lines shall be constructed at a 90-degree angle to the water main. The cost of all meter-to-main water service lines shall be the sole responsibility of the owner of the said lot or parcel.

B) If the City of Sauk Centre extends a water main to a lot or residential parcel which is already connected to the water main, but not at a 90-degree angle, the owner of record of said lot or parcel shall have six (6) months to construct a meter-to-main water service line at a 90-degree angle to the new main, said line shall be constructed of materials acceptable to the City of Sauk Centre. Said line shall be inspected by the employees of the SCPUC prior to the commencement of its use.

#### **4.3.4 WATER LINE INSPECTION POLICY:**

An inspection is required for every water line, connections, taps or digging around or over Sauk Centre Public Utilities Commission's water mains. Before such water line connection or tap is backfilled or covered, an inspection will be witnessed and approved by personnel of the Sauk Centre Public Utilities Commission.

**4.3.5 ACCESS:** An employee of the Water Department shall have the right to reasonable access at all reasonable times to the served premises for inspection and operation of water service components.

**4.3.6 MULTIPLE PREMISES:**

A) Whenever a building with two or more premises is constructed on a single lot or a group of lots, and the individual premises are to be under separate ownership, each premise shall be served by a separate water service. These separate services shall be installed so there is a curb box and curb valve for each premises served. These separate services may be served from a common service line, properly sized, connected to the water main and installed with a master curb box and curb valve. In such case the responsibility for the repair and maintenance of the common service line shall be under the control of a legally recorded homeowners' association agreement at the time of installation. There shall be a set of drawings submitted to the Water Department for approval before construction begins. All services shall meet current Minnesota State Plumbing and Building Codes.

B) Whenever an additional building is placed or erected on a parcel of land where there is an existing building(s) and requires water service, there shall be separate and individual water service installed to serve the new building.

**4.3.7 WATER SERVICE PIPE:** Water service shall be sized in accordance with the requirements of the current Minnesota Plumbing Code. One-inch is the minimum new water service size. Piping shall consist of K copper from water main to curb stop. From curb stop to meter can consist of HDPE plastic pipe rated for 200 PSI installed with tracer wire or 1" K copper. SCPUC admin needs to approve tracer wire specifications.

**4.3.8 REPLACEMENT OR REPAIRS:** The property owner is responsible for all water service replacements, repairs or maintenance. After excavation of a water service leak, if the water service material is found to be galvanized iron or lead, all such portions of the entire water service shall be replaced.

**4.3.9 CURB STOPS:**

Any curb stops found to be defective or in need of repair shall be replaced at the property owner's expense. Property owners will be notified by letter from the Sauk Centre Public Utilities Commission. Property owners will be given a reasonable amount of time to make this repair. Work should be completed during the same digging season as when the property owner is notified. A member of the Sauk Centre Water Department must inspect all work on any water service or water main before they are covered. The water will not be turned on until such inspection is completed.

A workable curb stop is necessary and shall be considered part of the water service line, for the safety and protection of the customer's property. The curb stop gives Water Dept. personnel the ability to shut off water from outside any building or structure.

**4.3.10 WATER LOSS FROM SERVICE FAILURE:**

In the event a leak is not repaired promptly, the SCPUC may bill the owner of the water service an additional amount to cover the estimated water loss occasioned by the leak. The billing shall be from the date of report of the leak to the date of repair of the leak.

**4.3.11 FROZEN WATER SERVICE:**

A) The thawing of a frozen water service is the responsibility of the owner of the premises served. The owner shall be responsible for obtaining the services of a thawing contractor.

B) When a water service has been thawed, to prevent refreezing, the owner should allow water to flow from a tap at an approximate rate of 1/4 GPM. The water consumed will be billed at normal rates.

**4.3.12 UNUSED WATER SERVICE:** Unused water service lines shall be the complete responsibility of the property owner for all costs of removal from use, including street repair.

A) An unused water service shall be shut off and disconnected at the water main. Property owners which are customers of the Sauk Centre Public Utilities Commission that abandon a water service line, which is not in constructed materials approved by the Sauk Centre Public Utilities Commission, will be responsible for removing the abandoned service line from the Commission's water main. As soon as the SCPUC is informed of the existence of such a line, the property owner will be notified of that fact in writing. The notice will direct the property owner to disconnect the abandoned water service line from the Commission's main line within sixty (60) days of the date of the notice. The notice will also specify that it is the property owner's responsibility to contact a contractor to complete this work and the property owner will pay for all necessary expenses associated with the removal of the abandoned line.

If within the period above stated the property owner fails to comply with the notice, the Sauk Centre Public Utilities Commission shall contact a contractor and plan with the contractor to perform the necessary work to remove the service line from the Commission's main. Again, the property owner will pay for all costs and charges connected with the removal of the abandoned service line. The Commission will send to the affected property owner an itemized statement of all costs and charges incurred in the removal of the abandoned line. If the property owner has not paid the costs and charges incurred in the removal of the line the City will initiate proceedings under Minnesota Statute 429.101 to specially assess said costs and charges against the subject property. It is the intent of the Sauk Centre Public Utilities Commission to disconnect all abandoned water service lines that are not constructed of material approved by the Commission. This is to ensure that there will be no water leaks from abandoned water service lines in the future which if unattended result in additional expenses and charges to all the Commission's customers.

B) If a customer discontinues use of a water service and is in doubt about the future use of the same water service, one year may elapse before the water service must be disconnected and the curb box removed. If this work has not been performed within this one-year period, the Water Department will disconnect this service and bill the property owner for all expenses plus overhead incurred.

C) Whenever a new building is erected on the site of an old building and it is desired to increase or to change the water service, no connection with the main shall be permitted until the old water service for the premises has been properly abandoned.

D) Construction on multiple lots or any change to existing platting which results in an unused water service that is of a material not approved by the SCPUC shall cause the developer and/or property owner to be responsible for terminating any extra water services. If the water service is not removed within one year, the SCPUC will remove the service and bill the appropriate parties.

**4.3.13 DISCONNECT/RECONNECT WATER SHUTOFFS:**

If requested by a customer to have the service disconnected at the curb stop, SCPUC will disconnect and charge a disconnect/reconnect fee. (Fees identified in the rate schedule)

A) After a water service has been shut off, the water meter is normally removed and stored at the SCPUC building to protect it from possible freezing damage.

B) After a water service has been reinstated, Water Department personnel will reinstall the water meter. It will be the customer's responsibility to ascertain that no water taps have been left open. The SCPUC will not take any responsibility for damage, which might be caused by cracked or broken pipes.

#### **4.4 WATER METER REQUIREMENTS AND METERING:**

A) Individual metering is required for all single-family dwellings and duplexes and for commercial and industrial premises with one occupant.

B) Individual metering is recommended for each unit in multi-unit residential (3 or more units), commercial and industrial premises, however, master metering is allowed in cases where the owner so desires. If individual metering is installed, all meters shall be in a common room. Where master metering is utilized, services shall not be sub metered or resold to the individual tenants based on usage.

#### **4.4.1 WATER METER INSTALLATION:**

All water meters shall be installed in accordance with the following standards:

A) The service pipe from the water main to the meter, when entering a building, shall be brought through the floor in a vertical position.

B) A water service shall have a full way meter stop valve on the street side of the meter. This valve shall be installed no more than 24" above the finished floor. There shall also be installed a full way house stop valve on the premises side of the meter and immediately adjacent to the meter. Only chrome-plated ball valves will be allowed.

C) In a multi-family residential building the water meter shall be installed in the actual premises being served or shall be in a common area readily accessible to employees of the Water Department.

D) In all buildings the water meter shall always be accessible for purposes of reading, inspection, and service. There shall remain an unobstructed area above and on all sides of the meter to facilitate the inspection and removal of the meter, and for the operation of the meter stop valve and the house stop valve.

E) Water meters shall be installed with both meter connections aligned on a horizontal plane.

#### **4.4.2 MULTIPLE METERED INSTALLATIONS:**

Whenever a multi-residential, commercial or industrial premise is constructed, and the owner shall submit a written application and a set of drawings to the Water Department for approval.

#### **4.4.3 WATER METER POLICY:**

Every qualified dwelling or location will be furnished with a water meter, up to a size of 3/4" at no cost to the customer. If any customer elects to install a water meter larger than 3/4" it will be at the customer's expense. The customer will receive credit for the cost to the utility for the 3/4" water meter. The customer must purchase the larger water meter from Sauk Centre Public Utilities Commission. All water meters will become the property of the Sauk Centre Public Utilities Commission.

#### **4.4.4 IRRIGATION METERS:**

During the time when a premise is being newly constructed, a water meter does not have to be installed until this premises is to be occupied or used for any purpose other than construction. However, all water used for sodding or landscaping purposes must be metered.

#### **4.4.5 MAINTENANCE, REPAIR AND REPLACEMENT:**

The Water Department will maintain, repair and replace all water meters rendered unserviceable through normal use. When replacement, repair or adjustment of any water meter is rendered necessary by any act of neglect or carelessness the expense incurred by the SCPUC will be charged to the owner of the premises.

**4.4.6 RIGHT OF ENTRY TO READ OR EXAMINE METERS:** If a customer denies an employee of the Water Department access to a water meter at any reasonable time, the water supply may be disconnected until access is gained. Disconnect/Reconnected charges shall be assessed per rate schedule.

**4.4.7 METER TESTING:**

The Water Department will test a water meter at the request of a customer. If the meter is found to be accurate within 2%, a charge will be made to the customer as identified in the rate schedule.

**4.4.8 NON-REGISTERING OR SLOW WATER METERS:**

In case any water meter is found stopped or operating in a faulty manner, the amount billed shall be estimated according to previous billing history.

**4.4.9 WATER NODES:**

All new buildings and existing buildings hooked up to the SCPUC public water supply system shall allow for and the installation of a water node and allow access to maintain it.

A) In new installations, the customer's plumber will install the actual water meter. Water Department personnel will install the outside register along with the wiring to connect these two devices at no charge.

B) For an existing customer, with the electric meter located on the exterior of their residence, a request may be made for the installation of a remote reading unit to be installed provided ownership of the water meter is assigned to the SCPUC. Water Department personnel will do all the work necessary in this situation at no charge.

C) The SCPUC reserves the right to check the inside portion of a remote water meter installation once a year or whenever a reading is questionable.

D) When a water meter reading is taken for issuing a final bill, the reading will be taken from the water meter located inside the customer's premises.

E) If the remote register has failed or is malfunctioning, the amount billed will be determined by subtracting the outside reading from the inside reading. All adjustments will be made in accordance with the most current SCPUC policy concerning billing errors.

**4.4.10 SAFETY OF LOCATION:**

In the event a customer does not furnish a safe and suitable location for a meter, the Water Department may refuse to permit connection of the premises to the water distribution system.

**4.4.11 FROZEN METERS:**

It shall be the customer's responsibility to install or locate their water meter(s) for protection from freezing and from having reverse flows of heated water.

A) Whenever a water meter freezes, the customer shall relocate or protect the water meter in a manner that will prevent it from freezing again.

B) In the event a water meter is exposed to hot water or is frozen, the owner will be charged for the time and material needed to repair or replace this meter.

#### **4.4.12 COMMERCIAL AND INDUSTRIAL METER INSTALLATIONS:**

The water meter and/or meters shall be installed at the point of entry of the water service into a building in a mechanical room and adjacent to a floor drain. A commercial and/or industrial metered installation shall have a full way metered stop valve on the service side of the meter. There shall also be a full way stop valve installed on the customer side of the meter and immediately adjacent to the meter

#### **4.4.13 METER AND BYPASS SEALS:**

All water meters; remote registers and bypasses shall be sealed. Unauthorized connection to or tampering with any meter or bypass seals or indication or evidence thereof subjects the customer to immediate discontinuance of service and an estimated bill will be issued for unmetered water consumption.

#### **4.4.14 METER IDENTIFICATION:**

If more than one meter or remote register is required for a building, each meter and/or remote register shall be identified and permanently designated, indicating the premises served.

#### **4.5 FIRE HYDRANTS:**

**Permission to Use** Except for the Fire Department, permission to use water from a fire hydrant must be received from the Water Department. SCPUC personnel will install a valve and meter combination on the fire hydrant for the customer's use and a billing will be made for installation and water used. Only Water Department personnel can operate these fire hydrants. The use of a fire hydrant for bulk filling and truck filling is prohibited, unless otherwise authorized by the SCPUC. In the event an unauthorized person is found to be operating a fire hydrant, hoses and connecting devices will be confiscated and any labor necessary to flush water mains along with the cost of the water (because of rusty water problems) will be charged to this person or their employer. Bulk water supply for tank or truck filling. Refer to section 4.9.3, and rate schedule for charges and penalty.

#### **4.6 FIRE PROTECTION SYSTEMS:**

A) Any person who desires to connect to a City water main, any fire protection or extinguishing system shall make a written application to the water department accompanied by a complete set of plans of all pipes, apparatus and fixtures proposed to be connected, together with a plan of the building in which this system is to be installed. Documentation that the State Fire Marshal or an authorized official has approved the plans as submitted shall be attached.

B) Where two or more fire protection systems are installed in the same building, inspection shall be required by the State Fire Marshal or an authorized official.

C) A common water service for fire and domestic purposes shall meet all building and plumbing codes.

#### **4.6.1 MODIFICATIONS:**

If a person desires to modify, add to or any manner alter any existing fire protection or fire extinguishing system in a structure, application shall be made to the Water Department. This application shall include complete plans for the proposed modification, addition or alteration. No modification, addition or alteration shall be made without written permission of the Water Department and shall conform to latest plumbing and fire protection codes.

#### **4.6.2 FIRE SERVICE METER:**

The Water Department may at any time require the owner of a premises protected with a fire protection system, to install at the discretion of the SCPUC an approved meter, furnished by the Water Department at the expense of the property owner.

#### **4.6.3 UNAUTHORIZED USE OF A FIRE PROTECTION SYSTEM:**

If the owner or occupant of any premises is found to be using or wasting water from a fire protection system for other purposes than fire protection, the owner or occupant will be notified, and a charge will be made for the estimated amount of water so used, plus a penalty. (Penalty identified in the fee schedule). If such improper conditions are not corrected within ten (10) days, the water service may be terminated until proper corrections are made.

#### **4.7 IRRIGATION SYSTEMS:**

A) Whenever an irrigation system is installed, the water supply for this system shall be taken from the service before the domestic or house meter. This is illustrated in Appendix I. It is the owner's responsibility to protect meter installations in manholes from freezing.

B) Meters installed for the express purpose of metering water used on the lawn shall be purchased from the Sauk Centre Public Utilities Commission. All meters, replacement costs and repairs will be at the owner's expense.

#### **4.7.1 PRESSURE BACK FLOW PREVENTION:**

All irrigation systems shall be equipped with a reduced pressure back flow preventer.

#### **4.7.2 YARD HYDRANTS AND METERS:**

There shall be installed a manhole for the meter and back flow preventer. The yard hydrant used shall be a drain back model. The meter is to be a remote reading type and shall have a curb box installed adjacent to the manhole on the inlet side.

#### **4.8 CROSS CONNECTIONS:**

The rules relating to the prevention of cross connections as set forth in the most recent edition of the AWWA M14 - Recommended Practice for Back-flow Prevention and Cross-Connection Control as published by the American Water Works Association are adopted for this Chapter of these rules.

#### **4.9 BULK WATER SUPPLY FOR TANK OR TRUCK FILLING:**

##### **4.9.0) Site**

Several businesses within the City of Sauk Centre provide overhead tank and truck fillings. These sites must be inspected by the staff of SCPUC and must have the recommended practices for backflow prevention. After these steps have been completed, these sites will be designated sites for bulk filling. The water that is purchased will be metered and billed by the businesses providing the service.

