#  ORDINANCE EDITS:

##  3.1 delinquency

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

Approved:1-24-24

Delinquent WCSD bills follow the property and property owner.

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### 4.6.2 WCSD requested

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

Approved:1-24-24

WCSD staff must notify the property owner if a tenant receives a shutoff notice.

## 4.8 Cross Connection

* **Purpose:**

The purpose of this ordinance is to protect the public water supply system from contamination due to potential and actual cross-connections. This shall be accomplished by complying with State regulations adapted pursuant to Title 17, Section 7583 – 7605, inclusive of the California Code of Regulations, entitled “California Regulations to Drinking Water”. Chapter 5, Subchapter 1, Group 4. Description: “Cross Connection” is an unprotected actual or potential connection between a potable water system used to supply water for drinking purposes and any source containing unapproved water or substance that is not or cannot be approved as safe, wholesome and potable. By-pass arrangements, jumper connections, removable sections, swivel, or changeover devices, through which a backflow could occur, shall be considered cross-connections.

* **Responsibilties:**

The General Manager or designee shall be responsible for implementing and enforcing the cross-connection program. Weott Community Services District will conduct studies to determine which customers require backflow prevention assemblies based on potential hazards. The customer will be notified when an assembly needs to be installed/tested. This notification will include a date by which the test must be completed. The customer is responsible for paying for installation of the back flow preventer assembly on their side of the meter, testing, and repairs.

* **Backflow Assemblies**:

Only backflow prevention assemblies which have been approved by the District shall be acceptable for installation. An appropriate backflow prevention assembly shall be installed by, and at the expense of, the customer at each connection where required to prevent backflow from occurring into the Districts public water system. Testing of backflow assembles shall be conducted only by a certified list of approved backflow prevention testers, which will be provided upon request. Backflow prevention assemblies must be tested at least annually and immediately after installation, relocation or repair. More frequent testing may be required if deemed necessary by the District. No assembly shall be placed back in service unless it is functioning as required. Backflow prevention assemblies shall be installed in a manner prescribed in Section 7603, title 17. Location of the assemblies shall be as close as practical to customer’s connection. The District shall have final authority in determining the required location of a backflow prevention assembly. The assemblies shall be serviced, overhauled, or replaced whenever they are found to be defective. Approval must be obtained from the District prior to removing, relocating or replacing a backflow prevention assembly.

Water service termination will occur when there is a clear and immediate hazard to the potable water supply that cannot be immediately abated. Conditions that would require immediate water termination but are not limited to:

1. Refusal to install or test a backflow prevention assembly, or to repair or replace a faulty backflow assembly.

2. Direct or indirect connection between the public water system and a sewer line.

3. Unprotected direct or indirect connection between the public water system and a system or equipment containing contaminants.

4. Notification will be given when termination of water service is required. Water service will be denied until the backflow prevention assembly is working correctly and approved by certified tester and the District. The customer will be required to pay for any of District staff’s time and for the certified tester before water service continues.

The District may immediately discontinue the service of water to any premises if any defect is found in the check valve installations or other protective devices, or if it is found that dangerous unprotected cross-connections exist. Service will not be restored until such defects are corrected.

* **Requirements:**

The type of protection that shall be provided to prevent backflow into the public water supply system shall be appropriate to the degree of hazard, actual or potential, that exists on the customer’s premises. Unprotected cross-connections with the public water supply are prohibited. The type of backflow prevention assemblies that may be required (listed in decreasing level of protection) includes: Air-gap separation (AG), Reduced Pressure Principle Backflow Prevention Assembly (RP), and a Double Check Valve Assembly (DC). The customer may choose a higher level of protection than required by the water supplier but it must be approved by the District and be adequate to meet or exceed the requirements stated in the Hazard section of State Code 7604, Title 17.

* **Potential Hazards:**

 Potential Hazards include but are not limited to:

1. Handling of chemicals that could contaminate the District’s water system.

2. Operation of a fire protection system that is or can be connected to the water system.

3. Irrigation systems in which chemicals or unapproved water may be introduced.

4. Any unapproved water source on the premises.

5. Use of reclaimed water on the premises.

6. Pumping of hazardous materials

* **Special Cases:**

 In special circumstances, when the customer is engaged in the handling of especially dangerous or corrosive liquids or industrial or process waters, the District may require the customer to eliminate certain plumbing or piping connections as an additional precaution and as a protection to the backflow preventive assemblies.

* **Relief Valves**:

As a protection to the customer’s plumbing system, a suitable pressure relief valve must be installed and maintained by him/her at his/her expense when check valve or other protective devices are used. The relief valve shall be installed between the check valves and the water heater.

Adopted:

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# 8.0 INACTIVE METER

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

Approved:1-24-24

**BOARD PICK AN OPTION:**

**(Option 1)**

* **Purpose:**

The inactive meter rate is meant to allow a temporary discounted rate for when customers are not home or on vacation

* **Details:**

Inactive meters will be charged 1/2 of the monthly base rate of the wastewater and water rates for no more than 2 months a year. There is no prorating. If there is usage on that month's reading the inactive rate will not apply. Meters are read the 27th plus or minus three days. Calling ahead is suggested. To be eligible for the reduced inactive meter rate, the customer must request it in writing. The water meter will be locked off once the request is approved. A turn on fee will apply when the customer wants the meter to be active again. The Customer’s account must be current and paid on time to receive the inactive rate.

