



East Cherry Creek Valley Water & Sanitation District Submetering Policy

1. **Purpose.** New multi-unit developments shall provide meters for each individual unit, commonly referred to as submetering, to encourage water conservation, facilitate demand management analysis, allow for the equitable distribution of utility expenses, and enable timely correction of leaks and other plumbing issues.

2. **Definitions.**
 - 2.1. **Developer.** Any person or entity who participates as an owner, promoter, manager, or sales agent in the planning, platting, development, promotion, sale, or lease of a residential or commercial subdivision within the District.

 - 2.2. **District.** The East Cherry Creek Valley Water and Sanitation District.

 - 2.3. **Master Meter.** A meter used by the District to measure, for billing purposes, the water usage of a Multi-Unit Development.

 - 2.4. **Multi-Unit Development.** A residential or commercial structure with two or more Units in a single subdivided lot under single or condominium ownership and served by a Master Meter.

 - 2.5. **Owner.** The person or entity who has established a billing account with the District to receive water and sanitation services, as measured by the Master Meter, from the District.

 - 2.6. **Policy.** This East Cherry Creek Valley Water & Sanitation District Submetering Policy.

 - 2.7. **Rules and Regulations.** The Rules and Regulations of the District, effective July 12, 2018, as the same may be amended from time to time.

 - 2.8. **Sub-bill/Sub-billed/Sub-billing.** Flat fees and usage fees for services that are billed to an Owner by the District and then allocated using Submeters and billed to a Tenant by an Owner or third-party billing agent in addition to the established rent amount.

 - 2.9. **Submeter.** The meter for each individual Unit that measures water usage for that Unit.

 - 2.10. **Submetering System.** Submeters and related infrastructure within a Multi-Unit Development that allows for the monitoring of water usage by individual Units downstream of a Master Meter.

2.11. Units. An individual dwelling unit providing complete, independent living facilities for one or more person within a multi-family residential development and an individual unit within a commercial development.

2.12. Technical Specifications. The Water System Technical Specifications of the District, effective June 1, 2014, as the same may be amended from time to time.

2.13. Tenant. A person or entity who owns or is entitled to occupy a Unit in a Multi-Unit Development.

3. Submetering System.

3.1. Required for Construction of New Multi-Unit Development. Units that are located within a Multi-Unit Development may be permitted to have one tap with water usage measured by a Master Meter. If the Multi-Unit Development has a Master Meter, then all Units must be individually metered or constructed as part of a Submetering System. A Developer shall construct all Submetering Systems in compliance with the Technical Specifications.

3.2. Submeters. The Submeters installed by Developers, and as may be replaced by an Owner, must be approved in writing by the District prior to construction and installation.

3.3. Ownership of Submetering System. All Submeters and the Submetering System shall be the property of the Owner.

4. Conservation. An Owner shall operate, maintain, repair, replace, inspect, and pay all expenses associated with operation, maintenance, repairs, and inspection of the Submetering System. An Owner shall investigate any disproportionate increase in water usage listed in District invoices for the Master Meter account to identify and repair leaks or other water loss issues within the Submetering System. An Owner shall investigate and cooperate with the District in cases where the Owner is notified by the District that there is a potential leak or water loss issue that can be identified by reviewing Submeter measurements for any or all Units.

5. Monitoring & Annual Reporting. An Owner shall prepare a report for each calendar year that contains an overview of the construction, operation, maintenance, and replacement of the Submetering System, and measured monthly water usage for the Submetering System and each individual Unit. An Owner shall provide the District with such annual report by February 1st of the following year. The District may periodically request additional written reports regarding the Submetering System. The District may use these annual and written reports when conducting water demand analyses and forecasting future water usage throughout the District.

6. Inspection. Duly authorized employees of the District, bearing proper credentials and identification, shall be permitted to enter all Multi-Unit Developments and Units at reasonable times for the purpose of inspection, observation, measurement, sampling, and testing of the Submetering System or individual Units.

7. Sub-billing and Owner Responsibility. An Owner may Sub-bill all Units in a Multi-Unit Development. An Owner is liable to the District for payment of all invoices of the District, regardless

of the amount collected by Sub-billing. Tenants are not independently responsible for payment of invoices of the District. An Owner must make all payments in accordance with the Rules and Regulations.

8. **No Resale of Water.** An Owner shall not resell, redistribute, or otherwise dispose of water or sewer service to any other person or entity except as authorized by this Policy.
9. **Compliance with Rules and Regulations.** Owners will continue to be subject to the Rules and Regulations, Technical Specifications, and other policies and resolutions of the District, as each may be amended from time to time.