

Staff Report

for the Board of Directors' Meeting of June 27, 2018

TO: Board of Directors

FROM: Chip Close, Water Operations Manager

DATE: June 18, 2018

SUBJECT: Revisions to Section 4.6.02 of the Rules and Regulations and Schedule 4-A of Rates and Charges

OPERATIONS

RECOMMENDATION:

Approve revisions to Section 4.6.02 of the District's Rules and Regulations, and Schedule 4-A of Rates and Charges, as recommended by the Administrative Practices Committee.

BACKGROUND:

Revisions to the service lateral charges and procedures (Schedule 4-A) completed in August of 2017 have been successful in allowing the District to recoup its installation costs. However, the revision also forced the replacement of all service laterals under 1 ½" in size regardless of need or age of the existing service line.

Many customers' water flow needs can be met with the District's existing service lateral sizes. Therefore, staff is recommending a modification to the Rules and Regulations and Schedule 4-A. The proposed change will allow customers to utilize previously installed laterals if they certify that it will meet their water demand needs.

The District will provide the applicant with the existing service lateral size along with expected water pressure in the area so they can make a determination of the appropriate service lateral and size meter size.

A redlined version of the proposed changes to the Rules and Regulations and Schedule 4-A are attached along with the new application forms for reference.

BUDGETARY IMPACT: None at this time

Attachments (4): Red Lined Rules and Regulations Section 4.06.02
Red Lined Schedule 4-A
Form Schedule 4-A(1)
Form Schedule 4-A(2)

4.6.1 General

In order to equitably distribute, conserve and limit capacity in the District's water system, all treated water services will be metered in a manner meeting District approval. The District will own and maintain the meter assembly to and including the customer's service valve located on the customer's side of the meter.

4.6.2 Installation

Installation of a 5/8" or 3/4" meter for parcels with an existing service lateral will be subject to the Drop In rate as established in Schedule 4-A. Locations without an existing service lateral will be charged at the Installation Requiring Tap to Main rate as established in Schedule 4-A. Applicants shall submit a completed Form 4A(1) Request for New Treated Water Service.

Installation of a meter over 3/4", or any fire meter, will require the applicant submit a completed Form 4A(2) Request for New Treated Water Service and Fire Meter, and pay the Water Availability Fee as determined in Schedule 6-A. The District will provide the applicant the pressure, and if applicable, the existing service lateral size. The applicant shall confirm if the existing service lateral is adequate to meet their requirements.

Service laterals may be shared with the adjoining parcel at the Districts discretion.

4.6.3 Location

The District reserves all rights in determining the location of metered services. The location of the water meter shall be determined by the District prior to accepting application for service. The location will be based on the most economical installation and providing proper access for meter reading and maintenance. Customers requesting an alternate location, if approved, shall pay all costs associated with installing the meter assembly and related piping and appurtenances based on the District's cost estimate, but not less than the charge shown in Schedule 4-A.

Rev. 01/26/05

4.6.4 Parcel Requirements

SCHEDULE OF RATES AND CHARGES
BY NEVADA IRRIGATION DISTRICT

SCHEDULE 4-A
EFFECTIVE ~~JANUARY 1, 2018~~

**TREATED WATER SYSTEM
STANDBY CHARGES AND CONNECTION FEES**

STANDBY CHARGES - \$6.00 per month for each parcel.

CONNECTION FEES: Single family residence

Drop In ~~to an~~ (Existing Meter Box and Water Service Lateral)

		-----Capacity Charge-----	
Meter Size	Installation Charge	Parcels In District Prior to 03/01/2007	Parcels Annexed to District After 03/01/2007
5/8"	\$ 638.00	\$ 10,433.00	\$ 13,992.00
3/4"	676.00	15,024.00	20,150.00
1"	719.00	26,710.00	35,729.00
1 1/2"	982.00	60,086.00	80,881.00
2"	1,177.00	106,837.00	143,290.00
Over 2"	DETERMINED BY DISTRICT		
Domestic Meter & Fire Meter Installation			
5/8" & 1"	\$ 1,357.00	\$ 10,433.00	\$ 13,992.00
3/4" & 1"	1,395.00	15,024.00	20,150.00

~~If a new meter installation is requested and the existing service lateral does not meet the current District standard detail, the District will require replacement of the service line and the applicant will be charged at the "Installation Requiring Tap to the Water Main" rates set forth below.~~

