

DIRECTORS

Steve Strickland
PRESIDENT

Alan Hanger
VICE PRESIDENT

Eileen Utthe-Smith
DIRECTOR

Gary Hensley
DIRECTOR

Jim Miles
DIRECTOR



STAFF

Patrick Sweeney
GENERAL MANAGER

Ashwin Swenson
Exec Asst./Treas

RICK TRITES
METER READING/BACKFLOW

NANCY VEERKAMP
BOARD CLERK/ADMIN

SOLANO IRRIGATION DISTRICT
OPERATOR & MAINTENANCE

BRENDA KANE
BILLING MANAGER

RURAL NORTH VACAVILLE WATER DISTRICT BOARD OF DIRECTORS SPECIAL MEETING

Tuesday, May 13, 2025

7:00 P.M

Vacaville Fire Protection District, Fire Station #67,
4135 Cantelow Road, Vacaville, CA 95688

“The Mission of the Rural North Vacaville Water District is to deliver, efficiently and reliably for many years, quality water for domestic use and fire protection.”

AGENDA

(Anyone wishing to address the Board is asked to fill out a “Public Comment Card” prior to the start of the meeting, or during if necessary, and give it to the Board Clerk.)

- 1. Call Meeting to Order (Board President)**
- 2. Roll Call (Board Clerk)**
- 3. Approval of the Agenda (Board President)**
- 4. Public Comment (Non-Agenda Items)**

Opportunity for the public to speak to the Board on any subject matter within the district's jurisdiction but not appearing on today's agenda. Speaker times are limited to three (3) minutes per person.

Please submit a Public Comment Card to the Board Clerk prior to the commencement of this Public Comment section. Only those who have submitted speaker cards or have expressed an interest in speaking prior to the conclusion of the Public Comment section will be called upon to speak.

Public comments on agenda or non-agenda items during a Board of Directors meeting are for the purpose of informing the Board to assist Board members in making decisions. Please address your comments to the President of the Board.

Please note that State law prevents the Board from discussing or acting on items not listed on the agenda. Public comments relating to matters listed on the agenda are called for by the Board President at the appropriate agenda item when requested by a Public Comment Card.

Public comments during Board meetings are not for questions and answers. Should you have questions, please do not ask them as part of your public comments to the

Board. Answers will not be provided during Board meetings. Please present your questions to the RNVWD General Manager or a Board Member via email, phone call, letter, or in-person at a time other than during a Board meeting.

5. Consent Items (Public Comment)

Items appearing on the Consent Calendar are considered routine and may be acted upon by the Board by one motion, without discussion; however, any item may be considered separately at the request of any Board member.

a) Consider for Approval of the **Meeting Minutes** of the **Special Meeting on April 15, 2025**.

b) Consider for Approval of the **Monthly Financial Reports and Adjustments for March 2025**

(Action Item is for all at one time)

6. General Manager's Report (Public Comment)

- a) System Update – Meter upgrade
- b) Tank Inspection
- c) SUSP Rate Review

7. Executive Assistant/Treasurer's Report (Public Comment)

- a) Comparing and evaluating potential banking system solutions
- b) Spring Newsletter Update

8. Continuing Business (Public Comment)

- a) Discuss and provide directions on the following options for solar power:
Option 1: Terminate the solar project under the NEM 2 framework.
Option 2: Authorize the GM to proceed and advance the solar agreement.

Following review by County Counsel, the agreement will be returned to the Board for final approval. **(Action Item)**

9. New Business (Public Comment)

- a) Consider for approval the revised RNVWD Schedule of Fees Exhibit E of the Rules and Regulations. **(Action Item)**
- b) Consider for Approval the replacement of aging meters, ERTs, and registers, which have reached end-of-life and require replacement within the next five years. Rick Trites will perform the necessary upgrades and repairs. Authorize the General Manager to initiate the first phase of the upgrade project at an estimated cost of \$20,000. **(Action Item)**
- c) Consider for approval Effective July 1, 2025, all credit and debit card payments

made to the Rural North Vacaville Water District will include a 3.00% processing fee, with a minimum charge of \$3.00 per transaction. Payments made by e-check (ACH/bank draft) will continue to be processed at no cost. **(Action Item)**

d) Consider for approval the revised RNVWD New Customer Sign In – Exhibit A **(Action Item)**

e) Consider for approval the revised RNVWD Rules and Regulations. **(Action Item)**

f) Consider for approval the revised policy 3130: Customer Payment Arrangements for Hardship or Discontinuance of Water Service due to nonpayment of Past-Due Bills. **(Action Item)**

10. Adjourn

The next Special Meeting is scheduled for **Tuesday June 10, 2025**, at 7:00 pm at the Vacaville Fire Protection District, Fire Station #67, 4135 Cantelow Road, Vacaville, CA 95688.

The Board of Directors of the Rural North Vacaville Water District holds its Regular Board Meetings on the second Tuesday of every other month at 7:00 p.m. The Board may discuss any item on the agenda and may act on any of those items. Agenda items are numbered for identification purposes only and will not necessarily be considered in the indicated order.

In compliance with the American with Disabilities Act, if you have a disability and need a disability-related modification or accommodation to participate in this meeting, please contact the General Manager. Upon request, the District will provide written agenda materials in appropriate alternative formats, or disability-related modification or accommodation to enable individuals with disabilities to participate in and provide comments. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, or alternative format requested at least two days before the meeting. Requests should be emailed to the General Manager at gm@rnvwd.com or submitted by phone at 707-447-8420. Requests made by mail (sent to P.O. Box 5097, Vacaville, CA 95696) must be received at least two days before the meeting. Requests will be granted whenever possible and resolved in favor of accessibility.

Directors

Steven Strickland, President
 Alan Hanger, Vice President
 Gary Hensley, Director
 James R. Miles, Director
 Eileen Uthe-Smith, Director

**Staff**

Patrick Sweeney, General Manager
 Ashwin Swenson, Exec. Assistant/Treasurer
 Brenda Kane, Billing Manager
 Nancy Veerkamp, Clerk/Admin
 Solano Irrigation District, Operation
 & Maintenance

BOARD OF DIRECTORS
SPECIAL MEETING MINUTES
APRIL 15, 2025 at 7:00 pm

The Rural North Vacaville Board of Directors met in Special Meeting session on this date.

Roll Call: Steven Strickland, President; Alan Hanger, Vice President; Gary Hensley, Director; Eileen Uthe-Smith, Director; Patrick Sweeney, General Manager; Ashwin Swenson, Exec. Assistant; Nancy Veerkamp, Clerk/Admin; Brenda Kane, Billing Manager.

Absent: James Miles, Director

Public (Speaking): Bill Brooks, Brooks Engineering

1. Call Meeting to Order

The meeting was called to order by the President, Steven Strickland, at 7:00 pm.

2. Roll Call (Board Clerk)

3. Approval of the Agenda (Board President) VP Alan made a motion to approve the Agenda and the motion was seconded by Director Eileen.

Vote: All approved.

4. Public Comments (Non Agenda Items): None

5. Consent Items: Public Comment: None

a) Consider for Approval the Meeting Minutes of the Regular Meeting March 11, 2025. Director Gary made a motion to approve item a. VP Alan seconded the motion.
 Vote: All approved.

b) Consider for Approval the Monthly financial reports and adjustments for February 2025.

Director Gary made a motion to approve item b. VP Alan seconded the motion.
Vote: All approved.

6. General Managers Report (verbal update)- Public Comment: None

a) System Update – Meter upgrade.

1.The Badger Model 30 registrars are no longer available to purchase and must be replaced. Meter bodies made from poly (model 40) are at the end of life and mst be replaced with Badger Model 55 (brass).

Unit Price

55 Meter Body	\$245.99
ERT	\$103.90
Registers	\$121.49
Labor	<u>\$150.00 est.</u>
Total	\$621.38

It is suggested that the District attempt to replace 16 meters per quarter. Total price per quarter: \$9,942.08. This item will be on the May agenda for a Board vote. All meters will need to be replaced over time as with wear they are not reading accurately. It was suggested to start with the highest water users as potentially those meters wear out faster.

2. Media replacement for Arsenic Plant: Estimate \$50,000

3. Cover for Arsenic Unit: Estimate \$45,000 (high) control boxes fail from the sun.

4. Solar lease:

a. 15 year maintenance agreement	b. 6 year maintenance agreement
Per month \$4,820.50	per month \$3,570.00
X 12 months = \$51,390	x 12 months = \$42,840.00
15 year term	15 year term
Lease total: \$770,850.00	Lease total: \$642,600.00

5.Outstanding Loans/Liabilities:

1. CoBank \$964,915 (Arsenic Plant)
2. Solano Co. \$ 60,000. (Cantelow bridge repair- will be paid off in Aug 2025)

Questions from Director Eileen: Any info on car accident into hydrant? GM: no
Any update on changing banks? GM: work in progress, along with passing bank charges

on to the customer, which is currently not done. Are we still paying RG West? GM: Yes Research can be much faster just asking form GM vs. searching in files. He has been very reasonable with charging time.

7. Executive Assistant/Treasurer's Report (verbal update)- Public Comment: None

a) None

8. Guest Speaker: Bill Brooks, PE from Brooks Engineering. The Ad Hoc committee consisted of Ken Swenson, Alan Hanger, Steven Strickland, Patrick Sweeney and Bill Brooks. Bill answered Directors questions on the potential Solar lease, which is the committee recommendation, and the potential advantages to the District of following through with the project. See financial figures in the General Managers report in item 6. There is a potential revenue of approximately \$2,000 a month on the budget line item Electricity/PG&E. It is his suggestion to move forward with the project, pending a report back on the financial recommendations from District banking sources on PPA vs. lease.

9. Continuing Business: Public Comment: None

a) Discuss and provide direction on the following options for solar power.

Option 1: Terminate the solar project under the NEM 2 framework.

Option 2: Authorize the GM to proceed and advance the solar agreement.

Following review by County Counsel, the agreement will be returned to the Board for final approval. (Action Item). Discussion: President Steven asked the Board to table this decision until the District understands the financial implications of a lease or PPA on the financial status of the District. Would it prevent future loans, if needed, for any natural disasters, repairs, purchases, etc.? GM to follow up.

10. New Business- Public Comments: None

a) None

11. Adjourn

The meeting was adjourned at 8:59 pm.

The next Regular Meeting is scheduled for Tuesday, May 13, 2025, at 7:00 pm at the Vacaville Fire Protection District, Fire Station #67, 4135 Cantelow Road, Vacaville, CA 95688.

Minutes submitted by Nancy Veerkamp, Clerk of the Board

Minutes approved by President:

President

Date

RNVWD - Operating Fund
Balance Sheet
As of March 31, 2025

5b

	<u>Mar 31, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
160.027 · Cash -Vendor Deposits Held acct	21,650
160.020 · Cash WFB Checking #3799	349,143
160.025 · Cash PayPal Account	1,771
160.029 · Cash in Treasury - Fund 164	75,576
	<hr/>
Total Checking/Savings	448,140
Accounts Receivable	
11010 · Water Right Inst. Payments Due	(4,446)
	<hr/>
Total Accounts Receivable	(4,446)
Other Current Assets	
160.110 · Water Svc Accounts Rec.	140,961
160.139 · Accrued Interest Receivable	20,808
160.199 · LT Rec Principal Due Next 12 Mo	49,831
	<hr/>
Total Other Current Assets	211,600
	<hr/>
Total Current Assets	655,294
Fixed Assets	
160.315 · Infrastructure	15,161,692
160.340 · Equipment	546,827
160.370 · Allowance For Depreciation	(9,658,431)
	<hr/>
Total Fixed Assets	6,050,088
Other Assets	
164.245 · LT Receivable - Perkins	18,713
160.244 · LT Receivable - Dove Creek Tr	35,000
160.243 · LT Receivable - Forfang	36,586
164.242 · LT Receivable - Fade	35,129
164.241 · LT Receivable - Sondrol	35,129
164.240 · LT Receivable - Mojas	35,128
164.239 · LT Receivable - Martin	33,673
164.238 · LT Receivable - DelCampo	129,423
164.236 · LT Receivable - Anguiano	31,183
164.235 · LT Receivable - Hamilton	33,629
164.230 · LT Receivable-Morgan	469,414
164.231 · LT Receivable - Demyan	32,097
164.233 · LT Receivable - Pitcavage	27,618
164.299 · Current Portion of LT Rec.	(49,831)
	<hr/>
Total Other Assets	902,891
	<hr/>

RNVWD - Operating Fund
Balance Sheet
As of March 31, 2025

	<u>Mar 31, 25</u>
TOTAL ASSETS	<u>7,608,273</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
160.500 · Deposit Payables	17,812
Total Accounts Payable	17,812
Credit Cards	
160.601 · Wells Fargo Visa Card-New	4,309
Total Credit Cards	4,309
Other Current Liabilities	
164.599 · Current Portion of Loan Payable	120,617
160.510 · Accounts Payable	58,408
160.515 · Accrued Liabilities	
160.517 · Accrued Liab - Solano County	50,000
Total 160.515 · Accrued Liabilities	50,000
Total Other Current Liabilities	229,025
Total Current Liabilities	251,146
Long Term Liabilities	
164.600 · Loan Payable	964,915
164.699 · Less Current Port. of Loan Pay	(120,617)
Total Long Term Liabilities	844,298
Total Liabilities	1,095,444
Equity	
160.749 · County Reserve Funds	68,387
160.770 · Investment in Fixed Assets	4,989,174
32000 · Retained Earnings	1,089,309
Net Income	365,958
Total Equity	6,512,829
TOTAL LIABILITIES & EQUITY	<u>7,608,273</u>

RNVWD - Operating Fund
Profit & Loss Budget Performance
March 2025

	<u>Mar 25</u>	<u>Budget</u>	<u>\$ Over B...</u>	<u>Jul '24 - ...</u>	<u>YTD Bud...</u>	<u>\$ Over B...</u>	<u>Annual B...</u>
Ordinary Income/Expense							
Income							
60.9000 · Revenues							
60.9005 · Base Fee	33,772	33,018	754	296,977	290,683	6,294	389,737
60.9010 · Supplemental Fees	12,083	13,504	(1,421)	114,388	115,684	(1,296)	156,196
60.9015 · Tier 1	8,747	4,120	4,627	96,911	95,865	1,046	113,520
60.9020 · Tier 2	1,512	1,873	(361)	32,351	43,575	(11,224)	51,600
60.9025 · Tier 3	1,563	1,498	65	36,387	34,860	1,527	41,280
60.9027 · Capital Recovery Charge	50,939	49,398	1,541	446,471	420,878	25,593	569,072
60.9030 · Hydrant Water Usage	0	1,000	(1,000)	15,446	7,000	8,446	10,000
60.9055 · Cost Recovery for Damages	0	0	0	1,882	0	1,882	0
60.9065 · Princ & Int from Sale WR	2,554	28,839	(26,285)	107,676	86,808	20,868	107,366
60.9070 · FEMA	668	0	668	50,278	52,000	(1,722)	52,000
60.9075 · Admin Fees, Late Fees	1,492	650	842	9,456	5,850	3,606	7,800
60.9080 · Interest Income	58	0	58	843	0	843	0
60.9095 · Trans fees earned by GM	0	500	(500)	0	4,500	(4,500)	6,000
Total 60.9000 · Revenues	<u>113,388</u>	<u>134,400</u>	<u>(21,012)</u>	<u>1,209,066</u>	<u>1,157,703</u>	<u>51,363</u>	<u>1,504,571</u>
Total Income	113,388	134,400	(21,012)	1,209,066	1,157,703	51,363	1,504,571
Expense							
60.2000 · Operating Expenses							
60.2005 · General Manager	9,683	12,000	(2,317)	105,465	108,000	(2,535)	144,000
60.2006 · Recruiter / Transition	3,667	0	3,667	7,333	0	7,333	0
60.2010 · Administration & Board Clerk	715	916	(201)	10,124	8,250	1,874	11,000
60.2015 · Billing Manager	4,000	4,166	(166)	35,578	37,500	(1,922)	50,000
60.2020 · Meter Reading	1,238	1,166	72	10,243	10,500	(257)	14,000
60.2025 · Backflow Testing	0	0	0	21,050	22,000	(950)	22,000
60.2028 · Plant & Facilities Operations	12,493	18,334	(5,841)	160,014	165,000	(4,986)	220,000
60.2033 · Weed Abatement	2,865	2,765	100	2,865	2,765	100	2,765
60.2035 · Legal	0	0	0	8,010	11,000	(2,990)	15,000
60.2040 · Engineering	1,009	834	175	9,760	7,500	2,260	10,000
60.2045 · Audit	0	0	0	12,061	12,700	(639)	12,700
60.2050 · Accountant CPA	1,210	1,209	1	12,380	10,875	1,505	14,500
60.2065 · USA Marking	0	366	(366)	4,735	3,300	1,435	4,400
60.2070 · Webmaster	1,476	791	685	8,116	7,125	991	9,500
60.2075 · Office Supplies	0	375	(375)	2,347	3,375	(1,028)	4,500
60.2090 · Postage & PO Box Rental	401	416	(15)	2,405	3,750	(1,345)	5,000

