

**SOUTHWEST SUBURBAN SEWER DISTRICT  
KING COUNTY, WASHINGTON**

**RESOLUTION NO. 2015-03**

**A RESOLUTION OF THE SOUTHWEST SUBURBAN  
SEWER DISTRICT, KING COUNTY, WASHINGTON,  
ESTABLISHING REGULATIONS FOR THE INSTALLATION AND OPERATION OF  
WATER SUB-METERS BY COMMERCIAL CUSTOMERS AND FOR THE  
EXEMPTION OF WATER RECORDED BY SUB-METERS FROM SEWER SERVICE  
CHARGES.**

WHEREAS, Southwest Suburban Sewer District (“District”) is a special purpose municipal corporation organized pursuant to Title 57 RCW which provides sewer service to customers within its boundaries; and

WHEREAS, pursuant to RCW 57.08.005(3) and (11), the District has the full authority to regulate the use and operation of the District’s facilities, to fix rates and charges for the sewer services provided; and

WHEREAS, the Board of Sewer Commissioners desires to authorize the installation and operation of water sub-meters by commercial customers in order to reduce District sewer service charges for water that is lost by evaporation, irrigation, sprinkling or other cause, or that is used in manufactured goods or commodities.

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of Southwest Suburban Sewer District, King County, Washington, as follows:

Section I      Definition of Terms

The following definitions shall apply to this resolution:

- A. “Commercial” – all sanitary sewer service other than residential and multi-family, including government and industrial.
- B. “Commercial Customer” – means a commercial customer of this District.
- C. “Irrigation” – means water used exclusively for watering lawns and gardens.
- D. “Sub-Meter” – means a meter that is installed down the line from a main water meter, which measures a portion of the total amount of water delivered through the main meter.

## Section II      Commercial Customer Calculation of Charges

Monthly service charges for commercial customers shall be based on the metered water delivered to the property of the commercial customer, except that:

- A. Metered water that is *exclusively* for fire service, sprinkling or irrigation shall not be subject to such charges.
- B. Water that is lost by evaporation, irrigation, sprinkling or other cause, or water that is used in manufactured goods and commodities, shall not be subject to such service charges where such water is measured by sub-meters approved by the District as provided by this resolution.

## Section III      Sub-Meter Requirements

The sub-meter shall meet the following requirements:

- A. Type
  - 1. 5/8 inch to 1 inch water meter – Sensus SR11; Sensus iPerl; or Sensus accuStream.
  - 2. Larger than 1 inch water meter – Sensus Omni T2 or Sensus Omni C2.

If sub-meters identified above are no longer manufactured or available, the District may approve a type of sub-meter that materially and substantially meets the specifications and characteristics of the sub-meters identified above.

### B. Calibration

All sub-meters shall be calibrated to read water consumption in cubic feet.

### C. Capability

All sub-meters shall be capable of being read by the District with an automatic read system, as approved by the District, from a safe and easily accessible location outside of the building in which the sub-meter is located. By receiving approval of the installation and operation of a sub-meter, the commercial customer and the property owner, if different from the commercial customer, shall be deemed to have granted the District, and its officers, employees and agents, a license to enter the property during District regular business hours to read the sub-meters. The District shall read the sub-meters at intervals consistent with the intervals for District service charges.

## Section IV      Sub-Meter Application and Approval Process

A commercial customer desiring to measure water by a sub-meter shall submit to the District an application to install and operate a sub-meter. The District shall develop a form of application consistent with this resolution. More than one sub-meter for a property may be included in the same application. The application shall include the following information and documents for each sub-meter.

- A. Type of sub-meter.
- B. A drawing showing water lines on the property, the location of the water meter and the location of any existing sub-meter and the proposed sub-meter.

C. The name, account number, mailing address, email address and phone number of the commercial customer and the commercial customer's representative for the application.

The commercial customer shall pay an application fee of \$100.00 per sub-meter; provided that a commercial customer using a sub-meter with the knowledge or permission of the District prior to the adoption of this resolution shall be exempt from the application fee.

The District may approve an application for a sub-meter that meets the requirements of this resolution. The commercial customer shall be responsible for ordering and installing the sub-meter. As part of the application approval, the District shall observe the installation of the sub-meter. The commercial customer shall give a 48 hour notice of such installation.

The requirements of this resolution shall apply to all new sub-meters and to sub-meters that were installed and used prior to the adoption of this resolution.

#### Section V      Sub-Meter Installation, Operation, Maintenance and Replacement

The commercial customer shall be responsible for the installation, operation, maintenance and replacement of the sub-meter. If the commercial customer replaces a sub-meter, the commercial customer shall notify the District at least 10 days prior to such replacement. To ensure accurate operation of the sub-meter, the commercial customer shall calibrate the sub-meter on a regular basis, as determined by the District manager. The commercial customer shall submit a certification regarding calibration, on a form developed by the District.

The commercial customer shall pay an annual administrative fee of \$50.00 for the first sub-meter installed on the property, and \$25.00 for each additional sub-meter on the property.

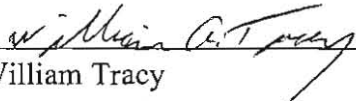
This resolution supersedes Resolution 84-61 in regard to commercial sewer rate adjustments that are based on water consumption of the commercial customer. The new policy is to be effective January 1, 2016.

