

BOARD OF COUNTY COMMISSIONERS WARREN COUNTY, OHIO

406 Justice Drive, Lebanon, Ohio 45036
www.co.warren.oh.us
commissioners@co.warren.oh.us

Telephone (513) 695-1250 Facsimile (513) 695-2054

TOM GROSSMANN SHANNON JONES DAVID G. YOUNG

BOARD OF COUNTY COMMISSIONERS WARREN COUNTY, OHIO

MINUTES: Regular Session - March 3, 2020

The Board met in regular session pursuant to adjournment of the February 27, 2020, meeting.

Shannon Jones - present

Tom Grossmann – present

David G. Young - present

Tina Osborne, Clerk – present

Minutes of the February 25, 2020, and February 27, 2020, meeting were read and approved.

20-0351	A resolution was adopted to approve end of 365-day probationary period and approve pay increase for Arron Tate within the Warren County Water and Sewer Department. Vote: Unanimous	
20-0352	A resolution was adopted to approve end of 365-day probationary period and approve pay increase for Rhonda Day within the Warren County Water and Sewer Department. Vote: Unanimous	
20-0353	A resolution was adopted to approve end of 365-day probationary period and approve a pay increase for Gary Grismer within the Warren County Water and Sewer Department. Vote: Unanimous	
20-0354	A resolution was adopted to approve a pay increase for Amberlee Wilson within the Warren County Department of Emergency Services. Vote: Unanimous	
20-0355	A resolution was adopted to approve a pay increase for Samuel Lemaster within the Warren County Department of Emergency Services. Vote: Unanimous	
20-0356	A resolution was adopted to approve end of 365-day probationary period and approve a pay increase for Teresa Davis within the Warren County Department of	

Job and Family Services, Children Services Division. Vote: Unanimous

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20-0357	A resolution was adopted to approve end of 365-day probationary period and approve a pay increase for Melinda Callahan within the Warren County Department of Job and Family Services, Children Services Division. Vote: Unanimous
20-0358	A resolution was adopted to amend section 7.12.A Commercial Driver's License (CDL) Alcohol and Drug Testing within the Personnel Policy Manual. Vote: Unanimous
20-0359	A resolution was adopted to authorize the transfer of surplus radio equipment from Warren County Telecommunications to various agencies. Vote: Unanimous
20-0360	A resolution was adopted to approve and enter into contract with Association for Psychotherapy, Inc. to provide psychological services, on behalf of the Warren County Sheriff's Office. Vote: Unanimous
20-0361	A resolution was adopted to approve and authorize the President of the Board to enter into a Youth Worksite Agreement on behalf of OhioMeansJobs Warren County. Vote: Unanimous
20-0362	A resolution was adopted to authorize Amendment No. 1 to the Engineering Agreement with Strand Associates, Inc. increasing Purchase Order No. 19001038 for the Sycamore Trails Wastewater Treatment Plant Upgrades Project. Vote: Unanimous
20-0363	A resolution was adopted to approve Change Order No. 1 to the contract with Queen City Mechanicals, Inc. for the construction of the Carlisle Area Lift Station Upgrades- Phase 1- Fairview and Jill Lift Stations Project, Purchase Order No. 19001670. Vote: Unanimous
20-0364	A resolution was adopted to enter into an exclusive and permanent highway easement with Ashley N. Stonecash, formerly known as Ashley N. Milton for the Lytle Five Points Road and Bunnell Hill Road Intersection Roundabout Project. Vote: Unanimous
20-0365	A resolution was adopted to enter into a temporary entrance and work agreement with Ashley N. Stonecash, formerly Ashley N. Milton for the Lytle Five Points Road and Bunnell Hill Road Intersection Roundabout Project. Vote: Unanimous
20-0366	A resolution was adopted to enter into a temporary entrance and work agreement with Douglas Hardy for the bridge replacement project on Morrow Cozaddale Road. Vote: Unanimous

