



Henrico County, Virginia

Public Utilities Department

4301 E. Parham Road Henrico, VA 23228

Phone (804) 501-4275 Fax (804) 501-7382

Portable Water Meter Procedures, General Conditions and Agreement

1.0 GENERAL

The county authorizes the use of portable water meters only when it is impractical to supply water through meters in a fixed location typically for construction sites, new landscaping, or mobile washing contractors. Other uses will be considered on a case by case basis.

Portable water meters are typically not authorized for the following uses:

- a) irrigation systems
- b) connecting to a building or dwelling for the purpose of providing drinking water for domestic use
- c) any use where you can get water through a meter in a fixed location

Any use of portable water meters not specifically authorized in this paragraph is not authorized by the county. Unauthorized removal of water from the distribution system without a meter is unlawful, and violators will be prosecuted.

Under no circumstances should a portable water meter issued by the County of Henrico be used in another locality. In addition, a portable water meter issued by another locality should not be used on a fire hydrant in Henrico County.

The Henrico County Public Utilities Department reserves the right to terminate this agreement at any time, with or without cause and with or without notice.

2.0 PROCEDURE FOR OBTAINING A PORTABLE WATER METER

The customer shall apply in person to the Public Utilities Department, located at 4301 E. Parham Rd Administration Annex building, 1st Floor. The customer shall complete the Portable Water Meter application and pay the \$1,000.00 deposit as described in Section 5.0 of this document. The customer will be provided a copy of this document. The following information must be included on the application:

- a) the intended purpose of the meter
- b) where the meter will be located; hydrant location, drivers license number

- c) business license/building permit number
- d) a local telephone number and contact person
- e) a billing address

The customer will then proceed to the Public Utilities Warehouse, located at 10401 Woodman Road, to obtain the meter. Portable water meters shall be furnished by the Public Utilities Department and will only be issued to the actual user or an authorized designee. Customers must return the meter to the Public Utilities warehouse within 180 days of use for testing.

3.0 OPERATING INSTRUCTIONS

Use of a portable water meter shall be in accordance with the provisions of this section. Any use of a portable water meter that is inconsistent with the following operating instructions is unauthorized and shall be the basis for immediate confiscation of the portable water meter by the Department of Public Utilities. A hydrant wrench will be provided with the portable meter. If the hydrant wrench is not returned to the Department of Public Utilities with the portable water meter, the cost of the wrench will be charged to the customer.

1. Open the hydrant and let the water flow SLOWLY at a low rate until the water is clear, typically about one minute.
2. Close the hydrant SLOWLY.
3. Attach the portable water meter and open the hydrant fully to use the meter.
4. After the portable water meter is placed on the fire hydrant, the fire hydrant shall be opened SLOWLY (clockwise) using the supplied hydrant wrench. A plumber's pipe wrench or any other type of wrench shall not be used. The fire hydrant shall be fully opened and the flow of the water through the meter shall be controlled by opening or closing the 2-inch valve provided on the outlet side of the portable water meter.
5. Portable water meters shall not be left unattended. At the end of each workday, the customer shall SLOWLY close the fire hydrant valve (counter clockwise), remove the portable water meter from the fire hydrant and return the fire hydrant to normal operating condition with the caps secured on the hydrant nozzles. Any portable hydrant meter found unattended may be confiscated by the Department of Public Utilities, and use of the portable water meter may be terminated.
6. Portable water meters shall be fully drained and protected from cold temperatures to avoid freezing.

4.0 CROSS CONNECTIONS

Cross connections are prohibited by county ordinance. A cross connection is "any physical connection between a safe drinking-water source and a water source that is **NOT** safe for drinking." The best protection is to provide an air gap between the hose and whatever is being filled. NEVER submerge a hose into the water while filling a pool or any other tank or container. Any equipment such as a tank truck that is filled using a portable meter shall be properly equipped

to prevent contamination of the water system from backflow or backsiphonage. This is best accomplished by providing an air gap (minimum twice the normal diameter of pipe) between the fill pipe and the tank. Another method would be to install an approved reduced-pressure-backflow preventer on the fill piping.

The use of any portable water meter in a manner that jeopardizes the county water supply to risk of cross-connection shall be grounds for immediate confiscation of the meter by the Department of Public Utilities.

5.0 FEES AND CHARGES

1. A deposit of **\$1,000** is required for each meter. This deposit will be applied to your final bill upon the return of the meter and payment of all charges subject to a 30-day check-clearing period.
2. A hydrant wrench is provided. There will be a charge of \$ 30.00 if the wrench is not returned with the meter at 180 days or at project completion; whichever comes first.
3. *There is a bi-monthly service charge for the 3” portable water meter.
4. *The cost of the water registered on a meter will be a charge at a rate per hundred cubic feet. (See the attached rate card) If no water is consumed, only the minimum bi-monthly service charges in item 2 will apply.

******* These charges as stated in #3 and # 4 above are in accordance with the Henrico County water and sewer rates and fees, effective July 1 of the current year. Each year these rates and fees are subject to change.**

5. Customers will be allowed 30 days from the billing date to pay the balance before the account is considered delinquent and the penalty charge is applied. The penalty charge associated with a delinquent portable water meter will be a late charge of \$1.00 on the unpaid balance.
6. Customers will be responsible for providing meter readings to the Henrico County Department of Public Utilities no later than the 7th day of every month by one of the following methods:
 - a) Bring the meter to the Public Utilities Operation Center located at 10401 Woodman Road for a reading.
 - b) Call 804-727-8662
 - c) Fax 804-727-8781
 - d) Email DPU-Meters@co.henrico.va.us

If we do not receive a reading by one of the methods above for two consecutive months, we will close the account, and the deposit will be forfeited.

7. Customers are responsible for ensuring the accurate working condition of the portable water meters furnished to them. Should a meter become damaged or fail to register, it shall be the duty of the customer to promptly return the meter to the Utilities Operation

Center. The customer is responsible for all cost and losses associated with repairs to damaged meters, fire hydrants or other appurtenances that are the result of misuse or negligence, and will not receive their deposit back.

6.0 AGREEMENT

I have read and understand this Portable Water Meter Procedures, General Conditions and Agreement, and by signing below agree to abide by the content of this agreement.

Customer Signature: _____ **Date:** _____

Print Name: _____