APPENDIX A

MCSD LOCAL LIMITS

The Muskingum County Sewer Department has an interagency agreement with the City of Zanesville to treat its wastewater. Therefore, MCSD must comply with the local limits set by the City. To protect its Wastewater Facilities MCSD has established additional local limits for customer discharges.

City of Zanesville	
Pollutant	**Local Limit**
Aluminum	No Limit
Arsenic	24 µg/L
Cadmium	55 µg/L
Chromium	1320 µg/L
Copper	448 µg/L
Cr Hex	No Limit
Cyanide	193 µg/L
Lead	309 µg/L
Molybdenum	182 µg/L
Nickel	453 µg/L
pH	5.5 – 11 SU
Selenium	54 µg/L
Silver	430 µg/L
Sulfur	No Limit
TTO	2.13 mg/L
Zinc	2449 µg/L

Muskingum County Sewer Department	
Pollutant	**Local Limit**
BOD	200 mg/L
Oil & Grease	100 mg/L
Phosphorous	No limit at this time, Will be a limit within 5 years
TSS	250 mg/L

APPENDIX B

MCSD SEWER RATES & SURCHARGE RATES &
HIGH STRENGTH RATE CLASSIFICATION RATES &
PROHIBITED WASTE FINE SCHEDULE

Revision

Date	Edition	Purpose	Resolution
9-17-20	2019	Revise the Benefitted Units for each trailer pad in a mobile home park	20-0822
6-26-26	2026	Revise the charges for rates F, FA, FN, and C1	26-0358

MCSD SEWER RATES

The MCSD charges for sewer service are based on "Benefitted Units" served as set forth in the table below. A single family residence being assigned one Benefitted Unit in that table. The charge for a Residential User shall be:

Residential User, General Sewer District, except Adamsville and Nob Hill Subdistricts $50.93/month
Residential User, Adamsville Subdistrict $43.05/month
Residential User, Nob Hill Subdistrict $61.43/month

Where electric power for a grinder pump is drawn from a customer's electric power supply, a discount of seven percent (7%) shall be applied to the service charge.

Type of Use	Benefitted Units
Single family residence	Unit of one (1)
Apartments:	
Efficiency one bedroom	Number of units × 0.625
Two bedrooms	Number of units × 0.75
Three bedrooms and more	Number of units × 0.875
Bowling Alleys	Number of lanes × 0.188
Churches	Number of seats × 0.013
Factories, industrial establishments	Number of estimated employees × 0.088
Food service:	
Ordinary restaurant	Number of seats × 0.088
24-hour	Number of seats × 0.125
Tavern (limited meal service)	Number of seats × 0.088
Drive-In	Number of seats and/or stalls × 0.125
Vending Machine	Number of seats × 0.175
Hospital	Number of beds × 0.75 (design capacity)
Institutions, resident	Number of persons × 0.25 (design capacity)
Laundry, coin-operated	Number of machines × 1.0 (design capacity)
Motels, Hotels	Number of rooms × 0.25
Nursing and Rest Home	Number of patients × 0.375
	Number of employees × 0.25 (design capacity)
Office Building	Number of persons × 0.05 (design capacity, minimum 5 persons)
Schools	Number of pupils, teachers and staff × 0.017 (design capacity)
Service Stations	2.5 units per station
Shopping Centers	Each 1000 sq. ft. or part thereof of store or building therein not devoted to one of the other uses × 0.50 (Maximum design – density)
Swimming Pools	Design capacity number of swimmers × 0.013
Mobile Home Parks, Trailers Each	Number of pads × 1.0
Car Washes:	

Manual	Number of stalls × 1.0
Automatic	Number of stalls × 5.0
Drive-thru, automatic (no recirculation)	17.0 units
Drive-thru, automatic (with recirculation)	9.75 units

Charges for commercial and industrial properties, apartment complexes, and businesses shall be a total of the minimum charge plus any surcharges for higher volume or strength of wastewater discharge and any fines that apply.

The minimum charge for commercial and industrial properties, apartment complexes, and businesses shall be an amount equal to the product obtained by multiplying the Residential User rate for the subdistrict by the number of that User's Benefitted Units served. Where a User's number of Benefitted Units is less than one, that User's charge shall be based upon a Benefitted Unit of one. The Manager of MCSD will set the number of Benefitted Units for these customers.

Discharge from commercial and industrial properties, apartment complexes, and businesses may be measured by flow meters installed in their service lateral. The Manager of the MCSD will determine if a flow meter shall be installed in the service lateral. The volume of wastewater allowed to be discharged per Benefited Unit is established as 6,000 gal/month.

MCSD SURCHARGE RATES

Charges for excessive volume

The commercial and industrial properties, apartment complexes, and businesses that discharge more wastewater than the amount allowed as part of their minimum charge will be charged at the rate of $0.00851/gallon for each gallon over the allowed amount, as calculated by number of Benefitted Units.

