

City of Iowa City Water Division

Policy and Procedures Manual

Revised November 2017



Phone: 319-356-5160
Email: water@iowa-city.org
Website: www.icgov.org

Contents

General Statements.....	1
Scope	1
Purpose.....	1
City of Iowa City Contact Information.....	1
General City of Iowa City Contacts.....	1
Water Division Contacts.....	1
Water Division Policies and Procedures.....	1
Definitions.....	1
Responsibilities	2
City (Public) Water Main Ownership.....	2
Private Water Service Line Ownership.....	2
Work Involving City of Iowa City Public Water Main	2
City Not Liable for Damages on Private Water Service Lines.....	2
Leaks on Private Water Service Lines.....	2
Abandoned Service Lines	2
Existing Water System Tracer Wire.....	3
After Hours Callout	3
Water Utility Locating.....	3
Water Utility Locating Service.....	3
Excavation Near Public Water Distribution Mains.....	4
Release of Information for Private Water Service	4
Private Water Service Locating	4
Supply of Water Construction Materials.....	4
Water System Shutdowns	5
Water Shutdown	5

Requesting a Water Shutdown	5
Water Taps.....	5
Water Tap Application and Tap Fees	5
Tapping Service Scheduling.....	6
Water Division Tapping Policy.....	6
Excavation Requirements for a Water Tap	6
Water Tap Preparation.....	7
Water Service Line Alignment	7
Private Water Service Line Location	7
3-inch Diameter or Greater Private Water Service Lines.....	7
1-inch through 2-inch Service Lines	8
Fire Sprinkler System off a Service Line	8
Service Lines for Multi-Unit Buildings.....	8
Splitting an Existing Water Service	8
Backflow Prevention.....	9
Water Use for Construction Purposes.....	9
Water Meters.....	9
Meter Installation Policy	9
Meter Installation.....	9
Requirements for Enclosures Around Water Meters	10
Dual-Purpose Meter Installation, Inspection, and Billing Procedures	10
Single Purpose Meter (Watering/Irrigation Meter).....	11
Billing for a Single Purpose Meter.....	12
Portable Water Meter.....	12
Meter Tampering and Unauthorized Water Consumption.....	12

Meter Inspections Permitted	12
Meter Vaults and Pits.....	13
Meter Damage	13
Meter Tests	13
Fire Hydrants.....	13
Fire Hydrant Usage.....	13
Fire Hydrant Flow Test	13
Fire Hydrant Meter and Valve Rental	14
Fire Hydrant Meter Deposit and Fees.....	14
Procedure for Requesting and Installing a Fire Hydrant Meter	14
Damage to Water Division Property	15
Disqualification for Use of Fire Hydrant Meters	15
Bulk Water Station	15
Attachments	I
1-Your Water Service.....	I
2-Excavations Made in Type C Soil.....	II
3-Meter Installation.....	III
4-Installation of Single Purpose Watering Meter.....	IV

General Statements

Scope

The City of Iowa City Water Division Policy and Procedures Manual is an extension of City of Iowa City Code, and establishes minimum parameters for work completed on the Iowa City drinking water distribution system, including those parts of the system owned by other persons or entities.

Purpose

The purpose of the City of Iowa City Water Division Policy and Procedures Manual is to ensure the overall integrity (physical, bacteriological, and financial) of the drinking water system, uphold safe working conditions in construction areas, and maintain adequate water supplies for public use, emergency fire flows, and network maintenance.

City of Iowa City Contact Information

General City of Iowa City Contacts

Physical and Mailing Address: City of Iowa City, 410 East Washington Street, Iowa City, IA 52240

City Website: <http://www.icgov.org>

Phone Numbers:

City Hall Information Desk: 319-356-5000

City Clerk's Office: 319-356-5043

Revenue Division: 319-356-5066

Department of Public Works/Engineering Division: 319-356-5140

Department of Neighborhood and Development Services: 319-356-5122

Water Division Contacts

Mailing Address: Iowa City Water Division, 410 East Washington Street, Iowa City, IA 52240

Physical Address: 80 Stephen Atkins Drive, Iowa City, IA 52240

Water Office Phone number: 319-356-5160

Water Division Policies and Procedures

Definitions

City (Public) Distribution Water Main – Water pipe, valves, fittings, and fire hydrants owned, operated, and maintained by the City and used for the purpose of distribution of potable water and fire protection.

Private Water Service Line – The pipe laid from the city (public) distribution water main to the point of service or building served. The service line includes but is not limited to stop boxes, pipes, valves, fittings, fire hydrants, and meter vaults and pits between the public water main and the water meter, private fire hydrant, or other outlet.

Responsibilities

City (Public) Water Main Ownership

The Iowa City Water Division delivers water to customers through water distribution mains installed in public rights-of-way, and occasionally in easements on private property. The City of Iowa City owns and maintains public water mains, valves, fire hydrants, appurtenances, water meters, and remote meter reading devices.

Private Water Service Line Ownership

Private service lines, from the publicly owned distribution water main to inside the building or outside supply line, are owned by the private property owner. The design and installation of private services shall be in conformance with current design standards and specifications of the City of Iowa City Department of Public Works and this manual. It is the property owner's responsibility to maintain all parts of their water service line in good working condition at all times. All water service lines are installed, owned, and maintained by the property owner. *(See Attachment 1- Your Water Service.)*

Work Involving City of Iowa City Public Water Main

Any and all work on public water main and associated appurtenances shall only be completed by State of Iowa licensed master plumbers or City Licensed Sewer and Water Installers.

City Not Liable for Damages on Private Water Service Lines

The City is not liable for any damage that may occur when turning on or off private water service lines or appurtenances. It is the sole responsibility of the property owner to keep all parts of the service line in good working condition.

