

WATERTOWN MUNICIPAL UTILITIES

WATER DEPARTMENT POLICIES

INDEX

(Updated March 25, 2024)

-----

1. DEPARTMENT FACILITIES
  - CODE COMPLIANCE
  - ACCESS TO PROPERTY
  - LOCATING
  - OPERATION OF CUSTOMER OWNER FACILITIES
2. CUSTOMER FACILITIES
3. MEASUREMENT
  - UNIT OF MEASUREMENT
  - COST
  - LOCATION
  - MOBILE HOMES
  - ACCESS
  - ACCURACY
4. DELIVERY POINT
  - WATER MAINS
5. CONTINUOUS SERVICE
6. RATES
  - METER SIZE
  - PRIVATE FIRE SERVICE LINES
  - IRRIGATION
7. WATER SERVICE OUTSIDE CITY LIMITS

8. WATER HOOKUP POLICY
  - LOT SIZE ASSESSMENT
  - DUPLEX
  - MULTI-UNIT BUILDINGS
  - MINIMUM TAP SIZE
  - TAPPING SPECIFICATIONS
  - MATERIAL TYPE
  - BACKFLOW PROTECTION
  - REPLACEMENT SERVICES
  
- ~~9. FROZEN WATER SERVICE LINES~~
  - ~~- RUNNING WATER ELIMINATED~~
  
10. INSURANCE ON WATER TOWERS AND RESERVOIRS
  
11. WATERTOWER LEASE & MAINTENANCE FUND
  
12. FIRE SYSTEM CHARGE
  
13. LAKE KAMPESKA INLET/OUTLET WEIR
  
14. SYSTEM DEVELOPMENT
  
15. WATER SERVICE LINES
  
16. DAMAGE TO FACILITIES
  
17. ATTACHMENTS
  - \* SCHEDULE OF FEES

WATERTOWN MUNICIPAL UTILITIES  
WATER DEPARTMENT POLICIES

-----

Water service by the Water Department (Department) of the Watertown Municipal Utilities shall be provided under the following Policies:

1. DEPARTMENT FACILITIES (7678, 8000)

---

- 1.1 The requirements contained herein are the minimum requirements and in addition to compliance with these rules, all water installations must comply with the Unified Plumbing Code, Department of Agriculture and Natural Resources (DANR) and local requirements, and ordinances in force by the State and Municipality.
- 1.2 All water mains shall be installed in public rights-of-way. The Department shall provide water service from its mains. With the exception of the meter and any equipment associated with obtaining meter readings, all service lines, curb stops, valves, and other equipment beyond the Department's mains shall be the responsibility of the Customer for maintenance and/or replacement. Operation of curb stop valve, main valves including the corporation stop at the main, are to be operated only by the Department staff unless directed by Department prior to operation. The Department's liability for installation and maintenance shall terminate at its mains. Water sold and delivered by the Department shall not be resold by the Customer for an amount greater than the usage rate set by the Department.
- 1.3 In accordance with City Ordinance 20.0202 (4), Department representatives, when properly identified, shall have access to Customers' premises at all reasonable times for the purpose of reading meters, making repairs, making inspections, turning service on or off, removing Department property, or for any other purpose incident to the service.
- 1.4 The Customer is requested to call or notify the Department immediately when any of the Department's equipment appears unsafe or dangerous. This applies to

equipment inside or outside the Customer's premises and particularly to broken water mains. The Customer is requested, if possible, to post someone in a safe area in the vicinity of the dangerous location to warn individuals who may pass until the Department's representatives arrive.

- 1.5 Before being connected to the facilities of the Watertown Municipal Utilities, the Customer's installation shall comply with these policies, and with those of any other authority having jurisdiction. The Municipal Utilities reserves the right to refuse to connect a service where the Customer's installation does not comply with the provisions in this document.
- 1.6 The Watertown Municipal Utilities reserves the right to alter these policies in special cases where conditions warrant. Any departure from these policies will not be considered as establishing a precedent and will not be considered as a waiver of the Watertown Municipal Utilities rights to enforce any of these Regulations.
- 1.7 The Department will paint and/or flag the underground locations of all water mains in compliance with South Dakota Law Chapter 49-7A and Administrative Rules Article 20:25 when requested by the South Dakota One-Call system. The Department will attempt, to the best of our ability, to locate any service lines owned by the Customer, but will not be held responsible for any damages resulting in this practice.
- 1.8 The Department shall have the right to operate Customer curb valves for the purpose of disconnecting service, make repairs, or to eliminate a hazardous condition. The Department will not be responsible for any damage when operating curb valves.

