

Instructions for Completing the Municipal/Domestic Facilities Fee Calculation Form 1A

Introduction

Initiative 97, now codified as RCW 90.48.465, was approved by voters during the November 1988 general election. Initiative 97, which first went into effect on March 1, 1989, requires the Department of Ecology to fund its administration of the wastewater discharge permit program through annual fees.

This form is to be used only by facilities that do not receive income from other municipalities for sewage collection, interception, treatment, or disposal.

If the permit holder has more than one permit and treats each wastewater treatment facility as a separate accounting entity (that is, maintains separate revenue and expenditure accounts for each facility), the permit holder must fill out one form for each facility. Each facility's fee will be calculated separately.

If the permit holder has more than one permit and does not treat each facility as a separate accounting entity, it can fill out only one form. The facilities will be considered together as one entity. The form will calculate one fee for all of the facilities.

Section 1. Identifying Information

Please completely fill out the section marked identifying information. The contact person should be the person responsible for completing the form.

Section 2. Billing Information

Contact information of person who is responsible for receiving invoices and all billing information.

Section 3. Type of Domestic Wastewater Facility

Municipally-owned. A municipality is a city, town, county, district, association, or other public body created by or pursuant to state law.

Privately-owned. Domestic wastewater facilities that primarily serve residential customers. A residential customer is one whose house or building is primarily used for domestic dwelling purposes.

Section 4. Calculation of number of residential equivalents served

If the facility serves both single-family residences and other classes of customers, the number of residential equivalents is calculated by dividing your **calendar year 2015** gross receipts from monthly/bimonthly user charges for sewer services by the annual user charge for a single-family residence.

For these permit holders, “residential equivalents” is defined as: “a single-family residence or a unit of sewer service that yields an amount of gross revenue equal to the annual user charge for a single-family residence.”

For example, if a single-family residence is charged \$125.00 per year and a particular commercial/industrial user is charged \$500.00 per year, then the single-family residence is one residential equivalent and the commercial/industrial user is equal to four residential equivalents (4 equals \$500.00 divided by \$125.00).

Step 1. Calculating gross revenue

Enter your facility’s **calendar year 2015** gross revenue on line 1. If the permit holder has more than one permit and does not treat each facility as a separate accounting entity, gross revenue is the gross revenue of all facilities. Gross revenue is gross receipts from monthly, bimonthly, and/or quarterly user charges for sewer services. Sewer services are the collection, interception, treatment, or disposal of sewage. Gross revenue includes user charges received from all classes of customers, whether they are residential, commercial, industrial, governmental, or any other type.

Gross revenue includes, in addition to the above charges:

- All user charges and fees based on wastewater constituents’ strengths and characteristics. Included among such charges and fees are high-strength surcharges and charges based on biochemical oxygen demand, suspended solids, oil and grease, toxicants, heavy metals, flow, etc.
- Charges for receipt and treatment of septic tank wastes, holding tank wastes, chemical toilet wastes, etc.

Gross revenue does not include:

- Taxes levied directly for the support or maintenance of sewer services.
- Late charges, penalties for non-timely payment by customers, interest on late payments, and all other penalties and fines.
- Permit fees and compliance monitoring fees for wastewater discharge permits issued by municipalities with local pretreatment programs.
- Special assessments, charges in lieu of assessments, and interest and penalties on these charges.
- Connection charges.
- Revenues from sales of by-products such as sludge, processed wastewater, etc.

The following item is to be subtracted from gross revenue:

- Any user charges received from customers for whom the permit holder pays amounts to other municipalities for sewer treatment or disposal.

For instance, if you contract with another municipality to treat the sewage of some of your customers, then subtract the user charges that you receive from those customers from gross revenue.

To be included in gross revenue, user charges must be related to the facility that holds the discharge permit. For example, a county may operate a sewage collection system for which it contracts with a city to treat the sewage.

The county may also operate a completely separate sewage collection system and treatment plant. When calculating its gross revenue, the county should include only the revenue from the population tributary to its own treatment plant.

The charges that the county receives from customers in the area served by the city-owned treatment plant are unrelated to the county's sewage treatment plant. They should not be included in its gross revenue.

Step 2. Calculation of annual user charge for a single family residence

Enter the **2015** annual sewer user charge for a single-family residence using 900 cubic feet of water (6,731 gallons) per month.

If users are billed monthly, multiply the annual user charge by 12 and enter the amount.

If users are billed bimonthly, multiply the annual user charge by 6 and enter the amount.

If the user charge for a single-family residence varies, depending on age, income, location, etc., the charge used in these calculations must be that which applies to the largest number of single-family customers.

Many towns have flat rate monthly user charges. These charges do not depend on water usage. In this case, the annual user charge is 12 times the flat rate. Multiply the flat rate by 12 and enter the amount.

Some towns charge their customers a base rate for the first several hundred cubic feet of water and add to this a charge for each additional 100 cubic feet of water. For instance, if a town charges a base rate of \$6.00 per month for the first 500 cubic feet of water and \$0.75 for each 100 cubic feet of water over 500, the monthly user charge for a customer using 900 cubic feet of water is \$9.00 (\$6.00 plus 4 x \$0.75). The annual user charge is \$108.00 (12 x \$9.00).

To calculate the number of residential equivalents using billing data, divide step 1 by step 2. Enter this number in step 3.

Section 5. Certification of Information

The application must be signed and dated by:

- In the case of a municipal or other public facility, by either a ranking elected official or a principal executive officer.
- In the case of a corporation, by an authorized corporate officer.
- In the case of a limited partnership, by an authorized partner.
- In the case of a general partnership, by an authorized general partner.
- In the case of a sole proprietorship, by the proprietor.

The Department will verify the information contained on the fee calculation form. If it determines that the permit holder has made an error, it will revise the information provided by the permit holder on the form and notify the facility of the change(s) made.

Please submit completed residential equivalent form **and** a copy of your sewer rate schedule to:

Alex Tran
Department of Ecology
Water Quality Program
PO Box 47600
Olympia, WA 98504-7600

If you have any questions or need assistance filling out your fee calculation form, please call Alex Tran at (360) 407-7330 or email at wqfee_unit@ecy.wa.gov.

You can fax (360.407.7151) or email the forms.