

**RULES AND REGULATIONS
OF
CENTERVILLE MUNICIPAL WATERWORKS
BOARD OF TRUSTEES**

**ARTICLE 1
DEFINITIONS**

1.1 **DEFINITIONS** The following terms have the meanings set forth below:

- (a) "Charges" means all water and sewer service charges, including fees, expenses, sales tax and other amounts due the Centerville Municipal Waterworks.
- (b) "City" means the City of Centerville, Iowa.
- (c) "Consumer" means any person receiving water or sewer service from the Centerville Municipal Waterworks.
- (d) "Delinquency Notice" has the meaning set forth in Section 4.6(a).
- (e) "Director" means the Director of the Centerville Municipal Waterworks, the current Director is the City Administrator of the City pursuant to the terms of that certain 28E Agreement between the City and the Centerville Municipal Waterworks dated January 17, 2011.
- (f) "Final Bill" has the meaning set forth in Section 4.5(e).
- (g) "Lead Water Operator" means the lead water operator of the Centerville Municipal Waterworks or such lead water operator's duly authorized assistant, agent or representative.
- (h) "Lien/Collection Notice" has the meaning set forth in Section 4.7(a).
- (i) "Non-Compliance Notice" shall have the meaning set forth in Section 4.6(b).
- (j) "Rules" means these Rules and Regulations of the Centerville Municipal Waterworks.
- (k) "Water Board" means the five persons appointed by the mayor and approved by the council to manage and control the Centerville Municipal Waterworks.
- (l) "Water Main" means a water supply pipe provided for public or community use.
- (m) "Water Service Pipe" means the pipe from the Water Main to the water meter in the premises served.
- (n) "Water System" means all public facilities for securing, collecting, storing, pumping, treating and distributing water.

ARTICLE 2
PUBLIC WATER SYSTEM

- 2.1 **LEAD WATER OPERATOR'S DUTIES.** The Lead Water Operator will supervise the installation of Water Service Pipes and their connection to the Water Main. This article will apply to all replacements of existing Water Service Pipes as well as the installation of new Water Service Pipes
- 2.2 **THE DIRECTOR'S DUTIES.** The Director will manage the day to day operations of the Centerville Municipal Waterworks and enforce these Rules. The Director will suggest modifications to these Rules from time to time to the Water Board for consideration. In the event of an emergency, the Director may make temporary rules for the protection of the Water System until due consideration by the Water Board may be had.
- 2.3 **PERMIT.** Before any person can make a new connection with the Water System the Centerville Municipal Waterworks must be contacted and an application must be filed with the Centerville Municipal Waterworks. The application must include the address of the property, the name of the property owner, the name and address of the person who will do the work and the general uses of the water. No different or additional uses will be allowed except by written permission of the Water Board. If the proposed work meets all the requirements of these Rules and all fees required under these Rules have been paid, the Lead Water Operator will issue the permit bearing the Lead Water Operator's signature and stating the time of issuance. Work under any permit must begin within six months after it is issued. The Lead Water Operator may at any time revoke the permit for any violation of this article and require that the work be stopped.
- 2.4 **CORRECT INFORMATION.** If an applicant provided incorrect information as to the size and/or location of a service connection or requests a change in the size and/or location after work has commenced, the applicant must pay any costs incurred by reason of such corrections and changes.
- 2.5 **REJECTION OF APPLICATIONS.** Applications for service through existing or new service connections will be rejected if:
- (a) The account of the applicant is delinquent at the same or another location;
 - (b) A tenant on the same lease as applicant is a Consumer with a delinquent account at the same or another location; and
 - (c) The purpose of the applicant, in the opinion of the Centerville Municipal Waterworks, is to obtain service for a Consumer with a delinquent account or to circumvent discontinuance of service of a Consumer with a delinquent account.
- 2.6 **FEES FOR TAPPING.** Before any permit is issued, the person who makes the application must pay the amount required based on service size to the Centerville Municipal Waterworks to cover the cost of issuing the permit, supervising, regulating and inspecting the work and tapping the Water Main. (See Fee Schedule)
- 2.7 **COMPLIANCE WITH TAPPING FEE AND INSPECTION OF WORK.** The installation of any Water Service Pipe and any connection with the Water System must

comply with these Rules and all rules of the State of Iowa and the current International Plumbing Code.

