



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **July 11, 2018**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

**SUBJECT: Review and Possible Action Concerning  
Adoption of a Revised Master Fee Schedule.**

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Every year the Board adopts a Master Fee Schedule which contains updates to most charges and fees including the Water and Sewer connection charges. Staff has updated the connection charges and service fees based on the cost of construction and the consumer price index.

The new Water Rates and Sewer Service Charges are also included in the proposed Master Fee Schedule.

The following are the major changes from the prior year:

- The Sewer Service Charge rate is suggested to be set at tonight's meeting to increase from \$14.31 to \$17.41. The increase is necessary to fund increased SAM assessments and capital improvements.
- The Water Rates are set at the established annual prop 218 level for the coming Fiscal Year with an increase of 3% over the current Fiscal Year. The increase is necessary to fund future capital improvements, increased debt service, and building capital reserves.
- Connection Charges and other construction related fees have been increased by 2.09% in accordance with the California Construction Cost Index. The Application Fees and other Miscellaneous Fees that depend on District staff for review have been increased by 3.22% in accordance with the U.S. Bureau of Labor's Consumer Price Index (All Urban Consumers – SF-Bay).

## RECOMMENDATION:

Open the public hearing, consider relevant public testimony, close the public hearing, and adopt *Ordinance No. \_\_\_\_\_*. *Ordinance of the Montara Water and Sanitary District Restating and Amending Master Fee Schedule.*

Attachments

# ORDINANCE NO. \_\_\_\_

## ORDINANCE OF THE MONTARA WATER AND SANITARY DISTRICT RESTATING AND AMENDING MASTER FEE SCHEDULE

**WHEREAS**, the Montara Water and Sanitary District Code (“Code”) includes regulations governing connections to and use of the District’s water and sewerage facilities, the construction, operation and maintenance thereof and for the establishment and collection of all fees and charges pertaining thereto; and

**WHEREAS**, the Code further provides for the establishment and collection of monthly rates to be charged for the collection, removal, and disposal of refuse and for recycling services performed by the District’s franchisee under agreement with the District; and

**WHEREAS**, the Code provides that such fees and charges may be set forth in a Master Fee Schedule; and

**WHEREAS**, periodically such fees and charges are reviewed and adjusted to conform to the costs corresponding to the services, commodities and facilities to which they pertain; and

**WHEREAS**, the fees and charges pertaining to water and sewer services and facilities set forth herein and for the collection, removal, and disposal of refuse for all occupied premises (except agricultural premises) and recycling services within the District do not exceed the corresponding maximum amounts heretofore approved in accordance with the requirements of law including, to the extent applicable, the provisions of Section 6 of Article XIII D of the California Constitution (enacted by Proposition 218, November 6, 1996 Statewide election); and

**WHEREAS**, the fees and charges pertaining to water and sewer services and facilities set forth herein are hereby amended; and

**WHEREAS**, the fees and charges pertaining to the collection, removal, and disposal of refuse for all occupied premises (except agricultural premises) and recycling services are hereby restated; and

**WHEREAS**, notice was published twice in the Half Moon Bay Review, a newspaper of general circulation within the District, giving notice of public hearing on July 11, 2018 to consider adoption of revised fees or charges effective January 1, 2018 for the collection, removal, and disposal of refuse for all occupied premises (except agricultural premises) and recycling services; and

**WHEREAS**, all persons present at the aforesaid hearing interested in the adoption of the revised fees or charges herein set forth were heard or given the opportunity to be heard on the matter of said adoption and this Board considered all statements so made or documents pertaining thereto presented at the hearing;

# ORDINANCE NO. \_\_\_\_

## ORDINANCE OF THE MONTARA WATER AND SANITARY DISTRICT RESTATING AND AMENDING MASTER FEE SCHEDULE

NOW, THEREFORE, THE BOARD OF THE MONTARA WATER AND  
SANITARY DISTRICT, A PUBLIC AGENCY IN THE COUNTY OF SAN MATEO,  
CALIFORNIA, DOES ORDAIN AS FOLLOWS:

**SECTION 1.** The following provisions of the Master Fee Schedule are hereby  
amended:

### SEWER SERVICE CHARGE RATES

The annual sewer service charge for the property occupancy classifications  
specified hereinafter is hereby established as an amount equal to the applicable rate  
hereinafter specified times the cubic feet of water consumption attributable to such  
property per annum divided by one hundred (MWSD Code §4-2.100).