MARCH 3, 2020 PAGE 3 20-0367 A resolution was adopted to accept an Amended Certificate within Sewer Project Fund No. 5575 and approve supplemental appropriations into Sewer Project Fund No. 5575 and Sewer Operating Fund No. 5580. Vote: Unanimous 20-0368 A resolution was adopted to approve a supplemental appropriation into Grants Fund 2261. Vote: Unanimous 20-0369 A resolution was adopted to approve supplemental appropriation into Road Infrastructure Fund #4451. Vote: Unanimous 20-0370 A resolution was adopted to approve appropriation adjustments from Commissioners General Fund #11011110 into Juvenile Court Fund #11011240. Vote: Unanimous 20-0371 A resolution was adopted to approve appropriation adjustments from Commissioners General Fund #11011110 into Information Technology Fund #11011400. Vote: Unanimous 20-0372 A resolution was adopted to approve appropriation adjustment within Common Pleas Court Fund #11011220. Vote: Unanimous 20-0373 A resolution was adopted to approve appropriation adjustment within the Building and Zoning Department Fund #11012300. Vote: Unanimous 20-0374 A resolution was adopted to approve appropriation adjustment within Children Services Fund #2273. Vote: Unanimous 20-0375 A resolution was adopted to continue public hearing to consider amendment to the Warren County Comprehensive Plan to include the Eastern Turtlecreek Area Plan. Vote: Unanimous 20-0376 A resolution was adopted to modify Rules and Regulations- Warren County Water and Sewer Department. Vote: Unanimous

MINUTES

DISCUSSIONS

On motion, upon unanimous call of the roll, the Board accepted and approved the consent agenda.

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Jonathan Sams, Turtlecreek Township Trustee, was present for a work session to discuss the desire of the townships under the jurisdiction of Warren County Zoning for the Board to consider the creation of Design Review Board.

Mr. Sams stated that all township trustees with the exception of one within Harlan Township desire to create design review standards which would only apply to commercial property in order to assure property owners making an investment in real estate that the property next door will be developed in a manner that will not detract from their investment.

Bruce McGary, Assistant Prosecutor, explained that if the Board chooses to proceed with this concept, it would become a part of the Warren County Rural Zoning Code with the design criteria being developed by the Board. He then stated his recommendation that the Rural Zoning Commission be the design review board.

Commissioner Young stated his concerns relative to making commercial development "jump through extra hoops" when some of the rural townships are so anxious for commercial developments.

Mr. Sams stated that the Board of Commissioners would have the ability to waive the standards in certain instances.

Commissioner Grossmann stated he has no problem with reviewing this concept further.

Robert Ware, Regional Planning Commission, presented the attached PowerPoint presentation outlining the importance, purpose and abilities of a design review board.

Michelle Tegtmeier, Zoning Supervisor, stated that in her experience with Hamilton Township, who already has this concept in place, architectural standards make things easier in that the developer knows what is expected in advance and present designs that meet the standards.

There was discussion relative to one of the requirements of having an architect or engineer be a member of the design review board. Commissioner Grossmann questioned if a county employee or county engineer could be appointed to that board.

Commissioner Jones stated that this will be an extensive process to set up and stated the board needs to make the decision today if they have the desire to move forward with this concept.

Stan Williams, Regional Planning Commission, stated that the design review board would be a recommending body with any final decisions being made by this Board.

Upon further discussion, the Board directed the Regional Planning Commission to proceed with the process of establishing the design review committee.

PUBLIC HEARING CONSIDER AMENDMENTS TO THE WARREN COUNTY COMPREHENSIVE PLAN TO INCLUDE THE EASTERN TURTLECREEK PLAN

The public hearing to consider amendments to the Warren County Comprehensive Plan to include the Eastern Turtlecreek Plan was convened this 3rd day of March 2020, in the Commissioners' Meeting Room.

Jonathan Sams, Turtlecreek Township Trustee, stated that the eastern portion of Turtlecreek Township is the only remaining area that does not have a specific development plan. He stated that, with the help of the Regional Planning Commission, the Trustees have worked with the community to develop the Eastern Turtlecreek Plan (the Rural Estate District) and then requested the Board to consider approval of their final plan.

Commissioner Young clarified to those present that the approval of this plan does not change the zoning of the land, it will only provide for a development plan of how they foresee the property developing.

Commissioner Grossmann stated that he has not had the opportunity to read the entire plan and is not prepared to make a decision today.

Bob Ware, Regional Planning Commission, presented the attached PowerPoint presentation reviewing the proposed plan including the key recommendations, implementation strategies and the public participation process.

Commissioner Jones thanked the trustees for their extensive process with involving the community in the development of the plan. She stated that by being inclusive of the community in the development of the plan, it makes this Board's job much easier when the community is already on board.

Mr. Sams stated that the Turtlecreek Township Trustees are in partnership with the county on zoning and value their opinion.

Upon further discussion, the Board resolved (Resolution #20-0375) to continue this public hearing to march 17, 2020, at 9:15 a.m.

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PUBLIC HEARING

CONSIDER AMENDMENTS TO THE RULES AND REGULATIONS OF THE WARREN COUNTY WATER AND SEWER DEPARTMENT RELATIVE TO AN INCREASE TO THE BI-MONTHLY WATER RATE WITHIN THE WARREN COUNTY WATER AND/OR SEWER SYSTEMS

The public hearing to consider amendments to the rules and regulations of the Warren County Water and Sewer Department relative to an increase to the bi-monthly water rate was convened this 3rd day of march 2020, in the Commissioners' Meeting Room.

Chris Brausch, Sanitary Engineer, presented the attached PowerPoint presentation reviewing the current rates and expenses along with proposed projects and associated costs.

Michael Zeiher, Business Manager, reviewed the request of a 3% per year increase to the water rate through 2023 in order to provide additional income to accommodate the increase in overhead and the cost of proposed construction projects. He then stated the need to continue to collect the \$7.50 charge to fund the water softening capital improvement project.

There was discussion relative to the contract with Cincinnati Waterworks for the purchase of water for the southern area of Warren County. It was stated that the contract will expire in 2026 and Warren County's water projects will be completed and we will no longer need to purchase water. The cost of the water from Cincinnati Waterworks was discussed relative to the purchase price being greater than the price we sell back to the our customers.

Commissioner Jones stated she is looking forward to 85% of our customers no longer subsidizing the 15% of customers utilizing the resale water.

Upon further discussion, the Board closed the public hearing and approved the amendments to the Rules and Regulations of the Warren County Water and Sewer Department.

Mr. Brausch discussed the recent house fire in Franklin Township where a home was destroyed and several adjacent homes were damaged. He stated that the subdivision where the fire occurred is on Warren County public sewer but these homes have private water supply as no public water is available. He then stated that within a quarter of a mile from this area is one of Warren County's well fields where we obtain our raw water that is piped to the water treatment plant for distribution to our customers.

Mr. Brausch discussed the ability for Warren County to install a fire hydrant adjacent to the wellfield in order for the Township to have a closer location to fill their water pumper trucks in

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the event the need would arise again. He then reviewed the proposed cost and stated the request of Franklin Township for Warren County to consider.

Upon discussion, the Board stated their desire for Mr. Brausch to begin design of the proposed fire hydrant and request the Township and Fire Chief to attend a meeting to discuss the request.

Upon motion the meeting was adjourned.

Shannon Jones, President

David G. Young

Tom Grossmann

I hereby certify that the foregoing is a true and correct copy of the minutes of the meeting of the Board of County Commissioners held on March 3, 2020, in compliance with Section 121.22 O.R.C.

Tina Osborne, Clerk

Board of County Commissioners

Warren County, Ohio



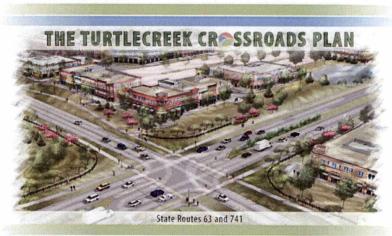
Design Review

Franklin, Turtlecreek, Washington, Harlan and Union Townships

Importance of Design Review

Residence stated the importance of design review in the following plans:

- Gateway Plan
- Crossroads Plan
- Eastern Turtlecreek Area Plan
- 123/71 Area Plan
- Hunter Red Lion Area Plan
- Wayne Township Comprehensive Plan
- Salem Township Comprehensive Plan



Importance of Design Review

 Design review was identified in several Warren County Comprehensive Plans as a needed tool to achieve quality design.

 Township Trustees have stated their preference for the inclusion of a Design Review Board and Design Review Standards.

Importance of Design Review

TURTLECREEK TOWNSHIP

The image of our Township is fundamentally important to its economic well-being.

Rural Estate

District

Local Governments have been actively improving the aesthetics of our communities with gateways, quality public buildings, beautiful streetscapes and landscaping.