- 2.8 **COMPOSITION.** A standard service connection must be comprised of the water meter, Water Service Pipe and all appurtenances to the Water Service Pipe, including the corporation stop, curb stop, stop box and control valve prior to the meter.
- 2.9 **TAPPING WATER MAINS.** All taps into Water Mains must be made by the Centerville Municipal Waterworks in accordance with the following:
- (a) **Independent Services.** Except installations in multi-family residential complexes approved by the Water Board, no more than one premise will be supplied from one Water Service Pipe and all Water Service Pipes must serve only one Consumer.
 - (b) **Sizes and Locations of Taps.** All Water Mains six inches or less in diameter will receive no larger than a ¾-inch tap for Water Service Pipes. All Water Mains of over six inches in diameter will receive no larger than a two-inch tap for Water Service Pipes. Where a larger connection than a two-inch tap is desired, two or more small taps or saddles must be used, as the Lead Water Operator may order. All taps for Water Service Pipes in the Water Mains must be made at or near the top of the pipe, at least 24 inches apart. No Water Main can be tapped nearer than two feet of the joint in such Water Main.
 - (c) **Corporation Stop.** A brass corporation stop of the pattern and weight approved by the Lead Water Operator must be inserted in every tap in the Water Main. The corporation stop in the Water Main cannot be smaller than the Water Service Pipe.
- 2.10 **INSTALLATION OF WATER SERVICE PIPE.** Water Service Pipes from the Water Main to the water meter must be standard weight type ¾-inch minimum diameter K copper pipe or Cross-Linked Polyethylene (PEX) conforming to AWWA C-904. All PEX connections require tracer wire as specified in the PEX Specification diagram appendix. Water Service Pipes must be laid sufficiently waving and to such depth as to prevent rupture from settlement or freezing. Water Service Pipes must be a straight direct line to the premises.
- 2.11 **WATER MAINS.** All Water Mains are to be a 6-inch minimum diameter pipe and all Water Service Pipes are to be ¾-inch minimum diameter pipe.
- 2.12 **CURB STOPS.** There must be installed a main shut-off valve on the Water Service Pipe at the outer sidewalk line with a suitable lock of a pattern approved by the Lead Water Operator. The shut-off valve must be covered with a heavy metal cover having the letter "W" marked thereon, visible and even with the pavement or ground.
- 2.13 **INTERIOR STOP.** There must be installed a shut-off valve and interior stop on every pipe inside a premise as close to the entrance of the pipe within the premises as possible and so located that the water can be shut off conveniently and the pipes drained. Where one Water Service Pipe supplies more than one Consumer, there must be separate valves for each Consumer so that service may be shut off for one without interfering with service to the others.

- 2.14 **INSPECTION AND APPROVAL.** All Water Service Pipes and their connections to the Water System must be inspected and approved in writing by the Lead Water Operator before they are covered, and the Lead Water Operator must keep a record of such approvals. If Lead Water Operator refuses to approve the work, the plumber or property owner must proceed immediately to correct the work so that it will meet with the Lead Water Operator's approval.
- 2.15 **COMPLETION BY THE CENTERVILLE MUNICIPAL WATERWORKS.** Should (i) any excavation be left open or only partly refilled for 24 hours after the Water Service Pipe is installed and connected with the Water System, or such installation work be improperly done, and (ii) the Director elects to complete such work, the Director will assess the costs to (in the Director's sole discretion) the property owner and/or the plumber. If the plumber is assessed, the plumber must pay the costs before he can receive another permit at any location.
- 2.16 **LOCATION.** Water Service Pipe connections must be installed at right angles to a Water Main and the point of connection must not be within a street intersection. The stop box locations must be within the right-of-way or easement adjacent to the existing or proposed curb line. In alleys or easements, stop boxes must be located at a point as close as practical to the property line within which the Water Main is located. All stop boxes must be located outside of parking and other areas where access by Centerville Municipal Waterworks personnel for operation and maintenance is not restricted. Notwithstanding the foregoing, the location of stop boxes in multi-tenant residential properties may be in the basements with approval by the Water Board.
- 2.17 **SERVICE CONNECTION RESTRICTIONS.** The Centerville Municipal Waterworks reserves the right to prohibit connections to certain Water Mains, when in its opinion, such connections may impair the integrity of such Water Mains or when the location of such connection would not be conducive to orderly development and planning of the Water System. In such conditions, consideration will be given to a Water Main extension or an alternate means of supply.
- 2.18 **INCREASE IN SIZE OF SERVICE CONNECTION.** Enlargement of a service connection to the same premises requiring abandonment of the existing connection and installation of a complete replacement connection of increased size will be treated as a new service connection.
- 2.19 **RELOCATION OF SERVICE CONNECTIONS.** An existing service connection may be relocated if the new service is of like size and will provide water to the same parcel of property upon application of the property owner. The new service will be installed to Centerville Municipal Waterworks' specification by the property owner's contractor at the property owner's expense. A fee will be charged to cover the cost of disconnecting the existing service connection from the Water Main if applicable. (See Fee Schedule)
- 2.20 **BACKFLOW PREVENTION INSTALLATION.** A Centerville Municipal Waterworks approved backflow prevention installation may be required on new and existing services. Installation, testing, maintenance and repair of the device will be the responsibility of the Consumer at such Consumer's expense. The installation must be State approved using Iowa Department of Natural Resources' and the Ten State Standards and must be inspected by the Lead Water Operator.
- 2.21 **INSTALLATION BY THE CENTERVILLE MUNICIPAL WATERWORKS.** Service connections may be installed by the Centerville Municipal Waterworks when warranted by

