



BOARD OF DIRECTORS  
Regular Meeting Agenda  
October 5<sup>th</sup>, 2021, 6:30 p.m.  
Board Room and on-line  
19039 Bay Street, El Verano  
(707) 996-1037

Board of Directors  
Steve Rogers, President  
Jon Foreman, Vice President  
Gary Bryant  
Brooke Harland  
Colleen Yudin-Cowan

## PUBLIC NOTICE

Pursuant to Government Code section 54953(e), and in light of the declared state of emergency, this meeting may be conducted telephonically or by other electronic means. This meeting will be held as a hybrid of in-person and remote via Zoom or telephone.

**Directors and the public may participate in this open, public meeting in person or remotely. Join the Zoom meeting here:**

<https://us02web.zoom.us/j/2135226170?pwd=R1Ira2FZWVWNmdrVk16ZTFwelFsUT09>

**Meeting ID: 213 522 6170**

**Password: VOMWD**

**Dial in: +1 669 900 6833 US**

**Find your local number: <https://us02web.zoom.us/u/kbQrgAVzxw>**

Consistent with the State of California's current guidance regarding face coverings, individuals who are not fully vaccinated against COVID-19 must wear face coverings. Time will be provided for public comment. Any member of the public wishing to speak will be allowed 3 minutes to make a statement. Board President will call for comments prior to the Board deliberating on pending action. However, please note that no action can be taken on any item unless printed on the agenda and included with the meeting notice. Therefore, any item discussed by members of the public and not shown on the agenda will only be received for information. The Board of directors may choose to set such item for future discussion and staff report. A full agenda packet is available at the District office for public view. A fee may be charged for copies. During the meeting, information and supporting materials are available in the Boardroom. District facilities and meetings comply with the Americans with Disabilities Act. If special accommodations are needed, please contact the District as soon as possible, but at least two days prior to the meeting.

All open meetings are recorded. Recordings for each meeting are retained for a minimum of 90 calendar days and may be heard upon request, at no cost. Please contact a member of the District staff for assistance. ITEMS ON THIS AGENDA MAY BE TAKEN OUT OF THE ORDER SHOWN.

Any writings or documents provided to a majority of the Board regarding any item on this agenda will be made available for public inspection in the VOMWD office located at the above address during normal business hours.

### **1. CALL TO ORDER – PLEDGE – ROLL CALL**

### **2. PUBLIC COMMENTS:**

*This section of the agenda is provided so that the public may express comments on any item within the District's jurisdiction not listed on the agenda. Board members can ask questions for clarification, respond to statements or questions from members of the public, refer a matter to staff, or follow Board procedures to direct staff to place a matter of business on a future agenda. The public may express comments on agenda items at the time of Board consideration.*

### **3. CONSENT CALENDAR**



It is recommended by the General Manager that these items, which are expected to be routine in nature and without controversy, be received and acted upon by the Board without discussion. If any Board member or interested party requests that an item be removed from the Consent Agenda for discussion, it will be considered separately. The consent calendar may be approved by a single motion.

Item 3.A Minutes of the August 24, 2021 Board of Directors Special Meeting

Item 3.B Minutes of the September 7, 2021 Board of Directors Regular Meeting

4. PUBLIC HEARING - NONE

5. FINANCE & OPERATIONAL REPORTS

Item 5.A Monthly Financial Reports & Disbursements

Staff Recommendation: Receive, and approve by roll call vote, the monthly financial reports & disbursements for the month of August 2021 in the amount of \$830,850.50.

Item 5.B Audit Progress Update

Item 5.C Water Source Report

Item 5.D Operational Update

Item 5.E Verano Well Update

6. DIRECTORS' COMMITTEE REPORTS

Item 6.A September 27<sup>th</sup> Sonoma Valley Groundwater Sustainability Agency Board Meeting Update.

7. GENERAL MANAGER'S AND DISTRICT COUNSEL'S REPORTS

Item 7.A September 13<sup>th</sup> Combined Water Advisory Committee (WAC) and Technical Advisory Committee (TAC) Meeting and October 4<sup>th</sup> TAC Meeting Updates.

Item 7.B New Item Progress Update.

Item 7.C Update Regarding Remote Board Meetings Through December of 2023.

8. DISCUSSION AND ACTION (GENERAL BUSINESS)

Item 8.A Consider Approval of Updates to the District's Code Section 4 Addressing the Policy for Turn-Off for Non-Payment in Accordance with SB 998 by Adoption of Resolution No. 211001.

9. CLOSED SESSION – NONE

10. REQUEST FOR FUTURE AGENDA ITEMS



## 11. ADJOURNMENT

The next scheduled Board meeting is a regular meeting at 6:30 p.m. on November 2<sup>nd</sup>, 2021.  
*Posted this 1<sup>st</sup>, day of October 2021, online and in three public places.*

A handwritten signature in blue ink, appearing to read "Matt Fullner", with a long horizontal flourish extending to the right.

Matt Fullner, Board Secretary



VALLEY OF THE MOON WATER DISTRICT  
BOARD OF DIRECTORS  
SPECIAL MEETING MINUTES  
For: August 24, 2021

A Special Meeting of the Board of Directors of the Valley of the Moon Water District was held on August 24, 2021. Pursuant to Governor Newsom’s Executive Orders N-25-20 and N-29-20 this meeting was conducted openly as a hybrid of in-person and by remote means using the Zoom teleconference service. Directors and the public were provided the opportunity to participate, observe, and comment.

1. CALL TO ORDER - PLEDGE OF ALLEGIANCE - ROLL CALL
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President Rogers called the meeting to order at 6:30 P.M. PST.

Roll Call by Secretary Fullner noted the following present:

Directors:	Gary Bryant Jon Foreman Brooke Harland Steve Rogers Colleen Yudin-Cowan
District Counsel:	Leah Castella Megan Burke
District Personnel:	Matthew Fullner, General Manager Amanda Hudson, Administration Manager Brian Larson, Water System Manager Oscar Madrigal, Finance Manager
Consultant to the District:	Greg Clumper, NBS Director
Public:	None

2. PUBLIC COMMENTS
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None

3. CONSENT CALENDAR
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Item 3.A Minutes of the August 3<sup>rd</sup>, 2021 Board of Directors Regular Meeting



**Director Foreman** made a motion, seconded by **Director Harland**, to adopt the Consent Calendar.

A roll call vote was taken:

Director Bryant	<u>Aye</u>
Director Foreman	<u>Aye</u>
Director Harland	<u>Aye</u>
Director Rogers	<u>Aye</u>
Director Yudin-Cowan	<u>Aye</u>

Ayes 5      Noes 0      Absent 0      Abstain 0

4. PUBLIC HEARING – NONE

5. FINANCE & OPERATIONAL REPORTS – NONE

6. DIRECTORS' COMMITTEE REPORTS – NONE

7. GENERAL MANAGER'S AND DISTRICT COUNSEL'S REPORTS – NONE

8. DISCUSSION AND ACTION (GENERAL BUSINESS)

**Item 8.A Hold the Valley of the Moon Water District 2021 Rate Study Kickoff Meeting and Identify Best Practices for Facilitating Board Input.**

Rate Study Kickoff Meeting presentation was given. Presentation slides were updated from the original posted packet. Updated slides were incorporated into posted packet after this meeting.

**Director Yudin-Cowan** asked for confirmation that 18% of customers use over 18 units per billing cycle. **Mr. Clumpner** confirmed this is correct. **President Rogers** asked how much water is used by the 18% of customers who use more than 18 units per billing cycle. **Mr. Clumpner** said that information isn't in the presentation but could be followed up with a table to represent it. **General Manager Fullner** recommended providing this with updated data as opposed to the data from the previous rate study. **Mr. Clumpner** said that the bill comparisons chart could also be updated to show what year five would be.

**President Rogers** said that many districts use a third tier and use capacity charges to assess the cost of delivering water to high users. He asked if the water supply were 40% less, would there be a need for more tanks and main upsizing. He said 30-40% of the budget is dedicated to capital projects, and a lot of the capital projects are to service water supply to high users. **Mr. Clumpner** said that infrastructure costs and capital improvement projects are fixed costs that go into fixed charges. **District Counsel Burke** said any tiered rates do need to be cost-justified. The clearest cost justification is supply. When talking about volumetric rates you have to look at costs that change



due to volume of water used, which is typically supply costs. It's up to the consultant to certify that the tiers have various cost justifications. She isn't aware of what capital costs must be included in fixed costs versus volumetric costs, but the analysis must first be done of what is fixed and what can fairly be included in volumetric. After that, only volumetric costs can be used to determine different tiers. This can be used to determine if a third tier is cost-justified. **Mr. Clumpner** said that every line in the annual budget is allocated to fixed or variable. Variable costs are to be recovered through the volumetric rates and fixed costs are recovered through the fixed charges. Most agencies collect a significant amount of their fixed costs through their volumetric charges.

**Director Foreman** said that the board felt pressured during the rate study due to the legality of it and it has affected low-end users more than high-end users. **President Rogers** asked if capacity charges can be used to place the cost on higher-end users. **Mr. Clumpner** said that typically they would be defined as a customer class that is allocated a set of revenue requirements. Customer classes are defined by customers that have similar characteristics for consumption and peaking factors. **Director Yudin-Cowan** asked if the average lot side in Sonoma were under an acre, for example, and there were 75 people with five acres or more, is that a basis for a different rate cost. **Mr. Clumpner** said that is the basis for water budget-based rates which focuses on efficiency, not conservation. **District Counsel Burke** said that budget-based rates are used in southern California but not in northern California and she does not usually advise clients to use this model. **President Rogers** said the Board had a previous presentation from him and is interested in investigating a surcharge idea to address 7-10% of the District's customers that are not rightsized for their water usage. Other water districts have tiered structures and use capacity charges and have well-done rate plans. **District Counsel Castella** said that legal counsel has clear direction from the Board that the objective is to find out anyway that excess water consumption adds to the cost of providing water to the ratepayers and try to build all of those costs into the rate structures in a legally defensible way.

#### Item 8.B City of Sonoma Staffing Augmentation.

**Director Yudin-Cowan** asked if the City of Sonoma is struggling with operators because they do not pay them enough. **General Manager Fullner** said yes. The District was struggling with this before but had a compensation study done that helped this. **President Rogers** asked if this agreement would look similar to the one the District had with SDC. **General Manager Fullner** said he is envisioning it that way for the short-term contract. A long-term contract would look more like a takeover of the District's operators. **President Rogers** suggested that the term of the contract not exceed six months. **Director Harland** asked if the District is in a position to share an employee for 20 hours a week. **General Manager Fullner** said it will be tight, but the District currently has open positions that could be filled.

**Director Bryant** made a motion, seconded by **Director Yudin-Cowan**, to authorize the General Manager and District's Legal Counsel to negotiate a staffing augmentation agreement with the City of Sonoma for the operation of their water treatment and distribution systems.



A roll call vote was taken:

Director Bryant                    Aye

Director Foreman                Aye

Director Harland                Aye

Director Rogers                 Aye

Director Yudin-Cowan         Aye

Ayes    5            Noes    0            Absent   0           Abstain   0

9.        CLOSED SESSION – NONE

10.      REQUEST FOR FUTURE AGENDA ITEMS

11.      ADJOURNMENT

**President Rogers** adjourned the meeting at 7:33 P.M. PST. The next scheduled meeting is a Regular Meeting on September 7, 2021.

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Matthew Fullner, Board Secretary

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Stephen Rogers, Board President



**VALLEY OF THE MOON WATER DISTRICT  
BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
For: September 7, 2021**

A Regular Meeting of the Board of Directors of the Valley of the Moon Water District was held on September 7, 2021. Pursuant to Governor Newsom’s Executive Orders N-25-20 and N-29-20 this meeting was conducted openly as a hybrid of in-person and by remote means using the Zoom teleconference service. Directors and the public were provided the opportunity to participate, observe, and comment.

<b>1. CALL TO ORDER - PLEDGE OF ALLEGIANCE - ROLL CALL</b>
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Vice President Foreman called the meeting to order at 6:30 P.M. PST.

Roll Call by Secretary Fullner noted the following present:

Directors:	Gary Bryant Jon Foreman Brooke Harland Colleen Yudin-Cowan
District Counsel:	Leah Castella
District Personnel:	Matthew Fullner, General Manager Amanda Hudson, Administration Manager Brian Larson, Water System Manager Oscar Madrigal, Finance Manager
Public:	Christian Kallen Rich Girard Kathy Hegerhost

<b>2. PUBLIC COMMENTS</b>
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None

<b>3. CONSENT CALENDAR</b>
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None

<b>5. FINANCE &amp; OPERATIONAL REPORTS</b>
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Vice President Foreman took Item 5 out of order.

### Item 5.A Monthly Financial Reports & Disbursements

Staff Recommendation: Receive, and approve by roll call vote, the monthly financial reports & disbursements for the month of July 2021 in the amount of \$867,731.56.

**Administration Manager Hudson** said that the Board Member Payment Disbursements had an incorrect year date for one line. The corrected year, 2021, will be included in the board packet after the Board meeting.

**Director Yudin-Cowan** asked about face masks purchased and reflected on the disbursements. **General Manager Fullner** said these masks were delivered over a year ago and never billed until now.

**Vice President Foreman** made a motion, seconded by **Director Yudin-Cowan**, to receive and approve by roll call vote, the monthly financial reports & disbursements for the month of July 2021 in the amount of \$867,731.56.

A roll call vote was taken:

Director Bryant	<u>Aye</u>
Director Foreman	<u>Aye</u>
Director Harland	<u>Aye</u>
Director Rogers	<u>Absent</u>
Director Yudin-Cowan	<u>Aye</u>

Ayes 4      Noes 0      Absent 1      Abstain 0

### Item 5.B Water Source Report

**Vice President Foreman** asked if there is a projection of when Lake Mendocino will go dry. **General Manager Fullner** there isn't a projection for this yet, it is currently under 20,000 acre-feet, and the water quality for the last 10,000 acre-feet is unknown.

### Item 5.C Operational Updates

**Director Bryant** asked how the community is responding to "oops tags". **Water System Manager Larson** said the community is responding well to them.

7. GENERAL MANAGER'S AND DISTRICT COUNSEL'S REPORTS
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Vice President Foreman took Item 7 out of order



### Item 7.A Verano Well Update

**General Manager Fullner** said that once testing is in and analyzed, staff should have a good idea of what exactly is happening, where the different constituents are coming from, and if something different can be done to the well to make the water acceptable to the District. If that is the case then staff may come back later on and ask for more funds dedicated to developing the well this fiscal year.

### Item 7.B New Item Progress Update

**General Manager Fullner** said the Purchasing Policy and Section 6 of the District Code have been redlined and are with legal for review. The remaining items will be addressed in this Board meeting.

<b>4. PUBLIC HEARING</b>
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### Item 4.A Public Hearing Regarding Proposed Water Rate Increases – Time Certain 6:45 p.m.

**Vice President Foreman** opened the Public Hearing at 6:45 p.m.

During public comment, **Kathy Hegerhost** said that the four tiers allowed for conservation and it appears the biggest users are getting a free ride. **Vice President Foreman** responded that the San Juan Capistrano court case ruled that water agencies must charge the appropriate amount of what it costs to deliver the water. Looking back now, we can see that the higher users were carrying a lot of the load of the lower users, and the District had to eliminate the tiers that were punishing high users and charge for the exact water that the District gets from wells and purchased from Sonoma County Water Agency. We are required as a public agency to follow this. **Kathy Hegerhost** asked if anyone has tried to challenge this. **Legal Counsel Castella** said this decision was binding and plenty of public agencies are in support of tiered rates but the court ruling does not allow for tiered rates in an effort of conservation. This is the state of the law and it is unlikely to change.

**Vice President Foreman** closed the Public Hearing at 6:52 p.m.

### Item 4.B Adopt Resolution No. 210901, Approving Proposed Water Rate Increases

**Director Bryant** made a motion, seconded by **Director Yudin-Cowan**, to adopt Resolution No. 210901, approving the proposed rate increases and amending District Regulations 8-2.18 and 8-2.20.

A roll call vote was taken:

Director Bryant	<u>Aye</u>
Director Foreman	<u>Aye</u>
Director Harland	<u>Aye</u>



Director Rogers                      Absent  
 Director Yudin-Cowan              Aye

Ayes    4              Noes    0              Absent    1              Abstain    0

6.        DIRECTORS' COMMITTEE REPORTS – NONE
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8.        DISCUSSION AND ACTION (GENERAL BUSINESS)
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**Item 8.A Consider Approval of a Gold Merit Award and One-Time \$1,500 Incentive Payment to Amanda Hudson for Her Past and Future Services to the District**

**Director Bryant** made a motion, seconded by **Director Harland**, to direct staff to produce the Gold Merit Award with the assistance of the Board President and include a \$1,500 incentive payment on Ms. Hudson's next regular paycheck.

A roll call vote was taken:

Director Bryant                      Aye  
 Director Foreman                      Aye  
 Director Harland                      Aye  
 Director Rogers                      Absent  
 Director Yudin-Cowan              Aye

Ayes    4              Noes    0              Absent    1              Abstain    0

**Item 8.B District Vehicle Specification**

**Vice President Foreman** said **President Rogers** asked him to relay his views due to his absence and that he thinks it should still be put out to competitive bid to get the best deal for ratepayers. He said that weight classifications can change every year and the District should look at the best deal for ratepayers. **Director Yudin-Cowan** agrees it should be the best deal. **Director Bryant** said that the best deal does not always mean the best price. If there is experience with the Ford trucks lasting longer, it is benefiting the ratepayers not to have to repair the trucks frequently. If there is another deal on a truck that is reasonable and lasts just as long, then that is fine, but if the last 10-15 years of service have found that Ford trucks seem to outlast then that is more important. The City of San Francisco also uses Ford trucks. **Director Harland** asked what the benefit is in making this a policy versus how it is being done now. **General Manager Fullner** said it is to enshrine the Board's position on it now so staff can follow that direction. **Director Harland** asked what **General Manager Fullner's** opinion is. General Manager Fullner said that the District has had two Dodge trucks that had broken leaf springs and constant check engine light issues. That was a few years ago so it is possible that the quality has improved. GM vehicles have been mechanically good but the aesthetics don't last as long with headliners and trim falling, and paint peeling more than the



Ford vehicles, from the District's experience. **Director Bryant** said the District can do a consumer report study to see if there is any reason to change from what has been done in the past. **Vice President Foreman** suggested to price and see what is the lowest. **General Manager Fullner** said the idea of looking at MotorTrend and Consumer Reports when looking to price vehicles may be a good option. This can be added to the Purchasing Policy as it is being updated now.

### Item 8.C Director Compensation Discussion

**Director Yudin-Cowan** said using the system of submitting a voucher seems like the way to go. **General Manager Fullner** said the Ordinance as it is puts the responsibility on the Board member for when they want to be compensated. Staff has been more proactive and sought Board members out to compensate them. An option is for staff to not seek out Board members for compensation and allow Board members to submit a voucher when they want to be paid. **District Counsel Castella** said that the Board can amend the Ordinance to reduce the number of meetings that can be compensated in a given month or leave it up to the individual Board member's discretion to be reimbursed for up to six meetings a month. **Director Bryant** said he would prefer to leave it up to the individual Board member to seek reimbursement. **Director Yudin-Cowan** asked if Board members need to request payment for regular meetings. **General Manager Fullner** said the Ordinance automatically covers regular and special meetings for the Board, the requests are for extracurriculars or subcommittee meetings. **Director Harland** said the Board should just comply with how the Ordinance is already written. **General Manager Fullner** confirmed staff will follow the way the code is currently written. The Ordinance does say vouchers need to be submitted within six days of the end of the month so they can make it into the next month's packet. Ideally, if vouchers can be submitted within a day or two of the meeting time that is best.

### Item 8.D Association of California Water Agencies (ACWA) Vice Presidential Candidate Support

All Board members present unanimously said they preferred to vote for Cathy Green.

**Director Bryant** made a motion, seconded by **Director Harland**, to adopt Resolution No. 210902 and direct staff to issue a letter of support for Vice President of ACWA for Cathy Green.

A roll call vote was taken:

Director Bryant	<u>Aye</u>
Director Foreman	<u>Aye</u>
Director Harland	<u>Aye</u>
Director Rogers	<u>Absent</u>
Director Yudin-Cowan	<u>Aye</u>

Ayes 4      Noes 0      Absent 1      Abstain 0



**Item 8.E Consider Adoption of Resolution Number 210903 Authorizing New District Representatives to Sign for CalOES and FEMA Funds**

**Director Yudin-Cowan** made a motion, seconded by **Director Bryant**, to adopt Resolution No. 210903 authorizing new District representatives to sign for CalOES and FEMA funds.

