

GENERAL POLICY MANUAL
OF THE
DEPARTMENT OF WATER WORKS
MICHIGAN CITY, INDIANA 46360

GOVERNING RATES
AND
RULES AND REGULATIONS



2015

CHAPTER I

RATES GOVERNING WATER SERVICE
for
THE DEPARTMENT OF WATER WORKS
of the
CITY OF MICHIGAN CITY, INDIANA

Adopted and Promulgated by the Board of Directors of the Department of Water Works (here in after referred to as the “Department”) of Michigan City, Indiana, effective June 2, 2015 for Michigan City, Indiana, and adjacent territory.

Approved and issued by the Indiana Utility Regulatory Commission, May 27, 2015 Cause No. 44538 effective June 2, 2015.

Revised by the Board of Directors June 23, 2015

ARTICLE I – APPROVED RATES AND TARIFFS

- Section 1 – Metered Rates per Month for All Consumers
- Section 2 – Schedules of Minimum Charges Per Month – Meter Size.
- Section 3 – Sales for Resale

ARTICLE II – FIRE PROTECTION

- Section 1 – Private Fire Protection
- Section 2 – Public Fire Protection

ARTICLE III – OTHER APPROVED RATES

- Section 1 – Temporary and Construction Users
- Section 2 – Sprinkling Streets

ARTICLE IV – NON-RECURRING CHARGES

ARTICLE 1 – APPROVED RATES AND TARIFFS

Section 1 Metered User Block Schedule

		<u>Rates Per 100 Cu. Ft.</u>
First	20,000 cubic feet	\$ 2.72
Next	980,000 cubic feet	2.10
Over	1,000,000 cubic feet	1.96

Section 2 Schedules of Service Charge per Month

In addition to the metered user block rate, each user shall pay a monthly service charge in accordance with the following applicable size of meter installed.

<u>Meter Size</u>	<u>Minimum</u>
5/8 inch meter	\$ 6.45
3/4 inch meter	7.20
1 inch meter	10.25
1-1/4 inch meter	14.10
1-1/2 inch meter	16.65
2 inch meter	24.30
3 inch meter	42.15
4 inch meter	67.65
6 inch meter	131.40
8 inch meter	207.90
10 inch meter	297.20
12 inch meter	552.20

Section 3 Sales for Resale

All water supplied to the Town of Long Beach, Village of Michiana, New Buffalo Township, MI will be billed at the rate per 100 Cubic Feet in addition to the applicable service charge in sections 1 and 2 above.

ARTICLE II – FIRE PROTECTION

Section 1 Private Fire Protection

- a) Private Hydrant – per hydrant - per annum \$294.97
- b) Automatic Sprinkler Service

<u>Sprinkler Size</u>	<u>Rate</u>
1 inch connection	\$ 2.65
2 inch connection	16.40
3 inch connection	47.65
4 inch connection	101.55
6 inch connection	294.97
8 inch connection	628.61
10 inch connection	1,130.44
12 inch connection	1,825.96

Section 2 Public Fire Protection

<u>Meter Size</u>	<u>Monthly Surcharge</u>
5/8 inch meter	\$ 2.42
3/4 inch meter	3.63
1 inch meter	6.05
1-1/4 inch meter	9.68
1-1/2 inch meter	12.10
2 inch meter	19.36
3 inch meter	36.30
4 inch meter	60.50
6 inch meter	121.00
8 inch meter	193.60
12 inch meter	520.30

ARTICLE III – OTHER APPROVED RATES

Section 1 Temporary and Construction Users

Where a meter is installed for temporary and/or construction purposes, the regular meter rates and minimum charges shall apply, and the temporary user shall pay for the installation and removal of the meter.

In the event the Department determines that water is or was used and not properly metered, the user shall be charged on the basis of estimated usage determined by the Superintendent of the Department.

Pottawatomie Park Debt Service Charge

	Charge Per <u>Month</u>
Debt Service Charge – All Pottatomie Park Customers	\$40.50
Supplemental Debt Service Charge – Customers w/New Service Lines	24.75

ARTICLE IV – NON RECURRING CHARGES

Section 1 Non-Recurring Charges as approved by the I.U.R.C. Cause No 44538
Dated May 27 Effective June 2, 2015.

<u>Description</u>	<u>Charge</u>
1" Tap or Service Connection	\$ 1585.00
Taps over 1" up to 12"	Time and Material
Shut-off and/or turn-on fee-Business Hours	\$ 25.00
Shut-off and/or turn-on fee after hours (weekday, weekend, holidays)	\$ 75.00
Deposit – 5/8", 3/4", 1" Meter Sizes (Other meter sizes \$100.00 x meter size, i.e. 2" x \$100.00=\$200.00, 3" x \$100.00=\$300.00)	\$ 100.00
Late Payment Charge	10% on first \$3.00 and 3% on all over \$3.00
Thawing Charges – normal work hours	\$ 100.00
Thawing Charges – after hours	\$ 125.00
Meter Test Requested by Customer (correct)	\$ 25.00
Meter Test Requested by Customer (incorrect)	No Charge
Reseal Meter and/or by-pass valves Deliberate destruction-first offense	\$ 25.00
Reseal Meter and/or by-pass valves Second offense	\$ 100.00*
*Plus a pro-rated amount for lost revenue as determined by the Superintendent	
Customer tampering with meter or wire	Time and Material
Frozen Meter Charge	Time and Material
Special Meter Reading	No Charge
Bad Check Charge	\$ 15.00
Customer request to check private plumbing (leaky faucets, toilets)	\$ 25.00

CHAPTER II

**RULES AND REGULATIONS GOVERNING WATER SERVICE
for the
DEPARTMENT OF WATER WORKS
of
MICHIGAN CITY, INDIANA**

Adopted and Promulgated by the Board of Directors of the Department of Water Works (here in after referred to as the “Department“) of the City of Michigan City, Indiana. Effective in Michigan City, Indiana and adjacent territory.

ARTICLE 1 – CUSTOMER REQUIREMENTS

- Section 1 – Initiation of Water Service
- Section 2 – Billing, Collection
- Section 3 – Penalty and Termination Notices
- Section 4 – Customer Deposit Requirements

ARTICLE II – MAIN EXTENSIONS

- Section 1 – General Conditions
- Section 2 – Estimates and Proposals
- Section 3 – Refunds
- Section 4 – Easements
- Section 5 – Unusual Conditions
- Section 6 – Return on Investment

ARTICLE III – SERVICE CONNECTIONS

- Section 1 – Tap-Ins
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- Section 5 – Private Wells

ARTICLE IV – METERS

- Section 1 – Meter Installation/Location
- Section 2 – Meter Repairs/Damage
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ARTICLE V – FIRE PROTECTION

Section 1 – Public Fire Hydrants

Section 2 – Fire Protection-Automatic Sprinkler Systems & Private Fire Hydrants

Section 3 – Temporary Metering from a Fire Hydrant

ARTICLE VI – MISCELLANEOUS RULES & REGULATIONS

Section 1 – Miscellaneous Rules & Regulations

ARTICLE I – CUSTOMER REQUIREMENTS

Section 1 Initiation of Water Service

1 - 1.1 When any person, persons, firm, corporation, partnership, etc., requesting water service shall come to the office of the Department of Water Works, 532 Franklin Street, Michigan City, Indiana, in order for the Department to provide adequate water service:

- a) For a turn on, customer shall come into the office and make all necessary arrangements, provide the Department with all pertinent information, and post required security deposit if applicable.
- b) For a turn off or to have account finalized, customer shall make all the necessary arrangements and provide the Department with required information. If applicable, an accounts payable voucher can be signed for refund of deposit posted to account.