(Option 2)

There will be no inactive meter charge because by the time they pay the turn on fee of $25 they aren’t really saving that much and legally you are not supposed to offer any discounts that subsidize other customer’s bills. This is standard for water systems that know and follow the law.

 POLICY EDITS

## **1.3 BOARD OF DIRECTORS**

Description: All Board Directors are responsible for the following:

1. To be fair, objective, think freely, and show professional representation of the WCSD.
2. To make responsible and informed decisions regarding WCSD business.
3. To participate in meetings and be an active and educated Board Member.
4. To create policy, procedure, and ordinances.
5. To follow and understand WCSD’s policies and procedures.
6. To monitor the district’s progress in attaining its goals and objectives.
7. To follow the code of ethics, sexual harassment, and conflict of interest guidelines.
8. To attend board meetings, if any member of the board is absent from 3 consecutive board meetings, the board can vote for the removal of that board member. There must be a quorum present.
9. Any person(s) intending to be appointed to WCSD Board of Directors must attend 3 consecutive board meetings prior to appointment.

##  **1.6 ADMINISTRATIVE ASSISTANT**

Must:

1. Report to the General Manager and WCSD Board of Directors.

2. Be responsible for a full range of financial record keeping transactions including accounts receivable, accounts payable, utility billing, and collection.

3. Perform the full array of duties assigned by providing responsible, secretarial and administrative support.

4. Demonstrate a full understanding of all applicable policies, procedures and work methods associated with assigned duties.

5. Maintain cash receipts as well as copies of all bank deposits.

6. Generate invoices, update billing and payment information in customer accounts.

7. Generate statements and other collection documentation.

8. Manage and audit all records.

9. Receive and process payments on account and service connections.

10. Prepare and present financial records of customer accounts for annual audits.

11. Manage accounts payable in accordance with WCSD policies.

12. Assist management staff with operation of accounting system and accounts receivable.

13. Reconcile accounting records.

14. Prepare Board agenda packets including researching and preparing reports for meetings.

15. Perform secretarial duties such as generating correspondence for the District & Board of Directors.

16. Order office supplies and keep inventory of all supplies and equipment.

17. Process mail, copies, files and related work as required.

18. Maintain public records.

19.. Operate under the guidelines of the WCSD Policies.

20. Exhibit a high customer service priority.

21. Assist the General Manager and Administrative Manager with duties requested.

Position Requirements:

Must:

1. Take required Code of Ethics training AB1234 every 2 years, funded by WCSD, and any other class required by the Board of the WCSD.

2. Have regular attendance at WCSD board of director’s meetings; absent only when there is good cause.

3. Have at least 5 years’ experience in community service district management unless approved by the Board of Directors.

4. Salary range: $20 to $25 an hour based on experience, or Board approved monthly salary based on hourly requirements.

## **1.10 GENERAL MANAGER**

Must:

1. Be capable of completing all duties of an Operator.
2. Work closely with the Board of Directors, Administrative Manager, all operators, customers, outside organizations, and appropriate federal and state agencies regarding District programs.
3. Have overall responsibility for water and wastewater resources planning, distribution and treatment, monthly system maintenance, shut off notice execution, and administrative oversight of all operational projects.
4. Be responsible for accomplishing the district’s operational goals and objectives.
5. Implementation of the policies and ordinances of the Board on an ongoing basis.
6. Be responsible for supplying an operations report at all regular meetings or upon request of the Board of Directors.
7. Ensure that the district is in compliance with all contractual and legal requirements regarding operations.
8. Plan, organize, direct, coordinate, and be responsible for the work of the operators and outside agencies, contractors, and consultants.
9. Ensure all operational equipment is functioning properly.
10. Direct the selection, supervision, and work evaluation of operational staff; monitor and implement employee relations and staff development procedures; execute disciplinary action.
11. Direct the preparation or examination of public and private engineering plans, specifications, designs, cost estimates and legal descriptions for construction and maintenance projects.
12. Be responsible for all operational reporting correspondence with state agencies including but not limited to test results, monitoring logs, EAR reports, CCR reports.
13. Draft employee reviews of operation staff for Board approval and execute delivery.
14. Oversee and be responsible for duties of all operators and operational contractors.
15. Coordinate operational staff for on-call duties and be ultimately responsible for being on site within 1 hour of an emergency if other operational staff is unavailable.
16. Provide construction estimates for new hook ups to customers.
17. Ensure the district is under state compliance at all times for operation functions and testing requirements.
18. Attend meetings of the WCSD Board of Directors; Compensation offered at current wage for length of meeting if not on monthly salary.
19. Exhibit a high customer service priority and refer customers to the next regular WCSD board meeting if there is further assistance needed or unresolved issues.
20. Directly report to the Board of the WCSD.
21. Responsible for hiring and firing of WCSD employees.

## **3.1 CHECK SIGNING**

All checks must receive two signatures and be approved signers through Community First Credit Union.

 **3.2 PURCHASES**

WCSD employees must get board approval for a purchase of $500.00 or above.