A roll call vote was taken:

Director Bryant	<u>Aye</u>
Director Foreman	<u>Aye</u>
Director Harland	<u>Aye</u>
Director Rogers	<u>Absent</u>
Director Yudin-Cowan	<u>Aye</u>

Ayes 4      Noes 0      Absent 1      Abstain 0

9.      CLOSED SESSION – NONE
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10.      REQUEST FOR FUTURE AGENDA ITEMS
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11.      ADJOURNMENT
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**Vice President Foreman** adjourned the meeting at 7:18 P.M. PST. The next scheduled meeting is a Regular Meeting on October 5, 2021.

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Matthew Fullner, Board Secretary

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Jon Foreman, Board Vice President



## M E M O R A N D U M

TO: Valley of the Moon Water District Board of Directors

FROM: Oscar Madrigal, Finance Manager

SUBJECT: Monthly Financial Reports & Disbursements for August 2021

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### Revenue

- August Revenue was \$756,682 and consistent with last fiscal year.

### Salaries

- Total salaries are consistent with the budget.

### Purchased Water

- August Purchased Water was 6% over budget. This is expected due to summertime usage and is a reduction from last fiscal year's August Purchased Water which was 11% over budget.

### Expenses

- Expenses without Purchased Water were 6% over budget through the first two months of the fiscal year. Water Conservation Program, WestAmerica & IBank Loan interest, Bay Door and a few other items were paid early in the budget year and contributed to this delta. This will level off throughout the year.

### Transfer to/from reserves

- The annual budgeted amount from reserves is \$119,390 and YTD the District is positive \$121,237.

### CIP

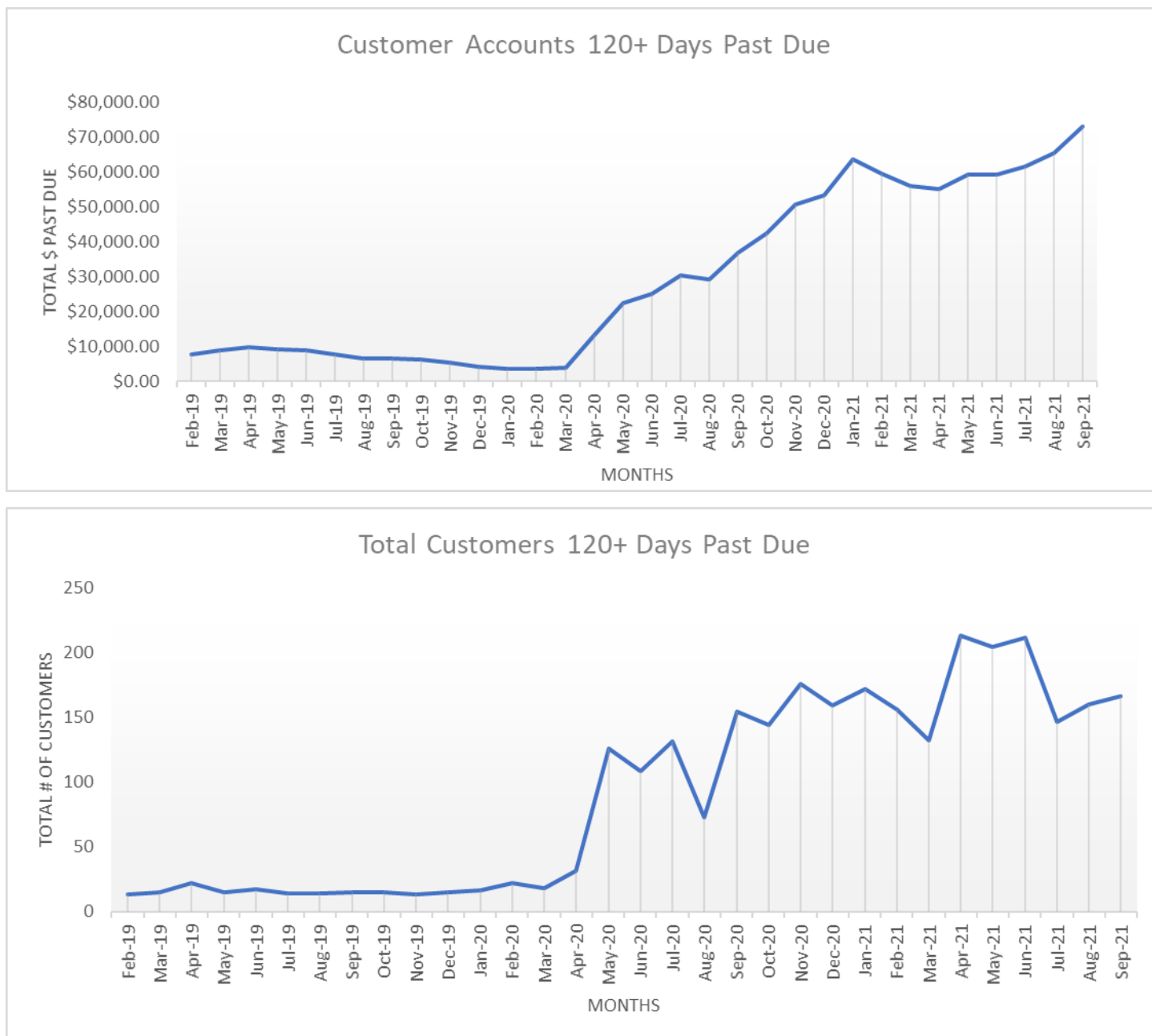
- YTD expenditures for CIP as of August 31, 2021, total \$145,864.

### FEMA

- Abandonment project \$69,892 – submitted all supporting documents and waiting for FEMA approval (could take approximately 6 months with a payout date of November/December 2021). No update in timeline at this point.
- Saddle Tank project \$659,422 / Admin time toward FEMA projects \$16,892 – working to submit supporting documents to our current Close Out Specialist at CalOES to proactively work toward getting him assigned to remaining projects.
- Local Hazard Mitigation Plan (LHMP) – staff will complete close-out procedures and request “final reimbursement” the first week of October. In September the District received \$28,297.95 in reimbursement funds from FEMA for LHMP.



## Delinquent Payments



- This chart represents total *past due dollars* (120+ days past due) for active customer accounts from February 2019 – September 2021.
- It is important to note that on February 1, 2020, late notices and shut off for non-pay timelines were extended due to SB 998. Shortly after, turn-offs were suspended due to COVID-19 and will continue to be suspended until **December 31, 2021** (changed from September 30, 2021).
- Staff completed the Water Arrearage Survey from the State Water Resources Control Board (SWRCB) to qualify to apply for COVID grant funds. The application for arrearage funds should be available October 5, 2021.
- Arrearage funds and shut off for non-pay procedures returning January 1, 2022, are based on customers who are 60 days past due. Beginning the November Board Meeting, staff will report on customers who are 60 days past due instead of 120+ days past due.



#### Payment Plans

- Staff is currently working on the payment plan structure based on SB 998 and the code revision it necessitated.

#### **Attachments:**

Monthly Financial Disbursements

Board of Directors Disbursements

Monthly Revenue & Expense Comparison Report

Report of Investments

Capital Improvement Project Summary



# VALLEY OF THE MOON WATER DISTRICT

## Monthly Financial Disbursements

August 2021

The following demands made against the District are listed for approval and authorization to pay, in accordance with Section 31302 of the California Water Code, being a part of the County Water District Law:

CK # Vendor Name	Invoice Description	Amount
38751 ACWA/JOINT POWERS INS	ACWA JPIA PROPERTY PROGRAM 07/01/21-06/30/22	16,708.82
38752 AT&T	TELEPHONE - ADMIN OFFICES 06/22/21-07/21/21	45.19
38753 B.W.S. DISTRIBUTORS, INC	EQUIPMENT MTNC/REPAIRS- OXYGEN SENSOR & FILTERS	7,753.77
38754 CINTAS	AED LEASE AGREEMENT	214.83
38755 CORBIN WILLITS SYS'S, INC	MONTHLY ACCOUNTING & BILLING SOFTWARE (AUGUST)	867.61
38756 TOM DEELY	CASH FOR GRASS	536.25
38757 PAUL HANSON	CASH FOR GRASS	413.00
38758 HIRE IMAGE LLC	BACKGROUND CHECK - NEW EMPLOYEES	100.00
38759 INFOSEND, INC	MAY & JULY STATEMENT: BILL PROCESSING & POSTAGE	3,857.65
38760 MARY MC CONNELL	CASH FOR GRASS	532.80
38761 METER, VALVE & CONTROL	ITRON ANTENNA 5" ILC CABLE	339.40
38762 O'REILLY AUTO PARTS	EQUIPMENT MTNC/REPAIRS	47.37
38763 PARK LANDSCAPE MAINTENANCE	LANDSCAPE MAINTENANCE FOR DISTRICT OFFICES	189.00
38764 PACIFIC GAS & ELECTRIC CO	UTILITIES (JULY)	17,530.32
38765 PRECISION WIRELESS	EQUIP PURCHASE-DASH MOUNT W/OUTSIDE SPKR F-550	538.93
38766 QUINONEZ CLEANING SERVICE	JANITORIAL SERVICES (JUNE)	375.00
38767 RECOLOGY	WASTE DISPOSAL (JULY)	451.12
38768 SCHAFFER ELECTRIC SERVICES, INC	EQUIP MTNC/WAGES- AMI NETWORK	243.06
38769 ANSWERNET	MONTHLY ANSWERING SERVICE - JULY	145.43
38770 SMILE BUSINESS PRODUCTS	PRINTER MONTHLY LEASE 7/10/21-08/09/21	36.31
38771 BEN SMITH	CASH FOR GRASS	535.50
38772 SONOMA MEDIA INVESTMENTS, LLC.	ADVERTISING (JUNE)	480.00
38773 STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	241.05
38774 BRANDON STEINER	O/M - SAFETY & CLOTHING ALLOWANCE BOOTS/PANTS	436.06
38775 JIMMY VIDES	CASH FOR GRASS	189.00
38776 CHRISTINA WILDE	CASH FOR GRASS	318.24
38777 W.K. MCLELLAN COMPANY	PAVING PROJECT- 13695 ARNOLD DRIVE	3,258.58
38778 DANI WROBLEWSKI	CASH FOR GRASS	330.00
38779 ACWA/JPIA	GROUP INSURANCES (SEPTEMBER)	2,020.35
38780 AFLAC	AFLAC PREMIUM (JULY)	962.82
38781 ANDERSON'S TREE SERVICE	TREE MAINTENANCE-1400 SOBRE VISTA RD	1,400.00
38782 BAY AREA BARRICADE, INC.	PAINT FOR MARK & LOCATES	276.55
38783 BAY AREA AIR QUALITY	AIR QUALITY PERMIT 10/1/21-10/122	255.00
38784 BOLD, POLISNER, MADDOW, NELSON & JUDSON	ATTORNEY FEES (JULY); POTTER VALLEY ATTORNEY FEES (JULY)	4,608.26
38785 CALTEST LABORATORY	ROUTINE WATER TESTING (JULY)	1,413.85
38786 STEPHEN CHAN	WASHING MACHINE REBATE-1081 ROBERTSON RD	50.00
38787 CORE UTILITIES, INC.	CONSULTING SERVICES (JULY)	2,250.00
38788 EKI ENVIRONMENT & WATER	STORAGE & SUPPLY CIP PROJECTS-ZONE 1F (PROFESSIONAL SERVICES 06/26/21-07/23)	1,113.84
38789 PAUL GAMBA	CASH FOR GRASS	337.50
38790 GRAINGER	WELLS- CIRCUIT BREAKER	315.27
38791 PAUL GUISTO	CASH FOR GRASS- 180 SIERRA PLACE	538.00
38792 ITRON, INC.	MLOGONLINE - HOSTED SERVICE 1-999	1,369.14
38793 PACIFIC GAS & ELECTRIC CO	UTILITIES SADDLE RD (JULY)	5.15
38794 QUINONEZ CLEANING SERVICE	JANITORIAL SERVICES (JULY)	300.00
38795 R&S ERECTION OF SANTA ROSA, IN	AUTOMATIC DOOR OPENER- BAY DOOR	11,645.00
38796 SUZANNE LARBRE	WATER PURCHASES: LARBRE WELL (JULY)	3,403.27
38797 THE RENTAL PLACE	VIBRATOR,PENCIL 7/8 X 10'	78.40
38798 SAFETY-KLEEN CORP.	SHOP PART WASHER MAINTENANCE	461.25
38799 SCHAFFER ELECTRIC SERVICES, INC	OUTDOOR PLUG FOR HOSE- G.E. FIRE	2,450.00
38800 ANSWERNET	MONTHLY ANSWERING SERVICE (AUGUST)	154.94
38801 STATIONARY ENGINEERS, LOCAL 39	UNION DUES FOR O&M (JULY)	603.90
38802 STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	28.53
38803 VERIZON WIRELESS	CELLPHONE SERVICE 07/04/21-08/03/21	267.75
38804 W.K. MCLELLAN COMPANY	PAVING PROJECTS	18,911.24
38805 COMCAST	INTERNET SERVICE (AUGUST)	155.01
38806 BEN'S TOWING	VEHICLE TOWING - #25	450.00
38807 WESTAMERICA BANK	2021 LOAN PAYMENT-FINAL PAYOFF PRINCIPAL INTEREST	213,460.56



# VALLEY OF THE MOON WATER DISTRICT

## Monthly Financial Disbursements

August 2021

CK # Vendor Name	Invoice Description	Amount
38808 KINGSBOROUGH ATLAS TREE SURGER	TREE PRUNING - 17000 ARNOLD DRIVE	4,100.00
38809 BURKE, WILLIAMS & SORENSEN, LL	ATTORNEY FEES (JULY)	1,500.00
38810 CORBIN WILLITS SYS'S, INC	MONTHLY ACCOUNTING & BILLING SOFTWARE (SEPTEMBER)	867.61
38811 FAUSTINO ENTERPRISES, INC	VEHICLE MAINTENANCE #42	195.14
38812 FRIEDMAN'S HOME IMPROVEMENT	STOCK & SHOP SUPPLIES, EQUIPMENT AND WELL REHAB, SAFETY SUPPLIES	986.96
38813 HARSHWAL & COMPANY, LLP	PROF FEE FOR FINANCIAL TRANSACTION REPORT FY END	750.00
38814 HONEY BUCKET NORTH BAY	STANDARD UNIT SERVICED & SUPPLIES 8/16-9/12/21	229.12
38815 HOPKINS TECHNICAL PRODUCT	SPARE PART CGE2/CTE1/BRE1 (2)	617.91
38816 KEVIN LOPEZ	O/M - SAFETY & CLOTHING ALLOWANCE BOOTS/PANTS	421.76
38817 NORTH BAY PETROLEUM	FUEL	1,700.08
38818 OFFICE DEPOT	OFFICE SUPPLIES	64.94
38820 PACE SUPPLY CORP.	INVENTORY SUPPLIES, TRUCK EQUIPMENT, S.V. MUTUAL DC/GATE VALVE PARTS	29,125.27
38821 PARSONS LUMBER & HARDWARE	CL2 EQUIPMENT AND WELL REHAB	223.23
38822 POWERPLAN	TRACTOR MTNC	225.21
38823 SMILE BUSINESS PRODUCTS	MONTHLY PRINTER LEASE 08/10/21-09/09/21	36.31
38824 SONOMA AUTO PARTS, INC.	EQUIPMENT MAINTENANCE	562.28
38825 SONOMA CO. WATER AGENCY	WATER PURCHASES 06/24/21-07/29/21	273,820.71
38826 SONOMA MATERIALS	PIPE AND PALLET RACKS FOR YARD & SERVICE REPLACEMENTS	1,064.65
38827 SONOMA LAFCO	FEES (COUNTY/STATE) LAFCO FY 2021-2022	12,129.00
38828 STANDARD INSURANCE CO.	GROUP INSURANCE LTD (SEPTEMBER)	274.74
38829 STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	158.31
38830 U.S. BANK EQUIPMENT FINANCE	EQUIPMENT REPLACEMENT- SHARP COPIER	104.42
38831 VERIZON WIRELESS	MACHINE TO MACHINE 07/13/21-08/12/21	221.96
38832 WATER NET SURVEY	LEAK DETECTION SURVEY 08/04/21-08/09/21	25,890.00
38833 WATER WORKS ENGINEERS, LLC.	PROJECT 21-014 VOTM RRA/ERP SERVICES THRU 07/31/21	9,059.25
38834 WOOD ENVIRONMENT & INFRASTRUCT	LHMP SERVICES THROUGH 07/01/21-07/31/21	437.50
ACH WESTAMERICA BANK	8X8 OFFICE PHONE SYSTEM, AMAZON NEW TRUCK EQUIP.,COSTCO-OFFICE SUPPLIES	4,303.67
ACH CALIFORNIA EMPLOYMENT DEVELOPM	STATE PAYROLL TAXES 08/26/21	2,631.58
ACH EFTPS FEDERAL TAX WITHHOLDING	FEDERAL PAYROLL TAXES 08/12/21	11,997.48
ACH VALIC	DEFERRED COMP CONTRIBUTION PAYROLL 08/12/21	1,300.00
ACH VALIC	DEFERRED COMP CONTRIBUTION PAYROLL 08/26/21	1,300.00
ACH PERS	HEALTH INSURANCE PREMIUM (AUGUST)	22,349.43
ACH CALIFORNIA EMPLOYMENT DEVELOPM	STATE PAYROLL TAXES 08/12/21	2,558.55
ACH FIRST BANKCARD CENTER	BOARD SYSTEM TOUR LUNCH, PRESS DEMOCRAT SUBSCRIPTION	136.21
ACH EFTPS FEDERAL TAX WITHHOLDING	FEDERAL PAYROLL TAXES 08/26/21	12,142.55
ACH RETIREES	RETIREES BENEFITS (AUGUST)	3,785.03
ACH PERS	PEPRA RETIREMENT CONTRIBUTION PAYROLL 08/12/21	4,750.74
ACH PERS	CLASSIC RETIREMENT CONTRIBUTION PAYROLL 08/12/21	2,218.03
ACH PERS	DEFERRED COMP CONTRIBUTION PAYROLL 08/12/21	1,275.00
ACH PERS	FEES FOR GASB-68 REPORTS & SCHEDULES	700.00
ACH PERS	PEPRA RETIREMENT CONTRIBUTION PAYROLL 08/26/21	4,722.95
ACH PERS	CLASSIC RETIREMENT CONTRIBUTION PAYROLL 08/26/21	2,218.03
ACH PERS	DEFERRED COMP CONTRIBUTION PAYROLL 08/26/21	1,275.00

Net Payroll (After Deductions) 60,420.02

BOARD PRESIDENT

\$830,850.50

GENERAL MANAGER



Board of Directors  
August Disbursement

	Pay Date	Bryant	Foreman	Harland	Rogers	Yudin-Cowan
WAC Meeting 8/2/21	8/12/2021		197.00			
Regular Board Meeting 8/3/21	8/12/2021	197.00		197.00	197.00	197.00
Special Board Meeting 8/24/21	9/9/2021	197.00	197.00	197.00	197.00	197.00
Staffing Study Kick Off 8/26/21	9/9/2021	197.00	197.00			
System Tour 8/30/21	9/9/2021		197.00	197.00		
<hr/> Total		591.00	788.00	591.00	394.00	394.00



VALLEY OF THE MOON WATER DISTRICT  
MONTHLY REVENUE AND EXPENSE COMPARISON  
PERIOD ENDING AUGUST 31, 2021

Page.: 1  
83% of year remaining

	Actual	Actual	Approved Budget	Current Month	Fiscal Year To Date	Budget Remaining	% Remaining	
	19-20	20-21	21-22	August	07/21-06/22			Forecasting Notes & Significant Changes for 2021-2022
<b>Revenues</b>								
Interest Income	\$ 103,320	\$ 51,074	\$ 53,000	-	\$ 5,387	\$ 47,613	90%	
Gain on Sale of Assets	-	-	-	-	-	-	-	
Operating Revenue	6,654,453	6,972,525	6,630,493	755,153	1,394,742	5,235,751	79%	
Customer Penalties & Fees	50,115	21,161	22,932	1,749	5,244	17,688	77%	
Misc. Income	25,641	17,801	12,875	567	1,353	11,522	89%	
Leak Adjustments	(9,614)	-	(9,613)	(787)	(824)	(8,789)	91%	
<b>Total Revenue</b>	<b>6,823,915</b>	<b>7,062,561</b>	<b>6,709,687</b>	<b>756,682</b>	<b>1,405,902</b>	<b>5,303,785</b>	<b>79%</b>	
<b>Expenses</b>								
<b>Salaries:</b>								
O&M - Operating Wages	746,270	824,230	937,890	59,384	145,233	792,657	85%	
Stand-By	29,731	31,899	32,098	2,430	6,123	25,975	81%	
<b>Net O&amp;M Operating Wages</b>	<b>776,001</b>	<b>856,129</b>	<b>969,987</b>	<b>61,814</b>	<b>151,356</b>	<b>818,632</b>	<b>84%</b>	
Administration	477,145	533,936	556,987	31,587	86,460	470,527	84%	
Temporary Employees	-	169,374	-	-	-	-	-	
<b>Total Salaries</b>	<b>1,253,146</b>	<b>1,559,439</b>	<b>1,526,975</b>	<b>93,401</b>	<b>237,816</b>	<b>1,289,159</b>	<b>84%</b>	
<b>Weighted Wages Transferred to Capital Projects</b>	<b>(226,389)</b>	<b>(638,703)</b>	<b>(571,852)</b>	<b>(34,979)</b>	<b>(89,062)</b>	<b>(482,790)</b>	<b>84%</b>	
<b>Net Operating Wages</b>	<b>1,026,757</b>	<b>920,736</b>	<b>955,123</b>	<b>58,422</b>	<b>148,754</b>	<b>806,369</b>	<b>84%</b>	Net Wages used to calculate Net Position
<b>Benefits:</b>								
O&M - Operating & Maintenance	149,753	190,063	217,020	14,156	29,895	187,125	86%	
Administration	92,693	105,093	139,833	8,457	16,912	122,921	88%	
Retirees	86,604	69,530	75,044	5,809	11,617	63,427	85%	
<b>Total Benefits</b>	<b>329,051</b>	<b>364,686</b>	<b>431,898</b>	<b>28,422</b>	<b>58,424</b>	<b>373,474</b>	<b>86%</b>	