Installation Requiring Tap to ~~Water~~ Main

		-----Capacity Charge-----	
Meter Size	Installation Charge	Parcels In District Prior to 03/01/2007	Parcels Annexed to District After 03/01/2007
5/8"	\$ 5,071.00	\$ 10,433.00	\$ 13,992.00
3/4"	5,109.00	15,024.00	20,150.00
1"	5,190.00	26,710.00	35,729.00
1 1/2"	5,495.00	60,086.00	80,881.00
2"	5,696.00	106,837.00	143,290.00
Over 2"	DETERMINED BY DISTRICT		
Domestic Meter & Fire Meter Installation			
5/8" & 1"	\$ 5,478.00	\$ 10,433.00	\$ 13,992.00
3/4" & 1"	5,517.00	15,024.00	20,150.00

Service Line Installation Cost

\$63.00 per foot of service line installed per standard detail (in addition to meter installation cost)

~~If a new meter installation is requested and requires 1) a tap to the water main and 2) adjoins an unserved parcel and 3) the meter is set at the property line, then the "Installation Charge" and "Service Line Installation Charge" will be reduced by 50% for the requesting applicant. If the installed service line complies with the then-existing District standard detail, the adjoining landowner will pay 50% of the then-current "Installation Charge" and "Service Line Installation Charge" as listed in Schedule 4-A when service is requested utilizing this point of service.~~

**TREATED WATER SYSTEM
STANDBY CHARGES AND CONNECTION FEES (CONTINUED)**

CONNECTION FEES: Commercial, Industrial, Municipal and Multi-Unit Master Meters**Installation Charge**

Meter Size	Drop-In to an existing meter box and water service lateral	Installation Requiring Tap to Water Main*
5/8"	\$ 638.00	\$ 5,071.00
3/4"	676.00	5,109.00
1"	719.00	5,190.00
1 1/2"	982.00	5,495.00
2"	1,177.00	5,696.00
Over 2"	DETERMINED BY DISTRICT	
Domestic Meter & Fire Meter Installation		
5/8" & 1"	\$ 1,357.00	\$ 5,478.00
3/4" & 1"	1,395.00	5,517.00

***Service Line Installation Cost**

\$63.00 per foot of service line installed per standard detail (in addition to meter installation cost)

Capacity Charge

Fees will be based on an engineering analysis of expected peak day water capacity provided by the developer's engineer. The District will review the report for acceptance. If accepted, the District will utilize the report to calculate fees based on the peak capacity in Equivalent Residential Units (5/8 inch meter). The 2014 Adopted Capacity Fee Study indicates a peak day capacity of 1,250 GPD per 5/8 inch meter or equivalent (p. 12).

An example of calculation is as following:

Approved Meter Capacity by developers engineer: 6250 GPD

Equivalent ERU Calculation: $6250 \text{ GPD} / 1250 \text{ gal per ERU} = 5 \text{ ERU}$

Capacity Fee Calculation: $5 \text{ ERU} \times \$10,433 / \text{ERU} = \$50,145 \text{ for capacity fees}$

Abandonment of an Existing Service

Customer requesting new meter installation at a location other than existing box and curb stop will be charged an abandonment fee of \$376.50 in addition to applicable meter installation fees. Existing box and curb stop will be removed and the area backfilled. Customer will be responsible for re-vegetation or landscaping.

NOTE: Add 25% to all charges above for existing accounts serving lands outside the District (amount rounded to the nearest dollar.) The District does not presently offer treated water service to new accounts serving lands outside the District.

**NEVADA IRRIGATION DISTRICT
REQUEST FOR NEW TREATED WATER SERVICE**

1036 West Main Street, Grass Valley CA 95945 * customerservice@nidwater.com * 530-273-6185

Acct. #:

This is an information route sheet. It is not your service application and no money will be accepted until a service application is signed and returned to Nevada Irrigation District's office. This form is void 90 days from date of issue, unless a service application is processed during that period. Please complete the following information.

Property Owner: _____ Phone: _____

Mailing Address: _____

Email: _____

Contractor/Representative: _____ Phone: _____

Email: _____

APPLICATION MUST BE SIGNED BY OWNER: Mail Call When Ready

Parcel #: _____ **County:** Nevada Placer

Property Address: _____

Meter Size Requested: 5/8-inch 3/4-inch Relocation New Construction

SERVICE TYPE REQUESTED:

- Single-Family Residence
- Multi-Family Residence (your residence is part of a complex)
- Commercial (businesses that provide or distribute a service) If commercial, will there be a multi-story building on the property? Yes No
- Industrial (primary manufacturing or processing of materials, paint/body shops, ready mix or concrete plants, recycling facilities, etc.)
- Institutional (establishments dedicated to public service, schools, hospitals, etc.)
- Landscape Only (dedicated meter for landscaping, parks, golf courses, etc.)

