Weott Community

Services District's

ORDINANCES

Recommendation to Adopt: (date)

All Adopted: (date)

Table of Contents

[INTRODUCTION 5](#_heading=h.1fob9te)

[1.0 DEFINITIONS 5](#_heading=h.3znysh7)

[1.1 New Hook-ups/Connections 5](#_heading=h.2et92p0)

[1.2 Shut Off 5](#_heading=h.tyjcwt)

[1.3 Turn on 5](#_heading=h.3dy6vkm)

[1.4 Inactive Meter 5](#_heading=h.1t3h5sf)

[1.5 Terminate 6](#_heading=h.4d34og8)

[2.0 RATES and FEES 6](#_heading=h.2s8eyo1)

[2.1 Water and Wastewater rates 6](#_heading=h.17dp8vu)

[2.1.1 Base Water and Wastewater Rates 6](#_heading=h.3rdcrjn)

[2.1.2 Variable monthly water Usage Rates 7](#_heading=h.26in1rg)

[2.1.3 Inactive Meter Rate 7](#_heading=h.lnxbz9)

[2.1.4 Bulk/Raw water Rates and Fines 7](#_heading=h.35nkun2)

[2.1.5 New Connection Rates 7](#_heading=h.1ksv4uv)

[2.2Fees 8](#_heading=h.44sinio)

[2.2.1 Late payment 8](#_heading=h.2jxsxqh)

[2.2.2 Copies 8](#_heading=h.z337ya)

[2.2.3 Turn-On 8](#_heading=h.3j2qqm3)

[2.2.4 Shut off 8](#_heading=h.1y810tw)

[2.2.5 Deposits 8](#_heading=h.4i7ojhp)

[2.2.6 Liens 8](#_heading=h.2xcytpi)

[2.2.7 Returned Check Fee 8](#_heading=h.1ci93xb)

[2.2.8. Annexation 8](#_heading=h.3whwml4)

[2.2.9.Meters 9](#_heading=h.2bn6wsx)

[2.2.10 Tampering 9](#_heading=h.qsh70q)

[2.2.11 Sharing Water Across Parcels 9](#_heading=h.3as4poj)

[2.2.12 Water Theft 9](#_heading=h.1pxezwc)

[3.1 delinquency 9](#_heading=h.49x2ik5)

[3.2 10-Day Shut-Off Notice 9](#_heading=h.2p2csry)

[3.3 Payment Plans 9](#_heading=h.147n2zr)

[3.4 Liens 10](#_heading=h.3o7alnk)

[4.0 NEW CONNECTIONS 10](#_heading=h.23ckvvd)

[4.1 Service connections 10](#_heading=h.ihv636)

[4.2 Divided Property 10](#_heading=h.32hioqz)

[4.3 Application 10](#_heading=h.1hmsyys)

[4.4 Size and Location 11](#_heading=h.41mghml)

[4.5 Maintenance of Service Connections 11](#_heading=h.vx1227)

[4.6 Water shut off 11](#_heading=h.3fwokq0)

[4.6.1 Customer requested 11](#_heading=h.1v1yuxt)

[4.6.2 WCSD requested 11](#_heading=h.4f1mdlm)

[4.7 Moratorium 11](#_heading=h.2u6wntf)

[5.0 WCSD RESPONSIBILITIES 12](#_heading=h.19c6y18)

[5.1 Road maintenance 12](#_heading=h.3tbugp1)

[5.2 Interruptions in Service 12](#_heading=h.28h4qwu)

[5.3 Ingress and Egress 12](#_heading=h.nmf14n)

[5.4 Demarcation 12](#_heading=h.37m2jsg)

[6.0 BILLING 12](#_heading=h.1mrcu09)

[6.1 Billing Period 13](#_heading=h.4h042r0)

[6.2 Meter Readings 13](#_heading=h.meukdy)

[6.3 Opening and Closing Bills 13](#_heading=h.36ei31r)

[6.4 Billing of Separate Meters 13](#_heading=h.1ljsd9k)

[6.5 Payment of Bills 13](#_heading=h.45jfvxd)

[6.6 Deposits 13](#_heading=h.2koq656)

[7.0 BULK/RAW WATER 13](#_heading=h.zu0gcz)

[7.1 Raw Water 13](#_heading=h.3jtnz0s)

[7.2 Bulk Water 14](#_heading=h.1yyy98l)

[8.0 INACTIVE METER 14](#_heading=h.4iylrwe)

[9.0 ANNEXATION 14](#_heading=h.2y3w247)

# INTRODUCTION

Welcome to Weott Community Services District; Providing water and sewer to the community of Weott. The WCSD was formed in 1965 and has been striving to improve water service ever since. The board of the WCSD is an independent special district that is governed by five Board of Director positions, all residents of Weott.

The goal of the WCSD is to deliver clean water to its customers with fair, quality, and professional service. The WCSD encourages all customers and public to attend meetings if they have any questions or comments. Board meetings are held in accordance with the Brown Act.

The purpose of these policies and procedures is to provide fair guidelines to all customers and supply a reference guide to all public and board members. Each individual situation may require additional evaluation.

These Ordinances supersede and replace all previous Ordinances, policies, or procedures.

# 1.0 DEFINITIONS

Any terms specifically defined in this ordinance are adopted to and interpreted as specified.

## 1.1 New Hook-ups/Connections

“New Hook-up or Connection” is defined as physical connection that is established as a user to the WCSD water distribution system in-accordance-with all current requirements of the WCSD.

## 1.2 Shut Off

“Shut-off” is defined as the turning off, by physical closing of valves, the flow of water from the WCSD distribution system to the customer. Reasons a meter may be shut off include, but are not limited to, a request for an inactive service, or an outstanding balance on the account.

## 1.3 Turn on

“Turning on” is defined as physically opening the valves, so the flow of water from the WCSD distribution system to the customer can commence after a shutoff or installation.

## 1.4 Inactive Meter

“Inactive meter” is defined as a temporarily shut-off or disconnected meter.

## 1.5 Terminate

Means to permanently cancel service with the WCSD. To initiate service again, the customer would need to apply for a new connection. New connection fees would apply. Termination may include the physical removal of the meter and components of hook up.

# 2.0 RATES and FEES

## 2.1 Water and Wastewater rates

### 2.1.1 Base Water and Wastewater Rates

Base rate: these monthly charges remain constant and fixed, regardless of the quantity used by the customer.

WCSD has a five year rate structure for water and wastewater. The first year water and wastewater rates will take effect Sept 5, 2023, due to year one rates going into effect part way through the year. The second-year water and wastewater rates are scheduled to take effect April 5, 2025, with each rate increase for the following three years taking effect on April 5th of each year. WCSD may decide to postpone moving into the following year's rates and may decrease any component of the rates within the five year structure. The decision must be responsibly made, based on the factual budget.

The fixed monthly base water charge shall be according to meter size and does not include any water. The district does not offer any other size meters than what is shown in these rates. The full rate study report is available to the public by contacting the Weott Community Services District.

| **Meter Size** | **Previous Rate** | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** |
| --- | --- | --- | --- | --- | --- | --- |
| **3/4"** | $55 | $ 64.90 | $ 68.15 | $ 71.55 | $ 75.13 | $ 82.64 |
| **2'** | $164.72 | $ 194.37 | $ 204.09 | $ 214.29 | $ 225.01 | $ 247.51 |
| **3"** | $340.82 | $ 402.17 | $ 422.28 | $ 443.39 | $ 465.56 | $ 512.12 |
| **4"** | $560.82 | $ 661.77 | $ 694.86 | $ 729.60 | $ 766.08 | $ 842.69 |

* Wastewater rates:

Wastewater Rates will be calculated as one base rate charge per 10 units of each customer's average water consumption from January to March. The average water consumption will be calculated in April for every customer. Each customer will be charged the quantity of wastewater base rate charges accordingly, from April to March the following year of the calculation with the exception of year one, which will be in effect from September 5th, 2023 until March 5th 2025.

|  | **Previous Rate** | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** |
| --- | --- | --- | --- | --- | --- | --- |
| **Wastewater Rate** | $ 47 | $ 48 | $ 48 | $ 48 | $ 48 | $ 48 |

### 2.1.2 Variable monthly water Usage Rates

Variable rate: The monthly total cost varies with the amount of water used but the rate is the same for each customer.

The water usage rate is charged per 100 CFT (748 gallons)

| **Usage Rates Per 100 CFT** | |
| --- | --- |
| Year 1 | $ 4.55 |
| Year 2 | $ 4.73 |
| Year 3 | $ 4.92 |
| Year 4 | $ 5.12 |
| Year 5 | $ 5.32 |

Approved: 8-28-2023

### 2.1.3 Inactive Meter Rate

Inactive meters will be charged 1/2 of the monthly base rate of the wastewater and water rates.

Approved:

### 2.1.4 Bulk/Raw water Rates and Fines

Raw water rates and fines: A customer who uses raw water for any reason other than the intended use of agricultural water or gives the combo lock code to an unapproved person, will be fined $500, have their contract void, and no longer allowed to acquire raw water from WCSD. Tank inspection cost is $10 each inspection. There will be no cost for the raw water.

Bulk treated water rates: Cost is the current usage rate plus operator’s time to be present to fill.

Approved:

### 2.1.5 New Connection Rates

Payable upon application for service. All costs related to engineering and construction are additional costs to the customer, payable before construction can be started.

* Water new connection rate- $3900,
* Wastewater new connection rate- $3000

Approved: 6-28-2003

## 2.2Fees

### 2.2.1 Late payment

A $10 monthly fee is charged when a customer’s monthly bill is not paid in full by the next billing cycle.

Approved:

### 2.2.2 Copies

Any copies made by WCSD at the request of a customer may be charged a rate of $.25 per page.

Approved:

### 2.2.3 Turn-On

$100.00

Approved:

### 2.2.4 Shut off

No Fee to shut a customer’s water off.

Approved:

### 2.2.5 Deposits

Each tenant who applies for an account in their name will be charged a deposit of $100. If the tenant has other accounts at different properties in Weott, they must be current to open a new account.

Approved:

### 2.2.6 Liens

$500 fee if WCSD has to file a lien, payable regardless of who prevails in legal action.

Approved:

### 2.2.7 Returned Check Fee

The customer will be charged $30 for any check that is returned.

Approved:

## 2.2.8. Annexation

All costs associated with annexation are payable by the customer, including but not limited to; employee time, LAFCO fees, construction costs, engineering fees and new connection fees.

Approved:

### 2.2.9.Meters

All costs associated with changing a meter size are payable by the customer.

If a customer wants to move a meter to an approved location, all costs associated with moving it are payable by the customer.

New meters due to wear and age are payable by the district at the General Managers discretion.

Approved:

### 2.2.10 Tampering

It is a punishable offense to tamper with or alter any part of the public water system from a meter back to the original water source owned by the WCSD. Legal action will be taken by the WCSD or the State of California.

A fine of $500, water lost, employee hours, and legal action will be assessed for first time offense. $1500, water lost, employee hours, and legal action taken will be assessed for second offense. Third offense will result in connection termination. New connection fees will apply to reconnect to the district's system. Property owners are ultimately responsible for these fines.

Approved:

### 2.2.11 Sharing Water Across Parcels

Customers who share water across parcels will be charged a $500.00 fine for the first offense and $1,000 the second offense. A third offense will result in termination of connections. The customer receiving the water will be charged the same fines. New connection fees will apply to restore service plus outstanding balance on the account.

Approved:

### 2.2.12 Water Theft

Anyone who steals water from the WCSD will be charged a $500 fine for the first offense and $1000 for the second offense, plus the cost of the water. Legal action will be taken after each offense.

Approved:

3.0 DELINQUENT ACCOUNTS

## 3.1 delinquency

Accounts are due upon receipt and considered delinquent when not paid in full by the next billing cycle.

Approved:

## 3.2 10-Day Shut-Off Notice

After an account is 60 days delinquent, a 10-day water-shut off notice will be posted at the property to pay full amount due or the water meter will be locked off in ten days.

Approved:

## 3.3 Payment Plans

Payment plans are available.

Staff has the authority to negotiate a payment plan, within the following terms:

* Term will be no more than 4 months. If a customer wants to request different terms they may write a letter to the board with their request.
* Half the balance must be paid in full. The other half enters into the payment plan.
* Customers must pay each month’s current bill, plus the amount stipulated in the payment plan.
* When terms are not followed by the customer, the procedure in 3.2 will be followed and full balance is due within 10 days.
* Agreement must be in writing.

Approved:

## 3.4 Liens

* If payment is not made for one year a lien may be placed on the customer’s property. Connections are terminated and removed, and new connection and construction fees are required, as well as all outstanding debt paid, in order to restore service.

Approved:

# 4.0 NEW CONNECTIONS

## 4.1 Service connections

Each parcel must be provided with separate service connections. Two or more buildings under same ownership and on the same lot or parcel may be supplied through the same service connections but meter size will be determined by the General Manager.

Multiple service connections for a single parcel are allowed per discretion of the WCSD General Manager, but new hook up connection fees will apply.

Service connection location is to be near the customer's property line, but in the public right-of-way if possible, and where is accessible, at the discretion of WCSD.

Approved:

## 4.2 Divided Property

When a property with an existing service connection is divided, each new parcel will have to purchase new connections to have services provided by WCSD. All new connection fees apply.

Approved:

## 4.3 Application

A property owner or his/her authorized agent may make an application for services. The applicant must agree to share and share alike in water use reductions, should drought year(s) or water shortages mandate a reduction in water use.

The WCSD is not currently requiring to see any building, trailer, or septic permits.

An application for new service will not be honored unless payment in full has been made for services previously rendered to the applicant on all accounts, including annexation, monthly bills, and new connection costs. All accounts in that customer’s name must be in good standing.

Approved:

## 4.4 Size and Location

The District reserves the right to determine the size of service connections and their locations with respect to the boundaries of the premises to be served. Installation of a customer's connection lines should not be done until the WCSD connections have been installed. The WCSD General Manager must determine the appropriate meter size.

Approved:

## 4.5 Maintenance of Service Connections

The District will maintain the service lines from the water Source to the customer’s meter and all wastewater lines from wastewater plant to the customers property line. This includes the meter and meter box. All pipes and fixtures on the customer’s side of the meter and property line shall be installed and maintained by the owner of the property.

Problems with pressure, line size, meter size, etc., may be discussed with the General Manager for better service by the District.

Approved:

## 4.6 Water shut off

### 4.6.1 Customer requested

If a customer would like to have their connections temporarily shut off at the meter for any reason they just need to contact the WCSD staff to request an inactive rate.

If the customer wants their connections permanently terminated it must be requested in writing and submitted to the Board. To re-establish service the customer will have to apply for new connections and all new connection fees apply.

Approved:

### 4.6.2 WCSD requested

The WCSD reserves the right to terminate a connection for non-payment of charges or fees, or for any violation of any WCSD ordinance.

Approved:

## 4.7 Moratorium

When a Board approved moratorium is in effect no new connections will be allowed until there is objective evidence that sufficient water is available from district sources and infrastructure can support the new connections. Moratoriums can be implemented on the whole system, or for a specific pressure zone.

All customers must share and share alike in water use reductions should drought year(s) mandate a reduction in water use. During drought year(s) customers that are not sharing in water reductions may be shut off until the next meter reading cycle.

Approved:

# 5.0 WCSD RESPONSIBILITIES

## 5.1 Road maintenance

The WCSD will take financial responsibility for damage done directly to the roads due to system leaks from the WCSD water system and will repair to original or better condition at discretion of the WCSD. Damage done to the road from alternate sources or leaks from a customer's side of the meter is not WCSD's responsibility. WCSD will pay their fair share of road dues to maintain roads that they own real property and easements on. Details will be reviewed case by case and must be pre-approved by the Board.

