

**POLICY # 1.1**

**SUBJECT:** Policy Manual-Policy Origin, Approval & Distribution

**OBJECTIVE:** To establish the basis for the formulation, distribution, and approval of written policies to be followed by the board of directors, management and personnel of North Prairie Regional Water District.

**POLICY CONTENTS:**

- A. The Board of Directors of North Prairie Regional Water District recognizes the need for the development and maintenance of written statements of the policies of North Prairie to serve as guidelines to employees in the day-to-day operations of North Prairie. Developed and written policies are guidelines only. The application of policy in particular circumstances may be amended by the Board of Directors or the General Manager, with the consent of the Board of Directors.
- B. Policies will be developed and placed in written form. Policies shall have Board approval and be placed in a policy manual that will be available for personnel employed by North Prairie Regional Water District.
- C. The Written format for policies shall state the subject, objective policy content, responsibility and approval date.

**RESPONSIBILITY:**

- A. The Board of Directors for the review, consideration and approval of the North Prairie Policies.
- B. The General Manager to the Board of Directors for recommendations covering the areas of need where the Board approved policies is required.
- C. The General Manager for all internal operations policy statements that are required relative to procedure the necessary accomplishment of his/her responsibility as an operating executive.

**REVISED AND APPROVED:** April 2021

**POLICY 1.2**

**SUBJECT:** Area Coverage

**OBJECTIVE:** To establish a policy of area coverage

**POLICY CONTENT:**

- A. North Prairie Regional Water District shall endeavor to make adequate and dependable water service available to all persons in the regional area of the system. Service shall be extended in

accordance with the law, the Bylaws and the policies, rules and regulation of North Prairie Regional Water District.

**RESPONSIBILITY:** Management

**REVISED AND APPROVED:** April 2021

### **POLICY 1.3**

**SUBJECT:** Continuity of Service

**OBJECTIVE:** To establish a policy regarding service reliability and continuity.

**POLICY CONTENT:**

- A.** Regularity of Supply - The District will use reasonable diligence to provide and maintain uninterrupted water service requirements to its users.
- B.** Interruptions are Anticipated - Several risks inherent in the delivery of water which make it impossible to assure uninterrupted water service. Among the inherent risks are exposure of water transmission and distribution facility to adverse weather, to the unpredictable and uncontrollable threat of vandalism, to equipment failure, to periodic demands exceeding capacity and to similar risks on other systems with which the district is integrated.
- C.** Restoration of Service – The District will restore any interruption of service as rapidly as the circumstances permit.
- D.** Notice of Trouble – Individual cases of service interruption may be due to local causes or to system problems. In order to identify service interruptions and their causes, the district urges all consumers to call and report interruption of service or low water pressure.
- E.** Planned Outages – The District may, at any time, suspend or interrupt water service for the purpose of making repairs or system improvements. In such situations, it shall make reasonable efforts to furnish reasonable notice of such service interruptions to consumers where the circumstances permit.
- F.** Special Circumstances – If the special circumstances of any consumer are such that the chance of service interruption is an intolerable risk of person or property, such consumer should install a private standby water supply.

- G. Fire Protection – The District shall not be liable or obligated to supply fire protection of any kind to any consumer at any time during service.

**Responsibility: Manger**

**Revised and Approved: April 2021**

**RESPONSIBILITY: Manager**

**REVISED AND APPROVED: April 2021**

#### **POLICY # 1.4**

**SUBJECT:** Responsibility for water facilities

**OBJECTIVE:** To establish a policy setting forth ownership of water facilities and responsibilities in connection with water services.

**POLICY CONTENT:**

- A. The District is responsible to maintain water facilities and equipment to a point of delivery. The District shall not be required to install equipment or meter. The meter is to be installed by a licensed plumber. Each water service in the District’s system will require a meter, pressure reducing valve, and a backflow preventer. A remote reader will be installed by the District.
- B. Consumer’s responsibility: The consumer assumes full responsibility for the water service upon consumer’s premises and from the point of delivery thereof, and for the line apparatus, devices thereon used in connection with the service. Consumer shall indemnify, save harmless and defend the system against all claims, demands, cost of expense for loss, damage or injury to persons or property in any manner directly or indirectly arising from connecting with the transmission or use of water by consumer at or on consumer’s side of delivery. The water users shall provide a suitable frost proof place for a meter assembly on the water user premises. It shall be unobstructed and accessible.
- C. The District reserves the right to require the installation of a meter pit if one is felt necessary. The users piping, and apparatus shall be installed and maintained by the user at the user’s expense, in a safe and efficient manner and in accordance with the District’s policies, and in full with sanitary regulations of the North Dakota State Health Department. The District reserves the right to refuse service unless their users’ line or piping are installed in such manner as to prevent cross-connection, or back flow from other sources and meets all state plumbing, and health codes.

- D. Consumer's Alterations: Consumers are advised to allow no one except a licensed plumber to install or make any changes, alterations, additions or repairs to any part of consumers' installation, and only after prior approval of the Districts Personal.
- E. Changes in consumer's water and equipment: All equipment supplied by the District for the use of each consumer has a defined capacity, and for this reason, it shall be the responsibility of the consumer to notify the system in writing before any change is made in the load characteristics or change of purpose, or of location of his/her installation. Failure to give such notice shall render the consumer liable for any damage to meters or accessories, or lines of the system, which may be caused by the addition or changes.
- F. Protection by consumer: Consumer shall protect the equipment of the District on his/her premises and shall not interfere with or alter or permit inference with the Districts meters or other property except by duly authorized representative of the District. Any loss or damage to the property of the District due to, or caused by, or arising from, carelessness, neglect or misuse by consumer or other unauthorized persons the cost of the necessary replacement and repairs shall be paid for by the consumer.
- G. Access to Premises: Duly authorized representatives of the District will have the right with proper notice to consumer, to ingress to and egress from the premises of the consumer at all reasonable times for the purpose of reading, testing, inspecting, repairing, or removing its meters or other property, or inspecting the consumers installation for the purpose of removing its property on the termination of its contract or on discontinuance of service for whatever cause.

