

Central Services  
**Joan Araujo**, Director

Engineering Services  
**Christopher Cooper**, Director

Roads & Transportation  
**Chris Hooke**, Acting Director

Water & Sanitation  
**Joseph Pope**, Director

Watershed Protection  
**Glenn Shephard**, Director

Representing: Ventura County Waterworks District Nos. 1, 16, 17, 19, and 38  
County Service Area Nos. 29 (North Coast), 30 (Nyeland Acres), 34 (El Rio), Camarillo Airport, Todd Road Jail

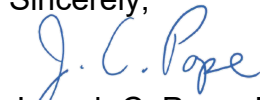
September 2, 2021

**NOTICE OF A MEETING OF THE  
VENTURA COUNTY WATERWORKS DISTRICT NO. 1  
MOORPARK CITIZENS' ADVISORY COMMITTEE**

NOTICE IS HEREBY GIVEN that a meeting of the Ventura County Waterworks District No. 1 Moorpark Citizens' Advisory Committee will be held **Thursday, September 9, 2021, from 3:30 p.m. to adjournment** via Zoom. To electronically join the meeting please follow the provided steps – At the specific time (3:30 p.m.) dial the number (669) 900-6833, when prompted enter the meeting ID 470 052 7072. You can also join the meeting by visiting this link - **Join Zoom Meeting** <https://us02web.zoom.us/j/4700527072>

Advisory Committee Members: Please contact the District Office by telephone at (805-378-3005), or by email at [wspc@ventura.org](mailto:wspc@ventura.org), no later than September 8, if you are unable to participate on the call.

Sincerely,



Joseph C. Pope, Director  
Water and Sanitation

**AGENDA OF THE MEETING**

1. CALL TO ORDER
2. APPROVAL OF THE MINUTES OF THE JULY 8, 2021 MEETING

**APPROVAL OF THE MINUTES OF THE AUGUST 19, 2021 MEETING**

3. PUBLIC COMMENTS - Members of the public may address the Citizens' Advisory Committee (CAC) on items of interest to the public that is within the subject matter jurisdiction of the Committee but does not appear on the agenda. With respect to agenda items, the public will be given an opportunity to address the Committee when the item is reached in the meeting.



#### 4. DISTRICT STAFF REPORT

- A. CAPITAL PROJECTS - The Capital Project Status Report provides regular reporting on the status of active capital projects within the District, including such projects as:
- Desalter and Desalter Mitigation Projects Discussion
  - Stockton Reservoir CEQA Update
  - Reservoir Coating Projects
- B. WATER QUALITY REPORT - A report regarding water quality complaints, if any, received by the District since the previous CAC meeting and how these complaints were resolved.
- C. WATER SUPPLY CONDITIONS - An update on water supply conditions within the District, Southern California, and throughout the State.
- D. FOX CANYON GROUNDWATER MANAGEMENT AGENCY (GMA) /LAS POSAS USERS GROUP (LPUG) UPDATE - An update on decisions and/or rulings by the GMA and LPUG which may impact the District.
- E. CALLEGUAS MUNICIPAL WATER DISTRICT / METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA UPDATE - An update on decisions and rulings by these agencies which may impact the District.
- F. AVENUES OF PUBLIC OUTREACH - An update on how the District is reaching out to its customers concerning water conservation.
- G. BOARD LETTER TRACKER - AN UPDATE ON VENTURA COUNTY BOARD OF SUPERVISORS AGENDA ITEMS RELATED TO THE DISTRICT - A status report on items the District may be presenting or has recently presented, before the Ventura County Board of Supervisors.
- Rules and Regulations Update – Sep 14, 2021
  - Declare Stage 2 Water Shortage – Sep 21, 2021
  - California Water Arrearage Payment Program – Tentative Oct 12, 2021
  - Miscellaneous Engineering Fees Update – Tentative Nov 9, 2021
- H. AN UPDATE ON THE BRIEF ON THE LAS POSAS VALLEY WATER RIGHTS COALITION ADJUDICATION - On March 27, 2018, a property-eminant domain case was filed by Las Posas Valley Water Rights Coalition against the Fox Canyon Groundwater Management Agency (GMA).



The plaintiff's landowner's complaint alleges that the GMA already has imposed pumping restrictions that violate their overlying groundwater rights as part of a plan to boost municipal pumping for urban areas.

- I. BUDGET AND FINANCIAL REVIEW - An update on the budget and financial status.
5. DIRECTOR'S INFORMATIONAL ITEMS- Provides the opportunity for the Director to present items that are not within the subject matter of the District's Staff Report.
  - o Aged Report
  - o Miscellaneous Fee Schedule
  - o Shutoff Timeline
6. COMMITTEE MEMBERS COMMENTS/FUTURE AGENDA ITEMS
7. ADJOURNMENT

**\*\*NOTICES:** The following information is provided to help you understand, follow, and participate in the Board meeting: Public Comments – Public comment is the opportunity for members of the public to participate in meetings by addressing the Citizens Advisory Committee in connection with one or more agenda or non-agenda items.

- **Observe the Citizens Advisory Committee meeting live at:**  
<https://us02web.zoom.us/j/4700527072>
- **If you wish to make a comment on a specific agenda item, please submit your comment via email by 5:00 p.m. on the day prior to the Committee meeting. Please submit your comment to [WSPC@ventura.org](mailto:WSPC@ventura.org). Please indicate in the Subject Line, the Agenda item number (e.g., Item No. 3A). Your email will be read by the Water and Sanitation Director and placed into the record.**
- **If you are watching the live stream of the Committee meeting and would like to make a general public comment for items not on the day's agenda or to comment on a specific agenda item as it is being heard, please submit your comment to [WSPC@ventura.org](mailto:WSPC@ventura.org). Please indicate in the Subject Line, the Agenda item number (e.g., Item No. 3A). Every effort will be made to read your comment into the record, but some comments may not be read due to time limitations. Comments received after an agenda item will be made part of the record if received prior to the end of the meeting.**

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT (805) 378-3005. REASONABLE ADVANCE NOTIFICATION OF THE NEED FOR ACCOMODATION PRIOR TO THE MEETING (48 HOURS ADVANCE NOTICE IS PREFERABLE) WILL ENABLE US TO MAKE REASONABLE ARRANGEMENTS TO ENSURE ACCESSIBILITY TO THIS MEETING.



# **DRAFT**

## **CITIZENS' ADVISORY COMMITTEE VENTURA COUNTY WATERWORKS DISTRICT NO. 1 MINUTES OF THE AUGUST 19, 2021 TELECONFERENCE MEETING**

COMMITTEE MEMBERS IN ATTENDANCE: John Newton, David Schwabauer,  
Mike Smith

COMMITTEE MEMBERS ABSENT: Andy Waters, Roy Talley

COMMITTEE MEMBER VACANCY: None

STAFF: Joseph Pope, Director  
Scott Meckstroth, Deputy Director  
Ryan Lippincott, Engineer Manager  
Jean Fontayne, Staff Services Manager  
Julie Taylor, Management Assistant

GUESTS: Chelsie Smith, Office of Supervisor Bob Huber  
Dan Drugan, Calleguas Municipal Water District

\* \* \*

### **1. CALL TO ORDER**

The meeting was called to order at 3:33 p.m.

### **2. APPROVAL OF THE MINUTES OF: Meeting on July 8, 2021**

Mr. Newton suggested deferring approval of the July 8, 2021 minutes for the time being. Mr. Schwabauer seconded this.

### **3. PUBLIC COMMENTS –**

No public comments.

### **ADMINISTRATIVE NOTES –**

- Mike Smith was introduced as a new member. Mr. Smith has been in the waste management field for forty-six years. He is a longtime member of the local community. Mr. Smith is familiar with both this Board and some of the individual group members. Mr. Smith expressed that he is glad to be aboard.
- Julie Taylor was introduced as the new assistant to Mr. Pope. The other Ventura County PWA-W&S staff members present, as well as Chelsie Smith, Office of Supervisor Bob Huber, were also introduced for the benefit of Mr. Smith.



#### 4. DISTRICT STAFF REPORT –

##### ADMINISTRATIVE NOTE –

- Dan Drugan from Calleguas Municipal Water District was present. Mr. Pope elected to start with the portion of the District Staff Report listed as Agenda Item 4E, regarding Calleguas Municipal Water District / Metropolitan Water District, so that Mr. Drugan could speak with the group first. This will result in the outline of these Minutes not tracking the Agenda exactly.

##### A. CALLEGUAS MUNICIPAL WATER DISTRICT / METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA UPDATE – This portion of the meeting was presented by Mr. Dan Drugan from Calleguas Municipal Water District.

- Mr. Drugan stated that there have been significant drought announcements recently:
  - Recently, the Governor's Office called for 15% voluntary conservation across the state, and also put additional counties under executive order for a drought emergency.
  - On Monday, August 16, 2021 the United States Bureau of Reclamation announced that Lake Mead and the Colorado River will be under a shortage condition for 2022. California will not have to take a shortage under this announcement. Mr. Drugan stated that the Metropolitan Water District will be negotiating to try to prop up the water levels at Lake Mead so that California will not have to take a cut in the future.
  - Last night, August 18, 2021, Calleguas adopted a Stage 2 Water Shortage, calling on all water users in its service areas to voluntarily reduce usage by 15%.
- This last year was a critically dry year. Many key reservoirs across the state are very drought stressed right now. Lake Perris does have some emergency storage for Metropolitan Water District that has not been drawn down yet. Emergency storage means storage in case of a large earthquake. Metropolitan Water District may draw down Lake Perris a bit more next year.
- Mr. Drugan predicted that there will be more proclamations before the end of the year regarding the drought issues, from either the Governor's Office and/or Ventura County.

- Mr. Pope mentioned that Water and Sanitation is working on avenues to help with the drought problem. For example, Mr. Pope mentioned that on September 14, he will be asking the Board of Supervisors to adopt the same Stage 2 declaration that Calleguas made, calling for a 15% voluntary reduction.

B. CAPITAL PROJECTS – This portion of the meeting was presented by Mr. Ryan Lippincott of Ventura County Public Works Agency, Water and Sanitation Division.

- Desalter and Desalter Mitigation Projects Discussion
  - Mr. Lippincott mentioned that the next step in this project will be the modeling scenarios.
  - Mr. Pope mentioned that he is in discussions to possibly have Water and Sanitation pay Fox Canyon Groundwater Management Agency to have their contractor run model scenarios for the Desalter project. This would save Water and Sanitation staff time, as well as leverage Fox Canyon's current contract with their contractor.
- Storm Water Capture and Groundwater Recharge Project
  - The infiltration study for this project was completed in June. The draft report is in the process of being completed.
- Stockton Reservoir Update
  - This project is still in the property acquisition phase.
- Water Master Plan and UWMP Update
  - On the Water Master Plan, Ventura County PWA-W&S is working on getting the model updated and data gathering right now.
  - The UWMP has been submitted. Ventura County PWA-W&S is in the process of updating Rules and Regulations with regard to water conservation levels to match what is proposed in the UWMP, which is the six levels.

///

- Left-turn Lane on HWY 118
  - This project is still pending environmental review.
- Well 97 Re-Drill Project
  - Ventura County PWA-W&S is working on permitting at this point.
- Self-Generation Program
  - This project is in the planning review stage.
- Water Meter Test Bench
  - This project is still being processed by the County.
- Well 15 Rehabilitation
  - This project has been completed.

#### C. WATER QUALITY REPORT –

- Mr. Pope shared that there have been three water pressure complaints, all on the customer side, so these issues will be the customers' responsibility to address.

#### D. WATER SUPPLY CONDITIONS -

- Mr. Pope noted that this was addressed earlier in the CAC meeting during Mr. Drugan's presentation.

#### E. FOX CANYON GROUNDWATER MANAGEMENT AGENCY (GMA) / LAS POSAS USERS GROUP (LPUG) UPDATE –

- Mr. Pope explained that the Simi Valley water coming down the Arroyo is no longer in Simi Valley's Urban Water Management Plan for recycling. This will allow Fox Canyon Groundwater Management Agency to have more confidence in including those inflows into the Las Posas basin in their overall model.
  - This could keep the sustainable yield a bit higher than what was being projected, which is good. This would keep Ventura County

Waterworks District 1 allocation a bit higher, since the allocation is based on the sustainable yield numbers. Mr. Pope stated that this could help sustain the Desalter plant in terms of water continuing to come into the basin that is being pumped.

- There is a new ordinance that goes into effect for the upcoming October 1 to September 30 Water Year. One of the new features will be to be able to carry over up to 50% of District's pumping allocation from year to year. There could also be some limited ability to transfer allocation among pumpers.

#### F. AVENUES OF PUBLIC OUTREACH -

- Mr. Pope mentioned that Ventura County PWA-W&S is engaging in the following avenues of public outreach:
  - Water and Sanitation Department will be sending out emails to its customers calling for conservation.
  - Metropolitan Water District's press release will also be displayed on the PWA-W&S website
  - PWA W&S will continue to parallel and echo the messaging from Metropolitan and Calleguas regarding water conservation.

#### ADMINISTRATIVE NOTE –

- Mr. Newton requests that next CAC Meeting's Agenda Packet include the conservation levels (stages), in order for the Committee to refresh its memory on what these levels are and their possible implications.

#### G. BOARD LETTER TRACKER –

- The September 14 Rules and Regulations Board Item will incorporate the 6 stages into the Rules and Regulations.
- On September 14, Mr. Pope will also request that the Board of Supervisors declare a Stage 2 Drought with voluntary conservation measures. (This meeting has been subsequently re-scheduled for September 21<sup>st</sup>)

- Mr. Newton requests that the Board Letter regarding the Rules and Regulations be included in the Agenda Packet for the next D1 CAC meeting on September 9, prior to the September 14 Board of Supervisors meeting.
- The Miscellaneous Engineering Fees Update will likely be heard on November 9. This will be to adjust fees, taking inflation into account. Some fees have not been updated in quite some time.
  - Mr. Pope states that he has the goal to provide the Committee with a copy of this Board Letter regarding the adjustment of fees prior to it being heard by the Board of Supervisors, probably in the October CAC meeting.

#### H. AN UPDATE ON THE BRIEF ON THE LAS POSAS VALLEY WATER RIGHTS COALITION ADJUDICATION –

- No updates since last meeting. Still working on the allocations for the “Pool 1 Pumpers.”

#### I. BUDGET AND FINANCIAL REVIEW –

- Mr. Pope noted that the end of the fiscal year numbers for Water looked good, as the District took in a bit more revenue than expenditures. There was a net gain of \$511,000.
- For Sanitation, there was a net negative. However, this is not cause for concern because the District has a healthy cash balance.

#### 5. DIRECTOR'S INFORMATIONAL ITEMS

- Mr. Pope discussed the Aged Report regarding past-due bills. There are 211,000 outstanding bills that are past 61 days overdue. The State is looking at a program to give direct payments to Water Districts to help with past-due bills. PWA-W&S will continue looking into this program and how it could help the District.
- The Governor's Executive Order regarding a moratorium on water shutoff will end on September 30. There is a list of approximately 80 District customers

who may have their water shut off on October 5. This moratorium only applied to residential customers.

6. COMMITTEE MEMBER'S COMMENTS/FUTURE AGENDA ITEMS

- The Committee is concerned that mass shutoffs of water would be bad for public relations. Mr. Pope stated that he welcomes suggestions on how to navigate the situation, but that currently there is no mechanism in place to determine who is in financial distress versus those customers who are simply choosing not to pay their water bill.
- The Committee is interested in learning about the notice that customers will receive before their water is shut off. The Committee expressed concern that they do not want customers to be surprised when their water is turned off once the moratorium expires. The Committee requests information at the next CAC meeting regarding how much notice customers currently affected by the Governor's Executive Order will receive before their water is shut off.
  - Further discussion by Jean Fontayne of the ongoing efforts by PWA-W&S to reach overdue customers and provide them with notice led to Mr. Newton stating that he is satisfied that customers will not be surprised with shutoffs they did not expect on October 5 because PWA-W&S has been making ongoing efforts to communicate with customers.

7. ADJOURNMENT

- Meeting adjourned at 4:34 p.m.

## **DRAFT**

### **CITIZENS' ADVISORY COMMITTEE VENTURA COUNTY WATERWORKS DISTRICT NO. 1 MINUTES OF THE JULY 8, 2021 TELECONFERENCE MEETING**

COMMITTEE MEMBERS IN ATTENDANCE: John Newton, Roy Talley, Jason Flame,  
David Schwabauer

COMMITTEE MEMBERS ABSENT: Andy Waters

COMMITTEE MEMBER VACANCY: None

STAFF: Joseph Pope, Director  
Scott Meckstroth, Deputy Director  
Ryan Lippincott, Engineer Manager  
Jean Fontayne, Staff Services Manager  
June Kim, Engineering Manager III  
Gilberto Minero, Staff Services Specialist  
Caytlyn Caylor, Management Assistant

GUESTS: Chelsea, County Staff

\* \* \*

1. **CALL TO ORDER**

The meeting was called to order at 3:32 p.m.

2. **APPROVAL OF THE MINUTES OF: Meeting on June 10, 2021**

Vote: Yeas (4) Nays (None); Abstained (0) For June 10, 2021 minutes;  
Absence (1); Motion carried-.

3. **PUBLIC COMMENTS –**

No public comments

4. **ADMINISTRATIVE NOTES –**

- Caytlyn will be leaving us in August, she is going to Building and Safety, we will miss her. We are in the process in hiring a replacement.
- Sandy Harrison left for Watershed Protection, replacing her is Gilberto Minero, coming from the Probation Agency where he was a Sr. Probation Officer.
- Mike Smith formally from Waste Management, is our newest addition to the Citizen Advisory Committee and will be replacing Jason Flame.

4. DISTRICT STAFF REPORT -

A. CAPITAL PROJECTS –

- Desalter and Desalter Mitigation Projects Discussion
  - Working to scope out a revised modeling study.
- Storm Water Capture and Groundwater Recharge Project
  - Lawrence Berkley Lab team doing high tech experiments, with sensors/probes and a variety of measurements. Once this is complete, we will be able to tie into our study, storm water capture. This project will be favorable for future grants
- Stockton Reservoir CEQA Update
  - Getting documents together to make an appraisal of the property to make an offer for permanent easement.
- Water Master Plan and UWMP Update
  - We submitted the Master Plan to the State. Then we will continue work on the Master Plan.
- Left-turn lane on Hwy 118 to Plant Entrance
  - Delay on Environmental Documents. We did consultation on native American cultural resource side. Anticipating construction 2022. Scoped to be left turn lane going into the plant. Trying to do a turn pocket to merge in the West bound lane. Safety issues. Transportation crew is trying to make this work, but hands are tied because of jurisdiction.
- Well 97 Re-Drill Project
  - Working on the bid documents, and preparing permits, to get that re-drilled.
- MWRF BESS
  - Battery storage design is still in works, getting permitted.
- Well 95 Booster Pump Replacement
  - Received a bid, working on this
- Water Meter Test Bench
  - Not a District 1 project. Will be spread across all districts proportionately.
- Well 15 Rehabilitation
  - Pump is being shipped to the job site.
- Well 95 MCC Replacement
  - No update
- Grimes Canyon Reservoir
  - No update



- B. WATER QUALITY REPORT –  
Customer issues with irrigation, odor, could not track because customer was 100% Calleguas Water. We did not have any other issues. Recommend them checking hot water heater.
- C. WATER SUPPLY CONDITIONS -
  - We're going through a pretty bad drought. As a customer of Metropolitan, we had a brief with Calleguas, a few meetings ago and Metropolitan made some strategic investments in storage over the past decade and coupled with Colorado river water rights superiority over other states. Right now, that's not in a drought situation in terms of supply or having to do cut backs. All the conservation measures that have carried through, became permanent. We are in a better place going through this drought, than the last one. Now we need to look at strategic investments for our District, which emphasizes the need for storm water capture project. We need to look at things today that can help us 5-10 years from now.
- D. FOX CANYON GROUNDWATER MANAGEMENT AGENCY (GMA) / LAS POSAS USERS GROUP (LPUG) UPDATE –
  - They are looking at future opportunity for us to not pump our wells, just to help with the ground water supply.
- E. CALLEGUAS MUNICIPAL WATER DISTRICT / METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA UPDATE –
  - Same subject as Water Supply Conditions
- F. AVENUES OF PUBLIC OUTREACH -
  - We are going to start being a little more aggressive with customers that are over watering or abusing water usage with fines.
- G. BOARD LETTER TRACKER –
  - No specific letters that are coming out in the immediate future.
- H. AN UPDATE ON THE BRIEF ON THE LAS POSAS VALLEY WATER RIGHTS COALITION ADJUDICATION –
  - The Judge on this case has moved the Phase II trial from Oct 2021 to Jan 2022. That is to give more time to reach a settlement agreement.

I. BUDGET AND FINANCIAL REVIEW –

- The financial report as the end of May 2021, Sanitation Budget, no issues.
- Water Service financial report, as the end of May 2021. When it's dry we sell a lot more water. This is the year to keep the rate stability up so when we have a wet year, we can weather the reduction in revenue.
- Higher expenses on Meter Change Ops because we are going to AMI.
- Capital projects are not going to spend all the money allocated by end of year.
- Audited financials will be the end of June 30. We will update next CAC meeting to see how we will fully end up at the end of fiscal year 2021.
- Revenues, we put in a new process placing liens on property owners who are not paying bills on time. We had a better chance at receiving past due money by the threat of a lien, rather than sending to a collections agent and hardly recovering past dues. We don't want to put liens on people's property, however it is more effective at getting people pay their bill before we place a lien.
- We track everything so closely; in case we get a call for information about your Districts on past due bills and potentially getting money from the state to pay those bills.

❖ DIRECTOR'S INFORMATIONAL ITEMS

- Covid-19 Waived Fees – beginning with the opening of the economy, June 15, 2021 relief of the Covid restrictions, we are no longer going to waive late fees. District 1 starting March 2020 through end of June 2021 we have waived over 1 million dollars of late fees. In a normal year we would have done 1% of that. This type of fees are not recoverable.
- Aged Report - \$200,000 in past due. If we get state funding, we can wipe these off.
- Update on Water Rate setting for next year 2022. Normally we would start looking at water rates August time frame and report to advisory committee and October send out Prop 218 notices, then we would go to the board in December to get the rates approved. Looking at aligning the rate increases with our fiscal year. Proposing going to the board during January/February timeline. Rates will not go in effect until July 1<sup>st</sup>. From a Budget planning perspective, sets us up because we do our fiscal budgets February/March, so I will have my rates already approved. General update on that.

- Information on Calleguas pass through rates. I will likely propose doing a multiyear pass-through rate. Question is 2, 3, 5 years? The more years I can do, the better vs. raising the rates every year. 4.5% is what we normally do. After budget analysis, we will look at the multiyear. What is the procedure in case we are not making enough? We then go to Prop 218.

❖ COMMITTEE MEMBER'S COMMENTS/FUTURE AGENDA ITEMS

- Mr. Schwabauer would like to have meetings at the water treatment plant. No reason we can't start having in person meetings again, so if you want, we can do an in person at the next meeting. Director states that technically we are open Mon-Wed-Thurs to the public. However, we may not be able to meet in person yet. Joe would like to continue having zoom as an option.

7. ADJOURNMENT

- Meeting adjourned at 4:32 p.m.

## 4. DISTRICT STAFF REPORT

A. CAPITAL PROJECTS - The Capital Project Status Report provides regular reporting on the status of active capital projects within the District, including such projects as:

- Desalter and Desalter Mitigation Projects Discussion
- Stockton Reservoir CEQA Update
- Reservoir Coating Projects

August 2021

ACTIVE CAPITAL PROJECTS REPORT - WATER AND SANITATION DEPARTMENT

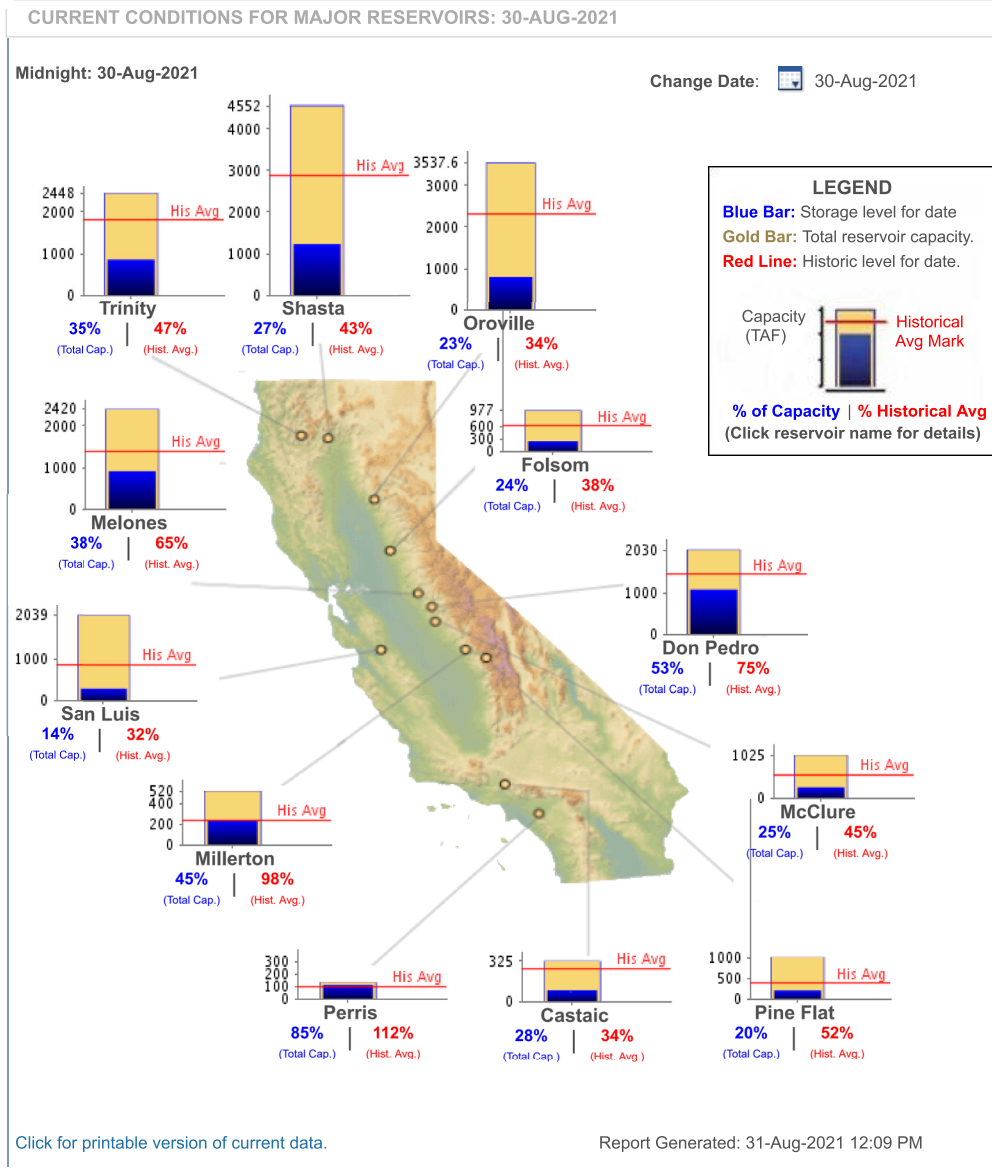
Project Name	Project Manager	Phase	Phase % Complete	Proposed Funding	Remarks
MWRF Desalter Project	J. Kim	Planning	0	Prop 84 Grant Funding with Capital Fund Match	Next efforts are anticipated to include a modeling study and preliminary desalter design.
Moorpark Stormwater Diversion & Groundwater Recharge Project	J. Kim	Design	25	FSA Grant	R2 is preparing draft design of Storm Water Capture. NBNL is preparing filed infiltration study of the ponds on 6/21/2021. Final Draft Report Due date extended to 12/12/2021
Stockton Reservoir	J. Kim	Easement Acquisition	75	Capital Funds	Environmental Clearance completed. Legal Description of Permanent Easement prepared. RES Work order issued for Permanent Easement acquisition. RES is working on the appraisal.
Water Master Plan and UWMP Update	R. Lippincott	Master Plan	15	Capital Funds	Stantec is updating our water model.
Left-turn lane on HWY 118 to Plant Entrance	J. Kim	Design	75	Capital Funds	Roads&Transportation is preparing MND for public review. Anticipated construction in Fall 2022
Well 97 Re-Drill Project	J. Kim	Design	75	Capital Funds	Consultant is working on well design & drilling bid documents. W&S is preparing permit applications.
MWRF BESS	H. Arredondo	Design	60	CPUC's Self-Generation Incentive Program	Design-Builder is working on incorporating 60% design comments from District and preparing B&S permit app.
Well 95 Booster Pump Replacement	H. Arredondo	Procurement	75	O&M Funds	New pump is being fabricated and assembled.
Water Meter Test Bench	H. Arredondo	Procurement	75	O&M Funds	Purchase Order to low bidder being processed by County accounting. Reviewing fabrication drawings.
Well 95 MCC Replacement	H. Arredondo	Design	75	Capital Funds	On hold - Until other projects in construction start
Grimes Canyon Reservoir (formerly Home Acres Reservoir Project)	R. Lippincott	Planning	5	Capital Funds	Plan on design in 2022

#### **4. DISTRICT STAFF REPORT**

B. WATER QUALITY REPORT - A report regarding water quality complaints, if any, received by the District since the previous CAC meeting and how these complaints were resolved.

C. WATER SUPPLY CONDITIONS - An update on water supply conditions within the District, Southern California, and throughout the State.

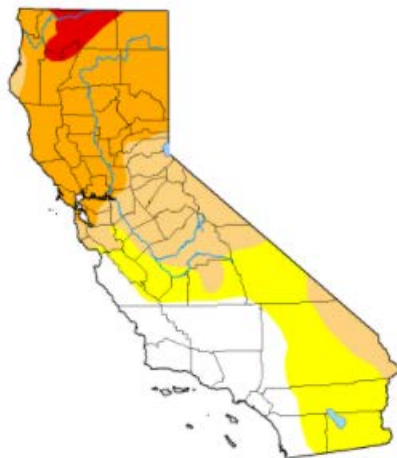
## California Data Exchange Center - Reservoirs



## Drought Classification



< August 24, 2021 >



< August 25, 2020 >



## Statistics Comparison

Week	None	D0-D4	D1-D4	D2-D4	D3-D4	D4	DSCI
2021-08-24	0.00	100.00	100.00	95.58	88.37	47.40	431
2020-08-25	20.55	79.45	54.38	31.88	3.04	0.00	169
20ange	20.55	-20.55	-45.62	-63.70	-85.33	-47.40	-262



## **4. DISTRICT STAFF REPORT**

### **D. FOX CANYON GROUNDWATER MANAGEMENT**

**AGENCY (GMA) /LAS POSAS USERS GROUP (LPUG)**

**UPDATE - An update on decisions and/or rulings by the GMA and LPUG which may impact the District.**

#### **4. DISTRICT STAFF REPORT**

E. CALLEGUAS MUNICIPAL WATER DISTRICT /  
METROPOLITAN WATER DISTRICT OF SOUTHERN  
CALIFORNIA UPDATE - An update on decisions and  
rulings by these agencies which may impact the  
District.

#### **4. DISTRICT STAFF REPORT**

F. AVENUES OF PUBLIC OUTREACH - An update on how the District is reaching out to its customers concerning water conservation.

## **4. DISTRICT STAFF REPORT**

**G. BOARD LETTER TRACKER - AN UPDATE ON VENTURA COUNTY BOARD OF SUPERVISORS AGENDA ITEMS RELATED TO THE DISTRICT -** A status report on items the District may be presenting or has recently presented, before the Ventura County Board of Supervisors.

- Rules and Regulations Update – Sep 14, 2021
- Declare Stage 2 Water Shortage – Sep 21, 2021
- California Water Arrearage Payment Program – Tentative Oct 12, 2021
- Miscellaneous Engineering Fees Update – Tentative Nov 9, 2021

Central Services  
**Joan Araujo**, Director

Engineering Services  
**Christopher Cooper**, Director

Roads & Transportation  
**Christopher Kurgan**, Director

Water & Sanitation  
**Joseph Pope**, Director

Watershed Protection  
**Glenn Shephard**, Director

September 14, 2021

Boards of Ventura County Waterworks District Nos. 1, 16, 17, 19 and 38  
800 South Victoria Avenue  
Ventura, CA 93009

**Subject:**     **Adoption of a Resolution Revising Parts 1, 2, 3, 4 and 9 of the Rules and Regulations of Ventura County Waterworks District Nos. 1 (Moorpark), 16 (Piru), 17 (Bell Canyon), 19 (Somis), and 38 (Lake Sherwood); Supervisorial District Nos. 2, 3 and 4.**

**Recommendations:**

Adopt the proposed Resolution (attached) revising Parts 1, 2, 3, 4 and 9 of the Rules and Regulations for Waterworks District Nos. 1, 16, 17, 19 and 38.

**Fiscal/Mandates Impact:**

The fiscal impact is unknown at this time as Waterworks District Nos. 1, 16, 17, 19 and 38 are unsure of the volume of customers who may be affected by the updates due to the Urban Water Management Plan.

**Discussion:**

On June 22, 2021, your Board approved the Urban Water Management Plan (Plan), Resolution No. 21-095 (Exhibit 1). As a result of the recommendations made in the Plan, staff proposes revisions to the attached Waterworks District Nos. 1, 16, 17, 19 and 38



(Districts) Rules and Regulations, Parts 1, 2, 3, 4 and 9 (Exhibit 2 shows redlined revisions).<sup>1</sup> The following is a summary of these proposed revisions:

Part 1:

- Rule 1-D-1 revised to also require telephone number and email address of customers at the time applicant applies for service;
- Rule 1-G-20 “Application for Water Service” was moved to 1-D-3;
- Rule 1-G-26 revised to reflect that a fee will be charged for shutting off water pursuant to Resolution No. 20-35, adopted on May 5, 2020;
- Rule 1-D-4 was added to reflect the policy on the privacy of customer data;
- Rule 1-D-5 was added to reflect the requirement that customers maintain the accuracy of account data;
- Section I was moved to Part 3, Section B;
- Sections J and K were moved to Part 4, Sections A and B; and
- Overall, Part One was reformatted and shortened for ease of reference.

Part 3:

- Section B added “Capital Improvement Charges and Local System Improvement Charges” formerly located in Part 1, Section I.

Part 4:

- The language at the beginning of Part 4 regarding mandatory minimum construction standards for water and sewer systems was moved to Part 9, Section G;
- Part 4 has been retitled “Water Conservation and Shortages”;
- Sections A and B were added (from Part 1, Sections J and K);

<sup>1</sup> Also attached is a clean copy of the Districts’ Rules and Regulations, incorporating the proposed revisions (Exhibit 3).

- References to the Plan, in particular new shortage levels, were added to replace or modify previous shortage levels in Section 4-B-3; and
- Overall, Part 4 was reformatted and edited for smoother content flow.

Part 9:

- Section G was added regarding “Construction Standards for Water and Sewer Systems” (moved from the beginning of Part 4).

This letter has been reviewed by the County Executive Office, the Auditor-Controller's Office, and County Counsel. If you have any questions regarding this item, please call Jean Fontayne at (805) 378-3000 or me at (805) 378-3005.

Sincerely,

Joseph C. Pope  
Director, Water and Sanitation

DRAFT

Attachments:

Resolution

Exhibit 1- Resolution No. 21-095 approving the 2020 Urban Water Management Plan and Water Shortage Contingency Plan for Waterworks District No. 1

Exhibit 2 – Redlined copy of Districts’ Rules and Regulations, showing proposed revisions

Exhibit 3 – Clean copy of Districts’ Rules and Regulations, incorporating proposed revisions

## **PART 1 - GENERAL CONDITIONS AND RULES**

### **PART 1 - SECTION A - DEFINITION OF TERMS**

The following terms shall have meanings as herein defined whenever references are made thereto.

#### **RULE**

- 1-A-1      **DISTRICT:** Any one of Ventura County Waterworks Districts Nos. 1, 16, 17, 19 and 38.
- 1-A-2      **BOARD:** The Board of Directors of the District, the members of which are the members of the Board of Supervisors of the County of Ventura.
- 1-A-3      **APPLICANT:** The person applying for water or sewer service and committing to pay the charges for the water or sewer service.
- 1-A-4      **CUSTOMER:** The person or persons receiving water or sewer service and committing to pay the charges for the water or sewer service. The customer is primarily liable for the payment of the charges for water or sewer service. By receiving water or sewer service, customer agrees that the District may contact customer regarding outstanding bills.
- 1-A-~~54~~a      **OWNER:** The owner of record of the parcel or parcels of real property receiving water or sewer service from the District. The owner is liable for all charges for such water or sewer service in the event the customer does not timely pay such charges. By the parcel or parcels of real property receiving water or sewer service, owner agrees that the District may contact owner regarding outstanding bills.
- 1-A-~~51~~-A-6      **BILLING DATE:** The date upon which charges for services rendered by the District become effective and upon which a bill is generated.
- 1-A-~~75~~a      **MAILING DATE:** The date upon which a water bill or notice is mailed to the customer, not to exceed three business days following the billing date.
- 1-A-~~61~~-A-8      **WATER SERVICES:** The services performed by the District including the following:
- 1-A-~~96~~a      **DOMESTIC WATER SERVICE:** The service performed by the District in supplying water for domestic use, including use of water for household residential purposes, sprinkling lawns, irrigating small gardens and shrubbery, watering livestock, washing vehicles, and the ordinary use of water at residences and business or commercial establishments.
- 1-A-~~106~~b      **AGRICULTURAL WATER SERVICE:** The water service provided for agricultural purposes only.
- 1-A-~~116~~e      **PUBLIC WATER SERVICE:** The class of domestic service supplying water to any tax-exempt property.
- 1-A-~~126~~d      **CONSTRUCTION WATER SERVICE:** The service supplying water for backfilling trenches, compaction, and other construction services.
- 1-A-~~136~~e      **FIRE PROTECTION SERVICE:** The service performed by the District in



supplying water for automatic fire sprinkling systems and maintaining water service at fire hydrant locations.

DRAFT

- 1-A-~~146f~~ **METERED WATER SERVICE:** The service of supplying water through a meter which measures the quantity of water used.
- 1-A-~~156g~~ **FLAT RATE WATER SERVICE:** The service of supplying unmetered water.
- 1-A-~~166h~~ **ENGINEERING AND CONSTRUCTION SERVICES:** Those services performed by employees of the District or the County of Ventura in preparation of plans and specifications, checking the plans submitted by privately employed engineers for water systems proposed to be installed within the District, inspecting the construction of water systems installed by private contractors, and installing water systems in the District paid for from fees or deposits paid for such purposes by private contractors, developers, customers or any other person.
- ~~1-A-71-A-17~~ **SCHEDULE OF RATES:** The schedule of rates, charges, and fees established and authorized by the Board of the District for the various types of services performed by the District. The Schedule of Rates shall be publicly posted and available by, at a minimum, posting on the website of the Water and Sanitation Department.
- ~~1-A-81-A-18~~ **PREMISES:** Property occupied or used by a customer to which water is being supplied by the District or for which water service has been requested.
- ~~1-A-91-A-19~~ **SERVICE CONNECTION or SERVICE LATERAL:** The pipe, valves, and other equipment installed in place, necessary for conducting water from the District's distribution mains to the meter or meter location but does not include the meter or meter box.
- ~~1-A-101-A-20~~ **METERED SERVICE CONNECTION:** The service connection or service lateral including meter and meter box.
- ~~1-A-111-A-21~~ **WATER AND SANITATION DEPARTMENT:** The department of the Public Works Agency of the County of Ventura responsible for the operations, construction, repair, maintenance, budgets, and business of the District, under the direction of the following employees:
- 1-A-~~2211a~~ **MANAGER:** The employee of the Public Works Agency assigned to the Water and Sanitation Department to be in charge of the operations, repair, and maintenance of the District's facilities, or billing and administration, under the direction of the Director.
- 1-A-~~2311b~~ **DIRECTOR:** The employee of the Public Works Agency assigned to the Water and Sanitation Department to be in charge of the operations, budgets, construction, repair, maintenance, and business of the District.
- ~~1-A-121-A-24~~ **ENGINEER:** The Director of the Public Works Agency or his or her authorized representative.
- ~~1-A-131-A-25~~ **PUBLIC WAY:** Any street, alley, highway, or walk dedicated to public use.
- ~~1-A-141-A-26~~ **EASEMENT:** Public way or right-of-way which the District is authorized to use for pipeline or other purposes.

- 1-A-151-A-27 PRIVATE EASEMENT:** An easement in which a customer or other person may have installed a water main for transportation of water furnished by the District, in which easement or pipeline the District has no interest or responsibility, or an easement in which the District may have installed a water line or distribution main, for the transportation or distribution of water to the public by the District, within which easement, the District is to have access at all time for reasons of repairs or maintenance.
- 1-A-161-A-28 MAIN EXTENSIONS:** The extension of distribution pipelines beyond existing facilities, exclusive of service connections.
- 1-A-171-A-29 INTERCONNECTION:** An authorized connection of the distribution system to the distribution system of another water service agency or water system.
- 1-A-181-A-30 CROSS-CONNECTION:** An illegal piping connection or any connection which may cause contamination or backflow or back-siphonage.
- 1-A-191-A-31 PERMANENT SERVICE CONNECTION:** A service connection intended to remain in use two years or more.
- 1-A-201-A-32 TEMPORARY SERVICE CONNECTION:** A service connection requested for use for a period of less than two years.
- 1-A-211-A-33 PRIVATE CONTRACT WORK:** Construction of water mains and related facilities by ~~subdividers~~developers or ~~other~~ persons other than the District, within the District.
- 1-A-221-A-34 AUTHORIZED PRIVATE CONTRACT WORK:** Private contract work authorized by the District.
- 1-A-231-A-35 UNAUTHORIZED PRIVATE CONTRACT WORK:** Private contract work undertaken without authorization by the District.
- 1-A-241-A-36 PRIVATE CONTRACTORS:** A person, not employed by the District or County of Ventura engaged in the installation of water facilities within the service area of the District or within territory being considered for annexation thereto.
- 1-A-251-A-37 PERSON:** Any natural person, firm, corporation, association, organization, partnership, business trust, limited liability company, company or other legal entity, or any district, city or other government unit.
- 1-A-261-A-38 STRUCTURAL IMPROVEMENTS:** Both Capital Improvements and Local System Improvements, including, but not limited to, land, real estate, all classes of water mains, service connections, meter valves, hydrants, pumping plants, electrical systems, water treatment plants, and appurtenances.
- 1-A-271-A-39 CAPITAL IMPROVEMENTS:** Those portions of the structural improvements of a District, the use of which is necessary to the services to, and shared in common by, all customers of the District and shall specifically include:
- (a) Real estate and rights-of-way.
  - (b) Wells.

- (c) Reservoirs.
- (d) Pumping plants and all piping thereon.
- (e) Water treatment plants.
- (f) Water mains which are oversized at the request of the District.
- (g) Local water system improvements undertaken by the District for the
- (h) benefit of the existing customers.
- (i) Pressure reducing stations and all piping thereon.

**1-A-281-A-40 LOCAL SYSTEM IMPROVEMENTS:** The following ~~structural~~ improvements ~~are considered to be~~ local system improvements:

- (a) Service connections, fire hydrants, valves, fittings, blow-offs, air and vacuum release valves.
- (b) All water mains used for distribution and transmission of water within the boundaries of the proposed development.
- (c) In water mains used both for the transmission and distribution of water, that portion of the cost of a water main in commercial, industrial, and residential areas. The cost of the water main in areas other than commercial, industrial, and residential areas shall be classified as a Capital Improvement.

**1-A-291-A-41 CAPITAL IMPROVEMENT CHARGE:** The charge for equitable participation in the Capital Improvements of a District as a condition precedent to the supply of water to any residence, building, or parcel of land which has not theretofore been supplied with water by the District.

**1-A-301-A-42 RESIDENTIAL AREA:** Those land areas zoned R-1 and R-2 with the permitted use confined to family dwelling.

**1-A-311-A-43 COMMERCIAL AND MANUFACTURING AREA:** All zone classifications and permitted uses, except those within the definition of residential area.

**1-A-321-A-44 DISTRICT DIVISION DESIGNATION:** Specific areas of Ventura County Waterworks District No. 1 are designated divisions and zones as follows:

- a) The former District No. 1 shall be designated as Division 1 of Ventura County Waterworks District No. 1.
- b) The Improvement Zone No. 1 of former District No. 1 shall be designated as Improvement Zone No. 1 of Division 1 of Ventura County Waterworks District No. 1.
- c) The Improvement Zone No. 2 of former District No. 1 shall be designated as Improvement Zone No. 2 of Division 1 of Ventura County Waterworks District No. 1.
- d) The former District No. 11 shall be designated as Division 2 of Ventura County Waterworks District No. 1.

## **PART 1 - SECTION B - SERVICE AREA MAPS AND LEGAL DESCRIPTIONS**

### **RULE**

**1-B-1** Maps and legal descriptions of service areas and special zones of the District shall be maintained in the office of the County Surveyor.

Although the boundaries of Ventura County Waterworks District No. 38 do not presently include the service area of the Lake Sherwood Mutual Water Company, District No. 38 and its predecessor water provider, Lake Sherwood Community Services District, have served this area since prior to January 1, 2001, and shall continue to serve this area pursuant to Government Code Section 56133, subdivision (e)(4), and Section E of this part shall not apply to that portion of the Lake Sherwood Mutual Water Company service area outside the District's boundaries.

## **PART 1 - SECTION C - DESCRIPTION OF SERVICE**

### **RULE**

**1-C-1** **WATER SUPPLY:**

The District will exercise reasonable diligence and care to:

- (a) Deliver a continuous supply of water to the customer at reasonable pressure, and
- (b) Avoid unnecessary shortages or interruption in the service.

The District shall not be liable for:

- (a) Interruptions of service, shortage, or inadequacy of supply, or
- (b) Any loss or damage caused thereby.

The District shall have the right to temporarily suspend service to any customer, whenever the District deems it necessary to do so, and the District shall not be liable for any loss or damage caused thereby. The causes for temporary suspension of service will be removed by the District without unnecessary delay and with the least inconvenience to the customer.

**1-C-2** **WATER QUALITY:** Whenever domestic service is furnished; the District ~~will endeavor to furnish at all times~~ will always endeavor to furnish a steady, safe and potable water supply.

**1-C-3** **CUSTOMER AND WATER SERVICE CLASSIFICATIONS:** Water service provided by the District may be separated into the following customer and water service classifications for the purpose of establishing water rates:

- (a) "Single Family Residential" – individually-metered single-family homes, single unit condominiums, townhomes, or other similar dwellings, service to which may include water for household domestic purposes, sprinkling lawns, irrigating small gardens and shrubbery, washing vehicles, and the ordinary use of water at residences.

- (b) “Agricultural” – a customer that receives water service to a parcel of land that uses water exclusively for the: (a) growing of crops for human consumption or commercial purposes; (b) raising of fowl or livestock for human consumption or commercial purposes; or (c) commercial breeding and training of horses for sale, including training for racing. Agricultural use excludes water used for commercial or noncommercial boarding or riding facilities, stables, equestrian centers, show arenas or event centers, or other similar facilities or operations. For Ventura County Waterworks District No. 1, the serviced parcel of land must be at least five (5) acres. For Ventura County Waterworks District No. 19, the serviced parcel of land must be at least one (1) acre.
- (c) “Non-Tiered Residential” or “Residential Association/Irrigation” – homeowner association common areas, pool areas, and other separately-metered residential irrigation areas.
- (d) “Multi-Family Residential” – multiple residential dwellings through one meter, such as multiple single-family residences on one parcel, apartment and condominium complexes, duplexes, and trailer parks.
- (e) “Commercial” – an entity engaged in the selling of goods and services, such as retail establishments, restaurants, business offices, gas stations, etc.
- (f) “Industrial” – an entity that is engaged in manufacturing, warehousing, or distributing products.
- (g) “Institutional” – an entity that is engaged with the public, having tax exempt status, such as churches, schools, governmental and municipals.
- (h) “Temporary Construction” – service of a temporary, or non-permanent, nature to a person engaged in construction or similar building, landscaping, development, or improvement activities, including service through fire hydrant meters and truck load count accounts (the rate is converted to a “per 1,000 gallon rate”), or any other service being used for construction on a temporary basis.
- (i) “Non-Residential” – refers to service to a customer in any of the following customer/service classifications: commercial, industrial, or institutional.
- (j) “Private Fireline Service” – water service rendered for privately owned fire protection systems, including fire hydrants on private property.
- (k) “Pump Charge” or “Lift Charge” – a charge, in an amount per 100 cubic feet of water usage based on the District’s actual pumping costs to customers in service zones requiring water to be pumped up to a higher zone. If applicable, these pump or “lift” charges will be published in the District’s Schedule of Rates.

## **PART 1 - SECTION D - APPLICATION FOR SERVICE**

### **RULE**

#### **1-D-1**

**APPLICATION FOR SERVICE:** Each applicant for water service will be required to sign a form provided by the District. The application will be regarded as merely a written request for service, and not binding upon the applicant to take service for a period of time longer than that upon which the rates and minimum charge of the selected rate schedule are based.

The application shall show the following information:

- (a) **Name(s)** of applicant(s) responsible for the water bill payment. Two or more persons who join in one application for service shall be jointly and severally liable for payment and shall be billed by means of a single periodic bill.
- (b) **Service address** of the property where water is connected.
- (c) **Billing/mailling address** if different than the service address.
- (d) **Telephone number** ~~must be maintained to correspond of~~ applicant(s).
- (e) **Email Address** of applicant(s) ~~must be maintained to correspond.~~
- (~~d~~)(f) **Assessor's Parcel Number (APN)** ~~Location of premises for proposed service, address, and brief property description.~~
- (g) **Name Property Owner(s) Name and Address of Owner of Premises** ~~in case of tenant's nonpayment. responsible for tenant nonpayment.~~
- (~~e~~)(h) **Date** applicant desires service to begin.
- (~~f~~)(i) **Account** and service type.
- (~~g~~)(j) **Acknowledgment Signature(s)** of applicant(s) ~~acknowledging agreement agreeing~~ to abide by all Rules and Regulations of the District and pay all bills when due.
- (~~h~~)(k) **Other** information the District may reasonably require.

#### **1-D-2**

**LARGE INCREASE IN USE OF WATER:** Customers making any change in operations on the customer's premises requiring substantial increases in the rates of water flow through the District's facilities shall immediately give the District written notice of the nature of the change.

#### **1-D-3**

**APPLICATION FOR WATER SERVICE:** An application provided by the District must be signed by the applicant(s). Such application shall contain the following provisions:

~~The applicant(s) shall agrees to accept the services applied for subject to these Rules and Regulations and to pay for the services at regular rates. Should the applicant(s) subsequently cancel one or more items of service, such cancellation shall does not change or affect the terms of the applicant's application within respect to the remaining item or items of service.~~

1. The applicant(s) shall also agrees to give at least twenty-four (24) hours' notice to the District before service is to be discontinued. The provisions of the application, obligating the applicant(s) to accept and pay for service,



~~shall remain~~ in force until said notice is given and all bills ~~shall be~~ paid in full until the date the District receives said notice of receipt of said notice by the District.

2. The applicant ~~shall further~~ agrees to assume all liability for any damage occurring on the premises served by the District, by reason of due to ~~open~~ running faucets, faulty fixtures, or broken pipes on such premises at or after following the commencement of service the time when service is turned on, whether or not at that time there is any responsible person is on the premises being served.

3. Credit forward balances for water service normally due to a former customer ~~shall will~~ not be credited to the account of the new customer at the same service address. Said credit balances shall be refunded to the former customer when a forwarding address is available. When there is not a forwarding address available, said credit balances ~~shall will~~ be deposited in the District's applicable water sales trust fund and ~~shall will~~ be refunded to the former customer upon written request by the former customer to the District. If no such request is submitted within one year, the credit forward balance ~~shall will~~ be credited to transferred and deposited into the District's General Fund.

1-D-4 **PRIVACY OF CUSTOMER DATA:** Staff will not disclose customer data, pursuant to Government Code Section 6254.16.

1-D-5 **ACCURACY OF CUSTOMER DATA:** Customers must maintain account data so the District may communicate regarding service updates or payment requests. Penalty noncompliance fees may be assessed. Customers may ~~can~~ opt out of general notifications request via Email cancellation of outreach communications from the District by email, but may not opt out of payment, emergency, or shutoff notifications from the District.

## **PART 1 - SECTION E – OUTSIDE-OF-BOUNDARY SERVICE CONTRACTS**

### **RULE**

#### **1-E-1**

The District, at its discretion, may provide new or extended services by contract or agreement outside its jurisdictional boundaries as permitted by Government Code Section 56133 and other applicable law. Unless the contract or agreement expressly states otherwise, the District may, with or without cause, with or without advance notice, terminate any such contract or agreement and interrupt or cease any such new or extended services. Although not required to do so, to the extent circumstances reasonably allow, the District will provide advance notice before terminating any such contract or agreement or interrupting or ceasing any such new or extended services. The District's provision of any such new or extended services shall

not, and shall not be deemed to, create any rights to continuing services. Water provided pursuant to any such contract or agreement shall be charged at the rates set forth



| in the District's Schedule of Rates.

DRAFT

## **PART 1 - SECTION F - NOTICES**

### **RULE**

- 1-F-1      **NOTICES TO CUSTOMERS:** Notice from the District to a customer normally will be given in writing delivered via the United States Postal Service to the customer's last known address. Where conditions warrant, and in emergencies, verbal notice or notice by telephone or electronic mail will be deemed adequate.
- 1-F-2      **NOTICES FROM CUSTOMERS:** Notice from the customer to the District may be given, by the customer or the customer's authorized representative, verbally or in writing, at the District's operating offices.

## **PART 1 - SECTION G - SERVICE RULES**

### **RULE**

- 1-G-1      **DOMESTIC SERVICE:** Each house or building under separate ownership must be provided with a separate service connection or connections. Two or more houses or buildings under one ownership and on the same lot or parcel of land may be supplied through one service connection, or a separate service connection may be installed for each building.
- ~~1-G-1a~~      The District reserves the right to limit the number of houses or buildings, or the area of the land under one ownership, to be supplied by one service connection.
- ~~1-G-1b~~      When property provided with a service connection is partitioned, the existing service connection, if any, shall be considered as being assigned to the lot or parcel of land nearest to the meter or service connection.
- ~~1-G-1c~~      A service connection shall not be used to supply water to adjoining property of a different owner or property of the same owner on opposite sides of a public street or alley.
- ~~1-G-2~~      **AGRICULTURAL SERVICE CONNECTIONS:** In a District having
- ~~1-G-3~~1-G-2      agricultural water rates, the purposes of the water requirements of the parcel to be served shall guide the District in its determination of the proper sized meter to be installed. Water used for agricultural purposes shall be separately metered. Agricultural water service may be discontinued, with 30 days' notice, at the option of the District. An agricultural service connection shall not be used to supply adjoining properties.

~~1-G-2a~~

The regulation by the customer of the flow of water from an agricultural meter must be effected by means of a valve installed on the outlet side of the meter, and the installation and maintenance of such a valve shall be at the customer's expense.

~~1-G-41-G-3~~

**AUTOMATIC FIRE SPRINKLER SERVICE CONNECTIONS:** When an automatic fire sprinkler service connection is installed, the control valve thereon will be left closed and sealed until a written order to turn on the water is received from the customer. After the water is turned on, the District shall not be liable.

DRAFT

for damages of any kind that may occur on or to the premises or property therein served due to the installation, maintenance, or use of such service connection, or because of fluctuation of pressure or interruption of water supply.

**1-G-3a** If water is used through an automatic fire sprinkler service connection for any purpose other than the extinguishing of fires, or a purpose related thereto, the District shall have the right either to place a meter on the automatic fire sprinkler service connection at the customer's expense, and to charge at metered rates for all water used, or to shut off the entire supply of water to the premises through such service connection.

~~1-G-3b~~ The District shall have the right to install and connect with the automatic fire sprinkler service connection at the curb, a service connection for rendering any other type of water service to the same premises served by the automatic fire sprinkler service connection.

~~1-G-3c~~ All automatic fire sprinkler service connections shall be equipped with a District- approved check valve detector device, all at the expense of the customer.

**1-G-51-G-4** **TEMPORARY WATER SUPPLY:** May be provided through ~~Temporary water supply may be provided through:~~

- (a) Temporary service connections or
- (b) Fire hydrants

Temporary water supply may be disconnected and/or terminated upon notification by the District.

Water obtained on a temporary basis shall be for use only within the service boundaries of the District. Any use of the water obtained on a temporary basis for use outside the boundaries of the District is subject to Government Code Section 56133.

**1-G-61-G-5** **TEMPORARY SERVICE CONNECTIONS:** Temporary service connections will be disconnected and terminated within two years after installation unless an extension of time is granted by the District.

**1-G-5a** Where a regular service connection of adequate size is available, it may be used for temporary service so long as such connection is not required to supply the property which it enters, provided a temporary service connection number is assigned to it for identification during such usage. A charge, as shown in the District's Schedule of Rates, will be made for arranging temporary service. If such connection is at any time required to permanently serve the property which it enters, said temporary service there must be discontinued.

**1-G-5b** A charge for the installation of a temporary service connection shall be the same as for a regular service connection, as shown in the District's Schedule of Rates.

The applicant shall deposit in cash the amount specified in the District's Schedule of Rates and shall be subject to an additional charge, or entitled to a credit, as provided herein.

DRAFT

~~1-G-5c~~ After a temporary service connection is installed, and the District is requested by the applicant to terminate and remove the service, the cost of disconnecting and terminating the temporary service will then be estimated and added to the installation cost. From this total, the estimated salvage value of the material to be recovered will be deducted, leaving the final net estimated cost of the temporary service connection. If such net estimated cost is greater than the amount of the applicant's original charge, upon demand the applicant shall pay the District such additional sum as is required to make the applicant's aggregate payment equal to the final net estimated cost.

~~1-G-5d~~ When a temporary service connection is disconnected and terminated within two years from the date of installation, the estimated cost of the disconnection and the present value of the material recovered shall be deducted from the deposit charge and the balance (if any) of such deposit shall be refunded to the customer if requested. If the aggregate deposit is less than the sum of the installation charge, the disconnection charge, and the present value of the material recovered, the amount of such deficiency shall be paid by the customer.

~~1-G-5e~~ Where the construction of an installed temporary service connection conforms to the standard requirements of a permanent service connection installation, it may be designated as a permanent service connection at any time, provided all charges for permanent service at its location are paid; and the District will refund to the customer the difference in charges between the temporary service connection and permanent service connection, if the former charge was less than the latter. If the temporary service connection is not metered when it is converted into a regular permanent service connection, and the kind of permanent service to be rendered requires metering, the regular meter charge for the appropriate size of meter shall be paid by the customer.

~~1-G-5f~~ The District reserves the right at any time to set a meter on any temporary service connection and to collect the required meter deposit, and thereafter to charge the regular metered rate for the kind of service to be rendered.

1-G-~~65~~**g** **METER CHARGE CREDITS:** If a metered temporary service connection is disconnected and terminated and the meter is recovered within one month after its installation, upon application, 95 percent of the meter charge, less \$5.00, will be refunded; if within two months, 90 percent less \$5.00; if within three months, 85 percent less \$5.00; if within four months, 80 percent less \$5.00; if within five months, 75 percent less \$5.00; and if after five months and within two years, 70 percent less \$5.00. All refunds of meter deposits shall be made to the customer, and no refund of a meter deposit shall be made if the temporary service connection is not terminated and the meter recovered within two years from its date of setting.

~~1-G-7~~ **TEMPORARY WATER SUPPLY FROM FIRE HYDRANTS:** Water may, on application, be obtained at rates determined by the Director from fire hydrants, for

purposes other than extinguishing fires, in the manner prescribed as follows: When water is to be so procured from a fire hydrant, the applicant shall sign an

DRAFT

application for a fire hydrant permit, wherein the applicant shall specify the location of the fire hydrant to be used and shall agree to pay the required cash deposit or charge therefor to the District. The applicant must at the same time deposit with the District a sum of money to secure payment of its charges for furnishing, installing, removing, inspecting, and renting of the equipment required to be installed on a fire hydrant for such procuring of water.

Water obtained on a temporary basis from a fire hydrant shall be for use only with the service boundaries of the District. Any use of water obtained on a temporary basis from a fire hydrant for use outside district boundaries is subject to Government Code Section 56133.

1-G-~~76~~a A minimum charge for the furnishing, installation, removal, inspection, and rental of such equipment on each fire hydrant shall be imposed pursuant to the District's Schedule of Rates.

1-G-~~76~~b If the equipment so furnished is damaged through carelessness or abuse, the cost of repairing the same shall constitute a charge against the customer. If any such equipment is removed from the fire hydrant other than by the District's employee and is not recovered by the District, the value thereof shall constitute a charge against the customer.

1-G-~~76~~c The fact that some fire hydrants are already equipped with auxiliary valves, or that some customers may desire to furnish their own equipment for installation on fire hydrants, shall not affect or vary this rule or in any way prevent or modify its application.

1-G-8 **SERVICE CONNECTION AND METER INSTALLATION CHARGES:** Where a charge is fixed herein for the installation of the service connection and/or meter, such charge shall be paid in advance by the applicant. Where no such charge is fixed, the District reserves the right to require the applicant to pay an amount as a fixed charge equal to the estimated cost of installation of such service connection and/or meter.

1-G-9 **SERVICE CONNECTION, SIZE, AND LOCATION:** The District reserves the right to determine the size of the service connection and its location in relation to boundaries of the premises to be served. Where possible, the customer's pipe to the curb should not be laid until the service connection is installed. In the event the customer's pipe is laid to the curb prior to the time the service connection is installed, and its location at the curb does not correspond with that of the service connection at the curb, then the customer must bear the additional cost of connecting the service connection pipe with the customer's pipe.

1-G-10 **EXTENSION OF SERVICE PIPE THROUGH BASEMENT WALL:** Where the applicant requires the service connection pipe to be extended through a basement wall, the applicant shall, at the applicant's own expense, provide and



seal the entrance way for such pipe and shall assume all responsibility for

DRAFT

damage caused by leakage through such entrance way and/or by leaking p-pipes, fittings, or meters.

1-G-11 **SERVICE CONNECTION CURB STOP OR VALVE:** Every service connection installed by the District will be equipped with a curb stop or valve on the inlet side of the meter. Such valve or curb stop is intended for the exclusive use of the District in controlling the use of water through the service connection and/or meter. If such curb stop or valve is damaged by the customer to an extent requiring its replacement, the customer shall bear the cost for such replacement. The customer's pipe shall have a wheel valve placed at some known and accessible location between the meter and the building, to control the supply to the building.

1-G-12 **ENLARGING SERVICE CONNECTION AT TIME OF RENEWAL:** When the District replaces a service connection for any reason, such service connection may be enlarged, upon the customer's request and at the customer's expense, the District's estimated cost of which shall constitute a fixed charge.

1-G-13 **MAINTENANCE OF SERVICE CONNECTIONS, METERS, DETECTOR CHECK VALVES, AND HOUSINGS:** All service connections, water meters, detector check valves, and housings installed by the District shall be maintained at its expense, except as may be otherwise provided herein.

~~1-G-12a~~ — Where a two-inch, or larger, stub pipe is laid to the curb to replace one or more old service connections, such old service connection will be disconnected, and the District will lay, connect, and maintain the necessary piping from such new stub pipe to the old location of the meter or to the customer's supply pipe.

1-G-14 **CUTTING, REFITTING, RAISING, LOWERING, OR RELOCATING WATER SERVICE CONNECTIONS, MAINS, ETC.:** Any person — person — making improvements or changes, including road repairs, resulting in the cutting, refitting, raising, lowering, relocating, or damaging in any way of service connections, water mains, fire hydrants, stub pipes, meters, valves, or other parts of the water system shall be liable to the District for all costs incurred by it in making such changes.

1-G-15 **INCREASING SIZE OF DETECTOR CHECK VALVE FOR AUTOMATIC FIRE SPRINKLER SERVICE:** In all cases in which a detector check valve on an installed service connection for automatic fire sprinkler service is recovered by the District because of the substitution of a larger detector check valve, the charge to the customer for furnishing and installing such larger detector check valve shall be the estimated cost of replacement, which estimate shall include a credit for the replaced equipment; and such credit shall be the present value.

1-G-1~~64a~~ **REFUND OF CHARGES FOR DETECTOR CHECK VALVE AND BY-PASS METER UPON DISCONNECTION AND ABANDONMENT OF AUTOMATIC FIRE SPRINKLER SERVICE CONNECTION:** When an automatic fire sprinkler service connection is disconnected and abandoned and the detector check valve and by-pass meter on such service connection are recovered by t

the District, upon written application, a refund of the charge paid by the customer for such detector check valve and by-pass meter will be made in an amount equal to the present value as determined in Part 3 of these Rules and Regulations, less the estimated costs of removing the equipment.

~~1-G-161-G-17~~ **SETTING OF METERS:** The District may install all meters unless installation by another person is authorized by the District.

1-G-185a **OWNERSHIP OF METERS:** The District is the owner of all meters and appurtenances incidental thereto within the District.

1-G-195b **REMOVAL OF METERS FROM INACTIVE SERVICE CONNECTIONS:** The District may at its option remove the meter from any service connection determined to be inactive for more than two billing cycles, for maintenance or for use in another location. The District will reinstall the meter upon the customer's request. In the case of an inactive agricultural meter, if the customer requests discontinuation of service to avoid service charges, the District will remove the meter. However, reinstatement of service shall be at the discretion of the District.

~~1-G-171-G-20~~ **CHARGE FOR SUBSTITUTION OF LARGER METER FOR DOMESTIC SERVICE OR FOR COMBINED AGRICULTURAL AND DOMESTIC**

**SERVICE:** When a meter for domestic service, or for combined agricultural and domestic service, of larger size than the existing meter is to be installed on an existing service connection, or when the existing service connection is disconnected and abandoned and the meter thereon is recovered by the District and a larger service connection and a larger meter are to be installed in the place thereof, the charge required for furnishing and setting such larger meter installation shall be the same as for a new service and meter, less the present value of the recoverable meter and fittings.

~~1-G-181-G-21~~ **SUBSTITUTION OF SMALLER METER TO REDUCE MONTHLY MINIMUM**

**CHARGE:** When substitution of a smaller meter is requested by the customer in order to reduce the monthly minimum charge, and when the minimum charge is related to the meter size, such substitution will be made without charge, provided the delivery of water required through such smaller meter shall not exceed its rated capacity, and provided also that such capacity conforms with the requirements of the Plumbing Code. No credit for a large meter so removed will be allowed.

The allowable change in meter size shall not be less than one size smaller than the customer's piping, except that in no case shall the meter size be reduced below the size determined by application of rules in the Plumbing Code.

~~1-G-191-G-22~~ **DAMAGE TO METERS BY HOT WATER OR STEAM:** The District will furnish, set and maintain all meters.

1-G-18a When a customer becomes responsible for the payment of water bills for any premises served, the meter at that date installed or ~~continued on~~ continued the service

connection is in this rule designated as the "first meter" and any other meter installed on the same service connection, to serve the same premises in

substitution for a meter damaged in service, is herein designated as "any substituted meter."

~~1-G-18b~~ The District assumes the liability for the cost of changing and repairing any meter that shall have been damaged by hot water or steam emanating from the premises served in only the following cases:

- 1) When such damage occurs to the first meter; ~~and~~
- 2) When such damage occurs to any substituted meter more than three years after the same shall have been installed; ~~and~~
- 3) When such damage occurs to any substituted meter within three years after the same shall have been installed, and the customer as of the date such damage occurs has not been continuously so responsible for the same at all times since the date of the last previous occurrence of damage to a meter, for which the District assumes liability hereunder.

~~1-G-18c~~ When the first meter is found to have been damaged by hot water or steam emanating from the premises served, notice of such damage will be mailed to the customer responsible for the payment of the water bills, but the customer will not be charged with the cost of changing or repairing the first meter.

~~1-G-18d~~ If any substituted meter be similarly damaged (whether through the fault of such customer or otherwise) and such damage occurs within three years after the last previous meter installed on the same service connection and supplying the same premises was damaged, the cost of changing and repairing such substituted meter will be charged to the customer, provided such customer shall have been continuously so responsible at all times since the date of the last previous occurrence of damage to a meter, for which the District assumes liability hereunder.

~~1-G-18e~~ When a meter is to be replaced, a notice will be left on the premises notifying the customer that the water will be or is being shut off for work on the water meter.

~~1-G-18f~~ In the case of damage to a meter due to excessive flow onto the customer's premises, the customer shall supply the District, within five (5) working days of the District's request, the customer's maximum flow demand. If that demand is ~~in excess of~~ more than the meter's rating, the customer shall do one of the following at the District's system:

- 1) Install a larger meter or meter and service line, in accordance with charges established in the District's Schedule of Rates.
- 2) Approve the installation, by the District, of a device to limit the flow through the meter to its maximum amount.

~~1-G-20~~ ~~1-G-23~~ **CHANGE OF METER LOCATION:** When the location of a meter and/or service is changed at the customer's request, the cost of making such change

will be charged to the customer, in accordance with the District's Schedule of Rates.

~~NOTE:~~ When the customer requests such change of the location of a meter because of constructing a driveway that is to be paved, instead of moving the meter, a concrete box equipped with a steel cover plate to house the meter may be installed, provided the slope of such driveway is not such as to cause the face of the steel plate to be dangerous to pedestrians walking thereon.

~~1-G-24 APPLICATION FOR WATER SERVICE: No charge will be made for the mere turning on of the water supply upon the opening of a new account for any kind of service. An application provided by the District must be signed by the applicant. Such application shall contain the following provisions:~~

~~The applicant shall agree to accept the services applied for subject to these Rules and Regulations and to pay for the services at regular rates. Should the applicant subsequently cancel one or more items of service, such cancellation shall not change or affect the terms of the applicant's application in respect to the remaining item or items of service.~~

~~The applicant shall also agree to give at least twenty-four hours' notice to the District before service is to be discontinued. The provisions of the application, obligating the applicant to accept and pay for service, shall remain in force until said notice is given and all bills shall be paid in full to date of receipt of said notice by the District.~~

~~The applicant shall further agree to assume all liability for any damage occurring on the premises served, by reason of open faucets, faulty fixtures, or broken pipes on such premises at or after the time when service is turned on, whether at that time there is any responsible person on the premises.~~

#### **USE OF WATER WITHOUT REGULAR APPLICATION FOR SERVICE:**

Any person taking possession of premises where the water supply has been shut off and the curb cock or valve sealed must make proper application to the District to have the water supply turned on. In the event the person turns on the water supply or suffers or causes it to be turned on, without first having made such application, the person will be held liable for all charges for the water service rendered, the amount thereof to be determined, at the election of the District, either by the meter reading or on the basis of the estimated consumption for the length of time service was received without proper application.

~~1-G-21a—25~~ **TAMPERING OR TURNING ON WATER:** Tampering with a water meter or the turning on of water at a water meter without District consent is a violation of these Rules and Regulations and Penal Code Section 498 and constitutes a misdemeanor. Any person who tampers with a District meter or water supply is subject to a fine, plus costs of all repairs, labor and damages to District property. When the District finds that water is being used without proper application, the customer or other person will be notified, and if application for such service is not made promptly thereafter and the District immediately

compensated for water already used, the supply will be shut off without further notice.

**1-G-26 DISCONTINUANCE OF WATER SERVICE:** ~~A No fee will be charged~~ ~~d-will be made~~ for shutting off water supply ~~and~~ for reading the meter upon closing the account as specified in the District's Schedule of Rates.

~~1-G-22a~~ When a customer makes application for water service for specified premises, the customer will be charged for water service on such premises until the customer requests the service to such premises be discontinued.

~~1-G-24~~ **1-G-27 READING OF METER AND BILLING:** Under ordinary conditions, each continuous service meter will be read monthly on approximately 28 to 35 days for one billing cycle to the next and a bill thereupon rendered, showing the period covered by the meter reading, ~~or~~ ~~r~~ ~~R~~ the amount of water used, and the total charge for the service rendered. Fire service meters may, at the option of the District, be read semi-annually or annually. However, monthly bills shall be rendered for the ~~monthly fire~~ ~~monthly service~~ ~~fire service~~ charge. ~~R~~ ~~R~~ Notice may be given by the District ~~for~~ ~~f~~ large or unusual meter registration. The customer is responsible for paying all water that passes through the meter.

~~1-G-23a~~ Where the meter is found to be out of order, or when a meter reading cannot be obtained, the charge for water will be based, at the option of the District, on an estimated meter reading. Such estimates may be computer generated based on previous usage for the property or on the consumption as registered by a substituted new meter. Consideration may also be given to the average monthly consumption adjusted to seasonal demand for the current billing period. Consideration may also be given to volume of business, seasonal demand, and other factors that may assist in

determining an equitable charge.

~~1-G-23b~~ When the meter is temporarily covered by building or other material, or when a mobile construction meter has been moved to a new location without the District's knowledge, so that it cannot be read, the charge for water will be based, at the option of the District, on estimated water usage. Such estimates may be computer generated based on previous usage for

the property, and a bill or series of bills for the billing period, will be rendered. Estimated water usage may be adjusted if necessary when the meter is first thereafter read. The District may notify the customer of the inaccessibility of the meter and may charge the applicable fee for the notice as specified in the District's Schedule of Rates. ~~R~~

~~1-G-23c~~ When the water meter or water lines within a private easement are not accessible to the District due to locked gates, fences, livestock, dogs, or any other condition for more than 60 days, the District will, at its option:

- 1) Remove the meter and/or terminate service until the inaccessibility is eliminated. Notice of the District's intent to do so will be given to the customer after the first incident of inaccessibility.

- 2) If the water meter and/or the water lines within a private easement remain inaccessible or their location inhibits or excludes District access, the water meter and/or water lines may be relocated at the determination of the District, and all relocation costs, including, but not limited to, materials and labor, will be billed to the customer.

**1-G-251-G-28 SHUTTING OFF WATER SUPPLY FOR EMERGENCY REPAIRS OR FOR CHANGES, ETC., IN OR AFFECTING THE DISTRIBUTION SYSTEM:** The District reserves the right at any and all times to shut off the water for the repairing, extending, or altering of water mains, the repairing and placing of fire hydrants, the repairing and renewing of water service connections, or the changing and testing of water meters or detector check valves.

**1-G-261-G-29** When the water supply is to be shut off for any of the above reasons, the District will make a reasonable effort to deliver a notice of the shut-off to the customer or to some responsible person on the premises, but it does not assume any liability for the failure of the customer to receive or to understand such notice.

**1-G-25a** The District will not be responsible for the maintenance of pressure, nor for the continuity of water supply, and customers dependent upon a continuous water supply should provide adequate storage for emergencies. Customers having water heaters or other devices requiring a continuous water supply should take all necessary steps to prevent damage to, or the causing of injury by, such devices ~~as a result of~~ because of the shutting off of the water supply.

**1-G-25b** The District shall not be responsible for water pressures for any customers located at high elevation beyond normal District water pressures. Nor is the District obligated to extend water services to those areas beyond existing District water mains and/or off the public rights-of-way.

~~**1-G-25c** Credit forward balances for water service normally due to a former customer shall not be credited to the account of the new customer at the same service address. Said credit balances shall be refunded to the former customer when a forwarding address is available. When there is not a forwarding address available, said credit balances shall be deposited in the District's applicable water sales trust fund and shall be refunded to the former customer upon written request to the District. If no such request is submitted within one year, the credit forward balance shall be credited to the District's General Fund.~~

**1-G-271-G-30 LEAKING PIPES OR FIXTURES ON THE PREMISES SERVED:** The District's control and responsibility ends at the curb shut-off or meter, and the District will in no case be liable for damage caused by, or in any way arising out of, the running or escape of water from open faucets, burst pipes, or faulty fixtures on the premises.

**1-G-3126a CUSTOMER RESPONSIBILITIES:** All piping and appurtenances installed by the customer on the customer's premises shall remain the property of the customer and the maintenance thereof shall be the customer's sole responsibility. Water provided to the property, on the customer's side of the



meter, including water from leaks, must be paid for by the customer. The District's control and responsibility shall end at the customer's side of the meter. The District shall in no case be liable for damages caused by, or in any way arising out of, the running or escape of water from open faucets, burst pipes, or faulty fixtures on the premises.

~~1-G-26b~~ When it becomes necessary to shut off the water supply to the entire premises, the customer may use the customer hand valve within the meter box on the customer side of the meter, if one has been installed. Upon request, for emergency purposes, the District may, without charge, shut off its control valve on the inlet side of the meter with the understanding that the District will turn on the water after repairs have been made.

~~1-G-26c~~ Every service connection is equipped with a control valve on the inlet side of the meter which may be used by the customer when necessary to shut off the water supply from the entire premises. Upon request, day or night, the District will, without charge, shut off such control valve for emergency purposes, upon the understanding that the customer will turn on the water after repairs shall have been made.

**NOTE:** For convenience and safety, the water pipe on the customer's premises shall be equipped with a wheel valve, placed at some known accessible location between the meter and the building.

~~1-G-281-G-32~~ **TAMPERING WITH DISTRICT PROPERTY:** Except as provided elsewhere in this rule, no person, other than an authorized District employee, shall at any time or in any manner operate, or cause to be operated, any valve in or connected with a water main, service connection, or fire hydrant, or tamper or otherwise interfere with any water meter, detector check valve, or other part of the water system. No person shall deposit, or cause to be deposited, any substance or liquid in any water main or pipe of the District or do anything which might cause any water supplied or furnished by, or belonging to, the District to become polluted, or take water from any service without first securing permission from the District.

~~1-G-27a~~ In the event a person for any reason damages an angle meter valve or valve controlling a water supply, or damages a meter cover or its center piece, or causes any such act to be done, such person will be held liable for such damage.

~~1-G-27b~~ The District may notify the customer about ~~the notice as specified in the District's Schedule of Rates.~~ any tampering with the District property and may charge the applicable fee for such

The District may impose a fine of up to \$250.00, plus the cost of labor and materials to repair any damages, against any person found to be tampering with District property or engaged in the unauthorized operation of any part of the water system.

~~1-G-291-G-33~~ **RIGHT OF INSPECTION OF AND ACCESS TO CUSTOMER'S PREMISES:**

By accepting service from the District, the customer agrees that authorized agents and employees of the District shall have the right of entry and access, at all



reasonable times, in, to and upon the customer's buildings, grounds or premises,  
or any part thereof (including any and all plumbing, water piping, \_

DRAFT

fixtures, or connections located, used, ~~maintained~~maintained, or operated therein or thereon), for the purposes of:

- 1) Reading of meters and/or repairs and maintenance to the meter or water system.
- 2) Determining the existence, operation, and/or use in, on, or about such buildings, grounds, or premises for:
  - Any plumbing or water piping which may now or hereafter cause, create, or permit backflow, back-siphonage, or any other condition affecting or likely to affect the purity and/or potability of the water supply furnished by the District.
  - Any source such as hot water which could damage District equipment such as meters.
  - Any source of water supply which may now or hereafter be connected with the water supply system of the District.
  - Any source of pressure, vacuum, contamination or pollution (including any and all equipment, fixtures or appliances connected or used therewith or therefor) affecting or likely to affect the purity and/or potability of the water supply of the District.
- 3) Facilitating the enforcement, from time to time, of ~~any and all~~all applicable laws and Rules and Regulations of the District.

~~1-G-28a~~ Such authorized representatives of the District shall be furnished with and upon the request of any customer shall display, appropriate identification.

~~1-G-28b~~ If the District shall ascertain that a condition affecting the purity and potability of the water supply in any District exists in, on, or about any building, grounds, or premises in violation of any law, rule or regulation of this State, or any ordinance of the County of Ventura, or any of these Rules and Regulations, the District shall:

- (i) Immediately notify the person owning and/or controlling such building, grounds, or premises of the existence of such condition; ~~and~~
- (ii) Require of such person compliance within a reasonable time (to be stated in said notice) with any such law, ordinance, rule or regulation so violated; and
- (iii) Further notify the person that, for the failure to so comply within said described period, the District will take, or cause to be taken, by the appropriate authority, such steps to enforce such compliance, to remedy such condition, and/or to protect the interests of the District, as shall be provided by law or by these Rules and Regulations.

~~1-G-30~~ 1-G-34 **EASEMENTS:** The customer shall be responsible for maintaining public utility easements within the customer's property such that the District ~~has access at all times~~always has access to the public utility systems within the easements. No permanent improvements such as buildings, block walls, iron fences, large trees and shrubs and the like shall be placed over the easement

without prior written approval from the District. Where the District must perform maintenance and/or

DRAFT

~~\_construction activity within the easement, it shall not be responsible for replacing said permanent improvements or other prohibited structures. The District must have access to the public utility systems within any easement at all timesmust always have access to the public utility systems within any easement.~~

~~1-G-31 **PROHIBITION OF CROSS-CONNECTIONS:** No physical connection shall hereafter exist or be installed, located, maintained, or operated between the water supply system of any District (including its appurtenant mains, pipes, fixtures, equipment, or appliances), and any other supply system or any sewer or grading system, or any steam, gas, or chemical line, pipe, or conduit, or any device, boiler, tank, or container whereby any contamination or pollution or any dangerous, impure, unsanitary, or unpotable substance (solid, liquid, or gaseous, or any combination thereof) may now or hereafter be introduced to any portion of the water supply system of the District by backflow, back siphonage, or any other method, means, or cause whatsoever.~~

~~1-G-30a Wherever a mechanical or other method or device (approved by the District) may be used for protecting the District's water supply system from any such source of contamination or pollution, any customer shall at the customer's own expense and subject to the final inspection and approval thereof by a person certified for such inspection and repair by the County of Ventura Health Officer, install, maintain, operate, and use the same. Maintenance shall include inspections and operational tests once a year, or more often as required by the Engineer and/or County of Ventura Health Officer.~~

~~1-G-30b The District shall promulgate and shall, upon request, furnish copies to the customer of lists of approved mechanical devices and information concerning the installation of said devices.~~

~~1-G-30c The District shall have the right to discontinue the supply of water to, and to seal or disconnect the services to, the premises of the customer for the customer's failure to comply with, or the violation or infraction of, any of these Rules and Regulations relative to the inspection of the customer's premises for, to the prohibition of, or to the protection of the District's water supply against cross-connections, backflow, or back-siphonage. A customer shall be entitled to reasonable notice of the intent of the District to discontinue the service for the customer's noncompliance with, or violation of, any of such Rules and Regulations, and to a reasonable opportunity to comply with and/or to cease the violation thereof. However, no such notice or opportunity to comply with, or to cease a violation of, any of such Rules and Regulations need be given in those instances in which non-compliance or violation by the customer has created, is creating or is likely to create in the water supply~~

~~system conditions dangerous and detrimental to public health, safety, and welfare.~~

~~1-G-30d **BACKFLOW SHUT-OFF:** Service to customers with a backflow device non-compliance shut-off will be turned back on only between the hours of 8:00 a.m.~~

~~and 5:00 p.m. All backflow device shut-off notices must be cleared by the District administration office.~~

~~1-G-32 In the event that the customer is unable to obtain qualified private inspection services, the District will furnish competent inspection and/or repair service at the rates set forth in the District's Schedule of Rates.~~

## **PART 1 - SECTION H – CROSS-CONNECTION CONTROL AND BACKFLOW PREVENTION**

### **RULE**

1-H-1 **GENERAL POLICY:** The regulations of the Department of Public Health of the State, contained in Title 17 of the California Code of Regulations, the standards of the Uniform Plumbing Code, American Water Works Association Standard M14, and the University of Southern California Foundation for Cross- Connection Control and Hydraulic Research Manual of Cross-Connection Control (10th ed.) are applicable for cross-connection control and backflow prevention in the District.

### 1-H-2 **DISTRICT REGULATIONS FOR CROSS-CONNECTION CONTROL AND BACKFLOW PREVENTION**

~~1-H-2a~~ **GENERAL:** No water service connection to any premises will be installed or maintained by the District unless the water supply is protected as required by State laws and these Rules and Regulations. Service of water to any premises shall be discontinued by the District if a backflow prevention assembly required by these Rules and Regulations is not installed, tested and maintained, or if it is found that a backflow prevention assembly has been removed or bypassed, or if an unprotected cross-connection exists on the premises. Service will not be restored until such conditions or defects are corrected. The customer's system should be open for inspection at all reasonable times to authorized representatives of the District to determine whether cross-connections or other structural or sanitary hazards, including violations of these Rules and Regulations, exist. When such a condition becomes known, the District shall deny or immediately discontinue service to the premises by providing for a physical break in the service line until the customer has corrected the condition(s) in conformance with the State laws relating to plumbing and water supplies and the regulations adopted pursuant thereto and these Rules and Regulations.

~~1-H-2b~~ All existing backflow prevention assemblies that do not meet the requirements in these Rules and Regulations but were approved devices for the purposes described in these Rules and Regulations this section, be excluded from the requirements of these Rules and Regulations so long as the District is assured that they will satisfactorily protect the utility system. Whenever the existing device is moved from the present location or requires more than minimum maintenance (e.g., no replacement parts required) or when the District finds

that the maintenance constitutes a hazard to health, the unit shall be replaced by an approved backflow prevention assembly meeting the requirements of these Rules and Regulations.

**1-H-32e WHEN BACKFLOW PREVENTION IS REQUIRED:**

1. In the case of premises having an auxiliary water supply which is not or may not be of safe bacteriological or chemical quality and which is not acceptable as an additional source by the District, the public water system shall be protected against backflow from the premises (i.e., irrigation services).
2. In the case of premises on which any industrial fluid or any other objectionable substance is handled in such a fashion as to create an actual or potential hazard to the public water system, the public system shall be protected against backflow from the premises. This shall include the handling of process waters and waters originating from the utility system which have been subject to deterioration in quality.
3. In the case of premises having (1) a cross-connection that cannot be permanently corrected or controlled or (2) intricate plumbing and piping arrangements or where entry to all portions of the premises is not readily accessible for inspection purposes, making it impracticable or impossible to ascertain whether or not dangerous cross-connections exist, the public water system shall be protected against backflow from the premises.
4. In the case of premises having industrial or commercial facilities, the public water system shall be protected against backflow from the premises.

**1-H-31-H-4 ACCEPTABLE BACKFLOW PREVENTION ASSEMBLIES:** The District will not accept any backflow prevention assembly for cross-connection protection other than an approved air gap separation or a reduced pressure principle backflow prevention assembly unless otherwise approved by the District. An exception will be the installation of an approved double detector check valve assembly on fire lines for sprinklered buildings or on private fire hydrant lines.

**1-H-41-H-5 REDUCED PRESSURE PRINCIPLE DEVICE (RP):** Commonly referred to as an RP or RPP, this device consists of two independently acting check valves, together with an automatically operating pressure differential relief valve located between the two check valves. The first check valve reduces the supply pressure at a predetermined amount so that during normal flow, and at cessation of normal flow, the pressure between the two check valves shall be lower than the supply pressure. If either check valve leaks, the relief valve will discharge to the atmosphere. This will maintain the pressure in the zone between the two check valves lower than the supply pressure. The unit also has two shut-off valves (one upstream and one downstream of the checks) and properly located test cocks for field testing.

**1-H-64a INSTALLATION:** An approved RP assembly, the same size as the water meter, shall be installed on the customer water line as close as practical to the

meter (not to exceed 10 feet unless otherwise approved by the District). Unprotected outlets shall not be installed between the meter and the RP device. This unit shall be installed a minimum of 18 inches and not more than 36 inches above finish grade with a minimum of 12 inches of side clearance. The unit shall not be installed in an enclosed structure.

1-H-~~74b~~ **APPROVED RP DEVICES:** Any backflow prevention assembly required herein shall be a model approved by the District. The term “Approved Backflow Prevention Assembly” shall mean an assembly that has been manufactured in full conformance with the standards established by the American Water Works Association (AWWA) entitled AWWA C506-84 Standards for Reduced Pressure Principle and Double Check Valve Backflow Prevention Devices and has met completely the laboratory and field performance specifications as set forth in Chapter 10, Specifications of Backflow Prevention Assemblies, of the Manual of Cross-Connection Control (10th ed.) of the University of Southern California Foundation for Cross-Connection Control and Hydraulic Research (FCCCHR).

Final approval shall be evidenced by a “Certificate of Approval” issued by an approved testing laboratory certifying full compliance with the said AWWA standards and FCCCHR specifications.

The following testing laboratory has been qualified by the District to test and certify backflow preventers:

Foundation for Cross-Connection Control and Hydraulic Research University of Southern California

University Park Los Angeles, California 90089-0231

Testing laboratories other than the laboratory listed above will be added to an approved list as they are qualified by the District.

The list of approved RP assemblies is issued and maintained by the Ventura County Environmental Health Division. The District should be consulted for the currently approved list.

1-H-~~84e~~ **TESTING:** It shall be the duty of the customer at any premises where the backflow prevention assemblies are installed to have certified inspections and operational tests made at least once per year. Where the District deems the potential hazard of backflow to be significant, certified inspections at more frequent intervals may be required. These inspections and tests shall be performed by a certified tester approved by the District. It shall be the duty of the District to see that these tests are made in a timely manner. The customer shall notify the District in advance when the tests are to be undertaken so that an official representative of the District may witness the tests. These assemblies shall be repaired, ~~overhauled~~ ~~or~~ overhauled or replaced at the expense of the customer whenever said assemblies are found to be defective. Records of such tests, repairs and overhaul shall be kept by the customer and made available to the District upon request.

DRAFT



**AIR GAP:** An air gap is a physical separation between the free-flowing discharge end of a potable pipeline and an open or non-pressure receiving vessel. To have an acceptable air gap, the end of the discharge pipe has to be at least twice the diameter of the pipe above the topmost rim of the receiving vessel, but in no case can this distance be less than one inch.

1-H-10      **PROHIBITION OF CROSS-CONNECTIONS:** No physical connection shall hereafter exist or be installed, located, maintained, or operated between the water supply system of the any-District (including its appurtenant mains, pipes, fixtures, equipment, or appliances), and any other supply system or any sewer or grading system, or any steam, gas, or chemical line, pipe, or conduit, or any device, boiler, tank, or container whereby any contamination or pollution or any dangerous, impure, unsanitary, or unpotable substance (solid, liquid, or gaseous, or any combination thereof) may now or hereafter be introduced to any portion of the water supply system of- the District by backflow, back siphonage, or any other method, means, or cause whatsoever.

Wherever a mechanical or other method or device (approved by the District) may be used for protecting the District's water supply system from any such source of contamination or pollution, any customer shall at the customer's own expense and subject to the final inspection and approval thereof by a person certified for such inspection and repair by the County of Ventura Health Officer, install, maintain, and operate, and use the same. Maintenance shall include inspections and operational tests once a year, or more often as required by the Engineer and/or County of Ventura Health Officer.

The District shall promulgate and-shall, upon request, furnish copies to athe customer of lists of approved mechanical devices and information concerning the installation of said devices.

The District shall have the right to discontinue the supply of water to, and tseal or disconnect the services to, the Ppremises of athe customer for athe customer's failure to comply with, or the violation or infraction-of, any of these Rules and Regulations relative to the inspection of athe customer's Ppremises for, to the prohibition of, or to ensure the protection of the District's water supply againstfrom cross-connections, backflow, or back-siphonage. A customer shall be entitled to reasonable (i) reasonable-notice of the District's the-intent of the-District-to discontinue the-service due to for thea customer's failure to comply with or violation of noncompliance with, or violation of, any of suchthese Rules and Regulations, and (ii) to a reasonable opportunity to comply with and/or to cease the-any violation thereof. However, no such notice or opportunity to comply with, or to-cease a violationviolating ofthese, any of such-Rules and Regulations are required need be given in those instances in whichwhere a customer's non-compliance or violation is creating by the customer has created, is creating or is likely to create in the water supply system conditions that are dangerous and detrimental to the public's health, safety, and welfare.

1-H-11      ~~1-H-11~~      **BACKFLOW SHUT-OFF:** The District will resume water services

during the hours of 8:00 a.m. and 5:00 p.m. All backflow devices shut-off notices must be cleared prior to resuming water service.

If the customer is unable to obtain qualified private inspection services, the District will furnish competent inspection and/or repair service at the rates set forth in the District's Schedule of Rates.

