



WEST DES MOINES WATER WORKS BOARD OF TRUSTEES MEETING COMMUNICATION

DATE: August 17, 2022

ITEM:

6. Recommendations from Staff
 - a. Resolution – A Resolution Revising Miscellaneous Fees, Charges and Rates

FINANCIAL IMPACT:

Approving this Resolution will ensure the Water Works is reimbursed for the costs of providing various routine services and materials. The last time these fees were adjusted was 2021.

SUMMARY:

Every year the miscellaneous charges and fees are reviewed. This year staff evaluation showed that it is time to update some charges and fees to cover our expenses for taps. A few other updates were made in the document, including fees for 1" lost or damaged water meters & 1 meter coupling replacements, replacement of customer owned curb valves, and the normal field service labor rate.

BACKGROUND:

This long-standing Resolution is being updated to ensure that the Water Works' cost of doing business is being recovered and that our current charges are officially recorded. All Water Works services and charges were reviewed for accuracy and updated accordingly.

Following this memo is a copy of the Miscellaneous Fees, Charges, and Rates Resolution with the substantive proposed deletions ~~lined out~~ and new charges highlighted.

RECOMMENDED ACTION BY THE BOARD OF TRUSTEES:

That the Resolution titled "A Resolution Revising Miscellaneous Fees, Charges and Rates," attached to and made a part of these minutes, be adopted.

Prepared by: Pat Mullenbach

Approved for Content by: Clte Murphy

RESOLUTION

A RESOLUTION REVISING MISCELLANEOUS FEES, CHARGES AND RATES

WHEREAS, management of the West Des Moines Water Works is vested in the Board of Trustees, and

WHEREAS, from time to time, it is necessary that said Board establish or revise the fees, charges and rates used when providing services to its customers, and

WHEREAS, said Board has determined that it is necessary to revise the fees, charges and rates applicable to providing miscellaneous services to its customers,

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE WEST DES MOINES WATER WORKS, AS FOLLOWS:

Section 1 – Water Service Connections

1. The West Des Moines Water Works shall furnish and install the corporation valve or corporation valve and water service connection saddle, as appropriate, and
2. The West Des Moines Water Works shall furnish, for installation by others, a suitable curb valve, curb valve box and a steel fence post to mark the location of the curb valve as installed, and that the receipt of said materials shall be acknowledged by an appropriate signature, and
3. No excavation or backfill work will be done by the West Des Moines Water Works, and
4. The fee for doing this work shall be as follows:

Main Size	Tap Size							
	1"	1 ½"	2"	4"	6"	8"	10"	12"
4"	\$450510	\$725815	\$9501085	\$475575				
6"	\$455515	\$730835	\$9601095	\$475575	\$475575			
8"	\$465535	\$740850	\$9701110	\$475575	\$475575	\$475575		
10"	\$480550	\$755870	\$9801125	\$475575	\$475575	\$475575	\$475575	
12"	\$490565	\$770885	\$9901145	\$475575				
14"	\$510615	\$870935	\$10001165	\$475575				
16"	\$530620	\$910940	\$10201185	\$475575				
20"	\$740810	\$10401170	\$12401395	\$475575				
24"	\$800810	\$10751195	\$12601400	\$475575				

Sub-contractors are hired by WDMWW to complete taps larger than 12".

[If a contractor elects to utilize a DIMJ tee in lieu of a tap, the above fee will be reduced accordingly by the associated fees for labor, saddle, and corporation stop. In this case, the appropriate DIMJ tee and corporation stop shall be furnished by the contractor at the contractor's expense.](#)

Prices shown above for taps larger than 2" diameter are for labor and equipment only. For taps larger than 2" diameter, all materials are furnished by the contractor at the contractor's expense. If the tap is 10" or 12", there will be an additional charge for equipment rental costs.

Sizes not listed are not supported by WDMWW and shall be approved by the Water Distribution Manager on an individual basis.

