



City of Moscow Water Department

Date: 06/07/2007

Re: Water Meter Landscape Trim Policy

The City of Moscow Water Department has instituted a landscaping trim policy in order to maintain accessibility to water meter locations and insure a safe working environment for the city personnel responsible for reading and repairing those meters. This policy will also aid in a quick locate of the meter box in case of leaks or emergency shutoff requests by customers.

The "Trim Policy" adopted by the City of Moscow is as follows:

1. *Trimming policy:*

- *Meter boxes will have two feet of clearance from all edges of the meter box, a two foot wide access from the street to the box and a six foot clearance overhead. The meter box must be clearly visible from the street; in certain instances this may not be possible, however every effort will be made to maintain visibility.*

2. *The Water Department personnel shall follow this procedure:*

- *We will contact the property owner in person. If the customer is not home, we will hang a door hanger with a copy of our trimming policy asking them to respond to us in 7 business days. If we do not hear from them within the time allotted, we will trim around the box to our specifications carefully and thoroughly.*
- *Once contact is made between the home owner and the Water Department we will provide the owner with a copy of our trimming policy. (no trimming will be done without first attempting to contact the home owner) We will discuss what needs to be done to comply with our policy and who will do the trimming.*
- *If the home owner prefers to do the trimming, they will have 7 business days to complete the trimming. If it is not complete at the end of the 7 days, we will trim around the meter box to our specifications.*
- *If the home owner prefers that the Water Department do the trimming, we will trim around the meter box to our specifications within 7 business days.*
- *It is the home owner's responsibility to keep the meter box trimmed and accessible. (We suggest considering the mature size of the plantings when choosing their location.)*

3. *Inaccessible meters:*

- *In the event that access to the meter poses a serious/immediate safety concern, the meter reader will not attempt to read the meter, and estimate the read with the previous month's usage. (Then follow steps 1 and 2.)*

Should you have any questions or concerns about your particular landscaping, please feel free to call the Moscow Water Department at (208) 882-3122.