## 2. CUSTOMER FACILITIES (6076)

---

- 2.1 Customer shall install and, at all times, maintain its piping, curb stops, valves and other equipment in conformity with good plumbing practice, and the requirement of the applicable codes.
- 2.2 The Department may at any time require Customer to make such changes in its equipment or piping or use thereof as may be necessary to allow Department to turn service off

and on, to eliminate any hazardous condition, or as may be necessary to remove any damaging effect which the operation of Customer's pipe or equipment may have on Department facilities or service. The Department shall have the right to terminate water service in the event of default of this provision.

- 2.3 The Department reserves the right, but assumes no duty, to inspect the Customer's installation. Any inspection of Customer's piping or equipment by the Department is for the purpose of eliminating unsafe or wasteful conditions, or avoiding unnecessary interruptions of service to its Customers, and for no other purpose, and shall not be construed to impose any liability upon the Department by reason thereof. The Department shall not be liable or responsible for any loss, injury, or damage which may result from the use of, or defects in Customer's piping or equipment.
- 2.4 Occasionally the Department may make emergency and/or temporary repairs to the Customer's equipment to allow the Customer to continue their operations, with the understanding that permanent repairs must be made by the Customer as soon as possible. If such repairs are not made within the period agreed to, the Department reserves the right to disconnect service until permanent repairs have been made. The Customer will be billed for this service.

### 3. MEASUREMENT (6335, 7678, 8000)

- 3.1 In accordance with City Ordinance 20.0104, the unit of measurement of water delivered by the Department shall be 100 cubic feet (CCF) of water, as measured by meters of standard type.
- 3.2 Department shall furnish all water meters up to and including 2" size. Meters larger than 2" size shall be furnished by WMU and billed to the customer. The Customer shall be responsible for installation of all water meters.
- 3.3 The water meter or meters must be located at the point where the water service line enters the building. No fittings, except a shut off valve, are allowed between the point where the service line enters the building and the meter are allowed. If locating of meter inside a

building is not possible or desired, then the Customer must provide a frost-proof location that meets Departments approval.

- 3.4 All mobile homes not in a court must provide a freeze proof location for the water meter and provide easy access to the meter. All plumbing must be inspected for hook-ups ahead of the meter prior to service turn-on. Mobile home courts must be served by one or more master meters. The owner must supply a freeze proof location with easy access for reading and repair.
- 3.5 The Customer shall supply an unobstructed, clear space of not less than three feet in front of all metering and associated equipment.
- 3.6 Multiple family dwellings, apartment buildings, multi- unit commercial buildings that have one service line and need to meter each unit individual must place all of the meters in a common area that allows the Department to have access to meters at any reasonable time. The meters shall not be in a tenant's space. These meters must have individual lockable shut off valve prior to the meter.
- 3.7 The Customer shall provide and at all times maintain, at the place specified by the Department, space for the installation of the Department's meter. The Customer shall install the necessary meter mounting facilities, when required by the Department, in a manner satisfactory to the Department and in full compliance with the provisions of applicable codes and the laws and governmental regulations. The Department shall have continuous visual access to meter registers inside buildings except where meters are located in hazardous locations. The Department may refuse service to a Customer if the installation does not meet the local code requirements, but in such case the Department shall supply the Customer with reasons for refusal in writing.
- 3.8 Customer shall provide for the safekeeping of Department meters and other equipment and shall reimburse the Department for any loss of, or damage to Department property located on the premises when such loss or damage is not caused by any act of omission on the part of the Department or a result of an act of God. All new meters shall be installed by a licensed plumber and inspected by Departments staff prior to service activation. Scheduled meter replacement/change outs will be by Department staff.