RNVWD - Operating Fund
Profit & Loss Budget Performance
March 2025

	Mar 25	Budget	\$ Over B...	Jul '24 - ...	YTD Bud...	\$ Over B...	Annual B...
60.2105 · Ins. Gen. Liab., Prop., & Bond	0	750	(750)	11,845	6,750	5,095	9,000
60.2115 · Electricity, PGE	6,176	3,253	2,923	88,786	78,062	10,724	92,000
60.2125 · Office Equipment	0	500	(500)	2,645	4,500	(1,855)	6,000
60.2130 · Bank & Bankcard Fees	870	416	454	6,366	3,750	2,616	5,000
60.2135 · Princ & Interest on CoBank Loan	0	0	0	178,578	178,578	(0)	178,578
60.2145 · Phone Service	99	100	(1)	959	900	59	1,200
60.2150 · Tank Access Rd. Maint. & Gate	0	500	(500)	0	4,500	(4,500)	6,000
60.2160 · CORE SW Lic., Data Stg, Trng.	0	291	(291)	5,557	2,625	2,932	3,500
60.2175 · Publications & Legal Notices	0	41	(41)	824	375	449	500
60.2185 · Trade Memberships & Training	0	0	0	13,207	12,000	1,207	12,000
60.2190 · Licenses, Permits & Fees	0	0	0	5,612	6,000	(388)	6,000
60.2195 · Elections	0	0	0	1,808	10,000	(8,192)	10,000
60.2200 · ITRON Moble Reader SW & Warr.	0	234	(234)	2,878	2,100	778	2,800
60.2205 · Fees & Administration	0	84	(84)	500	750	(250)	1,000
60.2208 · Underground Leak Repairs	6,540	13,085	(6,545)	52,948	117,767	(64,819)	157,022
60.2210 · Routine Maintenance & Minor Rep	8,434	8,312	122	80,881	74,810	6,071	99,746
60.2211 · Repair Parts	164	0	164	164	0	164	0
60.2235 · Contingency	0	1,666	(1,666)	0	15,000	(15,000)	20,000
60.2250 · Depreciation Expense	42,116	0	42,116	42,116	0	42,116	0
60.2300 · Capital Improvements, CRC Resv.	0	4,166	(4,166)	0	37,500	(37,500)	50,000
60.2480 · Funding for Reserves	0	0	0	0	0	0	96,392
60.2485 · Cantelow Bridge Replacement	10,000	7,084	2,916	45,987	63,750	(17,763)	85,000
60.2505 · Engineering Assmt Rept	0	1,166	(1,166)	0	10,500	(10,500)	14,000
60.2510 · Eaton Spare Pump/Shaft	0	0	0	99,468	109,468	(10,000)	109,468
Total 60.2000 · Operating Expenses	113,155	84,986	28,169	1,053,613	1,153,325	(99,712)	1,504,571
Total Expense	113,155	84,986	28,169	1,053,613	1,153,325	(99,712)	1,504,571
Net Ordinary Income	233	49,414	(49,181)	155,453	4,378	151,075	0
Other Income/Expense							
Other Income							
60.9670 · Princ Pymts on CoBank Loan	0	0	0	120,618	120,618	(0)	120,618
60.9660 · County Bridge Pymts Capitalized	10,000	7,084	2,916	34,250	63,750	(29,500)	85,000
60.9650 · Eaton Pump Pymts Capitalized	0	0	0	99,468	109,468	(10,000)	109,468
Total Other Income	10,000	7,084	2,916	254,336	293,836	(39,500)	315,086

RNVWD - Operating Fund
Profit & Loss Budget Performance
 March 2025

	<u>Mar 25</u>	<u>Budget</u>	<u>\$ Over B...</u>	<u>Jul '24 - ...</u>	<u>YTD Bud...</u>	<u>\$ Over B...</u>	<u>Annual B...</u>
Other Expense							
60.9710 · Water Rights Princ Pmts Recd	<u>1,457</u>	<u>27,787</u>	<u>(26,330)</u>	<u>43,831</u>	<u>63,078</u>	<u>(19,247)</u>	<u>76,118</u>
Total Other Expense	<u>1,457</u>	<u>27,787</u>	<u>(26,330)</u>	<u>43,831</u>	<u>63,078</u>	<u>(19,247)</u>	<u>76,118</u>
Net Other Income	<u>8,543</u>	<u>(20,703)</u>	<u>29,246</u>	<u>210,505</u>	<u>230,758</u>	<u>(20,253)</u>	<u>238,968</u>
Net Income	<u>8,777</u>	<u>28,711</u>	<u>(19,934)</u>	<u>365,958</u>	<u>235,136</u>	<u>130,822</u>	<u>238,968</u>

8:18 AM

04/22/25

Accrual Basis

RNVD - Operating Fund

Check Register

March 2025

Type	Date	Num	Name	Memo	Account	Clr	Split	Debit	Credit
Mar 25									
Check	03/02/2025	3186	RG West Builders, Inc	Feb 665	160.020 · Cash WFB Checking #3799	X	-SPLIT-		3,000.00
Check	03/02/2025	3186	RG West Builders, Inc	Feb 665	60.2005 · General Manager		160.020 · Cash WFB Checking #3799	1,350.00	
Check	03/02/2025	3186	Morgan (Vendor)	Check 3186 3/...	160.500 · Deposit Payables		160.020 · Cash WFB Checking #3799	1,650.00	
Check	03/03/2025		Wells Fargo		160.020 · Cash WFB Checking #3799	X	160.601 · Wells Fargo Visa Card-New		2,453.37
Check	03/03/2025		Wells Fargo		160.601 · Wells Fargo Visa Card-New	X	160.020 · Cash WFB Checking #3799	2,453.37	
Check	03/03/2025		BK Bookkeeping Inc		160.020 · Cash WFB Checking #3799	X	60.2015 · Billing Manager		4,000.00
Check	03/03/2025		BK Bookkeeping Inc		60.2015 · Billing Manager		160.020 · Cash WFB Checking #3799	4,000.00	
Check	03/03/2025		KASCO		160.020 · Cash WFB Checking #3799	X	60.2006 · Recruiter / Transition		3,667.00
Check	03/03/2025		KASCO		60.2006 · Recruiter / Transition		160.020 · Cash WFB Checking #3799	3,667.00	
Check	03/03/2025		Nancy Veerkamp		160.020 · Cash WFB Checking #3799	X	60.2010 · Administration & Board Clerk		715.00
Check	03/03/2025		Nancy Veerkamp		60.2010 · Administration & Board Clerk		160.020 · Cash WFB Checking #3799	715.00	
Check	03/03/2025		Randall Larson Mayn...		160.020 · Cash WFB Checking #3799	X	60.2070 · Webmaster		413.00
Check	03/03/2025		Randall Larson Mayn...		60.2070 · Webmaster		160.020 · Cash WFB Checking #3799	413.00	
Check	03/03/2025		Patrick Sweeney		160.020 · Cash WFB Checking #3799	X	60.2005 · General Manager		8,333.00
Check	03/03/2025		Patrick Sweeney		60.2005 · General Manager		160.020 · Cash WFB Checking #3799	8,333.00	
Check	03/06/2025		PG & E		160.020 · Cash WFB Checking #3799	X	60.2115 · Electricity, PGE		1,316.24
Check	03/06/2025		PG & E		60.2115 · Electricity, PGE		160.020 · Cash WFB Checking #3799	1,316.24	
Check	03/11/2025		Client Analysis Servic...		160.020 · Cash WFB Checking #3799	X	60.2130 · Bank & Bankcard Fees		334.83
Check	03/11/2025		Client Analysis Servic...		60.2130 · Bank & Bankcard Fees		160.020 · Cash WFB Checking #3799	334.83	
Check	03/12/2025		WFB Bankcard Fees	Bankcard Fee	160.020 · Cash WFB Checking #3799	X	60.2130 · Bank & Bankcard Fees		89.55
Check	03/12/2025		WFB Bankcard Fees	Bankcard Fee	60.2130 · Bank & Bankcard Fees		160.020 · Cash WFB Checking #3799	89.55	
Check	03/12/2025		WFB Bankcard Fees	Discount fee	160.020 · Cash WFB Checking #3799	X	60.2130 · Bank & Bankcard Fees		111.17
Check	03/12/2025		WFB Bankcard Fees	Discount fee	60.2130 · Bank & Bankcard Fees		160.020 · Cash WFB Checking #3799	111.17	
Check	03/12/2025		WFB Bankcard Fees	Interchange fee	160.020 · Cash WFB Checking #3799	X	60.2130 · Bank & Bankcard Fees		120.73
Check	03/12/2025		WFB Bankcard Fees	Interchange fee	60.2130 · Bank & Bankcard Fees		160.020 · Cash WFB Checking #3799	120.73	
Check	03/17/2025		Postalia		160.020 · Cash WFB Checking #3799	X	60.2090 · Postage & PO Box Rental		400.00
Check	03/17/2025		Postalia		60.2090 · Postage & PO Box Rental		160.020 · Cash WFB Checking #3799	400.00	
Check	03/17/2025		PG & E		160.020 · Cash WFB Checking #3799	X	60.2115 · Electricity, PGE		661.53
Check	03/17/2025		PG & E		60.2115 · Electricity, PGE		160.020 · Cash WFB Checking #3799	661.53	
Check	03/19/2025	3187	County of Solano	Payment	160.020 · Cash WFB Checking #3799	X	60.2485 · Cantelow Bridge Replacement		10,000.00
Check	03/19/2025	3187	County of Solano	Cantelow Brid...	60.2485 · Cantelow Bridge Replacement		160.020 · Cash WFB Checking #3799	10,000.00	
Check	03/19/2025	3188	Trites Backflow Svc Inc		160.020 · Cash WFB Checking #3799	X	60.2020 · Meter Reading		1,238.00
Check	03/19/2025	3188	Trites Backflow Svc Inc		60.2020 · Meter Reading		160.020 · Cash WFB Checking #3799	1,238.00	
Check	03/21/2025		PG & E		160.020 · Cash WFB Checking #3799	X	60.2115 · Electricity, PGE		34.60
Check	03/21/2025		PG & E		60.2115 · Electricity, PGE		160.020 · Cash WFB Checking #3799	34.60	
Check	03/24/2025		Postalia		160.020 · Cash WFB Checking #3799	X	60.2090 · Postage & PO Box Rental		1.36
Check	03/24/2025		Postalia		60.2090 · Postage & PO Box Rental		160.020 · Cash WFB Checking #3799	1.36	
Check	03/24/2025		Motion Industries	CA95-00036378	160.020 · Cash WFB Checking #3799	X	60.2211 · Repair Parts		163.69
Check	03/24/2025		Motion Industries	CA95-00036378	60.2211 · Repair Parts		160.020 · Cash WFB Checking #3799	163.69	
Check	03/27/2025		PG & E		160.020 · Cash WFB Checking #3799	X	60.2115 · Electricity, PGE		1,575.47
Check	03/27/2025		PG & E		60.2115 · Electricity, PGE		160.020 · Cash WFB Checking #3799	1,575.47	
Check	03/30/2025	3189	CALCAD	701801	160.020 · Cash WFB Checking #3799		160.500 · Deposit Payables		700.00
Check	03/30/2025	3189	Morgan (Vendor)	CALCAD chec...	160.500 · Deposit Payables		160.020 · Cash WFB Checking #3799	700.00	
Check	03/30/2025	3190	Solano Irrigation Distr...	0046185	160.020 · Cash WFB Checking #3799		-SPLIT-		28,010.84
Check	03/30/2025	3190	Solano Irrigation Distr...	Maintenance	60.2210 · Routine Maintenance & Minor Rep		160.020 · Cash WFB Checking #3799	7,870.21	
Check	03/30/2025	3190	Solano Irrigation Distr...	OPS	60.2028 · Plant & Facilities Operations		160.020 · Cash WFB Checking #3799	12,492.51	
Check	03/30/2025	3190	Solano Irrigation Distr...	USA	60.2065 · USA Marking		160.020 · Cash WFB Checking #3799	0.00	
Check	03/30/2025	3190	Solano Irrigation Distr...	ENG	60.2040 · Engineering		160.020 · Cash WFB Checking #3799	1,008.76	
Check	03/30/2025	3190	Solano Irrigation Distr...	0046185	60.2150 · Tank Access Rd. Maint. & Gate		160.020 · Cash WFB Checking #3799	0.00	
Check	03/30/2025	3190	Solano Irrigation Distr...	Leaks	60.2208 · Underground Leak Repairs		160.020 · Cash WFB Checking #3799	6,539.66	
Check	03/30/2025	3190	Morgan (Vendor)	SID check #31...	160.500 · Deposit Payables		160.020 · Cash WFB Checking #3799	99.70	
Check	03/30/2025	3191	Neal, Clifford		160.020 · Cash WFB Checking #3799		60.9075 · Admin Fees, Late Fees		467.20
Check	03/30/2025	3191	Neal, Clifford		60.9075 · Admin Fees, Late Fees		160.020 · Cash WFB Checking #3799	467.20	
Check	03/30/2025	3192	JM Grounds Mainten...	2016	160.020 · Cash WFB Checking #3799		60.2033 · Weed Abatement		2,865.00
Check	03/30/2025	3192	JM Grounds Mainten...	2016	60.2033 · Weed Abatement		160.020 · Cash WFB Checking #3799	2,865.00	

