To:	President and Members of the Munster Town Council
From:	Wendy Mis, Clerk-Treasurer WMis
Copy to:	Dustin Anderson, Town Manager
Date:	January 20, 2020
Re:	Water Bill Adjustment 2020-06

At the April 8, 2013 meeting, the Council adopted a policy to allow water bill adjustments due to water leaks. Under the policy, the customer must sign an affidavit stating there was a leak, the leak has been repaired, and request an adjustment from the Water Board. Adjustments are allowed one time per twelve-month period. The adjustment is based on an average of the usage over the previous twelve-months.

Staff has received a request for an adjustment under this policy. The customer has completed the required form and the request meets all the criteria for an adjustment. The average usage for this customer is 13,000 gallons/month and the period in question had 78,000 gallons. The original bill amounts totaled $232.75. The requested adjustment amount is $148.93 which represents water usage and sales tax. With the adjustment, the amount due for water and tax will be $83.82.

Recommendation:

As part of the Consent Agenda, approve the adjustment of $148.93 to the account in question as a result of a water leak.