<u>Classification</u>	<u>Rate/HCF*</u>	<u>Minimum Charge</u>
Residential	\$17.41	\$835.68
Restaurants	\$30.21	\$1,450.08
Motels	\$18.33	\$879.84
Offices	\$15.69	\$753.12
General Commercial	\$16.80	\$806.40
All other Commercial	\$18.14	\$870.72
Schools	\$15.93	\$764.64
Hospitals	\$17.36	\$833.28

\*Hundred cubic feet

Upon a new connection to the District's sewerage system, the applicant shall pay  
the pro-rated amount of sewer service charges for the remainder of the fiscal year  
in which connection is made based upon the average annual sewer service charge  
of all users within the applicant's user classification.  
(MWSD Code §4-2.100(f))

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## ORDINANCE OF THE MONTARA WATER AND SANITARY DISTRICT RESTATING AND AMENDING MASTER FEE SCHEDULE

**SECTION 2.** The following provisions of the Master Fee Schedule are hereby amended:

<u>Description of Fee*</u>	<u>Fee</u>
Sewer Connection Permit (MWSD Code §3-9.500)	\$25,434.00
Fixture Unit Charge (MWSD Code §3-9.500)	\$1,017.00
Fixture Unit Charge for additional Fixture Units within an existing building, structure, or portion thereof (MWSD Code §3-9.500)	\$508.50
Sewer Connection Permit for Conversion from Septic System to Sewerage System (MWSD Code §§3-4.800, 3-9.500)	\$16,158.00
Fixture Unit Charge – Conversion from Septic System to Sewerage System (MWSD Code §§3-4.800, 3-9.500)	\$646.00
Fixture Unit Charge for Accessory Dwelling Units (MWSD Code §3-10.200)	\$646.00
Connection Permit Administrative Fee (MWSD Code §3-9.600,)	Actual Cost (\$521.00 minimum)
Connection Permit Inspection Fee (MWSD Code §3-9.600,)	Actual Cost (\$492.00 minimum)
Remodel Permit Fee (MWSD Code §3-9.500)	Actual Cost (\$365.00 minimum)
Private Sewer System Permit (MWSD Code §3-4.200,)	Actual Cost (\$168.00 minimum)

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## ORDINANCE OF THE MONTARA WATER AND SANITARY DISTRICT RESTATING AND AMENDING MASTER FEE SCHEDULE

Private Sewer System Hydrologic Investigation (MWSD Code §3-4.1200 (c))	Actual Cost (\$2,878.00 minimum)
Connection Permit Administrative Fee - Subdivisions & Commercial Units (MWSD Code §3-9.600)	Actual Cost (\$521.00 minimum)
Connection Permit Inspection Fee - Subdivisions & Commercial Units (MWSD Code §3-9.600,)	Actual Cost (\$496.00 minimum)
Administrative Fee for Reimbursement Agreement (MWSD Code §3-9.500)	Actual Cost (\$521.00 minimum)
Administrative Fee for Main Line Extension Agreement (MWSD Code §3-9.500)	Actual Cost (\$521.00 minimum)
Connection Fee to Connect to Interceptor (MWSD Code §3-9.500)	Prorata share of current value of interceptor
Miscellaneous Inspection Fee (MWSD Code §3-9.500)	Actual Cost (\$496.00 minimum)
Accessory Dwelling Unit contained within the existing space of a single-family residence or accessory structure – no connection fee	n.c.
Accessory Dwelling Unit not within the existing space of a single-family residence or accessory structure – Detached Studio Unit (10 fixture units) connection fee: (MWSD Code §3-10.200)	\$9,967.00

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## ORDINANCE OF THE MONTARA WATER AND SANITARY DISTRICT RESTATING AND AMENDING MASTER FEE SCHEDULE

