



# PARADISE IRRIGATION DISTRICT

6332 Clark Road, Paradise CA 95969 | Phone (530)877-4971 | Fax (530)876-0483

## AGENDA

### REGULAR MEETING PARADISE IRRIGATION DISTRICT BOARD OF DIRECTORS

**MEETING LOCATION:**  
**DURHAM MEMORIAL HALL**  
**9319 Midway, Durham, CA 95938**

**WEDNESDAY, DECEMBER 19, 2018 – 6:30 PM**

- ❖ *The Board of Directors is committed to making its meetings accessible to all citizens. Any persons requiring a special accommodation to participate, is requested to contact the District Secretary at 530-877-4971, extension 2039 at least 48 hours in advance of the meeting.*
- ❖ *The Board of Directors or its President pursuant to Government Code section 54954.3 reserves the right to impose reasonable regulations governing public participation on agenda and non-agenda items, including limiting the total amount of time allocated to public testimony on particular issues and for each individual speaker.*
- 1. **OPENING:**
  - a. Call to Order
  - b. Public & Board Members; please silence your cell phones
  - c. Invocation and Pledge of Allegiance
  - d. Roll Call
- 2. **APPROVAL OF CONSENT CALENDAR:** *Action may be taken.*
  - a. Approval of Meeting Agenda Order
  - b. Approval of Minutes: Special Meeting of December 5, 2018
- 3. **PUBLIC PARTICIPATION:**

Individuals will be given an opportunity to address the Board regarding matters not scheduled on the agenda, although the Board cannot take action on any matter not on the agenda. Comments will be limited to 5 minutes per speaker. Opportunity for public comment on agenda items will be provided at the time they are discussed by the Board with comments limited to 5 minutes per agenda item.
- 4. **ELECTION AND APPOINTMENT OF OFFICERS FOR 2019.** *Action may be taken.*
  - a. Election:
    - 1. President
    - 2. Vice President
  - b. Appointment:
    - 1. Treasurer
    - 2. Secretary
- 5. **STAFF REPORTS:** Verbal and written Staff Report updates and acceptance of Treatment Staff Report for November, 2018. *Action may be taken.*
- 6. **FACILITIES STATUS REPORT UPDATE:** A verbal report regarding the status of facilities. (Kevin Phillips). *Information item only.*

- 7. TREASURER'S REPORT** A verbal Treasurer's Report for the period ending November 30, 2018. *Action may be taken.*
- 8. LEGAL REPORT:** A verbal update from Legal Counsel. *Information item only.*
- 9. NEW BUSINESS:**
- a. Director Vacancy, Division 1: Review and discussion with regard to providing direction for filling the vacant seat on the Board of Directors of the Paradise Irrigation District. *Action may be taken.*
  - b. Sealed Meter Charge (Kevin Phillips): Review of options and Board direction to staff regarding potential amendments to PID Policy & Procedures Chapter 7.7 – Sealed Meter Charge. *Action may be taken.*
  - c. Emergency Disaster Recovery Advisory Services, Addendum 1 (Manager Phillips): Approve Contract Addendum No. 1 with Harris & Associates, Inc. in the amount of \$24,000 for a revised contract total of \$44,000. *Action may be taken.*
- 10. COMMITTEE REPORTS:** *Information items only.*
- a. Board oral report(s) regarding their representation on Commissions/Committees/Conferences:
    - 1. Administration & Personnel Committee (Directors Anne Rice and Bob Prevot)
    - 2. Community Relations Committee (Directors Rice and Sulik – Chairperson)
    - 3. Butte County Special Districts Association (Director Sulik)
- 11. DIRECTORS' COMMENTS:** *Information Item Only.*
- 12. CLOSED SESSION:**
- a. PUBLIC EMPLOYMENT: [District Manager] Pursuant to Government Code section 54957.
- 13. CLOSED SESSION ANNOUNCEMENT**
- 14. ADJOURNMENT**

CONSENT CALENDAR  
REGULAR MEETING  
PARADISE IRRIGATION DISTRICT  
BOARD OF DIRECTORS

DECEMBER 19, 2018

- A. APPROVAL OF MEETING AGENDA ORDER
- B. APPROVAL OF MINUTES: Special Meeting of December 5, 2018

## **CHAPTER 7**

### **WATER RATES, OPERATING FEES AND BILLING PROCEDURES**

#### **7.1 WATER RATES**

A current schedule of prevailing water rates, service charges, and operating fees shall be determined and approved by the Board and shall be available upon request at the District office. A current schedule of these rates, charges, and fees shall be included in Appendix A.1 of this manual.