- exceptional circumstances. The Centerville Municipal Waterworks will permit installation of the service connections by independent contractors and plumbers. In such an event, Centerville Municipal Waterworks' specification must be adhered to and tapping of a Water Main will be permitted only by the Lead Water Operator for a prepaid fee (see Fee Schedule) and at least 48-hours' notice.
- 2.22 **OWNERSHIP AND REPAIRS.** The Water Service Pipe and appurtenances thereto (including the corporation stop, curb stop, stop box and valve before the meter) are the property of the applicable property owner. All maintenance or repairs of the Water Service Pipe and appurtenances thereto will be by and at the property owner's expense.
- 2.23 **RIGHT OF ENTRY.** The Centerville Municipal Waterworks will, at all times, be deemed and considered in possession of the water meter, Water Service Pipes and appurtenances to the Water Service Pipe. Every Consumer, former or prospective Consumer and property owner whose property is, was or is intended to be served through the Water System must permit the Lead Water Operator to enter such person's premises at all reasonable hours and on proof of authority to (i) inspect such installation, (ii) make necessary alterations or repairs to such installation and (iii) remove, change or read a meter.
- 2.24 **FAILURE TO MAINTAIN.** When a Water Service Pipe or any appurtenances thereto become defective or create a nuisance and the owner fails to correct such nuisance, the Centerville Municipal Waterworks may make appropriate shut offs, repairs or replacements of such improvements and assess the costs thereof to the property owner. The property owner will be sent a letter giving 10 working days to correct the issue. If the owner has failed to fix the issue, the Centerville Municipal Waterworks will make the appropriate repairs and bill the cost to the property owner.
- 2.25 **OPERATION OF CURB STOP.** It is unlawful for any person except the Lead Water Operator to operate the curb stop.
- 2.26 **INTERRUPTION OF SERVICE.** The Centerville Municipal Waterworks will endeavor to notify Consumers in advance of any interruption in service due to repairs or other causes. However, when notification is not practical (e.g., in emergency situations), service may be interrupted for indefinite periods of time.
- 2.27 **SHARED SERVICES.** If a Consumer is found to be sharing a Water Service Pipe with another Consumer, the Centerville Municipal Waterworks will send notice to the Consumers served and the owners of the properties served, if the Consumers are not the owners (e.g., the Consumers are renters of a home served by shared Water Service Pipe). The notice will inform the Consumers and owners, if applicable, of the existence of a shared water line and will require that the Consumers and owners, if applicable, provide a new Water Service Pipe to the premises served by such shared Water Service Pipe.
- 2.28 **CONSUMER'S REQUEST TO TERMINATE.** Consumers desiring to terminate service must notify the Centerville Municipal Waterworks and provide a mailing address to which the Final Bill will be mailed. Failure to notify the Centerville Municipal Waterworks of termination of service will not relieve the Consumer of responsibility for payment of such Consumer's Charges.
- 2.29 **ABANDONMENT OF SERVICE.** If a service connection is permanently abandoned, the meter and other salvageable items will be removed by the Centerville Municipal Waterworks

without credit to the former Consumer and the Consumer will be subject to a charge to cover costs of disconnection, not less than the minimum charge set forth in the Fee Schedule. Costs of disconnection may vary depending on the cost incurred during the abandonment process. Re-application for service to a premises previously served by a permanently abandoned service connection will be treated as a new service application and will be subject to connection fees and installation charges and costs applicable to new service applications.