Accessory Dwelling Unit not within the existing space of a single-family residence or accessory structure – Detached One Bedroom Unit (11 fixture units): (MWSD Code §3-10.200)	\$10,965.00
Accessory Dwelling Unit Additional Fixture Units: (MWSD Code §3-10.200)	\$997.00
Accessory Dwelling Unit Permit Application Fee (MWSD Code §3-10.400)	Actual Cost (\$521.00 minimum)
Developer Service Fee for processing application: (MWSD Code §§5-3.102, 5-3.210)	Actual Cost (\$2,825.00 minimum)
Administrative Charge for Processing Collection of Delinquent Refuse and Water Charges on Tax Roll (MWSD Code §1-5.200)	\$45.00 per account
Charge to Photocopy Documents	\$1.50 per page for first four pages; \$0.38 for each page over four.
Charge for Failure to Obtain Permit (MWSD Code §1-5.200)	Double amount of Permit Fee or actual collection cost, whichever is greater

\*Where minimums or deposits are specified, no District services will be provided when the estimated costs to complete the services exceed the minimum paid or when the deposit has been exhausted unless and until an amount equal to the estimated cost for completion has been deposited with the District. Balances remaining upon completion of services will be refunded

# ORDINANCE NO. \_\_\_\_

## ORDINANCE OF THE MONTARA WATER AND SANITARY DISTRICT RESTATING AND AMENDING MASTER FEE SCHEDULE

**SECTION 3.** The following provisions of the Master Fee Schedule are hereby amended:

(a) WATER QUANTITY AND METER SERVICE CHARGES  
(MWSD Code §§ 5-5.102, 103)

<u>Rate Components</u>	<u>Rate**</u>
Tier 1 0 to 6 HCF*	\$8.36 per HCF
Tier 2 7 – 13 HCF	\$11.15 per HCF
Tier 3 14 – 27 HCF	\$13.95 per HCF
Tier 4 over 27 HCF	\$19.53 per HCF
Meter Service Charge-5/8" (standard residential size)	\$28.80 per month
Meter Service Charge-3/4"	\$31.68 per month
Meter Service Charge-1"	\$40.32 per month
Meter Service Charge-1 ½"	\$51.84 per month
Meter Service Charge-2"	\$83.52 per month
Meter Service Charge-3"	\$316.82 per month
Meter Service Charge-4"	\$403.22 per month

\*HCF=Hundred Cubic Feet (1 cubic foot ≈ 7.4805 gal.; 1 HCF = 748 gal.)

(b) FIRE PROTECTION WATER SYSTEM CHARGES

Private Fire Protection Service Per Meter Per Month:  
(MWSD Code §5-5.106)

4-inch connection or smaller: \$17.37

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6-inch connection:	\$24.64
8-inch connection:	\$32.84
10-inch connection:	\$69.20
12-inch connection:	\$96.57
Private Fire Protection Administrative Fee:*( MWSD Code §5-3.208)	\$521.00 minimum
Installation of Private Fire Protection Service from Meter to District Main:*( MWSD Code §5-5.204)	Cost invoiced to District by contractor; estimated cost to be deposited
Private Fire Protection Connection Charge:	
3/4" to 5/8" meter:	\$5,213.00
1" meter:	\$8,706.00
1½ " meter:	\$17,357.00
2" meter:	\$27,784.00
3" meter:	\$52,125.00
4" meter:	\$86,898.00
6" meter:	\$144,850.00
8" meter:	\$241,468.00
10" meter :	\$402,525.00
(MWSD Code §5-3.208)	
Private Fire Protection Inspection Fee*( MWSD Code §5-3.210)	\$496.00

### (c) WATER SYSTEM CONNECTION METER CHARGES (MWSD Code §§5-3.204, 5-3.205)

Charge determined by District's cost of purchase corresponding to meter size.