The pertinent information required for a turn-on, shut-off, or final billing shall include:

- 1. Name in which account is to be set up
 - 2. Address of account
 - 3. Mailing address (address where bill is to be sent)
 - 4. Telephone number
 - 5. Social Security number
 - 6. Date and time for turn-on, shut-off, final
 - 7. Post required security deposit, if applicable
- c) Any customer requesting the water service to be a turn-on or shut-off, must have services performed by the Department, during normal working hours. The water will be turned-on or shut-off at the curb stop and the meter will either be installed and properly sealed or removed to storage.
 - d) In the event a customer has scheduled an appointment to have service turned-on or shut-off, once the service truck arrives and the customer cancels the appointment, the customer shall be charged the applicable charges.
 - e) All applicable service charges will apply as outlined in Chapter I, “Rates Governing Water Service, Article IV – Non Recurring Charges”, for the turn-on or shut-off of water service.

END OF SECTION

Section 2 Billing, Collection

- 1 - 2.1 Billing shall be made on the basis that each and every meter shall be read monthly. Accounts shall be due and payable at the office of the Department of Water Works, 532 Franklin Street, Michigan City, IN within thirty (30) days from the date of the bill.
- 1 - 2.2 Charges for water service will be billed from the initiation date to the termination date of the service. Charges will consist of meter size, fire protection, and any water consumption, applicable service charges, and sales and use tax. In the event a customer meter deposit refund is due, such refund will first be applied to any current and/or outstanding bill owed by the customer to the Department; any balance of refund remaining will then be forwarded to the customer.

END OF SECTION

Section 3 Penalty and Termination Notices

- 1 - 3.1 If the bill is not paid within thirty (30) days, after the thirty-second (32nd) day of the bill being duly rendered, a late payment charge shall be made at the rate of ten percent (10%) on each bill amounting to Three Dollars (\$3.00) or less, and at the rate of three percent (3%) on each bill upon any amount thereof in excess of Three Dollars (\$3.00).
- 1 - 3.2 Deleted 7/15/2009
- 1 - 3.3 Should the customer not pay their bill by the next due date the Department will notify the customer in writing with a Termination notice stating they have ten (10) days in which to pay the bill in full, or their service will be terminated. On the Twelfth (12th) day after the termination notice, the Department shall discontinue service without further notice.
- 1 - 3.4 When an account is terminated for non-payment, the Department has up to 24 hours (excluding weekends and holidays) to restore water service to the property, once past charges including any service charges have been paid.
- 1 - 3.5 In the event a customer receives a termination notice and contacts the Department advising they can't pay the amount owed, the Office Manager may allow the customer to elect a payment arrangement. Should the customer default on the payment arrangement, the customer shall understand when the arrangements are made the Department has the right to disconnect the water service without notice.
- 1 - 3.6 In the event the service is scheduled to be terminated for nonpayment, and the service truck arrives at the property and the customer at that point in time makes arrangements with the departments main office not to terminate the service. The customer shall be charged a termination fee.
- 1-3.7 In the event a customer vacates a property and/or if the water service has been terminated for any reason, and customer fails to pay the balance owed the Department, the following shall apply:
- a) Transfer the balance to another property account, providing the property account is in the same customers name.
 - b) Place the amount owed the Department on the Bad Debt List, and have the customer pay that amount before any water service can be turned on at any property.
- 1- 3.8 All applicable service charges will apply as indicated under Chapter I, "Rates Governing Water Service, Article IV – Non Recurring Charges", for the turn-on or shut-off of water service.

END OF SECTION

Section 4 Customer Deposit Requirements

- 1 - 4.1 The Department shall require a deposit from any new customer as a guarantee against the non-payment of bills for water service provided, as indicated in Chapter I “Rates Governing Water Service, Article IV Non-Recurring Charges”.
- 1 - 4.2 The Department may require a deposit from any existing customer as a guarantee against the non-payment of bills for water service provided, as indicated in Chapter I – “Rates Governing Water Service, Article IV Non-Recurring Charges”, if the following has been violated:
- a) the water bills are unpaid two (2) or more consecutive months; or
 - b) they were served delinquent/termination notices on active accounts; or
 - c) the water service was terminated for non-payment on active accounts;
- 1 - 4.3 The Department shall record the following information for the Deposits received:
- a) the name of the customer making the deposit, (SSN, Driver’s License Number, or Indiana Identification Card Number).
 - b) the address of the Customer,
 - c) the property of which the deposit is to be applied to,
 - d) the date the deposit was posted,
 - e) the amount of deposit made,
- 1 - 4.4 The Department shall issue to every customer from whom a deposit is received, a receipt of deposit.
- 1 - 4.5 The Department shall provide reasonable ways and means whereby customer shall not be deprived of the return of their deposit because they may be unable to produce the original deposit receipt.
- 1 - 4.6 When a customer moves to another location with-in the Water District where water service is available, the Department will transfer their deposit from one account to another, providing the bill at the first property is current.
- 1 - 4.7 The Department will refund the full amount of Deposit to the customer after:
- a) the customer account remains current for a twenty-four (24) month period, or
 - b) water service has been discontinued and the final bill has been paid in full.
- 1 - 4.8 The Department will refund only the balance of deposit, once the deposit is applied to the final bill, and a balance remains.
- 1 - 4.9 Refunds of deposits can only be made after the customer signs a claim payable voucher, which will indicate the amount of refund, and the current address to mail the refund check.

1 - 4.10 Interest will not be paid.

1 - 4.11 When the Department has an increase in the amount of deposit required, which is stated under Chapter I – “Rates Governing Water Service Article IV – Non-Recurring Charges”, the Department shall request the customer to post the additional amount of deposit to bring the current amount to date, if any of the above items in Section 1 - 4.2 are violated.

END OF SECTION

ARTICLE II – WATER MAIN EXTENSIONS

Section 1 General Conditions

- 2 - 1.1 When any applicant desiring a water main extension to service a property, sub-division, private development, etc., the following conditions and procedures shall apply:
- 2 - 1.2 The determination of the length, size (diameter), location of the installation, materials to be used, method of installation shall be the sole responsibility of the Department, and shall include the right to grant or refuse. The size of the main to be installed shall be determined by the Department based on the current and anticipated future needs. In the event of future needs as determined by the Department, requires a larger main size than current needs, the Department may bear the larger main size cost.
- 2 - 1.3 The Department shall have the sole responsibility for the construction/installation and perpetual maintenance of any and all water main extensions that will become part of the water distribution grid system owned by the Department; excluding commonly owned properties such as shopping centers, malls, apartment complexes, and condominium homeowner associations.

END OF SECTION

Section 2 Estimates and Proposals

- 2 - 2.1 The Applicant desiring a water main extension estimate shall complete an “Application of Water Main Extension” on forms provided by the Department. The Application shall be accompanied by the fee to cover expense to the Department for preparing the estimate of cost for the project, as stated in Chapter One – “Rates Governing Water Service, Article IV – “Non Recurring Charges”.
- a) Any applicant desiring a main extension outside the corporate limits of the City of Michigan City, shall comply with all applicable sections in this section and further seek approval from the governing bodies where such property is located, granting permission to have the Department make said extension.
Any permits, letters, bonds, or related fees will be the responsibility of the applicant. Prior to the Department starting construction of said extension, a letter from the governing body where the property is located shall be on file with the Department stating applicant has complied with all rules, ordinances, and regulations of the governing body.
- 2 -2.2 After receipt of the Application and the prescribed fee, the Department will prepare a cost estimate of the proposed installation. Once approved by the Water Board of Directors of the Department, the applicant shall be notified in writing of the estimated cost, with what amount, if any is to be absorbed by the Department, and what amount is to be advanced by the applicant, and a date for how long the estimate will be valid. Applicant shall also be notified of the refund provisions, if any pursuant to Section 3.
- 2-2.3 If the project is abandoned by the applicant, the application fee shall be forfeited to the Department. When the proposed water main extension is constructed and completed, the application fee shall be applied to the cost of the project.
- 2-2.4 Should the applicant accept the estimated cost proposal, and advance the estimated cost as stated in the proposal, the Department shall proceed with the following:
- a) The Department will then prepare or have prepared, a set of plans and specifications for the project, which will be sent to all necessary regulatory agencies for permits and approval prior to the start of construction.
- b) The Applicant and Department shall enter into an agreement; the Agreement shall provide the following principal conditions:
1. The water main extension will be constructed by the Department, and/or their agents, and shall become property of the Department, subject to all rules and regulations of same.
 2. Should the project cost be less than the amount advanced by the Applicant, the Department shall refund to the applicant the difference, less the application fee. Should the project cost more than the estimated cost advanced, the Department will bill the applicant the difference and shall notify the applicant of the reasons for the additional cost, which shall be due thirty (30) days from the date of notice.

