

Olivehurst Public Utility District



Agenda Item Staff Report

Meeting Date: 11/03

Item description/summary:

SEWER/Water Permit Application Fees Increase: It has come to my attention, OPUD is currently operating under an old resolution, Resolution 2272 which is outdated when it comes to accessing proper fees for OPUD services. The following proposition are being proposed to the current application (See full detail Nexus in attachment A and Proposed Resolution in attachment B).

1. Increase/Update Hourly fee rate for District Engineer, Field Inspector 1 & II
2. Add Fire Chief Hourly Rates, and minimum fees for plan check review and Inspection fees.
3. Permit Application Fee increase from \$40 to \$100.
4. Inspection Fee increase from \$100 to \$200 for flat rate.
5. Plan Review Fee increase from \$150 to \$250 for flat rate.

Fiscal Analysis:

Employee Feedback

Sample Motion:

Approve Resolution for Permit Application and supplement item included such as Inspection and Plan review.

Prepared by: Swarnjit Boyal, Public Work Engineer

ATTACHMENT A – Nexus Study

Nexus Study for Fee increase for OPUD Permit Application, Inspection Fees, and Plan Check Review

Background: Last two resolutions (2080 & 2272) were reviewed when determining adjusted and update rates when determining proposed OPUD Permit Application Fees. Resolution 2080 (Adopted 01/20/2005) issued Inspection fees of \$100 (includes initial inspection, verification of fees paid, and county notification). For a failed inspection, a re-inspection of \$50 was accessed. Resolution 2272(Adopted 10/17/2013) incorporated Hourly Fees for District Engineer, Field Inspector II, & Field Inspector 1 for project with large subdivision/commercial projects. For Single Family Dwellings, there was a flat rate of \$250 (\$100 for inspection and \$150 for plan check reviews) and for each situation, Client was charged a permit Application Fee of \$40.

A.) Increase hourly fee rate for District Engineer & Field Inspector I & II & Add Fire Chief

The latest resolution (Resolution 2272) adopted in 2013 hold as our current rates charged for hourly fees, which are as followed:

Hourly Fees

District Engineer	\$67
Field Inspector II	\$59
Field Inspector I	\$35

These rate are below 2021 rates and needs to be updated for proper invoicing for work conducted by lead officials.

Based on time its been since our last resolution was update for OPUD Staff hourly fee rates, I would deem an increase of OPUD staff hourly rates as appropriate.

At the moment, Fire Chief is reviewing plans and making commercial site inspections at no charge. This Resolution will begin charging a minimum flat fee for Inspection and plan review (See comment E below for specifics) and for large developments, at an hourly rate of \$80.

B.) Permit Application Fee increase from \$40 to \$100

Background: Last two resolutions (2080 & 2272) were reviewed when determining adjusted and update rates when determining proposed OPUD Permit Application Fees. Resolution 2080 (Adopted 01/20/2005) issued Inspection fees of \$100 (includes initial inspection, verification of fees paid, and county notification). For a failed inspection, a re-inspection of \$50 was accessed. Resolution 2272(Adopted 10/17/2013) incorporated Hourly Fees for District Engineer, Field Inspector II, & Field Inspector 1 for project with large subdivision/commercial projects. For Single Family Dwellings, there was a flat rate of \$250 (\$100 for inspection and \$150 for plan check reviews) and for each situation, Client was charged a permit Application Fee of \$40.

The following items are included in the permit fee:

- 1.) Public Works Engineer Time – Sewer/Water Application review, client coordination and accessing capacity fees/any waivers, confirming plan approvals, system data entry along with accessing OPUD Permit, project filling, check deposit collection, copy-of-proof records. – 30 Minutes

- 2.) Public Works Administrative Assistance – Reviews documents received from Public Works Engineer and submits county clearance – 15 minutes
- 3.) Accountant – Depositing check and record keeping for auditors – 10 minutes

*Can provide staff hourly rates per request

Based on time it takes for full OPUD staff, I would deem an increase of permit fee application fees from \$40 to \$100 appropriate.