8:18 AM

04/22/25

Accrual Basis

RNVWD - Operating Fund

Check Register

March 2025

Type	Date	Num	Name	Memo	Account	Clr	Split	Debit	Credit
Check	03/30/2025	3193	Meter, Valve & Control	Invoice 12/24	160.020 · Cash WFB Checking #3799		60.2210 · Routine Maintenance & Minor ...		563.48
Check	03/30/2025	3193	Meter, Valve & Control	7320	60.2210 · Routine Maintenance & Minor Rep		160.020 · Cash WFB Checking #3799	563.48	
Check	03/31/2025		PG & E		160.020 · Cash WFB Checking #3799	X	60.2115 · Electricity, PGE		2,588.01
Check	03/31/2025		PG & E		60.2115 · Electricity, PGE		160.020 · Cash WFB Checking #3799	2,588.01	
Check	03/31/2025		Randall Larson Mayn...		160.020 · Cash WFB Checking #3799	X	60.2070 · Webmaster		1,063.28
Check	03/31/2025		Randall Larson Mayn...		60.2070 · Webmaster		160.020 · Cash WFB Checking #3799	1,063.28	
Check	03/31/2025			Service Charge	160.025 · Cash PayPal Account	X	60.2130 · Bank & Bankcard Fees		213.51
Check	03/31/2025			Service Charge	60.2130 · Bank & Bankcard Fees		160.025 · Cash PayPal Account	213.51	
Mar 25								75,099.86	75,099.86

Adjustments Detail Report

From: 3/1/2025

To: 3/31/2025

These Adjustments Have Been Posted to the Customer's Balance:

These Adjustments Haven't Been Billed

Implement Date	Account Number	Account Status	Revenue	Amount	User	Comment
3/2/2025	84201	OFF AND PAID	BASE	(\$79.18)	ADMI	Home sold new owner billed also.
3/2/2025	84201	OFF AND PAID	CONS	(\$3.21)	ADMI	Home sold new owner billed also
3/2/2025	84201	OFF AND PAID	CAPR	(\$118.48)	ADMI	Home sold. New owner billed also
3/30/2025	84201	OFF AND PAID	RC	\$467.20	ADMI	Client issued refund check. Property
Total Number of Adjustments =			4	Total =	\$266.35	

These Adjustments Have Been Billed

Implement Date	Account Number	Account Status	Revenue	Amount	User	Comment
3/2/2025	2602	ACTIVE	CFEE	\$5.00	ADMI	
3/2/2025	15901	ACTIVE	CFEE	\$5.00	ADMI	
3/2/2025	702	ACTIVE	LCI	(\$22.01)	ADMI	Late fee charged in error. Had cc in f
3/2/2025	20801	ACTIVE	CFEE	\$5.00		
3/5/2025	84202	ACTIVE	CFEE	\$5.00	ADMI	
3/5/2025	31502	ACTIVE	CFEE	\$5.00	ADMI	
3/12/2025	41202	ACTIVE	CFEE	\$5.00	ADMI	
3/12/2025	14103	ACTIVE	CFEE	\$5.00	ADMI	
3/12/2025	37903	ACTIVE	CFEE	\$5.00	ADMI	
3/12/2025	9102	ACTIVE	CFEE	\$5.00	ADMI	
3/19/2025	18501	ACTIVE	LCI	\$36.05	ADMI	
3/19/2025	3801	ACTIVE	LCI	\$43.75	ADMI	
3/19/2025	33501	ACTIVE	LCI	\$29.09	ADMI	
3/19/2025	29803	ACTIVE	LCI	\$23.43	ADMI	
3/19/2025	27503	ACTIVE	LCI	\$3.95	ADMI	
3/19/2025	24402	ACTIVE	LCI	\$25.38	ADMI	
3/19/2025	22503	ACTIVE	LCI	\$22.62	ADMI	
3/19/2025	22301	ACTIVE	LCI	\$25.75	ADMI	
3/19/2025	20901	ACTIVE	LCI	\$26.67	ADMI	
3/19/2025	13802	ACTIVE	LCI	\$19.76	ADMI	
3/19/2025	11701	ACTIVE	LCI	\$70.07	ADMI	
3/19/2025	9801	ACTIVE	LCI	\$25.33	ADMI	
3/19/2025	8701	ACTIVE	LCI	\$52.51	ADMI	
3/19/2025	8801	ACTIVE	LCI	\$25.22	ADMI	
3/19/2025	38801	ACTIVE	LCI	\$27.47	ADMI	
3/19/2025	5602	ACTIVE	LCI	\$3.17	ADMI	
3/19/2025	38801	ACTIVE	LCI	\$52.66	ADMI	
3/19/2025	1802	ACTIVE	LCI	\$19.76	ADMI	
3/19/2025	8401	ACTIVE	LCI	\$56.98	ADMI	
3/19/2025	40902	ACTIVE	LCI	\$20.82	ADMI	

3/19/2025	43201	ACTIVE	LC1	\$20.19	ADMI
3/19/2025	44003	ACTIVE	LC1	\$2.73	ADMI
3/19/2025	47902	ACTIVE	LC1	\$23.13	ADMI
3/19/2025	24802	ACTIVE	CFEE	\$5.00	ADMI
3/19/2025	25302	ACTIVE	LC1	\$44.38	ADMI
3/19/2025	11101	ACTIVE	CFEE	\$5.00	ADMI
3/19/2025	36201	ACTIVE	LC1	\$19.76	ADMI
3/19/2025	2502	ACTIVE	CFEE	\$5.00	ADMI
3/27/2025	18701	ACTIVE	CFEE	\$5.00	ADMI
3/27/2025	29102	ACTIVE	CFEE	\$5.00	ADMI
3/27/2025	84801	ACTIVE	CFEE	\$5.00	ADMI
3/27/2025	2903	ACTIVE	CFEE	\$5.00	ADMI
3/30/2025	20801	ACTIVE	CFEE	\$5.00	ADMI

Total Number of Adjustments = 43 Total = \$783.60

Total Number of Adjustments = 47 Total = \$1,049.95

Total Number of Adjustments for Group: 1 = 47 Total = \$1,049.95

Total Number of Adjustments for Area: 1 = 47 Total = \$1,049.95

These Adjustments Have Been Posted to the Customer's Balance:

These Adjustments Have Been Billed

Implement Date	Account Number	Account Status	Revenue	Amount	User	Comment
3/19/2025	15503	ACTIVE	LC1	\$10.52	ADMI	
3/20/2025	48201	ACTIVE	BASE	\$79.18	ADMI	Acct not billed on Feb 28, 2025
3/20/2025	28402	ACTIVE	CAPR	\$1.18	ADMI	Correction Acct not billed 2-28-25
3/20/2025	28402	ACTIVE	BASE	(\$79.18)	ADMI	Adjustment applied to wrong acct s/b
3/20/2025	28402	ACTIVE	BASE	(\$1.18)	ADMI	Adjustment applied to wrong account
3/20/2025	28402	ACTIVE	BASE	\$79.18	ADMI	Correction. Acct not billed 2-28-25
3/20/2025	48201	ACTIVE	CAPR	\$118.48	ADMI	Acct not billed on Feb 28, 2025.

Total Number of Adjustments = 7 Total = \$208.18

Total Number of Adjustments = 7 Total = \$208.18

Total Number of Adjustments for Group: 1 = 7 Total = \$208.18

Total Number of Adjustments for Area: 2 = 7 Total = \$208.18

These Adjustments Have Been Posted to the Customer's Balance:

These Adjustments Have Been Billed

Implement Date	Account Number	Account Status	Revenue	Amount	User	Comment
3/12/2025	14201	ACTIVE	LC1	(\$20.09)	ADMI	Late fee removed. Approval by GM
3/19/2025	27102	ACTIVE	LC1	\$31.55	ADMI	

Total Number of Adjustments = 2 Total = \$11.46

Total Number of Adjustments =	2	Total =	\$11.46
Total Number of Adjustments for Group: 1	= 2	Total =	\$11.46
Total Number of Adjustments for Area: 3	= 2	Total =	\$11.46

These Adjustments Have Been Posted to the Customer's Balance:

These Adjustments Have Been Billed

Implement Date	Account Number	Account Status	Revenue	Amount	User	Comment
3/19/2025	30001	ACTIVE	CFEE	\$5.00	ADMI	
3/19/2025	18402	ACTIVE	CFEE	\$5.00	ADMI	
3/19/2025	26101	ACTIVE	CFEE	\$5.00	ADMI	
3/19/2025	32401	ACTIVE	PR	\$556.91	ADMI	Check 172 returned NSF
3/19/2025	40802	ACTIVE	LC1	\$21.78	ADMI	
3/19/2025	30103	ACTIVE	LC1	\$26.56	ADMI	
3/19/2025	30001	ACTIVE	LC1	\$27.95	ADMI	
3/19/2025	22402	ACTIVE	LC1	\$59.80	ADMI	
3/19/2025	15402	ACTIVE	LC1	\$10.85	ADMI	
3/19/2025	2802	ACTIVE	CFEE	\$5.00	ADMI	
3/20/2025	15801	ACTIVE	CFEE	\$5.00	ADMI	
3/27/2025	5301	ACTIVE	BASE	\$42.50	ADMI	Client paid \$150 not \$192.50
Total Number of Adjustments =	12	Total =	\$771.35			
Total Number of Adjustments =	12	Total =	\$771.35			
Total Number of Adjustments for Group: 1	= 12	Total =	\$771.35			
Total Number of Adjustments for Area: 4	= 12	Total =	\$771.35			
Total Number of Adjustments for All Areas: =	68	Total =	\$2,040.94			

**Projects List by Priority
2025**

6a & 9b

1. Meter Replacement

Badger Model 40 registers are no longer available to purchase and must be replaced. Meter bodies made from poly (model 40) are at the end of life and must be replaced with bronze model 55.

Unit Price

55 Meter Body	\$245.99
ERT	\$103.90
Registers	\$121.49
Labor	\$150.00
Total	\$621.38

Estimate of meters that need to be replaced is over two hundred (200). It is suggested the District attempts to replace 16 meters per quarter.

Replace	16
Per unit price	\$621.38
Total	\$9,942.08 per quarter

Total cost for 200 meters	\$124,276.00	Estimate
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2. Media Replacement for Arsenic	\$50,000	Estimate
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3. Cover for Arsenic Unit	\$45,000.00	Estimate
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4. Solar

	<u>15 years Maint.</u>	<u>6 Years of Maint.</u>
per month	\$4,282.50	\$3,570.00
	12	12
	\$51,390.00	\$42,840.00
15 year term	15	15
Loan Total	<u>\$770,850.00</u>	<u>\$642,600.00</u>

Outstanding Loans/Liabilities

1. CoBank	\$964,915.00
2. County	\$60,000.00
Total	<u>\$1,024,915.00</u>



Rural North Vacaville WD Rate Review

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2. Current Information
 - Section 1. Capital Replacement and Reserve Calculations
 - Section 2. System Budget
3. Water Accountability Production vs. Sales
 - Section 3. Fixed vs. Variable Expenses
4. Recommended Water Rates
 - Section 4. Actual Calculated Rates
5. Rate Study Summary and Conclusions

1. Rate Review & Introduction

We were contacted by the General Manager, Gordon Stankowski, and the State Board issued an ARL for funding a rate study of the system.

In California, public water system accounts in any given entity, be it a Municipality or a Community Services District, are considered to be enterprise accounts. By definition, an enterprise account must, at a minimum, be self-supporting in operating budgets and funded reserves. In essence, as a public entity you should be charging enough for water and/or sewer services to ensure these accounts are self funded or supporting. The revenue that is realized from the services that are provided should be used to fund the operation of the system, as well as needed reserves and ongoing capital improvement planning and projects. We will ask a few questions to get an idea of the System's capabilities with its current rates and structures to be able to fund the System's enterprise accounts. Some of the questions we ask when reviewing the information are as follows:

- Are they currently able to fund expenditures?
- Do they have appropriate reserves and CIP reserves?
- What kind of shape is the infrastructure in?
- Are they in regulatory compliance?
- Are they able to schedule needed projects as identified in a master plan?
- Do they have a master plan?

We were able to work with District staff to get a good idea of the System's needs, including: the future plans for the District with regards to the System's capabilities to fund a CIP for the existing infrastructure, and funding needs and eligibility for State and Federal infrastructure funding programs.

In most cases, you also have certain financial criteria mandated by all of the different funding agencies within the State. So if you intend to seek public funding for infrastructure projects, the terms and conditions of receiving any loans or grants will apply to the District. These will typically carry certain criteria for reserves of debt service and insurance requirements, which will ultimately affect the cost of providing service to your customers.

There are also accepted standards and practices within municipal finance and operations that are considered good business, such as: establishing reserves for equipment, funding preventative maintenance programs, funding normal system infrastructure maintenance, funding system depreciation, establishing and funding capital improvement plans (CIP), etc. There is a big difference between paying the bills and managing your system's infrastructure.

The rate study as presented is divided into 4 sections as follows:

Section 1. Capital Replacement and Reserve calculations.

This section is used to calculate several items that are instrumental in determining the appropriate rates. We utilize this worksheet to determine the annual and monthly payments for any new loans or debt service, as well as perform Capital Improvement calculations to ensure the funds are set aside and in place for both short term and long term needed improvements to the system. We also can calculate the value of your current infrastructure, and determine the amount the system would like to set aside to fund capital improvements to the existing system.

The District identified and provided all the required information, including a 10 year CIP for improving the district's existing water system, as well as budgeted annual expenses for system depreciation and reserves

The determination of how much you should put away in reserves for aged or existing infrastructure should be based on the overall operation of the District and the age of the infrastructure. If the District has an aggressive preventive maintenance plan and does the normal routine maintenance on the system, components will quite often exceed lifetime use expectancy. In the case of a treatment facility, frequently the facility is not designed to treat to current standards or raw water quality and/or quantity issues dictate a new or refurbished plant. In any case, financial planning for these issues is a good idea. The amount of funding needed to be put in reserves can be subjective, and is usually determined by the ability of the District's customers to pay.

The District made several determinations that show on this work sheet, the first being to fund the annual reserves for the system depreciation. It was also decided to fund the cost of a new Arsenic Remediation plant for the system.

Recommendations: I would recommend the District look into funding for needed infrastructure projects via the RUS program and the State's SRF program as they may be eligible for a loan and/or grant money through these programs. I would also recommend the District evaluate current operations to ensure the ongoing preventive maintenance programs continue, and that they encompass all areas of operations. I would look to the operations staff for insight on how to prioritize current infrastructure needs for repair and/or replacement of the various infrastructure components.

