

Grizzly Flat Community Services District
Notice of a Teleconference Meeting of the Personnel & Policy Review Committee
Date: Monday, March 6, 2023 Time: 6:00 PM

Locations: 5294 Wooded Glen Drive, Grizzly Flats, CA 95636
10088 Grizzly Flat Road, Grizzly Flats, CA 95636
5526 Pine Ridge Drive, Grizzly Flats, CA 93636

**To participate remotely, call 1-(978)-990-5230 and enter access code
840700#**



AGENDA

A. CALL TO ORDER

B. ROLL CALL OF THE COMMITTEE MEMBERS – *Kim Gustafson (Interim GM), Directors Chigazola and Hannblom*

C. APPROVAL OF THE AGENDA

D. COMMITTEE TOPICS

1. Review the District's Reserve Policy.
2. Review and update the General Manager job description.
3. Discuss revision to Ordinance 88-1 to allow for meter installation charge refunds.
4. Review and discuss the District's New Water Service Connections Policy.

E. ADJOURN

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- *Due to the nature of this meeting, packets will not be created or distributed prior to this meeting. However, any documents distributed during this meeting can be requested through a "Public Records Request". Please ask our administrative staff for more information.*
 - *Agendas are now available by email. A written request must be on file with the GFCSD office.*
 - *In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the District. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting. (28FR35.102-35.104 ADA Title 11).*
 - ***Our next regular Board meeting will be held via teleconference on Thursday, March 9, 2023 at 6:00 PM.***

Grizzly Flats Community Services District

4765 Sciaroni Rd. / P.O. Box 250

Grizzly Flats, CA 95636

Ph: 530/622-9626 Fax: 530/622-4806



RESOLUTION 2016-01

**RESOLUTION OF THE BOARD OF DIRECTORS
OF THE GRIZZLY FLATS COMMUNITY SERVICES DISTRICT
AMENDMENT TO THE DISTRICT'S RESERVE POLICY AND TARGET RESERVE
BALANCES**

WHEREAS, the Grizzly Flats Community Services District ("District") manages and operates a water treatment and distribution system for the benefit of District's residents; and

WHEREAS, the District maintains funds in unrestricted and restricted accounts for such purposes as capital improvements, asset management, debt service, cash flow restrictions and emergency situations; and

WHEREAS, the prudent management of the District requires that reserve funds be established and maintained to fund scheduled and unscheduled expenses, and to identify the amount of funds specifically dedicated for each purpose and to provide periodic review of the reserve funding levels to ensure such levels are and will be adequate to meet the projected needs of the District; and

WHEREAS, the Board of Directors has previously determined that it is in the best interest of the District to establish dedicated and restricted reserve funds for various purposes and to implement a formal policy regarding the level of funding and use of such reserve funds; and

WHEREAS, the Board of Directors has previously taken action to create reserve accounts and designate funds for future needs.

NOW, THEREFORE BE IT RESOLVED by the Grizzly Flats Community Services District Board of Directors adopts the following Reserve Policy:

GRIZZLY FLATS COMMUNITY SERVICES DISTRICT RESERVE POLICY

1. The District will maintain sufficient revenues to meet its operating expenses, debt service, depreciation expenses, and prescribed reserves.
2. The District will hold cash and/or investments in reserve as authorized by the District's Investment Policy, and in accordance with state and federal laws.

3. The District reserves should be examined and adjusted each year based on the operating net income or loss at the conclusion of each fiscal year, according to reserve fund prioritization.
4. The District will maintain a reserve of cash and/or investments for both unrestricted and restricted purposes as follows:

O&M Reserve Accounts	<i>The Operating & Maintenance (O&M) Reserve accounts are funded with the water user fees paid by the District's rate payers, interest and other miscellaneous revenue determined to be O&M income.</i>	
Reserve Account	Purpose	Target Balance:
Asset Management	Asset replacement expenditures have the possibility to significantly impact the annual O&M budget. The reserve account is used to fund these replacements while stabilizing the annual budget for the District's rate payers. A 5 Year Plan for Asset Management was developed in 2013. This is a living document that changes based on the current needs of the District. This reserve account funds that plan.	Target amount of \$75,000
O&M Emergency Reserve	An emergency reserve is cash set aside for unplanned major maintenance or equipment failure. Industry standards suggest setting aside enough cash to cover the cost of replacing the most vulnerable component of your system; the component that would cause the greatest disruption of service and is the most costly to replace. Replacement of a source of supply, the largest piece of pumping equipment or a key transmission line are examples of the most vulnerable component for many water or wastewater systems.	Target amount of \$150,000
O&M Reserve	These funds are used to ensure the continued orderly operation of the District. Such funds are used to immediately undertake unanticipated O&M activities and to manage cash-flow fluctuations. A 45-day (approximately 6 weeks) operating reserve is a frequently used industry norm. The operating reserve can also cover	Target amount of \$80,000
	costs of unplanned expenses such as increase in electrical or operational costs; costs caused by leaks; extra callouts, late payments, etc.	

CIP Reserves	<i>Capital Improvement Projects (CIP) reserve is for system rehabilitation, long-term equipment replacement, system expansion, and equipment/components, as well as "cash on-hand" for expansion and new projects. These projects include planned and unplanned CIP improvements. In 2013, GFCSD developed a new 5 year plan for CIP. This is a living document that changes based on the current needs of the District. The CIP Reserve accounts are funded with the annual Standby Assessment, Capital Connection fees, interest and other miscellaneous income determined to be CIP income.</i>	
Reserve Account	Purpose	Target Balance:
CIP Dedicated Reserve	Fund dedicated to specific projects identified in the District's 5 Year Plan. *Per Board Policy, the Target Balance is to increase \$35,000 per year until it funds the 5 Year Plan.	2015/16: \$135,000 2016/17: \$170,000 2017/18: \$205,000 2018/19: \$240,000 2019/20: \$275,000
CIP Restricted Reserve	Funds restricted by the Board of Directors for emergency purposes only.	Target amount of \$250,000
Hydrant Repair and Replacement Reserve	Funds will be designated for hydrant replacements and large repairs. The Operations Committee has recommended a schedule that replaces an average of 3 hydrants per year for 50 years.	Target amount of \$25,000 (replacement of 3 hydrants plus some repairs)

Debt Service Reserves	<i>A Debt Service Reserve is in addition to loan repayments. The Debt Service Reserve helps ensure timely payments can be made even if there is a financial emergency within the District. Once a loan is paid off, the balance of the loan reserve account may be transferred into another reserve account as directed by the Board of Directors.</i>	
Reserve Account	Purpose	Minimum balance to maintain:
USDA Loan Reserve	Condition of loan – see "Letter of Conditions", dated Nov 18, 2010	Average annual payment: \$41,828.03

5. The District should invest reserve funds in liquid money market accounts such as the Local Agency Investment Fund (LAIF), so that the funds are immediately available for District use if needed. Any investments should follow the criteria set in the District's Investment Policy (GFCSD Accounting Policies & Procedures Manual, section 7).
6. The District's target ratio of debt-to-income should be 70%. (Standby fees collected / debt paid by Standby fees).
7. At least annually the Board should review all reserve accounts and make a determination regarding the continuing need for and purpose of the reserve funds, the appropriate levels of accumulation and the conditions precedent to utilization of the reserve funds.
8. When additional reserve funds are to be established, they should be established by Board resolution, which should include:
 - a. A statement of the purpose for which the reserve is created;
 - b. To the extent possible, specification of minimum and maximum parameters for the accumulation of the monies in the reserve fund; and
 - c. Specification of the conditions under which reserve funds shall be expended or transferred, consistent with Board directives.
9. This Grizzly Flats Community Services District Reserve Policy shall become effective on the date of its adoption and District staff is hereby directed to take all actions necessary to implement this policy and to maintain the designated reserve funds.