High-Strength Surcharge Structure for MCSD

Pollutant	**Limit**	Surcharge ($/lb)
BOD	> 250 mg/L	0.20211764
Oil & Grease	> 100 mg/L	1.28
Phosphorous	No limit at this time, Will be a limit within 5 years	
TSS	> 250 mg/L	0.17640

MCSD will periodically sample grease traps. If the sample is over the limit the customer will be provided a copy of the test results and charged a lab fee of $32.50/ sample.

Charges for Excessive Infiltration/Inflow

The Muskingum County Infiltration/Inflow program requirements are stated in Appendix C. Users of the Wastewater Collection System shall maintain their sanitary sewer facilities to conform to these requirements. Users with excessive wastewater flows attributed to infiltration or inflow shall be subject to surcharges.

Excessive Flow Volume -- If the actual Wet Weather Event wet maximum flow rate exceeds 0.667 gpm/BU, the User shall pay a surcharge of $0.02 per gallon for the volume of flow that exceeds 0.667 gpm/BU.

Under ORC 6117.012 the User may be eligible for reimbursement of the surcharges paid to the County. The maximum amount of any reimbursement is equal to 50% of the surcharges paid in the most recent 12 months period. To be eligible for reimbursement the User must have implemented the approved remediation plan and reduced flow volumes and rates to acceptable levels as stated in Appendix C.

MCSD PROHIBITED WASTE FINE SCHEDULE

Parameter	**Range**	**Charge Factor**
pH	**Acceptable 5.5 – 10.0 S.U.**	
Minor Violation	4.0-5.5 (or) 10.0-11.5	$250
Major Violation	2.5-4.0 (or) 11.5-12.5	$500
Acute Violation	<2.5 (or) >12.5	$1000

Heavy Metals and Toxic or Untreatable Chemicals		
	1.0-1.5 x Allowable	0.25 x base rate
	1.5-2.0 x Allowable	0.50 x base rate
	2.0-2.5 x Allowable	1.00 x base rate
	Over 2.5 x Allowable	2.00 x base rate

1. The above prohibited waste penalty factors will be multiplied times the base sewer rate as established for normal strength wastewater and applied against the measured volume of wastewater discharged for the month that the noncompliant condition existed.
2. The fine shall be based on the highest recorded violation for each month unless multiple violations occur whereupon higher fines can be applied, if deemed appropriate by the Manager.
3. In the event that the cost of treatment, disposal and/or cleanup resulting from the noncompliant discharge exceeds the calculated fine, the additional charges shall be based on the actual costs incurred by the Department.
4. Failure to take appropriate actions to correct the causes of the noncompliant discharge in a timely manner will be subject to possible administrative fines, penalties and discontinuance of service as stipulated in the MCSD Sewer Use Rule and Enforcement Response Plan.

APPENDIX C

INFILTRATION AND INFLOW CONTROL REQUIREMENTS

INFILTRATION AND INFLOW (I/I)

Purpose: Muskingum County operates and maintains Wastewater Facilities within established county sewer districts pursuant to Ohio Revised Code Chapter 6117. The county operates these Wastewater Facilities pursuant to Ohio EPA regulations and the conditions and regulations established within the county. Excessive infiltration and stormwater inflow into these Wastewater Facilities may result in system overflows and bypasses and excessive loadings on the treatment facilities in violation of the Ohio EPA and county regulations. Additionally, these conditions pose potential public health and safety concerns and impose unnecessary and avoidable system costs.

Based on engineering studies sanctioned by the Ohio EPA, the County has determined that its Wastewater Facilities are impacted by excessive infiltration and stormwater inflow attributable to private property sewer facilities. The purpose of these rules is to allow for the identification and remediation of excessive infiltration and stormwater inflows attributable to the private sewer facilities and to establish a policy of enforcement.

Authority: These rules and regulations are adopted pursuant to the Board of County Commissioners under Chapter 6117, Ohio Revised Code, including, but not limited to, Ohio Revised Code 6117.01 and 6117.012

Definitions: The following definitions apply for the purpose of these rules and regulations.

1. Infiltration: Water other than wastewater that enters a sewer system (including sewer service connections and foundation drains) from the ground through such means as defective pipes, pipe joints, connections, clean outs or manholes. Infiltration does not include, and is distinguished from, inflow.
2. Inflow: Water other than wastewater that enters a sewer system (including sewer service connections and foundation drains) from sources such as, but not limited to sump pumps, roof leaders, cellar drains, yard drains, area drains, foundation drains, field tile, drains from springs and swampy areas, manhole covers, cross connections between storm sewer and sanitary sewers, catch basins, cooling towers, storm waters, surface run-off, street wash water or any types of drains not listed. Inflow does not include, and is distinguished from, infiltration.
3. Wet Weather Event: Any amount of rainfall at any given time or a snow melt period.

Duty of Property Owner to Maintain: It is the duty of the owner of real property served by a connection to Wastewater Facilities maintained by the County to construct, operate, and maintain all sanitary sewer facilities located on or within the owner's real property in accordance with all applicable state and local laws, statutes, rules and regulations including, but not limited to, Ohio EPA regulations and the Muskingum County Sewer Department rules and regulations.