ARTICLE 3 **WATER METERS**

- 3.1 **INITIAL METER.** Except as otherwise provided in these Rules, all premises receiving water must have a water meter installed by the Centerville Municipal Waterworks at the expense of the property owner receiving the water.
- 3.2 **REMOTE READERS.** The Centerville Municipal Waterworks may install outside readers to any premises at no charge to the owner.
- 3.3 **OWNERSHIP AND REPAIRS.** The water meter is property of the Centerville Municipal Waterworks. Whenever a water meter is found to be out of order, the Lead Water Operator will have it repaired or replaced. If it is found that damage to the meter has occurred due to the carelessness or negligence of the Consumer, then the Consumer will be liable for the cost of repairs.
- 3.4 **LOCATION OF METERS.** All meters must be so located that they are easily accessible to meter readers and repair personnel and protected from freezing.
- 3.5 **METER SETTING.** The property owner must provide all necessary piping and fittings for proper setting of the meter by the Centerville Municipal Waterworks including a valve style approved by the Centerville Municipal Waterworks on both sides of the meter. Meter pits may be used only upon approval of the Lead Water Operator and of a design and construction approved by the Lead Water Operator.
- 3.6 **CHANGE IN METER SIZE.** Meters in place, which are of a size less than the diameter of the applicable Water Service Pipe, may be replaced with a larger size not to exceed the size of the Water Service Pipe. Applicants for replacement meters sized two inches and less must pay the current inventory price differential plus an installation charge. (See Fee Schedule) When the meter to be installed is over two inches in size, the applicant must deposit an amount equal to the current inventory price differential between the meters being exchanged plus the estimated cost of the replacement. Upon completion of work, the applicant will be billed or refunded the difference between the amount deposited and the actual cost.

Meters in place, which are of a size equal to or greater than the diameter of the applicable Water Service Pipe, may be replaced with a smaller size at the sole discretion of the Lead Water Operator. With the Lead Water Operator's approval, single meters sized two inches and less may be replaced without charge. Applicants for replacement of meters greater than two inches with a smaller size must pay all costs incurred and will receive a credit for the depreciated value of the meter being exchanged, as determined by the Lead Water Operator. The Centerville Municipal Waterworks may, at its sole discretion, replace a battery of meters with a single meter, providing such replacement does not impair service to the Consumer.

- 3.7 **FIRE SPRINKLER SYSTEMS EXCEPTION.** Fire sprinkler systems may be connected to Water Mains by direct connection without meters under the direct supervision of the Lead Water Operator. No open connections can be incorporated in the fire sprinkler system and there must be no valves except a main control valve at the entrance to the premises, which must be sealed open. Back flow devices are required for fire sprinkler systems.

ARTICLE 4
WATER RATES / BILLING / COLLECTIONS

- 4.1 **CHARGES.** Each Consumer will pay for water service provided by the Centerville Municipal Waterworks based upon use of water as determined by meters furnished, installed and owned by the Centerville Municipal Waterworks. Each location, building, premises or connection will be considered a separate and distinct Consumer whether owned or controlled by the same person or not.
- 4.2 **RATES FOR SERVICE WITHIN THE CITY.** Water service will be provided for any potential Consumer of a premises located inside the corporate limits of the City at rates set forth on the attached Fee Schedule.
- 4.3 **RATES OUTSIDE THE CITY.** Water service will be provided to any potential Consumer located outside the corporate limits of the City that the Water Board has agreed to serve at rates set forth on the attached Fee Schedule; provided, however, nothing in these Rules shall be construed as a contract on the part of the Centerville Municipal Waterworks to furnish water for any definite period or as a public utility in response to a request to furnish water outside the City.
- 4.4 **SEWER SERVICE CHARGES.** In addition to providing for the billing and the collection of water service charges, the Centerville Municipal Waterworks, pursuant to Section 12.04.040 of the Centerville Municipal Code, is authorized to act as the City's agent for the billing and collection of sewer service charges within the City and for charges made to the City sewer service contract accounts outside the City. The Centerville Municipal Waterworks is authorized to read the water meter of each sewer Consumer and to thereafter bill sewer Consumers the rates and charges provided in Chapter 12.04 of the Centerville Municipal Code, utilizing its water use data as appropriate to calculate each billing. As to sewer Consumers who do not derive water service from the Centerville Municipal Waterworks, the Centerville Municipal Waterworks will bill such Consumers for sewer service as determined and directed by the City Public Works Director pursuant to Section 12.04.120 of the Centerville Municipal Code. Charges will be billed to Consumers in a combined service account billing statement.
- 4.5 **BILLING AND PAYMENT FOR CHARGES.** Billing and payment for Charges will be in accordance with the following:
- (a) **Meters Read.** The Centerville Municipal Waterworks will read water meters during the first four business days of each month.
 - (b) **Bills Issued.** The Centerville Municipal Waterworks will prepare, date and issue bills for Charges on or before the 25th day of each month (or, if the 25th falls on a weekend or holiday, on the next business day) based on the meter readings recorded during the first four business days of the month.