**ADOPTED** by the Board of Commissioners of the Southwest Suburban Sewer District, King County, Washington at a regular meeting held on this 17th day of February, 2015.

SOUTHWEST SUBURBAN SEWER DISTRICT  
KING COUNTY, WASHINGTON

ATTEST:  
*Individual Commissioner's  
Vote on Resolution*

In Favor of:  \_\_\_\_\_  
Opposed:  \_\_\_\_\_  
Abstained:  \_\_\_\_\_

  
\_\_\_\_\_  
William Tracy  
President and Commissioner

In Favor of:  \_\_\_\_\_  
Opposed:  \_\_\_\_\_  
Abstained:  \_\_\_\_\_


  
\_\_\_\_\_  
Susan M. Genzale  
Vice-President and Commissioner

In Favor of:  \_\_\_\_\_  
Opposed:  \_\_\_\_\_  
Abstained:  \_\_\_\_\_

  
\_\_\_\_\_  
Scott Hilsen  
Secretary and Commissioner

**CERTIFICATE**

I, Scott Hilsen, Secretary of the Board of Commissioners of Southwest Suburban Sewer District, King County, Washington, DO HEREBY CERTIFY that the foregoing resolution is a true and correct copy of Resolution 2015-03 of said Board, duly adopted at a regular meeting thereof held on the 17th of February, 2015, signed by the members of such Board in attendance at such meeting and attested by myself in authentication of such adoption.

  
\_\_\_\_\_  
Scott Hilsen  
Secretary of the Board of Commissioners  
Southwest Suburban Sewer District

**SOUTHWEST SUBURBAN SEWER DISTRICT**  
**SUBMETER APPLICATION**

SERVICE ADDRESS: \_\_\_\_\_

Sewer Account Number to be modified by Sub-meter \_\_\_\_\_

Water Service Account Number \_\_\_\_\_, Water Meter Number \_\_\_\_\_

Water District \_\_\_\_\_

What usage is measured by the proposed sub-meter? \_\_\_\_\_

CURRENT PROPERTY OWNER: (Please Print)

MAIL BILLS TO: (Please Print)

Name \_\_\_\_\_ Name \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

City, State and Zip \_\_\_\_\_ City, State and Zip \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Daytime phone \_\_\_\_\_

THE PROPERTY OWNER REQUESTS AN APPROVAL FOR SEWER SUBMETER BILLING AND AGREES TO THE FOLLOWING:

- Specify the proposed location and size of the new sub-meter.
- Fully state the purpose for which the sub-meter will record consumption.
- Pay all District fees for each sub-meter
- Provide plans showing existing and proposed on-property water and sub-meter plumbing.
- Install a sub-meter registering in cubic feet with remote read capability per District specifications.
- Request inspection of the sub-meter installation by a District inspector.
- Maintain, repair or replace the sub-meter to ensure accuracy.
- Provide calibration results to Southwest Suburban Sewer upon request.

SOUTHWEST SUBURBAN SEWER DISTRICT MAY:

- Upon change of use or change of occupancy, bill sewer charges on all water delivered without regard to installed sub-meters.

SOUTHWEST SUBURBAN SEWER DISTRICT WILL:

- Require equipment upgrades or changes at the customers' expense in order to stay current with changing District metering and meter reading technology.

The undersigned owner agrees to comply with all rules and regulations of Southwest Suburban Sewer District relating to the authorization of sewer sub-meters for billing purposes. The undersigned certifies that the water recorded through this sub-meter is exclusively for an approved use and understands that any other use of water through the sub-meter may be grounds for billing the account sewer charges on all water delivered.

\_\_\_\_\_  
Signature and Date

## SUB-METER INVENTORY FORM

**Replacement of Existing Meter?**    No    Yes (if yes, complete section below)

Manufacturer of old meter: \_\_\_\_\_

Serial number of old meter: \_\_\_\_\_

Removal date and reading at time of removal: \_\_\_\_\_

### **New Meter Information**

Sub-meter Size: \_\_\_\_\_ Chargeable or Deduct? \_\_\_\_\_

Manufacturer Name: \_\_\_\_\_

Manufacturer Serial Number on Meter Housing/Flange: \_\_\_\_\_

Manufacturer Serial Number on Meter Register: \_\_\_\_\_

Installation Date: \_\_\_\_\_ Installation Meter Reading Including All Moving and Fixed Digits, Commas and

Decimal Points: \_\_\_\_\_

Number of White Dials with Black Digits on Meter Face: 4 5 6 7 8

Number of Black or Red Dials with White Digits on Meter Face: none 1 2 3

Number of Fixed Zero's: 0 1 2

Verify Meter Registers in Cubic Feet, Not Gallons:    yes    no

Meter Location: \_\_\_\_\_  
(Include diagram)

Touchpad Location: \_\_\_\_\_  
(Include diagram)

Meter measures water used for: Irrigation, Cooling, Products  
Other (Specify) \_\_\_\_\_

### **Customer Contact for Questions or Facility Access**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ email: \_\_\_\_\_

Fax: \_\_\_\_\_