**Responsibility:** Manager

**Revised and Approved:** April 2021

### **Policy 1-5**

**Subject:** Safety and Training

**Objective:** To provide for an effective Safety and Training Program for the District employees, members, and general public to the end that a safe working environment is maintained to protect life and property.

**Policy Content:**

- A. It is recognized that the District, in performance of its service is responsible for the promotion of safety among its employees, users, and the general public.
- B. The manager is hereby directed to provide a safety and job training program that will provide for a safe working environment for all District employees and provide reasonable safeguard to protect public life and property.

- C. The manager is also directed to develop safety regulations for the District employees, to keep them continuously informed of the regulations and enforce the regulations faithfully.
- D. The manager is authorized to join with local state and national safety groups whose aim is the prevention of accidents and improvement.

**RESPONSIBILITY:**

- A. The Board of Directors is responsible for requiring reports on the administration of this policy.
- B. The manager is responsible for the administration of the policy. He/She shall use such operational policies and procedures and shall report to the Board its effectiveness. He shall be responsible for formulating any recommended changes in the policy content, which requires action by the Board of Directors.

**REVISED AND APPROVED:** April 2021

**POLICY NO. 1-6**

**SUBJECT:** Selection of Banks

**OBJECTIVE:** To set forth procedure regarding the selection of banks and credit unions for deposit of North Prairie funds.

**POLICY CONTENT:**

- A. The deposit of North Prairie funds shall be in banks whose deposits are insured by the Federal Deposit Insurance Corporation. Credit Unions whose deposits are insured by the Nation Credit Union Association. Banks and Credit Unions must meet these requirements at all times.
- B. The selection and designation of banks are to be approved by the Board of Directors.
- C. The selected banks or credit unions shall be provided with copies of Board resolution authorizing signature and counter signers of checks.
- D. If funds in these accounts exceed the \$250,000 insurance provided by these institutions. They must pledge funds to cover the excess amount.

**RESPONSISBLITY:** Management and Board of Directors

**REVISED AND APPROVED:** April 2021

**POLICY NO.1-7**

**OBJECTIVE:** To Designate the authority in signing of checks.

**POLICY CONTENT:**

- A. General Fund Checks: The North Prairie Manager shall sign checks drawn on the general fund. Then will have another authorized person, which is assigned by the board of directors to counter sign each check.

**RESPONSIBILITY:** Managers and Board of Directors

**REVISED AND APPROVED:** April 2021

**POLICY NO. 1-8**

**SUBJECT:** Fiscal Responsibility

**OBJECTIVE:** The Board of Directors shall establish financial guidelines and objectives for management to follow to the end that a continuing solvent fiscal operation may be realized.

**POLICY CONTENT:**

- A. General Funds: Management shall maintain sufficient working capital to properly meet operating costs, monthly debt payments, and routine plant replacement.
- B. Financial Forecasting: Management shall complete long range financial planning with annual revisions. The long-range fiscal planning can be accomplished by methods approved by the Board of Directors.
- C. Annual Budget: Management shall prepare, annually, an annual budget for the Board review and approval. The annual budget as approved by the Board, shall then be used by management as operating guidelines for the upcoming year's operation.

**RESPONSIBILITY:** Board of Directors and Management

**REVISED AND APPROVED:** April 2021

**POLICY NO. 1-8a**

**SUBJECT:** Public Record Policy

**OBJECTIVE:** The Board of Directors shall establish a public record policy

**POLICY CONTENT:**

- A. A public Record is a document, regardless of physical form, that has been filed or recorded, or the Board of Directors has presented to the public, shown in a public meeting, or specifically defined as a " Public Record" with the exception of any document regardless of physical form that is excluded by Federal or State Statues, or Executive Directive.

**RESPONSIBILITY:** Board of Directors and Management

**ADDED AND APPROVED:** 12.16.2021

**POLICY NO. 1-9**

**SUBJECT:** Compensation for Directors

**OBJECTIVE:** To establish a policy for the compensation of directors attending meeting and business directly related to the operation or representation of the District.

**POLICY CONTENT:**

- A. When a meeting of the Board of Directors is held in North Prairie's area, the Directors shall receive the sum of \$100.00 per diem for attendance, and a per mile reimbursement, calculated at the current federal mileage rate, will be given for use of his/her personal car. Mileage to be figured to and from the meeting place.
- B. When a director attends any other meeting on behalf of the District authorized by the board of directors, the Directors shall receive \$100.00 per diem for attendance and actual expenses per day for meals, out of pocket expenses, hotel charges and registration fees. Actual expenses maybe requested for out of state travel, including cab fares.

**RESPONSIBILITY:** Management

**REVISED AND APPROVED:** April 2022

**POLICY NO. 1 – 10**

**SUBJECT:** Employee Meeting Expenses

**OBJECTIVE:** To establish a policy regarding payment of expenses incurred by employees for attending meetings and business directly related to the operation or representation of the District.

**POLICY CONTENT:**

- A. When employees attend meetings within the state for the purpose of representing the District, the employee shall receive actual expenses per day. These expenses listed on an expense voucher and accompanied by receipts for room and board. A per mile reimbursement, calculated at the current federal mileage rate, will be given for use of his/her personal car,

mileage to be figured to and from the meeting place. When possible, the District shall furnish transportation.

- B. The manager must authorize expenses incurred by an employee attending meetings outside the state.