Prohibited Inflow:

1. No person, including the property owner or User, shall connect storm water inflow to the Wastewater Facilities maintained and operated by the County, nor shall cause, permit or

allow inflow into such Wastewater Facilities except by written permission of the Sewer Department Manager.
2. Whenever the Sewer Department Manager determines that these rules have, or are being, violated, he shall issue a written order to the property owner and/or User to disconnect such unlawful connection or otherwise remove or relocate the unlawful inflow in accordance with applicable building or health codes or other state or local regulations.
3. Any unlawful connection or inflow constitutes a nuisance subject to injunctive relief and abatement pursuant to Chapter 3767 of the Ohio Revised Code or as otherwise permitted by law. See Ohio Revised Code section 6117.012 (B).
4. Upon continuing violation of this section or written order issued pursuant to this section, the Manager may restrict flow or disconnect sewer service. Except in a case of emergency, disconnections shall occur no earlier then thirty (30) days after service of written notice of disconnection. After disconnection, property owner shall comply with OEPA rule on hiring a collection operator to manage the system and make repairs. Before reconnecting sewer service the Manager will conduct an inspection to verify all work has been completed.

Excessive Infiltration Defined:

1. Where dye testing, smoke testing, internal video inspection or flow metering devices indicates potential infiltration contribution sources which could contribute to excessive infiltration in the system.
2. Where direct visual observation by an authorized County representative has determined a potential infiltration contribution source and where such occurrence is documented in a dated observation report.

Excessive Infiltration and Enforcement of Remediation:

Where real property served by a connection to sanitary sewer maintained or operated by the County is suspected by the Manager of contributing excessive infiltration or inflow to the Wastewater Facilities, the manager shall determine and enforce remediation as follows:

1. The Manager, or his agent, may conduct an inspection of the private collection system located on the subject real property at anytime without notice. The inspection may include visual or video observation, smoke testing, flow metering, or use of other means commonly accepted in the industry. If the County does smoke testing or video observation the User or a representative must be present.
2. The property owner and/or User shall cooperate with the Manager, or his agent, with the inspection including, but not limited to, allowing reasonable access to private property and providing pertinent data.
3. Users, such as trailer parks, with their own private collection system on private property and excessive infiltration/inflow may be required by the Manager to install a flow meter before discharge to the MCSD Wastewater Facilities. This approved flow meter will be installed, maintained, and calibrated annually all at the User's expense. The Manager will be notified of the date and time of the annual calibration and may have a representative present. MCSD will read the meter during dry weather and Wet Weather Events. If the property owner fails to install an approved flow meter within 90 days after the date the Manager gave notification,

MCSD may contract with a firm of their choice to install the flow meter, and assess the costs for the installation to the property owner.

4. Following the testing, the Manager will determine the excessive infiltration/inflow, if any, and issue a written Notice of Violation to the property owner and/or User.
5. The property owner and/or User shall, within fourteen (14) days of receipt, notify the Manager in writing acknowledging the written notice of violation.
6. The property owner and/or User shall, within thirty (30) days after acknowledging receipt of the Notice of Violation or such other time as the Manager allows, meet with the Manager, or agent, to discuss the Notice of Violation and remedial action to be taken.
7. The property owner shall when required by the Manager within sixty (60) days after acknowledging receipt of the Notice of Violation or such other time as the Manager allows, employ a professional engineer to prepare a written sewer system evaluation survey, which indentifies the following:
    a. The sources of the infiltration/inflow including the means and methods used to derive each source, testing results, videos and any other information available.
    b. Necessary actions to repair, replace, or correct defective sewer facilities located on or within the private property to eliminate excessive infiltration/inflow.
    c. Estimated cost of repair, replacement, and / or correction.
    d. Proposed schedule for remediation.
8. The property owner, when required by the Manager and within one hundred fifty 120 days after acknowledging receipt of the Notice of Violation or such other time as the Manager allows, shall submit to the Manager an infiltration/inflow remediation plan prepared by a professional engineer. The remediation plan shall include a recommendation by the engineer indentifying the remediation actions necessary to eliminate the excessive infiltration/inflow. The remediation action may include the repair, replacement or correction of defective sewer facilities referenced in the engineer's report using commonly accepted industry practices including, but not limited to, sealing, chemical grouting, pipe lining, relining, sewer and manhole replacement.
9. The proposed remediation action shall be subject to the approval of the Manager. The Manager shall consider the degree of excessive infiltration/inflow, proper remediation techniques, effectiveness, and cost.
10. Within sixty (60) days of the approval of the remediation plan by the Manager, the property owner shall submit to the Ohio EPA the detailed replacement plans requesting an OEPA issued permit to install. The property owner shall subsequently apply for a permit from the Muskingum County Sewer Department after the permit to install has been received from the OEPA.
11. The property owner shall have ninety (90) days to complete the remediation work from the date the County permit is issued.

Prohibitions

1. No person, including the property owner, shall fail to comply with the provisions of the MCSD Infiltration/Inflow requirements or shall fail to remediate excessive infiltration/inflow conditions pursuant to a written Notice of Violation issued by the Manager.