## **PART 1 – SECTION I - CAPITAL IMPROVEMENT CHARGES AND LOCAL SYSTEM IMPROVEMENT CHARGES**

### **RULE**

- 1-1-1 **CHARGES:** As a condition precedent to receiving water service for any residence or building or parcel of land which has not theretofore been supplied with water by the District, there shall be paid to the District a Capital Improvement Charge in accord with the District's Schedule of Rates, except as defined in this section. The Capital Improvement Charge shall not include charges for service and meter connections, which charges shall be paid separately as required elsewhere in these Rules and Regulations.
- 1-1-2 **AGRICULTURAL SERVICE:** In the case where water service is requested for any land and/or parcel for agricultural purposes only and the District has facilities available or no expenditure of District funds is required to provide such service, the District may, at its option, waive payment of the Capital Improvement Charge. However, the Capital Improvement Charge shall be paid prior to development of the property for a use other than agricultural.
- 1-1-3 **SERVICE TO USERS OUTSIDE DISTRICT:** The furnishing of water to any residence, building or parcel of land outside the District's jurisdictional boundaries pursuant to Section E of this part shall not excuse such residence, building or parcel of land from the requirements of this section in the event such parcel of land, or any land on which any such residence or building is located, is annexed to the District. In such event, the payment of a Capital Improvement Charge shall be a condition precedent to the continuation of water service to such residence, building or parcel of land.
- 1-1-4 \_\_\_\_\_.
- 1-1-5 **TIME OF PAYMENT:** The Capital Improvement Charge shall be paid in full prior to issuance of a water will serve letter, and/or prior to the commencement of any work necessary to furnish water to any residence, building or parcel.
- However, in a case where a person owns a parcel of land larger than ten acres in size but desires water service for only a small portion thereof, and if the District is financially able to do so, it may, at its option, collect the Capital Improvement Charge for only that portion of the parcel that is to be developed. At such time as further development of the parcel occurs, the then applicable

~~Capital Improvement Charge shall be paid for the remainder.~~

~~1-1-6 **CONTRIBUTIONS AND GRANTS OF CAPITAL IMPROVEMENTS:** In an amount agreed upon by the grantor and the District all or any part of one or more Capital Improvement Charges may be reduced by deducting therefrom~~

DRAFT

~~the actual cost of any Capital Improvement, or the fair market value of any real property, contributed or given to the District and expressly accepted by the District in lieu of all or part of the Capital Improvement Charge due upon any residence or building.~~

- ~~1-I-7 **IMPROVEMENT ZONE:** Capital Improvement Charges shall not be collected by the District for ministerial development on existing parcels whenever an improvement zone has been established and local and Capital Improvements have been or are to be financed by the proceeds of bonds issued as special obligations of said zone. The term improvement zone shall refer to any area within a District which has been set up pursuant to Water Code Section 55650 to provide for financing of facilities and improvements of benefit to such zone that are not of District-wide benefit.~~

~~All parcels requesting discretionary land use entitlements shall be assessed Capital Improvement Charges according to these Rules and Regulations.~~

~~Whenever the ownership of any property within such improvement zone is held or acquired by a non-taxable entity, such entity shall be subject to meter and Capital Improvement Charges. The amount of such Capital Improvement Charge shall be determined by the Director and shall be calculated in such a manner as to include only those costs of Capital Improvements which are required to provide adequate service for such non-taxable entity. In no event shall said Capital Improvement Charge exceed that charged non-taxable entities for lands located within the District but not within an improvement zone.~~

- ~~1-I-6a **EXCEPTION TO CAPITAL IMPROVEMENT CHARGES:** Capital Improvement Charges shall not be collected by the District for the lots developed by LSR, the developer of Lake Sherwood Community or the customers served by the Lake Sherwood Mutual Water Company, at the time of adoption of these Rules and Regulations.~~

~~If in the event a special assessment district is formed in any District for the purpose of paying for the cost of constructing water system improvements, including improvements to existing vacant lots, Capital Improvement Charges will not apply.~~

~~**MAIN EXTENSIONS:** Upon payment of Capital Improvement Charges, the District will extend water lines from its facilities which exist in a publicly dedicated and accepted road nearest the lot, parcel or building to be served to a point along such publicly dedicated and accepted road nearest the lot, parcel or building to be served. However, the District shall not be required to provide water service where the cost of providing such service would cause an undue financial hardship on the District as determined by the District Board.~~

- ~~1-I-9 **OFF-SITE CONSTRUCTION:** The developer of any lot, parcel or building shall extend pipelines to the District's facilities to provide the necessary service. Said improvements shall be as required by the District in accord with the District's specifications and subject to the approval and acceptance of the District. Upon~~

~~completion said improvements shall be conveyed to the District together with an adequate easement for their installation, operation and maintenance.~~

~~1-I-10 **LOCAL SYSTEM IMPROVEMENTS AND CHARGES:** As a condition precedent to receiving water service for any residence, or building or parcel of land which has not theretofore been supplied with water by the District, all necessary Local System Improvements shall be furnished and installed by the applicant at the applicant's expense or the applicant shall be charged for said improvements and pay the District the cost thereof computed at the rates described in the District's Schedule of Rates or as computed by the Director. Said improvements shall be as required by the District, in accord with the District's specifications and subject to the approval and acceptance of the District. Upon completion, said improvements shall be conveyed to the District together with an adequate easement for their installation, operation and maintenance.~~

~~1-I-11 **LOCAL SYSTEM IMPROVEMENTS WITHIN IMPROVEMENT ZONE:** Local System Improvements within an improvement zone shall be financed as provided for in the petition or resolution to form the improvement zone as approved pursuant to applicable law.~~

## **PART 1 - SECTION J - WATER SHORTAGES**

### **RULE**

~~1-J-1 **EMERGENCY RESTRICTIONS ON WATER USE**~~

~~1-J-1a **EMERGENCY RESTRICTIONS ON WATER USE DUE TO SYSTEM EMERGENCIES:** If the Director determines that over consumption of water, loss of pressure in a system, breakdown, or any similar occurrence requires emergency restrictions upon the use of water from any system, the Director shall order such restrictions as the Director in his or her sole discretion deems appropriate under the circumstances.~~

~~Such order may restrict the use of water for sprinkling, manufacturing, or nonessential uses. The use of water for particular purposes may be limited to specified days or hours of a day or altogether prohibited, except that the use of water for drinking, cooking, and sanitary purposes shall not be prohibited.~~

~~Notice of any such order shall be given, either in writing or orally when possible, to customers served by the affected system. Water supply to any premises upon which the use of water is being made in violation of such order may be summarily shut off.~~

~~When the Director determines that the emergency no longer exists, the Director shall, by further order, rescind the restrictions previously ordered. Notice of such order shall be given to customers in the same manner in which the order imposing the restrictions was given.~~

~~1-J-1b **EMERGENCY RESTRICTIONS ON WATER USE DUE TO OTHER THAN SYSTEM EMERGENCIES:** If the Engineer determines that circumstances~~

| ~~other than those specified elsewhere in this section (such as natural disaster,~~

DRAFT

~~epidemic, accident, war, other violent activity, labor dispute, civil disturbance or state or federal statute or executive or judicial order) require emergency restrictions upon the use of water from any system, the Engineer shall order such restrictions as the Engineer in his or her sole discretion deems appropriate under the circumstances, and then shall obtain ratification of the order from the District's Board at its first meeting following such restriction order.~~

~~Such order may restrict the use of water for sprinkling, manufacturing, or nonessential uses. The use of water for particular purposes may be limited to specified days or hours of a day or altogether prohibited, except that the use of water for drinking, cooking, and sanitary purposes shall not be prohibited.~~

~~Notice of any such order shall be given, either in writing or orally when possible, to customers served by the affected system. Water supply to any premises upon which the use of water is being made in violation of such order may be summarily shut off.~~

~~When the Engineer determines that the emergency no longer exists, the Engineer shall, by further order, rescind the restrictions previously ordered. Notice of such order shall be given to customers in the same manner in which the order imposing the restrictions was given.~~

#### ~~1-J-2~~ **LEVEL 1 WATER SUPPLY SHORTAGE:**

~~1-J-2a A Level 1 Water Supply Shortage exists when the Engineer determines in his or her sole discretion that due to drought or other water supply conditions, a water supply shortage or threatened shortage exists, and a consumer demand reduction is necessary to make more efficient use of water and~~

~~appropriately respond to existing water conditions. Upon the declaration by the Engineer of a Level 1 Water Supply Shortage condition, the Director shall implement the mandatory Level 1 conservation measures identified in this section, effective on the date determined by the Director.~~

~~1-J-2b In addition to the prohibited uses of water identified in Section L of this part, the following water conservation measures apply during a declared Level 1 Water Supply Shortage:~~

~~(i) Exterior Water Use: The District will establish allocations and water rates to achieve the desired reduction in exterior water use.~~

#### ~~1-J-3~~ **LEVEL 2 WATER SUPPLY SHORTAGE:**

~~1-J-3a A Level 2 Water Supply Shortage exists when the Engineer determines in his or her sole discretion that due to drought or other water supply conditions, a water supply shortage or threatened shortage exists, and a consumer demand reduction is necessary to make more efficient use of water and appropriately respond to existing water conditions. Upon the declaration by the Engineer of a Level 2 Water Supply Shortage condition, the Director shall implement the mandatory Level 2 conservation measures identified in this section, effective on the date determined by the Director.~~



~~1-J-3b In addition to the prohibited uses of water identified in Rule 1-K-2 of Section K of this part and Section L of this part, the following water conservation measures apply during a declared Level 2 Water Supply Shortage:~~

- ~~(i) Limits on Filling Ornamental Lakes or Ponds: Filling or re-filling ornamental lakes or ponds is prohibited, except to the extent needed to sustain aquatic life, provided that such animals are of significant value and have been actively managed within the water feature prior to the declaration of a supply shortage level under these Rules and Regulations.~~
- ~~(ii) Limits on Washing Vehicles: Using water to wash or clean a vehicle is prohibited, except by use of a hand-held bucket or similar container, a hand-held hose equipped with a positive self-closing water shut-off nozzle or device, by high pressure/low volume wash systems, or at a commercial car washing facility that utilizes a re-circulating water system to capture or reuse water.~~
- ~~(iii) Limits on Filling Residential Swimming Pools and Spas: Re-filling of more than one foot and initial filling of residential swimming pools or outdoor spas with potable water is prohibited.~~

~~1-J-4 **LEVEL 3 WATER SUPPLY SHORTAGE – EMERGENCY CONDITION:**~~

~~1-J-4a A Level 3 Water Supply Shortage is also referred to as an “Emergency” condition. A Level 3 Water Supply Shortage exists when the Engineer determines that a significant reduction in consumer demand is necessary to maintain sufficient water supplies for public health and safety, declares a water shortage emergency and notifies District residents and businesses of the emergency. Upon the declaration by the Engineer of a Level 3 Water Supply Shortage, the Director shall implement the mandatory Level 3 emergency conservation measures identified in this section, effective on the date determined by the Director.~~

~~1-J-4b In addition to the prohibited uses of water identified in Rules 1-K-2 and 1-K-3 of Section K of this part and Section L of this part, the following water conservation measures apply during a declared Level 3 Water Supply Shortage:~~

- ~~(i) **No Watering or Irrigating:** Watering or irrigating of lawn, landscape or other vegetated area with potable water is prohibited. This restriction does not apply to the following categories of use, unless it is determined by the Director that recycled water is available and may be applied to the use:~~
  - ~~a. Maintenance of vegetation, including trees and shrubs, that are watered using a hand-held bucket or similar container or handheld hose equipped with a positive self-closing water shutoff nozzle or device.~~
  - ~~b. Maintenance of existing landscape necessary for fire protection.~~
  - ~~c. Maintenance of existing landscape for soil erosion control.~~



~~d. Maintenance of plant materials identified to be rare or essential to the well-being of protected species.~~

~~e. Maintenance of landscape within active public parks and playing fields, day-care centers, golf course greens, and school grounds, provided that such irrigation does not exceed two (2) days per week according to the schedule established to achieve the desired reduction in exterior water use and does not occur between 9:00 a.m. and 4:00 p.m. except for a short duration, not to exceed 3 minutes per station, for the limited purpose of testing or making repairs to the irrigation system.~~

~~f. Actively irrigated environmental mitigation projects.~~

~~(ii) **Obligations to Fix Leaks, Breaks or Malfunctions:** All leaks, breaks or other malfunctions in the water user's plumbing or distribution system must be repaired within a reasonable time of notification or discovery of the malfunction unless other arrangements are made with the District. A period of forty-eight hours after the water user discovers such malfunction, or receives notice from the District of such malfunction, whichever occurs first, shall be deemed a reasonable time within which to repair such malfunction.~~

~~(iii) **No New Potable Water Service:** Upon declaration of a Level 3 Water Supply Shortage, no new potable water service will be provided, no new temporary meters or permanent meters will be provided, and no statements of immediate ability to serve or provide potable water service (such as will-serve letters, certificates, or letters of availability) will be issued, except under the following circumstances:~~

- ~~a. A valid, unexpired building permit has been issued for the project; or~~
- ~~b. The project is necessary to protect the public health, safety, and welfare; or~~
- ~~c. The applicant provides substantial evidence of an enforceable commitment that water demands for the project will be offset prior to the provision of a new water meter(s) to the satisfaction of the District.~~

~~This provision does not preclude the resetting or turn-on of meters to provide continuation of water service or the restoration of service that has been interrupted for a period of one year or less.~~

~~1-J-5 **NO NEW ANNEXATIONS:** Upon the declaration of a Level 3 Water Supply Shortage, the District will suspend consideration of annexations to its service area. This subdivision does not apply to boundary corrections and annexations that will not result in any increased use of water.~~

~~1-J-6 **DISCONTINUED SERVICE:** The Director, in his or her sole discretion, may discontinue service to consumers who willfully violate the Level 3 Water Supply Shortage provisions.~~

~~1-J-7~~ **PROCEDURES FOR DETERMINATION/NOTIFICATION OF WATER SUPPLY SHORTAGE**

~~1-J-7a~~ **DECLARATION AND NOTIFICATION OF WATER SUPPLY SHORTAGE:**

~~The existence of a Level 1, Level 2 or Level 3 Water Supply Shortage shall be declared by the District Board or Engineer. If the declaration is made by the Engineer, the Engineer shall seek ratification of the declaration from the District Board at its first meeting following the declaration. Upon such declaration, all District customers shall be notified in writing of the applicable mandatory conservation measures, the date the measures are to take effect and, by reference to the applicable rule within these Rules and Regulations, the penalties that may be imposed for failing to comply with the measures.~~

~~1-J-8~~ **HARDSHIP WAIVER**

~~1-J-8a~~ **UNDUE AND DISPROPORTIONATE HARDSHIP:** If, due to unique circumstances, a specific requirement of this section would result in undue hardship to a person using water or to property upon which water is used that is disproportionate to the impacts to water users generally or to similar property or classes of water users, then the person may apply for a waiver to the requirements as provided in this section.

~~1-J-8b~~ **WRITTEN FINDING:** The waiver may be granted or conditionally granted only upon a written finding of the existence of facts demonstrating an undue hardship to a person using water or to a property upon which water is used that is disproportionate to the impacts to water users generally or to similar property or classes of water use due to specific and unique circumstances of the user or the user's property.

~~(i) Application: Application for a waiver shall be on a form prescribed by the District and shall be accompanied by a non-refundable processing fee in an amount set by the District.~~

~~(ii) Supporting Documentation: The application shall be accompanied by photographs, maps, drawings, and other information, including a written statement of the applicant~~

~~(iii) Required Findings for Waiver: An application for a waiver shall be denied unless the Approval Authority (defined elsewhere in this rule) finds, based upon the information provided in the application, supporting documents, or such additional information as may be requested, and on water use information for the property as shown by the records of the District, all of the following:~~

~~a. That the waiver does not constitute a grant of special privilege inconsistent with the limitations upon other residents and businesses;~~

~~b. That because of special circumstances applicable to the property or its use, the strict application of this section would have a~~

~~disproportionate impact on the property or use that exceeds the impacts to residents and businesses generally;~~

~~c. That the authorizing of such waiver will not be of substantial detriment to adjacent properties, and will not materially affect the ability of the District to effectuate the purpose of this section and will not be detrimental to the public interest; and~~

~~d. That the condition or situation of the subject property or the intended use of the property for which the waiver is sought is not common, recurrent, or general in nature.~~

~~1-J-8c — **APPROVAL AUTHORITY:** The Director shall have approval authority and act upon any completed application no later than twenty (20) days after submittal and may approve, conditionally approve, or deny the waiver. The applicant requesting the waiver shall be promptly notified in writing of any action taken. Unless specified otherwise at the time a waiver is approved, the waiver will apply to the subject property during the term of the applicable Level 1, Level 2 or Level 3 Water Supply Shortage.~~

~~1-J-8d — **APPEALS TO THE DISTRICT:** An applicant may appeal a decision by the Director to deny or conditionally approve a waiver application by filing a written request for hearing with the Engineer within ten (10) days of the Director's decision. The request for hearing shall state the grounds for the appeal. At a public hearing, the Engineer shall act as the Approval Authority and review the appeal in accordance with the standards established in this rule. The decision of the Engineer is final.~~

## **PART 1 - SECTION K - PERMANENT WATER CONSERVATION MEASURES**

### **RULE**

~~1-K-1 — **WATER SAVING DEVICES:** All new customers shall install and use the following water efficient plumbing fixtures:  
(i) Ultra-low volume toilets (1.6 gallons per flush or less).  
(ii) Low flow shower heads (2.0 gallons per minute or less).~~

~~1-K-2 — **WATER WASTE PROHIBITED:** No person shall use or permit the use of District water as follows:~~

~~1-K-2a — Watering of turf, ornamental landscape, open ground crops and trees, in a manner or to an extent which allows water to run to waste.~~

~~1-K-2b — In any manner such that the escape of water through leaks, breaks, or malfunctions within the water user's plumbing or distribution system occurs for any period of time beyond which such break or leak should reasonably have been discovered and corrected. It shall be presumed that a period of forty-eight hours after the water user discovers such leak, break, or malfunction, or receives notice from the District of such condition, whichever occurs first, is a reasonable time within which to correct such condition.~~

- ~~1-K-2c — Using water to wash or clean a vehicle, including but not limited to washing automobiles, trucks, trailers, boats, or other types of mobile equipment, without the use of a hand-held bucket or similar container or a hand-held hose equipped with a positive self-closing water shut-off nozzle or device. This subdivision does not apply to any commercial car washing facility.~~
- ~~1-K-2d — Operating any ornamental fountain, or similar structures, unless water for such is recycled for lawful reuse without substantial loss.~~
- ~~1-K-2e — Washing down hard or paved surfaces, including but not limited to washing of sidewalks, walkways, driveways, parking lots or any other hard-surfaced areas by hose or flooding, except as otherwise necessary to prevent or eliminate conditions dangerous to the public health and safety or for other legitimate uses approved by the District, and then only by use of a hand-held bucket or similar container, a hand-held hose equipped with a positive self-closing water shut-off nozzle or device, a low-volume high-pressure cleaning machine equipped to recycle any water used, or a low-volume high-pressure water broom.~~
- ~~1-K-2f — Serving water in eating or drinking establishments, including but not limited to restaurants, hotels, cafés, bars or other public places where food or drinks are sold or served, to customers without first being expressly requested by the customer.~~
- ~~1-K-2g — Running of water or washing with water not otherwise prohibited above which is wasteful and without reasonable purpose.~~
- ~~1-K-2h — Watering of residential, commercial, industrial, and governmental outdoor irrigation from 9:00 a.m. to 4:00 p.m. except for a short duration, not to exceed 3 minutes per station, for the limited purpose of testing or making repairs to the irrigation system. Agricultural customers are exempt from this irrigation schedule but must comply with agricultural irrigation schedules determined by the District.~~
- ~~1-K-2i — Running of water or spraying of water onto other properties.~~
- ~~1-K-2j — Watering or irrigating of lawn, landscape or other vegetated area with potable water using a landscape irrigation system or a watering device that is not continuously attended for more than ten (10) minutes watering per day per station. This rule does not apply during the establishment period, as determined by the District, for new landscaping.~~
- ~~1-K-2k — Laundering by hotels, motels and other commercial lodging establishments, except where customers are given the option of not having towels and linens laundered daily through the prominent display of written notice of such option in each bathroom using clear and easily understood language.~~
- ~~1-K-2l — Through the installation of single pass cooling systems in buildings requesting new water service.~~
- ~~1-K-2m — Through the installation of non-recirculating water systems in new commercial conveyor car wash and new commercial laundry systems.~~

~~1-K-2n Through the use of non-water conserving dish wash spray valves by food preparation establishments, such as restaurants and cafes.~~

~~1-K-2o Through a commercial conveyor car wash operating without a recirculating water system, or without first securing a waiver of this requirement from the Director.~~

~~1-K-3 **IRRIGATION SCHEDULES:** The district may impose irrigation schedules for outdoor use, including agricultural use, to address water conservation and limited water supply.~~

~~1-K-4 **FAILURE TO COMPLY**~~

~~1-K-4a **CIVIL PENALTIES:** In addition to any other penalties or sanctions provided by law, the following civil penalties shall be imposed for violation of any of the provisions of these Rules and Regulations, to be paid by the customer at the premises at which the violation occurred:~~

~~(i) For the first violation of any of the provisions of these Rules and Regulations, a written notice will be given to the customer.~~

~~(ii) For the second violation of any of the provisions of these Rules and Regulations within the preceding (12) twelve calendar months, a penalty of one hundred dollars (\$100.00) shall be imposed by written notice to the customer. This penalty is payable as part of the water bill, by the customer at the premises at which the violation occurred.~~

~~(iii) For the third violation of any of the provisions of these Rules and Regulations within the preceding (12) twelve calendar months, a penalty of two hundred and fifty dollars (\$250.00) shall be imposed by written notice to the customer. This penalty is payable as part of the water bill, by the customer at the premises at which the violation occurred.~~

~~(iv) For the fourth violation of any of the provisions of these Rules and Regulations within the preceding twelve (12) calendar months, a penalty of five hundred dollars (\$500.00) shall be imposed by written notice to the customer. This penalty is payable as part of the water bill, by the customer at the premises at which the violation occurred.~~

~~The District may also give written notice to the customer indicating that it will install a flow restricting device of 1 GPM capacity for services up to one and one half inch meter size, and comparatively sized restrictors for larger services, on the service of the customer at the premises at which the violation occurred for a period of not less than forty-eight (48) hours. The charge for installing such a flow restricting device will be based upon the size of the meter and the actual cost of installation. The charge for removal of the flow restricting device and restoration of normal service shall be based on the actual cost involved. Said charges shall be payable by the customer as part of the water bill. Restoration of normal service will be performed during the hours of 8:00 a.m. to 4:00 p.m. on regular working~~

| ~~days. In addition, a surcharge penalty of \$100.00 shall be imposed for~~

DRAFT

~~restoration of normal service, payable by said customer as part of the water bill.~~

~~(v) If there are five violations of any of the provisions of these Rules and Regulations within twelve (12) consecutive calendar months, the District may, following notice to the customer as described herein, discontinue water service to the customer at the premises at which the violation occurred.~~

~~1-K-4b~~ **~~NOTICE:~~** ~~The District will give notice of each violation to the customer at the premises at which the violation occurred, as follows:~~

~~(i) For a first, second, or third violation, the District may give written notice of such violation to the customer personally or by regular mail.~~

~~(ii) If the penalty assessed is, or includes, the installation of a flow restrictor or the discontinuance of water service to the customer for any period of time whatever, notice of the violation will be given in the following manner:~~

~~a. By giving written notice thereof to the customer personally; or~~

~~b. If the customer is absent from or unavailable at the customer's billing address, place of residence, or place of business, by leaving a copy with an adult at such places, and by sending a copy through the United States mail addressed to the customer at such places, via registered mail return receipts requested.~~

~~c. If service of the notice as provided in a & b above cannot be accomplished, notice can be given by affixing a copy in a conspicuous place on the property where the failure to comply has occurred and also by delivering a copy to a person residing at the property, if such person can be found.~~

~~d. All notices will contain, in addition to the facts of the violation, a statement of the possible penalties for each violation, a statement informing the customer of the customer's right to a hearing on the violation, a brief summary of the appeal process specified in this rule, and the date and time installation of the restrictor or discontinuance of the service will occur.~~

~~1-K-4c~~ **~~HEARING:~~** ~~Any customer against whom a penalty is to be levied pursuant to this section shall have a right to a hearing, in the first instance by the Director, with the right of appeal to the Engineer or his or her designee, on the merits of the alleged violation, upon the written request of that customer to the Director within fifteen (15) days of the date of giving notice of the violation. Penalties, including termination of water service, will be stayed until any such hearing is conducted and a written decision is made by the Director or his or her designee and given to the customer.~~

~~1-K-4d~~ **~~APPEAL OF DECISION OF DIRECTOR:~~** ~~A request for an appeal must be in writing and filed with the Engineer or his or her designee. The filing by a customer of a request for an appeal for any form of relief must be made within fifteen (15) days of the giving of the decision of the Director to the customer.~~



~~Filing of such a request will automatically stay the implementation of the proposed course of action, pending the decision of the Engineer or his or her designee. No other or further stay will be granted. The appeal hearing will be scheduled to occur within a reasonable period of time following the written notice of appeal. The customer may present any evidence that would tend to show that the alleged violation has not occurred. Formal rules of evidence will not apply, and all relevant evidence customarily relied upon by reasonable persons in the conduct of serious business affairs will be admissible, unless a sound objection warrants its exclusion as determined by the Engineer or his or her designee. The decision of the Engineer or his or her designee shall be final.~~

~~1-K-4e — **RECONNECTION:** Where water service is disconnected, as authorized above, it will be reconnected upon correction of the condition or activity and the payment of the estimated reconnection charge and other applicable charges.~~

~~1-K-4f — **PUBLIC HEALTH AND SAFETY:** Nothing contained in these Rules and Regulations shall be construed to require the District to curtail the supply of water to any customer when, in the discretion of the Engineer or his or her designee, such water is required by that customer to maintain an adequate level of public health and safety.~~

DRAFT



## **PART 2 - WATER RATES AND SERVICE CHARGES, ESTABLISHING SERVICE AND DELINQUENT ACCOUNTS**

### **PART 2 - SECTION A - STANDARD RATES AND CHARGES**

#### **RULE**

2-A-1 **SCHEDULE OF RATES:** The District's Schedule of Rates shall contain all current water rates, rate structures, monthly service charges and other regular charges or fees for customers of the District. The Schedule of Rates shall be determined by resolution of the Board of the District and shall be made publicly available by, at a minimum, posting on the website of the Water and Sanitation Department.

2-A-2 **TRUST DEPOSIT FROM APPLICANTS:** A prepaid trust deposit shall be required in an amount sufficient to cover an average bill for water and, if applicable, sewer service for the property.

\_\_\_\_\_ Where an average bill amount cannot be determined or is deemed inappropriate by the Director or his or her authorized representative, a minimum trust deposit of \_\_\_\_\_ \$50 will be charged.

\_\_\_\_\_ At the option of the District, new customers that provide a credit reference letter demonstrating an acceptable payment history from any prior utility service may be exempted from the trust deposit requirement.

\_\_\_\_\_ An existing customer, applying for new service, who during the past 12 consecutive months has paid all water bills without a "Notice of Pending Disconnection" being issued for nonpayment, and who has demonstrated an overall timely payment history, and who applies for service for a new account, shall have the trust deposit waived.

\_\_\_\_\_ A customer who has received a "Notice of Pending Disconnection," and has established a pattern of delinquency, may be required to re-establish a trust deposit. A customer who has received a shut-off notice for nonpayment may, at the option of the District, be required to establish a trust deposit equal to two times the average bill during the past twelve months.

A customer who, during a 12-month period, has two or more returned checks will be required to pay all billings for a period of one year with cash, cashier's checks, money orders, or, if approved by the Director, through automatic withdrawal, and may at the option of the District be required to post a trust deposit, in an amount up to two times the average bill. The cash-only requirement may be continued indefinitely for customers with an established pattern of returned checks. Trust deposit amounts may be rounded, at the option of the District, for ease of posting and accounting purposes. At the option of the District, trust deposits may be charged to the account for water service and may be payable with the next ensuing water bill.

Trust deposits ~~will be~~ refunded as a credit to the account ~~for water service~~ at the end of ~~twelve (12) months~~ ~~one year~~, provided payments have been made on a timely basis and ~~there is~~ a satisfactory credit rating as calculated by the billing system, and are without interest.

Trust deposits not refunded will remain on the account for another twelve (12) months and ~~are without~~ incurring interest.

**2-A-3 PASS THROUGH AND REFUND OF POTENTIAL SURCHARGES:** The Calleguas Municipal Water District (Calleguas) from time to time may impose surcharges against the District for excessive water consumption. In anticipation of the imposition of such surcharges, if the Director determines, in his or her sole discretion, that Calleguas is reasonably likely to impose a surcharge, the District may, in its sole discretion, after notice to affected customers (parcel owners or directly-billed tenants), impose and collect surcharges from certain customers, subject to the refund rights, described below.

In the event that a surcharge is imposed by the District and paid by or on behalf of the customer, but Calleguas does not impose a corresponding surcharge against the District, the District shall refund the surcharge (without interest), in the manner determined by the Director, within 60 days after the District determines that Calleguas will not impose a corresponding surcharge. If the Director determines, in his or her sole discretion, that Calleguas is unlikely to impose a corresponding surcharge, the Director may allow customers to defer payment of these surcharges until and unless Calleguas imposes a corresponding surcharge on the District.

## **PART 2 - SECTION B - MISCELLANEOUS CHARGES AND FEES**

### **RULE**

**2-B-1 MISCELLANEOUS CHARGES:** The District's Schedule of Rates shall contain all miscellaneous fees applicable to customers of the District. These shall be determined by resolution of the Board of the District and shall be made publicly available by, at a minimum, posting them on the website of the Water and Sanitation Department (see "Miscellaneous Fees Schedule" tab).

### **2-B-12-B-2 CONSTRUCTION WATER SERVICE (UNMETERED TRUCK LOADS):**

Unmetered water service shall be considered a temporary water supply and is interruptible. Charges for unmetered water supplies in any District for construction purposes shall be computed at the temporary construction water rate.

**2-B-22-B-3 CONSTRUCTION FIRE HYDRANT METER WATER SERVICE (METERED):** The District may require that all water used in construction be metered, in which event the District will furnish, install and remove the meter, valve, and fittings to be located at a fire hydrant or other convenient point in the system.

If the Ventura County Fire Protection District requests that the fire hydrant openings be unobstructed ~~at all times~~ always, the customer is responsible for paying a charge of \$100.00 shall be paid for the installation and removal of a tee and extra valve.

The applicant shall be responsible for the loss or damage to the meter or other equipment used.

The fire hydrant meter requires a deposit ~~of \$650~~ plus an installation fee ~~of \$45~~ payable in advance, unless waived by the Director. Charges for metered water supplies in any District for construction purposes shall be computed at the temporary construction water rate.

~~2-B-3~~ **MISCELLANEOUS CHARGES:** ~~The District's Schedule of Rates shall contain all miscellaneous fees applicable to customers of the District. These shall be determined by resolution of the Board of the District and shall be made publicly available by, at a minimum, posting them on the website of the Water and Sanitation Department (see "Miscellaneous Fees Schedule" tab).~~

**PART 2 - SECTION C – BILLING, NOTICES, AND PAYMENT OF BILLS**  
**RULE**

~~2-C-2~~ 2-C-1 **NOTICES TO CUSTOMERS:** Notices regarding discontinuance and restoration of water services shall be hand delivered to the customer at the

DRAFT

customer's last known address. If the customer is not available, the notice may be placed on the customer's front door.

**2-G-32-C-2 PAYMENT OF WATER BILLS:** All bills for service and other charges for which payment is not otherwise provided in these Rules and Regulations shall be due and payable in cash, by check, or by automatic payment, upon presentation, and shall become delinquent 22 days from the bill date.

Payments made to the customer's account will be applied to the customer's account balance, which may include a deposit due, water charges, sewer charges, lift charges, penalty/late fees, and other miscellaneous charges.

**2-G-42-C-3** If any bill becomes delinquent, the water service may be discontinued with notice.

**2-G-52-C-4 PAYMENT OPTIONS:** The District may, at its option, accept alternative payment methods for bills, including credit card payments, electronic fund transfers, or other methods.

**2-G-6 SERVICE BILLS:** Bills for water or sewer service charges will be addressed in the name of the customer. The customer shall be primarily responsible for the payment thereof, but in the event that the customer is delinquent in the payment of such a bill and is not the owner (as defined in these Rules and Regulations), the owner shall be liable for the payment of the bill to the extent the water or sewer service was furnished to the real property subsequent to the date of the owner's acquisition thereof.

**2-G-72-C-5** The form of the bill shall be prescribed by the District.

**2-G-82-C-6 DISCONTINUATION OF SERVICE FOR NONPAYMENT; FEES:**

Notice 1: If the balance due is not paid within 22 days from the bill date, the account will be delinquent and subject to late fees, and "Notice 1" will be issued on the new bill. At the option of the District, the Delinquent Notice may be incorporated into the next regular bill for service, provided current and past due charges are so specified.

Notice 2: If the balance due is not paid within 43 days from the bill date (the generation date), the District shall attempt to notify the customer of the pending shut-off of service by mail or delivery of a door hanger notice to the service location. The notice of pending shut-off shall specify the date upon which service will be discontinued in accordance with this rule.

A Notice of Pending Shut-Off charge in the amount specified in the District's Schedule of Rates will be added to the customer's account to process the notice upon preparation of the door hanger notice by the District.

Notice 3: If payment is not made by 10 days before the shut-off date, a courtesy interactive voice response (IVR) system call giving notice of the pending shut-off will be placed to the customer.

Notice 4: If the balance due is not paid before 83 days from the bill date (the generation date), a shut-off notice will be printed and delivered to the service address, the account will be charged a Shut-Off Notice fee in the

DRAFT

amount specified in the District's Schedule of Rates, and service will be discontinued (shut-off).

\_\_\_\_\_ If resumption of service is requested for other than regular working days or hours, payment of an additional "Service Turn-on After Business Hours" fee will be charged in the amount specified in the District's Schedule of Rates.

2-G-92-C-7 In the event of underpayment of any water bill, where alternate payment arrangements have not been approved in accordance with this rule, such underpayment may be treated as non-payment. Where the amount of such underpayment exceeds fifty percent of the total amount of the bill, the remaining balance of said bill may become a charge upon the next ensuing water bill issued to the same customer, at the option of the District.

2-G-102-C-8 An adjustment shall be made to water billing charges when subsequent meter readings show that the meter was previously read in error. Also, upon the customer-verified statement, a correction may be made as to previous opening or closing billing dates.

2-G-112-C-9 In the event of payment ~~in excess of more than~~ the billed amount, the District shall credit the amount of over-payment thereof upon the next ensuing water bill issued to the same property.

2-G-122-C-10 **ALTERNATE PAYMENT ARRANGEMENTS:** In the event a customer is unable to pay a water bill, the customer may contact the District's billing office and request an alternate payment plan subject to approval by the Director or his or her authorized representative.

\_\_\_\_\_ The Director or the Director's authorized representative, in his or her sole discretion, may adjust, extend due dates, or waive charges resulting from meter read errors or other discrepancies, delinquent or shut-off notices, or other miscellaneous services, as well as approve an alternate payment arrangement for a customer experiencing an extreme financial hardship or medical emergency.

\_\_\_\_\_ Such arrangements for payment must be made before the shut-off date to avoid the shut-off notice charge. If a customer fails to pay a subsequent bill by the shut-off date, service may be discontinued upon notification to the customer.

\_\_\_\_\_ At the option of the District, the District may limit the number of approved payment extensions to no more than one per customer per year.

2-G-132-C-11 **FINAL BILLS:** Are due immediately upon presentation. At the option of the Director the District may apply a late payment fee to closing bill balances not paid within 14 days from the closing bill date.

2-G-14 **SERVICE TURNED OFF FOR ~~NON-PAYMENT;~~NON-PAYMENT,**

**PARTIAL PAYMENTS:**

~~2-G-152-C-12~~ ~~3~~ Service turned off for non-payment will not be restored until full payment, including all charges, is presented in the District's business office.

The District will not accept partial payments. Where a check previously tendered to the District is not honored due to nonsufficient funds (NSF), the District will not accept payment in the form of another check, unless it is a certified or cashier's   .

DRAFT

check, or unless by written statement from the customer's banking institution it is determined that the NSF check resulted from an error on the part of the banking institution or through no fault of the customer.

\_\_\_\_\_ In order to avoid the after-hours turn-on charge, payment must be presented prior to the close of business on normal ~~work-days~~workdays.

2-G-162-C-13 **PLACEMENT OF TAX LIEN ON REAL PROPERTY ASSOCIATED WITH DELINQUENT ACCOUNT; COLLECTION ON COUNTY TAX ROLL:**

In the

\_\_\_\_\_ event that a bill for water or sewer service charges remains unpaid, or is not paid in full, within sixty days of billing, the delinquent charges and penalties thereon shall constitute a lien against the parcel or parcels of real property receiving the water or sewer service pursuant to Government Code sections 54354, 54354.5 and 54355. The Director or his or her designee is authorized to record a lien against such property in the amount of the delinquent charges and penalties thereon or record a list of the delinquent unpaid charges and penalties thereon with the County Recorder, stating the amount of each charge and penalty thereon, a description of the real property upon which the same is a lien and the name of the District to which the same is payable, as authorized by Government Code section 54355. The lien shall continue until all outstanding charges and penalties thereon are paid in full or the property is sold. Further, the Director or his or her designee may request that any delinquent charges incurred in the current or immediately preceding fiscal year and penalties thereon be placed on the annual county tax roll for collection pursuant to Water Code section 55501.

2-G-172-C-14 **CIVIL ACTION:** The District may bring an action in any court of competent jurisdiction for collection of delinquent water or sewer service charges or other fees, costs or penalties provided for under these Rules and Regulations against any person responsible for the payment thereof and for enforcement of any lien on real property securing the payment of any portion thereof.



## **PART 3 - SCHEDULE OF RATES AND CHARGES FOR CONSTRUCTION SERVICE**

### **PART 3 - SECTION A - TYPES OF CHARGES**

Charges shall be made for services rendered by the District for the herein described classes of service. Such charges so collected shall be deposited in the General Funds of the District.

#### **RULE**

3-A-1

**INTERCONNECTION CHARGES:** The District will supervise interconnections between the existing water system of the District and the system as follows:

Such connections shall not be made final until all applicable charges have been paid.

- (a) For interconnections installed by a developer, the District will operate all valves and directly supervise the work of the developer in making the connection between the existing system of the District and the system installed by the developer. The developer shall furnish all materials and other labor to make the interconnections, including performing all resurfacing and other work necessary to produce the finished result. The District's Schedule of Rates shall contain all interconnection charges or fees applicable to the District. These shall be determined by resolution of the Board of the District and shall be made publicly available by, at a minimum, posting them on the website of the Water and Sanitation Department.
- (b) For interconnections installed by the District, the District will perform all work and furnish all materials to make the interconnection for a charge based on an engineering estimate of current costs.

3-A-2

**INSTALLATION CHARGES FOR PERMANENT METERS AND SERVICES FURNISHED BY THE DISTRICT:** Charges for furnishing and installing service connections and meters with District staff are as follows:

- (a) For service connections with a meter (where a meter is installed on an existing service connection):

These charges shall be set forth on the District's Schedule of Rates and Charges. They shall be determined by resolution of the Board of the District and shall be made publicly available by, at a minimum, posting them on the website of the Water and Sanitation Department.

- (b) For service connections without a meter (such as tapping the water main, tubing from main to meter, meter box, all valves and necessary fittings, labor, jacking, or boring, excavating, backfilling, resurfacing, road encroachment permit, and all other necessary work):

A deposit based on the Director's estimate of cost will be required from the applicant at the time of the request for service installation. The applicant will be billed for actual costs (including overhead) after completion of the installation.

- 3-A-3 **CHARGES FOR MISCELLANEOUS CONSTRUCTION SERVICES:** The District may perform the following construction services, the charges for which shall be determined by an engineering estimate of current costs: water main extensions, meter relocations, extensions to existing service connections, and replacement of meter boxes and meter box covers.
- 3-A-4 **FIRE HYDRANT INSTALLATION CHARGES:** The District will furnish and install fire hydrants, including all necessary labor, materials, and permits for a charge based on an engineering estimate of current costs. If the fire hydrant is installed by a licensed contractor, the District shall inspect and approve the installation. The customer shall pay an inspection charge as set forth in the District's Schedule of Rates.
- 3-A-5 **CAPITAL IMPROVEMENT CHARGE:** The District's Schedule of Rates shall contain all Capital Improvement Charges charged by the District. These shall be determined by resolution of the Board of the District and shall be made publicly available by, at a minimum, posting them on the website of the Water and Sanitation Department.
- 3-A-6 **FIRE FLOW REQUIREMENTS:** When any parcel of land and/or building requires a fire flow of 1,500 gpm, such additional fire flow shall be provided by the owner of the parcel or the building and at the owner's expense.

### **PART 3 – SECTION B - CAPITAL IMPROVEMENT CHARGES AND LOCAL SYSTEM IMPROVEMENT CHARGES**

#### **RULE**

- 3-B-1 **CHARGES:** As a condition precedent to receiving water service for any residence or building or parcel of land which has not theretofore been supplied with water by the District, there shall be paid to the District a Capital Improvement Charge in accord with the District's Schedule of Rates, except as defined in this section. The Capital Improvement Charge shall not include charges for service and meter connections, which charges shall be paid separately as required elsewhere in these Rules and Regulations.
- 3-B-2 **AGRICULTURAL SERVICE:** In the case where water service is requested for any land and/or parcel for agricultural purposes only and the District has facilities available or no expenditure of District funds is required to provide such service, the District may, at its option, waive payment of the Capital Improvement Charge. However, the Capital Improvement Charge shall be paid prior to development of the property for a use other than agricultural.
- 3-B-3 **SERVICE TO USERS OUTSIDE DISTRICT:** The furnishing of water to any residence, building or parcel of land outside the District's jurisdictional boundaries pursuant to Section E of this part shall not excuse such residence, building or parcel of land from the requirements of this section in the event such parcel of land, or any land on which any such residence or building is located, is annexed to the District. In such event, the payment of a Capital Improvement Charge shall be a condition precedent to the continuation of water service to such residence, building or parcel of land.

3-B-4 **TIME OF PAYMENT:** The Capital Improvement Charge shall be paid in full prior to issuance of a water will serve letter, and/or prior to the commencement of any work necessary to furnish water to any residence, building or parcel.

However, in a case where a person owns a parcel of land larger than ten acres in size but desires water service for only a small portion thereof, and if the District is financially able to do so, it may, at its option, collect the Capital Improvement Charge for only that portion of the parcel that is to be developed. ~~At such time as~~When further development of the parcel occurs, the then applicable Capital Improvement Charge shall be paid for the remainder.

3-B-5 **CONTRIBUTIONS ~~AND GRANTS~~ AND OF GRANTS OF CAPITAL**

**IMPROVEMENTS:** \_\_\_\_\_ In an amount agreed upon by the grantor and the District all or any part of one or more Capital Improvement Charges may be reduced by deducting therefrom

DRAFT

the actual cost of any Capital Improvement, or the fair market value of any real property, contributed or given to the District and expressly accepted by the District in lieu of all or part of the Capital Improvement Charge due upon any residence or building.

3-B-6

**IMPROVEMENT ZONE:** Capital Improvement Charges shall not be collected by the District for ministerial development on existing parcels whenever an improvement zone has been established and local and Capital Improvements have been or are to be financed by the proceeds of bonds issued as special obligations of said zone. The term improvement zone shall refer to any area within a District which has been set up pursuant to Water Code Section 55650 to provide for financing of facilities and improvements of benefit to such zone that are not of District-wide benefit.

All parcels requesting discretionary land use entitlements shall be assessed Capital Improvement Charges according to these Rules and Regulations.

Whenever the ownership of any property within such improvement zone is held or acquired by a non-taxable entity, such entity shall be subject to meter and Capital Improvement Charges. The amount of such Capital Improvement Charge shall be determined by the Director and shall be calculated in such a manner as to include only those costs of Capital Improvements which are required to provide adequate service for such non-taxable entity. In no event shall said Capital Improvement Charge exceed that charged non-taxable entities for lands located within the District but not within an improvement zone.

3-74-6a

**EXCEPTION TO CAPITAL IMPROVEMENT CHARGES:** Capital

Improvement Charges shall not be collected by the District for the lots developed by LSR, the developer of Lake Sherwood Community or the customers served by the Lake Sherwood Mutual Water Company, at the time of adoption of these Rules and Regulations.

If in the event a special assessment district is formed in any District for the purpose of paying for the cost of constructing water system improvements, including improvements to existing vacant lots, Capital Improvement Charges will not apply.

3-B-8

**MAIN EXTENSIONS:** Upon payment of Capital Improvement Charges, the District will extend water lines from its facilities which exist in a publicly dedicated and accepted road nearest the lot, parcel or building to be served to a point along such publicly dedicated and accepted road nearest the lot, parcel or building to be served. However, the District shall not be required to provide water service where the cost of providing such service would cause an undue financial hardship on the District as determined by the District Board.

3-B-9

**OFF-SITE CONSTRUCTION:** The developer of any lot, parcel or building shall extend pipelines to the District's facilities to provide the necessary service. Said improvements shall be as required by the District in accord with the District's specifications and subject to the approval and acceptance of the District. Upon

completion said improvements shall be conveyed to the District together with an adequate easement for their installation, ~~operation~~operation, and maintenance.

3-B-10 **LOCAL SYSTEM IMPROVEMENTS AND CHARGES:**—As a condition

precedent to receiving water service for any residence, or building or parcel of land which has not theretofore been supplied with water by the District, all necessary Local System Improvements shall be furnished and installed by the applicant at the applicant's expense or the applicant shall be charged for said improvements and pay the District the cost thereof computed at the rates described in the District's Schedule of Rates or as computed by the Director. Said improvements shall be as required by the District, in accord with the District's specifications and subject to the approval and acceptance of the District. Upon completion, said improvements shall be conveyed to the District together with an adequate easement for their installation, ~~operation~~operation, and maintenance.

3-B-11 **LOCAL SYSTEM IMPROVEMENTS WITHIN IMPROVEMENT ZONE:**  
Local

System Improvements within an improvement zone shall be financed as provided for in the petition or resolution to form the improvement zone as approved pursuant to applicable law.

## **PART 4 – WATER CONSERVATION AND SHORTAGES**

### **PART 4 - SECTION A - PERMANENT WATER CONSERVATION MEASURES AND PENALTIES**

#### **RULE**

4-A-1 **WATER SAVING DEVICES:** All new customers shall install and use the following water efficient plumbing fixtures:

- Ultra-low volume toilets (1.6 gallons per flush or less).
- Low flow shower heads (2.0 gallons per minute or less).

4-A-2 **WATER WASTE PROHIBITED:** The following prohibitions are always in effect, regardless of the water supply shortage or emergency:

Limited Landscape Irrigation is allowed between 4:00 p.m. and 9:00 a.m. for all customer classifications except agriculture.

Limited Irrigation Systems Testing and Repairing when supervised for a short duration less than ten (10) minutes per station.

No Landscape Watering during or within forty-eight (48) hours after measurable rainfall.

No Hardscape Washdown such as sidewalks, walkways, driveways, patios, and parking lots except where necessary to protect health and safety.

No Outdoor Runoff to waste except where necessary to protect public health and safety.

Leaks, breaks, or malfunctions within customer's plumbing or distribution system must be corrected within forty-eight (48) hours after the discovery.

Positive Self-Closing Water Shutoff nozzle or device must be equipped on all hose equipment.

Water Fountains and decorative water features or similar structures, must use recirculated water only.

Serving Drinking Water only upon request in eating or drinking establishments.

Hotels, Motels and Lodging Establishments must provide guest the option of not having towels and linens laundered daily and shall prominently display of written notice of such option.

Restaurant Equipment must use non-water conserving dish wash spray valves by food preparation establishments.

Single Pass Cooling Systems: must be installed in buildings requesting new water service.

Commercial Car Wash Facilities: Newly established businesses must install water recirculating water systems, hoses with positive self-closing valves. A commercial conveyor car wash operating without recirculating water systems must first securing a waiver.

4-A-3 **VIOLATIONS**: In addition to any other penalties or sanctions provided by law, the following civil penalties shall be imposed for violation of District rules:

First Violation: Written notice of the violation will be given to the customer.

Second Violation: If prior violations are not corrected within the timeframe specified by the notice, or a second violation occurs within the following twelve (12) months after the date of issuance of the first violation, a second violation and a penalty maybe imposed.

Third Violation: If prior violations are not corrected within the timeframe specified by the notice or a third violation occurs within the following twelve (12) months after the date of issuance of the second violation, a third violation and penalty maybe imposed.

Fourth Violation: If the prior violations are not corrected within the timeframe specified by the notice, or a third violation occurs within the following twelve (12) months after the date of issuance of the third violation, a fourth violation and penalty maybe imposed.

4-A-6 **WATER SHUTOFF AND RECONNECTION**: If violations are not resolved within the following twelve (12) months after the date of issuance of the fourth violation, the District may discontinue water service to the customer at the premises at which the violation(s) occurred. Where water service is disconnected, it will be reconnected upon correction of the condition or activity and the payment of the estimated reconnection charge and other applicable charges.

4-A-7 **NOTICE**: The District will give notice of each violation to the customer at the premises at which the violation occurred, by affixing a copy of the notice in a conspicuous place on the property, and by delivering the notice to an adult on the property. If the customer is absent from or unavailable at the customer's service address the notice maybe sent through the United States mail addressed to the customer at such places, via registered mail return receipts requested.

All notices will contain, in addition to the facts of the violation, a statement of the possible penalties for each violation, informing the customer of their right to a hearing regarding the violation, a summary of the appeal

process, and the date and time installation of the flow restrictor or discontinuance of service will occur.

4-A-8 **PENALTY FEES:** Fines will be imposed by written notice to customer and assessed to the customer's bill. Fines are posted on the website of the Water and Sanitation Department (see "Schedule of Rates" tab).

4-A-9 **FLOW RESTRICTOR:** The District may give written notice to the customer, assess a surcharge penalty, and install a flow restricting device. The restrictor will be installed for a period of not less than forty-eight (48) hours. The customer will be charge for installation and removal of a flow restricting device, which will be based upon the size of the meter and the actual cost of involved. Restoration of normal service will be performed during the hours of 8:00 a.m. to 4:00 p.m. Monday through Friday.

4-A-10 **HEARING:** A request for a hearing must be in writing and filed with the Deputy Director, or designee. The request for relief must be made within fifteen (15) days of the date the violation was issued. The request should detail the merits of the alleged violation and penalties, including termination of water service. Filing of such a request will automatically stay the implementation of the proposed course of action, pending the decision. The hearing will be scheduled within six (6) weeks of the request, and a written decision will be provided three (3) weeks from the hearing.

4-A-11 **APPEAL OF DECISION OF DIRECTOR:** A request for an appeal must be in writing and filed with the Director, or designee. The request for an appeal for any form of relief must be made within fifteen (15) days of the Deputy Director's written decision. Filing of such a request will automatically stay the implementation of the proposed course of action, pending the decision. No other or further stay will be granted.

The appeal hearing will be scheduled within six (6) weeks of the written notice of appeal. The customer may present any evidence that would show that the alleged violation did not occurred. Formal rules of evidence will not apply, and all relevant evidence customarily relied upon by reasonable persons in the conduct of serious business affairs will be admissible, unless a sound objection warrants its exclusion as determined by the Director or designee. The decision of the Director, or designee shall be final.

