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Sub-Meter Use Adjustment Policy

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PREFACE:

It is the intent of this new sub-meter policy to replace, in its entirety, the current Sewer Use Billing Adjustment Policy. As such, relevant portions of the Sewer Use Billing Adjustment Policy have been brought forward and/or otherwise incorporated into this draft so as not to have multiple policies dealing with the same topic.

The concept is to have all adjustments (except as noted herein – e.g. water line breaks, etc.) based on a sub-meter. Similar to the communities surveyed (enclosed). This may be controversial and will require a number of staff/board discussions, and possibly one or two public forum meetings, prior to finalizing (assuming Board acceptance). lb

Sub-Meter Use Adjustment Policy

I. Introduction.

A. Objective of policy.

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

B. Purpose of policy.

This policy is intended to provide an adjustment to the amount billed for wastewater disposal services when use of water is such that it is not discharged 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, Section 42, Regulations.

D. Definitions.

CUSTOMER – an owner or operator of a property or an account holder receiving wastewater charges from the Brunswick Sewer District.

HCF – Hundred Cubic Feet (748 gallons) = 1 HCF.

METERED WATER CONSUMPTION – water measured through public utility meters or meters owned and installed by the customer.

PRIMARY WATER METER – Single meter measuring the volume of water in HCF for

Residential, Commercial, Governmental, and Industrial customers as supplied and billed by the Brunswick & Topsham Water District or the Bath Water District.

PUBLIC SEWER – the portion of the sanitary sewer system owned and operated by the Brunswick Sewer District.

SUB-METER – a meter installed down the line from a Primary Water Meter, measuring a portion of the total amount of water delivered through the Primary Water Meter. Generally recording water used but not discharged to the public sewer.

E. Application of policy.

1. This policy shall apply to all account holders of the Brunswick Sewer District within Rate Schedule I, Metered Use, for whom the sewer use rate is based on primary water meter readings for the property, and which are not otherwise covered by separate agreement.
2. This policy does not apply to account holders of the Brunswick Sewer District within Rate Schedule II, Flat Rate Fixtures for whom the sewer use rate is not based on primary water meter readings for the property.
3. 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.*

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

1. An account holder will receive an adjustment to billing for sewer use for each billing quarter.
2. An account holder desiring to receive an adjustment must provide the sub-meter reading to the District. The reading may be called in or emailed (bsd@brunswicksewer.org) to the District. When emailed, please provide name, address and account number.
3. The sub-meter reading must be provided to the District before the end of the quarterly billing cycle. For this policy, the end of the quarterly billing cycle will be the end of January, April, July, and October. Readings received after the closing date will be credited in the next billing cycle.
4. The published minimum user charge currently in effect will apply to all sewer use billing, even if the sub-metered use during that quarter equals, or exceeds (for example due to a sub-meter credit carried forward) the metered water consumption noted on the primary water meter.

5. The District may, at any time and in its sole discretion, determine that a sub-meter reading by its staff is necessary to receive an adjustment under this policy.

III. Policy.

A. SUB-METERED use.

Any party may, under terms of District Rules & Regulations, install a sub-meter to measure the amount of water used and not discharged to the public sewer.

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 all the following conditions are met:

1. An account holder desiring to install a sub-meter to receive an adjustment will file a Sub-Meter Application with the District **prior** to sub-meter installation; and
2. The District shall inspect the sub-meter installation upon completion and record the sub-meter information (meter #, meter type, initial reading, etc.) prior to the meter being placed in service and prior to the sub-meter account being set-up; and
3. All costs for the purchase, installation, and maintenance of the sub-meter is the responsibility of the account holder; and
4. Each sub-meter must be installed and configured to separate the water distribution lines on the customer's property which drain to the sanitary sewer from those which do not drain to the sanitary sewer.
5. All sub-meters shall record in one-hundred cubic feet (HCF) increments.
6. The account holder will provide the District quarterly, **prior** to billing, with the sub-meter reading as described in Section II, § 3; and
7. The District will be permitted to make timely readings of the sub-meter when it desires to do so.
8. The burden of proof that the sub-metered use did not enter the public sewer rests with the account holder.

B. FILLING of POOLS, TUBS, SKATING RINKS, ETC.

For residential, commercial, and industrial use of water to fill pools, tubs, vats, skating rinks, etc., which water will not discharge to the public sewer, billing for sewer use will only be adjusted due to sub-metering.

1. The account holder will contact the District with the sub-meter reading prior to the end of the affected billing period.

2. A sub-meter use adjustment under this section will only be granted when the account holder can document to the District's satisfaction, that when drained, the water does not discharge to the public sewer.
3. The published minimum user charge currently in effect will apply.

C. 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 billing for sewer use will only be adjusted due to sub-metering.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. The published minimum user charge currently in effect will apply.
- D. 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.

IV. *Effective Date & Adoption.*

A. Effective date.

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

End.