PASSED AND ADOPTED this 13TH day of MAY, 2016 by the following vote:

AYES: LEGRAND, McLAUGHLIN, SULLIVAN, SUTTON + UPDIKE

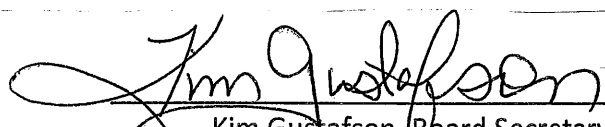
NOES: None

ABSENT/ABSTAIN: None

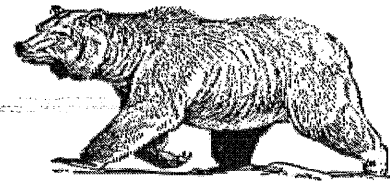

 Andre' Legrand, Board Chair
 Grizzly Flats CSD Board of Directors

The undersigned hereby certifies that she is the duly elected and qualified Secretary of the Grizzly Flats Community Services District, a California public entity and that the foregoing is a true and correct record of a resolution duly adopted by the Grizzly Flats Community Services District Board of Directors, on this 13TH day of MAY, 2016.

IN WITNESS WHEREOF, I have executed my name as Secretary on this 13TH day of MAY, 2016.


 Kim Gustafson, Board Secretary
 Grizzly Flats Community Services District

Grizzly Flats Community Service District



A

Adopted: 5/13/1999

Revised: 5/14/2012

JOB DESCRIPTION: GENERAL MANAGER

GENERAL DESCRIPTION:

Under policy direction of a five-member elected Board of Directors, the General Manager manages and controls District operations and provides day-to-day leadership for the District; plans, organizes, coordinates and supervises all District functions and activities which include administrative and activities related to the production and distribution of potable water; provides policy guidance and program evaluation to staff and elected officials; fosters cooperative working relationships with intergovernmental and regulatory agencies, District employees, vendors and the general public; performs related work as assigned. This position is full-time and is Fair Labor Standards Act (FLSA) exempt. The General Manager is a "working" position and the individual who holds this position can expect to spend approximately 70% of their time working in the **office** and 30% in the **field**.

SUPERVISION:

The employee in this position serves at the pleasure of and is accountable to the Board of Directors for all staff functions and activities within policy guidance and applicable state and federal laws and regulations.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Essential duties and responsibilities may include, but are not limited to the following:

- Provides overall direction and participates in the day-to-day and long-term operations and activities of the District, organizing and assigning responsibilities, and directing and overseeing all District staff.
- Supervise personnel and assure proper maintenance of District's facilities, rolling fleet, and prompt response to emergency situations which may occur within the District.
- Within guidelines established by the Board, directs and establishes overall strategic plans, long-term goals and objectives.
- Attends all Board meetings. Prepares and presents reports at each regular meeting of the Board to keep the Board of Directors advised of District activities and issues or problems that may affect District operations.
- Represents the Board of Directors and the District in contacts with various federal, state and local governmental agencies, community groups and the general public
- Negotiates a variety of contracts and agreements on the District's behalf.

- Responsible for **supervising the Water System Manager** and keeping the District in compliance with all regulatory reporting and water sampling.
- Provides overall direction on the design, construction, operation and maintenance of District facilities.
- Oversees preparation and implementation of the annual District budgets.
- Be responsible for personnel administration and policies and for the general direction and supervision of District employees; effectiveness of District employees, advise employees on administrative and technical matters; select, reward discipline and dismiss District employees in accordance with District policy.
- Responds to and resolves difficult and sensitive customer inquiries and complaints.
- **Assists** the Water System Operators if necessary.
- Performs other tasks as assigned by the Board of Directors.

DESIRED MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles of effective supervision and training.
- Day-to-day operations, maintenance, structure and function of water treatment plants and distribution systems and State regulations regarding water treatment and distribution.
- Budget development, analysis, financial strategies and long-range planning.
- Regulatory and legal requirements of a water district.
- Principles and methods of public agency management and financing.
- Administrative and human resources management principles and practices.
- Effective community relations, including common public relations courtesies, practices and techniques.
- Contract negotiation, administration, and monitoring.
- Fundamentals of safety and risk management.

Skill/Ability to:

- Communicate and interact effectively both with diverse individuals and with large groups of people with conflicting interests.
- Plan, organize, schedule, and coordinate activities and set priorities under changing conditions.
- Establish and maintain effective, pleasant and cooperative working relationships with Board members, employees, other agencies and the general public.
- Operate office equipment including computers and supporting work processing and spreadsheet applications.
- React appropriately to spontaneous problems and render sound decisions under urgent conditions.

OTHER DESIRED QUALIFICATIONS:

Knowledge and experience:

- Working for a public agency and Board of Directors.
- Operating large equipment such as a backhoe.
- Using tools for basic repairs and maintenance on motors, engines, pumps and vehicles.
- Of accounting policies and procedures for public agencies.

EDUCATION AND/OR EXPERIENCE:

Any combination of education, experience and training that would provide the desired knowledge and abilities. A typical qualifying entrance background is five (5) years of professional supervisory and administrative experience of a Community Services District and/or water district or graduation from an accredited college with a degree in business administration, or a related utility management field.

LICENSE AND/OR CERTIFICATIONS:

- Must possess a valid California, Class C driver's license and the ability to maintain insurability under the District's liability insurance policy.
- Must possess a valid Water Treatment Operator Grade 2 (or higher), issued by the State of California, Department of Public Health. Candidate must have the ability to obtain a Grade 3 within two years of their hire date.
- Must **obtain** a valid Water Distribution Operator Grade 2 or higher, issued by the State of California, Department of Public Health **within a year of hire**.

PHYSICAL DEMANDS:

The employee holding this position must be able to function in an office and field environment in work of a sedentary to active nature, and perform the following, with or without reasonable accommodations:

- Utilize vision, hearing, speech and manual and finger dexterity.
- Walk on smooth and/or uneven surfaces.
- Climb ladders or steep surfaces and be able to hand dig with a shovel when necessary.
- Stand upright and/or forward flexing, twist, turn, bend and reach.
- Lift and/or carry 60 lbs.
- Remain seated for several hours per day.
- Rides or drives District vehicles over smooth or rough terrain.
- Moves about office and District facilities, often traveling to outlying work sites.
- ~~Work in areas subjected to exposure to wet, damp, surfaces; dusts, mists, fumes, and high levels of noise; a variety of weather conditions; extremes of heat or cold.~~

TYPICAL WORKING CONDITIONS:

Normally work is performed in an office environment or at District facilities in and around the community. There is regular contact with employees and the general public. There will be exposure to outdoor conditions, loud noises, fumes and chemicals regularly used in water treatment and distribution systems. Travel will be required for tasks in El Dorado County and surrounding areas on a regular basis or as the need arises.

WORK HOURS:

Normal work hours are Monday through Friday, 7:00 AM to 3:30 PM. Must be willing to attend Board meetings outside of normal work hours. Must be available for emergency response.

CONFIDENTIALITY:

Information obtained and used in this position is of a confidential nature and cannot be shared with unauthorized persons within or outside the District.



GENERAL MANAGER

BY RECLAMATION DISTRICT 2068 JAN 24, 2023

JOB LOCATION

Dixon, California

APPLICATION DEADLINE

As soon as possible.

HOW TO APPLY

Please email your resume, cover letter, current salary, and work-related references to:

Clifford Detar

7178 Yolano Road

Dixon, Ca. 95620

707 678-5412

detarlivestock@gmail.com

admin@rd2068.com

DEFINITION/SUMMARY

The General Manager is an “at will” employee and is appointed by the Board of Trustees, the GM reports to the Board of Trustees. The Board will be seeking an individual with the expectation that the successful candidate can and would assume the GM position upon hiring. The GM will assume responsibility for planning, organizing, directing, and

coordinating all activities and functions of the Agency and carrying out related board policies. The District employs a talented and dedicated workforce of full-time employees responsible for delivering services in the following areas: Agricultural Water Supply, Agricultural and Storm Water Drainage and Levee Maintenance. Direct reports to the General Manager are the Water Operations Lead and the Maintenance Foreman.

IDEAL CANDIDATE

The ideal candidate will be an individual with a background in dealing with water management issues, preferably California water, and who possesses an understanding of water at the State and Local levels. Demonstrated experience in advocating for legislation and regulation relating to water is helpful but not required. Strong communication skills, both verbal and written, are critical as the General Manager presents to the Board of Trustees and represents the Agency to outside groups/agencies. As such, the ideal candidate should have a proven track record of working with local governments and building strong relationships with other agencies, including nongovernmental entities. Strong management skills are essential – successful candidates will be working managers.

ESSENTIAL FUNCTIONS

- Work collaboratively with the Board of Trustees and staff to implement policy and provide direction on Agency services, programs, and projects.
- Facilitate discussion and decision-making by the Board of Directors.
- Maintain an awareness of the current and probable future issues and challenges facing the Agency and provide for appropriate planning and response.
- Oversee the planning, preparation and adoption of the Agency's annual

budget and water rates.

- Direct the work activities of the administrative, operation, repair, and maintenance personnel, and oversee the improvements of the districts water system, drainage works and levees.
- Demonstrate fiscal management and accountability for the Agency.
- Oversee and guide the District's water system with emphasis on reliability and customer service.
- Engage in and support sound, progressive workforce training and planning.
- Potentially be involved in fostering and maintaining the Agency' commitment to serve as a leader on regional and State water resource and stewardship issues.
- Oversee the Agency's regulatory and legislative issues affecting its operations, stability, and resources.
- Actively represent the Agency and participate in community and professional organizations in the region.
- Foster and maintain productive, meaningful partnerships and alliances on the Agency's behalf.
- Provide for the development, planning and implementation of Agency goals and objectives.

IDEAL CANDIDATE WILL POSSESS THE FOLLOWING

The ideal candidate will be an energetic, self-motivated, and dynamic leader who combines leadership skills with technical skills and models a strong work ethic, as well as the following:

- Leadership experience and accomplishments in the public resource sector.

- Experience working with elected boards and officials, Legal Counsel, and Engineering firms.
- Knowledge and understanding of California laws and challenges of a special district and a water resource and flood management agency.
- Flexibility, innovation, and creativity in visioning, planning and problem solving.
- Effective communication skills, both oral and written form, and the ability to work effectively with a diverse group of stakeholders and employees.

CURRENT ISSUES AND PRIORITIES

In preparation for the recruitment of the General Manager, the Agency's Board of Trustees identified the following current issues and priorities:

- Water Right and Water Supply Stewardship** – RD 2068 is a senior water rights holder and serves to deliver water under those rights as well as acting on behalf of District landowners to deliver water under the North Delta Water Agency water supply contract with the State of California. RD 2068 practices the principles of Integrated Water Management. It is anticipated that future planning efforts around agricultural water supplies, groundwater, flood management and water conservation be in the context of Integrated Water Management.
- Conservation Planning** – RD 2068 is a participant agency in the development of the Solano County Habitat Conservation Plan (HCP) and the Cache-Slough-HCP for the protection of endangered species.
- Delta Issues** – Solano and Yolo Counties are two of the five Sacramento / San Joaquin Delta Counties. As such RD 2068 has a strong interest in protecting the values of the Delta. RD 2068 works with North Delta Water Agency, Solano and Yolo Counties, Solano County Water Agency,

local reclamation districts and other Delta agencies on common Delta issues.

•**Flood and Drainage Management** – RD 2068, in addition to its levee maintenance responsibilities, is actively involved in flood management planning in Solano and Yolo County and supports the efforts of the of the Lower Sacramento and North Delta Regional Planning group in integrated flood management planning with habitat development in the Yolo Bypass/Cache Slough area. RD 2068 actively manages agricultural and storm water drainage from within the agency and with adjacent agencies in managing drainage and storm water through a regional Joint powers Authority.

•**Groundwater Management** – RD 2068 is a participating agency in the local groundwater management agency within its boundaries and was a participant in developing a multi-agency regional Sustainable Groundwater Management Plan.

COMPENSATION AND BENEFITS

The salary for the General Manager is negotiable and will depend on the experience and qualifications of the successful candidate. The Agency offers a comprehensive benefit package. Basic features include:

- Qualified Retirement Plan
- Health Insurance
- Life insurance
- Holidays and Vacation
- Sick Leave

QUALIFICATIONS

•**Experience:** Several years of increasingly responsible experience in

water management, engineering, or resource project management.

•**Education:** A bachelor's degree from an accredited college or university with an emphasis in water or resource management and or equivalent experience of at least 5 years in the water management industry.

GENERAL MANAGER

DEFINITION

Under policy direction, plans, organizes, and provides administrative direction and oversight for all District functions and activities; provides policy guidance and program evaluation to the Board of Directors and management staff; encourages and facilitates provision of services to District customers; fosters cooperative working relationships with intergovernmental and regulatory agencies and various public and private groups; pursues appropriate avenues of economic and community development; and performs related work as required

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the Board of Directors. Exercises direction and supervision to all District staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

The General Manager serves as the Chief Executive Officer of the District, accountable to the Board of Directors and responsible for enforcement of all District ordinances, policies, and procedures, the conduct of all financial and human resources activities and the efficient and economical performance of the District's operations.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, administers, and evaluates District operations, programs, projects, and activities in accordance with applicable laws, ordinances, and regulations, strategic plan, and Board policies and objectives.
- Directs and coordinates the development and implementation of goals and objectives for the District; develops administrative policies, procedures, and work standards to ensure that the goals and objectives are met and that programs provide mandated services in an effective, efficient, and economical manner.
- Oversees the preparation of the annual capital improvement and operating budgets for the District; authorizes directly or through staff, budget transfers, expenditures, and purchases; provides information regarding the financial condition and needs to the Board of Directors.
- Advises the Board of Directors on issues, programs, and financial status; prepares and recommends long- and short-term plans for District service provision, capital improvements, and funding; and directs the development of specific proposals for action regarding current and future District needs.
- Oversees the administration, construction, use and maintenance of all District infrastructure, facilities and equipment.

- Administers and directs labor relations, including discipline, grievances, and all matters relating to the Memoranda of Understanding; represents the District in matters of concern to unions representing District employees; develops and manages the implementation of management strategies for negotiations during meet and confer sessions with various employee organizations.
- Develops, organizes, and manages various public information and legislative affairs programs related to District services and activities; represents and advocates the District's interests with federal, state, local, and elected and government officials; acts as the District liaison with the media.
- Represents the District and the Board of Directors in meetings with governmental agencies, community groups, and various business, professional, educational, regulatory and legislative organizations.
- Provides for the investigation and resolution of complaints regarding the administration of and services provided by the District.
- Provides for contract services and ensures proper performance of obligations to the District; has responsibility for enforcement of all District policies and procedures.
- Oversees the selection, training, professional development, and work evaluation of District staff; oversees the implementation of effective employee relations and related programs; provides policy guidance and interpretation to staff.
- Directs the preparation of and prepares a variety of correspondence, reports, policies, procedures, and other written materials.
- Oversees the maintenance of working and official District files.
- Monitors changes in laws, regulations, and technology that may affect District operations; implements policy and procedural changes as required.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation and evaluation, budget development and administration, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of capital improvement program, budget, and contract development and administration.
- Principles and practices of employee supervision, either directly or through subordinate levels of supervision, including work planning, assignment review and evaluation, and the training of staff in work procedures.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned functional area.
- Principles and practices of water production, distribution, and storage systems operations and maintenance program development and administration.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles, practices, and procedures of public administration including financial management, human resources, and labor relations programs.
- Functions, authority, responsibilities, and limitations of an elected Board of Directors.
- General principles of risk management related to the functions of the assigned area.
- Technical, legal, financial, and public relations problems associated with the management of water production and distribution operations and maintenance projects and programs.

- Modern office practices, methods, and computer equipment and applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with government agencies; community groups; and various business, professional, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Plan, administer, coordinate, review, and evaluate the functions, activities, and staff of the District.
- Work cooperatively with, provide staff support to, and implement the policies of the Board of Directors.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls.
- Administer complex and technical human resources, financial management, and water production, distribution, and storage systems operations and maintenance, capital improvement, and related programs in an independent and cooperative manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Effectively represent the District in meetings with governmental agencies, community groups, and various business, professional, educational, regulatory and legislative organizations and the media.
- Direct the preparation of and prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Prepare accurate and effective reports, policies, procedures, and other written materials.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Use sound independent judgment within general legal, policy, and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment, including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Understand, and adhere to established District standards, policies, and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from a four-year college or university with major coursework in business or public administration, engineering, finance, public policy, management, or a related field and seven (7) years of management or administrative experience in a public agency setting, preferably in the water industry. Master's degree is desirable. Experience working with an elected Board or Council is desirable.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. This is primarily a sedentary office classification, although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to potentially hazardous physical substances. Employees may interact with upset staff, public and private representatives, and/or contractors in interpreting and enforcing District policies and procedures.

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

GENERAL MANAGER

DEPARTMENT: ADMINISTRATION

FLSA OVERTIME STATUS: EXEMPT

BARGAINING UNIT: N/A

APPROVED BY BOARD OF DIRECTORS – 12-17-2014

SUMMARY: In charge of the administrative, legal, engineering, operations, and financial activities of the District; represent the Board's policies and programs with employees, community organizations, and the general public; review budget requests and make recommendations to the Board on final expenditure levels; responsible for employer-employee relations; responsible for development, maintenance, and improvement of District facilities and services; and perform other related duties as required. Interact with county/state/federal agencies to achieve District objectives.

SUPERVISION: Under administrative direction of the Board of Directors. Direct supervision to department heads.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Serves as chief executive officer for the District; sets vision and implements long range Board established goals for District;
 - provides advice and consultation on the development and operation of District services, functions, and policies;
 - oversees the preparation of the annual budget, making recommendations to the Board on final expenditure levels; reviews and approves purchase order and budget requests;
 - coordinates the preparation of the agenda for Board of Directors' meetings.
-
- conducts a variety of special studies and surveys to determine effectiveness of District programs and services; maintains continuous awareness of administrative practices and recommends changes which increase the efficiency and economy of District operations and services;
 - represents the Board's policies and programs with employees, community representatives, developers, and other government agencies;

- oversees the development and administration of capital improvement budgets and plans;
- directs personnel matters, including employment procedures, grievances, affirmative action, and employer-employee relations; oversees negotiations with bargaining groups;
- negotiates leases, agreements, and contracts; oversees and directs legal counsel;
- coordinates District engineering functions; confers with developers and contractors as necessary; serves as District representative with other public agencies.
- maintains media and public relations;
- Manage day to day operations of the District.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Ability to plan, organize, direct, communicate, coordinate, and supervise the functions and activities of the organization to achieve efficient operations and meet service goals. Exercise leadership, authority, and management tactfully and effectively. Prepare and administer District budgeting and fiscal control processes. Collect and analyze data on a variety of topics, including compensation and other utility billing rates. Effectively organize and carry out public and media relations. Coordinate the preparation of Board agendas. Administer personnel and employer-employee relations programs. Oversee the development and improvement of District facilities and services. Provide advice and consultation to the Board of Directors on the development of ordinances, regulations, policies, and programs. Prepare comprehensive technical reports and recommendations. Effectively represent and implement District policies, programs, and services with employees, contractors, representatives of other agencies, and the public. Establish and maintain cooperative working relationships.

EDUCATION AND/OR EXPERIENCE:

Minimum Education: Undergraduate degree from an accredited four (4) year college or university with a major in Business Administration, Public Administration, Engineering or a closely related field.

Five (5) years of broad and extensive work experience in a management or administrative position in a private or public utility agency. Background should include responsibility for formulation and implementation of programs, budgets and administrative operations.

LICENSE AND/OR CERTIFICATES:

Possession of the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Continued maintenance of a valid driver's license, insurability, and compliance with established District vehicle operation standards are a condition of continuing employment.

Possession of or obtain within 12 months of hire, National Incident Management System (NIMS) IS 100,200 and 700 training.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, stoop, kneel, or crouch.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

COMMENTS:

Appointments to this position are made in accordance with California Government Code section 61240.

**GRIZZLY FLATS COMMUNITY SERVICES DISTRICT
ORDINANCE 88-1**

*Revisions approved by the
Board of Directors on May 12, 2022*

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ARTICLE 1. GENERAL PROVISIONS

1-01. Purpose

This ordinance is intended to provide the Grizzly Flats Community Services District with a uniform and understandable guide to serving the community.

1-02. Rules and Regulations

Rules and Regulations concerning water and connection to and use of the water supply system and penalties for violations have been adopted for the benefit of the community.

1-03. Title

This ordinance known as "CONDITIONS FOR WATER SERVICE ORDINANCE No. 88-1" was first adopted September 1, 1988.

ARTICLE 2. CONDITIONS FOR WATER SERVICE

Ordinance 88-1 sets forth conditions for water service furnished by the Grizzly Flats Community Services District. It provides for:

- a. Establishment of rules and regulations for water service and connections;
- b. Collection of charges and for penalties and enforcement measures in case of nonpayment of charges or for violations;
- c. Appeals;
- d. Disposal of revenues;
- e. Water conservation measures;
- f. Effective date of Ordinance 88-1, as revised;
- g. Procedure for amending Ordinance 88-1; and
- h. Right of access by District representatives onto private property.

ARTICLE 3. DEFINITION OF TERMS

Terms used in Ordinance 88-1 are defined to provide consistency of usage within the District.

3-01. District

"District" is defined as the Grizzly Flats Community Services District, or the Board of Directors of the District or its duly authorized agents, employees and representatives.

3-02. Owner

"Owner" shall mean a non-subscriber of District water and the holder of record fee title of property within the District.

3-03. Tenant

"Tenant" shall mean a user of water supplied by the District who is a resident non-owner of property within the District and while not responsible for payment of statements, shall be obligated to comply with all other rules and regulations established by the District.

3-04. Customer

"Customer" shall mean a holder of record fee title of property within the District, and who shall be directly liable for satisfying all obligations to the District as established by Ordinance 88-1.

3-05. Living Unit

"Living unit" shall mean any physical structure, permanent, portable or temporary for which any El Dorado County Ordinance shall require potable running water.

3-06. Water Supply System

"Water supply system" shall include everything necessary for the District to acquire, treat and distribute water from its natural source to and including the gate valve within the service connection to a customer's property.

3-07. Capital Connection Fee

"Capital Connection Fee" is a charge to new customers when they connect to the District's system. The Fee is assessed per meter to pay for the cost of new facilities, improvements and capital expansions necessitated by the increased demands of new development on the District. The account is kept in a separate ledger and the fee is dedicated to capital improvements. The amount of this fee shall be established by resolution of the District based upon the Capital Facility Study of the District. The Capital Connection Fee is due and payable on the date the "Application and Agreement for Water Service" is approved by the District, and will be valid for a 12 month period from that date.

As of November 13, 2012, the District shall issue a letter to individuals whose name appears on the "Application and Agreement for Water Service" one month prior to the 12 month expiration date. The letter shall contain information on how the customer can submit a written request for a 12 month extension of the "Application and Agreement for Water Service" or a refund of monies paid. If a written request from the customer is received by the District by the expiration date, the District may extend the "Application and Agreement for Water Service" for an additional 12 months from the date on the agreement. All funds will be returned to the customer after a written request is received prior to the expiration date or after 24 month period from the date of the original "Application and Agreement for Water Service." Parcel owners may reapply for water service at any time.

3-08. Standby Assessment

"Standby Assessment" is a charge per parcel that is placed in the same ledger as the Capital Connection Fee and dedicated to capital improvements, since those improvements also improve system reliability for all users.

3-09. Private Water System

"Private water system" shall include but be not limited to wells (whether or not operative), water circulating solar systems, swimming pools, and other privately operated water systems which require backflow prevention in accordance with Grizzly Flats Community Services District's Ordinance 88-2.

3-10. Service Connection

"Service Connection" shall mean the junction of water supply system and the customer's supply line. The District's ownership of and responsibility for the operation and maintenance of facilities will end at the discharge side of the meter, or discharge conduit. The District shall have no obligation or responsibility for any injury or damage occurring, or maintenance or repair required from the service connection to any other location in or about the customer's property. This provision does not have any affect upon the District's right to compel a customer to repair, modify, remove, replace or otherwise maintain any aspect of the customer's private water system.

3-11. New Service Installation Fee

"New Service Installation Fee" is the fee charged by the District to compensate it for costs incurred in the installation of a service connection to the District's water supply system, exclusive of any required Hook-up Fee. The fee shall be set by the District, in accordance with Article 4, Section 4-03. The amount of the fee shall fully reimburse the District for the costs incurred in the installation of the meter and connecting the property to the system. Once the connection is made, the New Service Installation Fee is non-refundable.

3-12. Hook-up Fee

"Hook-up Fee" is a fee charged by the District to install all water lines, water mains and other infrastructure necessary to enable the District to connect an unconnected unit or parcel of property to the District's water supply system, including without limitation engineering, administrative, legal and other costs. The Hook-up Fee shall be set by the District in its sole discretion and shall be based upon an amount representing the actual cost of any applicable government permits and similar expenses, labor and materials involved in installing such necessary water lines, mains, system improvements, and any charges or expenses deemed necessary by the District to affect the connection.

Prior to the commencement of any such connection work on the District's water supply system, the District may require the preparation of a Facility Improvement letter by an engineer or other qualified individual approved by District detailing the type of extension and improvements that are required for connection of the water supply system to the unit or parcel. The District may elect to complete the Facility Improvement Letter with the use of its own consultants and require an application fee to pay for the Facility Improvement Letter. Written approval by the District and payment by the property owner for such improvements shall be required before connection work shall be initiated by the District. All improvements to the District's system shall be made by the District or its authorized agents.

After the necessary water lines and other infrastructure improvements have been installed, the customer shall be responsible for payment of the applicable Service Connection Fee, the Capital Connection Fee and the Hook-up Fee in order to connect the unit or parcel to the District's water supply system.

3-13. Developer/subdivider

"Developer/subdivider" shall mean an owner of property within the District boundaries who applies to the county to subdivide a parcel into several lesser parcels.

3-14. Water Rate Charge

Except as required by the District, in its sole discretion, to prevent abuse and misuse of the District's water supply, or as specified in Section 7-05, water is provided at a flat or metered rate per month cost.

3-15. Prorated Flat Charge

If applicable, water may, in the District's sole discretion, be provided at a per day cost.

3-16. Past Due Account

An account becomes past due if that account is not paid in full on the 15th day of the month.

3-17. 1st Tier Late Charge

If payment for the current month's charges is not received by the 21st of the month, a 1st tier late charge shall be applied to all accounts with a balance over \$5.00. Notices are sent to each customer notifying them of the late charge. The purpose of this charge is to recover reasonable administrative costs incurred in servicing that account. The charge will be in the amount set forth in the Schedule of Charges (Exhibit 1), appended to Ordinance 88-1.

3-18. 2nd Tier Late Charge

Once an account becomes past due for the 2nd month in a row or has a balance that is equal to 2 months of the current base rate, a 2nd tier late charge shall be applied to that account. The charge will be in the amount set forth in the Schedule of Charges (Exhibit 1), appended to Ordinance 88-1. The purpose of this charge is to recover reasonable administrative costs incurred in servicing the account.

3-19. Returned Check Charges

A charge shall be made to the account for checks returned unpaid in the amount set forth in the Schedule of Charges (Exhibit 1), appended to Ordinance 88-1. The purpose of this charge is to recover reasonable administrative costs incurred in servicing that account. The District will issue a notice to the customer and the customer shall pay all charges due within two weeks of the date of the notice. Until such payment has been received the account will be treated as past due. Two or more checks returned in a 12 month period will require payment in cash or money order for all future payments.

Customers, who issue a payment via check to avoid service interruption or to restore service after termination, but have their check returned unpaid, shall be issued a 48 Hour Disconnection Notice (with applicable charge added to the account balance). Customers must pay all charges in full with cash or money order within 48 hours of the notice or water service will be terminated. If water service is terminated, service termination and reconnection charges will be added to the account. The account must be paid in full prior to service reconnection. Checks will not be accepted from those customers to avoid disconnection or restore service.

3-20. Appeals Board

a. Any customer of the District who disputes any fee or charge assessed by the District, or whose water service is disconnected by the District may appeal that action by filing a notice of appeal of that action no later than 30 days from the date that the District assessed the challenged fee or charge or disconnected water service to that customer.

b. Notice of appeal shall set forth the basis for the appeal and all facts upon which the appeal is based. No other basis or facts will be considered, except those specifically set forth.

c. Late appeals will be automatically rejected.

d. Applicable late charges will continue to accrue against any customer who has filed an appeal until the amount due is paid in full or the District orders otherwise.

e. Water service not disconnected prior to an appeal shall not be disconnected until the Board of Directors rules on the appeal.

ARTICLE 4. SERVICE CONNECTIONS

4-01. Installation of Service Connection

a. Each customer's living unit shall be required to have its own service connection. Customers shall be charged a separate New Service Installation Fee and Capital Connection Fee for each living unit on a parcel, regardless of the number of units on that parcel or parcels.

b. Except as otherwise directed by the District, only duly authorized employees or agents of the District shall be permitted to install service connections to the District's water supply system. The District reserves the right to determine the location of all service connections, which shall be typically at or about the property line or within the easement (street right-of-way) as determined by the District. The property owner shall ensure that the water meter (service connection) box remains accessible at all times. Access to the service/meter box shall not be restricted by a fence, bushes, debris or any other obstruction. The blue meter marker must remain in place and visible, marking the location of the meter. The water customer, in accepting service, accepts the responsibility for reasonable access for said meter, by any means.

c. When determined by the District to be in the best interest of the District and/or the owner, the owner may be required to have the service connection installed by a licensed contractor. All details of the service connection by a licensed contractor must be approved by the District in writing prior to the contractor's installation of the service connection.

d. All parcels situated within the boundaries of the Grizzly Flats Community Services District, which are subdivided subsequent to this action, shall, in addition to the foregoing, be subject to all conditions as stated in Article 8.

e. Customer's ponds, swimming pools, and other high usage applications shall not be permitted through El Dorado County without prior approval of the District. Approvals will not be unreasonably withheld. Any such approvals will be subject to imposition of reasonable conditions by the District and be subject to termination for failure to comply with those conditions, or for other reasonable cause, i.e., drought or other adverse or harmful conditions.

4-02. Unauthorized Work

No unauthorized person shall uncover, make connections to, alter or cause damage to the District's water supply system or its appurtenances or perform any work without prior approval from the District. Water can not be conveyed to any non-serviced lot or dwelling by any means such as hoses, pipes etc. Water service connections can only be installed by the District.

Developers/Subdivider and customer's private water system operators shall be required to apply to the District for authorization to construct or modify a proposed or existing customer's private water system, which approval will not be unreasonably withheld.

4-03. New Service Installation Fee

a. The New Service Installation Fee shall be set by the District, in its sole discretion, based upon the average cost of labor and material for installation of new service connections during the prior calendar year. The District will publish this rate at the first Board meeting of each year. Additional fees may be required for excessively complicated or time-consuming installations.

b. The New Service Installation Fee is non-refundable.

c. The approval for service connection or the installed service connection for a specific parcel is transferable from seller to buyer of that same parcel with an authorization letter from the owner of said parcel. The District must be notified of the transfer by the seller and receive a copy of the authorization letter at the time of transfer so accurate records can be maintained by the District. Any other transfer must be approved by District.

4-04. Request For Water Service

Applicants for water service connections shall provide a copy of their El Dorado County Building Department "Application for Building Permit" to the District office. The applicant must complete the District's application for water service and pay the Capital Connection Fee, the New Service Installation Fee and any applicable Hook-up Fees. The District shall install the water service connection after the applicant shows proof of an issued permit from the El Dorado County Building Department. Upon completion of a service connection, the applicant will be charged the current water service rate.

As of November 13, 2012, see Section 3-07 for "Application and Agreement for Water Service" extensions and refunds. Customers who experience delays in their permit or construction may be eligible for an extension of the agreement or a refund of monies paid if a service connection is not made.

ARTICLE 5. WATER SERVICE CHARGES

5-01. Water Service Rate and Water Standby Assessment

a. Following Proposition 218 requirements (California Constitution articles XIII C and XIII D); the Board of Directors shall establish residential and commercial water rates. Those rates will be determined by a Cost of Services Study. The water service rate will include both a base rate and a volumetric rate. The base rate is charged to all customers who have a service connection and is determined by the District's fixed costs. The volumetric rate is the charge for the actual amount of water used and is determined by the District's variable costs.

b. Irrespective of any applicable water service rate, each parcel located within the District shall be charged a monthly water standby or availability assessment pursuant to California Government Code § 61124 (formerly §61765.16) at a rate of \$4.00 per parcel per month.

c. No water service and no facilities of the District water supply system shall

be furnished to any user or to any person free of charge, discounted, or for exchange-in-kind except as specifically approved by the Board.

5-02. Collection

Statements for water service shall be dated the last day of each month and shall be due on the 15th day thereafter. Payments received at the office after the 20th day will be past due. The customer shall be responsible for keeping the District advised on the address to which statements are to be delivered, and failure of the customer to receive a billing statement shall not relieve the customer of payment obligation to the District.

5-03. Late Charges and Returned Check Charges

All delinquent accounts shall be subject to imposition of late charges, as detailed in the Schedule of Charges (Exhibit 1), appended to Ordinance 88-1. Any returned check shall be subject to charges as detailed in the Schedule of Charges (Exhibit 1), appended to Ordinance 88-1.

5-04. Application

The District shall have the authority to establish any variances which the District deems necessary to alleviate any inequities which may arise upon application of this article.

5-05. Authorization

Ordinance 88-1 authorizes the District to impose, amend, restructure or eliminate any or all of the rates, charges or fees, at any time. Changes to the Schedule of Charges must be approved by a majority vote of the Board.

ARTICLE 6. PRIVATE WATER SYSTEMS

6-01. Prohibition of Connections

Properties, dwellings or structures with private water systems shall not be connected to the District water supply system without prior approval of the District, which approval will not be unreasonably withheld. In approving the connection of such private water systems, the District may, in its sole discretion, impose additional conditions, including but not limited to, District approved backflow prevention devices designed to prevent introduction of impurities into the District water supply system. The customer shall be responsible, at their sole expense, for compliance with all conditions imposed by the District. Conditions are outlined in the District's Ordinance 88-2, Cross-Connection Control Program.

6-02. Permit Required

Before commencement of construction of a private water system, the customer shall first obtain a permit from El Dorado County. In accordance with the provisions of Ordinance 88-1, the District may review the applicant's plans, specifications and other information deemed necessary by the District to ensure the public safety of the District's water supply.

6-03. Design Requirements

The type, capacity, location and layout of customer's private water systems shall comply with all applicable requirements of El Dorado County, the State of California, and all other governmental entities, and shall be subject to the approval of the District.

6-04. Cost of Maintenance by Customer

The customer shall operate and maintain the private water system in a sanitary manner at all times, at no expense to the District, and shall make the private water system available for inspection by the District on 24 hours notice by the District.

6-05. Solar Heating and Sprinkler Systems

Solar heating systems, irrigation or fire protection sprinkler systems, and/or non-District water storage tanks connected to the District facilities shall meet requirements of the District's Ordinance 88-2.

6-06. Additional Requirements

No statement contained in this article shall be construed to interfere with any additional requirements that may be imposed by any law, ordinance, rule or regulation administered by the State of California, the County of El Dorado or any other governmental entity.

ARTICLE 7. ADMINISTRATION AND ENFORCEMENT

7-01. Trespassing

Upon due timely notice to a customer, the District's agents, employees and representatives have the right to enter upon the property of a customer to inspect or perform work on the District water supply system or if a threat exists to the safety of the District's facilities, to inspect a customer's private water system or the customer's supply line located on private property. The District shall use that right with a diligent awareness of the customer's right to privacy, but if public health and safety is at risk, or some other emergency requires immediate access, the District will act with all necessary dispatch. Service to such property may be immediately terminated if public health and safety is determined to be at risk.

7-02. Violations

Any customer, tenant, or other person or entity found to be in violation of any provision of Ordinance 88-1 or any other ordinance promulgated by the District, with exception of water charge delinquencies, will be served with a notice of violation by the District. The notice shall state the nature of the violation and provide a reasonable time for its satisfactory correction. The offender shall cease all violations within the period of time set forth in the notice, and shall make at their own expense, all necessary corrections.

7-03. District's Right to Disconnect Water Service

a. In the event that violation of Ordinance 88-1 or any other District Ordinance is not resolved in a timely manner, or in the event that a water service charge is delinquent, the District may, in its sole discretion, and in addition to its right to impose late fees, returned check fees and other applicable charges elect to disconnect water service to some or all of the parcels owned or rented by the violator. Prior to disconnecting water service, the District shall give the violator ten (10) days written notice and a forty eight (48) hour notice per California Government Code regulations. The customer who has water service disconnected shall be liable for a disconnect fee in the amount set forth in the Schedule of Charges (Exhibit 1), appended to Ordinance 88-1.

b. The customer whose water service has been disconnected pursuant to

Section 7-03.a. and who wishes to have such service reconnected shall be liable to the District for a reconnect fee in the amount set forth in the Schedule of Charges (Exhibit 1), appended to Ordinance 88-1.

7-04. Public Nuisance, Abatement, or Substandard Conditions

During any period in which water service has been disconnected to a parcel of property pursuant to Section 7-03, habitation of the living unit thereon by human beings shall constitute a public nuisance in accordance with California Health and Safety Code section 17920.3, whereupon the District may cause proceedings to be brought for abatement of occupancy. The District shall report the uninhabitable conditions to El Dorado County's Code Enforcement Unit. In the event where the District incurs legal fees related to abatement of occupancy, and as a condition of reconnecting water service to that parcel, there shall be paid to the District a reasonable attorney's fee and the cost of suit arising from the action.

7-05. WATER CONSERVATION/WATER SHORTAGE RESPONSE MEASURES

- a. The District shall encourage the public to practice and support water conservation at all times.
- b. Customers are encouraged to retro-fit their residences with water saving plumbing devices.
- c. To obtain the best use of water and prevent water loss through evaporation, the watering of lawns, gardens, landscape, and pasture irrigation shall occur only between the hours of 6:00 p.m. and 12:00 noon. Watering shall not exceed two (2) hours per water period per customer.
- d. Drip irrigation systems are encouraged and are exempt from watering restriction, except when indicated. Drip systems shall observe the watering hours of 6:00 p.m. to 12:00 noon.
- e. Per the District's Resolution 2016-02 and requirements from the State of California, the following are "Permanent Water Waste Prohibitions" by water users:
 - 1. Hosing off sidewalks, driveways and other hardscapes except as needed for construction or health and safety purposes (such as, but not limited to, dust control, fire suppression and removing pathogenic waste);
 - 2. Washing automobiles with hoses not equipped with a shut-off nozzle;
 - 3. Using non-recirculated water in a fountain or other decorative water feature; and
 - 4. Watering lawns in a manner that causes runoff, or within forty eight (48) hours after measurable precipitation.
- f. Citing and disconnect procedures for customers who, within a calendar year, fail to comply with water shortage response measures as defined under this section (7-05 A-G) shall be as follows:

First offense:	Written warning
Second offense:	\$50.00 fine
Third offense:	\$100.00 fine
Fourth offense:	Water shut-off

At any time, the District's General Manager may choose to refer violations to the El Dorado County Sheriff's Office, the State Water Resources Control Board or any other law enforcement agency. The State Water Resources Control Board's regulations state that any water user who takes any action prohibited in the "Permanent Water Waste Prohibitions" listed above, in addition to any other applicable civil or criminal penalties, may face an infraction punishable by a fine of up to five hundred dollars (\$500) for each day in which the violations occurs (GFCS Resolution 2016-02).

- g. The District shall have three (3) Water Shortage Emergency Response Stages. They are: Stage 1 WATER EMERGENCY ALERT, Stage 2 WATER EMERGENCY and Stage 3 CRITICAL WATER EMERGENCY.

The Board of Directors or General Manager shall call a Water Shortage Emergency when the supply of water is deemed low. Generally, the General Manager declares a Stage 1 and the Board of Directors declare Stage 2 or 3. However, the General Manager may declare any Emergency Response stage they deem necessary in the event of a facility malfunction or maintenance which requires the additional conservation of water beyond normal daily conservation procedures.

Once a Water Emergency Stage is declared, a notice shall be posted in a public place such as the District's website, social media pages, and the bulletin board at the Grizzly Flats Post Office. All customers shall be notified by telephone, email, or mail. For an emergency expected to last longer than two weeks, all customers shall also be notified by first class mail. The notice shall contain reasons for the emergency, expected duration, and method for further notification as to the status of the emergency.

STAGE 1 WATER EMERGENCY ALERT

A Stage 1 Water Emergency Alert is declared by the General Manager when the reservoir stops spilling water into the overflow (without the elbow on the overflow pipe) or when the reservoir level is below 22 acre-feet (approximate staff gage reading of 10.6) or as deemed necessary due to District operations.

The District will encourage voluntary measures to decrease "normal" water demand up to 20%. Those measures include:

1. All of the above measures listed in Section 7.05.
2. Customers are expected to conserve at 10% to 20% per average daily use.
3. Potable District water shall not be used for dust control, earthwork, or road construction.
4. A water patrol shall be initiated by the District to ensure compliance of emergency measures. It shall operate under the jurisdiction and direction of the General Manager.

5. There shall be no washing of driveways, parking lots, decking, or other paved surfaces with GFCSD water unless for the purpose of renovation, construction or painting.

STAGE 2 WATER EMERGENCY

A Stage 2 Water Emergency Alert is declared by the Board of Directors when the reservoir level is below 20 acre-feet (approximate staff gage reading of 9.6) or as deemed necessary due to District operations.

The District will encourage voluntary measures to decrease “normal” water demand up to 30%. Those measures include:

1. All of the above measures listed in Section 7.05 and in Stage 1.
2. Customers are expected to conserve at 20% to 30% per average daily use.
3. New construction customers shall be allowed water only for operation of construction requirements. Watering for this use shall not exceed one (1) hour of consecutive use in a twenty-four hour period (i.e., concrete work, etc.).
4. There shall be no potable GFCSD water used for the planting of new gardens, lawns or landscaping.
5. Ponds, lakes, fountains, and swimming pools, shall not be filled with potable GFCSD water.
6. Lawns, gardens, landscaping, and pastures shall only be watered between the hours of 7:00 p.m. and 8:00 a.m. Watering shall not exceed one (1) hour per watering period per customer. Drip systems shall also observe the watering hours.

STAGE 3 CRITICAL WATER EMERGENCY

A Stage 3 Water Emergency Alert is declared by the Board of Directors when the reservoir level is below 14 acre-feet (approximate staff gage reading of 6.75) or as deemed necessary due to District operations.

The District will enact mandatory restrictions to decrease “normal” water demand up to 50%. Those measures include:

1. All of the above measures listed in Section 7.05, Stage 1 and Stage 2.
2. Customers are expected to conserve 30% to 50% per average daily use.
3. Water meter applications and water service connections shall be suspended in accordance with governmental regulations regarding Declaration of Water Shortage Emergency.

4. There shall be no outside watering. This includes lawns, gardens, landscaping, or irrigation of pastures and the washing of vehicles with potable water.
5. Drip irrigation systems are not exempt from a Stage 3 Critical Water Emergency.

7-06. Injunction

In addition to the District's right to disconnect water service, whenever a customer or a customer's property or private water system is in violation of provisions of Ordinance 88-1 or otherwise causes or threatens to cause a condition of contamination, pollution or nuisance, the District may petition the Superior Court for issuance of a temporary restraining order, preliminary and/or permanent injunction, as may be appropriate for the purpose of eliminating the cause of that violation.

7-07. Rewards for Information

The District may pay for information leading to the prosecution and conviction of vandals.

7-08. Damage to District Facilities and/or Water Supply System

Prior to any work performed that may cause damage to any District facilities, request shall be made for the District to indicate the location of any District facilities located in the area of proposed work. In the event that a customer, tenant, or authorized representative of a customer or tenant causes an obstruction, damage or any other impairment to any of the District facilities or the District's water supply system, without due care to have notified the District and to have allowed the District to indicate the location of its facilities and due caution has not been exercised by the customer, tenant, or authorized representative of a customer or tenant to protect the District facilities that have been indicated in the location, the District shall have the right to assess a charge against that customer for the reasonable cost to repair and restore the District's facilities and/or water system, and to add that charge to the customer's next billing statement or, alternatively, to separately bill the customer for those charges.

In the event that such obstruction, damage or impairment is caused by someone who is not a customer, tenant or authorized representative of a customer or tenant, the District shall have the right to pursue all applicable remedies, civil or criminal, against that person, persons or entity. Such charges are to be made only if the work has been performed without due regard for the information provided by the District.

7-9. Appeals

Any applicant, permit holder, owner, customer or tenant affected by any decision, action or determination made by the District interpreting or implementing the provisions of Ordinance 88-1 may file a written complaint with the GFCSD's General Manager within 30 days after the action. The General Manager will present the appeal to the Board at the next regular Board meeting. The Board shall make a final ruling on the appeal within 60 days from the filing of the complaint.

7-10. Civil Penalties

Any person or persons whose action violates any provision of Ordinance 88-1 and causes the District to deliver water which causes pollution, sickness or death or which violates any State of California directive, shall be liable civilly to a penalty of damage as established by the courts.

The District, upon order of the Board of Directors, shall petition the Superior Court to seek to impose, assess and recover damages including all cost of the legal proceeding.

7-11. Severability

If any section, subsection, subdivision, paragraph, sentence, clause, or phrase of Ordinance 88-1, or any part of it, is for any reason held to be invalid, the decision shall not affect the validity of the remaining portions of Ordinance 88-1. The Board declares that it would have passed each section, subsection, paragraph, sentence, clause, or phrase, irrespective of the fact that any one or more sections, subsections, paragraphs, sentences, clause, or phrase may be declared invalid. No statement contained in this Article shall be construed to interfere with any additional requirements that may be imposed by any law, ordinance rule or regulation administered by the State of California, County of El Dorado, or any other governmental entity.

7-12. Water Conservation Measures

In order to maximize the availability of water to all its customers and to reduce the likelihood of implementing water shortage response measures, the District has established the following requirements and recommendations for its customers:

a. New Construction

New Construction shall incorporate water conservation devices and fixtures such as low flow shower heads and ultra-low flow flushing toilets in compliance with state and county regulations. In addition, it is recommended that all outside landscape watering shall be accomplished by drip irrigation systems. Planting of lawns or other drought intolerant landscaping is strongly discouraged by the district.

b. Existing Residences

Homes which were built prior to regulations requiring low-flow fixtures are encouraged to replace these fixtures with those which comply with current state and county regulations. Also, installation of drip irrigation systems for outside watering is encouraged.

7-13 Effective Date and Amendments to Ordinance 88-1

Ordinance 88-1 may be amended, repealed in whole or in part, and new rules and regulations may be adopted by the Board from time to time as deemed necessary. Any changes must be proposed in writing, at least one regular board meeting before adoption may be completed. Changes must be approved by a majority vote of the Board and shall be effective immediately.

ARTICLE 8. DEVELOPERS/SUBDIVIDERS

8-01. General Policy

The District regards the overall present design of the District's water supply system as being critical to furnishing safe and high quality water to the community. Any alterations or extensions to the water supply system shall adhere to the same standards.

8-02. Intent to Subdivide

Developer/subdividers intending to subdivide any parcel within the boundaries of the District shall, at the time they submit such plan to the County of El Dorado, advise the District of their

intention to have the District provide water service in that development and shall submit to the District a copy of that plan and or any other plan that would include a private water system in that development.

8-03. Developer/subdivider Costs

Any developer/subdivider who intends to subdivide property which is to be hooked up to the District's water supply system shall be obligated to pay all necessary Hook-up Fees in advance of commencement of work under terms that shall be mutually agreed between the developer/subdivider and the District. If, however, the developer/subdivider does not request a hook up to the District's water supply system, each owner of a subdivided parcel desiring to hook up to the District's system shall be individually responsible for payment of a pro-rata share of the Hook-up Fees, plus any additional fees or charges necessitated by the location of that particular parcel, including Capital Connection Fees and New Service Installation Fees.

Each parcel created within the District, as the result of the subdivision of a larger parcel, after the 1988-89 tax year shall be assessed a Standby Assessment pursuant to California Government Code and shall also be assessed pursuant to Measure "G" passed March 1, 1988 and implemented by the Grizzly Flats Community Services District Resolution No. 88-4.

As of January 2008, to be eligible for water service, a parcel must be current in its payment of the past initial formation fee and/or Standby fee, based on when such missed fees were due and payable with six (6) percent annual interest. Such payment shall be made at the time of determining eligibility for water service and is to be charged separately and in addition to the Capital Connection and New meter installation fees (Resolution 2008-1).

8-04. Costs of Installation

The developer/subdivider shall bear all costs for materials, labor and inspections by the District for installation of all necessary water mains, service connections, pumping stations, if required, and other District infrastructure required to connect the development to the District's water supply system. The costs of installation shall include material and labor expended by the District for any extension of the existing District's water supply system necessary to reach that development. Inspection costs shall be based on actual costs incurred by the District which may include but isn't limited to staff time, mileage, and equipment costs.

Owners of parcels subdivided out of a larger parcel shall be jointly liable with the developer/subdivider for Service Connection and Hook-up Fees in accordance with Section 3-09 in the event that the developer/subdivider fails to pay those costs.

8-05. Inspections

The District shall have the right to inspect all work at any time during the District's normal working hours and shall perform scheduled inspections as follows:

- a. preliminary plan review prior to start
- b. at completion of system layout
- c. at completion of excavations
- d. at completion of installations
- e. during pressure testing

f. during backfill

It shall be the responsibility of the party (or parties), performing the work to notify the District at least 24 hours prior to each of the foregoing stages of work.

8-06. Approvals

The District shall have the right to order the developer/subdivider to cease operations or to correct the work at any point if the work fails to meet the approval of the District.

Grizzly Flats Community Services District

4765 Sciaroni Road / P.O. Box 250

Grizzly Flats, CA 95636

Ph: 530/622-9626 Fax: 530/622-4806

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New Water Service Connections

Please contact our office at (530) 622-9626 or gfwater@sbglobal.net to confirm your parcel's proximity to District facilities. If your parcel does not physically touch a District water line, an extension may be required.

Cost to Establish a New Service Connection

There are three fees that are due at the time you request new water service. Those are:

1. Capital Connection Fee – this fee is assessed to pay for the cost of new facilities, improvements and capital expansions of the water system necessitated by increased demands of new development on the District.
2. Service Connection Fee – this fee shall fully reimburse the District for the costs incurred in the installation of the service connection and connecting the property to the water system. Once the connection is made, the Service Connection fee is non-refundable.
3. Hook-up Fee – this fee is charged by the District to install water lines, water mains and other infrastructure necessary to enable the District to connect an unconnected parcel to the District's water system. The fee may include engineering, administrative, legal, and any labor and materials deemed necessary by the District to complete the connection.

Current Fees:

Capital Connection Fee	\$6,030.60
Service Connection Fee (<i>estimate to be provided</i>)	TBD, Contact our office
Hook-up Fee (<i>only if extending existing water system</i>)	TBD

Residential Fire Sprinkler Design Data

The adoption of residential automatic fire sprinkler systems for single family dwellings was approved by the Building Standards Commission on January 12, 2010 (with an effective date of January 1, 2011).

In most cases, the District will install a dedicated water line and 1" meter for all new construction. Conditions of the water system vary within the District's boundaries and the District's Operators will make the final determination on installation requirements. **The District's water system is designed and operated to maintain a minimum operating pressure of 40 pounds per square inch (psi) during normal operation.** Actual pressures may be considerably higher due to the varying terrain in the system. These pressures are at the meter and do not account for losses through the meter.

When a new service connection installation is requested by a parcel owner, the District's staff will verify existing conditions at the site and determine what is necessary for a new service connection. The appropriate District staff member will meet with the property owner to determine service location and provide a detailed estimate for anticipated time and material charges. The amount estimated for the work must be paid in full prior to the service connection installation. The District recommends the sprinkler system designer measure to static pressure once the meter is installed to verify psi at the meter.

All parcels within the water system are subject to the District's Cross-Connection Control Program (Ordinance 88-2). Certain water systems may require a backflow device be installed, maintained and inspected annually. These devices are required by State law to prevent contaminants or pollutants from entering the public potable water system through backflow or back-siphon from a customer's private distribution system. This includes parcels who install water tanks or booster pumps for their residential fire sprinkler systems.

Backflow Requirements for Fire Protection Systems (GFCSD's Ordinance 88-2):

Degree of Hazard	Minimum Type of Backflow Prevention
Premises where the fire system is directly supplied from the public water system and there is an unapproved auxiliary water supply on or to the premises (not interconnected).	Double Check valve assembly (DC)
Premises where the fire system is supplied from the public water system and interconnected with an unapproved auxiliary water supply. A RP may be provided in lieu of an AG if approved by the health agency and the District.	Air Gap Separation (AG)
Premises where the fire system is supplied from the public water system and where either elevated storage tanks or fire pumps which take suction from the private reservoirs or tanks are used.	Reduced pressure principle Backflow prevention device (RP)

Process to establish a new water service connection:

1. Call GFCSD's office to verify your property is within our service area and request a quote for installing a new service connection.
 2. The District will make a site visit to determine actual conditions at the property. We will then provide the property owner with a detailed estimate for the service connection installation.
 3. The property owner shall provide the District with a copy of a valid El Dorado County building permit application and a copy of the sprinkler system design and flow calculations. District Staff will verify whether or not any backflow devices are required per Ordinance 88-2.
 4. The property owner shall pay all applicable fees including the Capital Connection Fee, Service Connection Fee, and Hookup fee.
 5. Once a building permit is issued, the property owner shall provide the District with a copy. Then the service connection will be scheduled for installation. Typically, service connections are installed within a 2 - 4 week time frame.
 6. Monthly billing begins as soon as the service connection is installed. Check with our office for our current water rates.
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