4-A-12 **PUBLIC HEALTH AND SAFETY:** Nothing contained in these Rules and Regulations shall be construed to require the District to curtail the supply of water to any customer when, in the discretion of the Engineer or designee, such water is required by that customer to maintain an adequate level of public health and safety.



## **PART 4 - SECTION B – EMERGENCY RESTRICTIONS ON WATER**

### **RULE**

4-B-1      **DUE TO SYSTEM EMERGENCIES:** If the Director, or designee, determines that over-consumption of water, loss of pressure in a system, breakdown, or any similar occurrence requires emergency restrictions upon the use of water from any system, the Director shall order restrictions deemed appropriate under the circumstances.

Such order may restrict the use of water for sprinkling, manufacturing, or nonessential uses. The use of water for purposes may be limited to specified days or hours of a day or altogether prohibited, except that the use of water for drinking, cooking, and sanitary purposes shall not be prohibited.

4-B-2      **NOTICE AND COMMUNICATION:** The Director, or designee, will approve public updates and messaging. Communication protocols can be found in the Urban Water Management Plan (UWMP) publicly posted at <https://www.vcpublishworks.org/wsd/publicationsanddocuments/>

Customers affected will be given notice either verbally or in writing.

4-B-3      **WATER SHORTAGE CONTINGENCY PLAN (WSCP):** State law requires that urban water suppliers maintain WSCP to prepare for and respond to water shortages. The WSCP is described in full in the UWMP, which is approved by the District Board and made publicly available on the Water and Sanitation website.

**Declaration and Ratification:** The existence of a water shortage shall be declared and rescinded by the Director, or designee. For level three and above, the declarations by the Director, but must be ratified by the District Board, at the first possible meeting following the declaration. Modifications, requirements, and eventualities not anticipated will be documented.

**Water Shortage Stages:** This section describes the stages of action to be undertaken in response to the water supply shortages and stages. As each level is declared, they include restrictions from prior levels including permanent prohibitions.

Two (2) contingencies can trigger the WSCP:

1. Water supply shortage occurs when is a condition in which the Director determines that drought, state or regional mandate, or other circumstances compromise, or threatens to compromise the District's water supplies in such a way that a reduction in demand and/or supply production is necessary.

2. Water emergency is a condition resulting from a catastrophic event or events, such as natural disaster, epidemic, accident, war, other violent activity, labor dispute, civil disturbance or state or federal statute or executive or judicial order, threatens to cause, an impairment, reduction, or severance of the District's water supplies or access thereto, in a manner that results in, or may result in, the District's inability to meet ordinary water demands. Resulting in emergency restrictions upon the use of water from any system.

**Shortage Levels 1 and 2:** When supply is reduced as stated in the UWMP, the District will expand public information and ask for voluntary water restrictions.

**Shortage Levels 3 and 4:** When supply is reduced as stated in the UWMP, the District will require mandatory and prohibited measures as listed in the UWMP. Noncompliance penalties will be applied. Examples of restrictions include:

- **Special Water Features.** Filling or re-filling ornamental lakes or ponds is prohibited, except to the extent needed to sustain aquatic life, provided that such animals are of significant value and have been actively managed within the water feature prior to the declaration of a supply shortage level.
- **Residential Swimming Pools and Spas.** Refilling of more than one foot and initial filling of residential swimming pools and spas is prohibited.
- **Landscape Irrigation Schedules.** Irrigation for all water classifications will be limited. Schedules will be provided in writing to customers, and publicly posted on the website.
- **Vehicle Washing Restrictions.** Water to wash or clean vehicles including but not limited to washing automobiles, trucks, trailers, boats, or other types of mobile equipment, is prohibited, except by use of a hand-held container, a hand-held hose with a positive self-closing shut-off device, at high pressure and low volume wash systems, or at a commercial car washing facility that utilizes a re-circulating water system.

**Shortage Level 5:** When supply is reduced as stated in the UWMP, the District will continue to implement prior demand restrictions including the following:

- **No Irrigation Watering:** Watering or irrigating of lawn, landscape or other vegetated area with potable water is prohibited. This restriction does not apply to the following categories of use, unless it is determined by the Director that recycled water is available and

may be applied to the use:

- Maintenance of vegetation, including trees and shrubs, that are watered using a hand-held bucket or similar container or handheld hose equipped with a positive self-closing water shutoff nozzle or device.
- Maintenance of existing landscape necessary for fire protection.
- Maintenance of existing landscape for soil erosion control.
- Maintenance of plant materials identified to be rare or essential to the well-being of protected species.
- Maintenance of landscape within active public parks and playing fields, day-care centers, golf course greens, and school grounds, provided that such irrigation does not exceed two (2) days per week according to the schedule established to achieve the desired reduction in exterior water use and does not occur between 9:00 a.m. and 4:00 p.m. except for a short duration, not to exceed 3 minutes per station, for the limited purpose of testing or making repairs to the irrigation system.
- Actively irrigated environmental mitigation projects.

**Shortage Level 6:** When supply is reduced as stated in the UWMP, the District will implement demand reduction measures including the following:

- **No New Potable Water Service:** No new potable water service will be provided, no new temporary meters or permanent meters will be provided, and no statements of immediate ability to serve or provide potable water service (such as will-serve letters, certificates, or letters of availability) will be issued, except under the following circumstances:
  - A valid, unexpired building permit has been issued for the project; or
  - The project is necessary to protect the public health, safety, and welfare; or
  - The applicant provides substantial evidence of an enforceable commitment that water demands for the project will be offset prior to the provision of a new water meter(s) to the satisfaction of the District.
  - Restoration of service that has been interrupted for a period of one year or less.
- **No New Annexations:** Consideration of annexations to its service area is prohibited. This subdivision does not apply to boundary corrections and annexations that will not result in any increased use

of water.

4-B-4 **REPAIR LEAKS, BREAKS AND/OR MALFUNCTIONS:** All leaks, breaks or other malfunctions in the water user's plumbing or distribution system must be repaired within forty-eight (48) hours of discovery or notification, whichever occurs first, unless other arrangements are made with the District.

4-B-5 **ENFORCEMENT:** The District staff will administer a water auditing program which will monitor and enforce restrictions. The District will respond to violation reports both internal and external. The District has a form, found at [www.vcpublicworks.org](http://www.vcpublicworks.org) called "Report a Concern" titled "Report Water Runoff" where water violations can be reported.

4-B-6 **DISCONTINUED SERVICE:** The Director, in his or her sole discretion, may discontinue service to consumers who willfully violate water supply shortage provisions.

4-B-7 **UNDUE AND DISPROPORTIONATE HARDSHIP WAIVER:** If, due to unique circumstances, a specific requirement of this section would result in undue hardship to a person using water they may apply for a waiver by completing an application form located on the Water and Sanitation website <https://www.vcpublicworks.org/wsd/>

Supporting Documentation: The application must be accompanied by photographs, maps, drawings, and other information, including a written statement of the applicant.

Processing Fees: There may be a non-refundable processing fee in an amount set by the District.

Waiver Findings: The waiver maybe granted or conditionally granted only upon a written finding of the existence of facts demonstrating an undue hardship to a person using water or to a property upon which water is used that is disproportionate to similar properties or classifications of water use.

An application for a waiver maybe denied, based upon the information provided in the application, supporting documents, or such additional information as may be requested, and on water use information for the property will not:

- Constitute a grant of special privilege inconsistent with the limitations upon other residents and businesses; and
- Have a disproportionate impact on the property or use that exceeds the impacts to residents and businesses generally; and

- Be of substantial detriment to adjacent properties, and will not materially affect the ability of the District to effectuate the purpose of this section and will not be detrimental to the public interest; and
- Be common, recurrent, or general in nature.

4-B-8      **APPROVAL AUTHORITY:** The Deputy Director, or designee, shall have approval authority and act upon any completed application no later than twenty (20) days after submittal and may approve, conditionally approve, or deny the waiver. The applicant requesting the waiver shall be promptly notified in writing of any action taken. Unless specified otherwise at the time a waiver is approved, the waiver will apply to the subject property during the term of the applicable water supply shortage.

4-B-9      **APPEALS TO THE DISTRICT:** An applicant may appeal a decision to deny or conditionally approve a waiver application by filing a written request for hearing with the Director. The request for hearing must be submitted within ten (10) days or notice and state the grounds for the appeal. At a public hearing, the Director will review the appeal in accordance with the standards established in this rule. The decision of the Director is final.

DRAFT

## **PART 9 - STANDARD CRITERIA FOR THE PREPARATION AND PROCESSING OF PLANS AND ALL SUPPLEMENTAL DOCUMENTS FOR WATER AND SEWER SYSTEM IMPROVEMENTS**

### **PART 9 - SECTION A - GENERAL**

#### **RULE**

- 9-A-1 The owner/developer shall determine if the proposed development is entirely within a District. Any portion of the development not within the District shall be annexed to the District or other arrangements made to obtain water service in compliance with law. This determination shall be made at the earliest possible date as plans shall not be approved by the District until annexation is complete.
- 9-A-2 The owner/developer shall secondly determine if the proposed development is outside of or within an improvement zone of the District. Developments outside improvement zones shall be processed in accordance with Section B of this part. Developments within improvement zones shall be processed in accordance with Section C of this part.
- 9-A-3 All financial arrangements shall be completed with the District before will-serve letters and letters to the Department of Real Estate will be issued.

### **PART 9 - SECTION B - WATER SYSTEMS FOR DEVELOPMENTS WITHIN THE DISTRICT WHICH ARE NOT IN AN IMPROVEMENT ZONE**

#### **RULE**

- 9-B-1 The water system improvements for developments not within an improvement zone of the District shall be designed, furnished and installed by the owner/developer at the owner/developer's expense or the owner-developer shall be charged for said improvements and pay the District the cost thereof computed at the rates set forth in Part 3 of these Rules and Regulations and the District's Schedule of Rates or as computed by the Engineer. Said improvements shall be as required to meet the design criteria and standards of the District set forth in this part and other parts of these Rules and Regulations as stipulated by the Engineer.
- 9-B-2 The water system improvements shall be designed and plans shall be prepared by a civil engineer registered in the State of California (Owner's Engineer).
- 9-B-3 For design of the distribution system and for establishing pipe sizes, whichever one of the following formulas gives the larger value for peak demand rate shall be used:
1. Peak demand rate (gpm) - Number of residential units x 1.65 + Fire Flow

The amount of fire flow required by the District shall be 1000 gpm for residential development, 1500 gpm for commercial development, and 2000 gpm for industrial development. A higher fire flow may be required by the fire authority.

2. Peak demand rate (gpm) - Number of residential units x 1.65

9-B-4 The District shall be contacted to obtain the water pressure that is available at points where the new system will be tied into the existing system. The District strives to maintain a minimum pressure of 40 psi but under extenuating circumstances a waiver may be obtained from the Engineer. In no case shall the pressures allowed be less than the County Minimum Standards.

9-B-5 Water system improvement plans shall be twenty-two inches by thirty-six inches (22" x 36") in size with a two inch (2") margin on the left and a one-half inch (1/2") margin on each of the other sides, and shall be prepared on a permanent-type reproducible material suitable for microfilming. Each sheet shall contain a north arrow. The horizontal scale shall be one inch to forty feet (1" to 40') and the vertical scale shall be one inch to four feet (1" to 4'). All scales shall be graphically shown. Under unusual circumstances, a variation in scale may be approved by the Engineer.

9-B-6 The plans shall contain an overall plan at a preferred scale of one inch to two hundred feet (1" to 200') showing general layout of water lines, fire hydrants, proposed and existing valves, named streets, development boundary, and sheet index. All bench marks shall be graphically shown on this overall plan and the elevations, descriptions, locations, etc., shall be illustrated as below:

B.M. No. \_\_\_\_ Elev. \_\_\_\_ F.B. \_\_\_\_ Page

Type of Marker

Location

The elevations used shall be based on U.S.C. and G.S. mean sea level, 1929 datum, with the tract engineer specifying what adjustment was used. When practical, the 1970 adjustment shall be used.

9-B-7 If these water system improvement plans are not part of a set of plans which include a vicinity map, a vicinity map shall be shown on the plans showing the development site in relation to one of the major communities of the County.

9-B-8 The water system shall be shown in plan and profile and shall include, but not be limited to, adequate stationing, curve data, location in regard to survey lines and structures, easement limits and pipe size, type, class, and cover. In addition, a detail of any radical change in vertical alignment shall be shown. All sewer facilities shall be shown and labeled on the plan view. Any pipelines two inches (2") or more in diameter which cross the water main (especially gas, storm, irrigation, sewer, telephone, power, television, and oil lines) shall be shown and labeled on the profile.

9-B-9 All drawing sheets shall be provided with title and signature blocks that agree with those currently in use by the Ventura County Public Works Agency or by

Engineer \_\_\_\_\_ Date \_\_\_\_\_

- ## EASEMENTS AND LANDS IN FEE:
- Whenever possible, any easement or land in fee required for the water system improvements shall be dedicated and accepted by the City. The owners of land included within the development



9-B-13      **CHECKING OF IMPROVEMENT PLANS AND FINAL MAP:**

9-B-13.1      The above-mentioned plans shall be submitted to the District for checking and approval before any final map is approved or before construction is commenced, whichever occurs first. The submittal of these plans for checking shall include the following:

1.      Approved tentative map (if not previously submitted). (1 print)
2.      Final map including title sheet. (1 print)
3.      Development improvement plan title sheet. (1 print)
4.      Water system improvement plans. (2 prints)
5.      Street, sewer, and drainage improvement plans. (1 sheet)
6.      Grading plan. (1 sheet)
7.      Cost estimate of water system improvements. (1 copy)
8.      Hydraulic calculations (signed by a registered civil engineer for this specific unit of development or for the entire tract/development if plans submitted are for one unit of the tract/development only). (1 copy)
9.      Plan check fees computed in accordance with Section D of this part.
10.     Construction inspection fees computed in accordance with Section E of this part.

9-B-13.2      The plans, cost estimate, and calculations shall be checked by the Engineer who shall, within ten (10) days, approve them as filed or require them to be modified as the Engineer deems necessary. Any corrections required on the water system plans or final map will be marked in red by the District. When the Owner's Engineer submits plans for rechecking the Owner's Engineer shall include the check prints with the resubmittal.

9-B-13.3      All corrections, all financial arrangements, and all arrangements for dedication of easements to the District shall be completed and the "Certificate of Adequacy of Water Supply System" (if required) shall be signed by the Owner's Engineer before the plans will be approved and signed by the Engineer.

9-B-14      **APPROVAL AND ACCEPTANCE OF PLANS, SECURITY, AND AGREEMENTS**

9-B-14.1      The District requires that construction of the water system improvements be covered by a written agreement on a form specified by the District, an agreement to pay for soils engineering, and good and sufficient security of the type specified in Section 66499 of the Government Code for faithful performance and for labor and materials, each security in an amount equivalent to the total estimated cost of the work. Such security shall be satisfactory to the District. It shall guarantee correction of faulty workmanship and replacement of defective materials for a period of one (1) year after date of acceptance of the work by the District.

Upon request of the developersubdivider, the Engineer may, at his or her discretion, reduce the amount of the water and sewer improvement security by partial exoneration in an amount not exceeding 50% of the initial amount of such security when a corresponding percentage amount of improvements has been fully completed to the satisfaction of the Engineer.

- 9-B-14.2 The Owner's Engineer shall submit the following items to the District:
1. Tracings of the final map (if applicable).
  2. Three copies of the agreement (Form No. WW-166).
  3. Three copies of security (Labor and Materials).
  4. Three copies of security (Performance).
  5. Three copies of Agreement to Pay for Soils Engineering (Form No. WW-169).
  6. Separate deeds of conveyance for easements and/or lands in fee if these are not conveyed on the final map.
  7. The number which the County has assigned to the environmental impact report or other environmental document for the development.
- 9-B-14.3 The District shall take all necessary action to have said water system improvement plans, agreement and security approved and accepted by the Board of the District and shall forward copies of same to the proper agency for processing.
- 9-B-15 **INSPECTION:** The District shall contract with the County of Ventura or other governmental agency or shall employ a qualified person or persons to inspect the installation and testing of said water system improvements.
- 9-B-16 **ACCEPTANCE OF WATER SYSTEM IMPROVEMENTS BY THE DISTRICT:**
- 9-B-16.1 The actual location of all water system improvements, including but not limited to the stationing of each water service, shall be accurately determined after construction and shall be recorded on "As Built" plans. If water services are not at right angles to the water main, the stationing at the property line shall also be shown.
- 9-B-16.2 A permanent-type reproducible set of the As Built plans, which have been certified as being correct, signed and dated by the Owner's Engineer, shall be submitted to the Director.
- 9-B-16.3 The District shall take the necessary action to have the improvements accepted by the Board of the District and to have the security exonerated under the terms set forth in the agreement.

## **PART 9 - SECTION C - WATER SYSTEMS FOR DEVELOPMENTS WITHIN AN IMPROVEMENT ZONE**

### **RULE**

- 9-C-1 The owner/developer shall give the District in writing the tentative dates of required installation of water system improvements to furnish water to the development six months in advance of such required installation.
- 9-C-2 The District will prepare the water system improvement plans and will take the necessary action to have the system installed with the exception of construction staking which will be furnished by the owner/developer at no cost to the District. To initiate this design of the system, the owner/developer shall, at least one month prior to recordation of the final map, or, if no final map is required, at least 90 days prior to start of construction, submit prints of the following to the District:
1. Approved tentative map (if not previously submitted).
  2. Final map including title sheet.
  3. Street, sewer, and drainage improvement plans.
  4. Grading plan.
  5. Overall plan for the entire development if system is to be designed for one unit of development only.
- 9-C-3 Said plans and final map will be used as a basis for the design of the water system, and any subsequent change in these tentative plans which requires any major change in the water system shall be the responsibility of the owner/developer and any resulting costs shall be paid for by the owner/developer.
- 9-C-4 **EASEMENTS:** The procedure for conveying easements and lands in fee shall be as set forth in Section B of this part.
- 9-C-~~4.15~~ The development General Notes shall include a note stating that the water system shall be constructed in accordance with these Rules and Regulations.
- 9-C-~~4.26~~ If the development is a subdivision in which certain lots will be dedicated to a nontaxable entity, the developer shall pay Capital Improvement Charges on these lots before the District approves recordation of the final map.
- 9-C-~~4.37~~ In some cases, such as in planned developments, parcel maps, special use permits, and conditional use permits, the owner may desire that certain on-site facilities, such as fire lines, be accepted by the District for operation and maintenance. If the District agrees to accept these facilities, the facilities shall be designed, furnished, and installed at the owner's expense subject to prior approval of the improvement plans by the District. The installation of facilities shall be inspected and approved by the District at the owner's expense.

## **PART 9 - SECTION D - PLAN CHECK FEES FOR DISTRICT WATER AND SEWER SYSTEM IMPROVEMENTS**

### **RULE**

9-D-1 The plan check fees for District water and sewer system improvements shall be as set forth below:

9-D-~~4.12~~ **SINGLE RESIDENTIAL WATER AND SEWER SERVICE PLAN CHECK FEE:** There shall be no plan check fee for a single residential water and sewer service connection.

9-D-~~4.23~~ **~~MULTIPLE RESIDENTIAL, COMMERCIAL, INSTITUTIONAL, INDUSTRIAL, OR MISCELLANEOUS WATER AND SEWER SYSTEM IMPROVEMENTS PLAN CHECK FEE:~~** ~~÷~~ The multiple residential, commercial, institutional, industrial, or miscellaneous water and sewer system improvement plan check fee shall be based on actual cost (including overhead) to the District.

A fee deposit in the amount of one and one-half percent (1½%) of the District's approved estimate of the cost of the water and sewer system improvements to be constructed shall be deposited with the District at the time improvement plans are submitted for plan check.

If the actual cost to plan check (including overhead) exceeds the deposit, the applicant shall pay the additional amount due prior to District approval of the plans. If the actual cost to plan check (including overhead) is less than the deposit, the District will refund the balance to the applicant within 90 days from the District's approval of the plans.

9-D-~~4.34~~ **SUBDIVISION FINAL MAP OR PARCEL MAP WATER AND SEWER SYSTEM IMPROVEMENTS PLAN CHECK FEES:** ~~–~~The water and sewer system improvements to be constructed as a condition of approval by the governing body of a final tract map or parcel map require the payment for plan check based on the actual cost (including overhead) to the District in order for the water and sewer system improvements to be constructed in a publicly dedicated street, waterline easement, or right-of-way dedicated to the District.

A fee deposit of one and one-half percent (1½%) of the District's approved estimate of the cost of the water and sewer system improvements to be constructed shall be deposited with the District at the time improvement plans are submitted for plan check.

If the actual cost to plan check (including overhead) exceeds the deposit, the applicant shall pay the additional amount due prior to District approval of the plans. If the actual cost to plan check (including overhead) is less than the deposit, the District will refund the balance to the applicant within 90 days from the District's approval of the plans.

## **PART 9 - SECTION E - CONSTRUCTION INSPECTION FEES FOR DISTRICT WATER AND SEWER SYSTEM IMPROVEMENTS**

### **RULE**

9-E-1 The construction inspection fees for District water and sewer system improvements shall be as set forth below:

9-E-~~4.12~~ **SINGLE RESIDENTIAL WATER AND SEWER SERVICE CONSTRUCTION INSPECTION FEE:** This fee shall be determined by resolution of the Board of the District and set forth in the District's Schedule of Rates, which shall be made publicly available by, at a minimum, posting on the website of the Water and Sanitation Department.

9-E-~~4.23~~ **~~MULTIPLE RESIDENTIAL, COMMERCIAL, INSTITUTIONAL, INDUSTRIAL, OR MISCELLANEOUS WATER AND SEWER SYSTEM IMPROVEMENTS CONSTRUCTION INSPECTION FEE:~~** -The water and sewer system improvements construction inspection fee for multiple residential, commercial, institutional, industrial, or miscellaneous developments shall be based on actual cost (including overhead) to the District. The following fee deposit shall be deposited with the District prior to District approval of improvement plans:

- a. A fee deposit of 5% of the first \$20,000 of the District's approved estimate of the cost of the water and sewer system improvements.
- b. A fee deposit of 3½% of the next \$80,000 of the District's approved estimated water and sewer system improvement costs.
- c. A fee deposit of 3% of the District's approved estimated water and sewer system improvement costs over \$100,000.

If the actual cost of inspection (including overhead) exceeds the deposit, the applicant shall pay the additional amount due prior to District's acceptance of the improvements. If the actual cost of inspection (including overhead) is less than the deposit, District will refund the balance to the applicant within 90 days from District's acceptance of the improvements.

9-E-~~4.34~~ **SUBDIVISION FINAL MAP OR PARCEL MAP WATER AND SEWER SYSTEM IMPROVEMENTS CONSTRUCTION INSPECTION FEES:** The construction inspection fees for water and sewer system improvements to be constructed as a condition of approval by the governing body of a final tract map or parcel map shall be computed on the same basis as those fees set forth in Section E of this part.

## **PART 9 - SECTION F - ANNEXATION PROCEDURES**

### **RULE**

- 9-F-1 Application procedures for annexation to a District are as follows:
- (i) The proposed annexation will first be considered by the District Advisory Committee.
  - (ii) The District staff will prepare a Resolution of Application Initiating the Proceedings for Annexation for transmittal to the Board of the District to initiate the annexation process.
  - (iii) Upon Board approval, the application material will be forwarded to the Local Agency Formation Commission (LAFCO) (including an Assessor's Parcel Map of the annexation area and metes and bounds description).
  - (iv) LAFCO will conduct a public hearing and either approve or deny the annexation.
  - (v) If LAFCO approves the annexation, it will then be submitted to a protest proceeding, if required, and to a vote, if applicable, of the residents or landowners within the affected territory.
- 9-F-2 **FEES:** The applicant shall pay the District a fee to process the Resolution of Application Initiating the Proceedings for Annexation and deposit an amount, estimated by the District, to reimburse the District for actual costs incurred in processing the annexation. The application fee shall be determined by resolution of the Board of the District and set forth in the District's Schedule of Rates, which shall be made publicly available by, at a minimum, posting on the website of the Water and Sanitation Department. The deposit shall be required to be submitted after approval of the Resolution of Application and prior to the District forwarding the Resolution of Application to LAFCO. If the actual cost exceeds the initial deposit, the remaining balance shall be paid prior to final approval. If the actual cost is less than the deposit, the balance will be refunded to the applicant.

## **PART 94 - SECTION G – CONSTRUCTION STANDARDS FOR THE WATER AND SEWER SYSTEMS**

Mandatory minimum construction standards applicable to water system improvements and sewer system improvements are posted online on the website of the Public Works Agency, Water and Sanitation Department.

## **PART 1 - GENERAL CONDITIONS AND RULES**

### **PART 1 - SECTION A - DEFINITION OF TERMS**

The following terms shall have meanings as herein defined whenever references are made thereto.

#### **RULE**

- 1-A-1        **DISTRICT:** Any one of Ventura County Waterworks Districts Nos. 1, 16, 17, 19 and 38.
- 1-A-2        **BOARD:** The Board of Directors of the District, the members of which are the members of the Board of Supervisors of the County of Ventura.
- 1-A-3        **APPLICANT:** The person applying for water or sewer service and committing to pay the charges for the water or sewer service.
- 1-A-4        **CUSTOMER:** The person or persons receiving water or sewer service and committing to pay the charges for the water or sewer service. The customer is primarily liable for the payment of the charges for water or sewer service. By receiving water or sewer service, customer agrees that the District may contact customer regarding outstanding bills.
- 1-A-5        **OWNER:** The owner of record of the parcel or parcels of real property receiving water or sewer service from the District. The owner is liable for all charges for such water or sewer service in the event the customer does not timely pay such charges. By the parcel or parcels of real property receiving water or sewer service, owner agrees that the District may contact owner regarding outstanding bills.
- 1-A-6        **BILLING DATE:** The date upon which charges for services rendered by the District become effective and upon which a bill is generated.
- 1-A-7        **MAILING DATE:** The date upon which a water bill or notice is mailed to the customer, not to exceed three business days following the billing date.
- 1-A-8        **WATER SERVICES:** The services performed by the District including the following:
- 1-A-9        **DOMESTIC WATER SERVICE:** The service performed by the District in supplying water for domestic use, including use of water for household residential purposes, sprinkling lawns, irrigating small gardens and shrubbery, watering livestock, washing vehicles, and the ordinary use of water at residences and business or commercial establishments.
- 1-A-10       **AGRICULTURAL WATER SERVICE:** The water service provided for agricultural purposes only.
- 1-A-11       **PUBLIC WATER SERVICE:** The class of domestic service supplying water to any tax-exempt property.
- 1-A-12       **CONSTRUCTION WATER SERVICE:** The service supplying water for backfilling trenches, compaction, and other construction services.

- 1-A-13      **FIRE PROTECTION SERVICE:** The service performed by the District in supplying water for automatic fire sprinkling systems and maintaining water service at fire hydrant locations.
- 1-A-14      **METERED WATER SERVICE:** The service of supplying water through a meter which measures the quantity of water used.
- 1-A-15      **FLAT RATE WATER SERVICE:** The service of supplying unmetered water.
- 1-A-16      **ENGINEERING AND CONSTRUCTION SERVICES:** Those services performed by employees of the District or the County of Ventura in preparation of plans and specifications, checking the plans submitted by privately employed engineers for water systems proposed to be installed within the District, inspecting the construction of water systems installed by private contractors, and installing water systems in the District paid for from fees or deposits paid for such purposes by private contractors, developers, customers or any other person.
- 1-A-17      **SCHEDULE OF RATES:** The schedule of rates, charges, and fees established and authorized by the Board of the District for the various types of services performed by the District. The Schedule of Rates shall be publicly posted and available by, at a minimum, posting on the website of the Water and Sanitation Department.
- 1-A-18      **PREMISES:** Property occupied or used by a customer to which water is being supplied by the District or for which water service has been requested.
- 1-A-19      **SERVICE CONNECTION or SERVICE LATERAL:** The pipe, valves, and other equipment installed in place, necessary for conducting water from the District's distribution mains to the meter or meter location but does not include the meter or meter box.
- 1-A-20      **METERED SERVICE CONNECTION:** The service connection or service lateral including meter and meter box.
- 1-A-21      **WATER AND SANITATION DEPARTMENT:** The department of the Public Works Agency of the County of Ventura responsible for the operations, construction, repair, maintenance, budgets, and business of the District, under the direction of the following employees:
- 1-A-22      **MANAGER:** The employee of the Public Works Agency assigned to the Water and Sanitation Department to be in charge of the operations, repair, and maintenance of the District's facilities, or billing and administration, under the direction of the Director.
- 1-A-23      **DIRECTOR:** The employee of the Public Works Agency assigned to the Water and Sanitation Department to be in charge of the operations, budgets, construction, repair, maintenance, and business of the District.
- 1-A-24      **ENGINEER:** The Director of the Public Works Agency or his or her authorized representative.
- 1-A-25      **PUBLIC WAY:** Any street, alley, highway, or walk dedicated to public use.
- 1-A-26      **EASEMENT:** Public way or right-of-way which the District is authorized to use



for pipeline or other purposes.

- 1-A-27     **PRIVATE EASEMENT:** An easement in which a customer or other person may have installed a water main for transportation of water furnished by the District, in which easement or pipeline the District has no interest or responsibility, or an easement in which the District may have installed a water line or distribution main, for the transportation or distribution of water to the public by the District, within which easement, the District is to have access at all time for reasons of repairs or maintenance.
- 1-A-28     **MAIN EXTENSIONS:** The extension of distribution pipelines beyond existing facilities, exclusive of service connections.
- 1-A-29     **INTERCONNECTION:** An authorized connection of the distribution system to the distribution system of another water service agency or water system.
- 1-A-30     **CROSS-CONNECTION:** An illegal piping connection or any connection which may cause contamination or backflow or back-siphonage.
- 1-A-31     **PERMANENT SERVICE CONNECTION:** A service connection intended to remain in use two years or more.
- 1-A-32     **TEMPORARY SERVICE CONNECTION:** A service connection requested for use for a period of less than two years.
- 1-A-33     **PRIVATE CONTRACT WORK:** Construction of water mains and related facilities by developers or persons other than the District, within the District.
- 1-A-34     **AUTHORIZED PRIVATE CONTRACT WORK:** Private contract work authorized by the District.
- 1-A-35     **UNAUTHORIZED PRIVATE CONTRACT WORK:** Private contract work undertaken without authorization by the District.
- 1-A-36     **PRIVATE CONTRACTORS:** A person, not employed by the District or County of Ventura engaged in the installation of water facilities within the service area of the District or within territory being considered for annexation thereto.
- 1-A-37     **PERSON:** Any natural person, firm, corporation, association, organization, partnership, business trust, limited liability company, company or other legal entity, or any district, city or other government unit.
- 1-A-38     **STRUCTURAL IMPROVEMENTS:** Both Capital Improvements and Local System Improvements, including, but not limited to, land, real estate, all classes of water mains, service connections, meter valves, hydrants, pumping plants, electrical systems, water treatment plants, and appurtenances.
- 1-A-39     **CAPITAL IMPROVEMENTS:** Those portions of the structural improvements of a District, the use of which is necessary to the services to, and shared in common by, all customers of the District and shall specifically include:
- (a)     Real estate and rights-of-way.
  - (b)     Wells.

- (c) Reservoirs.
- (d) Pumping plants and all piping thereon.
- (e) Water treatment plants.
- (f) Water mains which are oversized at the request of the District.
- (g) Local water system improvements undertaken by the District for the benefit of the existing customers.
- (h) Pressure reducing stations and all piping thereon.

1-A-40 **LOCAL SYSTEM IMPROVEMENTS:** The following improvements are local system improvements:

- (a) Service connections, fire hydrants, valves, fittings, blow-offs, air and vacuum release valves.
- (b) All water mains used for distribution and transmission of water within the boundaries of the proposed development.
- (c) In water mains used both for the transmission and distribution of water, that portion of the cost of a water main in commercial, industrial, and residential areas. The cost of the water main in areas other than commercial, industrial, and residential areas shall be classified as a Capital Improvement.

1-A-41 **CAPITAL IMPROVEMENT CHARGE:** The charge for equitable participation in the Capital Improvements of a District as a condition precedent to the supply of water to any residence, building, or parcel of land which has not theretofore been supplied with water by the District.

1-A-42 **RESIDENTIAL AREA:** Those land areas zoned R-1 and R-2 with the permitted use confined to family dwelling.

1-A-43 **COMMERCIAL AND MANUFACTURING AREA:** All zone classifications and permitted uses, except those within the definition of residential area.

1-A-44 **DISTRICT DIVISION DESIGNATION:** Specific areas of Ventura County Waterworks District No. 1 are designated divisions and zones as follows:

- a) The former District No. 1 shall be designated as Division 1 of Ventura County Waterworks District No. 1.
- b) The Improvement Zone No. 1 of former District No. 1 shall be designated as Improvement Zone No. 1 of Division 1 of Ventura County Waterworks District No. 1.
- c) The Improvement Zone No. 2 of former District No. 1 shall be designated as Improvement Zone No. 2 of Division 1 of Ventura County Waterworks District No. 1.
- d) The former District No. 11 shall be designated as Division 2 of Ventura County Waterworks District No. 1.

## **PART 1 - SECTION B - SERVICE AREA MAPS AND LEGAL DESCRIPTIONS**

### **RULE**

1-B-1 Maps and legal descriptions of service areas and special zones of the District shall be maintained in the office of the County Surveyor.

Although the boundaries of Ventura County Waterworks District No. 38 do not presently include the service area of the Lake Sherwood Mutual Water Company, District No. 38 and its predecessor water provider, Lake Sherwood Community Services District, have served this area since prior to January 1, 2001, and shall continue to serve this area pursuant to Government Code Section 56133, subdivision (e)(4), and Section E of this part shall not apply to that portion of the Lake Sherwood Mutual Water Company service area outside the District's boundaries.

## **PART 1 - SECTION C - DESCRIPTION OF SERVICE**

### **RULE**

1-C-1 **WATER SUPPLY:**

The District will exercise reasonable diligence and care to:

- (a) Deliver a continuous supply of water to the customer at reasonable pressure, and
- (b) Avoid unnecessary shortages or interruption in the service.

The District shall not be liable for:

- (a) Interruptions of service, shortage, or inadequacy of supply, or
- (b) Any loss or damage caused thereby.

The District shall have the right to temporarily suspend service to any customer, whenever the District deems it necessary to do so, and the District shall not be liable for any loss or damage caused thereby. The causes for temporary suspension of service will be removed by the District without unnecessary delay and with the least inconvenience to the customer.

1-C-2 **WATER QUALITY:** Whenever domestic service is furnished; the District will endeavor to furnish a steady, safe and potable water supply.

1-C-3 **CUSTOMER AND WATER SERVICE CLASSIFICATIONS:** Water service provided by the District may be separated into the following customer and water service classifications for the purpose of establishing water rates:

- (a) "Single Family Residential" – individually-metered single-family homes, single unit condominiums, townhomes, or other similar dwellings, service to which may include water for household domestic purposes, sprinkling lawns, irrigating small gardens and shrubbery, washing vehicles, and the ordinary use of water at residences.

- (b) "Agricultural" – a customer that receives water service to a parcel of land that uses water exclusively for the: (a) growing of crops for human consumption or commercial purposes; (b) raising of fowl or livestock for human consumption or commercial purposes; or (c) commercial breeding and training of horses for sale, including training for racing. Agricultural use excludes water used for commercial or noncommercial boarding or riding facilities, stables, equestrian centers, show arenas or event centers, or other similar facilities or operations. For Ventura County Waterworks District No. 1, the serviced parcel of land must be at least five (5) acres. For Ventura County Waterworks District No. 19, the serviced parcel of land must be at least one (1) acre.
- (c) "Non-Tiered Residential" or "Residential Association/Irrigation" – homeowner association common areas, pool areas, and other separately-metered residential irrigation areas.
- (d) "Multi-Family Residential" – multiple residential dwellings through one meter, such as multiple single-family residences on one parcel, apartment and condominium complexes, duplexes, and trailer parks.
- (e) "Commercial" – an entity engaged in the selling of goods and services, such as retail establishments, restaurants, business offices, gas stations, etc.
- (f) "Industrial" – an entity that is engaged in manufacturing, warehousing, or distributing products.
- (g) "Institutional" – an entity that is engaged with the public, having tax exempt status, such as churches, schools, governmental and municipals.
- (h) "Temporary Construction" – service of a temporary, or non-permanent, nature to a person engaged in construction or similar building, landscaping, development, or improvement activities, including service through fire hydrant meters and truck load count accounts (the rate is converted to a "per 1,000-gallon rate"), or any other service being used for construction on a temporary basis.
- (i) "Non-Residential" – refers to service to a customer in any of the following customer/service classifications: commercial, industrial, or institutional.
- (j) "Private Fireline Service" – water service rendered for privately owned fire protection systems, including fire hydrants on private property.
- (k) "Pump Charge" or "'Lift' Charge" – a charge, in an amount per 100 cubic feet of water usage based on the District's actual pumping costs to customers in service zones requiring water to be pumped up to a higher zone. If applicable, these pump or "lift" charges will be published in the District's Schedule of Rates.

## **PART 1 - SECTION D - APPLICATION FOR SERVICE**

### **RULE**

1-D-1

**APPLICATION FOR SERVICE:** Each applicant for water service will be required to sign a form provided by the District. The application will be regarded as merely a written request for service, and not binding upon the applicant to take service for a period of time longer than that upon which the rates and minimum charge of the selected rate schedule are based.

The application shall show the following information:

- (a) **Name(s)** of applicant(s) responsible for the water bill payment. Two or more persons who join in one application for service shall be jointly and severally liable for payment and shall be billed by means of a single periodic bill.
- (b) **Service address** of the property where water is connected.
- (c) **Billing/mailling address** if different than the service address.
- (d) **Telephone number** of applicant(s).
- (e) **Email Address** of applicant(s).
- (f) **Assessor's Parcel Number (APN)** of premises for proposed service.
- (g) **Name and Address of Owner of Premises** in case of tenant's nonpayment.
- (h) **Date** applicant desires service to begin.
- (i) **Account** and service type.
- (j) **Acknowledgment** of applicant(s) agreeing to abide by all Rules and Regulations of the District and pay all bills when due.
- (k) **Other** information the District may reasonably require.

1-D-2

**LARGE INCREASE IN USE OF WATER:** Customers making any change in operations on the customer's premises requiring substantial increases in the rates of water flow through the District's facilities shall immediately give the District written notice of the nature of the change.

1-D-3

**APPLICATION FOR WATER SERVICE:** An application provided by the District must be signed by the applicant(s). Such application shall contain the following provisions:

Applicant(s) agrees to accept the services applied for subject to these Rules and Regulations and pay for the services at regular rates. Should applicant(s) subsequently cancel one or more items of service, such cancellation does not change or affect the terms of applicant's application with respect to the remaining item or items of service.

1. The applicant(s) also agrees to give at least twenty-four (24) hours' notice to the District before service is to be discontinued. The provisions of the application, obligating applicant(s) to accept and pay for service, remains in

force until said notice is given and all bills are paid in full until the date the District receives said notice.

2. The applicant further agrees to assume all liability for any damage occurring on the Premises served by the District, due to running faucets, faulty fixtures, or broken pipes at or following the commencement of service, whether or not any responsible person is on the Premises being served.
3. Credit forward balances for water service normally due to a former customer will not be credited to the account of the new customer at the same service address. Said credit balances shall be refunded to the former customer when a forwarding address is available. When there is no forwarding address available, said credit balances will be deposited in the District's applicable water sales trust fund and will be refunded to the former customer upon written request by the former customer. If no such request is submitted within one year, the credit forward balance will be transferred and deposited into the District's General Fund.

1-D-4      **PRIVACY OF CUSTOMER DATA:** Staff will not disclose customer data pursuant to Government Code Section 6254.16.

1-D-5      **ACCURACY OF CUSTOMER DATA:** Customers must maintain account data so the District may communicate regarding service updates or payment requests. Penalty noncompliance fees may be assessed. Customers may opt out of general notifications from the District by email, but may not opt out of payment, emergency, or shutoff notifications from the District.

## **PART 1 - SECTION E – OUTSIDE-OF-BOUNDARY SERVICE CONTRACTS**

### **RULE**

1-E-1      The District, at its discretion, may provide new or extended services by contract or agreement outside its jurisdictional boundaries as permitted by Government Code Section 56133 and other applicable law. Unless the contract or agreement expressly states otherwise, the District may, with or without cause, with or without advance notice, terminate any such contract or agreement and interrupt or cease any such new or extended services. Although not required to do so, to the extent circumstances reasonably allow, the District will provide advance notice before terminating any such contract or agreement or interrupting or ceasing any such new or extended services. The District's provision of any such new or extended services shall not, and shall not be deemed to, create any rights to continuing services. Water provided pursuant to any such contract or agreement shall be charged at the rates set forth in the District's Schedule of Rates.

## **PART 1 - SECTION F - NOTICES**

### **RULE**

- 1-F-1      **NOTICES TO CUSTOMERS:** Notice from the District to a customer normally will be given in writing delivered via the United States Postal Service to the customer's last known address. Where conditions warrant, and in emergencies, verbal notice or notice by telephone or electronic mail will be deemed adequate.
- 1-F-2      **NOTICES FROM CUSTOMERS:** Notice from the customer to the District may be given, by the customer or the customer's authorized representative, verbally or in writing, at the District's operating offices.

## **PART 1 - SECTION G - SERVICE RULES**

### **RULE**

- 1-G-1      **DOMESTIC SERVICE:** Each house or building under separate ownership must be provided with a separate service connection or connections. Two or more houses or buildings under one ownership and on the same lot or parcel of land may be supplied through one service connection, or a separate service connection may be installed for each building.
- The District reserves the right to limit the number of houses or buildings, or the area of the land under one ownership, to be supplied by one service connection.
- When property provided with a service connection is partitioned, the existing service connection, if any, shall be considered as being assigned to the lot or parcel of land nearest to the meter or service connection.
- A service connection shall not be used to supply water to adjoining property of a different owner or property of the same owner on opposite sides of a public street or alley.
- 1-G-2      **AGRICULTURAL SERVICE CONNECTIONS:** In a District having agricultural water rates, the purposes of the water requirements of the parcel to be served shall guide the District in its determination of the proper sized meter to be installed. Water used for agricultural purposes shall be separately metered. Agricultural water service may be discontinued, with 30 days' notice, at the option of the District. An agricultural service connection shall not be used to supply adjoining properties.
- The regulation by the customer of the flow of water from an agricultural meter must be affected by means of a valve installed on the outlet side of the meter, and the installation and maintenance of such a valve shall be at the customer's expense.
- 1-G-3      **AUTOMATIC FIRE SPRINKLER SERVICE CONNECTIONS:** When an automatic fire sprinkler service connection is installed, the control valve thereon will be left closed and sealed until a written order to turn on the water is received from the customer. After the water is turned on, the District shall not be liable for

damages of any kind that may occur on or to the premises or property therein served due to the installation, maintenance, or use of such service connection, or because of fluctuation of pressure or interruption of water supply.

If water is used through an automatic fire sprinkler service connection for any purpose other than the extinguishing of fires, or a purpose related thereto, the District shall have the right either to place a meter on the automatic fire sprinkler service connection at the customer's expense, and to charge at metered rates for all water used, or to shut off the entire supply of water to the premises through such service connection.

The District shall have the right to install and connect with the automatic fire sprinkler service connection at the curb, a service connection for rendering any other type of water service to the same premises served by the automatic fire sprinkler service connection.

All automatic fire sprinkler service connections shall be equipped with a District-approved check valve detector device, all at the expense of the customer.

**1-G-4 TEMPORARY WATER SUPPLY:** May be provided through:

- (a) Temporary service connections or
- (b) Fire hydrants

Temporary water supply may be disconnected and/or terminated upon notification by the District.

Water obtained on a temporary basis shall be for use only within the service boundaries of the District. Any use of the water obtained on a temporary basis for use outside the boundaries of the District is subject to Government Code Section 56133.

**1-G-5 TEMPORARY SERVICE CONNECTIONS:** Temporary service connections will be disconnected and terminated within two years after installation unless an extension of time is granted by the District.

Where a regular service connection of adequate size is available, it may be used for temporary service so long as such connection is not required to supply the property which it enters, provided a temporary service connection number is assigned to it for identification during such usage. A charge, as shown in the District's Schedule of Rates, will be made for arranging temporary service. If such connection is at any time required to permanently serve the property which it enters, said temporary service there must be discontinued.

A charge for the installation of a temporary service connection shall be the same as for a regular service connection, as shown in the District's Schedule of Rates. The applicant shall deposit in cash the amount specified in the District's Schedule of Rates and shall be subject to an additional charge, or entitled to a credit, as provided herein.



After a temporary service connection is installed, and the District is requested by the applicant to terminate and remove the service, the cost of disconnecting and terminating the temporary service will then be estimated and added to the installation cost. From this total, the estimated salvage value of the material to be recovered will be deducted, leaving the final net estimated cost of the temporary service connection. If such net estimated cost is greater than the amount of the applicant's original charge, upon demand the applicant shall pay the District such additional sum as is required to make the applicant's aggregate payment equal to the final net estimated cost.

When a temporary service connection is disconnected and terminated within two years from the date of installation, the estimated cost of the disconnection and the present value of the material recovered shall be deducted from the deposit charge and the balance (if any) of such deposit shall be refunded to the customer if requested. If the aggregate deposit is less than the sum of the installation charge, the disconnection charge, and the present value of the material recovered, the amount of such deficiency shall be paid by the customer.

Where the construction of an installed temporary service connection conforms to the standard requirements of a permanent service connection installation, it may be designated as a permanent service connection at any time, provided all charges for permanent service at its location are paid; and the District will refund to the customer the difference in charges between the temporary service connection and permanent service connection, if the former charge was less than the latter. If the temporary service connection is not metered when it is converted into a regular permanent service connection, and the kind of permanent service to be rendered requires metering, the regular metercharge for the appropriate size of meter shall be paid by the customer.

The District reserves the right at any time to set a meter on any temporary service connection and to collect the required meter deposit, and thereafter to charge the regular metered rate for the kind of service to be rendered.

1-G-6      **METER CHARGE CREDITS:** If a metered temporary service connection is disconnected and terminated and the meter is recovered within one month after its installation, upon application, 95 percent of the meter charge, less \$5.00, will be refunded; if within two months, 90 percent less \$5.00; if within three months, 85 percent less \$5.00; if within four months, 80 percent less \$5.00; if within five months, 75 percent less \$5.00; and if after five months and within two years, 70 percent less \$5.00. All refunds of meter deposits shall be made to the customer, and no refund of a meter deposit shall be made if the temporary service connection is not terminated and the meter recovered within two years from its date of setting.

1-G-7      **TEMPORARY WATER SUPPLY FROM FIRE HYDRANTS:** Water may, on application be obtained at rates determined by the Director from fire hydrants, for purposes other than extinguishing fires, in the manner prescribed as follows: When

water is to be so procured from a fire hydrant, the applicant shall sign an application for a fire hydrant permit, wherein the applicant shall specify the location of the fire hydrant to be used and shall agree to pay the required cash deposit or charge therefor to the District. The applicant must at the same time deposit with the District a sum of money to secure payment of its charges for furnishing, installing, removing, inspecting, and renting of the equipment required to be installed on a fire hydrant for such procuring of water.

Water obtained on a temporary basis from a fire hydrant shall be for use only within the service boundaries of the District. Any use of water obtained on a temporary basis from a fire hydrant for use outside district boundaries is subject to Government Code Section 56133.