2. No person, including the property owner, shall cause, permit, or allow excessive infiltration/inflow into the MCSD Wastewater Facilities after receipt of a written Notice of Violation.
3. Any unlawful excessive infiltration/inflow under these requirements shall constitute a nuisance subject to injunction relief and abatement pursuant to Chapter 3867 of the ORC or otherwise permitted by law.
4. Upon continuing violation of these requirements or written Notice of Violation, the Manager may restrict flow or disconnect sewer service. Except in a case of emergency, disconnections shall occur no earlier then thirty (30) days after service of written notice of disconnection. After disconnection, property owner shall comply with OEPA rule on hiring a collection operator to manage the system and make repairs. Before reconnecting sewer service the Manager will conduct an inspection to verify all work has been completed.

Calculations for Infiltration/Inflow

The highest wet peak flow would be 1280 gpd/BU divided by 1440 min/day = 0.889 gpm. Under no circumstances will the acceptable wet peak flow rate exceed this amount.
The Manager will establish the BU's for a User. Without a flow meter the User's limits will be established by multiplying the BU by flows and rates stated above.

Actual Wet Weather Event flows will be based on MCSD flow metering or MCSD reading the User's flow meter.

APPENDIX D

SPECIAL WASTEWATER DISCHARGE RATES & FEES

Revision

Date	Edition	Purpose	Resolution
7-26-21	2019	Add Connection Fee for large Industrial Users	21-0707

MCSD SPECIAL WASTEWATER DISCHARGE RATES & FEES

APPLICATION FOR SEWER CONNECTION PERMIT

1. All applications must be made at the Muskingum County Utilities Office, 375 Richards Rd., Zanesville, OH 43701.

2. Applications for Sewer Connection Permits are required when:
   a. A structure is connecting to a County sewer line for the first time;
   b. A structure is expanding potentially resulting in increased wastewater flow;
   c. A change in use of the structure resulting in increased wastewater flow or change in characteristics of wastewater to be discharged,
   d. Any time a buried service lateral improvement is to be constructed outside the foundation of an existing or new building, or
   e. When a property is transferred to a new owner.

3. Applications must be made by the owner of the premises to be served by the Sewer Connection or by an authorized representative of such owner.

4. The property owner is responsible for obtaining and recording any necessary easements. A copy will be attached to the application for Sewer Connection Permit.

5. No application for a Sewer Connection Permit shall be approved in the following cases:
   a. Where the residence or other structure for which service is requested is located on premises which do not abut on the public right-of-way or there is no dedicated easement for the sewer lateral,
   b. Where the capacity of the sewer system is exhausted by the needs of its existing customers, or
   c. Where the applicant is delinquent in payment of bills incurred for service or materials previously supplied at any location.

6. A fee of $75.00 is due at the time of filing the application for the Sewer Connection Permit. The application will not be considered complete until the fee is paid and necessary documentation is provided.

APPLICATION FOR WASTEWATER DISCHARGE PERMIT

1. Sewer Connection Permit application to serve commercial and industrial properties, apartment complexes and businesses must also apply for a Wastewater Discharge Permit. Applicants shall furnish information concerning the design and installation of the sewer lateral system, which will be connected to the public sewer system. This may include detail drawings, specifications and engineering calculations as requested by the Muskingum County Sewer Department.

2. Applicants shall provide all necessary information and complete application forms. Upon completion of the application, Muskingum County Sewer Department shall endeavor to do the following within a period of ten (10) working days, review the application, determine property location and verify ownership, compute the Service Connection charge and other applicable access fees or charges, and notify the applicant by regular service mail the amount to be paid by the applicant to the County for the desired Service Connection.

3. A fee of $75.00 is due at the time of filing the application for the Wastewater Discharge Permit.

When permit conditions have been satisfied and upon receipt of any payments due in the total amount requested by the Muskingum County Sewer Department, a Sewer Connection and if applicable a Wastewater Discharge Permits will be issued.

TENANTS

Any tenant requesting sewer service for a property already connected to the County Wastewater Facilities and also served by the Muskingum County Water Department shall make application for sewer service at the Utilities Office.

CONNECTION FEE

1. The minimum connection fee is $4850 per Benefitted Unit. This fee may be higher and will be established for specific service areas based on the project construction financing package.

2. The total connection fee will be the minimum connection fee times the number of Benefitted Units established by the Manager of MCSD.

3. For an Industrial User with flow larger than 20 Benefitted Units the connection fee will be $97,000 plus $485 for each additional Benefitted Unit.

4. The total connection fee calculated under paragraphs 2 and 3 may be adjusted by the Manager of MCSD based on peak flow and strength of wastewater.

OTHER ACCESS FEES

Other fees may apply to the access fees such as special access fees under an O.R.C.307.73 Agreement prorated fees, O.R.C. 929.03 deferred assessments, O.R.C.6117 deferred assessments, special developer access fees, etc.

INFLATION ADJUSTMENT
All connection fees will be reviewed (rounded to the nearest dollar) on January 1st each year. These fees may be changed to reflect increases in cost of construction.

