

## REGULAR BOARD MEETING AGENDA

5:30 PM Wednesday March 27, 2024  
UPUD Headquarters | 339 Main Street, Murphys, CA 95247

### OUR MISSION

*Union Public Utility District is dedicated to protecting, enhancing, and developing our water resources to the highest beneficial use for our customers, while maintaining cost-conscious, reliable service and providing gainful employment through responsible management.*

**Board Chambers are open to the public and the following alternative is available to members of the public who wish to participate in the meeting virtually:**

### Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 231 098 604 416

Passcode: fgRMdM

[Download Teams](#) | [Join on the web](#)

### Or call in (audio only)

[+1 209-729-7215,,484999377#](#)

Phone Conference ID: 484 999 377#

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Administration Office at 209-728-3651. Notification in advance of the meeting will enable UPUD to make reasonable arrangements to ensure accessibility to this meeting. Any documents that are made available to the Board before or at the meeting, not privileged or otherwise protected from disclosure, and related to agenda items, will be made available at UPUD for review by the public.

## ORDER OF BUSINESS

### CALL TO ORDER/THE PLEDGE OF ALLEGIANCE

1. ROLL CALL
2. APPROVAL OF AGENDA

**3. PUBLIC COMMENT:**

(LIMIT 5 MINUTES PER PERSON) Members of the public may address the Board on items not agendized. The public is encouraged to contact the General Manager or Board of Directors for consideration of items to be placed on the agenda. No action will be taken by the Board unless an item is agendized.

**4. CONSENT AGENDA:**

Consent agenda items are expected to be routine and non-controversial. They will be acted upon by the Board at a time, without discussion. Any board member, staff member or interested party may request removal of an item from the consent agenda for later discussion.

- a. Approval of Minutes: February 28, 2024 – Regular Meeting
- b. Approval of Minutes: February 28, 2024 – Regular Financial Corporation Meeting
- c. Expenditures - February 2024
- d. Fund Balance Report – February 2024
- e. Balance Sheet & Income Statement – February 2024
- f. Updated Budget Revision FY 2023-2024
- g. YTD Budget to Actuals – February 2024
- h. Legal Fees Year-to-Date Review
- i. Request for Leak Adjustment

**5. OLD BUSINESS:** None

**6. NEW BUSINESS**

- a. Discussion/Action Regarding 218 Rate Consultant (NBS)
- b. Discussion/Action Regarding Trout in the Classroom (Jessica Self, General Manager)
- c. Discussion/Action Regarding Developer Deposit (Jessica Self, General Manager)

**RESO NO. 2024-007**

**7. PUBLIC HEARING:**

- a. Discussion/Action Regarding Amendment to Chapters 7 & 9 District Ordinance (Jessica Self, General Manager) **ORD NO. 2024-001**

**8. UWPA**

- a. Discussion/Potential Direction Regarding UWPA

**9. REPORTS**

- a. General Manager

**10. CLOSED SESSION:**

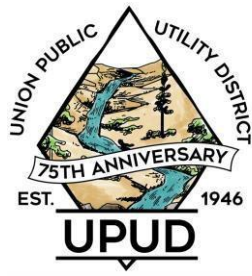
- a. Pursuant to Government Code § Section 54957(b)(1): Public Employee Performance Evaluations – Title: General Manager

**11. DIRECTORS COMMENTS**

**12. NEXT BOARD MEETINGS & EVENTS**

- Wednesday, April 24, 2024 at 5:30 PM – Regular Meeting
- Wednesday, May 22, 2024 at 5:30 PM – Regular Meeting
- Wednesday, June 26, 2024 at 5:30 PM - Regular Meeting

**13. ADJOURNMENT**



## MINUTES

### UNION PUBLIC UTILITY DISTRICT REGULAR BOARD MEETING

FEBRUARY 28, 2024

Directors Present: Eric Bottomley, President  
Greg Rasmussen, Vice-President  
Tom Quincy, Secretary  
Bruce Tallakson, Treasurer  
Ralph Chick, Director

Directors Absent: None

Staff Present: Jessica Self, General Manager  
Jenna Mayo, Administrative Analyst/Board Clerk

Others Present: Andrew Ramos, Legal Council  
Ryan Jolly, Auditor

### ORDER OF BUSINESS

#### CALL TO ORDER & THE PLEDGE OF ALLEGIANCE

##### 1. ROLL CALL

President Bottomley called the Regular Board Meeting to order at 5:30 p.m. and led the Pledge of Allegiance.

##### 2. APPROVAL OF AGENDA

Motion: Director Tallakson  
Second: Director Quincy  
Ayes: Directors Bottomley, Rasmussen, Quincy, Tallakson, and Chick  
Nays: None  
Absent: None  
Abstained: None

MINUTE ENTRY. MOTION TO APPROVE THE AGENDA AS PRESENTED.

##### 3. PUBLIC COMMENT:

No Public Comment.

**4. CONSENT AGENDA:**

- a. Approval of Minutes: January 24, 2023 – Regular Meeting
- b. Approval of Minutes: January 31, 2023 – JPA Special Meeting
- c. Expenditures – January 2024
- d. Fund Balance Report – January 2024
- e. Balance Sheet & Income Statement – January 2024
- f. YTD Budget to Actuals – January 2024
- g. Legal Fees Year-to-Date Review

Motion: Director Quincy  
Second: Director Rasmussen  
Ayes: Directors Bottomley, Rasmussen, Quincy, Tallakson, and Chick  
Nays: None  
Absent: None  
Abstained: None

MINUTE ENTRY. MOTION TO APPROVE THE CONSENT AGENDA AS PRESENTED WITH ITEM 4 G TO BE PULLED FOR DISCUSSION AND REVIEW.

Director Tallakson highlighted that Hatfield's legal expenses have exceeded \$106,000.00, while the total legal fees have surpassed \$125,000.00, and the conclusion is still pending.

**5. NEW BUSINESS**

- a. Discussion/Action Regarding UPUD FY 2022-2023 Audit  
(Presentation by Ryan Jolley)

Auditor Ryan Jolley gave his report to the Board regarding the UPUD FY 2022-2023 Audit. As part of this presentation, the Auditor's Management Report was also provided to the Board members, offering them a detailed and thorough document for their in-depth review.

Motion: Director Rasmussen  
Second: Director Tallakson  
Ayes: Directors Bottomley, Rasmussen, Quincy, Tallakson, and Chick  
Nays: None  
Absent: None  
Abstained: None

MINUTE ENTRY. MOTION TO APPROVE ITEM 5 A AS PRESENTED.

- b. Discussion/Action Regarding UWPA FERC Exemption Application/Resolution of Support  
(Joel Metzger, UWPA General Manager)

**RESO NO. 2024-003**

Motion: Director Rasmussen  
Second: Director Tallakson  
Ayes: Directors Bottomley, Rasmussen, Quincy, Tallakson, and Chick  
Nays: None  
Absent: None  
Abstained: None

RESO NO. 2024-003. TO ADOPT RESOLUTION NO. 2024-003 – SUPPORTING UTICA WATER AND POWER AUTHORITY’S FEDERAL ENERGY REGULATORY COMMISSION (FERC) CONDUIT EXEMPTION APPLICATIONS FOR THE UTICA P-2019 AND ANGELS P-2699 AND AUTHORIZING THE UPUD BOARD PRESIDENT TO SIGN A COMMENT LETTER SUPPORTING THE PROCESS, AS PRESENTED.

**c. Discussion/Action Regarding Adopting New Reserves**

**RESO NO. 2024-004**

Motion: Director Chick  
Second: Director Quincy  
Ayes: Directors Bottomley, Rasmussen, Quincy, Tallakson, and Chick  
Nays: None  
Absent: None  
Abstained: None

RESO NO. 2024-004. TO ADOPT RESOLUTION NO. 2024-004 – ADOPTING UPDATING RESERVES, AS PRESENTED.

**d. Discussion/Action Regarding District Policy Updates  
(Jessica Self, General Manager)**

**RESO NO. 2024-005**

1. 2002, 2005 – Discipline and Termination
2. 2011 – Reduction in Workforce/Reorganization
3. 3010 – Purchasing
4. 3025 – Financial Reserves

Motion: Director Rasmussen  
Second: Director Tallakson  
Ayes: Directors Bottomley, Rasmussen, Quincy, Tallakson, and Chick  
Nays: None  
Absent: None  
Abstained: None

RESO NO. 2024-005. TO ADOPT RESOLUTION NO. 2024-005 – UPDATING DISTRICT EMPLOYEE POLICIES, AS PRESENTED.

**e. Discussion/Action revising District Job Descriptions  
(Jenna Mayo, Administrative Analyst)**

1. 2335, 2340

Motion: Director Chick  
Second: Director Rasmussen  
Ayes: Directors Bottomley, Rasmussen, Quincy, Tallakson, and Chick

Nays: None  
Absent: None  
Abstained: None

MINUTE ENTRY. MOTION TO APPROVE ITEM 5 E AS PRESENTED.

f. Discussion/Action regarding Proposed Budget Revision FY 2023-2024  
(Jessica Self, General Manager)

Motion: Director Rasmussen  
Second: Director Quincy  
Ayes: Directors Bottomley, Rasmussen, Quincy, Tallakson, and Chick  
Nays: None  
Absent: None  
Abstained: None

MINUTE ENTRY. MOTION TO APPROVE ITEM 5 F AS PRESENTED.

**6. OLD BUSINESS:**

a. Discussion/Action Regarding Irrigation Rate Adjustment

**RESO NO. 2024-006**

Motion: Director Chick  
Second: Director Tallakson  
Ayes: Directors Bottomley, Rasmussen, Quincy, Tallakson, and Chick  
Nays: None  
Absent: None  
Abstained: None

RESO NO. 2024-006. TO ADOPT RESOLUTION NO. 2024-006 – ADJUSTMENT TO THE DISTRICT'S IRRIGATION RATE STRUCTURE, AS PRESENTED.

**7. UWPA**

a. Discussion/Potential Direction Regarding UWPA

Board Director Tom Quincy reported that the Ryan Jolly audit was approved, and Joel will provide biannual updates with additional reports for significant events like outages. Mid-year budget adjustments were made, partly due to awaiting FEMA grant reimbursements. March 25th marks the deadline for FERC stakeholder comments, and Stantec is set to deliver their remarks on April 1st. Despite Joel's interest in evaluating the JPA agreement, most of the UWPA board is uninterested. Joel seeks direction from the board and the manager to accurately represent UWPA's stance. Unified decision-making is crucial for the organization.

**8. REPORTS**

a. General Manager

A copy of the General Manager's report was provided to the Board, and General Manager, Jessica Self reviewed the report with the Board.

9. **CLOSED SESSION:** The meeting was adjourned into Closed Session at 6:44 PM

- a. Pursuant to Government Code § Section 54957(b)(1):  
Public Employee One-Year Performance Evaluation – Title: General Manager

10. **RETURN TO OPEN SESSION:** The meeting returned to open session at 7:27 PM

11. **REPORTABLE ACTION FROM CLOSED SESSION:** There was no reportable action.

12. **DIRECTORS REPORTS, INFORMATION, FUTURE AGENDA ITEMS**

General Manager, Jessica Self announced the Trout in the Classroom Release Day @ Murphys Community Park from 10:00 AM – 1:00 PM and invited the Board Directors to attend.

13. **NEXT BOARD MEETINGS & EVENTS**

1. Monday, March 4, 2024 – Trout in the Classroom Release Day @ Murphys Community Park from 10:00 AM – 1:00 PM
2. Wednesday, March 27, 2024 at 5:30 PM – Regular Meeting
3. Wednesday, April 24, 2024 at 5:30 PM - Regular Meeting

14. **AJOURNMENT**

The meeting adjourned at 7:32 PM.

Respectfully Submitted:

ATTEST:

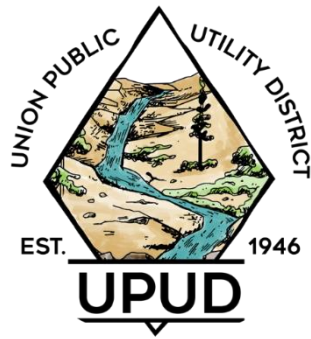
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Tom E. Quincy, Board Secretary

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Jenna Mayo, Clerk to the Board





**MINUTES  
FINANCIAL CORPORATION MEETING AGENDA**

**FEBRUARY 28, 2024**

Directors Present: Eric Bottomley, President  
Greg Rasmussen, Vice-President  
Tom Quincy, Secretary  
Bruce Tallakson, Treasurer  
Ralph Chick, Director

Directors Absent: None

Staff Present: Jessica Self, General Manager  
Jenna Mayo, Administrative Analyst/Board Clerk

Others Present: Andrew Ramos, Legal Council

**ORDER OF BUSINESS**

**CALL TO ORDER/THE PLEDGE OF ALLEGIANCE**

**1. ROLL CALL**

President Bottomley called the Financial Corporation Board Meeting to order at 5:20 p.m. and led the Pledge of Allegiance.

**2. APPROVAL OF AGENDA**

Motion: Director Tallakson  
Second: Director Chick  
Ayes: Directors Bottomley, Rasmussen, Quincy, Tallakson, and Chick  
Nays: None  
Absent: None  
Abstained: None

MINUTE ENTRY. MOTION TO APPROVE THE AGENDA AS PRESENTED

3. **PUBLIC COMMENT:**

No Public Comment.

4. **ELECTION OF 2024 OFFICERS:**

It was recommended that the UPUD Financial Corporation Officers continue to be the same as the UPUD Financial Corporation and UPUD 2023 officers.

Motion: Director Quincy  
Second: Director Rasmussen  
Ayes: Directors Bottomley, Rasmussen, Quincy, Tallakson, and Chick  
Nays: None  
Absent: None  
Abstained: None

MINUTE ENTRY. MOTION TO APPOINT THE UPUD OFFICERS AND COMMITTEES FOR 2024 THE SAME AS 2023, AS FOLLOWS:

President	Director Bottomley
Vice President	Director Rasmussen
Secretary	Director Quincy
Treasurer	Director Tallakson
Director	Director Chick

5. **APPROVAL OF MINUTES:**

a. February 15, 2023 – Annual Meeting

Motion: Director Rasmussen  
Second: Director Tallakson  
Ayes: Directors Bottomley, Rasmussen, Quincy, Tallakson, and Chick  
Nays: None  
Absent: None  
Abstained: None

MINUTE ENTRY. MOTION TO APPROVE THE 2023 MINUTES AS PRESENTED.

6. **NEXT FINANCIAL CORPORATION MEETING**

- Wednesday, February 26, 2025 at 5:15 PM – Regular Annual Meeting

7. **ADJOURNMENT**

The meeting adjourned at 5:22 PM.

Respectfully Submitted:

ATTEST:

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Tom E. Quincy, Board Secretary

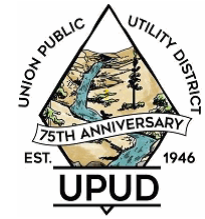
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Jenna Mayo, Clerk to the Board

DRAFT

# Bank Reconciliation

## Expenditures - Feb 2024

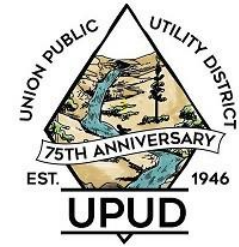


Check No	Check Date	Name	Module	Void	Amount
28294	9/22/2023	Dataprose, LLC	AP		1,083.75
28459	1/10/2024	NSGW - Chispa 139	AP		500.00
0	2/2/2024	CalPERS	AP		4,374.10
0	2/2/2024	EDD	AP		1,461.11
0	2/2/2024	Employment Development Dept	AP		317.82
0	2/2/2024	United States Treasury	AP		8,087.22
0	2/2/2024	PR - DD 00601.02.2024	PR		20,477.70
210015	2/7/2024	Alpha Analytical Laboratories, Inc.	AP		2,705.00
210016	2/7/2024	AT&T CALNET	AP		282.74
210017	2/7/2024	Carbon Copy	AP		26.40
210018	2/7/2024	Clark Pest Control	AP		170.00
210019	2/7/2024	Coneth Solutions, Inc	AP		1,455.00
210020	2/7/2024	CPPA	AP		4,267.65
210021	2/7/2024	Dataprose, LLC	AP		1,083.83
210022	2/7/2024	Dataprose, LLC	AP		96.69
210023	2/7/2024	Mother Lode Answering Service, Inc.	AP		275.00
210024	2/7/2024	Murphys Sanitary District	AP		120.00
210025	2/7/2024	Red Store	AP		155.46
210026	2/7/2024	Sierra Hills Market	AP		65.17
210027	2/7/2024	Springbrook Holding Company, LLC.	AP		567.00
28479	2/9/2024	ACWA	AP		7,976.25
0	2/12/2024	AT&T U-verse	AP		183.44
0	2/12/2024	California Waste Recovery System	AP		193.78
0	2/12/2024	Comcast	AP		192.02
0	2/12/2024	Comcast Business	AP		289.58
0	2/12/2024	De Lage Landen Financial Services, Inc	AP		106.58
0	2/12/2024	De Lage Landen Financial Services, Inc	AP		270.32
0	2/12/2024	Farmer's Insurance Exchange	AP		1,521.48
0	2/12/2024	US Bank	AP		3,373.00
0	2/16/2024	CalPERS	AP		4,378.68
0	2/16/2024	CalPERS - Health Benefits	AP		18,194.96
0	2/16/2024	EDD	AP		1,423.88
0	2/16/2024	Employment Development Dept	AP		313.58
0	2/16/2024	United States Treasury	AP		7,935.05
0	2/16/2024	PR - DD 00602.02.2024	PR		20,253.89
28480	2/16/2024	AT&T CALNET	AP		282.74
28481	2/16/2024	Bartkiewicz,Kronick & Shanahan	AP		5,360.00
28482	2/16/2024	Best Best & Krieger Attorneys At Law	AP		3,004.42
28483	2/16/2024	Bryant L. Jolley, CPA	AP		10,000.00
28484	2/16/2024	USA Blue Book	AP		2,488.20
28485	2/28/2024	Corpro Companies, Inc.	AP		820.00
28486	2/28/2024	Ferguson Waterworks #1423	AP		189.78
28487	2/28/2024	Hunt & Sons, Inc	AP		1,975.57
28488	2/28/2024	Petty Cash Custodian - Elaine M Urruty	AP		10.16
28489	2/28/2024	Univar Solutions USA INC.	AP		3,090.13

Check No	Check Date	Name	Module	Void	Amount
28490	2/28/2024	USA Vision	AP		165.44
28491	2/28/2024	Weber, Ghio & Associates	AP		17,522.80
0	2/29/2024	Anthem Blue Cross	AP		1,526.00
0	2/29/2024	Comcast Business	AP		289.70
0	2/29/2024	De Lage Landen Financial Services, Inc	AP		265.98
0	2/29/2024	PG&E	AP		928.66

Total Void Check Count:	2
Total Void Check Amount:	1,583.75
Total Valid Check Count:	49
Total Valid Check Amount:	160,513.96

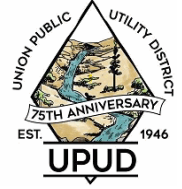
General Ledger  
Fund Balance Report LAIF  
February 2024



Account Number	Description	Beg Bal	Debits	Credits	End Bal
<b>01</b>	<b>Water Fund</b>				
01-00-1400	LAIF Account	63,626.86	0.00	0.00	63,626.86
01-00-1401	LAIF-Surplus Fund	743,216.68	0.00	0.00	743,216.68
01-00-1402	LAIF-Irrigation Imprvmnt Fund	201,495.55	0.00	0.00	201,495.55
01-00-1404	LAIF-UWPA Reserve Fund	188,940.06	0.00	0.00	188,940.06
01-00-1405	LAIF-Reserve Fund	368,535.68	0.00	0.00	368,535.68
01-00-1406	LAIF-Capital Imprvmnt Fund	195,227.78	0.00	0.00	195,227.78
01-00-1407	LAIF-SRLF Rec (Conn Fees)	693,162.42	0.00	0.00	693,162.42
	<b>TOTAL LAIF</b>	<b>2,454,205.03</b>	<b>853,180.79</b>	<b>1,262,000.00</b>	<b>2,454,205.03</b>
01-00-1501	CA CLASS - District Surplus	409,388.94	1,764.47	0.00	411,153.41
	<b>TOTAL CA CLASS</b>	<b>409,388.94</b>	<b>1,764.47</b>	<b>0.00</b>	<b>411,153.41</b>
	<b>TOTAL FUND BALANCE</b>	<b>2,863,593.97</b>	<b>854,945.26</b>	<b>1,262,000.00</b>	<b>2,865,358.44</b>

# General Ledger

Balance Sheet  
Feb 2024

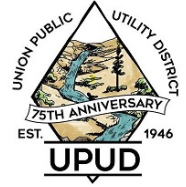


Period: 8  
Fiscal Year: 2024

**Fund ALFRE**

Account Type	Amount
<b>01 - Water Fund</b>	
Assets	
Cash & Investments	3,144,442.49
Accounts Receivable	180,102.39
Inventory	0.00
Fixed Assets	4,672,618.36
Other Long Term Assets	0.00
CalPERS Pension Outflows	318,606.00
Grant Receivable	0.00
Total Assets:	<u>8,315,769.24</u>
Liabilities	
Accounts Payable	0.00
Payroll Liabilities	0.00
Deferred Revenue	2,462.32
Compensated Absences	74,871.35
Bonds/Notes Payable-Current	0.00
CalPERS Pension -Liability Exp	525,941.00
CalPERS Pension - Inflows	43,711.00
Total Liabilities:	<u>646,985.67</u>
Fund Balance	
Fund Balance	7,738,078.15
Total Fund Balance:	<u>7,738,078.15</u>
Total Liabilities and Fund Balance:	<u>8,385,063.82</u>
Total Retained Earnings:	<u>(69,294.58)</u>
Total Fund Balance and Retained Earnings:	<u>7,668,783.57</u>
Total Liabilities, Fund Balance, and Retained Earnings:	<u>8,315,769.24</u>
Totals for Fund 01 - Water Fund:	<u>0.00</u>

