

CARMICHAEL WATER DISTRICT - Fee Schedule

Fee Schedule for Fiscal Year (FY) 2018-2019 is as follows:

All fees are reviewed and adjusted annually as part of the budget process as needed. All fees and related activities are subject to District rules, regulations and procedures.

BILLING & MISCELLANEOUS PROCESSING FEES

Billing: District may, in lieu of levying assessments, fix and collect charges for any service furnished by the District (Water Code 22280). District may refuse service to any land if outstanding charges for services already rendered have not been paid within a reasonable time (Water Code 22282.1). District may record a certificate of lien against a customer for past due charges. District established billing shut off procedures are to be used in conjunction with the annual fee schedule.

The following are billing and miscellaneous processing fees:

1. Owner-Tenant/Management Billing Agreement: Charged to account per agreement. Property owner must sign agreement with District to send billing to tenant or property manager of property. Owner is ultimately responsible for payment of water service to property.
 - a) **Owner-Tenant/Management Billing Agreement = \$20 per agreement**
2. Tenant/User-AB2747 Billing Agreement: Charged to new Tenant/User's account per agreement. Tenant/User under this agreement must agree to the terms and conditions of service, and meet the requirements of the District's rules and tariffs.
 - a) **Tenant-AB2747 Billing Agreement = \$50 per agreement**
3. Overpayment Refund Request: Charged to account for each overpayment refund request. This charge is deducted from the credit for the fees associated with processing the refund check as opposed to a credit on customer's billing account.
 - a) **Overpayment Refund Request = \$30**
4. Customer Payment Processing Error: Processing fee for transfer of payment to correct account.
 - a) **First occurrence = \$10**
 - b) **Second occurrence = \$20**
5. Meter Re-read/Re-inspection Fee: Charged to account for customer generated re-read of meter at service address. This charge is per service address. If at any time a re-read is a District error, the account will not be charged a re-read fee.
 - a) **Re-read (with no Error – first re-read in 12 month period) = No Charge**
 - b) **Re-read (with no Error – more than one (1) re-read within 12 month period) = \$30 for first meter plus \$10 for each additional meter**
6. Meter Final/Closing Read Fee: Charged to account for request of a final/closing read of meter at service address. This charge is per occurrence.
 - a) **Final/Closing Read Fee = \$30 for first meter plus \$10 for each additional meter**
7. Meter Test Fee: Charged to account for customer generated meter test. If at any time a meter is found to be reading inaccurately, the account will not be charged a test fee.

Hourly Charges Per Employee	Per Employee
Regular Work Hours	\$ 80

8. Maintenance Shut Off/Disconnection (fire or demolition): Charged to account for each water service fully disconnected from District due to fire or demolition.
 - a) **Shut Off/Disconnection Fee = \$60**
 - b) **Reconnection Fee = \$30 at time of reconnection to the District's system. Service upgrade, connection fees, and/or facilities fees may be required to reconnect due to regulatory requirements, system requirements, type of Service, etc.**

COLLECTIONS PROCESSING FEES

Collections Process Fees - The District will assess collection fees for processing activities associated with collections processes as required.

The following are collections processing fees:

1. Payment Returns/Chargebacks: Charged to account for each returned payment from the bank for reason such as; process errors, invalid account number, closed account, fraudulent transactions, or non-sufficient funds (NSF).
 - a) **Payment Chargeback Fee = \$35**
2. Door Hanger Notification (48 hour, NSF, etc.): Charged to account for processing each collection.
 - a) **Door Hanger/Past Due Fee = \$30**
3. Shut Off/Disconnection/Reconnection: Charged to account for processing each water service connection that is shut off, disconnected or reconnected from/to service.
 - a) **Shut Off/Disconnection Fee (non-payment/noncompliance) = \$60**
 - b) **Reconnection Fee during normal business hours = \$30**
 - c) **Reconnection Fee for after hours and weekends:**
 - (i) **Reconnection fees for after hours and weekends will be based on the Field Service - Customer Assistance rates below at a two (2) hour minimum.**
 - (ii) **Reconnection requires payment be received by the District by the start of the next business day.**
 - i. **If payment has not been received at the District office, water will be shut off for non-payment and additional charges will apply (see 3a, 3b and 3c).**
 - d) **Unauthorized Lock Removal or unauthorized Restoration= \$75**

FIELD SERVICE WORK BY DISTRICT STAFF

Customer Assistance - The District will provide assistance to customers for the temporary shut off of water service for private repairs. The fees/rates listed below shall be used when billing for work performed by District staff according to the property classification.

