

PART 2

POLICIES, PROCEDURES & REQUIREMENTS FOR WATER AND SEWER SERVICES

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POLICIES, PROCEDURES & REGULATIONS FOR WATER AND SEWER SERVICE

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A. POLICIES RELATED TO WATER UTILITY SERVICE

GLENWOOD MUNICIPAL UTILITIES GLENWOOD, IOWA

The Glenwood Municipal Utilities (GMU) will endeavor to provide its customers with a continuous and adequate supply of water within reasonable maximum and minimum pressures. However, water pressures will vary throughout the distribution system due to multiple pressure zones and differences in elevations between a customer's residence or business and the pressure gradient within each pressure zone. Pressures will also vary by changes in flow throughout the system, high use during hot and dry weather periods, and other factors.

GMU recommends that all customers install pressure regulating valves to protect their plumbing fixtures and systems from high pressures, particularly in areas where static pressures exceed 80 pounds per square inch (psi). GMU may be consulted to determine the expected range in static pressures for any customer's residence or business. Should a customer choose to install a pressure regulating valve, it shall be installed on the house side of the water meter. Customers shall be responsible for the cost of pressure regulating valves and should consult with a licensed plumber for selection of the correct type and size of regulator, along with its installation. GMU is not responsible for the Customer's decision to install or not install a regulating valve, nor is GMU responsible for installing pressure regulating valves or inspecting the valves after installation.

GMU will endeavor to notify customers in advance of any interruption in service to make repairs to the system. In case of emergencies such as a main break, or when in GMU's opinion considerable damage may be caused by an unforeseen event, water mains or services may be shut off without notice.

In the event of a loss of water main pressure due to a main or service line break, or other events, GMU may issue a "Boil Water Alert" for the affected area until water samples can be certified as clean by a certified laboratory.

GMU has an established water service area. This area is shown on Exhibit No. 1. A portion of the water service area contains water mains which may be accessible to customers. Other portions within the water service area do not have water mains. In these areas, water mains will have to be extended before a potential customer may connect and become a regular water service customer. The policy on extension of water mains into previously un-served areas of the established water service area is described elsewhere in Part 1.

All new water customers will be required to pay a Water Capital Improvement Fee and a Water Connection Fee before being allowed to connect to the water system. The Water Capital Improvement Fee shall be required to reimburse GMU for the capital cost of processing treated water and providing pressure and storage of water to be used by the

customer. The Water Connection Fee shall reimburse GMU for its cost of inspecting the customers connection to a main line. The current schedule of fees is available for review at GMU's office, or on their Website.

In addition to Water Capital Improvements Fees and Water Connection Fees, connection to some existing water mains within the service area may require payment of a special pioneering connection fee to reimburse GMU for costs associated with the original construction of a water main that was pioneered by others. Consult with GMU regarding areas where special pioneering connection fees apply.

Water main frontage is required prior to connection to a main. A water service shall be run perpendicular to the water main. No other pipes or conduits shall be permitted in the same trench with the service line nor in a parallel trench less than two (2) feet therefrom. A vertical clearance of not less than six (6) inches shall be maintained between the service line and any pipe, cable, or conduit crossing the service. Consult with GMU and the Standard Specifications and Details regarding full details of service and material requirements.

For property not located adjacent to an existing water main, a water main extension shall be required prior to service, in accordance with GMU standards.

B. POLICIES RELATED TO SEWER SERVICE

GLENWOOD MUNICIPAL UTILITIES GLENWOOD, IOWA

The Glenwood Municipal Utilities (GMU) will endeavor to provide its customers with sewage collection and treatment services within its established service areas. Due to variations in elevations and terrain, not all property can access the sewer collection system. In some cases, gravity sewer extensions may be required to access the system. In some cases, regional sewage collection and pumping stations may be required to access the system. And in some cases, individual grinder pump stations may be required to access the system. In all cases, a new customer should consult with GMU regarding the limitations of the existing sewer system and the requirements of extension and connection.

Local ordinances require all residences and businesses located within the City limits of Glenwood to connect to the public sewer system. No onsite wastewater treatment and disposal system (i.e. septic tank/drain field) may be constructed within the City limits so long as a public gravity sewer or force main is within 200 feet of a building which will generate sewage. Determination of sewer availability and distances to a public sewer shall be made by GMU.

When a public sewer is not available within 200 feet of a sewage generating building, the building may be served by an approved and permitted onsite wastewater treatment system, provided all standards of construction and setbacks are complied with. Once a public sewer becomes available within 200 feet of the building, one of the following conditions shall apply:

1. For onsite systems no longer meeting standards of construction or setback requirements, connection to the public sewer shall be made within 30 days of availability.
2. For onsite systems currently functioning according to standards, which are meeting setback requirements, and which remain under continuous ownership by the original building owner, connection to the public sewer may be delayed until such time as the onsite system must be repaired or rehabilitated, fails to function according to standards, fails to meet setback distances, or changes ownership.
3. For areas outside the City limits of Glenwood, local County policies shall apply to the requirements of connecting to public sewers or construction of onsite wastewater treatment systems. Consult with Mills County for the applicable requirements.

A customer of GMU shall comply with the Standard Specifications and Details of service contained in this manual. All customers shall comply with the sewer use ordinance regarding conditions of service, prohibited uses, and the discharge of waters and wastes into the public sewer system. A customer shall not flush or discharge solids or substances capable of causing obstructions to flow in the public sewers. The sewer use ordinance is included as Exhibit No. 2.

