

RESOLUTION NO. 1423

**RESOLUTION OF THE
MESA CONSOLIDATED WATER DISTRICT BOARD OF DIRECTORS
ADOPTING A POLICY FOR ESTABLISHING FEES AND CHARGES FOR
MISCELLANEOUS SERVICES AND ESTABLISHING SERVICE
RELATED FEES AND CHARGES EFFECTIVE OCTOBER 24, 2012
SUPERSEDING RESOLUTION NO. 1412**

WHEREAS, the Mesa Consolidated Water District (Mesa Water) is a county water district organized and operating according to California Law; and

WHEREAS, the Board of Directors (Board) of said District is authorized to fix and collect fees and charges designed to recover the costs of miscellaneous services; and

WHEREAS, said Board has duly considered the costs of providing review of development plans for conformance to Mesa Water's plans and specifications, inspecting water facilities constructed by developers and performing other miscellaneous services determined to be necessary by this Board.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE MESA CONSOLIDATED WATER DISTRICT DOES HEREBY RESOLVE, DETERMINE, AND ORDER AS FOLLOWS:

Section 1. Effective on and after October 24, 2012, the definitions for miscellaneous services of the Mesa Consolidated Water District shall be established in accordance with the policies set forth in Appendix A.

Section 2. Effective on and after October 24, 2012, the fees and charges for miscellaneous services shall be as set forth in Exhibit 1, Schedule of Rates, Fees and Charges.


Section 3. The fees and charges for miscellaneous services shall be reviewed at least annually by the Board and revised as necessary to reflect implementation of the policies adopted by this Resolution.

Section 4. The amended rates, fees and charges shall be collected in accordance with the provisions of this Resolution and the Rules and Regulations for Water Service.


Section 5. Supercede Resolution No. 1412 and all other related actions of the Board governing miscellaneous fees and charges.

ADOPTED, SIGNED, and APPROVED this 23rd day of October 2012 by the following roll call vote.

AYES: DIRECTORS: Ohlig-Hall, Atkinson, Dewane, Fisler, Bockmiller
NOES: DIRECTORS:
ABSENT: DIRECTORS:



Fred R. Bockmiller, Jr., P.E.
President, Board of Directors



Coleen L. Monteleone
District Secretary

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APPENDIX A

**RESOLUTION OF THE
MESA CONSOLIDATED WATER DISTRICT BOARD OF DIRECTORS
ADOPTING A POLICY FOR ESTABLISHING FEES AND CHARGES FOR
MISCELLANEOUS SERVICES AND ESTABLISHING SERVICE
RELATED FEES AND CHARGES EFFECTIVE OCTOBER 24, 2012
SUPERCEDING RESOLUTION NO. 1412**

DEFINITIONS

The amounts of all current fees and charges listed in this Appendix are set forth in Exhibit 1 of this Resolution.

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APPENDIX A

**RESOLUTION OF THE
MESA CONSOLIDATED WATER DISTRICT BOARD OF DIRECTORS
ADOPTING A POLICY FOR ESTABLISHING FEES AND CHARGES FOR
MISCELLANEOUS SERVICES AND ESTABLISHING SERVICE
RELATED FEES AND CHARGES EFFECTIVE OCTOBER 24, 2012
SUPERCEDING RESOLUTION NO. 1412**

DEFINITIONS

The amounts of all current fees and charges listed in this Appendix are set forth in Exhibit 1 of this Resolution.

Deposits for Potable and Recycled Water Accounts

Water meter	1 ½ times the average water bill for the account (rounded to the nearest whole dollar)
Accounts opened by a customer whose previous account is part of a bankruptcy case	1 ½ times the average water bill for the account (rounded to the nearest whole dollar)
Meter tests requested by customers	Cost of test, to be refunded if the test results indicate the meter was registering inaccurately as defined in the Rules and Regulations for Water Service

Fees Related to Payments

Cost to perform collection activity.

New Service Establishment Fee

Cost associated with opening a new utility service account with Mesa Consolidated Water District.

Limits Used in the Billing and Accounts Receivable Process

Minimum regular bill	The monthly Basic Charge for the meter size
Minimum delinquent bill	The bi-monthly Basic Charge for the 5/8" meter
Minimum amount receiving a shut-off notice or shut-off for non-payment	The minimum delinquent bill amount plus \$1.00
Minimum amount sent to the Collection Agency	The minimum delinquent bill amount plus \$1.00

Surcharge for Service Provided Outside Mesa Water's Boundaries

Surcharge shall be 10% of the total amount billed.

Backflow Devices

A shut-off notice will be delivered if test results are not received by the due date.

