

## Non-Recurring Charge Support Notes

1. Connection / Turn-on Charge: Will be assessed for new service turn-ons, seasonal turn-ons, temporary service, or transfer of service. The charge will not be made for initial installation of service where a meter connection / tap-on charge is applicable.

Work Requirements – Travel to site, location of meter, operation of valve, reading of meter

Average Operator Time – On-site 10 to 15 minutes average. Travel to and from site – average 15 minutes for operator assigned to work orders if sequenced properly. After hours – minimum 2 hour OT charge. Normal average travel distance is approximately 8 miles. After hours it is 16 miles average for the trip from the operators residence to the destination and back

2. Field Collection Charge-Will be assessed when a utility representative visits the premises of the service connection to terminate service, and the customer is on-site and pays the bill in full to avoid termination of service. This fee may only be charged once per billing period.

Work Requirements – Travel to site, location of meter, operation of valve, reading of meter

Average Operator Time – On-site 10 to 15 minutes average. Travel to and from site – average 10 minutes for operator assigned to work orders if sequenced properly. After hours – minimum 2 hour OT charge. Normal average travel distance is approximately 8 miles. After hours it is 16 miles average for the trip from the operators residence to the destination and back

3. Late Payment Penalty – Will be assessed on the delinquent amount of the bill, less taxes. The purpose of this charge is to ensure timely payment of bills to meet the District's cash flow needs. **The amount charged is based on the district's cost of capital.**

4. Meter Reinstallation Charge: Will be assessed to reinstall a meter that has been temporarily removed from the yoke.

Work Requirements – Travel to site, location of meter, re-installation of meter, operation of valve, reading of meter

Average Operator Time – On-site 10 to 15 minutes average. Travel to and from site – average 15 minutes for operator assigned to work orders if sequenced properly. Travel time additional 15 minutes for picking up meter from meter shop. Mileage – add 8 miles for travel to and from meter shop measured from office in center of system.

5. Meter Relocation Charge: Will be assessed when a customer or other authorized person requests that a meter be relocated, changed, or modified. **Those requesting a change must reimburse the utility for the actual costs incurred, including but not limited to appropriate legal, administrative, engineering, overhead, or other related costs.**

6. Meter Re-read Charge: Will be assessed when a customer requests the utility to re-read the customer's meter and the re-read proves that the original meter reading was correct.

Work Requirements – Travel to site, location of meter, reading of meter

Average Operator Time – On-site 5 to 10 minutes average. Travel to and from site – average 15 minutes for normal operations. After hours – minimum 2 hour OT charge + 30 minute travel time.

7. Meter Test Charge: Will be assessed when a customer requests the utility perform a test on the customer's meter to check for accuracy, and the test shows the customer's meter is not more than two percent (2%) fast.

Work Requirements – Travel to site, location of meter, remove meter, test meter, reinstall meter

Average Operator Time – On-site 10 to 15 minutes average. Travel to and from site – average 15 minutes from normal operations. Test meter – 24 per day of 8 hours. Assume 3/4 hour per meter for testing and report preparation.

8. Reconnection Charge: Will be assessed to reconnect service that has been terminated for non-payment of service or for violation of Utility or Public Service Commission rules and regulations, and will include the cost of the service trip for both the disconnection and the reconnection.

Work Requirements – Travel to site, location of meter, remove meter, test meter, reinstall meter

Average Operator Time – On-site 10 to 15 minutes average. Travel to and from site – average 15 minutes from normal operations. After hours – minimum 2 hour OT charge. This charge is for both shut-off and turn on. Shut off is done as part of regular working hours and ½ hour of regular time is included for an operator. Clerk time is 2 X normal ¼ hour rate for processing transaction in accounting and work order system. For mileage an average of 8 miles during regular hours is assumed. For off hours, the mileage is assumed to be 16 hours.

9. Returned Check Charge: Will be assessed when a customer's check is returned, either due to insufficient funds or other reason due to customer fault. Our bank charges a cost of \$10 for a returned check or inadequate funds for an automatic deposit.

**NONRECURRING CHARGE COST JUSTIFICATION**

Type of Charge: Connection / Turn on Charge

1. Field Expense:

A. Materials (Itemize)

_____	\$ _____
_____	_____
_____	_____

B. Labor (Time and Wage)

<u>Operator – 1/2 hour @ \$27.33/hr</u>	<u>\$13.67</u>
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<b>Total Field Expense</b>	<b><u>\$13.67</u></b>
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2. Clerical and Office Expense

A. Supplies	\$ _____
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B. Labor <u>Clerk ¼ hr @ 24.47/hr</u>	<u>\$6.12</u>
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<b>Total Clerical and Office Expense</b>	<b><u>\$6.12</u></b>
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3. Miscellaneous Expense

A. Transportation 8 mi X \$0.655/mi \$5.24

B. Other (Itemize)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Total Miscellaneous Expense** **\$5.24**

**Total Nonrecurring Charge Expense** **\$25.03**

**NONRECURRING CHARGE COST JUSTIFICATION**

Type of Charge: Connection / Turn-on Charge (After Hours)

1. Field Expense:

A. Materials (Itemize)

_____	\$ _____
_____	_____
_____	_____

B. Labor (Time and Wage)

<u>Operator – 2 hour@ \$27.33/hr X1.5 OT</u>	<u>\$81.99</u>
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<b>Total Field Expense</b>	<b><u>\$81.99</u></b>
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2. Clerical and Office Expense

A. Supplies	\$ _____
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B. Labor <u>Clerk ¼ hr @ 24.47/hr</u>	<u>\$6.12</u>
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<b>Total Clerical and Office Expense</b>	<b><u>\$6.12</u></b>
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3. Miscellaneous Expense

A. Transportation 16 mi X \$0.655/mi \$10.48

B. Other (Itemize)

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\_\_\_\_\_  
\_\_\_\_\_

**Total Miscellaneous Expense** **\$10.48**

**Total Nonrecurring Charge Expense** **\$98.59**

## NONRECURRING CHARGE COST JUSTIFICATION

Type of Charge: Field Collection Charge

### 1. Field Expense:

A. Materials (Itemize)

_____	\$ _____
_____	_____
_____	_____

B. Labor (Time and Wage)

<u>Operator – 1/2 hour @ \$27.33/hr</u>	<u>\$13.67</u>
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<b>Total Field Expense</b>	<b><u>\$13.67</u></b>
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### 2. Clerical and Office Expense

A. Supplies	\$ _____
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B. Labor <u>Clerk ¼ hr @ 24.47/hr</u>	<u>\$6.12</u>
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<b>Total Clerical and Office Expense</b>	<b><u>\$6.12</u></b>
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3. Miscellaneous Expense

A. Transportation 8 mi X \$0.655/mi \$5.24

B. Other (Itemize)

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\_\_\_\_\_  
\_\_\_\_\_

**Total Miscellaneous Expense** **\$5.24**

**Total Nonrecurring Charge Expense** **\$25.03**



**NONRECURRING CHARGE COST JUSTIFICATION**

Type of Charge: Field Collection Charge After Hours

1. Field Expense:

A. Materials (Itemize)

_____	\$ _____
_____	_____
_____	_____

B. Labor (Time and Wage)

<u>Operator – 2 hour@ \$27.33/hr X1.5 OT</u>	<u>\$81.99</u>
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<b>Total Field Expense</b>	<b><u>\$81.99</u></b>
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2. Clerical and Office Expense

A. Supplies	\$ _____
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B. Labor <u>Clerk ¼ hr @ 24.47/hr</u>	<u>\$6.12</u>
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<b>Total Clerical and Office Expense</b>	<b><u>\$6.12</u></b>
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3. Miscellaneous Expense

A. Transportation 16 mi X \$0.655/mi \$10.28

B. Other (Itemize)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Total Miscellaneous Expense** **\$10.28**

**Total Nonrecurring Charge Expense** **\$98.39**

**NONRECURRING CHARGE COST JUSTIFICATION**

Type of Charge: Meter Reinstallation

1. Field Expense:

A. Materials (Itemize)

_____	\$ _____
_____	_____
_____	_____

B. Labor (Time and Wage)

<u>Operator – 1 hour @ \$27.33/hr</u>	<u>\$27.33</u>
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<b>Total Field Expense</b>	<b><u>\$27.33</u></b>
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2. Clerical and Office Expense

A. Supplies	\$ _____
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B. Labor <u>Clerk 1/2 hr @ 24.47/hr</u>	<u>\$12.26</u>
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<b>Total Clerical and Office Expense</b>	<b><u>\$12.23</u></b>
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3. Miscellaneous Expense

A. Transportation 16 mi X \$0.655/mi \$10.48

B. Other (Itemize)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Total Miscellaneous Expense** **\$10.48**

**Total Nonrecurring Charge Expense** **\$50.07**

**NONRECURRING CHARGE COST JUSTIFICATION**

Type of Charge: Meter Relocation Charge

1. Field Expense:

A. Materials (Itemize)

<u>Actual Cost</u>	\$ _____
_____	_____
_____	_____

B. Labor (Time and Wage)

Crew & Equipment \$150.00 per hour \_\_\_\_\_

**Total Field Expense** \$ \_\_\_\_\_

2. Clerical and Office Expense

A. Supplies \$ \_\_\_\_\_

B. Labor \$24.47 per hour \_\_\_\_\_

**Total Clerical and Office Expense** \$ \_\_\_\_\_

3. Miscellaneous Expense

A. Transportation Miles x \$0.655 \$ \_\_\_\_\_

B. Other (Itemize)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Total Miscellaneous Expense** \$ \_\_\_\_\_

**Total Nonrecurring Charge Expense** **\$ACTUAL COST**

## NONRECURRING CHARGE COST JUSTIFICATION

Type of Charge: Meter Re-read

### 1. Field Expense:

A. Materials (Itemize)

_____	\$ _____
_____	_____
_____	_____

B. Labor (Time and Wage)

<u>Operator – 1/2 hour @ \$27.33/hr</u>	<u>\$13.67</u>
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<b>Total Field Expense</b>	<b><u>\$13.67</u></b>
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### 2. Clerical and Office Expense

A. Supplies	\$ _____
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B. Labor <u>Clerk ¼ hr @ 24.47/hr</u>	<u>\$6.12</u>
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<b>Total Clerical and Office Expense</b>	<b><u>\$6.12</u></b>
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3. Miscellaneous Expense

A. Transportation 8 mi X \$0.655/mi \$5.24

B. Other (Itemize)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Total Miscellaneous Expense** **\$5.24**

**Total Nonrecurring Charge Expense** **\$25.03**



**NONRECURRING CHARGE COST JUSTIFICATION**

Type of Charge: Meter Test Charge

1. Field Expense:

A. Materials (Itemize)

_____	\$ _____
_____	_____
_____	_____

B. Labor (Time and Wage)

<u>1 hr @ 27.33</u>	<u>\$27.33</u>
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<b>Total Field Expense</b>	<b><u>\$27.33</u></b>
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2. Clerical and Office Expense

A. Supplies	\$ _____
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B. Labor <u>Clerk ½ hour @ \$24.47</u>	<u>\$12.24</u>
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<b>Total Clerical and Office Expense</b>	<b><u>\$12.24</u></b>
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3. Miscellaneous Expense

A. Transportation 20 miles@ \$0.655 \$13.10

B. Other (Itemize)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Total Miscellaneous Expense** **\$13.10**

**Total Nonrecurring Charge Expense** **\$52.67**

**NONRECURRING CHARGE COST JUSTIFICATION**

Type of Charge: Re-connection Charge (After Hours)

1. Field Expense:

A. Materials (Itemize)

_____	\$ _____
_____	_____
_____	_____

B. Labor (Time and Wage)

<u>Operator – 1 hour @ \$27.33/hr</u>	<u>\$27.33</u>
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<b>Total Field Expense</b>	<b><u>\$27.33</u></b>
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2. Clerical and Office Expense

A. Supplies	\$ _____
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B. Labor <u>Clerk 1/2 hr @ 24.47/hr</u>	<u>\$12.24</u>
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<b>Total Clerical and Office Expense</b>	<b><u>\$12.24</u></b>
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3. Miscellaneous Expense

A. Transportation 32 mi X \$0.655/mi \$20.96

B. Other (Itemize)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Total Miscellaneous Expense** **\$20.96**

**Total Nonrecurring Charge Expense** **\$60.53**

**NONRECURRING CHARGE COST JUSTIFICATION**

Type of Charge: Re-connection Charge (After Hours)

1. Field Expense:

A. Materials (Itemize)

_____	\$ _____
_____	_____
_____	_____

B. Labor (Time and Wage)

<u>Operator – 2 hour @ \$27.33/hr x 1.5 OT</u>	<u>\$81.99</u>
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<b>Total Field Expense</b>	<b><u>\$81.99</u></b>
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2. Clerical and Office Expense

A. Supplies	\$ _____
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B. Labor <u>Clerk 1/2 hr @ 24.47/hr</u>	<u>\$12.24</u>
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<b>Total Clerical and Office Expense</b>	<b><u>\$12.24</u></b>
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3. Miscellaneous Expense

A. Transportation 24 mi X \$0.655/mi \$15.72

B. Other (Itemize)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Total Miscellaneous Expense** **\$15.72**

**Total Nonrecurring Charge Expense** **\$109.95**

**NONRECURRING CHARGE COST JUSTIFICATION**

Type of Charge: Returned Check Charge

1. Field Expense:

A. Materials (Itemize)

_____	\$ _____
_____	_____
_____	_____

B. Labor (Time and Wage)

_____	_____
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**Total Field Expense** \$ \_\_\_\_\_

2. Clerical and Office Expense

A. Supplies \$ \_\_\_\_\_

B. Labor Clerk 1/3 hour @ \$24.47 / Hr \$8.16 \_\_\_\_\_

**Total Clerical and Office Expense** \$ \_\_\_\_\_

3. Miscellaneous Expense

A. Transportation \$ \_\_\_\_\_

B. Other (Itemize)

Bank Charge \$15

Postage \$0.55

\_\_\_\_\_

**Total Miscellaneous Expense** \$ \_\_\_\_\_

**Total Nonrecurring Charge Expense** \$23.71