GMU shall endeavor to keep unobstructed flow in its public sewers and shall inspect its sewers periodically to see that sewers are open and free flowing. However, it is recognized that between inspections obstructions can form in the sewers which may inadvertently cause reductions in flows and possible backups. GMU will remove any obstructions as quickly as possible after detection, but cannot guarantee unobstructed flow.

Customers shall be responsible for the construction and maintenance of their service lines. Service lines shall commence at the connection to the public sewer and terminate in the customer's residence or business. Customer shall be responsible for cleaning and removing blockages within customer's service line.

Construction of sewer service lines shall be in accordance with GMU's Standard Specifications and Details. Service lines shall be constructed in separate trenches at least two (2) feet from other pipes or conduits. A vertical clearance of six (6) inches shall be maintained between the service line and any pipe, cable, or conduit crossing the service.

All new sewer customers will be required to pay a Sewer Capital Improvement Fee and a Sewer Connection Fee before being allowed to connect to the sewer system. The Sewer Capital Improvement Fee shall be required to reimburse GMU for the capital cost of processing treated sewage and providing interceptor sewers for raw sewage conveyance. The Sewer Connection Fee shall reimburse GMU for its cost of inspecting the customers' connection to a main line. The current schedule of fees is available for review at GMU's office, or on their Website.

Customers desiring to connect to GMU's public sewer, but who are beyond the end of a public sewer, shall be required to extend the public sewer to serve customer's property. The policy on extension of sewer mains is described in Part 1, Policy E, "Policy on New Main Extensions and Additions".

C. CONDITIONS OF UTILITY SERVICE AND CUSTOMER ACKNOWLEDGMENT

GLENWOOD MUNICIPAL UTILITIES GLENWOOD, IOWA

1. UTILTIY SERVICE BILLING

All customers who connect and use utility service from the Glenwood Municipal Utilities must pay charges, fees, and deposits in accordance with current policies and regulations. The current schedule of charges, fees, and deposits are available for review at GMU's office, or on GMU's website.

2. BASIS FOR BILLINGS

All utility service billings for water used and sewage discharged shall be based on water meter readings. As of 2017 (Resolution #621-17), all new construction shall have separate water and sewer service lines to each dwelling unit, and all dwelling units (customers) must have a separate water meter and a customer account with GMU. Owners of property constructed prior to 2017, with multiple sub-uses (i.e. multi-family residential, commercial businesses with upper level apartments, etc.) are encouraged to have separate meters installed for each dwelling or commercial use. If a property with multiple users undergoes remodeling, separate meters for each user shall be required.

All water meters shall have radio-read devices so that water usage can be captured by GMU personnel. Meter information is downloaded monthly and used to prepare monthly bills.

For residential customers, the water usage volumes for the winter quarter (i.e. December, January, and February) are used to determine average sewage discharge volumes for yearly billing. The average water meter volume during that three (3) month period shall become the billing volume of sewage for the next 12 – month period beginning April 1st of each year. Additional information on these procedures is contained in the most current water and sewer rate resolution at the GMU Administrative Office, or on their Website.

For commercial, business, governmental and other customers, the monthly water meter volume shall be the sewage volume during each month of the year. Surcharges for high strength sewage wastes may be implemented if necessary.

3. BILLING PROCEDURE

- a. Utility bills shall be sent to all Customers monthly. Bills shall be mailed to Customers on the last day of each month, and payment is due, in full, by the 15th day of the following month.
- b. If the Customer does not cause the bill to be paid on the 15th of the month, the bill shall be considered delinquent and a 10% penalty shall be added to the bill. Customer shall receive a delinquent notice of the 10% penalty plus a \$15.00 bill collection fee, and a disconnect notice of impending utility shutoff. If the bill, 10% penalty, and \$15.00 bill collection fee is paid in full by the last day of the same month, the account shall be restored. If Customer fails to make complete payment, GMU may disconnect the water service to the Customer.
- c. If a Customer's water service is disconnected due to the conditions described above, Customer must reapply for any future utility service, pay all past due amounts, penalties, and collection fees, and pay an additional utility-turn-on fee of \$25.00 plus tax.
- d. All water meters, touch pads and radio-read devices shall be readily accessible to GMU personnel. If GMU cannot read or access a Customer's meter, touch pad, or radio device, GMU shall estimate Customer's usage and bill accordingly. Arrangements must be made immediately by Customer to correct the access deficiency.
- e. Landowners of single family or unit residential units, or business property, may be held responsible for a renter's unpaid utility bill according to Iowa Code.

4. DEPOSIT REQUIREMENTS

- a. Every new Customer shall be required to make a financial deposit with GMU as a guarantee for payment of their utility bills. The deposit shall be for combined water and sewer service. New customers and their deposits shall be classified according to the following:

	<u>Category</u>	<u>Deposit</u>
1)	Residential Owner	\$150.00
2)	Residential Renter	\$150.00
3)	Business Owner	\$150.00
4)	Business Renter	\$150.00

- b. GMU, at its sole discretion, may return the utility deposit, if all utility bill payments are received when due, according to the following schedule:

<u>Category</u>	<u>Release of Deposit</u>
1) Residential Owner	Second Anniversary of Deposit Receipt.
2) Residential Renter	Thirty (30) Days After Discontinuation of Service.
3) Business Owner	Fifth Anniversary of Deposit Receipt.
4) Business Renter	Thirty (30) Days After Discontinuation of Service.

- c. No interest shall accrue on any utility deposits.
- d. Property Owners of any rental residential or rental business property may enter into "leave-utilities-on" agreements with GMU. Should such agreements be approved, the Property Owner shall be solely responsible for water and sewer use after a renter vacates the property, and all utility bills not covered by the renters' deposit.

