

Clifton Sanitation District

Winter Average Billing Policy

The Clifton Sanitation District (CSD) has authorized this policy to establish wastewater service charges for commercial customers based on winter average water consumption. The winter average water consumption excludes metered potable water used for irrigation, and which is not tributary to the sewer, from the calculation of wastewater service charges. Commercial customers who use a significant volume of potable water for irrigation during the summer growing season may benefit financially from this policy.

Eligibility

The winter average service charges apply only to CSD commercial wastewater customers.

Residential Customers Ineligible. Winter average service charges are not applicable to residential customers.

Minimum Irrigation Water Consumption. CSD commercial customers whose average monthly summer water consumption is within 20 percent of the average winter water consumption shall be ineligible for the winter average service charges. The water audit will provide the customer the amount of water used as well as the amount of water needed by the landscape. Water applied in excess of what is needed will be charged as wastewater.

Availability of Non-Potable Irrigation Water. CSD commercial customers who have access to non-potable irrigation sources within 500 feet of the customer's property shall be ineligible for the winter average service charges.

Participation

CSD customers who wish to have their wastewater service charges based on winter average water consumption must submit an application which demonstrates that the customer meets the eligibility requirements.

Winter Average Period

The winter average period is the months of November, December, January, and February. Metered potable water consumption during this period is representative of interior water use and excludes metered potable water which is used for irrigation during the summer growing season. The winter average period may not align precisely with the potable water billing cycle. The average metered monthly water consumption shall be calculated based on the four consecutive monthly potable water billing cycles which most closely align with the months of November, December, January, and February.

Each customer must have at least 60 consecutive billing days of water usage to calculate a representative winter average. If potable water consumption in any month is less than 5,000 gallons, a default minimum of 5,000 gallons will be used to calculate the winter average.

The average metered monthly water consumption during the winter average period will be used to calculate the wastewater service charges which shall apply during the following irrigation season from April 1 through October 31. The winter average will be re-calculated each year and the re-calculated winter average will apply to the following irrigation season from April 1 through October 31. During the non-irrigation period from November 1 through March 31, wastewater service charges will be calculated based on metered potable water consumption. Wastewater service charges will therefore be constant each month during the irrigation season and will be variable during the non-irrigation period.

Responsibilities of Participants in Winter Average Billing Program

1. **Application for Winter Average Billing Approval.** Participants must submit an application which demonstrates that the customer meets the eligibility requirements. The Application must provide a sketch showing outdoor irrigation area and verify that the customer's property is not within 500 feet of non-potable irrigation water from agricultural water supply ditches. The Application must provide a Water Audit.
2. **Water Audit.** Participants must submit a Water Audit with the Application for Winter Average Billing Approval. The Water Audit must be performed by or under the supervision of a Certified Landscape Irrigation Auditor approved by CSD. The Water Audit report must provide an estimate of monthly and total annual outdoor water consumption based on vegetation type, square footage, irrigation system (heads, nozzles, drip emitters, etc.) and zone start times and run times. An estimate of the water requirement for the landscaped area, will be provided based on historical local weather data. The estimate of total outdoor water required will be compared to total water application. The Water Audit must provide a site plan showing irrigated areas and irrigation water sources in the area including distances and availability.
3. **Fees.** Participants are responsible for the fees and conditions applicable to the firm selected to provide the services.

Exceptional Conditions

CSD reserves the right to review and adjust winter average billing rates at any time if unusual or exceptional conditions result in a winter average billing rate which is not reasonably consistent with estimates of actual wastewater production. CSD may estimate actual wastewater production based on historic water consumption, typical consumption of water-using fixtures throughout the commercial facility, similar facilities, and other factors. When the winter average is inconsistent with inside water consumption, CSD may apply other methods of determining the most accurate wastewater rate which represents each customer's inside water use.

Minimum Service Charges

CSD must establish billing rates that recover all costs of operation and maintenance of the collection system and wastewater treatment facilities. CSD costs consist of both fixed and variable expenses. Fixed costs include administrative costs, debt service, and similar expenses

which are incurred regardless of the volume of wastewater treated. Variable costs are proportional to the volume of wastewater treated and include electrical power consumption, chemical purchases, and similar consumable items. CSD billing rates consist of both fixed and variable expenses. The fixed cost component represents the minimum amount that CSD must charge to maintain the wastewater collection and treatment facilities in a 'ready-to-serve' condition. Winter average billing rates shall consist of a minimum fixed cost component plus an operating cost component based on the winter average metered water consumption.

Wastewater Surcharges

Wastewater service charges are based on normal waste concentrations for the service area. If a commercial facility generates wastewater with high waste concentrations, CSD may apply surcharges as defined in the CSD Rules and Regulations to cover the cost of operation and maintenance at the treatment facility and to allocate these costs equitably among all CSD customers. Surcharges, if applicable, will be shown as a separate line item on monthly wastewater utility bills. Surcharge costs are based on the actual costs to treat the organic, nutrient, and solids loadings received by CSD from the service area.

Water Leakage

CSD recognizes that unintended high water consumption rates may occur during the winter average period as a result of water system leaks or an irrigation system line or valve failure. If a customer identifies and repairs a water leak during the winter average period, the customer may request that CSD exclude the period when the leak occurred from the winter average calculation.

Inadvertent Water Losses

Inadvertent water losses due to leaving a faucet running for an extended length of time will not be accepted as cause to adjust the winter average calculation. Water from a running faucet or other water using fixture inside the customer's premises will contribute to wastewater flows.

Billing Adjustments for Water Meter Accuracy

If a water meter is inaccurate during the winter average period, as determined by the Clifton Water District, the customer may request that CSD adjust the winter average calculation based on metered consumption data after the meter has been repaired or replaced. If an inaccurate water meter results in an overcharge for wastewater service, the customer may request a refund based upon the corrected meter readings for the period the inaccurate meter was used. The wastewater service bill will be recalculated based on the customer's consumption during a prior month in the same season or on the consumption in the same period of prior years. Refunds for an inaccurate water meter must be submitted within 60 days of meter repair or replacement. Refunds shall be made for inaccurate meters for periods up to but not exceeding twelve (12) months. Refunds will be applied as a credit to the customer's next bill(s).

If an inaccurate water meter results in an undercharge for wastewater service, CSD may bill the customer for the undercharged amount for periods up to but not exceeding twelve (12) months.

**Clifton Sanitation District
Winter Average Billing Application**

Account Information

CSD Account Number
Customer Name on Account
Water Meter Number

Applicant Contact Information

Customer name
Business name (If applicable)

Street address

City

Zip code

e-mail

Telephone, office

Mobile phone

Irrigation Area Location Sketch

Applicant must provide a sketch showing outdoor irrigation area and the Applicant must verify that the customer's property is not within 500 feet of non-potable irrigation water from agricultural water supply ditches. Sketch must show length and width dimensions of irrigation area and indicate total square feet of irrigation area. An irrigation audit must be provided with this application.

Application Approved or Denied:
Reason for Denial:

Approved application E-mailed to customer

Date

Applicant Certification

The undersigned certifies that all information on this application is true and accurate. The undersigned owner agrees to comply with all rules and regulations of CSD. The undersigned understands that CSD reserves the right to review and adjust winter average billing rates at any time if unusual or exceptional conditions result in a winter average billing rate which is not reasonably consistent with the Water Audit or estimates of actual wastewater production.

Applicant Signature:

Date: