

**POSITIONS**

	<b>Administration</b>	<b>Operations</b>			<b>Average Operations Burden</b>
	Office Manager	General Manager	Water Ops Manager	T3 Operator #2	
<b>HOURS / WAGES ALLOWED PER YEAR</b>	<b>2080</b>	<b>2080</b>	<b>2080</b>	<b>2080</b>	<b>2,080.00</b>
Average Wages for Positions	21.27	36.72	35.25	23.09	31.69
Wages x hours	\$44,241.60	\$76,377.60	\$73,320.00	\$48,027.20	\$65,908.27
<b>LESS HRS NOT AVAILABLE FOR WORK</b>					
PTO	104	160	80	80	106.67
Holiday (10days)	80	80	80	80	80.00
Sick (5 Days)	40	40	40	40	40.00
	<b>224</b>	<b>280</b>	<b>200</b>	<b>200</b>	<b>226.67</b>
<b>ACTUAL HRS AVAILABLE TO WORK</b>	<b>1856</b>	<b>1800</b>	<b>1880</b>	<b>1880</b>	<b>1,853.33</b>
Wages @ current year	21.27	36.72	35.25	23.09	31.69
<b>Wages x Hours Available</b>	<b>\$39,477.12</b>	<b>\$66,096.00</b>	<b>\$66,270.00</b>	<b>\$43,409.20</b>	<b>\$58,591.73</b>
<b>EMPLOYER PAID TAXES &amp; BENEFITS</b>					
Medicare 1.45%	\$641.50	\$1,107.48	\$1,063.14	\$696.39	\$955.67
Social Security 6.2% up to \$110,100	\$2,742.98	\$4,735.41	\$4,545.84	\$2,977.69	\$4,086.31
State Unemployment Insurance 6.2% up to \$7000	\$434.00	\$434.00	\$434.00	\$434.00	\$434.00
Workers Compensation	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
Retirement IRA 3%	\$1,327.25	\$2,291.33	\$2,199.60	\$1,440.82	\$1,977.25
Medical	\$6,200.00	\$6,200.00	\$11,300.00	\$6,100.00	\$7,866.67
	<b>\$12,345.73</b>	<b>\$15,768.21</b>	<b>\$20,542.58</b>	<b>\$12,648.90</b>	<b>\$16,319.90</b>
<b>TOTAL WAGES PLUS EMPLOYER PAID TAXES AND BENEFITS</b>	<b>\$51,822.85</b>	<b>\$81,864.21</b>	<b>\$86,812.58</b>	<b>\$56,058.10</b>	<b>\$74,911.63</b>
<b>DIV BY ACTUAL HRS AVAILABLE TO PERFORM WORK</b>	<b>1856</b>	<b>1800</b>	<b>1880</b>	<b>1880</b>	<b>1,853.33</b>
<b>TOTAL PAYROLL BURDEN PER HR</b>	<b>\$27.92</b>	<b>\$45.48</b>	<b>\$46.18</b>	<b>\$29.82</b>	<b>\$40.49</b>

Note:

Median wage is used for the fee justification.

Over the years there may be new or long term employees

**Carrying Charge Fee Justification**

Current Fee: \$25

*Proposal:*

\$25 Carrying charge can be separated into the following 3 categories

1. Carrying Charge or "Late Fee"
2. 10-Day Shut Off Notification
3. 48-Hr Shut Off Notification

**10-Day Shut Off Notification**

Office Manager to prepare notification and post associated fee to account  
(In some cases there are 2 notices if there is an owner and separate occupant.) 0.1 Hours

Office Manager Payroll Burden x \$27.92  
\$2.79

**Total** \$2.79

**\*\*Fee for 10-Day Shut Off Notice" \$2.79 ea.**

<b>CURRENT FEE: \$0</b>	<b>REVISED FEE: \$3.00</b>
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**48-Hr Shut Off Door Notification**

Office Manager to prepare notification and post associated fee to account  
(In some cases there are 2 notices if there is an owner and separate occupant.) 0.25 Hours

Office manager to prepare work order and filing of work order 0.25  
0.5 Total OM Hours

Office Manager Payroll Burden x \$27.92  
\$13.96

2 Technicians to deliver 48 hour door notice to delinquent property  
(For safety reasons this should not be performed alone.) 0.5 Total Technician Hours

Average Payroll Burden for Operations per Payroll Burden 40.49  
20.25

4 Miles average for delivery of 48hr notice to residence @ current mileage rate of \$0.555 \$2.22

**Total** \$36.43

**\*\*Fee for "48hr Shut Off Notification" \$36.43 ea.**

<b>CURRENT FEE: \$0</b>	<b>REVISED FEE: \$35.00</b>
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**CERTIFIED MAIL FEE**

**DESCRIPTION:**

In addition to any other fees authorized by this or any other ordinance, a fee shall be added to a customer's unpaid balance for each occasion that the District sends a notice of delinquency, notice of shut-off or any other required notice via certified or registered mail. The fee as determined by the Board is described in the current Rates / Fees schedule.

