

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Miscellaneous Fee Schedule
POLICY NUMBER: 1060
ADOPTED: August 16, 2005
AMENDED: 11/15/2005, 9/11/2006, 8/11/2016, 6/10/2020
LAST AMENDED: May 13, 2026

1060.10 PURPOSE

In accordance with law and District Ordinances, this policy sets forth a schedule of fees for miscellaneous services and items provided for the direct benefit of a customer, agency or other party. The Board of Directors shall update this Miscellaneous Fee Schedule as needed to best reflect the cost of services or items provided.

1060.20 BASIS OF FEES

Fees in the Miscellaneous Fee Schedule are based upon an estimate of average costs incurred for the services or items provided. Equipment costs are generally based on FEMA equipment rates and/or District-specific equipment costs.

1060.30 ADDITIONAL CHARGES

Some services will require charges in addition to the fees listed in the Miscellaneous Fee Schedule to complex specifics of the nature of the request or need. Additional charges will be based on actual costs or on hourly rates listed in the Miscellaneous Fee Schedule. Examples include, but are not limited to:

- Application fees are for initial application processing only. Additional charges will be estimated to provide necessary services to meet the specific needs/requests detailed in the application.
- Inspections may require additional hourly charges if initial inspections fail and require District representatives to perform repeat inspections or site visits.
- Services or items that are not specifically listed in the Miscellaneous Fee Schedule, but directly benefit a customer, agency or other party (as opposed to a service that benefits all customers), may be charged at an hourly rate or actual costs incurred by the District.

1060.40 MISCELLANEOUS FEE SCHEDULE

The fees in the below table are established by the District's Board of Directors and may be updated at any time by amendment of this Policy.

MISCELLANEOUS FEE SCHEDULE - Twain Harte Community Services District

LABOR & EQUIPMENT RATES	
Damage Repairs to District Facilities	Actual Materials & Labor Cost
Admin/Operations Staff (Regular Time)	\$ 65.00 per hour
Engineering Staff	\$ 100.00 per hour
Operations Truck	\$ 32.00 per hour
Dump Trailer	\$ 9.00 per hour
Backhoe Loader	\$ 110.00 per hour
Mini Excavator	\$ 60.00 per hour
Forklift	\$ 60.00 per hour
Vacuum/Hydro-Excavator	\$ 65.00 per hour
Sewer Jetter	\$ 65.00 per hour
APPLICATION FEES	
New Service Application	\$ 50.00 each
Extension or Improvement Application	\$ 50.00 each
Wastewater Discharge Permit Application	\$ 50.00 each
BILLING FEES	
Additional Billing	\$ 2.50 per bill
Property or Tenant Account Set-up/Transfer	\$ 30.00 per occurrence
Returned Check Fee	\$ 40.00 per occurrence
Door Notice - Shutoff/Flow Reduction	\$ 20.00 per occurrence
WATER/ SEWER FEES	
Service Shutoff/Flow Reduction	\$ 50.00 per occurrence
After Hours Service Reinstatement/Call	\$ 150.00 per occurrence
Private Sewer Lateral Camera Inspection/Locate	\$ 150.00 per occurrence
Sewer Cleanout Inspection	\$ 150.00 per occurrence
Pre-Constructed Sewer Cleanout	\$ 150.00 each
Water Meter Testing	Actual testing costs
Backflow Prevention Device Inspection	Actual inspection costs
NON-CUSTOMER WATER PURCHASE	
Hydrant Meter Installation/Removal	\$ 50.00 per rental
Treated Water Use	2 X Current Consumption Rate
OTHER FEES	
Photocopy - 8.5"x11"	\$ 0.15 per side
Photocopy - Oversize	\$ 0.20 per side