If test results are not received by the due date of the shut-off notice the service may be terminated at Mesa Water's sole discretion. A restoration fee will be charged and the service will be turned on once the completed test notification is received. All fees for delinquent backflow device notification will be the same as the accounts receivable amounts.

Pressure/Fire Flow Test

A test may be requested by a customer to determine pressure that will be used in the design of fire sprinkler, domestic, or irrigation systems. The costs will be the average amount of time it takes for the two person crew to perform the test and record the result. Additional costs will be incurred if the test is conducted outside of normal business hours.

Construction Water Service

Hydrant or construction meters are temporary meters issued for use as a source of water during construction.

Deposit	Based on the cost to replace the meter
Installation Fee	Based on 1 hour clerical time to process application and 0.75 of an hour for a Crew Leader to attach the meter
Moving Fee	Based on 0.75 of an hour for a Crew Leader to move the meter
Penalty	Based on 0.75 of an hour for a Crew Leader to collect or reconnect the meter

New Development

A deposit will be collected on all new development to cover the actual cost for time and materials, including Mesa Water's fully burdened labor rate, for Plan Check, Installation and Inspection work performed. After the work has been completed, the actual cost of the project will be determined and any excess funds from the deposit will be refunded or the Applicant shall be required to pay the costs in excess of the deposit.

Plan Check

The plan review and check requirements for residential and commercial development are significantly different, different plan check deposits will be charged for review of residential plans and commercial plans.

Plans will normally require up to three reviews: one to note changes required conforming to Mesa Water's specifications for construction and the second to confirm the plans were properly revised. Additional reviews may be required.

The minimum plan check deposit for residential development will be the average cost of three reviews of residential plans where one service line will be installed.

The minimum plan check deposit for commercial development will be the average cost of three reviews of commercial plans where one service line will be installed.

When plans include more than one service, an additional deposit will be charged based on the costs of reviewing the additional service.

A service is defined as a service connection, fire hydrant or backflow device.

When only a meter change is requested, a deposit will be charged that recovers Mesa Water's costs of reviewing plans and determining appropriate meter size.

Construction Work Performed by Mesa Water for Customers

Mesa Water shall construct facilities at its cost for the fully burdened hourly rate for labor, material and equipment costs upon approval of the General Manager.

Construction Inspection

Construction inspection deposit schedule shall be established for each of the following types of facilities and shall be based on the average cost for Mesa Water to inspect construction of water related facilities and witness/inspect performance tests of those facilities:

- Service connections
- Firelines
- Meters
- Manifolds
- Backflow devices
- Valves
- Chlorination, flushing and water quality testing (health sample)
- Weld connections
- Shutdowns
- After hours inspection
- Pressure test

Meter Installations (Potable and Recycled)

As regulations for potable and recycled water services differ, separate deposits shall be established for potable and recycled meters.

The deposit for the installation of meters and manifolds shall be based on the average cost of acquiring and installing each meter size.

Construction Performance Bonds

10% of the estimated installation and construction costs as determined by Mesa Water's Engineering Department staff.

The minimum bond amount will be \$500.00.

Miscellaneous Fees and Charges

Unauthorized Service and Violations of the Rules and Regulations for Water Service

Unauthorized Restoration of Service (Meter Tampering)	1 st offense: 10 times the meter basic charge 2 nd offense: 100 times the meter basic charge 3 rd and subsequent offenses: \$5,000 Plus the cost of two trips to the location by a Mesa Water customer service representative plus costs of repairing or replacing damaged Mesa Water facilities. Based on meter size tampered with and not to exceed \$5,000 per occurrence.
Unauthorized taking of water from fire hydrants, firelines or other Mesa Water facilities	\$5,000 per day plus triple the current commodity rate, per Mesa Water's water rate schedule, for water taken
Fine for violating Mesa Water's Rules and Regulations for Water Service	\$5,000 per violation
Violation of Water Conservation Program Ordinance	Cost to install and remove water flow restrictor

Quitclaim Deeds

Mesa Water's costs of processing quitclaim deeds, including the cost of preparing materials for approval by the Board of Directors and recording the deed with the County of Orange Recorder's Office.