#### **7.2 PUBLIC NOTIFICATION OF WATER RATE CHANGES**

Revisions to water rates, service charges, and operating fees shall normally be established as required through the public hearing process. To the extent possible, water rate changes will become effective with the next billing date which will be at least thirty (30) days following the date on which the Board approved the rate change. The District will endeavor to make public notification of the rate changes through the news media and on customer water bills, space permitting. Emergency rate changes may become effective at the discretion of the Board.

#### **7.3 SERVICE CALL CHARGE**

A charge may occur for each service call where it is done for the convenience of the user or made necessary through non-payment of charges or to enforce the rules of the District. A current schedule of these rates, charges, and fees shall be included in Appendix A.1 of this manual.

#### **7.4 DUPLICATE BILLING CHARGE**

At landowner's request, the District will send a duplicate billing to a second address (this does not change the landowner's responsibility for meter charges). A charge for this service will be added to the bill. A current schedule of these rates, charges, and fees shall be included in Appendix A.1 of this manual.

#### **7.5 SPECIAL METER READING CHARGE**

A charge shall be made for any special reading requested by the owner. A current schedule of these rates, charges, and fees shall be included in Appendix A.1 of this manual.

## 7.6 EXAMINATION OF METERS CHARGE

Upon executing an application and depositing an inspection fee, any customer may request that his meter be examined and tested to determine its accuracy. The inspection fee shall be fixed from time to time by the Board and be available upon request at the District office.

If such examination and test shows the meter to register over five percent (5%) more water than actually passed through it, the inspection fee will be returned to the customer and the bill for the preceding billing period and current billing period will be adjusted. If a water meter is not registering in excess of five percent (5%), the inspection fee will be retained by the District.

At the customer's request, arrangements will be made for the customer to be present while the test is being made.

## 7.7 SEALED METER CHARGE

### 7.7.1 Authorization –

Proper authorization shall be required to seal or unseal a water meter. A service call charge shall apply to each activity required. During the period a meter is sealed, one-half the monthly water service charge shall apply. That same charge will also apply to sealed meters converted from the discontinued category of “temporarily removed meter”.

### 7.7.2 Tampered Meters or Delinquent Bill –

If meters are tampered with in any way or if a customer refuses to pay a delinquent water bill, the Manager may at his discretion have the meter removed and the fee for removing the meter shall be as fixed from time to time by the Board and be available upon request at the District office.

### 7.7.3 Discontinued Service –

If a property owner chooses to discontinue service and not pay the sealed meter rate (Discontinued Service), they will be required to pay a meter removal charge. If service is later reactivated, the property owner may then be responsible for the cost of LEMO (Labor, Equipment, Materials, and Overhead) for the installation of a new service line from the District Main to the property line (Service Line). Situations in which a service line may need to be replaced include, but are not limited to:

- A. If leak occurs on the Service Line to a property with Discontinued Service, the line will not be replaced, but turned off at the District Main.

B. If the District is replacing a mainline that serves a property with Discontinue Service, the Service Line will not be replaced.

**7.7.4 Reactivating Service –**

A property owner reactivating service on a parcel with a Service Line that is still pressurized will be charged the same rate as a ¾" Meter Installation on a Developer Financed Service Line or LEMO, whichever is applicable.

**7.8 BILLING PROCEDURES**

**7.8.1 Billing Period –**

Customer accounts are billed on a monthly basis. The District will endeavor to read meters on the same working date every month. Variations to this practice will be in accordance with industry-accepted practices. Customers may make advance payments to maintain water service during their absence. The billing will reflect the current credit balance until expended. Monies placed on deposit will not bear interest.

**7.8.2 Service –**

The District reserves the right to refuse or discontinue service to any customer who is delinquent in payment of water charges, in accordance with District policy, unless and until such payments have been paid in full. This rule shall be effective notwithstanding the fact that the customer may not be the same person who owned the property when the delinquent charges were incurred.

Where service is at risk of being discontinued, payment may be accepted from a tenant. When this occurs, the District will have no reimbursement responsibilities to any party.

**7.8.3 Delinquent Accounts –**

All charges shall become delinquent if not paid within twenty five (25) days after the billing date, and if not paid prior to the next billing, there shall be added thereto and become a part of such charges, and be collected by the District, a penalty of two percent (2 %) per month on delinquent balances. Application of such penalty shall continue until the account is current, or to the time when the unpaid and delinquent charges are added to the annual assessment of the District as provided in the Water Code.