General Ledger  
 Revenues by Category  
 Feb 2024



Period 01 - 08  
 Fiscal Year 2024

Account Number	Description	One Year Prior Actual	Budget	Period Amt	End Bal
<b>01</b>	<b>Water Fund</b>				
01-01-4100	Domestic Water Revenue	-1,228,360.26	-1,583,114.00	-119,301.82	-973,787.41
01-01-4105	Irrigation Water Revenue	-74,863.43	-180,000.00	-9,604.74	-127,296.28
01-01-4106	Utica Conveyance Fees	0.00	-370,000.00	-30,865.80	-246,915.60
01-01-4107	Utica Irrigation Water Sales	0.00	-163.00	0.00	-157.22
01-01-4120	Hydrant Meter Revenue	-1,381.40	-2,000.00	0.00	-689.00
01-01-4160	Penalties	-16,110.00	-10,000.00	-1,600.00	-9,320.00
01-01-4180	Other - Water Related	-3,810.97	-5,000.00	-420.00	-3,178.93
01-01-4189	Meter Reset Fees	0.00	-1,000.00	0.00	-1,000.00
01-01-4190	Meter Connection Fees	-70,000.00	-56,000.00	0.00	-42,000.00
01-01-4195	Non-Operating Income	0.00	-1,500.00	0.00	-878.06
01-01-4200	Interest Earned	-23,036.14	-110,000.00	-1,764.47	-83,334.20
01-01-4300	County Taxes	-80,264.51	-165,000.00	0.00	-97,421.38
01-01-4420	Insurance Refund	0.00	0.00	0.00	-337.06
01-01-4440	Garage Rental Revenue	-700.00	-1,200.00	0.00	-1,005.00
01-01-4441	NCPA Facilities Use Agreement	-2,500.00	-2,500.00	0.00	-2,500.00
01-01-4460	Grant Income	-38,500.00	-150,000.00	0.00	0.00
<b>01</b>	<b>Water Fund</b>	<b>-1,539,526.71</b>	<b>-2,637,477.00</b>	<b>-163,556.83</b>	<b>-1,589,820.14</b>
<b>Revenue Total</b>		<b><u>-1,539,526.71</u></b>	<b><u>-2,637,477.00</u></b>	<b><u>-163,556.83</u></b>	<b><u>-1,589,820.14</u></b>



# FY24 Mid-Year Budget Adjustment

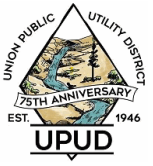


Account Number	Description	FY24 Budget	FY24 Spent/Accrued	Balance	Percent Expended	Proposed Budget
	<b>INCOME   CONTINGENCIES</b>		<b>\$148,237</b>			<b>\$0.00</b>
	<b>REVENUES</b>	<b>\$4,350,273</b>	<b>\$1,621,263</b>	<b>\$2,729,010</b>	<b>37%</b>	<b>\$2,937,477</b>
01	<b>Operating Revenues</b>	<b>\$2,160,073</b>	<b>\$1,242,553</b>	<b>\$917,520</b>	<b>58%</b>	<b>\$2,207,277.00</b>
01	<b>Water Sales:</b>	<b>\$2,090,073</b>	<b>\$1,200,553</b>	<b>\$889,520</b>	<b>57%</b>	<b>\$2,151,277.00</b>
01-4100/4105	<b>Domestic &amp; Irrigation</b>	<b>\$2,070,073</b>	<b>\$1,188,385</b>	<b>\$881,688</b>	<b>57%</b>	<b>\$2,133,277.00</b>
01-4100	Domestic	\$1,583,114	\$854,486	\$728,628	54%	\$1,583,114.00
01-4105	Irrigation	\$116,796	\$117,692	-\$896	101%	\$180,000.00
01-4106	Utica Conveyance Fees	\$370,000	\$216,050	\$153,950	58%	\$370,000.00
01-4107	Utica Irrigation Water Sales	\$163	\$157	\$6	96%	\$163.00
01-4120/4160/4180	<b>Other Water Related</b>	<b>\$19,000</b>	<b>\$11,168</b>	<b>\$7,832</b>	<b>59%</b>	<b>\$17,000</b>
01-4120	Hydrant meters	\$2,000	\$689	\$1,311	34%	\$2,000.00
01-4160	Penalties	\$10,000	\$7,720	\$2,280	77%	\$10,000.00
01-4180	Other - Water related	\$7,000	\$2,759	\$4,241	39%	\$5,000.00
01-4189	Meter Reset Fees	\$1,000	\$1,000	\$0	100%	\$1,000.00
01	<b>Connection Fees:</b>	<b>\$70,000</b>	<b>\$42,000</b>	<b>\$28,000</b>	<b>60%</b>	<b>\$56,000</b>
01-4190	Domestic	\$70,000	\$42,000	\$28,000	60%	\$56,000.00
01-4190	Irrigation	\$0	\$0	\$0		\$0.00
01	<b>Non-Operating Revenues</b>	<b>\$2,190,200</b>	<b>\$378,710</b>	<b>\$1,811,490</b>	<b>17%</b>	<b>\$730,200</b>
01-4181	Sale of Assets					
01-4195	Non-Oper Income (CV Autogate (offsets exp in 01-03-6220))	\$1,500	\$878	\$622	59%	\$1,500.00
01-4200	Interest Earned (LAIF & Bank Accts)	\$70,000	\$81,569	-\$11,569	117%	\$110,000.00
01-4300	Taxes	\$165,000	\$97,421	\$67,579	59%	\$165,000.00
01-4420	Insurance Refunds	\$0	\$337	-\$337		
01-4440	Garage Rentals	\$1,200	\$1,005	\$195	84%	\$1,200.00
01-4441	NCPA Facilities Use Agreement	\$2,500	\$2,500	\$0	100%	\$2,500.00
01-4450	Forest Meadows-Div.Wtr					
01-4460	Grant Income	\$1,650,000	\$0	\$1,650,000	0%	\$150,000.00
01-4470	Loan Proceeds					
00-1405	Transfer from LAIF Reserve Fund	\$300,000	\$195,000	\$105,000	65%	\$300,000.00
00-1406	Transfer from LAIF Cap Imprv Reserves					
	<b>EXPENSES</b>	<b>\$4,350,273</b>	<b>\$1,473,026</b>	<b>\$2,877,247</b>	<b>34%</b>	<b>\$2,937,477</b>
	<b>Operating Expense</b>	<b>\$4,350,273</b>	<b>\$1,473,026</b>	<b>\$2,877,247</b>	<b>34%</b>	<b>\$2,937,477</b>
02	<b>Water Purchased:</b>	<b>\$370,000</b>	<b>\$145,000</b>	<b>\$225,000</b>	<b>39%</b>	<b>\$370,000</b>
02-6003	Utica Fees	\$370,000	\$145,000	\$225,000	39%	\$370,000
02-6003	UPUD Contribution	\$290,000	\$145,000	\$145,000	50%	\$290,000
00-1407	Utica Reserve	\$80,000	\$0	\$80,000	0%	\$80,000
03	<b>Treatment:</b>	<b>\$2,116,301</b>	<b>\$255,512</b>	<b>\$1,860,789</b>	<b>12%</b>	<b>\$474,644</b>
03-6100	Labor	\$84,257	\$48,773	\$35,484	58%	\$86,300
03-6103	Overtime	\$4,500	\$10,619	-\$6,119	236%	\$20,000
03-6104	On-Call	\$10,494	\$6,135	\$4,359	58%	\$10,494
03-6105	WT Cert Bonus	\$1,500	\$500	\$1,000	33%	\$500
03-6107	Temp Labor	\$10,000	\$0	\$10,000	0%	\$0
03-6110	FICA/Medicare (6.2%/1.45% Emplr)	\$8,550	\$5,156	\$3,394	60%	\$9,200
03-6200	Repairs & Maintenance	\$5,000	\$0	\$5,000	0%	\$5,000
03-6201	Equipment Repairs	\$7,500	\$0	\$7,500	0%	\$7,500
03-6202	Supplies	\$75,000	\$51,962	\$23,038	69%	\$75,000
03-6204	Utilities	\$43,000	\$17,651	\$25,349	41%	\$43,000
03-6205	Capital Expenditures/Equipment Purchases	\$1,720,000	\$36,928	\$1,683,072	2%	\$60,000
03-6207	Permits	\$30,000	\$6,620	\$23,380	22%	\$30,000
03-6208	Equipment Rental	\$2,500	\$0	\$2,500	0%	\$2,500
03-6209	Uniforms	\$500	\$383	\$117	77%	\$500
03-6212	Water Analysis	\$22,000	\$10,864	\$11,136	49%	\$22,000
03-6214	Other	\$500	\$0	\$500	0%	\$0
03-6215	Equipment Purchase to \$999	\$5,000	\$4,826	\$174	97%	\$8,000
03-6216	Education	\$1,500	\$150	\$1,350	10%	\$1,500
03-6220	Autogate Expense - Crestview	\$1,500	\$253	\$1,247	17%	\$1,500
03-6299	Health Insurance - PEMCHA - Retiree FT					
03-6300	Health Insurance	\$37,000	\$28,639	\$8,361	77%	\$44,000
03-6301	Worker's Comp	\$2,500	\$2,328	\$172	93%	\$4,150
03-6400	CalPERS Contributions (Employer & Employee Contributions)	\$20,000	\$14,317	\$5,683	72%	\$20,000.00
03-6450	Travel & Mileage	\$500	\$93	\$407	19%	\$500
03-6500	Telephone	\$3,500	\$891	\$2,609	25%	\$3,500
03-6801	Professional Services - Engineer	\$10,000	\$24	\$9,976	0%	\$10,000
03-6804	Professional Services - Other	\$9,500	\$8,400	\$1,100	88%	\$9,500
04	<b>Transmission &amp; Distribution:</b>	<b>\$1,022,865</b>	<b>\$562,890</b>	<b>\$459,975</b>	<b>55%</b>	<b>\$1,166,994</b>
04-6100	Labor	\$252,771	\$139,349	\$113,422	55%	\$269,000
04-6103	Overtime	\$8,500	\$1,560	\$6,940	18%	\$4,000

Account Number	Description	FY24 Budget	FY24 Spent/Accrued	Balance	Percent Expended	Proposed Budget	
68	04-6104	On-Call	\$10,494	\$6,138	\$4,356	58%	\$10,494
69	04-6105	TD Cert Bonus	\$1,000	\$500	\$500	50%	\$1,500
70	04-6107	Temp Labor	\$30,000	\$0	\$30,000	0%	\$0
71	04-6110	FICA/Medicare (6.2%/1.45% Emplr)	\$24,000	\$12,628	\$11,372	53%	\$22,000
72	04-6200	Repairs & Maintenance	\$5,000	\$0	\$5,000	0%	\$5,000
73	04-6201	Equipment Repairs	\$7,500	\$1,530	\$5,970	20%	\$7,500
74	04-6202	Supplies	\$30,000	\$5,598	\$24,402	19%	\$30,000
75	04-6204	Utilities	\$5,800	\$2,903	\$2,897	50%	\$5,800
76	04-6205	Capital Expenditures/Equipment Purchases	\$350,000	\$210,758	\$139,242	60%	\$500,000
77	04-6206	Memberships	\$4,500	\$2,066	\$2,434	46%	\$4,500
78	04-6207	Permits	\$500	\$0	\$500	0%	\$500
79	04-6208	Equipment Rental	\$2,500	\$4,382	-\$1,882	175%	\$2,500
80	04-6209	Uniforms	\$2,000	\$1,427	\$573	71%	\$2,000
81	04-6211	Gas, Oil & Fuel	\$24,000	\$10,979	\$13,021	46%	\$24,000
82	04-6214	Other					
83	04-6215	Equipment (to \$999)	\$3,000	\$1,152	\$1,848	38%	\$3,000
84	04-6216	Education & Training	\$5,000	\$376	\$4,624	8%	\$2,500
85	04-6300	Health Insurance	\$109,000	\$78,138	\$30,862	72%	\$120,000
86	04-6301	Worker's Comp	\$7,000	\$6,984	\$16	100%	\$12,400
87	04-6303	Unemployment					
88	04-6400	CalPERS Contributions (Employer & Employee Contributions)	\$57,500	\$33,983	\$23,517	59%	\$57,500
89	04-6450	Travel & Mileage	\$300	\$0	\$300	0%	\$300
90	04-6500	Telephone	\$5,500	\$2,093	\$3,407	38%	\$5,500
91	04-6801	Professional Services - Engineer	\$65,000	\$38,722	\$26,278	60%	\$65,000
92	04-6804	Professional Services - Other	\$12,000	\$1,624	\$10,376	14%	\$12,000
93	+ 05	<b>Customer Service:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		
103	- 06	<b>Administration &amp; General:</b>	<b>\$841,108</b>	<b>\$509,624</b>	<b>\$331,484</b>	<b>61%</b>	<b>\$925,839</b>
104	06-6100	Labor	\$339,080	\$182,149	\$156,931	54%	\$339,080
105	06-6103	Overtime	\$4,770	\$556	\$4,214	12%	\$1,000
106	06-6110	FICA/Medicare	\$27,000	\$15,226	\$11,774	56%	\$27,000
107	06-6200	Repairs & Maintenance	\$5,000	\$929	\$4,071	19%	\$5,000
108	06-6201	Equipment Repairs	\$500	\$0	\$500	0%	\$500
109	06-6202	Office & Billing Supplies	\$5,000	\$1,608	\$3,392	32%	\$5,000
110	06-6203	Copier Expense	\$3,700	\$2,400	\$1,300	65%	\$3,700
111	06-6204	Utilities	\$4,500	\$2,487	\$2,013	55%	\$4,500
112	06-6205	Capital Expenditures/Equipment Purchases	\$10,000	\$0	\$10,000	0%	\$0
113	06-6206	Memberships	\$22,000	\$15,069	\$6,931	68%	\$22,000
114	06-6207	Permits & Fees	\$200	\$574	-\$374	287%	\$800
115	06-6208	Equipment Rental					
116	06-6209	Uniforms	\$500	\$409	\$91	82%	\$500
117	06-6210	Postage	\$8,500	\$5,255	\$3,245	62%	\$8,500
118	06-6213	Banking Fees	\$18,000	\$15,837	\$2,163	88%	\$30,000
119	06-6214	other					
120	06-6215	Equipment (to \$999)	\$5,000	\$1,553	\$3,447	31%	\$5,000
121	06-6216	Education & Training	\$6,000	\$745	\$5,255	12%	\$1,500
122	06-6300	Health Insurance	\$64,000	\$50,927	\$13,073	80%	\$72,500
123	06-6301	Worker's Comp	\$8,000	\$511	\$7,489	6%	\$950
124	06-6302	General Insurance	\$25,000	\$20,201	\$4,799	81%	\$25,000
125	06-6303	Unemployment					
126	06-6400	CalPERS Contributions (Employer & Employee Contributions)	\$75,000	\$39,145	\$35,855	52%	\$75,000
127	06-6450	Travel & Mileage	\$3,000	\$6,535	-\$3,535	218%	\$10,000
128	06-6500	Telephone	\$3,500	\$2,267	\$1,233	65%	\$3,500
129	06-6801	Professional Services - Engineer	\$0		\$0		\$0
130	06-6802	Professional Services - Legal	\$30,000	\$108,359	-\$78,359	361%	\$140,000
131	06-6803	Professional Services - Accounting	\$10,400	\$700	\$9,700	7%	\$10,400
132	06-6804	Professional Services - Other	\$17,458	\$12,278	\$5,180	70%	\$31,000
133	06-6805	Professional Services - IT	\$25,000	\$10,440	\$14,560	42%	\$20,809
134	06-6806	Professional Services - Software	\$35,000	\$13,294	\$21,706	38%	\$35,000
135	06-6810	Communicatons	\$5,000	\$170	\$4,830	3%	\$5,000
136	06-6850	Election Expense					
137	06-6900	Bad Debts					
138	06-6901	Contingencies	\$80,000	\$0	\$80,000	0%	\$42,600
139	-	<b>Non-Operating Expenses:</b>	<b>\$0</b>				
140	+	<b>Liability - Debt Sys</b>	<b>\$0</b>				
145	+	<b>Admin - Debt Sys Interest</b>	<b>\$0</b>				

# General Ledger

Budget Status  
Feb 2024



Period: 1 to 8, 2024

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 01	Water Fund							
Dept 01-01	Revenue							
R1	Water Sales Revenue							
01-01-4100	Domestic Water Revenue	1,583,114.00	973,787.41	973,787.41	609,326.59	0.00	609,326.59	38.49
01-01-4105	Irrigation Water Revenue	180,000.00	127,296.28	127,296.28	52,703.72	0.00	52,703.72	29.28
01-01-4106	Utica Conveyance Fees	370,000.00	246,915.60	246,915.60	123,084.40	0.00	123,084.40	33.27
01-01-4107	Utica Irrigation Water Sales	163.00	157.22	157.22	5.78	0.00	5.78	3.55
01-01-4120	Hydrant Meter Revenue	2,000.00	689.00	689.00	1,311.00	0.00	1,311.00	65.55
	R1 Sub Totals:	2,135,277.00	1,348,845.51	1,348,845.51	786,431.49	0.00	786,431.49	36.83
R2	Other Water Related Revenue							
01-01-4160	Penalties	10,000.00	9,320.00	9,320.00	680.00	0.00	680.00	6.80
01-01-4180	Other - Water Related	5,000.00	3,178.93	3,178.93	1,821.07	0.00	1,821.07	36.42
01-01-4189	Meter Reset Fees	1,000.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00
01-01-4190	Meter Connection Fees	56,000.00	42,000.00	42,000.00	14,000.00	0.00	14,000.00	25.00
01-01-4200	Interest Earned	110,000.00	83,334.20	83,334.20	26,665.80	0.00	26,665.80	24.24
01-01-4410	General Supply	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-01-4420	Insurance Refund	0.00	337.06	337.06	-337.06	0.00	-337.06	0.00
01-01-4430	Copy Machine	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-01-4450	Forest Meadows-Divert Wtr Stor	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R2 Sub Totals:	182,000.00	139,170.19	139,170.19	42,829.81	0.00	42,829.81	23.53
R3	Non-Operating Revenue							
01-01-4195	Non-Operating Income	1,500.00	878.06	878.06	621.94	0.00	621.94	41.46
01-01-4300	County Taxes	165,000.00	97,421.38	97,421.38	67,578.62	0.00	67,578.62	40.96
01-01-4440	Garage Rental Revenue	1,200.00	1,005.00	1,005.00	195.00	0.00	195.00	16.25
01-01-4441	NCPA Facilities Use Agreement	2,500.00	2,500.00	2,500.00	0.00	0.00	0.00	0.00
	R3 Sub Totals:	170,200.00	101,804.44	101,804.44	68,395.56	0.00	68,395.56	40.19
R4	Other Revenue							
01-01-4110	Contributed Capital	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-01-4181	Sale of Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-01-4460	Grant Income	150,000.00	0.00	0.00	150,000.00	0.00	150,000.00	100.00
01-01-4461	SWRCB - CA Arrearage Prog Rev	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
01-01-4470	Loan Proceeds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R4 Sub Totals:	150,000.00	0.00	0.00	150,000.00	0.00	150,000.00	100.00
	Revenue Sub Totals:	2,637,477.00	1,589,820.14	1,589,820.14	1,047,656.86	0.00	1,047,656.86	39.72
	Dept 01 Sub Totals:	-2,637,477.00	-1,589,820.14	-1,589,820.14	-1,047,656.86	0.00		
Dept 01-02	Water Purchase							
E10	Misc. Operating Expense							
01-02-6000	Prior Period Adjustment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E10 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E13	Purchased Water							
01-02-6001	Source of Supply	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-02-6003	Water Purchased	370,000.00	145,000.00	145,000.00	225,000.00	0.00	225,000.00	60.81
	E13 Sub Totals:	370,000.00	145,000.00	145,000.00	225,000.00	0.00	225,000.00	60.81
	Expense Sub Totals:	370,000.00	145,000.00	145,000.00	225,000.00	0.00	225,000.00	60.81
	Dept 02 Sub Totals:	370,000.00	145,000.00	145,000.00	225,000.00	0.00		
Dept 01-03	Treatment							
E1	Salary & Benefits							
01-03-6100	Labor	86,300.00	55,451.17	55,451.17	30,848.83	0.00	30,848.83	35.75
01-03-6101	Sick Pay	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-03-6102	Vacation Pay	0.00	1,508.86	1,508.86	-1,508.86	0.00	-1,508.86	0.00
01-03-6103	Overtime	20,000.00	11,551.35	11,551.35	8,448.65	0.00	8,448.65	42.24
01-03-6104	On Call Pay	10,494.00	6,947.47	6,947.47	3,546.53	0.00	3,546.53	33.80
01-03-6105	WT Cert Bonus	500.00	500.00	500.00	0.00	0.00	0.00	0.00
01-03-6106	TP Out of Class Pay	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-03-6107	Temp Labor	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-03-6108	COVID Bonus Pay	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-03-6110	FICA 7.65%	9,200.00	5,810.94	5,810.94	3,389.06	0.00	3,389.06	36.84
01-03-6299	Health Ins - Retiree PEMHCA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-03-6300	Health Insurance	44,000.00	32,442.28	32,442.28	11,557.72	0.00	11,557.72	26.27
01-03-6301	Worker's Compensation	4,150.00	2,688.63	2,688.63	1,461.37	0.00	1,461.37	35.21
01-03-6400	CalPERS PR Expense	20,000.00	15,434.61	15,434.61	4,565.39	0.00	4,565.39	22.83
	E1 Sub Totals:	194,644.00	132,335.31	132,335.31	62,308.69	0.00	62,308.69	32.01
E10	Misc. Operating Expense							
01-03-6203	Copier Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-03-6209	Uniforms	500.00	550.15	550.15	-50.15	0.00	-50.15	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
01-03-6214	Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-03-6220	CV Autogate Expense	1,500.00	330.06	330.06	1,169.94	0.00	1,169.94	78.00
01-03-6303	Unemployment Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E10 Sub Totals:	2,000.00	880.21	880.21	1,119.79	0.00	1,119.79	55.99
E16	Banking Expense							
01-03-6213	Bank Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E16 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E17	CalPERS Pension - Contra Exp							
01-03-6401	CalPERS Pension Contra Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E17 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E2	Utilities							
01-03-6204	Utilities	43,000.00	21,809.53	21,809.53	21,190.47	0.00	21,190.47	49.28
01-03-6500	Telephone	3,500.00	1,064.53	1,064.53	2,435.47	0.00	2,435.47	69.58
	E2 Sub Totals:	46,500.00	22,874.06	22,874.06	23,625.94	0.00	23,625.94	50.81
E3	Materials/Supplies							
01-03-6202	Supplies	75,000.00	55,052.33	55,052.33	19,947.67	0.00	19,947.67	26.60
	E3 Sub Totals:	75,000.00	55,052.33	55,052.33	19,947.67	0.00	19,947.67	26.60
E4	Professional Services							
01-03-6212	Water Analysis	22,000.00	13,569.00	13,569.00	8,431.00	0.00	8,431.00	38.32
01-03-6801	Professional Svc-Engineer	10,000.00	23.98	23.98	9,976.02	0.00	9,976.02	99.76
01-03-6802	Professional Svc-Legal	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-03-6803	Professional Svc-Accounting	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-03-6804	Professional Svc-Other	9,500.00	9,412.42	9,412.42	87.58	0.00	87.58	0.92
	E4 Sub Totals:	41,500.00	23,005.40	23,005.40	18,494.60	0.00	18,494.60	44.57
E5	Vehicles/Equipment							
01-03-6200	Repairs & Maintenance	5,000.00	0.00	0.00	5,000.00	0.00	5,000.00	100.00
01-03-6201	Equipment Repairs	7,500.00	2,488.20	2,488.20	5,011.80	0.00	5,011.80	66.82
01-03-6208	Equipment Rental	2,500.00	0.00	0.00	2,500.00	0.00	2,500.00	100.00
01-03-6215	Equipment Purchase to \$999	8,000.00	4,826.26	4,826.26	3,173.74	0.00	3,173.74	39.67
	E5 Sub Totals:	23,000.00	7,314.46	7,314.46	15,685.54	0.00	15,685.54	68.20
E6	Capital Expenditure							
01-03-6205	Capital Exp/ Equip Pur >\$1K	60,000.00	40,002.45	40,002.45	19,997.55	0.00	19,997.55	33.33
	E6 Sub Totals:	60,000.00	40,002.45	40,002.45	19,997.55	0.00	19,997.55	33.33
E7	Training/Travel							

