



AGENDA

REGULAR MEETING OF THE BOARD OF DIRECTORS OF CARPINTERIA VALLEY WATER DISTRICT

CARPINTERIA CITY HALL
5775 CARPINTERIA AVENUE
CARPINTERIA, CA 93013

Wednesday, February 14, 2024 at 5:30 p.m.

BOARD OF DIRECTORS

Case Van Wingerden
President
Shirley L. Johnson
Vice President

Casey Balch
Polly Holcombe
Matthew Roberts

GENERAL MANAGER

Robert McDonald, P.E. MPA

Join Zoom Meeting

<https://us06web.zoom.us/j/82766046225?pwd=o6l8gIfcoGLPdBP0NLLB9WVQ7ODdpw.1>

Meeting ID: 827 6604 6225

Passcode: 069987

or

Dial by Phone: 1-669-444-9171

If interested in participating in a matter before the Board, you are strongly encouraged to provide the Board with a public comment in one of the following ways:

1. **Online:** Comments may be submitted online through the “eComments” function located in the **Upcoming Events** section on our website: <https://cvwd.net/about/our-board/meetings/> **by 5:00 p.m. on the day of the meeting.**

2. **Submitting a Written Comment.** If you wish to submit a written comment, please email your comment to the Board Secretary at Public.Comment@cvwd.net by **5:00 P.M. on the day of the meeting.** Please limit your comments to 250 words. Every effort will be made to read your comment into the record, but some comments may not be read due to time limitations.

3. If you wish to make either a general public comment or to comment on a specific agenda item in person, please: attend the Board Meeting at the location noted above and fill out a speaker slip prior to the hearing the item.

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE, President Van Wingerden

II. ROLL CALL, Secretary McDonald

III. PUBLIC FORUM (Any person may address the Board of Directors on any matter within its jurisdiction which is not on the agenda)

IV. APPROVAL ITEMS

A. *Minutes of the Regular Board meeting held on January 24, 2024***

1301 Santa Ynez Avenue
Carpinteria, CA 93013
(805) 684-2816

***Indicates attachment of document to agenda packet.*

V. UNFINISHED BUSINESS – None

VI. NEW BUSINESS –

- A. **Consider LAFCO Ballot (for action, General Manager McDonald)**
- B. **Consider Master Meter policy changes (for Action, General Manager McDonald) *Presentation by Maso Motlow***
- C. **Consider authorizing the General Manager to purchase a subscription for WaterWorth financial Planning Software in the amount of \$7,800.00 per year (for action, General Manager McDonald) *Presentation by Maso Motlow***
- D. Consider Customer Credit Request Per District Rule 15(a)(4), for account 18-180440-05 in the amount of \$254.00 (for action, General Manager McDonald)**
- E. **Consider Resolution No. 1154 Making the Commitments and Publishing the Report required by Central Coast Water Authority Resolutions 92-2 and 92-11 (for information, General Manager McDonald)**
- F. **Consider ACWA Spring Conference & EXPO (for information, General Manager McDonald)**

VII. DIRECTOR REPORTS –

- A. **Rate & Budget Committee Meeting- February 13, 2024 – Directors Johnson & Roberts**
- B. **CCWA Board Meeting – January 25, 2024 – Director Johnson**
- C. **COMB Administrative Committee Meeting – February 6, 2024 – Director Holcombe**

VIII. GENERAL MANAGER REPORTS (for information) – None

IX. CLOSED SESSION -

- A. CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATORS Government Code section 54956.8; Property: Rancho Monte Allegre; Agency negotiator: Robert McDonald**

X. CONSIDER DATES AND ITEMS FOR AGENDA FOR:

CARPINTERIA VALLEY WATER DISTRICT BOARD MEETING OF FEBRUARY 28, 2024, AT 5:30 P.M., CARPINTERIA CITY HALL, 5775 CARPINTERIA AVENUE, CARPINTERIA, CALIFORNIA.

1301 Santa Ynez Avenue
Carpinteria, CA 93013
(805) 684-2816

**Indicates attachment of document to agenda packet.

XI. ADJOURNMENT.

Robert McDonald, Secretary

Note: The above Agenda was posted at Carpinteria Valley Water District Administrative Office in view of the public no later than 5:30 p.m., February 11, 2024. The Americans with Disabilities Act provides that no qualified individual with a disability shall be excluded from participation in, or denied benefits of, the District's programs, services, or activities because of any disability. If you need special assistance to participate in this meeting, please contact the District Office at (805) 684-2816. Notification at least twenty-four (24) hours prior to the meeting will enable the District to make appropriate arrangements. Materials related to an item on this Agenda submitted to the Board of Directors after distribution of the agenda packet are available for public inspection in the Carpinteria Valley Water district offices located at 1301 Santa Ynez Avenue, Carpinteria during normal business hours, from 8 am to 5 pm.

1301 Santa Ynez Avenue
Carpinteria, CA 93013
(805) 684-2816

**Indicates attachment of document to agenda packet.

	MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS	
	CARPINTERIA VALLEY WATER DISTRICT	
	January 24, 2024	
	President Van Wingerden called the regular meeting of the Carpinteria Valley Water District Board of Directors held in the Carpinteria City Hall Chamber to order at 5:30 p.m., Wednesday, January 24, 2024, and led the Board in the Pledge of Allegiance.	
ROLL CALL	Directors Present; Balch, Holcombe, Johnson, Roberts and Van Wingerden Directors Absent: none	
	Others Present: Bob McDonald	
	Cari Ann Potts Norma Rosales Lisa Silva Maso Motlow	Dave O'Rourke Tracey Solomon Scott Van Der Kar Peter Lapidus Anthony Priestman
PUBLIC FORUM	No one from the public addressed the Board.	
DISBURSEMENT REPORT	Following discussion, Director Holcombe moved, and Director Johnson seconded the motion to approve the monthly bills for the period of November 16, 2023 through December 15, 2023. The motion carried by a 5-0 vote. The motion was approved by roll call as follows; Ayes: Holcombe, Johnson, Balch, Roberts and Van Wingerden Nays : none Absent: none	
CONSENT AGENDA	Following discussion, Director Roberts moved, and Director Holcombe seconded the motion to approve the consent agenda. The motion carried by a 5-0 vote. The motion was approved by roll call as follows; Ayes: Johnson, Balch, Roberts and Van Wingerden Abstain: Holcombe Nays : none Absent: none	

ADJOURN	President Van Wingerden opened the Annual Meeting of the Financing Corporation at 5:34 p.m.
RECONVENED TO REGULAR BOARD MEETING	President Van Wingerden reconvened the regular Board meeting at 5:36 p.m.
ADJOURN	President Van Wingerden opened the regular Carpinteria Groundwater Sustainability Agency meeting at 5:36 p.m.
RECONVENED TO REGULAR BOARD MEETING	President Van Wingerden reconvened the Board meeting at 6:07 p.m.
APPOINTMENT OF TEMPORARY CHAIR	<p>President Van Wingerden appointed General Manager McDonald as temporary Chair to handle the Board selection of President.</p> <p>Following discussion, Director Holcombe moved, and Director Balch seconded the motion to appoint temporary chair to General Manager McDonald. The motion carried by a 5-0 vote. The motion was approved by roll call as follows;</p> <p>Ayes: Johnson, Balch, Holcombe, Roberts and Van Wingerden Nays : none Absent: none</p>
BOARD REORGANIZATION ITEMS B THROUGH D	<p>Following discussion, Director Roberts moved, and Director Holcombe seconded the following;</p> <p>B. to appoint Case Van Wingerden as President</p> <p>C. to appoint Shirley Johnson as Vice-President</p> <p>D. Appointments:</p> <ol style="list-style-type: none"> 1) Robert McDonald as General Manager 2) Norma Rosales as Internal Auditor 3) Robert McDonald as Interim Secretary 4) Attorneys: <ol style="list-style-type: none"> a) Cari Ann Potts of Myers, Widders, Gibson Jones & Feingold, LLP as General Counsel b) Jeffrey A. Dinkin of Stradling Yocca Carlson & Rauth as Special Counsel: Labor Negotiator c) Jeremy Jungreis of Rutan & Tucker LLP as Special Counsel: Groundwater & SGMA d) Michael Colantuono of Colantuono, Highsmith & Whatley, PC as Special Counsel: Rates & Charges <p>The motion carried by a 5-0 vote. The motion was approved by roll call as follows;</p>

	<p>Ayes: Johnson, Balch, Holcombe, Roberts and Van Wingerden Nayes : none Absent: none</p>
<p>BOARD REORGANIZATION ITEMS E THROUGH H</p>	<p>Following discussion, Director Balch moved, and Director Roberts seconded the following;</p> <p>E. Location, time and day of regular Board meetings: Carpinteria City Hall, 5775 Carpinteria Avenue, Carpinteria, 5:30 p.m., on any given Wednesday or virtually if in a public health emergency as defined in CA AB557</p> <p>F. Manner by which special Board meetings are called: Section 54946 of the Government Code</p> <p>G. Establishing <i>Roberts Rules of Order</i> for all proceedings</p> <p>H. Re-establishment of Finance Committee: All Directors, with the requirement that all bills, statements, invoices or claims exceeding \$300 are reviewed and approved by one member of the committee on a rotating basis, that each member be provided with a list of the routine monthly bills and purchases. Bills smaller than \$300 to be approved by the General Manager.</p> <p>The motion carried by a 5-0 vote. The motion was approved by roll call as follows;</p> <p>Ayes: Johnson, Balch, Holcombe, Roberts and Van Wingerden Nayes : none Absent: none</p>
<p>APPOINTMENTS TO JOINT POWERS AUTHORITIES</p>	<p>Following discussion, Director Holcombe moved, and Director Balch seconded the motion to approve the following:</p> <p>1. Cachuma Operation and Maintenance Board Polly Holcombe alternate: Case Van Wingerden & Shirley Johnson</p> <p>2. Central Coast Water Authority Shirley Johnson alternate: Casey Balch & Robert McDonald</p> <p>3. ACWA Joint Powers Insurance Authority Matt Roberts alternate: Casey Balch and Robert McDonald</p>

	<p>The motion carried by a 5-0 vote. The motion was approved by roll call as follows;</p> <p>Ayes: Van Wingerden, Johnson, Roberts, Balch and Holcombe Nays: None Absent: None</p>
<p>APPOINTMENTS TO BOARD COMMITTEES</p>	<p>Following discussion, Director Holcombe moved, and Director Balch seconded the motion to approve the following:</p> <ol style="list-style-type: none"> 1. Recycled Water Committee Matt Roberts and Casey Balch Alternates: Shirley Johnson & Case Van Wingerden 2. Rate and Budget Committee Matt Roberts & Shirley Johnson Alternates: Case Van Wingerden & Casey Balch 3. Strategic Water Management Committee Shirley Johnson & Matt Roberts Alternates: Case Van Wingerden & Casey Balch 4. Regional Government Relations Committee Polly Holcombe & Case Van Wingerden Alternates: Shirley Johnson & Casey Balch 5. Community Outreach Committee Polly Holcombe & Matt Roberts Alternates: Casey Balch & Case Van Wingerden 6. Drought Management & Water Conservation Committee Shirley Johnson & Polly Holcombe Alternates: Case Van Wingerden & Casey Balch 7. Resource Sustainability Committee Matt Roberts & Case Van Wingerden Alternates: Shirley Johnson & Polly Holcombe 8. Groundwater Management & SGMA Committee Shirley Johnson and Case Van Wingerden Alternates: Polly Holcombe & Casey Balch 9. Administrative Committee Polly Holcombe & Case Van Wingerden Alternates: Shirley Johnson & Matt Roberts <p>The motion carried by a 5-0 vote. The motion was approved by roll call as follows;</p> <p>Ayes: Van Wingerden, Johnson, Roberts, Balch and Holcombe</p>

	<p>Nayes: None Absent: None</p>
RULES & REGULATIONS	<p>General Manager McDonald presented to consider Rules & Regulations Appendix C, Credit Card Fees. Presentation by Maso Motlow.</p> <p><u>Credit Card Processing Fees:</u> Option 1 – The District passes credit card transaction fees on to customers Option 2 – The District changes service providers and continues to pay all credit card fees (Recommended)</p> <ul style="list-style-type: none"> - The District’s annual costs would decrease from ~\$170k per year to about \$26k per year - Customers would not have to pay a fee to pay their bills by credit card <p>Following discussion, Director Holcombe moved, and Director Roberts seconded the motion to approve Option 2 Credit card processing fees with a plan to revisit if fees exceed \$30,000. The motion carried by a 5-0 vote. The motion was approved by roll call as follows;</p> <p>Ayes: Johnson, Balch, Holcombe, Roberts and Van Wingerden Nayes : none Absent: none</p>
AGENDA ITEM B	REMOVED FROM AGENDA
RIGHT OF WAY ACQUISITION SERVICES	<p>General Manager McDonald presented to consider Increasing Budget for Right of Way Acquisition Services for existing Contract for CAPP with Hamner, Jewell & Associates in an amount not to exceed \$11,000.</p> <p>Following discussion, Director Roberts moved, and Director Holcombe seconded the motion to approve increasing the existing contract amount for CAPP in an amount not to exceed \$11,000. The motion carried by a 5-0 vote. The motion was approved by roll call as follows;</p> <p>Ayes: Johnson, Balch, Holcombe, Roberts and Van Wingerden Nayes : none Absent: none</p>
CACHUMA OPERATIONS & MAINTENANCE BOARD ADMINISTRATIVE COMMITTEE MEETING	<p>Director Holcombe gave a verbal report on the COMB Administrative Committee meeting that was held on December 7, 2023</p>

CACHUMA OPERATIONS & MAINTENANCE BOARD REGULAR MEETING	Director Holcombe gave a verbal report on the COMB Regular board meeting that was held on December 18, 2023
CACHUMA OPERATIONS & MAINTENANCE BOARD REGULAR MEETING	Director Holcombe gave a verbal report on the COMB Regular board meeting that was held on January 22, 2024
CENTRAL COAST WATER AUTHORITY OPERATING COMMITTEE MEETING	Director Johnson and General Manager McDonald gave a verbal report on the CCWA Operating Committee meeting that was held on January 11, 2024.
CLOSED SESSION	None
NEXT BOARD MEETING	The next Regular Board meeting is scheduled to be held on February 14, 2024, at 5:30 p.m., Carpinteria City Hall, 5775 Carpinteria Avenue, Carpinteria California.
ADJOURNMENT	President Van Wingerden adjourned the meeting at 7:12 p.m.
NEXT BOARD MEETING	Robert McDonald, Secretary

INDEPENDENT SPECIAL DISTRICTS SELECTION COMMITTEE
Submit No Later than 5:00 pm, Monday, February 19, 2024

OFFICIAL BALLOT No. 1

Election of Regular Special District Member on Santa Barbara LAFCO
Vote for one of the following **Regular Special District Member** nominees:

<input type="checkbox"/>	Craig Geyer, Incumbent – Goleta West Sanitary District
<input type="checkbox"/>	Jorge Magana – Mission Hills Community Services District
<input type="checkbox"/>	Dorinne Lee Johnson – Montecito Sanitary District

Name of Independent Special District

Signature

Print Name

Title (please check one)

- Presiding Officer of the Special District Board
- Board member alternate designated by Special District Board to vote in this election. (Gov. Code sec. 56332(a).)

Date: _____

Each returned ballot shall be signed by the presiding officer or his or her alternate as designated by the district governing body. (Gov. Code sec. 56332(a) & (c)(5).)

The voting member should submit his or her ballot directly to LAFCO by hand or U.S. mail to Natasha Carbajal, Santa Barbara LAFCO, 105 East Anapamu Street, Room 407, Santa Barbara CA 93101, or via email to lafco@sblafco.org, or Fax to (805) 568-2249

**SANTA BARBARA
LOCAL AGENCY FORMATION COMMISSION**

<p style="text-align: center;">NOMINATION FOR <u>REGULAR</u> SPECIAL DISTRICT MEMBER</p> <p style="text-align: center;"><i>Return to:</i> Executive Officer Santa Barbara LAFCO 105 East Anapamu Street, Room 407 Santa Barbara CA 93101 or FAX to (805) 568-2249 or email to lafco@sblafco.org</p>	<p>LAFCO STAFF USE</p> <p>Date Received: <u>12/21/23</u></p>
<p>Please print in ink or type</p>	
<p>POSITION SOUGHT: Regular Special District Member</p>	
<p>NAME OF NOMINEE: <u>Craig Geyer</u></p>	
<p>NOMINEE'S DISTRICT: <u>Goleta West Sanitary District</u></p>	
<p>MAILING ADDRESS:</p> <p><u>6587 Camino Venturoso</u></p> <p><u>Goleta Ca. 93117</u></p>	
<p>π Phone: Bus. _____ . Cell: <u>805-896-9889</u></p>	
<p>SIGNATURE OF NOMINATOR:</p> <p style="margin-left: 40px;"><u>Goleta West Saintry District</u> Name of Independent Special District</p> <p style="margin-left: 100px;"><u><i>Craig Geyer</i></u> Signature</p> <p style="margin-left: 40px;"><u>Craig Geyer</u> Print Name</p> <p>Nominator Title (please check one)</p> <p><input type="checkbox"/> Presiding Officer of the Special District Board</p> <p><input checked="" type="checkbox"/> Presiding Officer's alternate as designated by Special District Board to vote or make a nomination in this election. (Gov. Code sec. 56332.)</p> <p>Date: _____</p>	

ADDITIONAL INFORMATION: On this form or an accompanying letter, describe the nominee's personal interests, qualifications, experience, education, volunteer activities or community organization memberships that may bear on the nomination for the Regular Special District Member: This information will be distributed to all independent special districts.