5. An administrative charge of \$120 shall apply when a plumbing contractor schedules an appointment to complete one or more taps and then cancels without reasonable notice or is not ready to begin work when the Water Works arrives.
6. If water service to a property is discontinued and not expected to be reactivated within 12 months, it shall be the obligation of the property owner to cause the water service connection to be disconnected at the water main. If an abandoned water service is not disconnected by the owner, the Water Works may disconnect the water service at the owner's expense. The fee for this work will be the cost of labor, equipment and materials.
7. The fees in this section apply to work performed from 7:30 AM to 4:00 PM, Monday through Friday. The work may be performed at other times, with the costs adjusted to allow for overtime labor rates, on a case-by-case basis.

Section 2 – Water Meters and Appurtenances

1. For damaged water meters repairable by the Water Works, the fee will be the cost of materials and labor for repair or replacement. The cost of labor will be charged at the appropriate Standard Labor Rate.
2. For lost or damaged water meters not repairable by the Water Works:

<u>Water Meter Size</u>	<u>Fee</u>
5/8 inch x 3/4 inch	\$180.00
1 inch	\$280.00 <u>\$300.00</u>

The fee for meters larger than those stated above will be the cost of materials. The cost of labor for removal and installation of the water meter will be charged at the appropriate Standard Labor Rate, in addition to the fee stated above. In the case of lost or damaged water meters or appurtenances, but there is no customer of record, the current owner of the premises shall be liable for the cost of replacement.

3. For water meter couplings or flanges when replacement is necessary due to negligence or theft:

<u>Coupling Size</u>	<u>Fee</u>
3/4 inch	\$25.00
1 inch	\$30.00 <u>35.00</u>

The fee for meter couplings or flanges larger than those stated above will be the actual cost of materials plus 30% markup. The cost of labor for installation of the couplings will be charged at the appropriate Standard Labor Rate, in addition to the fee stated above.

4. For replacement of a radio frequency meter reading device when necessary due to negligence or theft: \$225.00. The cost of labor for installation of the meter reading device will be charged at the appropriate Standard Labor Rate, in addition to the fee stated above.
5. For testing of a water meter for accuracy in accordance with American Water Works Association specifications: The fee shall be assessed if the test was requested by the customer and if the meter is found to meet the applicable accuracy specification.

<u>Water Meter Size</u>	<u>Fee</u>
5/8 inch x 3/4 inch	\$75.00
1 inch	\$100.00
1 ½ inch	\$150.00
2 inch	\$200.00

The fee stated above includes removing and replacing the water meter. The fee for testing water meters larger than those than those stated above will be the actual costs of labor and other charges incurred by the Water Works.

6. The fees in this section apply to work performed from 7:30 AM to 4:00 PM, Monday through Friday. The work may be performed at other times, with the costs adjusted to allow for overtime labor rates, on a case-by-case basis.

Section 3 – Curb Valves and Appurtenances

1. For replacing customer owned curb valves when required to start or stop water service:

<u>Curb Valve Size</u>	<u>Fee</u>
¾ inch	\$70 <u>85.00</u>
1 inch	\$110 <u>130.00</u>
1½ inch	\$320.00
2 inch	\$370 <u>435.00</u>

<u>Box and Rod Size</u>	<u>Fee</u>
¾ thru 1 inch	\$55 <u>65.00</u>
1 ½ thru 2 inch	\$80 <u>90.00</u>

Charges for any additional materials required to complete the installation of curb valves, curb valve boxes and rods or lids will be the cost of those materials, in addition to the fee stated above.

The cost of labor and equipment required for the removal and/or installation of curb valves and appurtenances will be charged at the appropriate Standard Labor Rate and Standard Equipment Rental Rates, in addition to the fee stated above.

Section 4 – Customer Accounts

1. An administrative charge for failure to pay a municipal services bill on or before the date shown on the bill: 1.50% of the net amount of the bill, subject to a minimum charge of \$1.50.