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
01-03-6216	Education & Training	1,500.00	150.00	150.00	1,350.00	0.00	1,350.00	90.00
01-03-6450	Travel & Mileage	500.00	93.01	93.01	406.99	0.00	406.99	81.40
	E7 Sub Totals:	2,000.00	243.01	243.01	1,756.99	0.00	1,756.99	87.85
E8	Memberships							
01-03-6206	Memberships	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E8 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E9	Permits/Fees							
01-03-6207	Permits & Fees	30,000.00	6,619.88	6,619.88	23,380.12	0.00	23,380.12	77.93
	E9 Sub Totals:	30,000.00	6,619.88	6,619.88	23,380.12	0.00	23,380.12	77.93
	Expense Sub Totals:	474,644.00	288,327.11	288,327.11	186,316.89	0.00	186,316.89	39.25
	Dept 03 Sub Totals:	474,644.00	288,327.11	288,327.11	186,316.89	0.00		
Dept 01-04	Distribution							
E1	Salary & Benefits							
01-04-6100	Labor	269,000.00	159,777.81	159,777.81	109,222.19	0.00	109,222.19	40.60
01-04-6101	Sick Pay	0.00	6,143.64	6,143.64	-6,143.64	0.00	-6,143.64	0.00
01-04-6102	Vacation Pay	0.00	11,631.57	11,631.57	-11,631.57	0.00	-11,631.57	0.00
01-04-6103	Overtime	4,000.00	1,665.24	1,665.24	2,334.76	0.00	2,334.76	58.37
01-04-6104	On Call Pay	10,494.00	6,950.00	6,950.00	3,544.00	0.00	3,544.00	33.77
01-04-6105	TD Cert Bonus	1,500.00	500.00	500.00	1,000.00	0.00	1,000.00	66.67
01-04-6106	TD Out of Class Pay	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-04-6107	Temp Labor	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-04-6108	COVID Bonus Pay	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-04-6110	FICA	22,000.00	14,280.11	14,280.11	7,719.89	0.00	7,719.89	35.09
01-04-6300	Health Insurance	120,000.00	88,524.18	88,524.18	31,475.82	0.00	31,475.82	26.23
01-04-6301	Worker's Compensation	12,400.00	8,066.02	8,066.02	4,333.98	0.00	4,333.98	34.95
01-04-6400	CalPERS PR Expense	57,500.00	37,011.35	37,011.35	20,488.65	0.00	20,488.65	35.63
	E1 Sub Totals:	496,894.00	334,549.92	334,549.92	162,344.08	0.00	162,344.08	32.67
E10	Misc. Operating Expense							
01-04-6203	Copier Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-04-6209	Uniforms	2,000.00	1,761.28	1,761.28	238.72	0.00	238.72	11.94
01-04-6210	Postage	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-04-6214	Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-04-6303	Unemployment Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E10 Sub Totals:	2,000.00	1,761.28	1,761.28	238.72	0.00	238.72	11.94
E16	Banking Expense							

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
01-04-6213	Bank Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E16 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E17	CalPERS Pension - Contra Exp							
01-04-6401	CalPERS Pension Contra Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E17 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E2	Utilities							
01-04-6204	Utilities	5,800.00	3,582.16	3,582.16	2,217.84	0.00	2,217.84	38.24
01-04-6500	Telephone	5,500.00	2,426.44	2,426.44	3,073.56	0.00	3,073.56	55.88
	E2 Sub Totals:	11,300.00	6,008.60	6,008.60	5,291.40	0.00	5,291.40	46.83
E3	Materials/Supplies							
01-04-6202	Supplies	30,000.00	6,008.27	6,008.27	23,991.73	0.00	23,991.73	79.97
	E3 Sub Totals:	30,000.00	6,008.27	6,008.27	23,991.73	0.00	23,991.73	79.97
E4	Professional Services							
01-04-6212	Water Analysis	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-04-6801	Professional Svc-Engineer	65,000.00	47,033.95	47,033.95	17,966.05	0.00	17,966.05	27.64
01-04-6802	Professional Svc-Legal	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-04-6803	Professional Svc-Accounting	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-04-6804	Professional Svc-Other	12,000.00	1,791.87	1,791.87	10,208.13	0.00	10,208.13	85.07
	E4 Sub Totals:	77,000.00	48,825.82	48,825.82	28,174.18	0.00	28,174.18	36.59
E5	Vehicles/Equipment							
01-04-6200	Repairs & Maintenance	5,000.00	0.00	0.00	5,000.00	0.00	5,000.00	100.00
01-04-6201	Equipment Repairs	7,500.00	1,530.33	1,530.33	5,969.67	0.00	5,969.67	79.60
01-04-6208	Equipment Rental	2,500.00	0.00	0.00	2,500.00	0.00	2,500.00	100.00
01-04-6211	Gas, Oil & Fuel	24,000.00	12,954.86	12,954.86	11,045.14	0.00	11,045.14	46.02
01-04-6215	Equipment Purchase to \$999	3,000.00	1,152.18	1,152.18	1,847.82	0.00	1,847.82	61.59
	E5 Sub Totals:	42,000.00	15,637.37	15,637.37	26,362.63	0.00	26,362.63	62.77
E6	Capital Expenditure							
01-04-6205	Capital Exp/Equip Pur > \$1K	500,000.00	216,794.08	216,794.08	283,205.92	0.00	283,205.92	56.64
	E6 Sub Totals:	500,000.00	216,794.08	216,794.08	283,205.92	0.00	283,205.92	56.64
E7	Training/Travel							
01-04-6216	Education & Training	2,500.00	1,276.00	1,276.00	1,224.00	0.00	1,224.00	48.96
01-04-6450	Travel & Mileage	300.00	0.00	0.00	300.00	0.00	300.00	100.00
	E7 Sub Totals:	2,800.00	1,276.00	1,276.00	1,524.00	0.00	1,524.00	54.43
E8	Memberships							

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
01-04-6206	Memberships	4,500.00	4,466.56	4,466.56	33.44	0.00	33.44	0.74
	E8 Sub Totals:	4,500.00	4,466.56	4,466.56	33.44	0.00	33.44	0.74
E9	Permits/Fees							
01-04-6207	Permits & Fees	500.00	0.00	0.00	500.00	0.00	500.00	100.00
	E9 Sub Totals:	500.00	0.00	0.00	500.00	0.00	500.00	100.00
	Expense Sub Totals:	1,166,994.00	635,327.90	635,327.90	531,666.10	0.00	531,666.10	45.56
	Dept 04 Sub Totals:	1,166,994.00	635,327.90	635,327.90	531,666.10	0.00		
Dept 01-05	Customer Service							
E1	Salary & Benefits							
01-05-6100	Labor	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-05-6101	Sick Pay	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-05-6102	Vacation Pay	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-05-6103	Overtime	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-05-6104	On Call Pay	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-05-6106	CS Out of Class Pay	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-05-6107	Temp Labor	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-05-6108	COVID Bonus Pay	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-05-6110	FICA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-05-6300	Health Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-05-6301	Worker's Compensation	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-05-6400	CalPERS PR Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E1 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E10	Misc. Operating Expense							
01-05-6209	Uniforms	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-05-6210	Postage	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-05-6303	Unemployment Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-05-6600	Maintenance Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E10 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E17	CalPERS Pension - Contra Exp							
01-05-6401	CalPERS Pension Contra Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E17 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E5	Vehicles/Equipment							
01-05-6211	Gas, Oil & Fuel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E5 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Dept 05 Sub Totals:	0.00	0.00	0.00	0.00	0.00		
Dept 01-06	Administration							
E1	Salary & Benefits							
01-06-6100	Labor	339,080.00	207,844.87	207,844.87	131,235.13	0.00	131,235.13	38.70
01-06-6101	Sick Pay	0.00	4,942.47	4,942.47	-4,942.47	0.00	-4,942.47	0.00
01-06-6102	Vacation Pay	0.00	3,641.46	3,641.46	-3,641.46	0.00	-3,641.46	0.00
01-06-6103	Overtime	1,000.00	555.88	555.88	444.12	0.00	444.12	44.41
01-06-6106	OM Out of Class Pay	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-06-6108	COVID Bonus Pay	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-06-6110	FICA	27,000.00	17,320.65	17,320.65	9,679.35	0.00	9,679.35	35.85
01-06-6300	Health Insurance	72,500.00	57,959.29	57,959.29	14,540.71	0.00	14,540.71	20.06
01-06-6301	Worker's Compensation	950.00	589.93	589.93	360.07	0.00	360.07	37.90
01-06-6304	Health Benefits Adm Fee	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-06-6400	CalPERS PR Expense	75,000.00	42,229.49	42,229.49	32,770.51	0.00	32,770.51	43.69
	E1 Sub Totals:	515,530.00	335,084.04	335,084.04	180,445.96	0.00	180,445.96	35.00
E10	Misc. Operating Expense							
01-06-6203	Copier Expense	3,700.00	3,070.04	3,070.04	629.96	0.00	629.96	17.03
01-06-6209	Uniforms	500.00	408.61	408.61	91.39	0.00	91.39	18.28
01-06-6210	Postage	8,500.00	6,019.51	6,019.51	2,480.49	0.00	2,480.49	29.18
01-06-6214	Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-06-6217	Late Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-06-6302	General Insurance	25,000.00	20,200.80	20,200.80	4,799.20	0.00	4,799.20	19.20
01-06-6303	Unemployment Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-06-6805	Professional Svcs - IT	20,809.00	13,350.00	13,350.00	7,459.00	0.00	7,459.00	35.85
01-06-6810	Communications	5,000.00	1,465.71	1,465.71	3,534.29	0.00	3,534.29	70.69
01-06-6860	UWPA Contributions	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-06-6901	Contingencies	42,600.00	0.00	0.00	42,600.00	0.00	42,600.00	100.00
	E10 Sub Totals:	106,109.00	44,514.67	44,514.67	61,594.33	0.00	61,594.33	58.05
E11	Bad Debts							
01-06-6900	Bad Debts	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E11 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E12	Amortization/Depreciation							
01-06-6600	Depreciation Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-06-6650	Amortization Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E12 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
E14	Elections							
01-06-6850	Election Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E14 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E15	Interest Expense							
01-06-7102	Interest Expense-SRLF	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-06-7103	Interest Expense-All Points	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-06-7104	Interest Expense-West America	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-06-7105	Interest Expense-DG	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E15 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E16	Banking Expense							
01-06-6212	Water Analysis	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-06-6213	Bank Fees	30,000.00	18,313.99	18,313.99	11,686.01	0.00	11,686.01	38.95
	E16 Sub Totals:	30,000.00	18,313.99	18,313.99	11,686.01	0.00	11,686.01	38.95
E17	CalPERS Pension - Contra Exp							
01-06-6401	CalPERS Pension Contra Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E17 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E2	Utilities							
01-06-6204	Utilities	4,500.00	2,946.42	2,946.42	1,553.58	0.00	1,553.58	34.52
01-06-6500	Telephone	3,500.00	2,459.40	2,459.40	1,040.60	0.00	1,040.60	29.73
	E2 Sub Totals:	8,000.00	5,405.82	5,405.82	2,594.18	0.00	2,594.18	32.43
E3	Materials/Supplies							
01-06-6202	Supplies	5,000.00	2,284.36	2,284.36	2,715.64	0.00	2,715.64	54.31
	E3 Sub Totals:	5,000.00	2,284.36	2,284.36	2,715.64	0.00	2,715.64	54.31
E4	Professional Services							
01-06-6104	On Call Pay	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-06-6700	Professional Svc-Hydro	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-06-6801	Professional Svc-Engineer	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-06-6802	Professional Svc-Legal	140,000.00	116,722.93	116,722.93	23,277.07	0.00	23,277.07	16.63
01-06-6803	Professional Svc-Accounting	10,400.00	10,700.00	10,700.00	-300.00	0.00	-300.00	0.00
01-06-6804	Professional Svc-Other	31,000.00	13,659.68	13,659.68	17,340.32	0.00	17,340.32	55.94
01-06-6806	Professional Svs - Software	35,000.00	13,293.62	13,293.62	21,706.38	0.00	21,706.38	62.02
	E4 Sub Totals:	216,400.00	154,376.23	154,376.23	62,023.77	0.00	62,023.77	28.66
E5	Vehicles/Equipment							
01-06-6200	Repairs & Maintenance	5,000.00	928.91	928.91	4,071.09	0.00	4,071.09	81.42
01-06-6201	Equipment Repairs	500.00	0.00	0.00	500.00	0.00	500.00	100.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
01-06-6208	Equipment Rental	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-06-6211	Gas, Oil & Fuel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-06-6215	Equipment Purchases to \$999	5,000.00	1,552.50	1,552.50	3,447.50	0.00	3,447.50	68.95
	E5 Sub Totals:	10,500.00	2,481.41	2,481.41	8,018.59	0.00	8,018.59	76.37
E6	Capital Expenditure							
01-06-6205	Capital Exp/Equip Pur > \$1K	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E6 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E7	Training/Travel							
01-06-6216	Education & Training	1,500.00	744.95	744.95	755.05	0.00	755.05	50.34
01-06-6450	Travel & Mileage	10,000.00	6,535.19	6,535.19	3,464.81	0.00	3,464.81	34.65
	E7 Sub Totals:	11,500.00	7,280.14	7,280.14	4,219.86	0.00	4,219.86	36.69
E8	Memberships							
01-06-6206	Memberships	22,000.00	20,645.05	20,645.05	1,354.95	0.00	1,354.95	6.16
	E8 Sub Totals:	22,000.00	20,645.05	20,645.05	1,354.95	0.00	1,354.95	6.16
E9	Permits/Fees							
01-06-6207	Permits & Fees	800.00	74.00	74.00	726.00	0.00	726.00	90.75
	E9 Sub Totals:	800.00	74.00	74.00	726.00	0.00	726.00	90.75
	Expense Sub Totals:	925,839.00	590,459.71	590,459.71	335,379.29	0.00	335,379.29	36.22
	Dept 06 Sub Totals:	925,839.00	590,459.71	590,459.71	335,379.29	0.00		
	Fund Revenue Sub Totals:	2,637,477.00	1,589,820.14	1,589,820.14	1,047,656.86	0.00	1,047,656.86	39.72
	Fund Expense Sub Totals:	2,937,477.00	1,659,114.72	1,659,114.72	1,278,362.28	0.00	1,278,362.28	43.52
	Fund 01 Sub Totals:	300,000.00	69,294.58	69,294.58	230,705.42	0.00		
	Revenue Totals:	2,637,477.00	1,589,820.14	1,589,820.14	1,047,656.86	0.00	1,047,656.86	39.72
	Expense Totals:	2,937,477.00	1,659,114.72	1,659,114.72	1,278,362.28	0.00	1,278,362.28	43.52
	Report Totals:	300,000.00	69,294.58	69,294.58	230,705.42	0.00		



UPUD legal fees invoiced to date for January 2023 - Present.

Primary Column	Description	Hours	Total Charge
<b>☐ TOTAL FEES</b>			<b>\$128,826.95</b>
<b>☐ Hatfield v. UPUD</b>		<b>217.37</b>	<b>\$80,141.68</b>
☐	February 2023	4.3	\$1,397.50
☐	April 2023	8.1	\$2,632.50
☐	July 2023	5.32	\$1,787.50
☐	August 2023	53.35	\$19,908.30
☐	September 2023	18.4	\$7,811.28
☐	October 2023	25.8	\$10,115.32
☐	November 2023	44.7	\$15,784.06
☐	December 2023	39.6	\$14,108.05
☐	January 2024	7.85	\$3,506.92
☐	February 2024	9.95	\$3,090.25
<b>☐ Glanville v. UPUD</b>		<b>60.475</b>	<b>\$19,111.68</b>
☐	February 2023	1.6	\$520.00
☐	March 2023	7.8	\$2,535.00
☐	April 2023	3.6	\$1,170.00
☐	May 2023	14.2	\$4,615.00
☐	July 2023	5.4	\$1,755.00
☐	August 2023	2.25	\$731.25
☐	September 2023	3.5	\$1,137.50
☐	October 2023	7	\$2,315.63
☐	November 2023	10.25	\$2,876.67
☐	December 2023	1.5	\$325.00
☐	January 2024	3.375	\$1,130.63
<b>☐ Hatfield v. UPUD - Water Rate Initiative</b>		<b>80.45</b>	<b>\$29,573.59</b>
☐	June 2023	7.7	\$2,502.50
☐	July 2023	1.3	\$422.50
☐	October 2023	18.4	\$6,684.50
☐	November 2023	48.3	\$18,981.45
☐	December 2023	4.75	\$982.64

# Agenda Item

**DATE:** March 27, 2024  
**TO:** UPUD Board of Directors  
**FROM:** Jessica Self, General Manager  
**SUBJECT:** Approval of Credit Adjustment for APN #068-049-029.

---

## **RECOMMENDED ACTION:**

Motion: / Approving a one-time Credit Adjustment to Customer Account Number 008284-000 for APN #068-049-029 (ANREY SUB TRACT 270 POR LOT 9).

## **SUMMARY:**

Per the District's Water System Ordinance No. 94-1, Chapter 15, Section 15.13 (attached) "A bill may be adjusted allowing for a leak or loss of water only when evidence clearly show that the excessive delivery is due to leaking pipes or fixtures and not wasteful use or consumer's acts, omissions, or negligence. An adjustment may be made only after repairs are made and the District is satisfied that the leak or loss will not again occur." The District currently has a customer who is requesting a credit adjustment due to a water leak occurring on their property. This leak has since been repaired.

As per Section 15.13.2, "No more than one adjustment or allowance may be made to the same customer for the same premises in any twelve-month period. Customer account number 008284-000 has not received an adjustment within the last year. Therefore, staff recommends that the credit adjustment be approved by the Board.

## **FINANCIAL CONSIDERATIONS:**

The credit adjustment for account number 008284-000 will reduce water revenues in the domestic water revenue account #01-01-4100 by the amount of the adjustment: \$136.05

*Attachments: Ordinance No. 94-1, Chapter 15, Section 15.13 – Adjustment. Leakage or Loss  
Leak Adjustment Calculation*

**15.13 Adjustment. Leakage or Loss.**

- 15.13.1 A bill may be adjusted allowing for a leak or loss of water only when evidence clearly shows that the excessive delivery is due to leaking pipes or fixtures and not wasteful use or consumer's acts, omissions or negligence.
- 15.13.2 An adjustment may be made only after repairs are made and the District is satisfied that the leak or loss will not again occur. No adjustment or allowance may be made covering more than two consecutive billing periods including the one in which the same was requested. No more than one adjustment or allowance may be made to the same customer for the same premises in any twelve-month period.
- 15.13.3 The District shall determine the amount of excess delivery by calculating the average bill in accordance with its standard method and subtracting that amount from the total water delivered.
- 15.13.4 Adjustments ordinarily will be made on the basis of one-half of the excess delivery but in the case of concealed leaks in underground or unexpected pipes, full excess may be allowed.
- 15.13.5 The quantity of water for which an adjustment is made shall be charged to the customer at the lowest rate applicable to the particular water service connection affected.
- 15.13.6 All other water delivered shall be charged at the regular rates applicable to the customer's account.
- 15.13.7 The District will not be responsible for loss of water due to frost or freezing damage.

**15.14 Inspection Frequency.** After the District makes an inspection of a customer's premises on account of excessive water bills, or upon the request of the customer, or for other reasons, no further inspections shall be made for a period of six months; however, the Manager may order an inspection at any time if in his opinion conditions warrant it.

