

HOPKINTON MUNICIPAL UTILITIES

WATER WORKS RULES AND REGULATIONS

Section	1	Statement of Operations		
	1.1	Preliminary Statement		
		The Hopkinton Municipal Utility of Hopkinton, Iowa, is a municipal entity. The principal office of the municipality is in Hopkinton, Delaware County, Iowa.		
	1.2	The principal officers and trustees are:		
		Ricky Lange	Chairman	Hopkinton, Iowa
		Danial Tucker	Trustee	Hopkinton, Iowa
		Jeremiah Hardin	Trustee	Hopkinton, Iowa
		Christopher Kemp	Water Operator	Hopkinton, Iowa
		Jacquelyn Davis	Utility Clerk/Secretary	Hopkinton, Iowa
	1.3	Areas served		
		Rural areas of Hopkinton, Delaware County, Iowa.		
		Inside corporate limits of Hopkinton, Delaware County, Iowa.		
Section	2	Definitions		
	2.1	Municipality		
		The term "municipality" is herein used to designate the Hopkinton Municipal Utility, which furnishes water service under these rules and regulations.		
	2.2	Consumer		
		The term "consumer" is herein used to designate a person, partnership, association, firm, public or private corporation or governmental agency applying for or using water service supplied by the municipality.		
Section	3	Requirements for service		
	3.1	Application		
		Application for water service shall be made in writing by applicant to the municipality. The application must state fully and truly all the purposes for which water is required. Upon		

acceptance of such application, the municipality shall, as promptly as practical, supply to the applicant, service in accordance with these regulations and at rates established by the municipality for the class of service required by the applicant. The municipality may require a separate application for each separate location.

At the time of application for INTRODUCTION of water into any premises, there will be paid by the applicant the sum of \$300.00 for such hook up. Such sum is nonrefundable.

3.2 Deposits

Residential: A deposit of \$100.00 shall be paid by the consumer for each residential service connection requested by same.

Commercial: A deposit of \$100.00 shall be paid by the consumer for each commercial connection requested by same.

The municipality may, at its discretion, require a consumer with an unsatisfactory credit rating, to provide an additional deposit sufficient to guarantee payment of bills for service, but no more than the maximum estimated charge for service for two consecutive billing periods.

3.21 Interest on deposits

No interest will be paid on said deposits.

3.22 Receipts

A receipt shall be given for all such deposits. If such deposit receipt shall be lost, a duplicate may be issued if the consumer will provide adequate and sufficient evidence and identification for the municipality.

3.23 Refund of deposit

All such deposits shall be refunded at the request of the consumer after twelve (12) months of prompt payment, without request of the consumer after thirty-six (36) consecutive months of prompt payment. These times may be extended when the municipality has evidence that continued retention of such deposit is required to insure payment of bills for service.

3.24 Additional deposits.

New or additional deposits may be required upon ten days written notice where the existing deposit has been refunded, or is found to be inadequate.

3.25 Non-compliance.

The service of any consumer who fails to comply with these requirements may be discontinued upon five days written notice.

3.3 Additional connections.

Where building or premises are occupied by more than one consumer, the municipality will install as many meters as there are separate applications for service. Meters will be connected to only one set of service lines and a meter deposit of \$100.00 will be paid on each application.

Section 4 Right of Way.

The consumer and owner shall grant the municipality without charge right of way under and on the premises on which the line of service is to be installed. The employees of the municipality may enter at reasonable times to repair, maintain or perform any other duties necessary to maintain satisfactory service for the consumers of the municipality. The municipality will, as promptly as possible, clean up, repair and restore property damaged while performing their necessary duties.

Section 5 Service Lines.

All costs and expenses incident to the installation, connection and maintenance of the water service pipe from the water main to the building served shall be borne by the owner. The owner shall indemnify the Utility/City from any loss or damage that may directly or indirectly be occasioned by the installation or maintenance of said water service pipe.

All new or replaced service lines shall be of K copper tubing or 200 or greater psi plastic with brass fittings. All new or replaced service lines shall be inspected by utility personnel. (Revised April 14, 1992)

Residential: Minimum ¾" service line extending from main to curb stop.

Commercial: ¾" to 2" service line extending from main to curb stop.

Industrial: ¾" to 2" service line extending from main to curb stop.

- 5.1 Any water service line supplying a system that utilizes boilers for heating or as part of a production process shall not be permitted to connect directly to the public water main without prior approval from the Utility Board. The Utility Board reserves the right to approve or deny any such connection request at its sole discretion and may impose conditions it deems necessary to protect the public water supply.
- 5.2 Upon approval by the Utility Board, an approved backflow prevention assembly shall be installed on the water service line to prevent backflow into the public water supply. The backflow prevention assembly shall be installed in accordance with all applicable federal, state, and local regulations, as well as the Utility's specifications.
- 5.3 All commercial customers with boiler systems connected to the public water supply shall be required to have their boiler systems and backflow prevention assemblies inspected annually by qualified personnel. A copy of the inspection and test report shall be submitted to Hopkinton Municipal Utilities each year in accordance with these Water Works Rules and Regulations. The annual inspection shall verify that the boiler system and backflow prevention assembly are operating properly and remain in compliance with all applicable cross-connection control and backflow prevention requirements. Failure to

submit the required inspection and test report or to maintain the system in compliance may result in enforcement action, including the discontinuance of water service, as permitted by these Water Works Rules and Regulations. These requirements are intended to protect the integrity, safety, and quality of the public water supply.

Section 6 Service Calls.

6.1 Municipality's responsibility

The municipality is responsible for servicing and maintaining the meter, all water mains and connections associated with the main. All damage to mains and equipment, or any interruption to service, will be restored as quickly as possible by the municipality and at the expense of the municipality. Every effort will be made to provide continuity of service, but the municipality does not guarantee continuity of service and shall not be held liable for interruptions.

6.2 Consumer's responsibility

The consumer's responsibility will be to report to the municipality any interruption of service, or any known damage to the municipality's equipment.

Section 7 Billing Procedures

7.1 Type of Bill

A bill for water service will be mailed to each consumer monthly on or about the 25th of each month. When billed by meter readings, the bill will show present and previous meter readings and gallons used. Each bill will be due on or about the 15th of each month.

7.2 Billing Period

Bills will be for a period of one month ending on approximately 30 days from previous billing date.

7.3 Reconnection Charge

When a consumer is disconnected for any reason, the charge for reconnection shall be \$100.00.

7.4 Unpaid Bills

When a customer doesn't pay their bill, penalties will be calculated on or about the 16th of the month. The Penalty for water is a flat fee of \$10.00. Once the penalty fees are assessed, Reminder notices will be sent out giving a 12 day notice before delinquent accounts are due. If the customer still hasn't paid by the due date of the 12 day notice, a written shut off notice will be placed on their door giving them an opportunity to pay. Regardless of what the posting is for, there will be a \$25.00 posting fee added to the notice. Given the time to pay after a posting, if payment hasn't been received water services will be shut off until payment is received in full including a reconnection charge. The property owner is liable for all unpaid water bills at the end of the year.

Section	8	Complaints
	8.1	Except in case of emergency, consumers shall make any complaints in writing, to the superintendent, specifying the matters complained of, the location of such matters, and the relief sought.
Section	9	Damage to Municipality's Property
	9.1	Consumer's Responsibility
		The consumer shall be held responsible for all damage to, or loss of property of the municipality located upon his premises unless caused by the negligence of the municipality or by any act of omission on the part of the municipality or its authorized representatives.
	9.2	Protection of equipment on consumer's premises
		All equipment, including meters and service lines, installed by the municipality at its expense are the property of the municipality and under no circumstances shall any person not a representative of the municipality connect or disconnect any meter, connect to any meter, or disturb or tamper with the service line between the meter and the main, including the curb stop. Any infraction of this rule may be considered sufficient cause for immediate discontinuance of service.
Section	10	Conditions Under Which Municipality May Deny or Discontinue Service
	10.1	Fraudulent use of service
		In the event that evidence is found indicating larceny of water, attempted fraudulent use of water or tampering with the meter or equipment of the municipality on the premises occupied by the consumer, with or without consumer's knowledge, the municipality shall have the right to discontinue service immediately upon notice to the consumer. The municipality shall not be required to restore service in such cases until proper restitution or arrangement for restitution is made, including payment for any unpaid bills, for any unmetered water used, for damage to the municipality's property, and other costs incurred by the municipality. The municipality shall, in addition, be entitled to collect a reconnection charge as set forth in Section Seven.
	10.2	Condition of water service line
		A consumer shall maintain all fixtures and pipes and other water equipment from the main to and including his premises, excluding the meter, in such condition as may be required by the municipality. The municipality may discontinue service where, in their judgment, the water line is found to be unsafe, is in any manner interfering with the service of other consumers, or is found to be injurious to the municipality's property.
		Any inspection and approval of the equipment by the municipality shall be made solely for the purpose of insuring proper protection for the municipality's property and for insuring

continuity of service to this consumer and others and shall not be construed to impose any duty or liability on the municipality by reason thereof.