The Economics of Design

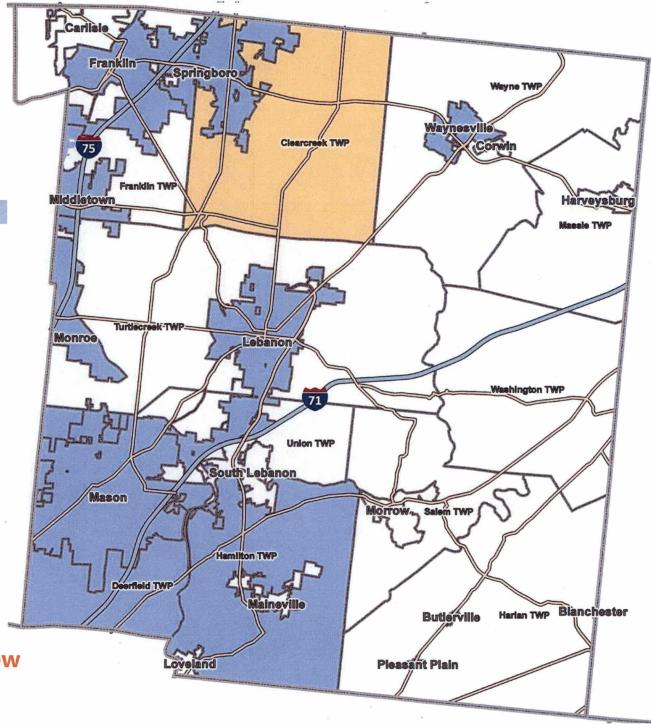
 Design review allows us to better achieve our goals for economic development. It enhances the overall image of our Townships for both residents and visitors.

 Design review can also be an economic development tool in that it can result in buildings that enhance property values.

 Communities using design review often attract better developers, as the process assures them that nearby development will not detract from their investment.

Communities with Design Review

- Waynesville
- Springboro
- Franklin
- Middletown
- Monroe
- Lebanon
- Mason
- Hamilton
- Deerfield
- Clearcreek under review



Communities with Design Review Union Village







Design Review plays a significant role in ensuring quality buildings and design within the Union Village community. Design Review is conducted internally by the developer. Several other Warren County PUD's have limited design standards.

Design Review - Purpose

Protect private property values

Add value to the community

Quality & functional development

Enhance quality of life

Make the community more attractive

Townships - greater level of review



Legislative Authority

O.R.C. 303.161 Architectural review board authorized standards and procedures.

The board of county commissioners may create an architectural review board to enforce compliance with any zoning standards it may adopt pertaining to landscaping or architectural elements.

Applicability

- Non-residential & Multifamily development
- Franklin, Turtlecreek, Union, Harlan, and Washington Townships

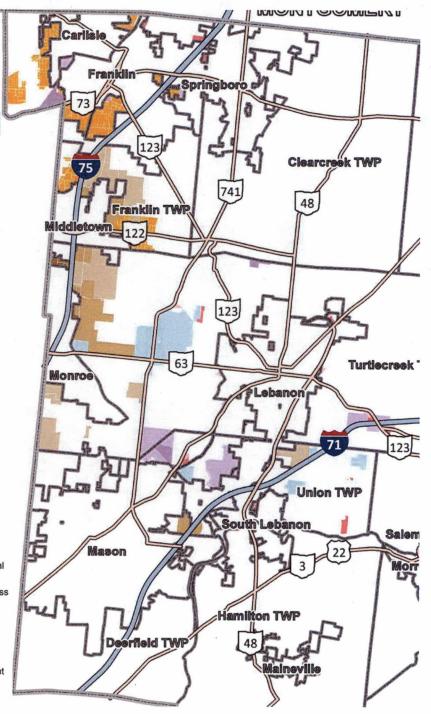
 New PUDs and Mixed Zoning Development on a case-bycase basis

Legend

Warren County Zoning

ZONING

Neighborhood Commercial
Community Commercial
Warehouse Depot Business
Light Industrial
General Industrial
MH-RV (PUD)
Mixed Use Center
Mixed Use Neighborhood
Planned Unit Development
Two Family
Multi Family