# UNION PUBLIC UTILITY DISTRICT

## LEAK ADJUSTMENT CALCULATION

ACCOUNT #:		008284-000
APN #:		068-049-029
DATE OF LEAK: (Billing Cycle)		1/18/2024
BILLED CONSUMPTION:	\$	273.49
THREE YEAR CONSUMPTION AVG:	\$	1.39
DIFFERENCE:	\$	272.10
CREDIT: (50% OF DIFFERENCE)	\$	136.05

# Agenda Item

**DATE:** March 27, 2024

**TO:** UPUD Board of Directors

**FROM:** Jessica Self, General Manager

**SUBJECT:** Approval of Contract with NBS for a Proposition 218 Rate Study

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## RECOMMENDED ACTION:

Motion: \_\_\_\_\_ / \_\_\_\_\_ by minute entry approving the contract with NBS to conduct a Proposition 218 rate study for Union Public Utility District.

## SUMMARY:

The District staff assessed applications from various rate consultants, among which NBS emerged as the top choice. Their detailed proposal, suitable budget, and capacity to accommodate the District's time constraints imposed by the Citizen's Initiative scheduled for the November 2024 general election led to their selection.

The NBS proposal is structured to perform a comprehensive review of the current rate structure, develop final recommendations, and clearly communicate the results to the District's customers. The study report will also provide the administrative record necessary to comply with Proposition 218. Some of the key benefits of our proposal include:

- **Ensuring Revenue Sufficiency and Stability:** NBS will review all revenue sources and develop a financial plan that will fully fund the District's operating, maintenance, and capital improvements costs, as well as meet other financial obligations, such as debt service requirements and adequate reserve levels. This will include a cost-of-service analysis and a review of the current rate structure to ensure revenue stability.
- **Defensibility and Meeting Legal Requirements:** NBS will provide the expertise required to navigate the requirements under Proposition 218, AB 755, and other best methods to ensure new water rates are defensible and in line with industry standards. Their goal is to ensure that the study recommendations are legally defensible, comply with industry standards, are founded on reasonable assumptions, and are designed to meet the broader objectives of the District and its ratepayers.
- **Support with the New Rate Adoption Process:** NBS will assist District staff in communicating the outcomes and recommendations of the study in presentations to the public and with the Board of Directors.



NBS will work cooperatively with District staff, and the Board of Directors, to develop a financial plan and rate recommendations that are well suited to the District's needs, are practical and implementable, and can be confidently defended from both a technical and legal perspective. The following tasks will be completed:

1. Kickoff meeting and data collection
2. Develop a financial plan
3. Conduct a cost of service analysis
4. Rate Design analysis
5. Regional Bill Comparison
6. Prepare Electronic Rate Model
7. Prepare Rate Study Report
8. Conduct Meetings and Presentations
9. Notice of Public Hearing Mailing

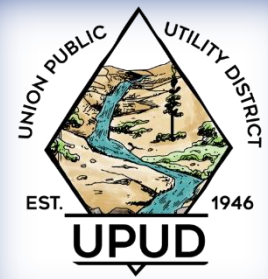
**FINANCIAL CONSIDERATIONS:**

If approved the estimated cost will amount to \$55,725, not including legal review, Engineers review and District staff time.

*Attachments:*

- *NBS proposal for Union Public Utility District Water Rate Study*

View of Union Public Utility District  
via Google Earth



# UNION PUBLIC UTILITY DISTRICT

*Proposal for:*

**Water Utility Rate Study**

February 12, 2024

339 MAIN STREET  
UNION PUBLIC UTILITY DISTRICT



[nbsgov.com](http://nbsgov.com)



870 Market Street, Suite 1223  
San Francisco, CA 94102  
Toll free: 800.434.8349

[nbsgov.com](http://nbsgov.com)

February 12, 2024

Jessica Self  
General Manager  
Union Public Utility District  
339 Main Street  
Murphys, CA 95247

**RE: Proposal for Water Utility Rate Study**

Dear Ms. Self,

Thank you for the opportunity to provide a proposal for the District's Water Utility Rate Study. Our proposal is structured to perform a comprehensive review of the current rate structure, develop final recommendations, and clearly communicate the results to the District's customers. The study report will also provide the administrative record necessary to comply with Proposition 218. Some of the key benefits of our proposal include:

- **Ensuring Revenue Sufficiency and Stability:** NBS will review all revenue sources and develop a financial plan that will fully fund the District's operating, maintenance, and capital improvements costs, as well as meet other financial obligations, such as debt service requirements and adequate reserve levels. This will include a cost-of-service analysis and a review of the current rate structure to ensure revenue stability.
- **Defensibility and Meeting Legal Requirements:** NBS will provide the expertise required to navigate the requirements under Proposition 218, AB 755 and other best methods to ensure new water rates are defensible and in line with industry standards. Our ultimate goal is to ensure that the study recommendations are legally defensible, comply with industry standards, are founded on reasonable assumptions, and are designed to meet the broader objectives of the District and its ratepayers.
- **Support with the New Rate Adoption Process:** NBS will assist District staff in communicating the outcomes and recommendations of the study in presentations to the public and with the Board of Directors.

Please contact me at 800.434.8349 or via email at [jtamargo@nbsgov.com](mailto:jtamargo@nbsgov.com) if you have any questions or would like to discuss our professional qualifications further. We would genuinely like to work on this project and help the District move forward successfully. As time is of the essence for this study, NBS staff are available to work immediately on this project and to perform the work within the timeline proposed.

Sincerely,

A handwritten signature in blue ink that reads "Jeremy Tamargo".

Jeremy Tamargo  
Associate Director/Project Manager

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# 1 | COMPANY OVERVIEW

**NBS**<sup>™</sup> AT-A-GLANCE: HELPING COMMUNITIES FUND TOMORROW

**28** YEARS In Business **100%** ESOP NBS is a 100% employee-owned S-Corporation

**NBS HEADQUARTERS**  
32605 Temecula Pkwy | Suite 100  
Temecula, CA 92592

**SAN FRANCISCO REGIONAL OFFICE**  
870 Market Street | Suite 1223  
San Francisco, CA 94102

**CONTACT**  
Jeremy Tamargo | 800.434.8349  
jtamargo@nbsgov.com

**LEGAL NAME** DBA **60** EMPLOYEES  
NBS Government NBS  
Finance Group

**INDIVIDUAL AUTHORIZED TO NEGOTIATE AGREEMENT**  
Michael Rentner, President

Since 1996, NBS has supported California municipalities with the implementation and ongoing administration of local funding tools.

While the firm originally focused on Special Financing Districts (SFDs), specifically the formation and administration of special assessments and taxes, we have evolved with our clients' needs and now provide a full range of revenue consulting services. We focus on sustainable water and wastewater utility rate programs, cost allocation plans, cost recovery, and legally justified fee design. Across all practice areas, we have worked with more than **500 public agencies** to date, including cities, counties, school districts, utilities, and special districts.

## Utility Rate Group

The NBS Utility Rate Group ensures your utility rates, system capacity fees, and financial plans provide an appropriate level of funding and are also justifiable in a fluid legal and regulatory environment.

**500** STUDIES PERFORMED

We act as strong advocates for our many utility clients to ensure that rates and fees address the multitude of challenges facing each community. Just ask the municipalities where we have performed more than 500 studies!

**PROP 218** COMPLIANT

Once study results are in, we support you through the Proposition 218 approval process. Working within legal and industry standards, we partner with you to implement solutions for the most challenging financial issues.



Throughout the process, we strive to educate the public, manage community expectations, and work within the often-confusing legal framework to develop the best solutions for your utility. Our analytical support and expert consultants help agency staff and legal counsel navigate the practical and legal challenges.

## How NBS Stands Out



**NBS' Overview of Rates, Fees and Charges.** We believe in continuing education, not only for our own team, but also for our clients and municipal staff.

As industry leaders, we have a unique set of qualifications and experience in the work we perform. In that regard, we have published four booklets on related industry topics that can be downloaded at no charge at [www.nbsgov.com/insights](http://www.nbsgov.com/insights) (click on NBS Publications). For a hard copy, please call 800.676.7516 or email [contactnbs@nbsgov.com](mailto:contactnbs@nbsgov.com)

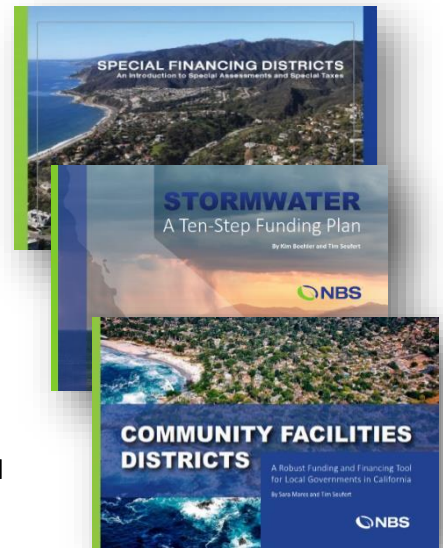
**Rates, Fees and Charges Compendium** has received high regard and interest from industry professionals and precisely relates to the District's current needs.

Additional NBS publications include:

**Special Financing Districts (SFDs)** has been credited as the best publication on SFDs in a decade by prominent industry professionals.

**Stormwater: A Ten-Step Funding Plan** addresses the spectrum of stormwater needs in California. We have been asked to present this funding topic at CSMFO and FMA.

**Community Facilities Districts (CFDs)** explains this robust funding and financing tool for local governments.



To see a short video of our Utility Rate Group's consulting approach, please click on the link below:

<https://www.nbsgov.com/insights/challenges-today-in-setting-utility-rates/>



As communication is paramount, the NBS team developed the **CivicMic** platform, which focuses on providing collaborative governance services including outreach, public engagement, and adaptive management, bringing citizen voices into the governance process. Through our customized approach, we engage residents of diverse backgrounds for unique perspectives using social media and other collaborative activities.



## Revenue Versatility.

**All of our clients have the ultimate goal of maintaining the highest possible level of services to all who live, work and play in their communities.** We focus on each municipality's unique needs and circumstances by supporting a wide range of revenues.



## Uncommon Expertise.

**We proactively seek to educate the public.** From creating guidebooks; to helping navigate the laws, codes, and regulations affecting local governments; to sponsoring workshops, NBS University and other speaking engagements: we forge the way in industry expertise. Our team members are often asked to speak at seminars and conferences as well as serve as expert witnesses.



## Registered with MSRB and SEC.

**We studied it, we passed the exams, and now we eat, breathe, and live revenue analysis.** Being a Municipal Advisor registered with the U.S. Securities and Exchange Commission (SEC) and the Municipal Securities Rulemaking Board (MSRB) means that we have a fiduciary duty to municipal entities to help protect them and the public interest while promoting transparency.

## 2 | SCOPE OF SERVICES

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### Water Rate Study

NBS will work cooperatively with District staff, management and the Board of Directors, to develop a financial plan and rate recommendations that are well suited to the District's needs, are practical and implementable, and can be confidently defended from both a technical and legal perspective.

The scope of services NBS offers for completing the study is presented in this section. We will also be prepared to make adjustments during the course of the study to reflect the direction of District staff and stakeholders as the study progresses. NBS will provide the leadership necessary to guide you through the various options, key concerns, and explaining the issues involved. These tasks serve as the basis for the proposed budget for this study.

#### TASK 1. KICKOFF MEETING AND DATA COLLECTION

NBS will hold a kick-off meeting with District staff at the beginning of the study. The kick-off meeting will be used to review and discuss the data from the billing/accounting system and data requirements in general and review study objectives, tasks, and schedule. A preliminary plan for public presentations will be discussed with the District during this meeting. The data the District will need to provide includes customer account information, such as:

- Customer billing information that includes: meter sizes, customer class and monthly water consumption for each customer (Excel file preferred).
- Financial data typically reported in financial statements.
- Capital Improvement and/or Master Plans (CIP projects by name, cost, and timing).

#### TASK 2. FINANCIAL PLAN

NBS will prepare a detailed financial plan for the water utility that includes revenue, expenditures, reserves, debt coverage ratios, capital improvement costs, repair and replacement costs and net revenue requirements. Task deliverables will include:

- Financial projection model that will serve as a financial "roadmap" for the water utility, which includes both the potable and irrigation water systems.
- Summary of current and projected net revenue requirements.
- Update reserve fund policies and targets potentially including reserves for operations, rate stabilization, repair and replacement, debt service and capital projects.
- Projected year-end reserve fund levels.
- Calculated debt service coverage ratios.
- Three alternatives (i.e., annual rate increases) that meet projected net revenue requirements.
- Funding sources (cash vs. debt) for capital improvements.

This financial plan will lay the groundwork for the cost-of-service and rate design analyses addressed in Tasks 3 and 4. The following are subtasks to the Financial Plan:

**Projected Revenues and Expenditures** – Using a cash-basis reflecting the District's system of accounts, NBS will prepare a projection of revenues, expenses, and increases in rate revenue needed to meet all obligations. This will provide the District with a financial planning tool to plan for rate adjustments to



address operating and maintenance costs, infrastructure improvements, asset replacement and maintaining appropriate reserve fund levels. The District's projected customer growth rates from master plan documents and planned cost inflation factors will be incorporated in this analysis. The financial plan will also include an analysis of the Utica Water and Power Authority (UWPA) budget and its impact on the District's share of costs for administration, operation and CIP.

**Evaluate Reserve Fund Sufficiency** – NBS will evaluate the sufficiency of existing reserve funds, target reserves, reserve fund policies, and related issues such as meeting debt service coverage ratios and other rate covenants. We will provide recommendations for reserve fund targets that are tailored to the District's specific needs such as operating, capital rehabilitation/replacement, rate stabilization and catastrophes, etc. We will develop a phased-in approach to funding reserves to minimize the impact on ratepayers.

**Review Capital Improvement Program Funding** – NBS will incorporate District plans for new facilities, infrastructure improvements, and asset replacement plans into the financial plan. We will evaluate the timing, costs, and available reserves used to fund various projects. We will work with District staff to develop a well-conceived approach to funding these capital needs, which may include an appropriate balance between debt-funded and cash-funded projects. The recommended solution will provide an appropriate balance between funding from rates, system development fees and, if necessary, the use of outside financing. Up to three levels of capital improvement program funding will be developed in the study for comparison purposes. NBS will conduct a review of the impacts of projected new development and redevelopment by differentiating capital costs associated with rehabilitation/replacement of existing utilities from capital costs for improvements required for the expansion of service as a result of new development.

### **TASK 3. COST OF SERVICE ANALYSIS**

Using the net revenue requirements developed in Task 2, NBS will equitably allocate costs to individual customer classes based on cost-of-service principles that comply with Prop 218. NBS will review and incorporate the historical consumption characteristics by customer class, including changes related to Covid-19 impacts, and determine how to best project future water consumption.

NBS will evaluate cost allocations of various cost components to each customer class. The main components of the water cost-of-service analysis are as follows:

**Evaluate Trends in Water Consumption** – NBS has seen changes in consumption patterns related to Covid-19 restrictions. These impacts should be considered when projecting water sales going forward. Although consumption patterns will have the greatest impact on proposed volumetric charges, total water sales and consumption considered in volumetric charges will also impact the financial plan projections of rate revenue. We will review these changes and, more importantly, how consumption should be projected going forward as proposed water rates are developed.

**Analysis of Consumption Patterns** – NBS will evaluate the *number* of customers at various levels of consumption and the *total water use* by customer class. The District's most recent water consumption data will be used for this analysis. This type of data analysis ensures an accurate projection of the revenue that will be collected within each customer class and ensures that revenue is recovered accurately from each customer class.

**Functionalization/Classification of Expenses** – This task arranges water expenses into basic categories, such as commodity (*source of supply*), capacity (*treatment, transmission, and distribution*), and customer (*administrative and overhead*) costs.

**Allocation of Costs to Customer Classes** – These costs are then allocated to individual customer classes based on allocation factors specific to each cost classification. For example, commodity/variable costs are allocated based on percentages of total annual consumption; capacity-related costs are allocated based on the percentage of peak demand; and customer-related costs are allocated based on the number of accounts. This process produces the fixed and variable revenue requirements for each customer class, which is the basis for the actual rate calculations.

#### **TASK 4. RATE DESIGN ANALYSIS**

NBS will work with District staff to review the current rate structure and evaluate whether there are alternatives that better meet the District’s broader rate design goals and objectives. NBS will provide up to three water rate structure alternatives for the District’s consideration, which will include the District’s existing rate structures and two alternatives for both potable water rates and irrigation water rates. An evaluation of the pros and cons of each rate structure alternative will be included in this analysis. The following are subtasks to the Rate Design Analysis:

**Develop Rate Design Recommendations** – Water rates will be developed based on the cost-of-service analyses, and we will include a discussion of the relative pros and cons of the current rate structure and the new alternatives. Evaluating the District’s desired rate complexity and resulting customer bills will be essential components of this process.

**Criteria for Improving the Rate Design** – When evaluating rate design, revenue sufficiency and financial resiliency are critical considerations. NBS’ general approach is to avoid significant under-collection of rate revenue, which is the worst-case scenario from a financial perspective. Other criteria for evaluating rate structures include:

- Ease of understanding the rate structure by customers for both potable and irrigation water customers.
- How costs allocated to fixed and volumetric rates affect revenue stability.
- How water conservation is reflected in the analysis.
- How summer peaking patterns are reflected in water rate design.
- How meter sizes are used in calculating fixed charges.
- The amount of revenue that should be collected within each tier.
- Impacts on customer monthly bills.
- How treatment plant costs are allocated to customers.
- Differences, if any, in collection system and general overhead and administrative costs and how they are allocated to various customers.
- Changes due to drought, conservation efforts, and Covid-19 over the last several years that may affect rates on a going-forward basis.
- The amount of revenue collected from fixed and variable charges (which can significantly impact customer bills).
- The District’s contribution to the Utica Water and Power Authority.

The rate structure alternatives selected will ultimately provide the basis for comparing monthly customer bills under both the current and new rate structures. However, all rate structures will be “revenue neutral” because they will all collect the same amount of revenue, both in total and within each customer class.

**Calculate Fixed and Volumetric Charges** – Ideally, fixed charges should be used to cover fixed costs; however, due to the emphasis on using pricing signals to encourage conservation, this is rarely the case. As a result, many agencies have struggled with revenue stability during times of uncertain demands. Fixed charges will reflect the number of accounts, equivalent meters, and size of meters. In contrast, volumetric rates should cover variable costs and should be allocated in proportion to consumption. Determining the best combination of fixed and variable charges is also influenced by other factors, such as revenue stability, conservation (including new requirements resulting from AB 755), ease of understanding, and ease of administration. NBS will strive for an appropriate balance between fixed and variable charges.

## **TASK 5. REGIONAL BILL COMPARISON**

NBS will compare current and proposed water rates with up to ten neighboring communities to see how the District’s rates compare to other nearby water Agencies. The results of this comparison will be presented in the rate study report and in public presentations. The comparisons will provide District staff and Board of Directors with a basis to compare the cost of delivering water service to customers in the region.

## **TASK 6. PREPARE ELECTRONIC RATE MODEL**

NBS will develop the Excel-based rate model for use by District staff (users not limited) once the study is complete. The model will be custom-built to the District’s specific needs and will have the functionality to update revenue and expenses, prepare what-if scenarios, and determine annually if the proposed rate increase is needed, or if it can be modified or delayed. The model will have a dashboard where assumptions can be modified and will flow through to the rate alternative results, and a documentation tab that explains each tab and the interrelationships of each tab.

In addition, the model will include adjustable inflation factors and other variables and will graphically display charts and figures to communicate outcomes and recommendations. We will review the model with staff during the development of the rate study to make sure it meets the District’s requirements and preferences.

A training session can be provided with the District’s Project Manager at the conclusion of the study. The goal of this session will be to review all tabs in the model and to provide sufficient information for the District to accept the model and have the ability to use it going forward.

## **TASK 7. PREPARE RATE STUDY REPORT**

NBS will prepare a draft study report that include proposed rates for the next five to ten years, depending on the District’s preference for the timeframe. An executive summary and introduction will present the purpose of the report and results of the study. Tables, graphs, and charts will be used as appropriate, but the emphasis will be on providing a clear, concise and understandable report that will provide the District with a thorough administrative record. Key assumptions, methodologies, and factors affecting the development of proposed rates will be highlighted with charts and graphs when helpful. However, more technical aspects of the study, particularly the tables documenting the calculations and sources of data, will be separately provided in technical appendices.

NBS will provide an electronic file in Microsoft Word format of the draft report for the District’s review and comment. Once we have received the District’s comments<sup>1</sup>, we will incorporate those comments into a final report.

## **TASK 8. MEETINGS AND PRESENTATIONS**

NBS plans to provide support to the District in public meetings to support the new rate adoption process. We will also plan to meet with District staff to review study results and recommendations throughout the project. The following meetings and presentations are anticipated for this study:

**Meetings with District Staff** – NBS proposes to hold progress meetings with District staff via conference call or web meeting format to minimize project costs. These meetings will be used to review initial work products and gain input from Staff on the direction of the study. Prior to the public meetings, we also expect to have regular phone conversations with District staff to discuss how the study is proceeding, solicit input from Staff, and to review and discuss the study’s initial results and work products. In addition, NBS will work with District Staff to discuss and understand talking points while continuously providing guidance on how to manage questions for community members to ensure a clear and transparent message.

**Other Public Workshops/Presentations** – NBS rate study staff will provide up to three (3) public workshops<sup>2</sup> including with a District Committee and Board of Directors. The rate team will prepare a PowerPoint presentation for these meetings, which will include visual aids, graphics, charts and additional worksheets or handouts. In these presentations, NBS will present study results, recommendations, receive input and guidance on the direction of the study and answer questions. Our team will work with District Staff to create an agenda and develop presentations that allow for clear and insightful presentations.

## **TASK 9. NOTICE OF PUBLIC HEARING MAILING**

NBS will create a mailing list using the most recent County Assessor secured roll data available, combining that with the District’s customer database. Duplicates will be removed to create a comprehensive mailing list. NBS will also draft the Notice to property owners subject to the proposed Fee. Final form of the Notice will be reviewed and approved by legal counsel and District staff.