Single Family Residential

Hourly Charges Per Employee	Per Employee
* After Hours/Weekend	\$ 109
* Holiday	\$ 164

* Total fees will be based on a minimum of two (2) hours compensation.

Multi-family, Apartment, Commercial, School, and Park

Hourly Charges Per Employee	Per Employee
Regular Work Hours	\$ 80
* After Hours/Weekend	\$ 109
* Holiday	\$ 164

* Total fees will be based on a minimum of two (2) hours compensation.

Emergency Work - The District will provide emergency response and assistance including but not limited to damage to District facilities. Work will be performed by District staff using District owned equipment. If equipment other than District owned equipment is needed to facilitate repairs or replacements, the Contractor/Developer or Responsible Party will be liable for the actual rental cost in addition to the District’s fees. Materials obtained or provided by the District shall be billed at cost plus 15% administrative fees. The fees/rates listed below shall be used when billing for work performed by District staff.

Hourly Charges Per Employee/Vehicle	Per Employee	Per Vehicle
Regular Work Hours	\$ 80	\$55
* After Hours/Weekend	\$ 109	\$55
* Holiday	\$ 164	\$55

* Total fees will be based on a minimum of two (2) hours compensation.

Tamper Fee – Cost associated with tampering, removal, or intentional damage to District facilities. Work will be performed by District staff using District owned equipment. If equipment other than District owned equipment is needed to facilitate repairs or replacements, the Contractor/Developer or Responsible Party will be liable for the actual rental cost in addition to the District’s fees. Materials obtained or provided by CWD shall be billed at cost plus 15% administrative fees. The fees/rates listed below shall be used when billing for work performed by District staff. Additional collection fees may be applicable.

Hourly Charges Per Employee/Vehicle	Per Employee	Per Vehicle
Regular Work Hours	\$ 80	\$55
* After Hours/Weekend	\$ 109	\$55
* Holiday	\$ 164	\$55

* Total fees will be based on a minimum of two (2) hours compensation.

Denial of Access Fee: Fee This fee is intended to assist the District in enforcing access for the proper operation and maintenance of its system, to enforce disconnection of service for non-payment for services received, and for the protection of public health. Additional fees may be applicable per the Fee Schedule and could include cost associated with animal control and law enforcement assistance.

a) **Denial of Access Fee = \$200**

Meter Downsize: District customers may request to voluntarily downsize their connection. This downsize opportunity is available to the first 100 connections that request the meter downsize during the fiscal year. Property owner must sign agreement with District to downsize and must agree to the terms and conditions of service.

NEW CONSTRUCTION SERVICES

The District will provide inspections for owner/developer initiated installation and connection of water services, water mains and fire hydrants. Invoiced Inspection and Plan Check/Fire Flow Fees shall remain valid for a period of twelve (12) months from invoice date. If fees are not paid within the twelve (12) month timeframe, the District has the right to recalculate the fees to include any applicable increase/decrease. If fees have been paid but construction has not been completed within the twelve (12) month timeframe, the District has the right to recalculate the fees to include any applicable increase/decrease. All fees are due prior to project approval.

Inspection -The fees/rates listed below shall be used when billing for inspections performed by District staff.