**JUSTIFICATION:**

Office Manager to prepare customer notification, complete certified mail process, and deliver Certified Mail to local post office for timely delivery	0.75	
	<u>0.75</u>	Total Hours
Office Manager Payroll Burden as of 2018/19	x <u>\$27.92</u>	
	<u><u>\$20.94</u></u>	
Fee associated with mailing notification (postage, paper, envelope & Certified Fee of \$6.11)	<u>\$6.11</u>	
Roundtrip mileage from BPWD to local Kelseyville Post Office (16 miles x current mileage rate of \$0.565)	<u>9.04</u>	
<b>Total</b>	<u><u>\$36.09</u></u>	
<b>**Fee for Certified Mail</b>		<b>\$36.09 ea.</b>

<b>CURRENT FEE: \$35</b>	<b>REVISED FEE: \$35.00</b>
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**NOTE: no change**

Round up or down for variation in time and cost required for each task.

**APPLICATION PROCESSING FEE**

**DESCRIPTION:**

When an account is established or when an established account is transferred to another customer, a fee shall be collected to recover the District's costs.

**JUSTIFICATION:**

Office Manager's time spent communicating and updating "Demand Forms" for listing agents requesting the account status and balance (3xaverage per property)	2 Hours
Time spent for Office Manager to follow up on requested documentation and follow up with new owner of record to gather necessary documentation for account transfer (Completed Application, Deed, Application Processing Fee Payment). Send welcome letter to new owner with account information, ordinance references.	1.25 Hours
Prepare work order for final read and closing bill for previous owner	0.5 Hours
Close out previous owners account, calculate split billing to both the previous and new owner. Update billing system with new owners information.	1 Hours
	<u>4.75</u> Total O.M. Hours
Office Manager Payroll Burden as of 2018.19	x <u>\$27.92</u>
	<u><u>\$132.63</u></u> Total O.M. hrs/rate
Fee associated with mailing notification to new owner(postage, paper, envelope)	<u>\$0.50</u>
Technician time spent to read meter for final billing upon transfer of property	<u>0.5</u> Total Technician Hours
Operations Average Payroll Burden as of 2018/19	<u>\$40.49</u>
	<u><u>\$20.25</u></u> Total Operator hrs/rate
<b>Total</b>	<b>\$153.37</b>

**\*\*Fee for Application Processing Fee \$153.37 ea.**

<b>CURRENT FEE: \$150</b>	<b>REVISED FEE: \$150.00</b>
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NOTE: no change

Robert / National Meter 2018  
 5/8" x 3/4" 1" 55 gal 2"  
 78 167 625 One time cost  
 520.00 1,113.33 4,166.67 Life of Conx Meter Cost



940 Riverside Parkway, Ste #30  
 West Sacramento, CA 95605  
 Phone: 707.575.0700  
 Fax: 707.575.3786

DATE: August 16, 2018  
 QUOTED BY: Robert Kwoka  
 CUSTOMER EMAIL: [gm@buckinghamparkwater.us](mailto:gm@buckinghamparkwater.us)

**BILL TO:** Buckingham Park Water District  
 2880 Eastlake Drive  
 Kelseyville, Ca 95451

**SHIP TO:** Buckingham Park Water District  
 2880 Eastlake Drive  
 Kelseyville, Ca 95451

SALESPERSON	PAYMENT TERMS	SHIPPING METHOD	SHIPPING TERMS	SUBJECT TO REVIEW
KR	Net 30 Days	Best Way	FOB West Sacramento, CA	November 14, 2018

QTY	Product Description	UNIT PRICE	AMOUNT
	5/8" x 3/4" Badger Model 25 Bronze Disc Meter, Bronze Bottom, Local Register, CF	\$78.00	\$0.00
	1" Badger Model 55 Bronze Disc Meter, Bronze Bottom, Local Register, CF	\$167.00	\$0.00
	2" Badger Model 170 Bronze Disc Meter, Bronze Bottom, Local Register, CF	\$625.00	\$0.00

Sales Tax: To be quoted at time of order	SUBTOTAL	\$	-
Est. Lead Time: 1-2 Business Days	SALES TAX		-
	FREIGHT		Add
	TOTAL	\$	-

**THANK YOU FOR YOUR BUSINESS!!**  
 This quotation is an offer subject to the Terms and Conditions available on our website:  
[www.nationalmeter.com/legal](http://www.nationalmeter.com/legal)



**LIEN FILING FEE**

**DESCRIPTION:**

Pursuant to Ca Water Code Sec. 31701.7: When an account has become delinquent, service may be interrupted. Any unpaid balance may be secured by a "Certificate of Lien" or placed on the tax rolls. The Lien Fee, as determined by the Board and described in the current Rates / Fees Schedule shall be added to the unpaid balance before each lien is filed with the County of Lake Assessor/ Recorder. The fee recovers the District's administrative costs associated with the filing of the lien.

**JUSTIFICATION:**

Lien Process:

Time spent for Office Manager to review account and prepare lien, schedule and meet with notary and General Manager. 1 Hour

Office Managers time spent to drive to Lake County Recorder's Office in Lakeport to record lien round trip. 1.25 Hours

Lien Release Process:

Time spent for Office Manager to verify payment of balance due, prepare lien release, Schedule and meet with Notary and General Manager. 2 Hour

Office Managers time spent to drive to Lake County Recorder's Office in Lakeport to record lien release round trip. 1.25 Hours

	5.5	Total O.M. Hours
Office Manager Payroll Burden as of 2018/19	x \$27.92	
	\$153.57	Total O.M. rate/hrs
Fee associated with mailing notifications of lien (postage, paper, envelope)	\$1.50	
26 Miles round trip from BPWD to Recorders Office @ current mileage rate of \$0.555	\$14.69	
Notary Fee (\$10-Lien & \$10-Lien Release)	\$20.00	
Record Fee @ Lake County Recorder's Office ( \$7-Lien and Lien Release each)	\$14.00	

**Total** **\$203.76**

**\*\*Fee for Lien Filing** **\$203.76 ea.**

**CURRENT FEE: \$175**

**REVISED FEE: \$200.00**

**NOTE: based on actual time and 18/19 payroll burden**

**AFTER HOURS CALL OUT FEE**

**DESCRIPTION:**

This charge is to recover the Districts costs for nuisance call outs after normal operating hours.

**JUSTIFICATION:**

8 Miles district travel @ current mileage rate of \$0.555	<u>\$4.52</u>
Operations Payroll Burden as of 18/19	\$40.49
Off duty call out minimum per DIR	2
Addtl Technician time spent to perform service call	<u>0.5</u>
	2.5 Total Operations rate/hr
	<b>\$101.23</b>

<b>**Fee for After Hours Call Out</b>	<b>\$105.75 ea.</b>
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<b>CURRENT FEE: \$0</b>
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<b>REVISED FEE: \$100.00</b>
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**NOTE: NEW FEE for off duty service calls**

Round up or down for variation in time and cost required for each task.

Values From Audit Report 6/30/2009  
 (because there is no schedule of assets, and there is no evidence that assets have been disposed of properly once their useful life has been expired, confidence in these figures is low)

**Existing Capital Facilities**

Total Plant Value from Balance Sheet	\$ 2,219,563
Equipment	\$ 40,523
Land	\$ 270,457
Distribution System	\$ 11,859
Misc. Other Assets	\$ 18,382
	<u>\$ 2,560,784</u>

If the District had proper planning and analysis of current and future capacity needs at the time the District was formed, it could have set its initial Connection/Capacity Expansion Fee at \$4,219. However, it was initially set at \$150, and without having a schedule of the Connection/Capacity Expansion Fee account, it is unsure how many connections were undercharged. At the very onset of the District conducting its business it was operating at a severe disadvantage.

Number of active service connections In 1989	357
Multiplied by the Connection/Capacity Expansion Fee at the time	\$ 150
Restricted Reserve Fund in 1989	<u>\$ 53,550</u>
Number of active service connections In 1989	357
Multiplied by what the Connection/Capacity Expansion Fee should have been at the time	\$ 4,219
What Restricted Reserve Fund Should Have Been in 1989	<u>\$ 1,506,183</u>
Existing Capital Facilities Valued at	\$ 2,560,784
Projected Future Capital Facilities Value	\$ 2,072,000
	<u>\$ 4,632,784</u>
Total Build Out Lots	607
Estimated Cost of All Capital Facilities by the number of Build Out Lots	<u>\$ 7,632</u>

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 Estimate

**2009 Connection Fee Established**

**7632.00**

Year	CPI Increase	Increase in Dollars	Connection Fee
2011	3.20%	244.22	\$7,876.22
2012	2.30%	181.15	\$8,057.38
2013	1.10%	88.63	\$8,146.01
2014	0.00%	0.00	\$8,146.01
2015	1.99%	162.11	\$8,308.11
2016	1.10%	91.39	\$8,399.50
2017	1.98%	166.31	\$8,565.81
2018	2.50%	214.15	\$8,779.96
2019	3%	272.18	<u>\$9,052.14</u>