- 1-G-7a A minimum charge for the furnishing, installation, removal, inspection, and rental of such equipment on each fire hydrant shall be imposed pursuant to the District's Schedule of Rates.
- 1-G-7b If the equipment so furnished is damaged through carelessness or abuse, the cost of repairing the same shall constitute a charge against the customer. If any such equipment is removed from the fire hydrant other than by the District's employee and is not recovered by the District, the value thereof shall constitute a charge against the customer.
- 1-G-7c The fact that some fire hydrants are already equipped with auxiliary valves, or that some customers may desire to furnish their own equipment for installation on fire hydrants, shall not affect or vary this rule or in any way prevent or modify its application.
- 1-G-8 **SERVICE CONNECTION AND METER INSTALLATION CHARGES:** Where a charge is fixed herein for the installation of the service connection and/or meter, such charge shall be paid in advance by the applicant. Where no such charge is fixed, the District reserves the right to require the applicant to pay an amount as a fixed charge equal to the estimated cost of installation of such service connection and/or meter.
- 1-G-9 **SERVICE CONNECTION, SIZE, AND LOCATION:** The District reserves the right to determine the size of the service connection and its location in relation to boundaries of the premises to be served. Where possible, the customer's pipe to the curb should not be laid until the service connection is installed. In the event the customer's pipe is laid to the curb prior to the time the service connection is installed, and its location at the curb does not correspond with that of the service connection at the curb, then the customer must bear the additional cost of connecting the service connection pipe with the customer's pipe.
- 1-G-10 **EXTENSION OF SERVICE PIPE THROUGH BASEMENT WALL:** Where the applicant requires the service connection pipe to be extended through a basement wall, the applicant shall, at the applicant's own expense, provide and seal the entrance way for such pipe and shall assume all responsibility for

damage caused by leakage through such entrance way and/or by leaking pipes, fittings, or meters.

- 1-G-11      **SERVICE CONNECTION CURB STOP OR VALVE:** Every service connection installed by the District will be equipped with a curb stop or valve on the inlet side of the meter. Such valve or curb stop is intended for the exclusive use of the District in controlling the use of water through the service connection and/or meter. If such curb stop or valve is damaged by the customer to an extent requiring its replacement, the customer shall bear the cost for such replacement. The customer's pipe shall have a wheel valve placed at some known and accessible location between the meter and the building, to control the supply to the building.
- 1-G-12      **ENLARGING SERVICE CONNECTION AT TIME OF RENEWAL:** When the District replaces a service connection for any reason, such service connection may be enlarged, upon the customer's request and at the customer's expense, the District's estimated cost of which shall constitute a fixed charge.
- 1-G-13      **MAINTENANCE OF SERVICE CONNECTIONS, METERS, DETECTOR CHECK VALVES, AND HOUSINGS:** All service connections, water meters, detector check valves, and housings installed by the District shall be maintained at its expense, except as may be otherwise provided herein.
- Where a two-inch, or larger, stub pipe is laid to the curb to replace one or more old service connections, such old service connection will be disconnected, and the District will lay, connect, and maintain the necessary piping from such new stub pipe to the old location of the meter or to the customer's supply pipe.
- 1-G-14      **CUTTING, REFITTING, RAISING, LOWERING, OR RELOCATING WATER SERVICE CONNECTIONS, MAINS, ETC.:** Any person making improvements or changes, including road repairs, resulting in the cutting, refitting, raising, lowering, relocating, or damaging in any way of service connections, water mains, fire hydrants, stub pipes, meters, valves, or other parts of the water system shall be liable to the District for all costs incurred by it in making such changes.
- 1-G-15      **INCREASING SIZE OF DETECTOR CHECK VALVE FOR AUTOMATIC FIRE SPRINKLER SERVICE:** In all cases in which a detector check valve on an installed service connection for automatic fire sprinkler service is recovered by the District because of the substitution of a larger detector check valve, the charge to the customer for furnishing and installing such larger detector check valve shall be the estimated cost of replacement, which estimate shall include a credit for the replaced equipment; and such credit shall be the present value.
- 1-G-16      **REFUND OF CHARGES FOR DETECTOR CHECK VALVE AND BY-PASS METER UPON DISCONNECTION AND ABANDONMENT OF AUTOMATIC FIRE SPRINKLER SERVICE CONNECTION:** When an automatic fire sprinkler service connection is disconnected and abandoned and the detector check valve and by-pass meter on such service connection are recovered by the District, upon written application, a refund of the charge paid by the customer for such detector

check valve and by-pass meter will be made in an amount equal to the present value as determined in Part 3 of these Rules and Regulations, less the estimated costs of removing the equipment.

- 1-G-17     **SETTING OF METERS:** The District may install all meters unless installation by another person is authorized by the District.
- 1-G-18     **OWNERSHIP OF METERS:** The District is the owner of all meters and appurtenances incidental thereto within the District.
- 1-G-19     **REMOVAL OF METERS FROM INACTIVE SERVICE CONNECTIONS:** The District may at its option remove the meter from any service connection determined to be inactive for more than two billing cycles, for maintenance or for use in another location. The District will reinstall the meter upon the customer's request. In the case of an inactive agricultural meter, if the customer requests discontinuation of service to avoid service charges, the District will remove the meter. However, reinstatement of service shall be at the discretion of the District.
- 1-G-20     **CHARGE FOR SUBSTITUTION OF LARGER METER FOR DOMESTIC SERVICE OR FOR COMBINED AGRICULTURAL AND DOMESTIC SERVICE:** When a meter for domestic service, or for combined agricultural and domestic service, of larger size than the existing meter is to be installed on an existing service connection, or when the existing service connection is disconnected and abandoned and the meter thereon is recovered by the District and a larger service connection and a larger meter are to be installed in the place thereof, the charge required for furnishing and setting such larger meter installation shall be the same as for a new service and meter, less the present value of the recoverable meter and fittings.
- 1-G-21     **SUBSTITUTION OF SMALLER METER TO REDUCE MONTHLY MINIMUM CHARGE:** When substitution of a smaller meter is requested by the customer in order to reduce the monthly minimum charge, and when the minimum charge is related to the meter size, such substitution will be made without charge, provided the delivery of water required through such smaller meter shall not exceed its rated capacity, and provided also that such capacity conforms with the requirements of the Plumbing Code. No credit for a large meter so removed will be allowed.
- The allowable change in meter size shall not be less than one size smaller than the customer's piping, except that in no case shall the meter size be reduced below the size determined by application of rules in the Plumbing Code.
- 1-G-22     **DAMAGE TO METERS BY HOT WATER OR STEAM:** The District will furnish, set and maintain all meters.
- When a customer becomes responsible for the payment of water bills for any premises served, the meter at that date installed or continued the service connection is in this rule designated as the "first meter" and any other meter installed on the same service connection, to serve the same premises in substitution for a meter damaged in service, is herein designated as "any substituted meter."

The District assumes the liability for the cost of changing and repairing any meter that shall have been damaged by hot water or steam emanating from the premises served in only the following cases:

- 1) When such damage occurs to the first meter;
- 2) When such damage occurs to any substituted meter more than three years after the same shall have been installed; and
- 3) When such damage occurs to any substituted meter within three years after the same shall have been installed, and the customer as of the date such damage occurs has not been continuously so responsible for the same at all times since the date of the last previous occurrence of damage to a meter, for which the District assumes liability hereunder.

When the first meter is found to have been damaged by hot water or steam emanating from the premises served, notice of such damage will be mailed to the customer responsible for the payment of the water bills, but the customer will not be charged with the cost of changing or repairing the first meter.

If any substituted meter be similarly damaged (whether through the fault of such customer or otherwise) and such damage occurs within three years after the last previous meter installed on the same service connection and supplying the same premises was damaged, the cost of changing and repairing such substituted meter will be charged to the customer, provided such customer shall have been continuously so responsible at all times since the date of the last previous occurrence of damage to a meter, for which the District assumes liability hereunder.

When a meter is to be replaced, a notice will be left on the premises notifying the customer that the water will be or is being shut off for work on the water meter.

In the case of damage to a meter due to excessive flow onto the customer's premises, the customer shall supply the District, within five (5) working days of the District's request, the customer's maximum flow demand. If that demand is more than the meter's rating, the customer shall do one of the following at the District's system:

- 1) Install a larger meter or meter and service line, in accordance with charges established in the District's Schedule of Rates.
- 2) Approve the installation, by the District, of a device to limit the flow through the meter to its maximum amount.

1-G-23

**CHANGE OF METER LOCATION:** When the location of a meter and/or service is changed at the customer's request, the cost of making such change will be charged to the customer, in accordance with the District's Schedule of Rates.

When the customer requests such change of the location of a meter because of constructing a driveway that is to be paved, instead of moving the meter, a concrete box equipped with a steel cover plate to house the meter may be installed, provided the slope of such driveway is not such as to cause the face of the steel plate to be dangerous to pedestrians walking thereon.

- 1-G-24      **USE OF WATER WITHOUT REGULAR APPLICATION FOR SERVICE:**  
Any person taking possession of premises where the water supply has been shut off and the curb cock or valve sealed must make proper application to the District to have the water supply turned on. In the event the person turns on the water supply or suffers or causes it to be turned on, without first having made such application, the person will be held liable for all charges for the water service rendered, the amount thereof to be determined, at the election of the District, either by the meter reading or on the basis of the estimated consumption for the length of time service was received without proper application.
- 1-G-25      **TAMPERING OR TURNING ON WATER:** Tampering with a water meter or the turning on of water at a water meter without District consent is a violation of these Rules and Regulations and Penal Code Section 498 and constitutes a misdemeanor. Any person who tampers with a District meter or water supply is subject to a fine, plus costs of all repairs, labor and damages to District property. When the District finds that water is being used without proper application, the customer or other person will be notified, and if application for such service is not made promptly thereafter and the District immediately compensated for water already used, the supply will be shut off without further notice.
- 1-G-26      **DISCONTINUANCE OF WATER SERVICE:** A fee will be charged for shutting off water supply and for reading the meter upon closing the account as specified in the District's Schedule of Rates.  
  
When a customer makes application for water service for specified premises, the customer will be charged for water service on such premises until the customer requests the service to such premises be discontinued.
- 1-G-27      **READING OF METER AND BILLING:** Under ordinary conditions, each continuous service meter will be read monthly on approximately 28 to 35 days for one billing cycle to the next and a bill thereupon rendered, showing the period covered by the meter reading, or the amount of water used, and the total charge for the service rendered. Fire service meters may, at the option of the District, be read semi-annually or annually. However, monthly bills shall be rendered for the monthly fire service charge. Notice may be given by the District for large or unusual meter registration. The customer is responsible for paying all water that passes through the meter.  
  
Where the meter is found to be out of order, or when a meter reading cannot be obtained, the charge for water will be based, at the option of the District, on an estimated meter reading. Such estimates may be computer generated based on previous usage for the property or on the consumption as registered by a substituted new meter. Consideration may also be given to the average monthly consumption adjusted to seasonal demand for the current billing period. Consideration may also be given to volume of business, seasonal demand, and other factors that may assist in determining an equitable charge.  
  
When the meter is temporarily covered by building or other material, or when a mobile construction meter has been moved to a new location without the District's knowledge, so that it cannot be read, the charge for water will be based, at the

option of the District, on estimated water usage. Such estimates may be computer generated based on previous usage for the property, and a bill or series of bills for the billing period, will be rendered. Estimated water usage may be adjusted if necessary when the meter is first thereafter read. The District may notify the customer of the inaccessibility of the meter and may charge the applicable fee for the notice as specified in the District's Schedule of Rates.

When the water meter or water lines within a private easement are not accessible to the District due to locked gates, fences, livestock, dogs, or any other condition for more than 60 days, the District will, at its option:

- 1) Remove the meter and/or terminate service until the inaccessibility is eliminated. Notice of the District's intent to do so will be given to the customer after the first incident of inaccessibility.
- 2) If the water meter and/or the water lines within a private easement remain inaccessible or their location inhibits or excludes District access, the water meter and/or water lines may be relocated at the determination of the District, and all relocation costs, including, but not limited to, materials and labor, will be billed to the customer.

1-G-28      **SHUTTING OFF WATER SUPPLY FOR EMERGENCY REPAIRS OR FOR CHANGES, ETC., IN OR AFFECTING THE DISTRIBUTION SYSTEM:** The District reserves the right at any and all times to shut off the water for the repairing, extending, or altering of water mains, the repairing and placing of fire hydrants, the repairing and renewing of water service connections, or the changing and testing of water meters or detector check valves.

1-G-29      When the water supply is to be shut off for any of the above reasons, the District will make a reasonable effort to deliver a notice of the shut-off to the customer or to some responsible person on the premises, but it does not assume any liability for the failure of the customer to receive or to understand such notice.

The District will not be responsible for the maintenance of pressure, nor for the continuity of water supply, and customers dependent upon a continuous water supply should provide adequate storage for emergencies. Customers having water heaters or other devices requiring a continuous water supply should take all necessary steps to prevent damage to, or the causing of injury by, such devices because of the shutting off of the water supply.

The District shall not be responsible for water pressures for any customers located at high elevation beyond normal District water pressures. Nor is the District obligated to extend water services to those areas beyond existing District water mains and/or off the public rights-of-way.

1-G-30      **LEAKING PIPES OR FIXTURES ON THE PREMISES SERVED:** The District's control and responsibility ends at the curb shut-off or meter, and the District will in no case be liable for damage caused by, or in any way arising out of, the running or escape of water from open faucets, burst pipes, or faulty fixtures on the premises.

- 1-G-31      **CUSTOMER RESPONSIBILITIES:** All piping and appurtenances installed by the customer on the customer's premises shall remain the property of the customer and the maintenance thereof shall be the customer's sole responsibility. Water provided to the property, on the customer's side of the meter, including water from leaks, must be paid for by the customer. The District's control and responsibility shall end at the customer's side of the meter. The District shall in no case be liable for damages caused by, or in any way arising out of, the running or escape of water from open faucets, burst pipes, or faulty fixtures on the premises.

When it becomes necessary to shut off the water supply to the entire premises, the customer may use the customer hand valve within the meter box on the customer side of the meter, if one has been installed. Upon request, for emergency purposes, the District may, without charge, shut off its control valve on the inlet side of the meter with the understanding that the District will turn on the water after repairs have been made.

Every service connection is equipped with a control valve on the inlet side of the meter which may be used by the customer when necessary to shut off the water supply from the entire premises. Upon request, day or night, the District will, without charge, shut off such control valve for emergency purposes, upon the understanding that the customer will turn on the water after repairs shall have been made.

**NOTE:** *For convenience and safety, the water pipe on the customer's premises shall be equipped with a wheel valve, placed at some known accessible location between the meter and the building.*

- 1-G-32      **TAMPERING WITH DISTRICT PROPERTY:** Except as provided elsewhere in this rule, no person, other than an authorized District employee, shall at any time or in any manner operate, or cause to be operated, any valve in or connected with a water main, service connection, or fire hydrant, or tamper or otherwise interfere with any water meter, detector check valve, or other part of the water system. No person shall deposit, or cause to be deposited, any substance or liquid in any water main or pipe of the District or do anything which might cause any water supplied or furnished by, or belonging to, the District to become polluted, or take water from any service without first securing permission from the District.

In the event a person for any reason damages an angle meter valve or valve controlling a water supply, or damages a meter cover or its center piece, or causes any such act to be done, such person will be held liable for such damage.

The District may notify a customer about tampering with the District property and charge the applicable fee for such notice as specified in the District's Schedule of Rates.

District may impose a fine of up to \$250.00, plus the cost of labor and materials to repair any damages, against any person found to be tampering with District property or engaged in the unauthorized operation of any part of the water system.



**RIGHT OF INSPECTION OF AND ACCESS TO CUSTOMER'S PREMISES:**

By accepting service from the District, the customer agrees that authorized agents and employees of the District shall have the right of entry and access, at all reasonable times, in, to and upon the customer's buildings, grounds or premises, or any part thereof (including any and all plumbing, water piping, fixtures, or connections located, used, maintained, or operated therein or thereon), for the purposes of:

- 1) Reading of meters and/or repairs and maintenance to the meter or water system.
- 2) Determining the existence, operation, and/or use in, on, or about such buildings, grounds, or premises for:
  - Any plumbing or water piping which may now or hereafter cause, create, or permit backflow, back-siphonage, or any other condition affecting or likely to affect the purity and/or potability of the water supply furnished by the District.
  - Any source such as hot water which could damage District equipment such as meters.
  - Any source of water supply which may now or hereafter be connected with the water supply system of the District.
  - Any source of pressure, vacuum, contamination or pollution (including any and all equipment, fixtures or appliances connected or used therewith or therefor) affecting or likely to affect the purity and/or potability of the water supply of the District.
- 3) Facilitating the enforcement, from time to time, of all applicable laws and Rules and Regulations of the District.

Such authorized representatives of the District shall be furnished with and upon the request of any customer shall display, appropriate identification.

If the District shall ascertain that a condition affecting the purity and potability of the water supply in any District exists in, on, or about any building, grounds, or premises in violation of any law, rule or regulation of this State, or any ordinance of the County of Ventura, or any of these Rules and Regulations, the District shall:

- (i) Immediately notify the person owning and/or controlling such building, grounds, or premises of the existence of such condition;
- (ii) Require of such person compliance within a reasonable time (to be stated in said notice) with any such law, ordinance, rule or regulation so violated; and
- (iii) Further notify the person that, for the failure to so comply within said described period, the District will take, or cause to be taken, by the appropriate authority, such steps to enforce such compliance, to remedy such condition, and/or to protect the interests of the District, as shall be provided by law or by these Rules and Regulations.

- 1-G-34      **EASEMENTS:** The customer shall be responsible for maintaining public utility easements within the customer's property such that the District always has access to the public utility systems within the easements. No permanent improvements such as buildings, block walls, iron fences, large trees and shrubs and the like shall be placed over the easement without prior written approval from the District. Where the District must perform maintenance and/or construction activity within the easement, it shall not be responsible for replacing said permanent improvements or other prohibited structures. The District must always have access to the public utility systems within any easement.

## **PART 1 - SECTION H – CROSS-CONNECTION CONTROL AND BACKFLOW PREVENTION**

### **RULE**

- 1-H-1      **GENERAL POLICY:** The regulations of the Department of Public Health of the State, contained in Title 17 of the California Code of Regulations, the standards of the Uniform Plumbing Code, American Water Works Association Standard M14, and the University of Southern California Foundation for Cross- Connection Control and Hydraulic Research Manual of Cross-Connection Control (10th ed.) are applicable for cross-connection control and backflow prevention in the District.

1-H-2      **DISTRICT REGULATIONS FOR CROSS-CONNECTION CONTROL AND BACKFLOW PREVENTION**

No water service connection to any premises will be installed or maintained by the District unless the water supply is protected as required by State laws and these Rules and Regulations. Service of water to any premises shall be discontinued by the District if a backflow prevention assembly required by these Rules and Regulations is not installed, tested and maintained, or if it is found that a backflow prevention assembly has been removed or bypassed, or if an unprotected cross-connection exists on the premises. Service will not be restored until such conditions or defects are corrected. The customer's system should be open for inspection at all reasonable times to authorized representatives of the District to determine whether cross-connections or other structural or sanitary hazards, including violations of these Rules and Regulations, exist. When such a condition becomes known, the District shall deny or immediately discontinue service to the premises by providing for a physical break in the service line until the customer has corrected the condition(s) in conformance with the State laws relating to plumbing and water supplies and the regulations adopted pursuant thereto and these Rules and Regulations.

All existing backflow prevention assemblies that do not meet the requirements in these Rules and Regulations but were approved devices for the purposes described in these Rules and Regulations this section, be excluded from the requirements of these Rules and Regulations so long as the District is assured that they will satisfactorily protect the utility system. Whenever the existing device is moved from the present location or requires more than minimum maintenance

(e.g., no replacement parts required) or when the District finds that the maintenance constitutes a hazard to health, the unit shall be replaced by an approved backflow prevention assembly meeting the requirements of these Rules and Regulations.

1-H-3

**WHEN BACKFLOW PREVENTION IS REQUIRED:**

1. In the case of premises having an auxiliary water supply which is not or may not be of safe bacteriological or chemical quality and which is not acceptable as an additional source by the District, the public water system shall be protected against backflow from the premises (i.e., irrigation services).
2. In the case of premises on which any industrial fluid or any other objectionable substance is handled in such a fashion as to create an actual or potential hazard to the public water system, the public system shall be protected against backflow from the premises. This shall include the handling of process waters and waters originating from the utility system which have been subject to deterioration in quality.
3. In the case of premises having (1) a cross-connection that cannot be permanently corrected or controlled or (2) intricate plumbing and piping arrangements or where entry to all portions of the premises is not readily accessible for inspection purposes, making it impracticable or impossible to ascertain whether or not dangerous cross-connections exist, the public water system shall be protected against backflow from the premises.
4. In the case of premises having industrial or commercial facilities, the public water system shall be protected against backflow from the premises.

1-H-4

**ACCEPTABLE BACKFLOW PREVENTION ASSEMBLIES:** The District will not accept any backflow prevention assembly for cross-connection protection other than an approved air gap separation or a reduced pressure principle backflow prevention assembly unless otherwise approved by the District. An exception will be the installation of an approved double detector check valve assembly on fire lines for sprinklered buildings or on private fire hydrant lines.

1-H-5

**REDUCED PRESSURE PRINCIPLE DEVICE (RP):** Commonly referred to as an RP or RPP, this device consists of two independently acting check valves, together with an automatically operating pressure differential relief valve located between the two check valves. The first check valve reduces the supply pressure at a predetermined amount so that during normal flow, and at cessation of normal flow, the pressure between the two check valves shall be lower than the supply pressure. If either check valve leaks, the relief valve will discharge to the atmosphere. This will maintain the pressure in the zone between the two check valves lower than the supply pressure. The unit also has two shut-off valves (one upstream and one downstream of the checks) and properly located test cocks for field testing.

1-H-6

**INSTALLATION:** An approved RP assembly, the same size as the water meter, shall be installed on the customer water line as close as practical to the meter (not

to exceed 10 feet unless otherwise approved by the District). Unprotected outlets shall not be installed between the meter and the RP device. This unit shall be installed a minimum of 18 inches and not more than 36 inches above finish grade with a minimum of 12 inches of side clearance. The unit shall not be installed in an enclosed structure.

- 1-H-7      **APPROVED RP DEVICES:** Any backflow prevention assembly required herein shall be a model approved by the District. The term "Approved Backflow Prevention Assembly" shall mean an assembly that has been manufactured in full conformance with the standards established by the American Water Works Association (AWWA) entitled AWWA C506-84 Standards for Reduced Pressure Principle and Double Check Valve Backflow Prevention Devices and has met completely the laboratory and field performance specifications as set forth in Chapter 10, Specifications of Backflow Prevention Assemblies, of the Manual of Cross-Connection Control (10th ed.) of the University of Southern California Foundation for Cross-Connection Control and Hydraulic Research (FCCCHR).

Final approval shall be evidenced by a "Certificate of Approval" issued by an approved testing laboratory certifying full compliance with the said AWWA standards and FCCCHR specifications.

The following testing laboratory has been qualified by the District to test and certify backflow preventers: Foundation for Cross-Connection Control and Hydraulic Research University of Southern California University Park Los Angeles, California 90089-0231

Testing laboratories other than the laboratory listed above will be added to an approved list as they are qualified by the District.

The list of approved RP assemblies is issued and maintained by the Ventura County Environmental Health Division. The District should be consulted for the currently approved list.

- 1-H-8      **TESTING:** It shall be the duty of the customer at any premises where the backflow prevention assemblies are installed to have certified inspections and operational tests made at least once per year. Where the District deems the potential hazard of backflow to be significant, certified inspections at more frequent intervals may be required. These inspections and tests shall be performed by a certified tester approved by the District. It shall be the duty of the District to see that these tests are made in a timely manner. The customer shall notify the District in advance when the tests are to be undertaken so that an official representative of the District may witness the tests. These assemblies shall be repaired, overhauled or replaced at the expense of the customer whenever said assemblies are found to be defective. Records of such tests, repairs and overhaul shall be kept by the customer and made available to the District upon request.

- 1-H-9      **AIR GAP:** An air gap is a physical separation between the free-flowing discharge end of a potable pipeline and an open or non-pressure receiving vessel. To have

an acceptable air gap, the end of the discharge pipe has to be at least twice the diameter of the pipe above the topmost rim of the receiving vessel, but in no case can this distance be less than one inch.

1-H-10

**PROHIBITION OF CROSS-CONNECTIONS:** No physical connection shall hereafter exist or be installed, located, maintained, or operated between the water supply system of the District (including its appurtenant mains, pipes, fixtures, equipment, or appliances), and any other supply system or any sewer or grading system, or any steam, gas, or chemical line, pipe, or conduit, or any device, boiler, tank, or container whereby any contamination or pollution or any dangerous, impure, unsanitary, or unpotable substance (solid, liquid, or gaseous, or any combination thereof) may now or hereafter be introduced to any portion of the water supply system of the District by backflow, back siphonage, or any other method, means, or cause whatsoever.

Wherever a mechanical or other method or device (approved by the District) may be used for protecting the District's water supply system from any such source of contamination or pollution, any customer shall at the customer's own expense and subject to the final inspection and approval thereof by a person certified for such inspection and repair by the County of Ventura Health Officer, install, maintain, and operate the same. Maintenance shall include inspections and operational tests once a year, or more often as required by the Engineer and/or County of Ventura Health Officer.

The District shall promulgate and, upon request, furnish copies to a customer lists of approved mechanical devices and information concerning the installation of said devices.

The District shall have the right to discontinue the supply of water to the Premises of a customer for a customer's failure to comply with, or the violation of, any of these Rules and Regulations relative to the inspection of a customer's Premises to ensure the protection of the District's water supply from cross-connections, backflow, or back-siphonage. A customer shall be entitled to reasonable (i) notice of the District's intent to discontinue service due to a customer's failure to comply with or violation of any of these Rules and Regulations, and (ii) opportunity to comply with and/or to cease any violation thereof. However, no such notice or opportunity to comply with, or cease violating these Rules and Regulations are required where a customer's non-compliance or violation is creating or is likely to create water supply system conditions that are dangerous and detrimental to the public's health, safety, and welfare.

1-H-11

**BACKFLOW SHUT-OFF:** The District will resume water services during the hours of 8:00 a.m. and 5:00 p.m. All backflow devices shut-off notices must be cleared prior to resuming water service.

If the customer is unable to obtain qualified private inspection services, the District will furnish competent inspection and/or repair service at the rates set forth in the District's Schedule of Rates.

## **PART 2 - WATER RATES AND SERVICE CHARGES,** **ESTABLISHING SERVICE AND DELINQUENT ACCOUNTS**

### **PART 2 - SECTION A - STANDARD RATES AND CHARGES**

#### **RULE**

2-A-1      **SCHEDULE OF RATES:** The District's Schedule of Rates shall contain all current water rates, rate structures, monthly service charges and other regular charges or fees for customers of the District. The Schedule of Rates shall be determined by resolution of the Board of the District and shall be made publicly available by, at a minimum, posting on the website of the Water and Sanitation Department.

2-A-2      **TRUST DEPOSIT FROM APPLICANTS:** A prepaid trust deposit shall be required in an amount sufficient to cover an average bill for water and, if applicable, sewer service for the property.

Where an average bill amount cannot be determined or is deemed inappropriate by the Director or his or her authorized representative, a minimum trust deposit of \$50 will be charged.

At the option of the District, new customers that provide a credit reference letter demonstrating an acceptable payment history from any prior utility service may be exempted from the trust deposit requirement.

An existing customer, applying for new service, who during the past 12 consecutive months has paid all water bills without a "Notice of Pending Disconnection" being issued for nonpayment, and who has demonstrated an overall timely payment history, and who applies for service for a new account, shall have the trust deposit waived.

A customer who has received a "Notice of Pending Disconnection," and has established a pattern of delinquency, may be required to re-establish a trust deposit. A customer who has received a shut-off notice for nonpayment may, at the option of the District, be required to establish a trust deposit equal to two times the average bill during the past twelve months.

A customer who, during a 12-month period, has two or more returned checks will be required to pay all billings for a period of one year with cash, cashier's checks, money orders, or, if approved by the Director, through automatic withdrawal, and may at the option of the District be required to post a trust deposit, in an amount up to two times the average bill. The cash-only requirement may be continued indefinitely for customers with an established pattern of returned checks. Trust deposit amounts may be rounded, at the option of the District, for ease of posting and accounting purposes. At the option of the District, trust deposits may be charged to the account for water service and may be payable with the next ensuing water bill.

Trust deposits will be refunded as a credit to the account at the end of twelve (12) months, provided payments have been made on a timely basis and there is a satisfactory credit rating as calculated by the billing system, and are without interest.

Trust deposits not refunded will remain on the account for another twelve (12) months and without incurring interest.

2-A-3

**PASS THROUGH AND REFUND OF POTENTIAL SURCHARGES:** The Calleguas Municipal Water District (Calleguas) from time to time may impose surcharges against the District for excessive water consumption. In anticipation of the imposition of such surcharges, if the Director determines, in his or her sole discretion, that Calleguas is reasonably likely to impose a surcharge, the District may, in its sole discretion, after notice to affected customers (parcel owners or directly-billed tenants), impose and collect surcharges from certain customers, subject to the refund rights, described below.

In the event that a surcharge is imposed by the District and paid by or on behalf of the customer, but Calleguas does not impose a corresponding surcharge against the District, the District shall refund the surcharge (without interest), in the manner determined by the Director, within 60 days after the District determines that Calleguas will not impose a corresponding surcharge. If the Director determines, in his or her sole discretion, that Calleguas is unlikely to impose a corresponding surcharge, the Director may allow customers to defer payment of these surcharges until and unless Calleguas imposes a corresponding surcharge on the District.

## **PART 2 - SECTION B - MISCELLANEOUS CHARGES AND FEES**

### **RULE**

2-B-1

**MISCELLANEOUS CHARGES:** The District's Schedule of Rates shall contain all miscellaneous fees applicable to customers of the District. These shall be determined by resolution of the Board of the District and shall be made publicly available by, at a minimum, posting them on the website of the Water and Sanitation Department (see "Miscellaneous Fees Schedule").

2-B-2

### **CONSTRUCTION WATER SERVICE (UNMETERED TRUCK LOADS):**

Unmetered water service shall be considered a temporary water supply and is interruptible. Charges for unmetered water supplies in any District for construction purposes shall be computed at the temporary construction water rate.

2-B-3

**CONSTRUCTION FIRE HYDRANT METER WATER SERVICE (METERED):** The District may require that all water used in construction be metered, in which event the District will furnish, install and remove the meter, valve, and fittings to be located at a fire hydrant or other convenient point in the system.

If the Ventura County Fire Protection District requests that the fire hydrant openings be unobstructed, the customer is responsible for paying for the installation and removal of a tee and extra valve.

The applicant shall be responsible for the loss or damage to the meter or other equipment used.

The fire hydrant meter requires a deposit plus an installation fee payable in advance, unless waived by the Director. Charges for metered water supplies in any District for construction purposes shall be computed at the temporary construction water rate.

## **PART 2 - SECTION C – BILLING, NOTICES, AND PAYMENT OF BILLS**

### **RULE**

- 2-C-1      **NOTICES TO CUSTOMERS:** Notices regarding discontinuance and restoration of water services shall be hand delivered to the customer at the customer's last known address. If the customer is not available, the notice may be placed on the customer's front door.
- 2-C-2      **PAYMENT OF WATER BILLS:** All bills for service and other charges for which payment is not otherwise provided in these Rules and Regulations shall be due and payable in cash, by check, or by automatic payment, upon presentation, and shall become delinquent 22 days from the bill date.
- Payments made to the customer's account will be applied to the customer's account balance, which may include a deposit due, water charges, sewer charges, lift charges, penalty/late fees, and other miscellaneous charges.
- 2-C-3      If any bill becomes delinquent, the water service may be discontinued with notice.
- 2-C-4      **PAYMENT OPTIONS:** The District may, at its option, accept alternative payment methods for bills, including credit card payments, electronic fund transfers, or other methods.
- 2-C-5      **SERVICE BILLS:** Bills for water or sewer service charges will be addressed in the name of the customer. The customer shall be primarily responsible for the payment thereof, but in the event that the customer is delinquent in the payment of such a bill and is not the owner (as defined in these Rules and Regulations), the owner shall be liable for the payment of the bill to the extent the water or sewer service was furnished to the real property subsequent to the date of the owner's acquisition thereof. The form of the bill shall be prescribed by the District.
- 2-C-6      **DISCONTINUATION OF SERVICE FOR NONPAYMENT; FEES:**
- Notice 1: If the balance due is not paid within 22 days from the bill date, the account will be delinquent and subject to late fees, and "Notice 1" will be issued on the new bill. At the option of the District, the Delinquent Notice may be incorporated into the next regular bill for service, provided current and past due charges are so specified.
- Notice 2: If the balance due is not paid within 43 days from the bill date (the generation date), the District shall attempt to notify the customer of the pending shut-off of service by mail or delivery of a door hanger notice to the service location. The notice of pending shut-off shall specify the date upon which service will be discontinued in accordance with this rule.
- A Notice of Pending Shut-Off charge in the amount specified in the District's Schedule of Rates will be added to the customer's account to process the notice upon preparation of the door hanger notice by the District.



Notice 3: If payment is not made by 10 days before the shut-off date, a courtesy interactive voice response (IVR) system call giving notice of the pending shut-off will be placed to the customer.

Notice 4: If the balance due is not paid before 83 days from the bill date (the generation date), a shut-off notice will be printed and delivered to the service address, the account will be charged a Shut-Off Notice fee in the amount specified in the District's Schedule of Rates, and service will be discontinued (shut-off).

If resumption of service is requested for other than regular working days or hours, payment of an additional "Service Turn-on After Business Hours" fee will be charged in the amount specified in the District's Schedule of Rates.

2-C-7 In the event of underpayment of any water bill, where alternate payment arrangements have not been approved in accordance with this rule, such underpayment may be treated as non-payment. Where the amount of such underpayment exceeds fifty percent of the total amount of the bill, the remaining balance of said bill may become a charge upon the next ensuing water bill issued to the same customer, at the option of the District.

2-C-8 An adjustment shall be made to water billing charges when subsequent meter readings show that the meter was previously read in error. Also, upon the customer-verified statement, a correction may be made as to previous opening or closing billing dates.

2-C-9 In the event of payment more than the billed amount, the District shall credit the amount of over-payment thereof upon the next ensuing water bill issued to the same property.

2-C-10 **ALTERNATE PAYMENT ARRANGEMENTS:** In the event a customer is unable to pay a water bill, the customer may contact the District's billing office and request an alternate payment plan subject to approval by the Director or his or her authorized representative.

The Director or the Director's authorized representative, in his or her sole discretion, may adjust, extend due dates, or waive charges resulting from meter read errors or other discrepancies, delinquent or shut-off notices, or other miscellaneous services, as well as approve an alternate payment arrangement for a customer experiencing an extreme financial hardship or medical emergency.

Such arrangements for payment must be made before the shut-off date to avoid the shut-off notice charge. If a customer fails to pay a subsequent bill by the shut-off date, service may be discontinued upon notification to the customer.

At the option of the District, the District may limit the number of approved payment extensions to no more than one per customer per year.

2-C-11      **FINAL BILLS:** Are due immediately upon presentation. At the option of the Director the District may apply a late payment fee to closing bill balances not paid within 14 days from the closing bill date.

2-C-12      **SERVICE TURNED OFF FOR NON-PAYMENT, PARTIAL PAYMENTS:** Service turned off for non-payment will not be restored until full payment, including all charges, is presented in the District's business office.

The District will not accept partial payments. Where a check previously tendered to the District is not honored due to nonsufficient funds (NSF), the District will not accept payment in the form of another check, unless it is a certified or cashier's check, or unless by written statement from the customer's banking institution it is determined that the NSF check resulted from an error on the part of the banking institution or through no fault of the customer.

In order to avoid the after-hours turn-on charge, payment must be presented prior to the close of business on normal workdays.

2-C-13      **PLACEMENT OF TAX LIEN ON REAL PROPERTY ASSOCIATED WITH DELINQUENT ACCOUNT; COLLECTION ON COUNTY TAX ROLL:** In the event that a bill for water or sewer service charges remains unpaid, or is not paid in full, within sixty days of billing, the delinquent charges and penalties thereon shall constitute a lien against the parcel or parcels of real property receiving the water or sewer service pursuant to Government Code sections 54354, 54354.5 and 54355. The Director or his or her designee is authorized to record a lien against such property in the amount of the delinquent charges and penalties thereon or record a list of the delinquent unpaid charges and penalties thereon with the County Recorder, stating the amount of each charge and penalty thereon, a description of the real property upon which the same is a lien and the name of the District to which the same is payable, as authorized by Government Code section 54355. The lien shall continue until all outstanding charges and penalties thereon are paid in full or the property is sold. Further, the Director or his or her designee may request that any delinquent charges incurred in the current or immediately preceding fiscal year and penalties thereon be placed on the annual county tax roll for collection pursuant to Water Code section 55501.

2-C-14      **CIVIL ACTION:** The District may bring an action in any court of competent jurisdiction for collection of delinquent water or sewer service charges or other fees, costs or penalties provided for under these Rules and Regulations against any person responsible for the payment thereof and for enforcement of any lien on real property securing the payment of any portion thereof.

## **PART 3 - SCHEDULE OF RATES AND CHARGES FOR CONSTRUCTION SERVICE**

### **PART 3 - SECTION A - TYPES OF CHARGES**

Charges shall be made for services rendered by the District for the herein described classes of service. Such charges so collected shall be deposited in the General Funds of the District.

#### **RULE**

**3-A-1 INTERCONNECTION CHARGES:** The District will supervise interconnections between the existing water system of the District and the system as follows:

Such connections shall not be made final until all applicable charges have been paid.

- (a) For interconnections installed by a developer, the District will operate all valves and directly supervise the work of the developer in making the connection between the existing system of the District and the system installed by the developer. The developer shall furnish all materials and other labor to make the interconnections, including performing all resurfacing and other work necessary to produce the finished result. The District's Schedule of Rates shall contain all interconnection charges or fees applicable to the District. These shall be determined by resolution of the Board of the District and shall be made publicly available by, at a minimum, posting them on the website of the Water and Sanitation Department.
- (b) For interconnections installed by the District, the District will perform all work and furnish all materials to make the interconnection for a charge based on an engineering estimate of current costs.

**3-A-2 INSTALLATION CHARGES FOR PERMANENT METERS AND SERVICES FURNISHED BY THE DISTRICT:** Charges for furnishing and installing service connections and meters with District staff are as follows:

- (a) For service connections with a meter (where a meter is installed on an existing service connection):

These charges shall be set forth on the District's Schedule of Rates and Charges. They shall be determined by resolution of the Board of the District and shall be made publicly available by, at a minimum, posting them on the website of the Water and Sanitation Department.

- (b) For service connections without a meter (such as tapping the water main, tubing from main to meter, meter box, all valves and necessary fittings, labor, jacking, or boring, excavating, backfilling, resurfacing, road encroachment permit, and all other necessary work):

A deposit based on the Director's estimate of cost will be required from the applicant at the time of the request for service installation. The

applicant will be billed for actual costs (including overhead) after completion of the installation.

- 3-A-3      **CHARGES FOR MISCELLANEOUS CONSTRUCTION SERVICES:** The District may perform the following construction services, the charges for which shall be determined by an engineering estimate of current costs: water main extensions, meter relocations, extensions to existing service connections, and replacement of meter boxes and meter box covers.
- 3-A-4      **FIRE HYDRANT INSTALLATION CHARGES:** The District will furnish and install fire hydrants, including all necessary labor, materials, and permits for a charge based on an engineering estimate of current costs. If the fire hydrant is installed by a licensed contractor, the District shall inspect and approve the installation. The customer shall pay an inspection charge as set forth in the District's Schedule of Rates.
- 3-A-5      **CAPITAL IMPROVEMENT CHARGE:** The District's Schedule of Rates shall contain all Capital Improvement Charges charged by the District. These shall be determined by resolution of the Board of the District and shall be made publicly available by, at a minimum, posting them on the website of the Water and Sanitation Department.
- 3-A-6      **FIRE FLOW REQUIREMENTS:** When any parcel of land and/or building requires a fire flow of 1,500 gpm, such additional fire flow shall be provided by the owner of the parcel or the building and at the owner's expense.

### **PART 3 – SECTION B - CAPITAL IMPROVEMENT CHARGES AND LOCAL SYSTEM IMPROVEMENT CHARGES**

#### **RULE**

- 3-B-1      **CHARGES:** As a condition precedent to receiving water service for any residence or building or parcel of land which has not theretofore been supplied with water by the District, there shall be paid to the District a Capital Improvement Charge in accord with the District's Schedule of Rates, except as defined in this section. The Capital Improvement Charge shall not include charges for service and meter connections, which charges shall be paid separately as required elsewhere in these Rules and Regulations.
- 3-B-2      **AGRICULTURAL SERVICE:** In the case where water service is requested for any land and/or parcel for agricultural purposes only and the District has facilities available or no expenditure of District funds is required to provide such service, the District may, at its option, waive payment of the Capital Improvement Charge. However, the Capital Improvement Charge shall be paid prior to development of the property for a use other than agricultural.
- 3-B-3      **SERVICE TO USERS OUTSIDE DISTRICT:** The furnishing of water to any residence, building or parcel of land outside the District's jurisdictional boundaries pursuant to Section E of this part shall not excuse such

residence, building or parcel of land from the requirements of this section in the event such parcel of land, or any land on which any such residence or building is located, is annexed to the District. In such event, the payment of a Capital Improvement Charge shall be a condition precedent to the continuation of water service to such residence, building or parcel of land.

- 3-B-4      **TIME OF PAYMENT:** The Capital Improvement Charge shall be paid in full prior to issuance of a water will serve letter, and/or prior to the commencement of any work necessary to furnish water to any residence, building or parcel.

However, in a case where a person owns a parcel of land larger than ten acres in size but desires water service for only a small portion thereof, and if the District is financially able to do so, it may, at its option, collect the Capital Improvement Charge for only that portion of the parcel that is to be developed. When further development of the parcel occurs, the then applicable Capital Improvement Charge shall be paid for the remainder.

- 3-B-5      **CONTRIBUTIONS AND GRANTS OF CAPITAL IMPROVEMENTS:** In an amount agreed upon by the grantor and the District all or any part of one or more Capital Improvement Charges may be reduced by deducting therefrom the actual cost of any Capital Improvement, or the fair market value of any real property, contributed or given to the District and expressly accepted by the District in lieu of all or part of the Capital Improvement Charge due upon any residence or building.

- 3-B-6      **IMPROVEMENT ZONE:** Capital Improvement Charges shall not be collected by the District for ministerial development on existing parcels whenever an improvement zone has been established and local and Capital Improvements have been or are to be financed by the proceeds of bonds issued as special obligations of said zone. The term improvement zone shall refer to any area within a District which has been set up pursuant to Water Code Section 55650 to provide for financing of facilities and improvements of benefit to such zone that are not of District-wide benefit.

All parcels requesting discretionary land use entitlements shall be assessed Capital Improvement Charges according to these Rules and Regulations.

Whenever the ownership of any property within such improvement zone is held or acquired by a non-taxable entity, such entity shall be subject to meter and Capital Improvement Charges. The amount of such Capital Improvement Charge shall be determined by the Director and shall be calculated in such a manner as to include only those costs of Capital Improvements which are required to provide adequate service for such non-taxable entity. In no event shall said Capital Improvement Charge exceed that charged non-taxable entities for lands located within the District but not within an improvement zone.

- 3-B-7      **EXCEPTION TO CAPITAL IMPROVEMENT CHARGES:**  
Capital Improvement Charges shall not be collected by the District for the lots developed by LSR, the developer of Lake Sherwood Community or the customers served by the Lake Sherwood Mutual Water Company, at the time of adoption of these Rules and Regulations.
- If in the event a special assessment district is formed in any District for the purpose of paying for the cost of constructing water system improvements, including improvements to existing vacant lots, Capital Improvement Charges will not apply.
- 3-B-8      **MAIN EXTENSIONS:** Upon payment of Capital Improvement Charges, the District will extend water lines from its facilities which exist in a publicly dedicated and accepted road nearest the lot, parcel or building to be served to a point along such publicly dedicated and accepted road nearest the lot, parcel or building to be served. However, the District shall not be required to provide water service where the cost of providing such service would cause an undue financial hardship on the District as determined by the District Board.
- 3-B-9      **OFF-SITE CONSTRUCTION:** The developer of any lot, parcel or building shall extend pipelines to the District's facilities to provide the necessary service. Said improvements shall be as required by the District in accord with the District's specifications and subject to the approval and acceptance of the District. Upon completion said improvements shall be conveyed to the District together with an adequate easement for their installation, operation, and maintenance.
- 3-B-10      **LOCAL SYSTEM IMPROVEMENTS AND CHARGES :** As a condition precedent to receiving water service for any residence, or building or parcel of land which has not theretofore been supplied with water by the District, all necessary Local System Improvements shall be furnished and installed by the applicant at the applicant's expense or the applicant shall be charged for said improvements and pay the District the cost thereof computed at the rates described in the District's Schedule of Rates or as computed by the Director. Said improvements shall be as required by the District, in accord with the District's specifications and subject to the approval and acceptance of the District. Upon completion, said improvements shall be conveyed to the District together with an adequate easement for their installation, operation, and maintenance.
- 3-B-11      **LOCAL SYSTEM IMPROVEMENTS WITHIN IMPROVEMENT ZONE:**  
Local System Improvements within an improvement zone shall be financed as provided for in the petition or resolution to form the improvement zone as approved pursuant to applicable law.

## **PART 4 – WATER CONSERVATION AND SHORTAGES**

### **PART 4 - SECTION A - PERMANENT WATER CONSERVATION MEASURES AND PENALTIES**

#### **RULE**

**4-A-1 WATER SAVING DEVICES:** All new customers shall install and use the following water efficient plumbing fixtures:

- Ultra-low volume toilets (1.6 gallons per flush or less).
- Low flow shower heads (2.0 gallons per minute or less).

**4-A-2 WATER WASTE PROHIBITED:** The following prohibitions are always in effect, regardless of the water supply shortage or emergency:

Limited Landscape Irrigation is allowed between 4:00 p.m. and 9:00 a.m. for all customer classifications except agriculture.

Limited Irrigation Systems Testing and Repairing when supervised for a short duration less than ten (10) minutes per station.

No Landscape Watering during or within forty-eight (48) hours after measurable rainfall.

No Hardscape Washdown such as sidewalks, walkways, driveways, patios, and parking lots except where necessary to protect health and safety.

No Outdoor Runoff to waste except where necessary to protect public health and safety.

Leaks, breaks, or malfunctions within customer's plumbing or distribution system must be corrected within forty-eight (48) hours after the discovery.

Positive Self-Closing Water Shutoff nozzle or device must be equipped on all hose equipment.

Water Fountains and decorative water features or similar structures, must use recirculated water only.

Serving Drinking Water only upon request in eating or drinking establishments.

Hotels, Motels and Lodging Establishments must provide guest the option of not having towels and linens laundered daily and shall prominently display of written notice of such option.

Restaurant Equipment must use non-water conserving dish wash spray valves by food preparation establishments.

Single Pass Cooling Systems: must be installed in buildings requesting new water service.

Commercial Car Wash Facilities: Newly established businesses must install water recirculating water systems, hoses with positive self-closing valves. A commercial conveyor car wash operating without recirculating water systems must first securing a waiver.

4-A-3 **VIOLATIONS**: In addition to any other penalties or sanctions provided by law, the following civil penalties shall be imposed for violation of District rules:

First Violation: Written notice of the violation will be given to the customer.

Second Violation: If prior violations are not corrected within the timeframe specified by the notice, or a second violation occurs within the following twelve (12) months after the date of issuance of the first violation, a second violation and a penalty maybe imposed.

Third Violation: If prior violations are not corrected within the timeframe specified by the notice or a third violation occurs within the following twelve (12) months after the date of issuance of the second violation, a third violation and penalty maybe imposed.

Fourth Violation: If the prior violations are not corrected within the timeframe specified by the notice, or a third violation occurs within the following twelve (12) months after the date of issuance of the third violation, a fourth violation and penalty maybe imposed.

4-A-6 **WATER SHUTOFF AND RECONNECTION**: If violations are not resolved within the following twelve (12) months after the date of issuance of the fourth violation, the District may discontinue water service to the customer at the premises at which the violation(s) occurred. Where water service is disconnected, it will be reconnected upon correction of the condition or activity and the payment of the estimated reconnection charge and other applicable charges.

4-A-7 **NOTICE**: The District will give notice of each violation to the customer at the premises at which the violation occurred, by affixing a copy of the notice in a conspicuous place on the property, and by delivering the notice to an adult on the property. If the customer is absent from or unavailable at the customer's service address the notice maybe sent through the United States mail addressed to the customer at such places, via registered mail return receipts requested.

All notices will contain, in addition to the facts of the violation, a statement of the possible penalties for each violation, informing the customer of their right to a hearing regarding the violation, a summary of the appeal



process, and the date and time installation of the flow restrictor or discontinuance of service will occur.

- 4-A-8      **PENALTY FEES:** Fines will be imposed by written notice to customer and assessed to the customer's bill. Fines are posted on the website of the Water and Sanitation Department (see "Schedule of Rates" tab).
- 4-A-9      **FLOW RESTRICTOR:** The District may give written notice to the customer, assess a surcharge penalty, and install a flow restricting device. The restrictor will be installed for a period of not less than forty-eight (48) hours. The customer will be charge for installation and removal of a flow restricting device, which will be based upon the size of the meter and the actual cost of involved. Restoration of normal service will be performed during the hours of 8:00 a.m. to 4:00 p.m. Monday through Friday.
- 4-A-10     **HEARING:** A request for a hearing must be in writing and filed with the Deputy Director, or designee. The request for relief must be made within fifteen (15) days of the date the violation was issued. The request should detail the merits of the alleged violation and penalties, including termination of water service. Filing of such a request will automatically stay the implementation of the proposed course of action, pending the decision. The hearing will be scheduled within six (6) weeks of the request, and a written decision will be provided three (3) weeks from the hearing.
- 4-A-11     **APPEAL OF DECISION OF DIRECTOR:** A request for an appeal must be in writing and filed with the Director, or designee. The request for an appeal for any form of relief must be made within fifteen (15) days of the Deputy Director's written decision. Filing of such a request will automatically stay the implementation of the proposed course of action, pending the decision. No other or further stay will be granted.
- The appeal hearing will be scheduled within six (6) weeks of the written notice of appeal. The customer may present any evidence that would show that the alleged violation did not occurred. Formal rules of evidence will not apply, and all relevant evidence customarily relied upon by reasonable persons in the conduct of serious business affairs will be admissible, unless a sound objection warrants its exclusion as determined by the Director or designee. The decision of the Director, or designee shall be final.
- 4-A-12     **PUBLIC HEALTH AND SAFETY:** Nothing contained in these Rules and Regulations shall be construed to require the District to curtail the supply of water to any customer when, in the discretion of the Engineer or designee, such water is required by that customer to maintain an adequate level of public health and safety.

## **PART 4 - SECTION B – EMERGENCY RESTRICTIONS ON WATER**

### **RULE**

- 4-B-1      **DUE TO SYSTEM EMERGENCIES:** If the Director, or designee, determines that over-consumption of water, loss of pressure in a system, breakdown, or any similar occurrence requires emergency restrictions upon the use of water from any system, the Director shall order restrictions deemed appropriate under the circumstances.

Such order may restrict the use of water for sprinkling, manufacturing, or nonessential uses. The use of water for purposes may be limited to specified days or hours of a day or altogether prohibited, except that the use of water for drinking, cooking, and sanitary purposes shall not be prohibited.

- 4-B-2      **NOTICE AND COMMUNICATION:** The Director, or designee, will approve public updates and messaging. Communication protocols can be found in the Urban Water Management Plan (UWMP) publicly posted at <https://www.vcpublishworks.org/wsd/publicationsanddocuments/>

Customers affected will be given notice either verbally or in writing.

- 4-B-3      **WATER SHORTAGE CONTINGENCY PLAN (WSCP):** State law requires that urban water suppliers maintain WSCP to prepare for and respond to water shortages. The WSCP is described in full in the UWMP, which is approved by the District Board and made publicly available on the Water and Sanitation website.

**Declaration and Ratification:** The existence of a water shortage shall be declared and rescinded by the Director, or designee. For level three and above, the declarations by the Director, but must be ratified by the District Board, at the first possible meeting following the declaration. Modifications, requirements, and eventualities not anticipated will be documented.

**Water Shortage Stages:** This section describes the stages of action to be undertaken in response to the water supply shortages and stages. As each level is declared, they include restrictions from prior levels including permanent prohibitions.

Two (2) contingencies can trigger the WSCP:

1. Water supply shortage occurs when is a condition in which the Director determines that drought, state or regional mandate, or other circumstances compromise, or threatens to compromise the District's water supplies in such a way that a reduction in demand and/or supply production is necessary.

2. Water emergency is a condition resulting from a catastrophic event or events, such as natural disaster, epidemic, accident, war, other violent activity, labor dispute, civil disturbance or state or federal statute or executive or judicial order, threatens to cause, an impairment, reduction, or severance of the District's water supplies or access thereto, in a manner that results in, or may result in, the District's inability to meet ordinary water demands. Resulting in emergency restrictions upon the use of water from any system.

**Shortage Levels 1 and 2:** When supply is reduced as stated in the UWMP, the District will expand public information and ask for voluntary water restrictions.

**Shortage Levels 3 and 4:** When supply is reduced as stated in the UWMP, the District will require mandatory and prohibited measures as listed in the UWMP. Noncompliance penalties will be applied. Examples of restrictions include:

- **Special Water Features.** Filling or re-filling ornamental lakes or ponds is prohibited, except to the extent needed to sustain aquatic life, provided that such animals are of significant value and have been actively managed within the water feature prior to the declaration of a supply shortage level.
- **Residential Swimming Pools and Spas.** Refilling of more than one foot and initial filling of residential swimming pools and spas is prohibited.
- **Landscape Irrigation Schedules.** Irrigation for all water classifications will be limited. Schedules will be provided in writing to customers, and publicly posted on the website.
- **Vehicle Washing Restrictions.** Water to wash or clean vehicles including but not limited to washing automobiles, trucks, trailers, boats, or other types of mobile equipment, is prohibited, except by use of a hand-held container, a hand-held hose with a positive self-closing shut-off device, at high pressure and low volume wash systems, or at a commercial car washing facility that utilizes a re-circulating water system.

**Shortage Level 5:** When supply is reduced as stated in the UWMP, the District will continue to implement prior demand restrictions including the following:

- **No Irrigation Watering:** Watering or irrigating of lawn, landscape or other vegetated area with potable water is prohibited. This restriction does not apply to the following categories of use, unless it is determined by the Director that recycled water is available and

may be applied to the use:

- Maintenance of vegetation, including trees and shrubs, that are watered using a hand-held bucket or similar container or handheld hose equipped with a positive self-closing water shutoff nozzle or device.
- Maintenance of existing landscape necessary for fire protection.
- Maintenance of existing landscape for soil erosion control.
- Maintenance of plant materials identified to be rare or essential to the well-being of protected species.
- Maintenance of landscape within active public parks and playing fields, day-care centers, golf course greens, and school grounds, provided that such irrigation does not exceed two (2) days per week according to the schedule established to achieve the desired reduction in exterior water use and does not occur between 9:00 a.m. and 4:00 p.m. except for a short duration, not to exceed 3 minutes per station, for the limited purpose of testing or making repairs to the irrigation system.
- Actively irrigated environmental mitigation projects.

**Shortage Level 6:** When supply is reduced as stated in the UWMP, the District will implement demand reduction measures including the following:

- **No New Potable Water Service:** No new potable water service will be provided, no new temporary meters or permanent meters will be provided, and no statements of immediate ability to serve or provide potable water service (such as will-serve letters, certificates, or letters of availability) will be issued, except under the following circumstances:
  - A valid, unexpired building permit has been issued for the project; or
  - The project is necessary to protect the public health, safety, and welfare; or
  - The applicant provides substantial evidence of an enforceable commitment that water demands for the project will be offset prior to the provision of a new water meter(s) to the satisfaction of the District.
  - Restoration of service that has been interrupted for a period of one year or less.
- **No New Annexations:** Consideration of annexations to its service area is prohibited. This subdivision does not apply to boundary corrections and annexations that will not result in any increased use

of water.

- 4-B-4      **REPAIR LEAKS, BREAKS AND/OR MALFUNCTIONS:** All leaks, breaks or other malfunctions in the water user's plumbing or distribution system must be repaired within forty-eight (48) hours of discovery or notification, whichever occurs first, unless other arrangements are made with the District.
- 4-B-5      **ENFORCEMENT:** The District staff will administer a water auditing program which will monitor and enforce restrictions. The District will respond to violation reports both internal and external. The District has a form, found at [www.vcpublishworks.org](http://www.vcpublishworks.org) called "Report a Concern" titled "Report Water Runoff" where water violations can be reported.
- 4-B-6      **DISCONTINUED SERVICE:** The Director, in his or her sole discretion, may discontinue service to consumers who willfully violate water supply shortage provisions.
- 4-B-7      **UNDUE AND DISPROPORTIONATE HARDSHIP WAIVER:** If, due to unique circumstances, a specific requirement of this section would result in undue hardship to a person using water they may apply for a waiver by completing an application form located on the Water and Sanitation website <https://www.vcpublishworks.org/wsd/>

Supporting Documentation: The application must be accompanied by photographs, maps, drawings, and other information, including a written statement of the applicant.

Processing Fees: There may be a non-refundable processing fee in an amount set by the District.

Waiver Findings: The waiver maybe granted or conditionally granted only upon a written finding of the existence of facts demonstrating an undue hardship to a person using water or to a property upon which water is used that is disproportionate to similar properties or classifications of water use.

An application for a waiver maybe denied, based upon the information provided in the application, supporting documents, or such additional information as may be requested, and on water use information for the property will not:

- Constitute a grant of special privilege inconsistent with the limitations upon other residents and businesses; and
- Have a disproportionate impact on the property or use that exceeds the impacts to residents and businesses generally; and

- Be of substantial detriment to adjacent properties, and will not materially affect the ability of the District to effectuate the purpose of this section and will not be detrimental to the public interest; and
- Be common, recurrent, or general in nature.

**4-B-8      APPROVAL AUTHORITY:** The Deputy Director, or designee, shall have approval authority and act upon any completed application no later than twenty (20) days after submittal and may approve, conditionally approve, or deny the waiver. The applicant requesting the waiver shall be promptly notified in writing of any action taken. Unless specified otherwise at the time a waiver is approved, the waiver will apply to the subject property during the term of the applicable water supply shortage.

**4-B-9      APPEALS TO THE DISTRICT:** An applicant may appeal a decision to deny or conditionally approve a waiver application by filing a written request for hearing with the Director. The request for hearing must be submitted within ten (10) days or notice and state the grounds for the appeal. At a public hearing, the Director will review the appeal in accordance with the standards established in this rule. The decision of the Director is final.

## **PART 9 - STANDARD CRITERIA FOR THE PREPARATION AND PROCESSING OF PLANS AND ALL SUPPLEMENTAL DOCUMENTS FOR WATER AND SEWER SYSTEM IMPROVEMENTS**

### **PART 9 - SECTION A - GENERAL**

#### **RULE**

- 9-A-1           The owner/developer shall determine if the proposed development is entirely within a District. Any portion of the development not within the District shall be annexed to the District or other arrangements made to obtain water service in compliance with law. This determination shall be made at the earliest possible date as plans shall not be approved by the District until annexation is complete.
- 9-A-2           The owner/developer shall secondly determine if the proposed development is outside of or within an improvement zone of the District. Developments outside improvement zones shall be processed in accordance with Section B of this part. Developments within improvement zones shall be processed in accordance with Section C of this part.
- 9-A-3           All financial arrangements shall be completed with the District before will-serve letters and letters to the Department of Real Estate will be issued.

### **PART 9 - SECTION B - WATER SYSTEMS FOR DEVELOPMENTS WITHIN THE DISTRICT WHICH ARE NOT IN AN IMPROVEMENT ZONE**

#### **RULE**

- 9-B-1           The water system improvements for developments not within an improvement zone of the District shall be designed, furnished and installed by the owner/developer at the owner/developer's expense or the owner-developer shall be charged for said improvements and pay the District the cost thereof computed at the rates set forth in Part 3 of these Rules and Regulations and the District's Schedule of Rates or as computed by the Engineer. Said improvements shall be as required to meet the design criteria and standards of the District set forth in this part and other parts of these Rules and Regulations as stipulated by the Engineer.
- 9-B-2           The water system improvements shall be designed and plans shall be prepared by a civil engineer registered in the State of California (Owner's Engineer).
- 9-B-3           For design of the distribution system and for establishing pipe sizes, whichever one of the following formulas gives the larger value for peak demand rate shall be used:
1. Peak demand rate (gpm) - Number of residential units x 1.65 + Fire Flow

The amount of fire flow required by the District shall be 1000 gpm for residential development, 1500 gpm for commercial development, and 2000 gpm for industrial development. A higher fire flow may be required by the fire authority.

2. Peak demand rate (gpm) - Number of residential units x 1.65

9-B-4 The District shall be contacted to obtain the water pressure that is available at points where the new system will be tied into the existing system. The District strives to maintain a minimum pressure of 40 psi but under extenuating circumstances a waiver may be obtained from the Engineer. In no case shall the pressures allowed be less than the County Minimum Standards.

9-B-5 Water system improvement plans shall be twenty-two inches by thirty-six inches (22" x 36") in size with a two inch (2") margin on the left and a one-half inch (1/2") margin on each of the other sides, and shall be prepared on a permanent-type reproducible material suitable for microfilming. Each sheet shall contain a north arrow. The horizontal scale shall be one inch to forty feet (1" to 40') and the vertical scale shall be one inch to four feet (1" to 4'). All scales shall be graphically shown. Under unusual circumstances, a variation in scale may be approved by the Engineer.

9-B-6 The plans shall contain an overall plan at a preferred scale of one inch to two hundred feet (1" to 200') showing general layout of water lines, fire hydrants, proposed and existing valves, named streets, development boundary, and sheet index. All bench marks shall be graphically shown on this overall plan and the elevations, descriptions, locations, etc., shall be illustrated as below:

B.M. No. \_\_\_\_ Elev. \_\_\_\_ F.B. \_\_\_\_ Page

Type of Marker

Location

The elevations used shall be based on U.S.C. and G.S. mean sea level, 1929 datum, with the tract engineer specifying what adjustment was used. When practical, the 1970 adjustment shall be used.

9-B-7 If these water system improvement plans are not part of a set of plans which include a vicinity map, a vicinity map shall be shown on the plans showing the development site in relation to one of the major communities of the County.

9-B-8 The water system shall be shown in plan and profile and shall include, but not be limited to, adequate stationing, curve data, location in regard to survey lines and structures, easement limits and pipe size, type, class, and cover. In addition, a detail of any radical change in vertical alignment shall be shown. All sewer facilities shall be shown and labeled on the plan view. Any pipelines two inches (2") or more in diameter which cross the water main (especially gas, storm, irrigation, sewer, telephone, power, television, and oil lines) shall be shown and labeled on the profile.

9-B-9 All drawing sheets shall be provided with title and signature blocks that agree with those currently in use by the Ventura County Public Works Agency or by



the applicable governing body if the development is in an incorporated area. In addition, the following signature block shall appear on each water system sheet:

Approved by  
Ventura County Waterworks District No. \_\_\_\_

\_\_\_\_\_  
Engineer

\_\_\_\_\_  
Date

9-B-10      The General Notes shall include a note stating that the water system shall be constructed in accordance with these Rules and Regulations. There shall be a note on the plans stating that the District Manager shall be notified 48 hours prior to the construction of tie-ins to existing lines.

9-B-11      Ventura County Waterworks Districts' Standard Designs No. 78 through 83 and any additional standard designs that may hereafter be adopted by the District shall be included as part of the improvement plans. Copies of these Standard Designs are on file in the Water and Sanitation Department from which the owner/developer can obtain for inclusion in the water plans.

9-B-12      **EASEMENTS AND LANDS IN FEE:**

9-B-12.1    Whenever possible, any easement or land in fee required for installation of the water system improvements shall be dedicated and accepted on the final map. The owners of land included within the development shall offer to dedicate for public use the water line easements and/or lands in fee so designated on the final map. The form of dedication shall be as follows:

"We also grant to Ventura County Waterworks District No. \_\_\_\_ all water line easements (and lands in fee\*) delineated and designated on the map."

\* Add if applicable

The form of acceptance shall be as follows:

"Ventura County Waterworks District No. \_\_\_\_ hereby accepts for public use all water line easements (and lands in fee\*) delineated and designated on the map, when said map is approved and recorded."

\* Add if applicable

The limits of these easements and/or lands in fee shall be shown and labeled on the map.

9-B-12.2    If there are easements or lands in fee required for installation of the water system improvements which do not fall within the limits of the final map, these easements shall be granted to the District by deeds of conveyance on a form as approved by the District. The developer shall work with the Central Services Department of the Ventura County Public Works Agency to have these deeds written in proper form and dedicated to the District.

9-B-13

**CHECKING OF IMPROVEMENT PLANS AND FINAL MAP:**

9-B-13.1

The above-mentioned plans shall be submitted to the District for checking and approval before any final map is approved or before construction is commenced, whichever occurs first. The submittal of these plans for checking shall include the following:

1. Approved tentative map (if not previously submitted). (1 print)
2. Final map including title sheet. (1 print)
3. Development improvement plan title sheet. (1 print)
4. Water system improvement plans. (2 prints)
5. Street, sewer, and drainage improvement plans. (1 sheet)
6. Grading plan. (1 sheet)
7. Cost estimate of water system improvements. (1 copy)
8. Hydraulic calculations (signed by a registered civil engineer for this specific unit of development or for the entire tract/development if plans submitted are for one unit of the tract/development only). (1 copy)
9. Plan check fees computed in accordance with Section D of this part.
10. Construction inspection fees computed in accordance with Section E of this part.

9-B-13.2

The plans, cost estimate, and calculations shall be checked by the Engineer who shall, within ten (10) days, approve them as filed or require them to be modified as the Engineer deems necessary. Any corrections required on the water system plans or final map will be marked in red by the District. When the Owner's Engineer submits plans for rechecking the Owner's Engineer shall include the check prints with the resubmittal.

9-B-13.3

All corrections, all financial arrangements, and all arrangements for dedication of easements to the District shall be completed and the "Certificate of Adequacy of Water Supply System" (if required) shall be signed by the Owner's Engineer before the plans will be approved and signed by the Engineer.

9-B-14

**APPROVAL AND ACCEPTANCE OF PLANS, SECURITY, AND AGREEMENTS**

9-B-14.1

The District requires that construction of the water system improvements be covered by a written agreement on a form specified by the District, an agreement to pay for soils engineering, and good and sufficient security of the type specified in Section 66499 of the Government Code for faithful performance and for labor and materials, each security in an amount equivalent to the total estimated cost of the work. Such security shall be satisfactory to the District. It shall guarantee correction of faulty workmanship and replacement of defective materials for a period of one (1) year after date of acceptance of the work by the District.

Upon request of the developer, the Engineer may, at his or her discretion, reduce the amount of the water and sewer improvement security by partial exoneration in an amount not exceeding 50% of the initial amount of such security when a corresponding percentage amount of improvements has been fully completed to the satisfaction of the Engineer.

9-B-14.2 The Owner's Engineer shall submit the following items to the District:

1. Tracings of the final map (if applicable).
2. Three copies of the agreement (Form No. WW-166).
3. Three copies of security (Labor and Materials).
4. Three copies of security (Performance).
5. Three copies of Agreement to Pay for Soils Engineering (Form No. WW-169).
6. Separate deeds of conveyance for easements and/or lands in fee if these are not conveyed on the final map.
7. The number which the County has assigned to the environmental impact report or other environmental document for the development.

9-B-14.3 The District shall take all necessary action to have said water system improvement plans, agreement and security approved and accepted by the Board of the District and shall forward copies of same to the proper agency for processing.

9-B-15 **INSPECTION:** The District shall contract with the County of Ventura or other governmental agency or shall employ a qualified person or persons to inspect the installation and testing of said water system improvements.

9-B-16 **ACCEPTANCE OF WATER SYSTEM IMPROVEMENTS BY THE DISTRICT:**

9-B-16.1 The actual location of all water system improvements, including but not limited to the stationing of each water service, shall be accurately determined after construction and shall be recorded on "As Built" plans. If water services are not at right angles to the water main, the stationing at the property line shall also be shown.

9-B-16.2 A permanent-type reproducible set of the As Built plans, which have been certified as being correct, signed and dated by the Owner's Engineer, shall be submitted to the Director.

9-B-16.3 The District shall take the necessary action to have the improvements accepted by the Board of the District and to have the security exonerated under the terms set forth in the agreement.

## **PART 9 - SECTION C - WATER SYSTEMS FOR DEVELOPMENTS WITHIN AN IMPROVEMENT ZONE**

### **RULE**

- 9-C-1           The owner/developer shall give the District in writing the tentative dates of required installation of water system improvements to furnish water to the development six months in advance of such required installation.
- 9-C-2           The District will prepare the water system improvement plans and will take the necessary action to have the system installed with the exception of construction staking which will be furnished by the owner/developer at no cost to the District. To initiate this design of the system, the owner/developer shall, at least one month prior to recordation of the final map, or, if no final map is required, at least 90 days prior to start of construction, submit prints of the following to the District:
1.       Approved tentative map (if not previously submitted).
  2.       Final map including title sheet.
  3.       Street, sewer, and drainage improvement plans.
  4.       Grading plan.
  5.       Overall plan for the entire development if system is to be designed for one unit of development only.
- 9-C-3           Said plans and final map will be used as a basis for the design of the water system, and any subsequent change in these tentative plans which requires any major change in the water system shall be the responsibility of the owner/developer and any resulting costs shall be paid for by the owner/developer.
- 9-C-4           **EASEMENTS:** The procedure for conveying easements and lands in fee shall be as set forth in Section B of this part.
- 9-C-4.1         The development General Notes shall include a note stating that the water system shall be constructed in accordance with these Rules and Regulations.
- 9-C-4.2         If the development is a subdivision in which certain lots will be dedicated to a nontaxable entity, the developer shall pay Capital Improvement Charges on these lots before the District approves recordation of the final map.
- 9-C-4.3         In some cases, such as in planned developments, parcel maps, special use permits, and conditional use permits, the owner may desire that certain on-site facilities, such as fire lines, be accepted by the District for operation and maintenance. If the District agrees to accept these facilities, the facilities shall be designed, furnished, and installed at the owner's expense subject to prior approval of the improvement plans by the District. The installation of facilities shall be inspected and approved by the District at the owner's expense.

## **PART 9 - SECTION D - PLAN CHECK FEES FOR DISTRICT WATER AND SEWER SYSTEM IMPROVEMENTS**

### **RULE**

9-D-1 The plan check fees for District water and sewer system improvements shall be as set forth below:

9-D-2 **SINGLE RESIDENTIAL WATER AND SEWER SERVICE PLAN CHECK FEE:** There shall be no plan check fee for a single residential water and sewer service connection.

9-D-3 **IMPROVEMENTS PLAN CHECK FEE:** The multiple residential, commercial, institutional, industrial, or miscellaneous water and sewer system improvement plan check fee shall be based on actual cost (including overhead) to the District.

A fee deposit in the amount of one and one-half percent (1½%) of the District's approved estimate of the cost of the water and sewer system improvements to be constructed shall be deposited with the District at the time improvement plans are submitted for plan check.

If the actual cost to plan check (including overhead) exceeds the deposit, the applicant shall pay the additional amount due prior to District approval of the plans. If the actual cost to plan check (including overhead) is less than the deposit, the District will refund the balance to the applicant within 90 days from the District's approval of the plans.

9-D-4 **SUBDIVISION FINAL MAP OR PARCEL MAP WATER AND SEWER SYSTEM IMPROVEMENTS PLAN CHECK FEES:** The water and sewer system improvements to be constructed as a condition of approval by the governing body of a final tract map or parcel map require the payment for plan check based on the actual cost (including overhead) to the District in order for the water and sewer system improvements to be constructed in a publicly dedicated street, waterline easement, or right-of-way dedicated to the District.

A fee deposit of one and one-half percent (1½%) of the District's approved estimate of the cost of the water and sewer system improvements to be constructed shall be deposited with the District at the time improvement plans are submitted for plan check.

If the actual cost to plan check (including overhead) exceeds the deposit, the applicant shall pay the additional amount due prior to District approval of the plans. If the actual cost to plan check (including overhead) is less than the deposit, the District will refund the balance to the applicant within 90 days from the District's approval of the plans.

## **PART 9 - SECTION E - CONSTRUCTION INSPECTION FEES FOR DISTRICT WATER AND SEWER SYSTEM IMPROVEMENTS**

### **RULE**

9-E-1 The construction inspection fees for District water and sewer system improvements shall be as set forth below:

9-E-2 **SINGLE RESIDENTIAL WATER AND SEWER SERVICE CONSTRUCTION INSPECTION FEE:** This fee shall be determined by resolution of the Board of the District and set forth in the District's Schedule of Rates, which shall be made publicly available by, at a minimum, posting on the website of the Water and Sanitation Department.

9-E-3 **IMPROVEMENTS CONSTRUCTION INSPECTION FEE:** The water and sewer system improvements construction inspection fee for multiple residential, commercial, institutional, industrial, or miscellaneous developments shall be based on actual cost (including overhead) to the District. The following fee deposit shall be deposited with the District prior to District approval of improvement plans:

- a. A fee deposit of 5% of the first \$20,000 of the District's approved estimate of the cost of the water and sewer system improvements.
- b. A fee deposit of 3½% of the next \$80,000 of the District's approved estimated water and sewer system improvement costs.
- c. A fee deposit of 3% of the District's approved estimated water and sewer system improvement costs over \$100,000.

If the actual cost of inspection (including overhead) exceeds the deposit, the applicant shall pay the additional amount due prior to District's acceptance of the improvements. If the actual cost of inspection (including overhead) is less than the deposit, District will refund the balance to the applicant within 90 days from District's acceptance of the improvements.

9-E-4 **SUBDIVISION FINAL MAP OR PARCEL MAP WATER AND SEWER SYSTEM IMPROVEMENTS CONSTRUCTION INSPECTION FEES:** The construction inspection fees for water and sewer system improvements to be constructed as a condition of approval by the governing body of a final tract map or parcel map shall be computed on the same basis as those fees set forth in Section E of this part.

## **PART 9 - SECTION F - ANNEXATION PROCEDURES**

### **RULE**

- 9-F-1      Application procedures for annexation to a District are as follows:
- (i)      The proposed annexation will first be considered by the District Advisory Committee.
  - (ii)      The District staff will prepare a Resolution of Application Initiating the Proceedings for Annexation for transmittal to the Board of the District to initiate the annexation process.
  - (iii)      Upon Board approval, the application material will be forwarded to the Local Agency Formation Commission (LAFCO) (including an Assessor's Parcel Map of the annexation area and metes and bounds description).
  - (iv)      LAFCO will conduct a public hearing and either approve or deny the annexation.
  - (v)      If LAFCO approves the annexation, it will then be submitted to a protest proceeding, if required, and to a vote, if applicable, of the residents or landowners within the affected territory.
- 9-F-2      **FEES:** The applicant shall pay the District a fee to process the Resolution of Application Initiating the Proceedings for Annexation and deposit an amount, estimated by the District, to reimburse the District for actual costs incurred in processing the annexation. The application fee shall be determined by resolution of the Board of the District and set forth in the District's Schedule of Rates, which shall be made publicly available by, at a minimum, posting on the website of the Water and Sanitation Department. The deposit shall be required to be submitted after approval of the Resolution of Application and prior to the District forwarding the Resolution of Application to LAFCO. If the actual cost exceeds the initial deposit, the remaining balance shall be paid prior to final approval. If the actual cost is less than the deposit, the balance will be refunded to the applicant.

## **PART 9 - SECTION G – CONSTRUCTION STANDARDS FOR THE WATER AND SEWER SYSTEMS**

Mandatory minimum construction standards applicable to water system improvements and sewer system improvements are posted online on the website of the Public Works Agency, Water and Sanitation Department.

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION OF THE BOARDS OF VENTURA COUNTY WATERWORKS  
DISTRICT NOS. 1, 16, 17, 19 AND 38 AMENDING DISTRICTS' RULES AND  
REGULATIONS PERTAINING TO URBAN WATER MANAGEMENT PLAN AND  
VARIOUS OTHER PROVISIONS**

**WHEREAS**, on June 22, 2021, the Boards of Ventura County Waterworks District No. 1 Moorpark, supervisory district No. 4, approved the Urban Water Management Plan (Plan) for this service area;

**WHEREAS**, the Ventura County Waterworks District No. 1 (District) is required to comply with the requirements of the January 1, 1984 Urban Water Management Planning Act, as it has more than 3,333 customers;

**WHEREAS**, several amendments have been made to the Plan, including preparing and adopting a Water Shortage Contingency Plan which, upon proclamation by the governor of the state of California, must be deferred to the extent practical; and

**WHEREAS**, the Boards of the Ventura County Waterworks District Nos. 1, 16, 17, 19 and 38 (Districts) wish to revise and amend the Districts' Rules and Regulations;

**NOW, THEREFORE, BE IT RESOLVED** that the Boards of the Districts hereby amends Parts 1, 2, 3, 4 and 9 of the Districts' Rules and Regulations to read as shown in Exhibit 1 attached hereto.

Upon motion of the Supervisor/Board Member \_\_\_\_\_, seconded by Supervisor/Board Member \_\_\_\_\_, and duly carried, the Board hereby approves and adopts this resolution on this 14th day of September 2021.

By: \_\_\_\_\_  
Chair, Board of Ventura County Waterworks  
District Nos. 1, 16, 17, 19, and 38

**ATTEST:**

Michael Powers,  
Clerk of the Board of Supervisors  
County of Ventura, State of California

By: \_\_\_\_\_  
Deputy Clerk of the Board



September 21, 2021

Boards of Ventura County Waterworks District Nos. 1, 16, 17, 19 and 38  
800 South Victoria Avenue  
Ventura, CA 93009

**Subject:** Adoption of a Resolution Declaring a Level 2 Water Supply Shortage for Ventura County Waterworks District No. 1 (Moorpark), Ventura County Waterworks District No. 16 (Piru); Ventura County Waterworks District No. 17 (Bell Canyon), Ventura County Waterworks District No. 19 (Somis) and Ventura County Waterwork District No. 38 (Lake Sherwood); Supervisorial District Nos. 2, 3 and 4.

**Recommendation:**

DRAFT

Adopt the attached Resolution declaring a Level 2 Water Supply Shortage.

**Fiscal/Mandates Impact:**

The fiscal impact is unknown at this time and will depend on the extent of the voluntary water use reductions implemented by Ventura County Waterworks District Nos. 1, 16, 17, 19 and 38 (Districts) customers. Further fiscal analysis will be done during the Districts' water rate review process and any proposed rate adjustments will be presented to your Board at a future date.

**Discussion:**

The state of California is now in its second consecutive year of drought. In each year of the current drought, annual precipitation levels were inadequate to fill the state's key reservoirs. On July 8, 2021, through Executive Order N-10-21 (Exhibit 1), Governor Gavin Newsom expanded the drought emergency declaration to include a total of 50 counties across the state and called on all Californians to voluntarily reduce their water use by 15 percent from 2020 levels.

On August 17, 2021, Metropolitan Water District of Southern California (Metropolitan) issued a news release declaring a water supply alert due to severe drought (Exhibit 2). Following this declaration, on August 18, 2021, the Board of Directors of Calleguas Municipal Water District

(Calleguas), in accordance with its Water Shortage Contingency Plan, declared that a Stage 2 Water Shortage exists in its service area (Exhibit 3), which includes all five Districts. Calleguas encourages water users within its service area to voluntarily reduce their use of water by 15 percent and implement feasible water use efficiency measures in an effort to extend stored water supplies and minimize the effects associated with prevailing drought conditions. As such, the Board of Directors of Calleguas adopted a Water Shortage Contingency Plan in accordance with California law, which is triggered during water shortage conditions and describes stages of actions that Calleguas may take to manage demand and allocate available supplies.

Eleven years ago, on May, 2015, the Ventura County Waterworks District Nos. 1, 17, 19 and 38 Boards adopted Resolution No. 15-030 (Exhibit 4) declaring a level 2 water supply shortage. Recently, on June 22, 2021, the Ventura County Waterworks District No. 1 Board adopted the Urban Water Management Plan (Plan), Resolution No. 21-095 (Exhibit 5). The Plan outlines Ventura County Waterworks District No. 1's water shortage contingency plan which, upon proclamation by the governor of the state of California, can be declared to the extent practical.

Considering the recent directives from the state, Metropolitan and Calleguas, the Permanent Water Conservation Measures established by the District's Rules and Regulations are no longer sufficient, nor do they explicitly request voluntary involvement from customers by expressing the goal to reduce water usage. The District lists, monitors, issues notice, and fines when permanent water conservation measures, that are always in effect, are violated.

Per the Districts' Rules and Regulations (R&Rs), a District's Board or Engineer may make a declaration of a water supply shortage when the Engineer determines that due to drought or other water supply conditions, a water supply shortage or threatened shortage exists, and a consumer demand reduction is necessary to make more efficient use of water and appropriately respond to existing water conditions. The R&Rs provide that levels 1 and 2 water supply shortage measures should be implemented when asking customers for voluntary water restrictions with increased public outreach. Consistent with the directives issued by the state, Metropolitan and Calleguas and a review of the Districts' R&Rs, it is appropriate to declare a Level 2 Water Supply Shortage at this time.

This letter has been reviewed by the County Executive Office, the Auditor-Controller's Office, and County Counsel. If you have any questions regarding this item, please call Jean Fontayne at (805) 378-3000 or me at (805) 378-3005.

Sincerely,

Joseph C. Pope  
Director, Water and Sanitation

Attachments:

Resolution

Exhibit 1- Executive Order N-10-21

Exhibit 2- Metropolitan News Release

Exhibit 3 - Calleguas Resolution No. 2024

Exhibit 4- Resolution No. 15-030 approving the 2015 Declaration of Level 2 Water Supply Shortage

Exhibit 5 - Resolution No. 21-095 approving the 2020 Urban Water Management Plan and Water Shortage Contingency Plan for Waterworks District No. 1

DRAFT

**RESOLUTION No. \_\_\_\_\_**

**RESOLUTION OF THE BOARDS OF VENTURA COUNTY WATERWORKS DISTRICT  
NOS. 1, 16, 17, 19 AND 38 DECLARE A LEVEL 2 WATER SUPPLY SHORTAGE**

**WHEREAS**, under the authority provided by Water Code section 55333, Ventura County Waterworks District Nos. 1, 16, 17, 19, and 38 (Districts) may adopt and enforce all rules, regulations and ordinances which may be necessary and proper for the administration and government of the Districts;

**WHEREAS**, on July 8, 2021, through Executive Order N-10-21, Governor Gavin Newsom expanded the drought emergency declaration to include a total of 50 counties across the state and called on all Californians to voluntarily reduce their water use by 15 percent from 2020 levels;

**WHEREAS**, on July 17, 2021, Metropolitan Water District of Southern California issued a Condition 2 Water Supply Alert calling for conservation through drought ordinances and other measures;

**WHEREAS**, on August 18, 2021, the Board of Directors of Calleguas Municipal Water District, in accordance with its Water Shortage Contingency Plan, declared that a Stage 2 Water Shortage exists in its service area;

**WHEREAS** on June 22, 2021, the Board of Ventura County Waterworks District No. 1 Moorpark, Supervisorial District No. 4, approved the Urban Water Management Plan (Plan) for this service area, included a Water Shortage Contingency Plan which, upon proclamation by the governor of the state of California, must be deferred to the extent practical;

**WHEREAS**, under the approved Districts' Rules and Regulations, a District Board or Engineer may declare a water supply shortage when the Engineer determines that due to drought or other water supply conditions, a water supply shortage or threatened shortage exists, and a consumer demand reduction is necessary to make more efficient use of water and appropriately respond to existing water conditions; and

**WHEREAS**, the Engineers have made such a determination to declare a Level 2 Water Supply Shortage and authorize the Districts to voluntarily reduce water use by 15 percent from 2020 usage;

**NOW, THEREFORE, BE IT RESOLVED**, that the Districts' Boards encourages water users within its service areas to reduce their use of water by 15 percent and implement feasible water use efficiency measures in an effort to extend stored water supplies and minimize effects associated with prevailing drought conditions.

Upon motion of the Supervisor/Board Member \_\_\_\_\_, seconded by Supervisor/Board Member \_\_\_\_\_, and duly carried, the Board hereby approves and adopts this resolution on this 21th day of September 2021.

By: \_\_\_\_\_  
Chair, Board of Ventura County Waterworks  
District Nos. 1, 16, 17, 19 and 38

**ATTEST:**

Michael Powers,  
Clerk of the Board of Supervisors  
County of Ventura, State of California

By: \_\_\_\_\_  
Deputy Clerk of the Board

DRAFT

EXECUTIVE ORDER N-10-21

**WHEREAS** communities across California are experiencing more frequent, prolonged, and severe impacts of climate change including catastrophic wildfires, extreme heat and unprecedentedly dry conditions that threaten the health of our people, habitat for species and our economy; and

**WHEREAS** severe drought afflicts the American West and increasingly warming temperatures driven by climate change exacerbate harmful drought effects including disruption of drinking water and irrigation supplies, degradation of fish and wildlife habitat, and heightened flammability of wildland vegetation; and

**WHEREAS** on April 21 and May 10, 2021, I issued proclamations that a state of emergency exists in a total of 41 counties due to severe drought conditions and directed state agencies to take immediate action to preserve critical water supplies and mitigate the effects of drought and ensure the protection of health, safety, and the environment; and

**WHEREAS** today, I issued a further proclamation of a state of emergency due to drought conditions in nine additional counties (Inyo, Marin, Mono, Monterey, San Luis Obispo, San Mateo, Santa Barbara, Santa Clara, and Santa Cruz), and directed state agencies to take further actions to bolster drought resilience and prepare for impacts on communities, businesses, and ecosystems; and

**WHEREAS** drought conditions present urgent challenges, including the risk of drinking water shortages in communities, greatly increased wildfire activity, diminished water for agricultural production, adverse impacts on fisheries, and additional water scarcity if drought conditions continue into next year; and

**WHEREAS** agriculture is an important economic driver in California that has made significant investments in irrigation efficiencies such that nearly 70 percent of the nation's farmland using drip and micro-irrigation is located in California, and despite that investment, many agricultural producers are experiencing severe reductions in water supplies and are fallowing land in response to current dry conditions; and

**WHEREAS** action by Californians now to conserve water and to extend local groundwater and surface water supplies will provide greater resilience if the drought continues in future years; and

**WHEREAS** during the 2012-2016 drought, Californians did their part to conserve water, with many taking permanent actions that continue to yield benefits; per capita residential water use statewide declined 21 percent between the years 2013 and 2016, and has remained on average 16 percent below 2013 levels as of 2020; and

**WHEREAS** local water suppliers and communities have made strategic and forward-looking investments in water recycling, stormwater capture and reuse, groundwater storage and other strategies to improve drought resilience; and

**WHEREAS** there is now a need to augment ongoing water conservation and drought resilience investments with additional action to extend available supplies, protect water reserves in case drought conditions extend to a third year and maintain critical flows for fish and wildlife.

**NOW THEREFORE, I, GAVIN NEWSOM**, Governor of the State of California, in accordance with the authority vested in me by the State Constitution and statutes, do hereby issue the following order to become effective immediately.

**IT IS HEREBY ORDERED THAT:**

- 1) To preserve the State's surface and groundwater supplies and better prepare for the potential for continued dry conditions next year, and to join existing efforts by agricultural water users, public water systems, and governmental agencies to respond to water shortages, I call on all Californians to voluntarily reduce their water use by 15 percent from their 2020 levels. Commonsense measures Californians can undertake to save water and money include:
  - a. Irrigating landscapes more efficiently. As much as 50 percent of residential water use goes to outdoor irrigation, and much of that is wasted due to evaporation, wind, or runoff caused by inefficient irrigation methods and systems. Watering one day less per week, not watering during or immediately after rainfall, watering during the cooler parts of the day and using a weather-based irrigation controller can reduce irrigation water use, saving nearly 8,800 gallons of water per year.
  - b. Running dishwashers and washing machines only when full. Full laundry loads can save 15–45 gallons per load. Full dishwasher cycles can save 5–15 gallons per load.
  - c. Finding and fixing leaks. A leaky faucet that drips at the rate of one drip per second can waste nearly 3,200 gallons per year.
  - d. Installing water-efficient showerheads and taking shorter showers. Keeping showers under five minutes can save 12.5 gallons per shower when using a water-efficient showerhead.
  - e. Using a shut-off nozzle on hoses and taking cars to commercial car washes that use recycled water.

The State Water Resources Control Board (Water Board) shall track and report monthly on the State's progress toward achieving a 15-percent reduction in statewide urban water use as compared to 2020 use.

- 2) State agencies, led by the Department of Water Resources and in coordination with local agencies, shall encourage actions by all Californians, whether in their residential, industrial, commercial, agricultural, or institutional use, to reduce water usage, including through the statewide Save Our Water conservation campaign at [SaveOurWater.com](http://SaveOurWater.com), which provides simple ways for Californians to reduce water use in their everyday lives.
- 3) The Department of Water Resources shall monitor hydrologic conditions such as cumulative precipitation, reservoir storage levels, soil moisture and other metrics, and the Water Board shall monitor progress on voluntary

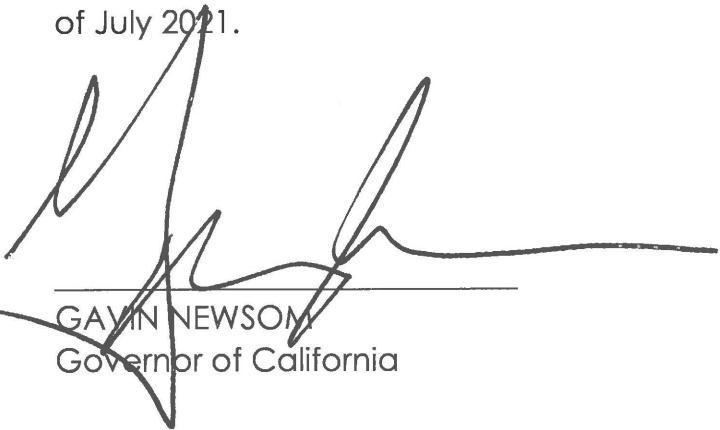


conservation as ongoing indicators of water supply risk that may inform future drought response actions.

This Order is not intended to, and does not, create any rights or benefits, substantive or procedural, enforceable at law or in equity, against the State of California, its agencies, departments, entities, officers, employees, or any other person.

**IT IS FURTHER ORDERED** that as soon as hereafter possible, this Order be filed in the Office of the Secretary of State and that widespread publicity and notice be given of this Order.

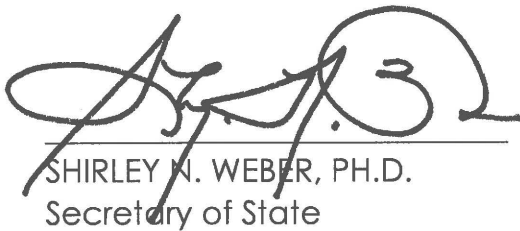
**IN WITNESS WHEREOF** I have hereunto set my hand and caused the Great Seal of the State of California to be affixed this 8th day of July 2021.



GAVIN NEWSOM  
Governor of California



**ATTEST:**



SHIRLEY N. WEBER, PH.D.  
Secretary of State





*The Metropolitan Water District of Southern California*

# NEWS RELEASE

P. O. Box 54153, Los Angeles, California 90054-0153 • (213) 217-6485 • [www.mwdh2o.com](http://www.mwdh2o.com)

Contact: Maritza Fairfield, (213) 217-6853; (909) 816-7722, mobile; [mfairfield@mwdh2o.com](mailto:mfairfield@mwdh2o.com)  
 Rebecca Kimitch, (213) 217-6450; (202) 821-5253, mobile; [rkimitch@mwdh2o.com](mailto:rkimitch@mwdh2o.com)

*Note to editors: B-roll footage of reservoirs is accessible [here](#).*

Aug. 17, 2021

## METROPOLITAN DECLARES WATER SUPPLY ALERT IN RESPONSE TO SEVERE DROUGHT

In response to the extreme drought conditions impacting Southern California, the Metropolitan Water District's Board of Directors today declared a Water Supply Alert, calling for consumers and businesses to voluntarily reduce their water use and help preserve the region's storage reserves.

The board's action urges residents, businesses and agencies in Metropolitan's 5,200 square-mile service area to lower the region's water demand to stave off more severe actions in the future, which could include restricting water supplies to Metropolitan's 26 member agencies. The declaration comes a day after the Bureau of Reclamation declared a first-ever shortage on the Colorado River, which typically provides about 25 percent of Southern California's water needs.

"Southern Californians have done an extraordinary job reducing their water use, which has helped us build up our stored reserves for times like these. But now we're relying on our storage to get us through this exceptionally dry year. And we don't know what next year will bring," Metropolitan board Chairwoman Gloria D. Gray said. "We must all find ways we can save even more so we have the water we need if this drought continues."

With 50 of California's 58 counties under a state emergency drought proclamation, Gov. Gavin Newsom last month called on Californians to voluntarily reduce their water use.

While no Southern California counties are yet under the emergency proclamation, it is critical that residents here heed the governor's water-saving call, Metropolitan General Manager Adel Hagekhalil said.

more . . . . .

“This is a time when we all need to come together as a state to address this crisis,” Hagekhalil said. “We are working with the governor’s office and water agencies throughout California to maximize available supplies. We encourage Southern California to step up again, just as we have in the past, to do our part to reduce our region’s water use.”

A Water Supply Alert is the third of four conditions in Metropolitan’s framework indicating the urgency of Southern California’s need to save water. The action calls for water agencies to reduce their water demand through public awareness campaigns and by adopting measures tailored to their own local conditions. Examples of local agency measures could include increasing outdoor water use efficiency, prohibiting home car washing or filling of ornamental water features, and requiring that restaurants only serve water upon request.

The declaration seeks to avoid the need for more severe actions, including moving to the fourth and final stage in Metropolitan’s framework, a Water Supply Allocation, through which Metropolitan would implement higher rates for increased use among its member agencies.

More than half of the water used in Southern California is imported from the Northern Sierra and the Colorado River. Both of those sources are facing severe drought conditions; crucial storage reservoirs in both systems have never been lower.

Earlier this year, the California Department of Water Resources slashed its allocation of supplies delivered on the State Water Project from 10 percent to 5 percent, tying the lowest on record, meaning Metropolitan is receiving about a one-month supply of its Northern California water supplies this year. If dry conditions continue, next year’s allocation could be set to zero.

On the Colorado River, Reclamation’s shortage declaration triggers cutbacks for Arizona and Nevada next year, signaling that system’s dire conditions.

“The reality is that climate change will accelerate these challenges, which will require us to think differently and innovate ways to adapt – we must build on our progress in conservation and double down on our investment in local water supplies, including recycled water and stormwater,” Hagekhalil said. “We must do more.”

Tips to save water are available at [bewaterwise.com](http://bewaterwise.com), where Southern Californians can also access rebates that provide funding to swap appliances for more efficient models or transform grass into more sustainable California Friendly® and native plant gardens.

