



# **WATER SERVICE RULES AND REGULATIONS**

**Electricity**



**Water**



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# **WATER SERVICE RULES AND REGULATIONS**

## **INTRODUCTION**

Moorhead Public Service (MPS) has assembled this document to assist its customers and their architects, engineers, or plumbing contractors to plan for and obtain prompt and satisfactory water service.

The information presented here is intended to supplement the requirements of the most current edition of the Minnesota Plumbing Code and all other applicable federal, state, and municipal codes, regulations, laws, and ordinances. It is always necessary to refer to, and comply with, such other codes, regulations, laws, and ordinances when planning, designing, and installing a new water service. Specific requirements of MPS' Water Service Rules and Regulations do not intentionally conflict with any other requirements known to be in effect as of the effective date of this document. Any apparent conflicts of this nature should be brought to the attention of MPS' Water Division staff for interpretation.

MPS will confer with those customers requesting information about rates and services upon request. Such requests should be directed to the MPS Business Office at 500 Center Avenue, Second Floor, Moorhead City Hall, or 218.477.8000, Option 4.

**MOORHEAD PUBLIC SERVICE COMMISSION  
CITY OF MOORHEAD, MINNESOTA**

## **SECTION 100 – DEFINITIONS**

**AWWA:** American Water Works Association.

**Accessible:** Admitting close approach, which is not guarded by locked doors, enclosed within walls, elevation, or other effective means. Also capable of being reached safely and quickly for installation, operation, repair, replacement, or inspection without requiring those who need access to remove obstacles, panels, or similar obstructions.

**Accessory Building:** A structure on a parcel of property in which the maintenance and use is not the primary purpose of the parcel.

**Air Gap:** The unobstructed vertical distance through the free atmosphere from the lowest opening of any device discharging to the flood rim of the receiving device.

**Application for Service:** The agreement or contract between MPS and the customer under which water service is supplied and taken.

**Approved:** Acceptable to the authority having jurisdiction.

**Backflow Preventer:** A device or means to prevent backflow into the potable water system.

**City:** The City of Moorhead, Minnesota.

**Combined Domestic/Fire Service:** A single water service line providing both domestic water service and fire protection service to a building or premises.

**Commission:** The Moorhead Public Service Commission as established by the Moorhead City Charter.

**Common Service:** A water service line that serves more than one metered premises.

**Corporation Stop:** A device designed to connect a water service sized 2 inches or smaller to a watermain. Typically, this is located within the public right-of-way.

**Cross-connection:** Any connection or arrangement, physical or otherwise, between a potable water supply system and any plumbing fixture, tank, receptacle, equipment, or device through which it may be possible for non-potable, used, unclean, polluted, or contaminated water or other substance to enter any part of such potable water system under any condition.

**Curb Box:** A device owned by MPS that is designed to provide access to a curb stop typically located within the boulevard or driveway of the parcel or property.

**Curb Stop:** A device owned by MPS that is designed to control the flow of water within a service line from a watermain (located outside a customer's building or premises).

**Curb Wrench:** A device designed to operate a curb stop.

**Customer:** Any individual, partnership, corporation, or other legal entity now being served, or to be served, using the water service of MPS at any specified location.

**Customer Charge:** The portion of a customer's water bill intended to recover the billing, meter reading, maintenance, service line, and debt service costs of providing water service. This is the minimum billed amount each month.

**Easement:** A right granted by a property owner to cross a portion, or all, of the property owner's property with water service. An easement for water service will be perpetual, unless otherwise noted. A temporary easement may be granted for a specified construction period. An easement will allow for water service underground, on the surface and/or above ground unless otherwise noted.

**ERT:** A wireless Encoder Receiver Transmitter fitted on a water meter to permit automatic meter reading (AMR). A handheld or vehicle-mounted radio transceiver broadcasts a wake-up signal to the ERT and the ERT then sends the present water meter reading back to the transceiver.

**Fire Service or Main:** A single water service line providing water to fire protection devices (such as sprinklers or fire hose connections) within a building or premises.

**House Piping:** A series of pipes for the conveyance of water extending from the water meter to points of consumption within a building.

**Internal Plumbing System:** All plumbing located within the property of a customer. This does not include MPS-owned equipment.

**Irrigation Meter:** A water meter installed for the express purpose of metering water used for irrigation. Water measured by irrigation meters is not to enter the sanitary sewer system.

**MPS:** Moorhead Public Service.

**MPS Business Office:** Located at 500 Center Avenue, Second Floor, Moorhead City Hall. Regular business hours are 8:00 AM to 4:30 PM, Monday through Friday, excluding holidays.

**Non-potable Water:** Treated domestic wastewater, groundwater, or raw water that is suitable for various beneficial uses, excluding human consumption.

**Potable Water:** Water that conforms to state and federal regulations applicable to drinking water.

**Premises:** A defined area of a property, parcel, or building contained thereon where water consumption occurs.

**Readily Accessible:** Capable of being reached safely and quickly for the installation, operation, repair, replacement, or inspection of MPS-owned equipment without requiring those who need access to remove obstacles, panels, or similar obstructions.

**Remote Register:** A device located on the outside of a customer's premises that is designed to permit the reading of a water meter contained within the premises. (Remote Registers are being replaced by ERTs.)

**Right-of-Access Easement:** The right to cross customer-owned property or property owned by another party other than the City or MPS.

**Right-of-Way:** An easement that gives the traveling public the right to travel across property owned by another person. Typically, right-of-way is granted to the City before a development is built to allow for the construction of City streets and utilities that benefit the residents that front the right-of-way.

**Rules:** MPS' Water Service Rules and Regulations.

**Shutoff Valve:** A device owned by the property owner designed to control the flow of water within the internal plumbing system of a building or unit of the customer being served.

**Sub-Metering:** Use of individual water meters for individual dwelling units within a multi-family residential development that allows the property owner or manager to assess occupants of the units for water usage.

**Tapping Sleeve and Valve:** A device designed to connect a water service sized 4 inches or larger to a watermain without removing the watermain from service.

**Unauthorized Use:** Any use of water that occurs without proper measurement of the quantity of water used. This may include removing, bypassing, disabling, or otherwise tampering with the meter or register and taking water from a hydrant without a valid permit. Failure to eliminate the unauthorized use of water before the deadline stated in a notice shall constitute an additional violation of these Rules.

**Volume Charge:** The portion of a customer's water bill that is directly related to the quantity of water used during the billing period.

**Watermain:** A pipe, or system of pipes and fittings, used to distribute water from a water supply source (e.g., water treatment plant) to the water service of any customer. Watermains are owned by MPS.

**Water Meter:** A device owned by MPS designed and used to measure the quantity of water supplied to a customer.

**Water Service:** The pipe, fittings, and devices needed to convey water from a watermain (typically underground in a street) to the internal plumbing system of the building or unit of the customer being served (to the water meter).

**Water System:** A providing of water by MPS through the water service to the customer.



## **SECTION 200 – GENERAL INFORMATION**

### **201 Service Jurisdiction**

The Moorhead Public Service Commission (Commission) provides water services to all customers within Moorhead Public Service (MPS) service territory as defined by the Minnesota Public Utilities Commission, the City of Moorhead (City) corporate boundaries, or to property owned by the City. Water service may be provided to customers outside these boundaries, on a case-by-case basis, as approved by the Commission.

Water utility improvements shall conform to MPS' Water Service Rules and Regulations, City Codes, and State law.

Any developer, entity, owner, or any other party that requests water service extensions must formally petition the Commission and Moorhead City Council (Council). Petitions must be signed by the owner(s) of the property.

Before the improvement petition is approved, the petitioner may be asked to agree to any number of conditions that may include: preparation of plans and specifications; annexation; hook-up fees; all easements for placement, installation and servicing; looping; agreement to meet various codes and regulations, and various other related conditions which the City and MPS may impose.

All utility improvements installed shall be in accordance with the specifications approved by the Commission and shall be done under the supervision of authorized MPS personnel.

### **202 Agreement for Service**

Every customer applying for water service or receiving water from MPS' watermain and/or the owner of the property for which such application is made, or water is received, shall be deemed by such application or use to consent to abide by all rules and regulations established and to all material/construction requirements and modifications described herein.

### **203 Watermain Extensions**

#### **203.1 Installation of Watermain**

Petitions submitted for water service shall be subject to the approval of MPS personnel as to design, location, installation, and estimated cost. The petitioner must agree that the watermain may be looped to the subject property. The petitioner may select from one of the following processes to have the improvements constructed and installed:

- (1) Installation by the City. The City would accept bids for the project and would select a contractor based on the lowest and most qualified bid. The project's costs would be included in the overall costs assessed to the developed property.
- (2) Installation by Petitioner. The Petitioner may install the watermain at their own expense, provided that all plans and specifications for the improvements are submitted to MPS for examination and approval, and, where required, submitted to the proper State of Minnesota officials for their examination and approval.

### 203.2 Installation of Watermain Above MPS' Minimum Requirement

Occasionally, MPS may request a petitioner to install services above the minimum requirement for the overall benefit of MPS' water system. In this case, MPS will pay the marginal costs for the enhanced service. For example, if MPS requests the installation of a 12-inch watermain where only an 8-inch watermain is required for serving the petitioner, MPS will pay the marginal costs for the larger pipe.

## **204 Ownership of Equipment**

### 204.1 MPS-Owned Equipment

- (1) All watermain materials and apparatuses including, but not limited to, watermains, valves, hydrants, fittings, and saddles.
- (2) All water service materials that include, but are not limited to, service piping to the curb stop, curb stops, curb boxes, corporation stops, as well as the curb stop and curb box within private property.
- (3) All meter and associated metering equipment including, but not limited to, the water meter, remote register, and ERTs.

### 204.2 Customer-Owned Equipment

- (1) All water service materials and apparatuses including, but not limited to, service piping from the curb stop to the meter valve, flared connections, or any other connections from the customer side of the curb box into the structure. This does not include the curb stop and curb box located within private property, which are owned by MPS.
- (2) All internal piping within a premises including, but not limited to, shutoff valves on each side of the meter. This does not include the water meter and the connections to the water meter, which MPS owns.

## **205 Temporary Interruption of Service**

MPS reserves the right to interrupt the flow of water within the distribution system to any premises at any time to facilitate system improvements, repairs, testing, and connections to ensure adequate fire flows or for any other good cause. MPS, or a designated representative, will attempt to notify customer(s) in advance by telephone, letter, or door hanger of any planned (non-emergency) interruption of their water service. No claim may be made against MPS for any damage that may result from shutting off water for the installation or repair of watermains, hydrants, or other necessary repairs, whether with or without notice.

## **206 Emergency Interruption of Service**

In the event an immediate interruption of water service to a premises is required to protect the public health, safety or welfare, public property or the property of others, or to protect the water distribution system or any of its parts from destruction or damage, MPS may do so without prior notice and without an appeal as provided by Section 207.

## **207 Water Supply Shortages**

If MPS determines a water supply shortage exists, MPS will take necessary actions to alleviate the situation. Customers will be notified of a declared shortage (i.e., water emergency or drought situation) and of any actions required of them through the use of the news media or other appropriate methods. A Summary of MPS' Plan to Respond to Water Supply Shortages is available in Appendix 1.

## **208 Appeals**

Where a dispute regarding interpretation of these Rules occurs, appeals will be first made to the General Manager. If the dispute is not resolved with the General Manager, final appeal may be made to the Commission. The Commission has the final authority in any disputes. There is no right of appeal from a final decision given by the Commission.

## **209 Easements**

Whenever any MPS-owned water equipment, either below ground or above ground, is located on the customer's property, the customer shall grant an easement to MPS to the extent that MPS deems necessary to install, service, maintain, repair, replace, and/or upgrade the equipment. All utility easements to MPS are to be granted by the customer at no cost to MPS and are deemed granted as part of the application for use of the water system.