5. CUSTOMER RESPONSIBILITIES

- a. Customer owns the water and sewer service line, and service line appurtenances, from GMU's water and sewer main. Customer's ownership begins at the connection with GMU's main and continues to, and throughout, Customer's residence or business. All service lines and service line appurtenances shall comply with all applicable GMU resolutions and policies. Customer (owner) is responsible for all construction of their water and sewer service lines, as well as all repairs and maintenance in accordance with GMU's applicable specifications and policies. If GMU's specifications and policies are not complied with, GMU will require Customer to replace non-conforming work with new work, at Customer's sole cost, in order to achieve compliance. If Customer refuses to comply, GMU may discontinue utility service to the premise.
- b. Customer is responsible for all water usage and sewage flow generated from Customer's residence or business, regardless of whether the usage and flow is considered normal or unusual. Since the Customer owns the service lines to his/her premises, and since the Customer owns all interior plumbing lines and plumbing fixtures (except meter), the Customer shall always be responsible for unusual flows which may be caused by plumbing leaks, leaking fixtures, or faulty valves.

- c. If a water leak occurs or a sewer problem occurs in the Customer's water and sewer service lines, the Customer is responsible for correcting the leak. The Customer will be contacted and notified of any visual or detectable leak by GMU. If the Customer is unreachable, they will be notified by mail and a door copy of the notice will be posted on the premise notifying the Customer of the problem and the need for repair or replacement. The Customer then has 24 hours from the date of contact by GMU to arrange for the repair and to notify GMU of which approved contractor Customer will retain for the repair work. Completion of the repair work shall not exceed 3 working days without GMU approval. If the Customer fails or refuses to complete the necessary repairs, GMU may arrange for the repair and shall invoice the Customer for all expenses incurred, plus 30% for GMU's costs. If the invoice is not paid within a reasonable time period, GMU may place a lien on the property and/or discontinue utility service to the premise.

When conditions warrant more-timely (or emergency) repairs to avoid unsafe hazards or property damage, GMU may choose to have a leak or problem repaired as soon as possible. Attempts will be made to contact the Customer and notify Customer of the conditions which require immediate repair. GMU will invoice Customer of the repairs made. If the invoice is not paid within the allotted time, the service may be disconnected and/or a property lien action taken for collection.

If the Customer chooses, and GMU approves, a repayment agreement may be arranged to cover the costs of repairs. Arrangements for extending payments for the repair may be made with GMU for a cost-plus-interest monthly charge to be applied monthly to the regular utility bill, for an agreed period of time until the charges are paid in full.

- d. GMU endeavors to maintain unrestricted flow in the sanitary sewer system and performs routine practices of cleaning and televising the sewer mains to keep them in good working order. However, Customers must acknowledge that events beyond GMU's control can occur (i.e. "acts of God", and other uncontrollable events) which can cause interruptions of service and backups. As such, it is the Customer's responsibility to maintain insurance against any loss or damage to Customers' property as a result of a sewer backup or restriction.

6. WATER PRESSURES

- a. Water pressures vary throughout the system depending on Customer's location and elevation in relation to GMU's service pressure gradient. It is recommended that water pressure regulating valves be placed on the

house side of the Customer's water meter. Information on pressure at a specific location may be obtained upon request of GMU. The responsibility of selecting, installing, adjusting, and maintaining a pressure regulating valve shall rest solely with the Customer and Customer's plumber.

7. TEMPORARY INTERRUPTION OF SERVICE

- a. GMU may shut down a Customer's water supply to make repairs on the system after making a reasonable effort to notify the Customer. In the case of emergencies such as a main break or where in GMU's opinion considerable damage may be caused, the water supply may be shut off without notification.
- b. GMU reserves the right to restrict the use of water during high demand periods when GMU's production and distribution facilities cannot keep up with demand.

8. ACKNOWLEDGMENT

I, _____, being a Customer (i.e. owner ☐ / renter ☐)
Name

at _____, have read these conditions
Address

of service and understand my responsibilities as a Utility Customer. I further acknowledge that I will comply with all other GMU resolutions and policies (copies of which I may review at any time) which are not listed above, and with changes that may occur in the future (subject to proper legal procedures and publication).

D. ADDITIONAL ADOPTED POLICIES

GLENWOOD MUNICIPAL UTILITIES GLENWOOD, IOWA

Numerous policies, procedures, and regulations have been adopted by the Glenwood Municipal Utilities to outline requirements of utility service and to provide regulations and guidelines for new customers and expansion of the utility distribution systems within Glenwood, and within the GMU utility service area. The following is a listing of those policies, procedures, and regulations.

1. MATERIALS SUPPLIED: Adopted Date August 9, 1989 – Revised Date August 16, 2006

Materials supplied by the Municipal Utilities to a project site will be delivered to the determined location and said contractor or purchaser shall sign for the delivered material, acknowledging acceptance and receipt of materials.

2. NEW SERVICE APPLICATION FORM: Adopted Date August 8, 1990 – Revised Date August 16, 2006

Each customer making application for any new water and/or sewer service connection(s) to the Municipal Utilities system must first fill out the required permit application form(s) and have each approved by the Glenwood Utilities Superintendent.

3. CONNECTIONS TO PRESSURIZED MAINS: Adopted Date October 10, 1990 – Revised Date August 16, 2006

All water main connections two (2) inch size and smaller shall be made on pressurized mains using a stainless steel full circle band tapping sleeve (or approved equivalent) and corporation valve or by direct drilling and tapping of a $\frac{3}{4}$ or 1 inch corporation in CIP or DIP mains four (4) inch and above.