Will there be materials dangerous to health or toxic substances used on the property? Yes No

If yes, indicate type of substance(s): _____

Does an auxiliary water supply exist on the property? Yes No If yes, indicate type(s):

Well Fire Suppression Tank Spring Ditch Other (specify): _____

Will you keep your auxiliary water supply? Yes No If yes, which one? _____

How are property corners fronting the pipeline identified? _____

(Note: Property corners must be clearly marked and visible from the street to ensure correct placement of the meter. This information route sheet cannot be processed unless property corners are identified.)

We certify that the foregoing statements are true and correct and that no changes will be made in the use of the described property until Nevada Irrigation District has been notified. We understand that if changes are made, which require a modification of the service connection, Nevada Irrigation District has the right to discontinue service until the modification of the service connection has been made.

Unless otherwise requested, all services will be installed at the on-rate. If an encroachment permit is required from the City or County to complete the meter installation, the fee will appear on the customer's first water bill.

Signature of Property Owner

Signature of Authorized Representative

Date

Date

The property owner's signature is required on this information route sheet. All information must be completed prior to processing. This Request for New Treated Water Service may be executed in several counterparts, each of which shall be deemed original and facsimile and electronic signatures, including pdf, shall be considered valid.

FOR DISTRICT USE ONLY

CUSTOMER SERVICE: METER READERS

Is the property fronted by a District water main? Yes No

If yes, indicate System Name: _____

Water Main Size: _____ Type: _____

Service Line Size: _____ Type: _____

If no, has a variance been granted? Yes No Date: _____

Indicate water pressure at District's service point: Approx.: _____ psi

If approximate psi is less than 25, determine actual psi in the field.

Service point location: Predetermined Field Checked By/initial and date: _____

Indicate Approximate Length of Service Line: _____ Feet

Meter Size:	_____
Facility #:	_____
Route #:	_____
Book #:	_____
Latitude:	_____
Longitude:	_____ -12
Checked By:	_____

ENCROACHMENTS

Will there be any encroachment on District facilities: Yes No By/initial and date: _____

OPERATIONS

Is a backflow prevention device needed? Yes No By/initial and date: _____

If yes, indicate reason: _____

Device Type: _____ Size: _____ Model: _____

Is the property covered under the Railroad Commission Policy? Yes No

RIGHT-OF-WAY

Is ROW needed from the water main to the meter? Yes No By/initial and date: _____

If yes, indicate remarks: _____

Has the applicant been notified of any right-of-way issue(s)? Yes No By/initial and date: _____

CUSTOMER SERVICE

Service Line Install: District: Private Contractor Name: _____

Standby Fee/Factor: \$ _____ (Standby Factor) _____ TO _____

Service Line: \$ _____ **Inside District:** Yes No

Capacity Fee: \$ _____ **Reimbursement Agreement:** Yes No

Meter Installation: \$ _____ District Pipeline Developer Pipeline

Backflow Fee: \$ _____ **Improvement District:** _____

Encroachment Fee: \$ _____ **Subdivision:** _____

Other: \$ _____ **Lot:** _____ **Unit:** _____

TOTAL COSTS DUE: \$ _____

Application Mailed By: _____ Date: _____

MAINTENANCE (Following installation, return this form to Customer Service.)

Was an Encroachment Permit requested from the City or County to complete this work? Yes No

**NEVADA IRRIGATION DISTRICT
REQUEST FOR NEW TREATED WATER SERVICE AND FIRE METER**

1036 West Main Street, Grass Valley CA 95945 * customerservice@nidwater.com * 530-273-6185

This is an information route sheet. It is not your service application. **A non-refundable Administrative Processing Fee of \$50 is due with this request.** This fee will be applied to applicant's meter installation if meter is installed.