Design Standards and Guidelines



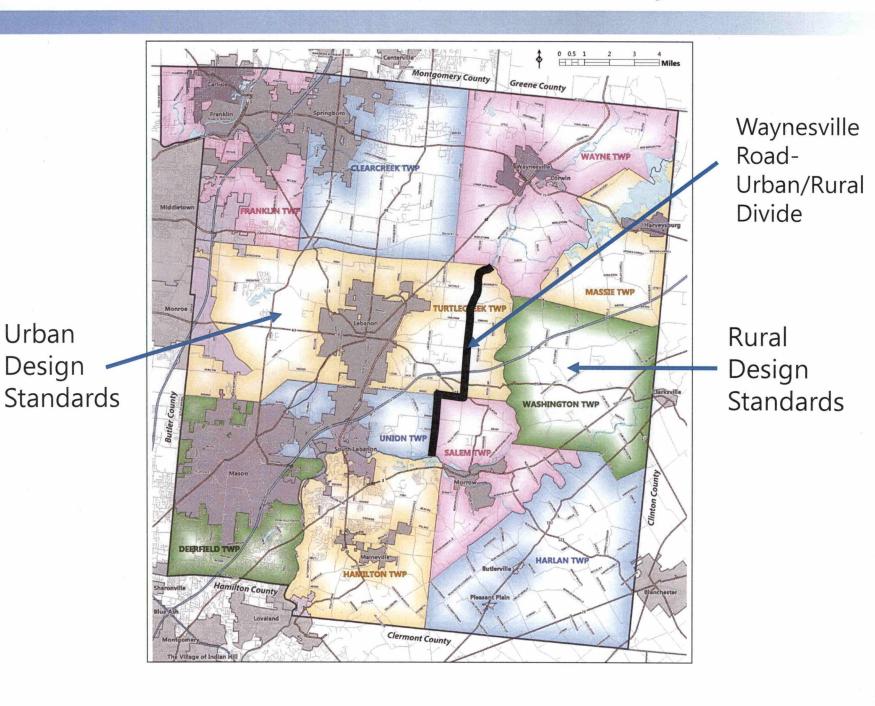




- Reflects values of the community
- Outlines a clear review process
- Clear expectations and design examples
- Flexible Standards
- Special guidelines for unique uses and within rural settings

Different Standards for Eastern & Western Warren County

Urban



Design Review Board

- Membership dictated by the O.R.C
- Five residents of the county
- At least one licensed architect or engineer
- Live in Townships under Warren County Zoning
- Appointed by the BOCC

Flexibility

- The Design Review Board and BOCC may consider modifying standards as part of the process.
- Modifications are not required to go through the variance process.
- Adjustments to use-related development standards (such as floor area ratios, size of the use, or concentration of uses) are required to go through the variance process.

Standards & Guidelines

- Standards are mandatory and the word shall is used.
- Guidelines are recommendations and the word "should" is used.



Not Reviewed

- Color
- Single-family residential
- Architecture style
- Existing PUDs

No Single Family Homes Reviewed



Color Not Reviewed



Review Responsibilities From A Design Perspective

- 1) Site layout
- 2) Orientation
- 3) Signs
- 4) Architectural elements
- 5) Landscape design

- 6) Access and Circulation
- 7) Height, width, scale and proportion
- 8) Parking and Loading facilities

- Incorporated into the Site Plan Review Process
- The Board makes a recommendation to the BOCC
- BOCC is the approving authority

Guide Architectural Elements, Not Architectural Style

Unified Theme	Roof Line Changes	
Building Relationship	Roof Penetrations & Equipment	
Building Transparency	Multi-Sided Architecture	
Façade Consistency	Roofs	
Façade Massing	Customer Entrances	
Offset Alternatives	Windows & Doors	



Any architectural styles may satisfy the required architectural elements

Next Step

Guidance from the Board of County Commissioner's if it is appropriate to move forward with crafting Design Standards and a Review Process within the Warren County Rural Zoning Code.



Proposed Water & Sewer User Rates for 2020-2023

Agenda

- 1. Proposed User Rate Increases
- 2. Water: Rates, Revenue & Expenses
- 3. Sewer: Rates, Revenue & Expenses



Water & Sewer Department

Warren County is the largest water provider in the County, the 15th largest in Ohio, and we are growing.

- 2020 Department Operating Budget of \$23 Million
- 75 Employees
- Largest Department under the Commissioners

		Customer
Rank	Public Water System	Population
1	City of Cleveland	1,262,955
2	City of Columbus	1,159,817
3	City of Cincinnati	749,000
4	City of Toledo	360,000
5	City of Akron	280,000
6	Montgomery County	260,805
7	Aqua Ohio	173,000
8	City of Youngstown	148,000
9	City of Dayton	142,000
10	Del-Co Water Company	141,407
11	Lake County	115,835
12	Clermont County	113,000
13	Butler County	109,988
14	City of Canton	98,260
15	Warren County	77,000
16	Lorain County	71,074
17	City of Elyria	68,000
18	City of Lima L	65,619
19	City of Lorain	64,152
20	City of Hamilton	62,477
21	City of Springfield	59,357
22	City of Lakewood	52,100
23	City of Mansfield	51,000
24	City of Cuyahoga Falls	49,652
25	City of Middletown	48,694

Mission Statement

We strive to provide <u>quality water service</u> to Warren County residents in a <u>cost-effective manner</u>; to treat all customers with respect, courtesy and professionalism; and provide the highest quality of <u>customer service</u>.