<b>Mandatory Costs</b>								
<b>Workers Comp:</b>								
Operating & Maintenance	31,452	28,336	24,338	-	-	24,338	100%	
Acct/Administration	4,594	3,996	3,122	-	-	3,122	100%	
<b>FICA/Medicare:</b>								
Operating & Maintenance	63,979	65,277	72,904	4,729	11,526	61,378	84%	
Administration	33,643	33,759	40,352	2,192	5,876	34,476	85%	
<b>District Portion/Retirement:</b>								
Operating & Maintenance	73,511	78,145	85,311	5,575	13,374	71,937	84%	
Administration	38,077	48,543	54,316	3,273	8,566	45,750	84%	
CalPERS Accrued Liability	210,301	210,500	217,969	18,164	36,328	181,641	83%	
<b>Total Mandatory Costs</b>	<b>455,556</b>	<b>468,556</b>	<b>498,311</b>	<b>33,933</b>	<b>75,670</b>	<b>422,641</b>	<b>85%</b>	
<b>Travel &amp; Training</b>								
Operating & Maintenance	7,760	7,333	7,725	300	360	7,365	95%	
Administration	12,121	1,750	12,000	-	-	12,000	100%	
<b>Total Travel &amp; Training</b>	<b>19,881</b>	<b>9,083</b>	<b>19,725</b>	<b>300</b>	<b>360</b>	<b>19,365</b>	<b>98%</b>	
<b>Board of Directors:</b>								
Meeting Compensation	15,403	31,303	30,000	1,060	3,804	26,196	87%	
Travel & Training	5,479	520	5,000	81	204	4,796	96%	
<b>Total Board Expenses</b>	<b>\$ 20,881</b>	<b>\$ 31,823</b>	<b>\$ 35,000</b>	<b>1,141</b>	<b>4,008</b>	<b>30,992</b>	<b>89%</b>	
<b>Services &amp; Supplies</b>								
Purchased Water	\$ 2,108,460	\$ 2,487,512	\$ 2,206,281	\$ 213,717	\$ 490,940	\$ 1,715,341	78%	
Safety & Clothing Allowance	10,201	7,222	14,265	980	10,654	3,611	25%	Budgeted items purchased this month
Vehicle Maintenance	10,357	6,210	7,000	2,169	2,808	4,192	60%	
Election Costs	-	-	-	-	-	-	-	
Employee Relations	4,219	4,089	4,345	(18)	24	4,321	99%	
Legal Fees	103,981	194,618	65,000	6,743	12,851	52,149	80%	
Engineering General Support	-	4,659	3,600	-	-	3,600	100%	
Misc. Expenses/Contributions	22,223	25,000	25,000	4,167	4,167	20,833	83%	
Advertising	-	1,340	1,000	-	-	1,000	100%	
Outside Services	31,985	31,534	35,278	2,760	5,265	30,013	85%	
Annual Audit	12,867	-	10,036	-	-	10,036	100%	
Bad Debts/Collections	1,969	9,828	12,000	1	1	11,999	100%	
Building MTNC.	16,024	10,146	9,000	(5,645)	6,000	3,000	33%	Insurance reimb for bay door in 8/2021
Dues and Subscriptions	24,741	25,187	25,350	230	476	24,874	98%	
Equipment MTNC./Repairs	18,163	27,395	25,000	5,618	7,367	17,633	71%	
Fees (County/State)	59,519	53,621	52,793	771	12,977	39,816	75%	LAFCO bill for FY21/22



Fuel	24,380	24,936	27,061	1,700	3,624	23,437	87%	
Bank Charges	39,074	11,435	30,443	808	1,468	28,975	95%	
Liability Ins. (Incl. Losses)	41,500	39,692	50,814	4,293	8,586	42,228	83%	
Postage	21,352	21,372	21,058	2,668	4,153	16,905	80%	
Public Information	6,969	5,848	7,861	4,711	5,191	2,670	34%	
Service Contracts	53,205	54,024	55,845	4,389	8,118	47,727	85%	
Office Supplies	11,031	7,878	8,151	298	854	7,297	90%	
Telephone-Internet	13,564	16,748	13,600	1,185	2,386	11,214	82%	
Small Tools & Equipment	11,728	8,724	8,450	439	1,606	6,844	81%	
Trash Disposal	5,307	5,525	5,458	451	902	4,556	83%	
Utilities - PG&E	126,073	165,292	170,876	14,645	32,180	138,696	81%	
Professional Services	66,387	117,331	131,518	6,621	18,368	113,150	86%	
Water Testing	32,320	33,976	39,338	9,003	11,449	27,889	71%	
Water Main Maintenance	10,787	15,249	11,000	2,577	2,577	8,423	77%	
Service Line Maintenance	5,073	13,095	5,000	1,415	1,432	3,568	71%	
Hydrant Repairs	-	3,189	4,000	-	-	4,000	100%	
Misc. System Maintenance	3,388	4,963	5,500	369	760	4,740	86%	
Wells Maintenance	13,108	2,904	6,000	2,150	5,206	794	13%	Old Larbre rehab well invoice from 2020
Pump Maintenance	6,421	10,334	12,000	148	148	11,852	99%	
Storage Tank Maintenance	4,073	4,708	10,000	5,356	5,356	4,644	46%	
Water Conservation Program	32,719	3,396	34,500	28,074	29,670	4,830	14%	Grant fund match expected
Abandoned Projects	-	-	-	-	-	-	-	
Interest Expense	51,645	29,426	20,000	8,210	14,909	5,091	25%	WestAmerica & IBank loan interest
Equipment Replacement	1,861	-	6,000	104	209	5,791	97%	
Total Services & Supplies	3,006,675	3,488,406	3,180,420	331,107	712,682	2,467,738	78%	
Total Expenses	4,858,802	5,283,290	5,120,477	453,325	999,898	4,120,579	80%	
<b>Revenues Less Expenses</b>	<b>1,965,112</b>	<b>1,779,272</b>	<b>1,589,210</b>	<b>303,357</b>	<b>406,004</b>	<b>1,183,206</b>		
Allocation to CIP	(2,000,000)	(2,100,000)	(1,708,600)	(142,383)	(284,767)	(1,423,833)		
	-	-	-	-	-	-		
<b>Transfer to/from Undesignated Reserves</b>	<b>\$ (34,888)</b>	<b>\$ (320,728)</b>	<b>\$ (119,390)</b>	<b>\$ 160,973</b>	<b>\$ 121,237</b>			



VALLEY OF THE MOON WATER DISTRICT  
REPORT OF INVESTMENTS AND RESERVES  
For the Month Ended August 2021

Start of Fiscal Year

	LAIF	\$	975,323
	SCIP		3,122,208
Westamerica Bank Checking/Petty Cash			<u>339,077</u>
Total Beginning Cash	\$		<u><u>4,436,608</u></u>

Year To Date

	LAIF	\$	975,323
	SCIP		3,122,208
Westamerica Bank Checking/Petty Cash			<u>425,238</u>
Total ending Cash	\$		<u><u>4,522,769</u></u>

	LAIF	SCIP
Average Rate of Interest	0.221%	0.521%

Total Cash/Investment Balance    \$    4,522,769

(1) FY 2021-2022 Board Approved Capital Projects	(1,708,600)
Year to Date Capital Project Disbursements	145,864
Remaining Transfer of Current Year Revenues to Capital Project Fund	1,423,833
(2) Board Designated Reserves (Board Approved with 20/21 Budget)	
(a) Operations & Maintenance Reserve (3 Months Operations)	(1,295,000)
(b) Rate Stabilization Reserve	(555,000)
(c) Capital Improvement Program	(1,100,000)
Total Board Designated Reserves	<u><u>(2,950,000)</u></u>

Undesignated  
Reserves-  
funding for  
remaining 5-  
Year Capital Plan    \$    1,433,866

Remaining 5-  
Year Capital Plan    \$    11,368,799



Project #	Project	Improvement Description	Total Budget	Month - August	YTD Expenditures	Budget Remaining	% Remaining
			2021/22				
<b>Facilities and Maintenance Projects</b>							
CIP-3002	Zenner Hydrant Meters	Buy 5 at 2600 each	13,000	11,233	11,233	1,767	14%
CIP-3003	Replace failing lids	Large lids on vaults - 5 are in bad shape/need to be replaced	25,000	-	-	25,000	100%
CIP-3004	Better paving cutter		11,000	-	-	11,000	100%
CIP-3005	Non-metallic pipe locator	GPR Locator with GPS capability	22,000	21,548	21,548	452	2%
CIP-3007	Racks in Yard	Pipe and pallet racks for yard	20,000	7,447	7,556	12,444	62%
CIP-3011	Replace Signs at Office/Yard	Replace/cover existing signs with new ones of the same or similar style	15,000	-	-	15,000	100%
CIP-3013	Replace #32 & #33 with F250 or F350 utility body trucks	Purchased at the same time, have higher mileage, and need to be replaced to maintain fleet reliability. With recent changes in operations, it is proposed that they be replaced with utility body trucks to increase flexibility in the fleet.	130,000	-	-	130,000	100%
CIP-2957-13	CL2 Equipment	Install new CL2 pumps and CL2 monitoring equipment	30,000	43	2,381	27,619	92%
CIP-5107	County of Sonoma Paving Projects requiring adjustments and or relocation of District facilities	SONOMA COUNTY 2021 PAVEMENT PRESERVATION PROGRAM Greger St, Riverside Dr, Thomson Ave	40,000	-	-	40,000	100%
CIP-3015	Caltrans Project on Hwy 12		50,000	-	-	50,000	100%
CIP-6001	New Services	Customer pays 100%		1,889	4,161	(4,161)	
CIP-6004	All Service Replacements	All service replacements combined	40,000	9,505	18,526	21,474	54%
CIP-8100	Valve Replacement Program	Valve Replacement Program	25,000	195	195	24,805	99%
CIP-3016	Repave corporate yard parking lot	Sealing contractor advised that the condition of the lot would not allow for additional sealing	100,000	-	-	100,000	100%
CIP-2991	GPS Facilities	10,000 estimated assets to GPS locate approx. 600 complete 2020.	20,000	-	-	20,000	100%
CIP-3018	Installation of generator at Main Office	Using a generator and transfer switch purchased in previous fiscal year. Installation cost only.	15,000	-	-	15,000	100%
CIP-3019	Park Ave, Hanna Tank Road & Kearney site clean up	Fire preparedness and elimination of large trees that could potentially fall on critical pumping facility	27,000	16,024	20,124	6,876	25%
<b>Total Facilities and Maintenance Projects</b>			<b>583,000</b>	<b>67,884</b>	<b>85,725</b>	<b>497,275</b>	<b>85%</b>



Project #	Project	Improvement Description	Total Budget	Month - August	YTD Expenditures	Budget Remaining	% Remaining
			2021/22				
<b>Pipeline Projects</b>							
CIP-2993 P-1	Steel Pipe Replacement	Replace all remaining steel water mains and convert steel laterals to customer service connections throughout distribution system as detailed by Figure 9-2. Mainlines and service lines separate. RFP sent 03/2020. Engineering 07/2020, Construction to begin Spring 2021.	250,000	19,689	20,096	229,904	92%
<b>Total Pipeline Projects</b>			<b>250,000</b>	<b>19,689</b>	<b>20,096</b>	<b>229,904</b>	<b>92%</b>
<b>Wells, Pumping, &amp; Supply</b>							
CIP-2949	Well No. 5A (Verano Well Replacement)	Contractor's work will occur in FY21/22. Remaining budget from FY20/21 to rollover. Additional funds may be needed pending results of zone testing.	105,000	12,900	12,900	92,100	88%
CIP-2983	New Larbre/ Pedroncelli Well(s) Private	Construction of District facilities, 2 Wellhouses & 2 chlorine injection systems, SCADA, security cameras at the Larbre/Pedroncelli wells on Arnold	300,000	765	1,382	298,618	100%
CIP-2989	New Well No. 11 Redrill Park Engineering	Drilled next to & operated with existing well. Develop a minimum 100gpm District owned Well.	225,000	-	-	225,000	100%
CIP-3024	WSA/Transition Plan @ SDC	Understand the needs of the water system at SDC and what to plan for before the transition begins. May get CalOES funding for these studies which would offset the cost shown	100,000	-	-	100,000	100%
<b>Total Wells</b>			<b>730,000</b>	<b>13,665</b>	<b>14,282</b>	<b>715,718</b>	<b>98%</b>
<b>Tanks</b>							
CIP-3001	Saddle Tank non-FEMA	Contractor not able to install in 20/21 fiscal year. Construction will be completed early 21/22.	30,000	25,761	25,761	4,239	14%
CIP-3030	Upgrade fall protection at all tanks per new OSHA requirements	All or most tanks will need a new fall protection device at about \$1200 each	15,600	-	-	15,600	100%
CIP-3032	Tank Site Solar upgrade	Right size the solar equipment and use industry standard batteries and enclosures. Engineered by professional and installed by VOM staff.	100,000	-	-	100,000	100%
<b>Total Tanks</b>			<b>145,600</b>	<b>25,761</b>	<b>25,761</b>	<b>119,839</b>	<b>82%</b>
		<b>Total</b>	<b>Total Budget</b>	<b>Current Month -</b>	<b>YTD Expenditures</b>	<b>Budget Remaining</b>	<b>% Remaining</b>
		<b>Total Water System Improvements:</b>	<b>\$ 1,708,600</b>	<b>\$ 126,999</b>	<b>\$ 145,864</b>	<b>\$ 1,562,736</b>	<b>91%</b>



Meeting Date: October 5<sup>th</sup>, 2021

Agenda Item: 5.B

## MEMORANDUM

TO: Valley of the Moon Water District Board of Directors

FROM: Oscar Madrigal, Finance Manager

SUBJECT: Audit Progress Update

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### Audit Update

The annual District audit for fiscal year 2019-2020 is a high priority and we have been working with the District's auditors, Harshwal & Company LLP, to have it completed as soon as possible. The samples requested by the auditor were uploaded to suralink for their review. Auditor has confirmed receipt of uploaded files and provided an estimated four week timeline to review and perform audit.

We anticipate the auditors to furnish financial statements and audit drafts in the next few weeks. Tentatively, we expect to have the final version for Board approval at the November 2021 Meeting of the Board of Directors.



# MEMORANDUM

TO: Valley of the Moon Water District Board of Directors

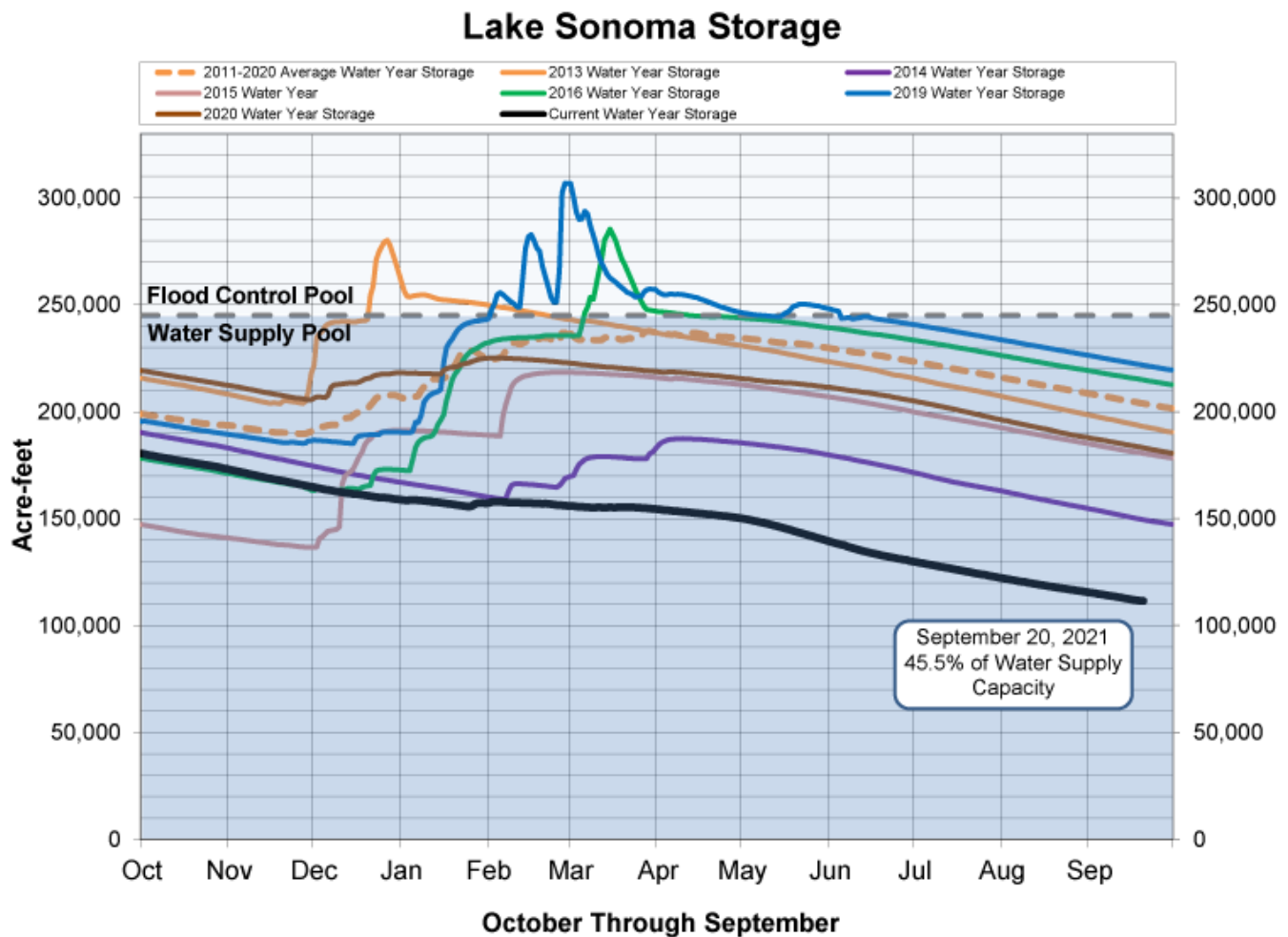
FROM: Brian Larson, Water System Manager

SUBJECT: Water Supply & Water Source Update

## Water source report:

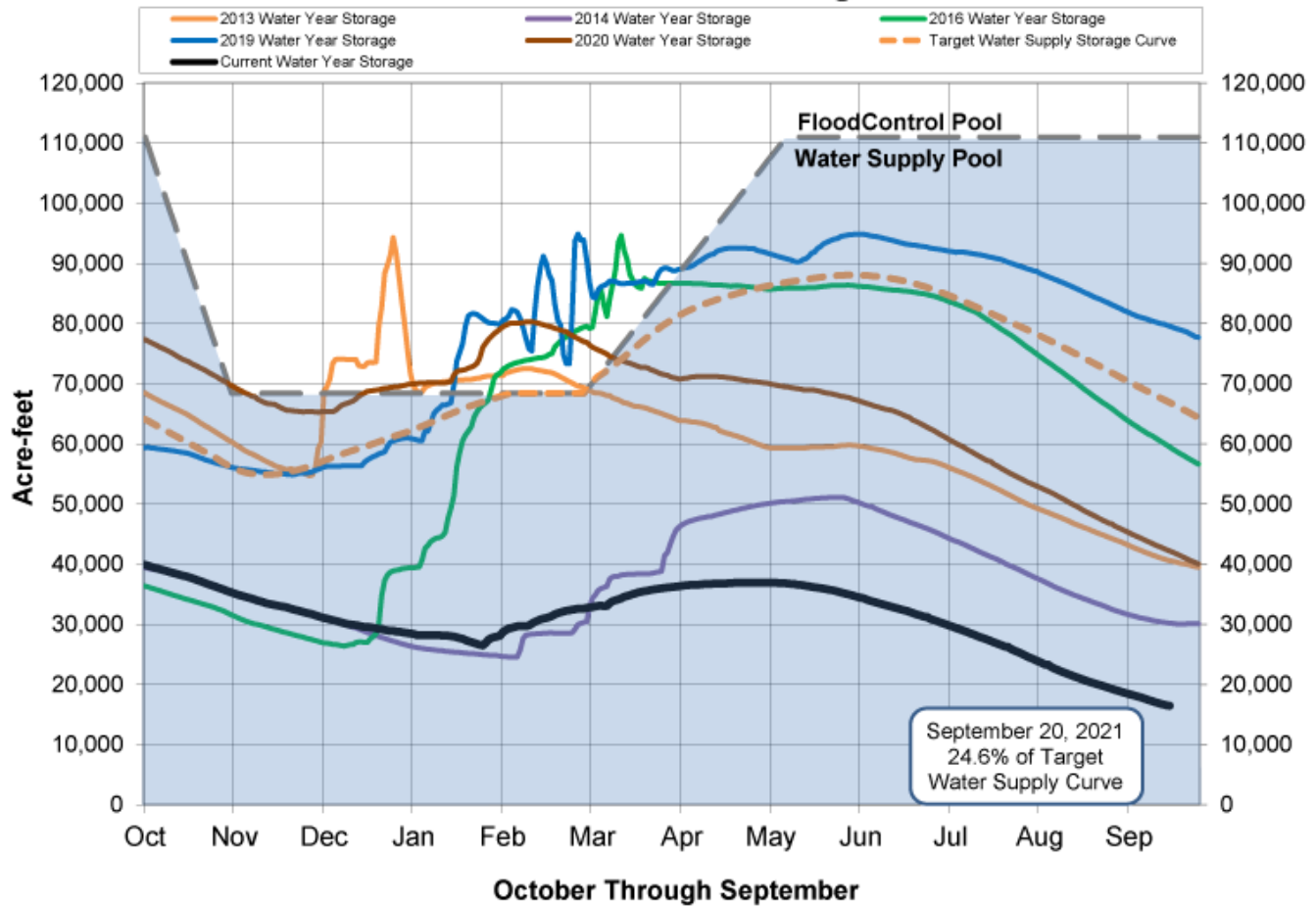
21% of the District's water was produced from the wells in August.

Lake Sonoma: 45.5% full, Lake Mendocino: 24.6% of Target Curve as of September 20<sup>th</sup>, 2021.



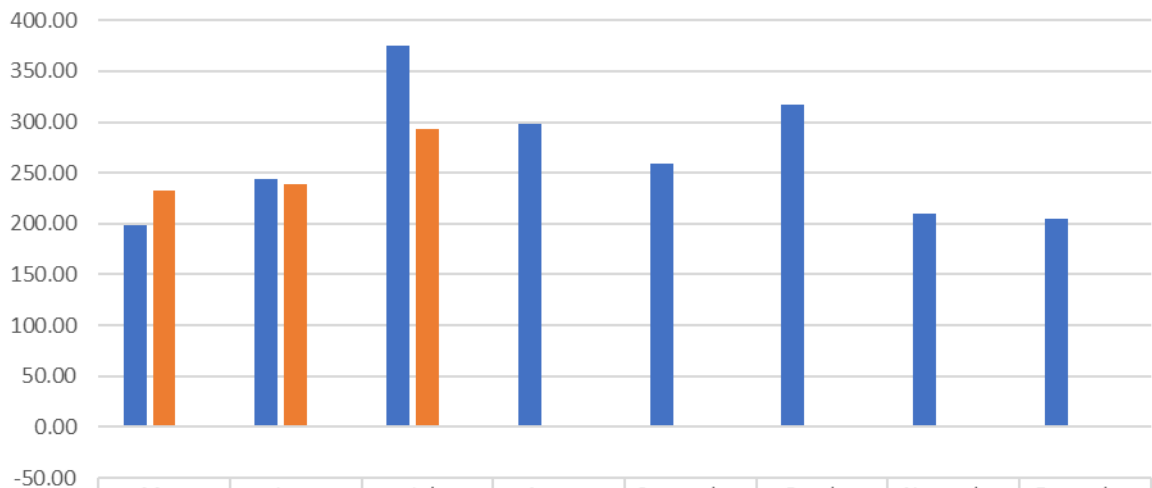


## Lake Mendocino Storage



If billing data becomes available before the Board meeting, the below tables will be updated to reflect August figures:

### Total Water Production 2021 Compared to 2020 (includes wells)

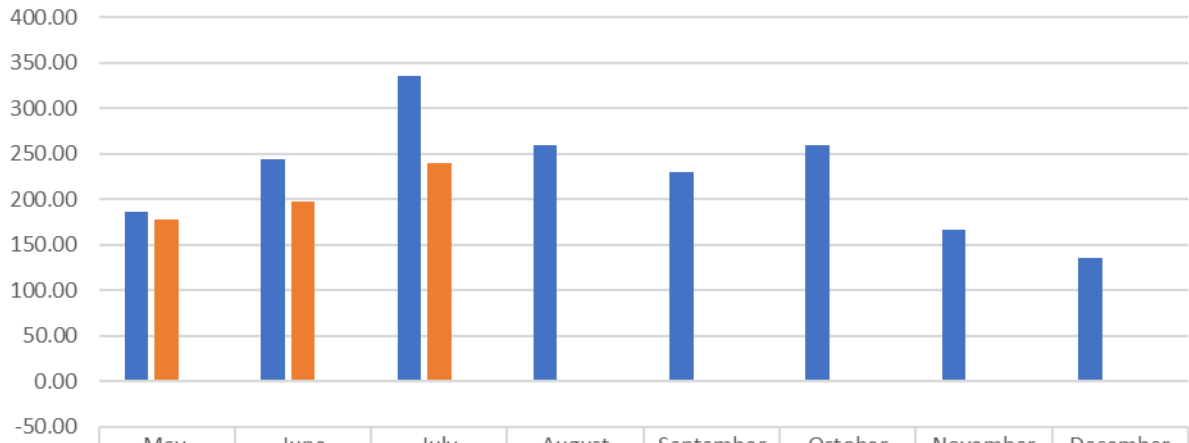


	May	June	July	August	September	October	November	December
Total 2020	198.96	244.14	375.14	298.77	258.75	316.97	209.58	204.21
Total 2021	232.88	238.48	293.71					
Total Percent Difference	17%	-2%	-22%					

■ Total 2020 ■ Total 2021 ■ Total Percent Difference



## Sonoma Water Purchases 2021 Compared to 2020



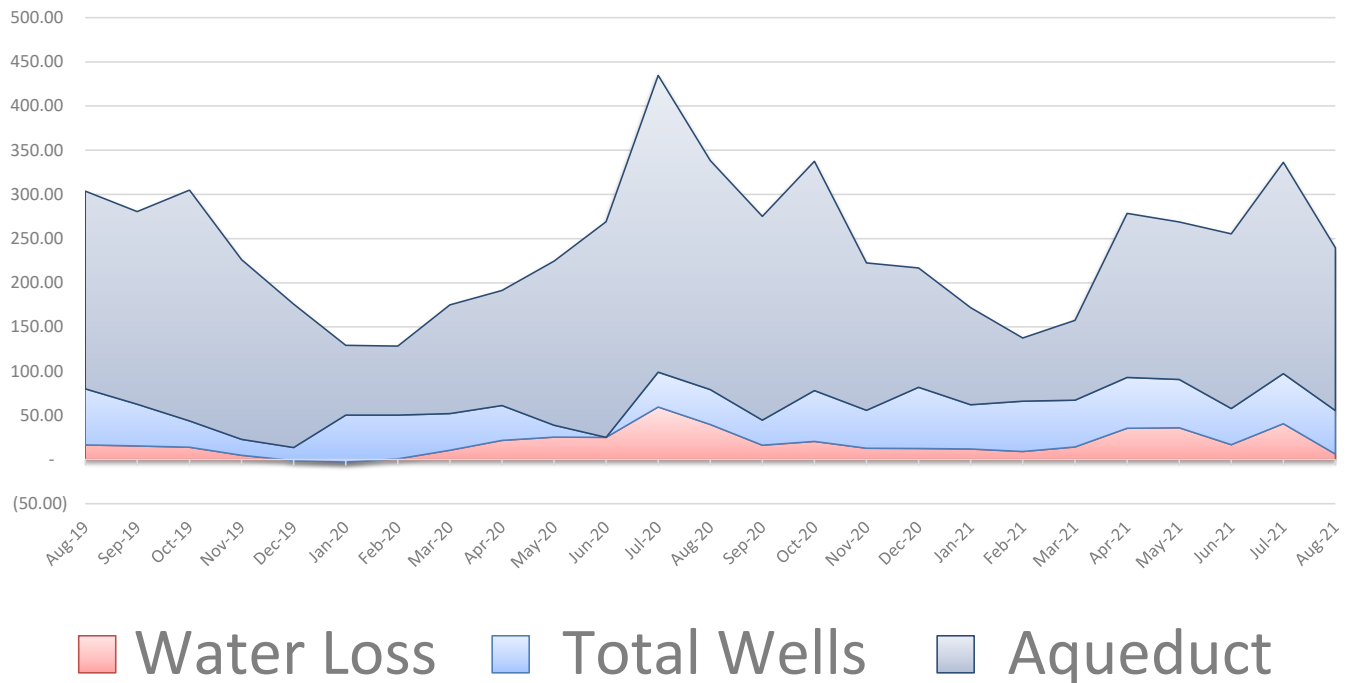
	May	June	July	August	September	October	November	December
■ Sonoma Water 2020	185.66	244.14	335.91	259.36	230.45	259.45	166.51	134.97
■ Sonoma Water 2021	178.28	197.64	239.11					
■ SW Percent Different	-4%	-19%	-29%					

■ Sonoma Water 2020    ■ Sonoma Water 2021    ■ SW Percent Different



## Water Supply Sources - Valley of the Moon Water District

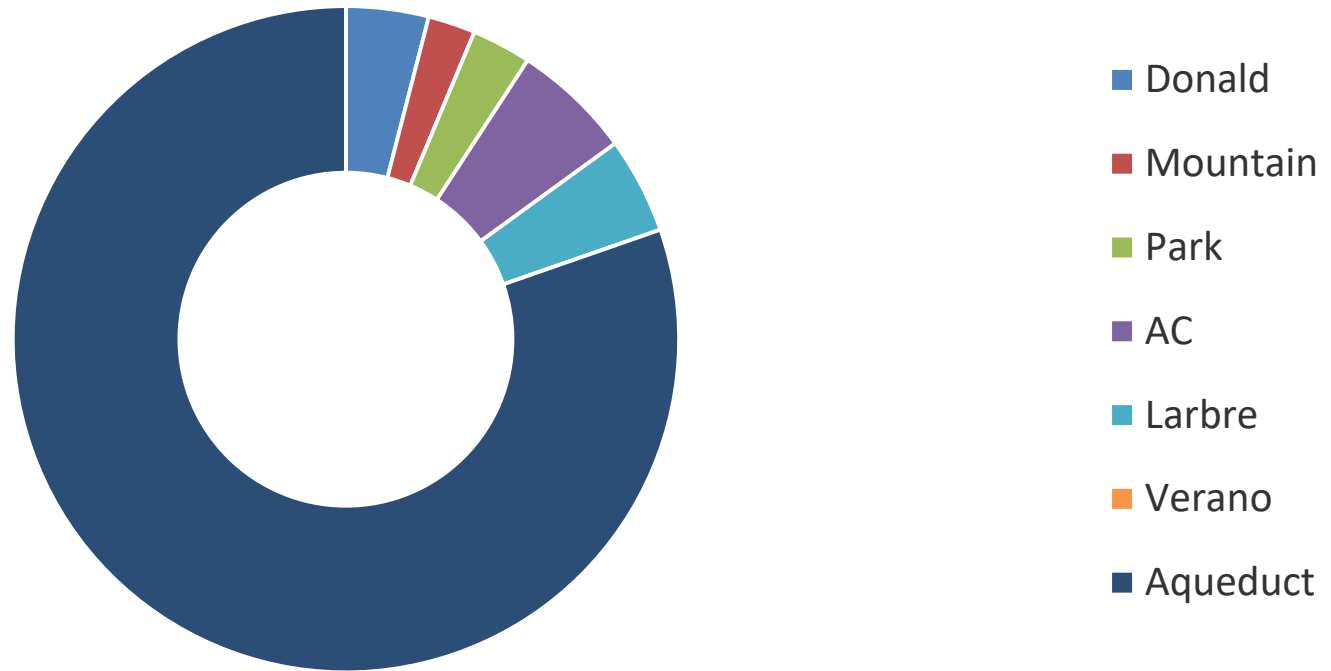
### Acre Feet Per Month



Month	Donald*	Mt Ave*	Park Ave*	Agua Cal*	Larbre*	Aqueduct	Total Wells	Wells %	Total AF Produced	Total AF Deliveries	Water Loss (Rolling 3 month Avg)	Water Loss %
Aug-19	18.23	12.97	9.69	10.16	12.46	223.63	63.50	22.12%	287.13	305.41	16.46	5%
Sep-19	13.48	8.98	0.00	15.45	9.27	217.87	47.18	17.80%	265.05	283.67	15.48	5%
Oct-19	8.48	0.86	0.00	14.17	6.28	261.29	29.79	10.23%	291.08	281.62	13.80	5%
Nov-19	0.00	0.00	0.00	16.28	1.88	203.23	18.16	8.20%	221.39	236.60	4.69	2%
Dec-19	4.67	3.25	0.00	5.33	1.45	162.17	14.70	8.31%	176.86	198.78	(1.14)	-1%
Jan-20	13.15	11.49	9.70	18.70	0.00	78.95	53.04	40.18%	131.99	144.24	(2.90)	-2%
Feb-20	13.08	9.33	10.68	14.71	1.72	77.88	49.52	38.87%	127.40	120.87	0.83	1%
Mar-20	9.88	6.87	10.24	14.44	0.00	122.89	41.43	25.21%	164.32	130.35	10.63	8%
Apr-20	13.60	5.57	6.45	14.06	0.00	129.99	39.68	23.39%	169.67	116.49	21.55	18%
May-20	5.28	3.07	0.00	4.95	0.00	185.66	13.30	6.68%	198.96	208.03	25.40	12%
Jun-20	0.00	0.00	0.00	0.00	0.00	244.14	0.00	0.00%	244.14	216.22	24.95	12%
Jul-20	1.05	13.43	11.33	13.43	0.00	335.91	39.23	10.46%	375.14	246.92	59.52	24%
Aug-20	13.66	2.31	9.50	13.95	0.00	259.36	39.41	13.19%	298.77	264.23	39.67	15%
Sep-20	10.17	0.00	7.83	10.30	0.00	230.45	28.30	10.94%	258.75	309.05	16.30	5%
Oct-20	15.32	0.00	11.44	16.81	13.95	259.45	57.52	18.15%	316.97	311.63	20.44	7%
Nov-20	11.69	0.00	9.02	12.26	10.11	166.51	43.07	20.55%	209.58	208.03	12.76	6%
Dec-20	18.48	0.10	14.26	20.10	16.28	134.97	69.24	33.91%	204.21	200.14	12.42	6%
Jan-21	11.95	4.90	8.76	13.47	10.86	109.95	49.94	31.23%	159.89	149.31	11.92	8%
Feb-21	12.75	7.40	9.96	12.95	13.73	71.68	56.79	44.21%	128.47	125.28	9.18	7%
Mar-21	13.04	4.24	9.73	12.76	13.25	90.36	53.02	36.98%	143.38	121.69	14.26	12%
Apr-21	16.28	9.41	1.34	14.44	16.03	185.92	57.50	23.62%	243.42	161.07	35.26	22%
May-21	16.12	8.71	0.00	15.38	14.39	178.28	54.60	23.44%	232.87	174.46	35.98	21%
Jun-21	12.71	1.23	2.96	11.86	12.08	197.64	40.84	17.13%	238.48	258.92	16.94	7%
Jul-21	10.73	8.92	8.92	14.11	13.98	239.11	56.66	19.16%	295.77	227.34	40.45	18%
Aug-21	10.39	5.26	6.31	16.46	10.65	184.36	49.06	21.02%	233.42	271.80	6.34	2%
FY to date (Acre Feet)	21.11	14.18	15.23	30.58	24.63	423.47	105.73	0.40	529.19	499.14	46.79	0.20



# Water Production



Actual	Wells										Aqueduct
Month	Donald	Mountain	Park	AC	Larbre	Verano	Total	Aqueduct	Total	Wells %	flow rate*
Jul-21	10.73	6.86	8.92	14.11	13.98	0	55	239.11	294	19%	2.51
Aug-21	10.39	5.26	6.31	16.46	10.65	0	49	184.36	233	21%	1.94
Sep-21	0.00	0.00	0.00	0.00	0.00	0	0	0.00	0	0%	0.00
Oct-21	0.00	0.00	0.00	0.00	0.00	0	0	0.00	0	0%	0.00
Nov-21	0.00	0.00	0.00	0.00	0.00	0	0	0.00	0	0%	0.00
Dec-21	0.00	0.00	0.00	0.00	0.00	0	0	0.00	0	0%	0.00
Jan-22	0.00	0.00	0.00	0.00	0.00	0	0	0.00	0	0%	0.00
Feb-22	0.00	0.00	0.00	0.00	0.00	0	0	0.00	0	0%	0.00
Mar-22	0.00	0.00	0.00	0.00	0.00	0	0	0.00	0	0%	0.00
Apr-22	0.00	0.00	0.00	0.00	0.00	0	0	0.00	0	0%	0.00
May-22	0.00	0.00	0.00	0.00	0.00	0	0	0.00	0	0%	0.00
Jun-22	0.00	0.00	0.00	0.00	0.00	0	0	0.00	0	0%	0.00
Sub-Total	21	12	15	31	25	0	104	423	527	20%	
* Average daily rate of flow during the month (in millions of gallons per day)											
Annual Target	105	81	80	100	134	0	500	1,854	2,354	21%	
% of Target	20%	15%	19%	31%	18%	NA	21%	23%	22%		



# MEMORANDUM

TO: Valley of the Moon Water District Board of Directors

FROM: Brian Larson, Water System Manager

SUBJECT: Operations Update

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## **Drought:**

Since our last Board meeting, one of the District's highest users has hired a line locator/leak survey company to help locate the water main and find leaks on their property. After one visit they located a section of main along with a valve cluster that the customer was unaware of. After further investigation, they identified a substantial leak. Using the newly found valves, they isolated the leak and constant flow dropped from 172 GPH to 38 GPH. There is more work to be done but they are heading in the right direction.

## **Leak Response:**

Last month I reported on a leak that occurred in front of the El Verano School; since the initial repair, we have gone back to make a more permanent repair. We also took the opportunity to replace three valves that operated poorly at the intersection of Verano and Riverside immediately adjacent to the work.

## **CIP Project Updates:**

We are ready to begin the next CIP project, 2993 P-1 Steel main replacement, as soon as a few loose ends are tied up. The permit process is complete, and parts for phase one are in the shop.

Loose ends we need to finish before jumping into the project include:

- Finalizing repairs from the leaks over the last two months
- Installing the remaining listening devices for our AMI system (reimbursable up to \$75 each via Prop 1 grant) and
- Finishing installation of the yard material and pipe racks

## **City of Sonoma:**

Several members of the crew as well as Matt and I had the opportunity to tour the City water system. It was a great chance to get a first glance at the facility and brainstorm about the ways our operators may be able to plug in and help the City's water system continue to function well.



The table below shows a subjective percentage complete for each of the CIP projects based on an estimate of the time requirement remaining. The percentage will not match the one shown on the CIP budget update, because that number accounts only for the budget remaining.

<b>Project Number and Description</b>	<b>Percent Complete</b>
<b>Project: Equipment purchases (Various Accounts)</b>	<b>80%</b>
<b>Project 3003: Replace failing lids</b>	<b>7%</b>
<b>Project 3007: Stock Racks for Yard</b>	<b>20%</b>
<b>Project 3011: Replacement of office Signs</b>	<b>30%</b>
<b>Project 3013: replacement of vehicles #32 and #33</b>	<b>2%</b>
<b>Project 2957-13: Chlorine equipment</b>	<b>85%</b>
<b>Project 5107: County Paving</b>	<b>90%</b>
<b>Project 3015: Caltrans Paving</b>	<b>10%</b>
<b>Project 3016: Repave Corp Yard</b>	<b>10%</b>
<b>Project 2991: GPS Facilities</b>	<b>5%</b>
<b>Project 3018: Replace Generator at Office</b>	<b>7%</b>
<b>Project 3019: Clear Brush at Park Well and Hanna Tank</b>	<b>100%</b>
<b>Project 2993: Steel Pipe Replacement</b>	<b>7%</b>
<b>Project 2949: Verano Well Treatment/permit finalization</b>	<b>33%</b>
<b>Project 2983: New Larbre/Pedroncelli Wells</b>	<b>5%</b>
<b>Project 2989: Park Well Redrill Engineering</b>	<b>5%</b>
<b>Project 3001: Saddle Tank Irrigation</b>	<b>100%</b>
<b>Project 3030: Tank Fall Protection</b>	<b>5%</b>
<b>Project 3032: Tank Site Solar Upgrade</b>	<b>7%</b>
<b>Average Percent Complete</b>	<b>32%</b>



Date: September 28, 2021

Item: 5.E

## MEMORANDUM

TO: Valley of the Moon Water District Board of Directors

FROM: Brian Larson, Water System Manager

SUBJECT: Verano Well Update

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### **Background**

The contractor, Weeks Drilling and Pump Co., set up the needed equipment for Besst, Environmental Consultant Inc. to perform zone testing on Verano Well. A site survey was conducted on August 16<sup>th</sup> and depth-discrete sampling was taken on August 23, 24, 25. EKI, the District's engineer, noticed that Besst deviated from the scope of work. The method used was not appropriate for the constituents we are most interested in measuring (hydrogen sulfide, arsenic, iron, and manganese) and thus has thrown too many question marks into the field and analytical data.

EKI and the District directed the depth-discrete sampling to be redone using the methods described in the work plan (using nitrogen gas and the ratchet method). We asked Besst to follow the scope of work spelled out in the work plan and to resample using a streamlined approach, testing only what was affected by using the wrong method. The streamline sampling was taken on September 16<sup>th</sup>. Besst has taken full responsibility for their actions and will pick up the extra cost. We do not have the results from that sampling back yet, however, depending on the results, staff may request funds to make any modifications needed to bring the well on-line in this fiscal year.



# MEMORANDUM

TO: Valley of the Moon Water District Board of Directors

FROM: Stephen Rogers, Board President

SUBJECT: September 27<sup>th</sup> Sonoma Valley Groundwater Sustainability Agency Board Meeting (GSA) Update.

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## **Background**

The GSA Board is receiving comments on the last submissions to the Groundwater Sustainability Plan (GSP). There was significant pushback from the Advisory Committee that the Plan did not sufficiently address the voluntary or required reductions in draw from the aquifer from existing wells. There was some skepticism that the expected reductions in draw could be attained especially since no restrictions have been placed on the drilling or use of new wells. Staff is now going back to beef up the plan to place more emphasis on the voluntary reduction measures and how the savings will be attained. Even with the reductions that are anticipated, significant projects will have to be completed to maintain the aquifers.

All three GSA's in Sonoma County (Santa Rosa Plain, Petaluma, and Sonoma Valley) are participating in a rate study which will project out 5 years and will lay the groundwork for how rates will be set. It becomes complicated due to Prop 218 and how taxes must be approved, plus the politics around existing well owners paying for the Warm Springs Dam. A lot of AG interest believe that since everyone paid for the Warm Springs Dam that the GSA should be funded with a parcel tax but that may be impossible to get approved in an election. A request for proposals process was conducted and the rate consultant has been chosen; they have started work on the rates.

The next advisory committee/community meeting is scheduled for October 12<sup>th</sup>, from 5:30 to 7:30 pm, and will be virtual.

The draft GSP can be found here: <https://sonomavalleygroundwater.org/gsp/>



# MEMORANDUM

TO: Valley of the Moon Water District Board of Directors

FROM: Matt Fullner, General Manager

SUBJECT: September 13<sup>th</sup> Combined Water Advisory Committee (WAC) and Technical Advisory Committee (TAC) Meeting Update

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## **Background**

Director Foreman and the General Manager attended the Special WAC/TAC meeting on September 13<sup>th</sup>, 2021. Highlights included the following:

**Water Shortage Allocation Model Update:** The WAC passed the 2021 allocation model update which includes provisions for fire flow, “Commercial, Industrial, Institutional” (CII) demand, and demand hardening as a result of past droughts and conservation efforts. In order to be adopted and used, a unanimous vote from the WAC was required. A lot of thought and work went into the development of the new model. This was spearheaded by the TAC leadership and SCWA’s consultant, Brown and Caldwell.

**Update on SCWA’s Climate Adaptation Plan:** This plan is much like a risk and resilience assessment in that it identifies possible risks and suggests ways to compensate for them. The difference is that this plan is specific to the ways that climate change will affect the resiliency of the water system. One major advantage to having this plan in place is that SCWA will be in a good position to pursue grant funding for projects related to the findings of the plan.

**Water Supply Update:** As predicted, the water supply has continued to worsen over the summer. Lake Mendocino was at 17,500 acre feet on September 12<sup>th</sup> and it is predicted that it will have less than 15,000 acre feet of storage remaining by October 1<sup>st</sup>. If the region receives similar rainfall to last year, Mendocino could be completely dry by February especially if illegal diversions continue in the upper Russian River. Lake Sonoma was at 113,000 acre feet (46% full) on September 12<sup>th</sup> with an outflow of 98 CFS.

**Sonoma-Marin Saving Water Partnership (SWP):** Partnership conservation continues to be good. The July Conservation over the 2013 benchmark was 26% for all of the partners and the year to date was 17%. The cumulative SCWA Russian River diversions are holding steady at



21.9% below the 2020 diversions. As you know, VOMWD is doing its part by requiring 29% less from SCWA as compared to 2020.

The Partnership also gave an update on public outreach:

- There is one more drought drop-by event planned for October 9<sup>th</sup> that the District will take part in.
- There is a new website: [www.savingwaterpartnership.org](http://www.savingwaterpartnership.org)
- New, bilingual social media advertising is being shared
- The “Saving Water Challenge” just wrapped up and winners will be announced soon

**Biological Opinion Update:**

- Fish monitoring is underway and it is expected that the Chinook Salmon run will be smaller this year because of lower observed numbers in migration.
- The Dry Creek restoration under construction now is approximately 75% complete.
- Still at 99% plans for phases 4, 5, and 6 pending finalization of right of way negotiations

**Potter Valley Project Relicensing Update:** The partners filed a letter with FERC to extend the timeline for planning to May of 2022. They will use the time (if granted) to line up studies and funding for the projects.

A verbal update on the October 4<sup>th</sup> TAC meeting will be given during the Board meeting.



# MEMORANDUM

TO: Valley of the Moon Water District Board of Directors

FROM: Matt Fullner, General Manager

SUBJECT: New Item Progress Update

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## **Background**

At the August Regular Board meeting, the Board requested that several new items be brought forward. Remaining from that list are:

- An updated Purchasing Policy and
- An updated Code Section 6 (related to backflow requirements)

As reported at the last meeting, staff has made significant redline changes to both the Purchasing Policy and Code Section 6 and both of those documents were shared with legal counsel for review. Shortly after sharing the documents, I asked counsel to halt review of Code Section 6 because of feedback from testing contractors that I began receiving based on the RFQ that was issued for the testing. Once it is confirmed that the contractors will be able to meet the requirements of the draft of Section 6 of the Code, based on Board input, the review will be completed, and the final draft will be brought to the Board for approval.

The Purchasing Policy has required significant review. Staff is currently reviewing the latest changes and wishes to share the document well ahead of the next Board meeting to ensure that each Board Member has the opportunity to read and review the revisions before being asked to vote on it. The target for both is to bring them for a vote at the regular November meeting.



Date: October 5, 2021

Item: 7.C

## MEMORANDUM

TO: Valley of the Moon Water District Board of Directors

FROM: Matt Fullner, General Manager

SUBJECT: Update Regarding Remote Board Meetings Through December of 2023.

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### **Background**

In March of 2020, Governor Newsom issued Executive Orders N-25-20, N-29-20, and N-33-20, which declared a state of emergency related to the COVID-19 pandemic and allowed temporary changes to the Brown Act, allowing meetings to be held remotely by electronic or telephonic means.

On September 18<sup>th</sup>, the Governor rescinded the executive orders because they had been replaced by legislation, AB 361, now Government Code section 54953(e). This legislation allows for virtual meetings to continue: (1) if a state of emergency remains active, or (2) if state or local officials have imposed or recommended measures to promote social distancing. So long as one of these two conditions is satisfied, staff and legal counsel will present the Board with a resolution at the November meeting, and at each meeting thereafter that will ask the Board to affirmatively decide whether conditions merit continuing to meet remotely. The resolution will ask the Board to make one or both of the following findings and must be passed by majority vote for the Board to continue to meet remotely:

That “[t]he state of emergency continues to directly impact the ability of the members to meet safely in person”

or: that [s]tate or local officials continue impose or recommend measures to promote social distancing.”

This section of the statute expires in January 2024, so after that date, this option will no longer be available unless new legislation is enacted.



Date: October 5, 2021

Item: 8.A

## MEMORANDUM

TO: Valley of the Moon Water District Board of Directors

FROM: Matt Fullner, General Manager

SUBJECT: Consider Approval of Updates to the District's Code Section 4 Addressing the Policy for Turn-Off for Non-Payment in Accordance with SB 998 by Adoption of Resolution No. 211001.

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### **Background:**

California Senate Bill 998 (SB 998), by Senator Dodd, was signed into law in September 2018. SB 998's focus is on providing procedural protections for delinquent water customers and defining a uniform standard for residential water shutoffs throughout the State of California. With the COVID-19 shutoff protections ending soon as January 1<sup>st</sup>, 2022, the District must amend the Code to comply with the new law.

Below, is a summary of major changes required in the District's Regulations for compliance with SB 998:

- Definition of delinquent account is changed from 25 days to 60 days;
- Delinquent door tag notice must be in 6 languages;
- Contact customers 7 business days prior to turnoff, currently 48 hours;
- Requires amortization payment plan
- Exception for individuals claiming medical necessity; and
- Reconnection fee restrictions for low-income customers.

SB 998 is an unfunded state mandate that was opposed by the Association of California Water Agencies due to upfront and ongoing additional expenses to implement the program. Costs related to software updates, door tag modifications, printing of the shutoff policy, extended payment terms, and tracking, higher non-collectable balances, and staff time to implement SB 998 are unknown to the District.

### **Recommendation:**

Adopt Resolution 211001 amending District Code Section 4 per SB 998 requirements.

### **Attached:**

- 1.) Resolution Number 201001
- 2.) Attachment A – District Code with edits incorporated



**RESOLUTION NO. 211001 A RESOLUTION OF THE BOARD OF  
DIRECTORS OF VALLEY OF THE MOON WATER DISTRICT AMENDING  
DISTRICT CODE SECTION 4 TO COMPLY WITH SENATE BILL 998**

*WHEREAS, the District has Water Supply Regulations for the effective and  
consistent operation of the District;*

*WHEREAS, periodically these regulations need to be updated to reflect current  
statues and industry trends;*

*WHEREAS, Senate Bill 998 requires modifications to the District's Code Section 4;*

*WHEREAS, staff and legal counsel reviewed and provided suggested updates to  
the existing regulation in Attachment A, here-in referenced and incorporated;*

*NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Valley of the  
Moon Water District hereby amends District Code Section 4, as shown in Attachment A  
effective immediately.*

THIS RESOLUTION PASSED AND ADOPTED THIS 5<sup>th</sup> DAY OF OCTOBER 2021, by the  
following votes:

Director Bryant \_\_\_\_\_

Director Foreman \_\_\_\_\_

Director Harland \_\_\_\_\_

Director Rogers \_\_\_\_\_

Director Yudin-Cowan \_\_\_\_\_

By \_\_\_\_\_

President

By \_\_\_\_\_

Secretary

AYES \_\_\_\_\_

NOES \_\_\_\_\_

ABSTAIN \_\_\_\_\_

ABSENT \_\_\_\_\_

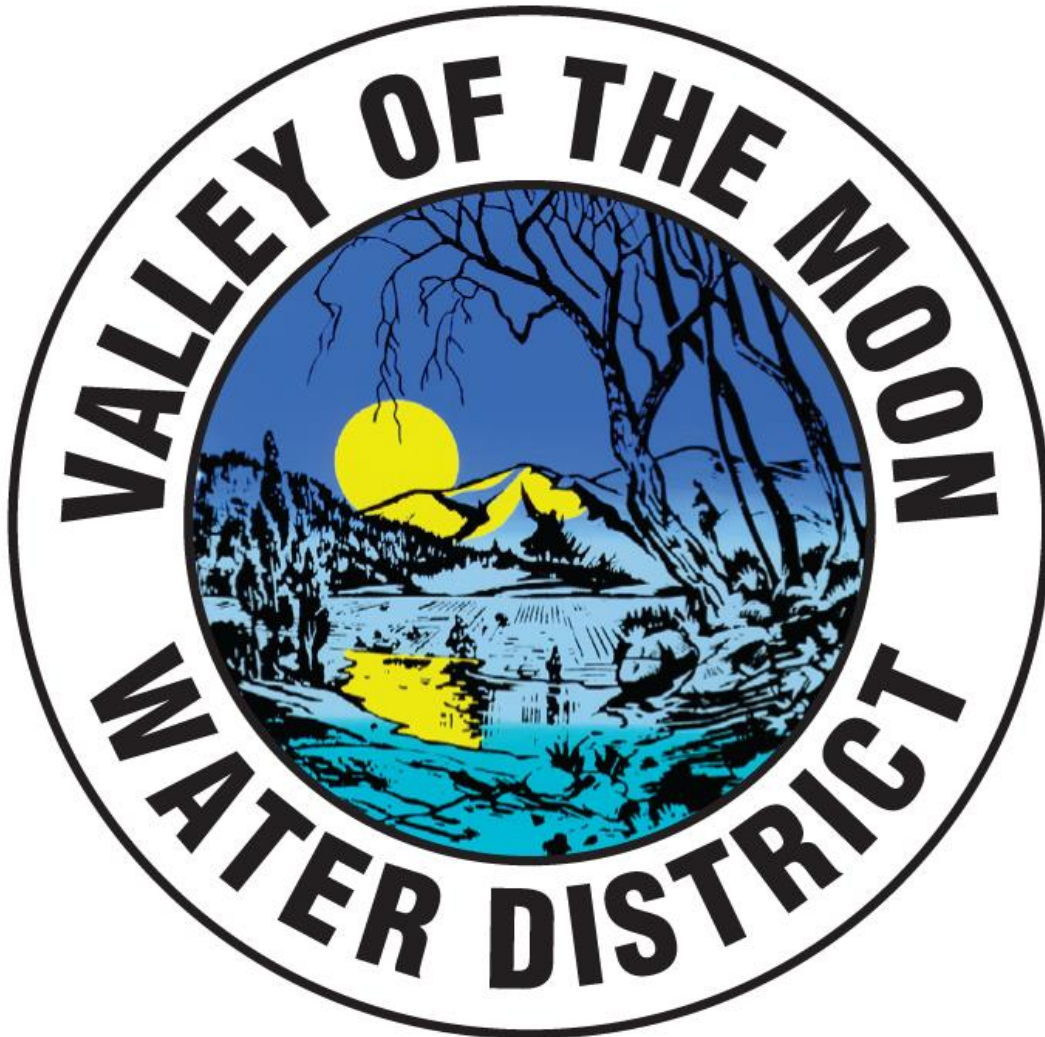
I HEREBY CERTIFY that the foregoing Resolution was duly adopted at a regular  
meeting of the Board of Directors of Valley of the Moon Water District, held on the 5<sup>th</sup>  
day of October 2021 of which meeting all Directors were duly notified and at which  
meeting a quorum was present at all times and acting

By \_\_\_\_\_

Secretary



# VALLEY OF THE MOON WATER DISTRICT CODES AND REGULATIONS



Updated October 5, 2021



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## **SECTION 1 – GENERAL**

The rules and regulations incorporated in this Code are hereby adopted establishing the terms and conditions under which water service will be supplied to the customers of the Valley of the Moon Water District.

## **SECTION 2 – APPLICATIONS AND PERMITS**

### **2-1 EXISTING SERVICE**

Application for water service through an existing service connection and meter shall be made on a form provided by the District and shall be signed by the party responsible for the payment of the bills who will be subject to the regulations of Section 4-4.

### **2-2 NEW SERVICES**

The owner of each separate legal parcel of real property, or a duly authorized agent, desiring water service by the District shall make written application for said service on a form provided by the District specifying thereon the location of the property, the nature of the development to be served, the desired site and location of the service line, and address to which the bills are to be mailed. The application shall include a valid permit (grading, building, etc.) from the County of Sonoma.

In addition to the foregoing, any new service connections to a newly constructed multiunit residential structure or newly constructed mixed-use residential and commercial structure must measure water supplied to each individual residential unit in compliance with Water Code section 537. The applicant for any such service connection shall, in addition to the information described above, also provide information demonstrating exemption from, or the means of achieving compliance with the requirement to measure water supplied to each individual residential unit under, Water Code section 537.

After completion of the application and payment of the current application fees, District shall review said application. After approval of the type and service requested, District shall inform the applicant of the required service connection fees and capacity charges, per the then current Schedule of Fees and Charges (Section 8), and the cost of required on/off site improvements, if any. Concurrent with the payment of all fees, charges, improvement costs, receipt of bonds, etc. mutual execution of the agreement shall occur and remain valid for one year. Failure to complete the project within one year will subject the applicant to additional fee increases per the then current Schedule of Fees and Charges (Section 8).

No water facilities shall be constructed prior to mutual execution of an agreement for services.

### **2-3 LAND USE APPROVAL REQUIRED**

An application for service to unimproved land shall not be considered complete or valid, or processed to completion by the District, unless the applicant presents to the District satisfactory documentation from the County of Sonoma, the public entity with land use jurisdiction within the District's territorial boundaries, which demonstrates that the applicant has obtained either (a) a development permit from the County within the meaning of Sonoma County Zoning Regulations section 26-02-140, as such section currently exists and as amended from time to time, which permit consists generally of a discretionary permit or approval, including, but not limited to, a subdivision, use permit, precise development plan, lot line adjustment, variance, design review and zoning permit; or (b) a ministerial building permit not accompanied by any other type of discretionary review or approval. As used in this section 2-3, "unimproved land" means land on which no improvements exist or land which, although improved to a degree, is being further improved where such further improvement is the cause for augmented water service and requires a development permit or ministerial building permit from the County."

### **2-4 APPLICATIONS FROM HOUSING DEVELOPMENTS THAT INCLUDE AFFORDABLE HOUSING UNITS**

The District shall grant priority for the provision of water services to new housing developments that help meet the Sonoma County's share of the regional housing need for lower income households as identified in the housing element of Sonoma County General Plan and any amendments to the housing element.

The District shall not deny or condition the approval of an application for services, or reduce the amount of the services applied for, if the proposed new development includes housing affordable to lower income



households, unless the District makes specific written findings that the denial, condition, or reduction is necessary due to the existence of one or more of the conditions listed below:

1. The District does not have “sufficient water supply” as defined in paragraph (2) of subdivision (a) of Government Code Section 66473.7, or is operating under a “water shortage emergency” as defined in Section 350 of the Water Code, or does not have sufficient water treatment or distribution capacity to serve the needs of the proposed development, as demonstrated by a written engineering analysis and report.
2. The District is subject to a compliance order issued by the State Department of Health Services that prohibits new water connections.
3. The applicant has failed to agree to reasonable terms and conditions relating to the provision of service generally applicable to development projects seeking service from the District, including, but not limited to, the requirements of local, state, or federal laws and regulations or payment of a fee or charge imposed pursuant to Government Code Section 66013.

## SECTION 3 – INSTALLATION OF FACILITIES

### 3-1 SYSTEM IMPROVEMENTS

No main extension shall be constructed, or water service connection installed or any other applicable potable water system improvements built, unless applicant and District have executed an agreement per Section 2. All such agreements shall be approved by the Board of Directors, excluding single service lines 2” and under that can be executed at staff’s discretion.

### 3-2 SERVICE CONNECTIONS

- 3-2.1 **New Services:** Upon execution of the agreement and fees per Sections 2 & 8, the District will install, within forty (40) days, the service from the main to the meter, which generally will be located inside the curb line, if one is present, or in the public right of way just outside the boundary separating that right of way from the customer’s property. It is the applicant’s responsibility to install and maintain all facilities, including water lines and each submeter, as that term is defined in Water Code section 517, located downstream from the meter.
- 3-2.2 **Extensions of Service Connections:** No existing service connection shall be extended to serve additional residential, commercial, or industrial structures without obtaining the required Sonoma County building permit and payment of all applicable fees.
- 3-2.3 **Increasing Size of Service:** When the water demands of a customer exceed the capacity of the water service line or meter in use, a larger service line and/or meter will be installed and the customer shall pay all upsizing fees (service line, meter, additional capacity charges, etc.). Upon payment of fees, the upsized facilities will be installed by the District. Failure to pay the fees will result in a lien placed upon the customer’s residence or business, at which time the District will perform the upsized work.
- 3-2.4 **Rearrangement of Service:** If an applicant, after installation by the District of the required service at the requested location, desires a change in the location or arrangement or size of meter or service pipes, the applicant must bear all costs of such changes per the Schedule of Fees and Charges.
- 3-2.5 **Billings for Service:** District shall render a separate billing for each service connection.
- 3-2.6 **Responsibility for Payment of Charges:** Any applicant for service or a successor in interest shall be directly liable for all charges for all service furnished through any connection or meter, provided that a subsequent tenant shall not, in the absence of special circumstances, be liable for nonpayment of charges by a previous tenant. The District may, however, require that service to subsequent tenants be furnished on the account of the landlord or property owner, who shall be liable for charges not paid by a previous tenant.