CRAIG GEYER

Incumbent LAFCO Regular Commissioner

- * Board Director---Goleta West Sanitary
- *Special Districts Representative for;
- *S.B. County Treasury Oversight Committee
- * S.B. Countywide RDA Oversight Committee

**SANTA BARBARA
LOCAL AGENCY FORMATION COMMISSION**

<p style="text-align: center;">NOMINATION FOR <u>REGULAR</u> SPECIAL DISTRICT MEMBER</p> <p style="text-align: center;"><i>Return to:</i> Executive Officer Santa Barbara LAFCO 105 East Anapamu Street, Room 407 Santa Barbara CA 93101 or FAX to (805) 568-2249 or email to lafco@sblafco.org</p>	<p>LAFCO STAFF USE</p> <p>Date Received: <u>1/3/24</u></p>
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Please print in ink or type

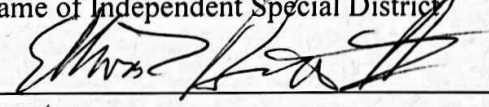
POSITION SOUGHT:	Regular Special District Member
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NAME OF NOMINEE: <u>Jorge Magana</u>
NOMINEE'S DISTRICT: <u>Mission Hills Community Service District</u>
MAILING ADDRESS:
<u>1550 Burton Mesa Blvd</u>
<u>Lompoc, Ca 93436</u>
π Phone: Bus. <u>8057334366</u> . Cell: <u>8058951362</u>

SIGNATURE OF NOMINATOR:
<p style="font-size: 1.2em; color: blue;">Mission Hills Community Services District</p> <hr/> <p>Name of Independent Special District</p> <p style="font-size: 1.5em; color: blue;"><i>SH Dietrich</i></p> <hr/> <p>Signature</p> <p style="font-size: 1.2em; color: blue;">Stephen H Dietrich</p> <hr/> <p>Print Name</p>
Nominator Title (please check one)
<input checked="" type="checkbox"/> Presiding Officer of the Special District Board
<input type="checkbox"/> Presiding Officer's alternate as designated by Special District Board to vote or make a nomination in this election. (Gov. Code sec. 56332.)
Date: December 31, 2023

ADDITIONAL INFORMATION: On this form or an accompanying letter, describe the nominee's personal interests, qualifications, experience, education, volunteer activities or community organization memberships that may bear on the nomination for the Regular Special District Member: This information will be distributed to all independent special districts.

**SANTA BARBARA
LOCAL AGENCY FORMATION COMMISSION**

<p style="text-align: center;">NOMINATION FOR <u>REGULAR</u> SPECIAL DISTRICT MEMBER</p> <p style="text-align: center;"><i>Return to:</i> Executive Officer Santa Barbara LAFCO 105 East Anapamu Street, Room 407 Santa Barbara CA 93101 or FAX to (805) 568-2249 or email to lafco@sblafco.org</p>	<p>LAFCO STAFF USE</p> <p>Date Received: <u>1/4/24</u></p>
<p>Please print in ink or type</p>	
<p>POSITION SOUGHT: Regular Special District Member</p>	
<p>NAME OF NOMINEE: <u>DORINNE LEE JOHNSON</u></p> <p>NOMINEE'S DISTRICT: <u>MONTECITO SANITARY DISTRICT</u></p> <p>MAILING ADDRESS:</p> <p><u>1042 MONTE CRISTO LANE</u></p> <p><u>SANTA BARBARA, CA 93108</u></p> <p>π Phone: Bus. <u>805-969-4200</u> . Cell: <u>310-850-8808</u></p>	
<p>SIGNATURE OF NOMINATOR:</p> <p style="text-align: center;"><u>MONTECITO SANITARY DISTRICT</u> Name of Independent Special District</p> <p style="text-align: center;"> Signature</p> <p style="text-align: center;"><u>Ellwood T. Barrett II.</u> Print Name</p> <p>Nominator Title (please check one)</p> <p><input checked="" type="checkbox"/> Presiding Officer of the Special District Board</p> <p><input type="checkbox"/> Presiding Officer's alternate as designated by Special District Board to vote or make a nomination in this election. (Gov. Code sec. 56332.)</p> <p>Date: <u>1-4-2024</u></p>	

ADDITIONAL INFORMATION: On this form or an accompanying letter, describe the nominee's personal interests, qualifications, experience, education, volunteer activities or community organization memberships that may bear on the nomination for the Regular Special District Member: This information will be distributed to all independent special districts.

*
PLEASE SEE ATTACHED

Dorinne Lee Johnson

Current Position: Secretary, Montecito Sanitary District

Former Board President 2020-2022

Term: 2020-2024



Dorinne Lee Johnson is a 2nd-generation Asian American who grew up in Northern California and moved to Montecito in 2003. Dorinne has extensive experience with over 25 years in construction and fabrication technology. She had her own certified WBE, a “women-owned business enterprise” specializing in construction management, civil engineering, and environmental design. She earned her BFA degree from CCA in Environmental Design with an emphasis on Architectural Design and is a post-graduate alumnus of the Art Center College of Design in Pasadena, CA. Her award-winning projects and designs range from government to corporate facilities nationwide. A partial list of her past clients includes: Caltrans, Harris Engineering and Associates, Toyota Motor USA, Northrop Grumman, Chicago Merchandize Mart, and the University of Oregon.

Public service has been a large part of Dorinne’s career. She has a strong and dedicated commitment to Montecito and has helped her community by serving on the Montecito Association Board of Directors and as their Chair of the Land Use Committee, which reviewed major infrastructure projects throughout Montecito before and after the debris flow of 2018. She was appointed by former Santa Barbara County Supervisor, Salud Carbajal, to serve on the Santa Barbara County Historic Landmarks Commission (HLAC) in 2012 and the Montecito Board of Architectural Review (MBAR) in 2014. She was appointed by the (late) Senator Roberti to serve on the California State Public Procurement Committee and was appointed by the former State Treasurer, Matt Fong, to serve on the Caltrans Minority Advisory Board for the Architects and Engineers for the State of California.

Dorinne ran for and was elected to the Montecito Sanitary District Board in 2020 because she believes in protecting our ratepayers with honesty, clear communication, and transparency; she feels it is more crucial than ever to protect, preserve and enhance our semi-rural community and maximize our natural environment and resources for our future generations of Montecito.



Montecito Sanitary District

1042 Monte Cristo Lane
Santa Barbara, CA 93108

A Public Service Agency

PHONE: (805) 969-4200

www.montsan.org
brahrer@montsan.org

January 4, 2024

Santa Barbara LAFCO
105 East Anapamu Street, Room 407
Santa Barbara, CA 93101

Via Email

To Whom It May Concern:

I heartily endorse Mrs. Johnson for the Regular Special District Member position for the Santa Barbara LAFCO Commission. She has years of experience with the Montecito Planning Commission and Land Use Committee. Mrs. Johnson works tirelessly for the community and logs countless hours in the evenings and weekends for the Montecito Sanitary District and other agencies. She is always fair in her judgements and procures huge amounts of data from her research to aid with her decisions.

Sincerely,

President
Board of Directors



Montecito Sanitary District

1042 Monte Cristo Lane
Santa Barbara, CA 93108

A Public Service Agency

PHONE: (805) 969-4200

www.montsan.org

brahrer@montsan.org

January 4, 2024

Santa Barbara LAFCO
105 East Anapamu Street, Room 407
Santa Barbara, CA 93101

Via Email

Dear Sir/Madam:

It gives me great pleasure to provide my highest recommendation for Director Dorinne Lee Johnson as a candidate for the LAFCO Regular Special District Member on the commission.

I have known and worked closely with Director Johnson for only the past year, however, I have learned that she is a dedicated and loyal public servant with the highest of integrity.

I worked most closely with Director Johnson in her capacity as the District's chair for the Joint Strategic Planning Committee with the Montecito Water District. This group worked closely together on behalf of the broader community to study and consider broad subjects such as water resources, recycling opportunities, new and emerging technologies, and consolidation. Director Johnson has also taken the time to personally introduce me to key leaders in the community continually since my hiring as general manager.

These experiences demonstrate Director Johnson's intellect, skills, and judgement in her interaction with others and I believe that Director Johnson is well-prepared to take on the new and exciting role of Special District Member on the LAFCO commission. Director Johnson's objective of contributing to the broader good of the region is clear and determined, and she possesses the natural team leadership ability, commitment, and passion that we all hope to see in our government leaders. Therefore, please know that Director Johnson has my **strongest possible** recommendation for Special District Member at LAFCO.

If I can provide any additional information, please do not hesitate to contact me via phone at (D) 805-695-4210 or via email at jweigold@montsan.org

Sincerely,

General Manager



Carpinteria Valley Water District

1301 Santa Ynez Avenue • Carpinteria, CA 93013
Phone (805) 684-2816

BOARD OF DIRECTORS

Case Van Wingerden
President
Shirley L. Johnson
Vice President

Casey Balch
Polly Holcombe
Matthew Roberts

GENERAL MANAGER

Robert McDonald, P.E. MPA

February 7th, 2024

Brian King
1301 Santa Ynez Ave
Carpinteria, CA 93013

SUBJECT: MASTER METER DEMAND STUDY

INTRODUCTION

The Carpinteria Valley Water District (CVWD) has received several intent to serve applications for larger high-density housing projects that are requesting master metering. Currently, the CVWD Rules and Regulations define the master meter residential account class as a meter that serves two or more residential dwelling units (CVWD 2024). However, there is no limit as to how many residential dwelling units each master meter can serve. The purpose of this study was to determine the number of dwelling units each meter size can effectively serve, so that CVWD has the quantitative data necessary for establishing the number of dwelling units per master meter.

This theoretical study was performed by using the safe maximum operating condition flow rate for each meter, and the estimated maximum instantaneous flow rate for a residential user. The safe maximum operating condition for each meter size is displayed below in Table 1 (Badger Meter 2023).

Table 1. E-series Ultrasonic Water Meter Safe Maximum Operating Condition for 0.75"- 2" Water Meters (Badger Meter 2023)

	Water Meter Size			
	0.75"	1"	1.5"	2"
Safe Maximum Operating Condition (GPM)	32	55	100	160

The estimated maximum instantaneous flow was determined by using the annual average water requirements for a residential user, as well as the maximum hourly demand multiplier. The annual average water requirements for various users were derived from the Civil Engineering Reference Manual (CERM) and can be viewed below in Table 2 (CERM 2003). The annual average water requirement for a residential user has a range of 75 to 130 gallons per capita per day (GPCD) (CERM 2003). In 2018 the California State Water Resources Control Board (CSWRCB) passed Senate Bill No. 606 and Assembly Bill No. 1668, which set an indoor water use standard of 55 GPCD (CSWRCB 2018). Starting January 1, 2030, the CSWRCB indoor water use standard goal will be 50 GPCD (CSWRCB 2018). Therefore, four different scenarios will be modeled to include the residential user range of 50 to 130 GPCD.

Table 2. Annual Average Water Requirements (CERM 2003)

Demand (GPCD)	
CERM	CSWRCB
75 to 130	50 to 55

The instantaneous flow rate was calculated by using the typical demand pattern multipliers, as shown in Table 3 (CERM 2003). The maximum hourly typical demand multiplier ranges from 2.0 to 3.0. The larger demand multiplier of 3.0 was used to provide a more conservative estimate.

Table 3. Typical Demand Multipliers (CERM 2003)

Period of Usage	Multiplier, M
Maximum Daily	1.5 to 1.8
Maximum Hourly	2.0 to 3.0
Early Morning	0.25 to 0.40
Noon	1.5 to 2.0
Winter	0.8
Summer	1.3

Multiplying the annual average water requirement by the typical demand multiplier yields the instantaneous flow rate, as seen in Equation 1 (CERM 2003). The instantaneous flow rate formula yields a flow rate in gallons per hour (GPH), which was then converted to gallons per minute (GPM).

$$Q_{instantaneous} = M(AADF) \tag{1}$$

where:

M = Multiplier

AADF = Annual Average Daily Flow

RESULTS & DISCUSSION

Given these assumptions, the instantaneous flow rate was calculated for all four consumption scenarios using Equation 1. The calculated instantaneous flow rate was then normalized by converting the flow rate from gallons per hour to gallons per minute (Table 4).

Table 4. Calculated Instantaneous Flow Rate for the 50, 55, 75, & 130 GPCD Residential User Demand

Residential Demand Scenario (GPCD)	Flow Rate (GPH)	Flow Rate (GPM)
50	150	2.5
55	165	2.8
75	225	3.8
130	390	6.5

Dividing the safe maximum operating condition for each meter size by the calculated instantaneous flow rate yields the theoretical maximum allowable number of people per meter, although this does not account for multiple people sharing the same dwelling unit. US Census data was incorporated to adjust for multiple persons sharing the same household. According to the latest Census, which uses data from 2018-2022, the average number of persons per household in the City of Carpinteria is 2.59 (Census 2024). The theoretical maximum allowable number of people per meter was then divided by the average number of persons per household of 2.59 to obtain the theoretical maximum number of dwelling units per water meter (Table 5).

Note, the number of dwelling units must be a whole number, so the final values were rounded down to the nearest whole number. It should also be noted that the theoretical maximum number of people per water meter is a conservative estimate because it assumes a larger demand multiplier of 3.0. It also assumes that each person is using the same instantaneous flow rate simultaneously.

Table 5. Theoretical Maximum Number of Dwelling Units Per Water Meter

Meter Size (inches)	Assumed Daily Consumption (GPCD)			
	50	55	75	130
0.75	4	4	3	1
1	8	7	5	3
1.5	15	14	10	5
2	24	22	16	9

The results of this analysis show that the assumed daily consumption has an inverse relationship with the theoretical maximum number of dwelling units per water meter, as expected. The 130 GPCD scenario is highly conservative, while the 50 GPCD scenario is more liberal as it represents the future consumption target set by the State.

From an engineering standpoint, master metering with submeters may benefit the District, assuming that the cost and fees associated with master metering align with those of individually metered units. Master meters have one point of connection to the water distribution system, making serviceability more manageable for both the field crew and office staff. Fewer connections to the distribution system reduces the number of potential leaks, which saves time and money on maintenance and repairs. In certain cases, individual metering may not be technically feasible and practical. High-density and/or high-rise developments may have limited space, both in the right of way (ROW) and within the building. Physical constraints may include a limited footprint in the ROW, or other utilities competing for space within the ROW. Other projects or utilities may have existing or approved uses of the ROW that conflict with individual metering. It is also possible that the approved configuration of buildings could conflict with individual metering. When discussing this topic with several local design engineers who work on land development projects, staff heard that the primary constraints for individual metering include the physical footprint and conflicts with other utilities. Master metering also simplifies their designs and allows for other uses of the ROW and underground space, whether it is used for other utilities or landscape to enhance the aesthetics of the project.

The rules and regulations of other agencies outline specific conditions or scenarios that may warrant master metering with submeters. For example, the Goleta Water District Rules and Regulations state that master metering is required for developments on a property that is 2 or more acres in size and has 10 or more occupiable units, unless the Engineering & Infrastructure Manager determines that separate metering is feasible and practical (GWD 2024). The City of Santa Barbara utilizes master metering to accommodate high-density housing projects or projects with limited space in the ROW (City of SB 2024). In both cases, the decision to master meter or individual meter a project is made by staff and ultimately comes down to what is *feasible and practical*. Each project is different and presents unique challenges when it comes to how the project should be metered. A revision to CVWDs policy on master meters would necessitate some staff discretion but would provide the option to utilize master meters in certain situations where it is reasonable.

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Evidence to Inform Master Meter Policy

02/14/24

Staff recommendation



District **staff's recommendation has not changed**. Staff still recommend the Board allow master meters to serve residential buildings with more than 10 dwelling units.

The following slides present information about the pros and cons of master metering (with submeters) versus individual metering.

The Board can consider the information presented on the following slides when deciding whether to accept staff's recommendation or propose an alternative approach.

Summary of information on master meters with submeters



Water bills for submeters, like individual meters, are based on the individual tenant's actual water use.	Slide 3
The SB 7 law and oversight by County Weights and Measures does provide some tenant protections.	Slide 4 & CAA PDF
Submeters, like individual meters, have been shown to save water compared to traditional master meters.	Slide 5
District staff have not found any options for AMI communication of submeter data to tenants.	Slide 6
Submetering is a common practice state-wide and can often be the default option for multi-family buildings.	Slide 7
Administration of submeter bills does add extra cost to a tenant's bill.	Slide 8 & CAA PDF
There is no evidence of litigation from tenants alleging significant problems with submetering. There are some complaints about bill transparency, customer service etc.	Slide 9
There can be barriers to allowing sub-meter retrofits at existing master meter properties.	Slide 10
The District has compiled several pieces of evidence on reasonable numbers of dwelling units per water building.	Slide 11
The District would gather more monthly bill revenue from a master meter with 10 dwelling units than 10 individually metered multi-family units.	Slide 12
The feasibility of individual metering also depends on the space on the ground available for the physical meters.	Slide 13
The less specificity in the District's Rules and Regulations about metering rules, the more the decision-making falls to staff.	Slide 14
Review of the District's existing master metered accounts provides a point of reference for future decision making.	Slides 15-18



Water bills for submeters, like individual meters, are based on the individual tenant's water use.

Text of California Senate Bill 7 Housing: water meters: multiunit structures.

SB7 would add to the Water Measurement Law the requirement that a water purveyor that provides water service to a **newly constructed multiunit residential structure or newly constructed mixed-use residential and commercial structure** that submits an application for a **water connection after January 1, 2018, measure the quantity of water supplied to each individual dwelling unit** as a condition of new water service and permit the **measurement to be by individual water meters or submeters**, as defined. The bill would require the owner of the structure to install submeters that comply with laws and regulations governing the approval of submeter types or the installation, maintenance, reading, billing, and testing of submeters, including, but not limited to, the California Plumbing Code. The bill would further require installation of submeters to be performed either by contractors licensed by the Contractors' State License Board that employs at least one journey person who meets specified training requirements or by a registered service agency registered with the Department of Food and Agriculture.

