

# Submitting Sewer Overcharge Claim

If you believe that your water usage averages less than 801 cubic feet per month for the winter months (Nov – Apr) and you wish to participate in a settlement with the City, first determine if you qualify.

- 1) Review your water bills for the periods Nov 06 – Apr 07; Nov 07 – Apr 08; Nov 08 – Apr 09; and Nov 09 – Apr 10
  - a. If you no longer have your bills, contact the PUD office in Sequim (152 Still St) and request water usage reports for those years and months that you owned the property.
  - b. If you are having difficulty obtaining the documents contact HHMC trustee Lew Norris 582-9574 for assistance.
  
- 2) If you qualify, using the PUD water usage data, fill in the information in the Sewer Rate Tier Adjustment Request (“**Request**”) which is Exhibit 1 to the Claim Compromise Agreement.
  - a. Fill in your name, address, and City of Sequim sewer bill account number.
  - b. If you have difficulty in completing the **Request**, contact former HHMC trustee Mary Jane Moore 582-0607 for assistance.
  
- 3) When you are satisfied that the information in the **Request** is correct, insert the date, your signing location (e.g., Highland Hills, WA) and your signature.
  - a. Note that you’re signing this **Request** under penalty of perjury.
  
- 4) Attach the PUD documents that you used to establish your water usage to this **Request**.
  - a. Note that this **Request** is attached as Exhibit 1 to the Claim Compromise Agreement (CCA).
  
- 5) After reviewing the Claims Compromise Agreement (**CCA**) and if you elect to participate, fill in the blanks in the **CCA**.
  - a. First blank is your name
  - b. Second blank is on page 5, fill in signing date, sign your name, print your name, the Parcel number (lot and parcel numbers are located on your HHMC map that was mailed to you as part of your Annual General Meeting materials last October), and the utility bill number (which is your PUD account number). If you need assistance call Lew Norris.
  
- 6) After the forms have been completed, you can either mail them or hand-carry them to City Hall, 152 West Cedar St, Sequim, WA 98382.
  - a. These documents must be received by the City no later than June 30, 2010.
  - b. **Caveat: because April 2010 water usage will not be known until your May bill is issued, you should await that information before submitting the claim.**
  
- 7) So long as the City has a multi tier rate system, you will need to submit a **Request** annually to ensure that you’re charged the correct rate.