


DEPARTMENT OF PUBLIC WORKS

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MEMO

September 4, 2014

To: Board of Public Works
From: Tim Young, WWTP Pretreatment Coordinator 
Subject: **Sewer Credit Procedures**

Section 29.10(5) of the sewer use ordinance offers users a sewer credit option for water that is not discharged to the sanitary sewer. This section has been in place since 1999, and currently there are about 1,800 users receiving credit. In most cases, users install a credit meter and then submit periodic readings for outside hose use (residential) or evaporative loss (industrial). Occasionally users without a meter may request a one-time credit for new lawn sprinkling or pool filling. The Water Utility prepared a list of general guidelines which have been in use since 1999. However, over the years we have encountered various issues with meter readings and billing which were not addressed by the guidelines.

Earlier this year we formed a group representing the Sewer Utility, Engineering, and the Water Utility to develop a more comprehensive set of guidelines and forms. Our goals are to enhance communication between users, departments, and divisions, and to improve the efficiency and consistency of the program. Attached for your consideration and approval are the following draft documents which our group developed:

- Amendment to Section 29.10(5)
- Sewer Credit Meter Guidelines
- Application for Sewer Credit form
- Bill of Sale for Sewer Credit Meter (Engineering offers refurbished meters for sale)

We request that you please review and approve these documents and recommend approval by the Council.

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Chapter 29, Sewer Use Ordinance
Section 29.10(5)

(5) SEWER CREDIT METERS. (Cr. #27-99)

(a) Credit Meters. Users may install, at their expense, a credit meter designed to measure water not entering the system. Credit meter procedures, including installation and maintenance of credit meters and reduction of service charges as a result of such installation, will shall be in accordance with the Sewer Credit Meter gGuidelines published by the Water Utility and Department of Public Works. Users who do not have a credit meter installed may request the Board of Public Works to adjust sewer service charges in accordance with the procedures on file with the Department of Public Works.

(b) Credit Unrelated to Meters. Users who do not have a credit meter installed may on a one-time basis request the Control Authority to adjust sewer service charges. All adjustment requests and appeals shall be submitted in the form of a letter to the Control Authority, and shall be reviewed by the Board of Public Works for approval.

DRAFT

Sewer Credit Meter Guidelines

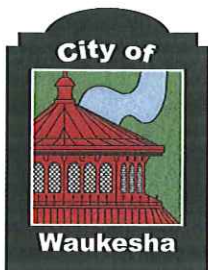
Chapter 29 of the City of Waukesha Municipal Code requires sewer billing to be based upon measured volume. Usually the sewer volume equals the amount of water furnished to a property through the water meter. However, some Sewer Utility customers (users) use large amounts of water which never enter the sanitary sewer. Therefore a sewer credit provision has been made for such users to pay based on the actual volume discharged to the sanitary sewer. Users may install a credit meter to measure the volume of water used for new lawn watering, cooling, production, or other purposes provided none of the water so used and measured is discharged into the sanitary sewer. Please note that the average return-on-investment period after purchase and installation of a meter is 7 years for a residential user.

The steps necessary to obtain sewer credit are as follows:

1. **Form.** Complete the "Application for Sewer Credit" form and submit along with the required fee to the City of Waukesha Engineering Division, 130 Delafield St., Waukesha, WI 53188, (262) 524-3600. Commercial/industrial/public customers must also submit a flow chart along with the application. The flow chart must show the water supply meter(s), the process(es) or area(s) using the water, and the location of the proposed credit meter(s).
2. **Meter & Inspection.** Purchase and permanently install a suitable mechanical meter that reads in 100-gallon increments (reconditioned meters may be purchased at the Engineering Division). First, obtain a plumbing permit from the City of Waukesha Building Division, 201 Delafield St. The meter must then be installed inside the building by either the property owner or a licensed plumber. Next, call the plumbing inspector at (262) 524-3530 to schedule an inspection. The meter must meet local code and industry standards for the intended use.
3. **Certification.** After the meter is inspected and approved, call the Water Utility at (262) 521-5272 to arrange an appointment to have the credit meter certified prior to use. There is no additional charge for this certification inspection.
4. **Readings & Credit Process.** The meter must be maintained and read by the user. Each reading must be received by the Water Utility according to the scheduled dates on the reading card or monthly/quarterly credit reporting sheet. The readings are then applied to the next sewer bill issued. Additional reading cards are available from the Water Utility, 115 Delafield St., upon request.

For a missed reading, credit will be totaled with the next reported reading. If total credit gallons after a missed reading exceed water gallons, credit will be issued up to the water volume of the bill. If the customer then wishes to extend the remaining credit across more than the previous billing period, they must submit a letter of request to the Board of Public Works (sent to City Engineer at Engineering Division address above). If the extension is approved, a \$40.00 administrative fee will be subtracted from the credit amount, and the remaining credit will be extended for no more than one year. Any credit for a missed reading in excess of the water volume of the next bill is only allowed on a one-time basis.

5. **Inspections.** The meter and setting (mounting location) may be subject to inspection and testing by City personnel at any reasonable time. If upon inspection the seal is found to have been broken, the meter has been removed from its certified setting, or water flowing through the meter is found to enter the sanitary sewer, any readings taken since the last inspection will be disregarded and user charges applied to the account for all readings reported since the last inspection.



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APPLICATION FOR SEWER CREDIT

Submit form and fee payment to City of Waukesha Engineering Division, 130 Delafield St., Waukesha, WI 53188

Account Name:
 Account Address:

Type: Residential
 Residential Multi-Family
 Commercial
 Industrial
 Public

1. What is your water source?

a. Waukesha Water Utility – Account Number:
 b. Other (e.g., private well) – Describe:

2. What is the street address or site location where the credit meter(s) will be installed?

3. Describe the discharge(s) for which credit is requested (e.g., outside hose faucet)

a. Location 1 (describe):
 Sprinkling Process use
 Storm sewer outfall Other (describe):
 Evaporation

b. Location 2 (describe):
 Sprinkling Process use
 Storm sewer outfall Other (describe):
 Evaporation

c. Location 3 (describe):
 Sprinkling Process use
 Storm sewer outfall Other (describe):
 Evaporation

4. Refer to Guidelines on back page.

5. Person responsible:

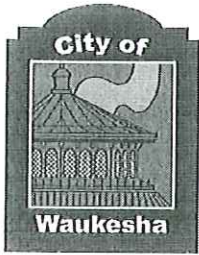
Print Name: Daytime phone:
 Title: Alternate phone:
 Email: Fax:
 Signature: Date:

Submit form and fee payment to Engineering Division at above address. Keep pink copy for your records.

Application Fees (make checks payable to City of Waukesha)	
Residential: \$75.00	Commercial/Industrial/Public: \$150.00

White: Engineering Yellow: Water Utility Pink: Customer Cc: PT Coordinator (commercial/industrial/public only) Rev. 05-12-14

ENGINEERING DIVISION Paul G. Day, PE City Engineer 130 Delafield St Waukesha, WI 53188 262-524-3600 Fax – 262-524-3898	MUNICIPAL PARKING SERVICES Patti Cruz Parking Supervisor 212 E. St Paul Ave Waukesha, WI 53188 262-522-7500 Fax – 262-522-7501	STREETS DIVISION 300 Sentry Dr Waukesha, WI 53186 262-524-3615 Fax – 262-524-3612 www.ci.waukesha.wi.us	WASTEWATER TREATMENT PLANT Jeff Harenda Plant Manager 600 Sentry Dr Waukesha, WI 53186 262-524-3625 Fax – 262-524-3632	WAUKESHA METRO TRANSIT Brian Engelking Transit Manager 2311 Badger Dr Waukesha, WI 53188 262-524-3594 Fax – 262-524-3646
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BILL OF SALE
FOR SEWER CREDIT METER

- 1. Meter: Neptune T-10 NSF61 displacement 5/8" x 3/4" without accessories
2. Purpose: Sub-meter for sewage credit
3. Guarantee: Will replace upon failure to register if return to Waukesha Engineering Department within 12 months from date of purchase if used properly
4. Installation: By plumber or customer in accordance with appropriate plumbing codes
5. Maintenance: Customer to maintain meter
5. Price: \$ _____ includes tax
6. Meter #: _____
7. Meter Reading: _____

Date of Sale: _____ Cash _____ Check # _____ Credit Card _____

Customer Name: _____

Customer Address: _____

Service Address where Sewer Credit is located: (if different then above): _____

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