Olivehurst Public Utility District

Agenda Item Staff Report

Meeting Date: February 21, 2019

Item description/summary:

**Hydrant Application Fee.** OPUD’s current Temporary Construction Hydrant Rental Policy requires a deposit, a backflow tag and payment for actual usage at the current usage rate. The District’s application form is shown in Attachment 1. Attachment 2 shows fees of other agencies in the greater area for comparison.

All applications require processing time. Often there is no usage and only a refund.

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Fiscal Analysis:

The time to process a temporary application, process and refund the deposit takes an average of 15 minutes of engineering technician and 15 minutes of business office clerical time. The average wage rate including benefits for both departments runs approximately $40.00/hour. The cost of processing and refunding a deposit without usage of $20.00 (30 minute @ $40/hr.) are carried by other rate payers. Staff recommends implementation of an application fee of $50.00 which would include funding to process the request and water usage of 15 ccf (2021 rates $1.95 \times 15 = 29.25)

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Employee Feedback

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Sample Motion:

Motion to authorize staff to proceed/not proceed with implementation of fee.

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Prepared by:

Karin Helvey, Financial Manager
<table>
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<tr>
<th>Water District</th>
<th>Permit Fee</th>
<th>Refundable Deposit</th>
<th>Meter Monthly Rental/Backflow tag</th>
<th>Usage</th>
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<td>monthly+$3.1920/unit</td>
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CONSTRUCTION HYDRANT/ LOAD COUNT METER AGREEMENT

Company Name ____________________________________________________________

Applicant's Name ________________________________________________________

Billing Address __________________________________________________________

City_________________ State_________________ Zip_________________

Phone Number ______________________ Alternative Number ___________________

Location of Use (please be as descriptive as possible):

Plumas Lake □ Olivehurst □

________________________________________________________

Type of Use: Filling water truck □ Street Sweeper □ Other □

Size ___________ Painted Zeros _______________ Dial Size _______________

Meter Brand________________________________________ Serial Number _______________

Beginning / Starting Reading______________________________________________

Reads in: Cu. Ft. □ Gallons □ Read By:_____________________________________

CONDITIONS FOR USE OF METERS

1. For fire safety, the meter must be removed from the hydrant each night and whenever not in use, or upon OPUD approval.
2. Applicant shall open and close hydrant valves slowly - 2 minutes each way minimum.
3. Applicant shall only use hydrant(s) at locations specified by OPUD, and specified above.
4. Meter shall be used only in locations approved by OPUD, and specified above. Meters shall NOT be moved without prior notice to OPUD.
5. Applicant agrees that he/she will be responsible for, and reimburse OPUD for any costs incurred as a result of applicant's failure to adhere to these conditions.
6. Deposit of $1000.00 for rental of OPUD meter or $100.00 deposit if you provide your own meter.
7. All backflow devices must be tested and approved by a certified tester or show proof of certification and receive a permit tag, which cost $10.00.

I understand and agree to the foregoing:

Applicant's Signature: _________________________________ Date: ________________

REV 4.30.2010