The SB 7 law and oversight by County Weights and Measures does provide some tenant protections.



Before issuing occupancy permits **submeters must be submitted to the county sealer** (Weights & Measures). After issuance of the occupancy permit, the owner shall demonstrate that the submeters are installed in the building within 120 days of **approval by the county sealer**.

If the tenant believes that the submeter reading is inaccurate or the submeter is malfunctioning the tenant shall first notify the landlord in writing and request an investigation. A tenant shall be provided with notice that if an alleged submeter malfunction is not resolved by the landlord, **a tenant may contact the local county sealer and request that the submeter be tested**. Contact information for the county sealer shall be included in the disclosure to the tenant.

The submeter shall be capable of being **accessed and read by the tenant** of the dwelling unit and read by the landlord without entering the dwelling unit.

Before executing a rental agreement, a **landlord shall clearly disclose** information about water service including the following:

- An estimate of the monthly bill
- The due dates and payment procedures for bills for water service
- Contact information for the billing agent
- A statement that the landlord can provide the location of the submeter
- The calculations used to determine a monthly bill
- **The date the submeter was last certified for use**



Submeters, like individual meters, have been shown to save water compared to traditional master meters.

[1] Santa Clara Valley found that residential complexes that added submeters reduced water use by 15 to 30 percent.

[2] Testimonials from Santa Clara Valley

"I manage a 392-unit town home complex. Since installing the submeters and billing the residents for their individual water, overall water use has dropped 24%. We were also able to reduce the monthly HOA fee for residents by \$70. As the water used most residents costs less than \$70, the majority of the residents saw an overall reduction in their monthly expenses. I would recommend sub-metering to encourage water conservation and repairs to plumbing which wastes water."

"I was instrumental in convincing my HOA Board to install sub-meters in June 2016. Once residents were paying for their own water consumption, they became much more aware of the value of water conservation. We saw a significant decrease in water usage (approximately 20% from 2013 usage) since the sub-meters were installed. From the bi-monthly water usage reports from our sub-meter service company, we are able to track excessive usage and notify residents. We have also been able to keep our HOA dues low as a result of the decrease in water costs to the HOA."

[3] Studies have shown that customers use water more efficiently if they have information related to how much water they use and the associated costs. A 2004 study funded by the U.S. Environmental Protection Agency (EPA) demonstrated water savings of 15.3% when comparing submetered multi-family residences to non-submetered multi-family residences.

[4] The potential difference between submetered and non-submetered water use is further illustrated by a survey of Los Angeles apartment owners. The survey revealed that where tenants did not have individual information about their water use, 86% of tenants used the same or more water after Gov. Brown ordered statewide reductions in urban water use. Individually metering buildings can achieve energy and water efficiency improvements of 10-20%.

[5] Studies show that metering, when coupled with effective pricing structures, reduces water use by 15% to 20%.

[1] https://www.valleywater.org/sites/default/files/Water-Submeter-Results-for-manufactured-housing_SCVWD_2007.pdf

[2] <https://www.valleywater.org/saving-water/rebates-surveys/spwr>

[3] <http://www.allianceforwaterefficiency.org/WorkArea/DownloadAsset.aspx?id=704>

[4] <http://www.latimes.com/local/california/la-me-apartments-water-20150726-story.html>

[5] <https://pacinst.org/wp-content/uploads/2015/04/Metering-in-California.pdf>



District staff have not found any options for AMI communication of submeter data to tenants.

At this time, the District is not aware of a technology that would allow tenants with submeters to access their water meter data via an online portal or app (like the District's Badger AMI meters). District staff could investigate this option more thoroughly if the Board approves installation of master meters with submeters.

Badger submeters can only be used for cold water and must be placed outside for endpoints to communicate. Badger does have examples of apartments with submeter vaults outside that contain multiple meters with endpoints. According to Badger, because these submeters are located outside they are to communicate and the customers are able to access EoW.

The **Flume** device doesn't require any technical expertise to install and can be monitored via an app. However, there are no submeters that are approved as compatible with Flume. Additionally, Flume does not have any examples of their devices installed in submetered, multi-family buildings.

Next Century submeters can be placed inside on hot and cold meters and their data will be transmitted to a web portal and app. However, individual tenants cannot access the web portal because there is currently no way to create a login that would grant access to the data for only one meter. At this point, when the landlord or billing agent logs onto the web portal they are able to see billing information for each individual meter.

Additionally, it would be up to the landlord to install and maintain any endpoints. The District has a staff person who responds to issues with the endpoints. Endpoint cables can be easily broken by gophers or people removing the meter lid and ripping the endpoint cable. These issues would not occur if the submeters are located inside a building, and not in meter boxes. A staff person would still need to address communication issues (i.e., reset the endpoint) and replace endpoints with low batteries.



Submetering is a common practice state-wide and can often be the default option for multi-family buildings.



The gas company (**SoCal Gas**) let's the local organization decide whether to allow master meters.



The **City of Santa Barbara** allows master meters (with submeters) to accommodate high density development and limited space at the curb line.

The City may require or authorize submeters, if it is not practicable to place a City meter or City meters at the curb line of the street due to topography, the number of meters required for the project, existing or approved proposed uses of the right-of-way that conflict with the placement of the meters at the curb line, or the approved configuration of buildings and improvements on the lot. Development projects that require so many water meters that they will not fit in the public right of way are required to privately submeter.



At **Irvine Ranch Water District** townhomes get individual meters but multi-dwelling unit buildings get master meters (with submeters).



At **Goleta Water District** master meters (with submeters) are standard for multi-resident developments.

For developments on property that is 2 or more acres in size and has 10 or more occupiable units, the development must be master metered unless the Chief Engineer determines that separate metering is feasible and practical. At its sole discretion, the District may waive this requirement and extend District mains, service connections and appurtenances onto the property.



Administration of submeter bills does add extra cost to a tenant's bill.

Text of California Senate Bill 7 Housing: water meters: multiunit structures.

A billing, administrative, or other fee for the landlord's and billing agent's costs, which shall be the lesser of an **amount not to exceed four dollars and seventy-five cents (\$4.75)**, as adjusted pursuant to this paragraph or 25 percent of the amount billed. Beginning January 1, 2018, the maximum fee authorized by this paragraph **may be adjusted each calendar year** by the landlord, no higher than a commensurate increase in the **Consumer Price Index** based on a California fiscal year average for the previous fiscal year, for all urban consumers, as determined by the Department of Finance.

However, SB7 stipulates that the water service to a dwelling unit shall not be shut off or otherwise interfered with by the landlord for any reason, including nonpayment of a bill. At termination of tenancy, the landlord may deduct unpaid water bills from the security deposit.



There is no evidence of litigation from tenants alleging significant problems with submetering. There are some complaints about bill transparency and customer service.

Tenants with submeters generally have the following complaints (*based on reviews on the Better Business Bureau's website*).

- Tenants complain they don't know how the items on their bill are calculated. This leads to a feeling of a **lack of transparency** about their bills.
- There were multiple complaints from tenants who were **still being billed after moving**. The tenants would complain to the bill provider who responded that the issue is the information provided by the landlord. This sounds like an issue with property manager communicating updated tenant information to the billing company in a timely manner.
- There were multiple complaints from tenants who had a **credit when they moved out**. Because their credit was a small amount, the billing company stated their only option for receiving the credit was to receive an Amazon gift card. Some tenants said they never received the gift card.
- Tenants complain about **set up fees** for water service when they move into their unit. These fees may be charged in addition to the monthly administrative fee.
- Complaints about **customer service** from the billing agency are common.

There can be barriers to allowing sub-meter retrofits at existing master meter properties.



Prior to installing sub meters HOAs typically must revise their covenants, conditions, and restrictions (CC&Rs) to allow the association to legally collect any subsequent charges for the individual homeowner's utility charges.

Existing master meter properties that install submeters may be allowed to continue using a ratio utility billing approach to calculate water bills. This means these developments can continue to bill their tenants base on the number of dwelling units instead of each unit's actual water use.

It may be necessary to offer a rebate to incentivize retrofits of submeters on existing properties. Santa Clara Valley Water District offers a \$150-\$300 rebate for installing submeters.



The District has compiled several pieces of evidence on reasonable numbers of dwelling units per water building.

The District has three pieces of evidence to inform decisions about what number of dwelling units per building could qualify for a master meter with submeters. **The most rigorous piece of evidence is outlined in blue.**

Analysis of instantaneous flow requirements by meter size using engineering standards

Meter Size	Dwelling Units per meter based on varying GPCD		
	55 GPCD	75 GPCD	130 GPCD
3/4"	4	3	1
1"	7	5	2
1-1/2"	14	10	5
2"	22	16	9

Simultaneously using one toilet, one shower, two sinks, a dishwasher, and a washing machine requires about 15 GPM. Assuming one dwelling unit requires 15 GPM, the table below shows the potential number of dwelling units by meter size.

Meter Size	Meter max GPM	Dwelling Units per meter
3/4"	32	2
1"	50	3
1-1/2"	100	7
2"	160	11

The District has previously allowed master meter accounts. However, the rules for how the District determined meter size were different. Therefore, review of the number of dwelling units for existing master meters may not reflect what is feasible today. With this limitation in mind, the bullet points below summarize existing master meter trends.

- The most common meter sizes for existing master meters are ¾" – 2" meters.
- Existing ¾" master meters generally have 2-4 dwelling units.
- Most existing 1" master meters have 4 dwelling units.
- Most existing 2" master meters have 6, 8, 10, or 16 dwelling units.



The District would gather more monthly bill revenue from a master meter with 10 dwelling units than 10 individually metered multi-family units

The table below shows the rates and charges for two different scenarios.

1. Ten individually metered multi-family units. Each unit has a 3/4" meter. Each unit uses 6 HCF/month
2. One master meter with ten dwelling units. The master meter has a 1 1/2" meter. Each dwelling unit uses 6 HCF/month so the total monthly consumption at the master meter is 60HCF.

		Multi-family		Master meter	
		Per-unit	All units	Per-unit	All units
Fees	Basic	\$ 9.58	\$ 95.80	\$ 21.14	\$ 21.14
	SWP	\$ 15.76	\$ 157.60	\$ 15.76	157.60
	CIP	\$ 22.32	\$ 223.20	\$ 22.32	\$ 223.20
Total fees		\$ 47.66	\$ 476.60	\$ 59.22	\$ 401.94
Vol charges	Tier 1 -rate	\$ 4.48		\$ 4.48	
	Tier 2 -rate	\$ 4.66		\$ 4.66	
	Tier 3 -rate	\$ 5.50		\$ 5.50	
	Tier 1 -cons		6		6
	Tier 2 -cons				10
	Tier 3 -cons				44
	Tier 1 -charge		\$ 26.88		\$ 26.88
	Tier 2 -charge		\$ -		\$ 46.60
	Tier 3 -charge		\$ -		\$ 242.00
Total volumetric charges			\$ 26.88		\$ 315.48
Total monthly bill			\$ 503.48		\$ 717.42
Average per DW			\$ 50.35		\$ 71.74
					\$ 213.94
					\$ 21.39



The feasibility of individual metering also depends on the space on the ground available for the physical meters.

In certain cases, individual metering may not be technically feasible and practical. High-density and/or high-rise developments may have limited space, both in the right of way (ROW) and within the building.

Physical constraints may include

- a limited footprint in the ROW, or
- other utilities competing for space within the ROW.
- Other projects or utilities may have existing or approved uses of the ROW that conflict with individual metering.
- It is also possible that the approved configuration of buildings could conflict with individual metering.

The less specificity in the District's Rules and Regulations about metering rules, the more the decision-making falls to staff.



The less specificity in the Rules and Regulations defining when the District allows master meters, the more discretion staff must apply to make this determination on a case-by-case basis.

Too much discretion at the staff level can be problematic because it can lead to inconsistent decision making. This determination will likely also be time intensive because staff must develop a case with evidence for each decision.

Comparatively, too much specificity in the rules can be problematic because it is impossible to document each individual case which may arise.



Review of the District's existing master metered accounts provides a point of reference for future decision making.

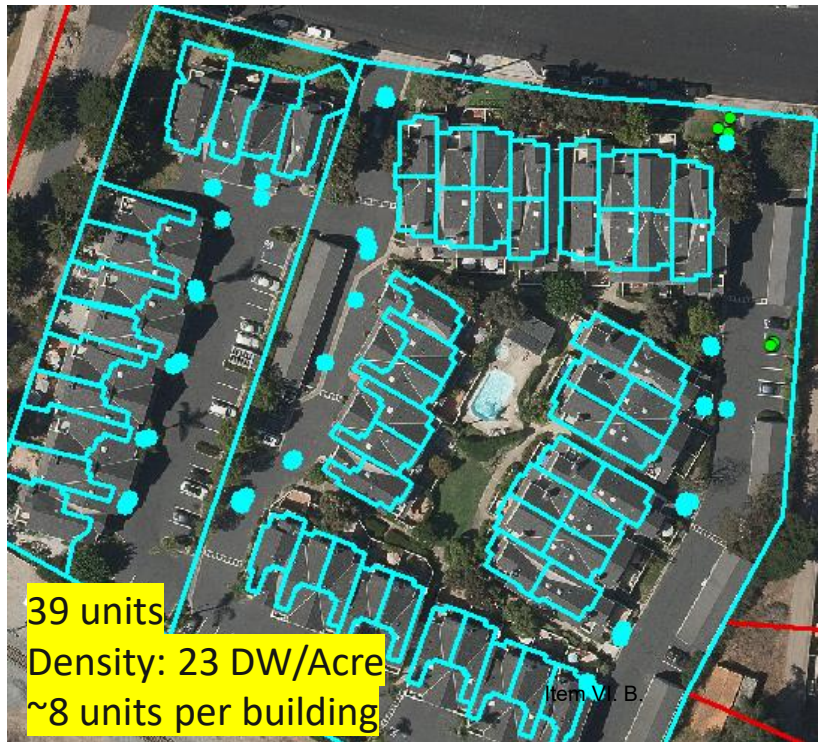
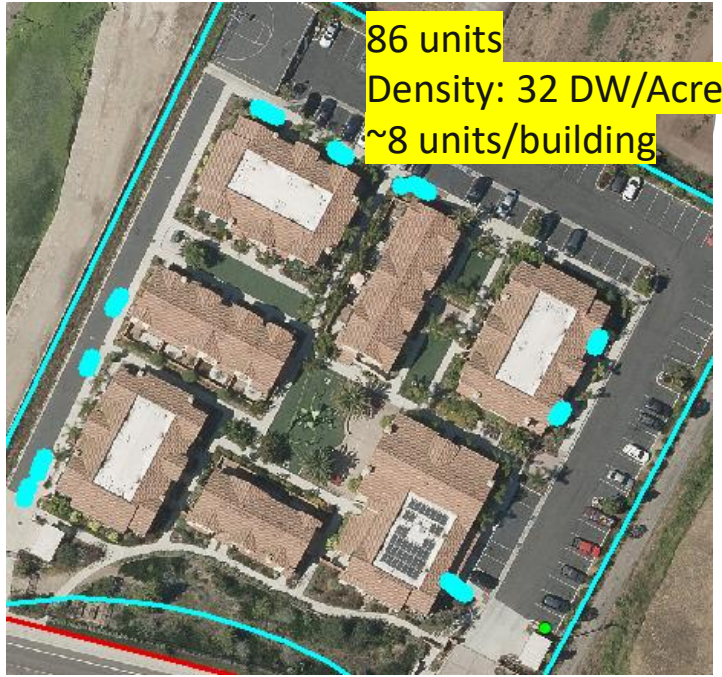
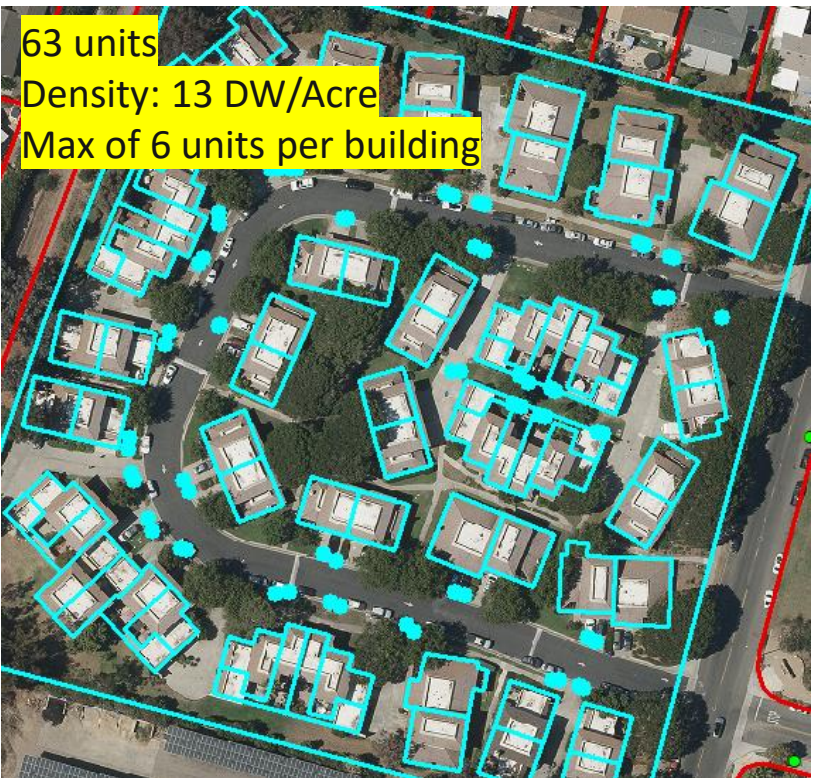
As mentioned on the previous slide, the District has previously allowed master meter accounts. However, the rules for how the District determined meter size were different. Therefore, the characteristics of existing master meter accounts may not reflect what is feasible today. With this limitation in mind, the bullet points below summarize existing master meter trends.