**RESPONSIBILITY:** Management

**REVISED AND APPROVED:** April 2021

**POLICY NO: 1-11**

**SUBJECT:** Meters

**OBJECTIVE:** To establish a policy regarding the use and testing of meters

**POLICY CONTENT:**

- A. Meter for each service: The water meter, back flow preventor, and pressure regulator will be furnished by the District and will remain the ownership of the District. A remote reader (MXU) will be provided by the District. Any meter or metering devices and the necessary prevention and pressure devices need by the consumer which are other than the normal device for domestic use shall be paid for by the consumer.
- B. Non-registration of meters: When a meter fails to register correctly the amount of water consumed during any period, the amount of the bill will be estimated by averaging the amount of usage for 12-month period.
- C. Responsibility: In the event of a failure of the meter, backflow preventor, or pressure reducing valve, the District will provide a new meter, backflow preventor or pressure reducing valve. If damage is due to negligence or tampering by the consumer, or freezing, the consumer will be billed for the replacement costs of the equipment.
- D. Tests: Meters will be tested upon request at the expense of the consumer. If meter is found to be inaccurate there will be no charge.
- E. Special measurement and inspection: The District shall have the right at its option and at its own expense, to make inspections of meter assembly. The District shall have the right, at its option and its expense to place special meters or instruments on the premises of any consumer for the purpose of special tests of all or any part of consumer's usage.

**RESPONSIBILITY:** Manager and Office Manager

**REVISED AND APPROVED:** April 2021



## **POLICY NO. 1-12**

**SUBJECT:** Contractors

**OBJECTIVE:** To establish a policy to govern all contractors

**POLICY CONTENT:** See attached sheet for users and contractors' responsibilities.

## **POLICY NO. 1-12a**

**SUBJECT:** FEDERAL PROCUREMENT, SUSPENSION AND DEBARMENT POLICY

**OBJECTIVE:** To ensure the District does not enter into contracts or purchases with an entity or agency who are Debarred or Suspended by the federal government.

### **Policy Content:**

**A.** The Federal Government prohibits expending federal funds on goods and/or services from any entity Suspended or Debarred from doing business with the federal government. Procurement of goods and/or services with federal funds from a supplier or contractor should be checked for Debarment before purchasing and/or awarding a contract or subaward.

**B.** Debarment should be checked prior to purchasing or contracting with any entity or agency to ensure the entity or agency has not been Debarred or Suspended by the federal government at the System for Award Management (SAM.gov – previously EPLS) website (<http://www.sam.gov/>). The District is responsible to ensure all templates for any type of procurement transaction, and all procurement contracts and agreements for both goods and services have the following verbiage included in the documentation immediately adjacent to the signature line:

*“Debarment and Suspension Certification - The contractor (or vendor, or consultant, depending on the transaction) certifies to the best of its knowledge and belief that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency in accordance with Executive Order 12549 (2/18/86).”*

**C.** The SAM website must be checked to verify the entity or agency has not been Debarred or Suspended prior to entering into a contract with an entity or agency with

federal dollars. If the entity or agency is on the list, contracts cannot be approved until the entity or agency is removed from the Exclusions listing.

D. If at any time the SAM.gov website indicates the subrecipient has active exclusions, no invoices will be paid until the entity or agency is removed from the exclusion listing.

### **Definitions**

Debarred or Debarment - the exclusion of a person from participating in procurement transactions with the federal government, generally for no more than three years.

Suspended or Suspension - an action which suspends federal assistance under an award pending corrective action by the awardee or pending a decision to terminate the award.

**RESPONSIBILITY:** Manager & Board of Directors

**REVISED AND APPROVED:** April 2021

### **POLICY NO.1-13**

**SUBJECT:** Disposal of Scrapped Material and Equipment

**OBJECTIVE:** To set up criteria for disposal of material of no further value.

#### **Policy Content:**

- A. Scrap material of no further construction value shall be sold, and the funds deposited in the general fund.
- B. Materials of any great quantity shall be disposed of only with the knowledge and approval of the manager.
- C. Materials sold must be reported to the accounting department for accountability.

**RESPONSIBILITY:** Management

**REVISED AND APPROVED:** April 2021

## **POLICY NO 1-14**

**SUBJECT:** Service calls

**OBJECTIVE:** To establish a policy for the performance of work accomplished by District employees for users.

**POLICY CONTENT:**

- A. Service calls will be charged to the customer if the problem is not in the District's system. Overtime and mileage will be charged after hours, weekends, and holiday for service calls, which are not the responsibility of the District.
- B. The cost of damages done to equipment caused by inadequate protection or neglect shall be the responsibility of the customer.
- C. Failure or damages caused by the inadequate installation of the customer's plumber shall be the responsibility of the customer.
- D. General maintenance of the line from the curb stop to the customers dwelling shall be the responsibility of the user.
- E. The board of directors and management shall determine rates for service calls.

**RESPONSIBILITY:** Board of Directors, Management

**Revised and Approved:** April 2021

## **Policy 1-15**

**Subject:** Deposit for Water Service

**Objective:** To establish a policy for transient users, and users with poor credit.

**Policy Content:**

- A. Consumers who are considered transients such as renters shall be required to make a \$200.00 deposit to receive water service. Deposits of a larger amount may be required of those consumers with poor credit history with the District.
- B. Deposits shall be refunded upon request for disconnection, after all balances are paid.

- C. Deposits may not be required from consumers with an established credit rating with the District.

**RESPONSIBILITY:** Manger and Office Manager

**REVISED AND APPROVED:** April 2022

### **Policy 1-16**

**SUBJECT:** Inactive members, terminated services, abandoned services

**OBJECTIVE:** To establish a policy governing reinstatement of water services to inactive users, terminated users, and abandoned services.