END OF SECTION

Section 3 Refunds

- 2 -3.1 This section will only apply to the main extension when the Department does not participate in the project by absorbing the labor cost. Therefore, once construction is completed and the total material and labor cost has been determined the Department will:
- a) Refund to the applicant such amount or amounts that shall equal the annual revenue excluding applicable sales & use taxes, received by the Department for a period of four (4) years from the date of their tap (turn-on date), providing that the tap is made within 8 years from the date of construction of this new water main extension;
 - b) The applicant shall also be entitled to yearly revenue received by the Department excluding applicable sales & use taxes, for a period of four (4) years, by other residents or owners along this line who tap-in within eight (8) years after completion of the construction of the water main.
- 2 -3.2 The total refund to the applicant, however, will not exceed the actual construction cost. Refunds to the applicant shall be made annually within sixty (60) days from the anniversary of the final construction date. Any fees that are not refunded, or subject to refund, after the eight (8) year period, will be forfeited to the Department of Water Works.
- 2 -3.3 The burden will be upon the applicant to keep the Department informed of any change of address or assignment of his interest in the right thereto. In the event the Department cannot locate the applicant or his assignee by person contact, or by registered mail addressed to the last known address, the Department shall be authorized to waive current or future payments.

END OF SECTION

Section 4 Easements

- 2 - 4.1 The Department of Water Works of Michigan City, Indiana will construct and/or maintain water mains that are owned by the Department on private property only after receiving a utility easement dedicated to the City of Michigan City, Indiana, by and through the Department of Water Works of Michigan City, Indiana. The easement shall be dedicated by the owner of the property transversed, and shall run with the land in perpetuity.
- 2 - 4.2 All easements to the Department shall be on forms for grant of easement, as provided by the Department. The grant will provide for a water utility easement to be dedicated to the City of Michigan City, Indiana, by and through the Department of WaterWorks, of Michigan City, Indiana. The easement shall consist of a minimum thirty-five foot (35') construction easement, which will revert to a minimum ten foot (10') wide permanent maintenance easement upon completion of the project.
The routing of any easement proposed for the construction of a water main extension shall first be approved by the Superintendent of the Department. The granting of the utility easement shall be a condition precedent to the Department approving any water main extension to enter upon and/or transversed private property.
- 2 - 4.3 The property owner, at his own expense, must have the water utility easement surveyed and staked by a surveyor licensed to practice in the State of Indiana, and shall provide the Department with a plat of survey and legal description. Stakes shall also be placed at all turning points.
The property owner must have the utility easement cleared and grade to a determined sub-grade. No construction will begin until the easement has been staked and graded to the acceptance of the Superintendent of the Department.
- 2 - 4.4 All water mains, valves, water meters, fire hydrants, and any and all personal property placed in the water utility easement will become and/or remain the personal property of the Department, and shall not attach to the real property. Any and all repairs or maintenance performed on the Department's personal property will be by the Department, or at the specific directions of the Department.
The owner of the property transversed by the water utility easement shall acquire no rights whatsoever over any personal property placed in the water utility easement.
- 2 - 4.5 The owner of property transversed by a water utility easement shall not, nor shall he allow any other person, to build, construct, or erect any structure of any type within the area encompassed by the dedicated utility easement (i.e. signs of any type; light supporting structures; trees; shrubs; crops; buildings; sewers of any type or septic system; gas service lines; lawn sprinkler systems; fencing; boats; vehicles; etc.) without the prior approval of the Superintendent of the Department.
The Department of Water Works will not be responsible for any damage to, or to the replacement of anything placed in the dedicated water utility easement that has been placed in the easement without the prior approval of the Superintendent of the Department.
- 2 - 4.6 Any items contained herein shall not in any way be construed to the limit the rights of the Department in any action for condemnation; or in the exercise of any rights conferred by law upon the Department.

2 - 4.7 The Department will recognize the unique character of each parcel of real estate and reserves the right to waive any, or all, of the requirements provided for by this Section, and to impose conditions greater than those provided for by this Section, in those cases where the proposed construction and/or maintenance of water main extensions, or other Department property, would be impractical in an easement as defined by this Section.

END OF SECTION

Section 5 Unusual Conditions

2 - 5.1 Should the project have unusual conditions, (i.e. corner properties having City Water available, Public Rights-of-Way Crossings, Highway and/or Railroad Crossings, the following shall apply:

- a) When a corner property has City water available on one side and if the proposed water main extension requires crossing the perpendicular side of said property, the Department will absorb the cost of materials and labor for the first 150' or less of the property. Any remaining portion of the property in excess of the 150' will be part of the estimated cost of the project to the applicant.
- b) When the project requires crossing a City Street the Department will absorb the cost of all materials and labor for this portion of the project; all other water main materials and labor will be subject to the estimated cost to the applicant.
- c) When the project requires crossing a State highway, and/or railroad right-of-way, where a casing pipe is required the Department will absorb the cost of materials and labor for the casing installation only. All water main materials and labor will be subject to the estimated cost to the applicant.

END OF SECTION

Section 6 Return on Investment

- 2 - 6.1 When a project has been estimated in an area that is predominately residential, and the Department has determined that the return on investment exists in an eight (8) year period or less, the Department may construct said extension at no cost to the applicant, providing the following:
- a) That said project is located in the Governing Municipality of which the Department is located, and;
 - b) Improvement funds are available, above any funds that have been previously approved for certain projects.
 - c) That there exists along the route of the proposed main existing residences in a high enough density to make the project economically feasible.
 - d) That a high enough percentage of the owners of the residential properties along the route of the proposed main have indicated they will tap into the main and require that the tap fees be paid before the start of the project.
- 2 - 6.2 When an applicant has paid the required fee for Application for Water Main Extension, and the Department has found a Return on Investment exists, the applicant will be refunded his application fee.
- 2 - 6.3 Formula for determining Return on Investment
- a = Estimated cost of for project
 - b = Estimated annual revenue based on usage of 800 CCF, per month/
per household, along project route
 - c = Rate of return in years (must be less than 8)
 - c = a / b
 - c = estimated cost / estimated annual revenue
 - c = years
- 2 - 6.4 This section will not apply to new sub-divisions or commercial/industrial type developments.

END OF SECTION

ARTICLE I – CUSTOMER REQUIREMENTS

Section 1 Initiation of Water Service

1 - 1.1 When any person, persons, firm, corporation, partnership, etc., requesting water service shall come to the office of the Department of Water Works, 532 Franklin Street, Michigan City, Indiana, in order for the Department to provide adequate water service:

- a) For a turn on, customer shall come into the office and make all necessary arrangements, provide the Department with all pertinent information, and post required security deposit if applicable.
- b) For a turn off or to have account finalized, customer shall make all the necessary arrangements and provide the Department with required information. If applicable, an accounts payable voucher can be signed for refund of deposit posted to account.