10.3 Non-compliance with rules and regulations

All services furnished to a consumer shall be in accordance with these rules and regulations and in the event a consumer fails to conform to such rules and regulations, the municipality may discontinue service upon notice to the consumer, until such time as unsatisfactory conditions are remedied. The notice of discontinuing service shall specify the cause of the complaint and the municipality shall cooperate with the consumer in suggesting the proper remedy. If service is discontinued, the reconnection charge as set forth in Section Seven shall apply.

10.4 Service discontinued with notice

Written notice will be given consumers by first class U.S. Mail, postage prepaid, deposited at the U.S. Post Office not less than five (5) days, excluding Sundays and legal holidays, before service to any consumer will be discontinued.

No service will be disconnected after notice on the day preceding a day or days on which the municipality's business office is closed.

10.5 Consumer notice to discontinue service

Consumers will give the municipality not less than five (5) days written notice, excluding Sundays and legal holidays, before the municipality shall be required to discontinue service at the request of the consumer.

Section

11 Resale of Water

11.1 By consumers

A consumer shall not sell or redeliver to any other person or company without the written consent of the municipality, in writing, and with the supervision of the municipality's superintendent, a consumer may buy water for reselling at double the meter rate charged to consumers. In case water supplied by the municipality to the consumer is resold without written consent of the municipality, the consumer shall pay double the meter rate for water taken and shall not be allowed any more water for reselling purposes.

11.2 By Hopkinton Fire Department

The Hopkinton Fire Department may haul and deliver water out of town to other persons or companies (needy farmers, well drillers, etc.) with the understanding the fire department use the fire department's equipment and trucks to haul said water and obtain said water from the fire house. There will be no charge to the fire department for this right. The fire department can, at its own discretion, set its own charges for its delivering the water.

Section

12 Freeze Ups

12.1 Meters

If the water meter should freeze up due to consumer negligence, the consumer or property owner shall pay for the repair of the meter plus the cost of the removal and replacement.

If the meter is not repairable or the cost of repairs exceeds the cost of a new meter, a new meter will be installed at consumer expense.

12.2 Water Lines

The municipality is responsible for all mains. The consumer is responsible for their service line from the main to and including the premises.

The opening of a trench for the purpose of tapping a main line while the ground is frozen and the temperature remains below freezing (32 degrees F), except for emergency repair, shall be prohibited.

When it is necessary to open a main line for repair, all precautionary measures to prevent the main line from freezing shall be taken. Frozen chunks of materials taken from the trench shall not be placed back in the trench in the same condition.

12.3 Rural Areas

In rural areas served by the municipality, the consumer shall be responsible and shall maintain from the municipality's main to the consumer's building in case of freeze ups.

Section

13 Water Line Breaks

13.1 In Town

In case of water line breaks, the municipality will be responsible and will repair the main. The consumer will be responsible and will repair on the property side of the main.

13.2 Rural Areas

In rural areas served by the municipality, the consumer shall be responsible and shall maintain and repair from the municipality's main to the consumer's building including the curb stop in case of water line breaks. The municipality reserves the right to inspect any repairs or new lines.

Section

14 Meters

14.1 3/4" Lines

The municipality will furnish one meter for each consumer for one 3/4" service line. If the consumer has additional service lines coming into his premises, the consumer may (1) have the additional lines disconnected or (2) purchase additional meters from the municipality at the consumer's expense for each additional service line.

14.2 Over 3/4" Lines but not exceeding 2" Lines

The consumer will purchase from the municipality at consumer's expense a meter or meters for any service line coming into his premises that exceed $\frac{3}{4}$ ".