## **210 Inspection of Customer's Facilities**

### **210.1 Installation Standard**

- (1) At a minimum, all plumbing within private property of the customer shall be installed in accordance with the latest edition of the Minnesota Plumbing Code.

### **210.2 Inspection Required**

- (1) All installations shall, at a minimum, be inspected by the City's Building Codes Department for compliance with the latest edition of the Minnesota Plumbing Code.

## **211 Service Requests for Connections, Disconnections, and Reconnections**

- (1) After the customer's installation has been inspected and approved by the proper authority, a meter will be installed by MPS and water service made available provided that all applications, agreements, and deposits have been submitted by the customer and approved by MPS.
- (2) Requests for service connections, disconnections, and reconnections must be received by MPS at least 24 hours prior to the date the connection, disconnection, or reconnection is desired and scheduled during normal business hours (Monday through Friday, 8:00 a.m. to 4:30 p.m.).
- (3) Weekends and holidays are excluded and requests will not be received at those times.
- (4) For the mutual protection of the customer and MPS, only authorized employees of MPS are permitted to set and remove meters or operate curb stops.

**212 Liability**

MPS does not engage in the practice of installing or maintenance of interior plumbing on the customer's premises, except for the installation and maintenance of MPS-owned property and, therefore, is not responsible for service and/or plumbing beyond the water meter and after the customer side of the public right-of-way. This does not include curb stop and curb box or gate valve or valve box. MPS shall not be liable for damage to any customer, or to that customer's property, or to any third party resulting from the use of the service or from the presence of MPS' equipment or maintenance of MPS' equipment on the customer's premises. The customer is solely responsible for any accidents or failures from the condition and use of the customer's plumbing, installation, or equipment.

**213 Access**

Employees of MPS shall have right of access to the customer's premises at all reasonable times for the purpose of installing, reading, inspecting, maintaining, disconnecting, and removing any of its meters, devices, and other MPS-owned equipment that is used in furnishing the customer's water service.

**214 Customer Responsibilities**

Failure of the customer to notify MPS in a timely manner of any planned alteration to water service facilities, increase water demand, or to comply with MPS' published rules, regulations, and rate schedule, may result in delayed connections, interruption of service, or damage to equipment for which MPS disclaims all responsibility.

**215 Revisions of Requirements**

All requirements stated or implied herein are subject to change at any time without prior notice. All revisions can be obtained from the MPS Business Office or on-line at [www.mpsutility.com](http://www.mpsutility.com).

## **SECTION 300 – RATES, DEPOSITS, AND CONNECTION CHARGES**

### **301 Rates**

Copies of the current MPS Rate Schedule established by the Commission are available at the MPS Business Office and at [www.mpsutility.com](http://www.mpsutility.com) and include the following.

### **302 Rate Structure**

MPS' water rates contain three components—the customer charge, the volume charge, and the fire charge.

#### **302.1 Customer Charge**

- (1) The customer charge is the minimum billed amount on a monthly basis.
- (2) The customer charge is based on the size of the meter within the property.

#### **302.2 Volume Charge**

- (1) The volume charge is based on the amount of water that is consumed and measured by the water meter.
- (2) The volume charge is measured in units of 100 cubic feet; however, there are some cases in which it is measured in different units (e.g., 10 cubic feet or 1 cubic foot).
- (3) The volume charge is broken down into eight rate classifications:

**Table 1: Volume Charge Rate Classifications**

Residential	Apartment
Commercial	Industrial
Regional	Raw Water
Metered Hydrant	Bulk Water

#### **302.3 Fire Protection Charges**

- (1) Effective January 1, 2013, fire protection will be charged according to the following classifications: residential, commercial, apartments, and industrial. Cost-of-service fees will be phased-in over an eight-year period. Public fire protection will also be charged as allowed by regulation.

### **303 Other Charges**

**303.1 New Account Fee.** This fee includes, but is not limited to, the labor and materials for establishing a new account with MPS.

**303.2 Returned Item Charge.** This fee will be applied to an account if a check or electronic payment is returned for non-payment.

303.3 Re-Seal Meter Charge. If a seal on a water meter is broken for any reason other than having been directed by MPS personnel, there will be a fee charged for re-sealing the water meter.

303.4 Disconnection and Reconnection Fee. If a service has been disconnected with or without notice for non-payment, there will be fees charged for the disconnection and reconnection of the service.

303.5 After Hours Emergency Call-Out Fee. If a customer requests MPS services due to an emergency outside of normal hours, MPS will respond to the call-out, but if MPS staff investigates and discovers the issue is not MPS' responsibility, the customer will be charged a fee for the after-hours call-out.

303.6 Dropped Water Meter. Water meters may be dropped (disconnected) at a customer's request with no additional charges, but a reconnection fee will be charged in accordance with Section 303.4 when the water meter is reconnected.

303.7 Frozen Water Meter. Customers shall be responsible for protecting water meters from freezing. If a customer's water meter is frozen, MPS will replace the water meter. The customer will be charged for the replacement meter. MPS reserves the right to disconnect water service to the property until the meter location is acceptable to MPS. If the customer requests this service after hours, the customer will also be charged an "After Hours Emergency Call-Out Fee" in accordance with Section 303.5.

303.8 Non-Compliance Penalties for Reduction Measures during Water Shortage. Customers who are discovered to be in non-compliance with reduction measures during water shortages can be assessed penalties as outlined within Appendix 1 in the Summary of MPS' Plan to Respond to Water Supply Shortages.

303.9 Tapping or Modification Violation. Contractors who are determined to be using water without a valid MPS Water Tapping or Modification Permit, or who are not complying with such permit, can be charged in accordance with the current published rates established by MPS.

303.10 Hydrant Violation. Contractors or customers who are caught using an MPS hydrant without a valid permit can be charged in accordance with the current published rates established by MPS.

303.11 Daily Hydrant Usage Fee. Contractors or customers are charged a daily fee for the use of a hydrant in MPS' service area.

303.12 Hydrant Usage Fee. Contractors or customers are charged fees for the use of a hydrant meter. Fees for hydrant usage are found in MPS' rate schedule, and include daily meter rental and water charge, meter usage fee, meter installation and relocation fee, meter deposits, and residential pool and hockey rink flooding.

### **304 Meter Reading**

- (1) MPS attempts to read all meters each month. Meter readings are used to generate a monthly water bill.
- (2) If the meter cannot be read during a billing period or the reading seems erroneous, MPS may provide an estimate for that billing period. Any adjustments to the estimate will be made during the following billing period or when an actual reading is available.
- (3) Adjustments to bills resulting from inaccuracies in the meters will be handled according to MPS' Policy on Billing for Overcharges and Undercharges. See Appendix 3.

### **305 Service Disconnections**

305.1 Disconnection with Notice. Any water service may be disconnected with notice mailed to the customer's last-provided address at least ten days prior to the date the disconnection will become effective for the following reasons:

- (1) Non-payment of a delinquent account.
- (2) Failure to pay a required deposit.
- (3) Violation of MPS' Water Service Rules and Regulations.
- (4) Failure to provide MPS access to its equipment located on the customer's property for inspection, meter reading, maintenance, or replacement of equipment.
- (5) Failure to furnish items required to obtain service.
- (6) The willful wasting of water through improper equipment as determined by MPS.
- (7) As required in order for MPS to comply with any order or request of any government authority having jurisdiction.

305.2 Disconnection without Notice. Water service may be disconnected without notice for the following reasons:

- (1) Unauthorized diversion of utility service and unauthorized use of, or tampering with, MPS' service equipment.
- (2) In the event of a hazardous or threatening condition to the customers of MPS, to the general public, and/or to MPS' equipment.
- (3) Presenting a second payment that is subsequently returned by a financial institution within a 12-month period.

### **306 Customer Request Water Service Disconnections**

- (1) Customers requesting water service disconnection must contact the MPS Business Office at least 24 hours in advance of when the disconnection is to take place.
- (2) If reconnection will be requested on the same day as the disconnection, a reconnection time may be scheduled with MPS personnel at the time of the disconnection.
- (3) If the customer requests a disconnection for longer than one business day, the customer will be required to call the MPS Business Office at least 24 hours in advance of when the reconnection is to take place.
- (4) Disconnection and reconnection fees apply. If the disconnection is required outside of regular business hours (only on an emergency basis), the customer will be charged an "After Hours Emergency Call-Out Fee" in accordance with 303.5.

### **307 Service Deposits**

MPS may require service deposits as allowed by MPS' Policy on Deposits. See Appendix 3.

### **308 Collection of Past Due Accounts**

When a customer's account becomes past due, MPS implements its Policy on Collection of Past Due Accounts. See Appendix 3.



## **SECTION 400 – WATER SERVICE**

### **401 MPS Water Service Responsibility**

MPS is responsible for the repair, maintenance, or replacement of a water service from the watermain tapping location to the curb box. MPS is also responsible for the repair, maintenance, or replacement of a curb stop and curb box located within private property. MPS is not responsible for any other service piping or connections located after the curb stop and curb box.

### **402 Property Owner Water Service Responsibilities**

The property owner is responsible for the repair, maintenance, or replacement of their water service from the curb box to the meter inside the house. This does not include the curb stop or curb box. The property owner is also responsible for all internal plumbing, including the meter valves that are installed before and after the water meter.

- (1) If MPS determines that the service leak is not on the MPS-owned portion of the service line, the property owner will be notified and will be responsible for repairing the leak in a timely manner. There is no charge for this investigation by MPS.
- (2) Repairs of services within the private property must be in accordance with the current Minnesota Plumbing Code and in accordance with MPS' Standard Specifications for Water Utility Installation.
- (3) In the event a water service leak is not repaired after notification to the property owner or the property owner refuses to make the repairs, MPS has the right to shut off water service to the property until such repairs are made in accordance with the current Minnesota Plumbing Code and these Rules. MPS will have no liability for its decision to shut off or not shut off the water service.
- (4) In the event that MPS determines that a water service leak may damage public property or there is danger to traffic on the adjacent street, MPS may repair the water service leak and charge the property owner for all costs including, but not limited to, the labor, materials, and restoration costs, plus the cost of the estimated water loss that occurred from the water service leak. The water loss will be estimated from the date the water leak is reported to the date the leak is repaired.

### **403 Single-Family Residence Service Requirements**

Defined as a residential building with one owner and one building on one parcel of land that is a single-family residence shall have the following requirements:

- (1) Each single-family residence shall have a properly sized, individual water service line with a readily accessible curb stop and box located exterior to the building and within the public right-of-way.
- (2) Sizing of such water service line shall be in accordance with the current Minnesota Plumbing Code.
- (3) No part of the individual water service shall cross another property line.

- (4) No part of the individual water service shall pass under or through another dwelling unit—either on the property or in an adjacent property.
- (5) Each water meter shall have a separate curb stop and box.
- (6) MPS prohibits constructing a new water service or changing an existing service to allow service to more than one building on the same meter.

#### **404 Multiple-Unit Buildings with Individual Ownership Service Requirements**

Defined as a residential building constructed with two or more units and the individual units and underlying property are under individual ownership shall have the following requirements:

- (1) Each unit shall have a properly-sized, individual water service line with a readily accessible curb stop and box located exterior to the building and within the public right-of-way.
- (2) Sizing of such water service line shall be in accordance with the current Minnesota Plumbing Code.
- (3) No part of the individual water service shall cross another property line.
- (4) No part of the individual water service shall pass under or through another dwelling unit—either on the property or in an adjacent property.
- (5) Each water meter shall have a separate curb stop and box.
- (6) MPS prohibits constructing a new water service or changing an existing service to allow service to more than one building on the same meter.