The pertinent information required for a turn-on, shut-off, or final billing shall include:

- 1. Name in which account is to be set up
 - 2. Address of account
 - 3. Mailing address (address where bill is to be sent)
 - 4. Telephone number
 - 5. Social Security number
 - 6. Date and time for turn-on, shut-off, final
 - 7. Post required security deposit, if applicable
- c) Any customer requesting the water service to be a turn-on or shut-off, must have services performed by the Department, during normal working hours. The water will be turned-on or shut-off at the curb stop and the meter will either be installed and properly sealed or removed to storage.
 - d) In the event a customer has scheduled an appointment to have service turned-on or shut-off, once the service truck arrives and the customer cancels the appointment, the customer shall be charged the applicable charges.
 - e) All applicable service charges will apply as outlined in Chapter I, “Rates Governing Water Service, Article IV – Non Recurring Charges”, for the turn-on or shut-off of water service.

END OF SECTION

ARTICLE III – SERVICE CONNECTIONS

Section 1 New Service Tap-Ins

- 3 -1.1 Any applicant desiring water service from a water main owned by the Department, shall make application for such tap to the Superintendent of the Department. Tap Rates are set forth in Chapter One – “Rates Governing Water Service, Section 8 – Non-Recurring Charges”. Service connections to water mains will only be made by the Department and such installation shall become the property of the Department.
- 3 -1.2 When it is necessary to tap a water main owned by the Department, that is located outside the corporate limits of the City of Michigan City, the applicant shall comply with all of the applicable sections; and seek approval from the governing bodies where such property is located, to have the Department to make said connection.
Any permits, bonds, or related fees that are required by the approving governing agency will be the responsibility of the applicant to pay. Prior to the Department starting construction on tap, copies of all permits, and letters granting approval shall be placed on file with the Department.
- 3 - 1.3 The Department will notify the applicant in writing of the cost of said tap with requirements on meter location and installation.
- 3 -1.4 After the fees have been paid, the Department will schedule, construct, install, and maintain the tap and service line from the water main to and including the Curb-stop and Box. Which is normally located six and one-half feet (6 1/2’) outside of the property line or within a dedicated easement.

One Inch (1”) Tap Materials include: -

- a) Corporation Stop
- b) Service Pipe
- c) Curb Stop & Box
- d) Meter settings and check valve (applicant to install)
- e) Water meter
- f) Job site work (excavation and restoration)
- g) Required permits, if applicable

All other taps sizes larger than One Inch (1”) are installed on a time and material basis. Therefore, materials, meter sizes, labor, and job site conditions will vary.

- 3 -1.5 It shall be the responsibility of each applicant to install and maintain their service pipe from the curb-stop up to the inlet side of the meter, the line shall be installed at a depth of not less than four feet six inches (4’6”) of cover; provide a shut-off valve on the line, which is to be installed before the meter setting, and located nearest to where the service line enters through the foundation wall or floor, in a heated area, and easily accessible. Such location will be subject to approval by the Department prior to the water being turned on.
- 3 -1.6 After the tap and connection has been installed and the water service turned on to the property, the service location will be subject to all applicable rates, schedules, rules and regulations.

- 3 -1.7 No applicant or existing customer shall cause or allow a tap of any size to be constructed or installed on any private water main, unless prior approval has been granted by the Superintendent of the Department and any required fees have been paid to the Department.
Any violation of this requirement will result in immediate Termination of water service to the property.

END OF SECTION

Section 2 Common Water Lines

3 - 2.1 When two (2) or more properties are connected by one common water line (tap to main) utilizing one (1) curb-stop (shut-off) to control water service to the properties and in the event the Department is to terminate water service to one of these properties (shut off & store, non-payment, etc.), the effected property owners will be notified by certified mail, stating they will need to contact the Superintendent or his representative to discuss the situation with them, of the following two (2) options:

Option 1 –

The property owner that has the illegal line will have 30 days from the date they receive the certified letter to make the necessary changes.

- a) The property owner will need to contact and receive three (3) price quotations, from licensed plumbing contractors of their choice, to install the new water line from the water meter setting to where the Department will furnish the new tap. The contractor is also to include the cost for cutting-off the old service from the common service line. The cost proposals shall be submitted to the Department for approval.
- b) After the approval by the Department, the Department will reimburse the property owner an amount equal to the lowest price quotation submitted, once the property owner has notified the Department that the work has been completed.

Option 2 –

If after 30 days the property owner who has the illegal service line does not cooperate with the Department after receiving a certified letter and comply with Option 1, then:

- a) The property owner that has the legal line will need to contact and receive three (3) price quotations, from licensed plumbing contractors of their choice to cut-off and plug the illegal line from the common line, and the water will be terminated at that time.
- b) The Department will reimburse the property owner an amount equal to the lowest price quotation submitted, once the property owner has notified the Department that the work has been completed. After this line has been cut-off and plugged, it shall then be the terminated (illegal) property owner's responsibility to hire a contractor to install a new line from the meter to where the Department will install the new tap, at their cost; however, the Department will still furnish a new tap (our portion from the main to 6 ½' from the property line or inside an easement) at no cost. As these situations come up, they will be moved to the top of the list as a priority.

3 - 2.2 Should, after the given time has expired and neither property owner has taken the proper steps to correct the problem as stated above; the Department shall have no alternative than to terminate the water service. The water shall remain off until proper corrections have been made.

END OF SECTION

Section 3 Frozen Meters and Service Lines

- 3 -3.1 When a customer finds that a water meter and/or service line may be frozen to the extent of causing a discontinuation of water service, such customer shall notify the business office of the Department. The customer shall be charged in accordance with Chapter One – “Rates Governing Water Service, Section 8 – Non-Recurring Charges”, each and every time a serviceman or service crew is required.
The following procedures shall apply:
- a) Upon the Department investigating for a no water complaint, the department will first check the meter to determine if water is to that location. If it is found that water is to the meter location, the Department will advise the customer of the findings, and no further action can or will be taken by the Department. It will then be the customer’s responsibility to have the situation corrected.
 - b) If it is determined there is water at the meter location but the meter has become frozen and damaged, the Department will replace the meter to restore service and the customer will be charged for a new meter and applicable service charges.
 - c) If it is determined there is no water at the meter location and the meter has become frozen and damaged, the Department will not install a new meter until the service has been thawed and advise the customer of finding, and further what next steps can then be taken.
- 3 -3.2 The customer may elect to have the Department attempt to thaw the service line. Then as promptly as labor, machinery become available and conditions permit, the Department will attempt or cause to be thawed, customer’s water meter and/or service line in order to again establish water service between the public water main and the water meter installation.
- 3 -3.3 When a customer has experienced a freeze-up that has been thawed by the Department as aforesaid, such customer shall take immediate notice that a condition exists in his service line. The customer shall thereafter cause the water facility in or on the customer’s premises to run a flow of water in order to avoid future or subsequent freezing of said service line. The avoidance of future or subsequent freeze-ups shall be the customer’s responsibility and expense, which will include charges for the water.
- 3 -3.4 The rules and regulations herein established are predicted upon the assumption that such thawing can be done by the Department through the use of electro-thawing equipment or similar equipment directly contracted for by the Department. If a service line is so installed as to prohibit the use of electro-thawing equipment, the responsibility for correcting or eliminating such freeze-up will be the sole liability of the customer. In the event such condition can be remedied by the Department, without violating plumbing codes and/or other regulations, in addition to the use of electro-thawing equipment, charges for eliminating the freeze-up will be paid for by the customer.
- 3 -3.5 The charges herein provided for shall be included in the customer’s regular water bill, and shall be payable in full on the due date of the next monthly billing.
- 3 -3.6 After receiving notifications of a freeze-up, priority will be given by the Department for servicing freeze-up to the respective customers in the order by which notice is received.

