

RESOLUTION NUMBER 2025-07

A RESOLUTION OF THE HEBER PUBLIC UTILITY DISTRICT MODIFYING THE ADMINISTRATIVE SERVICES FEE SCHEDULE TO ADJUST FEES FOR SERVICE CONNECTION, DISONNECTION, RECONNECTION DURING BUSINESS HOURS AND AFTER HOURS, LATE FEES, CREDIT CARD PROCESSING, AND PLAN CHECK REVIEW FEES.

WHEREAS, the Heber Public Utility District provides, maintains and operates a variety of programs and services to the public; and

WHEREAS, certain section of the Heber Public Utility District's policy authorizes the imposition and collection of fees to defray the costs of providing certain programs and services; and

WHEREAS, the Heber Public Utility District Board of Directors is charged with the responsibility of establishing Fees for Services that recover the cost of the District to provide those services; and

WHEREAS, the Board of Directors desires to modify the Administrative Service Fee Schedule to Establish and Modify Fees for Service Connection, Disconnection, Reconnection during business hours and after hours, Late Fees, Credit Card Processing, and Plan Check Review Fees; and

WHEREAS, it is the intention and desire of the Board of Directors to implement the modified Administrative Service Fee Schedule on January 1, 2023; and

NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED by the Board of Directors of Heber Public Utilities District as follows:

1. That the foregoing is true, correct and adopted.
2. Funds are needed to defray the cost of providing services furnished by the District.
3. The funds needed to defray and cover such operating expenses can and should be obtained by setting fees and charges for these services.
4. The setting of fees and charges for these services is exempt from compliance with the requirements of California Environmental Quality Act (CEQA) and Proposition 218 "The Right to Vote on Taxes".
5. All other fee resolutions in effect and not amended herein, shall remain in full force.
6. Administrative Fee Schedule is attached as Attachment "A"

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HOURS AND AFTER HOURS, LATE FEES, CREDIT CARD
PROCESSING, AND PLAN CHECK REVIEW FEES.**

PASSED AND ADOPTED by the Board of Directors of the Heber Public Utility District on this 21st of August, 2025, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

By: _____
Jacob Bermudez,
Clerk of the Board

By: _____
Helen Diaz-Molina,
Board President

APPROVED AS TO FORM:

By: _____
Steve Walker,
General Counsel

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State of California
County of Imperial
Heber Public Utility District

I, Jacob Bermudez, Clerk of the Board of the Heber Public Utility District, County of Imperial, State of California, DO HEREBY CERTIFY that the foregoing resolution was duly passed, approved and adopted by the Board of Directors of the Heber Public Utility District at its regularly scheduled meeting held on the 21st day of August 2025.

By: _____
Jacob Bermudez,
Clerk of the Board

HEBER PUBLIC UTILITY DISTRICT REPORT TO BOARD OF DIRECTORS

MEETING DATE: August 21, 2025

FROM: General Manager

SUBJECT: Adopt Resolution 2025-07 to modify the Administrative Service Fee Schedule

ISSUE: Shall the Board Adopt Resolution 2025-07 to modify the Administrative Service Fee Schedule?

General Manager’s Recommendation:

Adopt Resolution 2025-07 to modify the Administrative Service Fee Schedule to adjust fees for Service Connection, Disconnection, Reconnection during business hours.

FISCAL IMPACT:

None. The requested edits to the fee schedule align with historical practices of District Staff.

HEBER PUBLIC UTILITY DISTRICT ADMINISTRATIVE SERVICE FEE SCHEDULE ADOPTED VIA RESOLUTION 2022-23 ATTACHMENT 'A'		
TYPE OF SERVICE	FEES ADJUSTED 12/15/22 RESOLUTION 2022-23	FEE PRIOR TO 12/15/22 ADJUSTMENT
New Service Account Set Up	\$ 50.00	\$ 25.00
Disconnection Fee	\$ 70.00	\$ 60.00
Re-Connection Fee During Business Hours	\$ 70.00	\$ 60.00
Re-Connection Fee After Hours	\$ 117.00	NEW FEE
Late Fee Water & Sewer	\$ 20.00	\$ 15.00
Late Fee Trash Service	\$ 5.00	NEW FEE
Insufficient Fund Return Fee	\$ 30.00	SAME
Deposits Residential - Tennants Only (2 X monthly water, sewer & Trash)	2X water, sewer & trash rate	SAME
Deposits Business - Renters Only (2 X monthly water, sewer & trash - based on meter size)	2 X their monthly rate which is based on meter size	SAME
Hydrant Service Set Up Fee	2 X month water rate for deposit and connection fee	SAME
Hydrant Connection Fee	75.00	SAME
Hydrant Disconnection Fee	75.00	NEW FEE
Temporary Shut Off For Repair	\$ 10.00	SAME
Credit Card Processing Fee	\$ 3.25	NEW FEE
Plan Check Review Fee - HPUD Staff Initial Review of County Permit Application First Review Fee and Additional Fees May be Applied if Additional Reviews are needed.	75.00	NEW FEE
Plan Check Review Fee - CONSULTANT ENGINEER/PLANNER Initial Review of County Permit Application First Review Fee and Additional Fees May be Applied if Additional Reviews are needed.	130.00	NEW FEE

DISCUSSION:

At the December 15, 2022 Board of Directors meeting, a new Service Fee Schedule was adopted. The Administrative Service Fee Schedule adopted by Resolution 2022-23 listed both a Disconnection Fee and a Reconnection Fee of \$70 **each**. Historical practice at HPUD has been to only charge one fee.

Residents whose water is shut off are often in financial hardship and the addition of \$140 on top of their past due amount which is typically \$375 - \$575 would cause undue financial burden to the resident. Resolution 2025-07 aligns our Fee Schedule with District practice, charging one \$70 late fee for disconnection and reconnection.

Additionally, Resolution #2022-23 created an additional Late Fee for Trash Services of \$5.00. As the District does not charge water, wastewater and trash separately, the additional of a \$5.00 trash late fee created clerical confusion. It is recommended the \$5.00 trash late fee be removed to align with District current practice in which a general late fee of \$20 charged for any past due balance.

CONCLUSION:

Adopting Resolution 2025-07 aligns our Fee Schedule with District practice and protects residents from undue financial hardship.

Staff recommends Adopting Resolution 2025-07 to modify the Administrative Service Fee Schedule to consolidate fees for Service Connection, Disconnection fees and removing the trash late fee.

ALTERNATIVE:

- 1) Do not adopt Resolution 2025-07 and provide direction to staff
- 2) Adopt Resolution 2025-07 combining the \$20 general and \$5 trash late fees for a \$25.00 general late fee

Respectfully Submitted,

Madeline Dessert

General Manager

Attachments: Resolution 2022-23 to modify the Administrative Service Fee Schedule