This charge may be waived once a calendar year per account, at the sole discretion of the West Des Moines Water Works.

An administrative charge for failure to pay a final water bill on or before the date shown on the bill: \$15.00.

The payment shall be considered to have been made as of the time it is received in the Water Works office.

2. For preparation and delivery of a notice scheduling discontinuance of water service for non-payment of a water bill: \$15.00.
3. The charge for discontinuance and restoration of water service for non-payment of a water bill or non-compliance with West Des Moines Water Works regulations shall be as follows:

Hours	Definition	Charge
During normal field service hours	Monday – Friday 7:30 AM – 4:00 PM	\$30.00
After hours	Monday – Friday 4:00 PM – 9:00 PM Saturday 9:00 AM – 9:00 PM	\$100.00
Sunday and Holidays	12:00 PM – 9:00 PM	\$150.00
Other hours	Restoration will be deferred to the next business day (unless deemed an emergency, then Sunday and Holiday rates apply)	

The past due bill including the charge for discontinuance and restoration must be paid in full before water service will be restored.

The charge for attempting to disconnect a service for non-payment shall be \$10.00.

4. For filing certifications of unpaid accounts for collection by a county treasurer: \$10.00 per account.
5. For forwarding unpaid customer invoices to bill collection agencies: \$15.00.
6. An administrative charge of \$25 shall apply to customers who schedule an appointment for service and then fail to honor that appointment without reasonable advance notice. Additional charges shall apply for afterhours no shows.
7. For discontinuance and restoration of water service for customer convenience: \$20.00.
8. For a water service that has been turned off for non-payment of an amount due and subsequently found turned on without proper authority, water service may be disconnected again with the following charges being made:

First occasion –	\$100.00
Second occasion –	\$200.00
Third and succeeding occasions –	Actual cost of excavation to cause a disconnection to occur

All charges due, including the Water Works cost of reconnecting pipes, shall be paid prior to restoration of water service.

9. If a customer's check, draft, automatic bank draft or similar financial instrument is not honored by the customer's financial institution for any reason when presented for the first time, a surcharge of twenty-five dollars (\$25.00) shall be assessed and the customer's account shall immediately be deemed unpaid the same as if the customer had attempted no payment at all.

The Water Works reserves the right to demand payment in cash from any customer.

10. Deposits for water service shall be \$100.00 per account. "Single Family" and "Single Family Other" customers with irrigation accounts are charged a deposit on the house account and not the irrigation account.

All deposits will be held in a segregated account. Deposits will be returned to account holders who have not received a Late Payment Notice during the previous two (2) years. Otherwise, deposits will be applied to the account holder's final bill when water service is terminated, and any remaining balance will be returned to the account holder.

Section 5 – Unauthorized Use of Water and Meter Tampering

1. Charges for meter tampering: \$100.00 plus the cost of labor and materials required to restore the water meter to working order.
2. Charges for the unauthorized use of unmetered water:

First unauthorized use: \$200 plus estimated water usage at the applicable rate structure

Second and additional unauthorized use: \$400 plus estimated water usage at the applicable rate structure

3. Charges for the unauthorized use of a fire hydrant: \$300.00 plus the cost of an inspection of the fire hydrant and the cost of any needed repairs.
4. In the case where there has been water consumption, but there is no customer of record, the current owner of the premises, as determined by the County Assessor's Office records, shall be liable for the cost of water consumed.

Section 6 – Construction Project Observation

1. The rate for construction project observation of water main construction projects is \$2.00 per foot for the first 1,000 feet and \$1.50 per foot for the remaining length.
2. A minimum billing of \$140.00 per project for construction project observation shall apply. The costs of bacteriological analyses are not included in the computation of the minimum billing.
3. Billings will be prepared when the Water Works receives approved construction plans and will be addressed to the developer.
4. Water used for initial flushing of water mains to pass the bacteria sampling requirements shall be provided by the Water Works up to a maximum of two flushing procedures. Gratis water shall be calculated based on the volume of the pipes. Any additional costs incurred by the Water Works for water, labor and/or equipment, will be billed to the developer when further disinfection, flushing or sampling is required. Water billed in this section will be billed at the currently established bulk water rate.
5. The construction project observation rate includes the witnessing by Water Works of one pressure test per 1,000 feet of water main installation. Pressure tests shall be scheduled to occur (and be completed) during the Water Works normal business hours. Retests and pressure tests scheduled outside of normal business hours will be billed at the Standard Labor Rates.