- 14.3 The municipality shall install and maintain all water meters. If damage should occur to the meters, the consumer or property owner shall pay for repairs, or if necessary a new meter, and shall be charged for the labor of installing same.

14.4 Freeze Ups

Freeze ups of meter – see section 12

Section 15 Gate Valves and Risers

- 15.1 Gate valves and risers, which will be at ground height, will be the property of the municipality. The municipality will install, maintain, repair and will be responsible for said gate valves and risers.

If damage should occur to the municipality's gate valves and risers, the cost of repairing including labor will be the responsibility of the person responsible for such damage.

Section 16 Curb Stops

- 16.1 Curb stops will be the property of the consumer with the municipality installing, maintaining and repairing said curb stops. The minimum height shall be flush with the ground and the maximum height shall be 6" above the ground.

If damage should occur to the consumer's curb stop, the cost of repairing, including labor will be the responsibility of the property owner.

Section 17 Hydrants and Drinking Fountains

- 17.1 No hydrants except the public drinking fountains shall be placed within the limits of any street unless such hydrant is securely closed and protected against general use. And no drinking fountain shall be erected for public use which has opening by which it can be used as a source of domestic supply.

- 17.2 All hydrants erected in said town for the purpose of extinguishing fires are hereby declared to be public hydrants, and no person or persons other than the members of the fire department (and those only for the uses and purposes of said department) or persons especially authorized by the municipality, shall open said hydrants or attempt to draw water from the same, or at any time uncover or remove any protection from any said hydrants in said town or in any manner interfere in any way.

- 17.3 If proprietors of business who are regular consumers of water from the municipality wish to lay large pipes with hydrants and hole couplings, to be used only in case of fire, they will be permitted to connect with the street mains at their own expense on application to the municipality and under their discretion, and will be allowed the use of the water, for fire purposes only, free of charge; but all valves admitting water to such pipes must be sealed. If such seal be at any time broken or defaced, the municipality must be notified immediately.

- 17.4 No person will be allowed to put in any hydrant, sprinkler, or private fire plug without a valve.

Section

18 Irrigation Meter(s)

- 18.1 Customers may request a separate irrigation meter to measure water used exclusively for approved irrigation purposes. The primary utility-owned meter shall measure all water usage to the property. One or more additional utility-owned irrigation meter(s) may be installed to measure irrigation-only water usage with a monthly fee of \$20. Monthly sewer charges shall be based on total metered water usage less the metered irrigation usage. The sewer credit shall be calculated using the City's current sewer rate per 1,000 gallons. The Utility shall record irrigation meter readings and provide the readings to the Hopkinton Municipal Utilities Office for calculation and application of the applicable sewer credit.
- 18.2 Irrigation meters shall be owned by the Utility and shall be installed and removed only by authorized Utility personnel. Irrigation meters shall be connected only to an approved exterior hose connection or other location approved by the Utility.
- 18.3 Irrigation meters shall not be installed or used during periods when freezing temperatures are expected. All irrigation meters must be removed before the onset of freezing weather to prevent damage.
- 18.4 Irrigation meters shall be used only for the establishment of new lawns or landscaping associated with residential or commercial construction. The Utility reserves the right to discontinue irrigation meter service if the meter is used for unauthorized purposes.
- 18.5 Customers are responsible for the care and protection of irrigation meters while the meters are installed on their property. Any irrigation meter that is lost, damaged, frozen, or otherwise rendered inoperable due to customer negligence shall be replaced at the customer's expense. Replacement costs shall include the current cost of the meter, applicable taxes, freight, and any labor or associated costs incurred by the Utility.
- 18.6 Customers may purchase a water meter and transmitter at their expense for use as a permanent irrigation meter. Permanent irrigation meters must be installed at the customer's expense and shall require approval and inspection by the Water Department prior to use. The utility reserves the right to inspect the irrigation meter installation at any time to verify compliance with approved specifications. If unlawful usage, tampering, unauthorized modifications, or any changes from the approved installation are identified, the utility will coordinate with the City to determine the appropriate course of action, which may include revocation of irrigation meter privileges, billing adjustments, penalties, or other enforcement measures as permitted by applicable ordinances and utility policies.

Section

- 19 These rules and regulations may be amended or changed at the discretion of the board.

Revised and adopted this 13th day of July, 2026, to be effective immediately.