SPECIAL ACCESS CHARGES

From time-to-time, the County Commissioners may establish special access charges for the privilege of connection to the Wastewater Facilities. Such access charges shall be in addition to the Sewer Connection and Wastewater Discharge Permit charges established above. Such access charges shall not be imposed upon persons obtaining an application for a Sewer Connection Permit to property, which is then liable for special assessments for the construction of the sewer facilities to which the connection is to be made. Payment of such special access charges shall be made in cash at the time a connection application is filed.

BILLING, PAYMENT, AND COLLECTION

DELIVERY OF BILLS AND NOTICES

The County shall send all bills and notices by regular mail service**, unless the customer has registered online to receive e-mail only bills.** Failure to receive a bill shall not relieve a person from the obligation to pay such bill within the allotted time provided for in Delinquent Bills.

ISSUANCE OF FIRST BILL

For those new customers that have not completed their Service Connection, the Sewer Department will begin billing the sewer charge ninety (90) days after the issuance of a Sewer Connection Permit along an existing sewer line or the engineer's issuance of a Certificate of Substantial Completion on a new sewer project.

ONLINE BILL PAYMENT

The County Water and Sewer Departments have an agreement with a third party to accept utility payments online. The customer can access the service along with billing information and history from the Utilities Office web page (utilities.muskingumcounty.org). Customers are required to establish an electronic account with the third party to use these services. All billing information and history is provided at no charge. Customers will be assessed a convenience fee by the third party for providing the online bill payment service. All penalties for late payment and delinquent shut offs apply.

PROPERTY OWNER RESPONSIBLE FOR PAYMENT OF BILLS

1. The property owner will be held directly responsible for the payment of all bills for water and/or sewer service furnished to his/her property; however, such responsibility shall not preclude the County from looking to others for payment of delinquent water or sewer bill if such may lawfully be done.

2. In the case where a tenant does not pay their water or sewer charges in full, the property owner shall be responsible for payment of charges in accordance with terms under Delinquent Bills. County Water service will not be reconnected until the water and sewer charges are paid in full.

3. In the case of premises constituting “Condominium Property” as defined in O.R.C. 5311.01, the Unit Owners Association will be charged and billed by the County for all sewer service and shall be liable for the payment of all charges imposed by the County for such sewer service.

NON-SUFFICIENT FUND PAYMENTS AND MISCELLANEOUS FEES

Payment by customers by checks or by automatic clearing house withdrawals that have non-sufficient funds in their account or are returned by the bank for any other reason will be charged a fee of $30.00 for handling costs. The check will only be run through the bank once. The County will not re-deposit returned checks.

FAILURE OF METERS TO REGISTER AND EXCESSIVE BILLS

1. If a flow meter in a service lateral fails to register, the wastewater discharge will be estimated on the basis of what the wastewater discharge was during a period when wastewater service was supplied under similar conditions and was correctly metered. Customers with flow meters having reason to believe that the amount of wastewater discharge indicated on their utility bill is excessive must register a complaint with the Muskingum County Sewer Department immediately upon receipt of such bill. The Sewer Department will re-read the flow meter, if requested. If the meter is in working order and being properly maintained there will be no charge. If a customer requests a second re-read or if it is determined that the meter is misreading due to the customer’s lack of maintenance, a $25.00 charge will be applied to their account.

2. The decision of re-calculating sewer bills shall be made by the Muskingum County Sewer Department Manager and shall be appealable to Muskingum County Commissioners.

DELINQUENT BILLS TURN OFF/TURN ON POLICY

1. Guidelines for determining when services are to be turned off:
   a. When bills are delinquent, a delinquent journal will be prepared of all accounts that are past due. Delinquent notices will be prepared from the delinquent journal.
   b. A delinquent notice will be mailed to the delinquent account billing address advising the customer of the delinquent account and that County water service will cease in approximately two weeks if not paid promptly. If the customer is a tenant, a delinquent notice will also be mailed to the property owner.
   c. If a customer writes a check to avoid shut off and that check is returned by the bank for any reason, the customer’s County water service will be subject to immediate disconnection without any additional notification to said customer. The customer will also be charged the standard return check fee of $30.00 plus the delinquent turn on fee of $50.00.
   d. A customer delinquent in the payment of charges for sewer service who is the petitioner in a pending bankruptcy proceeding may avoid termination of County water service by making a security deposit in an amount equivalent to two months charges for water and sewer service, as estimated by Muskingum County Utilities Office. The Department will

refund the deposit to the customer upon customer's showing that the bankruptcy proceeding has been concluded.

2. Guidelines for turning County water service back on:

   The customer must pay in full the balance of their bill currently due plus $50.00 turn on fee with cash, money order, or credit card. Payments must be made at the Utilities Office between the hours of 8:00 am to 3:00 pm or water will not be turned on until the next business day. If a County Water Department employee has already been dispatched to shut off service for non-payment, a charge of one half the turn on fee will be assessed.

