[Water System Name]

# Metering and Billing Policy

All connections part of [Water System Name] must be metered regardless of billing status. Metering all connections ensures that water operators are able to fully understand water usage within their system. Without proper metering, accurate audits are more difficult to conduct and water loss may go undetected, costing water systems time, money, and resources. In addition, data collected from metering is vital for wholesale and retail customer billing, facility planning, and the evaluation of conservation measures. Accurately recording all water consumption provides a basis for effective recovery of revenue and assessing users fairly and equitably for all services used, which encourages the efficient use of water.

All connections should also be billed fairly. Rate studies should be completed on a regular basis to ensure customers are paying a fair rate for the service they are provided. Connections who are billing exempt or flat-rate customers should be tracked and their rate terms clearly defined in writing.

*“I have reviewed the policy above and I sign below to signify that I acknowledge all that is contained. I, to the best of my ability, will carry out all policy components and requirements.”*

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| --- | --- | --- |
|  |  | Primary System Operator |
| Print Name |  | Position |
|  |  |  |
| Signature Name |  | Date |

Acknowledgment by additional employees:

|  |  |  |  |
| --- | --- | --- | --- |
| **Print Name** | **Signature Name** | **Position Title** | **Date** |
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