Leaks on Private Water Service Lines

Any leak or other defect in a private water service line shall be promptly repaired within 72 hours of notification unless physical harm or other health and safety issue could result. If not repaired promptly, the City shall, after written notice to the owner, turn off the water until such repairs have been made. If the water cannot be turned off, the City shall hire a private excavator to complete the repairs and charge the property owner for the work. If it is determined during repairs or construction that a private water service line is constructed of lead or galvanized steel, the Water Division shall recommend to the customer that the line be replaced with Type "K" copper, ductile iron, or plastic pipe. This recommendation is due to health reasons and the increased potential for future leaks. *(See Attachment 1- Your Water Service.)*

Abandoned Service Lines

The property owner shall permanently cap off, at the public distribution water main or private service junction, all water service lines that are no longer in use. It is best to complete this work when demolishing the building.

All directly tapped services shall be abandoned by either installing a cap or disk on the corporation, by plugging the tapped pipe, or by removing the corporation and installing a repair sleeve. All old, unused stop boxes shall be removed.

If the abandoned service has a tapping sleeve and valve or a tapping saddle and corporation, these shall be completely removed from the water pipe and the water pipe appropriately restored. This work may involve a water main shut down and shall require the planning and assistance of the Water Division.

If there are existing private water service lines to the property which will not be (re)used, these lines shall be disconnected from the public water main before a new tap will be made. The property owner shall complete this work within one year from the date of abandonment (the date the water service was inactivated). If not completed in the prescribed time, the City or its agent shall complete the work and bill the property owner, which includes their successors in interest and assigns.

Any unused water service may be put into use, provided it meets current standard and specification requirements for the Iowa City Water Division, and prior permission is obtained from the Iowa City Water Division.

Existing Water System Tracer Wire

If water system tracer wire, whether on public or private infrastructure, is cut or damaged during excavation or other construction work, future locates on the water main or water service would be impossible. Therefore, any damaged wire or wire insulation shall be immediately spliced back together using an approved tracer wire splice kit.

After Hours Callout

Water Division staff may complete certain non-emergency water work for customers and contractors outside of regular business hours as requested. These callouts are considered “after hours” and shall incur an after hours callout fee, which is in addition to any other regular fees associated with the requested work. After Hours is considered any time outside of regular Iowa City Water Division business hours or work on City recognized holidays. Regular business hours are Monday through Friday, 7:00 a.m. to 3:30 p.m.

Water Utility Locating

Water Utility Locating Service

The City of Iowa City owns the public water distribution mains, which are located in public right-of-way or water utility easement. Information, records, and maps for the location of these mains shall be furnished to interested parties. Locations are scheduled through the Iowa One-Call Utility Location Service. For construction area marking requirements, refer to Iowa Code, Chapter 480, section 480.4(1)e. The City of Iowa City is a member of the Iowa One Call Utility Location Service and follows the procedures and policies as set forth in the “Iowa One Call Excavators Manual.”

Excavators are required to white-line the proposed area of excavation with white paint, white flags, white stakes, or a combination thereof (refer to Iowa Code, Chapter 480, section 480.4(1)e). When excavators outline their proposed excavation areas with white paint, they can expect more relevant and safer locates, and assist all utility locators in making the most efficient use of time.

Excavation Near Public Water Distribution Mains

Installation of new utilities must maintain a 5-foot minimum horizontal clearance from all water distribution mains. Excavators are required to take precautionary measures when excavating near or within this area to ensure no damage is done to City water distribution mains. When excavation takes place within this 5-foot area, excavators shall first hand dig and/or use vacuum excavation to determine the exact location of all City water mains (potholing). A standby/potholing notification shall be given to the excavator/contractor by City staff when required. Excavators/Contractors are required to follow all Water Division requirements and guidelines set out in the notification.

Release of Information for Private Water Service

Maps, drawings, and plans held by the Water Division regarding any private water service shall only be released with the express written consent of the utility/land owner sent directly to the Division. Requested information shall be sent directly to the service owner. Information is considered to include, but not limited to, spatial references, layouts, materials, installation/maintenance dates, and sizes. The Water Division accepts no responsibility for the accuracy or completeness of information for any private water service.

Private Water Service Locating

The Water Division will, upon request, provide information and assistance in an effort to locate pipes, valves, and stop boxes on private water service lines. The Water Division makes no assurances to the accuracy or validity of the records, maps, or information used, and discretion shall be used when making use of these records. This service shall depend on the availability of Water personnel and scheduling availability. The following procedure shall be followed:

- A location request for a private water service is submitted to the Iowa City Water Division Office either by phone or through the Iowa One-Call Utility Location Service.
- The person placing the request shall call the Water Division Office to schedule an appointment to meet Water Division personnel at the location site.
- When available, the property owner shall provide/present any maps or drawings of the private lines at the scheduled meeting.
- A "Private Service Location Waiver" of responsibility provided by the Water Division shall be signed by the property owner or his agent. Because private services are installed by private contractors, the Water Division cannot guarantee the accuracy of these locations.
- The property owner or his agent shall be charged an hourly fee for locating time over an initial 30 minutes, with a minimum charge of one hour. The locator shall keep track of the start and end time. Extra charges apply for services provided outside of normal business hours ("after hours").

Supply of Water Construction Materials

The Water Division maintains a limited inventory of pipe, valves, fittings, and other water main and water service materials for construction and repair of the water distribution system. It is the policy of the Water Division to help the public and contractors during emergency situations by supplying parts or materials for their work when available. Cost of the materials used shall be the responsibility of the

contractor. The Water Division does not stock a variety or quantity of parts for smaller water services, especially for lead or galvanized lines.

Water System Shutdowns

Water Shutdown

Certain water work requires the temporary closing (“shutdown”) of a section of distribution water main to complete necessary repairs or installations. Shutdowns affect how water flows through the system, and can limit or stop water service to fire hydrants, internal building fire systems, and domestic water lines. Unless due to a water main emergency, shutdown requests shall not be completed on short notice or without an approved “Water Shutdown Application” on file with the Water Division. All water customers shall receive a written 48-hour notice at their premises before any service can be temporarily shut down.