- 3 -3.7 The Department will assume no responsibility for, and will not undertake the thawing of a service line or other lines, that extends into the consumer's premises beyond the water meter installation. If such installation is a meter pit or enclosed within the customer's building, the Department, will not under any circumstances undertake the thawing of any closed-in water pipe, inside the customer's building.
- 3 -3.8 A customer who undertakes privately, or through persons other than the Department, to eliminate a freeze-up, will be responsible and liable to the Department for any and all damages incurred.
- 3 -3.9 Any unusual circumstances which result in freeze-ups throughout the entire City or service area, or occurring by reason of extended abnormal weather conditions, the Board of Directors of the Department of Water Works may adopt a resolution directing all customer's to cause their water service to run a sufficient quantity of water to avoid the danger of freezing. Under such emergency conditions, the Board of Directors may adopt appropriate measures to waive additional water charges to the customer's by reason of such general and emergency condition based on previous water usage.
- 3-3.10 In the event the customer elects to have the Department attempt to thaw the service line and the Department, in fact, thaws the service line in order to restore water service between the public water main and the water meter installation, the customer shall indemnify and save harmless the Department from any and all suits, claims, demands and actions for injury to person or damage to property arising out of the Department's actions in thawing or attempting to thaw such service line. The indemnity and hold harmless provisions shall include, but not limited to, a customers Indemnity and hold harmless relating to any acts of negligence by the Department in providing the services set forth in this Section 3. Customer shall be notified by the Department of this indemnity and hold harmless provision at or prior to the time of providing such service.

END OF SECTION

Section 4 Backflow Prevention

- 3 - 4.1 All new Commercial or Industrial customers of the Department shall be required to install a properly sized Backflow prevention device, at the time of connection to the Department and no existing customer shall cause, or allow, the construction or maintenance of a cross connection. Any piping installed to bypass a cross connection control device constitutes a cross connection, unless the bypass piping is also fitted with a similar cross connection control device. This applies to any existing commercial or industrial customer making plumbing changes with in their facility.
- 3 - 4.2 No customer shall cause, or allow, the installation or maintenance of a booster pump in a customer water system, unless a control device is installed to prevent operation of the booster pump when pressure to pump suction drops to a gauge below twenty pounds per square inch (20 P.S.I.).
- 3 - 4.3 Any customer who constructs a new facility that is designated a cross connection hazard, or makes modification to a customer's service line, or installs a higher capacity water meter at an existing facility, which is designated as a cross connection hazard by the Department of Water Works, must construct an air gap or install a reduced pressure principle Backflow preventer.
- 3 - 4.4 Any customer now having an existing facility which is designated as a cross connection hazard and has a cross connection which results in a contaminant being introduced into the public water supply or to the customer's water system, shall immediately construct an air gap or install a reduced pressure principle backflow preventer.
- 3 - 4.5 The following examples are customer facilities are designated as cross connection hazards:
- a) Aircraft and missile manufacturing plants.
 - b) Automotive plants, which includes plants that manufacture motorcycles, automobiles, trucks, recreational vehicles, construction and agricultural equipment.
 - c) Beverage bottling plants, which include dairies and breweries.
 - d) Canneries, packinghouses, and reduction plants.
 - e) Car washes.
 - f) Chemical, biological, and radiological laboratories, including those in high schools, trade schools, colleges, universities, and research Institutions.
- 3 - 4.6 Any customer facilities not now designated as a cross connection hazard, may be designated a cross connection hazard by written notice to the customer from the Superintendent of the Department. The notice shall specify the nature of the customer activity, which necessitates the designation of his facility as a cross connection hazard, and will specify the date by which the customer must install a cross connection control device.
- 3 - 4.7 The Superintendent of the Department may issue a letter to exempt a customer from the requirements of a cross connection control device, if the customer can show to the satisfaction of the Superintendent that the activities taking place at his facility and the materials used in connection with these activities or stored on the premises, cannot endanger the health of customers of the public water supply, should backflow occur.

An exemption will remain valid for not more than two (2) years following the date of issuance. If it is determined that the customer's facility has become a cross connection hazard, the Superintendent of the Department will void the exemption and so notify the customer by letter.

- 3 - 4.8 All customers shall construct an air gap, or install a reduced pressure principle backflow preventer, or a double check valve assembly, on the following facilities:
- a) Any tanks used only to store water from the public water supply for fire fighting, which are constructed to maintain the bacteriological quality of the water.
 - b) Any secondary source of supply that uses well water as the only private source of supply, and which is constructed to maintain the bacteriological quality of the water.
 - c) No secondary source of supply shall be physically connected on the customer's service line, to, or into the facility.
- 3 - 4.9 Customers shall construct an air gap, or install a reduced pressure principle backflow preventer, or pressure type vacuum breaker, on any water line that connects the public water supply to any land irrigation facility buried below ground, which has a sprinkler outlet located less than six inches (6") above grade.
- 3 - 4.10 The discharge pipe of an air gap must terminate a minimum of two (2) pipe diameters of the discharge pipe, or six inches (6"), whichever is the lesser, above the maximum-recorded floor level, or above the flood level rim of the receiving vessel, whichever is higher. Only those models of double check valve assemblies, reduced pressure principle backflow preventers, and pressure type vacuum breakers, which are listed by the Foundation for Cross-Connection Control and Hydraulic Research of the University of Southern California, or are acceptable under the rules of the Indiana Plumbing Commission, or an equivalent, shall be installed.
- 3 - 4.11 Reduced pressure principle backflow preventers must be installed horizontally, with no plug or additional piping affixed to the pressure differential relief valve port, and with the pressure differential relief port a minimum of twelve (12) inches above floor level. The device must also be installed at a location where any leakage from the pressure differential relief valve port will be noticed; also, access to the device must be allowed for maintenance and testing from floor level; and a location where the device will not be subject to flooding, excessive heat, or freezing. Pressure type vacuum breakers must be installed as near as possible to the irrigation facility, at a location that allows access to the device for maintenance and testing from floor or ground level; and a location where the device will not be subject to flooding, excessive heat, or freezing. Pressure type vacuum breakers must be installed with the center line or Datum point a minimum of twelve inches (12") above:
- a) Floor level,
 - b) The highest downstream shut-off valve; and
 - c) The highest downstream overflow rim or discharge point.
- 3 - 4.12 The customer shall install and maintain in working order at all times, any cross connection control device or booster pump control device required by this Section.
- 3 - 4.13 To ensure that each cross connection control device required by this rule is in working order, the customer shall have each device inspected or tested by a cross control device inspector at the time of construction or installation, and at the following intervals, in the following manner:

- a) Air gaps must be inspected at intervals not to exceed one (1) year, to ensure that they continue to meet requirements.
 - b) Reduced pressure principle backflow preventers must be tested at Intervals not to exceed six (6) months, to ensure that both check Valves are drip-tight under all pressure differentials, and that the pressure differential relief valve will maintain pressure in the center chamber of at least two (2) pounds per square inch below that of the inlet chamber.
 - c) Double check valve assemblies must be tested at intervals not to exceed one (1) year to ensure that both check valves are drip-tight under all pressure differentials.
 - d) Pressure type vacuum breakers must be tested at intervals not to exceed six (6) months to ensure that the air inlet opens fully when water pressure is at or below atmospheric conditions.
- 3-4.14 The customer must permit access to his premises for an inspector, Superintendent, and/or representatives of the Department at all reasonable hours, and upon presentation of identification, for inspection of the customer's water system or to test the cross connection control devices installed in accordance with this rule.
- 3-4.15 Any customer granted an exemption must report to the Superintendent of the Department of any proposed change in the process, plumbing, or in materials used or stored at the exempted facility, at least fourteen (14) days prior to making the change. Failure to do so will void the exemption.
- 3 -4.16 All cross connection control device inspectors must be registered with the State of Indiana, and must submit reports of all inspections to the Superintendent of the Department.
Report must include the results of inspections or tests conducted on air gaps, reduced pressure principle back-flow preventers, double check valve assemblies, and pressure type vacuum breakers. Reports must be submitted to the Department and to the customer within thirty (30) days after the date of inspection or test.
- 3 -4.17 The Department will retain on file the six (6) most recent reports of tests conducted on reduced pressure principle backflow preventers and pressure type vacuum breakers installed.
The Department will retain on file the three (3) most recent reports of inspections made on air gaps, and test conducted on double check valve assemblies.
- 3 - 4.18 The Department will maintain a list of inspectors registered in the State of Indiana to perform inspections and tests on cross connection control devices, and will make the list available to the public upon request.
- 3 -4.19 The Superintendent of the Department reserves the right to order the immediate termination of a water supply if a customer having a cross connection control device is in violation of any of these rules, inasmuch as cross connections may cause disease through transmission of contaminants via the public water supply system.

END OF SECTION

Section 5 Private Wells

- 3 -5.1 The purpose of this section is to prevent the potential for any second water supply source to be introduced into the Municipal water supply that could cause contamination and cross connections.
- 3 -5.2 Any applicant desiring water service from the Department to their property that is currently being serviced by a private well water supply, the following shall apply:
- 3 -5.3 The applicant shall at their expense to have the well or wells to become abandoned by properly capping and plugging the well. This shall be done prior to the initiation of water service to the property. Water service to the property will not be turned on until the proper inspection has been made, and the applicant signs an affidavit indicating the well or wells were properly abandoned.
- 3 -5.4 Should an applicant request to keep and not abandon their well or wells as outlined above, the Department will require the applicant to have installed at their expense a proper backflow prevention device immediately after the meter. The applicant shall then comply with a policy as set forth in Article III Service Connections, Section 4 Backflow Prevention. The Department will not initiate water service until requirements stated in that section have been met.
- 3 -5.5 If an existing customer of the Department desires to install a private well on their property, the customer must receive authorization from proper governmental agencies having jurisdiction, stating a well is permitted and files same with the Superintendent of the Department. The Superintendent shall then notify the customer of the requirements set forth in this Article, Section 4 Backflow Prevention. Should the customer fail to comply with any of the stated requirements, the Department reserves the right to discontinue water service without further notice, until requirements are met.

END OF SECTION

ARTICLE IV – WATER METERS

Section 1 Meter Installation/Location

- 4 -1.1 All water meters will be furnished and installed by the Department, as part of the tap-in cost, or provided on cost of material basis if tap was made on private main. All water meters are property of the Department. Water meters shall only be installed on a service lines that are classified as either a domestic or lawn irrigation line.
Under no circumstances will the Department allow water meters to be installed on Fire line services, if in the opinion of the Department, the purpose of the meter is to circumvent any fire line charges.
- 4 -1.2 Prior to the installation of the water meter, the property owner shall, at his expense, provide ample space for the meter and have the pipes installed so that all water will pass through the meter. The Department will furnish the proper meter setting, and/or fittings, to the customer.
- 4 -1.3 All water meters will be installed under the direction and in conformity of the Department. Meters are to be installed on the customer's premises, inside the building in a basement or on the first floor, as near as possible to the point where the service pipe enters the building. The location must be a clean, dry, safe place, protected from freezing. After the water meter has been installed, it must not be moved or disturbed without permission from the Department.
If the applicant cannot provide a suitable location in the building for the water meter, then it may be necessary to locate the meter in a meter pit. See Section 5 (this Article) – Meter Pits.
- 4 -1.4 If it is necessary to install the water meter in the same area where the hot water tank is located, there must be a distance of at least twenty feet (20') between the tank and the meter. A check and relief valve must be installed in the supply pipe between the hot water tank and the meter.
- 4 -1.5 In any case where the Department reduces the size of a water meter at the request of the customer, a service charge based on the cost of such change of installation will be made. The Department, in all such cases, reserves the right to determine if the present meter can be reduced satisfactorily, or if it will be necessary to substitute another water meter.
If the present meter cannot be reduced satisfactorily, the customer shall at his expense, have the plumbing rearranged in order to provide for a smaller meter. In all such cases, an even exchange will be made on meters regardless of size.
- a) When a water meter has been reduced in size via orificing, the Department will remove said orifice at the time the meter is removed from service or need of repairs.
 - b) The Department will no longer permit the use of orifice as a way of reducing meter sizes.
- 4 -1.6 Free access must be given to properly authorized representatives of the Department for reading and repairing water meters; and if necessary, for the examination of pipes and fixtures.
If such access is denied, the Department of Water Works reserves the right to discontinue the water service, until access as been properly granted.

4 -1.7 Customers shall not cover water meters or place obstructions that may prevent access to the meter by representatives of the Department for the purpose of reading and/or making necessary repairs/replacement.

In the case of persistent violation of this rule, the Department reserves the right to discontinue the water service, until the conditions have been satisfactorily remedied.

4 –1.8 In no case shall any customer allow any water meter or fixture thereof, to be removed, repaired, relocated, or tampered with in any manner whatsoever. If a water meter must be removed, repaired, or relocated at any time, only a duly authorized representative of the Department is authorized to do so. This also applies to after hours, at which time a representative shall be called in to perform the duty, and applicable service charges will apply as stated in Chapter One – “Rates Governing Water Service, Article IV Non-Recurring Charges”.

END OF SECTION

Section 2 – Repairs/Damages

- 4 –2.1 If a water meter malfunctions and fails to register, during such period the customer will be charged the average consumption.
- 4 –2.2 Customers will be held responsible for any water meter or parts thereof that may sustain damage from freezing, hot water, broken or damaged wires, etc. Any necessary repairs from such cause will be performed at the expense of the consumer, and charges are to be paid to the Department within thirty (30) days from date of invoice.
- a) If a water meter has been found to be damaged, a new meter will be installed and charged to the customer, including a service charge to install the new meter.
 - b) In the event the water service is terminated and arrangements were not made to remove the water meter, the consumer who was last responsible for the water bills will be liable for any damages the meter may sustain.
 - c) When a water meter is found to be damaged, the Department of Water Works will notify the customer who is or was last responsible for water bills, of the charges to repair the damaged meter.

END OF SECTION

Section 3 – Meter Tests

- 4 –3.1 Should the customer desire to have a water meter tested; the Department will remove the water meter from service, and transport the water meter to the meter shop and subject the meter to the standard meter test in the presence of the customer.
- 4 –3.2 Once a water meter is subjected to a standard test by the Department, one of the following shall apply:
- a) If the register indicates on the meter not to exceed two percent (2%) more or two percent (2%) less than the actual quantity of water passing through it, the meter shall be considered accurate. However, the Department does have the option of replacing the meter.
 - b) When the register exceeds two percent (2%) more than the quantity of water passing through it, the meter shall be considered operating “slow”. The Department will charge the customer a maximum of the percentage above the allowed 2%, based on the previous three month (3) usage period. The charges will appear on the next water bill. The Department shall replace the meter with a new meter at no cost to the owner of customer.
 - c) When the register indicates to exceed two percent (2%) less than the quantity of water passing through it, the meter shall be considered operating “fast”. The Department will credit the customer a maximum of the percentage below the allowed 2%, based on the previous three (3) month usage period. The credit will appear on the next water bill. The Department shall replace the meter with a new meter at no cost to the owner of customer.

END OF SECTION

Section 4 Allowances/Credits

4 - 4.1 Charges will be made for all water passing through the meter, whether consumed or wasted for what ever reason. Should the customer believe that circumstances beyond his control caused a problem the following procedures shall apply:

- a) If a customer believes that they have a legitimate complaint, they shall respond in writing to the Superintendent, stating the nature of the problem, where the problem occurred, approximate date of occurrence, what may have caused the problem, and any corrective action, which may have already been taken.
- b) The Superintendent, will send a Department representative to the property for an inspection of the problem.
- c) The Superintendent, will present the customer's letter and the results of the inspection by the Department representatives, to the Water Board of Directors, and it will be the Boards' discretion as to grant or refuse an allowance.
- d) The Superintendent, after meeting with the Water Board will advise the customer in writing, of the Board's decision.