###

*The Metropolitan Water District of Southern California is a cooperative of 26 cities and water agencies serving 19 million people in six counties. The district imports water from the Colorado River and Northern California to supplement local supplies, and helps its members to develop increased water conservation, recycling, storage and other resource-management programs.*

RESOLUTION NO. 2024

RESOLUTION OF THE BOARD OF DIRECTORS  
OF CALLEGUAS MUNICIPAL WATER DISTRICT  
DECLARING A STAGE 2 WATER SHORTAGE  
AND CALLING FOR ENHANCED WATER USE EFFICIENCY EFFORTS

WHEREAS, Calleguas Municipal Water District (Calleguas or District) is responsible for providing a reliable supply of high quality, supplemental water to the communities of southeastern Ventura County; and

WHEREAS, Calleguas is reliant upon deliveries of water imported by the Metropolitan Water District of Southern California (Metropolitan) from the California State Water Project (SWP), and is considered a SWP constrained agency within the Metropolitan service area; and

WHEREAS, the State of California is now in its second consecutive year of drought, and in each year of the current drought, annual precipitation levels were inadequate to fill the state's key reservoirs; and

WHEREAS, rainfall measurements for the County of Ventura record 2021 as one of the driest seasons on record; and

WHEREAS, on March 23, 2021, upon determining that dry conditions continue to impact California's water supply, the Department of Water Resources (DWR) revised the SWP allocation for 2021 to only 5 percent of requested supplies; and

WHEREAS, on July 8, 2021, through Executive Order N-10-21, Governor Gavin Newsom expanded the drought emergency declaration to include a total of 50 counties across the state, and called on all Californians to voluntarily reduce their water use by 15 percent from 2020 levels; and

WHEREAS, the United States Bureau of Reclamation, on August 16, 2021, did issue its first ever shortage declaration for the Colorado River System; and

WHEREAS, over the past 30 years, southern California ratepayers have invested in regional storage, infrastructure improvements, and water conservation programs that are now serving to sustain supplies during this historically dry year; and

WHEREAS, Metropolitan has indicated that its water storage reserves dedicated to meeting regional drought demands remain relatively high at nearly 3.2-million-acre feet and, as such, it does not intend to institute mandatory water delivery reductions within its service area in 2021; and

WHEREAS, Metropolitan issued on August 17, 2021, a Condition 2 Water Supply Alert calling for conservation through drought ordinances and other measures; and

WHEREAS, the current extreme statewide drought condition, and SWP constraints serve to underscore the need for enhanced conservation measures to maintain reliable supplies during prolonged water shortages; and

WHEREAS, the Board of Directors of Calleguas Municipal Water District has adopted a Water Shortage Contingency Plan in accordance with California law, which is triggered during water shortage conditions and describes stages of actions the District may take to manage demand and allocate available supplies.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Board of Directors of Calleguas Municipal Water District, in accordance with its Water Shortage Contingency Plan, hereby declares that a Stage 2 Water Shortage exists in its service area.

BE IT FURTHER RESOLVED that Calleguas encourages water users within its service area to reduce their use of water by 15 percent and implement feasible water use efficiency measures in an effort to extend stored water supplies and minimize effects associated with prevailing drought conditions.

ADOPTED, SIGNED AND APPROVED this eighteenth day of August, 2021.

---

Steve Blois, President  
Board of Directors

I HEREBY CERTIFY that the foregoing Resolution was adopted at the regularly scheduled meeting of the Board of Directors of Calleguas Municipal Water District held on August 18, 2021.

ATTEST:

---

Raul Avila, Secretary  
Board of Directors

(SEAL)

Res. No. 2024



**BOARD MINUTES  
BOARD OF SUPERVISORS, COUNTY OF VENTURA, STATE OF CALIFORNIA**

**SUPERVISORS STEVE BENNETT, LINDA PARKS,  
KATHY I. LONG, PETER C. FOY AND JOHN ZARAGOZA  
May 5, 2015 at 1:45 p.m.**

**Adoption of a Resolution Declaring a Level 2 Water Supply Shortage for Ventura County Waterworks District Nos. 1, 17, and 19, and Lake Sherwood Community Services District; Supervisorial District Nos. 2 and 4. (Public Works Agency)**

- (X) All Board members are present.
- (X) The following persons are heard: David Sasek, and Jeff Pratt.
- (X) Upon motion of Supervisor Parks, seconded by Supervisor Zaragoza, and duly carried, the Board hereby approves staff recommendations as stated in the Board letter.

I hereby certify that the annexed instrument is a true and correct copy of the document which is on file in this office.

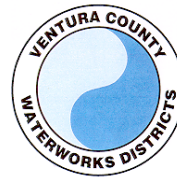
Dated: 5/8/15 MICHAEL POWERS  
Clerk of the Board of Supervisors  
County of Ventura, State of California

By: Don' Gaines  
Deputy Clerk of the Board

By: Brian Palmer  
Brian Palmer  
Chief Deputy Clerk of the Board



# VENTURA COUNTY WATERWORKS DISTRICTS



COUNTY OF VENTURA  
PUBLIC WORKS AGENCY  
JEFF PRATT  
Agency Director  
Water & Sanitation Department

Representing: Ventura County Waterworks Districts No. 1, 16, 17 & 19  
and Lake Sherwood Community Services District

David J. Sasek  
Director

May 5, 2015

Eric Keller  
Operations,  
Maintenance, and  
Development

Board of Ventura County Waterworks District Nos. 1, 17, 19,  
and Lake Sherwood Community Services District  
800 South Victoria Avenue  
Ventura, CA 93009

Susan Pan  
Planning,  
Design, and  
Construction

Jozi Scholl  
Customer Service,  
Billing, and  
Administration

**Subject:** Adoption of a Resolution Declaring a Level 2 Water Supply Shortage for Ventura County Waterworks District No. 1 (Moorpark); Ventura County Waterworks District No. 17 (Bell Canyon); Ventura County Waterworks District No. 19 (Somis); and Lake Sherwood Community Services District; Supervisorial District Nos. 4 and 2.

## **Recommendations:**

1. Hear and consider all testimony on the proposed Declaration of a Level 2 Water Supply Shortage as outlined in Ventura County Waterworks District Nos. 1, 17, and 19, and Lake Sherwood Community Services District (Districts) Rules and Regulations.
2. Adopt the attached Resolution declaring a Level 2 Water Supply Shortage.

## **Fiscal/Mandates Impact:**

No additional fiscal impact as a result of this action. However, a detailed analysis of the financial impact to the Districts resulting from the full implementation of the State mandated reduction in water usage will be performed as part of the Districts' rate analysis, and proposed adjustments to the rates will be presented to your Boards.

## **Discussion:**

On January 17, 2014, Governor Edmund G. Brown proclaimed a State of Emergency throughout the State of California due to severe drought conditions. On April 25, 2014, Governor Brown proclaimed a Continued State of Emergency due to the ongoing drought. On April 1, 2015, Governor Brown signed Executive Order B-29-15 (attached hereto as Exhibit 1), mandating that the State Water Resources Control Board (SWRCB) impose restrictions to achieve a statewide 25 percent reduction in potable urban water usage and instructed the SWRCB to direct urban water suppliers to develop rate structures and other pricing mechanisms, including but not limited to



surcharges, fees, and penalties, to maximize water conservation consistent with statewide water restrictions.

In response to the Governor's Executive Order, on April 17, 2015, the SWRCB released a proposed amendment to its Emergency Regulation (attached hereto as Exhibit 2). The current Emergency Regulation directs each distributor of a public water supply that is not an urban water supplier to limit outdoor irrigation of ornamental landscapes or turf with potable water by the persons it serves to no more than two (2) days per week and/or implement another mandatory conservation measure or measures intended to achieve a 20 percent reduction in water consumption by the persons it serves relative to the amount consumed in 2013. This percentage is increased to 25% in the proposed amended Emergency Regulation. The current Emergency Regulation also prohibits certain outdoor irrigation within 48 hours of measurable rain. SWRCB hearing and adoption of the amended Emergency Regulation is expected on May 5 or May 6, 2015.

Ventura County Waterworks District No. 1 (Moorpark) is considered an urban water supplier as defined in Water Code section 10617. Ventura County Waterworks District Nos. 17 (Bell Canyon) and 19 (Somis), and Lake Sherwood Community Services District, are not urban water suppliers as defined in Water Code section 10617.

The Districts have not yet declared a level of water supply shortage due to the determination by the Director of Water and Sanitation that the Permanent Water Conservation Measures outlined in the Districts' Rules and Regulations were adequate. However, in light of the recent directives from the State, the Permanent Water Conservation Measures are no longer sufficient since they do not contain any express provisions restricting the number of days for outdoor irrigation, nor do they explicitly prohibit outdoor irrigation within 48 hours of measurable rain.

Per the Districts' Rules and Regulations, the District Board or Engineer may make a declaration of a water supply shortage when the Engineer determines that due to drought or other water supply conditions, a water supply shortage or threatened shortage exists, and a consumer demand reduction is necessary to make more efficient use of water and appropriately respond to existing water conditions.

Paragraph 1-K-3b of the Rules and Regulations outlines measures to be implemented when a Level 2 Water Supply Shortage is declared. They include establishing allocations and water rates to achieve the desired reduction in exterior water use, limits on filling ornamental lakes or ponds, limits on washing vehicles, and limits on refilling residential swimming pools and spas. They also include measures called for in the event of a Level 1 Water Supply Shortage (covered by Paragraph 1-K-2), which require (again) that the Districts establish allocations and water rates to achieve the desired

Board of Ventura County Waterworks District Nos. 1, 17, and 19  
and Lake Sherwood Community Services District  
May 5, 2015  
Page 3

reduction in exterior water use, and require continued adherence to the Permanent Water Conservation Measures called for under Paragraph 1-L.

Based on the directives issued by the State and a review of the Districts' Rules and Regulations, it is appropriate to declare a Level 2 Water Supply Shortage at this time.

Staff is currently reviewing potential allocation and/or rate adjustments in response to possible surcharges or penalties imposed by the State and/or Metropolitan Water District, the Districts' wholesaler. Predicting potential revenue loss resulting from decreased water sales, in-depth rate analyses will also be performed. This will ensure continued funding for on-going operations and maintenance costs, and capital improvement projects. Upon completion of this review, the Districts will initiate the Proposition 218 process with the goal of returning to the Boards with any necessary surcharges, rate and/or allocations adjustments.

This item has been reviewed by the County Executive Office, County Counsel, and the Auditor-Controller's Office.

If you have any questions regarding this item, please call me at (805) 378-3005.



DAVID J. SASEK  
Director, Water and Sanitation Department

Resolution  
Exhibit 1 – Executive Order B-29-15  
Exhibit 2 – Draft SWRCB Emergency Regulation (4-17-15)



RESOLUTION No. 15-030

**RESOLUTION OF THE BOARD OF VENTURA COUNTY WATERWORKS DISTRICT NO. 1 (MOORPARK), VENTURA COUNTY WATERWORKS DISTRICT NO. 17 (BELL CANYON), AND VENTURA COUNTY WATERWORKS DISTRICT NO. 19 (SOMIS), AND LAKE SHERWOOD COMMUNITY SERVICES DISTRICT TO DECLARE A LEVEL 2 WATER SUPPLY SHORTAGE**

**WHEREAS**, under the authority provided by Water Code section 55333, Ventura County Waterworks District Nos. 1, 17, and 19, and Lake Sherwood Community Services District (Districts) may adopt and enforce all rules, regulations and ordinances which may be necessary and proper for the administration and government of the Districts; and

**WHEREAS**, on January 17, 2014, Governor Edmund G. Brown proclaimed a State of Emergency throughout the State of California due to severe drought conditions; and

**WHEREAS**, on April 25, 2014, Governor Brown proclaimed a Continued State of Emergency throughout the State of California due to the ongoing drought; and

**WHEREAS**, on April 1, 2015, Governor Brown signed Executive Order B-29-15 mandating that the State Water Resources Control Board (SWRCB) impose restrictions to achieve a statewide 25% reduction in potable urban water usage and instructed the SWRCB to direct urban water suppliers to develop rate structures and other pricing mechanisms, including, but not limited to, surcharges, fees, and penalties, to maximize water conservation consistent with statewide water restrictions; and

**WHEREAS**, on April 17, 2015, the SWRCB proposed amendments to its Emergency Regulation which would require urban water suppliers (Ventura County Waterworks District No. 1) to reduce their total water usage by a set percentage determined by its average July-September 2014 residential gallons per capita day consumption. Non-urban water suppliers (Ventura County Waterworks District Nos. 17 and 19, and Lake Sherwood Community Services District) must, under the current Emergency Regulation, limit outdoor irrigation of ornamental landscapes or turf with potable water to no more than two (2) days per week and/or, under the proposed amendment, implement another conservation measure or measures intended to achieve a 25 percent reduction in water consumption by the persons they serve relative to the amount consumed in 2013; and

**WHEREAS**, under the approved Districts' Rules and Regulations, the District Board or Engineer may declare a water supply shortage when the Engineer determines that due to drought or other water supply conditions, a water supply shortage or threatened shortage exists, and a consumer demand reduction is necessary to make more efficient use of water and appropriately respond to existing water conditions; and

**WHEREAS**, the Engineer has made such a determination; and

**WHEREAS**, the Districts' Boards propose to declare a Level 2 Water Supply Shortage and authorize the Districts to implement necessary outdoor irrigation schedules in order to


comply with the SWRCB Emergency Regulation, as it may be amended from time to time. The Districts' Rules and Regulations (Paragraph 1-K-3b) outline measures to be implemented, including establishing allocations and water rates to achieve the desired reduction in exterior water use, limits on filling ornamental lakes or ponds, limits on washing vehicles, limits on refilling residential swimming pools and spas, required continued adherence to the Permanent Water Conservation Measures (Paragraph 1-L), and notice of such conservation measures, the date the measures are to take effect and, by reference to rule 1-L-4a of the Districts' Rules and Regulations, the penalties that may be imposed for failing to comply with the measures, to customers served by the affected system; and

**WHEREAS**, the Boards have considered all oral and written comments made regarding the proposed actions; and

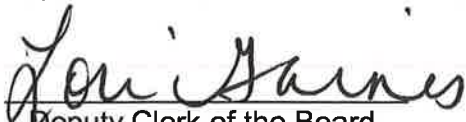
**NOW, THEREFORE, BE IT RESOLVED**, that the Districts' Boards declare a Level 2 Water Supply Shortage.

**BE IT FURTHER RESOLVED** that the Districts' Boards authorize Districts to implement Level 2 Water Shortage Supply conservation measures, effective on this date, including, but not limited to, schedules for outdoor irrigation of ornamental landscapes and turf with potable water in order to comply with the SWRCB's Emergency Regulation, as it may be amended from time to time, and achieve the mandated reductions.

On motion of Supervisor Parks, seconded by Supervisor Zaragoza the foregoing resolution was passed and adopted on this 5th day of May 2015.

  
Kathy J. Long, Chair  
Board of Ventura County Waterworks District Nos.  
1, 17 and 19, and Lake Sherwood Community  
Services District.

ATTEST: MICHAEL POWERS,  
Clerk of the Board of Supervisors,  
County of Ventura, State of California,

By   
Deputy Clerk of the Board



**Executive Department**  
**State of California**

**EXECUTIVE ORDER B-29-15**

**WHEREAS** on January 17, 2014, I proclaimed a State of Emergency to exist throughout the State of California due to severe drought conditions; and

**WHEREAS** on April 25, 2014, I proclaimed a Continued State of Emergency to exist throughout the State of California due to the ongoing drought; and

**WHEREAS** California's water supplies continue to be severely depleted despite a limited amount of rain and snowfall this winter, with record low snowpack in the Sierra Nevada mountains, decreased water levels in most of California's reservoirs, reduced flows in the state's rivers and shrinking supplies in underground water basins; and

**WHEREAS** the severe drought conditions continue to present urgent challenges including: drinking water shortages in communities across the state, diminished water for agricultural production, degraded habitat for many fish and wildlife species, increased wildfire risk, and the threat of saltwater contamination to fresh water supplies in the Sacramento-San Joaquin Bay Delta; and

**WHEREAS** a distinct possibility exists that the current drought will stretch into a fifth straight year in 2016 and beyond; and

**WHEREAS** new expedited actions are needed to reduce the harmful impacts from water shortages and other impacts of the drought; and

**WHEREAS** the magnitude of the severe drought conditions continues to present threats beyond the control of the services, personnel, equipment, and facilities of any single local government and require the combined forces of a mutual aid region or regions to combat; and

**WHEREAS** under the provisions of section 8558(b) of the Government Code, I find that conditions of extreme peril to the safety of persons and property continue to exist in California due to water shortage and drought conditions with which local authority is unable to cope; and

**WHEREAS** under the provisions of section 8571 of the California Government Code, I find that strict compliance with various statutes and regulations specified in this order would prevent, hinder, or delay the mitigation of the effects of the drought.

**NOW, THEREFORE, I, EDMUND G. BROWN JR.,** Governor of the State of California, in accordance with the authority vested in me by the Constitution and statutes of the State of California, in particular Government Code sections 8567 and 8571 of the California Government Code, do hereby issue this Executive Order, effective immediately.





**IT IS HEREBY ORDERED THAT:**

1. The orders and provisions contained in my January 17, 2014 Proclamation, my April 25, 2014 Proclamation, and Executive Orders B-26-14 and B-28-14 remain in full force and effect except as modified herein.

**SAVE WATER**

2. The State Water Resources Control Board (Water Board) shall impose restrictions to achieve a statewide 25% reduction in potable urban water usage through February 28, 2016. These restrictions will require water suppliers to California's cities and towns to reduce usage as compared to the amount used in 2013. These restrictions should consider the relative per capita water usage of each water suppliers' service area, and require that those areas with high per capita use achieve proportionally greater reductions than those with low use. The California Public Utilities Commission is requested to take similar action with respect to investor-owned utilities providing water services.
3. The Department of Water Resources (the Department) shall lead a statewide initiative, in partnership with local agencies, to collectively replace 50 million square feet of lawns and ornamental turf with drought tolerant landscapes. The Department shall provide funding to allow for lawn replacement programs in underserved communities, which will complement local programs already underway across the state.
4. The California Energy Commission, jointly with the Department and the Water Board, shall implement a time-limited statewide appliance rebate program to provide monetary incentives for the replacement of inefficient household devices.
5. The Water Board shall impose restrictions to require that commercial, industrial, and institutional properties, such as campuses, golf courses, and cemeteries, immediately implement water efficiency measures to reduce potable water usage in an amount consistent with the reduction targets mandated by Directive 2 of this Executive Order.
6. The Water Board shall prohibit irrigation with potable water of ornamental turf on public street medians.
7. The Water Board shall prohibit irrigation with potable water outside of newly constructed homes and buildings that is not delivered by drip or microspray systems.





8. The Water Board shall direct urban water suppliers to develop rate structures and other pricing mechanisms, including but not limited to surcharges, fees, and penalties, to maximize water conservation consistent with statewide water restrictions. The Water Board is directed to adopt emergency regulations, as it deems necessary, pursuant to Water Code section 1058.5 to implement this directive. The Water Board is further directed to work with state agencies and water suppliers to identify mechanisms that would encourage and facilitate the adoption of rate structures and other pricing mechanisms that promote water conservation. The California Public Utilities Commission is requested to take similar action with respect to investor-owned utilities providing water services.

#### **INCREASE ENFORCEMENT AGAINST WATER WASTE**

9. The Water Board shall require urban water suppliers to provide monthly information on water usage, conservation, and enforcement on a permanent basis.
10. The Water Board shall require frequent reporting of water diversion and use by water right holders, conduct inspections to determine whether illegal diversions or wasteful and unreasonable use of water are occurring, and bring enforcement actions against illegal diverters and those engaging in the wasteful and unreasonable use of water. Pursuant to Government Code sections 8570 and 8627, the Water Board is granted authority to inspect property or diversion facilities to ascertain compliance with water rights laws and regulations where there is cause to believe such laws and regulations have been violated. When access is not granted by a property owner, the Water Board may obtain an inspection warrant pursuant to the procedures set forth in Title 13 (commencing with section 1822.50) of Part 3 of the Code of Civil Procedure for the purposes of conducting an inspection pursuant to this directive.
11. The Department shall update the State Model Water Efficient Landscape Ordinance through expedited regulation. This updated Ordinance shall increase water efficiency standards for new and existing landscapes through more efficient irrigation systems, greywater usage, onsite storm water capture, and by limiting the portion of landscapes that can be covered in turf. It will also require reporting on the implementation and enforcement of local ordinances, with required reports due by December 31, 2015. The Department shall provide information on local compliance to the Water Board, which shall consider adopting regulations or taking appropriate enforcement actions to promote compliance. The Department shall provide technical assistance and give priority in grant funding to public agencies for actions necessary to comply with local ordinances.
12. Agricultural water suppliers that supply water to more than 25,000 acres shall include in their required 2015 Agricultural Water Management Plans a detailed drought management plan that describes the actions and measures the supplier will take to manage water demand during drought. The Department shall require those plans to include quantification of water supplies and demands for 2013, 2014, and 2015 to the extent data is available. The Department will provide technical assistance to water suppliers in preparing the plans.





13. Agricultural water suppliers that supply water to 10,000 to 25,000 acres of irrigated lands shall develop Agricultural Water Management Plans and submit the plans to the Department by July 1, 2016. These plans shall include a detailed drought management plan and quantification of water supplies and demands in 2013, 2014, and 2015, to the extent that data is available. The Department shall give priority in grant funding to agricultural water suppliers that supply water to 10,000 to 25,000 acres of land for development and implementation of Agricultural Water Management Plans.
14. The Department shall report to Water Board on the status of the Agricultural Water Management Plan submittals within one month of receipt of those reports.
15. Local water agencies in high and medium priority groundwater basins shall immediately implement all requirements of the California Statewide Groundwater Elevation Monitoring Program pursuant to Water Code section 10933. The Department shall refer noncompliant local water agencies within high and medium priority groundwater basins to the Water Board by December 31, 2015, which shall consider adopting regulations or taking appropriate enforcement to promote compliance.
16. The California Energy Commission shall adopt emergency regulations establishing standards that improve the efficiency of water appliances, including toilets, urinals, and faucets available for sale and installation in new and existing buildings.

#### **INVEST IN NEW TECHNOLOGIES**

17. The California Energy Commission, jointly with the Department and the Water Board, shall implement a Water Energy Technology (WET) program to deploy innovative water management technologies for businesses, residents, industries, and agriculture. This program will achieve water and energy savings and greenhouse gas reductions by accelerating use of cutting-edge technologies such as renewable energy-powered desalination, integrated on-site reuse systems, water-use monitoring software, irrigation system timing and precision technology, and on-farm precision technology.

#### **STREAMLINE GOVERNMENT RESPONSE**

18. The Office of Emergency Services and the Department of Housing and Community Development shall work jointly with counties to provide temporary assistance for persons moving from housing units due to a lack of potable water who are served by a private well or water utility with less than 15 connections, and where all reasonable attempts to find a potable water source have been exhausted.
19. State permitting agencies shall prioritize review and approval of water infrastructure projects and programs that increase local water supplies, including water recycling facilities, reservoir improvement projects, surface water treatment plants, desalination plants, stormwater capture, and greywater systems. Agencies shall report to the Governor's Office on applications that have been pending for longer than 90 days.





20. The Department shall take actions required to plan and, if necessary, implement Emergency Drought Salinity Barriers in coordination and consultation with the Water Board and the Department of Fish and Wildlife at locations within the Sacramento - San Joaquin delta estuary. These barriers will be designed to conserve water for use later in the year to meet state and federal Endangered Species Act requirements, preserve to the extent possible water quality in the Delta, and retain water supply for essential human health and safety uses in 2015 and in the future.
21. The Water Board and the Department of Fish and Wildlife shall immediately consider any necessary regulatory approvals for the purpose of installation of the Emergency Drought Salinity Barriers.
22. The Department shall immediately consider voluntary crop idling water transfer and water exchange proposals of one year or less in duration that are initiated by local public agencies and approved in 2015 by the Department subject to the criteria set forth in Water Code section 1810.
23. The Water Board will prioritize new and amended safe drinking water permits that enhance water supply and reliability for community water systems facing water shortages or that expand service connections to include existing residences facing water shortages. As the Department of Public Health's drinking water program was transferred to the Water Board, any reference to the Department of Public Health in any prior Proclamation or Executive Order listed in Paragraph 1 is deemed to refer to the Water Board.
24. The California Department of Forestry and Fire Protection shall launch a public information campaign to educate the public on actions they can take to help to prevent wildfires including the proper treatment of dead and dying trees. Pursuant to Government Code section 8645, \$1.2 million from the State Responsibility Area Fire Prevention Fund (Fund 3063) shall be allocated to the California Department of Forestry and Fire Protection to carry out this directive.
25. The Energy Commission shall expedite the processing of all applications or petitions for amendments to power plant certifications issued by the Energy Commission for the purpose of securing alternate water supply necessary for continued power plant operation. Title 20, section 1769 of the California Code of Regulations is hereby waived for any such petition, and the Energy Commission is authorized to create and implement an alternative process to consider such petitions. This process may delegate amendment approval authority, as appropriate, to the Energy Commission Executive Director. The Energy Commission shall give timely notice to all relevant local, regional, and state agencies of any petition subject to this directive, and shall post on its website any such petition.





26. For purposes of carrying out directives 2–9, 11, 16–17, 20–23, and 25, Division 13 (commencing with section 21000) of the Public Resources Code and regulations adopted pursuant to that Division are hereby suspended. This suspension applies to any actions taken by state agencies, and for actions taken by local agencies where the state agency with primary responsibility for implementing the directive concurs that local action is required, as well as for any necessary permits or approvals required to complete these actions. This suspension, and those specified in paragraph 9 of the January 17, 2014 Proclamation, paragraph 19 of the April 25, 2014 proclamation, and paragraph 4 of Executive Order B-26-14, shall remain in effect until May 31, 2016. Drought relief actions taken pursuant to these paragraphs that are started prior to May 31, 2016, but not completed, shall not be subject to Division 13 (commencing with section 21000) of the Public Resources Code for the time required to complete them.
27. For purposes of carrying out directives 20 and 21, section 13247 and Chapter 3 of Part 3 (commencing with section 85225) of the Water Code are suspended.
28. For actions called for in this proclamation in directive 20, the Department shall exercise any authority vested in the Central Valley Flood Protection Board, as codified in Water Code section 8521, et seq., that is necessary to enable these urgent actions to be taken more quickly than otherwise possible. The Director of the Department of Water Resources is specifically authorized, on behalf of the State of California, to request that the Secretary of the Army, on the recommendation of the Chief of Engineers of the Army Corps of Engineers, grant any permission required pursuant to section 14 of the Rivers and Harbors Act of 1899 and codified in section 48 of title 33 of the United States Code.
29. The Department is directed to enter into agreements with landowners for the purposes of planning and installation of the Emergency Drought Barriers in 2015 to the extent necessary to accommodate access to barrier locations, land-side and water-side construction, and materials staging in proximity to barrier locations. Where the Department is unable to reach an agreement with landowners, the Department may exercise the full authority of Government Code section 8572.
30. For purposes of this Executive Order, chapter 3.5 (commencing with section 11340) of part 1 of division 3 of the Government Code and chapter 5 (commencing with section 25400) of division 15 of the Public Resources Code are suspended for the development and adoption of regulations or guidelines needed to carry out the provisions in this Order. Any entity issuing regulations or guidelines pursuant to this directive shall conduct a public meeting on the regulations and guidelines prior to adopting them.





31. In order to ensure that equipment and services necessary for drought response can be procured quickly, the provisions of the Government Code and the Public Contract Code applicable to state contracts, including, but not limited to, advertising and competitive bidding requirements, are hereby suspended for directives 17, 20, and 24. Approval by the Department of Finance is required prior to the execution of any contract entered into pursuant to these directives.

This Executive Order is not intended to, and does not, create any rights or benefits, substantive or procedural, enforceable at law or in equity, against the State of California, its agencies, departments, entities, officers, employees, or any other person.

**I FURTHER DIRECT** that as soon as hereafter possible, this Order be filed in the Office of the Secretary of State and that widespread publicity and notice be given to this Order.

**IN WITNESS WHEREOF** I have  
hereunto set my hand and caused the  
Great Seal of the State of California to  
be affixed this 1<sup>st</sup> day of April 2015.

\_\_\_\_\_  
EDMUND G. BROWN JR.  
Governor of California

**ATTEST:**

\_\_\_\_\_  
ALEX PADILLA  
Secretary of State



## PROPOSED TEXT OF EMERGENCY REGULATION

### Article 22.5. Drought Emergency Water Conservation.

#### Sec. 863. Findings of Drought Emergency.

(a) The State Water Resources Control Board finds as follows:

(1) On January 17, 2014, the Governor issued a proclamation of a state of emergency under the California Emergency Services Act based on drought conditions;

(2) On April 25, 2014, the Governor issued a proclamation of a continued state of emergency under the California Emergency Services Act based on continued drought conditions;

(3) On April 1, 2015, the Governor issued an Executive Order that, in part, directs the State Board to impose restrictions on water suppliers to achieve a statewide 25 percent reduction in potable urban usage through February 28, 2016; require commercial, industrial, and institutional users to implement water efficiency measures; prohibit irrigation with potable water of ornamental turf in public street medians; and prohibit irrigation with potable water outside newly constructed homes and buildings that is not delivered by drip or microspray systems;

~~(34)~~ The drought conditions that formed the basis of the Governor's emergency proclamations continue to exist;

~~(45)~~ The present year is critically dry and has been immediately preceded by two or more consecutive below normal, dry, or critically dry years; and

~~(56)~~ The drought conditions will likely continue for the foreseeable future and additional action by both the State Water Resources Control Board and local water suppliers will likely be necessary to prevent waste and unreasonable use of water and to further promote conservation.

Authority: Section 1058.5, Water Code.

References: Sections 102, 104 and 105, Water Code.

#### Sec. 864. End-User Requirements in Promotion of Water Conservation.

(a) To prevent the waste and unreasonable use of water and to promote water conservation, each of the following actions is prohibited, except where necessary to address an immediate health and safety need or to comply with a term or condition in a permit issued by a state or federal agency:

(1) The application of potable water to outdoor landscapes in a manner that causes runoff such that water flows onto adjacent property, non-irrigated areas, private and public walkways, roadways, parking lots, or structures;

(2) The use of a hose that dispenses potable water to wash a motor vehicle, except where the hose is fitted with a shut-off nozzle or device attached to it that causes it to cease dispensing water immediately when not in use;

(3) The application of potable water to driveways and sidewalks; and

(4) The use of potable water in a fountain or other decorative water feature, except where the water is part of a recirculating system;

(5) The application of potable water to outdoor landscapes during and within 48 hours after measurable rainfall; ~~and~~

(6) The serving of drinking water other than upon request in eating or drinking establishments, including but not limited to restaurants, hotels, cafes, cafeterias, bars, or other public places where food or drink are served and/or purchased-;

(7) The irrigation with potable water of ornamental turf on public street medians;  
and

(8) The irrigation with potable water outside of newly constructed homes and buildings that is not delivered by drip or microspray systems.

(b) To promote water conservation, operators of hotels and motels shall provide guests with the option of choosing not to have towels and linens laundered daily. The hotel or motel shall prominently display notice of this option in each guestroom using clear and easily understood language.

(c) Immediately upon this subdivision taking effect, all commercial, industrial and institutional properties not served by a water supplier meeting the requirements of Water Code section 10617 or section 350 shall either:

(1) Limit outdoor irrigation of ornamental landscapes or turf with potable water to no more than two days per week; or

(2) Reduce potable water usage by 25 percent for the months of June 2015 through February 2016 as compared to the amount used for the same months in 2013.

(ed) The taking of any action prohibited in subdivision (a) or the failure to take any action required in subdivisions (b) or (c), in addition to any other applicable civil or criminal penalties, is an infraction, punishable by a fine of up to five hundred dollars (\$500) for each day in which the violation occurs.

Authority: Section 1058.5, Water Code.

References: Sections 102, 104, ~~and~~ 105, 350, and 10617, Water Code.

#### Sec. 865. Mandatory Actions by Water Suppliers.

(a) The term “urban water supplier,” when used in this section, refers to a supplier that meets the definition set forth in Water Code section 10617, except it does not refer to suppliers when they are functioning solely in a wholesale capacity, but does apply to suppliers when they are functioning in a retail capacity.

~~(b)(1) To promote water conservation, each urban water supplier shall implement all requirements and actions of the stage of its water shortage contingency plan that imposes includes mandatory restrictions on the number of days that outdoor irrigation of ornamental landscapes or turf with potable water is allowed, or shall amend its water shortage contingency plan to include mandatory restrictions on the number of days that outdoor irrigation of ornamental landscapes or turf with potable water is allowed and implement these restrictions within forty five (45) days. Urban water suppliers with approved alternate plans as described in subdivision (b)(2) are exempted from this requirement.~~

~~(2) An urban water supplier may submit a request to the Executive Director for approval of an alternate plan that includes allocation based rate structures that satisfies the requirements of chapter 3.4 (commencing with section 370) of division 1 of the Water~~

~~Code, and the Executive Director may approve such an alternate plan upon determining that the rate structure, in conjunction with other measures, achieves a level of conservation that would be superior to that achieved by implementing limitations on outdoor irrigation of ornamental landscapes or turf with potable water by the persons it serves to no more than two days per week.~~

~~———— (c) To promote water conservation, each urban water supplier that does not have a water shortage contingency plan that restricts the number of days that outdoor irrigation of ornamental landscapes and turf with potable water is allowed, or has been notified by the Department of Water Resources that its water shortage contingency plan does not meet the requirements of Water Code section 10632 shall, within forty five (45) days, limit outdoor irrigation of ornamental landscapes or turf with potable water by the persons it serves to no more than two days per week.~~

(db) In furtherance of the promotion of water conservation each urban water supplier shall:

(1) Provide prompt notice to a customer whenever the supplier obtains information that indicates that a leak may exist within the end-users exclusive control.

(2) Prepare and submit to the State Water Resources Control Board by the 15<sup>th</sup> of each month a monitoring report on forms provided by the Board. The monitoring report shall include the amount of potable water the urban water supplier produced, including water provided by a wholesaler, in the preceding calendar month and shall compare that amount to the amount produced in the same calendar month in 2013. The monitoring report shall specify the population served by the urban water supplier, the percentage of water produced that is used for the residential sector, descriptive statistics on water conservation compliance and enforcement efforts, ~~and the number of days that outdoor irrigation is allowed, monthly commercial sector use, monthly industrial sector use, and monthly institutional sector use.~~ The monitoring report shall also estimate the gallons of water per person per day used by the residential customers it serves.

(c)(1) To prevent the waste and unreasonable use of water and to meet the requirements of the Governor's April 1, 2015 Executive Order, each urban water supplier shall reduce its total potable water production by the percentage identified as its conservation standard in this subdivision. Each urban water supplier's conservation standard considers its service area's relative per capita water usage.

(2) Each urban water supplier whose source of supply does not include groundwater or water imported from outside the hydrologic region and that received average annual precipitation in 2014 may, notwithstanding its average July-September 2014 R-GPCD, submit for Executive Director approval a request to reduce its total water usage by 4 percent for each month as compared to the amount used in the same month in 2013. Any such request shall be accompanied by information showing that the supplier's sources of supply do not include groundwater or water imported from outside the hydrologic region and that the supplier's service area received average annual precipitation in 2014.

(3) Each urban water supplier whose average July-September 2014 R-GPCD was less than 65 shall reduce its total water usage by 8 percent for each month as compared to the amount used in the same month in 2013.



(4) Each urban water supplier whose average July-September 2014 R-GPCD was between 65 and 79.9 shall reduce its total water usage by 12 percent for each month as compared to the amount used in the same month in 2013.

(5) Each urban water supplier whose average July-September 2014 R-GPCD was between 80 and 94.9 shall reduce its total water usage by 16 percent for each month as compared to the amount used in the same month in 2013.

(6) Each urban water supplier whose average July-September 2014 R-GPCD was between 95 and 109.9 shall reduce its total water usage by 20 percent for each month as compared to the amount used in the same month in 2013.

(7) Each urban water supplier whose average July-September 2014 R-GPCD was between 110 and 129.9 shall reduce its total water usage by 24 percent for each month as compared to the amount used in the same month in 2013.

(8) Each urban water supplier whose average July-September 2014 R-GPCD was between 130 and 169.9 shall reduce its total water usage by 28 percent for each month as compared to the amount used in the same month in 2013.

(9) Each urban water supplier whose average July-September 2014 R-GPCD was between 170 and 214.9 shall reduce its total water usage by 32 percent for each month as compared to the amount used in the same month in 2013.

(10) Each urban water supplier whose average July-September 2014 R-GPCD was greater than 215 shall reduce its total water usage by 36 percent for each month as compared to the amount used in the same month in 2013.

(d)(1) Beginning June 1, 2015, each urban water supplier shall comply with the conservation standard specified subdivision (c).

(2) Compliance with the requirements of this subdivision shall be measured monthly and assessed on a cumulative basis.

(e) Each urban water supplier that serves 20 percent or more of its total production for commercial agricultural use meeting the definition of Government Code section 51201, subdivision (a) may subtract the amount of water supplied for commercial agricultural use from its water production total, provided that the supplier complies with the Agricultural Water Management Plan requirement of paragraph 12 of the April 1, 2015 Executive Order. Each urban water supplier that serves 20 percent or more of its total production for commercial agricultural use meeting the definition of Government Code section 51201, subdivision (a) shall certify that the agricultural uses it serves meet the definition of Government Code section 51201, subdivision (a), and shall report its total water production pursuant to subdivision (b)(2), identifying the total amount of water supplied for commercial agricultural use.

(ef)(1) To prevent waste and unreasonable use of water and to promote water conservation, each distributor of a public water supply, as defined in Water Code section 350, that is not an urban water supplier shall, ~~within forty five (45) days~~, take one or more of the following actions:

(4A) Limit outdoor irrigation of ornamental landscapes or turf with potable water by the persons it serves to no more than two days per week; or

(2B) Implement another mandatory conservation measure or measures intended to achieve a ~~20~~25 percent reduction in water consumption by the persons it serves relative to the amount consumed in 2013.

(2) Each distributor of a public water supply, as defined in Water Code section 350, that is not an urban water supplier shall submit a report by December 15, 2015, on a form provided by the Board, that includes:

(A) Total potable water production, by month, from June through November, 2015, and total potable water production, by month, for June through November 2013; or

(B) Confirmation that the distributor limited outdoor irrigation of ornamental landscapes or turf with potable water by the persons it serves to no more than two days per week.

Authority: Section 1058.5, Water Code.

References: Sections 102, 104, 105, 350, 1846, 10617 and 10632, Water Code.

#### Sec. 866. Additional Conservation Tools.

(a)(1) To prevent the waste and unreasonable use of water and to promote conservation, when a water supplier does not meet its conservation standard required by section 865 the Executive Director, or his designee, may issue conservation orders requiring additional actions by the supplier to come into compliance with its conservation standard.

(2) All conservation orders issued under this article shall be subject to reconsideration under article 2 (commencing with section 1122) of chapter 4 of part 1 of division 2 of the California Water Code.

(b) The Executive Director, or his designee, may issue an informational order requiring water suppliers, or commercial, industrial or institutional properties not served by a water supplier meeting the requirements of Water Code section 10617 or section 350, to submit additional information beyond that required to be reported pursuant to the other provisions of this article. The failure to provide the information requested within 30 days or any additional time extension granted is a violation subject to civil liability of up to \$500 per day for each day the violation continues pursuant to Water Code section 1846.

Authority: Section 1058.5, Water Code.

References: Sections 100, 102, 104, 105, 174, 186, 187, 275, 350, 1051, 1122, 1123, 1825, 1846, 10617 and 10632, Water Code.

RESOLUTION NO. 21-095

**RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF  
VENTURA APPROVING THE 2020 URBAN WATER MANAGEMENT PLAN  
AND WATER SHORTAGE CONTINGENCY PLAN FOR VENTURA COUNTY  
WATERWORKS DISTRICT NO. 1 MOORPARK, SUPERVISORIAL DISTRICT  
NO. 4**

**WHEREAS**, on January 1, 1984, the Urban Water Management Planning Act (Act) became effective. The Act requires every urban water supplier providing water for municipal purposes to more than 3,000 customers, to adopt a Plan every five years and file the Plan with the California Department of Water Resources (DWR). The Plan is required to be submitted to DWR by July 1, 2021;

**WHEREAS**, Ventura County Waterworks District No. 1 (District) is required to comply with the requirements of the Act and must update its 2015 Urban Water Management Plan (Plan) for its service area; and

**WHEREAS**, since 2015, several amendments have been made to the Act which include as part of the Plan the requirement to prepare and adopt a water shortage contingency plan (WSCP) which, upon proclamation by the Governor of a state of emergency, must be deferred to the extent practical.

**NOW, THEREFORE, BE IT RESOLVED** that, the District's Board (i) approves the proposed 2020 Plan and WSCP, and (ii) authorizes submission of the 2020 Plan and WSCP to the DWR, the California State Library and the city of Moorpark.

Upon motion of Supervisor Huber, seconded by Supervisor Ramirez and duly carried, the Board hereby adopts the foregoing resolution on the 22nd day of June 2021.

By: Linda Park  
Chair, Board of Supervisors  
County of Ventura

ATTEST:

MICHAEL POWERS,  
Clerk of the Board of Supervisors  
County of Ventura, State of California

By: Lon Key  
Deputy Clerk of the Board



## **4. DISTRICT STAFF REPORT**

### **H. AN UPDATE ON THE BRIEF ON THE LAS POSAS VALLEY WATER RIGHTS COALITION ADJUDICATION -**

On March 27, 2018, a property-eminant domain case was filed by Las Posas Valley Water Rights Coalition against the Fox Canyon Groundwater Management Agency (GMA).

The plaintiff's landowner's complaint alleges that the GMA already has imposed pumping restrictions that violate their overlying groundwater rights as part of a plan to boost municipal pumping for urban areas.



#### **4. DISTRICT STAFF REPORT**

- I. BUDGET AND FINANCIAL REVIEW - An update on the budget and financial status.