Requesting a Water Shutdown

A minimum of seven (7) days before a proposed water main shutdown, the project excavator or inspector shall submit a “Water Shutdown Application” to the Water Division. Shutdowns shall be reviewed and scheduled on a first-come, first-serve basis, and as Water Division operations and scheduling allows. The Water Division reserves the right to reschedule proposed shutdown dates and/or times from those submitted on an application for any reason. If a water emergency occurs near a scheduled shutdown, a shutdown may be cancelled on short notice.

Requested water shutdowns in areas where businesses and critical water customers are located may take longer than 7 days to organize and approve. Customer water requirements may affect the schedule and length of any proposed shutdown. The safety and integrity of all water service is the responsibility of the Water Division, and directly affects all proposed work on the water system. The Water Division shall determine the approved length of any shutdown on a case-by-case basis, but any shutdown shall be no longer than 6 to 8 hours without prior approval.

Water Taps

Water Tap Application and Tap Fees

The excavation contractor is required to obtain an excavation permit from the City Engineering Division when operating within a public right-of-way and a water tap application from Neighborhood and Development Services. The water tap application fee, based on the size of the water tap, shall be paid at this time.

The water tap application form shall include all the appropriate names, addresses, and telephone numbers of the general contractor and water excavator for the project. Additional required tap submittal information shall be listed on the tap application.

Once a water tap application has been received and reviewed by the Water Division, applicants shall be notified if the tap application has been approved or denied. If an application cannot be approved as submitted, the Water Division may request additional information be provided. Water tap applications

may be approved but put on hold if a water tap cannot physically occur due to other outstanding issues. Once all issues have been resolved, the Water Division shall notify the applicant that the tap may be scheduled. A water tap shall not proceed until an approved water tap application has been processed and all other tapping policies have been met.

Tapping Service Scheduling

Taps shall be scheduled as Water personnel workload allows. The Water Division Office does not schedule taps on short notice, except for emergencies. Taps may be scheduled Monday through Friday, from 7:30 to 2:30 p.m., unless otherwise approved.

Water Division Tapping Policy

All water taps shall only be completed by Water Division personnel, including taps made on private water service lines. It is important for the City to ensure the safety and integrity of the drinking water system and quality of materials and workmanship, and to obtain information on water main and water service locations.

- Taps shall not be made on new public water main if the City's final water main inspection process has not been successfully completed.
- Taps for private water services shall be made only after the corresponding building foundation has been constructed.
- All 1-inch through 2-inch taps require use of a service saddle.
- Connections larger than 2-inch diameter require the installation of a tapping sleeve and valve.
- Corporation stops, curb stops, stop boxes, service saddles, tapping sleeves, tapping valves, and related appurtenances shall be provided by the excavator. Water Division personnel shall inspect and approve these materials before each scheduled tap.
- Installation of a tee instead of a tap shall not be allowed unless pre-approved by the Water Division.
- Taps shall not be allowed on fire hydrant runs/leads/laterals.
- Taps on the backside or the top of a water pipe shall only be made with the approval of the Water Division.
- Taps shall not be made within 5 feet of a hydrant (tee) or inline valve, nor within 24 inches of the end of a bell or another tap, measured from edge of sleeve or saddle to edge of bell or fitting.

Excavation Requirements for a Water Tap

The excavator shall make the excavation required for the tapping of a water pipe.

The owner, or his authorized agent, shall be responsible for insuring the excavation site complies with OSHA Excavation Rules 29CFR 1926 or the latest revisions. (*See Attachment 2 – Excavations Made in Type C Soil.*)

Water Division personnel shall not enter ditches that are unprotected against cave-ins. The owner, or his authorized agent, shall provide a safe means of egress and at least one person on site during the tapping operation. This person shall remain at the edge of the ditch to assist the Water Division service person and to watch the banks for possible cave-ins.

- The excavation for taps 1-inch through 2-inch shall have the floor of the trench excavated a minimum of 4 feet out from the face of the main, be a minimum width of 48 inches, and a minimum of 1 foot from the back of the pipe.
- The excavation for taps 4-inch diameter and larger shall have the floor of the trench excavated a minimum 8 feet out from the face of the main, 6 feet wide, and a minimum of 1 foot from the back of the pipe.
- An appropriate ANSI certified ladder supplied by the excavator shall be used for entry and exit purposes, and shall extend 3-feet above the edge of the excavation.
- Ditch shoring and sloping shall meet all applicable OSHA guidelines.
- Spoil piles shall be at least 2-feet away from the edge of the banks. Any loose dirt from the street side of the ditch shall be removed to minimize the chance of the dirt falling or rolling into the ditch.
- Tapping of a main through a tunnel with dirt or concrete overhead shall not be allowed.

Water Tap Preparation

All listed guidelines shall be followed. In the event of the occurrence of any unforeseen circumstances, Water Division personnel shall decide if any alternatives to the normal procedure are appropriate.

- Excavated area meets all OSHA requirements and is safe to enter.
- Four (4) feet of main/pipe shall be exposed. All dirt and mud shall be scrapped and cleaned from the area. This is to insure a water tap is not too close to any existing bell joint, fitting, or tap, and that the tapping area is clear to allow room for the tapping equipment.
- For taps 1-inch through 2-inch, the saddle shall be installed on the water main before the tap is made. The best location for the tap on the main is at an angle 45° down from the top of the water main.
- Water Division personnel shall inspect the installation of the saddle or sleeve, including applying the correct torque, and then complete the tap.

Water Service Line Alignment

Every building, including each unit of a zero-lot line residence, shall have a direct service connection ("tap") to a public distribution water main.

