

**SOUTH CENTRAL REGIONAL SEWER DISTRICT**

P.O. BOX 362 BLOOMINGTON, INDIANA 47402

SCRSD UTILITY MANAGER: (812) 334-8871

**SECONDARY METER APPLICATION**

SCRSD Account #: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Applicant Name: \_\_\_\_\_  
Last First Middle Initial

Service Address: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Telephone Numbers: ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
Home Work

Property Owner Name: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Address City State Zip

Property Legal Description (as recorded with County Auditor): \_\_\_\_\_

Parcel Number: \_\_\_\_\_

The undersigned, being a customer of the South Central Regional Sewer District, hereafter known as SCRSD, hereby certifies that he or she is a user of the SCRSD system and desires to install on the property at the "Service Address" as identified above.

Applicant Signature Date Applicant Signature Date

Printed Name Printed Name

**** OFFICE USE ONLY ****	
METER I.D.: _____	BEGINNING READ: _____
DATE ISSUED: _____	END READ: _____
FEES: Application - \$10.00	Annual Use - \$15.00
DEPOSIT: \$75.00 (REFUNDABLE)	RETURN DATE: _____
AMOUNT PAID: \$ _____	
REFUND: _____	

## IMPORTANT INFORMATION ON SECONDARY METER PROGRAM

The following information is a synopsis of the program's implementation. Questions concerning this program should be directed to the Utility Manager at the address below. A copy of the relative ordinance will be supplied upon written request, or can be reviewed at:

South Central Regional Sewer District  
528 N. Walnut Street  
Bloomington, Indiana 47404  
Telephone:(812) 334-8871

1. **RECORDING USAGE:** The applicant is responsible for recording the meter reading for the month that the applicant wishes to claim an adjustment to water usage. A box has been provided on the billing stub (lower right corner) to enter the secondary meter reading. Adjustments to the sewerage bill will be posted on the 25<sup>th</sup> of each month. Receipt of the billing stub after the 25<sup>th</sup> day of the month will be adjusted with the next billing period.
2. **OWNERSHIP:** Said meter is supplied by the SCRSD and remains the property of the SCRSD. Its use is only for the "Service Address" as listed on the application.
3. **AVAILABILITY** of the meter is dependent upon inventory and the supplier shipping.
4. **METER USE.** The meter is only for measurement of secondary water usage that does not and cannot enter the SCRSD system either directly or indirectly.
5. **FEES:** Application Fee - \$10.00, Deposit - \$75.00, Annual Fee - \$15.00. The deposit is refundable if the meter is returned in good working condition.
6. The **MINIMUM BILLING** for any account is established by Ordinance. No adjustments will be made to bills below the minimum rate in effect at the time. Adjustments will be applied only for the month they are received. (Adjustments do not accumulate into the next billing period).
7. **RETURN** of the meter in good operating condition is required. The Applicant may elect to retain the use of a meter for an indefinite period of time without paying a new Application Fee. Should the Applicant return the meter after each season or period of time, a new Application must be filed and the appropriate fees paid. The SCRSD may require any meter to be replaced without cause.
8. **DEPOSIT.** The deposit will be returned to the Applicant upon return of the meter in good operating condition to the SCRSD. If the deposit is not forfeited and held by the SCRSD for a period greater than one (1) year, interest shall be paid on the deposit. The deposit will be forfeited if the meter is not returned at the closing of the account, damaged, or in poor condition.
9. **INSPECTION.** The applicant will make the meter available to the SCRSD for inspection during reasonable business hours.
10. **TRANSFER** of the meter to a party other than the applicant is not allowed. Use of the meter at a property other than at the service address listed on the application is cause for termination of this service and subject to the loss of all adjustments.
11. **ON or BEFORE October 25** of each year, the applicant will notify the SCRSD, at the address above, whether he or she will retain the meter or return it.

## South Central Regional Sewer District

### SECONDARY METER USE – INSTRUCTION

The following guidelines should be followed for the use of the secondary meter. This meter is for potable water measurement only. DO NOT use for any other purpose.

- ◆ CARE. The meter is portable but due care in handling and use is required for satisfactory performance. Should you experience a problem in using the meter, please contact BFU at the earliest opportunity. The meter must be protected from freezing or it will break.
- ◆ FLOW REQUIREMENTS. The meter provided measures a minimum flow of 0.25 gpm to a maximum flow of 20 gpm. This range should be sufficient to cover most residential requirements. (i.e., sprinkler = 3gpm, ¾” garden hose – 50 feet = 15 gpm).
- ◆ CONNECTIONS. The meter base is provided with a 5/8” male and female Garden Hose Thread (GHT).