**POLICY CONTENT:**

- A. Users who have been classified inactive with the curb stop still existing may have service restored, provided back minimums are paid from the time the account became inactive to the date the service is restored or by paying a new user fee in the amount of \$2000.00.
- B. Individuals whose account has been terminated do to delinquent payment may have service restored by paying the unpaid balance owed prior to termination, plus any costs for the service call to disconnect or reconnecting of the service.
- C. Abandoned services may have services restored by paying a new user fee of \$1250.00

**RESPONSIBILITY:** Manager

**REVISED AND APPROVED:** April 2021

### **Policy 1-17**

**SUBJECT:** User fees

**OBJECTIVE:** To establish a policy to govern user fees

**POLICY CONTENT:**

- A. Persons interested in signing up for Regional water must set up a meeting with the General Manager to determine if water is available.
- B. The user fee rate is set by the Board of Directors and will be reviewed on an annual basis.

- C. User fees may not be transferred to new properties but may be transferred to new property owners with the notification and permission of the District. All transfers shall be required to have a signed water Users Agreement and a Right-of-way Easement on file. Failure to comply could result in loss of service. Water service becomes a permanent improvement to the real property and should be transferred as such.

**RESPONSIBILITY:** Manager

**REVISED AND APPROVED:** April 2021

### **Policy 1-18**

**SUBJECT:** Billing, Collection, Delinquencies and Disconnection's

**OBJECTIVE:** To establish a policy for billing water service, collection of bills, handling of delinquent bills, and providing for termination of water service in the event of non-payment.

**POLICY CONTENT:**

- A. Due date for payments: Charges for water service will be billed monthly, and payment for each month's bill is due at the office of NPRWD on or before the 23<sup>rd</sup> of the same following month of the bill date on the bill. Failure to receive a bill will not relieve the consumer of the obligation of paying a monthly water bill. A bill not paid by the due date will have a flat fee penalty applied.
- B. Meter Reading: All consumers are radio read.
- C. A bill not paid when due is considered delinquent. Delinquency in payment of bills maybe cause for termination of water services.
- D. A delinquency notice is sent to the patron specifying a time for the delinquent payment to be paid and notifying the patron that non-payment is cause for termination of water service, and that service will be terminated on a specified date without further notice if the bill is unpaid.
- E. If a delinquent bill is not paid when specified, the patron's service may be terminated and shall not be reconnected until the account is paid in full which includes the disconnect and reconnect fee. Water will not be restored until the following day. Water will not be restored on weekends or after hours.

**RESPNSIBILITY:** Manager, Operations Manager and Office Manager

**REVISED AND APPROVED:** April 2022

## Policy 1-19

**SUBJECT:** Water Rate Schedules

**OBJECTIVE:** To establish a policy to govern the rates and schedules for users of the District

**POLICY CONTENT:**

**BASE RATE:** Residential

A. The monthly base rate is determined by the size of the meter. Does not include any water usage.

1. 5/8 inch - \$65.00
2. 1 inch - \$103.00
3. 1 ½ inch - \$210.00
4. 2 inch commercial - \$310
- 4a. 2 inch industrial - \$410
5. 3 inch - \$410.00
6. 4 inch - \$610.00

**B. Price Per Thousand:**

1. \$9.58 per thousand gallons

C. Rates are set by the board of directors and are subject to annual review.

**RESPONSIBILITY:** Manager and Office Manager

**REVISED AND APPROVED:**

## Policy 1-20

**SUBJECT:** Sewer Rates

**OBJECTIVE:** To establish a policy to govern the rates and schedules for users of the District.

**POLICY CONTENT:**

**Monthly BASE RATE:**

- A. Residential - \$42.00
- B. Commercial - \$57.00
- C. Industrial - \$67.00

**PRICE PER THOUSAND:**

- A. Residential - \$11.00 per thousand
- B. Commercial - \$12.00 per thousand
- C. Industrial - \$13.50 per thousand

Rates are set by the board of directors and are subject to annual review.

**RESPONSIBILITY:** Manager and Office Manager

**REVISED:** April 2021

### **Policy 1-21**

**SUBJECT:** New Services

**OBJECTIVE:** To establish a policy for new services.

#### **Policy Content:**

- A. User / Contractor, Service Line and Main Line Installation Agreement

#### User's Responsibilities:

1. The User must complete all required paperwork and pay the necessary user fee and tapping fee prior to any construction.
2. The User is responsible for any and all cost related to the installation of the water line (main line and service line) from the main line to dwelling or building.
3. The User may hire a Contractor of their choice from the 20\_\_\_\_ Approved Contractor List for the installation of the service line from the District's main line to the curb stop or shut off valve.
4. The User is required to provide a frost-free location for the meter assembly. This shall be defined as a heated basement or building. All homes with a crawl space are required to purchase and install a meter pit. The metering equipment will be provided by the District free of charge and will remain the property of the District. It will be the User's responsibility to make the necessary arrangements with a certified plumber to have the metering equipment installed.
5. No branching of the service line shall be allowed prior to the meter.
6. The User shall be responsible for surface reestablishment.