Private Water Service Line Location

Service pipes shall be laid in a straight line from the public water main into the property, at right angles to the water main and connection made within two lines drawn parallel to the sides of the building or not more than three feet outside of these sides. All service pipes shall be laid in streets, alleys, or public ground to the premises to be served and enter at the front, side, or rear of the building nearest the main. Water service pipes cannot be constructed across private lots or buildings to adjoining premises. No service valves of any size or type shall be installed closer than 5 feet to an above ground structure.

3-inch Diameter or Greater Private Water Service Lines

In addition to private water service location requirements, private water service lines 3-inch diameter or greater shall be installed and tested per the design standards and construction specifications of the City of Iowa City Department of Public Works. The lines shall be bacteriologically and pressure tested and flushed. These activities are the responsibility of the property owner and shall be inspected by City personnel.

1-inch through 2-inch Service Lines

Water service lines shall be Type “K” copper pipe from the tap to the stop box, with the proper size corporation stop, curb shut off, and valve installed on the service line. Stop boxes shall be flush with the surrounding ground or surface, visible from the sidewalk, and located in the public right-of-way as detailed in City of Iowa City Code section 16-3C-3-B.5. Stop boxes shall not be installed in sidewalks or driveways unless an exception is granted by the Water Division. If there is no other alternative than to install a stop box in a sidewalk or driveway, as determined by the Water Division, a cement-style stop box lid shall be used on the stop box. In general, private water services should be installed with a minimum of 5 feet of cover over the entire length of the service.

Fire Sprinkler System off a Service Line

Where there is a fire sprinkler system in a building with only one dual-purpose water meter installed, the private domestic water service line shall be tapped outside with a dedicated shut-off valve or “stop box.” This ensures the fire service is not compromised if the domestic water service is shut off. The domestic line may be tapped off the outside fire line with the addition of a dedicated fire valve installed downstream from the domestic tap.

Service Lines for Multi-Unit Buildings

A multi-unit building may either have one water meter installed to service the entire building or individual meters installed for each unit.

If separate meters are requested, there shall be either an outside stop box for each metered account, including accounts for both dual-purpose and single-purpose meters, or meters shall be located in a common utility space with outside access and no alarm security system. The contractor or owner shall furnish a key for all entries necessary to access the common utility space. If multiple stop boxes are installed, they shall be permanently marked to identify the correct individual metered service the stop box operates. All individual stop boxes should be installed within the public right-of-way, or as close to the property line, when feasible. A master stop box for the common service line shall be installed within the public right-of-way as outlined in City of Iowa City code section 16-3C-3-B.5.

If the property owner cannot meet these conditions, all accounts shall stay in the property owner’s name, and the property owner shall be responsible for billing. Unpaid bills on any of the accounts shall result in a shut-off carding notice to all accounts. All accounts shall then be shut off at the common stop box.

Splitting an Existing Water Service

The property owner shall meet one of the following conditions to split a water service to an existing property where there is only one existing stop box:

- Install an individual stop box for each metered account.
- Use the existing stop box and locate all meters in a common utility space that does not have an alarm security system, and furnish a key to the Water Division. Water Division personnel shall not enter through an apartment or business to access a meter.

- If a property owner requests separate meters and cannot meet previously listed conditions, all accounts shall stay in the property owner's name. The property owner shall be responsible for the billing. Unpaid bills on any of the accounts shall result in a shut-off carding notice to all accounts. All accounts will then be shut off at the common stop box.

Backflow Prevention

All new construction and remodels of existing facilities that have potential cross-connections shall have a containment (backflow prevention) device installed. Copies of current City building, plumbing, and backflow codes and requirements are available at the City Clerk's Office and the Neighborhood and Development Services Office.

Water Use for Construction Purposes

"On Construction Water" is a temporary unmetered water service for a premises under construction. Construction water shall not be used for irrigation or dust suppression.

An "on construction water" account is established in the contractor's name when a tap is completed for a new private water service line. This starts the billing process. The name of the contractor listed on the building permit filed with Neighborhood and Development Services shall be used.

If the contractor does not want an "on construction water" account established at the time of the tap, they are required to contact the Water Division Office. The Water Division shall verify the water is off at the stop box/tap valve and will assign an extension date. There is a penalty charged to the contractor if someone other than the Water Division turns the water on after Water Division personnel have inactivated the line.

Water Meters

Meter Installation Policy

The Water Division furnishes all City water meters and meter reading devices to ensure a standard system. A state licensed plumber shall install the meter unless the homeowner is completing his/her own work. The contractor must clearly mark multiple meters and plumbing to show the connection with the appropriate housing unit or address.

Meter Installation

- Meters shall be plumbed horizontally and with the meter register set straight up. *(See Attachment 3 – Meter Installation)*
- All meter registers shall be visible for meter reading.
- The center of the meter ends must be a minimum of 6 inches away from any wall, water heater, water softener, or any other object for proper meter spacing.
- Meters shall not be placed behind a wall, water softener, furnace, water heater, etc. They shall be accessible at all times.
- Meters 2-inch or smaller shall be not less than 12 inches, nor more than 36 inches, from the floor, measured to the bottom of the pipe entering or leaving the meter.

- Stacked multiple meters shall maintain a minimum clearance of 8 inches between meter ends. Piping for the meters shall be properly supported and able to stay in place independent of the water meters. Meter registers for all meters must be accessible for independent reading. Meters shall be situated so that all individual meters can be removed from the system without the use of a ladder or similar device.
- There shall be an inlet valve before and an outlet valve after each meter, plus a master valve if there are multiple meters. This does not include any RPZ valve. These valves shall be easily accessible.

Requirements for Enclosures Around Water Meters

- Both the inlet and outlet valves shall be contained in a water meter enclosure and be easily accessible.
- The opening to the enclosure shall be a minimum of 2 feet x 2 feet for 5/8-inch to 1-inch meters, and 3 feet x 3 feet for 1 ½-inch to 2-inch meters, with the door centered directly in front of the meter setting.
- The opening should be a hinged door type and shall allow room for a container to catch the backflow water during a water meter change.
- Meters shall be installed so that the digits can be easily read on the meter register.