All water main connections above two (2) inch size shall be made on pressurized mains using a stainless steel full circle band tapping sleeve (or approved equivalent) and tapping valve. The assembly will be pressure tested for any leakage, prior to drilling tap. Any variance must have Utilities Board of Trustees approval.

4. INSTALL METER PIT COLD WEATHER: Adopted Date August 20, 2014

GMU approved and properly installed meter pits that use ground warmth to protect the meter and connecting pipes from freezing. Therefore meter pits will not be installed when the ambient temperature is (or forecast to be) below freezing. Owner is responsible for emergency repairs that require extra freeze protection. Any meter pit work undertaken during marginal weather will require the same extra freeze protection measures. The owner is responsible for installation of meter pit lid and cover at ground level and depth maintained to ensure meter pit lid surrounding earth is of sufficient depth to preclude freeze damage to lines and meter. Those pits installed on sloping terrain require extra vigilance to maintain adequate coverage. Angled and straight meter pit extensions can be purchased for approved models. GMU is not responsible for adverse weather conditions causing freezing in this type of meter pit installation.

5. START NEW SERVICE: Adopted Date August 20, 2014

New water and sewer accounts will be activated for billing, upon delivery of the water meter to the site for installation by builder. It is assumed prompt installation will be made. Any variances must have Board approval.

6. BACKFLOW PREVENTION FOR SEWER RV DUMP STATIONS:
Adopted Date August 20, 2014

Reduced Pressure Zone (RPZ) backflow preventors are required for potable water hydrants within fifty (50) feet of every RV, or other, sewer waste dump stations connected to GMU services.

7. SEPARATE SHARED SERVICE LINES: Adopted Date June 18, 2014

If any existing shared utility service line, which serves two (2) or more independent residences or businesses, should fail or require repair or replacement, the shared service shall immediately be disconnected and abandoned and new separate utility service lines shall be constructed, with individual meters, to each resident or business.

If a residence or business, which shares a utility service line, is replaced all or in part, such residence or business shall disconnect from the shared service line and construct a new, individual utility service line.

8. RELOCATE SERVICE LOCATED UNDER STRUCTURES: Adopted Date June 18, 2014.

Any service line (water or sewer) that is found to be located or buried under another structure in route to serviced structure, shall be reconstructed so that all portions of the service line is accessible.

9. WATER & SEWER CONSTRUCTION CONTRACT: Adopted Date November 5, 1990 – Revised Date August 16, 2006 – August 20, 2014

A contract for all private funded construction and engineering work shall be executed prior to any GMU authorized bidding, construction or engineering for any water and sewer projects, with developer reimbursing GMU for construction, materials and engineering costs. Upon completion, all installations are dedicated to GMU. Refer to policy on new main extensions and additions for additional information.

10. WATER LINE EXTENSION: Revised Date August 16, 2006

When a request is received to extend a water line, the Utilities Board will require the main be extended to the furthest property line or forty (40) feet past the last service tap, whichever is less, with exceptions approved by the Utilities Board.

11. FIRE HYDRANT LOCATION: Adopted Date January 16, 2002 – Revised Date August 16, 2006.

Mills County requires rural hydrants be located a minimum, of ten (10) feet away from edge of road. Exceptions must have Mills County Engineer and Board of Trustee approval. Rural fire hydrant spacing will have Utilities Superintendent approval. Hydrants within city limits should be located approximately 2 ft. from curb edge with breakaway 2" above level ground. Exceptions must have Superintendent approval. Glenwood Fire Department's recommended hydrant spacing inside city limits shall be 2 blocks. Exceptions shall have Board of Trustees approval.

12. REQUIREMENT OF EASEMENTS: Adopted Date May 10, 1990 – Revised Date August 16, 2006

When easements are required, they must be legally recorded prior to construction unless a variance is approved by the Utilities Board of Trustees.

13. EASEMENT ACQUISITION: Adopted Date October 10, 1990 – Revised Date August 16, 2006

No construction will begin on projects involving easements or land purchases until such are finalized and legally recorded. Any variance must have Glenwood Utilities Board of Trustees approval.

14. CHANGE ORDERS: Adopted Date July 8, 1992

Pre-authorization of change orders on construction projects or emergency situations shall be made by any available Board Trustee.

15. SERVICE LINE LOCATION: Adopted Date May 10, 1972 – Revised Date August 16, 2006

A water connection must tap onto a water main directly abutting the property. A sewer connection must tap onto a sewer main directly abutting the property. Main extensions will be required to front the entire

property or a minimum of forty (40) feet past the last service tap, following GMU regulations for connections.

Use of easements or any other exceptions must have variance approval of the Utilities Board.

16. SERVICE FOR NEW BUILDING PERMITS: Adopted Date May 10, 1971
– Revised Date August 16, 2006

The Utilities Superintendent must approve any water and/or sewer connection for any new service before a building permit may be issued by the City Planning and Zoning Director.

17. MAIN UNDER PAVING: Adopted Date February 13, 1991 – Revised Date August 16, 2006

The Utilities Board of Trustees shall approve all areas where water and/or sewer mains are to be located under concrete/paving prior to new construction.

18. TEMPORARY HYDRANTS: Revised Date August 16, 2006

Temporary hydrants shall be installed at the end of new construction dead end lines where future development is likely to continue. Temporary hydrant setting requirements shall be the same as permanent fire hydrant installations. The developer/contractor shall pay for the temporary hydrant to be installed. Permission would be granted for contractor to relocate a temporary or dead end fire hydrant to a different location in a development addition, so long as requirements for fire protection are followed.