#### Contractor's Responsibilities:

1. Certified Contractor:
  - a. Service Line / Main Line Installation:
    - i. Licensed with the North Dakota State Plumbing Board as a Certified Sewer and Water Contractor. (ND-62-02-03)
  - b. Meter assembly Installation into homes/buildings:
    - i. Licensed with the North Dakota State Plumbing Board as a Licensed Plumber.
  - c. Non-Applicable Licensure:

- i. A Contractor that is certified with the First District Health Unit as a septic system installer is not considered a certified Sewer and Water Contractor with the North Dakota State Plumbing Board and is not certified to install a water service line connected to the District's Water Lines.
2. The Contractor shall meet with the District to go over the plan PRIOR to construction.
3. The Contractor shall make a utility locate call to the North Dakota One Call Center prior to construction so all utilities can be marked accordingly.
4. The Contractor shall supply any and all materials.
  - a. Required Materials
    - i. Curb Stop and Box ~ obtain from the District and payable at time of pick up
    - ii. Meter pit and pack joint fittings connections ~ obtain from the District and payable at time of pick up
    - iii. Base and lid
    - iv. Tapping Saddles-Stainless Steel ~ obtain from your supplier
    - v. Corporation Stop ~ obtain from your supplier
    - vi. Valves if necessary-resilient wedge, epoxy coated ~ obtain from your supplier
    - vii. PVC pipe-Class 200 SDR-21, gasketed ~ obtain from your supplier
    - viii. HDPE pipe 1" Class 200 ~ obtain from your supplier
5. All materials that are issued by the District will be used. If the District determines that all materials were not used, then Contractor is responsible to ensure that District's materials are installed. Any extra digging or extra expense is the responsibility of the Contractor.
6. No backfilling will be done until service line, curb stops, meter pits and any other associated work with the water lines are inspected by a member of the District to ensure all of the requirements have been met (examples... pipe size, route, curb stops and meter pit locations, etc.).
7. **If a tapping saddle cannot be used and a shutdown of the water main must be done to do a tie-in (example 2" main and 2" service), a minimum of 48-hour notice must be given to all Users so that they may make any arrangements due to outage. If notice is given on a Friday at 9am then the scheduled tie-in would not occur until the following Tuesday at 9am. Holidays and days that District's office may be closed also will be taken into consideration.**
8. **When contractor using pack joint fittings a stiffener must be installed.**
9. **All curb stops must be installed and backfilled and be at grade level with the ground. Curb stops need to be 100% accessible at all times and burying 12" below grade is unacceptable.**
10. **No more than 100 feet of 1" service line will be used due to the possibilities of pressure loss. If, from the main to the house or building, is over 100 feet then either 2" PVC Class 200 gasketed pipe or 2" poly pipe will be used.**
11. Curb stop location will not exceed more than 50 feet from house or building in which that service line is supplying.
12. The Contractor is required to bury all mains and service lines a minimum of **7½ feet deep**. In the event the main or service line should cross or parallel under a roadway or driveway the bury depth must not be less than 8½ feet deep.
13. **The Contractor is required to give the District appropriate Tie sheets documenting the location of the curb stop with measurements from the point of where the line was tapped as well as the building.**
14. Any tie-in that requires staking or grader blading will be done and inspected by a District Operator. Concrete kick blocks will be acceptable.
15. **Any township road, county road, state road, highway, or approach must be bored and**



**encased and must be a solid piece of pipe, meaning no fused pieces of pipe under any roadway.**

16. Routes of proposed water mains and services will be staked with wooden laths painted blue and Contractor is responsible for following the staked route. The location of the curb stop and meter pit will also be marked.

**17. The Contractor is NOT to tap the District's water line. The District will tap the line with a minimum of twenty-four (24) hour notice to District.**

**18. The Contractor is NOT granted permission at any time to activate this service by opening the curb stop.**

19. County or NDDOT Permits:

- a. Contractor shall provide to District a detailed map showing the measurements of where the road bore will take place on County and State roads. **This is required by the County and State upon applying for permits.**
- b. District will apply for and receive necessary permits.
- c. Contractor shall obtain a copy of the permits before the Contractor is authorized to proceed.
- d. Contractor shall be responsible for complying with all permit provisions for construction and maintenance period.

20. The Contractor shall warranty all material supplied by the Contractor and workmanship of the installation of the service line from the District's to the curb stop or shut off valve for a period of no less than (2) two year from the date of installation.

21. The Contractor is required to meet all state and federal requirements to insurance, bonding, safety, and all other requirements set by state and federal authorities. The Contractor must meet all requirements through the construction of the service main from the District's main to the User's curb stop or shutoff valve and for the following (2) two year after construction or until the Contractor is relieved of his responsibilities in the construction of the new service line.

22. The Contractor is required to provide proof of bonding and insurance, and certifications to the District at a minimum annually.

23. The District may deny permission of any Contractor to install service lines attached to the District's for failure to follow this Agreement or for poor workmanship.

24. The water main shall be tested for leakage and pressure performance as described below. Flush out the pipeline before the test to remove air and insert taps if necessary, to blow off trapped air. Class 200 SDR-21 pipe shall be tested to 250 psi and hold pressure of 250 psi for one hour. PSI below required test pressure. The allowable leakage(gal/hr.) is as follows:

$$L = \frac{ND}{P}$$

$$7,400$$

P=Pressure

D=Diameter (inches)

N=Number of joints

L=Allowable leakage (gal/hr.)

The maximum section of pipe to be tested at one time shall be four (4) miles. The test duration shall be two (2) hours. Each section tested shall be slowly filled with water, care being taken to expel all air from the mains and service lines, if installed. If necessary, the pipes shall be tapped at high points to vent the air. PVC pipe shall be filled at least twenty-four (24) hours before testing. Tapping to bleed air shall be incidental to the testing.

25. Disinfecting of water mains shall be done subject to the approval of the District and in accordance with AWWA C651 "Disinfecting Water Mains".

Forms of Chlorine:

- A. Liquid chlorine containing 100 percent available chlorine under pressure in steel containers. Shall conform to AWWA B301 and be used only in combination with appropriate gals-flow chlorinators and ejectors.
- B. Sodium hypochlorite in liquid form containing approximately 5 to 15 percent available chlorine. Shall conform to AWWA B300.
- C. Calcium hypochlorite in tablet form. Supplier shall provide information on number of 5-g tablets required to provide a minimum concentration of 25 mg/L for commonly used pipe sizes from 2" to 24" .

