

Sewer Use Billing Adjustment Policy

January 2021

I. Introduction.

A. Objective of policy.

To establish a standard of fairness by which District ratepayers who use water for various purposes, which is not ultimately discharged to the sewer, will be charged only for the quantity of wastewater actually generated beyond the minimum quantity billed.

B. Purpose of policy.

This policy is intended to provide a means by which adjustment to the amount billed for wastewater disposal services may be made when use of water is such that it is not returned to the public sewer.

C. Authority for policy.

Authority for District policy on adjustment of billing for water not entering the public sewer stems from Brunswick Sewer District Rules & Regulations, Article III, Section 2, Metered Sewer Users, and Section 8, Water not Entering Public Sewer.

Authority for promulgation of regulations stems from the District Charter, Private & Special Law, Chapter 103, Part 5, Bylaws, Regulations, and Procedures.

D. Application of policy.

1. This policy shall apply to all account holders of the Brunswick Sewer District within Rate Schedule A, Metered Use, for whom the sewer use rate is based on potable water meter readings for the property, and which are not otherwise covered by separate agreement.

2. In the event any of the stated conditions are not met, the District shall be under no obligation to adjust billing for sewer use.

II. Statement of Policy.

A. NON-SUB METERED use.

For residential, commercial, and industrial use of water, for all uses *excepting* those identified under the section Policy Exceptions & Alternatives, which water does not subsequently enter the public sewer and which use is not sub-metered, billing for sewer use may be adjusted as follows:

1. An account holder may receive an adjustment to billing for sewer use for any quarter, up to four times per year if desired and if conditions

for adjustment are met.

2. An account holder desiring to receive adjustments need only contact the District annually with a request prior to the end of the first billing period for which the adjustments are being requested.
3. An account holder desiring to receive an adjustment must request the adjustment for each year for which an adjustment is desired.
4. When bills for the current period are calculated, if use for the current billing period is high relative to use for the three previous billing periods, use for the current billing period may be adjusted downward to the amount of the highest adjusted use in any of the three previous billing periods, provided however that the maximum adjustment will not be more than half of the total amount used for the billing period for which adjustment has been requested.
6. Adjustments under this section shall be made at the sole and exclusive discretion of the District.
7. The published minimum user charge currently in effect will apply.
8. The District may, at any time and in its sole discretion, determine that a sub-meter is necessary in order to receive an adjustment under this policy.

III. Policy Exceptions & Alternatives.

A. SUB-METERED use.

Any party to whom provisions of the Non-Sub-Metered Use policy is unsatisfactory may, under terms of District Rules & Regulations, use a sub-meter to more precisely determine the amount of water used and not discharged to the sewer.

New Construction/Connections. Effective January 01, 2020: All new residential and commercial connections to the public sewer system who wish to receive a billing adjustment for water not entering the public sewer MUST use a sub-meter per the requirements noted in the "SUB-METERED use" section.

Property Ownership Transfers. Effective January 01, 2020: All new owners of public sewer system connected residential and commercial properties who wish to receive a billing adjustment for water not entering the public sewer MUST use a sub-meter per the requirements noted in the "SUB-METERED use" section.

General Conditions:

For any use of water not entering the public sewer, which use is sub-metered, billing for sewer use during any billing period in which a separate water meter (sub-meter) is in use will be adjusted by the amount indicated by the sub-meter, provided that all of the following conditions are met:

1. An account holder desiring to install a sub-meter to receive

- an adjustment will make a one-time written request to the District prior to sub-meter installation; and
2. The District will be permitted to inspect the sub-meter installation in progress; and
 3. The meter will be installed and maintained in an operable condition by the account holder at account holder's expense; and
 4. The sub-meter must record in one hundred (100) cubic foot measurements.
 5. The account holder will provide the District quarterly, prior to billing, with the sub-meter reading; and
 6. The District will be permitted to make timely readings of the sub-meter when it desires to do so.
 7. The burden of proof that the sub-metered use did not enter the public sewer rests with the account holder.
 8. The published minimum user charge currently in effect will apply.

B. Non - sub-metered use for filling of POOLS, TUBS, SKATING RINKS, ETC.

For residential, commercial, and industrial use of water to fill pools, which water does not subsequently enter the public sewer and which use is not sub-metered, billing for sewer use may be adjusted as follows:

1. An account holder desiring to receive an adjustment must contact the District with the water meter reading prior to beginning use of water for pool filling, to request adjustment to billing for sewer use.
2. The account holder will contact the District, with the water meter reading at the conclusion of use of water for pool filling and prior to the end of the affected billing period.
3. When bills for the current period are calculated, use for the current billing period may be adjusted downward by the amount indicated by the starting and ending water meter readings on pool filling.
4. Adjustments under this section shall be made at the sole and exclusive discretion of the District.
5. The published minimum user charge currently in effect will apply.

C. LAUNDRY use.

For commercial and industrial use of water by laundries, which water does not subsequently enter the public sewer, billing for sewer use will be adjusted only as a consequence of sub-metering. In such cases, billing for sewer use may be adjusted as follows:

1. Requests for adjustments under this section will comply with all provisions of this policy relating to sub-metered use.
2. The General Manager or a designated representative will inspect the account holder's premises and operations to determine appropriateness of an adjustment and may periodically thereafter re-inspect to confirm the appropriateness of the adjustment.
3. For laundries, defined for purposes of this policy as not self-service, billing for sewer use may be reduced for each billing period by the consumption indicated by the sub-meter reading, as full allowance for all water used by the laundromat and not returned to the sewer.
4. Adjustments under this section shall be made at the sole and exclusive discretion of the District.
5. The published minimum user charge currently in effect will apply.

D. Non - sub-metered use for LAUNDROMATS.

For commercial and industrial use of water by laundromats, which water does not subsequently enter the public sewer and which use is not sub-metered, billing for sewer use may be adjusted as follows:

1. An account holder desiring to receive an adjustment will make written request of the District no less frequently than every three years for adjustment of billing for sewer use.
2. The General Manager or a designated representative will inspect the account holder's premises and operations to determine appropriateness of an adjustment and may periodically thereafter re-inspect to confirm the appropriateness of the adjustment.
3. For laundromats, defined for purposes of this policy as self-service, billing for sewer use will for each billing period be reduced by five percent (5 %) of the consumption indicated by the water meter reading, as full allowance for all water used by the laundromat and not returned to the sewer.
4. The adjustment factor applied under this section may, at the discretion of the General Manager, be amended from time to time based upon additional or updated information indicating the change to be warranted. Notice of change in an adjustment factor will be provided to all account holders receiving this type of adjustment in advance of the change taking effect.
5. Adjustments under this section shall be made at the sole and exclusive discretion of the District.
6. The published minimum user charge currently in effect will apply.

E. Other instances of water use not returned to the sewer that are not covered above, e.g. broken pipes, may be adjusted at the sole discretion of the Board of Trustees, upon recommendation by the General Manager.

Sewer Use Billing Adjustment Policy:

January 2021 *(cont.)*.
5.

1. For instances where it is determined the owner has not fulfilled the responsibility for proper property management, e.g. unattended exterior spigot use, the Board of Trustees may assess a fee to recover the actual cost of staff time to investigate and process the petition.

F. Time Limit on Adjustments.

1. Consideration for adjustments will go no further back than two (2) billing quarters.

IV. Effective Date & Adoption.

A. Effective date.

This policy shall become effective immediately upon adoption by the Board of Trustees.

B. Adoption.

In regular meetings duly convened and held on December 17, 2020 and January 21, 2021, it was unanimously voted by the Board of Trustees to adopt this revised Sewer Use Billing Adjustment Policy.