- (c) **Bills Payable.** Except with respect to Final Bills, payments for Charges are due as of the date the billings are dated and will be delinquent if not paid by the 15th of the month following the month of the issuance of the applicable bill (or, if the 15th falls on a weekend or holiday, on the next business day).
- (d) **ACH Drafts.** The Centerville Municipal Waterworks will make ACH withdrawals from Consumers' accounts on the 15th day of the month following the month of the issuance of the applicable bill (or, if the 15th falls on a weekend or holiday, on the next business day). A \$1.00 service credit for customers enrolled in ACH will be applied.
- (e) **Final Bill.** Upon the discontinuance of service to a Consumer (e.g., the movement of a Consumer from a premises or the termination of service pursuant to Section 4.6, below) the Centerville Municipal Waterworks will send the Consumer a final bill showing the remaining Charges for such Consumer (the "Final Bill"). Payments for Charges are due as of the date the billing is dated and will be delinquent if not paid on or before the date that is 30 days after the date of the Final Bill (or if the 30th day is on a weekend or holiday, on the next business day).
- (f) **Delinquency Charge.** The Centerville Municipal Waterworks will assess Consumers with a delinquent account a late payment charge of the greater of (i) 10% of the unpaid delinquent balance of the bill or (ii) \$5.00. Governmental agencies will be exempted from the late payment charge. If a Consumer's delinquency amount on a particular bill is less than \$5.00 in total, then the Centerville Municipal Waterworks will not assess a late payment charge for such bill.

4.6 **WATER SHUT OFF.**

- (a) **Delinquency Notices.** Except with respect to a delinquency related to a Final Bill, The Centerville Municipal Waterworks will send a disconnect reminder notice (a "Delinquency Notice") on the 16th day of the month following the issuance of the applicable bill (or, if the 16th falls on a weekend or holiday, on the next business day) to a Consumer with an outstanding balance of over \$10.00. The Delinquency Notice must indicate that if payment of the total amount is not made on or before the date that is 12 days (excluding Sundays and holidays) following the mailing of the Delinquency Notice, water service to the premises at which the account subject to the Delinquency Notice will be discontinued. A Delinquency Notice must be sent by ordinary mail and afford the Consumer the opportunity for a hearing.
- (b) **Non-Compliance Notices.** If a Consumer violates any provision of these Rules other than for the non-payment of Charges, the Centerville Municipal Waterworks will send a non-compliance notice (a "Non-Compliance Notice") to such Consumer. The Non-Compliance Notice must provide a description of the violation (e.g., "service leak" or "repair stop box") and note that if such violation is not remedied on or before the date that is 12 days (excluding Sundays and holidays) following the mailing of the Non-Compliance Notice, water service to the premises at which the account is subject to the Non-Compliance Notice will be discontinued. A Non-Compliance Notice must be sent by ordinary mail and afford the Consumer the opportunity for a hearing prior to the discontinuance.