Methods of Chlorination:

A. Continuous Feed Method:

Prior to being chlorinated, the main shall be filled to eliminate air pockets and flushed as heretofore specified.

Water from the existing distribution system or other approved source of supply shall be made to flow at a constant, measured rate into the newly laid water main. At a point not more than 10 feet downstream from the beginning of the new main, water entering the new main shall receive a dose of chlorine fed at a constant rate such that the water will have not less than 25 mg/L free chlorine. To assure that this concentration is provided, measure the chlorine concentration at regular intervals.

During the application of chlorine, valves shall be positioned so that the strong chlorine solution in the main being treated will not flow into water mains in active service. Chlorine application shall not cease until the entire main is filled with heavily chlorinated water. The chlorinated water shall be retained in the main for at least 24 hours, during which time all valves and hydrants in the section treated shall be operated in order to disinfect the appurtenances. At the end of this 24-period, the treated water in all portions of the main shall have a residual of not less than 10 mg/L free chlorine.

The preferred equipment for applying liquid chlorine is a solution feed vacuum-operated chlorinator to mix the chlorine gas in solution water, in combination with a booster pump for injecting the chlorine gas direct feed chlorinators not to be used. Hypochlorite solutions may be applied to the water main with a chemical feed pump designed for feeding chlorine solutions.

- A. Final Flushing: After the applicable retention period, the heavily chlorinated water shall be flushed from the main until chlorine measurements show that the concentration in the water leaving the main is no higher than that generally prevailing in the system is acceptable.
- B. Bacteriological Tests: After final flushing and before the water main is placed in service, a sample, or samples, collected from the main shall be tested for turbidity and bacteriological quality and shall show the absence of coliform organisms. At least two samples shall be collected from the new main, and seconded test taken 24 hours after the 1<sup>st</sup> test.
- C. Re-disinfection: If the initial disinfection fails to produce satisfactory bacteriological or turbidity samples, the main may be re-flushed and then re-sampled. If check samples show the presence of bacterial contamination, the main shall be re-chlorinated until satisfactory results are obtained.
- D. Swabbing: In situations where connections are made to existing piping and the connections are not disinfected along with the newly installed main, the interior of all pipe and fittings used in making the connections shall be swabbed or sprayed with a 1 percent hypochlorite solution prior to being installed.

General:

1. Once metering equipment had been installed, and the District has inspected, the User will be allowed to receive service from the District. **The District ONLY shall operate the curb stop** on the service line.
2. If any portion of this agreement is not fulfilled, the District may, without notice, deny or terminate service to the User.

**RESPONSIBILITY:** Manager and Operations Manager

**REVISED:** April 2021

### **Policy 1-22**

**SUBJECT:** NSF Checks

**OBJECTIVE:** To establish an orderly procedure for the handling of NSF checks returned to NPRWD.

**POLICY CONTENT:**

- A. Upon notification of NSF funds, the office manager calls the customer and informs them of the NSF. A \$25.00 NSF fee is applied to the customer's account.

**RESPONSIBILITY:** Office Manager

**REVISED:** April 2021

### **Policy 1-22**

**SUBJECT:** Subdivision Policy and Hydraulic fee

**OBJECTIVE:** To establish a policy for the development of sub-divisions.

**POLICY CONTENT:**

- A. RE: Request for Multiple Water Services

I, \_\_\_\_\_, hereby request multiple water services from North Prairie Regional Water District, to serve \_\_\_\_\_ subdivision, located within the TWP: \_\_\_\_\_, SEC \_\_\_\_\_, ¼ \_\_\_\_\_, serving lots one (1) through \_\_\_\_\_, as ( ) lots total.

I agree to pay the district an impact fee of \$2,500.00 to hydraulic model the multiple services demand and determine its impact and cost for improvements and installation.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone #: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Dated: \_\_\_\_\_

Signed: \_\_\_\_\_

Received by the District: \_\_\_\_\_

**NORTH PRAIRIE REGIONAL WATER DISTRICT  
SUB-DIVISION DEVELOPMENT POLICY**

**A. Sub-Division Definition**

1. A sub-division is defined as three or more lots in a quarter section designed and sold for development either for residential or commercial use by the landowner within a 10-year period.

This Policy includes proximate residential lots that are planned or platted and zoned for residential purposes.

**B. Minot Growth Plan**

1. Currently a contract exists between the City of Minot and North Prairie Regional Water District which governs the expansion of the City of Minot into an area that is currently the territory of the North Prairie Regional Water District. A description of that area is on the attached map (Exhibit "A").
2. Under the terms of the contract, a development within the growth area as defined in the attached map requires an initial request for service from the City of Minot. If service is granted by the City of Minot, then no need to request further services from North Prairie Regional Water District is necessary.

3. In the event that the City of Minot does not wish to provide service to the proposed development, then the provisions of this document shall govern.

#### **C. North Prairie Regional Water District Service**

1. North Prairie Regional Water District has several concerns with respect to expansion within its territory. The first concern will be to determine if the proposed development will have an effect on the current ability of the District to serve its existing customers.

#### **D. Impact Fees**

1. The hydraulic effect on the requested water service and water demands to the system will be investigated and studied by the District and provided to the Developers. At the conclusion of the hydraulic study, additional costs and fees shall be ascertained prior to North Prairie Regional Water District agreeing to provide additional water service to the Developer. Each developer shall pay an impact fee. Following the hydraulic study, the existing distribution system operated by the District may require improvements to serve the development. North Prairie Regional Water District will determine immediate and future impact on the system necessary to ensure that consistent water supplies and pressure will be available for all customers both new and existing.
2. The water system operated by North Prairie Regional Water District has been sized and paid for by existing customers. Additionally, a new service may require additional upgrades and improvements to the system not necessarily expected at the initial installation. For impact fees depending on location, see attached source impact map.
3. Fifteen (15) percent of the anticipated impact fee shall be paid prior to any agreement between North Prairie Regional Water District and the Developer for the provision of water service. If the project does not proceed, any unspent remainder will be returned.
4. The remainder of the anticipated impact fee shall be paid prior to any engineering plans on proposed water.

