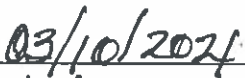


SOP Title:	City of Nampa Waterworks Division			
	Hydrant Meter rental/billing			
	Version:	1.0	Effective Date:	03/10/2021


 Approved By: (Authorized Signer Name)


 Date Approved

Overview

Description - This SOP is to regulate the use of hydrant meters for construction projects.

Purpose/Rationale – This SOP will outline hydrant use and stipulate how

- Proper hydrant use is maintained
- Hydrant meter permits are issued
- Timely meter readings and payments are ensured

Applicability – Contractors that use unmetered Nampa domestic water for construction purposes (ground development).

Failure to Comply - Non-compliance of this policy may cause meter permits to be revoked and the meter to be confiscated.

1. General

- A. It is the policy of the City of Nampa Waterworks Division to ensure the safety and reliability of our city's water system.
- B. All hydrant withdrawals need to be metered with a city issued hydrant meter with backflow assembly. **These are available on a first-come, first-serve basis.**
- C. Meters will be available when the Orange Box Program is not accessible. Hydrant meters will be issued or received between the hours of 8:00 am and 4:00 pm, Monday through Friday.
- D. Users shall be responsible for all fees and charges incurred while the meter is in their possession, including costs resulting from damage, misuse, or loss.
- E. Hydrant meters will not be issued for use at building construction sites where a water system which has not been accepted for operation and maintenance by the City of Nampa is available.

2. Hydrant Fees and Permits:

- A. Hydrant meters shall be issued to the specific party who will utilize the meter and who will be responsible for the meter and payment for water usage. **No third-party billing will be allowed.**
- B. Hydrant meters must stay within the project boundaries.
- C. **Failure to return the meter with the backflow assembly within the specified time period is also a violation of the City of Nampa Waterworks Cross Connection Control Program Policy [i.e. required testing and/or repair as needed of the backflow assembly] and may lead to enforcement actions including monetary penalties.** Hydrant meters will be issued until the customer completes their construction project.
- D. A deposit of **\$800.00** will be required for all hydrant meter assemblies. No credits for water usage charges will be allowed against the deposit. The deposit will be returned when the assembly is returned, and any water usage and all late charges have been paid in full.
- E. Hydrant meter contractors shall be billed on a monthly basis. Any damages or late fees incurred will also be included within the monthly billing.
- F. Meter readings are to be emailed no later than the 28th of every month to water@cityofnampa.us.
- G. A **\$25.00** late fee will be billed for any meter read not received by the 28th of every month.
- H. Contractors who return meter assemblies to the Waterworks Division that are damaged will be liable for the cost of any repairs.
- I. Contractors who return meter assemblies to the Water Division which show signs of tampering or which are disassembled will forfeit their meter permit and be charged a meter tampering charge of **\$200.00**.
- J. Contractors who fail to return their hydrant meter may have their final inspection delayed or their Certificate of Occupancy withheld until the meter is returned.
- K. City of Nampa Waterworks shall have the authority to refuse service to customers who are found to be chronic violators of the Hydrant Meter Policy.

Contact(s) – Main Office, (208) 468-5860, 24 1st Street South, Nampa, Idaho 83651 or water@cityofnampa.us