- 3-2.7 **Damaging of District's Facilities:** If damage occurs to a meter or service pipe or other property of the District, the responsible party shall be required to pay the actual cost of repairing the damage, and if payment is not made promptly after proper notification, District will discontinue water service to service address of damaged facilities until the claim is paid plus applicable reconnection charges per Schedule of Fees and Charges.
- 3-2.8 **Low Pressure/Volume Agreement:** If the District determines there is a possibility of low pressure/volume in a service off District's mains due to elevation, size of main, or other circumstances, the applicant will be required to sign a low pressure/volume agreement before water service is provided by District
- 3-2.9 **Ordinance No. 1004:** Low pressure shall be defined as 30 psi for purposes of the requirement of a Low Pressure/Volume Agreement (Agreement). An Agreement is required to be executed by the title holder of the property at the time application for service is made, or such time as District staff determines that the pressure serving the property may drop to 30 psi. Maps indicating the known low pressure/volume areas in the District shall be used by staff to determine the Agreement requirement and are made a part of this section by reference. The maps will be periodically updated by staff to remain current and such updating will not require a modification to this code section. The Agreement shall be recorded, and automatically transfer to a new owner if title to the property changes.

### 3-3 WATER MAIN EXTENSIONS

An applicant for water service to individual units of multi-service development must install the required water main extensions and service connections and/or other storage or conveyance facilities as may be deemed necessary by District. Such an applicant must provide District with a set of plans for the project and when said plans have been approved by District, the applicant will be required to pay District an Agreement Preparation Fee per the Schedule of Fees and Charges.

Before work can begin on the water facilities for such a development, a water main extension agreement must be executed, and all required legal documents as outlined in said agreement must be provided to District. All work on the water facilities shall be constructed under District supervision and specifications. Upon completion of the work, the actual costs of engineering, inspection and overhead will be determined by District and charged to the applicant.

The formal acceptance by District of any facilities so installed and rendering of water service shall be contingent upon the receipt of all charges and the satisfaction of all conditions of the agreement.

- 3-3.1 **Ordinance No. 1002: Main Extension and Service for Individual Customers:** Upon payment of all applicable fees, a Main Extension Agreement will be executed for extension of the main, from the existing facilities across the applicant's complete property frontage. Installation of the main and service must be completed within the time determined by the District, and in accordance with the District's Standard Plans.

### 3-4 OWNERSHIP OF FACILITIES

All distribution, storage, and pumping facilities installed by the applicant for the District shall become District property upon acceptance by District staff and formal acceptance by a Resolution of the Board of Directors. Maintenance and repair of damaged or broken facilities prior to acceptance of such facilities by District shall remain the responsibility of the applicant. Formal acceptance of improvements installed by others shall not relieve the applicant from liability for damages because of a failure of such improvements due to faulty material, poor workmanship or negligence of applicant.

### 3-5 WATER MAIN EXTENSION AGREEMENTS



All water main extension agreements are subject to final approval of the District Board and shall be signed by the President and Secretary of the Board or such person designated to act on their behalf in their absence.

### 3-6 REIMBURSEMENT PROVISIONS

3-6.1 **Reimbursement for Over-sizing:** In order to promote orderly development of the District's water system, an applicant may be required to install or to finance the installation of on-site and/or off-site facilities with a capacity in excess of that required for applicant's development. In such case, the District will enter into a water main extension agreement for the purpose of refunding to the applicant costs incurred in connection with the over-sizing in accordance with the District's Water Master Plan. District will refund to applicant the difference in actual main size required for the applicant's installation of on-site and/or off-site water facilities based on the material costs between the actual main size required for the application and the actual main size as stated in the District's Water Master Plan.

3-6.2 **Reimbursement for Main Extension:** An applicant who extends a main or finances the extension of a main by the District shall be entitled to recover a portion of the cost from connection fees or capacity charges paid by future customers directly connecting to the extended mains. The water main extension agreement will include the time period during which the applicant shall be eligible to receive such reimbursement and the proportionate share of the original installation cost that may be refunded. This amount shall be the total cost of main installation and appurtenances minus the applicant's reasonable share of such installation. Applicant's reasonable share is typically determined by multiplying the frontage of the applicant's property times half the per foot cost of the main installation for 6" and 8" mains. Notwithstanding the foregoing, for installation of mains 10" and larger, applicant's reasonable share shall be limited to the front footage of his property times half the estimated cost per foot of a similar 8" main installation.

Included in the water main extension agreement shall be the period during which the refunds shall be made and that share of the original installation cost which shall be refunded to the applicant based on his total cost minus the prorata share of the facilities for applicant's development.

## SECTION 4 – WATER SUPPLY AND RELATED SERVICES

### 4-1 DEPOSITS

The District has authority to require deposits under the following scenarios:

- Installation of hydrant water meter
- Temporary water service
- Two or more bounced checks in 24 months
- Two or more door tag notices in 12 months
- Other scenarios that require the District to protect itself from loss

### 4-2 DISCONTINUANCE OF SERVICE

#### 4-2.1 Purpose

The purpose of this policy is to establish guidelines for residential water discontinuation for nonpayment of a delinquent account, including how account holders and/or occupants are notified of this policy, how they may obtain a payment arrangement or alternative payment schedule, how they may contest or appeal water charges, and how they may restore service after it has been discontinued for nonpayment.

This Policy provides for the adherence to Senate Bill No. 998 ("SB998"), Discontinuation of residential water service. SB998 was approved on September 28, 2018 and became effective February 1, 2020. SB998 outlines the requirements for discontinuation of residential water service for nonpayment of a delinquent account.

#### 4-2.2 Reasons for Disconnection



- (a) The District reserves the right to disconnect any service line or other connection to its water distribution system and to discontinue water service for any of the following reasons:
- The District or a State or County health officer finds that there exists a condition hazardous to the health or safety of the customer or any water user of the District;
  - The customer fails to comply with any Regulation of the District;
  - The service is being furnished without a proper application or under a false or fraudulent application;
  - There is evidence of unlawful tampering or interference with the District's facilities by the customer;
  - If after investigation, the State Water Resources Control Board, the California Department of Water Resources, or the District finds that water furnished through the connection is being wasted or that the use or method of use of the water is unreasonable;
  - The customer fails, after request by the District, to remove any obstruction that prevents convenient reading of the customer's meter;
  - The customer fails to pay any bill for any rate or charge due to the District within 60 days after the bill date.

#### **4-2.3 Timing of Disconnection**

- (a) No advance notice need be given if the purpose of the disconnection is to remove or prevent a hazard to health or safety.
- (b) For residential customers not on an amortization agreement, no less than 7 days prior to disconnecting a service, the District shall give the customer advance notice via phone or mail of its intention to do so, of the reason therefor.
- (c) For residential customers that fail to comply with an amortization agreement, an alternative payment schedule, or a deferral or reduction in payment plan for delinquent charges for 60 days or more or that do not pay their current bill while undertaking an amortization agreement, an alternative payment schedule, or a deferral or reduction in payment plan for delinquent charges for 60 days or more, service may be discontinued no sooner than 7 business days after a final notice of intent to disconnect service is posted in a prominent and conspicuous location at the property.

#### **4-2.3 Disconnection Notice Languages**

The notice of discontinuation of residential service for nonpayment is available in English, the languages listed in Section 1632 of the Civil Code, and any other language spoken by at least 10 percent of the people residing in the District's service area. The District's written policy will be made available on the District's internet website.

#### **4-2.4 Notice of Disconnection**

- (a) The customer shall be offered the District's written policy (this Regulation) on discontinuation of residential service for nonpayment and options discussed to avert discontinuation of residential service for nonpayment, including, but not limited to: alternative payment schedules, a plan for deferred or reduced payments, procedures for requesting amortization of the unpaid balance, a telephone number for customers to contact to discuss options for averting discontinuation of residential service for nonpayment, and a formal mechanism for customers to petition for bill review and appeal.
- (b) Written notice of payment delinquency and impending discontinuation shall be mailed to the customer of the residence to which the residential service is provided. If the customer's address is not the address of the property to which residential service is provided, the notice shall also be sent to the address of the property to which residential service is provided, addressed to "Occupant." The notice shall include, but is not limited to, all of the following information in a clear and legible format:
- The customer's name and address.
  - The amount of the delinquency.
  - The date by which payment or arrangement for payment is required in order to avoid discontinuation of residential service.
  - A description of the process to apply for an extension of time to pay the delinquent charges.



- A description of the procedure to petition for bill review and appeal.
  - A description of the procedure by which the customer may request a deferred, reduced, or alternative payment schedule, including an amortization of the delinquent residential service charges.
  - A description of how to request a reconnection should water service be turned off.
- (c) If unable to make contact with the customer or an adult occupying the residence by telephone, and written notice is returned through the mail as undeliverable, a good faith effort will be made to visit the residence and leave a notice of imminent discontinuation of residential service for nonpayment and the urban and community water system's policy for discontinuation of residential service for nonpayment.
- (d) If an adult at the residence appeals the water bill, via the District's available appeal form, residential service will not be discontinued while the appeal is pending.

#### 4-2.5 Limits to Disconnection

Residential water service shall not be discontinued for nonpayment if all of the following conditions are met:

- (a) The customer, or a tenant of the customer, submits to the District, the certification of a "primary care provider," as that term is defined in subparagraph (A) of paragraph (1) of subdivision (b) of Section 14088 of the Welfare and Institutions Code, that discontinuation of residential service will be life threatening to, or pose a serious threat to the health and safety of, a resident of the premises where residential service is provided.
- (b) The customer demonstrates that he or she is financially unable to pay for residential service within the urban and community water system's normal billing cycle. The customer shall be deemed financially unable to pay for residential service within the urban and community water system's normal billing cycle if any member of the customer's household is a current recipient of CalWORKs, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, and Children, or the customer declares in writing, on a District provided form, that the household's annual income is less than 200 percent of the federal poverty level.
- (c) Customer is willing to enter into a plan for deferred or reduced payment, consistent with the written policies provided pursuant to subdivision (a) of Section 116906, with respect to all delinquent charges or an amortization agreement (not to exceed 12 months), alternative payment schedule.
- The District may grant a longer repayment period if it finds the longer period is necessary to avoid undue hardship to the customer based on the circumstances of the individual case.
- (d) If Policy sections 4-2.5 (a) through 4-2.5 (c) are met, the District shall offer the customer one or more of the following options:
- Amortization of the unpaid balance.
  - Participation in an alternative payment schedule.
  - A partial or full reduction of the unpaid balance financed without additional charges to other ratepayers.
  - Temporary deferral of payment.
- (e) The District may choose best payment option that the customer will undertake and set parameters of that payment option.

#### 4-2.6 Reestablishment of Water Service

- (a) When service has been discontinued due to nonpayment, the District will provide information on how to restore that service. The service will not be restored until all required delinquent charges and fees to re-establish service have been paid.
- (b) Residential customers that have a household annual income less than 200 percent of the federal poverty level (*any member of the household that is a current recipient of CalWORKs, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, and Children, or the customer declares that the household's annual income is less than 200 percent of the federal poverty level*), are automatically eligible for both of the following discounts:



- Pursuant to State Health and Safety Code (H&S Code) section 116914 (a) (1), the fee to reconnect during normal operating hours will be the lesser of \$50 (as may be adjusted annually pursuant to H&S Code section 116914 (a) (1)) or the actual cost of reconnection as set forth in District's cost allocation plan.
  - Reconnection fees shall be subject to an annual adjustment for changes in the Consumer Price Index beginning January 1, 2021.
- Pursuant to H&S Code section 116914 (1) the fee to reconnect during the District's nonoperation hours, will be the lesser of \$150 (as may be adjusted annually pursuant to H&S Code section 116914 (a) (1)) or the actual cost of reconnection as set forth in the District's cost allocation plan.
  - Reconnection fees shall be subject to an annual adjustment for changes in the Consumer Price Index beginning January 1, 2021.

#### **4-2.7 Disconnection Involving Landlords and Tenants**

- When the District is notified prior to shutoff that a tenant legally occupies the residence, the District shall make every good faith effort to inform the residential occupants, by means of written notice, when the account is in arrears at least 10 days prior to the termination. The written notice shall further inform the residential occupants that they have the right to become customers, to whom the service will then be billed, without being required to pay any amount which may be due on the delinquent account.
  - Once notified of the relationship the District will give notice of termination at least seven days prior to the proposed termination
- The District will only make service available to the residential occupants when each residential occupant agrees to the terms and conditions of service and meets all other District requirements to establish water service.
- In a multi-family residential property, if one or more of the residential occupants are legally willing and able to assume responsibility for the subsequent charges to the account and agree to meet all other District requirements to establish water service or if there is a physical means legally available to the District of selectively terminating service to those residential occupants who have not met the requirements of the District's rules and tariffs, water service will be made available.
- In order for the amount due on the delinquent account to be waived, the occupant who becomes the customer must verify that the delinquent account customer of record is or was the landlord, manager, or agent of the dwelling. Verification may include, but is not limited to, a lease or rental agreement, rent receipts, a government document indicating that the occupant is renting the property, or information disclosed pursuant to Section 1962 of the Civil Code.

#### **4-2.8 Disconnection Reporting**

- (a) Annually, a report showing the number of annual discontinuations of residential service for inability to pay will be posted to the District's website.
- (b) The Board will also receive the report.

#### **4-3 TERMINATION OF SERVICE**

- (c) When premises are vacated, the bi-monthly service charge shall continue to accrue until a new customer is assigned to the account, or the current customer pays the District for the permanent removal of the meter and service line. If a tenant vacates the premises, the landlord will be deemed to be the current customer unless and until a new tenant moves in.
- (d) The District reserves the right at any and all times to shut off water delivery for the purpose of maintenance, making repairs and alterations to its system. Wherever possible, advance notice of interruption of services will be given to all water users affected.

#### **4-4 BILLINGS**



- 4-4.1 **Bi-Monthly Charges:** Meters will normally be read every two months on approximately the same day of the month. A bill will be issued showing the date on which the meter was last read, the past and current meter readings, the amount of water used, the two month service charge, quantity charge, any billings in arrears, and any other applicable charges per the current Schedule of Fees and Charges.
- 4-4.2 **Mailing of Bills:** Water bills will be mailed to the customer at the mailing address provided to the District by the customer. Customers have an option to opt-out of paper bills and may sign up to receive e-bills.
- 4-4.3 **Period for Payment:** Bills for water service are due when rendered and will become delinquent twenty-one (21) days after date mailed. If payment is not made within the twenty-one (21) day period, the account will be considered delinquent and subject to Section 4-1.
- 4-4.4 **Returned Check:** If payment of deposit or for services rendered by the District is made by check by a customer and is later returned by the District's bank for any reason, a check return service charge will be assessed by District per Schedule of Fees and Charges. If, after proper notification by the District, payment of the deposit or services, including the returned check service charge, is not made in cash at the District office within twenty-four (24) hours, service is subject to termination.
- 4-4.5 **Disputed Bills:** Requests for investigation of disputed bills should be filed in writing with the District for consideration within five (5) days of the receipt of the bill. If District determines that an investigation is warranted, customer's service will not be terminated until its completion and customer has been notified of District's decision. Customer will then be given an opportunity to pay the bill to avoid termination of service.
- 4-4.6 **Estimated Bills:** If a meter fails to register correctly, the bill will be based on an estimate of the amount of water used, which shall take into account the normal seasonal demand of such service, and any other factors that may assist the District in determining in its discretion an appropriate charge for water service.
- 4-4.7 **Method of Determining Closing Bills:** When a customer requests that an account be closed, the meter will be read and a "closing bill" prepared on the basis of water used during the billing period plus a pro-ration of the monthly service charge on the basis of service rendered.

#### 4-5 METERS

- 4-5.1 **Ownership of Meters:** District is sole owner of any and all meters through which District serves water. Except as expressly stated, this Code, including the previous sentence, does not apply to a submeter, as that term is defined in Water Code section 517, which is installed to measure the quantity of water supplied to an individual residential dwelling unit located within a newly constructed multiunit residential structure or newly constructed mixed-use residential and commercial structure. The term "meter" as used in this Code shall not be deemed to apply to any submeter downstream of the District's meter. No person other than a qualified District employee shall set, remove, turn on or off, or in any way tamper with any water meter within the District. Any such person doing so shall be subject to penalties as outlined in the Schedule of Fees and Charges.
- 4-5.2 **Meter Testing:** A customer questioning the accuracy of a meter may deposit with the District a meter test fee per current Schedule of Fees and Charges, after which the District will have the meter accurately tested. If the test shows the meter to be registering more than 2% in excess of the actual quantity of water passing through it, District will return the deposit, adjust the overcharge resulting from inaccuracy of the meter, and set another meter at the service, provided that such adjustment will be made to cover no more than a period of six (6) months immediately preceding the date of the test. If the meter proves to be accurate within 2%, the deposit will be retained by the District.

#### 4-6 UNAUTHORIZED WATER USE



Theft of water and remedies shall be governed by California Penal Code Sections: 498, 592, 607, 624 and 625.

- 4-6.1 **Liability for Service:** Any party using water without having made application to the District for water service and without having paid the applicable charges shall be held liable for the service from and after the date of the last recorded meter reading. If proper application for service is not made upon notification to do so, and if accumulated charges for services are not paid within 48 hours, water service will be terminated immediately and all consumption will be considered theft of water subject to California Penal Code.

- 4-6.2 **Penalties for Unauthorized Water Use:** The District may collect from the responsible party penalties in addition to the applicable rates and/or estimated quantity charges as indicated in the Schedule of Fees and Charges for unauthorized water use.

#### 4-7 ACCESS TO PREMISES

As a condition of continual water service, employees of the District shall be given access to customers' premises during regular working hours for the purpose of inspecting water facilities for compliance with the requirements of the District.

#### 4-8 ACCEPTANCE OF WATER SERVICE PROVIDED

As a condition of new or continuing service by District, applicants and customers shall accept whatever water volume at whatever pressure may be available in accordance with the laws of the State of California. If an applicant or customer desires to limit the pressure furnished to the premises served, a proper pressure-reducing device should be installed at the sole expense of the applicant or customer. If an applicant or customer depends on a continuous supply of water, emergency storage should be provided by the applicant or customer at its sole expense.

District reserves the right to shut off water at any and all times for the purpose of making repairs, extensions, or alterations, and except in emergency conditions, due notice will be given to all customers affected.

#### 4-9 RELOCATION OF DISTRICT'S FACILITIES

District will not bear the cost of any relocation or alteration of its facilities made necessary by improvements undertaken by any party other than the County of Sonoma. In instances where the District's rights are paramount to the County's right, the District will not bear the cost of any relocation or alteration of its facilities made necessary by improvements undertaken by the County. Any other party requesting relocation or alteration of facilities shall provide District the fees as shown in the Schedule of Fees and Charges, and shall furnish District with such plans, specifications, surveys, drawings, and time schedules related to the requested work necessary to accomplish a convenient and efficient relocation or alteration of District's facilities.

#### 4-10 INTERRUPTIBLE SURPLUS WATER SERVICE

- 4-10.1 **Eligibility for Interruptible Surplus Water Service:** The District shall furnish Interruptible Surplus Water to individual customers for the following purposes only:

- (a) irrigation of land used for the commercial production of food or fiber;
- (b) replenishment of surface water supply reservoirs or recreational lakes;
- (c) replenishment of groundwater basins.

- 4-10.2 **Conditions Under Which Interruptible Surplus Water May Be Furnished:**



- (a) Interruptible Surplus Water shall be delivered only from a separate metered service connection. The minimum connection size shall be 3-inches in diameter.
- (b) Deliveries of Interruptible Surplus Water shall be interrupted at any time it is determined to be necessary in the sole opinion of the District in order to satisfy the demands of its non-interruptible service customers; or for water system maintenance, repair, or planned or unplanned outages of any nature whatsoever including but not limited to a perceived, threatened or actual water shortage emergency.