#### **E. Construction Costs**

1. Once the parties have agreed to have water service provided by the District, the construction necessary to deliver water to the new development will be undertaken by the District. Onsite installation of the water infrastructure may be negotiated by the developer.
2. North Prairie Regional Water District shall review and approve the developer plans for water infrastructure within the sub-division. The North Prairie Regional Water District shall provide all designs to obtain all permits pertaining to all offsite construction necessary to supply to the proposed sub-division.
3. Under North Prairie Regional Water District's policies, all water supply and distribution lines will be owned by the District to the point of each curb stop for each individual lot.
4. The Developer shall pay all costs for the expansion of the water system.

5. The Developer shall be required to pay to the North Prairie Water Regional District 100% of the estimated costs for construction, engineering, administration and improvements necessary for said improvements prior to commencement of any work being performed.
6. Upon completion of the project, actual costs shall be reviewed and calculated, and the developer shall be responsible to pay all actual costs or be refunded the remainder.
7. All easements and permits shall be in conjunction with the North Prairie Regional Water District's standard policies and procedures. Each lot shall be required to have an individual easement for the lot and the District will not agree to undedicated utility easements within any development.
8. The Developer shall provide an electronic copy of the sub-division plat for the District's use in a CAD format.

**F. Individual Lot Owner, User Fees and Water Service Rates**

1. Upon the sale of any portion of a development or individual lots, the owner of the lot shall be required to comply with all user requirements and fees of North Prairie Regional Water District prior to water activation at the curb stop or delivery to the individual lot.

**G. Small Development Procedures**

1. Any developer who wants to construct the project may do so provided that the Developer shall pay all fees under paragraph D. Impact Fees. The Developer shall comply with sub-sections of construction cost with the exception of making payment directly to North Prairie Regional Water District prior to water activation at the curb stop or delivery to the individual lot.

**H. Retroactive Application**

1. In the event any developer is to develop contiguous or proximate lots in units smaller than three lots, this policy shall apply retroactively to any developer whose development lots exceed the three lot minimum.

**I do hereby acknowledge that I have read and understand the provisions in North Prairie Regional Water District Sub-Division Development Policy.**

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Developer Name (Printed)

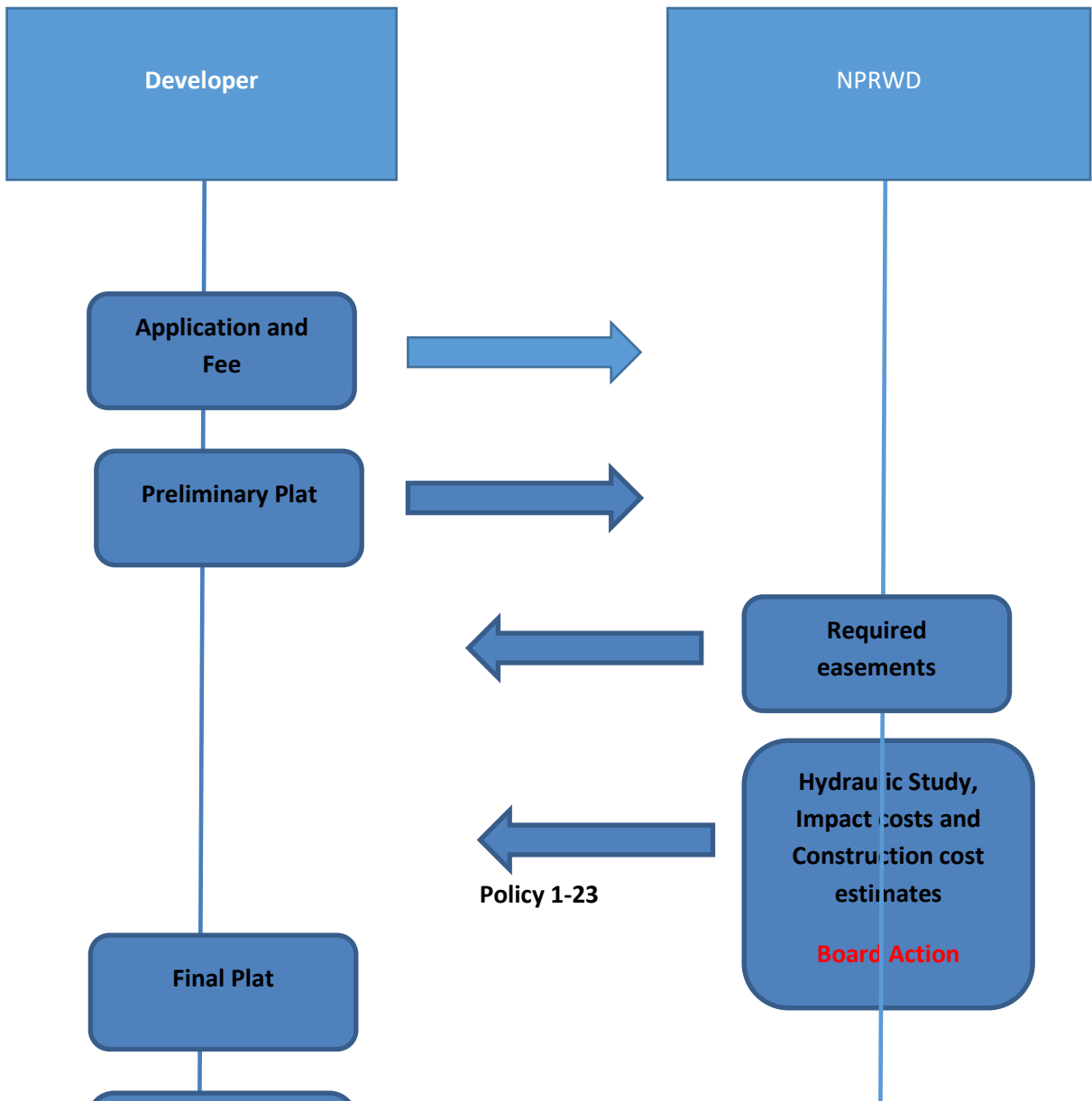
NPRWD Name (Printed)