19. FIRE HYDRANT ACCESS: Adopted Date June 17, 1998

Fire Hydrants will be located so Fire Department will have direct access to nozzle connections and set in locations where the least damage from discharge will occur. Exceptions must have Board of Trustees approval.

20. MAIN VALVES IN ROADWAYS: Adopted Date February 13, 1991

Valve boxes with lids on gravel roadways, parking and edges of streets or highways that are subject to grading or snow plowing will have a concrete collar of minimum size or detailed in the standard construction details.

21. MAXIMUM WATER SERVICE LINE DISTANCE: Adopted Date February 13, 1991 – Revised Date August 16, 2006

A maximum service line distance from water main to water meter is limited to one hundred (100) feet. Any variance must have Utilities Board of Trustees approval.

22. VIDEO TAPE OR PHOTO CONSTRUCTION AREAS: Adopted Date October 21, 1991 – Revised Date August 16, 2006

The Municipal Utilities personnel or Engineers shall video tape or photo project areas before construction begins.

23. MAIN LINE WATER METERING: Adopted Date March 16, 1994 – Revised Date August 16, 2006

When metering usage in a water main, a compound type meter will be used. Any exceptions must have approval of the Utilities Board.

24. LARGE SERVICE WATER METERING: Adopted Date August 16, 2006

When metering services 2-inch or larger, a compound type meter will be used. Any exceptions must have approval of the Utilities Board.

25. ABANDON MAINS OR SERVICE LINES: Adopted Date June 17, 1998 – Revised Date August 16, 2006 – Res. 472-12 Date May 30, 2012

- a. Any developer or home owner replacing a water or sewer main or service line shall be required to properly abandon the existing inadequate main or service line, as applicable, at the tapping or tee connection with the Glenwood Municipal Utilities main or manhole.

- b. Any owner abandoning an existing private water or sewer main or service line shall abandon the existing main or service line at the tapping or tee connection with the Glenwood Municipal Utilities main or manhole.
- c. All abandonment of sewer service lines shall require a water tight seal disconnection at the gravity sewer main or manhole, or shall require a watertight shut off at the corporation valve in the pressurized main, shall require disconnection of the service line, and shall require the installation of a watertight connection seal capped at the corporation. Alternately, and upon approval of GMU, a complete tap material removal with an approved watertight clamp covering the tap opening and main or replacement main piping installed.
- d. Liability and responsibility of any abandonment remains with the property owner, and any such abandonment shall be inspected and approved by GMU.
- e. Where a structure is removed from the property, the water and sewer services shall be properly abandoned, unless there is a valid request and approval for disconnection for reuse.
- f. Any water or sewer service lines requested for disconnection for reuse and granted approval for disconnection for reuse and approved for future reuse by GMU shall be considered temporary unused services and shall remain the responsibility of the property owner, including all maintenance, repair, and any resulting damages which may be caused thereby. To remain approved for future reuse by GMU, the unused water or sewer service line shall be in good condition and meet any current specifications imposed by GMU and other applicable law, and all valves must be operational and in an off position with the exception of the main tap corporation. Open ends shall be properly capped with watertight seal and the end of line shall be stakes.

- g. No sewer capital improvements fee and connection fee for service lines shall be imposed in the event there shall exist an inactive sewer or water service tap prior to December 13, 2002, to serve a similar or like service, and the property owner requests to reuse the existing sanitary sewer or water service tap providing it meets current specifications.
- h. In the event a property owner requests a upsize or upgrade in the service tap, a prorated capital improvement fee and connection fee shall be required equal to the upsize fee less the fee for the existing size. Proper abandonment shall be required of the existing services.
- i. GMU, or its representatives, must be present and on site during each tap connection or inspection of existing service. Connections and inspections are to be performed during GMU regular hours. GMU reserves the right to charge extra fees in the event of any inspection or connection performed during GMU non-regular hours. If the inspection of connection involves only a sewer connection, such fees shall be determined by GMU.

26. EXISTING METER PIT REPLACEMENT: Adopted Res.#541-14 Date June 18, 2014

A replacement meter pit will be required and installed if the existing meter pit does not meet current specifications and requires one of the following:

- Requires any structural repairs
- Is inaccessible
- Unsafe to enter
- The service line experiences any repairs or replacement

27. PRIVATE LINE LOCATE: Adopted Date January 20, 1999 – Revised Date August 16, 2006

The Glenwood Municipal Utilities will not locate private service lines. Only the water and sewer mains will be located and the private water curbstop flagged. Locating the private owned service line will be the responsibility of the property owners.

28. WATER & SEWER MAIN SEPERATION: Adopted Date January 16, 2002, Revised Date February 21, 2007

Water mains shall be installed a minimum of 24 feet away from septic tanks and a minimum of ten (10) feet away from sewer lines as detailed in GMU construction manual and specifications.

29. WATER & SEWER SERVICE SEPERATION: Adopted Date February 21, 2007

Water & sewer service lines shall be installed with a minimum of two (2) feet separation, horizontal and vertical, between opposite service as detailed in construction manual and water installed with a minimum of 25 feet away from septic tanks. Exceptions must have Board of Trustees approval.

30. WATER LOCATE WIRE INSTALLATION: Adopted Date January 16, 2002

Locate wire is to be strapped to pipe in all water main extensions and replacements. With access points at each block and at each fire hydrant or not to exceed 800 feet. Access points are to use locate boxes made by Valco company or approved equivalent and have cast iron top and lid, to include attach points for locate wire under lid and may use 2" PVC piping from top of main upward to fit inside locate box, to be set flush with ground.