- (c) **Notice to Landlords.** If the Consumer subject to a Delinquency Notice or Non-Compliance Notice is a tenant, the Centerville Municipal Waterworks will also send such notice via ordinary mail to the property owner/landlord. Except as provided in Section 4.7(e), the property owner/landlord is jointly and severably liable with the tenant for the delinquent Charges.
- (d) **Appeal.** If the Consumer believes that such Consumer's billing or account balance or non-compliance, as the case may be, is in error, the Consumer has the right to appeal accusations set forth in the Delinquency Notice or Non-Compliance Notice, as applicable, to the Water Board who is empowered to hear such appeals. If the Centerville Municipal Waterworks receives a Customer's written request for a hearing on or before noon on the Friday prior to the next scheduled Water Board meeting, the appeal will be heard at such Water Board meeting. After investigating the matter, the Water Board will determine whether the shut off is justified and may adjust account balances and make its own determinations as to non-compliance as the facts of each appeal may warrant. Notwithstanding the foregoing, if the date of the hearing of the appeal is after the date of the shut off, the shutting off of a Consumer's service will not be delayed.
- (e) **Water Shut Off.** If a Consumer (i) subject to a Delinquency Notice does not pay all delinquent Charges or (ii) subject to a Non-Compliance Notice does not remedy the violation, on or before the date that is 12 days (excluding Sundays and holidays) following the mailing of the Delinquency Notice or Non-Compliance Notice, respectively (or, if such date is on a weekend or a holiday, on the next business day), the Centerville Municipal Waterworks will shut off water service to such Consumer. The time of disconnection of service must be at a time when the office of the Centerville Municipal Waterworks' clerk is open and must occur before noon when possible to allow the affected Consumers time to respond. In addition, no shut offs will occur on Thursdays or Fridays or on the two days before a holiday. Unless approved by the Centerville Municipal Waterworks Board, water service will not be shut off to hospitals, nursing homes and other medical facilities.
- (f) **Reinstatement.** In order to have their service reinstated, a Consumer shut off (i) with respect to a Delinquency Notice must pay their outstanding delinquent balance, including penalties, in full and (ii) with respect to a Non-Compliance Notice must remedy the violation. (See Fee Schedule) If a Consumer's deposit is not on file for this location, the Consumer must also pay a deposit. (See Fee Schedule)
- (g) **Service Disconnection Fee.** If service is disconnected for non-payment or other violation of these Rules, the Consumer must pay a disconnect fee. (See Fee Schedule) Should the Consumer reactivate the service without the consent of the Centerville Municipal Waterworks, an additional charge will be made for each occurrence. (See Fee Schedule) Service will be considered to have been disconnected when an employee of the Centerville Municipal Waterworks has been dispatched for that purpose.

4.7 LIENS AND COLLECTIONS FOR NON-PAYMENT.

- (a) **Notice to Consumer.** If full payment of Charges are delinquent after a Final Bill, the Centerville Municipal Waterworks will send a notice to the delinquent Consumer by ordinary mail at least 30 days prior to certification of the lien to the county or the submittal of the lien to a collection agent or the State of Iowa for collections, as applicable (the "Lien/Collection Notice").
- (b) **Property Owner/Landlord Notifications.** If said delinquent Consumer is a tenant and the owner/landlord has made a written request for notice to the Centerville Municipal Waterworks, the Centerville Municipal Waterworks must also send notice of pending lien to the property owner/landlord by ordinary mail at least 30 days prior to certification of the lien to the county or the submittal of the lien to a collection agent or the State of Iowa for collections, as applicable.
- (c) **Contents of Notice.** The notice of pending lien sent in Section 4.7(a) or Section 4.7(b) must include the delinquent Charges and indicate that if payment of the total amount is not made by a date certain, the delinquent Charges will, at the sole discretion of the Centerville Municipal Waterworks, be certified to the county as a lien against the premises owned or rented by the Consumer or sent to a collection agent or the State of Iowa for collections.
- (d) **Property Lien.** Charges remaining unpaid and delinquent after the due date set forth in the Lien/Collection Notice may, at the Centerville Municipal Waterworks sole discretion, be assessed against the premises served. Said charges will constitute a lien against the premises served and will be certified to the County Treasurer for collection in the same manner as property taxes.
- (e) **Landlord Exemption Option.** A residential or commercial rental property where Charges are separately metered and paid directly to the Centerville Municipal Waterworks by the tenant is (i) exempt from a lien for delinquent Charges associated with such water service and (ii) the property owner/landlord is exempt from the submittal of the delinquent Charges to a collection agency or the State of Iowa for collections, if the property owner/landlord gives written notice to the Centerville Municipal Waterworks that the tenant is liable for the Charges and deposits with the Centerville Municipal Waterworks an amount set forth on the attached Fee Schedule.

Upon receipt, the Centerville Municipal Waterworks will acknowledge such notice and deposit. The written notice of tenant liability must contain the name of the tenant responsible for Charges, the address that the tenant occupies or is to occupy and the date that the tenancy began or is to begin. In order to be exempt for delinquent Charges, (i) such notice and deposit must be received by the Centerville Municipal Waterworks within 30 business days of a change in the tenant, and (ii) change in the ownership of the rental property shall require notice of such change to be given to the Centerville Municipal Waterworks within ten business days of the completion of the change of ownership.

When the tenant moves from or vacates the rental property or upon the termination of such tenant's service, the Centerville Municipal Waterworks will return the remaining deposit (after the payment of any delinquent Charges) to the property owner/landlord and the lien exemption will be removed from the premises until a new written notice

of tenant liability and deposit are provided to the Centerville Municipal Waterworks by the property owner/landlord with respect to a new tenant.

The exemption of property owners/landlords for rental property does not apply to charges for repairs to a water service if the repair charges become delinquent.

- (f) **Collection Agent and State of Iowa Collections.** In an alternative to the property lien process set forth above, any delinquent amounts due by a Consumer or a property owner (if a tenant is the Consumer) may, at the Centerville Municipal Waterworks' sole discretion, be sent to a collection agency retained by the Centerville Municipal Waterworks or to the State of Iowa for collections.
- (g) **Consumer Deposits.** In addition to the optional deposit provided in Section 4.7(e), all new Consumers are required to deposit with the Centerville Municipal Waterworks an amount set forth on the attached Fee Schedule. Written notice must be delivered to a Consumer of any new or additional deposit requirement. A Consumer shall have not less than 12 days from the date of mailing to comply with the new or additional deposit requirement. Should a Customer's service be terminated, the Customer's deposit will be used to pay Charges on the Customer's Final Bill and any remaining deposit will be refunded to the Customer.
- (h) **Transfer of Service.** Consumers relocating to a different service address may transfer their existing deposit to the new service. Consumers must provide an application for service for the new address. Upon payment of the Final Bill, the consumer deposit may be transferred to the new address.
- (i) **Assessment Schedule.** If full payment of all Charges is not received on or before the date that is 30 days after the date of the Lien/Collection Notice, the Centerville Municipal Waterworks will add the applicable property (in the case of a lien), Consumer and property owner/landlord to an assessment schedule. An administrative processing fee (See Fee Schedule) will be charged to each delinquent account at the time it is included in the assessment schedule, which amount will be separately identified on the assessment schedule and included in the amount being assessed.

The Centerville Municipal Waterworks will prepare an assessment schedule each month, listing all delinquent Charges that are planned to be submitted as a property lien or submitted to a collection agent or the State of Iowa for collections and that have accrued in the prior month. Such assessment schedule must also identify the delinquent Charges by the account number of the Consumer or property owner/landlord in whose name the delinquent Charges were incurred and show the delinquent Charges and the administrative processing fee to be assessed.

The Director will present such schedule to the Water Board (with respect to the water charges) and the City clerk for presentation to the City Council (with respect to the sewer charges). Upon approval by the Water Board and City Council, the Director will certify and the Centerville Municipal Waterworks will file assessment forms with the county treasurer for filing of liens against the properties in the amounts shown thereon as provided in Chapter 384.84 of the Iowa Code or submit such Charges to the collection agent or State of Iowa for collections.

A property lien will be enforced until payment in full of the delinquent Charges and the administrative processing fee shown on the assessment schedule is made at the office of the county treasurer.

- 4.8 **COLLECTION STATIONS.** For the convenience of its Consumers, the Centerville Municipal Waterworks may designate and authorize others to serve as agents for the collection of water and sewer bills. Delinquent bills may be paid at the office of the Centerville Municipal Waterworks or other designated locations authorized by the Centerville Municipal Waterworks.
- 4.9 **DISHONORED CHECKS.** Checks presented in payment of bills which are returned by a bank will be treated as if no payment has been made. Redemption of returned checks will be required to be by cash, money order or cashier's check. A charge will be made for handling of all returned checks. (See Fee Schedule) For 12 months following a Consumer's presentation of a dishonored check, such Consumer must make all payments for Charges in cash, money order or cashier's check.
- 4.10 **CLOSED ACCOUNTS AND BANK FEES.** All bank fees charged to Centerville Municipal Waterworks by financial institutions for closed accounts or other miscellaneous consumer charges will be assessed to the Consumer's Water account. Payments of bills that are returned by the bank will be treated as if no payment has been made. A charge will be made to handle all bank-related fees. (See Fee Schedule).
- 4.11 **MULTIPLE WATER BILLS.** For the purpose of computing charges, each meter will be considered separately and the readings of multiple meters will not be combined, except where a battery of smaller meters has been installed in lieu of a larger one for the Centerville Municipal Waterworks' convenience. In such cases, charges will be computed as if the water used had been measured through a single meter.
- 4.12 **FEES FOR TURN-OFF AT WATER MAIN.** Should it become necessary to enforce discontinuance of service, to shut off at the water main or excavate the stop box, a charge (See Fee Schedule) will be made in addition to service disconnect fees.
- 4.13 **FAILURE TO RECEIVE A BILL.** Failure to receive a bill does not relieve a Consumer of the responsibility to pay for water use in a timely manner.
- 4.14 **ESTIMATED BILLS.** If a meter cannot be read because of obstruction or other causes, the Centerville Municipal Waterworks will estimate the quantity of water used and a bill rendered for the estimated quantity. The next succeeding bill that is based on actual meter readings will reflect the difference between prior estimates and actual consumption. If a meter is found to be non-operable, the Centerville Municipal Waterworks will estimate the consumption, considering all pertinent factors and bill such amount.
- 4.15 **BASIS FOR BILLING.** Except as otherwise provided herein, all metered services will be billed based on meter readings. Consumers are responsible for payment of all water recorded as having passed through a meter regardless of whether such water was put to beneficial use.

ARTICLE 5
AMENDMENT

5.1 **AMENDMENT.** These Rules are subject to change or additions made by the Water Board in their sole discretion.

Adopted the 10th of June, 2024, to be effective as of July 1st, 2024.

Centerville Municipal Waterworks

By: William Milani,
Chairman, Board of Trustees

**CENTERVILLE MUNICIPAL WATERWORKS
FEE SCHEDULE
EFFECTIVE JULY 1, 2024**

RELOCATION OF SERVICE CONNECTIONS:

Fee for disconnecting an existing service connection from the Water Main	\$50.00 per hour
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CHANGE IN METER SIZE:

Current inventory price differential plus An installation charge of	\$15.00
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EMERGENCY RECONNECTIONS:

Emergency reconnection minimum fee	\$100.00
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DEPOSITS – CONSUMER AND LANDLORD:

Consumer deposit	\$150.00
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SERVICE CHARGES:

Read-out Fee	\$10.00
Stop Box Shut-off	\$10.00
Meter Pulled / Installed	\$10.00
5/8", 3/4", and 1" Meter Set and Turn On	\$15.00
1-1/2" and 2" Meter Set and Turn On	\$20.00
Frozen Water Meter	\$40.00
Frozen Water Meter After Hours	\$100.00
Tapping Fee	\$100.00

MATERIALS COSTS:

New water meters, fittings, water service pipes, and other parts will be charged to consumers at the rate of the Centerville Municipal Waterworks’s cost plus 10%. Sales tax will also be added.

RATES AND SERVICES:

Water service will be furnished to Consumers at the following rates within the City:

<u>USAGE</u>	<u>RATE</u>
WATER – BASE CHARGE:	
First 240 cubic feet	Flat rate of \$26.62
240 to 560 cubic feet	.03691 per cubic feet
560 to 3200 cubic feet	.02784 per cubic feet
3200 to 5000 cubic feet	.02722 per cubic feet
5000 to 9000 cubic feet	.02214 per cubic feet
9000 to 999,999,999 cubic feet	.01891 per cubic feet
FLAT ADMINISTRATION FEE – WATER SERVICE:	\$4.00
WATER EXCISE TAX (WET) – 6% of Water Charge	\$1.84 (on base charge)

MAILED BILL FEE:	\$1.00
ACH CREDIT:	\$1.00

Water service will be furnished to Consumers at the above-listed rates outside the City at a surcharge of 100% more than the rate should such premises be located within the City

Sales tax will be in addition to the above in accordance with state law.

PROPERTY LIEN:

Administrative processing fee for each delinquent account at the time the account is included in the assessment schedule	\$5.00 for County \$7.00 for State
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DISHONORED CHECKS:

Charge for handling all returned checks	\$30.00
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MISCELLANEOUS BANK FEES:

Charge for handling all closed accounts	Amount Charged by Bank
Charge for foreign currency transactions	Amount Charged by Bank
Charge for Refer to Maker issues	Amount Charged by Bank

SERVICE DISCONNECTION FEES:

Disconnect fee	\$10.00
Disconnect fee for non-payment	\$25.00
Fee charged for each occurrence of a Consumer reactivating service without consent from the Centerville Municipal Waterworks	\$90.00

FEES FOR TURN-OFF AT WATER MAIN:

Minimum fee to enforce discontinuance of service, to shut off at the water main, or excavate the stop box. (This fee is in addition to service disconnection fees.) (The charge depends on the cost incurred.)	\$75.00
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