4-10.3 **Incidental Use Served Through an Interruptible Surplus Water Connection:** The District may, at its sole discretion, serve water through an Interruptible Surplus Water Connection for purposes that would normally be classified as non-interruptible. Such service shall only be considered provided: no other reasonable source of potable water is available, private storage is built by the applicant to accommodate emergency needs during periods of service interruption, and said use is truly incidental. An example of an incidental use would be water for a farmhouse once served by a private well which becomes contaminated. Such uses shall require installation of separate meters and the District's normal rates (including the outside district water rate if applicable) and rates, fees, and charges (including connection fees and capacity charges) shall apply to the incidental use even though said incidental use is subject to interruption.

## SECTION 5 – FIRE PROTECTION FACILITIES SERVICE AND SUPPLY

### 5-1 FIRE LINE SERVICE

The words “fire line service” as used in these regulations means a service to provide water to privately owned sprinkler systems, hydrants, or other firefighting appurtenances for protection against fire.

Applications for fire line service shall be made to the District on forms provided by the District.

The applicant or customer shall pay to the District in the manner provided by Section 3-2 of this Code, the applicable fees for installing the water lines to the fire protection facilities, without limitations, and the District reserves the right to install detector check valves and meters to list for unauthorized consumptions.

The customer shall pay to District a monthly service charge for fire line services, which charge shall vary with the size of the pipeline rendering such service per the current Schedule of Fees and Charges.

### 5-2 FIRE HYDRANTS

5-2.1 **Installation and Maintenance:** Installation will be performed by the District or the requesting party's contractor under agreement with the District at the expense of the requesting party. The District will maintain the interior components of fire hydrants within its service area and the Fire Departments/Authority will maintain the exterior paint in accordance with each respective agreement covering same.

- Valley of the Moon Fire District – Resolution No. 011108
- Glen Ellen Fire District – Resolution No. 011109
- City of Sonoma - Resolution No. 011110

5-2.2 **Water Supply Through Fire Hydrants:** If water supply service through fire hydrants is desired for purposes other than firefighting, the party requesting the service must first complete the District's agreement and pay all applicable fees and deposits for such service in accordance with the current Schedule of Fees and Charges (Section 8). District will give notice to the Fire Department or Fire Authority, which has jurisdiction over the area in which the hydrant is located. Distribution of such water service and control of same shall be solely that of the Water District.

## SECTION 6 – CROSS CONNECTION CONTROL

### PURPOSE



The purpose of these regulations are: (1) to protect the public water supply against actual or potential cross connections by isolating within the premises contamination that may occur because of some undiscovered or unauthorized cross-connection on the premises; (2) to eliminate existing connections between drinking water systems and other sources of water that are not approved as safe and potable for human consumption; (3) to eliminate cross-connections between drinking water systems and sources of contamination; and (4) to prevent the making of cross-connections in the future.

These regulations are adopted pursuant to the State of California Administrative Code, Title 17, Section 7583 to 7605, Public Health, entitled: "Regulations Relating to Cross-Connections".

It is unlawful for any person, firm, or corporation at any time to make or maintain or cause to be made or maintained, temporarily or permanently, for any period of time whatsoever, any cross-connection between plumbing pipes or water fixtures being served with water by the District and any other source of water supply; or to maintain any sanitary fixture or other appurtenances or fixtures which by reason of their construction may cause or allow backflow of water or other substances into the water supply system of the District and/or the service of water pipes or fixtures of any consumer of the District.

## 6-1 DEFINITIONS

- A. **Air-Gap Separation:** The term "air-gap separation" means a physical break between a supply pipe and a receiving vessel. The airgap shall be at least double the diameter of the supply pipe measured vertically above the top rim of the vessel, in no case less than one inch.
- B. **Approved Backflow Prevention Device:** The term "approved backflow prevention device" shall mean devices that have passed laboratory and field evaluation tests performed by a recognized testing organization that has demonstrated their competency to perform such tests to the Division of Drinking Water.
- C. **Approved Water Supply:** The term "approved water supply" means any water supply whose potability is regulated by a State or local health agency.
- D. **Auxiliary Supply:** The term "auxiliary supply" means any water supply on or available to the premises other than the approved water supply; this shall include all water storage tanks or vessels of any kind with piping or pumps maintained for the purpose of fire suppression, irrigation or any other reason.
- E. **AWWA Standard:** The term "AWWA Standard" means an official standard developed and approved by the American Water Works Association (AWWA).
- F. **Division of Drinking Water (DDW):** The Division of the State Water Resources Control Board that regulates public drinking water systems.
- G. **Backflow:** The term "backflow" shall mean a flow condition, caused by a differential in pressure that causes the flow of water or other liquids, gasses, mixtures or substances into the distributing pipes of a potable water supply from any source or sources other than an approved water supply source. Back-siphonage and backpressure cause backflow.
- H. **Contamination:** The term "contamination" means a degradation of the quality of the potable water by any foreign substance which creates a hazard to the public health, or which may impair the usefulness or quality of water.
- I. **Cross-Connection:** The term "cross-connection" as used in these regulations means any unprotected actual or potential connection between a potable water system used to supply water for drinking and any source or system containing unapproved water or a substance that is not or cannot be approved as safe, wholesome, and potable. By-pass arrangements, jumper connections, removable sections, swivel or changeover devices, or other devices through which backflow could occur, shall be considered to be cross-connections.
- J. **Cross Connection Control Specialist:** An individual who holds a valid certificate as a cross-connection control specialist as issued by CA-NV Section AWWA, or equivalent organization as recognized by DDW and has been designated as the Valley of the Moon Water District's Cross-Connection Control Specialist by the District.



- K. **Double Check Valve Assembly:** The term “double check valve assembly” means an assembly of at least two independently acting check valves including tightly closing shut-off valves on each side of the check valve assembly and test cocks available for testing the water tightness of each check valve.
- L. **Person:** The term “person” means an individual, corporation, company, association, partnership, municipality, public utility, or other public body or institution.
- M. **Premise:** The term “premise” means any and all areas on a customer’s property which are served or have the potential to be served by the public water system.
- N. **Public Water System:** The term “public water system” means the District’s water distribution, treatment and storage system.
- O. **Recycled or Reclaimed Water:** The terms “recycled water” or “reclaimed water” means a wastewater which as a result of treatment is suitable for uses other than potable use.
- P. **Reduced Pressure Principle Backflow Prevention Device:** The term “reduced pressure principle backflow prevention device” means a device incorporating two or more check valves and an automatically operating differential relief valve located between the two checks, a tightly closing shut-off valve on each side of the check valve assembly, and equipped with necessary test cocks for testing.
- Q. **Service Connection:** The term “service connection” refers to the point of connection of a user’s piping to the water supplier’s facilities, which will be the first fitting on the customer’s side of the meter unless the District determines otherwise with regard to a particular connection.
- R. **Water Supplier:** The term “water supplier” means the person who owns or operates the approved water supply system.
- S. **Water User:** The term “water user” means any person obtaining water from an approved water supply system.
- T. **Health Agency:** The term “health agency” means the Division of Drinking Water or another health agency to whom authority over drinking water has been delegated by the Division of Drinking Water.

## 6-2 CROSS CONNECTION PROTECTION REQUIREMENTS

### A. General Provisions:

1. Unprotected cross-connections with the public water supply are prohibited.
2. Whenever backflow protection has been found necessary, the District will require the water user to install an approved backflow prevention device by and at his/her expense as a condition for continuing potable water service or before a new potable water service will be approved.
3. Wherever backflow protection has been found necessary on a water service line entering a water user’s premises, then any and all water service lines from the District’s main entering such premises,



buildings, or structures shall be protected by an approved backflow prevention device. The type of device to be installed will be in accordance with the requirements of these regulations.

**B. Where Protection is Required:**

1. Each service connection from the District water system for supplying water to the premises having an auxiliary water supply shall be protected against backflow of water from the premises into the public water system unless the auxiliary water supply is accepted as an additional source by District, and is approved by the Public Health agency having jurisdiction.
2. Each service connection from the district water system for supplying water to any premises on which any substances is handled in such fashion as may allow its entry into the public water system shall be protected against backflow of the water from the premises into the public system. This shall include the handling of process water and waters originating from the public water system which have been subjected to deterioration in sanitary quality.
3. Backflow prevention devices shall be installed on the service connection to any premises having (a) internal cross-connections that cannot be permanently corrected and controlled to the satisfaction of the health agency and the District; or (b) intricate plumbing and piping arrangements or where entry to all portions of the premises is not readily accessible for inspection purposes, making it impractical or impossible to ascertain whether or not cross-connections exist.
4. Any structure where the fire sprinkler system shares a common inlet with the potable water system.
5. If a situation arises that these guidelines do not cover, the Cross Connection Control Specialist shall exercise good judgment and refer to the University of Southern California's *Manual of Cross-Connection Control Tenth Edition*, California Administrative Code, Title 17 Section 7583 to 7605, Public Health, entitled: "Regulations Relating to Cross-Connections" or the District's DDW representative as appropriate.

**C. Type of Protection Required:**

1. The type of protection that shall be provided to prevent backflow into the approved water supply system shall be commensurate with the degree of hazard existing on the consumer's premises. Types of protective devices that may be required based on the judgment of the Cross Connection Control Specialist and the requirements (listed in order of increased levels of protection) include: Double Check Valve Assembly (DC), Reduced Pressure Principle Backflow Prevention Device (RP), and Air-Gap Separation (AG). The water user may choose a higher level of protection than required by district. Minimum types of backflow protection required to protect the approved water supply at the user's water connection to premises with varying degrees of hazard are given in Table 1. Situations



not covered in Table 1 shall be evaluated on a case by case basis, and the appropriate backflow protection shall be determined by the District or the health agency.

2.

**TABLE 1**

**TYPE OF BACKFLOW PROTECTION REQUIRED**

<b><u>Degree of Hazard</u></b>	<b><u>Minimum Type of Backflow Prevention</u></b>
Sewage and hazardous Substances:	<ul style="list-style-type: none"> <li>(1) Premises where the public water system is used to supplement the recycled or reclaimed water supply.</li> <li>(2) Premises where there are wastewater pumping and/or treatment plants and there is no interconnection with the potable water system. This includes a single-family residence that has a sewage lift pump. An RP may be provided in lieu of an AG only if approved in writing by both the health agency and the District.</li> <li>(3) Premises where reclaimed water is used and there is no interconnection with the potable water system. An RP may be provided in lieu of an AG only if approved in writing by both the health agency and the District.</li> <li>(4) Premises where hazardous substances may enter a potable water system, including a single-family residence that has a sewage lift pump. An RP may be provided in lieu of an AG only if approved in writing by both the health agency and the District.</li> <li>(5) Premises where there are irrigation systems into which fertilizers, herbicides or pesticides are, or can be injected.</li> </ul>
Auxiliary Water Supplies:	<ul style="list-style-type: none"> <li>(1) Premises where there is an unapproved auxiliary water supply, which is interconnected with the public water system. An RP or DC may be provided in lieu of an AG only if approved in writing by both the health agency and the District.</li> <li>(a) Premises where there is an unapproved auxiliary water supply and there are no interconnections with the public water system. A DC may be provided in lieu of an RP only if approved in writing by both the health agency and the District.</li> </ul> <p>Fire Protection Systems:</p> <ul style="list-style-type: none"> <li>(1) Premises where the fire system is directly supplied from the public water system and there is an unapproved auxiliary water supply on or to the premises (not interconnected).</li> <li>(2) Premises where the fire system is supplied from the public water system and interconnected with an unapproved auxiliary water supply. An RP may be provided in lieu of an AG only if approved in writing by both the health agency and the District.</li> <li>(3) Premises where the fire system is supplied from the public water system and where either storage tanks or fire pumps, which take suction from the private reservoirs or tanks, are used.</li> </ul>

**6-3 BACKFLOW PREVENTION DEVICES**

a. Approved Backflow Prevention Devices:

1. Only backflow prevention devices which have been approved by the District shall be acceptable for installation by a water user connected to the District's potable water system.
2. The District will provide, upon request, to any affected customer a list of approved backflow prevention devices.



b. Backflow Prevention Device Installation:

Backflow prevention devices shall be installed according to District standard plans and in a manner prescribed in Section 7603, Title 17 of the California Administrative Code. Location of the devices should be as close as practical to District's water meter. The District shall have the final authority in determining the required location of a backflow prevention device.

c. Air-Gap Separation (AG):

The air-gap separation shall be located on the user's side of and as close to District's water meter as is practical. All piping from the service connection to the receiving tank shall be above grade and be entirely visible. No water use shall be provided from any point between the service connection and the air-gap separation. The water inlet piping shall terminate a distance of at least two (2) pipe diameters of the supply water inlet, but in no case less than one (1) inch above the overflow rim of the receiving tank.

b. Reduced Pressure Principle Backflow Prevention Device (RP):

The approved reduced pressure principle backflow prevention device shall be installed on the user's side of and as close to District's water meter as is practical. The device shall be installed a minimum of twelve inches (12") above grade and not more than thirty-six inches (36") above grade measured from the bottom of the device and with a minimum of twelve inches (12") side clearance. The device shall be installed so that it is readily accessible for maintenance and testing. Water may not be supplied from any point between the meter and the RP device unless the water supply is protected in a manner approved by the District.

d. Double check Valve Assembly (DC):

The approved double check valve assembly shall be located as close as practical to the user's connection, and in a manner where it is readily accessible for testing and maintenance. If a double check valve assembly is put below grade, it must be installed in a vault such that there is a minimum of six inches (6") of clearance between the side of the device with the test cocks and the side of the vault, and so there is a minimum of three inches (3") clearance between the other side of the device and the side of the vault. Special consideration must be given to double check valve assemblies of the "Y" type. These devices must be installed on their "side" with the test cocks in a vertical position so that either check valve may be removed for service without removing the device. Vaults, which do not have an integrated bottom, must be placed on a three-inch (3") layer of gravel.

A. Backflow Prevention Device Testing and Maintenance:

1. The owners of any premises on which, or on account of which, backflow prevention devices are installed, shall have the devices tested by a person who has demonstrated to the District their competency in testing of these devices as described in Section 6-6 below. Backflow prevention devices must be tested at least annually and immediately after installation, relocation or repair. The district may require a more frequent testing schedule if it is determined to be necessary. No device shall be placed back in service unless it is functioning as required. A report in a form acceptable to the District shall be filed with the District each time a device is tested, relocated, or repaired. These devices shall be serviced, overhauled, or replaced whenever they are found to be defective and all costs of testing, repair, and maintenance shall be borne by the water user.
2. If a Double Check Valve Assembly that is being used for any reason other than protection from a fire system fails and it needs to be replaced, it shall be replaced with a properly installed Reduced Pressure Principle Backflow Prevention Device.



3. The District will supply affected water users with a list of persons acceptable to the District to test backflow prevention devices. The district will notify affected customers by mail when annual testing of a device is needed and also supply users with the necessary forms, which must be filled out each time a device is tested or repaired.
4. Upon request, the District at its discretion, may test a customer's backflow prevention device to fulfill the requirements of these regulations. The customer will be charged for the test and any maintenance found necessary to keep the device in working order.

**B. Backflow Prevention Device Removal:**

1. Approval must be obtained from the District before a backflow prevention device is removed, relocated, or replaced.
  - a. Removal: The use of a device may be discontinued and the device removed from service only upon a determination by the District in its sole discretion, based on presentation of sufficient evidence to the District to enable it to verify that a hazard no longer exists or is not likely to be created in the future.
  - b. Relocation: A device may be relocated following confirmation by the District that the relocation will continue to provide the required protection and satisfy installation requirements. A re-test will be required following the relocation of the device.
  - c. Repair: A device may be removed for repair, provided the water use is either discontinued until repair is completed and the device is returned to service, or the service connection is equipped with a fully functioning backflow protection device approved by the District. A re-test will be required following the repair of the device.
  - d. Replacement: A device may be removed and replaced provided the water use is discontinued until the replacement device is installed. All replacement devices must be approved by the District and must be commensurate with the degree of hazard involved.

**6-4 ADMINISTRATIVE PROCEDURES**

**Water System Survey:**

1. The Valley of the Moon Water District shall review all requests for new services to determine if backflow protection is needed. Plans and specifications must be submitted to the District upon request for review of possible cross-connection hazards as a condition of service for new service connections. If it is determined that a backflow prevention device is necessary to protect the public water system, the required device must be installed before service will be initiated.
2. The District may require an on-premise inspection to evaluate cross-connection hazards. The District will transmit a written notice requesting an inspection appointment to each affected water user. Any customer who cannot or will not allow an on-premise inspection of their piping system shall be required to install the backflow prevention device the District considers necessary.
3. The District may, at its discretion, require a re-inspection for cross-connection hazards of any premises to which it serves water. The District will transmit a written notice requesting an inspection appointment to each affected water user. Any customer that cannot or will not allow an on-premise inspection of their piping system shall be required to install the backflow prevention device the District considers necessary.

**Customer Notification – Device Installation:**

1. The District will notify the water user of the survey findings, listing corrective action to be taken, if required. A period of 60 days will be given to complete all corrective action required, including installation of backflow prevention devices.



2. A second notice will be sent to each water user that does not take the required corrective action prescribed in the first notice within the 60-day period allowed. The second notice will give the water user a two-week period to take the required corrective action. If no action is taken within the two-week period, a 48 hour shut off notice door tag will be delivered, at the completion of the 48 hour period the District may terminate water service to the affected water user until subject device is tested and the completed and approved test form is received by the District.

Customer Notification – Testing and Maintenance:

1. The District will notify each affected water user when it is time for the backflow prevention device installed on their service connection to be tested. This written notice shall give the water user 60 days to have the device tested and to submit to the District an approved and completed form reflecting the results of said test.
2. A second notice shall be sent to each water user that does not have his/her backflow prevention device tested as prescribed in the first notice within the 60 days period allowed. The second notice will give the water user a two-week period to have his/her backflow prevention device tested. If no action is taken within the two week period, a 48 hour shut off notice door tag will be delivered, at the completion of the 48 hour period the District may terminate water service to the affected water user until the subject device is tested and the completed and approved test form is received by the District.

**6-5 WATER SERVICE TERMINATION**

A. General

When the District encounters water uses that represent a clear and immediate hazard to the potable water supply that cannot be immediately abated, the District shall institute the procedure for discontinuing the District water service.

B. Basis for Termination:

Conditions or water uses that create a basis for water service termination shall include, but are not limited to, the following items:

1. Refusal to install a required backflow prevention device.
2. Refusal to test a backflow prevention device.
3. Refusal to repair a faulty backflow prevention device.
4. Refusal to replace a faulty backflow prevention device.
5. Direct or indirect connection between the public water system and a sewer line.
6. Unprotected direct or indirect connection between the public water system and a system or equipment containing contaminants.
7. Unprotected direct or indirect connection between the public water system and an auxiliary water system.
8. A situation which presents an immediate health hazard to the public water system.

C. Water Service Termination Procedures:

1. For conditions 1,2,3, and 4, the District will take the following steps:
  - a. Make reasonable effort to advise water user of intent to terminate water service; and
  - b. Terminate water supply and lock service valve. The water service will remain inactive until correction of violations has been approved by the District.



## 6-6 REQUIREMENTS FOR BACKFLOW PREVENTION DEVICE TESTER

Each proposed backflow prevention device tester shall file with the District a valid certification from the American Water Works Association (AWWA), California-Nevada Section, from a County certification program, or have equivalent training in the opinion of the District and the Health Department.

The District may rescind its approval of, and refuse to accept work performed by, any tester whom the District determines has improperly performed testing, repairs, and/or reporting, or whose certification has been revoked, suspended, or not renewed by the certifying authority.

## 6-7 SEVERABILITY

If any section, subsection, subdivision, paragraph, sentence, clause, or phrase of these regulations, or any part thereof, is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of these regulations or any part thereof. The District Board of Directors hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, or phrase thereof, irrespective of the fact that any one or more section, subsections, subdivisions, paragraphs, sentences, clauses, or phrases be declared invalid.

# SECTION 7 – MISCELLANEOUS

## 7-1 PLUMBERS DEPOSITS

A licensed plumber may deposit with District the amount shown in the Schedule of Fees and Charges a security bond as guarantee of payment for any damages done to District's facilities during the course of said plumber's work in making repairs to or installation of any water facilities within the District. Upon receipt of said security bond, District will waive the requirement that only a District employee can turn a District water meter/service on or off as to that plumber, but only during the period that the bond is in effect. In addition to the deposit, an agreement covering these stipulations must also be signed by the plumber, and the plumber's signature must be notarized.

# SECTION 8 – SCHEDULE OF FEES AND CHARGES

## 8-1 GENERAL

District charges are divided into two groups; rates and miscellaneous charges associated with providing water service and conducting the day-to-day business of the District; and, connection fees and capacity charges.