Plans and Specifications

Standard Specifications and Drawings for the Construction of Water Facilities and bidders documents	Mesa Water's actual vendor cost and staff's fully burdened hourly rate to prepare the document
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Records Requests

Photocopies, black and white, color, or engineering copies	Mesa Water's cost of equipment and supplies
Photocopies, outsourced Includes oversized and finance documents	Actual costs
Scanned copies (PDF/JPEG/TIFF formats)	Mesa Water's cost of equipment
Records currently in electronic format	No charge
FPPC Documents	Costs specified under Government Code §81008
Labor Fees Electronic Format	Mesa Water's fully burdened hourly rate for the assigned employee to compile the information and produce the record in electronic format plus the cost of the media.
Computer Data	Mesa Water's fully burdened hourly rate for the assigned employee to perform data compilation extraction, or programming required in producing records in electronic format.
Media	Actual cost to purchase media

RESOLUTION NO. 1423

EXHIBIT 1

**RESOLUTION OF THE
MESA CONSOLIDATED WATER DISTRICT BOARD OF DIRECTORS
ADOPTING A POLICY FOR ESTABLISHING FEES AND CHARGES FOR
MISCELLANEOUS SERVICES AND ESTABLISHING SERVICE
RELATED FEES AND CHARGES EFFECTIVE OCTOBER 24, 2012
SUPERCEDING RESOLUTION NO. 1412**

SCHEDULE OF FEES AND CHARGES FOR MISCELLANEOUS SERVICES

Deposits for Potable and Recycled Water Accounts

Water meter	1 ½ times the average water bill for the account (rounded to the nearest whole dollar)
Accounts opened by a customer whose previous account is part of a bankruptcy case	1 ½ times the average water bill for the account (rounded to the nearest whole dollar)
Meter tests requested by customers	Cost of test, to be refunded if the test results indicate the meter was registering inaccurately as defined in the Rules and Regulations for Water Service

Fees Related to Payments

Non-payment of Bill/Invoice by the Due Date	5% of unpaid account balance, minimum of \$1.00 applies to open and closed accounts
Final Notice of Intent to Terminate Service	
First Dwelling Unit	\$17.00
Second or More Dwelling Units	\$1.00 per dwelling unit
Non-payment of Final Notice	\$7.00
Field Activity on Shut Off Day	\$41.00
Service Restoration (business hours)	\$41.00
Service Restoration (after hours)	\$83.00
Amounts Past Due Sent to Collection Agency	54.00% of the total unpaid account balance
Returned Items	\$25.00
Payment Extensions	
First	No charge
Second or More	\$1.00 per extension

New Service Establishment Fee

New Service Establishment Fee	\$17.00 per account
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Limits Used in the Billing and Accounts Receivable Process

Minimum Regular Bill

Meter Size	Minimum
5/8"	\$9.50
3/4"	\$14.25
1"	\$23.75
1-1/2"	\$47.50
2"	\$76.00
3"	\$166.25
4"	\$299.25
6"	\$665.00
8"	\$1,140.00
10"	\$1,805.00

Minimum Delinquent Bill \$19.00

Minimum Amount Shut Off (or receiving a Shut Off Notice) \$20.00

Minimum Amount Sent to the Collection Agency \$20.00

Surcharge for Service Provided Outside Mesa Water's Boundaries

10% of the total amount billed.

Fees Related to Backflow Devices

Final Notice of Intent to Terminate Service	\$17.00
Field Activity Shut Off Day	\$41.00
Service Restoration (business hours)	\$41.00
Service Restoration (after hours)	\$83.00

Fees Related To Pressure/Fire Flow Test

Pressure/Fire Flow Test	\$190.00
Pressure/Fire Flow Test (outside normal business hours)	\$222.00

Construction Water Service
(Hydrant Meters)

Deposit	\$1,030.00
Installation Fee	\$149.00
Moving Fee	\$75.00
Penalty (i.e. if meter is not in its assigned location)	\$75.00
Daily Rental Rate	\$10.00/day

New Development

A deposit will be collected on all new development to cover the actual cost for time and materials, including Mesa Water's fully burdened labor rate, for Plan Check, Installation and Inspection work performed. After the work has been completed, the actual cost of the project will be determined and any excess funds from the deposit will be refunded or the Applicant shall be required to pay the costs in excess of the deposit.

The following costs will be used in determining the deposit.

Plan Check

For the first service line constructed	\$900.00 residential \$1,225.00 commercial
For each additional service	\$85.00 per service
For meter changes only	\$335.00 per meter
Fourth or more review of plans	\$55.00 per additional review

A service is defined as a service connection, fire hydrant or backflow device.

Construction Work Performed by Mesa Water for Customers

The Applicant is encouraged to perform construction with the assistance of a Contractor; however, the Applicant may request Mesa Water to perform the work. Mesa Water may construct facilities upon approval of the General Manager.

It will be the responsibility of the Contractor to furnish all materials which shall meet the specifications contained in the then current edition of Mesa Water's Standard Specifications and Standard Drawings for the Construction of Mesa Water's Facilities. It also will be the responsibility of the Contractor to provide all labor and equipment necessary to construct or install the water facilities in conformance with the approved plans and the specifications contained in the latest edition of the Standard Specifications and Standard Drawings for the Construction of Mesa Water's Facilities.