END OF SECTION

Section 5 Meter Pits

- 4 -5.1 When an applicant cannot provide a suitable location in the building for the water meter, and it is necessary to locate the meter in a meter pit, the following will apply:
- a) The Department will prepare a cost estimate based on time and material, and notify the applicant in writing, the said cost to construct the meter pit.
 - b) If the applicant does not want to pay for the meter pit, the applicant will then comply with Section 1 (this Article) – Meter Installation/Location, and then place the meter inside the building.
- 4 -5.2 If an applicant desires to build a meter pit, it shall be built in accordance with the specifications of the Department. Water service will not be turned on to this property until an inspection is made by a representative of the Department, and approval is granted by the Superintendent.
- 4 -5.3 Once the required estimated fees are paid, the Department will schedule, construct and install the meter pit.
- 4 -5.4 The meter pit will be located on the property of the applicant and shall become part of that property and is the sole responsibility of the property owner for maintenance and repairs required.
- 4 -5.5 If in the opinion of the Department, that a meter pit is in need of repair (lid replacement, revamping, raising/lowering of lid, protection against freezing of the meter, etc.) the Department shall notify the property owner, and the property owner will have 30 days to make said repairs.
- 4 -5.6 The property owner may purchase the required repair parts from the Department, to make the necessary repairs, or the property owner may instruct the Department to make the needed repairs on a time and material basis. Once the repairs are made, the Department will bill the property owner, which bill be due and payable thirty (30) days from date of invoice.
If bill is not paid as required, the Department will terminate water service until bill has been paid.
- 4 -5.7 If the property owner does not make or instruct the Department to make the repairs in the required time period, the Department reserves the right to discontinue water service until the repairs are made.

END OF SECTION

ARTICLE V – FIRE PROTECTION

Section 1 Public Fire Hydrants

- 5 -1.1 No person except a duly authorized employee/agent of the Department, local Fire Departments, in or adjacent to the Water District shall open a fire hydrant for public use, or take any water from any flush point, unless permission is granted from the Department.
- 5 -1.2 When fire hydrants are connected to water mains owned and/or maintained by the Department, they will be classified as a public fire hydrant.
- 5-1.3 Customers who receive water service and bills from the Department will be assessed a Public fire protection charge, based on the meter size located in their residence or business, as outlined in Chapter 1 – Rates Governing Water Service, Article II – Fire Protection, Section 2 Public Fire Protection.
- 5 -1.4 Anyone found using a fire hydrant without proper authority, and without a meter, will be billed an estimated amount determined by the Superintendent. Using a fire hydrant without permission is in direct violation of I.C. 35-43-5-3 and may be subject to a fine as indicated in I.C. 35-50-3-2.

END OF SECTION

Section 2 Fire Protection – Automatic Sprinkler Service; and Private Fire Hydrants

- 5 - 2.1 Any applicant desiring fire protection service for fire sprinkler lines and/or private fire hydrants from a water main owned by the Department, must apply for such tap to the Superintendent of the Department. Tap-ins shall be in accordance with Chapter II – Article III, Section 1.
- 5 –2.2 The Department will only be responsible for that portion of the fire service line tap in the public rights-of-way (from the tap on the City water main to a point six and on half feet (6 ½’) from the property line in the public rights-of-way. The Department will maintain, repair, and/or replace, as needed in the opinion of the Department, the section of fire service line in the public rights-of-way, at no charge to the Owner.
- 5 - 2.3 Plans and specifications of the system shall be prepared by the applicant and a copy kept on file by the Department for future reference, showing the size and location of riser lines, location of fire hydrants in the area, booster pumps and/or elevated or ground level water tanks. The Department shall decide the necessity of automatic pressure cut-off valves, backflow preventers, and/or check valves; and the size, type, and location of such devices, if required.
- 5 - 2.4 All charges for Private Fire Protection Service and Private Fire Hydrants will be in accordance with the Departments “Rates Governing Water Service Chapter 1 – Article II – Fire Protection, Section 1 & 2, and billing will be on a monthly basis. Charges are to be paid to the Department within thirty (30) days from the date of invoice. The charges made by the Department are strictly charges for supplying water to an owner’s system for emergency fire fighting protection.
- 5 - 2.5 The Owner of a private fire protection system is responsible for all preventative maintenance, including fire hydrants. All maintenance instructions supplied by the manufacturer of equipment in the Owner’s private fire protection system should be followed.
- a) Upon request of the Owner, the Department will furnish names of persons and/or firms knowledgeable in the maintenance and repair of fire hydrants, to assist the Owner of private fire hydrants if they are in need of repair. The Department personnel, however, will not operate any valves or equipment located on private property.
- b) If required, the Department will make available to the Owner, material for fire hydrants, and a complete hydrant if necessary, if such items are available in the Department’s inventory, at current prices, plus twenty-five percent (25%).
- c) The Department will not assume responsibility or liability for a hydrant not conforming, as stated in subsection (d).
- d) Private hydrants shall conform to the size and style of construction of those used by the Department as follows:
- 1) Minimum size of inlet from main shall be six inches (6”) with five and one-quarter inch (5 ¼”) valve opening,
 - 2) Hydrant head shall consist of two (2) – 2 ½” hose connections, one (1) – 4” pumper connection,
 - 3) All threads shall be National Standard
 - 4) The fire hydrant shall open left and close right
 - 5) The hydrant’s shall be painted accordingly:

- A) Entire hydrant including body and caps, Bright Red in color if the water main servicing the hydrant(s) is connected by one (1) source of City Main.
- B) Body of hydrant Bright Red, and all caps a bright traffic yellow in color if the water main servicing the hydrant(s) is connected by two (2) source City Mains.

5 - 2.6 The use of water from the Owner's private fire protection system for use other than a fire emergency or routine testing is strictly forbidden, unless the following steps are taken:

- a) The owner shall notify the Department in writing seven (7) days prior to any non-emergency water use of private fire protection system, and obtain approval from the Superintendent, including semi-annual hydrant testing:
- b) The Owner of the private fire protection system must also notify the Michigan City Fire Department prior to any such non-emergency water use to prevent accidental fire alarms, and to insure that the volume of water used will not hinder fire-fighting efforts which may be in progress.
- c) The Department will decide the means by which water used for non-emergency purposes will be measured for billing. This may be any one of the following:
 - 1) Use of a fire-hydrant meter
 - 2) Measurement of water pumped into an open discharge
 - 3) Any other method, such as estimated billing as determined by the Superintendent.

- A) If it is necessary to test the private fire protection system including fire hydrant(s) on a periodic basis, such as weekly or monthly, other than semi-annual hydrant testing, the Owner of such systems may arrange with the Department for a standard monthly charge for water consumed in such testing.
- B) If the private fire protection system is equipped to recirculate any water used in tests back into the system, no additional charge will be made for water consumed; however, notification to the Department prior to the testing is still required.

5 - 2.7 Any owners wishing to install a permanent metered domestic or irrigation water service tap from his private fire protection system must obtain approval from the Superintendent of the Department. When requesting such approval, the Owner must provide the Department with plans for the proposed service tap; reasons for tap; and the proposed usage of the water. The Owner must also include the approval from his insurance underwriters for installing a service Tap on the private fire protection system; however, disapproval by the Owner's insurance underwriters will not prevent the Department from granting such a metered service tap. Under no circumstances will the Department allow water meters to be installed on Fire lines, if in the opinion of the Department the purpose of said meter is to circumvent any fire line charges.

5 -2.8 It will be the responsibility of the Owner of any private fire protection system using suction or booster pumps to have such suction or booster pumps equipped with an automatic pressure cut off valve on the pump suction line that will close when the pressure on the suction line drops to 20 P.S.I. (plus or minus 5 P.S.I.). This valve must receive routine semi-annual maintenance and testing. The Owner of the private fire protection system will be responsible for any damage to the water grid system of the Department, that could be caused by suction or booster pumps if the pressure drops below 20 P.S.I. (plus or minus 5 P.S.I.).