C.) Inspection Fee increase from \$100 to \$200 for flat rate.

The Following items are included in the inspection fee:

District Inspector I & II –

Time period: Pre-construction

Review and mark up construction plans

Onsite meeting with all involved members (County Public Works, Developers, General Contractor, Design Engineer ETC.) for start date, schedule, construction entrance/exit, material truck route, construction meter/ meters and location/locations, exchange major player contact info, etc.

Review all material submittals for acceptance or rejection of propose construction material and design

Material drop

Inspect all material insuring that matches the accepted material submittals and current OPUD SPEC's. Also includes bedding and cover material for OPUD infrastructure. Water/sewer pipe, manholes, lateral, poly water service, saddles, curb/corp stops, setters, meters, sewer/ water boxes etc.

Time Period: Construction Phase

All of sewer main and manhole install from connection to existing, vacuum testing, pressure texting, to installation of sewer lateral boxes.

All of water main install, install of water services, pressure testing of new water system, making sure back flows are tested and certified. Verified pressure test is complete. Hot batch of new water system, flushing and back T's are done and documented locations of samples. Back for installation of water main connections once samples come back good. All concrete kickers are in place, hydrants are installed to OPUD specs.

Make sure everything is installed prior to and after curb/gutter and side walks are in.

Once vertical starts we are back in to make sure that all water boxes and sewer boxes are still intact and make sure broken ones are replaced. All sewer laterals are clean of construction materials and water meters are installed to OPUD specs.

Time period: Final Inspection

Final inspection of water meter installation with non-broken covers/boxes, sewer cleanouts, and project close out.

This is just a quick generic write up of typical items. For a more detailed and comprehensive list of items, please contact Daniel Nielsen at 530-491-8675.

Based on items it takes for full project inspection for full OPUD staff, I would deem an increase of inspection fees from \$100 to \$200 appropriate.

D.) Plan Review Fee increase from \$150 to \$250 for flat rate.

The following items are included in the plan review for flat rate.

- 1.) Public Works Engineer – Review Plans which includes compliance for OPUD standards and guidelines, review of fire water sprinklers, client coordination, site visit for existing conditions, reviewing system infrastructure relative to proposed improvements, formulating plan check Comment response list and creating red lines. – Minimum 2 Hours
- 2.) District Inspector II – Same items apply above (except formulating plan check comment response list and client coordination). – Minimum 1 hour
- 3.) District Inspector I – Same items apply above (except formulating plan check comment response list and client coordination). – Minimum 1 hour

At 2013 resolutions rates, this would be equivalent to \$223. For current 2021 District Engineer, Field Inspector II, and Field Inspector I Current hourly rates, this would be above the requested plan check fee upgrade to \$250.

E.) Fire Chief Plan Review fee of \$100 & \$100 Inspection fee for flat rate.

The following items are included in the fire plan review and inspection fee.

- 1.) Fire Chief – Review Plans which includes compliance for OPUD standards and guidelines, review of fire sprinkler plans, Fire Code compliance, client coordination, site visit for existing conditions, reviewing system infrastructure relative to proposed improvements, and red line mark ups.
- 2.) On-site inspection of fire system placement and verification of infrastructure meets OPUD standards and Fire Code.

These items are necessary to add to the resolution as Fire Chiefs services have not been accounted for which can add funds to the Fire Department and Chiefs time needs to be accommodated appropriately.

ATTACHMENT B – RESOLUTION XXXX

OLIVEHURST PUBLIC UTILITY DISTRICT

RESOLUTION NO. XXXX
RESOLUTION OF THE BOARD OF DIRECTORS OF
OLIVEHURST PUBLIC UTILITY DISTRICT
ESTABLISHING REIMBURSEMENT FEES FOR OPUD PERMIT APPLICATION
REVIEW AND CONSULTATION
BY OPUD STAFF, LEGAL COUNSEL AND CONSULTING ENGINEERS

WHEREAS, Olivehurst Public Utility District is a public utility district formed and existing in accordance with the provision of Division 7 of the Public Utilities Code of the State of California; and,

WHEREAS, the District desires to streamline the OPUD permit application and related fee collection, tracking and disposition process, which is separate and distinct from the deposit collection tracking and disposition related to major development as resolved in Resolution 2126; and,

WHEREAS, the District has previously established policy regarding charges associated with inspections, re-inspections and associated administration of dwelling construction activities. The District adopted Resolution 2272 in October 2013. The current environment of construction and the evolution of District policies since October 2013 make Resolution 2272 and outdated approach.

WHEREAS, the District's staff including the District Engineer, Operations Manager, Chief Plant Operator and Engineering Technician as well as legal counsel and engineering consultants, devote time and expertise to assist OPUD permit applicants in the review of proposed projects, preparation and/or review of engineering studies and plans, drafting, review, and revision of legal documentation, which services should not be funded from general funds of the District and which services do not benefit utility customers of the District; and,

WHEREAS, it is the policy of the Board of Directors of the District to charge those who benefit from the direct and indirect costs of the District attributable to OPUD staff consultation, legal counsel and consultation with OPUD consulting engineers, and costs of administration of accounts and related expenses associated with these actions; and,

WHEREAS, the Board of Directors of Olivehurst Public Utility District desires to establish a schedule of fees and charges by which special services required for OPUD staff review, consultation with OPUD legal counsel or consulting engineers and/or administration of accounts and related expenses associated with these actions.

NOW, THEREFORE, BE IT RESOLVED that the District shall levy charges against the entity requiring staff special services, legal counsel review and consulting engineer review in accordance with the schedule of charges described exhibit A.

BE IT FURTHER RESOLVED that the schedule of rates and charges applicable to the foregoing described services represents the District’s best estimate of the out-of-pocket costs incurred by the District on an average basis to provide said services, which costs shall be collected prior to services being rendered.

BE IT FURTHER RESOLVED that Exhibit “A” is subject to amendment from time to time by the Board of Directors of the District determines it is required.

BE IT FURTHER RESOLVED that Resolution 2080 is hereby repealed, and this Resolution shall supersede the requirements and policies formerly implemented with Resolution 2080.

PASSED AND ADOPTED THIS 18th DAY OF NOVEMBER 2021.

OLIVEHURST PUBLIC UTILITY DISTRICT

President, Board of Directors

ATTEST:

District Clerk & ex-officio Secretary

APPROVED AS TO FORM AND LEGAL
SUFFICIENCY

Deirdre Joan Cox
Attorneys for Olivehurst Public Utility District

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I hereby certify that the foregoing is a full, true, and correct copy of a Resolution duly adopted and passed by the Board of Directors of the Olivehurst Public Utility District, Yuba County, California, at a meeting thereof held on the 18th day of November 2021, by the following vote:

AYES, AND IN FAVOR THEREOF	:	Director x,x,x....
NOES	:	x.
ABSTAIN	:	x.
ABSENT	:	x.

District Clerk and ex-officio Secretary

Exhibit A

Hourly Fees	*Hourly	Admin, 3%	**Total/Hour, Rounded
District Engineer	\$78	\$2.34	\$80
Field Inspector II	\$68	\$2.04	\$70
Filed Inspector I	\$48.50	\$1.46	\$50
Fire Chief	\$78	\$2.34	\$80

Flat Fees – Engineers & Inspectors

New Residence	\$250 Plan Review \$200 Inspection Fee
Permit Application Fee	\$100
Permit Waiver	No Charge

Flat Fees – Fire Chief

Commercial Development	\$100 Plan View \$100 Inspection Fee
Permit Waiver	No Charge

* Hourly = direct employment costs including all benefits.

** Will be adjusted for Annual COLAS until new resolution is adopted.