If delinquent charges are not paid fifty (50) days from original billing date, a fifteen (15) day notice shall be mailed to the customer and a Fifteen Day Notice fee shall be applied to the account. The Fifteen Day Notice fee shall be established in the Fees and Charges approved by the Board of Directors.

If delinquent charges, including the Fifteen Day Notice fee, are not paid thirteen (13) days from the issuance of the Fifteen Day Notice, a Forty Eight Hour Notice shall be delivered to the service location and a Forty Eight Hour Notice fee shall be applied to the account. The Forty Eight Hour Notice fee shall be established in the Fees and Charges approved by the Board of Directors.

If all delinquent charges are not paid within the forty eight hours of the Forty Eight Hour Notice, service will be terminated and a Meter Seal Fee shall be applied. The Meter Seal Fee shall be established in the Fees and Charges approved by the Board of Directors.

All delinquent amounts and previously billed charges shall be paid before service will be reinstated.

Property owners shall be responsible for and receive all water statements regardless of whether or not the property or premises is being rented or leased by others. Only property owners shall be allowed to make application for water service. A property owner may request duplicate bills be sent to the tenant for a fee. The property owner will remain responsible for unpaid charges. The Duplicate Billing Fee shall be established in the Fees and Charges approved by the Board of Directors.

The District reserves the right to refuse or discontinue service to any customer who is delinquent in payment of water charges unless and until such payments have been paid in full. This rule shall be effective notwithstanding the fact that the applicant may not be the same person who owned the land when the delinquent charges were incurred.

All delinquent water bills and charges for service remaining unpaid at the time of setting the annual tax rate may be added to and become part of the annual assessment levied by the District as provided for in the Water Code of the State of California.

The District Billing Clerk with approval of the District Manager may file a lien against the property for delinquent water bills and charges for service. The District Billing Clerk, with the approval of the District Manager, may require a deposit, up to the equivalent of the charge for 150 days maximum use, in the event of a bankruptcy after the date of order for relief. The deposit may be applied to 20 percent of each bill until the deposit is reduced to the equivalent of 30 days (1 billing period) maximum use. This reduced deposit shall remain for one year at which time it may be credited to succeeding bills until depleted.

## **7.9 LEAK POLICY, ADJUSTMENTS, AND APPEALS**

The customer is responsible for all water going through the meter. Leaks caused by frozen or broken pipes, damage, or other leaks on the customer's side of the meter shall be the responsibility of the customer. The District may, upon request of the customer, provide for a payment plan of up to one year, with no penalties, to assist customers in paying amounts billed that are attributed to a leak.

An identified leak will not result in a customer moving to a higher service charge classification so long as the leak is repaired in a timely manner. Upon request of the customer, the District will determine if a leak will result in a change in classification, based upon the circumstances, magnitude, and duration of the leak.

Online customer usage data and leak notification is available to customers. The customers are expected to respond to leak detection notifications from the District and repair leaks promptly.

The District may, upon written request of a customer supported by repair bills or other appropriate documentation, adjust such customer's bill in the case of loss of water due to circumstances beyond the reasonable control of such customer, such as a mechanical malfunction, blind leak, theft of water, vandalism, unexplained water loss or other unusual or emergency conditions. Adjustments shall not be made for faucet or toilet leaks.

The District will use its automated billing system to determine the amount of water usage attributable to the leak. Customers that fix leaks within seven days of the District's leak notification, may, upon the customer's request, and if the District determines that an adjustment is appropriate and reasonable under the circumstances, receive a credit for leak usage of up to seven days from the District's notification.

The District Manager, or his or her designee, may, in his or her sole discretion, grant an adjustment for usage attributed to the leak that occurred after the above-described seven-day period. In making such a determination, the District Manager, or his or her designee, may take into account the cause of water loss, any negligence or fault of the customer in connection therewith, and the difficulty of repair.

Any customer seeking relief under this policy must make a written request to the District as soon as possible and in no event later than ninety days after the closing date of the billing cycle in which the leakage occurred.

The District's determinations under this policy will be made by District staff in writing and mailed to the owner at the billing address on the District's records. Any person aggrieved by a staff determination may file a written appeal to the Board of Directors, no later than sixty days after the date of staff's determination. The Board will consider the appeal and make its decision at a noticed public meeting.





