



Date Adopted: 11/25/80

Date Revised: 10/25/16

Date Reviewed: 10/25/16

Policy 302
Consumer Meter Readings

POLICY:

1. Cooperative Read Meters - it will be the responsibility of the Cooperative to read the following meters as noted:
 - A. all meters on the system once a year
 - B. meters in the town of Hysham monthly
 - C. irrigation meters monthly during season
 - D. large commercial meters monthly
 - E. seasonal meters annually in April

2. Self-Read Meters - In order to minimize billing and administrative costs, most consumers will be required to read their own meters monthly. The Cooperative will provide meter reading booklets to members who read their own meters. Meters are to be read on the 20th of each month and readings submitted promptly.

3. The Board recognizes the billing problems that occur when members neglect to read their meters each month. In order to obtain regular and prompt meter readings, the Board has adopted the following measures:
 - A. Estimated Billing
 - i. First Estimate: In the event a meter reading is not received at the Cooperative by billing time, the meter usage will be estimated and the consumer billed.
 - ii. Second Estimate: If a meter remains unread a second month, the Cooperative will again estimate the usage and bill the consumer.
 - B. Warning Notice
 - C. If still no meter reading is received by the 15th day of the following month, a warning notice will be sent to the consumer, giving him one week to return a reading.
 - D. Meter Reading by Cooperative
 - i. If the above measures do not produce a response from the consumer, the Cooperative will have the meter read and will charge a fee of twenty-five dollars (\$25.00).

4. **RESPONSIBILITY:**
Manager and Billing Clerk

5. **PROCEDURE:**
As outlined in the above written policy