NBS will work with District staff to answer any questions that come up and guide you through the adoption process. The key technical tasks will be to prepare a draft and final Prop 218 Notice and provide the proposed rate tables included in the notices. NBS will work with District staff to review the draft and final notice prior to public release. The District should have legal counsel review all notices for legal compliance with the provisions of Prop 218, such as wording related to pass-throughs.

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<sup>1</sup> We assume District staff’s comments will be in an electronic Microsoft Word file using track-changes mode.

<sup>2</sup> The number of meetings/presentations that NBS provides can be adjusted as necessary by District staff. We plan to discuss the number of meetings and plans for presentation at the kick-off meeting and adjust throughout the process as needed.

## Optional Engagement Services

### COMMUNICATION TOOLKIT

NBS will develop a comprehensive toolkit including:

- talking points
- multilingual FAQs
- content releases
- timelines for posting on the District's website
- guidelines for various communication activities.

This toolkit will aid staff and elected officials in communicating a cohesive message to the community and stakeholders.

### RATE CALCULATOR

NBS will create a rate calculator for ratepayers to view the current and updated rates side by side. This calculator can be hosted on the District's website or CivicMic.com.

### 218 NOTICE SUPPLEMENT

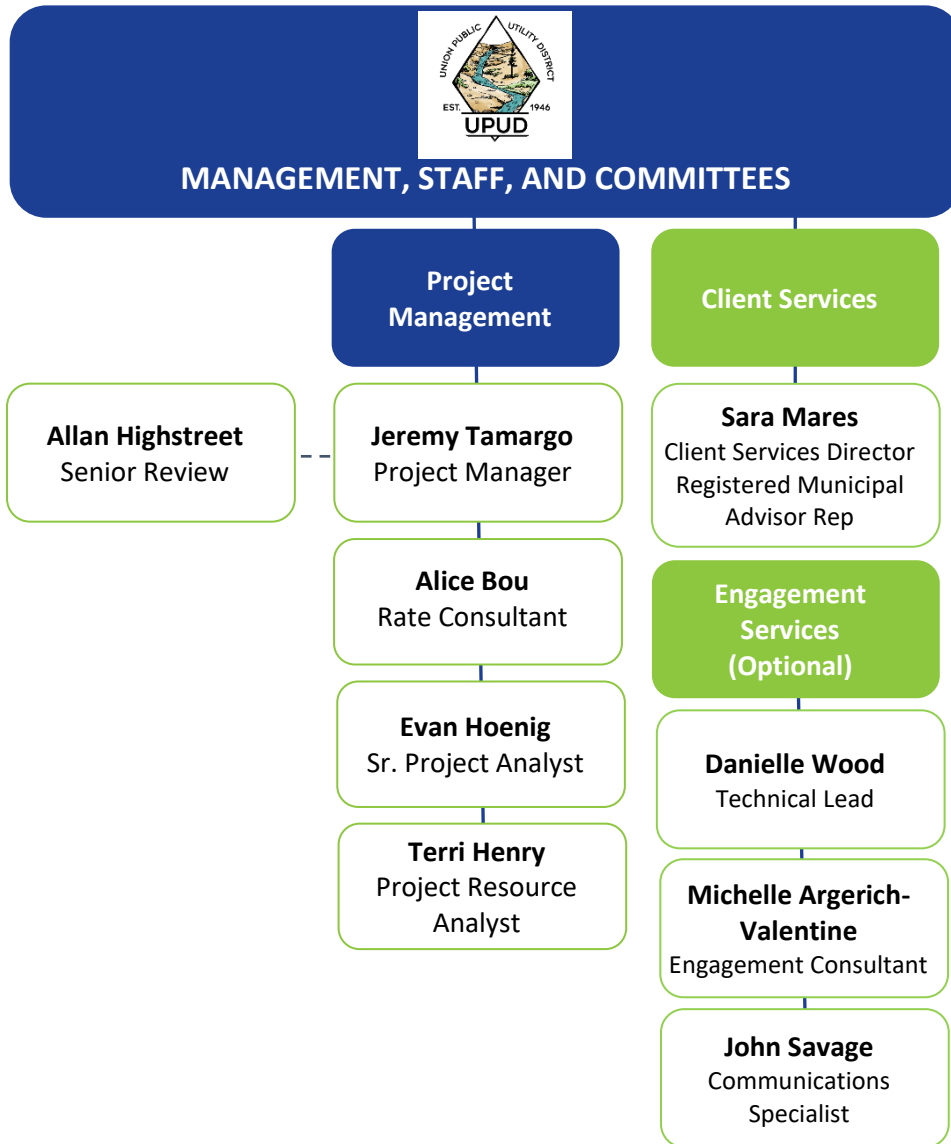
NBS will also develop and design a detailed fact sheet to be mailed to community members. The fact sheet will include historical information that will help educate the community on the current project needs. The fact sheet will be translated into up to two languages based on community census data.

*Pricing to be determined should the District be interested in pursuing these optional engagement services.*

### 3 | PROJECT TEAM

NBS’ staff include 60 professionals with extensive experience in the fields of finance, management, engineering, and local governance. The staff selected for Union Public Utility District’s Water Utility Rate Study are those most qualified based on their experience and backgrounds. The following is a brief overview of NBS’ proposed consulting team. Our team members work together seamlessly allowing your staff to focus on other priorities.

#### NBS Project Team Organization



*All work will be performed in-house by the above employee-owners of NBS.  
Full resumes of key personnel are included in the Appendix.*

## **JEREMY TAMARGO, PROJECT MANAGER/ASSOCIATE DIRECTOR**

**Role and Responsibilities:** Jeremy Tamargo will lead the work efforts as Project Manager. He will work closely with the District to review the overall approach, develop rate alternatives, and suggest creative solutions to consider. Jeremy will direct analytical efforts of the project team and monitor the schedule and delivery of work products to the District's satisfaction. He will be available for meetings with District staff and public presentations for this project.

**Work Experience:** Jeremy Tamargo is a professional engineer licensed in the State of Oregon and has an application in technical review with the California Board for Professional Engineers, Land Surveyors, and Geologists for comity licensure in the State of California. He has extensive experience in both the public and private sectors in civil engineering design as well as preparing utility master plans for municipal agencies in both Oregon and Washington. In his role as Assistant City Engineer at City of Tigard, Jeremy managed the City's System Development Charge program for the Public Works Department, which was used to pay for the installation, construction, extension, and expansion of the City's water, sanitary, sewer, stormwater, park and transportation systems. A member of the American Society of Civil Engineers, he is solutions-oriented and has a passion for focusing on excellence and sustainability on every project. Jeremy has a Master of Science in Environmental Engineering from Syracuse University and a Bachelor of Science in Civil Engineering from University of Notre Dame.

## **ALLAN HIGHSTREET, SENIOR REVIEW**

**Role and Responsibilities:** Allan Highstreet will provide senior technical review on this project. He will be available as needed throughout the project to assist the project team with the analysis and technical issues as they arise.

**Work Experience:** Allan Highstreet has 41 years of experience in the water industry where he was a senior vice president managing water resource planning and development projects for Jacobs Engineering (previously CH2M Hill). Allan's four decades of experience includes preparing water and sewer rate and capacity fee studies, and he provides invaluable experience to the NBS project team for this engagement. His academic background includes a BS in Agricultural Business and a MS in Agricultural Economics.

## **ALICE BOU, UTILITY RATE CONSULTANT**

**Role and Responsibilities:** Alice Bou is on staff with NBS and brings more than two decades of project experience. She will support the project team in performing large scale data analysis and validation, data input, and will also help develop the financial plan, cost-of-service analysis, and rate design alternatives.

**Work Experience:** Alice Bou has a Bachelor of Arts degree from University of California San Diego and offers more than two decades of experience working in accounting and financial management performing data analysis, variance analysis, budgeting and forecasting, financial modeling, and managerial reporting.

## **EVAN HOENIG, SENIOR PROJECT ANALYST**

**Role and Responsibilities:** Under direction of the Project Manager, Evan Hoenig will perform large-scale data analysis and validation as needed on this project. He will support facilitating data collection and reminders to staff to keep efforts moving along the agreed upon timeline for the completion of each task.

**Work Experience:** Evan Hoenig is a Senior Project Analyst with NBS. He brings more than a decade of compliance management experience to our project team, as well as public budget development and administration, research, project management and financial analysis experience. He has extensive skills in analytical software, databases, and spreadsheets. Evan has a Bachelor of Science in Business Administration/ Management from California State University, San Marcos.

### **TERRI HENRY, PROJECT RESOURCE ANALYST**

**Role and Responsibilities:** Under direction of the Project Manager, Terri Henry will coordinate content and review documentation and data analysis as needed on this project.

**Work Experience:** As a Project Resource Analyst, Terri Henry brings more than 30 years of experience to our project team. She has an extensive background in journalism, marketing, public relations, as well as administration, research, and project management. Terri earned a Bachelor of Arts in English from Christopher Newport University and has employed her skills as a newspaper reporter, editor, creative director, and legal administrative assistant.

### **DANIELLE WOOD, PROJECT MANAGER | OPTIONAL ENGAGEMENT**

**Role and Responsibilities:** As the lead consultant on public engagement, Danielle Wood will communicate directly with District staff to discuss engagement milestones, create and adjust engagement approaches and lead community meetings on behalf of the District.

**Work Experience:** Danielle has more than two decades of experience as a Director at NBS. As one of the developers of CivicMic.com, an online outreach, and collaboration tool, she is a seasoned professional in outreach, public engagement, collaborative governance, special financing district formation, and administration.

### **MICHELLE ARGERICH-VALENTINE, ENGAGEMENT CONSULTANT | OPTIONAL ENGAGEMENT**

**Role and Responsibilities** Michelle will work with the District's project manager to develop strategies for engaging the public. She will lead and facilitate meetings and communication on behalf of the District. Michelle will serve as the primary contact for this effort.

**Work Experience:** Michelle Argerich-Valentine is a seasoned professional with more than nine years of specialized experience in community engagement and outreach. Her extensive background involves fostering positive relationships with diverse community groups, while implementing strategies to address their unique needs. Known for her innovative programs and initiatives, she has consistently demonstrated her passion for creating inclusive environments and promoting social impact. With a commitment to enhancing community welfare, Michelle's work is a testament to her dedication, effective communication skills, and intuitive understanding of the intricacies of community dynamics.

### **JOHN SAVAGE, COMMUNICATIONS SPECIALIST | OPTIONAL ENGAGEMENT**

**Role and Responsibilities:** John Savage will work closely with the project manager to develop content that will be used to educate the community. He will create dedicated web pages and targeted content on CivicMic.com, monitor and record community meetings, and develop engagement materials such as surveys to promote a high level of community engagement and participation.



**Work Experience:** John is an experienced communications specialist with more than a decade of professional experience in public engagement, outreach, project management, and relationship management.

### **SARA MARES, CLIENT SERVICES DIRECTOR & REGISTERED MUNICIPAL ADVISOR REPRESENTATIVE**

**Role and Responsibilities:** Sara Mares will act as a representative of our corporate commitment to providing the highest level of service. She will ensure that the District’s fundamental objectives are being met at all times and serve as the Registered Municipal Advisor Representative for this project.

**Work Experience:** Sara Mares is a Director and Registered Municipal Advisor Representative with more than 23 years of experience with NBS, specializing in utility rates and Special Financing Districts (SFDs). As such, she has extensive experience with Proposition 218 issues and knows the general legal constraints as well as when to solicit critical legal input to ensure alternatives meet legal requirements. Sara has extensive experience with modeling and structuring revenue mechanisms that support debt issuance. Sara forms Special Financing Districts (SFDs), including Community Facilities Districts and 1913 Act Assessment Districts, which provide land secured financing for limited obligation bonds. She has also provided bond issuance disclosure related to revenue bonds, both stand-alone that are secured by utility rate revenue or as part of a pool bond structure. Sara also has more than 20 years of experience preparing and disseminating continuing disclosure annual reporting and listed event filings.

## 4 | REFERENCES

### ATTACHMENT C – REFERENCE LIST

Please list three (3) public agency clients, along with a very brief description of the work, which the District may contact regarding the Consultant's work performance.

#### REFERENCE # 1

AGENCY / DISTRICT NAME:	El Dorado Irrigation District
DEPARTMENT:	Office of the General Manager
CONTACT PERSON:	Jim Abercrombie, General Manager
TELEPHONE:	530.642.4055
EMAIL ADDRESS:	jmabercrombie@eid.org
DOLLAR VALUE OF AGREEMENT:	\$99,800
DATE RANGE OF AGREEMENT:	2017 - 2023
NATURE OF WORK PERFORMED:	Comprehensive cost of service study of the District's water, wastewater, recycled water, and agricultural/raw water rates.

#### REFERENCE # 2

AGENCY / DISTRICT NAME:	City of Redding
DEPARTMENT:	Public Works
CONTACT PERSON:	Ryan Bailey, PE
TELEPHONE:	530.224.6030
EMAIL ADDRESS:	rbailey@cityofredding.org
DOLLAR VALUE OF AGREEMENT:	\$180,990
DATE RANGE OF AGREEMENT:	Aug 2013- Nov 2023
NATURE OF WORK PERFORMED:	2013 Rate & Capacity Fee Study: March 2012 – August 2013 2016 Rate Update Study: January 2016 – November 2016 2017 Impact Fee Study: July 2017 – December 2017 2019 Rate Study Update: January 2019 – January 2020 2022 Utility Rate Study Update – Completed November 2023

#### REFERENCE # 3

AGENCY / DISTRICT NAME:	Sweetwater Authority
DEPARTMENT:	Finance
CONTACT PERSON:	Rich Stevenson, Director of Finance
TELEPHONE:	619.409.6711
EMAIL ADDRESS:	rstevenson@sweetwater.org
DOLLAR VALUE OF AGREEMENT:	\$78,300
DATE RANGE OF AGREEMENT:	2022-2023
NATURE OF WORK PERFORMED:	Water Rate Cost of Service Study

# 5 | PROPOSAL PRICING FORM

## ATTACHMENT B - PROPOSAL PRICING FORM

Proposer should provide a not-to-exceed amount per task, to be based on hourly labor rates. The not-to-exceed amount determination should be all inclusive and include any incidental costs such as transportation fees.

Task	Task Description in Brief	Fee	Estimated Time to Complete Task
1.	In-person kick off meeting, data list request	\$3,730	20 Hours
2.	Draft and Final 10-Year Financial Plan Model	7,335	39
3.	Cost of service analysis	5,050	28
4.	Comparative rate analysis to neighboring utilities	2,370	13
5.	Recommend rate and fee structures	10,930	58
7.	Draft and final reports - document of record	6,910	36
8.	Conduct rate workshops (2 minimum)	4,850	24
9.	Develop and present the Proposition 218 notice of public hearing	4,680	24
10.	Additional tasks, meetings and/or webinars deemed necessary	9,870	36
	<b>Total</b>	<b>\$55,725</b>	<b>278 Hours</b>

Please submit your hourly labor rate schedule by classification.  
Please submit your travel rates, if applicable.

This proposal is binding upon the undersigned for 90 days after the Proposal Submittal Deadline.

COMPANY:

ADDRESS:

32605 Temecula Parkway, Suite 100, Temecula, CA 92592

CONTACT PERSON: Michael Rentner, President

PHONE NUMBER: 800.676.7516

EMAIL: mrentner@nbsgov.com

\*\*\*\* CONTINUED ON NEXT PAGE \*\*\*\*

**SIGNATURES FOR PROPOSER:**

If INDIVIDUAL, Sign Below

\_\_\_\_\_  
Signature                      Date

\_\_\_\_\_  
Post Office Address

If PARTNERSHIP, Sign Below  
(Show Names of Non-signing Partners)

\_\_\_\_\_  
Name of Partners

\_\_\_\_\_  
Signature                      Date

\_\_\_\_\_  
Post Office Address

If CORPORATION, Sign Below  
(Show Names of Non-signing Officers)

NBS Government Finance Group, DBA: NBS

\_\_\_\_\_  
A CORPORATION

California

\_\_\_\_\_  
Name of State Where Chartered

\_\_\_\_\_  
*Michael Renteria*                      2.8.2024  
Signature                      Date

\_\_\_\_\_  
PRESIDENT                      Date

\_\_\_\_\_  
*Michael Renteria*                      2.8.2024

\_\_\_\_\_  
SECRETARY                      Date

\_\_\_\_\_  
*Michael Renteria*                      2.8.2024

\_\_\_\_\_  
TREASURER                      Date

32605 Temecula Parkway, Suite 100  
Temecula, CA 92592

\_\_\_\_\_  
Post Office Address

**AFTER SIGNING, PLEASE SUBMIT ALL PAGES OF THIS PROPOSAL PRICING FORM, INCLUDING THE SIGNATURE PAGES. AS IT RELATES TO THIS PROPOSAL, PLEASE TURN IN ALL PAGES.**

**Hourly Rates**

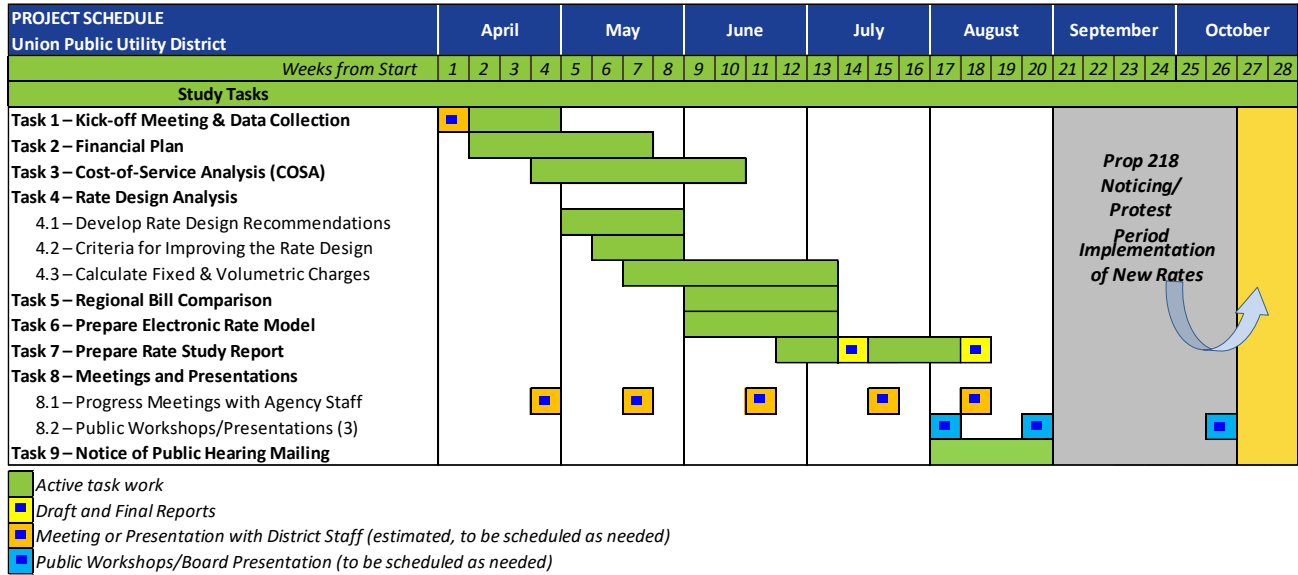
We applied the following hourly rates to derive the overall not-to-exceed pricing for the requested scope of services. Our hourly rates are inclusive of all costs associated with professional time, such as travel, document production, and incidentals. The following rates will apply for the duration of our contract:

Title	Hourly Rate
Director / Senior Review	\$250
Associate Director / Engineer	\$225
Senior Consultant	\$200
Consultant	\$175
Senior Project Analyst	\$165
Project Analyst	\$150
Project Resource Analyst	\$130
Clerical / Support	\$110

# 6 | PROJECT SCHEDULE

The following is an overview of our proposed project schedule. We will discuss a detailed schedule at the kick-off meeting, along with the expected timing for individual tasks.

## PROJECT SCHEDULE FOR THE UNION PUBLIC UTILITY DISTRICT



## 7 | ADDITIONS OR EXCEPTIONS

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NBS accepts the terms, conditions and general form of the Union Public Utility District standard Consultant Services Agreement.

## APPENDIX | RESUMES

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This appendix contains full resumes for our proposed key personnel.

## EDUCATION

- Master of Science, Environmental Engineering, Syracuse University
- Bachelor of Science, Civil Engineering, University of Notre Dame
- Certificate, Advanced Study in Sustainable Enterprise, Syracuse University

## PROFESSIONAL AFFILIATION

- American Society of Civil Engineers

## HIGHLIGHTS

- Experience in both public and private sectors
- Civil engineering design
- Utility master planning
- Development review
- Mapping and analysis in ArcGIS
- AutoCAD



*“Jeremy did a great job presenting to our governing Board and answering tough questions. We threw lots of curve balls at NBS, and Jeremy always kept pace with our needs and timeline.”*

*Rich Stevenson  
Director of Finance  
Sweetwater Authority*



## BIOGRAPHY

Jeremy Tamargo has nearly a decade of professional civil engineering experience in both the public and private sectors. He is a licensed professional engineer in the State of Oregon and has an application in technical review with the California Board for Professional Engineers, Land Surveyors, and Geologists for comity licensure in the State of California.

Jeremy’s recent experience as an Assistant City Engineer and Principal Engineer included the following activities:

- Supervising, planning, designing, and inspecting all phases of civil engineering public works construction projects
- Defining the scope of the project; securing adequate funding from Federal and State grant programs and other funding sources
- Coordinating with permitting and public utility agencies
- Surveying and engineering analysis of alternatives
- Preparing plans, specifications, and cost estimates
- Coordinating construction schedules with other projects and agencies
- Preparing and reviewing cost estimates and inspecting construction of projects to ensure compliance with construction documents
- Reviewing compliance criteria for the design and construction of streets, sidewalks, and public utilities

## RELEVANT PROJECT EXPERIENCE

- **City of Redding – Water, Sewer, and Solid Waste Rate Studies:** Prepared a cost-of-service study for water, sewer, and solid waste rates. Rate design for utilities included addressing policies objectives and analyzing structure alternatives.
- **El Dorado Irrigation District, Placerville – Water, Sewer, and Recycled Water Cost-of-Service and Rate Design Study:** Worked with the district board and a dedicated committee to review/recommend policy changes; alternative rate designs; and recommended water, sewer, and recycled water rates.
- **City of Victorville –Sewer and Solid Waste Rate Studies:** Prepared a cost-of-service study of sewer and solid waste utility rates. Sewer and solid waste studies analyzed alternative rate structures as well as alternative recommended reserve targets for consideration by City staff.
- **Sweetwater Authority – Water Rate Study:** Prepared a cost-of-service study of water utility rates. Water rate study included numerous rate alternatives for residential tiered rates based on source of supply as well as a “phase-in” approach to adjusting the allocation of fixed vs. variable charges over the course of the rate implementation period.



## EDUCATION

- Master of Science, Agricultural Economics, UC Davis
- Bachelor of Science, Agricultural Business Management, California State University, San Luis Obispo

## AFFILIATIONS

- Project Management Professional (2002, No. 52367)
- American Water Works Association (AWWA), Member

## PROJECTS | CONT.

- **City of Tracy, Tracy, CA – Sewer Rate Studies:** Has prepared sewer rate updates for the City of Tracy since 1979. Originally done to satisfy SRF requirements, more recent updates focused on cost of service studies.
- **Senior Consultant, San Mateo Clean Water Program, San Mateo, CA.** Overseeing the preparation of the State Revolving Fund loan applications for the \$800M Clean Water Program. These efforts include developing a financial model to evaluate funding scenarios and preparing the application packages.
- **Project Economist, Wastewater Master Plan, Laguna County Sanitation District, Santa Barbara, CA.** Prepared a financial model that estimated user charges and demand fees for various capital improvement scenarios. The model's financial dashboard could vary in growth, timing of projects, escalation rates, financing terms, and rate structure alternatives to develop the appropriate master plan for the District.

## HIGHLIGHTS

After retiring from Jacobs Engineering as a senior vice-president, Allan Highstreet has since joined NBS as a technical consultant with the highest level of expertise in water-related financial analyses.

Allan is a senior economist with 43 years of experience in financial planning for water, wastewater, and stormwater utilities, including rate studies, project funding, and cost allocations. He has performed economic assessments, cost analyses, finance plans, and rate studies, including preparing loan applications and related documents for many municipal clients.

## RELEVANT PROJECT EXPERIENCE

- **Rowland Water District – Water and Recycled Water Rate Study.** Update water and recycled water rates. Proposed a minor increase in order to fund maintenance of the water system. Update the cost-based rates and drought rates to coincide with the District's Water Shortage Contingency. Objectives for the recycled water system: develop a method for allocating costs in the District's budget to the potable and recycled water systems, establish a financial plan to have recycled water customers bear a greater percentage of their costs.
- **Project Economist, Groundwater Recovery Enhancement and Treatment Program, City of Oxnard, CA.** Prepared a Title 16 feasibility study to obtain a \$20 million grant from U.S. Bureau of Reclamation. This project comprised of a recycled water treatment, conveyance, and injection. Tasks included providing recycled water for groundwater injection and irrigation that would enable the City to build groundwater credits through injection and obtain groundwater allocations from agricultural users who would use recycled water in lieu of groundwater. Allocations and credits could then be used to make up the City's water supply deficit.
- **Project Economist, Finance Planning Framework, California Water Plan, California Department of Water Resources, CA.** Assisting in preparing the Finance Planning Framework for the 2013 and 2018 California Water Plan. The effort includes describing the current financial setting, developing approaches to prioritizing investments, and developing a menu of available financing strategies.
- **Merced Irrigation District, Merced, CA – Water Cost of Service Study:** Prepared a cost-of-service study that estimated user charges and fees for the water deliveries within the District. Also prepared the Proposition 218 material for the vote to enact the rates.
- **Byron Bethany Irrigation District, Byron, CA – Water Cost of Service Study:** Prepared a cost-of-service study that estimated user charges for the water deliveries within the District. Also prepared the Proposition 218 material for the vote to enact the rates.
- **Westlands Water District, CA – Evaluating Land Based Assessments:** Led an evaluation of possible land based assessments in the District, then prepared an Engineers Report to implement a benefit assessment for the District.
- **Oakdale Irrigation District, Oakdale, CA – Water Rate Study:** Prepared a cost-of-service study that estimated user charges for the water deliveries within the District. This study moved the District from a flat rate to tiered volumetric rates to comply with the Water Conservation Act of 2009 (SBx 7-7). Also prepared the Proposition 218 material for the vote to enact rates.

## EDUCATION

- Bachelor of Arts, University of California San Diego, La Jolla

## HIGHLIGHTS

- Two decades of financial, accounting and risk management experience
- Extensive experience in financial reporting, risk management analysis, budget management and development of accounting policies and procedures
- In-depth experience as a finance manager, consultant and controller in private industry
- Supports project teams completing public utility rate and fee studies in performing large-scale data analysis, financial modeling and rate analysis



*“Thanks Alice, we certainly appreciate your patience, persistence, thoroughness, and ability to adapt on the fly! I believe our final product and recommended actions turned out very well.”*

*Doug Mathews  
Director of Public Works & Water, City of Victorville*



## BIOGRAPHY

Alice Bou is a Consultant in our Utility Rate and Fee group. She is an accomplished finance professional with proven success in the oversight of management accounting and business analysis. Alice has two decades of experience working in accounting and financial management, performing data analysis, variance analysis, budgeting and forecasting, financial modeling, and managerial reporting. She has also developed detailed procedures and systems documentation with a focus on productivity, data integrity and functionality to promote transparency of all finance and accounting functions across all departments of the entire organization. Alice’s diverse experience is essential to the work performed by NBS.

As a member of the NBS team, Alice assists in the preparation of financial plans, cost of service, rate, and fee design analysis for our public utility clients. She reviews financial statements, budgets, capital improvement plans, operational data, and customer billing information for use in public utility rate and fee studies. Alice adds value to our team with her exceptional strategic financial planning and analytical skills.

## RELEVANT PROJECT EXPERIENCE

- **City of Sausalito – Sewer Rate Study:** Developed a comprehensive financial plan to address the City’s increasing operating and maintenance costs as well as the need to finance \$8.6 million in planned capital improvements over the 5-year rate period. Due to the deteriorating condition of the City’s sewer system, the overall goal was to identify equitable sewer charges that addressed sewer upgrades and services and develop rates that balanced the use of outstanding bond proceeds, cash reserves, and additional revenue generated from rate increases.
- **City of Davis – Sewer Rate and System Capacity Fee Study:** Established sewer capacity fees for the City that reflect the cost of sewer system infrastructure that is available to serve new development. Many factors were considered in the study, including the allocation of the \$268 million in existing system assets, the cost of planned capital improvements, and adjustments for outstanding debt and cash reserves. The assigned EDU’s per residential type of use were calculated based on the City’s most recent sewer rate study and average winter water use.

## RELEVANT PROJECT EXPERIENCE | CONTINUED

- **City of Redding – Water, Sewer, and Solid Waste Rate Study:** Performed an update of the City’s rate studies for its water, sewer, and solid waste utilities, which included updating long-term financial plans to incorporate funding capital improvements estimated at \$97.2 million and reviewing alternative rate structures. Although all three utilities were financially sound, rate increases were necessary to ensure the continued financial health of the City’s utilities by generating sufficient revenue needed to meet projected capital funding requirements, providing revenue stability, and providing equity in rates among customer classes. In addition, the cost-of-service analysis for the solid waste utility examined specific allocation factors for each customer class and determined how costs are divided into various types of service (e.g., collection, disposal, and transfer station).
- **Suisun-Solano Water Authority – Water Rate Study:** Conducted a comprehensive water rate study for the Authority which consisted of a long-term financial plan that includes the projection of revenues and expenditures on a cash-flow basis to help determine the amount of rate revenue required to maintain reserves at the recommended levels. Worked with Authority staff to develop a plan to fund over \$20 million in necessary capital improvement projects, with a combination of new debt issuances, existing cash reserves, and rate adjustments.
- **Mill Valley – Sewer Rate Study:** In the process of preparing a long-term financial plan reflecting the City’s growing concerns about shortfalls due to increased capital improvement costs and its current sewer rate structure, specifically the equitable assignment of costs to commercial customers (i.e., restaurants). Sewer rates will be evaluated to improve revenue stability in the light of current economic conditions as well as recent drought and continuing water conservation efforts. Water consumption data will be used to update commercial rates to assess how consumption has changed in the last few years and how projected water conservation might impact future consumption.
- **LADWP – Water Temperature Zone Analysis:** LADWP currently has a four-tiered water-budget based volumetric rate structure that assigns water budgets to each customer based on lot size and temperature zone. As part of LADWP’s Interim Rate Review, evaluated the findings of previous temperature zone assignments to determine potential customer bill impacts of modifying the existing temperature zones. Prepared an analysis of temperature zone impacts on water customers, including a thorough review of the temperature data as well as recent trends related to the number of customers, water use, and water bills by zone, tier, and lot size over the last five years. The primary focus of this study was to see if recent changes in temperature data as defined by LADWP’s current temperature zones warranted changing the customers assigned to each temperature zone, or the criteria used to define each zone.



*“Alice, You are the best rate analyst I have ever worked with; you are very talented.”*

*Cammie Morin  
Finance Director  
Solano Irrigation District*



## EDUCATION

- Bachelor of Science, Business Administration - Management, California State University, San Marcos

## HIGHLIGHTS

- Four years of public budget development and administration, professional-level research, project management, and financial analysis
- More than 12 years of compliance management

## AFFILIATIONS / AWARDS

- California Parks and Recreation Society (CPRS) - District 12 "Parks Make Life Better Spotlight – Event" Award Recipient, 2022

## BIOGRAPHY

Evan Hoenig will perform large-scale data analysis and validation, design and implement cost allocation and rate models, and prepare technical outcomes, as needed on this project. He will support facilitating data collection and reminders to staff to keep efforts moving along the agreed upon timeline for the completion of each task.

Evan is a Senior Project Analyst with NBS. He brings more than a decade of compliance management experience to our project team, as well as public budget development and administration, research, project management and financial analysis experience. He has extensive skills in analytical software, databases, and spreadsheets.

## RELEVANT PROJECT EXPERIENCE

Evan has consulted and served on many projects, including the following:

- **El Dorado Irrigation District, Placerville – Water, Sewer, and Recycled Water Cost-of-Service and Rate Design Study:** Assisted with the design of alternative rate designs; and recommended water, sewer, and recycled water rates.
- **City of San Jacinto – Cost Estimation Tool:** Provided in-depth research and analysis on capital assets and improvements, interpreted, and organized data, and assigned and evaluated costs.
- **City of Fresno – Impact Fee Study:** Study of the City's water and sewer capacity fees to ensure that the City's fees are updated to comply with legal and industry standards, and to ensure fees reflect the cost of capital infrastructure needed to serve new connections.
- **Sweetwater Authority – Financial Plan:** Performed detailed analysis of client operations and maintenance budgets, capital improvement and debt forecasting, and determination of rate revenue requirements.
- **City of Rio Vista – Water, Sewer, and Storm Water Rate Studies:** Completed comprehensive financial plans, cost of service analyses, and rate design for water and sewer utility studies.
- **City of Victorville – Sewer and Solid Waste Rate Studies:** Assisted with cost-of-service studies of sewer and solid waste utility rates. These studies analyzed alternative rate structures as well as alternative recommended reserve targets for consideration by City staff.

## EDUCATION

- Bachelor of Science, Business Administration/Finance, California State University San Bernardino
- Advanced Public Engagement for Local Government Program, Pepperdine School of Public Policy
- Planning for Effective Public Participation Program, International Association for Public Participation

## HIGHLIGHTS

- Skilled Public Engagement Specialist
- Experienced Communications Professional
- Seasoned Consultant in Special Financing District (SFD) Formation and Administration
- Outreach
- Public Engagement
- Collaborative Governance
- Adaptive Management
- More than Two Decades of Experience

## AFFILIATIONS

- California Public Information Officials (CAPIO)
- California Society of Municipal Finance Officers (CSMFO)
- Municipal Management Association of Southern California (MMASC)
- Women in Public Finance (WPF)

## BIOGRAPHY

Danielle Wood is a Director with NBS where she provides public engagement, outreach, and collaborative governance client services and project management efforts for a number of our clients. She has two decades of experience working with local governments and communities across California.

## RELEVANT PROJECT EXPERIENCE

- **Downtown San Mateo Association District Public Engagement Services for PBID Renewal.** Public Engagement services for the renewal of a new Property Business Improvement District (PBID). Created a framework for outreach efforts that resulted in increased cooperation from business owners. Developed a comprehensive website to better inform business owners about the District's initiatives and how they can benefit from them. Interviewed business owners via phone and online surveys, allowing for tailored and consistent messaging.
- **City of Oxnard Ongoing Long-term Outreach, Public Engagement and Collaborative Governance Services.** Public engagement plan development for the evaluation of existing land secured financing districts that includes items such as a dedicated webpage, email campaign, advisory committee formation and collaborative governance program. There are more than 21 communities that have participated in our surveys, community meetings and ongoing development, and complete restructuring of the Landscape Maintenance Districts. Project started in 2019 and is ongoing.
- **City of La Habra Heights Ongoing Public Engagement Services.** Community engagement for a recently formed Benefit Assessment District (BAD), including a public engagement plan, webpage development, web maps, and other engagement services. Project started in 2018 and is ongoing.
- **City of San Leandro Outreach and Public Engagement Services.** Outreach and public engagement services to gauge overall property owner support for the formation of an Assessment District. Public engagement efforts have included items such as the creation of a dedicated public engagement webpage, multiple information releases, surveys, recorded meetings, and community participation web maps. Project started in 2019 and is ongoing.
- **City of Culver City Outreach Services.** Outreach and Public Engagement services for the formation of a new Property Business Improvement District for a very unique community within the City. Outreach services included an area profile analysis, a public informational mailer and survey, and in person and virtual public meetings. Project started in 2018 and is ongoing.



“We greatly appreciate your follow up, follow through and commitment to our community! We all desire to live well and thrive for the good of the whole city!”

*Property Owner, City of Oxnard*

## EDUCATION

- Bachelor of Arts, Theater and Performance Studies, University of California, Berkeley
- Associates of Arts, Communications, Mt. San Jacinto College

## HIGHLIGHTS

- Skilled Public Engagement Professional
- Strong Interpersonal Skills
- Community Outreach
- Diversity & Inclusion
- Project Management
- Nearly a Decade of Experience

## BIOGRAPHY

Michelle Argerich-Valentine is an Engagement Consultant with NBS. She works to assist local government agencies in developing innovative ways to engage the public with digital and traditional public engagement methods. Michelle prides herself on creating interpersonal connections with the communities and individuals she serves, searching for ways to integrate valuable insights and turn them into plans of action. She has more than two years of experience with NBS and nine plus years of specialized experience in community engagement and outreach.

## RELEVANT PROJECT EXPERIENCE

- **Ocean Avenue Community Benefit Business District:** Aid in the renew and extension of the District by facilitating community engagement and outreach opportunities, such as surveys, interviews, and informational mailings and meetings
- **West Contra Costa School District:** Lead district elementary schools in implementing inclusive play programs at their school sites. Developed and facilitated training for school district employees; mediated project issues with school staff, and community members; served as the primary contact for school administrators; consulted with schools in achieving project outcomes.
- **City of Diamond Bar:** Facilitate community outreach and public engagement opportunities for the proposed dissolution and formation of an assessment district.
- **Oakland Unified School District:** Facilitated implementation of new recess programming in district elementary schools. Including informational meetings, community events and ongoing project management.
- **City of Fairfield:** Facilitated community outreach and public engagement opportunities for participation in the collaborative governance process regarding the budget and service reductions for City's Landscape and Lighting Maintenance Districts.
- **Stanislaus County:** Facilitate community outreach and public engagement opportunities for determining ARPA fund uses for the county of Stanislaus. Public engagement services include surveys, community workshops, Informational flyers, and postcard creation.

## EDUCATION

- Bachelor of Arts, Liberal Arts, California State University Channel Islands

## EXPERTISE

- Adobe CC
- Photoshop
- Illustrator
- InDesign
- Premiere and After Effects
- Microsoft Office, G Suite
- Constant Contact
- Mail Chimp
- Infusionsoft
- Harvest
- Basecamp
- Teamwork
- WordPress
- Zoom
- GoToWebinar
- Google Meet

## BIOGRAPHY

John Savage has more than a decade of professional experience in public engagement, outreach, project management, and relationship management. An experienced writer, editor, and designer, he is adept at content creation for web and print media.

John's approach is centered around cultivating authentic relationships with target communities and key stakeholders and using meaningful data acquired about the target audience to develop strategic and effective messaging to build trust and promote engagement.

## RELEVANT PROJECT EXPERIENCE

- **County of Stanislaus:** Facilitate community outreach and public engagement opportunities for the investment of ARPA funds in the infrastructure of unincorporated communities. Identify suitable venues to host community workshop series, working directly with County staff and community members. Public engagement services include surveys, targeted content updates, neighborhood walks, community workshops, participation web maps, and a comprehensive report of findings and recommendations.
- **City of Fairfield:** Facilitate community outreach and engagement with residents in Landscaping and Lighting Maintenance Districts to gather feedback, questions, and concerns. Public engagement services include surveys, informational postcards, and community meetings.
- **City of Pomona:** NBS attended public meetings, developed outreach materials, and conducted the ballot proceedings for 3,291 parcels regarding a Prop 218 balloting increase for the Phillips Ranch area of Pomona. The original assessment rates had not changed since 1994 and the most recent attempt to increase the rates in 2008 failed. Facing significant shortfalls in funds available to maintain the improvements and changes in legislation that required entirely new compliance standards, NBS assisted the City in developing a new assessment district. The Engineer's Report included a full benefit analysis of the community and improvements to meet current rigorous requirements.

## EDUCATION

- Bachelor of Arts, with honors, Economics, Mills College
- Continuing education from UC Davis, UCLA, CDIAC, etc.

## HIGHLIGHTS

- Registered Municipal Advisor Representative
- 23 years of experience
- Bond Issuance Modeling & Disclosure
- Expert Special Tax Consultant
- Assessment District Formation
- Reassessment Consulting
- Proposition 218

## AFFILIATIONS

- California Society of Municipal Finance Officers (CSMFO)
- California Special Districts Association (CSDA)
- Committee on Special Assessments, Taxes and Other Financing Facilities (CASTOFF)
- Women in Public Finance (WPF)

## SPEAKING / MEDIA

- Maintenance Services Funding: A Finance/Public Works Convo, 2023 CSMFO Annual Conference
- Leading Your District through Financing Facilities and Fund Services with a Tax Measure 2022 CSDA GM Summit and Webinar
- Revenue Recovery: From Riches to Rags, and Back to Riches? 2022 CSMFO Annual Conference
- Show Me More Money: Optimizing Revenues in a Post-COVID World. 2022 CSMFO Annual Conference

## BIOGRAPHY

Sara Mares is a Director with NBS and a Registered Municipal Advisor Representative. She has extensive experience with modeling and structuring revenue mechanisms that support debt issuance. Sara forms Special Financing Districts (SFDs), including Community Facilities Districts and 1913 Act Assessment Districts, which provide land secured financing for limited obligation bonds. She has also provided bond issuance disclosure related to revenue bonds, both stand-alone that are secured by utility rate revenue or as part of a pool bond structure. Sara also has more than 23 years of experience preparing and disseminating continuing disclosure annual reporting and listed event filings.

## RELEVANT PROJECT EXPERIENCE

- **City of Rio Vista CFD Formation and Bond Issuance Disclosure.** Complex Workout including refinancing existing CFD debt, formation of a new CFD to restructure a portion of the existing CFD debt and funding of additional services. CFD Formation and Bond Issuance completed in 2018.
- **City of Patterson Water and Wastewater Revenue Bond Disclosure.** Continuing annual disclosure report filings for water revenue bonds, wastewater revenue bonds, land secured bonds and lease revenue bonds. Timely filings made annually, including notices of listed events as applicable.
- **City of American Canyon CFD Formation and Bond Issuance.** Analysis and formulation of special tax rate and method of apportionment structure. Data analysis and bond issuance disclosure data provided for debt issue.
- **United Water Conservation District Feasibility and Revenue Options Analysis.** Review CIP project list to determine available financing options and potential rate structures, including modeling of various rates.



*“Thank you so much for all of your guidance, advice and support this year. We definitely wouldn't have been able to accomplish this amazing feat without your experience and knowledge!”* Nikki Winslow, Library District Director, Altadena Library District



# Agenda Item

**DATE:** March 27, 2024

**TO:** UPUD Board of Directors

**FROM:** Jessica Self, General Manager

**SUBJECT:** Presentation highlighting Trout in the Classroom at Michelson Elementary School

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**RECOMMENDED ACTION:**

None.

**SUMMARY:**

Staff will provide a presentation about the successful implementation of Trout in the Classroom at Michelson Elementary School.

**FINANCIAL CONSIDERATIONS:**

None

# Agenda Item

**DATE:** March 27, 2024

**TO:** UPUD Board of Directors

**FROM:** Jessica Self, General Manager

**SUBJECT:** Adoption of UPUD Developer Deposit Policy and Procedure for Approval and Acceptance of Developer Improvements

---

## **RECOMMENDED ACTION:**

Motion: \_\_\_\_\_ / \_\_\_\_\_ adopting Resolution No. 2024-007, UPUD Developer Deposit Policy and Procedure for Approval and Acceptance of Developer Improvements

## **SUMMARY:**

The objective of this policy is to establish specific procedures governing the construction or improvements by developers and the acceptance of such improvements by the District. It also ensures that existing Union Public Utility District customers will not bear the burden of paying for or subsidizing services provided to new development projects.