## PARADISE IRRIGATION DISTRICT

### SCHEDULE OF FEES AND CHARGES Effective April 1, 2014

#### Fees and Charges:

##### Meter Installation:

Meter Installation Fee Schedule:

LEMO (Labor, Equipment, Materials & Overhead) plus a \$30 processing/setup fee, based on an estimate and deposit.

##### Meter Capacity:

Fee Schedule:

<u>Meter Size</u>	<u>GPM</u>	<u>Current Fee (02/06)</u>
3/4"	30	\$ 4,376
1"	50	\$ 7,293
1-1/2"	100	\$14,587
2"	160	\$23,339
3"	300	\$43,760
4 "	500	\$72,933

(Meter Size Changes: Size Increase – Difference between fees for the two sizes involved based on fees at the time of the change in size. Size Decrease and Permanent Removal – No refund).

##### Meter Removal/Reinstallation (1/07):

Meter Removal Fee: \$0.00 as of 2/15/12 Board action. Reinstallation may be possible, pending District review before meter removal. Reinstallation Fees: Same as Meter Installation Fee.

##### Construction Water:

	<u>Current Fee (02/06)</u>
Permit Fee	Current Business 2" Meter Charge / mo.
Hydrant Deposit	\$1,000.00
Cost of Water	2 x Highest Tiered Consumption Charge
Meter Set/Move Charge	\$ 30.00
Damages	Actual LEMO Costs
Unauthorized Taking of Water Penalty	
First Offense	\$100 written warning
Second & Subsequent	\$1,000 plus applicable civil code violations

##### Miscellaneous Utility Billing/Customer Fees:

	<u>Current Fee (02/06)</u>
Special Meter Reading	\$ 20.00
Service Trip Charge	\$ 20.00
Returned Check	\$ 25.00
Duplicate Bill	\$ 1.00 each billing
Fifteen Day Notice	\$ 10.00
Delivery of 48-hour Notice	\$ 20.00
Meter Inspection/Testing (refundable if accuracy differs +/- 5%)	\$ 30.00
Transfer of Ownership (processing, meter reading, etc.)	\$ 30.00

##### Credit Card Transaction Fees:

Online	No Charge
Over the Counter or by Phone	\$ 3.00

**Meter Seal Fees:**

Customer Request Seal	\$ 20.00
Non-payment Seal	\$ 50.00
After Hours Unseal	\$100.00
(Weekdays after 3:30 p.m., Weekends & Holidays all day)	

Current Fee (02/06)**Meter Tampering Fee**

First Incident (Meter removal or reinstall)	\$ 50.00 + Repair Costs
Second and Subsequent	\$250.00 + Repair Costs
(Plus applicable civil code violations)	

**Wasteful Use Fee (non-compliance related)**

2 x Highest Tiered Consumption Charge

**Work Orders**

Estimated LEMO Deposit

**Backflow Fees:**

Annual Testing	\$ 40.00
Re-Testing	\$ 40.00

**Administrative Fees:**

Legal Document Preparation (plus recording fees) \$ 50.00 + Engineering &amp; Legal

**Duplication Services:**

Audiotapes (each) \$ 5.00 + \$1 / event

Digital Copies (Cost of Disk and per Document) \$ 5.00 + \$1 / file

Electronic Copies \* \$ 1.00 / file

Photocopy General Business Documents (B&amp;W up to 11x17) \$ .20

Photocopy General Business Documents (Color up to 11x17) \$1.20

**Engineering Drawings & Maps (Large Format Printing)**

Line work, &lt; 10% Coverage \* \$ 5.00 / file + \$1 / sq. ft. paper

Areas &gt; 10% Coverage \* \$ 5.00 / file + \$2 / sq. ft. paper

**Engineering Drawings & Maps\* (Digital Copies)**

\* Existing Files – Ready to Print \$ 5.00 + \$1 / file

**Bid Documents**

Regular Copy Fee Rates

**District Specifications**

Download-NC/Regular Copy Fee Rate

**Faxes**

\$ 1.00

**District Equipment Charges**

Separate Schedule Attached

**District Overhead Charges****Labor**

Actual

**General**

100% of Labor Charges

**Engineering Fees:**Current Fee (02/06)

Planning Review Fee, Parcel Maps &amp; Other

\$100.00

Planning Review Fee, Subdivision Maps

\$250.00

[Print](#)

# Current Water Rates

Looking for fees & charges? [Click here \(86 KB\)](#) to view fees such as new meter installation, administrative fees, etc.

