I. Purpose

To establish internal policies and procedures for implementing and administering a water metering program outside of the area defined in WAC 173-539A (Upper Kittitas County rule area) in Kittitas County.

II. Policy

The Kittitas County Public Health Department (KCPHD) shall implement and administer a water metering program in accordance with Kittitas County Code (KCC) Chapter 13.35. The water metering program shall be incorporated into the Adequate Water Supply Determination (AWSD) and Individual Well Site Review (IWSR) processes by Kittitas County Public Health Department (KCPHD).

III. Procedures

A. Meter Reading: KCPHD staff will read meters according to the schedule outlined in WAC 173-539A-070. Additional readings may be performed by KCPHD staff when deemed necessary.

B. Application Process and Fees: Applicants subject to water use limitations in KCC Chapter 13.35 shall:
   1. Submit complete Adequate Water Supply Determination (AWSD) form.
   2. All fees must be paid before Automatic Meter Reading System (AMRS) installation and inspection can occur and before certificate of occupancy can be issued. Fees include the AMRS hardware cost, AMRS installation fee and annual operating fee for the first year. First annual fees may be prorated monthly if submitted after the first of each calendar month. Fees associated with ongoing annual operating costs of the water metering program shall be assessed through direct annual billing.

C. Violations: Violations of water use limitations outlined in KCC Chapter 13.35.027 and water quantity maximums outlined in 13.35.050 and 13.35.060 shall constitute the following:
   1. An excess usage of more than 1050 gallons of water on any given day as evidenced by meter readings. Violations of daily usage requirements shall be forgiven after calendar year in which the violation occurred.
   2. An excess usage of more than an annual average of 350 gallons per day as evidenced by meter readings. Violations of annual average usage requirements shall be forgiven only when violations are not in consecutive years.
   3. Overuse of water in excess of the maximum amount stated in a declaration of pro-rationing of surface water uses specific to the Yakima or Columbia River Basin as evidenced by meter readings. Violations of rationing requirements shall be forgiven after calendar year in which the violation occurred.
   4. Intentionally tampering with or altering the functionality of the water meter or AMRS as evidenced by KCPHD staff observation and investigation. Violations of intentional tampering or alteration of meter equipment shall be enforced through the provisions of KCC Chapter 18 (Code Enforcement).

D. Enforcement: KCPHD staff shall seek voluntary compliance of violations of the water use limitations outlined in this policy prior to referring to KCC Chapter 18, except in the case of (tampering or altering) which shall immediately result in a Notice of Infraction and enforcement through KCC Chapter 18.
   1. Upon the first violation, a first warning letter shall be sent to the property owner outlining the nature of the violation and requesting voluntary compliance.
   2. Upon the second violation, a second warning letter shall be sent to the property owner outlining the nature of the violation and requesting voluntary compliance.
3. In the case that a first and second warning letter does not result in compliance, KCPHD will follow the corrective orders and penalties listed in KCC Chapter 18.02.

4. If a property owner is found to be overusing water due to an unexpected, unintentional circumstance, circumstantial evidence must be submitted to KCPHD staff. If it is determined by KCPHD staff that the overuse is due to uncontrollable circumstances, then staff will work with property owner to resolve issue. Staff may use enforcement discretion in these circumstances.

E. Records Retention: Documents will be retained according to Health Districts and Departments General Records Retention Schedule approved by the Washington State Local Records Committee.

F. Technical Assistance: KCPHD staff shall strive to provide guidance to the public within legal limitations regarding the metering program. Staff shall ask the appropriate supervisor for assistance when the answer is unknown.
   1. Administrative front desk staff shall assist the public in ensuring that AWSD applications are complete and shall answer questions regarding the metering program fees.
   2. When asked by the public about water use KCPHD staff may recommend that the public contact the Washington State Department of Ecology (DOE) when questions arise regarding interpretations of water mitigation, water budget neutrality determination, beneficial use, WAC 173-539A, etc.

G. Inspection Procedures: Kittitas County Public Health Department staff shall perform the final inspection to ensure the water meter and AMRS unit are installed properly. During the inspection, they shall:
   1. Complete AMRS unit set up and program process.
   2. Locate and record a Geographical Positioning System (GPS) point of meter.
   3. Inspect the meter to ensure that the make and model conforms to the applicable standards and to insure it is installed and operating correctly.
   4. Take digital photographs of the meter, AMRS and well house or valve box.
   5. Complete the appropriate Kittitas County Inspection Form on site. Inspection forms will include all necessary information for AMRS database and other comments or relevant information.

IV. Applicability

A. This policy and procedures apply to all Kittitas County staff involved with the Water Metering Program and those subject to water metering and water use limitations as outlined in Kittitas County Code (KCC) Chapter 13.35.

B. This policy is effective on the date both the Public Health Administrator and the Health Officer have signed.

C. This policy is subject to review at least every five years or upon changes in laws, rules, or regulations.

________________________________________  __________________________
Public Health Administrator  Date

________________________________________  __________________________
Health Officer  Date