31. SEWER LOCATE WIRE INSTALLATION: Adopted Date August 16, 2006

Locate wire is to be strapped to pipe in all pressurized sewer main extensions and replacements, with access points at each block and at each valve or main connection or not to exceed 800 feet. Locate access points are to use locate terminal boxes made by Valco company or approved equivalent and have cast iron top and lid marked sewer, to include attach points for locate wire under lid and may use 2" PVC piping from top of main upward to fit inside locate box, to aid with flush ground setting.

32. WATER TAP MATERIALS SUPPLIED: Adopted Date November 21, 2001 – Revised Date August 16, 2006 – August 20, 2014

As with individual service taps, in all new water main extensions by a developer, that include service taps size ¾" to 2", the materials will be supplied by and purchased from Glenwood Municipal Utilities to insure materials meet specifications and a GMU representative is to be present when each tap is being made. On taps larger than 2", material will be approved prior to installation and a GMU representative is to be present when each tap is made. Minimum of 24 hour notice is to be given prior to tap installation. Exception of water main extensions by GMU, same above materials will be supplied by GMU, but not purchased by bid contractor.

33. SEWER TAP MATERIALS SUPPLIED: Adopted Date August 16, 2006 Revised Date – August 20, 2014

In all new sewer connections that include service taps size 6" and larger, materials will be approved prior to installation and the connecting saddle

shall be purchased from Glenwood Municipal Utilities to insure materials meet specifications and a GMU representative is to be present when each tap is being made. 4" taps require a Board variance, and installation is the same as larger sizes. A minimum of 2 weeks' notice is required to allow delivery for ordering supplied materials and 24 hour notice is to be given prior to tap installation. All taps are required to be drilled at the appropriate size for approved tap or must have a hole of adequate size, free of potential restrictions, have to seal properly and not threaten the integrity of the sewer main. GMU may rent equipment to make 6" taps. Connections must be made by GMU approved plumbers or contractors. All sewer connection saddles are required to have a water tight seal of stainless steel & rubber configuration, approved by GMU, for usage with approved piping materials. Fusion bonding for HDPE piping is approved. Concrete is not considered watertight and is not allowed.

Manhole connections must use properly drilled holes of appropriate size and must utilize proper seal ring or non-shrink grout, approved by GMU.

34. CITY ANNEX AGREEMENT PRIOR TO WATER TAP OUTSIDE CITY LIMITS: Adopted Date January 19, 2000 – Revised August 16, 2006 – Revised February 20, 2008 – Revised December 21, 2016

Any property owner who requests connection to Glenwood Municipal Utilities for property located within 2 miles of the City Limits of either Glenwood or Pacific Junction must first sign an agreement to not oppose future annexation by those Cities. Each such agreement will include all owned property contiguous to the connection site. Upon acceptance for recording by the City of Glenwood and/or City of Pacific Junction, the owner can then proceed with the GMU application for service.

35. STANDBY GENERATION FOR SEWER PUMP STATIONS: Adopted Date February 21, 2007 – Revised Date – March 21, 2007

For IDNR construction permit issued, dedicated to and GMU accepted solely, large sewage pumping stations servicing in excess of 20 residential lots, or which receive flows in excess of 5,000 gallons per day, a permanently installed, pad-mounted standby generator shall be provided.

The standby generator shall be properly sized for the pumping conditions and electrical service, and an automatic transfer switch shall be provided and wired in accordance with applicable electrical codes and requirements of the local serving utility. IDNR requirements and approvals may override the policy above. Board shall evaluate each station and reserves the right to modify the above policy as deemed necessary.

36. FUNDING FOR PORTABLE STANDBY GENERATION FOR SMALLER SEWER PUMP STATIONS: Adopted Date March 21, 2007

For IDNR construction permit issued, dedicated to and GMU accepted solely, sewage pumping stations servicing 20 or less residential lots or receive flows of 5,000 gallons per day or less, a trailer-mounted portable standby generator shall be provided. Or arrangements made with GMU to utilize an existing portable generator providing it is compatible and for which, GMU to collect a “portable standby generation fee” set at \$400.00

per lot serviced by the pumping station, this in addition to any other required fees. The sewage pumping station shall have all necessary manual transfer switches, connections, and safety isolation devices to comply with applicable electrical codes and requirements of local serving utility. IDNR requirements and approvals may override the policy above. Board shall evaluate each station and reserves the right to modify the above policy as deemed necessary.

37. SIZING FOR SMALLER SEWER PUMP STATIONS: Adopted Date August 20, 2014

Pump sizing – minimum of, two alternating pumps with optional primary and secondary controls, will be based by considering future development within the area as determined by Board and GMU Engineer. Grinder type lift station pumps will not be allowed. Adequate pumps large enough to pump and pass domestic solids will be required.

38. RADIO READ FOR NEW CONSTRUCTION: Adopted Date January 21, 2004 – Revised Date March 17, 2004 – August 20, 2014

All residential or commercial construction application invoices will include radio read MXU units plus installation incidentals, at cost plus markup, in addition to meter, materials, and applicable charges.

39. ELECTRICAL GROUND TO WATER LINE PROHIBITED: Adopted Date August 16, 2006

It has been GMU's policy to *not* allow electrical grounding to water lines due to employee risk of hazards. It is recommended for all residences or buildings electrical to utilize separate ground rods. It is the policy of GMU to insist on removal and proper use of separate ground rods in existing facilities that have grounding to water lines.