##### **4.9.1 BULK METERING:**

Metering will be provided by the businesses providing the above service. Refer to 4.9.0 above.

##### **4.9.2 ALLOWABLE USES:**

The discharge end of this piping may encounter various chemicals and other products, which are not safe for human consumption. This water supply cannot be used for potable purposes (drinking, washing, etc.). The SCPUC will not accept any liability for improper uses of this supply.

##### **4.9.3 METER DEPOSIT/HYDRANT WATER LOADING:**

A) Purchasing bulk water through a fire hydrant will only be allowed if no business provides said service.

B) SCPUC will provide a meter that will need to be attached to the hydrant for filling. Meter shall be the responsibility of the customer when received. A deposit as identified in the rate schedule will be required. Deposit will be refunded when the meter is returned.

C) Water shall be billed on a per thousand bases as identified in the rate schedule for bulk water.

D) Labor (Connection Fee) required for inspection of the tank and setting up the fire hydrant will be charged to the customer as identified in the rate schedule under labor & equipment rates.

**4.10 WATER MAIN INSTALLATIONS:**

**4.10.0) "Drawings."**

Drawings, specifications and detailed plans indicating location, type of material used, and methods of work required shall be submitted to the SCPUC Water Department for approval prior to start of any construction. All water main extensions shall be constructed so that said water line extends the entire length of the lot or residential parcel that is to be served. The engineer who at that time is serving the City of Sauk Centre shall establish the final size, length and location of the water main.

**4.10.1 MATERIALS:**

All materials used will conform to the most recent applicable water main project specifications of the Water Department staff of the Sauk Centre Public Utilities Commission.

**4.10.2 WATER MAIN ASSESSMENTS:**

When any individual seeks an extension of a water main, such individual shall file an application for extension, which application shall be made through the offices of the Sauk Centre City Administrator. Provisions relative to the payment for or the assessment for said extension or improvement shall be specified in writing between the party and the City of Sauk Centre prior to the commencement of construction. City assessment identified in rate schedule.

**4.10.3 INSTALLATION:**

Installation methods will conform to the applicable sections of the most recent water main specifications of the Water Department staff of the Sauk Centre Public Utilities Commission. A minimum cover on water mains should be 8 feet and maximum of 12 feet. This depth should be established as the mains are built. If they are not going to pave the roads for a few years, these proper depths should be obtained immediately, as the mains are built.

**4.10.4 OPERATION OF WATER MAIN VALVES:**

Only Water Department personnel will be allowed to energize extensions of the water main system.

**4.10.5 FLUSHING:**

After the water main system has been installed and proper blocking provided, the Water Department will flush this system using a fire hydrant. Where a water main terminates without a fire hydrant (such as a fire service), the owner or contractor will furnish a tapped fitting (approved by the Water Department) for connection to a fire hose. The point of installation must also be approved by the Water Department.

**4.10.6 LEAKAGE TEST:**

The owner or contractor will provide the necessary equipment and material (approved by the Water Department) and labor to perform a leakage test after the Water Department has flushed the newly installed water main. This test will be supervised by Water Department personnel. The Hydrostatic Test will be at 150 pounds per square inch for one hour. The allowable leakage will be calculated using the formula  $L = NDP \cdot 3,700$  where L = the maximum permissible gallons of leakage per hour, N- number of joints in the pipe line being tested, D = the diameter of the pipe in inches, and P = the average pressure during the test in PSIG. If the test fails, it will be the contractor's responsibility to locate and repair the problem area.

#### **4.10.7 CHLORINATION:**

After successful completion of the leakage test, the newly installed water main must be chlorinated. The contractor or owner will furnish all needed equipment and piping (approved by the Water Department). The contractor or owner will mix in a tank and pump the entire length of new water main. This will be done by the owner or contractor under the supervision of Water Department personnel. This chlorinated solution will remain in the main for 24 hours after which contractor personnel will flush it to waste. The new water main will then be tested for fecal coliform bacteria and background bacteria. If test is passed, it then will be put into service. If test is not passed, it will have to be redone until test is passed. Contractor or owner shall be responsible for the costs of testing. (refer to rate schedule for cost)

#### **4.10.8 VALVE BOX SETTING:**

The final setting of valve box tops will be made by the owner or contractor.

