

ALPINE SPRINGS COUNTY WATER DISTRICT

Policy Number: 2.11.0

TITLE: RATE CHANGE PROCEDURE

Introduction:

This policy has been developed to establish the procedure which the District will follow when a change in rate structure is considered.

Ends:

From time to time, the amounts that the District charges for services provided and products used or contributed will need to be changed. The following steps shall be used in the consideration and implementation of any such change:

1. Any rate change must first be considered by the Budget & Finance Committee. The Committee will analyze the data, solicit public input and determine whether or not to recommend a change in the rate(s). This consideration must be an agenda item on the Committee's regular meeting agenda.
2. If the Committee recommends a rate change:
 - a. The Committee shall present to the Board of Directors that recommendation. That recommendation shall include a rationale for the change, amount of change and the duration of the change (if for a defined period of time).
 - b. If the Board of Directors agrees to proceed with the rate change as recommended by the Committee, the Committee will then move forward in the creation of "Proposed Rate & Charge Summary."
3. If the Board agrees to proceed with a rate change for existing water, sewer or refuse services:
 - a. The General Manager shall provide written notice by mail of the proposed fee to the record owner of each identified parcel upon which the fee would be imposed. Such notice shall specify the amount of the new fee to be imposed upon each owner, the basis upon which the new fee was calculated, the reason for the fee, and the date, time and location of a public hearing on the proposed fee. The Proposed Rate & Charge Summary shall be included in the notice, if applicable.
 - b. The General Manager shall cause a notice of the proposed fee to be published in a newspaper of general circulation in the District twice, the first time at least ten days prior to the hearing and the second time at least

five days after the first publication. The notice should set forth the time and place of the hearing and a general description (including the amount) of the proposed fee.

- c. The Board of Directors shall conduct a public hearing upon the proposed fee not less than 45 days after mailing the notice of the proposed fee as described in Section 3.a.
 - d. The Board shall hear and consider all public testimony and may consider and approve the fee upon the conclusion of the public hearing unless the Board receives written protests from a majority of the affected property owners at, or with respect to, the hearing.
 - e. The General Manager shall cause a notice of the new fees to be posted in a newspaper of general circulation within 15 days after the new fees are adopted by the Board.
 - f. Any fee approved by the Board would become effective immediately upon adoption by the Board.
4. If the rate change is for water or sewer connection fees:
- a. The General Manager shall mail notice of the time and place of the public hearing on the proposed fee, and a general explanation (including the amount) of the proposed fee, to any party who has filed a written request for mailed notice at least 14 days prior to the public hearing. The Proposed Rate & Charge Summary shall be included in the notice, if applicable.
 - b. At least 10 days prior to the hearing, the General Manager shall make the documentation supporting the amount and need for the proposed fee available for public review at the District office.
 - c. The General Manager shall cause a notice of the proposed fee to be published in a newspaper of general circulation in the District twice, the first time at least ten days prior to the hearing and the second time at least five days after the first publication. The notice should set forth the time and place of the hearing and a general description (including the amount) of the proposed fee.
 - d. The Board shall hear and consider all public testimony and may consider and approve the fee upon the conclusion of the public hearing.
 - e. The General Manager shall cause a notice of the new fees to be posted in a newspaper of general circulation within 15 days after the new fees are adopted by the Board.

- f. Any fee approved by the Board would become effective immediately upon adoption by the Board.
- 5. The General Manager shall be responsible for posting or publishing any ordinance enacted pursuant to this policy as required by law.

Responsibility:

The Board of Directors, the Budget & Finance Committee and the General Manager are all responsible for implementing parts of this policy.