3. General Rules:
   a. County water service will only be disconnected, weather permitting.
   b. A County employee will accept no payment in the field. All payments must be made at the Muskingum County Utilities Office payable to Muskingum County Utilities or MCU.
   c. Muskingum County will not be responsible for any damages, which might result from turn on/turn off of water.

4. Delinquent bills will be certified by the County Auditor for collection on the tax duplicate of Muskingum County, Ohio in the manner provided by the Ohio Revised Code.

APPLICATION OF PAYMENTS

Payments will be applied first to any delinquent amounts or charges. Remaining funds will be applied to the current charges. Payments from customers that receive both Muskingum County water and Muskingum County sewer service will be applied proportionally across all accounts. No account will be considered paid in full until all accounts are current. Delinquent accounts will be processed in accordance with Delinquent Bills
.

PENALTY FOR LATE PAYMENT

Utility charges are due and payable as stated on the utility bill. If not paid by the due date, an amount equal to 10% of the charges for current service will be added to the account balance.

SENIOR CITIZENS RESIDING OUT OF STATE FOR PART OF YEAR

1. In accordance with ORC 6119.091, a person 65 years of age that is eligible for the Homestead Exemption and resides out of Ohio for part of the year may qualify for a discount on their sewer bill. To be considered the person must have an active sewer account in their name that is not delinquent. The person must present evidence of 1) having paid for at least two months sewer service at an out of state residence, or 2) at least two months rental receipts for an address in another state. The customer must have made arrangements with the County Water Department to have the water service turned off while they are out of state. The discount will be equal to two months minimum bill for residential sewer service. The discount will be applied as a credit to the sewer account no more than once per calendar year after the above documentation is provided.

2. In all cases, the customer is totally responsible for any freezing, leaks, or other water or sewer service-related problems that may occur while the customer is not residing at the service location.

APPENDIX E

INDUSTRIAL WASTEWATER FLOW METERING AGREEMENT & REQUIREMENTS

Muskingum County Sewer Department (MCSD)

Industrial Wastewater Flow Metering Agreement and Requirements

Summary
MCSD has developed minimum design criteria for Industrial Users to meter wastewater flow. All Industrial Users (IUs) shall install a wastewater flow measurement device for use in determining wastewater flow discharges unless an exception is granted by the Manager. Purchasing or installing wastewater flow measurement devices without written approval from the Manager is prohibited. If MCSD determines that a wastewater flow measurement device(s) is acceptable, the User shall follow specific operational standards as required. Failure to do so could jeopardize the future use of the wastewater flow measurement device.

The wastewater flow measurement device or flow meter system shall include all flow meters used throughout the wastewater discharge process. The system may include a single flow meter or a number of flow meters. It is the IUs responsibility to identify all flow meters and components of the system and ensure compliance with this agreement. Failure to do so could jeopardize the future use of the wastewater flow measurement device.

MCSD periodically monitors industrial wastewater discharge quality by collecting representative samples using flow or time proportional sampling techniques for each permitted IU. MCSD may perform this monitoring 24 hours a day, seven (7) days a week with automated equipment for the purpose of determining compliance with local pretreatment limits.

A. Wastewater Flow Measurement Device Criteria

1. A request to install a wastewater flow meter system shall be made in writing to the Manager of MCSD. No wastewater flow meter system shall be purchased, installed or placed in service unless and until written approval is granted by the Manager of MCSD. In preparing the request, the User shall consider the Industrial User's (IU) operations, plumbing network, all unique and typical wastewater characteristics and anything that may change or influence the measurement of wastewater flow. The User shall consider how its operations, plumbing network or wastewater characteristics have the potential to damage or deflect the accuracy of the flow meter system, and propose a system that is properly suited for the discharge. When required by Manager, requests shall be prepared and approved by a registered Professional Engineer in the State of Ohio prior to submission.

2. For billing purposes, MCSD needs a high degree of accuracy of wastewater flows. For that reason, MCSD prefers highly-accurate devices such as water meters (both primary and deduct) or closed-pipe magnetic meters or open-channel flow devices. For the purposes of design criteria, when it has been determined that accurate wastewater flows can not be measured solely by the use of primary and deduct water meters, MCSD has identified the following performance specifications that must be demonstrated in order to

have a wastewater flow meter approved. The applicant shall design a flow metering system that meets the following requirements:

a) Closed-pipe measurement systems shall be used when appropriate and whenever possible. For closed-pipe systems:
   i) Systems must be able to measure wastewater flows at minimum flows as low as 1.5 gpm with +/- 3% accuracy unless it can be demonstrated or documented to MCSD that the flows will be consistently greater than 1.5 gpm;
   ii) and maintain 1% accuracy at all other flow rates.
b) Open-channel measurement systems shall only be used when closed-pipe designs are not feasible due to building and/or plumbing configurations, and/or when open-channel flow measurement is desired for legitimate purposes such as flow-proportional sampling and mass limit allocations. System must be able to maintain accuracy within +/- 5%.
c) Existing Users shall conduct a 30-day wastewater flow study or other study as approved by the Manager to determine minimum and maximum gpm flows to design the system properly.
d) New Users shall submit documentation of plans for approval based on anticipated low flows as low as 1.5 gpm and conduct a 30-day flow study if and after a flow system is approved and installed to confirm projected minimum and maximum flow patterns.
e) Inaccuracies – Billing shall be based on rates and charges in Appendix D.
f) Installation of flow metering installations must be installed as specified by the manufacturer and the MCSD approved request. The metering installation shall also be inspected and certified by the manufacturer's representative.
g) Flow meter device shall be inspected and certified every year by August 15 and test results sent to the MCSD office.