Exhibit 1

Capital Replacement Program Reserve Calculation						Exhibit 1			
						Date:	3/12/2015		
						System Number:	4810013		
System Name: Rural North Vacaville WD						Service Connections:	393		
*Enter information only in yellow cells.									
Qty	Component		Unit Cost	Installed Cost	Existing Reserve	Avg. Life Rem.	Annual Reserve	Monthly Reserve	Reserve Per Customer
Capital Improvement Program									
1	Meter Replacement		\$338,827	\$338,827	\$0	10	\$33,882.70	\$2,823.56	\$7.18
1	Condition Assessment		\$59,125	\$59,125	\$0	10	\$5,912.50	\$492.71	\$1.25
1	Generators		\$161,438	\$161,438	\$0	10	\$16,143.80	\$1,345.32	\$3.42
1	Pumping Plant Replacement		\$63,000	\$63,000	\$0	10	\$6,300.00	\$525.00	\$1.34
1	Electrical Panel Maint & Rehab		\$15,050	\$15,050	\$0	10	\$1,505.00	\$125.42	\$0.32
1	Tank #3 Inspection		\$32,928	\$32,928	\$0	10	\$3,292.80	\$274.40	\$0.70
1	Tank #4 Inspection		\$32,928	\$32,928	\$0	10	\$3,292.80	\$274.40	\$0.70
1	Tank Sand Blasting & Recoating		\$216,300	\$216,300	\$0	10	\$21,630.00	\$1,802.50	\$4.59
1	ERP		\$22,050	\$22,050	\$0	10	\$2,205.00	\$183.75	\$0.47
1	Pumping Plant Meter Replacement		\$19,338	\$19,338	\$0	10	\$1,933.80	\$161.15	\$0.41
1	Air Release Valve Installation		\$12,010	\$12,010	\$0	10	\$1,201.00	\$100.08	\$0.25
1	Sation 3 Site Improvements		\$26,250	\$26,250	\$0	10	\$2,625.00	\$218.75	\$0.56
1	Station 4 Site Improvements		\$15,750	\$15,750	\$0	10	\$1,575.00	\$131.25	\$0.33
1	Flushing Program		\$60,200	\$60,200	\$0	10	\$6,020.00	\$501.67	\$1.28
1	Valve Exercising Program		\$68,600	\$68,600	\$0	10	\$6,860.00	\$571.67	\$1.45
1	Updated Operation maps and prints		\$5,000	\$5,000	\$0	10	\$500.00	\$41.67	\$0.11
1	Painting		\$10,750	\$10,750	\$0	10	\$1,075.00	\$89.58	\$0.23
	Subtotal New Capital Replacement Program			\$1,159,544			\$115,954.40	\$9,662.87	\$24.59
New Project Program									
1	Arsenic Remediation Plant (Loan P&I)		\$874,308	\$874,308	\$0	40	\$21,857.70	\$1,821.48	\$4.63
1			\$0	\$0	\$0	40	\$0.00	\$0.00	\$0.00
	Subtotal New project Program			\$874,308	\$0		\$21,857.70	\$1,821.48	\$4.63
	Total Capital Programs			\$2,033,852			\$137,812.10	\$11,484.34	\$29.22

Section 2. System Budget

This work sheet utilizes the System's current budget numbers, the CIP numbers from section 1, and any reserves or set asides that the System desires for future improvements or additions to the System's infrastructure.

In Section 2 we determine the total amount of the desired revenue that the system needs to do the following: operate on a day to day basis, fund any infrastructure loans, meaning debt service and reserve requirements of the loans, and set aside reserve funds for needed improvements to the system.

The numbers that we utilize are taken from the information provided by the District staff.

In Section 2 we look at the existing operating budget. We review the System's current expenditures, as well as revenue information. We also include the information from Exhibit 1, and add those numbers to the System's expenditures for the upcoming year.

At this point we have a full picture of the desired revenue/expenditures of the system. This is important, as this is where the rubber meets the road with regards to determining your rates for services. We then take the current expenditures, both O & M and General Administrative, and calculate an inflation factor for the upcoming years. Usually it's kept around 2 or 3 %. These numbers will give the system a very good idea of where the upcoming budgets will be for all of the various categories, and forecast upcoming revenues with the same inflation factor.

As you can see on the work sheet, your total operation expenses with the numbers from the Capital Replacement Program worksheet, Exhibit 1, total \$573,121.92 for the year 2015. This includes all operating expenses, funding the capital improvement program, and funding a system depreciation account.

Please review the revenue categories at the bottom of the page, and take into consideration the revenue source that is categorized as other funds. We will only utilize the budgeted expenditures to ensure that the rate payers are funding the system's budgeted expenses for operations.

Recommendations: The District's budget is a guideline, as are most budgets. Things do change; unexpected events like infrastructure failure, changes in regulations, and sudden water quality or quantity issues can all create financial instability. Periodic review of the budget through the year is always recommended, and amending budgets can sometimes be necessary depending on the situation. Always review your expenditures. Be realistic in your expectations, and make changes as needed. The District's desired revenue is what determines your rates, so be sure they are in alignment.

Exhibit 2

Budget						Exhibit 2
Rural North Vacaville WD			Inflation Factor (%):		2.00%	
			Date:		3/12/2015	
			System Number:		4810013	
EXPENSES AND SOURCES OF FUNDS		2014	2015	2016	2017	2018
OPERATIONS & MAINTENANCE EXPENSES						
General Manager	41,000.00	41,820.00	42,656.40	43,509.53	44,379.72	
Administration	4,500.00	4,590.00	4,681.80	4,775.44	4,870.94	
Customer Billings	31,200.00	31,824.00	32,460.48	33,109.69	33,771.88	
Meter Reading	12,000.00	12,240.00	12,484.80	12,734.50	12,989.19	
Backflow Testing	15,200.00	15,504.00	15,814.08	16,130.36	16,452.97	
Plant Operations	60,060.00	61,261.20	62,486.42	63,736.15	65,010.88	
Engineering Services, Public Works	5,000.00	5,100.00	5,202.00	5,306.04	5,412.16	
IFAS Technician	5,136.00	5,238.72	5,343.49	5,450.36	5,559.37	
Underground Service Alert marking	12,000.00	12,240.00	12,484.80	12,734.50	12,989.19	
Insurance - GL	11,000.00	11,220.00	11,444.40	11,673.29	11,906.75	
Insurance - GM	2,000.00	2,040.00	2,080.80	2,122.42	2,164.86	
Electricity	37,981.00	38,740.62	39,515.43	40,305.74	41,111.86	
Diesel Fuel Oil, Bucktown Generator	671.00	684.42	698.11	712.07	726.31	
Telephone	360.00	367.20	374.54	382.03	389.68	
Road Maintenance	2,000.00	2,040.00	2,080.80	2,122.42	2,164.86	
Vehicle Truck Expenses	2,664.00	2,717.28	2,771.63	2,827.06	2,883.60	
Meter Reader Calibration	4,000.00	4,080.00	4,161.60	4,244.83	4,329.73	
New Connections	6,000.00	6,120.00	6,242.40	6,367.25	6,494.59	
Plant Maintenance and Minor Repairs	30,000.00	30,600.00	31,212.00	31,836.24	32,472.96	
Tier 2 Deferred Maintenance	23,250.00	23,715.00	24,189.30	24,673.09	25,166.55	
Tier 3 New Source Development	15,875.00	16,192.50	16,516.35	16,846.68	17,183.61	
Depreciation Expenses	11,509.00	11,509.00	11,509.00	11,509.00	11,509.00	
Total Operation and Maintenance Expenses:	333,406.00	339,843.94	346,410.64	353,108.67	359,940.67	
GENERAL & ADMINISTRATIVE EXPENSES						
Legal	13,050.00	13,311.00	13,577.22	13,848.76	14,125.74	
Audit	8,000.00	8,160.00	8,323.20	8,489.66	8,659.46	
Accountant	12,000.00	12,240.00	12,484.80	12,734.50	12,989.19	
Audit Controller Office Fee	613.00	625.26	637.77	650.52	663.53	
Webmaster	2,000.00	2,040.00	2,080.80	2,122.42	2,164.86	
Office Supplies	3,600.00	3,672.00	3,745.44	3,820.35	3,896.76	
Office Rent	4,800.00	4,896.00	4,993.92	5,093.80	5,195.67	
Lien Releases	340.00	346.80	353.74	360.81	368.03	
PO Box Rental	120.00	122.40	124.85	127.34	129.89	
Auto Fold Billing	762.00	777.24	792.78	808.64	824.81	
Postage	3,000.00	3,060.00	3,121.20	3,183.62	3,247.30	
Check Scanner	1,000.00	1,020.00	1,040.40	1,061.21	1,082.43	
Bank Fees, CEO Account	1,800.00	1,836.00	1,872.72	1,910.17	1,948.38	
Credit Card	420.00	428.40	436.97	445.71	454.62	
Credit Card Transaction Charges	250.00	255.00	260.10	265.30	270.61	
Billing Software	2,000.00	2,040.00	2,080.80	2,122.42	2,164.86	
Backflow Management Software	3,500.00	3,570.00	3,641.40	3,714.23	3,788.51	
Newsletter	500.00	510.00	520.20	530.60	541.22	
Publications and Legal Notices	3,000.00	3,060.00	3,121.20	3,183.62	3,247.30	
District Files Storage	1,000.00	1,020.00	1,040.40	1,061.21	1,082.43	
Organization Memberships	3,500.00	3,570.00	3,641.40	3,714.23	3,788.51	
Licences, Permits and Fees	5,989.00	6,108.78	6,230.96	6,355.57	6,482.69	
Elections	1,000.00	1,020.00	1,040.40	1,061.21	1,082.43	
Contingency	21,350.00	21,777.00	22,212.54	22,656.79	23,109.93	
Capital Improvement Program	0.00	115,954.40	115,954.40	115,954.40	115,954.40	
New Project Program	0.00	21,857.70	21,857.70	21,857.70	21,857.70	
Total General and Administrative Expenses:	93,594.00	233,277.98	235,187.30	237,134.80	239,121.26	
TOTAL EXPENSES (Line 30+ Line 59):	427,000.00	573,121.92	581,597.94	590,243.47	599,061.92	
SOURCE OF FUNDS / REVENUES RECEIVED						
Cash Revenues (Water rates)	398,483.00	557,819.64	568,976.03	580,355.55	591,962.66	
Fire Hydrant Water Meter	2,481.00	2,530.62	2,581.23	2,632.86	2,685.51	
Backflow Testing	15,200.00	15,504.00	15,814.08	16,130.36	16,452.97	
Late Fees	200.00	204.00	208.08	212.24	216.49	
Lien/Recording Fees	1,000.00	1,020.00	1,040.40	1,061.21	1,082.43	
Return Check Fees	250.00	255.00	260.10	265.30	270.61	
Credit Card Convenience Fee	250.00	255.00	260.10	265.30	270.61	
New Connections Deposits	6,000.00	6,120.00	6,242.40	6,367.25	6,494.59	
Interest Income	2,585.00	2,636.70	2,689.43	2,743.22	2,798.09	
Administration Fees	551.00	562.02	573.26	584.73	596.42	
TOTAL REVENUE (Lines 64 through 73):	427,000.00	577,078.26	588,619.83	600,392.22	612,400.07	
NET LOSS OR GAIN:	0.00	3,956.34	7,021.89	10,148.75	13,338.15	
NET CASH FLOW (Contribution to Reserves)	0.00	141,768.44	144,833.99	147,960.85	151,150.25	
Total non-water rates revenue	\$28,517.00	\$29,087.34	\$29,669.09	\$30,262.47	\$30,867.72	

Section 3. Fixed Vs Variable Expenses

In Section 3 we utilize the total budgeted expenses for the utility, including funded reserves and CIP numbers, to determine the fixed versus variable expenses.

A fixed expense, by accounting definitions, is an expense that is regularly reoccurring for all of your customers. In determining fixed expenses for the rate study, we looked at the expenses that all customers should share in no matter what size meter or classification the customer may be within the current billing system.

A variable expense, by accounting definitions, is an expense that fluctuates for whatever reason, and is not typically the same from month to month. In determining the variable expenses for the rate study, we look at expenses that are directly related to water use, such as power or treatment chemicals.

This worksheet allows us to assign a percentage of how fixed each expense category is, and then calculates the total percentage of fixed versus variable expenses.


In reviewing this worksheet, you can see that the majority of your expenses will fall into the fixed, or base rate, category. The total percentage of the budgeted amount that falls into the base rate category is 72.92% or \$403,662.97

On the variable amount side of the budgeted numbers, we have a total of 27.08% of the budgeted amount, or \$140,941.95, which needs to be funded by the water use fees. This split is about normal, although due to increased demand for water use efficiency, there are agencies in the urban areas that are only allowed to put a maxim of 50% of the budgeted expenses onto the base rate or fixed rate. This is done in an effort to promote water conservation, but can also create financial hardship for a district if the structure for water use is not well thought out.

At this point we have figured out the total amount that needs to be funded via the base rate and the total amount that needs to be funded via usage fees.

Recommendations: Review this split of budgeted expenses on an annual basis. Things do change in the water system, and the District will need to make adjustments accordingly. This would be part of your annual review of the rates. If water use changes dramatically one way or the other, it will affect the District's ability to fund the system.

Exhibit 3

Fixed Vs Variable Expenses				Exhibit 3
	Amount	% Fixed	\$ Fixed	\$ Variable
OPERATIONS & MAINTENANCE EXPENSES				
General Manager	\$41,820.00	60%	\$25,092	\$16,728
Administration	\$4,590.00	60%	\$2,754	\$1,836
Customer Billings	\$31,824.00	60%	\$19,094	\$12,730
Meter Reading	\$12,240.00	60%	\$7,344	\$4,896
Backflow Testing	\$15,504.00	60%	\$9,302	\$6,202
Plant Operations	\$61,261.20	60%	\$36,757	\$24,504
Engineering Services, Public Works	\$5,100.00	60%	\$3,060	\$2,040
IFAS Technician	\$5,238.72	60%	\$3,143	\$2,095
Underground Service Alert marking	\$12,240.00	60%	\$7,344	\$4,896
Insurance - GL	\$11,220.00	60%	\$6,732	\$4,488
Insurance - GM	\$2,040.00	60%	\$1,224	\$816
Electricity	\$38,740.62	60%	\$23,244	\$15,496
Diesel Fuel Oil, Bucktown Generator	\$684.42	60%	\$411	\$274
Telephone	\$367.20	60%	\$220	\$147
Road Maintenance	\$2,040.00	60%	\$1,224	\$816
Vehicle Truck Expenses	\$2,717.28	60%	\$1,630	\$1,087
Meter Reader Calibration	\$4,080.00	60%	\$2,448	\$1,632
New Connections	\$6,120.00	60%	\$3,672	\$2,448
Plant Maintenance and Minor Repairs	\$30,600.00	60%	\$18,360	\$12,240
Tier 2 Deferred Maintenance	\$23,715.00	60%	\$14,229	\$9,486
Tier 3 New Source Development	\$16,192.50	60%	\$9,716	\$6,477
Depreciation Expenses	\$11,509.00	100%	\$11,509	\$0
Total Operation and Maintenance Expenses:	\$339,843.94		\$208,510	\$131,334
GENERAL & ADMINISTRATIVE EXPENSES				
Legal	\$13,311.00	75%	\$9,983	\$3,328
Audit	\$8,160.00	75%	\$6,120	\$2,040
Accountant	\$12,240.00	75%	\$9,180	\$3,060
Audit Controller Office Fee	\$625.26	75%	\$469	\$156
Webmaster	\$2,040.00	75%	\$1,530	\$510
Office Supplies	\$3,672.00	75%	\$2,754	\$918
Office Rent	\$4,896.00	75%	\$3,672	\$1,224
Lien Releases	\$346.80	75%	\$260	\$87
PO Box Rental	\$122.40	75%	\$92	\$31
Auto Fold Billing	\$777.24	75%	\$583	\$194
Postage	\$3,060.00	75%	\$2,295	\$765
Check Scanner	\$1,020.00	75%	\$765	\$255
Bank Fees, CEO Account	\$1,836.00	75%	\$1,377	\$459
Credit Card	\$428.40	75%	\$321	\$107
Credit Card Transaction Charges	\$255.00	75%	\$191	\$64
Billing Software	\$2,040.00	75%	\$1,530	\$510
Backflow Management Software	\$3,570.00	75%	\$2,678	\$893
Newsletter	\$510.00	75%	\$383	\$128
Publications and Legal Notices	\$3,060.00	75%	\$2,295	\$765
District Files Storage	\$1,020.00	75%	\$765	\$255
Organization Memberships	\$3,570.00	75%	\$2,678	\$893
Licences, Permits and Fees	\$6,108.78	75%	\$4,582	\$1,527
Elections	\$1,020.00	75%	\$765	\$255
Contingency	\$21,777.00	75%	\$16,333	\$5,444
Capital Improvement Program	\$115,954.40	100%	\$115,954	\$0
New Project Program	\$21,857.70	100%	\$21,858	\$0
Total General and Administrative Expenses:	\$233,277.98		\$209,411.51	\$23,866.47
Total All Expenses	\$573,121.92		\$417,921.47	\$155,200.45
Total Expense amount to be funded by rate revenue	\$544,604.92		\$403,662.97	\$140,941.95
Fixed-Variable as % of all Expenses			72.92%	27.08%

Assume this relationship between fix/var expenses remains the same over the next five years.

Section 4. Actual Calculated rates:

Base Rate Calculations

This section takes the total amount of the fixed costs, and divides it by the number of customers. We will then calculate the monthly rate by dividing the total annual payment by 12 months. The monthly base rate that is established is for 5/8 residential meter size. We then calculate the base rate for larger meters based on the readily available amount of water that will flow through a 3/4 inch meter and larger, increasing the base rate by the amount of water that is available based on the meter size. The goal is to represent all the meter sizes you have in your system. The District chose to retain the current rate structure, as it was designed previously with a developed connection, undeveloped connection and supplemental future connections categories.

In review of the base rate calculation sheet, you can see that we took the targeted revenue from exhibit 3 of \$403,662.97 and then divided that by the number of customers the district serves.

Usage Rate Calculations

This section takes the numbers from section 3, and shows us the variable rate charge per 100 cu/ft of water. In this section we utilize the water usage and production numbers to determine an appropriate average for each size meter that the system has, and then that number is used to determine the price per 100 cu/ft based on the system's average consumption of water for all of the meters. This then will calculate the amount of expected revenue from water sales based on the system's current usage numbers.

The tier rates were set up in accordance with standard requirements of the funding agencies to provide a rate structure that encourages water conservation. The district's current tiers are set up in that manner. We used the same Tier levels: 0-15ccf, 16-35ccf, and then over 35ccf. The cost at the first tier is \$2.00 per 100 cu/ft. The second Tier charge is \$5.00 per 100 cu/ft, and then \$10.00 per 100 cu/ft at the third level. Remember, this funds all usage costs as designated by exhibit 3 in the rate review. These tiers may seem excessive, but 1,500 cu/ft of water is equal to 11,220 gallons, and normal usage for a family of 4 is between 12,000 and 16,000 gallons per month. The last tier is set at 35/100 cu/ft or 3500 cu/ft and is equal to 26,180 gallons and would be considered excessive use in almost any scenario based on a monthly usage.

Exhibit 4.a

Total Rate Revenue (Base and Estimated Usage)	
Needed Total Revenue	\$544,604.92
Estimated Water Revenue with Below rates	\$546,882.00

Base Rates

Recommened Average Yearly Base Rate Per Customer	\$1,027.13
Recommened Average Monthly Base Rate Per Customer	\$85.59
Recommened Total Yearly Base Rate Revenue	\$403,662.97

Base Rate Calculation

				2016	2017	2018	2019
	Meter Size in Inches	# of Connections	Proposed Base Rate	2%	2%	2%	2%
	Developed/Undeveloped Connections	393.00	\$75.50	\$77.01	\$78.55	\$80.12	\$81.72
	Supplemental Future Connections Fee	98.00	\$19.00	\$19.38	\$19.77	\$20.16	\$20.57
			Average Total Monthly Base Rate Per Customer				
			\$80.24				
			Average Total Yearly Base Rate Per Customer				
			\$962.85	982.1120611	1001.754302	1021.789388	1042.225176
		Total # of Connections	Total Yearly Revenue from Base Rate				
		393.00	\$378,402.00	\$385,970.04	\$393,689.44	\$401,563.23	\$409,594.49

Exhibit 4.b

Usage Rates

Reccomended Yearly Usage Revenue	\$140,941.946
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Usage Rate Calulation							
				2016	2017	2018	2019
Tier	Tier Cap Amount in 100 cubic feet	Price per 100/cubic feet	Example Monthly Usage Bill	2%	2%	2%	2%
1	0 to 15	\$2.00	\$30.00	\$2.04	\$2.08	\$2.12	\$2.16
2	16 to 35	\$5.00	\$175.00	\$5.10	\$5.20	\$5.31	\$5.41
3	Over 35	\$10.00	\$510.00	\$10.20	\$10.40	\$10.61	\$10.82

Estimated Yearly Usage Revenue=	\$168,480.00	\$171,849.60	\$175,286.59	\$178,792.32	\$182,368.17
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5. Rate Study Summary and Conclusions:

Rural North Vacaville Water District will need to evaluate the rates on an annual basis, especially in the first few years after the rates are implemented. Adjustments may need to be made due to ongoing issues here in California, with water quantity and quality issues being caused by the drought statewide.

The rates as presented will fund the district's capital improvement program, and provide funds for reserves. The majority of the budget (72.92%) is funded under the base rate and that should provide the stability the district needs to fund the operation of the district. The usage rates are set up to fund the remaining 27.08% of the district's budget. This revenue amount will go up or down with water use patterns, but so will your expenses in this category, as the expenses are tied to water production i.e. pumping or electrical costs associated with producing water. The expenses will fluctuate with the water use as will the revenue.

I would recommend the annual review of the rates and revenue production. I would also determine what other sources of funding are available. The rates are affected by desired revenue and that can be affected by a couple of different scenarios. The district is currently funding the capital improvements over a 10 year period. The district can adjust the length of that period on some of the capital expenditures in the CRP section, Exhibit 1, and that would affect the annual desired revenue which would then affect the rates.

I would also recommend that the district pursue long term loan and/grants, as most State programs have 20 or 40 year terms and conditions. The extended terms would also lower the annual costs or desired revenue of the system, thereby affecting the rates as well.

Option 1

1. A 15-year term.
2. All PV system-specific maintenance is included in the adjusted price of \$4,282.50.
3. Reduction in monthly payment for every day past 3 business days if the system is down. (Note, If the system goes down on Friday and is back running by Tuesday—no penalty. If the system is down on Friday and back running the following Friday, there are two penalty days, and the monthly payment is reduced based on energy lost — Timm1 system — 1.5%/day; Timm 2 system — 1.5%/day; Cantelow — 1%/day; Buck—0.25%/day.)
That is a rough estimate of how much is contributed to the performance. Summer has a bigger impact than winter. The inverters/system will be closely monitored and will be reset if there is a simple fault that shuts down an inverter. Service calls will be responded to within five business days. A payment reduction will be negotiated based on the system size. The percentage basis will be taken against the payment/day. This will not include delays/events caused by the Utilities, Force Majeure or product replacement by manufacturer warranties.

Option 2

1. Same terms as above, except monthly payment \$3,570 for 15 years with maintenance for 6 years.

Evaluation of Solar Power Options for the Rural North Vacaville Water District

In no particular order:

Option a: Negotiate and Sign a Power Purchase Agreement (PPA)

Pros:

1. **No Upfront Costs:** The District doesn't need to invest capital to install the solar system.
2. **No Maintenance Responsibilities:** The solar company handles all repairs and upkeep.
3. **Predictable Energy Rates:** Locks in energy prices with a fixed 3% annual increase, offering protection against PG&E's historically higher and more variable rate increases.

Cons:

1. **No Ownership:** The District doesn't own the system and cannot make future changes or upgrades.
- 2.

Long-Term Commitment: A 25-year contract ties the District down for a significant period.

3. **Potentially Outdated Technology:** Proposed system design is 2 years old; newer, more efficient technology is available.
 4. **Expensive Buyout Option:** Buying the system after 6 years would cost more than purchasing it outright now.
 5. **No Battery Storage Included:** Initial setup doesn't include batteries for backup power during outages.
-

Option b: Drop the Solar Project NEM 2 Completely

Pros:

1. **No Immediate Costs:** Avoids spending money or taking on new debt.
2. **Flexibility:** Allows the District to wait for better technology or an improved financial situation.
3. **No Contracts or Obligations:** Not tied to any agreements with third parties.

Cons:

1. **Rising Energy Costs:** Continues to face increasing PG&E rates without any reduction.
 2. **Missed Savings Opportunities:** Loses out on potential savings from generating own electricity.
 3. **Loss of Current Incentives:** Misses out on benefits like favorable net energy metering rates (NEM 2).
-

Option c: Evaluate Outside Funding to Do the Solar Installation Without a PPA

Pros:

1. **Full Ownership:** The District owns the system and can upgrade or modify it as needed.
2. **Long-Term Savings:** After any loans are paid off, the District saves more over the system's lifespan.
3. **Access to Latest Technology:** Can install up-to-date and efficient solar panels and batteries.
4. **Energy Independence:** By integrating battery storage the District can bypass PG&E during periods of low solar production, providing greater control and savings over energy usage and reducing reliance on the grid.
5. **No Long-Term Contracts:** Not locked into agreements with third parties.

Cons:

1. **Financing Challenges:** Securing funding may be difficult due to existing debts and financial situation.

2. **Upfront Costs:** Requires a significant initial investment.
 3. **Maintenance Responsibilities:** Responsible for all upkeep, repairs, and insurance costs (estimated at about \$10,000 annually).
 4. **Equipment Replacement Costs:** Components like inverters may need replacing every 10 years, adding to expenses.
-

Option d: Evaluate Other Reduced Scope Scenarios Such as for Only Well 1 and 2 and Obtain Additional Bids

Pros:

1. **Lower Initial Costs:** Smaller system is less expensive, making it easier to finance.
2. **Focus on Critical Needs:** Addresses the most important energy requirements of Wells 1 and 2.
3. **Potential for Better Deals:** New bids might offer more competitive pricing and terms.
4. **Access to Newer Technology:** Updated proposals could include more efficient and advanced equipment.

Cons:

1. **Reduced Overall Savings:** Offsetting a smaller portion of energy use means less total savings.
 2. **Time-Consuming Process:** Seeking new bids and evaluating options delays potential benefits.
 3. **Financing Still Required:** May still face challenges securing funds due to financial health.
 4. **Maintenance Responsibilities:** If owned, the District would handle upkeep and associated costs.
-

Summary

- **Option a (PPA)** no upfront costs but lacks ownership and involves a long-term contract with potentially outdated technology.
- **Option b (Drop the Project)** avoids immediate expenses and obligations but continues to face rising energy costs and misses out on savings and incentives.
- **Option c (Outside Funding without PPA)** provides ownership and long-term savings with the latest technology but presents financing challenges and adds maintenance responsibilities.
- **Option d (Reduced Scope and New Bids)** lowers initial costs and targets

critical facilities with potential access to better deals but results in less overall savings and requires additional time and effort to implement.

Discussion Item: The District needs to discuss these options to provide direction on how to proceed with the solar power project.

"EXHIBIT E" OF THE RULES AND REGULATIONS		
May 13, 2025 Board Approved Fee Schedule		
Disclaimer - Amounts Below are Subject to Change		
CONTACT GENERAL MANAGER FOR CURRENT PRICING		
Description	Amount	
Basic Service for all properties in the District with single water right	\$ 79.18	per month
Supplemental additional water rights	\$ 118.46	per month
Tier 1 Usage rate: 0-25 ccf (0-18,700 gallons)	\$ 3.21	per ccf
Tier 2 Usage rate: over 25 -50 ccf	\$ 3.21	per ccf
Tier 3 Usage rate: over 50 ccf	\$ 3.21	per ccf
Capital Recovery Charge, CRC	\$ 118.46	per month
Disclaimer - Amounts Below are Subject to Change		
CONTACT GENERAL MANAGER FOR CURRENT PRICING		
Purchase a Water Right from the District (annexation additional)	\$ 50,000.00	each
Finance a Water Right Purchase from the District (annexation additional)	\$ 50,000.00	5,000 down
Will Serve Letter for Existing Water Right - with Meter	\$ 100.00	each
Late Fee on Annual Water Right Payment Financed	10.00%	each
Penalty Fee on Annual Water Right Payment overdue - Financed	1.00%	per month
Notary charge and recording of promissary note	\$ 250.00	fixed
RNVWD Water Right Purchase application, and processing	\$ 700.00	fixed
Repair a Backflow Assembly damage by vehicle, bent pipe	\$ 1,000.00	estimate
LAFCO Sphere of Influence application by Agency - add to the District	\$ 3,000.00	estimate
LAFCO Sphere of Influence application with Annexation	Per LAFCO	estimate
District Sphere of Influence application Processing	\$ 700.00	estimate
Annexation LAFCO processing fee	\$ 3,000.00	min. deposit
Annexation LAFCO Legal description and Map preparation	\$ 2,000.00	estimate
Annexation Map Fee	\$ 200.00	estimate
Annexation Recording Fee	\$ 109.00	estimate
Annexation Board of Equalization Fees	\$ 350.00	approximately
Annexation to RNVWD application and processing	\$ 2,000.00	estimate
Annexation Environmental CEQA report	\$ 5,700.00	estimate

Annexation Environmental CEQA report Notice of Exemption	\$ 50.00	estimate
Detachment LAFCO Fees		
Minor or Major Subdivisions water service planning (District Work Order)	\$ 1,000.00	deposit each
Will Serve Letter / Application for New Meter	\$ 500.00	each
Engineer's Estimate for improvements	by developer	estimate
Performance Bond	varies	estimate
Maintenance Bond	varies	estimate
Feasibility Study, Engineering Assessment, for Water Service	\$ 2,000.00	deposit
USA Marking for Development and New Connections	\$ 250.00	each
Legal review of Development and Planning	T&M	hourly
Traffic Control	T&M	as required
Encroachment Permit	varies	estimate
Hot Asphalt Patch for public road work	\$ 80.00	per SF
Water Usage for Flushing and Disinfection	\$ 15.00	per ccf
Website Water Off-On notices for New Connections & Main extensions	\$ 120.00	each
GIS Mapping Main extensions and New Services	\$ 500.00	each
Water Right Transfer Agreement RNVWD Processsing	\$ 700.00	each
Water Right Transfer Engineering Capacity Review	\$ 1,000.00	T&M
New Water Service Connection, meter, backflow assembly, and prv if req'd	\$ 20,000.00	deposit each
New Water Service Connection, meter, backflow assembly, and prv if req'd	\$ 15,000.00	deposit each
New Water Service Connection District Coordination & Inspection	\$ 500.00	each
Water Line Main Extensions RNVWD & SID Eng. Review and processing	\$ 5,000.00	deposit
Water Line Main Extensions (Inspection & Testing Deposit)	\$ 5,000.00	deposit
Water Line Main Extensions when performed by SID	Estimate	deposit
Water Line Main Extensions water use for flushing and testing	\$ 15.00	per ccf
Prepare Demand Letters for escrow closings	\$ 150.00	each update
Delinquent/Late Payment Penalty	10.00%	each
Penalty Charge on Past Due Amounts	1.00%	each
Shut Off Service	\$ 150.00	each
Remove Service	varies	estimate
Restore Service Charge after Shut Off	\$ 150.00	each
Return Check Charge	\$ 35.00	each
Return ACH Charge	\$ 35.00	each

File a Lien Notice	\$	250.00	each
Remove a Lien	\$	150.00	each
Tax Roll Posting for Collection of Delinquent accounts	\$	500.00	pro rated
Pay by Debit or Credit Card on RNVWD.com Website		3.00%	each
Fire Hydrant Meter Rental	\$	20.00	day
Fire Hydrant Water Usage	\$	20.00	ccf
Fire Hydrant Water Usage		Varies	ccf
Fire Hydrant Meter Deposit or Replacement Charge	\$	1,500.00	deposit
Water Meter	\$	375.00	each
Water Meter Head	\$	225.00	each
Electronic Radio Transmitter, ERT	\$	225.00	each
Pressure Regulator Valve, PRV	\$	150.00	each
Backflow Assembly	\$	950.00	each
Freeze Bag	\$	80.00	each
1 inch corp stop	\$	130.00	each
36 inch plastic meter box and lit	\$	285.00	each
curb stop ball valve	\$	95.00	each
Backhoe	per SID rate schedule		estimate
Pick Up Truck	per SID rate schedule		estimate
Service Truck	per SID rate schedule		estimate
Dump Truck	per SID rate schedule		estimate
Legal Counsel, County	\$	215.00	per hour
General Manager Billing Rate	\$	150.00	per hour
District Engineer	\$	200.00	per hour
Administration Billing Rate	\$	65.00	per hour
Backflow Services Billing Rate,	\$	80.00	per hour
Billings & Bookkeeping Billing Rate	\$	65.00	per hour



RURAL NORTH VACAVILLE WATER DISTRICT

9d

P.O. Box 5097, Vacaville, CA 95696
GM@RNVWD.com

Phone: 707-447-8420

New Customer Sign In – Exhibit A

Please submit this form to set up a new account and choose your preferred payment method below:

Owner Name: _____

Service Street Address: _____

Phone #: Home: _____
Cell: _____

Email: _____

Start Date: _____

Assessor Parcel Number (APN): _____

Billing Address if different from Service address: _____

If Rental name of Renter: _____

Signature: _____

RNVWD GM Signature: _____

Please check one of the billing methods below:

_____ Pay by **Check**, mail check monthly to P.O. Box. Due date is 20th of the month.

_____ **Auto Pay**, provide bank account, voided check or credit card information. Payment is on the 20th of every month.

Name on Credit Card: _____ Credit Card Number: _____

Expiration Date: _____ Security Code: _____

Bank Account Information: Name _____

Routing Number _____ Account Number: _____

_____ **Bill Pay** using your bank's services.

_____ Website Credit/Debit Card payments at **RNVWD.com**.

Starting July 1, 2025 credit and debit card payments made to Rural North Vacaville Water District will incur a 3.00% fee, with a minimum of \$3.00 fee per transaction.

We are pleased to let you know that payments made via e-check (ACH/bank draft) are no charge.

**RURAL NORTH VACAVILLE WATER DISTRICT
RULES AND REGULATIONS**

(Revised & Approved 11/15/2011, 9/2013, 4/2014, 9/9/2014, 12/8/15,
9/12/17, 2/12/19, 4/12/22,12/12/23,3/11/24, 5/13/25)

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1. DEFINITIONS

Applicant: An owner of a parcel who is applying for water service.

Assessment Portion: The portion of a Benefit Assessment that is levied against, and is paid by, a single parcel, based on the proportional special benefit conferred on that parcel as established by the Assessment Engineer's Reports dated July 1999 and January 5, 2001.

Backflow Prevention Assembly: A District-approved device designed to prevent reverse flow from a customer's plumbing system that could contaminate the District Water Distribution System

Benefit Assessment: The total assessment levied against all parcels that have a special benefit conferred on them as a result of the Rural North Vacaville Water District (RNVWD) water system. The RNVWD provides two types of special benefits to parcels: the availability of water for fire protection and suppression purposes and the availability of water for domestic uses. The assessments for these two types of benefits are classified as the Domestic Water Assessment and the Fire Protection Assessment.

Billing Manager: An independent contractor contracted by the District. The Billing Manager shall prepare and mail monthly customer billings and receive, post and process all customer payments. The Billing Manager makes all changes and revisions to customer accounts, billings and maintains meter history.

Board: The Board of Directors of the Rural North Vacaville Water District.

Connection: The types of connections are classified as follows:

- (1) **Developed Connection** is a metered connection that is providing or is immediately available to provide water service to a parcel.
- (2) **Undeveloped Connection** is an unmetered connection and no connection to the main water system.
- (3) **Supplemental Connection** is an additional Water Right that has been purchased to serve parcels anticipated to be created by future subdivision of a parcel with a Developed or Undeveloped Connection.

Connection Fee: The cost and expense an Applicant must pay to activate a Supplemental or New Purchased Connection

Customer: An owner of a parcel that has an RNVWD water right.

Customer Service Pipe: The pipe after the backflow assembly to the residence or other point of water use.

Delinquency Reserve Fund: A fund established upon formation of the RNVWD for the purpose of providing loan payments to the lenders on the Department of Health Services (DHS) currently known as the State Water Resources Control Board (SWRCB), Safe Drinking Water State Revolving Fund and Department of Water Resources (DWR) Loans while delinquencies, if any, are cured within the District. Per the instructions in the loan agreements, the District agreed to establish a reserve of two semi-annual payments.

DHS/SWRCB Loan: An \$8,984,000 loan to the RNVWD from the State Revolving Fund (SRF) Loan Program for construction of the RNVWD's water system. This loan has been paid in full.

DWR Loan: A \$5,000,000 loan to the RNVWD from the DWR Local Projects Construction Loan Program, under the Safe, Clean, and Reliable Water Supply Act, for the construction of the RNVWD's water system. This loan has been paid in full.

District: The Rural North Vacaville Water District.

Domestic Use: The use of water for household purposes, including incidental watering of domestic stock and pets and the irrigation of not more than one-half acre in lawn, ornamental shrubbery, or gardens on any single parcel. The use of water in a properly licensed home-based business shall be considered a domestic use. Except as allowed by this definition, domestic use does not include commercial use, irrigation use, stock watering use, or aquaculture use. (23 CCR § 660.)

Domestic Water Assessment: The portion of the full cost of administration, design, construction, and financing of the RNVWD's water distribution system is attributable to the provision of water for domestic use.

Excessive Use: Use of water in one month at any connection more than 100 CCF.

Final Order Date: The date on which the Board of Directors ordered the levying and apportionment of the Domestic Water and Fire Protection Assessments. For the purposes of these Rules and Regulations, the date of Final Order is February 27, 2001 (Final Order for Supplemental Assessment).

Fire Hydrants are "Fire Fills": Are above ground valve locations throughout the District that can be used as a means to fill firefighting equipment. The pressure and flow from these fill locations is neither high pressure nor is it the high flow rates normally associated with the urban city term "fire hydrants".

Fire Protection Assessment: The portion of the full cost of administration, design, construction, and financing of the RNVWD's water distribution system attributable to the provision of water for fire protection and fire suppression purposes.

General Manager (GM): Independent contractor contracted by the Board of Directors to manage the business of the District.

Irrigation Use: The use of water for the production of irrigated agricultural crops, commercial nurseries, or the maintenance of large areas of lawns, shrubbery, or gardens. (California Code of Regulations, Title 23, section 661.)

Loan Redemption Fund: A fund that serves as a transitory account where levy collections are deposited for payment to the lender on the DHS and DWR Loans on loan payment dates (January, April, July, and October, annually).

NBS: An independent contractor that is contracted by the District to manage the fire and water assessments.

Outside Assessed Parcels: Parcels located outside of the RNVWD water serviced parcels but within Zone 2 of the Assessment District. These parcels receive fire protection benefits and are assessed for these benefits. These parcels are in the District's Sphere of Influence.

Outside Parcels: Parcels located outside the RNVWD Sphere of Influence.

Parcel: As used in these Rules and Regulations, a parcel is contiguous property under single ownership and of sufficient size to be considered buildable under Solano County's land use and development regulations. A parcel may have one or more assessor's parcel numbers assigned to it.

Quantity Rates: The rate charged per 100 cubic feet (748 gallons), expressed as CCF, of water use. This rate charge is based on the production-based variable costs of operating and maintaining the Water Distribution System.

RNVWD: The Rural North Vacaville Water District, a California community services district formed under Government Code section 61000 et. seq. to develop and provide a public water distribution system serving properties within its boundaries in the rural areas of Vacaville, California.

RNVWD Service Pipe: The pipe located between the RNVWD's mains and a Service Connection Point to the meter and backflow assembly.

Service Charge "Base Consumption 0 CCF": The monthly fixed charge to each customer, regardless of water usage, based on the fixed cost of operating and maintaining the Water Distribution System.

Service Connection Point: The point where the Customer's Service Pipe is connected to the Backflow Prevention Assembly. The Backflow Prevention Assemblies shall be and remain the property of the District. The water meter, backflow assembly and the RNVWD Service Pipes are owned by the RNVWD and are on the RNVWD's side of the Service Connection Point. The presence of a Service Connection Point on a Customer's parcel indicates an actual or implied easement to the RNVWD for installation, access, and maintenance of District-owned equipment.

Solano Irrigation District (SID): SID performs operations and maintenance of the District Facilities under contract with the District. SID serves as the District Engineer for

RNVWD.

Stock watering Use or Aquaculture Use: The use of water for commercial livestock or for raising fish or other aquatic organisms for commercial purposes. (23 CCR §§ 667 and 669.)

Water Distribution System: The wells, storage tanks, pumps, pipelines, fire hydrants, meters, and water system appurtenances.

Water Right: A Developed Connection, an Undeveloped Connection, or a Supplemental Connection, all of which have a present right to connect to the Water Distribution System. The water system is designed for 533 water rights and connections.

Zone 1 (Zone 1 of the Assessment District): Each parcel within this area receives a special benefit from the availability of water for domestic use due to the RNVWD's Water Distribution System. Annexation to the District is required for a water connection if the parcel to be served is outside of Zone 1. Residents in Zone 1 are eligible to vote in District elections. Zone 1 parcels are "in the District" in regard to having a water right and potable water service.

Zone 2 (Zone 2 of the Assessment District): Each parcel within this area receives a special benefit from the availability of water for fire suppression services due to the RNVWD's water distribution system. Annexation to the District is required for a water connection if the parcel to be served is in Zone 2 but not Zone 1. Zone 2 parcels are NOT "in the District". Zone 2 parcels have been included in the District's "Sphere of Influence".

2. DESCRIPTION OF WATER SERVICE

A. Purpose. The RNVWD has been formed to provide water for domestic use and for fire suppression purposes. The RNVWD's water distribution system provides water for domestic use to parcels within the District; these parcels comprise Zone 1 of the Assessment District. The RNVWD's water distribution systems also provides water for fire suppression purposes, to be used by the Vacaville Fire Protection District and other mutual aid fire departments and fire agencies. All of the RNVWD's fire hydrants are located within the District, but water supplied by these hydrants will be used for fire suppression purposes on parcels both within and immediately adjacent to the District; these parcels comprise Zone 2 of the Assessment District.

(1) The RNVWD's Water Distribution System has been designed with a well production capacity of approximately 350 gallons per minute (gpm) per well. This amount is sufficient to provide adequate and reliable domestic water service to 533 connections, while maintaining reserves for fire suppression purposes.

(2) The allocation of a connection to a parcel establishes a reasonable apportionment of the Water Distribution System's capacity to meet normal domestic water demands for a single residence. A connection shall not entitle a

customer to delivery of any specific amount of water.

(3) The RNVWD reserves the right to reduce the amount of water available to any connection to ensure that an approximately equal amount of water is available to all connections.

(4) The RNVWD will endeavor to supply safe, accessible, and affordable quality water dependably, safely, and in adequate quantities to meet the reasonable domestic water needs and requirements of all customers.

(5) The RNVWD will strive at all times to operate the Water Distribution System in a manner that does not cause excessive wear and tear on the system nor overtax the RNVWD's ground water sources.

B. Pressure

(1) The RNVWD will endeavor to maintain an operating pressure of not less than 40 pounds per square inch or more than 125 pounds per square inch at each service connection point. During periods of peak seasonal loads and hourly maximum demand, pressure at the service connection point may be as low as 30 pounds per square inch. During periods of minimum demand, the pressure may be as high as 150 pounds per square inch. Variations in pressure under normal operating conditions will not exceed 50% of the average operating pressure.

(2) The water pressure available at the service connection point varies within the Water Distribution System. Parcels at higher elevations, and parcels on which the residence is significantly above the service connection point, may require booster pumps to provide adequate pressure at the point of use. Such booster pumps are the responsibility of the property owners and shall not be provided by the RNVWD. Customers with booster pump(s) are required to have a low water cut out switch installed on their pump(s) and customers provided air release valves.

(3) All parcels with residences shall install Pressure Reduction Valves at the residence with 0-400 psi incoming pressure and adjustable to 25-75 psi delivery pressure to the residence and shall comply with the current Solano County Building Code.

C. Quality. The RNVWD will operate the water system consistent with water quality standards of the Department of Drinking Water (DDW). Annual water quality Consumer Confidence Report (CCR) is available on the District website or upon the request of the GM.

3. EXPANSION OF THE WATER SYSTEM

A. Limitation of Operation. After December 12, 2023, the RNVWD may authorize expansions to the water distribution system to serve additional connections. Such connections may be for new parcels that will be created by subdivision within the RNVWD.

B. Connections in Expanded System. All new connections resulting from an expansion of the water distribution system shall be Developed Connections. The system shall not be expanded to accommodate new-Supplemental Connections.

C. Procedure for System Expansion. Prior to approving a system expansion proposal, the Board of Directors will conduct a minimum of two noticed public hearings to take public testimony regarding the level of interest in system expansion. A decision to authorize the expansion of the water distribution system shall be supported by adequate plans and cost estimates.

D. Costs of System Expansion. Parcels to be served by an expansion of the water distribution system shall bear all costs of the improvements necessary to expand the system capacity to supply water to said additional parcels without degradation of delivery pressures, flow rates, and schedules to parcels currently being served within the RNVWD. These costs include, but are not limited to, administration, engineering, design, construction, and right-of-way acquisitions. Said work shall be done to RNVWD standards and requirements. Solano Irrigation District (SID) Standards for engineering and construction are adopted by the District. Reference Exhibit F Requirements for Water Main and Service Extensions

4. CONTINUITY OF SERVICE

A. Emergency Interruptions

(1) The RNVWD will make reasonable efforts to prevent interruptions to service. When interruptions occur, the RNVWD will endeavor to re-establish service within the shortest possible time consistent with protecting the integrity of the water system and the safety of its customers and the general public.

(2) Where an emergency interruption of service affects the service to any public fire protection device, the RNVWD will promptly endeavor to notify the Fire Chief of the Vacaville Fire Protection District of such interruption and of subsequent restoration of normal service.

B. Scheduled Interruptions

(1) Whenever the RNVWD finds it necessary to schedule an interruption to its service, SID will, where feasible, notify all customers to be affected by the interruption, stating the approximate time and anticipated duration of the interruption. Scheduled interruptions will be made at such hours as they will provide least inconvenience to the customers consistent with reasonable utility operations.

(2) The SID or RNVWD Webmaster will notify the Fire Chief of the Vacaville Fire Protection District of the scheduled interruption stating the approximate time and anticipated duration and will promptly notify the Fire Chief upon restoration of service.

5. WATER CONSERVATION

A. Purpose. The RNVWD may adopt and implement a Water Conservation ensure that water resources available to the RNVWD are put to a reasonable beneficial use and that the benefits of the RNVWD's water supply and service extend to all customers within the District.

B. Use of Water-Saving Devices and Practices. Each customer of the RNVWD is urged to install devices to reduce the quantity of water from flush toilets and to reduce the flow rates of showers and other water using fixtures. Each customer is urged to adopt such other water usage and re-usage practices and procedures as are feasible and reasonable.

C. Tiered Rate Structure. The RNVWD shall not employ a tiered water rate structure to encourage water conservation.

D. Excessive Use. If a Customer is a persistent Excessive User (two out of any three consecutive months), the RNVWD may install a flow-restrictor or other water service limiting device at that customer's service connection point and at customer's expense.

