

CARMICHAEL WATER DISTRICT - Fee Schedule

Fee Schedule for Fiscal Year (FY) 2022-2023 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:

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. (Billing and Collections Regulation)

- **Owner-Tenant/Management Billing Agreement = \$21 per agreement**

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.

- **Tenant-AB2747 Billing Agreement = \$50 per agreement**

Reoccurring Overpayment Refund Request: Overpayments will be credited on future bills with active accounts. Refund request will be free of charge upon account closure; all other refund requests will be charged. 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.

- **Overpayment Refund Request = \$38**

Customer Payment Processing Error: Processing fee for transfer of payment to correct account.

- **Customer Processing Error Payment Transfer = \$16**

Meter Re-read/Re-inspection Fee: Charged to account for customer requested meter re-reads. This charge is per meter. Accounts will not be charged a re-read fee if District error.

- **Re-read with no Error – first re-read in 12 month period = No Charge**
- **Re-read with no Error – more than one (1) re-read within 12 month period = \$45 for first meter plus \$12 for each additional meter**

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.

- **Final/Closing Read Fee = \$39 for first meter plus \$3 for each additional meter**

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	\$ 96

COLLECTIONS PROCESSING FEES

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

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).

- **Payment Chargeback Fee = \$42**

Final Notice: Charged to account for each mailed notice when account balance is 60 days past due.

- **Final Notice Fee = \$10 per notice**

Door Hanger Notification (Disconnect Notice, Payment Returns, etc.): Charged to account for processing each collection notification.

- **Door Hanger Notification = \$51**

Shut Off/Disconnection/Reconnection: Charged to account for processing each water service connection that is shut off, disconnected or reconnected from/to service.

- **Shut Off/Disconnection Fee (non-payment/noncompliance) = \$72**
- **Reconnection Fee during normal business hours = \$52**
- **Reconnection Fee during non-normal business hours = \$150**
Reconnection requires payment be received by the District by the start of the next business day. If payment has not been received at the District office, water will be shut off for non-payment and additional charges will apply.
- **Unauthorized Lock Removal or Unauthorized Restoration= \$89**

Lien & Interest Fees: Charged to account for each Lien processed.

- **Lien = \$36**
- **Release Fees = \$75**
- **Monthly Lien Interest = .83% of liened amount**

FIELD SERVICE WORK BY DISTRICT STAFF

Single Family Residential

Hourly Charges Per Employee	Per Employee
* After Hours/Weekend	\$ 127
* Holiday	\$ 188

** Total Fees will be based on a minimum of two hours compensation.*

Multi-Family, Apartment, Commercial, School and Park

Hourly Charges Per Employee	Per Employee
Regular Work Hours	\$ 96
* After Hours/Weekend	\$ 127
* Holiday	\$ 188

** Total Fees will be based on a minimum of two hours compensation.*

Fees above will be applied for the following services completed by District Field Service Staff: Customer Assistance, Emergency Work, Tamper Fee

Customer Assistance - The District will provide assistance to customers for the temporary shut off of water service for private repairs. The fees/rates listed above shall be used when billing for work performed by District staff according to the property classification. Single Family Residential property classifications receive one assistance call free in a 12 month period.

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. Vehicle equipment and/or 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.

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 above shall be used when billing for work performed by District staff. Additional Collection fees may be applicable.

Denial of Access 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.

- **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.

- **Meter Downsize Fee = \$80**

Meter Upsize: District customers may request to voluntarily upsize their connection whether due to need, or if unsatisfied with downsize. Property owner must sign agreement with District to downsize and must agree to the terms and conditions of service.

- **Meter Upsize Fee = \$ Time and Materials (Minimum \$410.)**

Temporary Maintenance Shut/Lock Off (fire or demolition): Charged to account for each water service shut/locked off from District due to fire or demolition. Must provide proof of un-inhabitability from County. Account balance must be paid in full along with following associated fees and charges.

- **Temporary Maintenance Shut/Lock Off Fee = \$72**
- **Reconnection Fee = \$52 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.

Permanent Disconnection (vacant lot): Charged to account for each water service fully disconnected from District due to property being a vacant lot. Account balance must be paid in full along with following associated fees and charges.

- **Permanent Disconnection Fee = \$ Time and Materials (Minimum \$3,000.)**
- **Reconnection Fee = Service upgrade, connection fees, and/or facilities fees may be required to reconnect due to regulatory requirements, system requirements, type of Service, etc.**

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
Regular Work Hours	\$ 100
After Hours/Weekend	\$ 133
Holiday	\$ 197

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:

Plan Check Fees:

Residential Rate: Minimum fee of \$1,880 per development, \$305 per lot (regardless of the number of lots).

Residential Developments	
Lots	Minimum Fee
1 - 6	\$ 1,880
7 or >	\$ 1,880 + \$305 per each addtl. lot

Commercial Developments *	
Size in Square Feet	Flat Rate
0 - 5,000	\$ 1,691
5,001 - 15,000	\$ 3,486
15,001 or >	\$ 5,429

* Includes multi-family and assisted living facilities

In addition, the District shall charge developers on a time and material basis (using the most current hourly staff salary, benefit, and overhead rates) for efforts that are atypical, such as the complications that can arise from mainline extensions.

Fire Flow Fees:

Fire Flow Fees	
Analysis	\$ 1,092

In addition, the District shall charge developers on a time and material basis (using the most current hourly staff salary, benefit, and overhead rates and consultant hourly rates) for efforts that are atypical resulting in excess costs to perform the analysis.

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 2020 Business Plan, Water Rate, and Capital Facilities Fee Study, including an annual cost of living adjustment.

Meter Size	Capital Facilities Fees
3/4"	\$ 5,941
1"	\$ 9,897
1.5"	\$ 19,794
2"	\$ 31,675
3"	\$ 59,383
4"	\$ 98,972
6"	\$ 197,944
8"	\$ 316,711

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, SERVICE, 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.

- **\$119 per permit**

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

- **Equipment = \$3,232** (Replacement cost for meter, backflow and appurtenances)
- **Service Charge = \$985** (2" meter for six (6) month maximum permit duration)

Use Charges: Calculated at current usage rate for total water used while in possession of equipment. Hydrant Service and Usage charges are based on the current metered water rate schedule. Refer to the current 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.

➤ **Fee per Test: \$73**

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).