Developer Signature

NPRWD Signature

Date

Date



**SUBJECT:** Crossing Permit

**OBJECTIVE:** To establish a policy for crossing our water lines.

**POLICY CONTENT: North Prairie and North Central Regional Water District Crossing Permit Application**

Crossing of North Prairie or North Central Regional water easement requires prior approval. Approval will be granted by NPRWD and NCRWD based upon signed acknowledgement of and intent to comply with the following conditions.

1. Applicant will assume full responsibility for any and all damages caused by the construction, operation and maintenance of the applicant's facilities.
2. Applicant's facilities will cross beneath the District's pipeline if at all possible. (Does not apply to natural gas lines, power lines and communication systems buried less than 48 inches).
3. At the point of crossing, a minimum separation of 18 inches must be maintained between the applicant's facilities and the District's pipeline. Exceptions must receive prior written approval.
4. Excavation in the vicinity of the District's pipeline shall be performed by hand digging or hydro vac. The District's main transmission pipelines must be exposed whether boring or open cut methods are utilized.
5. Crossing angle shall be as near 90 degrees as possible.
6. Crossing shall be inspected by the District's personnel prior to and during backfill. No charge will be made during normal working hours. Outside of normal working hours applicant will be billed for the onsite representative (s) at billable rates plus mileage and any other related expenses.
7. Pipelines carrying products other than potable water must be encased a distance of 20 feet on either side of the crossing. (Natural gas is exempt from this requirement).
8. Applicant must provide a minimum of 48 hours' notice prior to construction activity.
9. Applicant will indemnify and hold harmless NPRWD and NCRWD, and its officers, directors, employees, and contractors, from and against all claims, costs, losses, and damages, including those claims arising out of or relating to the performance of the District's water distribution system at the crossing location (s), as long as any such claim, costs, losses, and damages were caused by the applicant's project or the existence of applicant's facilities.
10. Applicant will procure and maintain insurance appropriate to cover claims that may arise resulting from the applicant's project or facilities. The applicant's insurance policy shall insure all operations by or on behalf of the Company, on an occurrence basis, against:

Claims for damages because of bodily injury, sickness or disease, or death of any person.

Claims for damages insured by reasonably available personal injury liability coverage.

Claims for damages because of injury to or destruction of tangible property wherever located, including loss of resulting therefrom.

The limits of liability for the insurance required by the preceding paragraph shall provide coverage for not less than the following amounts or greater where required by law.



General Aggregate:	\$2,000,000
Products – Completed Operations Aggregate:	\$2,000,000
Personal and Advertising Injury	\$1,000,000
Each Occurrence (Bodily Injury and Property Damage)	\$1,000,000
Excess or Umbrella Liability Per Occurrence	\$1,000,000
Excess or Umbrella Liability General Aggregate	\$2,000,000
Contractor Pollution liability Each Occurrence	\$1,000,000
Contractor Pollution Liability General Aggregate	\$1,000,000

The applicant's commercial general liability, umbrella or excess, and pollution liability policies shall include and list as additional insureds the District and its officers, directors, employees, and contractors: and the insurance afforded to these additional insureds shall provide primary coverage for all claims covered thereby (including as applicable those arising from both on going and completed operations) on a non-contributory basis. Upon issuance of the Crossing Permit requested by this application, the applicant shall deliver to the District certificates and other evidence of insurance required to be provided by applicant.

If these conditions are agreeable, please note proposed crossing location details on the back side of this form and/or attach maps or drawings. Each crossing will require a separate permit unless authorized to provide a blanket permit for large projects with multiple crossings. Blanket permits shall require location identification and / or maps or drawings of each crossing. The application must be signed by the owner or an authorized representative of the facilities. Contractor signature are not acceptable. Upon approval, the applicant will receive copies of the Permit and this form for the applicant's records.

**Location of proposed crossing:**

Quarter \_\_\_\_\_ Section \_\_\_\_\_ Township# \_\_\_\_\_ N Range \_\_\_\_\_ W County \_\_\_\_\_

Address \_\_\_\_\_ or

Nearest Intersecting Street: \_\_\_\_\_

Direction from and distance to nearest intersecting street: \_\_\_\_\_

**Attach map**

**Type of Crossing:**

Pipeline, Power Line, or Communication System: \_\_\_\_\_

**Pipeline Information:**

Pipeline Diameter: \_\_\_\_\_

Metallic or Non-Metallic: \_\_\_\_\_

If metallic, will the pipeline be catholically protected? \_\_\_\_\_

Product to be carried by the pipeline: \_\_\_\_\_

Depth of pipe: \_\_\_\_\_

**Power Line Information:**

Power Line Voltage: \_\_\_\_\_

**Communications Systems Information:**

Fiber Optic or Cable type System: \_\_\_\_\_

Terms Accepted by: \_\_\_\_\_ Proposed Project Owner (if different from Applicant)

Printed Name: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_ Company: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

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**For office use only**

Application reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Application accepted: YES NO Permit Number Assigned: \_\_\_\_\_

If not accepted, provide explanation. If accepted, provide special terms or provisions.

\_\_\_\_\_  
\_\_\_\_\_