3. Additional design specifications shall be as follows:

a) Power requirements shall be matched to the flow transmitter/ converter.
b) For magnetic meters, the flow meter liner shall be suitable for operations in process liquid temperatures up to 95º C or higher to accommodate a facility's process discharge characteristics.
c) RFI protection shall be provided.
d) The flow meter shall be capable of operations under pressures of 1 ½ times the operating psi of the facility's discharge scenario.
e) The flow meter shall be capable of running under no-flow conditions without damage to any component.
f) If flow can or may occur at the metering device during a power outage, then the flow meter shall have back-up power provided to it.
g) All flow meters shall be calibrated at the factory prior to shipment to the site. The contractor shall be responsible for the complete installation.
h) The flow meter enclosure must be installed with a clear front in order to get totalizer readings without opening the enclosure.

i) The flow meter system shall be sized appropriately to handle the minimum and maximum daily flows and be operated and maintained in accordance with the manufacturer's procedures and specifications.
j) Effluent discharge piping shall be configured with a straight run of pipe with no valves, tees or reducers upstream of the flow meter equal in length to at least ten pipe diameters and downstream of the flow meter equal in length to at least six pipe diameters--or as otherwise recommended by the flow meter manufacturer, to provide an acceptable flow pattern through the flow meter.

4. It is the responsibility of the IUs to ensure that the system is engineered properly and is adequate to handle the peak and minimum flow of the IU discharge characteristics. MCSD has the right to modify these and other policies at any time which may result in a modification to the IUs flow measurement system. This criterion in no way circumvents any additional requirements that may follow as a result of new requirements, regulations, programs or initiatives.

5. Two complete copies of the following documents must accompany a request for installation and operation of a flow meter system: demonstration of need, plans and specifications of the flow measurement device prepared and approved by a registered Professional Engineer in the State of Ohio if required by Manager, including but not limited to flow study, meters, manholes, pipe configurations, and flumes. The submittal shall be made to MCSD, 375 Richards Road, Zanesville, OH, 43701.

6. Upon approval to proceed, the IU shall notify MCSD one (1) day before the date and time of installation so that MCSD can have a representative on site during the installation. The IU should call the Utilities Office to establish the time of installation.

B. Flow Meter System Operation and Maintenance

1. The flow meter system shall be operated in accordance with these requirements now and as it may be amended to read in the future. The flow meter system shall comply with all MCSD construction specifications. Any physical and/or operational modifications are subject to review and approval by MCSD.

2. Industrial Users shall keep meters up to date and properly calibrated and installed. The IU shall have the flow meter system calibrated and certified annually by a qualified instrumentation technician.

3. The IU shall conduct preventative and maintenance measures to ensure the flow meter system is working properly. IUs shall inspect the flow meter system to ensure proper operation. The weekly inspection shall be conducted in accordance with Section C of this agreement. A log of the records documenting the inspection shall be kept on-site and made available to MCSD upon request. Problems with the flow meter shall be reported to MCSD Utilities Office at 740-452-4940 within 24 hours of becoming aware. If maintenance logs are not up to date, no deducts or adjustments of bills will be considered.

4. The IU shall provide the annual calibration and inspection reports to Utilities Office in accordance with Section C of the flow meter agreement. Failure to provide correct data and/or operation could result in revocation of the Industrial Users (IUs) discharge permit, administrative fines and/or abandonment of the flow meter system for calculating wastewater rates.

5. Upon request, the IU shall provide MCSD with their standard operating procedures for operating and monitoring the flow monitoring system, both in their original form and their form as they are subsequently amended.

6. The IU is responsible for immediately remediating flow meter system blockages, defects, failures, or malfunctions so as to not cause damage to the wastewater system or the environment and notifying MCSD of the same

7. The IU shall locate the flow meter in an area that is accessible for MCSD meter readers. The meter shall be accessible to MCSD 24 hours a day, 7 days a week to read and periodically inspect. The location of the meter system must be pre-approved by MCSD prior to installation.

