MERIDIAN
METROPOLITAN DISTRICT

Title:	Potable and Non-Potable Meter Installation and Wake Up Policy
Date:	November 2024
Author:	Meridian Metropolitan District, 303-790-0345

Meter Submittal and Procurement Process

The total count and size of all meters and radios (MXUs) must be submitted to the District as a Meter Submittal Form as part of the Utility Report Submittal. The Owner will populate and sign the Meter Submittal Form, the District will then begin the procurement process for the required meters and radios. Lead times on this equipment vary, the District will not be held responsible for late delivery of meters due to a delay in the meter submittal form process. The District will store the metering equipment until installation.

Meter Installation & Wake Up

The District will perform the installation of all meters and radios. Once the contractor is ready for the meter installation, they will need to call the District Accounting Department to schedule the installation and wake up. During installation, the District representative will check for proper yoke installation, valve operation, curb stop operation, meter pit installation, check for leaks, and install the meter. The District representative will also install the radio and wake up the meter. If any leaks or installation problems are identified, the meter installation will be cancelled, and a new appointment will need to be scheduled once the problems are corrected. Once the meter is installed and passed, the water will be turned on to the meter and isolated in the meter pit at the valve just past the meter. The contractor may then turn on the water to test the internal plumbing and provide water service to the structure.

Coordination with the District

Once the meter is installed, the water used will be billed to the Contractor/Owner of the project. At the time of sale to a new owner/tenant, the Contractor/Owner must contact the District Accounting department to initiate the transfer of ownership. Until this is done, all water used will be billed to the contractor/owner.