

West Jefferson Sewer District Operating Policy Changes

I. New Maintenance Surcharge in 2022 and Increase Base Rate Charge

- a. Issue
 - i. The current operating/maintenance account is not building an adequate reserve amount to address anticipated maintenance costs. Current operating account balance is only \$6,000.
- b. *New Policy*
 - i. *All property owners that are part of the sewer district will be assessed \$200 in 2022. This will include properties that are using the system and properties that have infrastructure to their property that are not yet connected to the system. Based on 140 connections, anticipated revenue is \$28,000. The surcharge may again be assessed in 2023 depending on account balances.*
 - ii. *The Base Rate in 2023 will be set at \$47.31 per month, an increase of 1 percent from the planned amount of \$46.84, current rate is \$45.50.*

II. Unused hookups with equipment installed

- a. Issue
 - i. We have three properties that have pumps and panels installed that are inactive. These properties are not paying a base fee.
- b. *New Policy*
 - i. *All pumps will be immediately removed from these properties as to preserve their integrity.*
 - ii. *If the properties are not connected by December 31, 2022, these properties will be assessed ½ of the monthly base fee, which will be \$23.65 per month.*

III. Partial hookups

- a. Issue
 - i. We have 6 partial hookups on the system that are not paying base fee.
- b. *New Policy*
 - i. *Starting January 1, 2023, all partial hookups will start paying ½ monthly base fee, which will be \$23.65 per month.*

IV. Excess Use Policy

- a. Issue
 - i. We have had excessive use readings on some properties, some due to mechanical issues that led to no discharge, and others that led to discharge.
- b. *New Policy*
 - i. *Any excessive use and corresponding charges, regardless of cause, shall be responsibility of property owner. The only exception to this is if the excessive use reading can be verified to be a mechanical failure of equipment that did NOT lead to discharge to the system.*

V. Minimal Use Policy

- a. Issue
 - i. Some homeowners who have left their homes for the winter and had no usage, are showing some small level of usage showing up on their bills. We think this may be to ground water seepage or condensation.
- b. *New Policy*
 - i. *If the property owner notifies the sewer district that they will be vacating the property. Any minimal use charges will be waived. Property owner will need to submit official form to sewer district.*

VI. Late Payment Policy

- a. Issue
 - i. Current late payment policy is \$10 per quarter, thus not punitive enough to encourage prompt payment.
- b. *New Policy*
 - i. *Late payment fee will be set at \$10 per month.*

VII. Sewer Access Charges

- a. Issue
 - i. Need to formally set sewer access charge (SAC) for new hookups.
- b. *New Policy*
 - i. *SAC fee is \$5,500 (\$1,000 for City of Cleveland and \$4,500 for Sewer District)*

VIII. Process for Requesting New Hookups

- a. Issue
 - i. Need to establish formal process for requesting new service or to connect an existing partial hookup.
- b. *New Policy*
 - i. *All individuals with partial hookups shall contact the County Administrator of their intent to hook up to the system before any work is completed. They will be given a form to complete with directions on how to proceed and who to work with.*
 - ii. *Any new landowner requesting a new hookup shall contact the County Administrator. They will be given a form to complete for County review. Once reviewed, the County will determine if the hookup is feasible and contact the City of Cleveland for their concurrence.*

IX. GIS Expense Authorization

- a. Issue
 - i. In working with engineer on GIS information for the locating service, we discovered that we need to get GIS information into to County systems. This is in progress. Going forward, we need to recognize that changes are and will be

made to the system and major repair work will be done, and we need to capture this information on an ongoing basis within GIS to maintain accurate records.

b. New Policy

- i. Authorize county and sewer district to enter into new agreement with engineering firm for continued work on system.*
- ii. Authorize county and sewer district to spend sums necessary to create a GIS web application that allows for continual updates that flow in between users (e.g. maintenance contractor, engineer, county and locating service). This web application would be capable of maintaining spatial/attribute data about the sewer district and allow it to have a history of maintenance performed on it.*

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