If the suction or booster pump is a temporary installation (i.e. attached to a fire hydrant to obtain water for construction purposes), it will be the responsibility of the Owner to insure that the suction pressure will never be allowed to drop below 20 P.S.I.

- 5 -2.9 Should the Owner of the private fire protection system need to modify the system, which may include the addition or removal of parts thereof including fire hydrants, the Department must be notified prior to such modification, and provide the following:
- a) The Owner must provide plans and specifications of the modification to the Department. The Department will be empowered to require additional check valves and/or backflow preventers, which may be necessary due to the modification system.
 - b) The Owner must notify the Michigan City Fire Department any time his private fire protection system is modified or out of service for repairs, which includes notification when the system is returned to service. This notification must be made whether the system, or any portion of the system, is out of service permanently or on a temporary basis.
- 5-2.10 Any Owner who currently maintains a private fire protection system shall comply with this Article whenever changes or modifications are made to their systems, which includes, but not limited to the installation of any automatic pressure cut-off valves, check valves, and/or backflow preventers, which are necessary, which are not now installed.

END OF SECTION

Section 3 Temporary Metering from a Fire Hydrant

- 5 -3.1 Anyone desiring to use a fire hydrant, public or private, as a water source (i.e. construction purposes or filling swimming pools) shall conform this section.
- 5 -3.2 The applicant must apply for a fire hydrant meter at the Main office of the Department, 532 Franklin Square, Monday through Friday, 8:30 a.m. – 5:00 p.m. At which time the applicant shall advise the nature of use, the Department will determine if a hydrant meter is required based on the following:
- a) If the nature of use requires a metering set-up, the applicant must post a One Hundred Deposit (\$100.00) deposit, for the meter and wrench.
 - b) For any swimming pool size 10,000 gallons or less, a hydrant meter will not be required or permitted, and the filling of the pool must be done through their house meter. Should the pool size be 10,000 gallons or larger, a hydrant meter will be required and permitted.
 - b) The hydrant meter and wrench can be picked up at the Department of Water Works Distribution Center located at 701 Grand Street in Michigan City, Monday through Friday between 8:00 a.m. and 3:00 p.m.
The applicant must show proof of permit (deposit receipt) before a hydrant meter will be released. If the hydrant meter is not returned to the Department within a two (2) day period, (excluding Saturday and Sunday) a meter charge will be assessed based on the size of the meter in accordance with Article 1 - Approved Rates and Tariffs Sections 1 and 2.
 - c) After the hydrant meter and wrench are returned to the Department, the amount of water used will be determined, and the cost will be deducted from the One Hundred Deposit (\$100.00) deposit, and applicant will be refunded the balance. In the event the cost exceeds the amount of deposit, the applicant must pay the additional amount.
 - d) In addition to the cost for the amount of water used the following shall apply:
 - 1) If the hydrant meter, wrench or any part thereof is returned damaged, and/or lost the applicant will be charged either time and material for repairs, or the cost of a new meter or wrench.
 - 2) If the registration on the hydrant meter does not correspond to the pool size stated on the application (plus or minus Two Hundred (200) Cubic Feet), the applicant will forfeit the One Hundred Deposit (\$100.00) deposit.
 - 3) If the cost is determined to be more than the One Hundred Deposit (\$100.00) deposit posted, the consumer must pay the additional amount
 - 4) If the hydrant meter malfunctions and does not register, the Department will estimate the amount of water used based on the size of the pool. This cost will be either added or deducted from the deposit posted

END OF SECTION

ARTICLE VI – MISCELLANEOUS RULES & REGULATIONS

Section 1 Miscellaneous Rules and Regulations

- 6 -1.1 The Department does not guarantee an uninterrupted supply of water, or a sufficient or uniform pressure, of water from the Department's water mains to be used for supplying steam boilers, gasoline engines, heating plants, refrigeration machines, domestic hot water tanks, or any other equipment. The Department will not be liable for any damages or injuries, which may result from an interrupted supply of water, or variation of pressure. The customer shall indemnify and hold harmless the Department from any and all suits, claims, demands and actions for injury to person or damage to property that may result from an interrupted supply of water or variation of pressure. This indemnity and hold harmless provision shall include, but not be limited to, a customer indemnity and hold harmless relating to any acts of negligence by the Department with respect to an interrupted supply of water or variation of pressure.
- 6 -1.2 The Department reserves the right to change the location of any of our service pipe(s), at any time, for the purpose of protection and betterment of the water system. When so relocated, service pipe will remain the property of the Department.
- 6-1.3 If any customer's existing service pipe is found to require replacement from the curb box to the water meter on the customer's premises, or if any changes in plumbing are necessary, the Department will notify the customer. The customer will have such work performed immediately, at his own expense.
- 6 -1.4 In cases where a property is now being supplied with the City water and the owner desires to change to a supply other than City water, the owner and plumber must notify the Department when this change is to be made. The Department will then cut off the water supply at the water main, remove the meter and disconnect the service pipe at the time the changeover is made. Should this take place, and in the event the owner desires to return to City water, the owner shall be required to pay for a new tap-in to the water main.
- 6 -1.5 The Department reserves the right to shut off the water immediately, without notice, in the case of a fire; an alarm of fire; any emergency repairs; or necessary work that must be performed. The water service will be shut off as long as may be necessary, without liability for damages from such stoppage of water supply.
- 6 -1.6 The Department shall not be held liable for any damage to the consumer's pipes or fixtures which may result when work is performed by the Department on water mains and service lines.
- 6 -1.7 No one, including governmental sub-divisions shall draw or use water from any fixture through which water is supplied by the Department, regardless if such fixture is located on public or private property, without such water being properly metered and paid for. Using such fixture without permission is in direct violation of I.C. 35-43-5-3 and may be subject to a fine as indicated in I.C.35-50-3-2.

- 6 -1.8 In cases where private contractors or other governmental sub-divisions are required to perform work on public rights-of-way property, where the Department may have existing facilities in said public rights-of-way. Private contractors or other governmental sub-divisions shall notify the Department at least 48 hours prior to starting of work in order for the Department to properly locate their facilities with proper color code.
Violation of this procedure and damages sustained by the Department is also in violation of I.C. 8-1-26.
- 6 -1.9 In cases where a private contractors or other governmental sub-divisions are working in the public rights-of-way and is needed to have the existing water line relocated. Private contractors or other governmental sub-divisions shall at their expense bear all cost involved with such relocation, and use materials as approved by the Superintendent of the Department.
- 6 -1.10 In the case of any new construction, a licensed plumber may be permitted to turn on the water at the curb box for the purpose of testing his lines; however, the service must be shut off immediately thereafter. The Department must then be notified that water can be turned on at that property.
- 6-1.11 At no time will any one be permitted to extend a service line from one property to another. When discovered the Department reserves the right to terminate water service until the proper corrective changes have been made, including a new tap-in to the water main and proper fees paid.
- 6 -1.12 When the Department investigates a leak and it is discovered to be in the owner's service line, any plumber hired by the owner to make the necessary repairs must notify the Department twenty-four (24) hours in advance of when they plan to make the necessary repairs. The Department will arrange to shut off the water service at that time, and after repairs are completed; the Department will turn the water back on, and check for proper meter operation and sealing.
Any prevailing service fees will be charged to the owner of the property, and any expense that may have been incurred by the Department when the leak was investigated.
- 6 -1.13 In cases where an applicant or customer are considering constructing water mains in commonly owned properties such as shopping centers, malls, apartment complexes, and condominium homeowner associations. The applicant or customer shall provide the Department with a set of preliminary plans and specifications prepared by a registered engineer licensed in the State of Indiana for mark-up, review, and recommendations, prior to the firm submitting plans to various governmental agencies for their approval.
If the Department does not receive the plans and specifications as required, the project will be delayed by the Department. Water service will not be provided to the project until plans and specifications are properly submitted.

END OF SECTION