



Water Metering Policy for Multi-Occupancy Properties

Purpose

This policy establishes standards for metering multi-occupancy residential and commercial properties by the District. The policy is intended to ensure consistency with District bylaws, promote operational efficiency, and clearly define the District's and customers' responsibilities.

Governing Bylaw

Per District bylaws:

“Each Benefit Unit (water meter) shall entitle the owner to not exceed one line from the District’s water system. Each line shall serve not to exceed one residence or business establishment, together with the necessary and usual outbuildings.”

All metering decisions under this policy are governed by this bylaw.

General Metering Standards

1. Each District water meter constitutes one Benefit Unit.
 2. Each Benefit Unit serves one service line.
 3. Each service line serves one residence or one business establishment.
 4. The District bills only for water recorded at District-owned meters.
-

Multi-Occupancy Residential Properties

A. Ownership-Based Metering Requirement

Multi-occupancy residential buildings shall be metered based on ownership structure:

1. **Single Ownership**

A residential building containing multiple dwelling units that is owned by a **single ownership entity**, including but not limited to an individual, partnership, trust, corporation, or other legal entity, may be served by a master meter, subject to the requirements of this policy.

2. **Multiple Ownership**

A residential building containing multiple dwelling units that is titled, subdivided, or otherwise owned by more than one individual or legal entity **shall be individually metered**, with each dwelling unit served by a separate District meter.

B. Residential Building Configuration

For purposes of applying this policy, residential buildings shall also be evaluated based on building configuration:

1. **Townhome-Style Buildings**

Residential buildings in which each dwelling unit has a direct exterior entrance and is designed to function as an individual residence shall be individually metered, with each dwelling unit served by a separate District meter, regardless of the number of units within the building.

2. **Apartment-Style Buildings**

Residential buildings in which dwelling units are accessed through common interior corridors, stairwells, or shared spaces shall be served by one or more master meters on a per-building basis..

Building configuration determines the applicable metering standard under this policy.

C. Apartment Complexes

Apartment complexes consisting of multiple residential buildings shall be metered on a **per-building basis**, with each building served by one or more master meters as required by building design.

Multi-Tenant Commercial Properties

1. One District meter shall serve one commercial building, except as provided in this section.
 2. Multi-tenant commercial buildings, including strip malls and mixed-use commercial structures, shall be served by **one or more master meters**.
 3. Individual tenant spaces within a commercial building shall not be separately metered by the District.
 4. Commercial developments consisting of multiple buildings shall have **one or more master meters per building**, in accordance with this policy.
-

Sub-Metering

1. Property owners of apartment buildings or commercial buildings may install private sub-meters downstream of a District meter at their own expense.
 2. Private sub-meters:
 - Are not Benefit Units
 - Do not create additional service entitlements
 - Are not owned, read, tested, maintained, or billed by the District
 3. The owner of a private sub-meter:
 - Shall not resell water at a rate greater than the rate paid to the District
 - Is solely responsible for billing, maintenance, and dispute resolution related to the sub-meter
-

Water Meter Sizing

1. All District water meters shall be sized in accordance with applicable District standards, engineering criteria, and projected demand.
 2. Meter size shall be based on factors including, but not limited to:
 - Number of dwelling units or tenant occupancies
 - Building type and use
 - Peak and continuous demand
 - System capacity and hydraulic performance
 3. The installation of a master meter does not guarantee or limit the size of the meter required to serve a property.
 4. The District shall not downsize an existing or proposed meter for the purpose of reducing customer charges if the meter size is required to meet system or operational standards.
-

Billing Responsibility

1. The District will bill only the property owner or designated responsible party for water recorded at the District meter.
 2. Allocation of water usage or costs among occupants is a private matter and is not administered by the District.
-

Existing Services (Grandfathering)

1. Existing metering configurations may remain in service.
 2. **Grandfathered status terminates upon a change in property ownership.**
 3. Upon change of ownership, the property shall be brought into compliance with this policy.
-

Policy Authority

This policy is established by the Board of Directors and provides the standards under which District staff shall administer water service and metering for multi-occupancy properties.

Policy Intent

This policy does not amend District bylaws. It applies the bylaw governing Benefit Units and service lines to multi-occupancy developments in a consistent, enforceable, and operationally sound manner.

Board Authority and Exceptions

The Board of Directors reserves the right to approve exceptions to this policy on a case-by-case basis when it determines that unique circumstances exist and that such action is in the best interest of the District.

Approval of any exception by the Board shall apply only to the specific property under consideration and shall not constitute a waiver, amendment, or precedent for other properties or future developments.
