

## **Sub-metering Program**

Attached is a copy of Pierce County Public Works and Utilities' Sub-metering Policy.

Pierce County Public Works and Utilities' Sub-metering Policy provides businesses the opportunity to submit monthly wastewater flow data for determining their monthly sewer bill. Commercial operators may choose to sub-meter either water flows for (1) non-sewerage use (i.e. irrigation systems) or (2) sewerage uses (i.e. restroom facilities). Additional meter(s) must be installed at the point of water entry under either option.

The policy requires the purchase of a Water Sub-meter Plan Review permit. Note the plan is to be approved prior to installation. The following items are to be included with the application to the Wastewater Utility Representative at the Pierce County Development Center:

- a) A Time and Materials Account Information Form to designate who will be responsible for additional time and materials should they exceed the amount of the deposit. Information provided must include the property owner's signature, a contact person, a current mailing address and daytime phone number.
- b) Three (3) sets of Water Sub-meter system plans stamped by a State of Washington registered Professional Engineer. The submittal is to include engineered drawings, meter specifications, and recommendation for installation. The plans are to include (1) a site location map with water/wastewater lines shown, (2) a diagram of the metering device, (3) location of proposed sub-meter and all pertinent water meters and (4) a vicinity map. Calculations on sizing of the sub-meter and expected flows must accompany the plans.
- c) A \$50.00 non-refundable deposit review fee for plan review must be paid at the time of submittal.
- d) A copy of the Sub-metering Policy Statement signed by the property owner.
- e) A copy of the Sub-metering Agreement must be signed by the property owner and notarized.

If you have further questions concerning Public Works and Utilities' Sub-metering Policy, please contact Maylin Clark, Customer Service Supervisor at 253-798-3087.

Attachments:           Sub-metering Policy Statement  
                              Sub-metering Agreement

## **SUB-METERING POLICY STATEMENT**

### **Purpose**

To allow options for sub-metering water flows to more accurately reflect use of the sewerage system.

### **Responsibility**

The Property Owner shall be responsible for requesting a Sub-metering Agreement and complying with its terms and the department's policies on sub-metering.

Pierce County Public Works and Utilities shall be responsible for plan review, approval and on-site inspection of the sub-metering system.

The Billing Section of Pierce County Public Works and Utilities shall be responsible for monitoring the Property Owner's compliance with the Sub-metering Agreement and making any adjustments to the Property Owner's account(s).

The Director of Public Works and Utilities or his/her designee shall be responsible for approving all Sub-metering Agreements and adjustments to Property Owner's account(s) as a result of the Sub-metering Agreement.

### **Policy**

In accordance with section 13.13.060 of Pierce County Code, a property owner may request that a Sub-metering Agreement be entered into when the amount of water flow entering the sewerage system is substantially less than what is registered at the water utility master meter(s) entering the property due to the use of water flow on the property for non-sewerage uses.

A non-sewerage use of water flow shall be defined as any water flow usage which does not eventually discharge into the sewerage system.

The property owner may use the following options as they apply to individual sub-metering situations.

1. Sub-meter water flow internally for non-sewerage uses and subtract it from the total water flow entering the property through water utility master meter(s) to get the net water flow entering the sewerage system.
2. Sub-meter water flow internally for sewerage uses to get the net water flow entering the sewerage system.

Installing new or upgrading systems which meter sewerage flow into the sewer system at the point of entry into the sewerage system through the use of so called "sewer effluent meters" or similar devices is specifically prohibited.

Prior to beginning the sub-metering process, the Property Owner will sign a statement to the effect that he/she has reviewed Public Works and Utilities' sub-metering policy and understands and agrees to all its provisions.

Prior to submitting plans, a Sewer Sub-meter Permit must be acquired from Pierce County Permits and Land Services. The owner is responsible for getting the permit and payment of all applicable Time and Material Charges accrued during the sub-meter plan review and acceptance.

Prior to approval of the sub-metering installation, the Property Owner must submit to Public Works and Utilities two (2) sets of drawings designed and stamped by a professional engineer licensed to practice in the State of Washington, showing the street address and sewer account of the property, location of all water utility master meter(s) entering the property, the installation and location of any existing sub-meters and water valve boxes, location of any newly proposed sub-meters and a statement describing in detail the proposed methodology used in the planned installation to arrive at the net water flow entering the sewerage system for billing purposes. Calculations on how the sub-meter sizing was determined shall also accompany the plans along with the average, maximum and minimum water flows expected through the sub-meter. Once the sub-metering plans are submitted and successfully reviewed by Public Works and Utilities, the Director or his/her designee, will approve the plans for installation.

Public Works and Utilities will inspect the completed installation upon written receipt of notice from the Property Owner. Upon inspection, Public Works and Utilities will respond to the Property Owner in writing noting specifically whether the installation is preliminarily approved. If the installation is not approved, Public Works and Utilities will detail in writing to the Property Owner specifically what must be done prior to Public Works and Utilities' re-inspection of the installation.

Upon successful installation of the sub-metering system, preliminary approval by Public Works and Utilities of the installation, and all Time and Material charges have been paid, up to a six month trial period shall begin to ensure the sub-metering system is accurately metering the amount of water flow entering the sewerage system. The length of the trial period shall be determined by the Director or his/her designee. At the end of the trial period, the Director shall review the sub-metering system, the water flows recorded during the trial period, and any other evidence available relating to the sub-metering system and issue either a final approval of the installation or request that the system be modified to provide more accurate water flow information. The Property Owner shall be notified in writing of the Director's final approval or request that the system be modified.

If a final approval is given to the system, the Property Owner will enter into a written sub-metering agreement with the Utility. If the Director requests that modifications be made to the system, a new trial period of up to six months will begin after the modifications requested are complete. After completion of this extended trial period, the Director will again review the system and issue either an approval of the installation or request that the system be modified to provide more accurate water flow information. This cycle of trial periods will continue until the sub-metering system is either approved or the Property Owner no longer wishes to continue with attempts to sub-meter.

While the sub-metering system is considered in its trial period, monthly billings will be based on the sub-metered flows submitted by the Property Owner. If the Director determines during the trial period the system is not accurately metering water flows and requests that modifications be made to the sub-metering system to correct the inaccuracies, the monthly billings will then be based on actual water flows as supplied by water utility master meter(s) with no benefit of the sub-metering facilities until such time as the requested modifications are completed by the property owner and a new trial period is begun. No credit will be given for months where the actual water flows from the water utility master meter(s) are used as a basis for billing after the new trial period is begun and new sub-meter readings are available.

The sub-metering agreement entered into by the property owner will include the following provisions at a minimum:

1. Upon request, the County reserves the right to require the owner to calibrate any meter which exhibits inconsistencies or unexplained fluctuations in its reported meter readings. If the owner is unable to have the meter(s) calibrated, the owner will be required to replace the meter(s) using the same meter specifications and physical location as the original meter. The property owner shall contact the County prior to replacing or calibrating any meter(s) to discuss their plan for resolving metering issues and gain concurrence for the plan.

2. If a replacement meter becomes necessary and/or the meter is relocated to a different location than the original meter was located, the owner must submit installation drawings and meter specifications to Pierce County Public Works and Utilities for review and acceptance prior to replacing or moving the meter. The County may waive its rights to review installation drawings and meter specifications for the new meter provided the replacement meter is identical to the existing meter installation previously approved by the County. The review of installation drawings and meter specifications is subject to review fees as called for in County code at the time of installation of the replacement meter.
3. The County reserves the right of entry onto the property for access to water utility master meters, sub-meters, and appurtenances for the purpose of reading water flows at any time upon request to the property owner.
4. The County reserves the right at any time upon request to make spot checks of the sub-metering installation by applying a portable meter to the outflows of the sub-metered water system and making comparisons to water utility master meter(s) and sub-meter readings supplied by the property owner. If the County finds the amount of water entering the sewerage system is materially different than what the water utility master meter(s) and sub-meter readings indicate, the County may suspend the Sub-metering Agreement pending review of the cause of the discrepancy. The County will make every reasonable effort to work with the property owner to promptly review the cause of the discrepancy and reinstate the Sub-metering Agreement. While the Sub-metering Agreement is suspended, the property owner's bill shall be based on actual water consumption as indicated by the water utility master meter(s) serving the property.
5. The Property owner is to provide written monthly sub-meter readings to Public Works and Utilities, Billing Section, 9850 64<sup>th</sup> St. W., University Place, WA 98467-1078. The Property Owner shall read meters on the 15th of each month and have the reading to the department by the 25th of each month. The sub-meter readings will be from the 15th to the 15th each month, although the billing statement cycle is from the 1st to the 30th.
6. If no reading is received in writing by Public Works and Utilities by the 25th of the month, the monthly bill will be calculated using the actual water flow consumed by the property during the month as indicated by the water utility master meter(s). If no actual water flow data is available, an estimate will be made of actual water flow used during the month by using the best available information the department has on hand. The Property Owner's bill will not be adjusted upon receipt of actual sub-meter readings or actual water flow consumed by the property as indicated by the water utility master meter(s).
7. Failure to provide sub-meter readings by the 25th of the month during three of any twelve month period will be cause for automatic cancellation of the Sub-metering Agreement. Public Works and Utilities will notify the Property Owner after the second failure to provide sub-meter readings by the 25th of the month. After cancellation of the Agreement, all monthly bills will be calculated using the actual water flow consumed by the property as indicated by the water utility master meter(s) with no allowance for sub-metered water flows. After cancellation of a Sub-metering Agreement, the property owner may enter into a new Sub-metering Agreement, if the property owner can show in writing the corrective action he/she has taken to insure sub-meter readings are received on time by Public Works and Utilities per the Sub-metering Agreement.
8. Fraudulent submittal of sub-metered water flows will be cause for immediate revoking of the Sub-metering Agreement and lead to back billing of the property for water flows not previously reported based on the main water meters serving the property. A Sub-metering Agreement revoked due to fraudulent submittal of sub-metered water flows will not be reinstated.

9. The Sub-metering Agreement shall remain in effect in perpetuity unless revoked per provisions of the Sub-metering Agreement or the Property Owner notifies Public Works and Utilities in writing of his/her desire to terminate the agreement. The Sub-metering Agreement shall terminate automatically upon any sale or transfer of the property to another individual if the transaction results in the original signer to the Sub-metering Agreement no longer being the legal owner of the sub-metered property.

I have reviewed Public Works and Utilities' sub-metering policy and understand and agree to all its provisions.

Owners Name(s) \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

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



I(We) will provide monthly readings to the attention of Public Works and Utilities, Billing Section, 9850 64<sup>th</sup> St. W., University Place, WA 98467-1078. I(We) shall report the sub-metered readings from the 15th to the 15th of each month, although I(we) understand that the billing statement cycle is from the 1st to the end of the month. I(We) understand that if my(our) sub-metered readings are not received in writing by the Department by the 25th of the month, my(our) monthly bill will be calculated using the actual water flow consumed by the property as measured by the master utility water meter if available, otherwise based on estimated flows.

Failure to provide sub-meter readings by the 25th of the month during three of any twelve-month period will be cause for automatic cancellation of the Agreement. I(We) understand the I(we) will be notified by the Department after the second failure to provide sub-meter readings by the 25th of the month. In the event of the cancellation of the Agreement, I(we) may enter into a new Sub-metering Agreement provided I(we) provide assurances to the Department of corrective actions I(we) have taken to insure that sub-meter readings are provided in a timely manner in the future.

Fraudulent submittal of sub-metered water flows will be cause for immediate revoking of the Agreement and will lead to back charges of the property for the water flows not previously reported based on the master utility water meter(s) serving the property. I(We) understand that an Agreement revoked due to fraudulent submittal of sub-metered water flows will not be reinstated.

The term of the Agreement shall be in perpetuity unless:

- a) revoked per provisions of this Agreement,
- b) terminated by written notification by the owner(s) to the Department, or
- c) terminated due to a sale or transfer of the property resulting in the original signer of the Agreement no longer being the legal owner(s) (agent) of this property.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Title**

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn personally appeared \_\_\_\_\_ to me known to be the individual(s) described in and who executed the foregoing instrument and acknowledged to me that \_\_\_\_\_ signed and sealed the said instrument as \_\_\_\_\_ free and voluntary act and deed for the uses and purposes therein mentioned.

**WITNESS** my hand and official seal hereto affixed the day and year in this certificate above written.

\_\_\_\_\_  
Notary Public in and for the State of  
Washington, residing at \_\_\_\_\_  
My commission expires \_\_\_\_\_