3.9 If the meter is found to be inoperative or inaccurate, such equipment shall be adjusted to register correctly, repaired, or replaced and the amount of the error shall be determined by the most accurate method feasible. If the inaccuracy shall have resulted in an error of more than 2%, then the calculated deliveries shall be adjusted to par accuracy to compensate for such error. This adjustment shall be made for such period of inaccuracy as may be definitely known. If the period of inaccuracy shall not be known, then such adjustment shall be made for half of the period between the time the metering equipment was adjusted to register correctly and the date of the last previous meter test. Whether the period of inaccuracy be known or unknown, in no event shall the adjustment be for more than one year.

3.9.1 Notwithstanding any other policy or ordinance, the General Manager or his designee may, upon learning any meter or service has been tampered with and that service has been procured without making payment, therefore, determine the total amount of service procured without regard to passage of time, and seek payment in full in a manner or proceeding to be determined by the General Manager.

(Item 5903 March 2010)

#### 4. DELIVERY POINT

4.0 The delivery point of water sold by the Department shall be at the interconnection of the Department's mains and the service lines of the Customer.

#### 5. CONTINUOUS SERVICE

5.0 The Department will not be responsible for failure to supply water or for interruption of the supply if such failure is without willful fault on its part. When service is interrupted for the purpose of making necessary repairs or changes in service facilities, it shall be made in such a manner so as to not unreasonably inconvenience the Customer. Such interruption may be made without notice, but if possible or practical, those Customers affected shall be notified in advance. In accordance with City Ordinance 20.0202(2), the Department shall not be liable to the Customer for any damages occasioned by interruption of service.

6. RATES (6175,7843,8000)

---

- 6.1 Water rates shall be as set or adjusted from time to time by the Municipal Utilities Board. A copy of the current rate schedule for water is included with these policies.
- 6.2 The Watertown Municipal Utilities has water rates for different meter sizes.
- 6.3 If Customer has a Private Fire Service Line, no meter is required on this line. The monthly charge for a Private Fire Service Line is determined by the largest nominal diameter of fire service line. (6175)
- 6.4 An additional meter can be set for the purpose of lawn irrigation. This meter shall be purchased from WMU at current cost and will be billed as any other water meter.
- 6.5 Hydrant meter rentals are charged a monthly fee in schedule of Fees.

7. WATER SERVICE OUTSIDE CITY LIMITS

---

(170,833,859,880,940,963,1008,1195,1289,1303,1368,1656,2887,3352,3796,4449,4918,5211,6216,6247

---

- 7.1 Water mains shall not be constructed, nor water service provided outside the corporate city limits of Watertown without the specific approval of the Municipal Utilities Board.

8. WATER HOOKUP POLICY (214,336,1459,1706,1781,2185,2205,2214,4478,5633,7678,8000)

---

8.1 Each lot, sub-lot or parcel of land used for a basic building unit with an area of 15,000 square feet or less, where the City water main provides water service to the unit shall be assessed an amount as shown in the WMU - Schedule of Fees. Each lot with an area larger than 15,000 square feet shall be assessed an additional amount at the rate shown in the WMU - Schedule of Fees for each square foot, over the basic unit area of 15,000 square feet. Any and to 435,600 square feet (10 acres) at the rate as shown in the WMU - Schedule of Fees for each square foot. Any future hook-ups on that parcel of land shall be



assessed at the basic hook-up charge for each hook-up and assessed an amount as shown in the WMU - Schedule of Fees per square foot for any additional square feet of land not assessed in the initial tap up to an additional 435,600 square feet (10 acres).

- 8.2 Each dwelling unit in a side-by-side family unit of any number shall be assessed a basic hookup charge as shown in the WMU - Schedule of Fees for each unit and shall have a separate service line for each unit to the water main.
- 8.3 For each single dwelling home converted to a duplex, an assessment as shown in the WMU - Schedule of Fees will be charged for the additional unit. If the units need sperate meter(s), the cost for the meter(s) will also be charged.
- 8.4 Each multiple non-side-by-side family dwelling, apartment building, multi-unit commercial building or mobile home court shall be assessed a basic water system charge as shown in the WMU - Schedule of Fees for the first unit and as shown in the WMU - Schedule of Fees per unit for each additional unit within the building, structure, or mobile home court. If the units need sperate meter(s), the cost for the meter(s) will also be charged.
- 8.5 The basic hook-up charge provides the basic tap to the water main. There shall be no additional charge for performing the minimum 1" tap. A charge for taps larger than 1" shall be made for the difference in cost of materials used and that for the 1" tap plus such other out-of-pocket expense that may be incurred by the Utilities in making the tap.
- 8.6 Water main extensions in an area where service lines are not run into the lots may require 50% of the water hook- up charges to be paid in advance and applied to the lots as they are hooked up.
- 8.7 All water main taps shall be made by the Department in accordance with specifications for materials and procedures adopted by the Department. Before a water meter is provided, the customer or contractor must obtain a permit from the utilities and pay the fees required for the service, which is the hook-up charge. The owner shall be responsible for the installation of the service line from the water main to the meter location and prepare plumbing to receive the meter. All work shall be in accordance with the following specification for materials and construction methods adopted by the Department.

- 8.7.1 American Water Works Association Standards
- 8.7.2 Requirements and Standards of the South Dakota Department of Environment and Natural Resources
- 8.7.3 South Dakota State Plumbing Code
- 8.7.4 National Standard Plumbing Code
- 8.7.5 Uniform Fire Code
- 8.7.6 Insurance Service Office Recommendations

9. FROZEN WATER SERVICE LINES (2658,7678,8000)

~~9.1 A total credit as shown in the WMU - Schedule of Fees for the winter shall be granted to any Customer who runs water to avoid a frozen water service line. Such credit must be approved in advance by the Water Department Superintendent.~~

This policy was eliminated.

10. INSURANCE ON WATER TOWERS AND RESERVOIRS (2515,6076)

10.1 Insurance coverage for water towers and reservoirs has been reviewed with the Department's Consulting Engineer and it was determined that such coverage would not be necessary unless required for a loan or other purposes.

11. WATERTOWER LEASE & MAINTENANCE FUND (4265,4813)

11.1 The Municipal Utilities Board authorizes a Water tower Lease & Maintenance Fund for the receipt of any Water tower lease payments, with the fund to be used for future maintenance of the towers.

12. FIRE SYSTEM CHARGE (98,1783,2042,5503,7034)

12.1 The City of Watertown shall be billed for fire system capability at the annual rate as shown in the WMU - Schedule of Fees per hydrant.

13. LAKE KAMPESKA INLET/OUTLET WEIR(4803)

13.1 In the interest of improving source water quality in Lake Kampeska, the Municipal Utilities Board approved operating the inlet/outlet weir on Lake Kampeska in accordance with the Operation Manual.

14. SYSTEM DEVELOPMENT (6076, 6335, 6918, 7334, 7522, 7562, 7678, 7843)

14.1 A Water Main Extension Agreement will need to be executed prior to Department installing water main and connection to Department's water system. Failure to fully execute the agreement prior to the Department bidding out water main construction and materials could preclude water main being installed that calendar year.

14.2 Starting January 2021, Developer's will cost share water main installation with Department. The Department will install the water main and necessary equipment such as valves and taps while the Developer will be responsible for the following percentage of costs the Department incurs in the following years; 20% in 2021, 40% in 2022, 60% in 2023 and 80% in 2024. The cost will include all actual costs including, but not limited to, labor, material and permits.

14.3 In year 2025 and beyond the Developer is responsible for 100% of costs and installation of water mains and necessary equipment such as valves.