Construction Inspection

<u>Facility</u>	<u>Deposit Amount</u>
Service Connection	\$270.00 per service plus \$10.00 per foot for 2” in diameter or less and \$355.00 per service plus \$20.00 per foot for greater than 2”
Meters	1st meter - \$180.00 Each additional meter - \$90.00, at the same location
Backflow Devices	1st device - \$180.00 Each additional device - \$90.00, at the same location
Manifolds	\$180.00 each for 2” in diameter or less and \$205.00 each for greater than 2”
Firelines	\$270.00 per connection plus \$10.00 per foot for 2” in diameter or less and \$355.00 per connection plus \$20.00 per foot for greater than 2”
Valves	\$270.00 each
Chlorination/Flushing & Health Sample	\$180.00 each
1" or 2" Weld Connections	\$180.00 each
Larger than 2" Weld Connections	\$270.00 each
Shutdown	\$270.00 each
After Hours Inspection	\$130.00 per hour

Meter Installations (Potable and Recycled)

Meter Size	Installation Deposit	
	Potable	Recycled
5/8"	\$477.00	\$477.00
3/4"	\$492.00	\$492.00
1"	\$530.00	\$530.00
1-1/2"	\$853.00	\$853.00
2" regular	\$1,005.00	\$1,005.00
2" turbo	\$1,619.00	\$1,619.00
Larger than 2"	Mesa Water's fully burdened hourly rate plus actual cost of materials and equipment, determined at time of request	

Manifolds	Deposit Amount
Any size	Mesa Water's fully burdened hourly rate plus actual cost of materials and equipment, determined at time of request

Construction Performance Bonds

10% of the estimated installation and construction costs as determined by Mesa Water's Engineering Department staff.

The minimum bond amount will be \$500.00.

Miscellaneous Fees and Charges

Unauthorized Service and Violations of the Rules and Regulations for Water Service

Unauthorized Restoration of Service
(Meter Tampering)

	First Offense	Second Offense	3 rd & subsequent
5/8"	\$ 190	\$1,900	\$5,000
3/4"	\$ 285	\$2,850	\$5,000
1"	\$ 475	\$4,750	\$5,000
1-	\$ 950	\$5,000	\$5,000
1/2"			
2"	\$1,520	\$5,000	\$5,000
3"	\$3,325	\$5,000	\$5,000
4"	\$5,000	\$5,000	\$5,000
6"	\$5,000	\$5,000	\$5,000
8"	\$5,000	\$5,000	\$5,000
10"	\$5,000	\$5,000	\$5,000

plus costs of two trips to the location plus the cost of repairing or replacing damaged Mesa Water facilities

Unauthorized taking of water from fire hydrants, firelines or other Mesa Water facilities \$5,000.00 per day plus triple the current commodity rate for water taken

Fine for violating Mesa Water's Rules and Regulations for Water Service \$5,000.00 per violation

Violation of Water Conservation Program Ordinance \$75.00 per violation

Quitclaim Deeds

Mesa Water's costs of preparation and recording with the proper legal authority.

Plans and Specifications

Standard Specifications and Drawings for the Construction of Water Facilities and bidders documents Actual cost

Records Requests

Paper Copies

Photocopies, black and white	\$0.08 per page
Photocopies, color	\$0.14 per page
Photocopies, outsourced (e.g. oversized)	Actual cost

Electronic Copies

Scanned copies (PDF/JPEG/TIFF formats)	\$0.07 per page
Records currently in electronic format	No charge

FPPC Documents per Government Code §81008

Copies	\$0.10 per page
Retrieval fee (5 or more years old)	\$5.00 per request

Engineering Copies

Black & white line drawing 24" x 36"	\$0.34 per copy
Black & white line drawing 18" x 24"	\$0.18 per copy
Color line drawing 24" x 36"	\$1.83 per copy
Color map with aerial photo 36" x 36"	\$9.00 per copy
Color map with aerial photo 24" x 36"	\$6.00 per copy
Electronic record drawings - CD	\$1.78 each

Finance Documents

Budget and CAFR (outsourced)	Actual cost
Electronic copy	No charge

Labor Fees

Electronic Format	Mesa Water's fully burdened hourly rate for the assigned employee to compile the information and produce the record in electronic format plus the cost of the CD.
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Computer Data	Mesa Water's fully burdened hourly rate for the assigned employee to perform data compilation extraction, or programming required in producing records in electronic format.
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Media

CD/DVD	\$1.00
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