- Existing master metered accounts have a minimum of 4-6 dwelling units per building.
- Existing high-density (40-60 dwelling units per acre) developments have master meters.
- There are examples of existing master meters on low density developments (13 dwelling units per acre).
- Existing multi-family (i.e., individually metered) accounts have a maximum of 8 dwelling units per building.

For reference, the density of the 4 currently proposed developments is ~6-26 dwelling units per acre.

INDIVIDUALLY METERED EXAMPLES

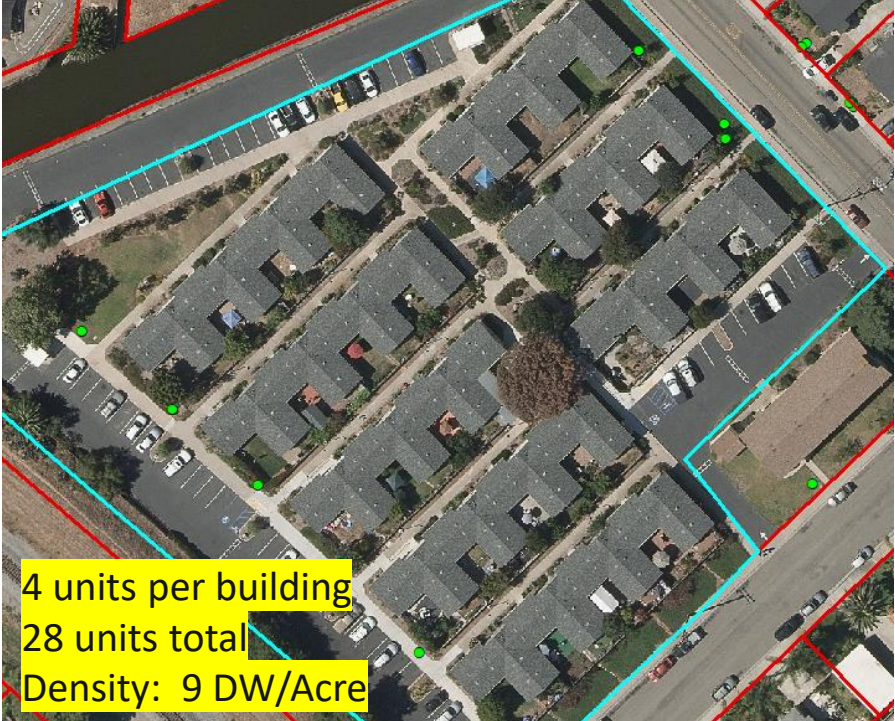
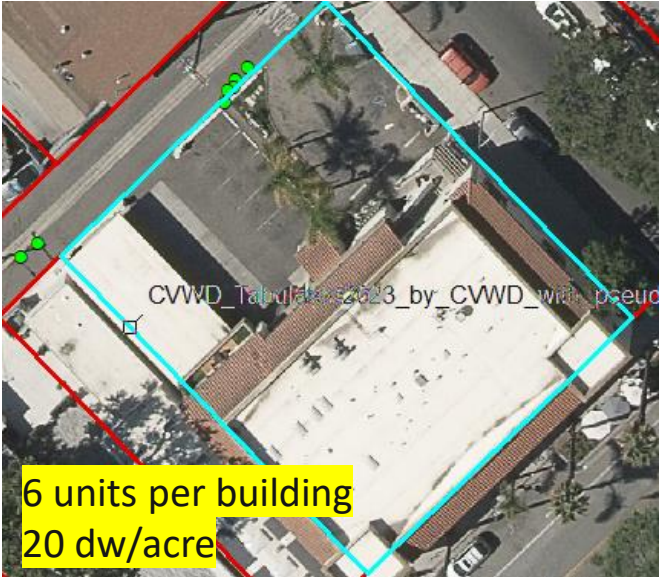
The observed maximum is 8 dwelling units per building for existing individually metered developments.





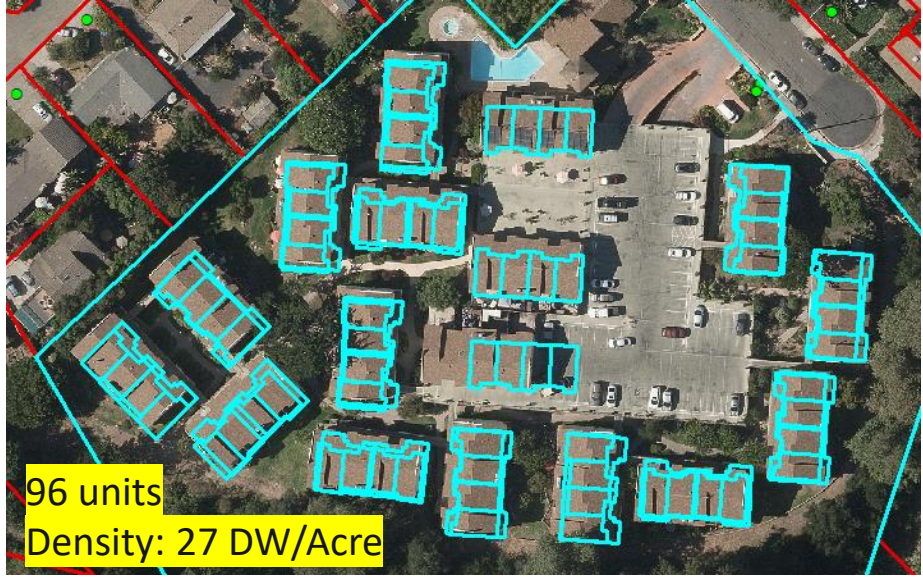
MINIMUM NUMBER OF DWELLING UNITS PER BUILDINGS FOR EXISTING MASTER METERS

The observed minimum for existing master metered developments is 4 dwelling units for a single building.



DENSITY OF EXISTING MASTER METERED DEVELOPMENTS

Existing developments with very high densities (40-60 DW/acre) have master meters). However, there are also examples of lower density (13 DW/acre) developments with master meters.



96 units
Density: 27 DW/Acre



33 units
Density: 13 DW/Acre



78 units
Currently MMR
74 DW/Acre



60 units
Currently MMR
64 DW/Acre

Reference: summary of proposed developments



Carpinteria Ave

- Mixed use development
- 18 two-bedroom units
- 4 two-bedroom townhomes
- 2 one-bedroom units

24 dwelling units in one building on a 0.93-acre lot
 Density = 26 dw/acre



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Bailard

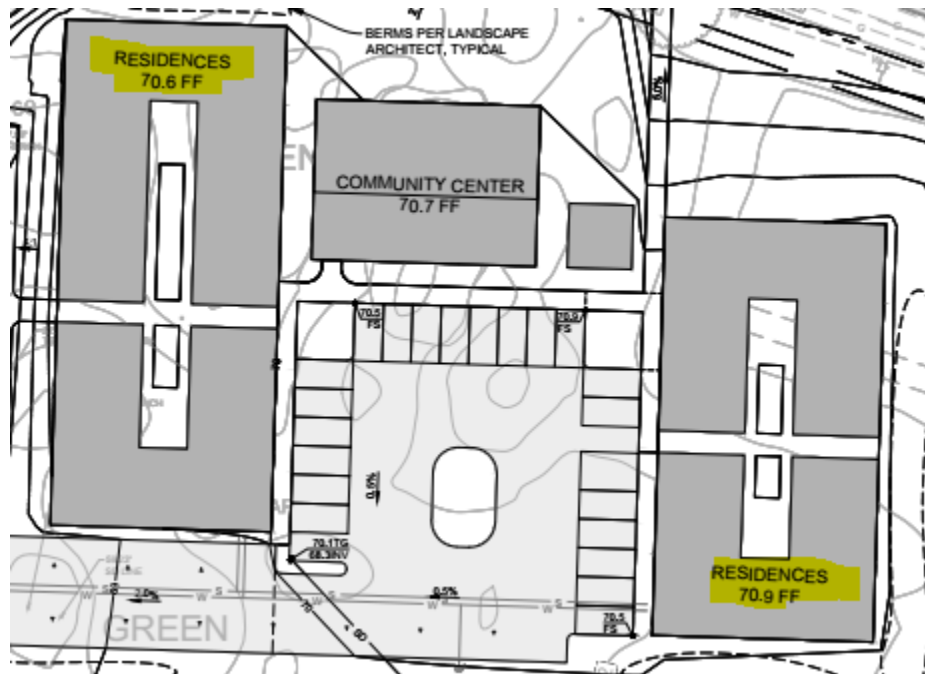
169 dwelling units in 6 buildings on a 7.45-acre lot

Density = 23 dw/acre



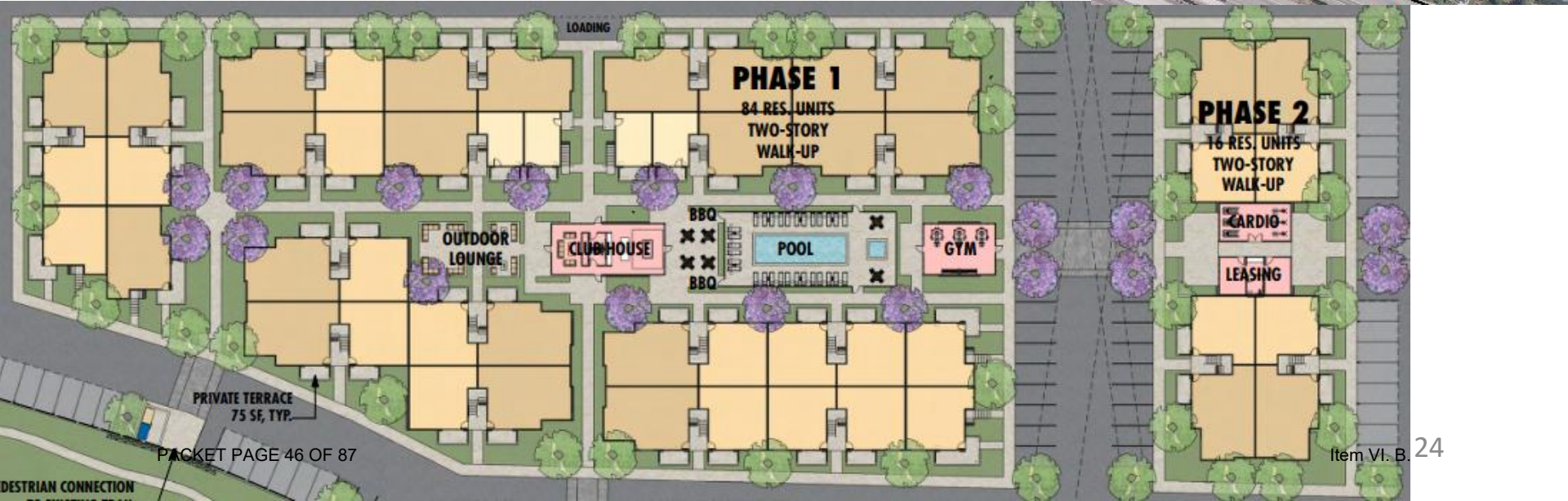
Tee Time

40 rental dwelling units across 4 buildings on a 24-acre lot
99 other units + a hotel building
Density: >6 dw/acre



Lagunitas

Studio, one, and two-bedroom rental apartments.
111 dwelling units across 7 buildings on a 11-acre lot
Density = 10 dw/acre





California Water Submeter Requirements for Multi-Family Housing Installation, Reading, Disclosure & Billing

I Introduction

Beginning January 1, 2018, all new multi-family construction (defined as two or more units) that apply to a water purveyor for water connection must include water submeters for each individual unit.ⁱ At the same time, if an owner has a building constructed before January 1, 2018, and he or she elects to install submeters or already has submeters, the disclosure and billing requirements in the state law must be applied when billing tenants for water.ⁱⁱ

Unless the local water provider or local government is operating under an ordinance or regulation requiring individual metering, the owner of the property is required to install and read the submeters, unless the water provider is requested to (by the owner) and agrees to install and read individual meters.ⁱⁱⁱ A water provider is not allowed to impose any additional capacity or connection fees or charges for submeters that are installed by the owner or the owner's agent. The law does not require installation in units within property that are used only for commercial purposes.^{iv}

All property owners who are required to install submeters at their new buildings after January 1, 2018, must, at all times, bill residents for water service.

This law does not affect ratio utility billing systems or RUBS. It does not prohibit their continued use in existing buildings.

Here is a summary of the requirements under the law.

II Installation of Submeters

A water submeter, under California law, is defined as a device that measures water consumption of an individual rental unit within a multiunit residential structure or mixed-use residential and commercial structure, and that is owned and operated by the landlord of the structure or the landlord's agent. As used in the law, "multiunit residential structure" and "mixed-use residential and commercial structure" mean real property containing two or more dwelling units. The law does not require, however, the installation of submeters in units within properties that are used only for commercial purposes

Submeters must satisfy all of the following requirements:

- The submeter must be inspected, tested, and verified for commercial purposes pursuant to law, including, but not limited to, Section 12500.5 of the Business and Professions Code.
- The submeter must conform to all laws regarding installation, maintenance, repair, and use, including, but not limited to, regulations established pursuant to Section 12107 of the Business and Professions Code.



- The submeter must measure only water (and all of the water) that is supplied for the exclusive use of the particular dwelling unit, and only to an area within the exclusive possession and control of the tenant of the dwelling unit.
- The submeter must be capable of being accessed and read by the tenant of the dwelling unit and read by the landlord without entering the dwelling unit. A submeter installed before January 1, 2018, may be read by the landlord after entry into the unit, in accordance with this chapter and Section 1954 (Notice of Entry Law).
- The submeter must be reinspected and recalibrated within the time limits specified in law or regulation.

The law does not require a water provider to assume responsibility for ensuring compliance with any law or regulation governing installation, certification, maintenance, and testing of submeters and associated onsite plumbing.

III Tenant Disclosures for the Rental Agreement or Addendum

Before executing a rental agreement, a residential rental property owner who plans to charge a tenant separately from rent for water service – or a multifamily property owner who is required under state law to install water submeters and charge tenants in a newly-constructed building (which applied for water connection after January 1, 2018), for water service, must clearly disclose the following information to the tenant, in writing, in at least 10-point type. The information may be incorporated into the rental agreement or in a separate addendum:

1. **Water Separate from Rent** – That the tenant will be billed for water service separately from the rent.
2. **Estimate of the Water Bill** – Provide an estimate of the monthly bill for water service for dwelling units at the property based on either of the following:
 - The average or median bill for water service for comparative dwelling units at the property over any three of the past six months.
 - The amount of the bill based upon average indoor water use of a family of four of approximately 200 gallons per day, and including all other monthly charges that will be assessed. Estimates for other gallons per day may also be included. The estimate must include a statement that the average family of four uses about 200 gallons of water each day.
3. **Due Date** – The due dates and payment procedures for bills for water service.
4. **Contact Information** – A mailing address, an email address, and a toll-free telephone number or a local telephone number for the tenant to contact the landlord or the billing agent with questions about the water service billing and the days and hours for regular telephone service at either number.
5. **Charges on the Bill** – That the monthly bill for water service may only include the following charges^Y:
 - Payment due for the amount of usage as measured by the submeter and charged at the allowable rates in accordance with subdivision (a) of Section 1954.205 (See *Billing Charges and Fees – What’s Allowed* hereafter).
 - Payment of a portion of the fixed fee charged by the water provider for water service.
 - A fee for the landlord’s or billing agent’s costs in accordance with paragraph (3) of subdivision (a) of Section 1954.205. (See *Billing Charges and Fees – What’s Allowed* hereafter).
 - Any late fee, with the amounts and times assessed, in compliance with Section 1954.213. (See *Late Fees* explained hereafter).



6. **Tenant Must Report Leaks** – A statement that the tenant must notify the landlord of any leaks, drips, water fixtures that do not shut off properly, including, but not limited to, a toilet, or other problems with the water system, including, but not limited to, problems with water-saving devices, and that the landlord is required to investigate, and, if necessary, repair these problems within 21 days, otherwise, the water bill will be adjusted pursuant to law.
7. **Contact Information to Report Leaks** – A mailing address, an email address, and a toll-free telephone number or a local telephone number for the tenant to use to contact the landlord, or an agent of the landlord, to report any leaks, drips, water fixtures that do not shut off properly, including, but not limited to, a toilet, or other problems with the water system, including, but not limited to, problems with water-saving devices.
8. **If the Tenant Asks** – A statement that the landlord must provide any of the following information if asked by the tenant:
 - The location of the submeter.
 - The calculations used to determine a monthly bill.
 - The date the submeter was last certified for use, and the date it is next scheduled for certification, if known.
9. **Inaccurate Meter** – A statement that if the tenant believes that the submeter reading is inaccurate or the submeter is malfunctioning, the tenant must first notify the landlord in writing and request an investigation. A tenant must be provided with a notice that if an alleged submeter malfunction is not resolved by the landlord, a tenant may contact the local county sealer and request that the submeter be tested. Contact information for the county sealer must be included in the disclosure to the tenant.
10. **A General Statement** – A statement that this disclosure is only a general overview of the laws regarding submeters and that the laws can be found at Chapter 2.5 (commencing with Section 1954.201) of Title 5 of Part 4 of Division 3 of the Civil Code, available online or at most libraries.