If Water Division personnel determine that meters are not easily accessible or that problems or damage could occur because of the meter installation, the property shall not pass a final meter inspection until corrections have been made to bring into compliance.

Dual-Purpose Meter Installation, Inspection, and Billing Procedures

Steps for meter installation:

- The property shall have a service tap completed before a meter will be given out.
- For a service line 3-inch diameter or larger, no meters shall be given out until the line has successfully passed all testing procedures.
- The Water Division Office shall be called to schedule a meter pickup. Advance notice is required. A specific meter is assigned to a specific address and shall be signed out by a state licensed plumber or the property owner. A “start reading” is obtained from the meter at this time by Water Division personnel.
- On the date the meter is signed out by the plumber, the account is taken “off construction water” and set up as a “no final” account in the contractor’s name. The “start reading” taken from the meter is used as the initial read for billing. Therefore, it is important for plumbers to install the meter as close to the sign out date as possible to ensure extra billings are not incurred.
- A meter fee shall be charged on the first utility bill, and is based on the size of the meter. This is a one-time only, nonrefundable fee.
- Upon completion of the permanent meter and plumbing installation, the contractor or the contractor’s authorized agent shall schedule a meter inspection appointment. If the meter(s) and plumbing are not installed correctly, the account shall stay in the contractor’s name until the problem is resolved. It is the contractor’s or the plumber’s responsibility to call the Water Division to schedule a follow-up inspection after all necessary corrections have been made.

To pass a final meter inspection, the following items shall be met:

- Valves are properly placed.
- The meter is properly installed.
- Multiple meters and plumbing are clearly marked to show the connection with the appropriate housing unit or address. This includes flowing water in each unit to verify connections are correctly marked.
- Multiple stop boxes are permanently marked to identify the correct individual metered services.
- Stop boxes are flush with the surrounding ground or surface and in good working condition. If a stop box is located in a driveway or sidewalk, a cement-style stop box lid shall be installed.
- A key shall be provided at the time of inspection for access to the meter utility space.

Upon completion of an approved final meter inspection, Water Division personnel shall obtain a meter reading. At this time, the City Revenue Division removes the contractor's name from the billing if they have a service card and deposit on file for the new owner or tenant. The meter reading taken at the time of the final meter inspection shall be used for the final contractor billing. If there is no new owner, the billing will stay in the contractor's name. If the contractor will not be using water at this time and does not want to receive minimum billings for water, sewer, refuse and recycling, they shall contact the Water Division Office to request a remove order. Storm water fee(s) shall still be charged.

It is the responsibility of the contractor to call the Water Division Office when he/she sells the property to ensure the proper name is on the billing. If the contractor relies on the new owner, there may be a bill to the contractor for water used after he/she sells the property. It is important to complete the final inspection in a timely manner. The water billing shall stay in the contractor's name until the property passes the final meter inspection, even if new owners are living at the property.

Single Purpose Meter (Watering/Irrigation Meter)

A single purpose meter is any water meter used to measure water that does not go to the City sanitary sewer system. The purpose is to provide water service that does not impact on the sanitary sewer system. Because this water does not cause any expense to the sanitary sewer system, there is no sanitary sewer charge. (*See Attachment 4 – Installation of Single Purpose Watering Meter.*)

Single purpose meters are installed and inspected in the same manner as a dual-purpose meter. There is a one-time only, nonrefundable meter fee. The size of the water meter determines this fee. The contractor/homeowner is charged the one-time meter fee and connection fee on their utility bill. Deducting meters shall not be installed.

The single purpose meter, like the dual-purpose meter, shall be valved on both the inlet and outlet sides. Backflow preventer valves shall be installed on all hose bibs connected to the meter if the plumbing does not already include them.

The property owner shall hire a state licensed plumber to permanently remove a single purpose meter. The plumber shall physically restore the plumbing with a solder cap so that all water goes through the dual-purpose meter. An inspection appointment shall be scheduled with the Water Division before the account will be permanently inactivated.

Billing for a Single Purpose Meter

If the bill period is between November 1 and March 31, inclusive, there will be no bill when there is no usage.

If the bill period begins before November 1 or ends after March 31 and there is no usage, the account holder will be billed only when the period “before” or “after” exceed 15 days —minimum charges on water and additional state tax will apply.

If the bill period begins before November 1 or ends after March 31, and there is usage, the account holder will be billed for the total period, minimum plus any usage exceeding the minimum consumption.

Portable Water Meter

Portable meter kits are available for rental from the Water Division to property owners who have a limited, short-term need for a watering/irrigation meter. Meters are rented out for up to 30 days to property owners, for use at a specific address that has a metered account not on construction. Property owners shall pay a non-refundable rental fee at the time of application, and be responsible for paying the actual water use. Water rates are defined in City of Iowa City Code, and related sewer charges from the amount of water run through the portable meter are tabulated and deducted from the property’s utility bill. Portable meter kits are only available for rental between April 1st and October 1st, weather permitting.

Meter kits not returned by the rental deadline, or are returned damaged, shall result in charges for replacement or repair being assessed onto the utility bill of the property. Any meter damage or misplacement shall also void any sewer charge deductions. As sewer charges are deducted from specific metered accounts, meters that are used on property other than listed on the application form shall result in the voiding of any sewer charge deductions and the disqualification of the property owner from future rental of a portable meter.

Meter Tampering and Unauthorized Water Consumption

No person except an authorized employee of the Water Division shall, in any way, interfere with the operation or existence of installed water meters. This is considered a municipal infraction and shall result in a penalty against the property owner at a rate established in the Iowa City Code of Ordinances Section 1-2-2B-2.

Meter Inspections Permitted

All persons occupying and/or owning property where City water meters are located shall permit the Water Division to inspect and make appropriate repairs/upgrades on all water meter and metering equipment on or within the property. If City access is not permitted to the meter, the water may, after written notice to the property owner, be turned off by the Water Division until access is allowed. This may require the Water Division to hire, at the property owner’s expense, a contractor to install or repair a stop box or to excavate at the public water main and shut the water off at the service tap connected to the main.

Meter Vaults and Pits

Meter vaults and pits are considered to be a permit-requiring confined space, covered under OSHA Standards 1910.146. Meter vaults and pits are owned by, and the responsibility of, the property owner. If a water meter needs to be accessed for meter repairs or updates, the City shall provide the meter and the owner shall hire a state licensed plumber to complete the work. If the owner refuses to complete this work in a timely manner, as determined by the Water Division, the Water Division shall hire a private contractor to complete the work and bill the property owner for the work completed. This may include the cost of a certified structural engineer to inspect the vault or pit for structural safety.

No new or replacement meter vault and/or pit installations shall be allowed for any private water service line attached to the City of Iowa City water distribution system.

Meter Damage

The owner of the property where a water meter is located is responsible for the care and protection of the water meter and metering equipment. In all cases, where water meters or reading devices are broken or damaged, except from ordinary wear and tear, the Water Division shall make the necessary repairs to the water meter or reading device, and the property owner shall pay all repair costs.

Meter Tests

Whenever a water customer has reasonable grounds to believe a water meter is not operating according to performance standards of an appropriately installed and operating meter, the owner of the property may request the Water Division to perform a meter test. The customer shall be billed for the cost for performing the test if the meter is found to be performing accurately. If the meter is found to not operate within performance standards, the meter testing fee shall be waived.

Fire Hydrants

Fire Hydrant Usage

The primary design and function of a fire hydrant is for the fighting of fires, and therefore operation is restricted to Fire Department and Public Works personnel.

When the owners or occupants of any premises are found to be using water from a fire hydrant or a fire protection system for purposes other than fire protection, the City of Iowa City may impose a penalty against the property owner, individual, or company at a rate established by the Iowa City Code of Ordinances Section 1-2-2B-2.

Fire Hydrant Flow Test

Fire hydrant flow tests conducted on any fire hydrants within the Iowa City water distribution system, including those connected to private water service lines, shall only be completed by Water Division personnel. This requirement is due to the possible adverse effect running multiple fire hydrants could have on the entire water distribution system while other operations are occurring in the system. Fire hydrant flow test records are kept on file with the Water Division, and are available for view by interested parties. Flow tests completed entirely on private service lines for a specific owner are not

open to the public without prior consent of the service owner (reference “Release of Information for Private Water Service” section).

If an interested party would like a flow test conducted in an area where no valid test currently exists, they shall contact the Water Division Office to schedule a test. They will be asked to submit the fire hydrant locations they wish to be run for the test, and charged a hydrant flow test fee. Fire hydrant flow tests are scheduled as personnel schedules and weather allows. Tests requested during winter months or long periods without rainfall may have a long wait time due to safety and system considerations.

Fire Hydrant Meter and Valve Rental

The Iowa City Water Division may approve the use of a hydrant and valve to contractors and plumbers for projects when they justify that it is not feasible to:

1. Use a non-hydrant water source such as an outside faucet from a nearby building or house
2. Use a bulk water station to fill tank trucks
3. Make a tap for permanent water use and set a temporary construction meter
4. Use any of the above sources because large volumes of water are needed

Meters and equipment shall be issued for specific projects at specific addresses and shall be assigned for a maximum period of two weeks. An extension may be given by the City Backflow Coordinator depending on availability of meters.

The Water Division shall choose the fire hydrant to be used on a project, and reserves the right to refuse the use of any hydrant that is considered “at risk” by the Water Division. Weather conditions, such as temperatures below freezing, shall also be considered before a hydrant may be used. Fire hydrant meters shall not be installed in the winter months, generally November through March.

Fire Hydrant Meter Deposit and Fees

A deposit is required for the use of a hydrant meter and valve. The deposit shall be paid at the time a “Hydrant Meter Use Application Form” is submitted to the Backflow Coordinator. The deposit shall be held in escrow until the hydrant is no longer in use and the meter is removed from the hydrant. Upon return of the meter and payment of the final bill, the deposit shall be mailed to the applicant, less any outstanding charges due. Fees are charged for connection, disconnection, and water use, at a minimum. Billing will be calculated from the installation date to the actual removal date recorded by the Backflow Coordinator.

Procedure for Requesting and Installing a Fire Hydrant Meter

A “Hydrant Meter Application Form” shall be completed and submitted by the applicant to the Neighborhood and Development Services Department. Once an application is approved by the Backflow Coordinator, the contractor/plumber shall pay the applicable fees and hydrant meter deposit to the Neighborhood and Development Services Department. At that time, an appointment shall be scheduled with the Backflow Coordinator to install the hydrant meter equipment. When the Backflow Coordinator has determined all backflow installation and testing requirements have been met, the hydrant shall be turned on. When the project is completed, the contractor shall call to schedule an appointment with

the Backflow Coordinator to remove the hydrant meter equipment. Only approved City personnel may operate the fire hydrant.

The Backflow Coordinator shall supply the hydrant meter and valve. The contractor or plumber shall supply the appropriate backflow prevention device as determined by the City Backflow Coordinator, and any necessary hoses, couplings, and fittings. The contractor or plumber shall be responsible for testing and maintaining the backflow device. All required testing shall be completed by a certified backflow technician, and backflow report submitted to the Backflow Coordinator.

Damage to Water Division Property

It shall be the obligation of the applicant to protect the backflow device, hydrant meter, valve, hydrant, and any other Water Division property from damage due to weather or use of the facility. The repair of any damaged property shall be completed by the Water Division and charged to the applicant.