E. Water Leaks. The cost of unintended or accidental water releases may be reduced to a water usage charge calculated at a modified rate if approved by the General Manager. Customer may appeal the General Manager's decision in writing to the Board of Directors, which appeal must include an explanation of the problem.

6. RESTRICTIONS, WRONGFUL ACTS, AND ENFORCEMENT

The District is authorized under California statutes to establish and enforce its Rules and Regulations, and to enforce certain laws and restrictions referenced herein. Any violation of these Rules and Regulations shall be cause for the Board of Directors to apply such penalties as may be provided by law, or to take any other action as deemed appropriate, including the discontinuance of water service.

The RNVWD may bring a civil action for damages pursuant to Civil Code section 1882 et seq. for an actual or attempted diversion of water, unauthorized connection, or tampering with or damage to District equipment. In such a civil action, the RNVWD may recover as damages three times the amount of actual damages, plus its costs of the suit and reasonable attorney's fees.

A. Wrongful Acts Subject to Penalties

The following acts are violations of State law and are subject to penalties imposed by the District. Many offenses are misdemeanors under the laws of California for which the offender may be criminally prosecuted.

No person shall:

- (1) Divert or cause to be diverted any District water without authorization or consent of the District;

- (2) Make or cause to be made any connection or reconnection to facilities owned or used by the District, in order to obtain water without authorization or consent of the District;
- (3) Prevent any meter or other device used in determining the charge for service from accurately performing its measuring functions by tampering or any other means;
- (4) Tamper with any property or facilities owned or used by the District to provide water service;
- (5) Use or receive direct benefit from the District's facilities with knowledge or reason to believe that the diversion of water, or the tampering or unauthorized connection with District water facilities existed at the time of such use, or that the use or receipt of benefit was without authorization or consent of the District; or
- (6) Cause damage to any water facility or related appurtenances above or below ground intentionally, or by carelessness or neglect.
- (7) Take water from any District facility or District authorized metering device without District permission.

B. Termination of Service and Repair of Equipment.

If the RNVWD's equipment at a Service Connection Point has been tampered with or altered, the RNVWD may stop service to the parcel until the RNVWD can repair the equipment. If a Backflow Prevention Assembly has been tampered with or altered, the RNVWD shall stop service to the parcel until the Backflow Prevention Assembly is restored to proper working order. All repair work will be done by the District and will be paid by the Customer. Service will not be restored until repairs are completed and payment for those repairs is made in full.

C. Theft or Other Unauthorized Use of Water

- (1) Water theft is prohibited. Each act of water theft constitutes a misdemeanor.
- (2) The taking of water from any fire hydrant, valve, pipe or other District facility or connection to a District facility, to which a District authorized metering device has not been installed by the District is considered water theft. Water theft is the taking of water by any means without paying the District charges or by tampering with District property.
- (3) The District will report any theft of water to the appropriate prosecuting agency and press for prosecution of said activity pursuant to the Penal Code.
- (4) In addition to pursuing criminal penalties, the District, upon discovering a theft of water or tampering with District property, may also pursue the following remedies or other remedies available at law or equity:

- a) Turn off water service to correct the violation;
- b) Confiscate any equipment or tools used to accomplish the water theft that are attached to District property. Confiscated equipment will be held by the District until fines and other charges are paid; and/or
- c) Charge the customer or perpetrator a civil fine of \$1,000 for each occurrence, which amount is a reasonable estimation of the damages that the District suffers for an act of water theft.

(5) Payment must be received by the District prior to water service being restored.

D. General Damages and Appeal Process

Any person who commits any of the wrongful acts may be charged three times the amount of actual damages sustained by the District. The General Manager shall calculate the amount of damages and penalty to be imposed, and shall send a bill to the offender for payment of the damages or penalty.

The decision of the General Manager shall be considered final. The offender receiving the bill may contest the validity or accuracy by filing a written appeal with the District's Board of Directors, within 30 days of the date of its mailing.

If such an appeal is filed, the appellant shall be notified of the time and place of the Board's meeting at which the matter will be considered. The hearing shall be within 60 days of the date of filing the appeal, unless otherwise agreed between the appellant and the General Manager. Opportunity will be given during the meeting for the appellant to be heard and to present evidence.

After hearing the evidence and considering the matter, the Board will make a decision. Within 5 days thereafter, any amount due and owing, as determined by the Board, must be paid in full. The provisions of Section 1094.6 of the Code of Civil Procedure of the State of California shall be applicable to judicial review of the Board's decision.

7. APPLICATION FOR WATER SERVICE

A. Required Information. Each Applicant must sign and submit an application, RNVWD New Customer Form Exhibit A. Applicants shall provide evidence that they are owners of record for the property to be served and may be required to provide proof of identification. Applications may be obtained from the General Manager, Billing Manager or from the RNVWD website, and shall be submitted to, the RNVWD, P.O. Box 5097, Vacaville CA 95696. The completed applications can also be scanned and emailed to gm@rnvwd.com.

B. Individual Liability of Applicant and Property Owner. All individuals who apply for service shall be jointly and severally liable for payment of bills until the RNVWD is notified that ownership of the property has been changed.

C. Service to a Tenant. Tenants may not apply for water service in their name. The

service must remain in the property owner's name. However, a renter can be listed as the payee by the owner, who must also sign the account agreement, RNVWD New Customer Form Exhibit A attached.

D. Sale of Property.

Customers that wish to close their account with the RNVWD due to sale of the property are required to notify the RNVWD by phone or in writing via email to GM@RNVWD.com. Notification ensures proper closure of the account, including providing the exact date the Customer will no longer be the owner of the property so that the RNVWD can get a final meter reading of the Customer's water consumption for processing the final bill. The RNVWD also needs written authorization, such as email, to discontinue water service on the date specified on the notice. The forwarding address information on the notice allows the RNVWD to mail a final bill or any refunds that may remain on the account.

- (1) New Customers must complete an application for new water service (RNVWD New Customer Form Exhibit A) and return it to RNVWD.
- (2) If a Demand Letter is requested a fee will incur. See Exhibit E District Schedule of Fees.

8. WATER RATES AND CHARGES

A. General Basis of Rates and Charges. The RNVWD shall set water rates and charges in amounts sufficient to cover all of the RNVWD's fixed and variable costs of operation and maintenance, plus system rehabilitation, reconstruction, major maintenance, reserves and improvements for existing connections.

B. Uniform Tiered Rate Structure. All parcels with a Developed Connection shall be billed for the amount of water delivered to the parcel at the meter and charged at the applicable water rate. Tiers 1, 2, 3 rates are all the same price ie Uniform. Tier groups 1, 2, 3 are for the District to track the quantity of water used by the customers. Tier 1 is normal usage 0-25ccf. Tier 2 is above normal usage 25-50ccf. Tier 3 is high usage over 50ccf.

C. Monthly Charges

- (1) All parcels with a Developed or Undeveloped Connection, shall pay a monthly Base Consumption Service Charge and Capital Recovery Charge, CRC, for each connection, regardless of water use. The amount of the fixed Charges shall be based on the RNVWD's fixed costs of operating and maintaining the water distribution system as approved by the Board. Base Charge does not include any usage of water.
- (2) In setting the monthly charge for Supplemental Connections, the Board of Directors may, at their discretion, set lower charges for water system maintenance or operation expenses that are incurred on an annual basis.
- (3) All fixed monthly charges and monthly water usage charges shall be

subject to the Prop 218 public approval process.

D. Connection and Water Right Fees and Costs

(1) **Supplemental or Undeveloped Connections.** The connection fees are based on the actual cost of the work including administration and engineering and other expenses shall be charged to activate any Supplemental, or Undeveloped Connections to provide a physical connection to the District water line, meter and backflow device, to bring it up to a Developed Connection status.

(2) **Costs for a Main Extension and to Activate a New Water Connection or to Remove a Water Connection.** District shall extend water mains and service to the property line, at the closest point convenient for District, at the property owner's sole expense. Property owner shall pay the full cost for the installation of any new water main and service connection. In the event that SID performs the work, the cost of the work shall be based on time and material rates from third party contractors and include mark-up for overhead and profit and District administration expenses. The property owner is required to pay a Deposit (as set forth in Exhibit E, District Schedule of Fees) or a Deposit based on the full cost of the Engineer's Estimate for the work including contingency whichever is higher for the estimated cost of the work prior to commencement of the work. Once the work is completed and all costs are determined, the final amount for the cost of the work will be determined. If the final amount for the cost of the work is more than the deposit amount, the property owner must pay the balance to the District within 30 days from the date of the invoice. If the final amount is less than the deposit, the District will refund the difference to the property owner. This policy shall also apply to the removal of a connection. The District may allow or require a qualified contractor approved by SID and the District, to be hired and paid directly by the Customer or Developer. The District Fees apply to design review and inspection of the work by SID or other direct hire by the District. Main Extensions to comply with the District and District Engineer requirements including but not limited to those requirements as provided for in Exhibit F.

(3) **Original Construction Connections.** Although all parcels then existing and located within District boundaries as of the Final Order Date were entitled to have a Developed Connection installed at the time of District formation, 2 parcels (0102-230-160 account # 8701 & 0102-190-030 account # 23701) do not have a connection installed. In the event any of those parcels now elect to have a connection installed, the District will, upon District approval and property owner's satisfaction of easement requirements, install one water connection at a location approved by the District at no cost to the property owner.

E. Adjustment of Rates and Charges. The RNVWD will periodically analyze its rates and charges and may propose appropriate adjustments. The Board of Directors will consider any proposed adjustments.

9. RENDERING AND PAYMENT OF BILLS

Rendering of Bills. Bills for service will be rendered to each Customer on a monthly basis. Bills shall be sent to the property owner, unless the property owner requests in writing that bills be sent to the current resident of the parcel. In all cases, the property owner shall be responsible for payment.

A. Meter Reading. Meters will be read at regular intervals, approximately monthly, for the preparations of monthly bills, and as may be required for the preparation of opening bills, closing bills, and special bills. If the RNVWD is unable to read any meter as part of its regular reading of all meters, it will make no charge for water usage for that billing period.. It may not always be practicable to read meters due to access limitations because of weather conditions. Meter reading intervals which will result in billing periods of equal number of days may not always be practicable. Monthly bills for metered service will show at least the beginning and ending dates, the meter reading at the beginning and end of the period for which the bill is rendered, and the number and kinds of measurement units.

B. Proration of Bills. If the RNVWD is unable to read a meter in any month, the customer shall be billed only for the applicable fixed monthly service charges for that month. When the RNVWD is able to read the meter, the water usage charges will apply at that time.

C. Payment of Bills. Bills for service are payable upon presentation, due by the 20th of the month and are delinquent if not received by the 10th day of the following month. Payment may be made by mail, auto-pay from Customer bank or credit card account, by bill pay or by credit card using the District website. Website payment by credit card is available, we do not take credit card payments by phone. Cash or check payments in person are not available methods for payment. Any charges not paid by the delinquent date specified on the bill will be subject to a 10% penalty, plus an additional late charge of 1% per month for the nonpayment of the past due amounts. In addition, accounts more than 45 days delinquent may be processed for disconnection. A \$150.00 processing fee plus all balances owing will be required to restore service. There is a \$25.00 charge for all returned payments for insufficient funds and once 3 returned payments are received from a Customer, the RNVWD may request a cashier's check for payment for all future transactions. Only District personnel or its agents are authorized to disconnect or reconnect water service at the meter, any damage caused by unauthorized tampering may be subject to other fees. **Starting July 1, 2025 credit and debit card payments made to Rural North Vacaville Water District will incur a 3.00% fee, with a minimum of \$3.00 fee per transaction.**

We are pleased to let you know that payments made via e-check (ACH/bank draft) are no charge.

10. DISPUTED BILLS

A. Request for Investigation. Any customer who disputes any portion of a bill may request an investigation of the disputed portion of the bill. The request must be in writing and must be submitted to the RNVWD, P.O. Box 5097, Vacaville, CA 95696 within 10 days of receipt of the contested bill. The dispute will be investigated and any appropriate corrective action taken. Reference Senate Bill SB 998 effective April 1, 2020.

B. Appeal. If the Customer is not satisfied with the outcome of the investigation, the Customer may appeal the decision, within 10 days, to the RNVWD's Board of Directors. An appeal to the Board of Directors must be in writing and include an explanation of the dispute and why the outcome was not satisfactory. Service will not be discontinued for nonpayment of the disputed bill pending outcome of the Board of Directors' review.

11. METER TESTS AND ADJUSTMENT OF BILLS FOR METER ERROR

A. Tests at Customer Request. At Customer's request and expense, the RNVWD will perform meter testing to ensure meter accuracy. A report showing the results of the test will be furnished to the Customer.

B. Adjustment of Bills for Meter Error. When, upon testing, a meter is found to be registering more than 2% above actual flow, the RNVWD will refund to the Customer the amount of the overcharge based on corrected meter readings for the period the meter was in use, but not to exceed a period of six months. If a meter is found to be registering more than 5% below actual flow, the RNVWD shall replace the meter.

12. DISCONTINUANCE AND RESTORATION OF SERVICE

A. For Nonpayment of Bills. The District may discontinue any and all services, including shutting off water, when any portion of a bill becomes delinquent. Effective April 1, 2020 in accordance with Senate Bill SB 998 the Water Shutoff Protection Act, the District shall create a written policy that is in compliance with this new legislation.

B. Appeal. Any Customer who has requested an investigation within 10 days of receiving a disputed bill shall not have water service discontinued for nonpayment pending an investigation by the RNVWD. The review shall include consideration of whether a residential Customer shall be permitted to make installment payments on any unpaid balance of the delinquent account over a reasonable period of time not to exceed 12 months. Such service shall not be discontinued for nonpayment for any Customer complying with an auto installment payment agreement entered into with the District, provided the Customer also keeps current the account for water service as charges accrue in each subsequent billing period. If a residential Customer fails to comply with an installment payment agreement, the RNVWD will give a 10-day discontinuance of service notice before discontinuing such service.

C. For Noncompliance with These Rules and Regulations. The RNVWD may discontinue service to any Customer for violation of these rules after it has given the Customer at least 5 day's written notice of such intention. Where safety of water supply is endangered, service may be discontinued immediately without notice.

D. For Waste of Water. Where negligent or wasteful use of water threatens adjoining parcels or the RNVWD's ability to provide reliable water service to other customers, the RNVWD may immediately shut off service to the parcel but shall resume service within 24-hours after the customer has taken appropriate corrective action. A charge of \$150 may be imposed on the customer for disconnection and reconnection of

service.

13. SERVICE CONNECTIONS, METERS, AND CUSTOMER'S FACILITIES

A. Meter and Backflow Prevention Assembly. The RNVWD, from dedicated public rights of way, road and utility easements, or easements granted to the RNVWD, will install and maintain a district service pipe, one meter and meter box, connecting each parcel within the District to the RNVWD's water distribution system. The RNVWD's water service connection shall not entitle a landowner the delivery of water beyond the nearest point at which the RNVWD determines that water is available, which will generally be the closest point at which the water distribution system approaches the parcel.

- (1) A reduced pressure principle backflow prevention assembly (RPBP) approved by the District shall be installed by the District after the meter for all water service connections.
- (2) Periodic Testing of Backflow Prevention Assemblies. The RNVWD shall have a certified backflow prevention assembly tester inspect and test all Backflow Prevention Assemblies on an annual basis as required by law. The annual cost for inspection and testing is included in the fixed monthly base amount.
- (3) Maintenance of Backflow Prevention Assemblies. The District is responsible for the costs of maintenance and repair of the Backflow Prevention Assembly, which maintenance and repair will be performed by certified testers provided by the RNVWD. Customer shall at all times provide for unobstructed access by the RNVWD as a condition of continued water service. The RNVWD will have failed assemblies repaired or replaced.
- (4) Freeze Protection. District shall maintain an insulation, protective freeze cover on the Backflow Prevention Assembly.

