



Operations, Maintenance and Administration Fee Adjustments Policy

Purpose

This policy sets forth procedures used to set Operations, Maintenance and Administration (OMA) fees for current sewer users. OMA fees are based on historical water usage whenever possible. Sewer users are classified as regular or large users and are billed accordingly. The Policy and Procedure contained herein describes the methods employed to calculate OMA fees for individual accounts.

Policy

- At least annually, and generally at fiscal year-end, customer usage will be reviewed to ensure OMA fees are properly applied to individual accounts.
- The District may review and modify OMA fees prior to the annual, fiscal year-end review update in the event of circumstances beyond the District's reasonable control such as, but not limited to, fire, floods, pandemic, embargoes, war, acts of war, insurrections, riots, strikes, lockouts or other labor disturbances, or acts of God, especially if those circumstances impact the operations of the District. Should the District need to modify fees due to the aforementioned force majeure related circumstances, the District will inform customers that these circumstances have resulted in changes to their bill.
- TWWD reserves the right to make monthly or quarterly OMA fee adjustments to accounts, on an individual or comprehensive basis, if it deems more frequent changes are necessary for that account
- In cases where meter readings are not available for consideration, other factors may be considered. These may include, but are not limited to, prior history of usage or actual quarterly usage.
- In general, any change in sewer usage versus the prior year may require an updated OMA fee amount be applied for the individual account
- For sewer users requesting their OMA fee amount be reconsidered, TWWD will review individual account requests, only when received in writing, one-time annually

Procedure

- Regular users are sewer users consuming less than 100 HCF of water per year
- Large users are sewer users consuming a minimum of 100 HCF per year
- Regular users are billed at a rate set per the annual budget, paid in 4 quarterly installments
- Large users are billed at a rate set per the annual budget, per equivalent dwelling unit (EDU), paid monthly or in 4 quarterly installments per year
- Large user OMA fees are determined using historical use data by calculating the number of EDU, rounded down to the first decimal.
- 1 EDU is equal to 95 HCF of water use
- For example, a large user consuming 195 HCF per year would generate an EDU value of 2.05 EDU = ((195 HCF) / (95 HCF/EDU)). Rounding down to the first decimal would provide a value of 2.0 EDU.
- The EDU value is multiplied by the large user OMA fee (\$350/EDU) to generate the annual bill, which is then divided equally to produce monthly or quarterly installments. In the case of 2.0 EDU the quarterly billable OMA fee amount is \$175.
- Policies and procedures not specifically covered by this Policy will be applied based on other District policies.
- Regular and Large User OMA fees per EDU contained within this policy reflect those in place for the District Fiscal Year 2018-2019. TWWD reserves the right to adjust Regular and Large User OMA fees upon approval by a vote of its Board of Directors.