40. LEAD SERVICE LINE REPLACEMENT: Adopted Date June 16, 2010

During GMU construction projects that encounter lead service piping from the public main to the curbstop, said lead service piping shall be replaced with copper tubing per GMU standards.

41. MAIN EXTENSION PROCEDURES WITHIN A DEVELOPED AREA:
Adopted Date April 20, 1994 - #10 Adopted Date June 17, 1998 – Revised Date August 16, 2006

a. Request from Property Owner

When a property owner within a developed area request that a water or sewer main be extended to serve their property, GMU shall review the request, and upon said review, may authorize further examination and study to evaluate the need for the extension and the expected costs of the improvements.

b. Examination by Utilities Engineer

If GMU authorizes further examination and study of the request for a main extension, GMU's engineer shall examine the proposed improvement and make preliminary designs in sufficient detail to make an estimate of the costs of the proposed main extension.

c. Plat by Utilities Engineer / Extension District / Assessments

The engineer shall prepare a preliminary plat showing the proper design in general outline, the size and location of the mains, the location of appurtenances required by the Utilities Standard Specifications and Policies, shall show the lots and parcels of land within the proposed extension area which will benefit from the extension. The plat shall also show the amount of benefited cost to each lot and parcel in the extension area. The cost of the extension shall be estimated by the engineer based upon current costs of similar projects and shall include the cost of installing a main, appurtenances, fittings, connections to existing mains, surface restoration and testing to ensure contractor compliance. The total cost of the extension shall be allocated to each lot or parcel which, in the opinion of the engineer will benefit from the extension, either at present or in the future. The cost allocation may be determined on the basis of footage of each lot, or other method determined by the engineer. However, the method used shall be consistent and equitable to each lot or parcel within the extension area. The cost allocation shall also include the expected engineering and inspection costs associated with the project. The final estimated assessment per lot or parcel shall include the cost allocation plus fifteen percent (15%) to cover the Utilities administration and finance costs.

d. Review by Utilities

Upon completion of the plat, the Utilities shall review the plat and make adjustments as they see fit. The Utilities shall then make a decision whether or not it is feasible, desirable, or advisable to proceed with the extension.

e. Report to Owner

The Utilities shall report back to the property owner who originated the request for the main extension with its decision as to whether or not it will allow the extension. If the Utilities decide to allow the extensions, it shall report what the expected costs will be and a summary of the allocation of costs to each benefited lot or parcel in the extension area.

f. Approval to Proceed with the Extension

Upon acceptance of the cost allocation method and approximate cost by the property owner who originated the request, the Utilities shall direct the Utilities engineer to prepare final plans and

specifications for the extension, secure the approvals from affected agencies having review jurisdiction over the project, and advertise the project for bids. Upon receipt of bids and determination of the lowest and best bid, the original cost allocation shall be reviewed and adjusted accordingly, based upon actual costs, from the acceptable bid.

g. Collection of Assessed Cost

After completion of the revised cost allocation per lot or parcel, the property owner originating the extension request shall pay the amount of his assessment to the Utilities. Any other lot or parcel owners who also desire immediate service from the extension shall also pay their assessment to the Utilities at this time.

h. Construction of the Extension

Upon receipt of payment for the assessments charged to all lots or parcels desiring immediate service from the water or sewer extension, the Utilities shall authorize the construction of the project. Upon completion of construction, the property owners who

have made prior payment for their assessments shall be allowed to hook up to the main extension in accordance with the Utilities rules and regulations.

i. Assessment Plat kept on File

The Utilities shall retain the assessment plat of the extension on file until all lots or parcels within the extension area have hooked up to the system and/or paid for their assessment.

j. Notice of Affidavit for Lot Assessment: Adopted June 17, 1998

The Utilities shall file for each lot within the extension area, a Notice of Affidavit with the County Treasurer for the assessment amount. A notice shall be sent to the property owner notifying them of the assessment amount. Before new service can be allowed, the assessment payment must be made.

E. POLICY ON INFRASTRUCTURE IMPROVEMENTS

GLENWOOD MUNICIPAL UTILITIES GLENWOOD, IOWA

All core public infrastructure improvements, including water and wastewater main extensions, system additions, pumping stations, treatment plants, storage facilities, and related appurtenances shall be approved and performed by the GMU. All engineering work related to the above-described infrastructure improvements shall be performed by GMU's engineer and engineering firm.

For new developments, where a Developer is subdividing land and creating new residential or commercial lots, or where Developer is expanding an existing residential or commercial subdivision, Developer may, if Developer so chooses, retain a qualified engineering firm (other than using GMU's engineer and engineering firm) to design and oversee construction of internal water and sewer mains (on-site infrastructure) required to serve the subdivision. Developer shall arrange for a pre-development meeting with GMU prior to the start of a new development to present data in sketch form showing ideas for the proposed development, including a tentative layout of streets, lots, and other features related to streets, utilities, topography and other conditions. The tentative layout shall show the proposed subdivision and its relationship to existing abutting subdivisions and infrastructure facilities including streets, water and sewer facilities. The meeting shall address schedules, the need for public infrastructure improvements, responsibility for all costs, coordination of design, discussions on administrative requirements of utility agreements, payments for all construction work, the requirements of compliance with GMU standards specifications and procedures, the requirement for infrastructure oversizing to meet future needs, and dedication of the infrastructure to GMU upon completion. GMU, and its engineer, shall determine the responsibility of any costs associated with oversizing of mains that may be required to allow the continuation of utility service in the future beyond the proposed subdivision. GMU shall pay for the material oversizing pipeline cost difference (i.e. piping, valving, etc.). Installation costs (i.e. trenching, equipment, labor, etc.) shall be the responsibility of the Developer, regardless of any oversizing requirements.