B. Customer Service Pipe. The customer is responsible for installing and maintaining the Customer Service Pipe from the Customer's side of the backflow assembly to service their property, along with any required booster pump or pressure reduction valve. The Customer is responsible to investigate and repair water leaks on the Customer Service Piping,

C. Additional Meters. RNVWD will only set a maximum of two (2) meters per parcel.

D. Additional Fire Hydrants/Fire Fills. Property owners within the RNVWD boundaries may purchase additional fire hydrants to provide for fire fill water for fire protection purposes in closer proximity to their property. The property owner shall pay the full cost of hydrant and the installation costs. The hydrant will remain the property of the RNVWD and the RNVWD shall be responsible for maintaining the hydrant.

E. Hydrant Water Meters. All hydrant water will be delivered through a temporary metered connection from a fire hydrant, the location being determined by the District. Hydrant water meter deposit, usage rates and monthly service shall be determined by the District. Meters will be read monthly and billed accordingly. Delinquent accounts will be disconnected. Bypassing hydrant water meters or other unauthorized use of water will result in forfeiture of the meter deposit along with no further access to hydrant water.

14. BASIS AND APPORTIONMENT OF ASSESSMENT

A. In accordance with the Final Order Levying and Apportioning Assessment, the Domestic Water Assessment and Fire Protection Assessment have been levied on and apportioned and assessed to Zone 1 and Zone 2, respectively, of the RNVWD Assessment District.

B. The Domestic Water Assessment and Fire Protection Assessment are in addition to any water charges and rates.

15. PAYMENT OF ASSESSMENT

A. Unless the Assessment Portion was fully paid prior to the Final Order Date, the Assessment Portion for the parcel is financed through Zone 1 and/or Zone 2 of the Assessment District.

B. The outstanding Assessment Portion for the Zone 2 Fire Protection Assessments for properties annexed to the RNVWD or newly created because of subdivision shall be paid upfront at the time of annexation or subdivision in an amount determined by NBS. The outstanding Assessment Portion for the Zone 1 Domestic Water Assessment for properties annexed to the RNVWD or newly created as a result of subdivision may be paid upfront at the time of annexation or subdivision, or continue to be financed through Zone 1 of the Assessment District.

16. FINANCING OF ASSESSMENT PAYMENTS

A. The cost of RNVWD Water Distribution System was paid with funds obtained from DHS/SWRCB and DWR Loans. These loans shall be paid back with annual installment payments made by the owners of parcels within Zone 1 and Zone 2 of the Assessment District.

B. The RNVWD Assessment(s) shall be payable in installments as an assessment on the County Property Tax Bill, which shall include principal, interest and administrative

expenses and placed in the Loan **Redemption Fund** to be used as the transitory account holder for pending payments on the DHS/SWRCB and DWR Loans. Pursuant to Section 8784 of the California Streets and Highways Code, the funds remaining in this fund after retirement of all outstanding bonds shall be transferred to the general fund of the agency, the District.

C. The RNVWD Assessment(s), and each installment of it, shall be and remain a lien on the land until the loan is retired.

17. SUBDIVISION OF LAND

A. The design of the Water Distribution System is consistent with the Solano County General Plan. During the design of the Water Distribution System, property owners within the District were allowed to obtain Supplemental service connections to accommodate subdivision of parcels within the District. In the sole and absolute discretion of the Board, the Board may permit property owners within the District, Zone 1, to obtain Supplemental Connections even though the property with which the Supplemental Connection is affiliated is not yet permitted to be subdivided according to the current zoning standards.

B. Prior to the Final Order Date, property owners obtaining Supplemental Connections either (1) paid up front the assessment for the Supplemental Connection, or (2) entered into an agreement with the RNVWD for additional assessments to be levied on the property for Supplemental Connections.

C. Subdivided parcels shall bear all costs of connection to the RNVWD Water Distribution System including mains and service pipelines and appurtenances necessary to deliver water to the residence from the meter and backflow assembly at the property line and all related District engineering and administration expenses. The work shall be done to RNVWD standards and requirements as outlined in Exhibit F. The District will not provide any financing for these costs.

18. FOR SALE CONNECTIONS

The District has a limited number of “For Sale” water connections that are currently available to future subdivided parcels within the RNVWD boundaries or approved LAFCO annexations. Currently, as April 12, 2022, there are 6 Water Rights For Sale. 5 Water Rights have been allocated to Annexation of parcels subject to LAFCO approval or for Lot Splits for properties in the District. 1 Water Rights remain For Sale in accordance with the District Fee Schedule. Additional water connections will not be available unless the District is expanded above 533 water rights as described in these Rules.

The District may or may not provide financing for the purchase of these water rights subject to terms and conditions approved by the Board of Directors. See Exhibit E District Schedule of Fees.

19. TRANSFER OF SUPPLEMENTAL CONNECTIONS / WATER RIGHTS

A. A Supplemental Connection Water Right may be sold to provide water service to other parcels within the RNVWD, subject to approval and written verification of service capacity by the District's engineer and payment of the engineer's and District's review fee. Prior to transferring a Supplemental Connection, the seller shall notify the RNVWD of the name and address of the intended purchaser, and shall obtain the buyer's review and approval of financial obligations to the District. When a Supplemental Connection is sold, the seller may transfer the remaining unpaid portion of the assessment to the property of the owner acquiring the connection provided that 1) the seller is current in payment of the annual assessment with no delinquencies; and 2) the buyer agrees to the placement of the remaining unpaid portion of the assessment on the property to which the connection is being transferred. A fully executed Water Right Connection Transfer Agreement (Exhibit B) must be executed before the transfer is complete. A water right transfer agreement check list (Exhibit C) is available to ensure proper transfer. Exhibits are available upon request from the RNVWD General Manager and are on the District website.

B. If the connection is being transferred to a parcel outside the boundaries of the RNVWD, that parcel must be annexed by LAFCO into the District prior to completion of the transfer.

C. Parcels within RNVWD boundaries, are not required to have either a Developed Connection or an Undeveloped Connection and Detachment from the District is not required if a parcel transfers its water right connection(s). If a Supplemental Connection is transferred to a parcel that does not have a Developed or Undeveloped Connection, the Supplemental Connection shall be converted to a Developed Connection at the time of transfer, upon annexation by LAFCO into the District.

20. TRANSFER OF DEVELOPED OR UNDEVELOPED WATER SERVICE CONNECTIONS

A. A Developed or Undeveloped Connection on a parcel of 5 acres or more may be transferred to another parcel within or immediately adjacent to the boundaries of the RNVWD, subject to District and LAFCO approval and written verification of service capacity by the District. Prior to transferring a Developed or Undeveloped Connection, the seller shall notify the RNVWD of the name and address of the intended purchaser, and shall obtain the buyer's review and approval of financial obligations to the District. A fully executed Water Right Connection Transfer Agreement must be executed before the transfer is complete. All items on the Water Service Transfer Agreement Checklist must also be satisfied before the transfer is complete. Both forms are available on the RNVWD website.

B. If the connection is being transferred to a parcel outside the boundaries of the RNVWD, that parcel must be annexed to the District prior to completion of the transfer.

- (1) The property owners shall bear all costs of improvements necessary to serve the new parcel. Said work shall be done to the RNVWD standards and requirements. No financing for the costs shall be provided by the RNVWD.

- (2) When a Developed or Undeveloped Connection is sold, the seller may transfer the remaining unpaid portion of the assessment to the property of the owner acquiring the connection provided that (1) the seller is current in payment of the annual assessment with no delinquencies, and (2) the buyer agrees to the placement of the remaining unpaid portion of the assessment on the property the connection is being transferred to.
- (3) If the buyer's property is currently not subject to the fire protection assessment, the property owner shall pay upfront the fire protection assessment or agree to the placement of the applicable fire protection assessment on the property prior to the completion of the transfer. If fire protection assessment is to be placed on the property, the property owner shall pay upfront to bring the assessment current and the remaining portion shall be placed on the property.
- (4) If the seller is not current on payments to the RNVWD for monthly operating fees or yearly assessment, the Board of Directors at their discretion may or may not approve the sale. For delinquent seller accounts, the District may require that the seller's proceeds from the sale are assigned to the RNVWD to the extent necessary to pay the delinquent amounts.

21. ANNEXATIONS TO THE DISTRICT

A. Outside Parcels and Outside Assessed Parcels that are permitted to connect to the RNVWD Water System shall concurrently annex to the District and shall pay all associated RNVWD and LAFCO fees and costs related thereto. No financing for the cost of annexing to the RNVWD shall be provided by the District.

B. Any annexation to the RNVWD shall comply with the following procedures and requirements:

- (1) Owners of the Outside Parcels seeking annexation shall file a Request for Annexation with the General Manager of the District.
- (2) The RNVWD will request an engineering assessment of the annexation request and prepare cost estimates. The owner of the Outside Parcel will pay for this engineering assessment and related District administration costs.
- (3) The RNVWD or the County shall prepare an appropriate environmental impact evaluation for the proposed annexation. Cost of this report, if any, to be paid by the owner of the Outside Parcel.
- (4) The RNVWD/LAFCO shall give notice and hold a public hearing regarding the Request for Annexation. The cost of the notice and hearing and related District Administration will be paid by the owner of the Outside Parcel.
- (5) If the RNVWD Board approves the Request, it shall file a Resolution of Application with LAFCO (Local Agency Formation Commission) seeking annexation of the Outside Parcel. If the Board disapproves the request, it shall

not take further action on the proposal. All costs of the LAFCO application and related District Administration expenses shall be paid by the owner of the Outside Parcel.

22. FUNDS CLASSIFICATION

A. Non-spendable Funds Classification: Non-spendable Funds are amounts that cannot be spent because they are (a) not in a spendable form or (b) legally or contractually required to be maintained intact. It includes long-term receivables.

B. Restricted Funds Classification: Restricted Funds are those financial assets that are restricted by a legal requirement to be maintained. Restrictions may arise from loan agreements, laws or regulations.

C. Committed Funds Classification: Committed Funds are those financial assets set aside to be spent only for specific purposes as determined by formal Board action.

D. Assigned Funds Classification: Assigned Funds are those financial assets constrained by the District's intent to use for specific purposes but are neither legally restricted nor committed.

E. Unassigned Funds Classification: Unassigned Fund balance is the residual classification for the District's general fund and includes all spendable amounts not contained in any other classification.

Reference the District's Reserve Policy for additional information.

23. NOTICES

A. Notice to Customers. Notice to a Customer will normally be in writing and, depending on the type of notice, will either be hand delivered or United States Postal Service (USPS) mailed to the Customer's last known address or posted on the District Website and/or emailed to the Customer. It is the responsibility of Customers to provide updated mailing addresses. In emergencies or when circumstances warrant, the RNVWD will endeavor to promptly notify the Customer affected and may make such notification orally, either in person or by telephone and shall follow up with written notification.

(1) **Discontinuance of Service** -- The RNVWD shall make a reasonable attempt to contact an adult person on the residential customer's property by telephone or in person at least 24 hours prior to any discontinuance of service, except that, whenever telephone or personal contact cannot be accomplished, the RNVWD shall post in a conspicuous location at the premises, a notice of discontinuance of service at least 48 hours prior to discontinuation of service. Reference Section 12 (A).

(2) **Courtesy Notice** -- The RNVWD may make telephone courtesy calls

regarding normal maintenance activities.

- (3) **Service Alerts** - are posted on the RNVWD website and may also be automatically sent to customers' email and via text messaging

B. Notice from Customers. A customer may notice the RNVWD by email at: GM@RNVWD.com, by telephone at: (707) 447-8420, or by letter to the RNVWD, P.O. Box 5097, Vacaville CA 95696.

24. INFORMATION AVAILABLE FROM RNVWD. Additional information is available from the RNVWD and may be found at the RNVWD website www.rnvwd.com or by contacting the General Manager:

- A. Reading Meters: Information about how to read your own meter.
- B. Water Conservation Information: Information on water saving devices, practices, literature and materials on water conservation.

25. CHANGES TO RULES AND REGULATIONS

- A. These Rules and Regulations may be revised from time by time by the Board of Directors.
- B. The Board of Directors shall make final interpretations of the Rules and Regulations, and make determinations for circumstances not adequately addressed by these Rules and Regulations including Board Approved District Resolutions, Policies and Meeting Minutes found on the District Website.

**INSTALLMENT PAYMENT AGREEMENT
(Reconciliation Agreement)
RURAL NORTH VACAVILLE WATER DISTRICT AGREEMENT**

This Installment Payment Agreement (Agreement) is entered into by and between the Rural North Vacaville Water District, a community services district formed and operating pursuant to the provisions of Government Code Section 61000 et seq., (District), and (Customer).

RECITALS

1. District provides water service to parcels of real property located within its jurisdictional boundaries, including the real property owned by Customer consisting of Solano County Assessor Parcel No. _____; address: _____, Vacaville, CA (Property).
2. The District's Ordinances provide for payment of monthly bills for water service.
3. The District's Ordinances further state that if the bill is not paid and becomes delinquent, utility service will be shut off and additional fees will be charged. When service is disconnected due to non-payment of bills, service shall not be resumed until payment of all charges and fees is received.
4. Customer has one utility account with District. The account number is _____. Account _____ is in delinquent status. As of the date of this agreement, Customer's delinquent amount owed is: \$ _____.
5. Customer has requested that this delinquent amount be paid in installments.
6. Customer agrees payments will be by Automatic Payments either by bank or credit/debit card listed below.

NOW, THEREFORE, the parties hereto agree as follows:

1. The parties hereto agree that the correct amount of the delinquency of account _____ is \$ _____.
2. District hereby agrees to waive its right to full and immediate payment of the delinquent utility charges in consideration for which Customer agrees to maintain account _____ in current status and to make installment payments to District in a total amount of the balance due specified in Section 4 above by paying the following installment amounts on the following installment dates:

Installment(s) No.	Due Date	Amount Due
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3. **Should Customer default in the performance of its promises to pay installment payments as specified in this Agreement or materially breaches any of the other**

provisions of this Agreement, Customer agrees that District may, at its option, immediately terminate utility service to the property by giving written notice to Customer. Customer waives any and all other notification procedures and processes.

4. Should Customer default in the performance of its promises to pay installment payments as specified in this Agreement or materially breaches any of the other provisions of this Agreement, Customer agrees that all delinquent charges shall be immediately due and owing and shall become collectable pursuant to this Agreement.

5. In addition, in event of such default by Customer in performance of its promises specified in this Agreement, District retains all of its remedies to collect such delinquent charges as specified in Government Code Section 61115 as follows: (1) to record a lien against the Property and all other real property owned by Customer in Solano County in the amount of the total balance of the delinquency not paid by Customer as promised in the terms of this Agreement; and (2) the remedy of requesting the County Auditor to place the amount of any delinquent water charges on the Property Tax Rolls prepared with respect to the Property in the next fiscal year following the date of default, in order to collect such delinquent payments by means of the County's property tax collection procedures. The District retains the right to exercise any and all of these remedies either individually or collectively.

Signed G.M. : _____ Date: _____

Signed Customer: _____ Date: _____

Payment Information:

Bank:

Name on Account: _____

Routing Number: _____

Account Number: _____

Credit /Debit Card Information:

Name on Credit Card: _____

Credit Card Number: _____

Expiration Date Month/Year: _____

Security Code: _____