A) In grassy areas the valve box will be adjusted so the top is 1" below the final surface elevation.

B) In concrete or bituminous areas, the valve box will be set ½" below the final surface elevation. The cover will be left free of concrete or bituminous material.

C) In areas, which are under construction, the valve box top can be left with a maximum cover of 12 inches of soil or gravel. However, the owner or contractor will still be responsible to have this valve box raised to its final elevation before final ground or road preparations are made.

#### **4.10.9 CURB BOX SETTING:**

For all new or replaced water services, the top or cover shall be set approximately 1"-2" below the final surface elevation. The plumber or contractor who installs the water service from the curb box to the premises will be responsible for the proper elevation of curb boxes. If the curb box has not been properly raised prior to the final preparation of the area, the Water Department will adjust this curb box and bill the installing plumber or contractor for all expenses and overhead incurred. Curb boxes shall be accessible to the Sauk Centre Public Utilities Commission and the curb valve shall be capable of being operated. Curb valves shall be maintained in operating condition by the property owner.

#### **4.10.10 PRIVATE WELL:**

Except as proved hereinafter, it shall be unlawful to construct or maintain any private well to provide potable water. A private well is allowed for irrigation only.

#### **4.10.11 REQUIRED TO CONNECT TO PUBLIC WATER MAIN:**

The owner (s) of all houses, buildings, or properties used for human occupancy, employment, recreation or other purposes where potable water is used, and which is situated within the City and adjacent to any street, alley, or right-of-way in which there is now located, or may in the future be located, a public water main for the City, shall be required at the owner (s) expense to install a suitable service connection to the public water main in accordance with provisions of this code, will be required to hook up within 180 days of the date said public water main is operational, and provided said public water main is within 300 ft of the structure using portable water. All future buildings constructed on property adjacent to the public water main shall be required to immediately connect to the public water main. If connections are not made pursuant to this section, an official 180-day notice shall be served instructing the affected property owner to make said connection. Reconstruction of an existing onsite potable water system is not allowed. Final decisions regarding connections and footage, on a case to case basis, will be by the approval of the Sauk Centre Public Utilities.

#### **4.10.12 FAILURE TO CONNECT TO PUBLIC WATER MAIN:**

In the event an owner shall fail to connect to a public water main in compliance with a notice given under Section IV 4.10.11 of the policy, the SCPUC must undertake to have said connection made and shall assess the cost thereof against the benefited property. Such assessment, when levied, shall bear interest at the rate determined by the City of Sauk Centre and shall be certified to the Auditor of the County of Stearns, Minnesota and shall be collected and remitted to the City in the same manner as assessments for local improvements.

#### **4.10.13 OPTING OUT OF AMI (SMART METER):**

All SCPUC customers are required to participate in the AMI (Smart Meter) Metering Program. If the customer chooses to opt out of AMI, there will be an additional charge. The additional charge will be doubling the cost of the base (meter) charge. This additional charge will terminate when the customer participates in AMI.

#### **4.10.14 WATER SERVICE HOOKUP**

The owner(s) of all houses, buildings, or properties used for human occupancy, employment, recreation, or other purposes where potable water is used, and which is situated within the City and adjacent to any street, alley, or right-of-way in which there is now located, or may in the future be located, a public water main for the City, shall be required at the owner(s) expense to install a suitable service connection to the public water main. This connection will need to be made at the connection location of said property. No service line can be installed going through another person's property. If the existing service line is found to be going through another person's property at the time of road construction or street reconstruction project, the owner(s) of the property will be required at the owner(s) expense to disconnect off the existing service line and connect to the new water service line installed during the time of construction. This could be either installed in front of their property or on the side of their property.