## 8.2 RATES AND MISCELLANEOUS CHARGES

Effective 7/1/2021 CPI 1.57%

8-2.1	Public Copies of District Documents	<u>per page</u>	<u>(two-sided copies)</u>
		\$ 0.17	\$ 0.34
8-2.2	Permit Application Processing Fee	\$ 191.00	
	A. Onsite Water Audits	\$ 99.00	per hour
8-2.3	Project Inspection Fees	Actual cost to District	



8-2.4	Plan Review Fees	Actual cost to District	
8-2.5	Agreement Preparation Fee	\$	499.00
8-2.6	Meter Testing Fee -At the request of a customer: fee refunded if meter is faulty forfeited if meter is within 2% accuracy.	\$	268.00
8-2.7	Fire Flow Test (Calculation)	Actual cost to District	
8-2.8	Set Pressure Recorder	\$	237.00
8-2.9	Start of Service	\$	24.00
8-2.10	Construction Meter Deposit	\$	345.00
	+ installation fee	\$	100.00
	Water Rate/Service Charge	Reg. Rate	
8-2.11	Hydrant Meter Deposit	\$	1,821.00
	+ installation fee	\$	144.00
	+Water Rate commercial water rate per sec 8-2.18		
	+Bi-Monthly Service Charge (minimum 1-week charge \$70.25)	\$	562.00
8-2.12	Returned Check Handling Fee	\$	39.00
8-2.13	Unauthorized Turn on @ existing metered service location	\$	303.00 plus materials
	Lock replacement & locking device		
8-2.14	Unauthorized hook-up to unmetered service	\$	499.00 + estimated water usage 1 1/2 x reg. rate
8-2.15	Unauthorized use of fire hydrant	\$	1,256.00 + estimated water usage 1 1/2 x reg. rate
8-2.16	Notice Delivery/Customer Service/After Hours Fees		
	A. Notice Delivery Fee (includes: Cut off Notices, Backflow Test, Misc. Delivery)	\$	19.00
	B. Failure to sign up	\$	78.00
	C. Turn off due to Non-Payment of bill	\$	78.00



	D. After-Hours Service Charge	\$	243.00	
	(to be added to all other applicable charges)			
	E. Unable to access meter	\$	19.00	
	F. Meter tampering (i.e. damage to meter register, wires, (endpoints, etc)	\$	99.00	plus materials
	G. Customer service request for same issue (1st visit no charge)	\$	99.00	
8-2.17	H. Fire Hydrant Agreements			
	Valley of the Moon Fire District & Glen Ellen Fire		New agreement as of Dec. 11, 2001	
	City of Sonoma		New agreement as of Feb. 6, 2002	
			Effective 2/3/21	
8-2.18	Commercial / Industrial / Multi-Family Residential 4+ Units / Commodity Rate	\$	6.40	per 1000 gallons
	Institutional Uniform Rate	\$	6.38	
	Irrigation Rate	\$	7.40	
	Single Family Residential & Multi-Family Residential 2- & 3-Units Tiered Rates - usage per billing period		<u>0-4</u>	<u>over 4</u>
	per 1000 gallons	\$	4.30	\$ 7.41
8-2.19	Outside District Water Usage Rate		1.5 x water usage charge plus twice the monthly service charge	
8-2.20	Service Charges (Effective 2/3/21)		<u>Bi-Monthly Charge</u>	
	<u>Meter Size</u>		<u>Residential</u>	<u>Non-Residential</u> <u>Fire Line</u>
	5/8"	\$	30.94	\$ 50.96 NA
	3/4"	\$	44.61	\$ 74.64 NA
	1"	\$	71.95	\$ 122.00 NA
	1 1/2"	\$	140.29	\$ 240.40 NA
	2"	\$	222.30	\$ 382.48 \$ 18.78
	3"		NA	\$ 761.36 \$ 36.79
	4"		NA	\$ 1,187.61 \$ 69.98
	6"		NA	\$ 2,371.61 \$ 155.33
	8"		NA	NA \$ 269.12
	10"		NA	NA \$ 401.88
	12"		NA	NA \$ 506.19

8-2.20 a Resolution No. 180402 Effective July 1, 2018 residential water meters that are 1 ½" or smaller and have a joint domestic and fire flow line, will have their Bi-Monthly Service Charge based on the sites two year, peak bi-monthly



water demands. Peak bi-monthly demands at 30,000 gallons or less will be billed at the current 5/8" service charge, peak bi-monthly demands between 30,001 and 43,000 will be billed at the current ¾" service charge, peak bi-monthly demands between 43,001 and 131,000 will be billed at the current 1" service charge.

8-2.21 Resolution No. 200601 Mandates the use of AMI Meters and prohibits opt outs.

8-2.22 Interruptible Surplus Water Rate  
rates per Irrigation Rate in Section 8-2.18  
and service charges per Section 8-2.20.

Volumetric

### 8-3 CONNECTION FEES AND CAPACITY CHARGES

Annual increase per the Engineering News Record Construction Cost Index (CCI) reported for each March in the Engineering News Record magazine for the City of San Francisco. Resulting values shall be rounded to the nearest whole dollar.

Fee Schedule Calculations

Effective 7/1/2021 Construction Price Index:

2.5%

The connection charge for a new service connection shall be the sum of the meter and service line charge plus the capacity charge.

8-3.1 Front Footage Removed with the 2017 Rate Study.

8-3.2 Meter and Service Line Charge (excludes the cost of paving)

Meter	Service	Meter Charge	Service Line	Meter & Service Line	
Size	Line Size		Charge	Charge	
5/8"	1"	\$ 378	\$ 4,604	\$ 4,982	
3/4"	1"	\$ 391	\$ 4,604	\$ 4,995	
1"	1"	\$ 452	\$ 4,604	\$ 5,056	
1-1/2"	1-1/2"	\$ 723	\$ 5,294	\$ 6,017	
2"	2"	\$ 891	\$ 5,822	\$ 6,713	
3"	3"	\$ 2,876	**	\$ 2,876	plus service line
4"	4"	\$ 4,332	**	\$ 4,332	plus service line
6"	6"	\$ 5,613	**	\$ 5,613	plus service line
FSA	all sizes	*	**	*/**	

### 8-3.3 CAPACITY CHARGE

The capacity charge shall be calculated in terms of the demand of a Unit of Capacity. Unit of capacity is defined as the water demand for the average day of the maximum month for a typical single-family detached home served by the District. The value of a Unit of Capacity has been determined by the District to be 490 gallons per day. Capacity charges for residential customers and commercial, institutional and industrial customers are calculated as shown in 8-3.3

8-3.3 (a) For Residential Customers, the Capacity Charge is as follows:



Meter Size	Capacity Fee per Meter
5/8 inch	\$12,577
¾ inch	\$18,865
1 inch	\$31,441
1 ½ inch	\$62,883
2 inch	\$100,613
3 inch	\$201,226
4 inch	\$314,415
6 inch	\$628,831
8 inch	\$1,006,129

\*Note, if at any time a customer's use exceeds the estimate used in determining the capacity charge, the District may require that the customer pay an additional capacity charge at the rate then in effect for each Unit of Capacity of such excess.

The Board may from time to time make determinations for properties affected by natural disasters as declared by the County, State or the Federal Government and affirmed by Board Resolution, whether single-family residential unit(s) requiring a 1" meter that otherwise as determined by the General Manager or designee using current AWWA Standards for determining Capacity and Meter Sizing could be met through a 5/8-inch meter but are required by building code, local fire protection District or fire department to have a fire suppression system.

8-3.3 (b) Commercial, Institutional and Industrial Customers the Capacity Charge is as follows:

Meter Size	Capacity Fee per Meter
5/8 inch	\$12,577
3/4 inch	\$18,865
1 inch	\$31,441
1 ½ inch	\$62,883
2 inch	\$100,613
3 inch	\$201,226
4 inch	\$314,415
6 inch	\$628,831
8 inch	\$1,006,129

In the event the required design fire flow for a given application exceeds 1,000 gallons per minute, the capacity charge shall be increased by \$731 per 100 gallons per minute of such excess. In cases where only fire service is applied for, applicant shall pay a capacity charge of \$731 per 100 gallons per minute of fire flow required.



## **8-4 ESCALATION OF CHARGES**

To account for devaluation of the dollar, the amount of the fees and charges set forth in Section 8 above shall be adjusted as follows:

To account for inflation, escalation of charges are authorized and incorporated in the values shown in the Section as follows:

1. Applicable to Section 8-2 Charges: On July 1 of each year, charges contained in Section 8-2 shall be escalated in proportion to the annual increase in the Consumer Price Index (CPI) published by the State of California, Department of Industrial Relations, Division of Labor and Statistics and Research and calculated for the City of San Francisco, Oakland and San Jose, all urban customers. Resulting values shall be rounded to the nearest whole dollar. Said escalation shall not be applied to Items 18, 19, 20, 21, 22 and 23.
2. Applicable to Section 8-3 Charges: On July 1 of each year commencing with July 1, 2010, charges contained in Section 8-3 shall be escalated in proportion to the annual increase in the Engineering News Record Construction Cost Index (CCI) reported for each March in the Engineering News Record magazine for the City of San Francisco. Resulting values shall be rounded to the nearest whole dollar.

## **SECTION 9 – PROPERTY-SIDE LEAKS**

Customers are responsible for the water service piping and fittings attached to the water system beginning at the meter nut on the customer's side of the meter. All leaks in the customer's water service piping and fittings are the customer's responsibility and must be repaired by the customer solely at his/her expense.

A "property-side leak" is any loss of water due to deterioration or disconnection of the customer's water service piping, fittings or equipment, whether known or unknown to the customer, and said loss emanates from the first meter nut on the customer's side of the meter serving the customer's property.

No adjustment or credit will be applied to the water bill for property-side leaks, damage, deterioration or other factors beyond the control of the District, except as indicated under "Adjustment of Billing".

## **SECTION 10 – ADJUSTMENT OF BILLING**

The General Manager or another person delegated the responsibility for adjusting water billings, may adjust the water usage portion (excluding service charge), on a customer's bill when the following requirements are met:

1. Customer shall notify District, in writing, of water loss from a property side leak within thirty days from the billing date for the period in which the water loss occurred. The water loss adjustment shall be limited to one adjustment in a thirty-six-month period per customer, and the adjustment shall be made for a single billing period only.
2. The District determines that there is a property side leak and the approximate rate of leakage by observing conditions at the property and meter operation.
3. There must be evidence that excessive use of water was not due to the customer's willful or neglectful acts, or failure of due diligence on the part of the consumer.
4. Customer must permanently fix the leak within 72 hours of the leak becoming known.
5. Leaks caused by a customer's contractor or service provider are not eligible for an adjustment.
6. The District determines that the bill is excessive in that it does not truly reflect the amount of water that has been beneficially used by the customer.
7. Customer's water usage is 33% higher than typical for that billing period.
8. The District shall require repair bills or other appropriate documentation substantiating the repair of the property side leak prior to approving a claim for adjustment.



9. For leaks in excess of 50,000 gallons, the customer shall submit a claim through their homeowners' insurance prior to submitting a District leak adjustment application.
10. Customer shall submit a District leak adjustment form and appropriate documentation. Documentation must include one or more of the following: receipt for parts used or picture clearly showing what repair was made.
11. The District must be satisfied that the leak problems that resulted in a request for an adjustment have been properly repaired or resolved. District will dispatch a representative to the property to verify no further leaks exist. A determination of whether an adjustment is granted shall be made by the General Manager or his designee and shall be final. In making the determination, the District will consider all circumstances surrounding the request.

The adjustment shall be calculated as follows:

The customer's average bill will be calculated based on usage over the immediately preceding three-year period using the same three billing periods from each year. If such records of usage do not exist, the District will average available water usage history. Any usage during the period in question, which is over the calculated average, will be considered to be caused by the leak and called "overage".

Bill Adjustment = Overage x (Rate of District's Tier 2 water per 1,000 gallons - Rate of District's Tier 1 water per 1,000 gallons)

In the event of an emergency scenario (fire, earthquake, etc.) where excessive water use occurred through no fault of the customer, the District may grant an adjustment of the water bill.

## **SECTION 11 – PUBLIC ACCESS TO DISTRICT RECORDS AND APPLICABLE CHARGES**

It is the policy of Valley of the Moon Water District to provide the public with access to all District records, excepting only those that are exempt from disclosure by law.

It is also the policy of the Board that access to records not disrupt the normal course of business, and that all photocopy costs will be charged at the rate specified in Section 8-2.1 and shall be borne by person(s) requesting such review or copies.

The Public Records Act provides that all reasonable efforts shall be made to disclose to the public all records pertain to public business that are not exempt from disclosure. The Act allows up to ten (10) days to determine whether records responsive to the request exist and are subject to disclosure. The District encourages the avoidance of casual or indiscriminate demands to explore public records, which can lead to interruption of District business at a cost to the ratepayers, keeping in mind that records are stored under several systems of filing and can require considerable amounts of staff time to locate and copy. Maintaining the integrity of District records is important.

All persons seeking access to records of the District must do so in writing, stating as concisely as possible the records sought for review. All requests will be reviewed by the General Manager for assignment to a staff member. Person(s) requesting information will be notified when the records have been assembled. Original records will not be allowed to leave District premises and the reviewer will not be permitted to separate or re-arrange the records. Records must be reviewed within five (5) working days of such notice, unless other prior arrangements have been made with District staff. At the end of five (5) working days, or the agreed period, records will be returned to their original location(s), unless prior arrangements have been made.

Copies will be furnished, upon request, at a charge set forth in Schedule of Fees and Charges.

Records or copies will be provided as soon as reasonably possible during regular business hours.

Copies of agendas and minutes of all regular, special and committee meetings will be provided at no charge. 72 hours prior to a Board meeting a full packet of Board meeting materials is available in the District office foyer or via the website ([www.vomwd.org](http://www.vomwd.org)).



## SECTION 12 – WATER WASTE PROHIBITIONS

- 1) Purpose. The purpose of this Section is to promote water conservation and the efficient use of potable water furnished by the Valley of the Moon Water District by eliminating intentional or unintentional water waste when a reasonable alternative solution is available, and by prohibiting use of equipment that is wasteful.
- 2) Nonessential Uses. No customer of the Valley of the Moon Water District shall use or permit the use of potable water from the Valley of the Moon Water District for residential, commercial, institutional, industrial, agricultural, or other purpose for the following nonessential uses:
  - a. Irrigating ornamental turf with potable water on public street medians;
  - b. The washing of sidewalks, walkways, driveways, parking lots and other hard-surfaced areas by direct hosing, except as may be necessary to properly dispose of flammable or other dangerous liquids or substances, wash away spills that present a trip and fall hazard, or to prevent or eliminate materials dangerous to the public health and safety;
  - c. The escape of water through breaks or leaks within the customer's plumbing or private distribution system for any substantial period of time within which such break or leak should reasonably have been discovered and corrected. It shall be presumed that a period of seventy-two (72) hours after the customer discovers such a break or leak or receives notice from the Valley of the Moon Water District, is a reasonable time within which to correct such break or leak or, at a minimum, to stop the flow of water from such break or leak;
  - d. Irrigation in a manner or to an extent that allows excessive runoff of water or unreasonable over-spray of the areas being watered. Every customer is deemed to have his water system under control at all times, to know the manner and extent of his water use and any runoff, and to employ available alternatives to apply irrigation water in a reasonably efficient manner.
  - e. Washing cars, boats, trailers or other vehicles and machinery directly with a hose not equipped with a shutoff nozzle.
  - f. Water for non-recycling decorative water fountains.
  - g. Water for single pass evaporative cooling systems for air conditioning in all connections installed after June 6, 2000 unless required for health or safety reasons.
  - h. Water for new non-recirculating conveyor car wash systems.
  - i. Water for new non-recirculating industrial clothes wash systems.
  - j. Irrigating outdoors during and within 48 hours following measurable rainfall.
  - k. Restaurants serving water except upon customer request.
  - l. Hotels and motels not offering and promoting an opt-out program for towel and linen service.
- 3) Exempt Water Uses. All water use associated with the operation and maintenance of fire suppression equipment or employed by the Valley of the Moon Water District for water quality flushing and sanitation purposes shall be exempt from the provisions of this section. Use of water supplied by a private well or from recycled or reclaimed wastewater, gray water or rainwater utilization system is also exempt.

Variances. Any customer of the Valley of the Moon Water District may make written application for a variance. Said application shall describe in detail why applicant believes a variance is justified.



- i. The General Manager of the District may grant variances for use of water otherwise prohibited by this section upon finding and determining that failure to do so would cause an emergency condition affecting the health, sanitation, fire protection or safety of the applicant or public; or, cause an unnecessary and undue hardship on applicant or public, including but not limited to, adverse economic impacts, such as loss of production or jobs.
  - ii. The decision of the General Manager of the District may be appealed to the Board of Directors by submitting a written appeal to the District within fifteen (15) calendar days of the date of the decision. Upon granting any appeal, the Board of Directors may impose any conditions it determines to be just and proper. Variances granted by the Board of Directors shall be prepared in writing and the Board of Directors may require the variance be recorded at applicant's expense.
- 4) **Enforcement and Fees.** Depending on the extent of the water waste the District may, after written notification to customer and a reasonable time to correct the violation as determined by the District in its sole discretion, take some or all of the following actions. Penalties, fees and charges noted below shall be established by resolution of the District. The penalties listed in Sections E3, E4 and E5 below will be applied only during acute emergencies as determined and publicly announced by the General Manager, and/or a Stage 2 or equivalent water shortage condition declared by the Board.
- i. Written notice to the customer of the water waste violation including a specified period of time to correct the violation.
  - ii. Personal contact with the customer at the address of the water service. If personal contact is unsuccessful, written notice of the violation including a date that the violation is to be corrected may be left on the premises, with a copy of the notice sent by certified mail to the customer.
  - iii. The District may install a flow-restricting device on the service line.
  - iv. The District may levy a water waste penalty to the customer.

District Action	Administrative Penalty
Hang door tag notifying customer of water waste issue	No Penalty
Issue 1 <sup>st</sup> letter to customer notifying them of water waste issue (14 days to comply)	No Penalty
Courtesy call to customer to discuss resolution of water waste issue	No Penalty
Issue 2 <sup>nd</sup> letter and/or hang 2 <sup>nd</sup> door tag for same water waste issue (7 days to comply)	\$25
Issue 3 <sup>rd</sup> letter and/or hang 3 <sup>rd</sup> door tag for same water waste issue (7 days to comply)	\$50
Install flow restrictor if domestic water or turn off if dedicated irrigation meter	\$125
Continued water waste with a flow restrictor in place	\$250

- 5) The District may terminate water service and bill the customer the charge for termination of water service. Except in cases of extreme emergency as determined by the General Manager of the District in his or her sole discretion, service shall not be reinstated until verified by the District that the violation has been corrected and all charges and penalties have been paid.



## SECTION 13 – DIRECTORS’ COMPENSATION AND REIMBURSEMENT

- 1) Each Director shall receive compensation in a standard amount not to exceed one-hundred-eighty-eight (\$188) dollars per day for attendance at meetings of the Board, or for each day’s service rendered as a Director with prior approval of the Board. Said standard amount shall be escalated annually on each July 1<sup>st</sup> (beginning on July 1, 2020) based upon the change in the San Francisco Bay Area Consumers Price Index for the prior twelve (12) month period as reported for the month of February, but by no greater than five (5%) percent per year pursuant to California Water Code section 20200 *et seq.* Compensation for meetings and other activities shall not exceed a total of six (6) days in any calendar month. Furthermore, compensation shall be provided for no more than one meeting or activity per day. Any Director shall have the option to decline compensation provided for in this Ordinance.
- 2) For purposes of this Ordinance, the determination of whether a Director’s activities on any specific day are compensable shall be made pursuant to Article 2.3 (commencing with Section 53232) of Chapter 2 of Part 1 of Division 2 of Title 5 of the Government Code. Examples of compensable service rendered by a Director include, but are not limited to, attendance at regular or special Board meetings or committee/subcommittee meetings; attendance at workshops/seminars relevant to District activities; and attendance at meetings with other public entities where District interests are subject to consideration.
- 3) When a Director is authorized by prior approval of the Board to attend a meeting out of the immediate area (beyond Sonoma County), the Director may request reimbursement of actual and necessary expenses for travel, meals, lodging, and meeting registration, as applicable, along with the standard amount for each day of service.
- 4) Actual and necessary expenses shall be in accordance with IRS Publication 463 guidelines, except that lodging for conferences or an organized educational activity shall not exceed the maximum group rate published by the conference or activity sponsor. All such expenses shall be documented with receipts and attached to the submitted reimbursement voucher.
  - a) Procedure: Compensation for meetings of the Board of Directors, including special meetings, will be presented on the first disbursement list of the month following the month of attendance.
  - b) Compensation for attendance at committee/subcommittee meetings or other meetings attended on behalf of the Board of Directors will only be authorized after that Board member has submitted a voucher with justification to the General Manager or designee

c) Voucher Format:

*I attended the [describe meeting and purpose of attendance] on [date] and wish to be compensated as provided under the Board compensation policy.*

*/signature/      /date/*

Vouchers must be submitted no later than six (6) calendar days prior to month end for inclusion in the next month’s disbursement package and may be submitted electronically (email/facsimile).