- 14.4 the department may instruct Developer to upsize a portion or all the water main. The costs to upsize will be the Developer's responsibility up to and including 12" mains.
- 14.5 During years 2020 through 2024, the Department will bid out water main installation labor and material to determine the cost. If during this timeframe a Developer wishes to install the water main at 100% of their own cost, the Department will purchase back water mains for \$1.00 once installation passes Department's inspection, pressure tests, bacteria tests and as-builts provided per Department standards. The Developer must make this request in writing to Department before said project is bid. Failure to include a water main within the bid year's project could result in the water main only being accepted for inclusion on the City system upon the Developer's proper construction of the main in question, the Department's inspection during construction of the main, the Department's acceptance of the main in question. Such main shall only be accepted upon the request in writing, with warranties as required by the Department. Such acceptance is discretionary with the Department and compliance with this portion of the policy shall not constitute a right of any kind to connect to the Department's system.
- 14.6 Department will provide all hydrants at its cost regardless of timeframe. Hydrants will be purchased and stored by Department for Developer. Developer will be responsible for installation of Hydrants.
- 14.7 Department will provide a list of approved material, such as pipe, taps and valves, that Developer can use in installation of water mains. Only materials off approved list may be used. Department will not connect water main to system if any material used is not on approved material list.
- 14.8 Department must review and approve in writing on Developer's design prior to Developer installing water main. Department will not connect water main to system if design is not approved by Department.
- 14.9 Water main installed by Developer will be inspected by Department from time to time for quality assurance and proper specs are followed. Inspection costs will be Department's responsibility. If any deficiencies are identified, Developer will replace or remedy the deficiencies to meet Department's specifications at Developer's cost.

- 14.10 All water main installed by Developer will accompany a 3-year warranty which time from shall commence upon the water main being placed in service with taps and final inspection completed by WMU personnel. If during the warranty time a deficiency or defect occurs on the installed main, the Developer will be responsible for, and liable for the costs, resulting from the repair or replacement. Upon such repair or replacement, a new warranty shall then begin for a subsequent period of three years covering the same water main installation as covered by the original warranty.
- 14.11 Water main will be installed after the development has been platted and the streets cut to sub-grade. Water main installed in new developments shall be placed 10 feet east of the road center on north south running streets and 10 feet north of road center on east west running streets after the development has been platted and the streets cut to sub-grade. Any correction that needs to be made shall be handled on a case-by-case basis and approved by the Department. The depth of the mains shall be installed with 6 ½ feet of cover from the subgrade cut of the street. Service lines shall be installed at this depth through the street right away. These depths shall be maintained in the event that the street grade changes and the responsibility of adjusting the main and service shall be the developer or the organization changing the street grade.
- 14.12 Fire hydrants in new residential areas shall be placed at a maximum of 500 feet apart measured along the improved roadway. In new commercial and industrial areas shall be placed at a maximum of 300 feet apart measured along the improved roadway. Hydrant placement shall be installed on property lines whenever possible to reduce conflict with driveways.
- 14.13 Department will provide and install all material and labor for the water mains in a new development area as outlined in section 15.2 to 15.3.
- 14.14 Developer shall submit construction plans and Engineer Contact information to Department. The Department will coordinate with developers Engineer on placement and installation of new water main. As-built drawings shall be supplied to Department digitally in PDF format along with two 11" x 17" hard copies before project will be accepted by Department.

- 14.15 Developer shall be responsible for all compaction testing.
- 14.16 Developer shall be responsible for all dewatering.
- 14.17 Bedding material shall be provided by the developer in accordance with Department Installation Specifications. Additional cost to remove and dispose of rubble or debris from the water main trench shall be at the developers cost.
- 14.18 Department shall not provide fire protection into new residential, commercial, and industrial development unless a minimum of 90 percent of the connections to the Departments water system are for domestic or industrial use. The 90 percent connection shall be measured as Department metered connection and not fire service connection.