### (d) WATER SYSTEM CONNECTION CAPACITY CHARGES (MWSD Code §5-3.312)

5/8 x 3/4 inch meter	\$17,457.00
3/4 inch meter	\$19,203.00
1 inch meter	\$24,439.00
1-1/2 inch meter	\$31,426.00
2 inch meter	\$50,625.00
3 inch meter	\$192,026.00
4 inch meter	\$244,398.00



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## ORDINANCE OF THE MONTARA WATER AND SANITARY DISTRICT RESTATING AND AMENDING MASTER FEE SCHEDULE

Above 4 inch meter: Charge determined by  
General Manager based on  
estimated water usage

(e) MISCELLANEOUS WATER SYSTEM SERVICE FEES:\*

Check not honored by bank: (MWSD Code §§1-5.200, 5-5.122)	\$30.00
Poor credit history deposit: (MWSD Code §§1-5.200, 5-3.210)	Twice estimated first payment
Reconnection Charge due to Non-Payment: (MWSD Code §§5-3.210, 5-5.120)	\$72.00
Developer Service Fee against which all District costs to process application are charged (MWSD Code §§5-3.102, 5-3.210)	\$2,825.00 minimum deposit
Hydrant Meter Deposit against which water use is charged: (MWSD Code §5-4.227)	\$1,277.00 deposit
Hydrant Test Fee (MWSD Code §§5-3.208, 5-5.202)	\$570.00
Connection Administrative Fee (minimum deposit applied to actual hourly costs to process application) (MWSD Code §§5-3.202, 5-3.203)	\$521.00 minimum deposit
Connection Inspection Fee (MWSD Code §5-3.210)	\$496.00
Connection construction cost deposit applied to actual cost (MWSD Code §§5-3.202, 5-3.203)	\$2,825.00 deposit

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## ORDINANCE OF THE MONTARA WATER AND SANITARY DISTRICT RESTATING AND AMENDING MASTER FEE SCHEDULE

Service Charge for Posting Door Tag for Delinquent Account (MWSD Code §§1-5.200, 5-3.210)	\$33.00 per customer per incident
Credit for Customer paying bill using ACH: (MWSD Code §5-3.200)	\$3.31 per bill
Service Charge for Unauthorized Use of Fire Hydrant (Total charge includes Service Charge plus water usage plus damages). (MWSD Code §5-5.202)	\$151.00 per incident plus actual water usage & damages
Service Charge for Cross Connection Control Device Test: (MWSD Code §5-6.400)	\$114.00 per tested device

\*Where minimums or deposits are specified, no District services will be provided when the estimated costs to complete the services exceed the minimum paid or when the deposit has been exhausted unless and until an amount equal to the estimated cost for completion has been deposited with the District. Balances remaining upon completion of services will be refunded.

**SECTION 4.** The following provisions of the Master Fee Schedule are hereby restated as follows:

The monthly rates to be charged by the District's Franchisee for the collection, removal, and disposal of refuse for all occupied premises (except agricultural premises) and recycling services within the District commencing on January 1, 2018 and until thereafter revised are:  
(MWSD Code §2-7.100)

### RESIDENTIAL

- Weekly collection, single container placed in front of premises, wet and dry garbage ("first can service") in wheeled carts:
  - Container limits: volume - 20 gals. (3/10 cu yd), weight 40 lbs, per mo charge \$23.83
  - Container limits: volume - 32 gals (1/4 cu yd), weight 60 lbs, per mo charge \$29.31
  - Container limits: volume - 64 gals (1/2 cu yd), weight 100 lbs, per mo charge \$96.28
- Special Services (charges added to above, basic changes):

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a. Container placed at side or rear of dwelling - per container	\$7.32
b. Container not placed at specified collection point and return call required- per container	\$14.93
c. Extra 30 gallon bag with collection (excludes 20 gallon cart service), per bag	\$7.91
d. Special collections combined with regular service, including collections for brush, yard clippings, boxes, etc.	estimate
3. Bulky goods dropoff service four times a year within Montara District limits including greenwaste and motor oil in Recology-provided bottles only	incl. w/service
4. Weekly commingled recyclable materials collection (64 gallon wheeled cart)	incl. w/service
5. Every other week greenwaste (yard trimmings, etc.) collection, limited to four (4) thirty gallon containers - customers own containers	incl. w/service
6. Bulky goods curbside collection service, limited to four (4) times a year One item up to 200 lbs or 5-30 gallon bags	incl. w/service
7. Dropoff at Recycling yard in Pacifica of motor oil, latex paint, unpainted lumber, large pieces of metal, styrofoam, e-waste, large white goods, furniture, mattresses, large amounts of recyclable materials	incl. w/service
8. Christmas trees free of charge through January 31st of each year	incl. w/service
a. After January 31st charge is \$20 per tree for removal	\$20.00

### MULTIFAMILY, COMMERCIAL AND INDUSTRIAL SERVICE

1. Service to restaurants, hotels, cafes, apartment houses, stores and similar places of business, factories, schools and institutions, wet and dry garbage- container limits: volume - 30 gal. cans (1/4 cu. Yd), weight - 75 lbs	
a. Regular collections:	
1-64 gallon collection once per week	\$115.62
1-96 gallon collection once per week	\$189.20
b. Additional 64 or 96 gallon commercial carts picked up more than once a week will be original charge times the number of pickups	Will vary by size
2. Commercial Container Rental:	
a. 1 cubic yard box - per mo.	\$52.60

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b. 2 cubic yard box - per mo.	\$68.20
3. Commercial Container Collections:	
a. 1 cubic yard box - per collection	\$44.45
b. 2 cubic yard box - per collection	\$88.44
4. Compacted Commercial Container Service:	
a. 1 cubic yard box - per collection	\$86.76
b. 2 cubic yard box - per collection	\$175.26
5. Recyclable material collection up to five times a week	incl. w/service

### DEBRIS BOX SERVICE

7, 14, 20 and 30 yard containers	
a. Container rental, delivery and pickup charge	\$349.42
b. \$67 per ton confirmed by disposal site weight slip	Tonnage based

### SPECIAL PROVISIONS

1. Financial hardship rate for weekly collection for single container placed in front of premises, wet and dry garbage 30 gallon can (PGE CARE PROGRAM) 15% reduction	\$24.11
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**SECTION 5.** All ordinances or portions thereof in conflict herewith shall be, and hereby are, repealed to the extent of such conflict.

**SECTION 6.** Upon adoption, this ordinance shall be entered in the minutes of the Board and posted in three (3) places in the District and shall become effective immediately upon the expiration of one week following said posting.

\_\_\_\_\_  
President, Montara Water and Sanitary District

COUNTERSIGNED:

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MasterFeeSchedule071118

**ORDINANCE NO. \_\_\_\_**

**ORDINANCE OF THE MONTARA WATER AND  
SANITARY DISTRICT RESTATING AND AMENDING  
MASTER FEE SCHEDULE**

Secretary, Montara Water and Sanitary District

\* \* \*

I HEREBY CERTIFY that the foregoing Ordinance No. \_\_\_\_ was duly and regularly adopted and passed by the Board of the Montara Water and Sanitary District, San Mateo County, California, at a Regular meeting thereof held on the 11<sup>th</sup> day of July 2018, by the following vote:

AYES, Directors

NOES, Directors:

ABSENT, Directors:

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Secretary, Montara Water and Sanitary District

## **NOTICE OF PUBLIC HEARING**

NOTICE IS HEREBY GIVEN that the Board of the Montara Water and Sanitary District proposes to adopt an ordinance revising the Master Fee Schedule. This document contains most of the fees levied by the District including the Sewer and Water Service Charges and Sewer and Water Connection Permit fees. The District proposes to update all of these fees in accordance with inflationary increases occurring since the last update. The Board shall consider adoption of this ordinance at a meeting of the Board as follows:

DATE: July 11, 2018

TIME: 7:30 p.m., or as soon thereafter as the matter may be considered

PLACE: District Board Chambers  
8888 Cabrillo Highway  
Montara, CA 94037  
([www.mwsd.montara.com](http://www.mwsd.montara.com))

MASTER FEE SCHEDULE

Fee	Current Fee	Construction Cost Increase
Sewer Connection Permit	\$ 14,032.00	1.0116
Fixture Unit Charge		
Sewer Connection Permit--Paid Sewer Svc Chg	\$ 8,903.00	1.0116
Fixture Unit Charge--Sewer Service Paid		
Connection Permit Administrative Fee	\$ 130.00	
Connection Permit Inspection Fee	\$ 298.00	
Remodel Permit Fee	\$ 220.00	
Second Unit Connection Fee--Studio	\$ 3,560.00	1.0116
Second Unit Connection Fee--One Bedroom	\$ 3,916.00	1.0116
Second Unit Permit Application	\$ 130.00	
Private Sewer System Permit	\$ 102.00	
Administrative Charge for Processing Del. Trash	\$ 25.00	\$ 1.07915
Charge for copying documents -FirstFour Pages	\$ 1.00	\$ 1.07915
Additional Pages	\$ 0.25	\$ 1.07915

MASTER FEE SCHEDULE

CPI	Adjusted Fee	
	\$ 14,194.77	
	\$ 567.79	
	\$ 9,006.27	
	\$ 360.25	
1.0115	\$ 131.50	
1.0115	\$ 301.43	
1.0115	\$ 222.53	
	\$ 3,601.30	
	\$ 3,961.43	
1.0115	\$ 131.50	
1.0115	\$ 103.17	
	\$ 26.98	
	\$ 1.08	
	\$ 0.27	



MWSD Master Fee Schedule  
Cost Increases  
June 2018

Fee	2017 Adjusted Fee	2018 CCI	2018 CPI	2018 Adjusted Fee
Sewer Connection Permit	\$24,913	1.0209		\$25,434
Fixture Unit Charge	\$997.00			\$1,017
Sewer Connection Permit--Paid Sewer Svc Chg	\$15,827	1.0209		\$16,158
Fixture Unit Charge--Sewer Service Paid	\$633.00			\$646
Connection Permit Administrative Fee	\$505		1.0322	\$521
Connection Permit Inspection Fee	\$477		1.0322	\$492
Remodel Permit Fee	\$354		1.0322	\$365
Second Unit Permit Application	\$209		1.0322	\$216
Private Sewer System Permit	\$163		1.0322	\$168
Private Sewer Hydrologic Investigation	\$2,819	1.0209		\$2,878
Administrative Charge for Processing Del. Trash	\$44		1.0322	\$45
Charge for copying documents -FirstFour Pages	\$1.45		1.0322	\$1.50
Additional Pages	\$0.37		1.0322	\$0.38
Customer Credit for ACH	\$3.21		1.0322	\$3.31
<b>WATER CHARGES</b>				
Miscellaneous Service Fees:				
Check Not Honored by Bank	\$29		1.0322	\$30
Reconnection Fee due to non-payment	\$70		1.0322	\$72
Engineering Review Fee	\$2,737		1.0322	\$2,825
Hydrant Meter Deposit	\$1,237		1.0322	\$1,277
Service Charge for Posting Door Tag for Delinq. Acct	\$32		1.0322	\$33
Service Charge for Unauthorized Use of Fire Hydrant	\$146		1.0322	\$151
Cross Connection Control Device Test	\$110		1.0322	\$114
Fixture Unit Count	\$110		1.0322	\$114
Hydrant Test Fee	\$552		1.0322	\$570
<b>Private Fire Protection Connection Charge:</b>				
3/4" to 5/8" meter:	\$5,106	1.0209		\$5,213
1" meter	\$8,528	1.0209		\$8,706
1 1/2" meter	\$17,002	1.0209		\$17,357
2" meter	\$27,215	1.0209		\$27,784
3" meter	\$51,058	1.0209		\$52,125
4" meter	\$85,119	1.0209		\$86,898
6" meter	\$141,885	1.0209		\$144,850
8" meter	\$236,525	1.0209		\$241,468
10" meter	\$394,284	1.0209		\$402,525
<b>Water System Connection Capacity Charge:</b>				
5/8" x 3/4" meter	\$17,100	1.0209		\$17,457
3/4" meter	\$18,810	1.0209		\$19,203
1" meter	\$23,939	1.0209		\$24,439
1-1/2" meter	\$30,783	1.0209		\$31,426
2" meter	\$49,589	1.0209		\$50,625
3" meter	\$188,095	1.0209		\$192,026
4" meter	\$239,395	1.0209		\$244,398
Connection Permit Administrative Fee	\$505		1.0322	\$521
Connection Permit Inspection Fee	\$481		1.0322	\$496
California Cost of Construction Increase				
	Apr-17	6461		
	Apr-18	6596	2.09%	
US Bur. Of Labor All Urban Consumers-SF Bay				
	Apr-17	274.589		
	Apr-18	283.422	3.22%	