

**LITTLE BLUE NRD
METER MAINTENANCE PROGRAM
4/27/16**

The District's meter maintenance program will be split into two components, electric meters and mechanical meters. Replacement of batteries for electronic meter maintenance is done by the District. Notice will be provided to any service provider interested in submitting a proposal for a mechanical meter maintenance program. Based on the proposals and staff recommendations, the Board of Director's will make the final decision on the District service provider. Service contracts will be awarded for five years.

Electronic Meter Maintenance

Electronic meter owners will be notified in the fall that their meter is up for battery replacement. Battery replacement will be performed by District staff in the winter/spring of the year. Batteries will be changed on a 4 year rotation based on the age of the meter and battery. The meter owner is not charged for the travel or labor to replace the battery, they are billed for the cost of the battery.

The electronic meter owner may use a provider other than the District to replace the battery if they desire. If they do so, they are required to provide proof that the battery is replaced at least once every four years by submitting an invoice for services. If it is found during the scheduled battery replacement that further repairs are needed, the meter owner may apply for Flowmeter Repair Cost Share if the total cost for a single, or multiple repairs, is more than \$150.00.

Mechanical Meter Maintenance

The bulk of the meters will be mechanical. The meter owner will be notified in the fall of the year that their meter is up for routine maintenance. Routine maintenance would include pulling the meter from the pipe for a physical inspection and greasing bearings as appropriate for the particular flow meter. Again, the meter owner may use a different service provider for routine maintenance. The meter owner will have to provide proof to the District that routine maintenance has been performed once every four years by submitting an invoice for services. The District will not reimburse the cost of routine maintenance from an outside service provider, but will cost share for any further repairs that may be required.

The District would be split into four zones for routine maintenance, with one zone being inspected each year from September 1st through December 15th. The annual maintenance dataset will be prepared by the District and sent to the contracted service provider. Once the service provider has completed their inspections, they will submit their findings to the District. The District would contact the meter owner when the pumping results are mailed to notify them if a meter is in need of repair. If repairs are required, the meter owner could choose where to take the meter for the necessary repairs. The District will cost share on the repairs, but will not cost share for the replacement of a flowmeter.

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Flowmeter Repair Cost Share

The Districts flowmeter repair cost share would be ran similarly to LBSWCP. Applications are approved before work is completed by the meter owner. The meter owner has 90 days to complete the work and submit invoices to the District for inspection and approval. Once paperwork has been submitted a District technician will visit the site to conduct an inspection. After inspection the cost share application will be submitted for payment.

Eligibility for water meter repair

- Meters are not eligible until the meter has been installed for four years.
- Eligibility is contingent on proper installation, or determination the meter is recording accurately.
- A meter is not eligible for repair more than once every four years.
- Meters are not eligible while under warranty.

Cost-Share Rate

- Cost share is fifty percent not to exceed **\$300** per water meter repair.
- Maximum cost share per landowner for combination meter repairs is \$1000 per fiscal year.

Completion of Repair

The meter owner shall complete and provide invoice for repairs within 90 days from the date of cost share approval. The District will provide forms needed for cost share application.

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