Hourly Charges Per Employee	Per Employee	Per Vehicle
Regular Work Hours	\$ 86	\$55
After Hours/Weekend	\$ 115	\$55
Holiday	\$ 175	\$55

Plan Check/Fire Flow Fees - The District will provide Plan Check and Fire Flow Analysis for new construction and remodel projects. Minimum Plan Check and Fire Flow Analysis Fees shall be paid in advance. All fees must be paid before final plan approval and signature by the District. Developments that require District review and approval shall be charged at the inspection fee rate, subject to the following minimums:

Residential Developments		
Lots	Description	Minimum Fee
1 - 5	With no mainline extension, frontage improvements, or fire hydrants	\$ 1,105
1 - 5	With mainline extension, frontage improvements, or fire hydrants	\$ 2,211
6 or >	With mainline extension, frontage improvements, or fire hydrants	\$ 4,394

Commercial Developments	
Size in Square Feet	Minimum Fee
0 - 3,000	\$ 1,105
3,001 - 6,000	\$ 2,211
6,001 or >	\$ 4,394

Fire Flow Fees	
Analysis	\$ 638

Capital Facilities Fees - The capital facilities fee (CFF) is a capacity charge related to capacity in the water system, including supply, treatment, storage, and distribution and charged for connecting a new service to the water system. The capital facilities fees are based on the 2015 Business Plan and Water Rate Study by The Reed Group, Inc. (including an annual cost of living adjustment) and were calculated based on the system buy-in methodology whereby the fee represents a proportionate share of the current value of water system capacity.

Meter Size	Capital Facilities Fees
3/4"	\$ 4,707
1"	\$ 7,844
1.5"	\$ 15,689
2"	\$ 25,102
3"	\$ 47,067
4"	\$ 78,446
6"	\$ 156,893
8"	\$ 251,029

Note: The CFF is calculated as of the date that the CFF is paid and is valid for a period of twelve (12) months from date of payment. If, for any reason, the connection is not made and service commenced within twelve (12) months from the date of payment, the District has the right to recalculate the CFF and, if an increase results from such recalculation, such increased CFF shall be due and payable before connection is made or service is commenced, whichever is the earlier to occur.

Once the CFF is paid, provided it has not expired as described above, the CFF apply only to, and stay with the legal parcel for which it was paid, and therefore cannot be applied to any other parcel or property and will not be refunded.

FIRE HYDRANT PERMIT, METER DEPOSITS, RENTAL, AND USE CHARGES

Fire hydrants shall be used only by public fire protection agencies, District staff or other persons authorized by the District. The District shall permit water use provided through fire hydrants for construction, street cleaning and/or storm drain cleaning only by permit and only with use of an authorized Meter and Backflow Prevention Assembly.

Use of hydrant requires completion of permit, payment of fees, and signed agreement to comply with all permit conditions.

Permit Fee: Administrative fee charged for each permit application.

- a) **\$100 per permit**

Equipment Deposit: A deposit is required for loss or damage sustained to meter and related equipment.

- a) **Deposit = \$1750**

Rates: Hydrant service charge and consumptive charges are based on the current metered water rate schedule. See the Fiscal Year Water Rate Schedule for applicable service charge and consumptive rates.

Unauthorized Use: The District has the right to immediately terminate any unpermitted or other unauthorized use of a fire hydrant and no further use will be authorized except if permitted by the District. A permit for use of a fire hydrant may be revoked at any time at the discretion of the District.

BACKFLOW FEES

Annual Test: The District will provide an annual backflow test to customers as per Carmichael Water District's Cross-Connection Control Program. Testing may require the District to have access to locked facilities. If access is not obtained or the customer is non-responsive, additional fees may apply. The fee per test is based on administrative and testing costs incurred. The same fee will be assessed regardless of the assembly size.

- a) **Fee per Test: \$60**

Repair: When it is determined that a backflow protection assembly has failed the annual test, the customer will be notified in writing and given 30 days to repair or replace the assembly. The customer is responsible for all necessary repairs, including replacement of the assembly. By the end of the 30 day period, the assembly must be retested to ensure the assembly is returned to proper operating condition.

Retest: When the assembly has been repaired or replaced the customer will notify the District to retest the assembly. The District will provide **one re-test at no additional charge** to the customer.

Failure to Respond, Repair or Replace: If the compliance date has passed without response, repair or replacement of the failed assembly, the District will begin the standard water shut off process with applicable fees (48 hour Notification, Disconnection, Reconnection – see Collections section).