

OAK LODGE WATER SERVICES

RESOLUTION NO. 2017-13

**A RESOLUTION ADOPTING A CONSUMPTION BASED BILLING POLICY FOR
SANITARY SEWER.**

WHEREAS, the District desires to bill fair rates for sanitary sewer services; and

WHEREAS, the Board wishes to adopt the Consumption Based Billing Policy the District will employ in calculating the bills for sanitary sewer service for all properties for which the District employs consumption based billing.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF
OAK LODGE WATER SERVICES:**

Section 1. The Board hereby adopts Attachment "A" to this Resolution that is the Consumption Based Billing Policy that will be used for calculating FY 2017-2018 billing rates.

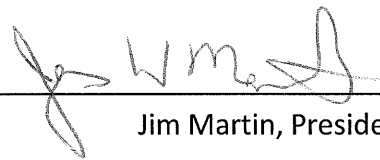
Section 2. Staff shall maintain a copy of this Resolution in the District's administrative offices for public reference.

INTRODUCED AND ADOPTED THIS 18th DAY OF JULY, 2017

RENUMBERED AND SIGNED THIS 15th DAY OF AUGUST, 2017

OAK LODGE WATER SERVICES DISTRICT

By: _____



Jim Martin, President

By: _____



Jason Rice, Secretary

CONSUMPTION BASED SANITARY SEWER SERVICE BILLING POLICY AND PROCEDURES

Purpose

The purpose of this policy is to describe the policies and procedures the District will employ in calculating the bills for sanitary sewer service for all properties for which the District employs consumption based billing.

Scope

This policy applies to all District customers for which the District provides direct billing services. This policy may also apply to Out-of-District customers for which the District can conveniently access water consumption information.

Policy and Procedures

1. Non-irrigation season definition and calculation of consumption base.
 - a. Non-irrigation season shall mean the period beginning October 15 and ending March 15. This non-irrigation season period of five months is designed to capture the period when most potable water consumed within a structure is assumed to be discharged to the sanitary sewer system. This period also allows for two District water usage readings for each of the two billing cycles. It is during this period when little, if any, potable water is used for the purposes of landscape irrigation or automobile washing and other outside activities for which the water may not be discharged to the sanitary sewer system.
 - b. Less than four months data availability. In not all cases will four months of non-irrigation season water consumption data be available. In these cases, a two-month minimum sample period shall be established between the dates October 15 through March 15, or the water meter reading dates most closely associated with that period of time. The two-month minimum measure of water consumption during the non-irrigation season shall be used as the basis for calculating the consumption portion of the sanitary sewer bill. A two-month period of time during the non-irrigation season shall be the minimum acceptable time period on which a sanitary sewer bill can be calculated based upon actual water consumption.
 - c. No data availability. In cases where there is no applicable data available as a result of the use changing, the ownership changing, or other factors such as a structure newly connected to the system for which there is no historical water consumption, the District will bill the customer based upon a system-wide average which shall be calculated from an equivalent dwelling unit basis.
2. Exceptions where non-irrigation season water consumption data is not available, applicable, and/or usable for the purposes of calculating the appropriate proportion of system operation cost allocable to a user are described as follows:

- a. Variations in usage. In order for the District to consider any water consumption exception, and thus bill recalculation, the exception must be greater than 25% of the historical monthly usage on a one-time event basis.
- b. Water usage not discharged to the sanitary sewer system. For the District to consider any request by a customer for credit against the amount of non-irrigation season water consumption as measured through the potable water meter or meters to the property in question, the customer must do the following:
 1. Customer must demonstrate to the District's satisfaction that the metered water measured which is in dispute as to whether or not the water was discharged to the sanitary system was not discharged to the sanitary system; and
 2. The customer must be able to accurately determine the non-sanitary sewer service discharge; and
 3. The District shall only deduct the provable non-sanitary sewer service usage from the winter consumption average.
- c. Recurring seasonal variations. Some commercial and industrial operations result in seasonal variations to such a degree that the majority of their wastewater discharge occurs during periods of time other than the non-irrigation season. Cases where such seasonal variation exists may require evaluation and/or application of alternative water consumption measurement periods to determine appropriate data for calculation of a proportionate share of operational costs. In cases where non-irrigation season water consumption data is determined to be an inappropriate measure of sanitary sewer discharge (e.g., a cannery operation), the District, at its discretion, may select another base period on which to calculate the sanitary sewer charge.
- d. New usage or change in ownership or usage of a structure mid-year.
 - (1) At any time the usage or ownership of property connected to the sanitary sewer system changes in a manner determined by the District to increase the flow, waste load, or change constituents of the discharge, the District shall have the right to recalculate the service charge to reflect a proportionate cost allocation.
 - (2) The District may, at its discretion, recalculate the non-irrigation average water consumption at the user's request, when the new rate of usage is ongoing and constitutes at least a 25% variation from historical non-irrigation season use.
 - (3) In any recalculation of charges as contemplated in (1) and (2) above, the District may assign additional units or a reduction in units at any time a customer's usage changes which increases or decreases the estimated volume of water, waste strength, or waste characteristics discharged to the sanitary sewer system.
- e. Discontinuance of service. A property owner whose property is connected to the sanitary sewer system may request discontinuance of sanitary sewer service for a variety of reasons. In order for the District to process such a request for discontinuance of service and deduct the variable portion of the sanitary sewer service charge associated with consumption based billing, the following must occur:
 - (1) All water meters serving the property must be out of service, be locked, and/or removed; and
 - (2) No alternative water supply can be available to the property; and

(3) No use or occupancy of the property shall occur.

In all such cases where discontinuance is requested and the structure remains connected to the sanitary sewer system and service is available, the base charge (fixed component) will continue. However, the variable component of the charge shall revert to zero for as long as the above conditions satisfied.

f. Disconnection of service. In all cases where water meters have been locked out from the property in accordance with procedures, rules, and regulations of Oak Lodge Water Services, no sanitary sewer service will be billed where no discharge is possible to the sanitary sewer system.

3. Multi-family, commercial, industrial and other multi-dwelling unit equivalent services within Oak Lodge Water Services District, do not necessarily have a one-to-one correspondence between the water meter and an individual sanitary sewer user. In such cases the following applies:

- a. Master meter owners are the responsible party for payment of the sanitary sewer bill. Master meter owners may request the District bill tenants. The District may, at its discretion, accept or deny any request submitted by a master meter owner or property owner for which there are multiple tenants linked to a common water meter. Acceptance of any such billing distribution request shall be for master meter or property owner convenience only and shall not relieve the property owner from ultimate responsibility for payment of all monies owed. In any case where master meter or property owner requests tenant billing, said request shall include the tenant billing address, number of assigned equivalent dwelling units and tenant water consumption information.
- b. It is the property owner's responsibility to allocate the sanitary sewer service charges among the property owner's tenants. The property owner shall provide the District with an accounting of tenant equivalent dwelling unit assignment as well as water consumption distribution which shall total the values obtained from the master meter.
- c. In cases where a property owner elects to install multiple meters at the same site to distribute the cost of sanitary sewer service charges, the owner shall provide that water meter use information to the District in a timely manner to enable calculation of sanitary sewer service charges.
- d. In cases where a single customer has multiple meters at the same site, the water consumption shall be calculated based upon the aggregated total of water consumed as measured by all of the multiple meters. The District may elect at its option to bill either the property owner or the individual tenants as the District may determine appropriate, convenient, or reasonable.

4. Customer Claims.

In the event a customer disputes the water consumption data available to the District for any of a variety of reasons, the District shall provide a claims form which shall outline the District's policy for addressing such claims and provide a format for the customer to respond to issues that are critical to adjudication of the claim. All claims must be made within thirty

(30) days of receipt of the water bill from the local water purveyor for which consumption data is being disputed. Claims for water consumption data that does not vary more than 25% from historical usage shall not be processed.