#### **405 Multiple-Unit Buildings with Common Ownership Service Requirements**

Defined as a residential building constructed with two or more units having common ownership of the property around the units and the units themselves shall have the following service requirements:

- (1) Shall have a properly-sized water service line extending from MPS' watermain within the public right-of-way to a single, common metering area within the building readily accessible to MPS without entering an individual unit.
- (2) Sizing of such water service shall be in accordance with the current Minnesota Plumbing Code.
- (3) The water service shut off, either a curb stop or gate valve depending on the size of the water service, shall be placed within the public right-of-way.
- (4) MPS requires an individual water meter to each building within the complex. For example, with multiple apartment buildings, each apartment building will be required to have an individual water meter, but they can share a common water service tap at MPS' watermain.

- (5) In the event that a building requires a fire protection system, MPS requires a combined domestic water service and fire protection service line. The installation of this combined service line shall conform to Exhibit B in Appendix 2. Approval must be obtained from MPS to deviate from this requirement.

#### **406 Commercial, Industrial, and Other Non-Residential Multiple-Unit Buildings Service Requirements**

All buildings not included in the previous subsections of Section 400 are included in the Commercial, Industrial, and Other Non-Residential Multiple-Unit Buildings.

- (1) All buildings in this category shall have a properly-sized water service line extending from MPS' watermain to a single, common metering area within the building readily accessible to MPS.
- (2) Sizing of such water service line shall be in accordance with the current Minnesota State Plumbing Code.
- (3) The water service shut off, either a curb stop or gate valve depending on the size of the water service, shall be placed within the public right-of-way.
- (4) MPS requires an individual water meter to each building within the complex. For example, with multiple buildings, each building will be required to have an individual water meter, but they can share a common water service tap at MPS' watermain.
- (5) In the event that a building requires a fire protection system, MPS requires a combined domestic water service and fire protection service line. The installation of this combined service line shall conform to Exhibit B in Appendix 2. Approval must be obtained from MPS to deviate from this requirement.

#### **407 Manufactured Home Developments Service Requirements**

MPS will provide water service to a single, master common meter within a building that is properly heated and insulated and is readily accessible to MPS.

- (1) Sizing of such water service line shall be in accordance with the current Minnesota State Plumbing Code.
- (2) The water service shut off, either a curb stop or gate valve depending on the size of the water service, shall be placed within the public right-of-way.
- (3) All watermain and equipment associated with the watermain, including but not limited to, valves, hydrants, and fittings after the customer side of the public right-of-way, excluding the curb stop and curb box or gate valve or valve box and MPS' master water meter, within a manufactured home development, shall be the sole responsibility of the manufactured home development owner.
- (4) Any separate and individual water services after MPS' master meter including, but not limited to, water service lines, curb stops, curb boxes, and metering equipment

shall be the sole responsibility of the manufactured home development owner. This shall include installation, meter reading, maintenance, repair, and replacement.

- (5) Manufactured home development owners are allowed to sub-meter individual homes within the development. Pursuant to Minnesota Statute 327C.04, manufactured home development owners are not allowed to:

- a) "... directly or indirectly, charge or otherwise receive payment from a resident for a utility service, or required a resident to purchase a utility service from the park owner or any other person, at a rate which is greater than either of the following:
  - i. "...a rate which the resident could pay directly for the same utility service from some other comparable source in the same market area; or..."
  - ii. "...a rate which is charged to a single family dwellings with comparable service within the same market area."

#### **408 Additional Buildings under Same Ownership**

If an additional building under the same ownership is placed or constructed on a parcel of land with an existing water service and requires water service, a common water service shall be permitted by MPS with the following conditions:

- (1) MPS shall only maintain the existing service from the watermain to the curb stop. The owner will take responsibility for all services from this point to each of the buildings on the property.
- (2) Any new service lines added or tapped off an existing service line shall be evaluated for hydraulic capacity. Results of this hydraulic capacity evaluation shall be reported to MPS prior to the tapping permit being approved.
- (3) Any new service lines to any new buildings on the property shall not extend through an existing building.
- (4) Service lines shall not cross existing property lines. All service lines shall remain on the property.
- (5) An additional service line added to the existing service line shall have a curb stop and box or a gate valve and valve box to be able to shut the water off to the new buildings. The property owner is responsible for maintenance and repairs of these additional curb stops and curb box or gate valves and valve box.
- (6) Must be metered separately from the original building.
- (7) If, at some time in the future, separate ownership of the building(s) occurs, the previous owner needs to contact MPS to facilitate the transfer of the second meter to the new owner.

#### **409 Installation of New Water Service**

A property owner requesting a new water service in an existing development (e.g., the watermain is already installed) is responsible for all the associated costs of installing the water service from the main to the meter valve before the water meter.

- (1) The installation of a new water service must be performed by a licensed and bonded plumber with the State of Minnesota.
- (2) Before any work is performed on the installation of a new water service, a permit must be obtained from the City's Building Codes Office (218-299-5424). An inspection of the water service needs to be performed by a City Building Codes official in accordance with the current Minnesota Plumbing Code.
- (3) Before any tapping of the watermain may occur within the City's right-of-way, a permit must be obtained from an authorized MPS Water Division employee (e.g., Water Division Manager, Water Field Technician, or Water Construction and Maintenance Foreman). Any questions regarding this permit can be directed to MPS' Water Field Technician at 218-477-8073. Failure to obtain this permit may result in fines outlined within Section 300 of these Rules.
- (4) Any excavation in the City's right-of-way requires a permit from the City Engineering Department. The cost of the permit is based upon the size of the excavation and includes costs for storm water management. This permit can be obtained from the City's Engineering Department at 500 Center Avenue, Fourth Floor, Moorhead City Hall. Any questions related to this permit can be directed to the City's Engineering Department at 218-299-5390.
- (5) MPS requires that the contractor installing the service contact MPS at least 24 hours in advance of the installation (e.g., tapping and installation of curb stop and box) for an inspection. Before the excavation can be backfilled, the service line within the City's right-of-way must be inspected by an MPS official and signed off on the Water Tapping Permit. This inspection may include, but is not limited to, a pressure test and a bacteria test before the service is allowed to be turned on.

#### **410 MPS Water Tapping or Modification Permit**

Any property owner or authorized contractor that plans to modify MPS' water distribution system (e.g., watermains, hydrants, valves, connection of services) will be required to submit a permit to an authorized MPS Water Division employee (e.g., Water Division Manager, Water Field Technician, Water Construction and Maintenance Foreman) for approval prior to commencing any work. The details required to be submitted with the plans are outlined below:

- (1) The permit shall provide information regarding the contractor performing the work. This shall include, but is not limited to, the company's name, billing address, office contact number, and on-site foreman contact information.
- (2) The permit shall describe the general purpose of the tapping or modification to MPS' water distribution system. This shall include, but is not limited to, engineering drawings signed by a Professional Engineer. Engineering drawings signed by a

Professional Engineer will be required for any extension of the existing system (e.g., new watermain). Any tapping of a watermain for purposes of services shall have a minimum of a professional-looking sketch with approximate dimensions of where the tap will take place.

- (3) The permit shall include a listing of materials being used for the work (e.g., water materials). These materials must meet the current MPS-approved materials list.
- (4) The permit holder shall be bonded with MPS. The requirement for bonds will be \$25,000. The contractor doing the work shall have insurance coverage that identifies the City of Moorhead and Moorhead Public Service as additional insureds.
- (5) The permit will have sections for approving the plans and a section for approving the installation by MPS staff.
- (6) Once the permit is signed off as being inspected, a follow-up completion notice will be sent to the listed contractor on the permit. With this completion notice will be a one-year construction warranty that shall be effective from the day the inspection is completed.
- (7) Any contractor commencing work on modifications to MPS' water system prior to obtaining an approved MPS Water Tapping or Modification Permit, or found not to comply with an issued permit, shall be subject to a fine of \$500 for the first offense and \$1,000 for the second and each consecutive offense.

#### **411 Installation of Water Service Connection**

Water service installations within private property (right-of-way to building) shall conform to the current version of the Minnesota Plumbing Code as adopted by the City and the requirements outlined in these Rules.

#### **412 Service Materials and Sizing**

New water services shall be a 1-inch diameter minimum. Existing ¾-inch diameter services may be replaced with ¾-inch services of acceptable service material. Water services for large homes, multi-unit residential buildings, unusually long services, low-pressure areas, or commercial/industrial uses shall be sized in accordance with the current Minnesota Plumbing Code. All other materials should adhere to MPS' "Standard Specifications for Water Utility Construction" unless otherwise approved by authorized MPS Water Division staff (e.g., Water Division Manager, Water Field Technician, or Water Construction and Maintenance Foreman).

#### **413 Location of Utilities**

##### **413.1 Location of Utilities within Public Right-of-Way**

- (1) MPS will mark the location of MPS-owned water system facilities within the public right-of-way and MPS-owned equipment (e.g., curb stop and curb box or gate valve and valve box) located within private property when requested to do so through the Gopher State One-Call System.

- (2) In accordance with Minnesota Statutes, any customers, contractors, and others shall use the Gopher State One-Call System for requesting location services (800-252-1166). MPS will provide locations within 48 hours from the time of notification by Gopher State One-Call, except in emergency situations.

#### 413.2 Location of Utilities within Private Property

- (1) MPS will not be responsible for marking any privately-owned water services within private property, which is, basically, any water services after the public right-of-way into the property. The exception is that MPS will locate and mark any curb stop and curb box or gate valve and valve box that are owned by MPS within private property.

#### **414 Frozen Water Services**

If a customer believes their water service is frozen, they should contact MPS to investigate the issue. The following guidelines will be used to determine if the customer is responsible for the cost to thaw the service or if MPS is responsible for the cost of thawing the service.

- (1) If the water service is frozen between the curb stop and the water meter, the customer will be responsible for all costs associated with thawing the water service. These costs will also include any after-hours call-out fees, as outlined in Section 303.5, if the investigation occurs after regular MPS Business Office hours.
- (2) If the water service is frozen between the watermain and the curb stop, MPS will cover these costs.

#### **415 Operation of Curb Stops and Gate Valves on Water Services**

Curb stops and gate valves on water services are the property of MPS and should be operated by, or under close supervision of, MPS Water Division staff.

##### 415.1 Existing Water Service Curb Stops

- (1) All property owners or their agents (e.g., plumbers) shall be required to request service through the MPS Administration Office (218-477-8000, Option 4) prior to the operation of the curb stop and/or gate valve on a water service. MPS requires that either the property owner or their agents contact MPS at least 24 hours in advance of the needed operation of the curb stop.
- (2) MPS Water Division staff will operate the curb stop and/or gate valve to ensure its proper operation and to prevent any damage to MPS' facilities.
- (3) Anyone other than MPS Water Division staff found operating a curb stop or gate valve owned by MPS without prior authorization from MPS, which causes damages to, but not limited to, the curb stop and curb box will be responsible for all costs associated with repairing the curb stop consisting of, but not limited to, labor, material, machine time, permit fees, and restoration costs.

#### 415.2 New Construction Water Service Curb Stops

- (1) After completion of construction in a new development area, the curb stops will remain in the “on” position. The curb box and curb stop will be inspected by MPS prior to the closeout of the new development. If any damages occur between the time the project is closed out and a housing contractor takes over the property for the purpose of building a house, the development owner is responsible for any repairs or replacement of, but not limited to, curb boxes and curb stops.
- (2) In order for the plumbing contractor to connect to the new water service, they are required to contact the MPS Business Office to request service for MPS Water Division staff to inspect the curb box and curb stop. They will also operate the curb stop in order for the plumbing contractor to make the connection.
- (3) After the plumbers have completed the testing of the new water service line from the curb stop to the inside of the house, the curb stop shall remain off. In order to operate the service after the testing has been completed, the owner or his/her agent must contact the MPS Business Office to have a service order created to install a water meter. Prior authorization is required to use the water service without a meter during construction of the property.
- (4) The water service is to remain “off” at the curb stop until a water meter is in place. If the property owner or his/her contractors are found using water without prior authorization or a water meter, the property owner will be charged for the estimated amount of water used based upon the best estimate by MPS staff.

#### **416 Abandoned Water Service**

If a customer decides to abandon a water service in MPS’ water service area, the following conditions must be met:

- (1) Property owners are required to notify authorized MPS Water Division staff (e.g., Water Division Manager, Water Field Technician, or Water Construction and Maintenance Foreman) of plans to abandon water service before commencement of the abandonment.
- (2) Notification is done through MPS’ Water Tapping or Modification Permit. This permit is required to be completed before the abandonment occurs. This permit can be completed by the property owner or an authorized agent of the property owner. The form is completed through authorized MPS Water Division staff (e.g., Water Division Manager, Water Field Technician, or Water Construction Maintenance Foreman). Any questions should be directed to 218-299-5226.
- (3) Any demolition of buildings will require the complete disconnection of the water service from the watermain unless a redevelopment plan for the property is submitted to MPS for review.
- (4) An owner may request a delay of this disconnection at the main for one year, at which time, if the disconnection is not completed, MPS will perform the work of the



disconnection and bill the property owner for all costs associated with the disconnection including, but not limited to, labor, material, and restoration costs.

- (5) An owner will continue to be billed for service, based upon the meter size, to the property until the service has been disconnected from the watermain.

#### **417 Water Supply and Service**

Having a connection to MPS' water system does not guarantee the customer any fixed pressure or continuous supply of water, unless otherwise agreed upon by MPS and the customer. Also, MPS is not responsible for, and is not liable for, any damage caused by the failure of, but not limited to, the pipe or apparatus, water coil, shut-off, or a failure in the supply of water.

#### **418 Unnecessary Waste of Water and Certain Uses Prohibited**

The following conditions apply to unnecessary waste of water and certain uses that are prohibited in MPS' water service area:

- (1) Customers must prevent unnecessary waste of water and keep all water outlets closed when not in actual use.
- (2) MPS reserves the right to shut off a customer's water supply if it determines that the customer has caused unnecessary waste of water or certain uses listed are suspected.
- (3) MPS reserves the right to prohibit or restrict the use of water for lawn irrigation, elevators, air conditioners, and/or coolers and restrict distribution to large consumers when MPS determines it is necessary to do so.
- (4) As water-powered sump pumps (WPSPs) are significant water wasters, their respective usage is restricted in MPS' water service area.
- (5) Water use is subject to the Minnesota Department of Natural Resources' (DNR's) priority allocation regulations. The priorities for water use in Minnesota established by the DNR are as follows:
  - a. Priority 1: Domestic water supply
  - b. Priority 2: Consumptive less than 10,000 gallons/day
  - c. Priority 3: Agricultural irrigation and processing of agricultural products
  - d. Priority 4: Power production
  - e. Priority 5: Consumptive uses in excess of 10,000 gallons/day
  - f. Priority 6: Non-essential uses

#### **419 Mandatory Backflow Devices**

Backflow devices are intended to prevent any cross-contamination of MPS' potable water supply with any non-potable water source within the distribution system. MPS relies on these devices to ensure that we can continue to provide safe drinking water throughout the city. The following conditions apply to backflow devices within the city of Moorhead:

- (1) Customers are required to supply and install backflow preventers on all equipment. These backflow preventers shall comply with the current Minnesota Plumbing Code.
  - a) Exception: MPS requires the use of double-check valves on all fire protection systems within MPS' water service area.
- (2) Along with the installation of backflow devices, each property owner is required to test and maintain the devices in accordance with the current Minnesota Plumbing Code.

#### **420 Multiple Water Sources to a Property**

There are times when more than one water source is supplied to a property, either by a well line or a river line. MPS will allow a secondary water source as long as it meets these conditions:

- (1) The piping system for MPS' water must be entirely separate from the other source.
- (2) A required backflow preventer, as required by the current Minnesota Plumbing Code, must be installed.
- (3) The MPS Business Office must be notified of the secondary water source prior to implementation.

## **SECTION 500 – WATER METERS AND METERING**

### **501 Water Meter Required**

Any person, firm, or corporation taking water from MPS' water system is required to use a meter in order to measure the water used by the occupant of a residential, commercial, industrial, and other non-residential multiple unit buildings and property.

### **502 Multiple Unit Installations**

Whenever a multiple unit, residential, commercial, or industrial building is constructed and served by MPS' water system, the owner or its authorized agent shall submit to MPS, for approval, a set of drawings showing the proposed water service(s), a plumbing schematic for the building, and a tabulation of the plumbing fixtures to be installed.

### **503 Meter Ownership**

- (1) All water meters and metering-related equipment used for water are owned and maintained by MPS.
- (2) Sub-metering of water service is not allowed unless prior authorization is received from authorized MPS Water Division staff (e.g., Water Division Manager, Water Field Technician, or Water Construction and Maintenance Foreman).
  - a) Any existing installations of sub-meters will be grandfathered in until plumbing modifications occur—at which time, the sub-metering shall be eliminated.

### **504 Responsibility of Cost for Water Meter**

#### **504.1 3/4-Inch Water Meter and Smaller**

- (1) Water meters that are 3/4-inch and smaller in size will be furnished at no expense to the property owner. Repair, replacement, and testing of the water meter is the responsibility of MPS, except in cases that MPS believes neglect of the meter was caused by the property owner (e.g., frozen water meter, tampering, missing).

#### **504.2 Larger Than 3/4-Inch Water Meter**

- (1) Water meters larger than 3/4-inch will be supplied by MPS, but the original cost of the water meter will be billed to the property owner or its agent requesting water service. Repair, replacement, and testing of the water meter is the responsibility of MPS, except in cases that MPS believes neglect of the meter was caused by the property owner (e.g., frozen water meter, tampering, missing).

## **505 Meter Access**

- (1) MPS shall have the right to access the served premises at all reasonable times to install, read, inspect, maintain, or remove any water meter or metering-related equipment. If a customer denies MPS reasonable access to a water meter or metering-related equipment, water service may be disconnected until reasonable access is granted. A reconnection of the service will be at the expense of the customer.
- (2) If a customer does not furnish a protected, suitable location for a meter, MPS may refuse connection of the premises to MPS' water system. A protected and suitable location may be, but is not limited to, a sheltered building from the elements with heat and easy access to the water meter or metering-related equipment for installation, reading, inspecting, maintaining, or removing any water meter or metering-related equipment.
- (3) MPS also requires that the meters must be installed in accordance with the current Minnesota Plumbing Code.
- (4) MPS does not allow the installation of water meters or metering-related equipment in any below-grade metering pits or vaults.
  - a) Any meters currently installed in any below-grade metering pits that do meet all requirements in the Minnesota Plumbing Code, except for connections to storm or sanitary sewer systems, will be grandfathered in until any improvements are made. At which time, the property owner will be required to comply with this regulation.
  - b) Any meters currently installed in any below-grade metering pits that do not meet the requirements regarding the connection to storm or sanitary sewer systems shall be corrected within 45 days of being notified by the City Building Codes Department and MPS. If the property owner refuses to resolve the issue, MPS has the right to disconnect the water service until the issue is resolved.

## **506 Meter Installation**

### **506.1 Location and Number**

- (1) In a single-family residence and residential multiple-unit buildings in which the individual units and underlying property are to be under individual ownership, the meter shall be installed in the residence/unit being served.
- (2) Any meter installed to serve individual manufactured homes will be the responsibility of the development owner to own and maintain. MPS will not be responsible for any reading or maintenance of these installed meters. In manufactured home developments, MPS requires that a master meter be installed that services the entire

development. The master meter is the ending point for any responsibility of MPS for operation and maintenance in manufactured home developments.

- (3) In all other buildings not listed in (1) and (2) of 506.1, water meter(s) shall be located in a single common area readily accessible to MPS without entering an individual unit.
- (4) All existing meter installations are grandfathered in, except installations that MPS deems as unsafe for the operation, reading, or maintenance; installations that may cause damage to MPS' metering and/or metering-related equipment; and any meter installation that is not in accordance with the current Minnesota Plumbing Code.

#### 506.2 Installation Requirements Water Meters

- (1) Property owners are responsible for providing a suitable location in the internal plumbing system for the installation of a water meter and/or metering-related equipment.
- (2) Only the following may be connected to a water service ahead of the meter:
  - a) A private fire protection system that has approved backflow prevention devices attached to it in accordance with the current Minnesota Plumbing Code and also in accordance with these Rules.
  - b) An irrigation line that is metered separately from the domestic water supply. This irrigation line still needs to meet all current requirements in relation to backflow prevention devices outlined in the current Minnesota Plumbing Code.
- (3) Water meter(s) shall be installed in accordance with the current Minnesota Plumbing Code. (See Exhibit A in Appendix 2 for proper installation requirements for meters 1-inch and smaller.) The pipe and meter shall be rigidly supported in order to prevent vibration when the meter operates.
- (4) The water meter shall be readily accessible. An unobstructed area extending not less than 24 inches above the meter and on all sides and the front of the meter shall be provided to permit MPS to easily read and maintain the meter and operate the meter stop valves. During the installation, MPS has the right to refuse water service and installation of a meter unless these requirements are met.
- (5) All water meter(s) shall have the appropriate water supply control valves installed in the dwelling in accordance with the current Minnesota Plumbing Code.
- (6) It is the responsibility of the property owners to properly maintain all meter stop valves.
- (7) In newly-constructed buildings, the water meter(s) shall be installed immediately after the water service is flushed.

- (8) The curb stop or gate valve in front of the property shall remain off until an order is received at the MPS Business Office for the installation of a new water meter.

#### **506.3 Additional Installation Requirements for Water Meters Larger than 1-Inch**

- (1) A bypass (sized with the ability to provide water to service a customer during maintenance of the water meter) shall be installed for all meters larger than 1-inch. The bypass shall have a stainless steel ball valve installed on both sides of the meter. This is for the ability to switch the water service to bypass while maintenance of the meter is conducted.
- (2) At all times, the bypass shall be chained and locked with an MPS lock and key. There shall not be any operation of the bypass unless previously authorized by MPS. If the chain or lock is broken for any reason, the property owner must notify MPS within 24 hours.

#### **507 Remote Registers**

MPS is in the process of phasing out remote registers. A remote register shall be maintained for each water meter at premises until MPS furnishes a meter with an enclosed register (ERT) for automatic water meter reading.

#### **508 Automated Meter Reading (AMR) Devices**

- (1) All new water meter installations are required to have an ERT to facilitate remote meter reading.
- (2) MPS will furnish and install all AMR devices.
- (3) Any damage to AMR equipment that can be linked back to neglect by the property owner will be billed to the property owner.

#### **509 Meter Registration and Seals**

- (1) Meters must be sealed at all times. MPS prohibits anyone who is not an MPS employee from breaking the seal on a water meter.
- (2) Broken seals must be reported to MPS immediately. A fee will be assessed for the repair in accordance with the current MPS Rate Schedule.

#### **510 Temperature Relief Valves**

- (1) Temperature relief valves shall be installed in accordance with the current Minnesota Plumbing Code.
- (2) Any damage to MPS' water meters or metering-related equipment due to high-temperature water going through a water meter shall be the responsibility of the property owner. MPS will replace the water meter and bill the property owner for the replacement meter.

- (3) MPS reserves the right to discontinue water service to a property until the proper installation of a temperature relief valve in accordance with the current Minnesota Plumbing Code.

### **511 Maintenance, Repairs, and Replacements**

- (1) MPS maintains all water meters used to determine MPS' water billings.
- (2) MPS will repair or replace any meter that MPS believes needs to be repaired or replaced at no cost to the property owner.
- (3) Any repair or replacement expense caused by actions, neglect, or carelessness of the owner or occupant of the premises will be charged to either the customer or the owner of the premises.

### **512 Removal of Water Meter from Property**

- (1) The owner of a property is required to give notice to MPS to remove an installed water meter if it is required to be removed for remodeling or demolition of a property, or when a service is discontinued and the water meter is no longer needed.
- (2) Access to the meter must be provided so that the meter can be removed.
- (3) The owner of the property is responsible for the meter and, if the meter is lost, will be required to pay for the cost of the meter at the actual value of a newly-installed meter.

### **513 Tampering with Water Meter or Metering-Related Equipment**

- (1) If MPS determines that a water meter has been tampered with, the water bill will be estimated for that period and the meter will be repaired and tested.
- (2) The cost of the repair, replacement, and testing of the meter will be billed to the property owner responsible for the tampering.
- (3) After the first tampering, the account will be flagged for a monthly review. If MPS continues to suspect tampering with the water meter or metering-related equipment, MPS has the right to disconnect water service and file a police report with the City of Moorhead Police Department.

### **514 Meter Testing**

- (1) MPS conducts testing on all 3-inch and larger water meters in the system based upon the AWWA-recommended testing schedule for water meters (See Table 2). The cost of these regular meter tests are included in the monthly meter charge that is billed to the customer.

- (2) MPS will also test smaller meters (smaller than 2 inches) at the request of a customer. If the meter is determined to accurately measure within (+/-) 2 percent of 100 percent, MPS will charge the customer for labor costs associated with testing the meter.
- (3) If the meter is not accurately measuring water usage, MPS will either repair or replace the meter at no cost to the customer. If MPS determines that the cause of the damage to the meter is caused by customer neglect, the cost of the repair or replacement will then be billed to the customer at the actual cost of the repair or replacement of the meter.
- (4) If the meter is over-recording water usage, MPS will refund the customer according to the Policy on Billing for Overcharges and Undercharges, which is included in Appendix 3.
- (5) If the meter has been under-recording water usage, MPS may back bill a determined amount of under-recorded usage based upon MPS' Policy on Billing for Overcharges and Undercharges, which is included in Appendix 3.

**Table 2: AWWA Recommended Testing Schedule**

<b>Meter Size</b>	<b>Interval Between Test (Years)</b>
3"	3
4"	2
6"	1
8"	1



## **SECTION 600 – FIRE HYDRANTS**

### **601 Fire Hydrant Materials**

Both public and private fire hydrants installed in the city limits of Moorhead and in Oakport Township shall meet MPS’ “Standard Specifications for Water Utility Construction,” unless otherwise approved by authorized MPS Water Division Staff (e.g., Water Division Manager, Water Field Technician, or Water Distribution Supervisor).

### **602 Installation of New Public Fire Hydrant in Existing Development or on Existing Watermain**

- (1) Any new installation of a hydrant within an existing development or on an existing watermain shall conform to MPS’ “Standard Specifications for Water Utility Construction.”
- (2) Any installation of a new hydrant will require the owner, or its authorized agent, to obtain an MPS Water Tapping or Modification Permit, which is outlined in Section 410 of these Rules.
- (3) Locations of such hydrants shall be approved by MPS for public hydrants and the Moorhead Fire Department for private hydrants.

### **603 Relocation of Existing Public Fire Hydrants**

- (1) Public fire hydrants may be relocated at the requestor’s expense if approved by MPS.
- (2) If the requestor requests that a private contractor relocate the public hydrant, the requestor, or its private contractor, shall obtain an MPS Water Tapping or Modification Permit, which is outlined in Section 410 of these Rules.
- (3) Prior to the relocation of a public fire hydrant, MPS shall approve the new location.
- (4) If the owner requests that MPS perform the relocation of the hydrant, the expense will be billed to the owner that requests the relocation.

### **604 Hydrant Use Permit**

It is the policy of the Moorhead Public Service Commission to minimize the use of hydrants for non-fire protection usage, and when necessary, to require a lease agreement for the use of a hydrant in order to access MPS’ potable water resources. The Moorhead Public Service Commission believes that a policy is necessary to ensure the security, integrity, and safe use of the water system to protect infrastructure and recover costs associated with the services provided.

### **605 Maintenance of Private Hydrants**

The State of Minnesota Fire Code requires that all private hydrants be inspected on an annual basis to ensure that, when needed, the hydrants in the city of Moorhead are operational.

#### 605.1 Annual Inspection

- (1) All private hydrants (hydrants within private property) are required to be inspected at least once during a 12-month period. The Moorhead Fire Department (MFD) will conduct the inspection at no cost to the property owners.
- (2) All private property owners with private hydrants located within the property will be required to submit the required documentation that allows the MFD access to conduct the inspection and acknowledges that any repairs will be the responsibility of the property owner.
- (3) Any documented deficiencies found by the annual inspections conducted by the MFD must be repaired within a specified period of time determined by the MFD. If the repairs are not done within a specified period of time, the property owners could be subject to an administrative fine issued by the City and the MFD.

#### 605.2 Approved, Licensed, and Bonded Contractor

- (1) Any repairs or replacement required on private hydrants must be done by a licensed and bonded contractor with the City. The reason MPS requires licensed and bonded contractors to perform the work is to ensure the safety of the remainder of the distribution system when repairs are done on private hydrants.
- (2) All costs associated with repairs and/or replacement of hydrants within private property will be the responsibility of the property owner.

## **SECTION 700 – PRIVATE FIRE PROTECTION SYSTEMS**

### **701 Connection to City Watermains**

- (1) Connection of any private exterior or building interior fire protection or extinguishing system to an MPS watermain requires MPS approval.
- (2) Complete plans and specifications for private fire protection systems to be connected to an MPS watermain shall be submitted to the Moorhead Building Codes Department, MPS, and the Moorhead Fire Department for review and approval. All such systems shall conform to the latest Minnesota and City plumbing and fire protection codes.
- (3) Private fire hydrants shall meet MPS' "Standard Specifications for Utility Construction," unless otherwise approved by authorized MPS Water Division staff (e.g., Water Division Manager, Water Field Technician, or Water Construction and Maintenance Foreman).

### **702 Modifications**

- (1) Complete plans and specifications for any modifications or additions to an existing private fire protection or fire extinguishing system connected to an MPS watermain shall be submitted to the City's Building Codes Department, MPS, and the Moorhead Fire Department for review and approval.
- (2) No modifications or additions to, or alteration of, the systems shall be made without written permission from the City and MPS.
- (3) Any such changes shall conform to the latest State and City plumbing and fire protection codes.

### **703 Metering of Fire Service**

The owner of a property protected by a private fire protection system connected to an MPS watermain shall, if directed to do so by MPS, install a meter (furnished by MPS) on the fire service at the property owner's expense.

### **704 Unauthorized Fire Service Use**

If water from a fire service is being wasted or used for purposes other than fire protection, the owner or occupant will be notified and a charge may be made for the estimated amount of water used. If such improper conditions are not corrected within ten days, the water service may be disconnected until proper corrections are made.

### **705 Notifications of Broken Seal**

If fire service seals are broken for any reason, the owner or occupant must notify MPS within 24 hours.

#### **706 Size Limitation on Private Fire Protection Services**

- (1) MPS reserves the right to limit the size of fire protection services.
- (2) If the owner requires larger watermain to meet the latest State or City fire codes, the owner shall be responsible for all costs associated, but not limited to, replacement, upsizing of existing watermain, and extensions of watermain.

#### **707 Connection of Multiple Fire Services**

If more than one fire service is located within a property, the connection of the multiple fire services must be approved by MPS.

## **SECTION 800 – IRRIGATION SYSTEMS**

### **801 Metering of Irrigation Systems**

- (1) Customers have two options for metering irrigation systems.
  - a) Option 1: No Additional Meter—everything gets metered by the domestic water meter.
  - b) Option 2: Separate Meter parallel to the domestic water meter. This requires an additional water meter that would be provided by MPS and read by MPS. This additional meter will be treated as another meter that incurs charges as outlined in Section 300
- (2) Existing installations with sub-meters will be grandfathered in until such time plumbing modifications are made in which these installations will need to be corrected to either of the options outlined above.
- (3) Existing sub-meters shall be the responsibility of the property owner to maintain and read the readings from the meter and report these readings to the City's Wastewater Department for credits on accounts.

### **802 Backflow Prevention**

A backflow prevention device is required on all irrigation systems required by the current Minnesota Plumbing Code.

## **SECTION 900 – CROSS CONNECTIONS**

<Not Used at This Time>

## **SECTION 1000 – APPENDICES**

### **Appendix 1 – Forms and Miscellaneous Documents**

Application for Water Tapping or Modification Permit

Summary of MPS' Plan to Respond to Water Supply Shortages

### **Appendix 2 –Diagrams**

Residential Service Ownership

Watermain Multi-Unit Residential/Commercial/Industrial Tap

Multi-Unit Residential/Commercial/Industrial Bypass Options

Multi-Unit Residential/Commercial/Industrial Meter Setting Details

### **Appendix 3 – MPS Commission Policies**

Policy on Deposits

Policy on Collection of Past Due Accounts

Policy on Billing for Overcharges and Undercharges

Policy on Hydrant Use

## **APPENDIX 1**

### **FORMS AND MISCELLANEOUS DOCUMENTS**

#### **Name of Form**

Application for Water Tapping or Modification Permit

Summary of MPS' Plan to Respond to Water Supply Shortages





# APPLICATION FOR WATER TAPPING OR MODIFICATION PERMIT

## General Information:

Date of Application:	<input type="text"/>	Start Date of Work:	<input type="text"/>	Completion Date:	<input type="text"/>
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## Type of Work to Be Performed:

<input type="checkbox"/> Service Tap (3/4" Smaller)	<input type="checkbox"/> Service Tap (3/4" Larger)	<input type="checkbox"/> Disconnect Service	<input type="checkbox"/> Modify Location of Hydrant	<input type="checkbox"/> Install New Hydrant
<input type="checkbox"/> Modify Location of Valve	<input type="checkbox"/> Install New Valve	<input type="checkbox"/> Extend Watermain	<input type="checkbox"/> Remove Watermain	<input type="checkbox"/> Other (Please Explain)
Other	<input type="text"/>			

## Work Performed for:

Customer Name:	<input type="text"/>	Service Address:	<input type="text"/>	Contact Information:	<input type="text"/>
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## Contractor Information:

Company Name:	<input type="text"/>	Billing Address:	<input type="text"/>		
Office Contact Name:	<input type="text"/>	Office Contact Number:	<input type="text"/>	City of Moorhead Bond:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Field Contact Name:	<input type="text"/>	Field Contact Number:	<input type="text"/>	Required Insurance:	<input type="checkbox"/> Yes <input type="checkbox"/> No

## Detailed Project Information:

Detailed Description of Work to be Performed:	<input type="text"/>
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Detailed Sketch (Watermain Extension Requires Plans Signed by Professional Engineer)	<input type="text"/>
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**Materials Used (For Moorhead Public Service Use Only):**

Watermain Pipe	<input type="checkbox"/> Meets ASTM D-1784, Class 12454	<input type="checkbox"/> Blue Color	<input type="checkbox"/> NSF 61	<input type="checkbox"/> 12" Smaller-C900 Class 235, DR 18	<input type="checkbox"/> 12" Larger-C905 Class 235, DR 18
Watermain Fittings	<input type="checkbox"/> All Fittings Ductile Iron (All Sizes)	<input type="checkbox"/> Meet AWWA C-153	<input type="checkbox"/> Attached Using Restraint Device	<input type="checkbox"/> All Bolts Stainless Steel	<input type="checkbox"/> Interior Meet AWWA C-104
Gate Valves	<input type="checkbox"/> Resilient-Seated Gate Valves	<input type="checkbox"/> Mechanical Joint (No Push On)	<input type="checkbox"/> 2" Operating Nut	<input type="checkbox"/> Coating AWWA C-550	<input type="checkbox"/> All Bolts Stainless Steel
Tapping Sleeves/Valves	<input type="checkbox"/> Valves Meet AWWA C-509	<input type="checkbox"/> Sleeves shall be Stainless Steel	<input type="checkbox"/> Bolted Stainless Steel Band Type	<input type="checkbox"/> Service Lines Meet ANSI/AWWA C-800	<input type="checkbox"/> Full Half Circle Gaskets
Fire Hydrants	<input type="checkbox"/> Meet AWWA C-502	<input type="checkbox"/> Minimum 22-inch Traffic Flange	<input type="checkbox"/> Maximum Bury Depth 9'-0"	<input type="checkbox"/> 2-2 1/2" Connections/ 1-5" Storz Connection	<input type="checkbox"/> Waterous WB-67 "Pacer"
Service Connections	<input type="checkbox"/> Meets ANSI/AWWA C800-05	<input type="checkbox"/> Stainless Steel, Double Bolt Service Saddles	<input type="checkbox"/> Stainless Steel Washers	<input type="checkbox"/> Romac 304, Ford FS 303, Powerseal 3412AS	<input type="checkbox"/> Cascade CSC-1 and CSC-2
One-Inch Water Services	<input type="checkbox"/> Corporations: Mueller Co. H-15000	<input type="checkbox"/> Curb Stop: Mueller Oriseal Design	<input type="checkbox"/> Curb Stop: Minneapolis Base	<input type="checkbox"/> Curb Box: Mueller H-10302, Cast Iron Plug	<input type="checkbox"/> Copper Pipe: Type K
One and Half Inch Water Services	<input type="checkbox"/> Corporations: Mueller Co. H-15000	<input type="checkbox"/> Curb Stop: Mueller Oriseal Design	<input type="checkbox"/> Curb Stop: Minneapolis Base	<input type="checkbox"/> Curb Box: Mueller H-10304, Cast Iron Plug	<input type="checkbox"/> Copper Pipe: Type K
Two Inch Water Services	<input type="checkbox"/> Corporations: Mueller Co. H-15000	<input type="checkbox"/> Curb Stop: Mueller Oriseal Design	<input type="checkbox"/> Curb Stop: Minneapolis Base	<input type="checkbox"/> Curb Box: Mueller H-10304, Cast Iron Plug	<input type="checkbox"/> Copper Pipe: Type K

**As-Built Information (For Moorhead Public Service Use Only):**

As-Built Sketch	
Comments	

**Required Signatures and Approvals**

Contractor Representative:		Date	
MPS Water Division Field Representative:		Date	
MPS Water Distribution Engineer:		Date	

**Warranty Information( For Moorhead Public Service Use Only)**

Construction Completion Date:		Final Inspection Date:		Warranty End Date:	
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## **SUMMARY OF MPS' PLAN TO RESPOND TO WATER SUPPLY SHORTAGES**

The response to a water supply shortage in Moorhead Public Service's (MPS') water service area will be in accordance with MPS' Water Emergency and Conservation Plan (Plan). MPS submitted this Plan to the Minnesota Department of Natural Resources (DNR) in 2006. MPS received approval for the current Plan in 2009. The Plan is updated every ten years according to state regulations.

Part II of this Plan is the emergency response plan for water emergencies such as vandalism, sabotage, contamination, mechanical failures, power failures, droughts, floods, and natural disasters. Demand reduction triggers and actions are described in the following table:

<b>Condition</b>	<b>Trigger(s)</b>	<b>Action</b>
Stage 1 (Mild)	1. Surface water flow less than 150 cfs; or 2. Water demand approaches 80 percent of treatment facility capacities	1. Mandatory odd/even watering restrictions 2. Public informed of water supply status
Stage 2 (Moderate)	1. Mandatory restrictions in Stage 1 do not meet demand reduction goals; or 2. Surface water flow less than 100 cfs; or 3. Water demand approaches 85 percent of treatment facility capacities; or 4. Finished water storage drops below 3 MGD	1. Continue actions from the previous stage 2. Prohibit all irrigation and other non-essential outdoor uses between 8 AM and 10 PM 3. Communicate mandatory restrictions to public 4. Public education on conservation practices 5. Prohibit water waste including gutter flooding, leaks, and sprinkling on sidewalks and driveways
Stage 3 (Severe)	1. Surface water flow less than 50 cfs and Orwell reservoir levels declining; or 2. Major loss of treatment plant capacity; or 3. Major security breach	1. Ban all outdoor and non-essential water usage 2. Perform leak survey 3. Daily media contact with consumers 4. Daily monitoring of well levels 5. Rescind hydrant permits 6. Reduce firefighting training exercises 7. Reduce street cleaning and flushing with water 8. Communicate mandatory restrictions to public 9. Public education on conservation practices

Final Stage (Critical Water Deficiency)	1. Executive Order by Governor and as provided in above triggers; or 2. Groundwater levels declining	1. Implement reduction in customer groups in accordance to MN DNR water use priorities local priorities 2. Inform the public of the water use reductions
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### **Minnesota Water Usage Priorities**

The priority of water uses for the State of Minnesota is in accordance with the DNR Priority Allocation Program. The priorities of uses are as follows:

Priority 1: Domestic water supply

Priority 2: Consumptive less than 10,000 gallons/day

Priority 3: Agricultural irrigation and processing of agricultural products

Priority 4: Power production

Priority 5: Consumptive uses in excess of 10,000 gallons/day

Priority 6: Non-essential uses

### **Public Notification**

Since the public must be well informed about drought conditions, MPS e-mails or faxes all press releases to all radio, television, and print media in the Fargo-Moorhead area.

### **Penalties for Verified Non-Compliance of Reduction Measures During Water Shortage**

The penalties for verified non-compliance of water reduction strategies during a water emergency are shown in the following table:

<b>Violation Occurrences</b>	<b>Stage 1 and 2</b>	<b>Stage 3</b>
First Violation	Written warning via regular mail.	Written warning via certified mail.
Second <sup>1</sup> Violation 24 hours after mailing notice	Written warning via certified mail.	Surcharge - \$25 Written warning delivered by utility representative.
Third <sup>1</sup> Violation 24 hours after delivered notice	Flow restrictor (1 gpm) <sup>2</sup> installed for 48 hours. Installation and removal charges assessed.	Surcharge - \$50 Flow restrictor (1 gpm) <sup>2</sup> installed for 48 hours. Installation and removal charges assessed.

<sup>1</sup> Within one year of first occurrence

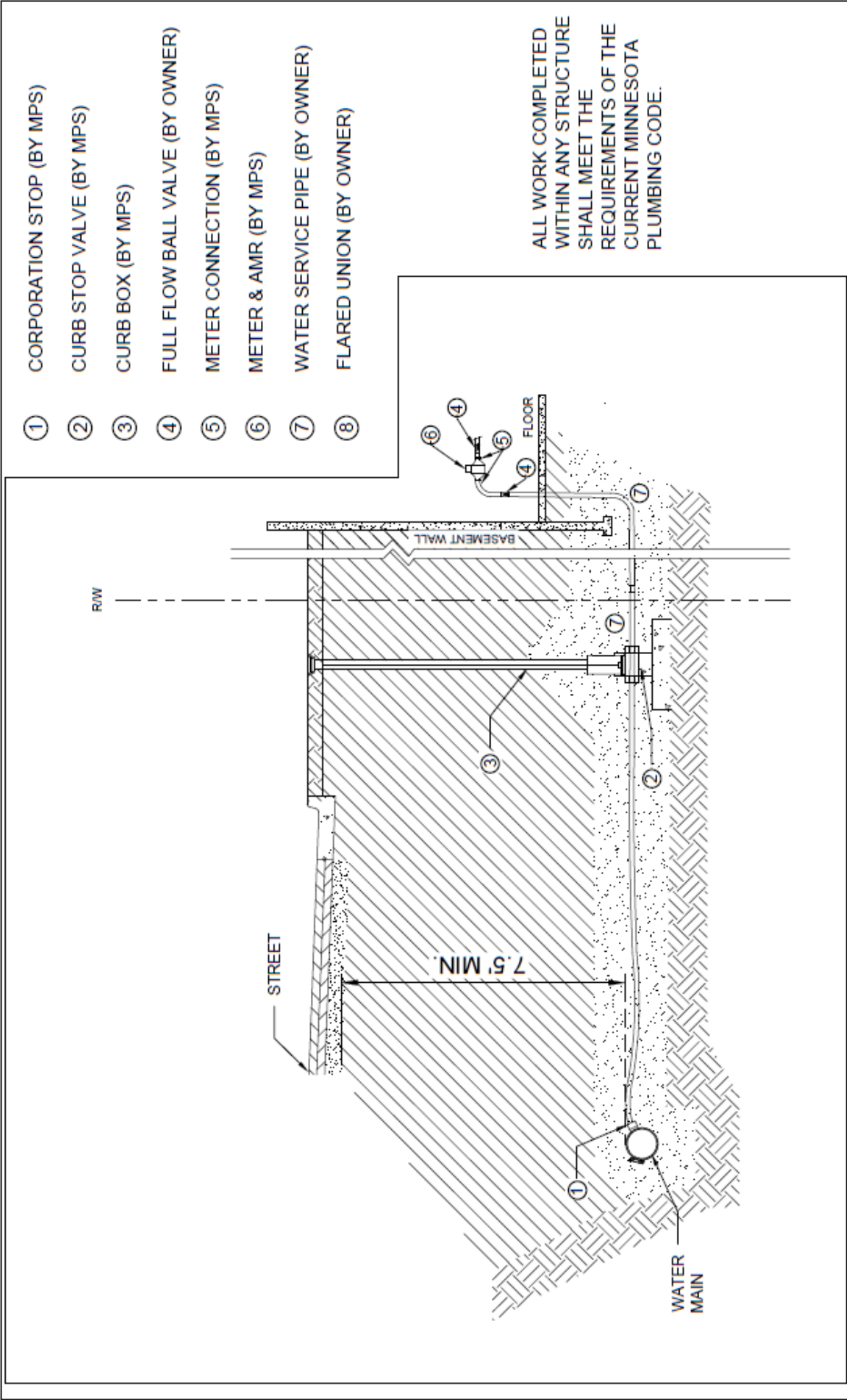
<sup>2</sup> Residential ONLY

A brief overview of some of the key elements for a water emergency have been provided in this information. For more complete information on the Plan, please contact MPS' Water Division Manager, Water Plant Supervisor, or Water Field Technician.