IV Billing Charges & Fees – What’s Allowed

As part of the regular bill for water service, a landlord may only bill a tenant for the following water service:

1. **Volumetric Usage** – A charge for volumetric usage, which may be calculated in any the following ways:
 - The amount must be calculated by first determining the proportion of the tenant’s usage, as shown by the submeter, to the total usage as shown by the water provider’s billing. The dollar amount billed to the tenant for usage must be in that same proportion to the dollar amount for usage shown by the water provider’s billing.
 - If the water provider charges for volumetric usage based on a tiered rate schedule, the landlord may calculate the charge for a tenant’s volumetric usage as described above or the landlord may instead divide each tier’s volume evenly among the number of dwelling units, and the rate applicable to each block must be applied to the consumption recorded for each dwelling unit.
 - If the water provider charges the property rates on a per-dwelling unit basis, the tenants may be charged at those exact per unit rates.
2. **Recurring Fixed Charges** – Any recurring fixed charge for water service billed to the property by the water provider that, at the landlord’s discretion, must be calculated by either of the following:
 - The tenant’s proportion of the total fixed charges charged to the property. The tenant’s proportion must be based on the percentage of the tenant’s volumetric water use in relation to the total



volumetric water use of the entire property, as shown on the property's water bill during that period.

- Dividing the total fixed charges charged to the property equally among the total number of residential units and nonresidential units at the property.
3. **Administrative Fee** – A billing, administrative, or other fee for the landlord's and billing agent's costs, which must be the lesser of an amount not to exceed four dollars and seventy-five cents (\$4.75), as adjusted pursuant to this paragraph or 25 percent of the amount billed. Beginning January 1, 2018, the maximum fee authorized by this paragraph may be adjusted each calendar year by the landlord, no higher than a commensurate increase in the Consumer Price Index based on a California fiscal year average for the previous fiscal year, for all urban consumers, as determined by the Department of Finance.
 4. **Late Charge** – A late charge. See further information below.
 5. **Estimated Billing** – If a submeter reading for the beginning or end of a billing period is, in good faith, not available, the landlord must bill the tenant according to Civil Code Section 1954.212.^{vi}
 6. **Other Lawful Charges** – This section does not prohibit a landlord or the landlord's billing agent from including any other lawful charges, including, but not limited to, rent, on the same bill.

V Late Fees

1. **Late Fee After Day 25** – A landlord may charge a tenant a late fee for any water service bill not paid 25 days after mailing or other transmittal of the bill. If the 25th day falls on a Saturday, Sunday, or holiday, the late fee cannot be imposed until the day after the first business day following the 25th day.
2. **The Amount** – The amount and percentage of the late fee is defined as follows:
 - **Seven Dollars** – A late fee of up to seven dollars (\$7) may be imposed if any amount of a water service bill remains unpaid after the time described above. A late fee of up to ten dollars (\$10) may be imposed in each subsequent bill if any amount remains unpaid.
 - **10 Percent** – The total late fee imposed in any 12-month period upon the amount of a bill that remains unpaid cannot exceed 10 percent of the unpaid amount, exclusive of the administrative fee and the late fee imposed.
 - **Credits** – If any partial payments are made, they must be credited against the bill that has been outstanding the longest.
3. **Termination of Tenancy for Unpaid Water Bill** – If the water bill remains unpaid for 180 days after the date upon which it is due or the amount of the unpaid water bill equals or exceeds two hundred dollars (\$200), the landlord may terminate the tenancy in accordance with Section 1161 of the Code of Civil Procedure with the service of a three-day notice to perform the conditions or covenants or quit upon the tenant.
4. **Water is Not Rent** – Water service charges under this law do not constitute rent.
5. **Can't Shut Off the Water, Unless Making Repairs** – The water service to a dwelling unit may not be shut off or otherwise interfered with by the landlord for any reason, including nonpayment of a bill. Notwithstanding the foregoing, a landlord or his or her agent may shut off water service to a dwelling unit or the property, in order to make repairs, replacements of equipment, or perform other maintenance at the property.



VI Reading Submeters & Billing

1. **Read within 3 Days** – Submeters must be read within three days of the same point in each billing cycle.
2. **Consistent Payment Requirements** – Payments must be due at the same point in each billing cycle. A tenant may agree in writing to receive a bill electronically. A tenant may rescind authorization for electronic delivery of bills at any time. The landlord will have 30 days to comply with any change in how a tenant requests to receive a bill. A tenant cannot be required to pay a bill electronically.
3. **What Must Be Included on the Bill** – A bill must include and separately set forth the following information:
 - a. **Submeter Reading** – The submeter reading for the beginning date and ending date of the billing cycle, the dates read, and the indicated consumption as determined by subtracting the amount of the beginning date submeter reading from the amount of the ending date submeter reading. If the unit of measure is in something other than gallons, the indicated consumption must be expressed in gallons.
 - b. **Amounts Charged** – The amounts charged as allowed by law (as set forth above).
 - c. **Volumetric Charge Rates** – The rate or rates charged for the volumetric charge per unit of measure.
 - d. **Previous Amounts Owed** – The amount, if any, due from the previous month's bill, and the amount, if any, due from bills prior to the previous month's bill.
 - e. **Late Fee** – The late fee, if any, imposed and when the late fee is charged and a statement of when the late fees would apply.
 - f. **Total Amount** – The total amount due for the billing period.
 - g. **Due Date** – The due date for the payment.
 - h. **Contact Information** – The procedure to contact the landlord or billing agent with questions or concerns regarding the bill. If a billing agent is used, the name of the billing agent must be disclosed. The tenant must be provided a mailing address, email address, and telephone number, which must be either a toll-free or a local number, and the time of regular telephone hours for contact regarding billing inquiries.
 - i. **Respond in Writing** – Upon request of the tenant, the landlord or billing agent must respond in writing to any questions or disputes from the tenant.
 - j. **Not the Water Provider** – A statement that the landlord or billing agent is not the water provider and must include the name of the local water provider providing the water service to the master meter.
 - k. **Contact Information to Report Leaks** – A mailing address, an email address, and a toll-free telephone number or a local telephone number for the tenant to use to contact the landlord, or an agent of the landlord, to report any leaks, drips, water fixtures that do not shut off properly, including, but not limited to, a toilet, or other problems with the water system, including, but not limited to, problems with water-saving devices.
4. **Separate Billing Allowed for Past Due Amounts** – A separate bill may be provided for past due amounts if past due amounts are not included on the current month's bill.

VII Reading the Meter – Beginning and Ending Unpaid Water Bill May be Deducted from Security Deposit

1. **Readings at the Beginning of the Tenancy** – At the beginning of a tenancy, a submeter must be read after the tenant takes possession. If the regular reading occurs less than five days prior to the



tenant taking possession, that reading may be substituted to establish usage. If the submeter is manually read, the first bill may be estimated based on the rates as outlined above.^{vii}

2. **Readings at the End of the Tenancy** – For a water-service bill at the end of a tenancy, the submeter must be read within five days, if possible. If the submeter cannot be read within five days at the end of a tenancy, the bill amount for the final month must be based on the bill amount for the previous month.
3. **Security Deposit Deduction** – The landlord may, at his or her discretion, deduct an unpaid water service bill from the security deposit during or upon termination of a tenancy, if the last water service bill showing the amount due is attached to the documentation required by Civil Code Section 1950.5 – Security Deposit law.

VIII Pass Through of Penalties

Unless it can be documented that a penalty is primarily the result of a tenant's or tenants' failure to comply with state or local water use regulations or restrictions, or both, regarding wasting of water, a landlord may not charge, recover, or allow to be charged or recovered, fees incurred by the landlord from the water provider, billing agent, or any other person for any deposit, disconnection, reconnection, late payment by the landlord, or any other penalty assessed against the landlord. This does not, however, prevent a landlord from charging a tenant for the tenant's late payment of any bill.

IX Disclosure – At the Request of the Tenant

The landlord must maintain and make available in writing, at the tenant's written or electronic request, within seven days after the request, the following:

- The date the submeter was last inspected, tested, and verified, and the date by which it must be reinspected, tested, and verified under law, if available. If this information is not available, the landlord must disclose that the information is not available.
- The data used to calculate the tenant's bill, as follows:
 - The most recent water bill for the property's master water meter showing the recurring fixed charge for water service billed to the property by the water provider, and the usage charges for the property, including any tiered amounts.
 - Any other bills for water service, as defined in subdivision (h) of Section 1954.202, for the property.^{viii}
 - The number of dwelling units in the property used in the last billing period to calculate the tenant's water service charges.
 - If not shown on the bill for the property, the per unit charges for volumetric water usage, including any tiered amounts.
 - The formula used to calculate the charge for the tenant's volumetric water usage.
- The location of the submeter.

X Water Fixtures Maintenance & Repair

1. **Tenant Notice of a Leak** – If a tenant notifies the landlord of, or the landlord otherwise becomes aware of, a leak, a drip, a water fixture that does not shut off properly, including, but not limited to, a toilet, a problem with a water-saving device, or other problem with the water system that causes constant or abnormally high water usage, or a submeter reading indicates constant or abnormal high



water usage, the landlord must have the condition investigated, and, if warranted, rectify the condition.

2. **Tenant May Not Remove Fixtures** – A tenant may not remove any water fixtures or water-saving devices that have been installed by the landlord.
3. **Landlord Response to Leaks** – If the condition is rectified more than 21 days after the tenant provides notice to the landlord or the landlord otherwise becomes aware of a leak, a drip, a water fixture that does not shut off properly, including, but not limited to, a toilet, a problem with a water-saving device, or other problem with the water system that causes constant or abnormally high water usage, or a submeter reading indicates constant or abnormally high water usage, pursuant to subdivision (a), the tenant's volumetric usage for any month or months that include the period between 21 days after the initial investigation and the repair must be deemed to be fifteen dollars (\$15) or actual usage, whichever is less. At the landlord's option, if submeter readings are available to determine the usage at a point prior to investigation and a point following repair, usage must be deemed to be fifty cents (\$0.50) per day for those days between the two submeter readings or actual usage, whichever is less.
4. **Failure to Correct** – If the condition remains unrectified for 180 days after investigation, no further volumetric usage charges may be imposed until the condition is repaired.
5. **Tenant's Failure to Allow Access** – If, in order to comply with the law, the landlord has provided notice pursuant to existing law (Civil Code Section 1954), and the tenant has failed to provide access to the dwelling unit, then the charges need not be determined as outlined above.
6. **Abnormal High Water Usage** – If the local water provider notifies the landlord of constant or abnormally high water usage at the property, the landlord must investigate and, if possible, rectify the cause of the high water usage.

XI

Landlord's Entry into the Dwelling Units

The landlord may enter a dwelling unit as follows:

1. For the purpose of installing, repairing, or replacing a submeter, or for the purpose of investigating or rectifying a condition causing constant or abnormally high water usage.
2. To read a submeter. The landlord must provide the tenant a written notice prior to entry.

XII

Ratio Utility Billing Systems

The state law specifically provides that "Nothing in this law shall be construed to apply or create a public policy or requirement that favors or disfavors the use of a ratio utility billing system."

XIII

Hot Water

A submetering system that measures only a portion of a dwelling unit's water usage, including, but not limited to, a system that measures only hot water usage, is not subject to this law if the system was first put in service before January 1, 2018. Such billing methods are not permitted for systems subject to the submeter mandate following January 1, 2018.

XIV

No Connection Fees Allowed

A water provider cannot impose an additional capacity or connection fee or charge for a submeter that is installed by the owner, or his or her agent.



XV Delayed Water Submeter Installation

1. A final occupancy permit for a building cannot not be denied by a local building official if water submeters or meters have not been installed for each residential unit as required by this law if the building owner can demonstrate either of the following:
 - Water submeters have been ordered and were delayed by the manufacturer.
 - Water submeters for the building were submitted to a county sealer and are awaiting approval for use.
2. After issuance of the occupancy permit, the owner must demonstrate that the submeters are installed in the building within 120 days of approval by the county sealer.

XVI Exempt Units

The structures in all of the following categories are exempt from this water meter installation requirements^{ix}:

- **Low-income housing.** For purposes of this paragraph, “low-income housing” means a residential building financed with low-income housing tax credits, tax-exempt mortgage revenue bonds, general obligation bonds, or local, state, or federal loans or grants, for which the rents of the occupants in lower income households, as defined in Section 50079.5 of the Health and Safety Code, do not exceed rents prescribed by deed restrictions or regulatory agreements pursuant to the terms of the financing or financial assistance, and for which not less than 90 percent of the dwelling units within the building are designated for occupancy by lower income households, as defined in Section 50079.5 of the Health and Safety Code.
- **Housing at a place of education,** as defined in Section 202 of the California Building Standards Code (Title 24 of the California Code of Regulations).
- **Long-term health care facilities,** as defined in Section 1418 of the Health and Safety Code.
- **Time-share property,** as defined in subdivision (aa) of Section 11212 of the Business and Professions Code.
- **Residential care facilities for the elderly,** as defined in Section 1569.2 of the Health and Safety Code.

XVII Local Ordinance Exemptions

1. **Adopted Prior to January 1, 2013** – This article does not preclude or preempt a local ordinance or regulation that regulates the approval of submeter types or the installation, maintenance, reading, billing, or testing of submeters and associated onsite plumbing if the ordinance or regulation was adopted prior to January 1, 2013.
2. **No New Local Laws After January 1, 2013** – It is the intent of the Legislature to preclude the adoption, and preempt the operation, of an ordinance or regulation adopted after January 1, 2013, that regulates the types of approved submeters, their installation, maintenance, reading, billing, and testing, and associated onsite plumbing.
3. **Water Conservation Programs Allowed** – This law does not restrict the existing authority of a water provider, city, county, city and county, or other local agency to adopt and implement a program to promote water conservation that includes the installation of water meters and submeters if the program is at least as stringent as the requirements of this article.



XVIII Definitions

“Billing agent” means a person or entity who contracts to provide submetering services to a landlord, including billing.

“Landlord” means an owner of residential rental property. “Landlord” does not include a tenant who rents all or a portion of a dwelling unit to subtenants. “Landlord” does not include a common interest development, as defined in Section 4100 of the Civil Code.

“Property” means real property containing two or more dwelling units that is served by a single master meter.

“Ratio utility billing system” means the allocation of water and sewer costs to tenants based on the square footage, occupancy, or other physical factors of a dwelling unit.

“Rental agreement” includes a fixed-term lease.

“Renting” includes leasing, whether on a periodic or fixed-term basis.

“Submeter” means a device that measures water consumption of an individual rental unit within a multiunit residential structure or mixed-use residential and commercial structure, and that is owned and operated by the landlord of the structure or the landlord’s agent. As used in this section, “multiunit residential structure” and “mixed-use residential and commercial structure” mean real property containing two or more dwelling units.

“Water service” includes any charges, whether presented for payment on local water purveyor bills, tax bills, or bills from other entities, related to water treatment, distribution, or usage, including, but not limited to, water, sewer, stormwater, and flood control.

“Water purveyor” [or **Water provider** herein] means a water purveyor as defined in Section 512 of the Water Code.

References:

- SB 7 (Wolk) – Water Meters and Submeters – Chapter 623, Statutes 2016

ⁱ See Cal. Water Code Section 537.1(a) (“Each water purveyor that sells, leases, rents, furnishes, or delivers water service to a newly constructed multiunit residential structure or newly constructed mixed-use residential and commercial structure for which an application for a water connection, or more than one connection, is submitted after January 1, 2018, shall require a measurement of the quantity of water supplied to each individual residential dwelling unit as a condition of new water service. The measurement may be by individual water meters or submeters.”)

ⁱⁱ California Civil Code 1954, et seq. and California Water Code Section 517, et. seq. Specifically, a submeter used to measure water supplied to an individual residential unit that is required pursuant to the Water Code must be of a type approved pursuant to Section 12500.5 of the Business and Professions Code, and must be installed and operated in compliance with regulations established pursuant to Section 12107 of the Business and Professions Code.

ⁱⁱⁱThe owner of the building must install submeters that comply with all laws and regulations governing the approval of submeter types or the installation, maintenance, reading, billing, and testing of submeters, including, but not limited to, the California Plumbing Code. Installation of the submeters must be performed by one of the following:

- A contractor licensed by the Contractors’ State License Board who employs at least one journey person who has graduated from a state-approved apprenticeship program.
- A registered service agency that has registered with the Department of Food and Agriculture.

^{iv} Health and Safety Code Section 17922.14(b).



^v Civil Code Section 1954.205 specifically provides that the law does not prohibit a landlord or the landlord's billing agent from including any other lawful charges, including, but not limited to, rent, on the same bill.

^{vi} **Civil Code Section 1954.212.** (a) If a monthly submeter reading necessary to measure volumetric usage is unavailable, and the tenant has provided access to the submeter, the tenant may be charged 75 percent of the average amount billed for volumetric usage for the last three months for which complete billing information is available. The adjustment shall be disclosed on the bill.

(b) If no complete billing information is available for the prior three months, the volumetric usage charge shall be deemed to be fifty cents (\$0.50) per day that the data is not available.

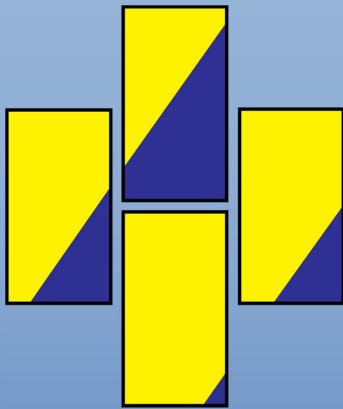
(c) If monthly submeter readings remain unavailable for more than six months, the volumetric usage charge shall be deemed to be zero for any subsequent month that the data is not available.

^{vii} Civil Code Section 1954.212

^{viii} Civil Code Section 1954.202 (h) "Water service" includes any charges, whether presented for payment on local water purveyor bills, tax bills, or bills from other entities, related to water treatment, distribution, or usage, including, but not limited to, water, sewer, stormwater, and flood control.

^{ix} The California Department of Housing and Community Development (HCD) shall determine whether and under what circumstances the installation of water meters or submeters is infeasible and include in the building standards proposed in the next regularly scheduled triennial code cycle that commences January 1, 2018, the appropriate provision for exemption from this requirement. HCD may consider whether there are any issues specific to high-rise structures that would require an exemption from the requirement for the installation of water meters or submeters.





METERNET

Sub-metering Services

5th Edition

Guide to Water Sub-meters in California

1-800-985-1179

MeterNet
145 East Fig Street
Suite A
Fallbrook, CA 92028

sales@meternetusa.com

Fax: 480-247-5425

www.MeterNetUSA.com



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1 Overview

In HOAs, Condos, Apartments and Commercial buildings, water sub-meters are installed to allow individual billing/cost apportionment and promote conservation.

This guide is specific to water sub-meters served by public (city, municipal or county) water districts.

While many of the regulations and rules mentioned within also apply to electric & gas, or sub-metering within private water districts (rare), the CPUC in conjunction with the utilities in these sectors, may have additional rules and regulations.

1.1 Definition of a 'Sub-meter'

A sub-meter is a meter that is downstream from the providing utility's meter (master-meter) and is used to measure the portion used by an individual tenant or homeowner in a multi-unit building or development.

For the purposes of this document, 'sub-meter' refers specifically to a water meter that is privately owned, and will be used for billing purposes within a multi-unit building or development.

1.2 Regulatory Overview

In California, sub-metered utility billing is regulated (either through exemption or regulation) by the California Public Utilities Commission (CPUC), while the sub-meters used for billing purposes are regulated by the California Department of Food & Agriculture Weights and Measures (W&M) at the state level.

As of January 1, 2018 all new construction residential buildings with two or more units are required to be individually metered in the State of California.

A few cities are also known to have additional regulations regarding sub-meters and/or billing practices.

San Diego City requires sub-meters in all new construction and major remodels of multi-unit buildings.

Santa Clara VWD offers rebates for sub-meter retrofits within their district.

1.3 Meter Registration and Recertification Overview

All sub-meters in California must have a current type approval from W&M at the time of installation.

Registration & certification of the meters with the local County W&M office is mandatory prior to being installed. The owner of the metering system must renew their registration annually.

Recertification of sub-meters must be performed a minimum of every ten years. To do this the meters must be removed and delivered to W&M for testing. Meter installation must be performed exclusively by Service



Agents (SA's) who are employed by a Registered Service Agency (RSA) licensed by W&M.

2 Regulations

The rules governing sub-metering in California come from no less than five (in some cases six or more) separate entities; the California Health & Safety Code, Building Code, Water Code, PUC, and Agriculture Weights & Measures and in certain cities, local laws also come into play.

2.1 SB-7

Enacted September 25, 2016, SB-7 provides a framework for sub-metering, including; meter access, tenant rights & obligations, billing methods, service fees/late-fees, building code (requiring individual meters) and water purveyor requirements.

The full text of SB-7 can be accessed here:

https://leginfo.ca.gov/faces/billNavClient.xhtml?bill_id=201520160SB7

Most of SB-7's regulations relate specifically to Landlord/Tenant sub-metering/billing, other than the section relating to Building Code which is listed separately below.

2.2 Building Code

Under the Health and Safety Code, any newly constructed multiunit residential, or mixed residential/commercial structures will require individual water meters/sub-meters for each dwelling unit. Under this regulation there are exceptions for low-income, education, timeshares, residential and long-term care facilities, and etcetera.

Health and Safety Code: §179220.14: *“(a) (1) During the next regularly scheduled triennial code cycle that commences on or after January 1, 2018, or during a subsequent code adoption cycle, the department shall develop and propose for adoption by the California Building Standards Commission, pursuant to Chapter 4 (commencing with Section 18935) of Part 2.5, building standards requiring the installation of water meters or submeters in newly constructed multiunit residential structures or mixed-use residential and commercial structures, as those terms are defined in Section 517 of the Water Code. These standards shall conform to Article 5 (commencing with Section 537) of Chapter 8 of Division 1 of the Water Code.*

(b) The proposed standards shall require the installation of water meters or submeters in newly constructed multiunit residential structures and mixed-use residential and commercial structures only for residential dwelling units within those structures, but shall not require installation in units within those structures that are used only for commercial purposes.

(c) (1) The department shall determine whether and under what circumstances the installation of water meters or submeters is infeasible and include in the building standards proposed in subdivision (a) the appropriate provision for exemption from this requirement. The department may consider whether there are any issues specific to high-

rise structures that would require an exemption from the requirement for the installation of water meters or submeters.

(2) The following categories of structures shall be exempt from the building standards established pursuant to subdivision (a):

(A) Long-term health care facilities, as defined in Section 1418.

(B) Low-income housing. For the purposes of this subparagraph, "low-income housing" means a residential building that is financed with low-income housing tax credits, tax-exempt mortgage revenue bonds, general obligation bonds, or federal, state, or local loans or grants, for which rents charged to lower income households do not exceed rents prescribed by deed restrictions or regulatory agreements pursuant to the terms of the financing or financial assistance, and for which not less than 90 percent of the dwelling units within the building are designated for occupancy by lower income households. As used in this subparagraph, "lower income households" has the same meaning as defined in Section 50079.5.

(C) Residential care facilities for the elderly, as defined in subdivision (k) of Section 1569.2.

(D) Housing at a place of education, as defined in Section 202 of the California Building Standards Code (Title 24 of the California Code of Regulations).

(E) Time-share property, as defined in subdivision (aa) of Section 11212 of the Business and Professions Code.

2.3 CPUC Rules

The CPUC has issued an exemption from being under their jurisdiction, as long as certain rules are followed for sub-metering.

This exemption is found in the CPUC code §2705.5: "Any person or corporation, and their lessees, receivers, or trustees appointed by any court, that maintains a mobilehome park or a multiple unit residential complex and provides, or will provide, water service to users through a submeter service system is not a public utility and is not subject to the jurisdiction, control, or regulation of the commission if each user of the submeter service system is charged at the rate which would be applicable if the user were receiving the water directly from the water corporation."

This is straightforward; simply pass through the actual cost of the water/sewer, or charge at the same rate as a single family residence; otherwise you are a utility and fall under the CPUC regulations as such.

2.4 Weights and Measures Regulations

In a nutshell: use type approved meters, have them certified, install in accordance with the specifications by registered service agents in a location that can be easily read by the resident, or provide a remote display. It's that simple!

Type Approved Meters: Only meters with a current Certificate of Approval may be used. Meters may be Type Approved by either California CDFA: <http://www.cdfa.ca.gov/dms/ctep.html>

Or Nationally NCWM: http://www.ncwm.net/ntep/cert_search



Both sites must be searched as many type approvals show on one location.

Meters currently approved and available as of 09-13-2017 are:

Positive Displacement type:

- Badger model 25, 35, 40, 55, 70, 120 & 170 Cold water meters 5/8" through 2". Manual, Encoder and Pulse reading types, UV and Pit rated for outdoor use.
- Neptune T-10 & Aquity Cold water meters 5/8" through 2". Manual, Encoder, Integrated RF drive-by and Pulse reading types. Pit and UV rated for outdoor use.
- Sensus SR & SR11 5/8" through 1", Manual, Encoder and Pulse reading types. Pit and UV rated for outdoor use.

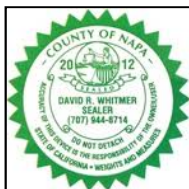
Multijet type:

- Conservice (aka U.S.A.) Hot water meters, 5/8", 3/4" & 1". Pulse reading type. Not suitable for outdoor use.
- EKM Meter, 3/4" and 1" size Cold water meters, Pulse output.
- MTW MJ-20, 3/4" Cold water meter. Pulse output reading type. Not suitable for outdoor use.
- Next Century M201C and M201H, 3/4" Hot and Cold water meters. Not suitable for outdoor use.
- Norgas Singlemag, Versamag & PDMag, 1/2", 3/4" and 1" Hot & Cold water meters. Pulse out reading. Not suitable for outdoor use.
- Zenner PMN 5/8", 3/4" & 1" Cold water meters. Manual, Encoder and Pulse reading types. Pit and UV rated for outdoor use.

Ultrasonic type:

- Kamstrup, 1/2", 3/4" and 1" Hot & Cold water meters, internal drive-by RF and Encoder output reading types. Pit, but not UV rated, install outdoors only if protected from sunlight.
-

Business and Professions Code: 12500.5: *"The secretary by rules and regulations shall provide for submission for approval of types or designs of weights, measures, or weighing, measuring, or counting instruments or devices, used for commercial purposes, and shall issue certificates of approval of such types or designs as he or she shall find to meet the requirements of this code and the tolerances and specifications thereunder. It shall be unlawful to sell or use for commercial purposes any weight or measure, or any weighing, measuring, or counting instrument or device, of a type or design that has not first been so approved by the department; provided, however, that any such weight, measure, instrument, or device in use for commercial purposes prior to the effective date of this act may be continued in use unless and until condemned under the provisions of this code."*



Certification & Registration: Prior to being installed, every meter must be delivered to the local County W&M office for testing and certification;

the meters must also be registered to a 'Location' (usually the complex or community address).

Business and Professions Code:12501.1: *"Every person who uses, or intends to use, any weight or measure, or weighing or measuring instrument for commercial purposes shall, before using the same, cause them to be sealed by a sealer, unless they have been sealed before sale, in which case they may be used by the purchaser for the remainder of such period as is authorized in the regulations adopted by the director pursuant to Section 12212, or until they become "incorrect," as defined in subdivision (d) of Section 12500."*



Lead wire seals with Certification date used by most counties

Location: Meters must be located in an accessible location for the resident to read the meter or a remote reading display provided.

California Code of Regulation Title 4, Division 9 Section 3.36.UR.2.: *"An unobstructed standing space of at least 30" wide, 36" deep, and 78" high shall be maintained in front of an indication for use by the customer to allow for reading the indicator. The customer indication shall be readily observable to a person located within the standing space without necessity of a separate tool or device."*

Note: This does not say that the meter or remote register needs to be in this space, just that there needs to be a space to stand where you can see the meter reading indicator, without using a ladder, magnifying glass, mirror or other aid to do so.

Installation: Meters must be installed (set) by a Service Agent who is licensed with W&M. Once the meters are installed on location, a Placed in Service Report must be submitted to W&M within 24 hours.

Business and Professions Code: 12515: *"(a) Any person having made repairs or adjustments to any weighing instrument or to any measuring instrument, or any person having sold, rented, leased, loaned, or installed any such instrument, who within 24 hours after the instrument has been sold, rented, leased, loaned, installed, repaired, or adjusted, fails to notify the sealer of the county in which the instrument has been sold, rented, leased, loaned, installed, repaired, or adjusted, that the sale, rent, lease, loan, installation, repair, or adjustment has been made, is guilty of a misdemeanor.*

(b) This section does not require notification to the sealer for an adjustment to a weighing or measuring instrument only for the purpose of maintaining it in a zero or balance condition."

Business and Professions Code: 12532: *"(a) No person shall engage in business as a service agency unless registered by the Secretary of Food and Agriculture pursuant to this chapter and unless the current registration fee and any penalty has been paid.*

(b) Applications for registration shall be in writing on a form prescribed by the department, and shall be accompanied by the required fee.

(c) A service agency shall forward to the department the name or names of service agents employed by them, with the appropriate fees required by Section 12535.

(d) A device may only be placed in service by a sealer or a service agency. A device used by a public utility in connection with measuring gas, electricity, water, steam, or communication service subject to the jurisdiction of the Public Utility Commission is exempt from the requirements of this chapter.

(e) Except as provided in subdivision (f), no person who repairs a device is required to be registered if the device is placed into service by a sealer or service agency.

(f) Vapor measuring devices operating at greater than 11 inches water column shall be installed by a service agency.

(g) In the event of any change in the legal status of a registered service agency, the new legal entity shall obtain a new registration prior to operating as a service agency.

(h) A service agency may employ or designate a licensed service agent to act for the service agency and shall be responsible for all acts of that person.”

Re-certification Requirements: Water sub-meters must be removed and delivered to W&M for testing and recertification every ten years (or less). Some Counties require 10% per year.

California Code of Regulation Title 4, Division 9, Chapter 3, Article 1, section 4070: Frequency of Inspection: “The frequency of inspection for weighing and measuring devices used for commercial and law enforcement purposes is established as in Table 1. The specified times are maximum times between tests. More frequent tests may be conducted if requested by the device user in a complaint investigation or on the initiative of a weights and measures official. The definitions of specific device classifications are as in Chapter 1. NOTE: Authority cited: Sections 12027 and 12212, Business and Professions Code. Reference: Section 12212, Business and Professions Code.” -Water (Domestic Service) 10 Years-



Laws pertaining to Weights and Measures can be found in the Business and Professions Code, excerpts pertaining to W&M at: <http://www.cdfa.ca.gov/dms/programs/general/BP2013Full.pdf>

Regulations for water sub-meters are found in the CDFA-DMS Field Reference Manual CCR Title 4, Division 9; can be found at: <http://www.cdfa.ca.gov/dms/programs/general/2013-FieldReferenceManual.pdf>

2.5 Local Regulations

There are currently only a few local jurisdictions with specific water sub-meter regulations.

San Diego City requires water sub-meters in all new construction and major remodels of multi-unit buildings.

Santa Clara VWD offers rebates for sub-meter retrofits within their service district.

City of Petaluma requires Petaluma Water District approval of all sub-metering and a 'contract' with the city allowing the 'resale' of water.

Various Small Cities & Water Districts require some sort of 'approval' to install sub-meters, or they deny sub-metering based on the laws against re-selling water; however under CPUC guidelines, sub-metering is exempt. In many cases, questioning about the specific laws/regulations (have them show you) and then a thorough explanation of the regulations and a meeting with the manager to explain the basis as well as the benefits, will turn a flippant 'you can't do it' into a (albeit sometimes reluctant) 'go-ahead'.

3 Recertification and Change-outs



With the recertification policy from W&M requiring that every meter be recertified every 10-years (or less), it is important that sub-metered Associations have a plan and budget for this ongoing task.

3.1 Recertification Considerations

In order for water, gas or electric sub-meters to be re-certified, they must be tested for accuracy at the local W&M Meter Lab, in order to do this; the meters must be removed and delivered to the County facility.

Some Counties request that 10% of all meters be tested and re-certified every year; however the state regulations clearly state every ten years. It is important to note that the reason behind the 10%/year guideline is to prevent an overwhelming backlog of re-certifications, which can easily happen if several large communities were to deliver hundreds or even thousands of water, gas and electric meters all at once.

Generally speaking, communities over 100-units should implement a plan to rotate and re-certify 10% of their meters per year, while communities between 20-99 units are best suited for breaking their recertification into two or three annual batches; small communities under 20 units should do them all at once.

In order to simplify the process, reduce costs, and eliminate un-captured usage, the best plan is to either use a vendor that has a supply of meters that can be rotated out, or for the Association to purchase and maintain a quantity of certified meters which can be installed in-place of the meters being removed, utilizing the removed meters for the next round of recertification's, and so-on.

This type of rotation greatly simplifies the process and eliminates the need to re-install the meter with a second trip/appointment and service interruption.

3.2 Change-out Considerations

Occasionally a meter will fail, either by no longer registering usage, or by leaking, thus requiring a mid-cycle meter change-out.

For the reading/billing company, the proper handling of these one-off change-outs is very important. If the meter is leaking, often a plumbing company is called to repair the leak and to do so they either remove or replace the meter. Usually the best solution is to have them remove the meter (make sure it is left at the unit), install a temporary 'jumper' (allowing the water service to be restored) and then notify the Read/Bill company or contact a meter Service Agent to have the correct meter replaced properly.

The repair technician can then replace the meter with an exact replacement (based on the old meter's info), record the ending read from the old meter, the start read and meter number from the new meter, and the installation date. If the meter is read remotely, the remote read system usually needs to be updated with the new meter's information in order to be able to read the meter. This info then needs to be conveyed to the Billing Company so that they can properly bill the resident for the correct combined usage from both meters.

3.1 Selecting a Qualified Vendor

Besides the standard criteria, in California, anyone who installs, replaces, connects or works on a meter, is required to be registered with the state W&M office as a qualified Service Agent and be employed by a Registered Service Agency. This also ensures a reasonable degree of confidence that the technician doing the work is both competent and has the required insurance, licenses and tools to perform the job properly.

A list of current Registered Service Agencies can be found at:
<http://www.cdfa.ca.gov/dms/programs/rsa/rsalistsings/rsalistsings.html>

3.2 Managing the Recertification Process

For a Community Manager, the job of overseeing a recertification project can range from virtually nothing (if the meters are located in an exterior accessible location and the vendor handles resident notification) to a significant amount of work, if the meters are located inside of the units, they will require significant advanced notice and security or access issues.

Like any other project, excellent communication and advanced planning will make the project run smoothly. If the service company is familiar with the intricacies of condo/homeowner situations, it will help significantly as they will know how to plan out the project, what to expect and have contingencies in place for unknowns and variables encountered along the way.

In order to keep track of their meter status, through management and vendor changes, sub-metered associations should maintain a list of meters tied to each unit and when the meter was installed/certified.

3.3 Reserve Account

Since sub-meters must be re-certified every ten years, and few will have a total useful life of 30-years or more, sub-meters (and if applicable, the AMR system) replacement should be included in the Association's reserve study and financial plan.

A good rule of thumb is to figure that 100% of the meters will need to be replaced every 20 years on average, and a radio read AMR system

every 7-10 years (the exception being municipal grade encoder system, which will have a 20+year life expectancy).

4 Understanding Meter Types

Measuring flow can be accomplished in a number of ways. For residential applications, the two most common approaches are turbine and positive displacement technologies, with the latest and most accurate equipment being the new Ultrasonic meter technology.

Positive displacement meters employ a rotating piston-cylinder arrangement, which continuously parcels out the water in a series of defined, known volumes for each rotation. These meters are very accurate and capable of providing reasonable torque to drive the register mechanism.

Turbine meters (known as single- or multi-jet meters) incorporate a turbine that rotates at a speed proportional to flow. By counting the rotations of the turbine shaft, flow is derived. These meters tend to be small and low in cost, but the turbine can provide very little output torque; even slight loading of the shaft will change the meter's calibration.

Both turbine and positive displacement meters contain a small gearbox, or "register," that is coupled to the output shaft. The gearbox divides the rotations by an initial scale factor and then drives a series of dials that represent decades of usage. These dials provide a basic visual readout for manual reading.

Ultrasonic flowmeters use sound waves to determine the velocity of the water flowing in a pipe, calculating volume based on transit time and velocity. Today's Ultrasonic meters are by far the most accurate meters on the market; with zero moving parts they also maintain their accuracy for their entire useful life.



4.1 Positive Displacement

Positive Displacement or "PD" Meters measure water volume with an oscillating piston or a nutating disc within a chamber. PD meter sizes are typically 5/8" to 2" but not larger. The disc or piston has very tight tolerances between it and the chamber. Water must push "displace" the measuring element to go through the meter. Because of close tolerances and design, well maintained PD meters can be very accurate. PD meters can result in greater pressure loss through the meter and be somewhat noisier at high flow rates than multi-jet meters.

Due to their design, PD meters operate accurately in any orientation, giving a huge advantage for installation/location and 'readability'.

The nutating disc type of PD meters also have the advantage of being able to pass small to medium particulate matter without plugging or damage, ensuring long-term accuracy.

Positive displacement meters are not as well suited for applications serving fire protection sprinklers due to their inability to 'bypass' and a generally lower maximum flow rate for their size.



4.2 Turbine (Single or Multi Jet)

Single-Jet (SJ) Meters operate much like a paddle wheel in an enclosure. This design is often directed at applications with a need for

accuracy at low flow rates (less than 2 gpm) or limited space, since they are physically smaller than PD or MJ meters. SJ meters must be installed on a level horizontal plane to operate accurately.

Multi-Jet (MJ) Meters function by measuring water velocity and converting the velocity into volume of use. They use an impeller which rotates as it is driven by several jets of water flowing through holes evenly spaced around the entire circumference of the impeller.

These meters have lower pressure loss compared to PD meters, and because of the 'open tolerance' design, they can also pass small particulate matter without damage or clogging. MJ meters must be installed on a level horizontal plane to operate accurately and most require clean straight pipes for a distance in front of the meter to provide a turbulent free flow for proper operation.

4.3 Ultrasonic

Ultrasonic Meters use sound waves to determine the velocity of the water flowing in a pipe, calculating volume based on transit time and velocity. At zero flow conditions, the frequencies of an ultrasonic wave transmitted into a pipe and its reflections from the fluid are the same. Under flowing conditions, the frequency of the reflected wave is different due to the Doppler effect. When the fluid moves faster, the frequency shift increases linearly. The transmitter processes signals from the transmitted wave and its reflections to determine the flow rate.



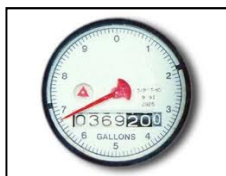
Transit time ultrasonic flowmeters send and receive ultrasonic waves between transducers in both the upstream and downstream directions in the pipe. At no flow conditions, it takes the same time to travel upstream and downstream between the transducers. Under flowing conditions, the upstream wave will travel slower and take more time than the (faster) downstream wave. When the fluid moves faster, the difference between the upstream and downstream times increases. The transmitter processes upstream and downstream times to determine the flow rate.

Since these meters also measure the water temperature (in order to calculate density/volume), they are also capable of accurately measuring hot water.

Ultrasonic meters are multiples of times more accurate than other meter types, especially at the lower flow rates of more household consumption and with no moving parts, remain accurate for their entire life. With no moving parts, they are also quieter than all other meter types, making them a supreme choice for interior meter installation locations.

4.4 Unit of Measure

It is always best to install meters that read in the same units (gallons, cubic feet, hundred cubic feet, etcetera) as the providing utility bills in. This eliminates confusion during the reading and billing process because resident statements must be billed in the same units as the providing utility.



For meters using a pulse AMR system, it is important to know what the 'pulse-value' is; it can range from 10/1 to 1/1000.

5 Automatic Meter Reading (AMR) Systems

Water meters frequently need to be installed in locations that make them difficult or impossible to read manually.

Meters read remotely must have a means of communicating the meter readings to an electronic AMR device. The AMR device may be a local touch-pad, digital or electromechanical display that can be read or interrogated by an onsite meter reader. It may also be a short or long-range wireless device that transfers the data over a fixed or mobile network to a centralized data collection point where it can be displayed, captured and/or uploaded in a single batch to the reading/billing provider.



There are two basic types of AMR systems; pulse and encoder, with significant differences between them.

5.1 Pulse AMR

There are several varieties, but all of them issue a pulse that represents a specific volume of water, usually one pulse per gallon or one pulse for every ten gallons. This technology does not provide the reading on the meter. Operation begins by coordinating between the reading at the meter and the start reading (number of pulses) at the Data Collection Unit (DCU), and then the DCU receives the pulses and acts as a totalizer. If a wire or communications are cut the totalizer must be reset or adjusted. To do so, someone needs to physically read the meter to re-establish the current reading.

While fairly simple according to theory, and widely used in the sub-metering world, pulse based systems are susceptible to many variables.

Outside influences such as poor wiring connections, low battery power in the transmitter, meter movement due to pipe deflection (or lack of a backflow preventer) and other electro/mechanical influences, can cause the actual meter reading to vary greatly from the remote reading (pulse count) causing incorrect billing.

Other drawbacks of pulse-based systems include the need to re-set the pulse count at the DCU every time a meter is changed out and that if the wire connection between the meter and transmitter is broken, it simply shows the same reading, indistinguishable from a meter with no usage.

5.2 Absolute Encoder AMR

Most North American water utilities use meters with registers that are “absolute encoders.” What this means is that the AMR system ‘calls’ the meter with a low voltage signal, and the register returns an actual read by detecting the exact current positions of the odometer-type wheels.

Encoder meter reading systems range from remote ‘pads’ using a handheld reader, remote read displays, ‘fixed network’ radio frequency transmitters tied to an onsite DCU that then uploads the readings to a central office and ‘mobile network’ radio transmitters which are built into the meter register and can be read using a ‘drive by’ computer.

The absolute encoder systems offer the greatest degree of accuracy and security. The meter reading is always 100% accurate. If the wire between the meter and the pad or AMR device is broken, there will be an



error, and the problem can be identified. Meter change-outs do not require re-setting or 'recalibrating' of any kind.

5.3 Cellular Absolute Encoder AMR

Cellular AMR systems do not require on-site or local meter reading, no additional infrastructure (phone lines, base station, repeaters, etcetera) like the fixed network radio systems and is an absolute encoder system, so the reads are 100% accurate, every time.

Cellular transmitters use a built in cell phone to transmit hourly meter readings every day, this means each meter is independent, eliminating the system-wide or 'zoned' meter reading outages so common with fixed network AMR systems. In addition some cellular endpoints are network agnostic, looking for the strongest signal regardless of carrier. Since these networks also operate on different frequencies, there is virtually nowhere this system won't work. Meaning the entire reading system operates on a very robust network of separately operated and maintained systems, without any network infrastructure that needs to be maintained!

These systems also have web portals and mobile applications that allow each customer to see their usage history, patterns and comparisons at hourly, daily & monthly resolutions. Customers can also set up their own alert thresholds for high usage and/or constant flow, leak detection and notification methods. This system can detect slow leaks under 1 gallon per hour. The detailed level of data provided by these systems allows MeterNet to alert our clients and customers of leaks within units as they happen, rather than months later when they show up as high readings.

Each meter endpoint reports in with a self-status check each day, alerting of potential issues as they arise including battery charge, and warning months in advance before the battery fails. Most cellular endpoints have a ten year warranty (including battery life) while the meters have a 20+ year useful life expectancy.

6 HOA/Condo CC&R Considerations

In an HOA, planning for the long-term care and billing of water sub-metering system in the governing documents, up front, can prevent a lot of problems down the road.

The ownership designation of the individual sub-meters is crucial for long-term meter maintenance, recertification and repairs, while the way sub-metered billing is classified will impact the ability of the HOA to efficiently collect delinquent bills.



6.1 Meter Ownership

Sub-meters should **always** be owned by the HOA or the Sub-Metering company (not the Home Owner) because W&M will require they be registered as an entire group and hold the association or billing agent (sub-metering company) responsible for compliance and re-certification.

Additionally, if the meters were to be owned by the homeowner and located inside the unit, when a meter stops working or reading, there is no incentive whatsoever for the resident/owner to cooperate with repairs. In fact the opposite is true, since with a non-working meter they will not be able to be billed for usage.

6.2 Access

Since the HOA/Sub-metering company will own, and be responsible for the meters, access to them for maintenance purposes should be granted in the CC&Rs.

7 Meter Reading and Billing Practices

Often referred to as 'meter reading' service by Managers, the reality is that the reading of sub-meters and full-service billing & collection (sometimes referred to as 'RBC' for Read, Bill & Collect), are two totally separate tasks, often not even performed by the same company. The actual 'meter reading' is about 5% of the total job of integrated RBC services.

As a Community Manager you already have a full-plate, so here are the areas to pay particular attention to:

7.1 Meter Readings

The goal of meter readings is to calculate usage, which is accomplished by subtracting the previous read from the current reading.

Sub-metered billing is only as accurate as the meter readings, so managers should pay close attention to meter or reading reports that show non-working or non-reading meters and making sure that the reading/billing company is on-top of repairing these. The other item to look for are meters that show zero usage on units that are known to be occupied, as these may be 'stuck' meters (or on pulse-read systems, a transmitter that is no longer connected to the meter), which also needs to be addressed. Otherwise there is usage that is not being properly billed out to the appropriate homeowners and is instead being absorbed by the Association.

It is also important to keep an eye out for recurring estimated readings, this shows that there is either a problem with the meter, reading system, or access to the meter. Regardless, a reading should not be estimated for more than three consecutive billing cycles without getting an actual read, otherwise the billed usage can get substantially out of line with the actual usage, causing significant over or under billing.

7.2 Billing Calculations

In order to comply with the PUC exemption, the rates charged to the residents must be either a direct pass-through from the utility, or be billed at the equivalent single family residential rate. This includes any tiered rates and/or discounts.

While the billing company should be calculating the bills correctly, a spot check of a high-usage unit's bill amount is a good way to quickly verify that the charges are correct. Another good practice is to send a copy of the providing utility's bills to the billing company when they come in, that way they can be alerted of any rate changes or discrepancies as they occur.

7.3 Changes in Ownership

Good communication between the Manager and billing company is critical, especially when it comes to changes in unit ownership. Usually this is addressed during escrow through an escrow demand; however the escrow companies sometimes skip this step in condos, short-circuiting the final-bill process and leaving the biller out of the loop about an ownership change.

These oversights can be caught quickly by reviewing the billing roster report for units that changed ownership in the previous cycle to ensure that the new owners are listed correctly.

7.4 Past-Due and Delinquent Accounts

At least once per billing cycle, an accounts receivable report should be reviewed; particular attention should be paid to those that are in the 30-60 or 90+ days past due sections, as these are the accounts at risk of becoming a larger problem. It is easier to take early decisive action to get them back on track, than it is to deal with the problem when the balance is 6+ months past due and hundreds or thousands of dollars.

If the billing company has a good plan in place for past-due accounts, there should only be marginally more sub-meter accounts in arrears than there are homeowners behind in assessments.

7.5 Severely Delinquent/Collections

A very legitimate tool for collection of delinquent accounts is to apply unpaid utility charges as an assessment against the owner.

Privileges, such as pool access or clubhouse use, may also be revoked for non-payment.

Another option, although more contentious, is to turn off their water. There are not currently any laws specifically prohibiting an Association from doing so (unlike landlord/tenant law). Some HOAs have gone so far as to get approval from the court or water district, and as long as the Association follows the same notification procedures as the providing utility, there seems to be good precedent for doing so. After all, if that same homeowner lived in a single family home down the street, they would be subject to those same policies.

8 About MeterNet

MeterNet is a leading supplier of sub-meter systems and services to HOA's and Condominium communities in California.

8.1 Metering Services

With an inventory of meters, hardware and reading systems, we can provide meter change-out, recertification and repairs quickly and efficiently.

Our licensed meter service agents cover the entire state of California performing installation and technical services on new and existing sub-meter systems.

8.2 Reading & Billing

Our full-service reading & billing division specializes in serving HOA & Condo communities exclusively, with a business model tailored to meet the specific requirements of this sector. We essentially function as a full-service utility on behalf of the Association, handling all aspects, from meter reading to collections.

8.3 Request a Proposal

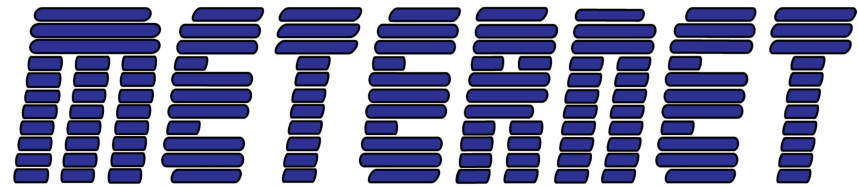
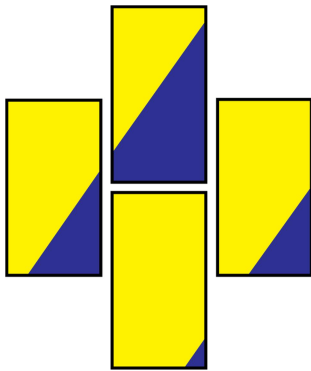
If you have questions about meters, regulations, W&M compliance, billing practices, or anything else sub-meter related, please contact us.

We are always happy to provide free quotes and proposals for meters, installation or reading & billing services.

E-mail: sales@meternetusa.com

Phone: 800-985-1179





Sub-metering Services

8.1 Direct Contacts for Your Convenience:

Managing Partner: Moquey Marquross.....619-379-9613
m.marquross@meternetusa.com

Operations Manager: Felicia O'Brien.....760-468-8408
f.obrien@meternetusa.com

Sales: Tanya Harvey.....760-717-6770
sales@meternetusa.com

Main Office: Toll-Free.....800-985-1179
 Fax.....480-247-5425

Address: MeterNet
 145 East Fig Street
 Suite C
 Fallbrook, CA 92028



STAFF REPORT

From: Robert McDonald, General Manager

Prepared by: Maso Motlow, Management Analyst

For Consideration: Review allocation results based on proposed methods

Background

In calendar year 2023 the District undertook a three-year budgeting and rate setting process. The District hired Raftelis consultants to lead development of the three-year rate schedule and budget which took almost a year to complete. Over this period many inputs to the model changed including expense estimates, consumption estimates, and decisions like when to charge drought rates. Keeping track of these decisions and revising the corresponding numbers in the model proved problematic. It became clear through this process that the highly complex Microsoft Excel model which Raftelis developed is not the ideal tool for a multi-year rate and budget update. Additionally, while Raftelis expertise is helpful in evaluating whether rate structures are clear and reflect the cost of service to CVWD customers, Staff believes that it could handle the cost of service, rate and budgeting modeling better with the right tools. This would allow Raftelis to take a reviewing role and staff to build and maintain the models.

Proposal

In future years, the District could rely on WaterWorth, a software tool, instead of an Excel model to develop future budgets and rate cases. Because WaterWorth is a software tool, all the complex calculations and interactions between the different inputs are built into the software. Therefore, District staff do not have to worry about introducing calculation errors when updating the WaterWorth tool. Additionally, the WaterWorth software tool is easy for any staff member to use, unlike complex Excel models which requires specialized knowledge. Staff can update WaterWorth without relying on the help of a consultant. Switching from a consultant-developed Excel model to the WaterWorth software tool will make the District's budgeting and rate setting process significantly easier, faster, more efficient, and less prone to error.

Cost

Access to the WaterWorth software and unlimited support from WaterWorth staff costs \$7,800 per year. Ten months of work from Raftelis to develop the three-year budget and rates cost approximately \$72,000. Therefore, the cost of one year of WaterWorth's service is equal

to about one month of work from Raftelis. Over a three-year period the District would spend \$72,000 on Raftelis' services or \$23,400 on the WaterWorth software.

Recommendation

Approve payment of the first WaterWorth invoice for calendar year 2024 for \$7,800.

CARPINTERIA VALLEY WATER DISTRICT
INTEROFFICE MEMORANDUM

TO: BOARD OF DIRECTORS
FROM: NORMA ROSALES
SUBJECT: CUSTOMER CREDIT REQUEST
DATE: FEBRUARY 8, 2024
CC: ROBERT MCDONALD

Recommendation:

Staff recommends that the Board of Directors approve a credit in the amount of \$254.00 as allowed by District Rule No. 15.

Background:

The customer experienced an underground pipe break that wasn't visible. They repaired immediately upon notification. The customer's average usage is 90 HCF, actual usage in November was 567 HCF.

Per Rule 15, the customer will also be given 3-months to pay their remaining balance.

The customer registered for EyeOnWater after the leak notification.