C. Flow Meter System Monitoring, Inspection and Reporting

1. It shall be the IUs responsibility to conduct all monitoring, inspection and reporting requirements in accordance herein for the flow meter system. The IU shall install all necessary equipment to conduct the monitoring and provide MCSD with the following documentation of the system's performance:

    a. Annual Calibration and Certification Statement - provided to MCSD at start up and by August 15th of each year. A calibration certification form must be signed by the qualified instrumentation technician. MCSD reserves the right to periodically inspect the unit for calibration as often as deemed necessary. It may be deemed necessary for MCSD to conduct the inspection or calibration based on flow data or the observance of poor operation and maintenance practices of any part of the pretreatment system. MCSD shall use certified control system technicians, who may be MCSD staff or technician from an outside firm, for the calibration and inspection. If an outside firm is used, the IU will be charged for the calibration and inspection at the cost incurred by Muskingum County. MCSD assumes no responsibility for damage to persons or property caused by a malfunctioning of the User's flow monitoring equipment.

    b. Weekly inspection - IU shall keep a log documenting the time, date, instantaneous flow to verify operation, proper function and that the flow meter is not blocked or otherwise malfunctioning. The log shall be provided to MCSD upon request. The first six (6) months of flow meter system operation shall be logged weekly and provided to MCSD as part of the initial performance review period.

c. Any overflow or back-up in a manhole shall be reported to MCSD within six (6) hours of such knowledge. If a back-up causes the flow meter system to misread flow, notification shall be made to MCSD and billing adjustments based on yearly averages shall be performed for the given month and subsequent months until problem has been remedied and MCSD is notified in writing.

d. Any physical or operational modifications to the flow meter system requires written notification to MCSD seven (7) days before installation unless the change is related to an emergency response system/improvement. If a change is required for emergency purposes, notify the Utilities Office immediately.

e. A failure of the flow meter system will automatically trigger MCSD to use yearly averages to be used for determining wastewater charges. If the IU does not repair the flow metering system to good operating condition in a reasonable time, MCSD will notify the IU by certified letter that they have 30 days to complete repairs, unless the Manager extends that time for reasonable cause. If the repairs are not completed within the 30 days,
   i. MCSD will use BU's to determine wastewater charges,
   ii. The Manager may take whatever action deemed necessary or appropriate to repair or replace the metering system and charging the full expense thereof to the IU, and
   iii. In addition to all other sewer charges a penalty of $25 shall be assessed for each day in excess of 30 days until metering system is fully operational.

f. The IU shall operate and maintain the flow meter system in conformance with manufacturer's operation and maintenance procedures. The IU shall provide MCSD with the manufacturer's operation and maintenance procedures in addition to any additional procedures followed by the IU. MCSD assumes no responsibility for damage to persons or property caused by a malfunctioning of User's flow monitoring equipment.

D. Falsification of data

1. Should the flow meter be tampered with, MCSD may recalculate wastewater flows by an alternate method as determined by the Manager and back bill the User. Accordingly, the IU may face potential revocation of discharge permit, administrative fines, and/or criminal and/or civil penalties for the falsification of data.

E. Special Conditions (if applicable):

F. Agreement of the above terms and conditions.

1. Because use of the wastewater flow meter described in this Agreement will likely continue beyond the use and occupancy of the present owner/occupier/signatory, it is

important that future owner/occupiers of this property be able to find its terms and conditions. Accordingly, in the interest of notifying future owners/occupiers/users of this site of the terms of this Agreement should they choose to continue flow monitoring, this Agreement shall be considered to be one which runs with the land and it may be recorded so that future owners will be aware of it.

2. By signing this Agreement, both the applicant/responsible party for the wastewater bill and the owner of the property agree to all the standards and requirements established herein. When the applicant is different from the owner of the property, both signatures are required. If the owner and responsible party are the same, we can have them sign once in both capacities.

IN WITNESS WHEREOF AND IN AGREEMENT THERETO the undersigned has set its hand this __ day of _____, 20__.

Party Responsible for Wastewater Service:

_____	_____
Witness	Company
_____	_____
Witness	Authorized Representative

Notary Certificate

Before me, a Notary Public in and for the State of Ohio, personally came the above named person, who acknowledged he did sign the same on behalf of himself personally (or if so identified, on behalf of the named legal entity under authority of the entity's governing body) and that the same was his free act and deed in such capacity.

_____
Notary Public

Owner of Property Being Served (If different from Responsible Party Above):

_____	_____
Witness	Company
_____	_____
Witness	Authorized Representative

Notary Certificate

Before me, a Notary Public in and for the State of Ohio, personally came the above named person, who acknowledged he did sign the same on behalf of himself personally (or if so identified, on behalf of the named legal entity under authority of the entity's governing body) and that the same was his free act and deed in such capacity.

_____
Notary Public

Muskingum County Sewer Department:

_____
Witness

Muskingum County Sewer Department

_____
Manager

_____
Witness

Notary Certificate

Before me, a Notary Public in and for the State of Ohio, personally came the above-named person, who acknowledged he did sign the same on behalf of Muskingum County Sewer Department and that the same was his free act and deed in such capacity.

_____
Notary Public

APPENDIX F

MISCELLANEOUS PRETREATMENT CHARGES AND FEES

MISCELLANEOUS PRETREATMENT CHARGES AND FEES

Annual Significant Industrial User Permit Fee	
3 sampling events/year or less	$300.00
4 sampling events/year or more	$600.00
Sampling Charge / Event	Billed at cost
Laboratory / Analysis Charges	Billed at cost