To install the meter:

Preliminary Notes – All garden hose connections should have a rubber gasket inserted where the hose connections are threaded together to prevent or reduce leakage. Simply insert a rubber gasket into the female end of the connection and tighten the male end so the gasket seals, to prevent or reduce leakage. DO NOT OVER-TIGHTEN. Gaskets are provided for the meter connection. Gaskets are commonly available at local hardware stores.

1. Connect an appropriate length garden hose to a water spigot at the dwelling. Typically the spigot at the dwelling will have a male thread that the female end of the garden hose will attach to. The length of hose does not matter, but the shorter the length the greater the flow through the meter.
2. Connect the other end of the hose (male thread) to the meter. There is an arrow located on top of and in front of the meter indicating the direction of flow. The arrow must point in the direction of the flow to properly record usage.
3. Connect a garden hose (female thread) to the discharge end of the meter (male thread).
4. The meter is ready to record the usage.

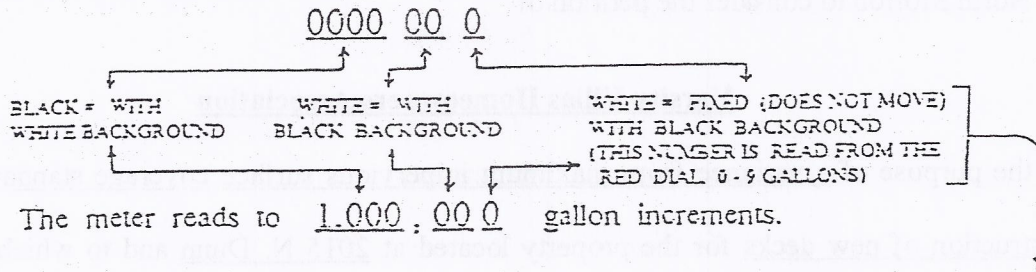
IF YOU EXPERIENCE A PROBLEM WITH CONNECTION OR READING YOUR METER, CALL:

Bynum Fanyo Utilities @ 812-334-8871

Office Hours – Monday through Friday, 8:00 a.m. – 5:00 p.m.

IMPORTANT INFORMATION ON NEXT PAGE CONCERNING ADJUSTMENTS & METER READING

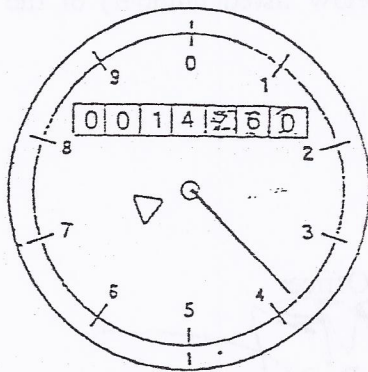
- **ADJUSTMENTS TO BILLING.** Adjustments to your bill are made monthly. The user must record the meter reading on the return billing stub. A box has been placed for this purpose on the billing statement in the lower right corner. To receive an adjustment, the return stub with the meter reading must be received and posted by the bank prior to the 25th day of each month. Late receipt of the reading will be adjusted the following period.
- **READING THE METER.** The meter has an analog reading with the word "gallons" written below (numbers). There are seven digits or numbers that show on the analog reading (four in white, two in black, and a fixed "0").



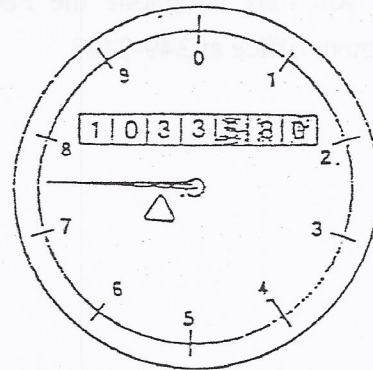
The meter dial (red indicator arm) reads the last digit of the gallons. This is the fixed number (white with black background) as shown above and represents the 0 - 9 gallons of the first digit.

To read this dial - look at the red needle and read the number to the closest whole number. This number is the last digit. Do not record the tenths of gallons, this number makes no difference in adjusting your bills.

Example:



READ 0,014,764 GALLONS



READ 1,033,588 GALLONS

- **ADDITIONAL INFORMATION**

1. To maintain accurate readings keep the meter level.
2. Different connections due to hose size, thread type, or configuration can be adapted.
3. To use more than one appliance simply connect a tee or "Y" at the discharge end of the meter or on the end of the hose after the meter. A gated or valved connection is preferable.