Development within the Union Public Utility District adheres to the guidelines set forth in the Calaveras County General Plan. Initial approval of new development projects occurs through the Calaveras County Planning and Environmental Review Department before involvement from the District is initiated.

In accordance with the District's ordinances and policies, the funding for new water infrastructure and associated service connections is the responsibility of the project owner/developer. All developer-constructed infrastructure must adhere to District standards, the California and County Building Codes, and other relevant laws.

The Union Public Utility District mandates that parties, whether developers or owners, undertaking development projects within the District's boundaries and seeking services from the District, are responsible for covering all costs and expenses related to providing service to the development project. These costs include activities such as reviewing, evaluating, processing, and approving service requests, assessing water system changes or additions, and conducting other relevant studies, evaluations, reports, or plans ("Development Related Services"). This encompasses expenses related to consultant services, legal counsel fees, and District administrative staff costs, among others.

## **Development Project Application:**

Water districts implement developer deposits and application procedures to ensure responsible and sustainable development within their jurisdictions while safeguarding the interests of existing ratepayers. The rationale for such requirements includes:

**Cost Recovery:** Developer deposits allow water districts to recover the costs associated with processing development proposals. These costs include staff, engineering, and legal review time for reviewing applications, conducting site inspections, and administering the process. By charging developers for these services upfront, water districts avoid placing the financial burden on existing ratepayers.

**Risk Mitigation:** Development projects can have significant impacts on water infrastructure and resources. Requiring a developer deposit provides a financial safeguard for the water district against potential damages or liabilities resulting from the construction or operation of new facilities. In the event of non-compliance or unforeseen circumstances, the deposit can be used to cover any necessary repairs or remediation.

**Encouraging Compliance:** Application procedures and deposits guide developers to adhere to district regulations and standards throughout the development process. By requiring an upfront financial commitment and clear procedures, water districts promote accountability and responsible stewardship of water resources.

**Resource Planning:** The application process allows water districts to assess the potential impacts of proposed developments on existing water infrastructure and resources. By reviewing development plans and conducting site evaluations, water districts can better anticipate future demands on the water system and plan accordingly for necessary upgrades or expansions.

**Equity:** Requiring developers to contribute financially to the costs associated with their projects ensures fairness and equity among all ratepayers. Existing customers should not bear the sole responsibility for funding the infrastructure needed to accommodate new developments.

In summary, developer deposits and application procedures serve as essential mechanisms for water districts to recover costs, mitigate risks, encourage compliance, facilitate resource planning, and promote fairness in the development process. These requirements help to ensure the long-term sustainability and integrity of water systems while supporting responsible growth and development within the community.

## **FINANCIAL CONSIDERATIONS:**

Upon approval, the deposit will encompass expenses related to staff and engineering time, legal review, as well as any other materials or resources required for conducting feasibility assessments and other services pertinent to proposed developments from interested parties. This measure ensures that Union Public Utility District customers are not tasked with shouldering the costs or subsidizing services offered to new development projects.

### *Attachments:*

- *Reso 2024-007 Adoption of UPUD Developer Deposit Policy and Procedure for Approval and Acceptance of Developer Improvements*
- *Development Project Application Packet*
- *UPUD Developer Deposit Policy*
- *UPUD Procedure for Approval and Acceptance of Developer Improvements*

**UNION PUBLIC UTILITY DISTRICT  
BOARD OF DIRECTORS**

**RESOLUTION 2024-007**

**ADOPTING DISTRICT POLICY FOR DEVELOPER DEPOSITS AND PROCEDURE FOR  
APPROVAL AND ACCEPTANCE OF DEVELOPER IMPROVEMENTS**

**WHEREAS**, the Board of Directors of the Union Public Utility District has the authority to implement new policies; and

**WHEREAS**, the Board of Directors and District staff aim to establish clear and detailed procedures for the construction of improvements by developers and acceptance of such improvements by the District.

**WHEREAS**; The Union Public Utility District mandates that parties (whether developers or owners) embarking on development projects within the District's boundaries and seeking services from the District must cover all costs and expenses related to providing service to the development of the project; and

**WHEREAS**, the Union Public Utility District adheres to the guidelines set forth in the Calaveras County General Plan, initial approval of new development projects occurs through the Calaveras County Planning and Environmental Review Department before involvement from the District is initiated

**WHEREAS**, the Board of Directors wish to add the following policies:

<u>Policy Name</u>	<u>Number</u>
Developer Deposit	3030
Procedure for Approval and Acceptance of Developer Improvements	3035

**NOW, THEREFORE**, be it resolved, the Board of Directors of the Union Public Utility District hereby adopts Policy Numbers 3030 and 3035 for incorporation of the District Policy effective immediately.

**PASSED, APPROVED, AND ADOPTED** this 27th day of March 2024

AYES: Directors Bottomley, Rasmussen, Tallakson, Quincy, Chick

NOES:

ABSENT:

ABSTAIN:

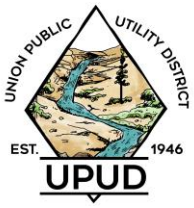
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Eric Bottomley, President  
Union Public Utility District

I hereby certify that the within and foregoing is a full, true, and correct copy of the Resolution which was duly passed and adopted at a regular meeting of the Board of Directors of the Union Public Utility District on the 27<sup>th</sup> day of March 2024.

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Jenna Mayo  
Clerk to the Union Public Utility District Board



**Service Information:** (Continued)

Number of Water Services:

\_\_\_\_\_ 3/4"    \_\_\_\_\_ 1"    \_\_\_\_\_ 1 1/2"    \_\_\_\_\_ 2"    \_\_\_\_\_ 3"    \_\_\_\_\_ 4"    \_\_\_\_\_ 6"

Fire Sprinkler Service to Buildings:  Yes  No

Fire Flow Test Requested:  Yes  No

On-Site Fire Hydrants / Fire Service Connections:  Yes  No

How Many? \_\_\_\_\_

Estimated Service Demands:

(Note: Attach a Copy of the Water Demand Calculations and other supporting information. For residential service(s), provide the range of parcel size(s), the range in house sizes, no. of bathrooms & bedrooms, no. of hose bibs, etc.)

Potable Irrigation Demand (gpm): \_\_\_\_\_ Other Water Uses \_\_\_\_\_ & Demand (gpm) \_\_\_\_\_

Estimated Total Average Daily Water Demand: \_\_\_\_\_ gpm.

Estimate Total Project Max Day Water Demand: \_\_\_\_\_ gpm.

**Temporary Construction Water Service Information:** (If applicable) Temporary Construction Water

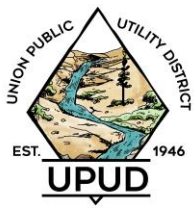
Service?  Yes  No    Est. Length of Temp. Service: \_\_\_\_\_ (Months)

Bill Temporary Construction Water Use to:  Owner  Applicant  Contractor

Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_ CA License: \_\_\_\_\_

Contractor Address: \_\_\_\_\_  
(Street Address) (City) (Zip Code)

\*Obtain a fire hydrant permit if needed



**Indemnification:**

Applicant(s) agree to defend, indemnify, and hold harmless the Union Public Utility District (“District”) and its agents, officers, consultants, independent contractors and employees (“District Agents”), through legal counsel selected by the District, from any and all alleged damages, claims, liabilities, or proceedings arising out of or pertaining to this application or the Project, whether contractual, statutory, or otherwise, including, without limitation, claims against the District or the District Agents to attack, set aside, void or annul any approval by the District, or the District Agents concerning the Project (collectively “Claim”). The District shall promptly notify the Applicant of any Claim.

I have read and agree to the above noted Indemnification Language -  Yes

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

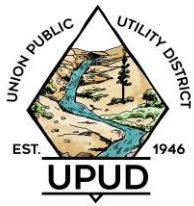
**Reimbursement:**

Deposit: \$ \_\_\_\_\_

Applicant(s) agree that the applicant(s) shall fully reimburse the District for all costs and expenses (including District’s contract staff engineer, attorney, and other consultants) incurred by the District in connection with the review and analysis of the application, project, and related plans; associated consultation with property owner/developer and its representatives; design and improvement plan review; project-related research and site visits; negotiation and preparation of a mainline extension or other District agreements relating to the project; preparation of staff reports and recommendations, conditions, resolutions, exhibits and other application or project-related documents; and, application or project-related meetings, phone calls, emails, and other work involving the applicant/developer, its representatives, County of Calaveras, or other outside agencies (collectively the “Application Process”), regardless of any action taken by the District with respect to the applicant’s application. Applicant(s) also acknowledge and agree that the initial deposit set forth above (hereinafter “Funds”) paid herewith may not be adequate to fully reimburse the District for costs incurred in connection with the Application Process, and that periodically, as the need arises, applicant(s) may be called upon to make further deposit of funds. District will draw on the deposit to reimburse District for the cost of District employee time and materials and to pay or reimburse periodic invoices from the District contract service providers. If, before completion of the Application Process, 20% or less of the deposit remains or the funds become depleted, District reserves the right to require additional deposits to cover additional anticipated District costs. Applicant shall pay any additional deposit within 15 days of request for deposit from District. If any requested deposit or payment is not timely made, District will notify the applicant and it will have 10 days to cure the default. If deposit or payment has not been made within the 10-day period or if the funds become depleted, then District will suspend all work on the Application Process pending receipt of the deposit or payment. If the deposit or payment remains unpaid, then District may cancel the application by giving written notice of cancellation to the applicant and it then will cease work on the Application Process. Any applicant deposit remaining upon cancellation of the application or completion of the Application Process will be refunded without interest to applicant. The advance of funds shall not be dependent upon the District’s approval or disapproval of the applicant(s)’ application,







## **IMPROVEMENT PLAN CHECKLIST (Drawings shall be 24" x 36")**

### **Cover Sheet/Detail and Note Sheet**

- Meets County Improvement Plan requirements. Refer to Calaveras County Improvement Plan Submittal Guideline.
- District Engineer approval block.
- UPUD General Notes

### **Utility Plans**

- Profiles of water. Include all applicable design information, such as inverts, rim elevations, hydraulic grade line etc.
- Pipes sizes, material type, class, length, and slope
- Show locations of valves, fire hydrants, air relief/vacuum assemblies, blow offs and all other appurtenances
- Stationing of all structures (manholes, inlets, etc.) Specify size/type for all structures.
- Inlet and manhole numbers corresponding
- Open channels or swales:
  - A. Flowline elevation at the beginning, end and all grade breaks
  - B. Slope of swale
  - C. Typical section.
  - D. Existing and proposed improvements clearly delineated as such.
- Inlet/manhole numbers corresponding to plan view
- Existing ground surface and finished grade
- Utility crossings (show with clearance)
- Profile open channels
- Pad and Finished Floor Elevation

### **Grading Plans**

- 100-year Flood Plain Elevation
- Existing and proposed wells, lift stations etc.
- Existing and finished contours (and grade elevations at all grade breaks).
- Existing and proposed (if known or required) structures.
- Flow arrows, with overland release at least one foot below finish floor
- Existing trees noted as to whether to be saved or removed (base elevations for trees to be saved)
- Cross-section and details of any detention or retention ponds
- Erosion and sediment control measures proposed (show on separate plan for grading)
- Provisions for accepting off-site drainage
- Typical lot drainage details. Any cross-lot drainage shall include a drainage easement.
- Quantities of cut and fill
- Cross property drainage

**POLICY AND PROCEDURE**  
**UNION PUBLIC UTILITY DISTRICT**

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DATE ADOPTED:	MANUAL	POLICY NO. 3030
APPROVED BY: Board of Directors	POLICY TITLE <b>Developer Deposits</b>	Page 1-2

**PURPOSE OF POLICY**

The Union Public Utility District mandates that parties (whether developers or owners) embarking on development projects within the District's boundaries and seeking services from the District must cover all costs and expenses related to providing service to the development project. This includes activities such as reviewing, evaluating, processing, and approving service requests, assessing water system changes or additions, and conducting other pertinent studies, evaluations, reports, or plans ("Development Related Services"). These costs and expenses encompass consultant services, legal counsel fees, and District administrative staff costs, among others. Existing Union Public Utility District customers will not bear the burden of paying for or subsidizing services provided to new development projects. To enforce this policy, the following procedures have been established:

**BASIC POLICY AND OBJECTIVES**

1. Each developer requesting services from the District will receive a copy of this policy upon their initial request. Before commencing any Development Related Services for development projects, District Staff and the District Engineer will assess the project scope and estimate the District's costs for providing these services.
2. Subsequently, District Staff and District Engineer will inform the developer in writing of the estimated cost for the required Development Related Services, providing reasonable and available documentation, and seek the developer's approval of the service scope.
3. A Developer Deposit Agreement will be established between the District and the developer or owner. This agreement mandates the developer to deposit the full estimated cost of Development Related Services and cover any additional actual costs incurred beyond the initial deposit.
4. Once the deposit agreement is executed by the District's General Manager and the developer or owner, along with receipt of the developer's initial deposit, the District can proceed with providing the necessary Development Related Services. If the initial deposit falls below an agreed minimum balance without additional funds being deposited as per the agreement, the District will suspend all Development Related Services until sufficient funds are deposited.
5. If any changes to the service scope are required or requested, the District will notify the developer in writing, presenting the extent of the change, a revised budget estimate, and a request for additional funds if necessary. Work will only resume upon completion of this process, written agreement by the developer as an amendment to the Deposit Agreement, and receipt of the

**POLICY AND PROCEDURE**  
**UNION PUBLIC UTILITY DISTRICT**

necessary funds by the District.

6. Upon finishing the Development Related Services, the District will refund any remaining funds to the developer or owner after ensuring all outstanding liabilities are settled.
7. In cases where the District incurs costs for developer-initiated projects without adequate deposits, such as construction inspection, the developer must bring the account current before the District authorizes any service extensions or additional water/sewer services for the project. Work will commence only after completion of this process, written agreement by the developer, and receipt of the required funds by the District.

**Any exception to this policy requires Board action.**

**POLICY AND PROCEDURE**  
**UNION PUBLIC UTILITY DISTRICT**

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DATE ADOPTED:	MANUAL	POLICY NO. 3035
APPROVED BY: Board of Directors	POLICY TITLE <b>Procedure for Approval and Acceptance of Developer Improvements</b>	Pages 1-2

**PURPOSE OF POLICY**

The purpose of this policy is to establish certain procedures for the construction of improvements by developers and acceptance of such improvements by the District.

1. District Staff and the District Engineer shall review developer prepared improvement plans and associated documents for conformance with District Standards and the conditions of approval of the Facilities Extension Agreement of the project.
2. District Staff and District Engineer shall approve developer prepared improvement plans when the developer has:
  - a. Provided improvement plans and associated documents that conform to the District Standards and the conditions of approval of the Facilities Extension Agreement of the project.
  - b. Paid all applicable plan checking and inspection fees.
  - c. Posted a Faithful Performance Bond for 100% of the estimated value of District improvements to be constructed.
  - d. Provided insurance certifications and endorsements as required by the Facilities Extension Agreement.
  - e. Provided the necessary easements and right of entry authorizations.
3. Upon completion of the improvements, the developer shall request a formal inspection (“walk-through”) of the project by District Staff and the District Engineer for identification and listing of deficiencies. The General Manager shall also direct that a notice of completion to be filed in accordance with the requirements of the Public Contract Code.
4. Upon the developer's completion of the items of work identified in the listing of deficiencies and posting of the one (1) year warranty bond in the amount of at least 10% of the value of the improvements, District Staff and the District Engineer will recommend the completed improvements be accepted.
5. Any easements or dedications having been delivered in recordable form to the District and developer having provided evidence that there are no liens or other encumbrances on the improvement or the property.
6. Prior to expiration of the one (1) year warranty period, District Staff and the District Engineer will perform an inspection (“walk-through”) of the project for identification and listing of deficiencies.
7. Upon the applicant’s completion of the items of work identified in the listing of deficiencies found on the one (1) year warranty period inspection, District Staff and the District Engineer will request that the

**POLICY AND PROCEDURE**  
**UNION PUBLIC UTILITY DISTRICT**

One (1) Year Warranty Bond be released.

# Agenda Item

**DATE:** March 27, 2024

**TO:** UPUD Board of Directors

**FROM:** Jessica Self, General Manager

**SUBJECT:** Approval of Updates to Union Public Utility District's Ordinance

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## RECOMMENDED ACTION:

Motion: \_\_\_\_\_ / \_\_\_\_\_ approving Ordinance 2024-001, approving updates to Chapter's 7 and 9 of Union Public Utility District's Ordinance.

## SUMMARY:

With recent developments and growing demands within our water district, it has become imperative to revisit and update our existing ordinance. The proposed updates primarily focus on standards pertaining to new water connections, accessory dwelling units (ADUs), and water system extensions.

The UPUD Board of Directors and District staff have expressed an imperative need to prioritize Chapters 7 and 9 of the District's ordinance. Specifically, these updates will protect the District and our customers we serve:

**Adaptation to Changing Demographics:** Our community is experiencing shifts in demographics, including an increase in the construction of accessory dwelling units (ADUs) due to changing housing needs. These units contribute to the overall demand for water resources. Therefore, updating the ordinance to incorporate specific standards for water connections to ADUs is crucial to ensure efficient allocation and distribution of water resources.

**Promotion of Sustainable Growth:** With the expansion of our water district, there arises a need for sustainable growth management. By establishing clear standards for water system extensions, we can ensure that new developments adhere to laws, County procedures, and community conscious practices.

**Maintenance of Water Quality and Safety:** The ordinance updates also aim to reinforce standards for new water connections, emphasizing the importance of maintaining water quality and water delivery. By implementing stringent requirements for new connections, we can safeguard against potential risks to neighboring properties, and ensure compliance with regulatory standards.

**Enhancement of Operational Efficiency:** Standardizing procedures for new water connections and system extensions streamlines administrative processes and enhances operational efficiency within the water district. Clear guidelines facilitate smoother interactions with developers, contractors, and residents, thereby reducing administrative burdens and potential conflicts.

**Alignment with Best Practices and Regulations:** The proposed updates align with best practices in water management and reflect evolving regulatory requirements. By incorporating contemporary standards into our ordinance, we demonstrate a commitment to staying abreast of industry advancements and fulfilling our obligations to regulatory authorities.

**NEXT STEPS:**

Staff and legal counsel have finalized updates to Chapter's 7 and 9 of the District's ordinance, and it is ready for adoption.

Per PUC 16075, If the Board adopts the updates to the Ordinance, updates will go into effect 30 days after adoption on April 26, 2024. At least one week before the expiration of the 30 day period, copies of the ordinance shall be posted by the UPUD Board Clerk at three public places within the District. The ordinance will be published in a local newspaper pursuant to Section 6061 of the Government Code.

**FINANCIAL CONSIDERATIONS:**

If approved, updates to the Ordinance will further assure all true costs of service for new connections as well as appropriate capacity fees will be paid for by the applicant. In addition, clear and detailed language within the ordinance will protect the District from potential litigation.

*Attachments:*

- *Ordinance No 2024-001, Updates to Chapter's 7 and 9 of the District's Ordinance*
- *Current Ordinance*
- *Draft Ordinance Updates*

**UNION PUBLIC UTILITY DISTRICT  
BOARD OF DIRECTORS**

**ORDINANCE 2024-001**

**UPDATES TO CHAPTERS 7 AND 9 OF THE DISTRICT'S WATER ORDINANCE**

**WHEREAS**, the Board of Directors of the Union Public Utility District and District staff have determined that with recent developments and growing water demands, it has become imperative to revisit and update the existing water ordinance; and

**WHEREAS**, the Board of Directors of the Union Public Utility District has determined that updates Chapter's 7 and 9 of the District's Water Ordinance is a priority; and

**WHEREAS**, the updates primarily focus on water connections and water system extensions.

**NOW, THEREFORE, BE IT ORDAINED** by the Board of Directors of the Union Public Utility District as follows:

**Section 1.** The attached updates to Chapters 7 and 9 will become District Policy hereto and made a part of; and

**Section 2. Effect on prior actions.** All provisions of prior ordinances and resolutions of UPUD not inconsistent with this Ordinance will remain in full force and effect.

**Section 3. Severability.** This Ordinance and the various sections thereof are hereby declared to be severable. To the extent the terms and provisions of this Ordinance are in conflict or are otherwise inconsistent with the terms and provisions of any prior District ordinances, resolutions, rules, and other actions, the terms and provisions of this Ordinance shall prevail with respect thereto.

**Section 4. Publication/Effective Date.** Per PUC 16075, will go into effect 30 days after adoption on April 26, 2024. At least one week before the expiration of the 30 day period, copies of the ordinance shall be posted by the UPUD Board Clerk at three public places within the District. The ordinance will be published in a local newspaper pursuant to Section 6061 of the Government Code.

**PASSED, APPROVED, AND ADOPTED** this 27th day of March 2024

AYES:

NOES:

ABSENT:

ABSTAIN:

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Eric Bottomley, President  
Union Public Utility District



I hereby certify that the within and foregoing is a full, true, and correct copy of the Resolution which was duly passed and adopted at a regular meeting of the Board of Directors of the Union Public Utility District on the 27<sup>th</sup> day of March 2024.

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Jenna Mayo  
Clerk to the Union Public Utility District Board

## Chapter 7

### STANDARD SERVICE CONNECTIONS

- 7.01 Single-Family Dwellings.** The standard water service connection is a three-quarter (3/4) inch I.P. size service pipe and a five-eighths (5/8) meter; however, adjacent residential properties may be served from a common one-inch service pipe extending from the street main at a point opposite the common property corner to that corner, if a separate three-fourths (3/4) inch branch pipe and a five-eighths (5/8) inch branch pipe and a five-eighths (5/8) inch meter are installed to serve each property. The standard water service connection is the minimum service for a single-family dwelling. If a person requests a larger connection, the District may install it if, in the District's opinion, other customers are not deprived service because of it.
- 7.02 Single-Family Dwelling Divided into Multiple Family Units.** Each additional family unit will be subject to a monthly service charge (additional minimum).
- 7.02.1        **Accessory Dwelling Unit** (Per Gov Code §65852.2)  
An Accessory dwelling unit (ADU) means an attached or detached residential dwelling unit which provides complete independent living facilities for one or more persons. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family dwelling is situated. (See Gov Code for complete definitions.)
- 7.02.2        **Accessory Dwelling Unit Connection Fees**  
(Per Gov. Code 65852.2 – 8.f.2) Newly constructed attached or detached ADU's not within the existing space of the primary residence or accessory structure will be charged a connection fee (Per Section 7.08) due prior to activation of water service.
- 7.02.3        **Accessory Dwelling Unit Monthly Service Fee**  
A monthly service fee (additional minimum) will be charged for each ADU on a property.
- 7.03 Commercial Building.** Each separate business in a commercial building will pay a monthly service charge.

