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| Policy Number: | 6300 |
| Policy Title: | Meter Maintenance |

1. Method of Measuring Service

1.1. All water provided by the District must be metered (except as listed in Policy 6200 Meter Reading).

1.1.1. Meters must have registration devices indicating the volume of water used in 100 cubic feet (1CCF).

2. Test Facilities and Equipment

2.1. The District must use one of the following options for testing its meters in compliance with this policy:

2.1.1. District staff: Using the necessary standard facilities, instruments and other equipment, or

2.1.2. Arrange to have its meters tested by another entity.

2.2. The meter test shop shall be equipped with the necessary equipment to test meters up to 2-inch in size including a quick acting valve for controlling the starting and stopping of the test and a device for regulating the flow of water through the meter under test. The accuracy of the test equipment and test procedures shall be sufficient to enable shop test of the meter type used by the District with an error not to exceed the applicable AWWA standard.

2.3. Measuring devices for the testing of meters shall consist of calibrated tanks for volumetric measurement, and/or standard benchmarking meters.

2.3.1. When a volumetric tank is used, it shall be accompanied by a certificate of accuracy from the County Department of Weights and Measures or other acceptable entity.

2.3.2. Standard meters may be used for field tests of meter accuracy provided they are tested and calibrated to permit the test of meters within the limits of accuracy required by this policy, using volumetric equipment (accompanied by a certificate of accuracy) at least once every year while the standard meter is in use.

3. Accuracy Requirements

3.1. All meters used for measuring quantities of water delivered to customers shall be accurate to within AWWA standard.

- 3.1.1. The District shall use the appropriate standard specifications of AWWA for determining minimum test flow and normal test flow limits.
 - 3.1.2. Meters shall be tested at three or more test flows per the applicable AWWA standard.
 - 3.2. A meter shall not be placed in service unless the meter test meets or exceeds the applicable AWWA standard.
 - 3.3. A complete record of all meter tests, including data sufficient to allow verification of test calculations, shall be recorded by the meter tester.
 - 3.4. Every meter shall be tested, as required by this policy, prior to its installation.
4. Periodic Tests
 - 4.1. No meter shall remain in service without testing for more than twenty (20) years.
 - 4.1.1. Meters 4" and larger shall be tested every five (5) years.
 - 4.1.2. Periodic tests may be performed more frequently than the maximum period specified.
 - 4.1.2.1. A meter shall be removed from service if the meter is tested and does not meet or exceed the applicable AWWA standard.
 - 4.1.3. The District may choose to replace any water meter in service in order to maintain compliance with this policy.
 - 4.1.3.1. The District will test a minimum 50 meters of different age annually through a certified testing facility.
 - 4.2. Written meter records shall be maintained for the useful life of all meters.
5. Meter Interface Units
 - 5.1. A meter interface unit (MIU) shall be attached to the meter for the purpose of transmitting meter read information to a remote meter reading device
 - 5.1.1. The MIU shall remain in service when a meter is replaced, and shall become attached to the new meter.
 - 5.2. The battery used to power an MIU is designed for minimum ten (10) years life expectancy. The MIU, and/or battery, may need replacement during the service life of the meter.
 - 5.2.1. The MIU will be replaced if determined to be inoperable.
 - 5.2.1.1. If a MIU is replaced, District staff must verify warranty status.