Disqualification for Use of Fire Hydrant Meters

If the applicant fails to comply with the fire hydrant meter usage requirements established in this manual, it shall be grounds for the applicant to be disqualified from future use of a fire hydrant meter.

Bulk Water Station

There are two Iowa City bulk water stations available to fill tank trucks. These systems work on tokens which may be purchased from the City Transit Division, located at 1200 South Riverside Drive, or through the Revenue Division or Neighborhood and Development Services Department. One token is good for 100 gallons of water. Locations and hours of the bulk water stations are:

1200 South Riverside Drive

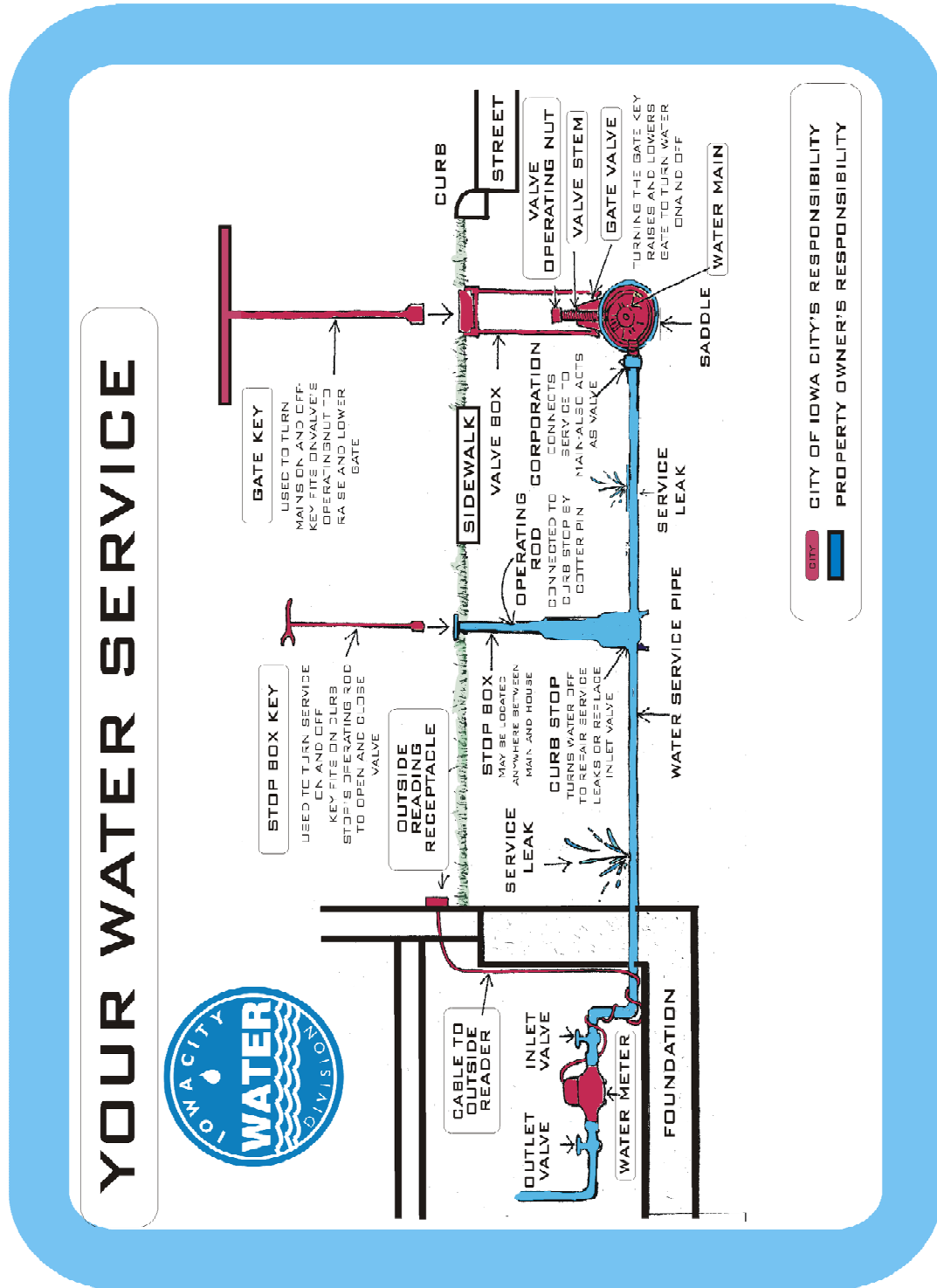
- Open 24 hours
- Closed during winter months. Depending on weather conditions, closed usually from the beginning of October to the end of March

2401 South Scott Boulevard

- Open Monday – Friday, 8:00 a.m. to 5:00 p.m.
- Open Saturday – Sunday, 9:00 a.m. to 5:00 p.m.
- Open all year