Waterworks #1 Moorpark - Water Service												
Cash Flow Analysis												
1	Total Beginning Balances				\$13,390,600	\$12,164,800	\$11,619,100	\$10,817,500	\$10,228,800	\$10,501,500	\$10,973,293	\$10,973,293
2	Total Ending Balances				\$12,164,800	\$11,619,100	\$10,817,500	\$10,228,800	\$10,501,500	\$10,973,293	\$5,817,693	\$10,802,254
4	Required Cash Balance				\$5,714,020	\$5,435,370	\$5,820,450	\$6,345,375	\$5,965,628	\$6,777,213	\$7,503,720	\$7,526,395
5	Alert				ok	ok	ok	ok	ok	ok	alert	ok
6												
7	O&M/ Rate Stab											
7	Fund		FMS ACT#		FY15 ACTUAL	FY16 ACTUAL	FY17 ACTUAL	FY18 ACTUAL	FY19 ACTUAL	FY20 ACTUAL	FY21 ADJ BUDGET	BUDGET to FY21 ACTUAL %
8	Beginning Balances				\$2,296,200	\$1,425,900	\$570,400	\$0	\$0	\$0	\$0	\$0
10	O&M Revenue											
11	Interest Earnings		8911		\$7,100	\$7,600	\$2,100	\$0	-	-	\$0	\$0
12	Federal & State Disaster		9191		\$1,800	\$0	\$0	\$0	-	-	\$0	\$0
13	Meter Sales & Install Fee		9613		\$0	\$0	\$0	\$0	-	-	\$0	\$0
14	Other Revenue-Misc		9790		\$142,100	\$880,300	\$393,600	\$403,700	377,500	303,000	391,600.0	\$79,600 20%
15	Other Sales/ Revenues	9421/9613/9751/9708			\$609,600	\$106,600	\$131,100	\$153,500	145,700	169,500	\$212,800	\$181,600 85%
16	Planning And Eng Svc External		9481		\$167,200	\$170,000	\$151,000	\$31,800	104,200	62,800	\$75,000	\$33,900 45%
17	Rent & Concessions		8931		\$337,700	\$324,700	\$321,400	\$333,700	351,200	364,300	\$373,400	\$360,800 97%
18	Water Sales		9614		\$14,800,200	\$13,867,700	\$14,917,000	\$16,832,000	16,189,900	18,395,300	\$18,545,200	\$21,400,600 115%
19	Gain/Loss Capital Asset					(\$18,000)	\$0	\$0	-	-	\$0	\$0
20	Total - O&M Revenue				\$16,065,700	\$15,338,900	\$15,916,200	\$17,754,700	\$17,168,500	\$19,294,900	\$19,598,000	\$22,056,500
21												
22	O&M Expenditure											
23	Phone/Supplies/Bad Deb/Misc		Various (see sch		\$319,900	\$224,500	\$218,000	\$215,700	178,900	184,500	\$442,800	\$207,900 47%
24	System Maint, Repairs & Replc.		Various (see sch		\$682,600	\$1,071,100	\$1,102,000	\$962,800	961,700	1,072,900	\$1,302,500	\$1,148,600 88%
25	Special Technical Services		Various (see sch		\$35,800	\$195,400	\$154,100	\$69,100	31,200	27,200	\$395,000	\$108,100 27%
26	State Fees/Cross Conn./GMA Chrgs		2159		\$53,300	\$47,100	\$65,200	\$52,600	64,000	65,400	\$71,900	\$65,300 91%
27	General Ins Alloc		2071		\$17,100	\$39,900	\$30,700	\$20,800	31,100	26,800	\$13,700	\$13,700 100%
28	Legal Costs		2185			31,400	\$48,900	\$15,600	95,100	499,500	\$619,600	\$348,200 56%
29	Indirect Recovery		2158		\$11,200	\$15,100	\$17,900	\$80,600	81,750	50,250	\$45,100	\$45,100 100%
30	O&M Labor Charges		2205		\$2,758,500	\$3,420,000	\$3,476,300	\$3,002,700	3,119,300	3,665,700	\$4,310,000	\$4,051,600 94%
31	Mgmt & Admin.Svcs		2204		\$187,800	\$199,600	\$230,900	\$279,700	284,900	211,500	\$306,500	\$306,500 100%
32	Water Analysis		2188		\$25,500	\$26,400	\$18,400	\$22,500	31,900	15,100	\$22,000	\$16,600 75%
33	Water System Power		2313		\$448,300	\$530,200	\$463,400	\$465,600	436,300	629,300	\$819,400	\$733,100 89%
34	Water Purchase		2312		\$11,351,900	\$9,368,400	\$10,182,000	\$12,263,200	10,823,500	11,365,600	\$12,872,600	\$13,123,200 102%
36	Groundwater Extraction		2312			\$15,600	\$10,500	\$21,900	21,900	32,100	\$35,100	\$41,400 118%
37	Water Conservation Program		2159		\$0	\$0	\$0	\$0	-	-	\$4,000	\$0 0%
38	Geographic Info. Syst.		2203		\$2,100	\$2,900	\$0	\$0	-	-	\$1,000	\$0 0%
39	Meter Replacement & Change Outs		2264		\$240,200	\$181,700	\$494,300	\$379,700	476,000	979,200	\$505,000	\$528,600 105%
40	Depreciation Expense		3361		\$801,800	\$799,400	\$802,400	\$796,200	777,600	815,500	\$830,600	\$798,700 96%
41	CAFR ADJ					\$25,700			(\$28,600)	\$110,182	\$0	\$8,739
42	Total - O&M Expenditure				\$16,936,000	\$16,194,400	\$17,315,000	\$18,648,700	\$17,386,550	\$19,750,732	\$22,596,800	\$21,545,339 95%
43												
44	Result of Operation				(\$870,300)	(\$855,500)	(\$1,398,800)	(\$894,000)	(\$218,050)	(\$455,832)	(\$2,998,800)	\$511,161 -17%
45												
46	Transfer to/fr Capital Reserve				\$0	\$0	\$828,400	\$894,000	\$218,050	\$455,832	\$2,998,800	\$0 0%
47												
48	Ending Balances				\$1,425,900	\$570,400.00	\$0	\$0	\$0	\$0	\$0	\$511,161
49												
50	Minimum Balance											
51	25% of O&M expenses				\$4,234,000	\$4,048,600	\$4,328,750	\$4,662,175	\$4,346,638	\$4,937,683	\$5,649,200	\$5,386,335
52	10% of rate revenue				\$1,480,020	\$1,386,770	\$1,491,700	\$1,683,200	\$1,618,990	\$1,839,530	\$1,854,520	\$2,140,060
53												

60												
61	Acquisition&Replacement Fund			FY15 ACTUAL	FY16 ACTUAL	FY17 ACTUAL	FY18 ACTUAL	FY19 ACTUAL	FY20 ACTUAL	FY21 ADJ BUDGET	FY21 ACTUAL	BUDGET to ACTUAL %
62	Beginning Balances			\$11,094,400	\$10,738,900	\$11,048,700	\$10,817,500	\$10,228,800	\$10,501,500	\$10,973,293	\$10,973,293	
63												
64	Capital Sources of Funds											
65	Interest Earnings		8911	\$38,700	\$56,800	\$86,100	\$123,000	233,000	207,100	\$171,300	\$55,100	32%
66	State Grants		9252	\$0	\$0	\$0	\$15,600	12,500	7,300	\$150,000	\$7,900	5%
67	Capital Improv Charges		9615	\$9,600	\$100,100	\$153,700	\$67,800	58,600	220,300	\$819,000	\$5,400	1%
68	Long Term Debt Proceeds		9841		\$0	\$0	\$0	-	-	5,140,000.0	\$0	0%
69	Other Revenue-Misc	ADR Incentiv	9790		\$108,900	\$0	\$0	-	-	\$0	\$0	
70	Depreciation Expense	CY Funded	3611	\$801,800	\$799,400	\$802,400	\$796,200	777,600	815,500	\$830,600	\$798,700	96%
71	CAFR ADJ								783,575		\$399,700	
72	Total - Capital Sources of Funds			\$850,100	\$1,065,200	\$1,042,200	\$1,002,600	1,081,700	2,033,775	7,110,900	1,266,800	18%
73												
74	Capital Uses of Funds											
75	Water System Improvement:											
76	Misc Water System Improvement		4112/2112	\$4,600	\$0	\$0	(\$100)	-	59,500	\$745,300	\$57,900	8%
77	Pressure Reducing Stn Replace/Relocation (		4112	\$0	\$0	\$0	\$0	-	-	\$0	\$0	
78	Pressure Zone Connections (944 to 1250)		4112	\$0	\$0	\$0	\$0	-	-	\$0	\$0	
79	Reservoir Repairs - Mtn Meadows #2		4112	\$0	\$0	\$0	\$0	-	-	\$0	\$0	
80	SCADA Improvements		4112	\$0	\$0	\$0	\$0	-	-	\$0	\$0	
81	SCE Auto Demand Response (Well 15&20)		4112	\$12,500	\$0	\$0	\$0	-	-	\$0	\$0	
82	Stockton Reservoir #2 Replacement		4112	\$32,300	\$8,100	\$74,800	\$232,300	136,100	141,600	\$2,248,000	\$47,800	2%
83	757 Reservoir So. Of Home Acres - Mtn Me		4112	\$1,300	\$0	\$0	\$0	-	-	\$0	\$0	
84	Walnut Acres Tract 4 Wtr Line Replacement		4112	\$0	\$0	\$0	\$94,800	1,200	-	\$0	\$0	
85	Well 20/Palmer Blending Station/Ctrl w/ Wa		4112	\$0	\$0	\$0	\$0	-	-	\$0	\$0	
86	Well 20 / Ozone pilot & H2S removal		4112	\$0	\$0	\$0	\$0	-	-	\$530,000	\$0	0%
87	Well 95 MCC Replacement - reuse Well 96		4112	\$0	\$0	\$0	\$0	-	-	\$105,900	\$8,700	8%
88	Reservoir Re-Coating - Fairview Resv.		4112	\$0	\$0	\$0	\$0	-	-	\$0	\$0	
89	Reservoir Re-Coating - Peach Hill		4112	\$0	\$0	\$0	\$0	-	-	\$230,000	\$0	0%
90	Reservoir Re-Coating - Tierra Rejada		4112	\$0	\$0	\$0	\$0	-	-	\$0	\$0	
91	Reservoir Re-Coating - College Reservoir		4112	\$0	\$0	\$0	\$0	-	-	\$460,000	\$522,400	114%
92	Reservoir Re-Coating - Grimes/Home Acres		4112	\$0	\$0	\$0	\$0	-	-	\$410,000	\$0	0%
93	Reservoir Re-Coating - Various Reservoir		4112	\$0	\$0	\$0	\$0	-	547,100	\$674,800	\$970,000	144%
94	Princeton Widening Proj		4112	\$0	\$0	\$0	\$200	12,500	500	\$0	\$4,700	
95	S&K Generator		4112	\$0	\$0	\$0	\$0	-	-	\$150,000	\$12,600	8%
96	Portable Generator (Well 98)		4112	\$0	\$0	\$0	\$0	-	-	\$500,000	\$0	0%
97	Re-Drill Well 97		4112	\$0	\$0	\$0	\$0	-	-	\$550,000	\$38,300	7%
98	Valve Replacement		4112	\$0	\$0	\$0	\$0	-	-	240,000.0	\$0	0%
99	Total Water System Improvement			\$50,700	\$8,100	\$74,800	\$327,200	\$149,800	\$748,700	\$6,844,000	\$1,662,400	
100	Water Construction Project:											
101	Home Acres Reservoir & Pipeline		4114	\$0	\$0	\$0	\$0	-	20,100.0	\$365,000	\$2,300	1%
102	Moorpark Desalter (Study/EIR/PDR)		4114	\$1,001,400	\$309,000	\$155,100	\$107,000	113,400.0	214,600.0	\$863,500	\$152,800	18%
103	Moorpark Stormwater Diversion Project		4114									
104	Moorpark Groundwater Recharge Project		4114									
105	Stockton Reservoir #2		4114							\$0	\$0	
106	Total Water Construction Project			\$1,001,400	\$309,000	\$155,100	\$107,000	\$113,400	\$234,700	\$1,228,500	\$155,100	
107												
108	Land Purchased		4011	\$0	\$0	\$0	\$0	-	-	\$400,000	\$0	0%
109	Indirect Recovery		2158	\$11,100	\$15,100	\$17,900	\$80,600	81,750	50,250	\$45,100	\$45,100	100%
110	Contract Proc-Eng Svcs		2204	\$40,000	\$38,100	\$53,000	\$17,000	16,500	9,100	\$20,200	\$20,200	100%
111	System Maint, Repairs & Replc.	Various (see sch		\$0	\$385,100	\$50,400	\$19,700	132,500	25,000	\$432,700	\$9,400	2%
112	Equipment/Software		4601/4701	\$0	\$0	\$40,200	\$0	14,900	27,300	\$185,000	\$31,600	17%
113	Contributions-ISF & Other Funds			\$102,400	\$0	\$53,600	\$145,800	82,100	11,100	\$112,200	\$25,200	22%
114	Total - Capital Uses of Funds			\$1,205,600	\$755,400	\$445,000	\$697,300	\$590,950	\$1,106,150	\$9,267,700	\$1,949,000	
115												
116	Net Cash Balance			(\$355,500)	\$309,800	\$597,200	\$305,300	\$490,750	\$927,625	(\$2,156,800)	(\$682,200)	
117												
118	Transfer to/fr O&M / Rate Stabilization Fund			\$0	\$0	(\$828,400)	(\$894,000)	(\$218,050)	(\$455,832)	(\$2,998,800)	\$0	
119	Ending Cash Reserve			\$10,738,900	\$11,048,700	\$10,817,500	\$10,228,800	\$10,501,500	\$10,973,293	\$5,817,693	\$10,291,093	

WATERWORKS DISTRICT NO. 1 - WATER  
OPERATIONS AND MAINTENANCE  
FINANCIAL STATUS REPORT

	CURRENT PERIOD ACTIVITIES TO	AP13 ENDED 6/30/2021			
	A	B	C	D	F
	ACTUAL	ADJUSTED BUDGET	CURRENT	% of	CURRENT PERIOD
	FY 20	FY 21	ACTUAL	Act/Adpt Bud	COMMENTS
1	EXPENDITURES				
2	Phone/Supplies/Bad Deb/Misc	184.50	442.8	207.9	47.0%
3	System Maint, Repairs & Replc.	1,072.90	1,302.5	1,148.6	88.2%
4	<i>Pipes, Fitting, Valves &amp; Other Maint. Supp</i>	<i>532.60</i>	<i>640.5</i>	<i>567.0</i>	<i>88.5%</i> Various vendors
5	<i>Maintenance Contract</i>	<i>459.00</i>	<i>580.0</i>	<i>486.2</i>	<i>83.8%</i> Various vendors
6	<i>Water System Maintenance Supplies</i>	<i>81.30</i>	<i>82.0</i>	<i>95.4</i>	<i>116.3%</i>
8	Special Technical Services	27.20	395.0	108.1	27.4%
9	<i>Urban Water MGMT Plan &amp; Master Plan Updates</i>	<i>-</i>	<i>45.0</i>	<i>74.3</i>	<i>165.1%</i>
11	<i>Reservoir &amp; Well Insp</i>	<i>-</i>	<i>80.0</i>	<i>-</i>	<i>-</i>
13	<i>GIS Conversions</i>	<i>-</i>	<i>20.0</i>	<i>-</i>	<i>-</i>
15	<i>Engr. &amp; Tech Surveys</i>	<i>23.00</i>	<i>235.0</i>	<i>21.4</i>	<i>9.1%</i>
16	<i>Design &amp; Print CCR Rpt and Others</i>	<i>4.20</i>	<i>15.0</i>	<i>12.4</i>	<i>82.7%</i>
18	State Fees/Cross Conn./GMA Chrgs	65.40	71.9	65.3	90.8%
19	General Ins Alloc	26.80	13.7	13.7	100.0%
20	Legal Costs	499.50	619.6	348.2	56.2%
21	Indirect Recovery	50.25	45.1	45.1	100.0%
22	O&M Labor Charges	3,665.70	4,310.0	4,051.6	94.0% PWA Labor
23	Mgmt & Admin.Svcs	211.50	306.5	306.5	100.0%
24	Water Analysis	15.10	22.0	16.6	75.5%
25	Water System Power	629.30	819.4	733.1	89.5%
26	Water Purchase	11,365.60	12,872.6	13,123.2	101.9% Purchases (Calleguas Inv)
27	Groundwater Extraction	32.10	35.1	41.4	117.9% Wtr system/cross conn fees/Groundwtr Extract
28	Meter Replacement & Change Outs	979.20	505.0	528.6	104.7%
29	Water Conservation Program	-	4.0	-	-
30	Geographic Info. Syst,	-	1.0	-	-
31	Depreciation Expense	815.50	830.6	798.7	96.2%
32	<b>TOTAL EXPENDITURES</b>	<b>19,640.55</b>	<b>22,596.8</b>	<b>21,536.6</b>	<b>95.3%</b>
33	REVENUES				
34					
36	Rent & Concessions	364.30	373.4	360.8	96.6%
38	Planning And Eng Svc External	62.80	75.0	33.9	45.2% Plan Check & Insp fee
39	Water Sales	18,395.30	18,545.2	21,400.6	115.4% Current Sales
40	Other Sales/ Revenues	169.50	212.8	181.6	85.3% Fire protect'n, mtr sales, Spec Asses, permit fe
41	Other Revenue-Misc	303.00	391.6	79.6	20.3% Customer late fees/other charges, misc rev
42	Gain/Loss Capital Asset	-	-	-	- Disposal of Assets
43	<b>TOTAL REVENUES</b>	<b>19,294.90</b>	<b>19,598.0</b>	<b>22,056.5</b>	<b>112.5%</b>
44	<b>NET OF OPERATION</b>	<b>(346.00)</b>	<b>(2,998.8)</b>	<b>519.9</b>	
45	<b>O&amp;M Fund Balance Reserve:</b>				
46	Beginning Fund Balance	-	-	-	
47	CAFR Adjustment	(110.20)		(8.7)	
48	Transfer to/fr Capital	455.80		-	
49	Net of Operation	(346.00)	(2,998.8)	519.9	
50	<b>O&amp;M Fund Balance Reserve:</b>	<b>-</b>	<b>(2,998.8)</b>	<b>511.2</b>	<b>-</b>
51	<b>Required O&amp;M Fund Reserve: 25% of Exp.</b>	<b>4,910.14</b>	<b>5,649.2</b>	<b>5,384.2</b>	<b>0.2</b>

WATERWORKS DISTRICT NO. 1 - WATER  
CAPITAL PROJECTS  
FINANCIAL STATUS REPORT

CURRENT PERIOD ACTIVITIES TO		AP13 ENDED 6/30/2021							
		A	B	B	C	D	E	F	I
		ACTUAL	ADOPTED BUDGET	ADJUSTED BUDGET	CURRENT PERIOD FY 21			% of	CURRENT PERIOD
	DESCRIPTION	FY 20	FY 21	FY 21	EXP/REV	ENC	TOTAL	Act/Bud	COMMENTS
	<b>EXPENDITURES</b>								
1	Misc Water System Improvement	59.5	725.0	745.3	57.9	-	57.9	7.8%	
7	System Maint, Repairs & Replc.	25.0	425.0	432.7	9.4	0.2	9.6	2.2%	
8	Stockton Reservoir #2 Replacement	141.6	2,150.0	2,248.0	47.8	67.1	114.9	2.1%	
11	Well 20 / Ozone pilot & H2S removal	-	500.0	530.0	-	-	-	-	
13	Well 95 MCC Replacement - reuse Well 96	-	100.0	105.9	8.7	15.4	24.1	8.2%	
15	Reservoir Re-Coating - Peach Hill	-	230.0	230.0	-	-	-	-	
17	Reservoir Re-Coating - College Reservoir	-	460.0	460.0	522.4	814.2	1,336.6	113.6%	
18	Reservoir Re-Coating - Grimes/Home Acres	-	410.0	410.0	-	-	-	-	
19	Reservoir Re-Coating - Various Reservoir	547.1	-	674.8	970.0	-	970.0	143.7%	
20	Princeton Widening Proj	0.5	-	-	4.7	-	4.7	-	
21	S&K Generator	-	150.0	150.0	12.6	68.1	80.7	8.4%	
22	Portable Generator (Well 98)	-	500.0	500.0	-	-	-	-	
23	Re-Drill Well 97	-	550.0	550.0	38.3	90.6	128.9	7.0%	
24	Valve Replacement	-	240.0	240.0	-	-	-	-	
25	Sub-Total Replacement FD	773.7	6,440.0	7,276.7	1,671.8	1,055.6	2,727.4	23.0%	
26	Indirect Recovery	50.3	45.1	45.1	45.1	-	45.1	100.0%	
27	Contract Proc-Eng Svcs	9.1	20.2	20.2	20.2	-	20.2	100.0%	
28	Equipment/Software	27.3	130.0	185.0	31.6	99.4	131.0	17.1%	
29	Sub-Total	86.7	195.3	250.3	96.9	99.4	196.3	38.7%	
30	Land Purchased	0.0	400.0	400.0	-	-	-	-	
31	Home Acres Reservoir & Pipeline	20.1	2,990.0	365.0	2.3	-	2.3	0.6%	
32	Moorpark Desalter (Study/EIR/PDR)	214.6	650.0	863.5	152.8	83.4	236.2	17.7%	
33	Sub-Total	234.7	4,040.0	1,628.5	155.1	83.4	238.5	9.5%	
34	Contributions-ISF & Other Funds	11.1	112.2	112.2	25.2	-	25.2	22.5%	
35	Sub-Total Capital Acq. FD	332.5	4,347.5	1,991.0	277.2	182.8	460.0	13.9%	
36	<b>Total Expenditures</b>	<b>1,106.2</b>	<b>10,787.5</b>	<b>9,267.7</b>	<b>1,949.0</b>	<b>1,238.4</b>	<b>3,187.4</b>	<b>21.0%</b>	
37	<b>REVENUES</b>							-	
38	Interest Earnings	207.1	171.3	171.3	55.1	-	55.1	32.2%	
39	State Grants	7.3	150.0	150.0	7.9	-	7.9	5.3%	
40	Capital Improv Charges	220.3	819.0	819.0	5.4	-	5.4	0.7%	
41	Long Term Debt Proceeds	0.0	5,140.0	5,140.0	-	-	-	-	
42	Other Revenue-Misc	0.0	-	-	-	-	-	-	
43	<b>Total Revenues</b>	<b>434.7</b>	<b>6,280.3</b>	<b>6,280.3</b>	<b>68.4</b>	<b>-</b>	<b>68.4</b>	<b>1.1%</b>	
44	<b>Net of Operation</b>	<b>(671.5)</b>	<b>(4,507.2)</b>	<b>(2,987.4)</b>	<b>(1,880.6)</b>	<b>(1,238.4)</b>	<b>(3,119.0)</b>		
45	Beginning Capital Fund Balance	10,501.5		10,973.3			10,973.3		
46	Transfer to/fr O&M	(455.8)							
47	Depreciation Expense	815.5		830.6		-	798.7	-	
48	PY CAFR Adjustments	783.6			399.7		399.7		
49	<b>Ending Capital Fund Balance Reserve</b>	<b>10,973.3</b>		<b>8,816.5</b>			<b>9,052.7</b>		
50									
51	CAPITAL FUND BALANCE SUMMARY:	CAP	REPL		TOTAL				
52	BEGIN BALANCE	0.0	10,973.3		10,973.3				
53	NET CY EXPEND	(277.2)	(1,671.8)		(1,949.0)				
54	NET CY REVENUE	68.4			68.4				
55	TRANSFER TO/FR CAPITAL FUND		0.0		0.0				
56	TRANSFER TO/FR O&M		0.0		0.0				
57	CY DEPRECIATION		798.7		798.7				
58	PY CAFR Adjustments		399.7		399.7				
59	ENDING FUND BAL	(208.8)	10,499.9		10,291.1				
60	LESS : ENCUMBRANCE	182.8	1,055.6		1,238.4				
61	FUND AVAILABLE FOR FY22	(391.6)	9,444.3		9,052.7				

WW#1 Moorpark Sanitation Service										
Cash Flow Analysis										
1	Total Beginning Balances		\$11,571,200	\$9,213,800	\$7,995,700	\$7,710,800	\$8,055,200	\$9,637,568	\$9,637,568	
2	Total Ending Balances		\$9,213,800	\$7,995,700	\$7,710,800	\$8,055,200	\$9,637,568	\$6,251,868	\$10,399,125	
3										
4	Total Required Cash Balance		\$1,612,350	\$1,553,135	\$1,670,683	\$1,749,480	\$1,844,869	\$1,959,135	\$1,872,416	
5	Alert		ok	ok	ok	ok	ok	ok	ok	
6										
FY21										
7	O&M/ Rate Stab Fund	FMS ACT#	FY16 ACTUAL	FY17 ACTUAL	FY18 ACTUAL	FY19 ACTUAL	FY20 ACTUAL	ADJUSTED BUDGET	FY21 ACTUAL	BUDGET to ACTUAL %
8	Beginning Balances		\$0	\$0	\$0	\$0	\$0	\$0	\$0	
9										
10	O&M Revenue									
11	Federal & State Disaster	9301	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
12	Sewer Svcs Charges	9612	\$4,105,500	\$3,941,600	\$4,102,700	4,213,300.0	\$4,370,300	\$4,285,600	\$4,332,800	101%
13	Other Revenue & Misc Fees	9790	\$0	\$1,900	\$34,200	\$0	\$400	\$10,100	\$1,800	18%
14	Plan. Eng Svcs	9481	\$12,500	\$5,100	(\$6,500)	\$64,200	\$39,900	\$50,000	\$15,600	31%
15	Rents And Concessions	8931	\$12,400	\$12,400	\$6,200	\$0	\$0	\$0	\$0	
16	Reclamation Water Sales	9614	\$404,000	\$433,400	\$741,200	\$682,800	\$757,400	\$839,200	\$841,900	100%
17	Gain/Loss Revenue Capital Assets	9822	\$0	\$0	\$0	(\$4,300)	\$0	\$0	\$0	
18	Total - O&M Revenue		\$4,534,400	\$4,394,400	\$4,877,800	\$4,956,000	\$5,168,000	\$5,184,900	\$5,192,100	100%
19										
20	O&M Expenditures									
21	Phone/Supplies/BadDebt/Misc	See Sch	\$443,000	\$256,900	\$117,800	\$100,700	\$107,400	\$119,600	\$124,800	104%
22	System Maintenance & Supplies	See Sch	\$1,120,200	\$909,400	\$1,085,700	\$1,450,200	\$1,282,800	\$1,365,700	\$1,293,600	95%
23	Special Technical Svcs	See Sch	\$4,500	\$25,300	\$70,700	\$109,500	\$142,400	\$224,300	\$17,600	8%
24	Fed/State Permit Fees	2159	\$45,000	\$48,000	\$47,500	\$51,700	\$57,900	\$76,000	\$67,100	88%
25	General Insurance Allocation Isf	2071	\$35,600	\$27,500	\$18,700	\$28,000	\$24,200	\$12,500	\$12,500	100%
26	Indirect Recovery	2158	\$7,500	\$10,000	\$20,050	\$16,300	\$13,500	\$16,300	\$16,300	100%
27	O&M Labor	2205	\$1,563,000	\$1,704,500	\$1,939,300	\$1,849,700	\$1,981,000	\$2,286,900	\$2,226,300	97%
28	Mgmt. & Admin Svcs	2204	\$106,700	\$118,800	\$140,500	\$133,800	\$129,900	\$147,700	\$147,800	100%
29	Wastewater Analysis	2188	\$35,100	\$35,300	\$31,500	\$36,200	\$33,700	\$49,000	\$46,200	94%
30	Sewage System Power	2104SM04	\$207,600	\$226,000	\$308,600	\$272,300	\$357,400	\$350,600	\$376,700	107%
31	Sewage Treatment Costs	2313	\$143,400	\$139,000	\$151,400	\$184,000	\$172,100	\$145,000	\$154,300	106%
32	Rights Of Way Easements Purchase	3552	\$27,000	\$0	\$0	\$500	\$0	\$0	\$0	
33	Depreciation Expense	3611	\$1,068,600	\$1,073,000	\$1,081,700	\$1,079,700	\$1,312,900	\$1,328,700	\$1,289,500	97%
34	PY CAFR Adjstment		\$0	\$62,200	\$28,200		\$16,157	\$0	(\$16,157)	
35	Total Uses of Funds		\$4,807,200	\$4,635,900	\$5,041,650	\$5,312,600	5,631,357.0	\$6,122,300	\$5,756,543	94%
36										
37	Result of Operation		(\$272,800)	(\$241,500)	(\$163,850)	(\$356,600)	(\$463,357)	(\$937,400)	(\$564,443)	
38										
39	Transfer to/fr Capital Reserve		\$272,800	\$241,500	\$163,850	\$356,600	\$463,357	\$937,400	\$564,443	
40										
41	Ending Balances		\$0	\$0	\$0	\$0	\$0	\$0	\$0	
42										
43	Minimum Balance									
44	25%	O&M expenses	\$1,201,800	\$1,158,975	\$1,260,413	\$1,328,150	\$1,407,839	\$1,530,575	\$1,439,136	
45	10%	of rate revenue	\$410,550	\$394,160	\$410,270	\$421,330	\$437,030	\$428,560	\$433,280	
46										
47										

WW#1 Moorpark Sanitation Service										
Cash Flow Analysis										
								FY21 ADJUSTED BUDGET	FY21 ACTUAL	BUDGET to ACTUAL %
48	Acquisition&Replacement Fund			FY16 ACTUAL	FY17 ACTUAL	FY18 ACTUAL	FY19 ACTUAL	FY20 ACTUAL		
49	Beginning Balances			\$11,571,200	\$9,213,800	\$7,995,700	\$7,710,800	\$8,055,200	\$9,637,568	\$9,637,568
50										
51	Sources of Funds									
52	Interest Earnings	8911		\$61,300	\$69,800	\$90,900	\$175,600	\$158,900	\$134,700	\$48,400 36%
53	State/Fed Aid	9252	- Prop 84	\$32,400	\$1,784,400	\$27,300	\$2,400	\$0	\$0	\$0
54	Sewer Connection Fees	9611		\$164,000	\$340,900	\$175,300	\$0	\$124,600	\$205,300	\$5,400 3%
55	Other Revenue & Misc Fees	9790		\$0	\$0	\$0	\$0	\$0	\$0	\$0
56	Solar Photovoltaic System - SCE Incentive	9790		\$264,400	\$253,700	\$164,100	\$0	\$0	\$0	\$0
57	Loan Proceed	9841		\$0	\$0	\$0	\$0	\$0	\$0	\$0
58	Depreciation Expense	3611	CY Funds	\$1,068,600	\$1,073,000	\$1,081,700	\$1,079,700	\$1,312,900	\$1,328,700	\$1,289,500 97%
59	PY CAFR Adjstment							\$709,625		\$464,800
60	Total - Sources of Funds			\$1,590,700	\$3,521,800	\$1,539,300	\$1,257,700	2,306,025.0	1,668,700.0	1,808,100.0
61										
62	Uses of Funds									
63	System Improvement and Replacement:			4113						
64	General Sewer System Improvements	4113		\$0	\$32,300	\$0	\$236,919	\$0	\$1,000,000	\$0 0%
65	Landscaping @MWTP	4113		\$0	\$0	\$0	\$0	\$0	\$0	\$0
66	Storm Damage Contract/Labor	4113		\$0	\$0	\$0	\$0	\$0	\$0	\$0
67	Tertiary Filter Improvement	4113		\$0	\$0	\$0	\$0	\$0	\$0	\$0
68	SCADA	4113		\$0	\$0	\$0	\$0	\$0	\$0	\$0
69	Solar Photovoltaic System	4113		\$0	\$0	\$0	\$0	\$0	\$0	\$0
70	MWTP 3RW Basin and Pump	4113		\$0	\$0	\$213,000	\$149,281	\$0	\$0	\$0
71	Equipment:			\$0	\$0	\$0	\$0	\$0	\$0	\$0
72	Pump Station No 1, EFF PS Flowmeter	2112		\$0	\$0	\$0	\$0	\$0	\$0	\$0
73	Replace Pump #2 @ Effl Pond & w/ VFD	2112		\$0	\$0	\$0	\$0	\$0	\$0	\$0
74	Replace Pump #3 @ Effl Pond & w/ VFD	2112		\$0	\$0	\$0	\$0	\$88,200	\$0	\$0
75	Chlorine Pumps (3) Replacement Tertiary	2112		\$0	\$0	\$0	\$0	\$0	\$0	\$0
76	Replace Pump #2 @ Reclaim PS	2112		\$0	\$0	\$38,300	\$0	\$0	\$0	\$0
77	Replace Pump #3@ Arroyo Lift Station	2112		\$0	\$0	\$0	\$50,500	\$0	\$0	\$0
78	Replace Pump #2@ Arroyo Lift Station	2112		\$0	\$0	\$0	\$0	\$0	75,000.0	\$0 0%
79	FUND AVAILABLE FOR FY22	2112		\$0	\$0	\$0	\$0	\$0	\$0	\$0
80	System Maintenance & Supplies	2112		\$0	\$0	\$0	\$0	\$0	-	\$0
81	Valve Replacement	2112		\$0	\$0	\$0	\$0	\$0	\$20,000	\$0 0%
82	Access Road Improvement & Others	2112		\$0	\$0	\$43,200	\$0	\$27,500	\$30,000	\$0 0%
83	Replace Pump #1 @ Equalization Basin	2112		\$0	\$0	\$0	\$25,400	\$0	\$0	\$0
84	Replace Base of Pump #1@ Arroyo Lift Station	2112		\$0	\$0	\$0	\$0	\$0	\$0	\$0
85	Replace Base of Pump #3 @ Arroyo Lift Station	2112		\$0	\$0	\$0	\$0	\$0	\$0	\$0
86	Belt Press Polymer Equipment Repl	2112		\$40,000	\$0	\$0	\$0	\$0	\$0	\$0
87	Refurbish Gen Covers @ 4 Lift Stns	2112		\$0	\$0	\$0	\$0	\$0	\$0	\$0
88	Repair/Recoat Final Clarifier #2	2112		\$0	\$0	\$136,900	\$0	\$0	\$0	\$0
89	4' Skirt - Belt Press Facility top Perimeter	2112		\$0	\$0	\$0	\$0	\$0	\$0	\$0
90	Headworks Screen Replacement	2112		\$0	\$0	\$0	\$0	\$0	\$150,000	\$0 0%
91	Other Replacement & Maintenance	2112		\$0	\$0	\$0	\$0	\$29,000	\$120,000	\$0 0%
92	Biolac Automation Upgrade	4113		\$0	\$0	\$0	\$0	\$29,100	\$0	\$0
93	MWTP Generator Replacement	4113		\$0	\$0	\$0	\$0	\$0	\$850,000	\$0 0%
94	Sewer Replacement and Relining	4113		\$0	\$0	\$0	\$0	\$0	\$0	\$0
95	Recycled Wtr Pipe Line @ Rustic Canyon	4113		\$0	\$0	\$0	\$0	\$0	\$0	\$0
96	Headworks Screen Replacement	4113		\$0	\$0	\$0	\$0	\$0	\$0	\$0
97	MWTP Control System Upgrade	4113		\$0	\$0	\$0	\$0	\$0	\$0	\$0
98	System Construction Project:			4116						
99	Sewer Construction Project	4116		\$0	\$0	\$0	\$0	\$0	\$0	\$0
100	MWTP Office/Lab Bldg Upgrade	4116		\$3,300,200	\$989,700	\$10,300	\$200	\$0	\$0	\$0
101	Reclaimed Water System - Phase IV	4116		\$287,400	\$3,309,800	\$1,141,100	\$23,900	\$0	\$0	\$0
102	Sludge Digester	4116		\$2,100	\$9,500	\$1,600	\$0	\$0	\$0	\$12,000
103	MWTP Access Road to Hitch Blvd	4116		\$0	\$0	\$0	\$0	\$0	\$0	\$0
104	MWTP Tertiary System Expansion	4116		\$0	\$0	\$0	\$0	\$0	\$0	\$0
105	MWTP Hwy 118 Left Turn Lane	4116		\$0	\$0	\$0	\$10,900	\$58,800	\$705,200	\$61,300 9%
106	Moorpark Desalter for Recycled Water	4116		\$0	\$0	\$0	\$0	\$0	\$0	\$0
107	Energy Storage & Micro-Grid Proj	4116		\$0	\$0	\$0	\$0	\$0	\$0	\$0
108	Storage Warehouse	4116		\$0	\$0	\$0	\$0	\$0	\$320,000	\$21,500 7%
109	Total System Construction Project			4116	\$3,629,700	\$4,341,300	\$1,584,400	\$497,100	\$232,600	\$3,270,200 \$94,800 3%
110										
111	Other Equipment	4601		\$0	\$25,200	\$0	\$5,800	\$0	\$165,000	\$0 0%
112	Computer Software	4701		\$0	\$46,400	\$0	\$0	\$0	\$12,000	\$0 0%
113	Contributions To Other Funds			5111	\$0	\$7,600	\$38,900	\$20,900	\$5,000	\$633,400 \$350,900 55%
114	Indirect Recovery	2158	50/50= C	\$7,500	\$10,000	\$20,050	\$16,400	\$13,500	\$16,200	\$16,200 100%
115	PWA ES Contract Svcs	2204ES04		\$38,100	\$42,400	\$17,000	\$16,500	\$9,200	\$20,200	\$20,200 100%
116	Contingencies	6101		\$0	\$0	\$0	\$0	\$0	\$0	\$0
117	PY CAFR Adjstment				\$25,500					\$0
118	Total - Uses of Funds				\$3,675,300	\$4,498,400	\$1,660,350	\$556,700	\$260,300	\$4,117,000 \$482,100 12%
119										
120	Net Cash Balance				(\$2,084,600)	(\$976,600)	(\$121,050)	\$701,000	\$2,045,725	(\$2,448,300) \$1,326,000
121										
122	Transfer to/fr O&M				(\$272,800)	(\$241,500)	(\$163,850)	(\$356,600)	(\$463,357)	(\$937,400) (\$564,443)
123	Ending Balances				\$9,213,800	\$7,995,700	\$7,710,800	\$8,055,200	\$9,637,568	\$6,251,868 \$10,399,125

WATERWORKS DISTRICT NO. 1 - SANITATION DIV.  
OPERATIONS AND MAINTENANCE  
FINANCIAL STATUS REPORT

CURRENT PERIOD ACTIVITIES TO		AP 13 ENDED 06/30/2021					
			A	A	B	C	
		ACTUAL	ADPT BUDGET	ADJ BUDGET	CURRENT	% of	CURRENT PERIOD
	DESCRIPTION	FY 20	FY 21	FY 21	ACTUAL	Act / Bud	COMMENTS
	<b>EXPENDITURES</b>						
1	Phone/Supplies/BadDebt/Misc	107.4	119.6	119.6	124.8	104.3%	
2	System Maintenance & Supplies	1,282.8	1,252.4	1,365.7	1,293.6	94.7%	
3	<i>Collection System Cleaning</i>	25.1	110.0	164.9	130.1	78.9%	Tule Ranch/Nursery Products
4	<i>Percolation Pond Maint &amp; Pond Dredging</i>	29.2	30.0	30.0	17.8	59.3%	Sharma Gen Eng'g
5	<i>Removal and Reuse of Biosolids</i>	257.8	230.0	230.0	268.6	116.8%	VRSD
6	<i>Pump maintenance &amp; Other Contracts/Supplies</i>	970.7	882.4	940.8	877.1	93.2%	Flo Systems, Dieners Elect,Vaughans Ind, etc.
7	Special Technical Svcs	142.4	220.0	224.3	17.6	7.8%	Flow Monitoring, Video Inspec, Eng&Tech, Biosolids
8	Fed/State Permit Fees	57.9	76.0	76.0	67.1	88.3%	
9	General Insurance Allocation Isf	24.2	12.5	12.5	12.5	100.0%	
10	Indirect Recovery	13.5	16.3	16.3	16.3	100.0%	
11	O&M Labor	1,981.0	2,286.9	2,286.9	2,226.3	97.4%	PWA Labor
12	Mgmt. & Admin Svcs	129.9	147.7	147.7	147.8	100.1%	
13	Wastewater Analysis	33.7	49.0	49.0	46.2	94.3%	Fisher Scientific, Hach Co, Environ Res Assoc,FGL
14	Sewage System Power	357.4	350.6	350.6	376.7	107.4%	SCE charges
15	Sewage Treatment Costs	172.1	145.0	145.0	154.3	106.4%	Polydyne, HASA
16	Rights Of Way Easements Purchase	0.0	0.0	0.0	0.0	-	
17	Depreciation Expense	1,312.9	1,328.7	1,328.7	1,289.5	97.0%	
18	<b>TOTAL EXPENDITURES</b>	<b>5,615.2</b>	<b>6,004.7</b>	<b>6,122.3</b>	<b>5,772.7</b>	<b>94.3%</b>	
19	<b>REVENUES</b>						
20	Rents And Concessions	0.0	0.0	0.0	0.0	-	
21	Plan. Eng Svcs	39.9	50.0	50.0	15.6	31.2%	Plan Check & Inspection fee
22	Sewer Svcs Charges	4,370.3	4,285.6	4,285.6	4,332.8	101.1%	Sewer charges
23	Reclamation Water Sales	757.4	839.2	839.2	841.9	100.3%	Reclaimed Water Sales
24	Other Revenue & Misc Fees	0.4	10.1	10.1	1.8	17.8%	
25	Gain/Loss Revenue Capital Assets	0.0	0.0	0.0	0.0	-	
26	<b>TOTAL REVENUES</b>	<b>5,168.0</b>	<b>5,184.9</b>	<b>5,184.9</b>	<b>5,192.1</b>	<b>100.1%</b>	
27	<b>NET OF OPERATION</b>	<b>(447.2)</b>	<b>(819.8)</b>	<b>(937.4)</b>	<b>(580.6)</b>		
28	BEGIN. FUND BALANCE	0.0	0.0	0.0	0.0		
29	PY CAFR Adjustments	(16.2)			16.2		
30	TRANSFER TO/FROM CAPITAL	463.4	819.8	937.4	564.4		
31	<b>ENDING O&amp;M FUND BALANCE</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>		



WATERWORKS DISTRICT NO. 1 - SANITATION DIV.  
CAPITAL PROJECTS  
FINANCIAL STATUS REPORT

CURRENT PERIOD ACTIVITIES TO AP 13 ENDED 06/30/2021							
				B	B	C	D
				ADPT BUDGET	ADJ BUDGET	CURRENT PERIOD FY 20	
DESCRIPTION				FY 21	FY 21	EXP/REV	% of
				FY 20	FY 21	ENC	Act/Bud
1	<b>EXPENDITURES</b>						
2	General Sewer System Improvements	-	1,000.0	1,000.0	-	-	-
4	Biolac Automation Upgrade	29.1	-	-	-	-	-
7	MWTP Generator Replacement	-	850.0	850.0	-	-	-
9	Equipment:						
10	Replace Pump #3 @ Effl Pond & w/ VFD	88.2	-	-	-	-	-
19	Replace Pump #2 @ Arroyo Lift Station	-	75.0	75.0	-	-	-
17	Valve Replacement	-	20.0	20.0	-	-	-
20	Access Road Improvement & Others	27.5	30.0	30.0	-	-	-
23	Headworks Screen Replacement	-	150.0	150.0	-	-	-
24	Other Replacement & Maintenance	29.0	120.0	120.0	-	-	-
25	TOTAL REPLACEMENT FD	173.8	2,245.0	2,245.0	-	-	-
26	Indirect Recovery	13.5	16.2	16.2	16.2	-	100.0%
27	PWA ES Contract Svcs	9.2	20.2	20.2	20.2	-	100.0%
30	Sludge Digester	-	-	-	12.0	12.2	-
33	Storage Warehouse	-	320.0	320.0	21.5	-	6.7%
34	MWTP Hwy 118 Left Turn Lane	58.8	530.0	705.2	61.3	117.7	8.7%
35	Equipment:	-	-	-	-	-	-
37	Computer Software	-	12.0	12.0	-	-	-
38	Other equipment	-	165.0	165.0	-	-	-
39	Contributions To Other Funds	5.0	633.4	633.4	350.9	-	55.4%
40	Contingencies	-	-	-	-	-	-
41	TOTAL CAPITAL ACQ. FD	86.5	1,696.8	1,872.0	482.1	129.9	25.8%
42	<b>TOTAL EXPENDITURES</b>	<b>260.3</b>	<b>3,941.8</b>	<b>4,117.0</b>	<b>482.1</b>	<b>129.9</b>	<b>11.7%</b>
43	<b>REVENUES</b>						
44	Interest Earnings	158.9	134.7	134.7	48.4	-	35.9%
45	State/Fed Aid	-	-	-	-	-	-
46	Sewer Connection Fees	124.6	205.3	205.3	5.4	-	2.6%
51	<b>TOTAL REVENUES</b>	<b>283.5</b>	<b>340.0</b>	<b>340.0</b>	<b>53.8</b>	<b>-</b>	<b>15.8%</b>
52	<b>NET OF OPERATION</b>	<b>23.2</b>	<b>(3,601.8)</b>	<b>(3,777.0)</b>	<b>(428.3)</b>	<b>(129.9)</b>	<b>(558.2)</b>
53	Beginning Fund Balance	8,055.2	9,637.5	9,637.5	9,637.5		9,637.5
54	Depreciation Expense	1,312.9	1,328.7	1,328.7	1,289.5		1,289.5
55	PY CAFR Adjustments	709.6			464.8		464.8
56	Transfer to/from O&M	(463.4)	(819.8)	(937.4)	(564.4)		(564.4)
57	<b>ENDING CAPITAL FUND BALANCE</b>	<b>9,637.5</b>	<b>6,544.6</b>	<b>6,251.8</b>	<b>10,399.1</b>		<b>10,269.2</b>
58							
59	FUND BAL SUMMARY:			CAP ACQ	REPL	TOTAL	
60	BEGIN BALANCE		-	-	9,637.5	9,637.5	
61	CAFR ADJUSTMENT		464.8	-	464.8		
62	NET CY EXPEND		(482.1)	-	(482.1)		
63	NET CY REVENUE		53.8	-	53.8		
64	CY DEPRECIATION			1,289.5	1,289.5		
65	TRANSFER TO/FROM CAP/REPL		(36.5)	36.5	-		
66	TRANSFER TO/FROM O & M-			(564.4)	(564.4)		
67	END FUND BALANCE		-	10,399.1	10,399.1		
68	LESS : OUTSTANDING ENCUMBRANCE		(129.9)	0.00	(129.9)		
69	FUND AVAILABLE FOR FY22		129.9	10,399.1	10,269.2		

5. DIRECTOR'S INFORMATIONAL ITEMS- Provides the opportunity for the Director to present items that are not within the subject matter of the District's Staff Report.

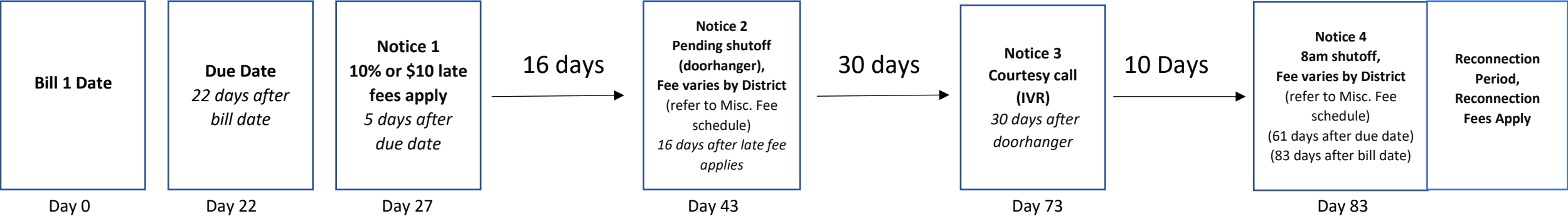
- Aged Report
- Miscellaneous Fee Schedule
- Shutoff Timeline

C_ACCOUNTSTATUS	All
C_LASTNAME	All
C_ACCOUNT	All

Row Labels	Sum of Y_CURR	Sum of 0-30 Days	Sum of 31-60 Days	Sum of 61-90 Days	Sum of 91-120 Days	Sum of 121+ Days	61 > DAYS
CUE							
Commercial	\$337.24	\$282.37	\$54.87	\$0.00	\$0.00	\$0.00	
Institutional	\$5,925.40	\$5,925.40	\$0.00	\$0.00	\$0.00	\$0.00	
<b>CUE Total</b>	<b>\$6,262.64</b>	<b>\$6,207.77</b>	<b>\$54.87</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0</b>
VCWWD No. 1							
Agricultural	\$526,204.30	\$435,002.58	\$27,796.11	\$8,925.90	\$7,407.59	\$47,072.12	
Commercial	\$235,560.36	\$216,694.28	\$5,523.74	\$3,498.63	\$3,173.21	\$6,670.50	
Industrial	\$20,051.66	\$20,026.66	\$25.00	\$0.00	\$0.00	\$0.00	
Institutional	\$99,100.23	\$99,000.74	\$99.49	\$0.00	\$0.00	\$0.00	
Residential	\$1,204,275.85	\$981,987.90	\$79,065.86	\$33,879.46	\$25,671.65	\$83,670.98	
Residential Multi Family	\$52,002.08	\$51,740.08	\$262.00	\$0.00	\$0.00	\$0.00	
<b>VCWWD No. 1 Total</b>	<b>\$2,137,194.48</b>	<b>\$1,804,452.24</b>	<b>\$112,772.20</b>	<b>\$46,303.99</b>	<b>\$36,252.45</b>	<b>\$137,413.60</b>	<b>\$219,970</b>
VCWWD No. 17							
Commercial	\$4,990.75	\$4,990.75	\$0.00	\$0.00	\$0.00	\$0.00	
Industrial	\$24,068.61	\$24,068.61	\$0.00	\$0.00	\$0.00	\$0.00	
Institutional	\$399.50	\$399.50	\$0.00	\$0.00	\$0.00	\$0.00	
Residential	\$337,063.53	\$276,643.06	\$28,529.22	\$7,044.72	\$3,353.58	\$21,492.95	
<b>VCWWD No. 17 Total</b>	<b>\$366,522.39</b>	<b>\$306,101.92</b>	<b>\$28,529.22</b>	<b>\$7,044.72</b>	<b>\$3,353.58</b>	<b>\$21,492.95</b>	<b>\$31,891</b>
VCWWD No. 19							
Agricultural	\$127,913.04	\$122,737.50	\$4,204.08	\$648.74	\$322.72	\$0.00	
Commercial	\$6,227.30	\$5,658.75	\$115.06	\$144.29	\$90.52	\$218.68	
Industrial	\$5,161.69	\$5,120.28	\$41.41	\$0.00	\$0.00	\$0.00	
Institutional	\$2,364.00	\$2,307.00	\$57.00	\$0.00	\$0.00	\$0.00	
Residential	\$125,946.09	\$111,588.64	\$8,744.40	\$1,653.33	\$831.84	\$3,127.88	
Residential Multi Family	\$4,239.14	\$4,012.18	\$226.96	\$0.00	\$0.00	\$0.00	
<b>VCWWD No. 19 Total</b>	<b>\$271,851.26</b>	<b>\$251,424.35</b>	<b>\$13,388.91</b>	<b>\$2,446.36</b>	<b>\$1,245.08</b>	<b>\$3,346.56</b>	<b>\$7,038</b>
VCWWD No. 38							
Commercial	\$179,195.57	\$179,195.57	\$0.00	\$0.00	\$0.00	\$0.00	
Institutional	\$701.05	\$523.13	\$177.92	\$0.00	\$0.00	\$0.00	
Residential	\$312,704.08	\$300,214.83	\$11,524.39	\$496.98	\$261.09	\$206.79	
<b>VCWWD No. 38 Total</b>	<b>\$492,600.70</b>	<b>\$479,933.53</b>	<b>\$11,702.31</b>	<b>\$496.98</b>	<b>\$261.09</b>	<b>\$206.79</b>	<b>\$965</b>
<b>Grand Total</b>	<b>\$3,274,431.47</b>	<b>\$2,848,119.81</b>	<b>\$166,447.51</b>	<b>\$56,292.05</b>	<b>\$41,112.20</b>	<b>\$162,459.90</b>	<b>\$259,864</b>
						% 60 > to total	8%
						Last month	8%

MISCELLANEOUS FEE SCHEDULE	MISCELLANEOUS FEE DESCRIPTION	Waterworks District 1 Effective 7/1/2021	Waterworks District 19 Effective 7/1/2021	Waterworks District 17 & 38 Effective 7/1/2021
Late Payment Fee	Fee assessed for non-payment by due date	\$10.00 minimum or 10% of delinquent balance	\$10.00 minimum or 10% of delinquent balance	\$10.00 minimum or 10% of delinquent balance
After Hours Fee	Fee charged for requested after-hours service (turn on or off water service)	\$128.00	\$137.00	\$149.00
Disconnection or Reconnection Water Service Fee*	Fee charged for disconnection or reconnection of service	\$25.00	\$33.00	\$46.00
Lien Release Fee*	Fee charged for request demand and release of liens	\$37.00	\$37.00	\$37.00
Meter Inaccessible Fee / Re-read Fee / Accuracy Testing Fee*	Fee charged when the meter is inaccessible, re-read, or an accuracy test is requested	\$16.00	\$25.00	\$37.00
Meter Removal Fee / Tampering Fee / Cut Lock Fee	Fee charged for removal of meter, cutting of lock, or tampering with property	\$40.00	\$49.00	\$61.00
Non-Compliance / Failure to Respond / Backflow / Notice Fee	Fee charged upon third notification of non- compliance	\$84.00	\$92.00	\$105.00
Non-Compliance / Further Failure to Respond / Backflow / Shut-Off Fee	Fee charged upon final notice and shut-off of water service	\$159.00	\$168.00	\$180.00
Pending Shut-Off Notice Fee	Fee charged for non-payment, and processing of a first door hanger notification	\$21.00	\$29.00	\$42.00
Shut-Off Notice Fee	Fee charged for non-payment, processing of a second door hanger notification, and termination of service	\$31.00	\$40.00	\$52.00

SB-998 Compliant Shutoff Timeline



## 6. COMMITTEE MEMBERS COMMENTS/FUTURE AGENDA ITEMS