## **APPENDIX 2**

### **DIAGRAMS**

<b><u>Exhibit</u></b>	<b><u>Name of Exhibit</u></b>
A	Residential Service Ownership
B	Watermain Multi-Unit Residential/Commercial/Industrial Tap
C	Multi-Unit Residential/Commercial/Industrial Bypass Options
D	Multi-Unit Residential/Commercial/Industrial Meter Setting Details



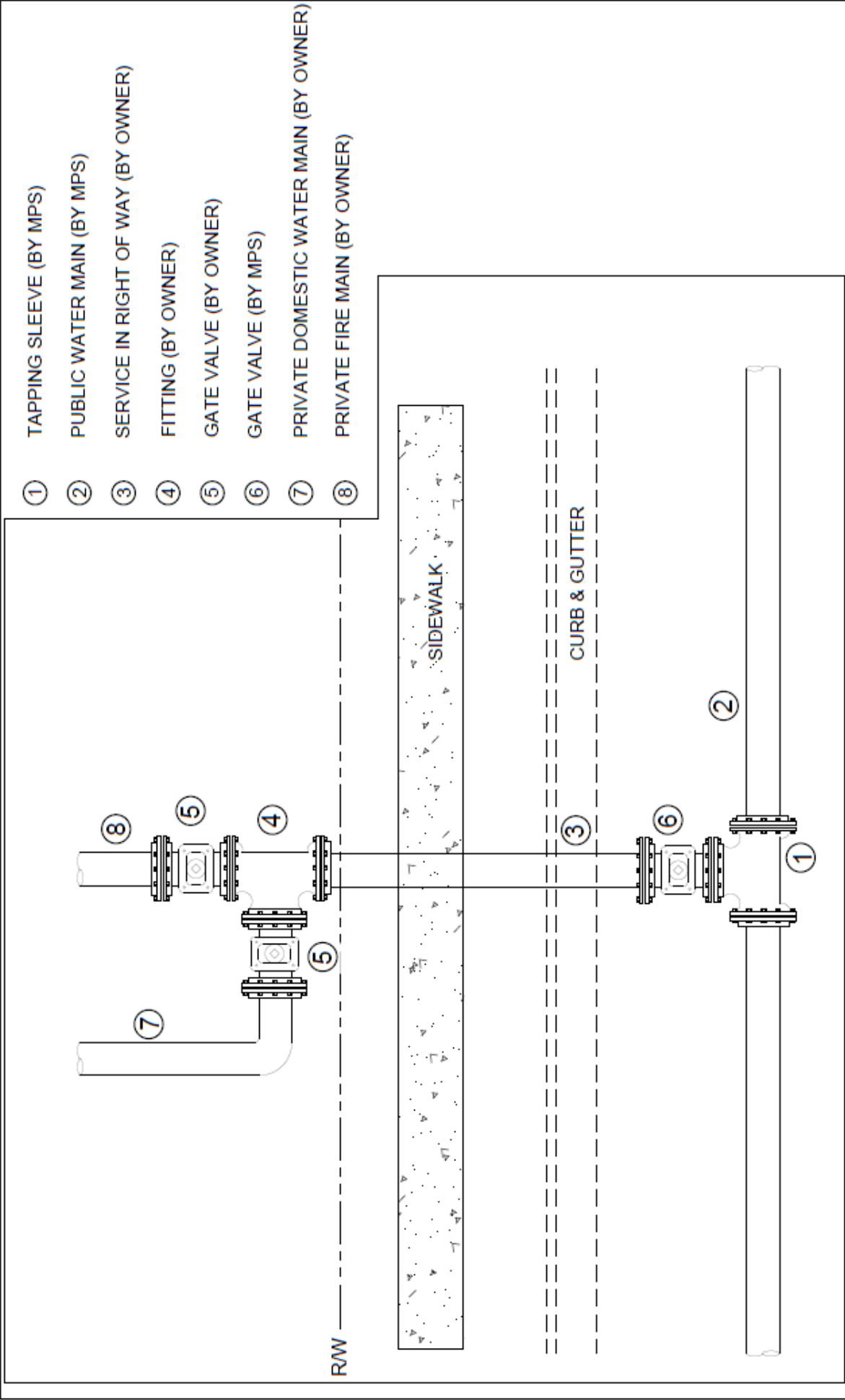
ALL WORK COMPLETED  
WITHIN ANY STRUCTURE  
SHALL MEET THE  
REQUIREMENTS OF THE  
CURRENT MINNESOTA  
PLUMBING CODE.

**RULES AND REGULATIONS: RESIDENTIAL SERVICE OWNERSHIP**

**MOORHEAD PUBLIC SERVICE STANDARD DETAILS**

**Ex. A**



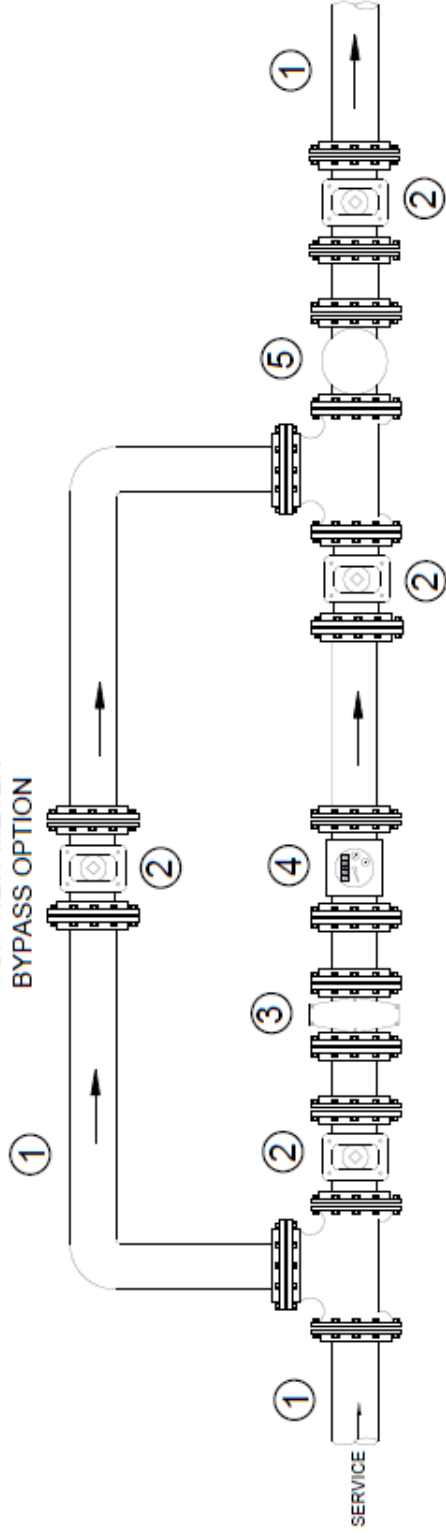


**RULES AND REGULATIONS: WATER MAIN MULTI- UNIT  
RESIDENTIAL/COMMERCIAL/INDUSTRIAL TAP**

**MOORHEAD PUBLIC SERVICE STANDARD DETAILS**

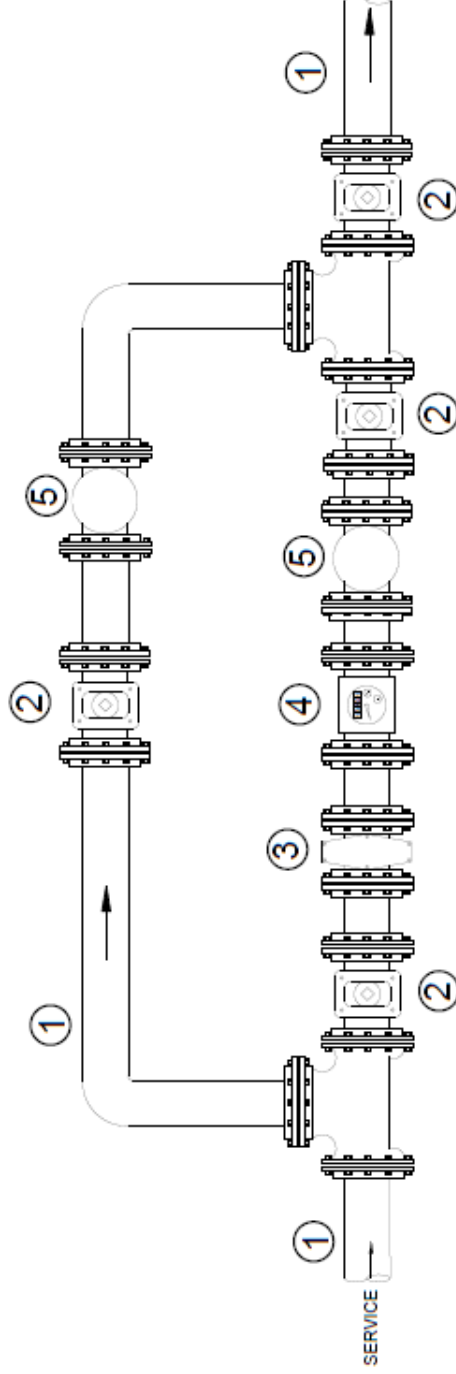
**Ex. B**

TOP VIEW METER  
BYPASS OPTION



- ① SERVICE PIPING (BY OWNER)
- ② STAINLESS STEEL BALL VALVE (BY OWNER)
- ③ METER STRAINER (BY OWNER)
- ④ METER (BY MPS)
- ⑤ BACK FLOW PREVENTER (BY OWNER)