GMU and its engineer shall review all engineering plans and specifications for the development, and such plans and specifications shall be submitted for review well in advance of construction. All water and sewer improvements shall include service lines between the water and sewer main and the property line of each lot in the development.

Costs for GMU's review and its engineer's review shall be borne by the Developer. The costs of such reviews may vary depending on the size and complexity of the utility infrastructure, and the time required to complete the review.

Developer's engineer shall obtain all construction permits from the Iowa DNR, and furnish copies to GMU prior to construction of the improvements.

GMU's connection fees, Capital Improvement Fees, and other charges shall apply to all new development and shall be paid in accordance with the latest fee schedule. All capital improvement fees and connection fees shall be paid in full by the Developer/lot owner at the time of application of building permit. The Developer shall inform all lot owners/builders of this requirement and the current schedule of fees prior to the sale of a lot within the subdivision.

At completion of construction, and prior to closeout, the Developer shall submit final construction costs and final engineering costs so GMU can properly asset the improvements in their accounting system.

GMU shall perform all offsite utility extensions and additions needed to serve a new subdivision or other properties desiring new utility service. The costs of such offsite utilities shall be borne by the Developer or property owner who desires utility service. If such extension is required of a new development, the Developer shall discuss such need at the pre-development meeting.

The need for any offsite utility coordination shall be made to GMU well in advance of the need for service to allow GMU sufficient time to engineer, bid, and construct the offsite work. Any offsite extension or addition shall extend across the entire frontage of the development, or phase of development if said development is to be constructed in phases. The determination of length, size, and/or related appurtenances to support the extension or addition shall be at the sole discretion of the GMU.

The Developer or owner of a property desiring the offsite extension or addition shall enter into a contract with the GMU to outline the terms, conditions, and payment provisions of the extension or addition. The Developer or property owner shall pay the cost of the offsite extension or addition prior to installation as follows:

1. At Execution of Agreement – An amount equal to the Estimated Cost of Surveying, Geotechnical Investigations, and Engineering Design.
2. At Completion of the Bidding Stage – An amount equal to the Construction Cost of the Work, plus the Estimated Engineering Observation Cost during the Construction Phase.
3. At Completion of the Project – Final Cost Adjustment, Based on Actual Final Costs of the Project. No interest shall be paid on the adjustment.

All work during construction of an offsite extension or addition will be observed by GMU, its engineers, or designee for compliance with the design, plans and specifications, and the GMU's Standard Specifications and Details. Such observations and inspections shall be part of the cost of the extension and addition and shall be paid by the Developer or property owner.

The offsite extension or addition shall not be placed into service until all final cost adjustments have been made.

Upon completion of an offsite extension or addition, and its placement into service, GMU shall allow individual service connections to be made to the work. Individual service connections shall require compliance with current policies, and shall consist of an application for service, along with advanced payments of service connection fees, and capital improvement fees, as applicable.

No pioneering or reimbursement rights shall be given to the Developer or owner of properties requesting an offsite extension or addition. Likewise, no pioneering or reimbursement fees will be charged to the Developer or property owner for connecting to the existing infrastructure that has been constructed previously to enable the extension or addition. GMU reserves the right to require the oversizing of any extension or addition to enable future development to occur beyond any proposed extension or addition. The costs to oversize any offsite extension or addition shall be shared by both GMU and Developer or property owner, where GMU shall pay for material oversizing costs, and Developer shall pay for all installation costs.

F. POLICY ON ENGINEERING OBSERVATION DURING CONSTRUCTION OF
NEW MAIN EXTENSIONS AND INFRASTRUCTURE

GLENWOOD MUNICIPAL UTILITIES
GLENWOOD, IOWA

All construction work shall be observed by the Engineer of Record, or his qualified and experienced Construction Representative, on each water and wastewater project for which the Engineer of Record is responsible. The Engineer or Construction Representative shall be available at all times during the construction period and shall make daily observations of the construction work to check the quality and quantity of the work being performed and to observe that the work will conform to the Contract Documents. The Engineer or Construction Representative shall keep logs of work progress. The Engineer or Construction Representative shall keep the GMU informed of the progress of the work and shall endeavor to guard the GMU against defective work. The Engineer's visits and observations are subject to all the industry-accepted limitations on Engineer's authority and responsibility and the Engineer will not supervise, direct, control, or have authority over or be responsible for the Contractor's means, methods, techniques, sequences, or procedures of construction, or safety precautions or programs incident thereto, or for any failure of Contractor to comply with Laws and Regulations applicable to the performance of the work.

Upon completion of the construction work, the Engineer of Record shall certify, in writing, that the work has been satisfactorily completed in conformance with the Contract Documents, and provide the GMU his recommendation of acceptance and final payment.

G. POLICY ON AS-CONSTRUCTED DRAWINGS FOR NEW CONSTRUCTION

GLENWOOD MUNICIPAL UTILITIES GLENWOOD, IOWA

At completion of all water and wastewater projects, and before final acceptance by the GMU, the Engineer of Record shall furnish a complete set of project drawings showing the as-constructed information and details of final construction. In completing the as-constructed drawings, the Engineer of Record shall incorporate the record information required of the construction contractor in accordance with Paragraph 9.0 of Section 1300 – Submittals, and Paragraph 3.0 of Section 1700 – Contract Closeout. The Engineer of Record shall stamp the drawings as “As-Constructed” and shall show the name of the construction contractor, date of final completion, and his/her signature acknowledging that the drawings have been prepared to show the as-constructed information.