Section 7 – Standard Labor Rates

1. When a flat rate fee is not applicable, the standard labor rate per employee with a minimum charge of one hour shall be as noted below. Examples of when the standard labor rates would apply include flow tests, assistance with private water main breaks, etc.

Hours	Definition	Hourly Rate
During normal field service hours	Monday – Friday 7:30 AM – 4:00 PM	\$ 65 <u>70</u> .00

Sunday and Holidays	12:00 AM – 11:59 PM	\$130.00
Other hours	Any time not listed above	\$100.00

Section 8 – Record Request Fees

1. An email copy of a municipal service bill with current balance is free for the account holder. Mailed copies cost \$0.25 per copy plus postage.
2. For copies of Water Works records: \$0.25 per copy.
3. Copies of Water Works records requiring more than one hour of staff time to compile will include standard labor rates.

Section 9 – Standard Equipment Rental Rates

1. The standard rental rates for construction equipment listed below are imposed whenever the equipment is used to make repairs occasioned by negligence, when a flat rate fee is not applicable or for repair work on customer owned curb valves, water service pipes, fire protection connections, water mains, or for relocation of equipment for customer convenience. A minimum charge of one hour shall apply to the use of the following equipment:

<u>Type of Equipment</u>	<u>Hourly Rate</u>
Tractor-Backhoe	\$75.00
End Loader	\$80.00
Dump Truck	\$85.00
Service Truck	\$45.00
Vacuum Extractor	\$65.00
Portable Pumps	\$35.00

Operators for construction equipment are exclusively provided by West Des Moines Water Works unless otherwise approved by the General Manager. The applicable standard labor rate for such operators applies and will be billed in addition to the equipment rental rates shown above.

Section 10 – Materials or Supplies

1. When materials or supplies are sold to individuals or firms, the sales price thereof shall be determined by multiplying the Water Works' average cost for such materials or supplies by one hundred-thirty (130.0) percent.

Section 11 – Training Classes

1. For attending a training class in fire hydrant repair and maintenance: \$40 per student.

Section 12 – Replacement Access Cards

1. For Access Cards provided to non-West Des Moines Water Works employees granting access to outlying facilities when replacement is necessary due to negligence or theft: \$25.00.

Section 13 – Water Quality Tests

1. For each water sample on which bacteriological analyses are performed, if West Des Moines Water Works collects the sample and performs the testing: \$20.00.

Samples collected outside of Normal Business Hours shall be subject to the Standard Labor Rates in addition to the sampling fee. There will be a minimum of a two (2) hour labor charge for any scheduled samples on a Saturday, Sunday or Holiday.

2. For each water sample on which bacteriological analyses are performed, when West Des Moines Water Works performs the testing on samples collected and delivered by others to the Water Works laboratory: \$15.00.

Section 14 – Rules and Regulations and Effective Date

That upon the date this Resolution becomes effective, as stated hereinafter, the provisions of this Resolution shall become parts of the Rules and Regulations of the Board of Trustees.

That all portions of Resolutions and Rules and Regulations of the Board of Trustees found to be in conflict with this Resolution are hereby repealed on the date this Resolution becomes effective.

And that the effective date of this Resolution shall be September 1, 2022.

PASSED AND APPROVED this seventeenth day of August, 2022.

THE BOARD OF TRUSTEES, WEST DES MOINES WATER WORKS

Attest:

Scott Brennan
Chair

Christina Murphy
Secretary