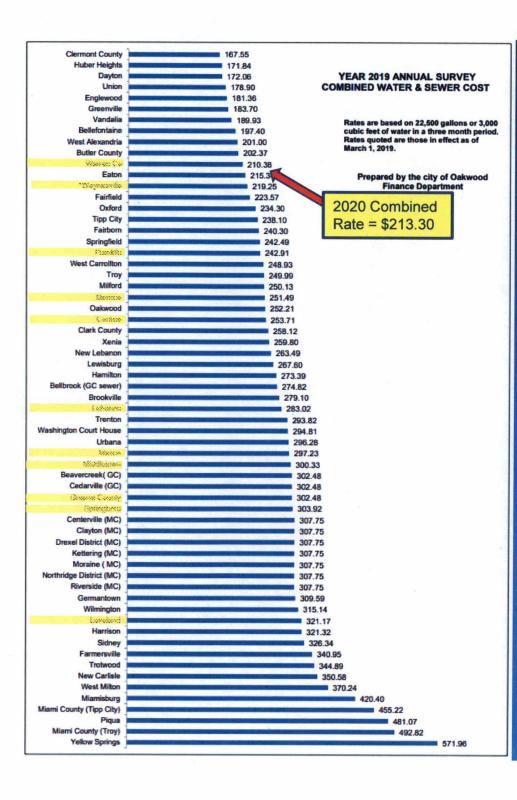


Recommended User Rate Increases

	Current Rate (2019)	2020	2021	2022	2023
Water Flat Fee	\$7.50/bill	\$7.50/bill	\$7.50/bill	\$7.50/bill	\$7.50/bill
Water Rate	\$4.18	\$4.31	\$4.43	4.56	\$4.70
Rate Increase	3%	3%	3%	3%	3%
Sewer Flat Fee	\$0.00/bill	\$0.00/bill	\$0.00/bill	\$0.00/bill	\$0.00/bill
Sewer Rate	\$4.67	\$4.67	\$4.67	\$4.67	\$4.67
Rate Increase	0%	0%	0%	0%	0%







Water & Sewer Rates

Our focus on strong fiscal management, operating with a minimal staff, and building quality treatment plants has resulted in low rates for our customers.

- Most affordable utility rates in Warren County.
- 11th lowest rate out of 63 communities
- Proposed rates will not affect our ranking.

Mission Statement: We strive to provide quality water service to Warren County residents in a cost-effective manner;

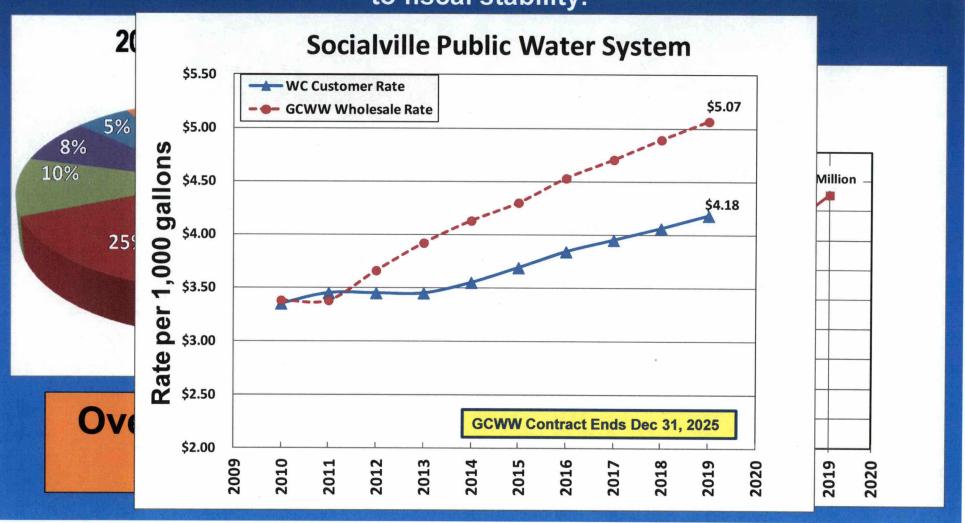
	2019	2020	2021	2022	2023
Minimum Water Bill	\$25.08 +7.50 Fee	\$25.86 +7.50 Fee	\$26.58 +7.50 Fee	\$27.36 +7.50 Fee	\$28.20 +\$7.50 Fee
Minimum Sewer Bill	\$28.02	\$28.02	\$28.02	\$28.02	\$28.02
Total Bi-Monthly	\$60.60	\$61.32	\$62.10	\$62.88	\$63.72