SECTION 1: TO BE COMPLETED BY PROPERTY OWNER

Property Owner: _____ **Phone:** _____

Mailing Address: _____

Email: _____

Contractor/Representative: _____ **Phone:** _____

Email: _____

APPLICATION MUST BE SIGNED BY OWNER: Mail Call When Ready

Parcel #: _____ **County:** Nevada Placer

Property Address: _____

SERVICE TYPE REQUESTED:

- Single-Family Residence Multi-Family Residence (your residence is part of a complex)
- Landscape Only (dedicated meter for landscaping, parks, golf courses, etc.)
- Commercial (businesses that provide or distribute a service) If commercial, will there be a multi-story building on the property? Yes No
- Industrial (primary manufacturing or processing of materials, paint/body shops, ready mix or concrete plants, recycling facilities, etc.)
- Institutional (establishments dedicated to public service, schools, hospitals, etc.)

How are property corners fronting the pipeline identified?

(Note: Property corners must be clearly marked and visible from the street to ensure correct placement of the meter. This information route sheet cannot be processed unless property corners are identified.)

Signature of Property Owner or Authorized Representative

Date

STOP! DO NOT COMPLETE THIS INFORMATION UNTIL YOU RECEIVE YOUR FIRE FLOW LETTER

Existing Service Lateral Size (from fire flow letter): _____

Is existing service lateral adequate? Yes No OWNERS INITIALS: _____

NOTE: SERVICE LATERAL MAY BE SHARED WITH NEIGHBORING PROPERTY AT DISTRICT'S DISCRETION

Domestic Meter Size Requested: 5/8-inch 3/4-inch Other (specify): _____

Fire Meter Size Requested: 1-inch Other (specify) _____ (ATTACH FORM 8-B)

Will there be materials dangerous to health or toxic substances used on the property? Yes No

If yes, indicate type of substance(s): _____

Does an auxiliary water supply exist on the property? Yes No If yes, indicate type(s):

Well Spring Ditch Other (specify): _____

Will you keep your auxiliary water supply? Yes No If yes, which one? _____

We certify that the foregoing statements are true and correct and that no changes will be made in the use of the described property until Nevada Irrigation District has been notified. We understand that if changes are made, which require a modification of the service connection, Nevada Irrigation District has the right to discontinue service until the modification of the service connection has been made. **Unless otherwise requested, all services will be installed at the on-rate. If an encroachment permit is required from the City or County to complete the meter installation, the fee will appear on the customer's first water bill.**

Signature of Property Owner

Date

The property owner's signature is required on this information route sheet. All information must be completed prior to processing.

This Request for New Treated Water Service may be executed in several counterparts, each of which shall be deemed original and facsimile and electronic signatures, including pdf, shall be considered valid.

SECTION 2: FOR DISTRICT USE ONLY

CUSTOMER SERVICE: METER READERS

Is the property fronted by a District water main? Yes No

If yes, indicate System Name: _____

Water Main Size: _____ Type: _____

Service Line Size: _____ Type: _____

If no, has a variance been granted? Yes No Date: _____

Indicate water pressure at District's service point: Approx.: _____ psi

If approximate psi is less than 25, determine actual psi in the field.

Meter Size:	
Facility #:	
Route #:	
Book #:	
Latitude:	
Longitude:	-12
Checked By:	

Indicate Approximate Length of Service Line: _____ Feet

Service point location: Predetermined Field Checked By/initial and date: _____

ENCROACHMENTS

Will there be any encroachment on District facilities: Yes No By/initial and date: _____

OPERATIONS

Is a backflow prevention device needed? Yes No By/initial and date: _____

If yes, indicate reason: _____

Device Type: _____ Size: _____ Model: _____

Is the property covered under the Railroad Commission Policy? Yes No

RIGHT-OF-WAY

Is ROW needed from the water main to the meter? Yes No By/initial and date: _____

If yes, indicate remarks: _____

Has the applicant been notified of any right-of-way issue(s)? Yes No By/initial and date: _____

CUSTOMER SERVICE

Service Line Install: District: Private Contractor Name: _____

Standby Fee/Factor: \$ _____ Standby Factor FROM _____ TO _____

Service Line: \$ _____ **Inside District:** Yes No

Capacity Fee: \$ _____ **Reimbursement Agreement:** Yes No

Meter Installation: \$ _____ District Pipeline Developer Pipeline

Backflow Fee: \$ _____ **Improvement District:** _____

Encroachment Fee: \$ _____ **Subdivision:** _____

Other: \$ _____ **Lot:** _____ **Unit:** _____

Administrative Fee (Credit) \$ _____

TOTAL COSTS DUE: \$ _____

Application Mailed By: _____ Date: _____

MAINTENANCE (Following installation, return this form to Customer Service.)

Was an Encroachment Permit requested from the City or County to complete this work? Yes No