Rates are calculated based on a detailed cost of service study - [View the study here \(1.24 MB\)](#).

## Residential (RES)

Effective date	1/1/2017	1/1/2018	1/1/2019
Debt surcharge	\$9.16	\$14.00	\$17.79
Reserve surcharge	\$5.18	\$5.18	\$5.18
Service charge	\$19.00	\$20.00	\$20.00
<b>Total service charge</b>	<b>\$33.34</b>	<b>\$39.18</b>	<b>\$42.97</b>
Each HCF*	\$1.62	\$1.61	\$1.61

## Business (BUS): 5/8-inch and 3/4-inch meter

Effective date	1/1/2017	1/1/2018	1/1/2019
Debt surcharge	\$9.16	\$14.00	\$17.79
Reserve surcharge	\$5.18	\$5.18	\$5.18

Service charge	\$19.00	\$20.00	\$20.00
<b>Total service charge</b>	<b>\$33.34</b>	<b>\$39.18</b>	<b>\$42.97</b>
Each HCF*	\$1.62	\$1.61	\$1.61

### Business (BUS): 1-inch meter

Effective date	1/1/2017	1/1/2018	1/1/2019
Debt surcharge	\$15.30	\$23.38	\$29.71
Reserve surcharge	\$8.65	\$8.65	\$8.65
Service charge	\$31.73	\$33.40	\$33.40
<b>Total service charge</b>	<b>\$55.68</b>	<b>\$65.37</b>	<b>\$71.76</b>
Each HCF*	\$1.62	\$1.61	\$1.61

### Business (BUS): 1-1/2-inch meter

Effective date	1/1/2017	1/1/2018	1/1/2019
Debt surcharge	\$30.50	\$46.62	\$59.24
Reserve surcharge	\$17.25	\$17.25	\$17.25

Service charge	\$63.27	\$66.60	\$66.60
<b>Total service charge</b>	<b>\$111.02</b>	<b>\$130.47</b>	<b>\$143.09</b>
Each HCF*	\$1.62	\$1.61	\$1.61

### Business (BUS): 2-inch meter

Effective date	1/1/2017	1/1/2018	1/1/2019
Debt surcharge	\$48.82	\$74.62	\$94.82
Reserve surcharge	\$27.61	\$27.61	\$27.61
Service charge	\$101.27	\$106.60	\$106.60
<b>Total service charge</b>	<b>\$177.70</b>	<b>\$208.83</b>	<b>\$229.03</b>
Each HCF*	\$1.62	\$1.61	\$1.61

### Business (BUS): 3-inch meter

Effective date	1/1/2017	1/1/2018	1/1/2019
Debt surcharge	\$91.60	\$140.00	\$177.90
Reserve surcharge	\$51.80	\$51.80	\$51.80

Service charge	\$190.00	\$200.00	\$200.00
<b>Total service charge</b>	<b>\$333.40</b>	<b>\$391.80</b>	<b>\$429.70</b>
Each HCF*	\$1.62	\$1.61	\$1.61

### Business (BUS): 4-inch meter

Effective date	1/1/2017	1/1/2018	1/1/2019
Debt surcharge	\$152.70	\$233.38	\$296.56
Reserve surcharge	\$86.35	\$86.35	\$86.35
Service charge	\$316.73	\$333.40	\$333.40
<b>Total service charge</b>	<b>\$555.78</b>	<b>\$653.13</b>	<b>\$716.31</b>
Each HCF*	\$1.62	\$1.61	\$1.61

### Irrigation, Residential Irrigation, Recreation District, School District (IRRIG, RI, RDSD)

Effective date	1/1/2017	1/1/2018	1/1/2019

Total service charge based upon meter size. Same as Business Rates

Each HCF*	\$0.35	\$0.35	\$0.35
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## Sealed Meter Rate (SLD)

Effective date	1/1/2017	1/1/2018	1/1/2019
Total service charge	\$16.67	\$19.59	\$21.49

\* 1 Unit

= 748 gallons

= 100 cubic feet

= 1 HCF

*Note: Does not include \$1/month hydrant fee collected for the Town of Paradise; sealed meter accounts pay 50¢/month.*

## Was this article helpful?

We are always looking for ways we can improve our services. If you need additional help please contact customer service.

If you'd like to give us some feedback on this article or the website click here.