Attachments

1-Your Water Service

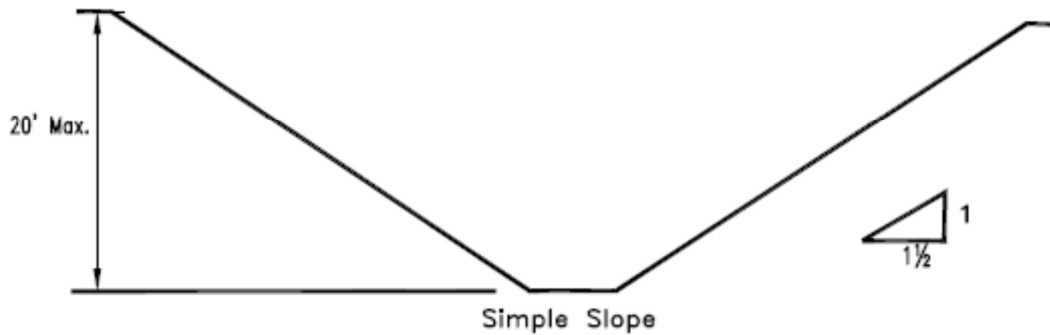


2-Excavations Made in Type C Soil

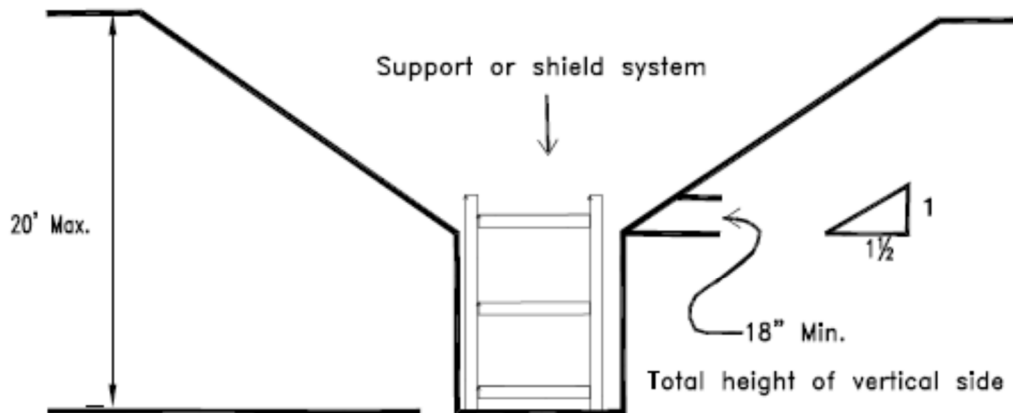
Excavations Made in Type C Soil

All soil in Iowa City is considered Type C.

All simple slope excavations 20 feet or less in depth shall have a maximum allowable slope of 1-1/2:1.



All simple slope excavations 20 or less in depth, which have vertically sided lower portions, shall be shielded or supported to a height of at least 18 inches above the top of the vertical side. All such excavations shall have a maximum allowable slope of 1-1/2:1.

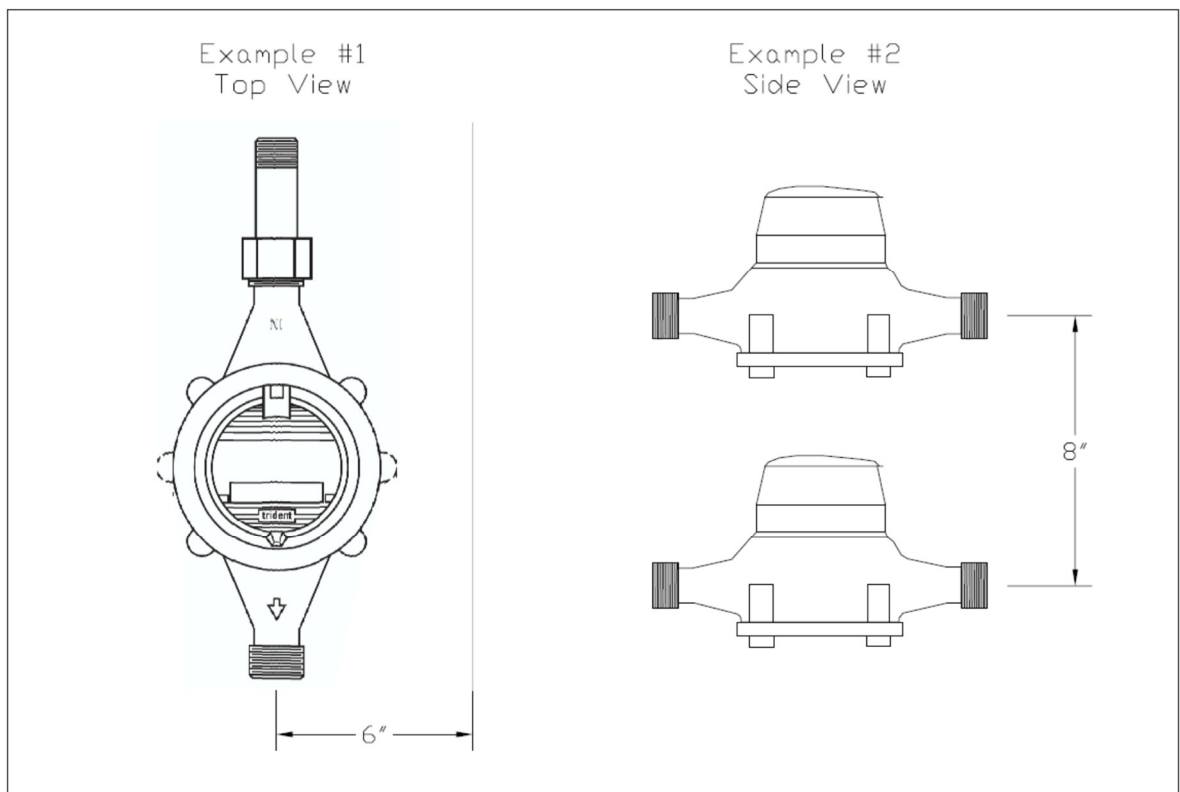


Sloping or benching for excavations greater than 20 feet deep shall be designed by a registered professional engineer.

3-Meter Installation

- € The center of meter ends shall be a minimum of **6 inches** away from any wall, water heater, or any other object for proper meter clearance. (See Example #1.)
- € The stacking of water meters for apartment buildings, or second meter for residential purposes, shall have a minimum clearance of **8 inches** between meter ends. (See Example #2.)
- € All water meters shall be plumbed horizontal. The meter head must be straight up when placed in set.
- € All water meters and meter registers shall be visible for meter reading.
- € Failure to follow any of these rules shall result in not passing a final meter inspection. Corrections shall be made, at the owner's expense, before a follow-up inspection will be completed.

We will be glad to answer any questions to help you!



4-Installation of Single Purpose Watering Meter