TOP VIEW SYSTEM  
BYPASS OPTION

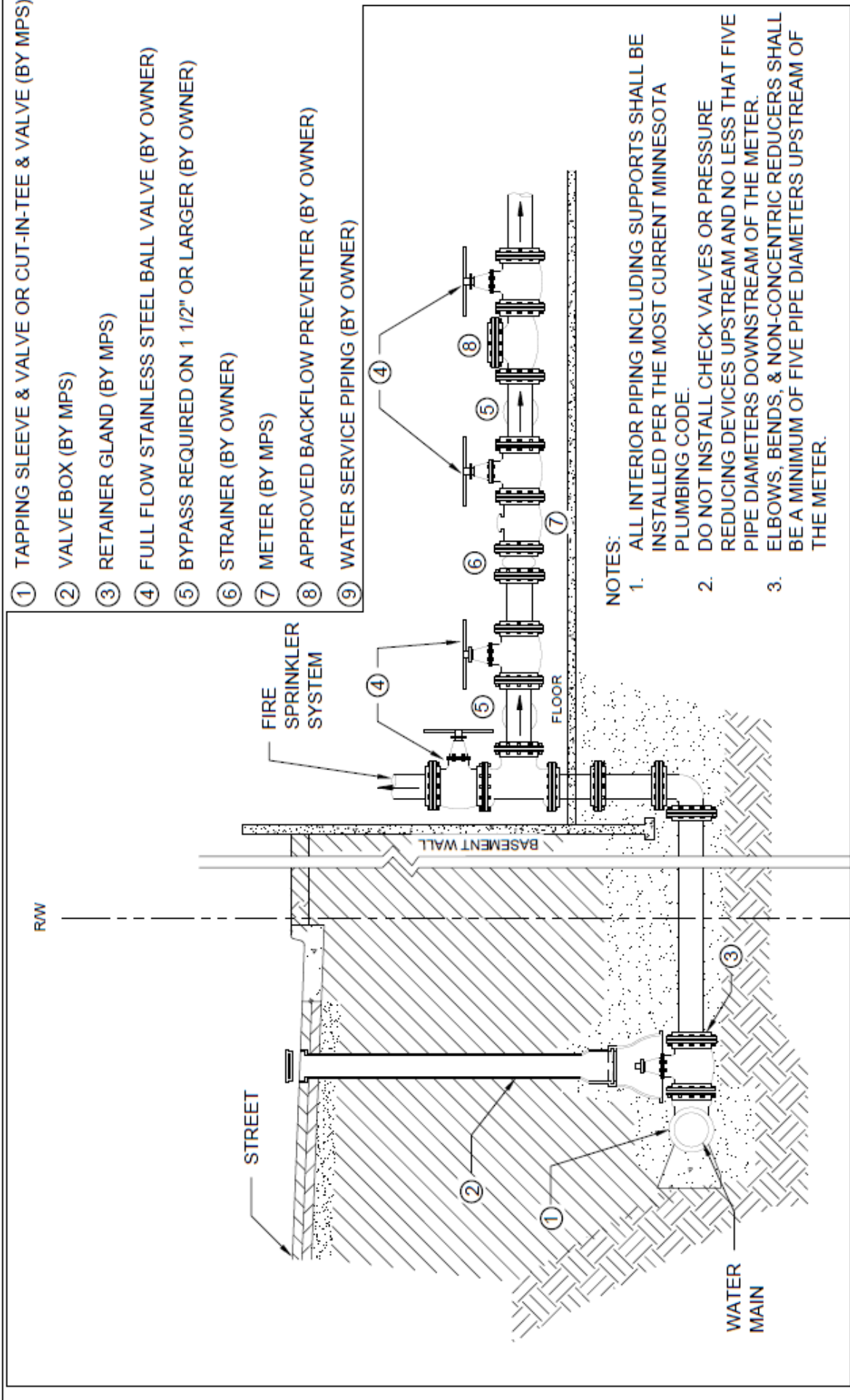


**RULES AND REGULATIONS: MULTI-UNIT RESIDENTIAL / COMMERCIAL /  
INDUSTRIAL BYPASS OPTIONS**

**MOORHEAD PUBLIC SERVICE STANDARD DETAILS**

**Ex. C**





RULES AND REGULATIONS: MULTI-UNIT RESIDENTIAL / COMMERCIAL /  
 INDUSTRIAL METER SETTING DETAILS

MOORHEAD PUBLIC SERVICE STANDARD DETAILS

Ex. D

**APPENDIX 3**  
**MPS COMMISSION POLICIES**

**Policy Title**

Policy on Deposits

Policy on Collection of Past Due Accounts

Policy on Billing for Overcharges and Undercharges

Policy on Hydrant Use

## MOORHEAD PUBLIC SERVICE COMMISSION POLICY

**Policy Title:** Deposits

**Explanation:** Outlines the Moorhead Public Service Commission's policy for requiring a customer deposit

**Date of Adoption:** 06/29/99

**Amended:** 12/14/04, 5/27/15

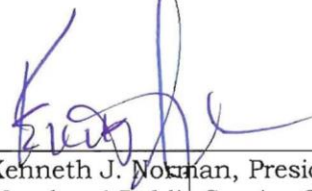
### **Policy:**

It shall be the policy of the Moorhead Public Service Commission to keep losses from credit sales to a minimum. Consequently, there will be times when the Moorhead Public Service Commission shall require a customer to pay a security deposit.

### **Accordingly,**

- A. Security deposits shall be required from customers who:
  - 1. Left Moorhead Public Service with a past due balance and returns to re-establish service with Moorhead Public Service.
  - 2. Have been disconnected for an unpaid bill.
  - 3. Misrepresent their identity.
- B. Security deposit amounts shall be:
  - 1. Residential Deposit. This deposit is set annually on June 1 and shall be based on the average monthly billing for rental properties for the period from January 1 through March 31. This deposit is rounded down to the nearest \$5 increment.
  - 2. Non-Residential Deposit. This deposit is determined for each service location and is equal to one month's estimated service.
- C. Security deposits will earn interest at a rate no higher than the rate set by Minnesota statute. Interest will be credited to a customer's account as near to the end of December as is practicable.
- D. Security deposits are non-transferable from one customer to another. A customer deposit always stays with the customer who made the deposit.
- E. Security deposits, together with any accrued interest, will be refunded and applied to customer account balances after nine consecutive months of acceptable payment history, or be applied to the customer's final bill when leaving MPS' service area.

**REVISED BY THE MOORHEAD PUBLIC SERVICE COMMISSION MAY 27, 2015.**

A handwritten signature in blue ink, appearing to read "Ken Norman", written over a horizontal line.

Kenneth J. Norman, President  
Moorhead Public Service Commission

A handwritten signature in blue ink, appearing to read "William E. Schwandt", written over a horizontal line.

William E. Schwandt, General Manager  
Moorhead Public Service

## MOORHEAD PUBLIC SERVICE COMMISSION POLICY

**Category:** Administrative/Financial Viability

**Policy Title:** Collection of Past Due Accounts

**Explanation:** Authorizes Moorhead Public Service staff to adopt collection procedures and practices

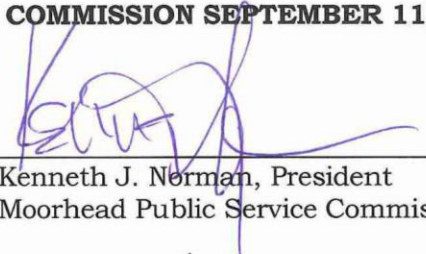
**Date of Adoption:** 5/12/90

**Amended:** 1/12/99, 10/9/01, 3/30/04, 9/11/12

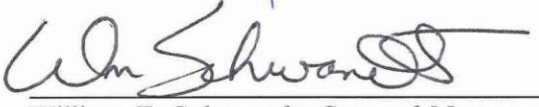
### Policy:

It shall be the policy of the Moorhead Public Service Commission to protect the utility against unreasonable losses due to the uncollectibility of its charges for services. In order to provide a reasonable means for the collection of these charges and in keeping with its responsibility "for the control, management, and operation" of the utility services authorized by the Moorhead City Charter, the Moorhead Public Service General Manager shall ensure that collection procedures and practices are consistent with sound business principles, in compliance with Moorhead Public Service Commission policy, and in compliance with legislative requirements.

**AMENDED BY THE MOORHEAD PUBLIC SERVICE COMMISSION SEPTEMBER 11, 2012.**



Kenneth J. Norman, President  
Moorhead Public Service Commission



William E. Schwandt, General Manager  
Moorhead Public Service

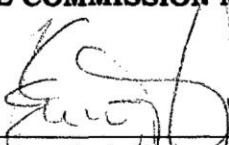
## MOORHEAD PUBLIC SERVICE COMMISSION POLICY

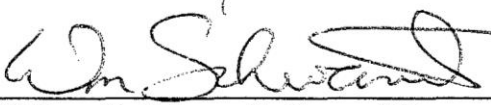
<b>Category:</b> Administrative/Financial Viability	<b>Policy Title:</b> Billing for Overcharges and Undercharges
<b>Explanation:</b> Authorizes Moorhead Public Service staff to establish billing procedures for errors in charges for service	
<b>Date of Adoption:</b> 9/28/87	<b>Amended:</b> 9/12/88, 5/25/93, 12/18/01, 3/30/04

### Policy:

It shall be the policy of the Moorhead Public Service Commission to authorize Moorhead Public Service staff to establish policies and procedures to handle overcharges and undercharges fairly, reasonably, and in accordance with appropriate laws or statutes, such as the Minnesota Energy Security and Reliability Act of 2001.

**REVISED BY THE MOORHEAD PUBLIC SERVICE COMMISSION MARCH 30, 2004.**

  
Kenneth J. Norman, President  
Moorhead Public Service Commission

  
William E. Schwandt, General Manager  
Moorhead Public Service

**Guidelines:**

**A. Overcharges.**

1. Moorhead Public Service will make every effort to establish the date from which the overcharge began. If the exact date cannot be established with certainty, Moorhead Public Service staff shall confer with the customer in order to reach a fair beginning date.
2. The overcharge shall be calculated using the appropriate rates for the time period the billing error extended.
3. A refund may be paid by check or given as a credit.
4. Refunds due to former customers shall be paid by check and the check will be mailed to the former customer's last known address.
5. Refunds returned because the customer cannot be located shall be turned over to the State of Minnesota in accordance with the statutory waiting period of one year.

**B. Undercharges.**

1. The time period for which an undercharge will be calculated shall not exceed one year.
2. The customer shall be offered an agreement to repay the undercharge that covers a period equal to the time over which the undercharge occurred.

## MOORHEAD PUBLIC SERVICE COMMISSION POLICY

<b>Category:</b> Operational Policies/Rules and Regulations	<b>Policy Title:</b> Hydrant Use
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**Explanation:** Sets forth the Moorhead Public Service Commission's requirements for the use of hydrants for access to Moorhead Public Service's water resources

<b>Date of Adoption:</b> 10/30/07	<b>Amended:</b> 2/20/2018
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### Policy:

It is the policy of the Moorhead Public Service Commission (Commission) to minimize the use of hydrants for non-fire protection usage, and when necessary, to require a lease agreement for the use of a hydrant in order to access Moorhead Public Service's (MPS)' potable water resources. The Commission believes that a policy is necessary to ensure the security, integrity, and safe use of the water system to protect infrastructure and to recover costs associated with the services provided.

### Accordingly,

The Commission enacts the following requirements, regulations, and authority:

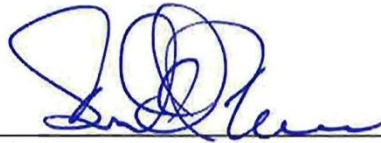
- A. Commercial users with a water tank and repetitive use are encouraged to establish a water filling account with MPS and use MPS' Bulk Water Filling Station(s).
- B. Current MPS customers requesting water from a hydrant for one to two days must adhere to the following guidelines:
  1. Residential usage, such as filling a residential pool or hockey rink, is allowed without a lease agreement or meter, subject to MPS' determination that the fill is feasible.
  2. Short-term commercial usage is allowed without a lease agreement or meter, subject to MPS' determination that the fill is feasible and the customer provides a backflow device.
- C. Commercial users requesting water from a hydrant for more than two days, or a non-MPS customer, must adhere to the following guidelines:
  1. Applicants must complete a lease agreement and make advance payment for meter installation charges and deposits (if required) prior to obtaining water from an MPS hydrant.
  2. Applicants may request an MPS hydrant meter and backflow device, or provide a meter and backflow device inspected, approved, and installed by MPS. Applicants providing their own meter shall pay an installation fee and a deposit to cover possible damage to the hydrant.



3. Applicants are responsible for damage to a hydrant and the loss of, or damage to, an MPS hydrant meter and backflow device. The lease agreement shall clearly state that the customer must protect the meter and backflow device.
  4. Identification and Deposits.
    - a. Non-MPS customers must provide a valid Minnesota or North Dakota state business license number and a business card when completing a lease agreement and are required to pay a meter deposit, based on meter size, prior to the installation of the meter.
    - b. MPS customers are eligible to lease a hydrant without providing a business license number and business card and are not required to provide a deposit for the meter and backflow device, but will be held responsible for any damages to the meter or hydrant.
    - c. Deposits:
      - \$1,000 for an MPS 3-inch meter.
      - \$100 for an MPS ¾-inch meter.
      - \$500 for customer-provided meter
  5. MPS installs, moves, and removes all meters on hydrants. The location of the hydrant for use shall be agreed upon in advance by MPS and the customer. Fees will be charged to install and move a meter.
  6. Hydrant users shall pay a metered hydrant rate for the volume of water used, plus a daily fee for the use of a hydrant.
  7. A customer who requires fire hoses or other equipment will be charged for MPS labor costs for set up, delivery, and removal of the hoses and other equipment.
  8. Customers should report usage from the hydrant meter monthly. The readings can be phoned in to customer service at 218.477.8000, Option 4, or faxed to 218.477.8020. The customer is responsible for contacting customer service at 218.477.8000, Option 4, when the meter/hydrant use is completed.
  - D. Non-City of Moorhead use for public fire protection is subject to identification of specific hydrants for such use and MPS' determination that the fill is feasible. The charge for hydrant availability will be the current Public Fire Protection Outside City rate, plus the metered hydrant rate for volume of water taken.
  - E. Hydrant usage charges are approved by the Commission annually and are included in MPS' Water Rates – Special Charges.
  - F. MPS staff has been granted the authority to administer violations and enforce fines for unauthorized use of hydrants by the Moorhead City Council (Council). The administrative penalties and fee schedules are approved and adopted by the Council annually, and include first, second, and third/repetitive violations.
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The General Manager or his/her designee may authorize City of Moorhead employees or Moorhead Police Officers to enforce these regulations.

**AMENDED BY THE MOORHEAD PUBLIC SERVICE COMMISSION ON FEBRUARY 20, 2018.**



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Chairman  
Moorhead Public Service Commission



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Secretary  
Moorhead Public Service Commission