15. WATER SERVICE LINES (6335, 7334, 7678, 7843, 7897, 8000)

- 15.1 Service line installation shall be installed with the most direct path from the meter location to the connection at the water main and in accordance to WMUs specifications. The service line shall not be installed with couplings or any other joints between the corporation stop, and the curb stop or from the curb stop to the valve before the meter. A copper service line longer than 100 feet from the curb stop to the valve before the meter that requires a coupling shall be made with silver brazing or compression coupling. A Muncipex service line cannot contain any couplings unless approved by WMU. The service line installation shall have a minimum of 7 feet of cover. Areas that are unable to achieve 7 feet of cover shall be insulated with a minimum of 4 inches of rigid insulation. The insulation must extend 2 feet horizontally past the water service in any area that is less than 7 feet of cover or during ground frost conditions.
- 15.2 A minimum size tap to the water main shall be one (1) inch. Type K soft annealed copper tubing or Cross-linked Polyethylene (Municipex) is required for all size service lines from 1" up to 2", with Department approved curb stops and valve box located at the property line. The service tap locations and the curb stop locations for both new or replaced service lines, shall be submitted to the Watertown Municipal Utilities in GPS format utilizing the Northing, Easting, and Elevation using South Dakota North (Feet US) NAD 83 South Dakota Plane Coordination System for all service lines. The information must be submitted by the developer or service line installer. Service lines shall

have a shut off valve directly before the meter and back flow prevention directly after the meter. Water service lines greater than 2" diameter shall be constructed with a minimum of class 200 PVC, C900 PVC, or ductile iron piping, with Department approved mechanical joint fittings, valve, and valve box located at the main tap. Service plastic or PVC lines must install the pipe with a blue #10 solid copper tracing wire from the connection of the main to the location of the meter. The copper tracing wire shall have the insulation stripped back and terminated on one of the restraint bolts at the connection at the water main.

- 15.3 Service lines 2" or greater must be ductile iron under the footing and to the location that the meter is installed. All fittings from the footing to the meter must be rodded or restrained by a Department approved restraint device.
- 15.4 Fire service lines need not be metered. Domestic water may be taken from the fire service line, however, in such case, the water meter for the entire domestic water system must be located where the fire service line enters the building.
- 15.5 All water service lines and fire service lines shall be equipped with suitable backflow prevention, furnished and installed by the Customer, in accordance with South Dakota Plumbing Code Regulations.
- 15.6 The Customer or his contractor shall be responsible for exposing the old corporation tap at the main when service lines are being replaced or abandoned, to enable the Department to turn off same. Minimum size for replacement services shall be 1" copper or Municipex, with new approved curb stop and valve box. Leaking lead, galvanized, and poly (plastic) services shall be replaced all the way to the main. The hookup charge shall be waived in the case of replacement of a service line.
- 15.7 Replacement taps will not be made before the old service line has been abandoned, unless authorized by WMU.
- 15.8 If a service line is not abandoned by the property owner, the Department will notify property owner of their responsibilities in writing. If after 60 days from receiving notification, satisfactory arrangements have

not been made by property owner, the service line in question will be abandoned by the Department with all costs billed to the property owner including a 15% administration fee.

- 15.9 Private mains that are serving multiple family dwellings, apartment buildings, multi-unit commercial buildings shall sign the Department's Private Main Agreement which defines future O & M of the private main. The Private Main Agreement may be recorded in the Codington County Register of Deeds Office to ensure it runs with the land.
- 15.10 Private mains that are serving multiple family dwellings, apartment buildings or multi-unit commercial buildings shall install the pipe and service lines in accordance with existing Department standards. Installation and materials for all service taps shall be provided by the Department. The cost to supply and install service connections will be billed at current Department rates to the developer or owner.
- 15.11 The Department may require metering at the property line for multiple family dwellings, apartment buildings and multi-unit commercial properties that require multiple connections on the property. Separate lines for domestic use and fire protection may be required on the property. These situations shall be handled on a case-by-case basis by the Department.

16. DAMAGE TO FACILITIES (7334), (7678)

- 16.1 The fee structure as shown in WMU - Schedule of Fees may apply when third parties damage any facilities and fail to follow South Dakota One-Call laws to report to 811 Damage Facilities.
- 16.2 Any damage to facilities that occur due to negligence such as, but not limited to, digging without locates, failing to spot facilities using hand tools or cutting facilities that are in the way shall result in billing for all labor, materials, equipment, loss of water and any other costs incurred to restore service. The Department may also file a complaint with One-Call Board and pursue legal action.

17. Attachments

- Schedule of Fees