- 7.04 Other than Single-Family Dwellings.** When a person requests a water service connection, or a revision of a water-service connection for other than a single-family dwelling, the Manager shall determine the minimum size of the service pipe and meter to be installed. This determination shall be based on the applicable sections of the applicable plumbing and building codes, fire ordinances and requirements of the State Department of Public Health and other authority having jurisdiction.
- 7.05 Installation Authority.** A water service installation shall be made by the District or by a contractor acceptable to the District. The service will be installed at such location as the applicant requests, provided such requests are reasonable. The service will be installed from the District's water distribution main to the curb line or property line of the premises, but within the right-of-way or easement of the District.
- 7.06 Changes in Size.** A change in the size of the meter, service pipe, or both, of an existing service connection is at the expense of the customer.
- 7.07 Relocation.** When a customer requests relocation of an existing meter or service connection for the customer's convenience, the relocation is at the customer's expense on the basis of the actual costs of relocation. When relocation of an existing meter or service connection is done to protect the property of the water system or the District's interest, the District shall pay the cost of it.
- 7.08 Charges.**
- 7.08.1 The District may from time to time, by resolution duly adopted, fix the amount of the connection fee, turn on fee and the monthly service charges.
- 7.08.2 A connection fee shall be paid to the District as a condition to connection of all new residential, commercial and industrial water hookups. Each commercial building shall pay a separate connection fee. Connection fees shall be due and payable before a water service connection is made.
- 7.08.3 The charge for a new service connection or for a change in size or location for customer's benefit shall be paid before work is started.

- 7.08.4 All meters shall be supplied and installed by the District. Any meter over five-eighths (5/8) inch shall be paid for by the applicant. The applicant shall deposit with the District a fee, in accordance with a schedule adopted by the District to cover the cost of the water meter.
- 7.08.5 Each apartment in an apartment building, duplex, or multi-family building and each trailer in a trailer or mobile home park will pay the current hookup fee.
- 7.08.6 A new customer connecting to a water main extension installed pursuant to Chapter 9 shall pay the fee required by Chapter 9.
- 7.09 Right of title.** The charges prescribe in this chapter are for connection and do not convey any right of title to the facilities, meter and water systems. The customer owns the service pipes leaving the meter to the place of use and is responsible for all maintenance.
- 7.10 Nontransferable.** The water service connection is for a water supply to the premises designated on the application, and it is not transferable to another premise.
- 7.11 Refunds Not Allowed.** If the water service is discontinued or abandoned, the customer does not have a right of refund of any connection charges.
- 7.12 Installation—Location.** Each water service connection shall be installed in a public street or in an easement or right of way under the control of the Water District.
- 7.12.1 Where the premises to be served fronts on more than one street, the Manager may designate on which frontage the service connection shall be installed.
- 7.12.2 A meter shall be installed in the public sidewalk near street curb or behind and adjacent to the public sidewalk within the publicity owned and controlled right of way.
- 7.13 Obstructing Access to Meter.** It is unlawful for a person to enclose a water meter with a fence, wall or hedge or to obstruct access to it in any manner. If the owner or customer fails or

refuses to remove an unlawful obstruction within a reasonable time after written request to do so, the Manager shall:

7.13.1 Order the discontinuance of water service to the premises until the obstruction is removed; or

7.13.2 Order the customer to pay an additional charge of five dollars as a penalty for each meter reading taken until the obstruction is removed.

**7.14 Separate Connection to Each Consumer – Exemption Grounds.**

7.14.1 A single service connection may not serve more than one premise except as provided in Section 7.01. Separate premises under a single ownership, control or management shall receive water through separate service connections unless the Board of Directors determines otherwise for good and sufficient reasons.

7.14.2 When the Board of Directors investigates a request for a single service connection to provide service to more than one premises, it shall be guided by but shall not be restricted to the following conditions:

7.14.2.1 That the service connection will not violate the regulations against reselling or redelivering to other consumers;

7.14.2.2 That the service connection will not avoid main extension requirements;

7.14.2.3 That the service connection will not be a means of avoiding meter service charges or obtaining an advantageous water price without an equivalent guaranteed minimum.

**7.15 Separate Connection to Each Consumer—Required When.**

Except as provided in Section 7.01, each separate consumer shall be supplied water through a separate service connection unless the Board of Directors determines otherwise.

7.15.1 Where more than one consumer is supplied through a single service connection, the owner of the property

or other person agreed upon is liable for payment for all water furnished through the service connection.

7.15.2 Wherever it is practical to serve separate customers through separate service connections, the Board of Directors shall require separate service connections for each separate customer.

**7.16 Main Extensions.** A water service connection shall not be installed unless a water main of adequate capacity extends in a public street or right of way across the entire frontage of the property to be served water. Wherever, as a prerequisite to service, a water main is extended, it shall be installed in compliance with Chapter 9.

**7.17 Delivery Pressure.** The District is not obligated to deliver to the premises of any of its customers any water or water pressure. It is the customer's responsibility to install and pay for appropriate pressure boosters approved by the District in the event such customer has inadequate pressure.

## Chapter 9

### WATER SYSTEM EXTENSIONS

**9.01 Generally.** Private parties with the approval of the Board of Directors may extend water mains. All work shall be in accordance with District standards and shall be approved by the District Engineer.

**9.02 Application Procedure.** Any person who desires to build an extension to the water system may do so at his own expense upon approval of the Board of Directors. The applicant for an extension shall take the following steps:

9.02.1 Applicant shall provide the District with a tentative map and legal description of the property to be served with an inspection fee.

9.02.2 The following items shall be filed with the District as a condition to completing the design of the extension and approval for construction:

9.02.2.1 The final map approved by the District Engineer;

9.02.2.2 Deeds to necessary easements or rights of way;

9.02.2.3 District's approval of contractor;

9.02.2.4 Performance bond by developer or contractor or both, in the form and amount specified by the District Engineer;

9.02.2.5 Certificate of Liability and Property Damage Insurance showing an endorsement which includes the District and the District's Engineer as Co-insured;

9.02.2.6 Approval from necessary regulatory agencies;

9.02.2.7 Property boundary stakes or monuments, both to be in place before construction staking;

9.02.2.8 The District Engineer must be given at least forty-eight hours' notice before start of construction;

9.02.2.9 A Maintenance Bond and deposit is required along with items from the District's 2002 Improvement Standard's booklet.

**9.03 Reimbursement - Amount Determination.** Within ninety days following any new service connection to the extension, the District will reimburse the original installer at a rate commensurate with the cost of the water main extension, in accordance with the following equation:

Reimbursement,  $R=L/C$

L = One half of the linear feet of lot frontage of customer.

C = Cost per linear foot of water main installation approved by the District Engineer.

9.03.1 Customer is defined as a new water connection made at the time of the main line installation.

9.03.2 The provisions of this section and Section 9.04 do not apply to line extensions within the boundaries of a subdivision.

9.03.3 The District shall make no reimbursement to the private property pursuant to this section after five years from the date of acceptance.

**9.04 Reimbursement - Charge Assessed to New Customer.** A new customer to a water main extension shall pay, in addition to the charges imposed under Section 7.08, the amount determined by Section 9.03 to be reimbursable to the original installer.

**9.05 Minimum Size of Water Mains.** The inside diameter of every water main installed shall be at least six inches; however, the District may prescribe a smaller size.

**9.06 Fire Hydrant Installation - Charges.** The District Engineer shall provide specifications for the installation of fire hydrants. The cost of the hydrants is a part of the water main extension and shall be paid for by the applicant.

**9.07 Standard Specifications.** The District shall prepare standard specifications for the construction of water system facilities. A copy of the standard specifications shall be filed with the District Office and, after the approval and adoption by resolution of the Board of Directors, shall govern all extensions, additions, and revisions to the water distribution system.



## Chapter 7

### STANDARD SERVICE CONNECTIONS

**7.01 Single-Family Dwellings.** A single service connection may not serve more than one premise except as provided in Section 7.14. The standard water service connection is a three-quarter (3/4) inch I.P. size service pipe and a five-eighths (5/8) meter ~~three-fourths quarter (3/4) inch meter~~; however, adjacent residential properties may be served from a common one-inch service pipe extending from the street main at a point opposite the common property corner to that corner, if a separate three-fourths (3/4) inch branch pipe and a five-eighths (5/8) inch branch pipe and a five-eighths (5/8) inch meter are installed to serve each property. The standard water service connection is the minimum service for a single-family dwelling. If a person requests a larger connection, the District may install it if, in the District's discretion **opinion**, other customers are not deprived service because of it.

**7.02 Single-Family Dwelling Divided into Multiple Family Units and Accessory Dwelling Units.** Each unit will be subject to a monthly service charge (additional minimum).

7.02.1 **Accessory Dwelling Units Defined.** (Per Gov Code §65852.2) An Accessory dwelling unit (ADU) means an attached or detached residential dwelling unit which provides complete independent living facilities for one or more persons. It will include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family dwelling is situated. (See Gov Code for complete definitions.)

7.02.2 **Additional Connection Fee Required.** (Per Gov. Code 65852.2 – 8.f.2) Newly constructed attached or detached ADU's ~~not within the existing-space of the primary residence or accessory structure~~ will be charged a **separate, reduced connection fee** ~~connection fee~~ (Per Section 7.08) and a **capacity fee unless exempt under state law (generally ADUs within the existing space of the primary residence or accessory structure).** The connection and capacity fees will be due prior to ~~activation~~ **initiation** of water service. **Each detached ADU will receive a separate meter and monthly service fee.**

7.02.3 **Accessory Dwelling Unit Monthly Service Fee**

A monthly service fee (additional minimum) will be charged for each ADU on a property.

- 7.03 Commercial Building.** Each separate business meter in a commercial building will pay a monthly service charge.
- 7.04 Other than Single-Family Dwellings.** When a person requests a water service connection, or a revision of a water-service connection for other than a single-family dwelling, the ~~Manager~~ District Engineer will determine the minimum size of the service pipe and meter to be installed. The District Engineer's determination will be based on the applicable sections of the applicable plumbing and building codes, fire ordinances and requirements of the State Department of Public Health and other authority having jurisdiction.
- 7.05 Installation Authority.** A water service installation will be made by the District or by a contractor acceptable to the District. The service will be installed at such location as the applicant requests, provided such requests are reasonable. The service will be installed from the District's water distribution main to the curb line or property line of the premises, but within the right-of-way or easement of the District.
- 7.06 Changes in Size.** A change in the size of the meter, service pipe, or both, of an existing service connection is at the expense of the customer, including District Staff and Engineering time.
- 7.07 Relocation.** When a customer requests relocation of an existing meter or service connection for the customer's convenience, the relocation is at the customer's expense on the basis of the actual costs of relocation. When relocation of an existing meter or service connection is done to protect the property of the water system or the District's interest, the District will pay the cost of it.
- 7.08 Charges.**
- 7.08.1 The District may from time to time, by resolution duly adopted, fix the amount of the connection and capacity fees, turn on fee, and the monthly service charges.
- 7.08.2 Connection and capacity fees will be paid to the District as a condition to connection of all new residential, commercial, irrigation and industrial water hookups. Each commercial building, ADU and any other additional connection under 7.14 will pay a separate connection fee. Connection fees will be due

and payable before a water service connection is made.

- 7.08.3 The charges for a new service connection or for a change in size or location for customer's benefit will be paid before work is started. Charges include staff and engineering time for administrative and engineering review. All meters will be paid for by the applicant. The applicant will deposit with the District a fee, in accordance with a schedule adopted by the District, to cover the cost of the water meter. Any additional unforeseen costs associated will be charged to the customer prior to starting the service.
- 7.08.4 Each apartment in an apartment building, duplex, or multi-family building and each trailer in a trailer or mobile home park will pay the current hookup fee connection and capacity fees as applicable with the fee schedule for multi-family buildings adopted by the District.
- 7.08.5 A new customer connecting to a water main extension installed pursuant to Chapter 9 will pay the fee required by Chapter 9.

**7.09 Right of title.** The charges prescribed in this chapter are for connection and do not convey any right of title to the facilities, meter and water systems. The customer owns the service pipes leaving the meter to the place of use and is responsible for ~~all~~ **their** maintenance.

**7.10 Nontransferable.** The water service connection is for a water supply to the premises designated on the application, and it is not transferable to another premise.

**7.11 Refunds Not Allowed.** If the water service is discontinued or abandoned, the customer does not have a right of refund of any connection charges.

**7.12 Installation—Location.** Each water service connection shall **will** be installed in a public street or in an easement or right of way under the control of the Water District.

- 7.12.1 Where the premises to be served fronts on more than one street, the Manager may designate on which frontage the service connection shall **will** be installed.

7.12.2 A meter shall **will** be installed in the public sidewalk near street curb or behind and adjacent to the public sidewalk within the publicly owned and controlled right of way.

**7.13 Obstructing Access to Meter.** It is unlawful for a person to enclose a water meter with a fence, wall or hedge or to obstruct access to it in any manner. It is also unacceptable if there is a threat to District staff's safety, such as an aggressive animal, when approaching a water meter or other District property. If the owner or customer fails or refuses to remove an unlawful obstruction or safety hazard within a reasonable time after written request to do so, the **General Manager shall will:**

7.13.1 Order the discontinuance of water service to the premises until the obstruction **or hazard** is removed; or

7.13.2 Order the customer to pay an additional charge of ~~\$5~~ as a penalty for each meter reading **attempt** taken until the obstruction **or hazard** is removed.

**7.14 Separate Connection to Each Customer – Exemption Grounds.**

**7.14.1** ~~A single service connection may not serve more than one premise except as provided in Section 7.01. Separate premises under single or multiple ownerships, control or management shall must receive water through separate service connections unless the Board of Directors determines otherwise for good and sufficient reasons except as provided in this section.~~

7.14.2 ~~When the Board of Directors investigates a request for a single service connection to provide service for more than one premises, it shall be guided by but shall not be restricted to the following conditions: Service connections authorized by this section will be subject to all fees for a new service connection, per 7.08.~~

~~7.14.2.1 That the service connection will not violate the regulations against reselling or redelivering to other consumers;~~

~~7.14.2.2 That the service connection will not avoid main extension requirements;~~

~~7.14.2.3 That the service connection will not be a means of avoiding meter service charges or~~

~~obtaining an advantageous water price without an equivalent guaranteed minimum.~~

7.14.3 Adjacent residential properties generally may be served from a common one-inch service pipe extending from the street main at a point opposite the common property corner to that corner, if a separate three-fourths (3/4) inch branch pipe and a three-fourths (3/4) inch meter are installed to serve each property.

7.14.4 In other situations, when the General Manager and District Engineer reviews and approves a request for a single service connection to provide service to more than one premises, it will be brought to the Board for final approval, and guided by but will not be restricted to the following conditions:

7.14.4.1 Shared connections are disfavored because improperly designed or constructed shared connections present significant risks to District customers and the District's ability to provide water to those customers.

7.14.4.2 The service connection may not violate the regulations against reselling or redelivering to other Customers.

7.14.4.3 The service connection may not hinder the ability to provide water service to other customers.

7.14.4.4 The service connection will not avoid main extension requirements.

7.14.4.5 The service connection will not be a means of avoiding meter service charges or obtaining an advantageous water price without an equivalent guaranteed minimum.

7.14.4.6 The service can only be accomplished by connecting to an existing service.

7.14.4.7 Where more than one Customer is supplied through a single service connection, the owner of the property or other person agreed upon is liable for payment for all water furnished through the service connection, including additional monthly minimums for

each additional property.

7.14.4.8 After review and approval by the General Manager, the request will be brought to the Board of Directors for final consideration and formal approval.

**7.15 ~~Separate Connection to Each Consumer—Required When.~~**

~~Except as provided in Section 7.01, each separate consumer shall be supplied water through a separate service connection unless the Board of Directors determines otherwise.~~

~~7.15.1 Where more than one consumer is supplied through a single service connection, the owner of the property—UPUD Water System Ordinance, Adopted 11/16/1994; Revised 02/20/2019 or other person agreed upon is liable for payment for all water furnished through the service connection.~~

~~7.15.2 Wherever it is practical to serve separate customers through separate service connections, the Board of Directors shall require separate service connections for each separate customer.~~

**7.15 Customer Main Extensions.** A water service connection will not be installed unless a water main of adequate capacity extends in a public street or right of way across the entire frontage of the property to be served water. Wherever, as a prerequisite to service, a water main is extended, it will be installed in compliance with Chapter 9.

**7.16 ~~Main Extensions.~~** ~~A water service connection shall not be installed unless a water main of adequate capacity extends in a public street or right of way across the entire frontage of the property to be served water. Wherever, as a prerequisite to service, a water main is extended, it shall be installed in compliance with Chapter 9.~~

**7.16 Delivery Pressure.** The District is not obligated to deliver to the premises of any of its customers any water or water pressure. It is the customer's responsibility to install and pay for appropriate pressure boosters approved by the District in the event such customer has inadequate pressure. If a booster pump is installed, a backflow device is required and must be approved by the District. The District reserves the right to decline the request for water service at a location with less than 20 PSI.

## Chapter 9

### WATER SYSTEM EXTENSIONS

**9.01 Generally.** Private parties with the approval of the Board of Directors may extend water mains. All work will be in accordance with District standards and shall **will** be approved by the District Engineer **and General Manager.**

**9.02 Application Procedure.** Any person who desires to build an extension to the water system **including main line and service line extensions** may do so at ~~his~~ **their** own expense upon approval of the Board of Directors. The applicant for an extension shall **will** take the following steps:

9.02.1 Applicant shall **will** provide the District with a ~~tentative~~ **preliminary** map and legal description of the property to be served with an inspection fee.

9.02.2 ~~The following items shall be filed with the District as a condition to completing the design of the extension and approval for construction:~~

9.02.2 Applicant **and the District will enter into a facilities extension agreement that sets forth the terms and conditions on which the District will approve the extension. The agreement will include terms requiring that the applicant pay the District's costs for entering into and implementing the agreement.**

~~9.02.2.1 The final map approved by the District Engineer;~~

~~9.02.2.2 Deeds to necessary easements or rights-of-way;~~

~~9.02.2.3 District's approval of contractor;~~

~~9.02.2.4 Performance bond by developer or contractor or both, in the form and amount specified by the District Engineer;~~

~~9.02.2.5 Certificate of Liability and Property Damage Insurance showing an endorsement which includes the District and the District's Engineer as Co-insured;~~

~~9.02.2.6 Approval from necessary regulatory agencies;~~

~~9.02.2.7 Property boundary stakes or monuments, both to be in place before construction staking;~~

~~9.02.2.8 The District Engineer must be given at least forty-eight hours' notice before start of construction;~~

~~9.02.2.9 A Maintenance Bond and deposit is required along with items from the District's 2002-~~

~~Improvement Standard's booklet.~~

- 9.02.3 The agreement required by section 9.02.2 will require at least following items will be completed as a condition to completing the design of the extension and approval for construction:
  - 9.02.3.1 The final project map approved by the District Engineer;
  - 9.02.3.2 Deeds to necessary easements or rights of way;
  - 9.02.3.3 District's approval of contractor;
  - 9.02.3.4 Performance bond by developer or contractor or both, in the form and amount specified by the District Engineer;
  - 9.02.3.5 Certificate of Liability and Property Damage Insurance showing an endorsement which includes the District and the District's Engineer as Co-insured;
  - 9.02.3.6 Approval from necessary regulatory agencies;
  - 9.02.3.7 Property boundary stakes or monuments, both to be in place before construction staking;
  - 9.02.3.8 The District Engineer must be given at least forty-eight hours' notice before start of construction;
  - 9.02.3.9 A Maintenance Bond and deposit is required along with items from the District's current Improvement Standard's booklet.

~~9.03 Reimbursement - Amount Determination. Within ninety days following any new service connection to the extension, the District will reimburse the original installer at a rate commensurate with the cost of the water main extension, in accordance with the following equation:-~~

~~Reimbursement, R=L/C~~

~~L = One half of the linear feet of lot frontage of customer.~~

~~C = Cost per linear foot of water main installation approved by the District Engineer.~~

~~9.03.1 Customer is defined as a new water connection made at the time of the main line installation.~~

~~9.03.2 The provisions of this section and Section 9.04 do not apply to line extensions within the boundaries of a subdivision.~~



~~9.03.3 The District shall make no reimbursement to the private property pursuant to this section after five years from the date of acceptance.~~

**9.03 Minimum Size of Water Mains.** The inside diameter of every water main installed will be at least six inches; unless otherwise determined by the District Engineer.

~~9.04 **Reimbursement - Charge Assessed to New Customer.** A new customer to a water main extension shall pay, in addition to the charges imposed under Section 7.08, the amount determined by Section 9.03 to be reimbursable to the original installer.~~

~~9.05 **Minimum Size of Water Mains.** The inside diameter of every water main installed shall be at least six inches; however, the District may prescribe a smaller size.~~

**9.04 Minimum Size of Service Lines.** The inside diameter of every service line installed will be determined by the District Engineer.

**9.05 Fire Hydrant Installation - Charges.** The District Engineer shall **will** provide specifications for the installation of fire hydrants. The cost of the hydrants is a part of the water main extension and shall **will** be paid for by the applicant.

**9.06 Standard Specifications.** The District will prepare standard specifications for the construction of water system facilities. A copy of the standard specifications shall **will** be filed with the District office and, after the approval and adoption by resolution of the Board of Directors, shall **will** govern all extensions, additions, and revisions to the water distribution system.