RESOLUTION NUMBER 1154

**RESOLUTION OF THE BOARD OF DIRECTORS
CARPINTERIA VALLEY WATER DISTRICT
MAKING THE COMMITMENTS AND PUBLISHING THE REPORT
REQUIRED BY CENTRAL COAST WATER AUTHORITY
RESOLUTIONS 92-2 AND 92-11**

WHEREAS, the Carpinteria Valley Water District (“District”) has a Water Supply Agreement with the Central Coast Water Authority; and

WHEREAS, one of the conditions of approval of the Santa Ynez and Mission Hills Extensions to the Coastal Branch Phase II of the State Water Project as found in Central Coast Water Authority Resolutions 92-2 and 92-11 requires the following commitments:

- A. Prior to the District’s use of State Project water, the District will commit that the use of that water will be used first to offset the District’s proportionate share of groundwater basin overdraft, if any, and to improve water quality for its consumers, if appropriate, before being made available for other purposes.
- B. Beginning in the year that State Water Project water is first delivered and annually thereafter the District will commit to prepare and publish an annual report on its long-term water supply. This report shall include a calculation which quantifies:
 - (1) the obligation to offset groundwater overdraft and improve water quality, if any, set forth in the prior condition; and
 - (2) reasonable estimates of total supplies available to the District including but not limited to local supplies and the District’s prediction regarding State Water Project urban delivery capacity, determined from DWR operations studies; and
 - (3) the available water supply for the ensuing year and the amount of State Water Project water necessary to fulfill the District’s obligations; and
 - (4) Sufficient information to monitor compliance.

WHEREAS, the District committed to such use of State Water, if and when appropriate, by Resolution Number 673, and does hereby provide the required annual report; and

WHEREAS, this Resolution has been presented for adoption to the District's Board of Directors at a public meeting and has been distributed to local libraries and available at the District office for public review for a period of time in excess of 30 days prior to the hearing.

NOW THEREFORE IT IS HEREBY FOUND, DETERMINED, RESOLVED AND REPORTED AS FOLLOWS:

- A. Estimated average annual Long-term overdraft in the Carpinteria Valley Groundwater Basin is determined to be zero acre-feet as shown below:

-Estimated long term average annual safe yield	3800 AF
-District *long-term average extraction through WY2022	1455 AF
-Private Pumper *long term average through WY 2022	3005 AF
- Average *long term overdraft through WY 2022	655 AF
- Total groundwater extracted in WY 2023	3970 AF

*Average taken from WY1985 to WY2023 estimated private pumping

- B. The District is using State Project water within the District's service area in lieu of pumping by the District from the Carpinteria Valley Groundwater Basin to the extent State Water is available and it is necessary to offset overdraft. The District has reduced its groundwater extractions to the extent possible from previous levels in order for the basin to recover.
- C. There has been no determination for a need to import State Water for the purpose of improving water quality for the benefit of District consumers.
- D. The water supplies reasonably available to the District during the Water years 2023-24 and 2024-25 and for the long term (five years) are estimated to be:

	<u>2023-24</u>	<u>2024-25</u>	<u>Long Term</u>
1. Cachuma Project Water	2651 AF	2813 AF	2110 AF
2. Groundwater Basin	2000 AF	2000 AF	1400 AF
3. State Water Project	2000 AF	2000 AF	1320 AF
Total Water Available	4871 AF	5033 AF	4830 AF

E. The amount of water estimated to be required to meet demands within the District's service area during the next two water years and over the long term (five years) is estimated to be:

<u>Water Year</u>	<u>2023-24</u>	<u>2024-25</u>	<u>Long Term</u>
Demand	*3500 AF	*3500 AF	3900 AF
SWP Req	0AF	0 AF	100 AF

*Assumes some continued voluntary water use reduction from CVWD customers during the drought recovery period.

Vote on the Resolution by roll call resulted as follows:

AYES:
NAYES:
ABSENT:
ABSTAIN:

The Resolution was thereupon declared, carried and adopted.

Dated:

APPROVED:

Case Van Wingerden, President

ATTEST:

Robert McDonald, Secretary



34
SPRING
ACWA
CONFERENCE & EXPO
SACRAMENTO | MAY 7 - 9, 2024

PRELIMINARY AGENDA

TUES 5/7/24

8:00 AM - 9:15 AM
AGRICULTURE COMMITTEE

8:30 AM - 12:00 PM
ACWA JPIA SEMINARS

9:30 AM - 10:45 AM
GROUNDWATER COMMITTEE

11:00 - 12:15 PM
WATER MANAGEMENT COMMITTEE
ENERGY COMMITTEE

12:15 PM - 1:30 PM
COMMITTEE NETWORKING LUNCH

12:30 PM - 1:30 PM
OUTREACH TASK FORCE

1:45 PM - 3:00 PM
FINANCE COMMITTEE
LOCAL GOVERNMENT COMMITTEE
WATER QUALITY COMMITTEE

3:15 PM - 4:45 PM
COMMUNICATIONS COMMITTEE
FEDERAL AFFAIRS COMMITTEE
LEGAL AFFAIRS COMMITTEE
MEMBERSHIP COMMITTEE

5:00 PM - 6:30 PM
WELCOME RECEPTION
IN THE EXHIBIT HALL

WED 5/8/24

7:30 AM - 8:30 AM
CONTINENTAL BREAKFAST
IN THE EXHIBIT HALL

8:30 AM - 10:00 AM
WELCOME KEYNOTE / MAIN STAGE

10:30 AM - 11:45 AM
PROGRAM SESSIONS 

12:00 PM - 1:30 PM
CONNECT IN THE EXHIBIT HALL
NETWORKING LUNCHEON

1:30 PM - 2:00 PM
SOLUTION SPOTLIGHTS
• Member Case Study, Associate Service, Demo

1:30 PM - 2:15 PM
WATER TALK / MAIN STAGE

2:30 PM - 3:30 PM
PROGRAM SESSIONS 

3:45 PM - 5:00 PM
REGION 1-10 MEMBERSHIP MEETINGS

5:00 PM - 6:00 PM
ACWA RECEPTION IN THE EXHIBIT HALL

THUR 5/9/24

7:00 AM - 8:00 AM
WELLNESS ACTIVITY

7:30 AM - 11:00 AM
CONNECT IN THE EXHIBIT HALL

7:30 AM - 9:00 AM
CONTINENTAL BREAKFAST
IN THE EXHIBIT HALL

8:30 AM - 9:00 AM
SOLUTION SPOTLIGHTS

9:15 AM - 10:15 AM
PROGRAM SESSIONS 

10:30 AM - 11:30 AM
PROGRAM SESSIONS 

11:45 AM - 1:15 PM
KEYNOTE & AWARDS / MAIN STAGE

1:30 PM - 3:00 PM
CLOSING NETWORKING LUNCHEON

Last Updated: 1/23/24

 Qualify for continuing education credit

 Designated Recorded Programs TBD

Questions: Email events@acwa.com

Online Registration Deadline: April 19, 2024
PACKET PAGE 81 OF 87

All conference programs are subject to
change without notice.
Item VI. F.



AGENDA

RATE & BUDGET COMMITTEE
At
CARPINTERIA VALLEY WATER DISTRICT
1301 SANTA YNEZ AVENUE
CARPINTERIA, CALIFORNIA

February 13, 2024 at 12:15 p.m.

BOARD OF DIRECTORS

Case Van Wingerden
President
Shirley L. Johnson
Vice President

Casey Balch
Polly Holcombe
Matthew Roberts

GENERAL MANAGER

Robert McDonald, P.E. MPA

If interested in participating in a matter before the Committee, you are strongly encouraged to provide the Committee with public comment in one of the following ways:

1. Submitting a Written Comment. If you wish to submit a written comment, please email your comment to the Board Secretary at Public.Comment@cvwd.net by **11:00 A.M. on the day of the meeting**. Please limit your comments to 250 words. Every effort will be made to read your comment into the record, but some comments may not be read due to time limitations.

2. Providing Verbal Comment Telephonically. If you wish to make either a general public comment or to comment on a specific agenda item as it is being heard please send an email to the Board Secretary at Public.Comment@cvwd.net by **11:00 A.M. on the day of the meeting** and include the following information in your email: (a) meeting date, (b) agenda item number, (c) subject or title of the item, (d) your full name, (e) your call back number including area code. During public comment on the agenda item specified in your email, District staff will make every effort to contact you via your provided telephone number so that you can provide public comment to the Committee electronically.

Please note the President has the discretion to limit the speaker's time for any meeting or agenda matter.

I. CALL TO ORDER

II. PUBLIC FORUM (Any person may address the Rate & Budget Committee on any matter within its jurisdiction which is not on the agenda)

III. OLD BUSINESS – None

IV. NEW BUSINESS

A. Discuss decision to allow master meters with submeters on multi-family residences.

B. Review Rate & Budget Schedule FY 24/25.

C. Review & Discuss WaterWorth Software Contract in the amount of \$7,800 annually.

V. ADJOURNMENT

Robert McDonald, Board Secretary

**Indicates attachment of document to agenda packet.

Note: The above Agenda was posted at Carpinteria Valley Water District Administrative Office in view of the public no later than 12:00 p.m., February 10, 2024. The Americans with Disabilities Act provides that no qualified individual with a disability shall be excluded from participation in, or denied benefits of, the District's programs, services, or activities because of any disability. If you need special assistance to participate in this meeting, please contact the District Office at (805) 684-2816. Notification at least twenty-four (24) hours prior to the meeting will enable the District to make appropriate arrangements.

Materials related to an item on this Agenda submitted to the Board of Directors after distribution of the agenda packet are available for public inspection in the Carpinteria Valley Water district offices located at 1301 Santa Ynez Avenue, Carpinteria during normal business hours, from 8 am to 5 pm.



A Meeting of the
**BOARD OF DIRECTORS
OF THE
CENTRAL COAST WATER AUTHORITY**

will be held at 9:00 a.m., on Thursday, January 25, 2024
at 255 Industrial Way, Buellton, California 93427

Members of the public may participate by video call or telephone via
URL: <https://meetings.ringcentral.com/j/1449556383>
or by dialing (623)404-9000 and entering access Code/Meeting ID: 144 955 6383 #

Please note: public participation by video call or telephone is for convenience only and is not required by law. If technical interruptions to the video call/telephone occur, the chair has the discretion to continue the meeting and participants are invited to take advantage of the other participation options above.

Public Comment on agenda items may occur via video call or telephonically, or by submission to the Board Secretary via email at lfw@ccwa.com no later than 8:00 a.m. on the day of the meeting. In your email, please specify (1) the meeting date and agenda item (number and title) on which you are providing a comment and (2) that you would like your comment read into the record during the meeting. If you would like your comment read into the record during the meeting (as either general public comment or on a specific agenda item), please limit your comments to no more than 250 words.

Every effort will be made to read comments into the record, but some comments may not be read due to time limitations. Please also note that if you submit a written comment and do not specify that you would like this comment read into the record during the meeting, your comment will be forwarded to Board members for their consideration.

Pursuant to Government Code section 54957.5, non-exempt public records that relate to open session agenda items and are distributed to a majority of the Board less than seventy-two (72) hours prior to the meeting will be available on the CCWA internet web site, accessible at <https://www.ccwa.com>.

Eric Friedman
Chairman

Jeff Clay
Vice Chairman

Ray A. Stokes
Executive Director

Brownstein Hyatt
Farber Schreck
General Counsel

Member Agencies

City of Buellton

Carpinteria Valley
Water District

City of Guadalupe

City of Santa Barbara

City of Santa Maria

Goleta Water District

Montecito Water District

Santa Ynez River Water
Conservation District,
Improvement District #1

Associate Member

La Cumbre Mutual
Water Company

I. Call to Order and Roll Call

II. Closed Session

- A. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION Initiation of litigation pursuant to Government Code section 54956.9(d) (4): 1 case
- B. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
Government Code section 54956.9(d) (1)
Name of case: Central Coast Water Authority, et al. v. Santa Barbara County Flood Control and Water Conservation District, et al. (Case No. 21CV02432)
- C. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION Initiation of litigation pursuant to Government Code section 54956.(a): 1 case
- D. CONFERENCE WITH LABOR NEGOTIATOR Pursuant to Government Code section 54957.6
CCWA negotiator: Jeffrey Dinkin
Unrepresented employees: All employees except management and confidential

III. Return to Open Session

IV. Public Comment – (Any member of the public may address the Board relating to any matter within the Board’s jurisdiction. Individual Speakers may be limited to five minutes; all speakers to a total of fifteen minutes.)

255 Industrial Way
Buellton, CA 93427
(805) 688-2292
Fax (805) 686-4700
www.ccwa.com

Continued

- * Indicates attachment of document to original agenda packet.
- ★ Additional materials related to the item will be posted at CCWA.com prior to meeting.
- ◆ Hard copies of the Annual Comprehensive Financial Report are included for Board members and are available to all interested parties upon request, or online at www.ccwa.com.

#51460_1

V. Consent Calendar

- * A. Minutes of the October 23, 2023 Regular Meeting
- * B. Minutes of the November 27, 2023 Special Meeting
- * C. Bills
- * D. Controller's Report
- * E. Operations Report
Staff Recommendation: Approve the Consent Calendar

VI. Executive Director's Report

- A. Water Supply Situation Report
Staff Recommendation: Informational item only.
- * B. Draft CCWA Water Transfer Administrative Policies
Staff Recommendation: For discussion.
- * C. Santa Ynez II Long-Term Project Overview
Staff Recommendation: Request decision by board on whether to begin pursuit of this project now or wait for another time.
- * D. Water Treatment Plant Main Gate Erosion Repair Project, Proposed Budget: \$45,000
Staff Recommendation: 1. Authorize the Executive Director to utilize \$45,000 of funds from the Water Treatment Plant Appropriate Contingency Budget for the purpose of repairing the erosional damage near the main gate of the Water Treatment Plant.
2. Authorize the Executive Director to award the repair work contract to the lowest responsible and responsive bidder.
- * E. CCWA Deputy Director Pay Classification and Recruitment Services from the Widroe Group, Inc.
Staff Recommendation: 1. Approve the pay grade classification of 62 for the CCWA Deputy Director position with a salary range of \$209,565 to \$255,669 and 2. Approve the contract with The Widroe Group, Inc. for services in recruiting for the Deputy Director position based on a fee of 18.50% of the annualized salary, estimated to be around \$46,250 based on a \$250,000 annualized salary.
- * F. FY 2023/24 Second Quarter Investment Report
Staff Recommendation: Accept report.
- * G. FY Ended June 30, 2023 and 2022 Annual Comprehensive Financial Report
◆ *Staff Recommendation: Approve the FY Ended June 30, 2023 and 2022 Annual Comprehensive Financial Report*
- * H. FY 2024/25 Budget Preparation Schedule
Staff Recommendation: Informational item only.
- * I. The Economy of the State Water Project
Staff Recommendation: Informational item only.
- J. State Water Contractors Report
Staff Recommendation: Informational item only.
- K. Voluntary Agreements Support Letter from the State Water Contractors
Staff Recommendation: Approval to join the support letter for the Voluntary Agreements from the State Water Contractors.
- * L. Legislative Report
Staff Recommendation: Informational item only.
- * M. JPIA President's Special Recognition Award
Staff Recommendation: Informational item only.

VII. Reports from Board Members for Information Only

VIII. Items for Next Regular Meeting Agenda

IX. Date of Next Regular Meeting: February 22, 2024

X. Adjournment



CACHUMA OPERATION AND MAINTENANCE BOARD

Administrative Committee Meeting Updated Agenda – Virtual Only

Tuesday, February 6, 2024
11:00 A.M.

BY TELECONFERENCE

NOTICE: Pursuant to California Government Code section 54953(e)(1)(A) – due to a declared emergency, members of the Cachuma Operation & Maintenance Board (COMB) Board of Directors, staff, and members of the public will participate in this meeting electronically by video and/or teleconference, as described below.

HOW TO OBSERVE THE MEETING

Members of the public may observe the meeting as set forth below.

Join via Video Conference

<https://us02web.zoom.us/j/82550707528?pwd=M1g0MVdHU0ZRTFNpQThtZ2ZrM25Td09>
Passcode: 368522

Join via Teleconference

US+1 669 900 6833 Webinar ID: 825 5070 7528 Passcode: 368522

HOW TO MAKE A PUBLIC COMMENT

Any member of the public may address the Committee on any subject within the jurisdiction of the Committee Directors. The total time for this item will be limited by the Chair of the Committee. The Committee is not responsible for the content or accuracy of statements made by members of the public. No action will be taken by the Committee on any Public Comment item.

By Video: Those observing the meeting by video may make comments during designated public comment periods using the “raise hand” feature. Commenters will be required to unmute their respective microphone when providing comments.

By Telephone: Those observing the meeting by telephone may make comments during the designated public comment periods by pressing *9 on the key pad to indicate such interest. Commenters will be prompted to press *6 to unmute their respective telephone when called upon to speak.

AMERICANS WITH DISABILITIES ACT

In compliance with the Americans with Disabilities Act, if you need special assistance to review agenda materials or participate in this meeting, please contact the Cachuma Operation and Maintenance Board office at (805) 687-4011 at least 48 hours prior to the meeting to enable the Board to make reasonable arrangements.

CACHUMA OPERATION & MAINTENANCE BOARD

Administrative Committee Meeting

**Tuesday, February 6, 2024
11:00 A.M.**

AGENDA

*Chair: Director Holcombe
Member: Director Hanson*

1. Call to Order
2. Public Comment (*Public may address the Committee on any subject matter within the Committee's jurisdiction*)
3. Financial Review – 2nd Quarter Fiscal Year 2023-24 (*for information and possible recommendation*)
4. Professional Services Agreement Extension – Bartlett, Pringle & Wolf, LLP (*for information and possible recommendation*)
5. Director Compensation (*for information and possible recommendation*)
6. Adjournment

NOTICE TO THE PUBLIC

Public Comment: The public is welcome to attend and observe the meeting. A public comment period will be included at the meeting where any member of the public may address the Committee on any subject within the Committee's jurisdiction. The total time for this item will be limited by the Chair.

Americans with Disabilities Act: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Cachuma Operation & Maintenance Board (COMB) at 687-4011 at least 48 hours prior to the meeting to enable staff to make reasonable arrangements.

[This Agenda was posted at COMB offices, 3301 Laurel Canyon Road, Santa Barbara, CA and Noticed and Delivered in Accordance with Section 54954.1 and .2 of the Government Code.]