

**POLICY AND FEE SCHEDULE
FOR SOUTH SAN JOAQUIN IRRIGATION DISTRICT
SPECIAL SERVICES AND PROJECTS (Fees as of January 1, 2016)**

I. SPECIAL SERVICES AND PROJECTS

Special Interests will be charged District “fees” as authorized herein for all time, costs, expenses, and materials associated with ”required and requested” services, reviews, and such performed by District in order to develop and enforce conditions for approval, complete necessary agreements, perform records searches, complete necessary agreements, perform records searches, complete quit-claims, and undertake other tasks related to the study and review of projects and the satisfaction of the special needs delineated within this Policy, collectively referred to herein after as “Projects.” However, as relates to any Project requiring “orientation meetings: and/or site inspections by District personnel, the District shall provide two hours of service without charge. This “no charge” provision shall not extend to legal, consulting, and outside engineering services, as well as other costs and expenses which the District might incur in the performance of services under this Policy.

II. FEE SCHEDULE

The following rate schedule, based on District costs, shall be used in determining fees for all District time spent on Projects and in the performance of such services:

| <u>POSITION</u> | <u>HOURLY CHARGE*</u> |
|-----------------------------------|-----------------------|
| SSJID Manager: | \$156.50/hr. |
| General Counsel | \$190.65/hr. |
| SSJID Engineer: | \$95.11/hr. |
| SSJID Engineering Manager | \$136.56/hr. |
| Engineering Technician: | \$75.28/hr. |
| Operations/Water Superintendent: | \$113.05/hr. |
| Field Maintenance Superintendent: | \$98.39/hr. |
| Facility Inspector: | \$75.28/hr. |
| Clerical staff: | \$61.03/hr. |

* The hourly charge, which includes costs for employee benefits shall be adjusted annually on January 1 without the need for additional Board of Director’s action in order to reflect the cost of negotiated wages and benefits.

III. MINIMUM RETAINER FEES:

District Reviews:

| | |
|--|------------|
| Parcel map review | \$200.00 |
| Subdivision map review | \$400.00 |
| Improvement Plans review - Subdivision | \$2,000.00 |
| Improvement Plans review – Minor Development | \$1,000.00 |

Inspections:

| | |
|-------------------|------------|
| Subdivision | \$1,000.00 |
| Minor Development | \$500.00 |

Agreements:

| | |
|--|------------|
| Encroachment agreement | \$300.00 |
| Developers Agreement - Subdivision | \$2,000.00 |
| Developers Agreement – Minor Development | \$1,000.00 |
| Non-specific agreements (Ex. Service Abandonment) | \$100.00 |

Miscellaneous:

| | |
|------------------|----------|
| Quit-Claim deeds | \$300.00 |
| Notary services | \$50.00 |
| Record Search | \$100.00 |

IV. REIMBURSEMENT OF EXPENSES:

Special Interest and others requiring or receiving these services shall also be charged at cost for various other administrative expenses associated with Projects. Such administrative expenses which will be charged include, but are not limited to, the following:

- research
- long distance telephone expenses
- postal expenses
- laboratory testing
- blueprinting, photostating, printing or other reproduction costs
- other definable project related expenses including but not limited to legal, engineering and consultants.
- materials

Mileage will be charged at the per mile rate established by the Internal Revenue Service for the period which services are provided.

Special Interests as covered by this Policy shall submit retainers in the amounts defined above. The retainer shall be submitted to District prior to any work or review being performed on behalf of the Special Interest by District staff. Upon submittal of the retainer the Special Interest shall receive a Project account number for the Project. The Project account number shall be used for all correspondence pertaining to the Project. Fees will be assessed to the Project on a time and material basis at the rates described above. Upon the end of the Districts involvement any monies remaining in the Project account will be reimbursed. Should the fees associated with the Project exceed the amount retained by the District, the Special Interest shall be required to deposit an additional sum into the Project account. The additional sum to be deposited shall be established by the District Engineer, based on his best estimate of the amount of work required by District staff and others to complete the Project. At no time shall the Special Interest be allowed to have a negative balance in their respective Project account.

Any Special Interest may submit a written detailed request for exception to certain fees established pursuant to this policy. The Board of Directors for the District shall review the request to determine if extenuating circumstances exist which warrant exception. In making its determination the Board of Directors may elect to uphold the fee for the entire project or impose a reduced fee.

SOUTH SAN JOAQUIN IRRIGATION DISTRICT

INFORMATION REQUEST FORM

Name of Project: _____

Legal Owner(s) of Project property: _____

Authorized Signers for Legal Owner: _____

APN# of Project property: _____

Project location: _____

Description of Proposed Project: _____

Current land use: _____

Proposed land use: _____

Address of Legal Owner(s): _____

Telephone # of Legal Owner(s): _____

Owner(s) Representative: _____

Contact Name: _____

Representative's Address: _____

Telephone # of Owner(s) Representative: _____

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Description of work being requested: (please circle tasks:)

1. Are any District facilities located within the proposed Project area? If yes, Identify location and describe proposed plan to deal with facilities _____

2. Is Project located within the city limits? _____

3. Is Project covered by the Williamson Act? _____
If yes, describe _____

4. Is Project located within the 100 year flood plain? _____

5. Will Project involve use of District Facilities for Drainage? _____
If yes, describe _____

6. Will Project involve excavation?, If yes give details _____

7. When is Project Scheduled to begin Construction? _____

8. Has Project received (county, city) planning department approval? _____
If yes, state conditions relative to District _____

9. Is District water currently being used on Project property? _____
If yes, will District water continue to be used on Project property? _____

10. List all planned encroachments of District easements. _____

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(FOR DISTRICT USE)

District Procedures required:

| A. | District Review: | Retainer Required |
|----|--|-------------------|
| | Parcel map review - \$200.00 | _____ |
| | Subdivision map review - \$400.00 | _____ |
| | Improvement Plan review: | |
| | Subdivision - \$2,000.00 | _____ |
| | Minor Development - \$1,000.00 | _____ |
| B. | Inspections: | |
| | Subdivision - \$1,000.00 | _____ |
| | Minor Development - \$500.00 | _____ |
| C. | Agreements: | |
| | Encroachment Agreement - \$300.00 | _____ |
| | Developers Agreement: | |
| | Subdivision - \$2,000.00 | _____ |
| | Minor Development - \$1,000.00 | _____ |
| | Non-specific agreement - \$100.00 (Service Abandonment) | _____ |
| | Other (please specify) - \$100.00 (Misc. administrative or non-specific task) | _____ |
| D. | Miscellaneous: | |
| | Quit-claim Deeds - \$300.00 | _____ |
| | Notary service - \$50.00 | _____ |
| | Record search - \$100.00 | _____ |

Total Retainer Required _____

Date Retainer was received _____

Project Account Number _____

Comments : _____