Approved:

## 5.2 Interruptions in Service

The District shall not be liable for damage that may result from an interruption in service from a cause beyond their control, including emergency repairs of leaks.

Should the WCSD not be able to deliver the amount of water requested by the customer, the WCSD is not responsible and will not reimburse the customer for outside water purchases.

Approved:

## 5.3 Ingress and Egress

Representatives from the District shall have the right of ingress and egress to all District facilities, easements, and property for any purpose connected with the furnishing of water and wastewater services.

25 feet in both directions from the district's main lines must be clear of any trailers, new construction, or debris that is not immediately movable for safety and repair access.

Approved:

## 5.4 Demarcation

The WCSD’s responsibility ends at the customer’s side of the meter.

Approved:

# 6.0 BILLING

## 6.1 Billing Period

The regular billing period will be monthly. Bills will be sent by the 6th of each month.

Approved:

## 6.2 Meter Readings

Meters will be read +/- 3 days from the 27th of every month.

Approved:

## 6.3 Opening and Closing Bills

Opening and closing bills for less than the normal billing period shall be pro-rated as to quantity used.

Approved:

## 6.4 Billing of Separate Meters

Separate bills will be rendered for each meter installation.

Approved:

## 6.5 Payment of Bills

Bills for water service shall be rendered at the end of each billing period. Bills shall be payable on presentation and if not paid by the next billing period, shall bear a late charge.

If paying for multiple accounts it must be specified on the memo of the check or money order, otherwise it will be up to WCSD staff to apply the payment.

Approved:

## 6.6 Deposits

The deposit will be applied to the tenants account after 12 consecutive months of on-time payments. If the tenant moves from the parcel before 12 months of payments, then it will be refunded by check. Once a deposit is applied to an account it cannot be refunded by check. A deposit is due at each parcel a tenant moves to in Weott CSD boundaries and all previous accounts with that tenant must be in good standing. Property owners are not charged deposits.

Approved:

# 7.0 BULK/RAW WATER

## 7.1 Raw Water

A contract/release of liability must be signed prior to acquiring any raw water. WCSD is not responsible if a customer uses raw water for consumption or household purposes, and explicitly prohibits it. Any customer using raw water for household consumption will no longer be allowed to acquire raw water from WCSD and will be fined. Raw water will be restricted 1st during supply shortages.

An annual storage tank inspection must be performed prior to acquiring any raw water to ensure raw water is only being used for agricultural purposes. The cost will be applied to the customer’s bill. There will be a designated raw water tap at the water treatment plant with a combo lock on it. Only approved customers will be given the combo and any customer who gives the combo to an unapproved person will no longer be allowed to acquire raw water from WCSD and will be fined. Raw water is only available to regular WCSD customers (no outside customers)

Approved: 9-20-23

## 7.2 Bulk Water

Bulk treated water legally must not be transported outside of WCSD’s boundaries. A person or company wanting to acquire bulk water must first apply for a bulk water account and sign a waiver and a contract. They must have a double check valve on their tank to avoid cross contamination and only fill during the hours of 7AM and 7PM. If a bulk customer brings treated water outside of WCSD boundaries their contract will be void and they no longer will be allowed to acquire bulk water. An operator must be present for the first fill. Payment is due by the 15th of the following month. It is the customer’s responsibility to send payment and a statement. Standard late fees apply.

Approved: 9-20-23

# 8.0 INACTIVE METER

. To be eligible for the reduced inactive meter rate, the customer must request it in writing. The water meter will be locked off once the request is approved. A turn on fee will apply when the customer wants the meter to be active again. The district has the discretion to disconnect services after 90 days of non-payment.

Approved:

# 9.0 ANNEXATION

The district cannot serve water outside its boundaries, with the exception of emergency delivery to another district. Should a customer outside the district wish to connect to the district, the customer will:

* Apply for annexation with the WCSD.
* Upon approval of the WCSD board, apply for Humboldt County LAFCO to expand the district.
* Pay all required fees.

Approved: