

Scott Valley & Shasta Valley Watermaster District

POLICY FOR PAYMENTS, COLLECTIONS, AND FEES

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Custodian (entity responsible for maintenance and upkeep)	Leah Grassman
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	☐ Preliminary Draft, For Board Review ☐ Final Draft, For Board Approval ☒ In Effect ☐ Usable, Minor Formatting/Editing Required ☐ Modification Needed ☐ Superseded By _____ ☐ Other _____ ☐ Obsolete/Archived)

Purpose:

This Policy allows SSWD to bill water users for reimbursement of staff time and resources, and establishes the frequency of payments and collections related to water rights billing

Background:

Water Code section 4300 and 4302 states:

*“4300, 4302. If the owner of the right is a county, municipality, district, political subdivision, public corporation, or state agency, or is public utility as defined in the Public Utilities Code... Each such owner **shall, on or before the 10th day of December of the year in which the apportionment was made, pay to the department the amount apportioned to such owner. Unless payment is made on or before said date, payment shall become delinquent and 10 percent thereof shall be added thereto as a penalty for delinquency**”.*

Water Code section 4279 states:

*“4279. All money raised by such apportionments shall be accounted for separately as to each watermaster service area. All such **money shall be transmitted by January 1 and July 1 of each year to the department for deposit in the Water Resources Revolving Fund**”.*

Policy:

Fees:

The following expenses incurred by SSWD shall be charged to the person that tampers with diversion or measurement works when that person is known, or to owner(s) of the decreed water rights using

the works if the person responsible is not known.

- Installation of locking devices on diversion or measurement works after a decreed user has operated or modified the works without authorization from the Watermaster.
- Repair or replacement of broken or tampered locking devices.
- Recalibration, repair or replacement of broken or tampered flow measurement devices.

Additionally, any expenses incurred by SSWD shall be assessed to the person or entity whose actions necessitate additional staff time to manage water rights due to legal or temporary modifications of such water rights, in accordance with the Fee-for-Service rate established in the SSWD *Employee Pay Schedule*.

The person responsible for tampering or owner(s) of the decreed water rights using the works shall reimburse SSWD for staff labor at the Fee for Service Rate defined in the SSWD *Employee Pay Schedule*, plus the actual cost of the devices and equipment purchased by SSWD.

Payments and Collections:

Irrigation districts and associations can choose to split the payment due on the 10th day of December into two payments, due December 10th and April 10th, by contacting the District Administrator.

Monies collected through property tax bills shall be paid by warrant from Siskiyou County Auditor to the District on a quarterly basis (Jan, Apr, Jul and Oct). Warrants are typically disbursed during the third week of the month.

Implementation:

Implementing this policy would be accomplished as follows:

1. Irrigation districts and associations choosing to split payments must contact the District Administrator as notification of payment arrangement to avoid the 10% penalty for delinquency. A penalty would be charged if payment in full is not received by the 10th of April.
2. Monies paid through property tax bills must have the accompanying reports to show payment details (billing period and amount per parcel). The reports include in the payment amount a .0025% fee charged by the County, this must be subtracted to balance with the warrant. Reports showing unpaid fees may be requested by the District from time to time to evaluate late payments or non-payment.