Water & Sewer service as low as \$1/day.

^{*}Based on 6,000 gallon minimum usage (Approximately 100 gallon/day)

#1 Hot Button: Purchased Water

Purchased water from GCWW for the Socialville water system is the largest single expenditure for the Department and our biggest concern to fiscal stability.



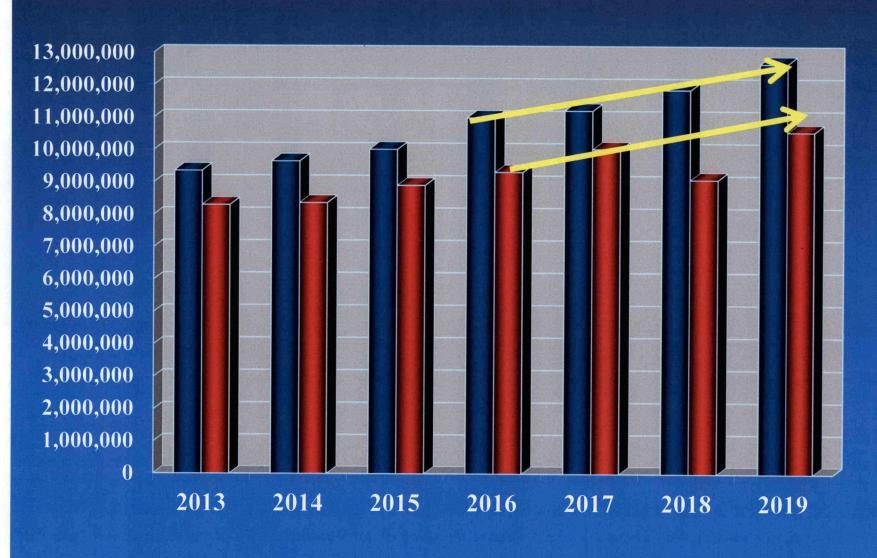
2020 Water Fund Balances

January 1st, 2020

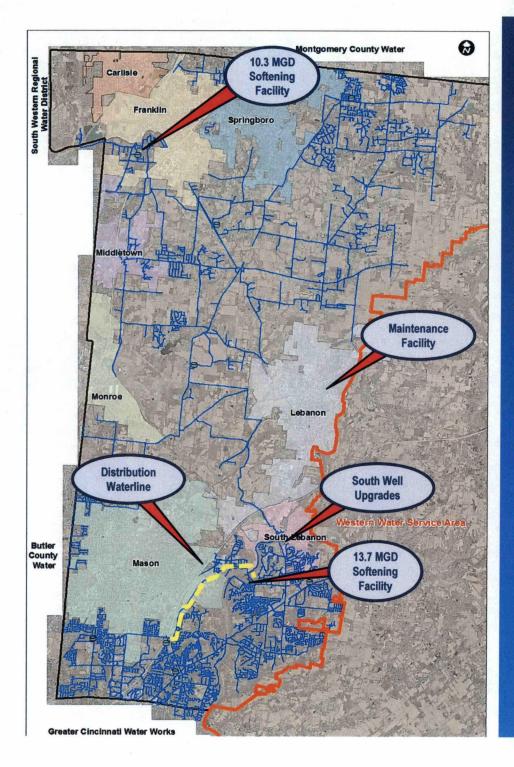
Operating Fund (5510-3200) \$ 2,926,000 Replacement Fund (5510-3209) \$ 4,349,156 Surplus Fund (5510-3219) \$ 26,391,870

TOTAL 5510 Fund Balance as of 1/1/2020 **\$33,667,026**

Water revenues have exceeded expenses allowing additional savings for capital projects.



■ Total Water User Revenue ■ Total Water Oper & Maint Expense



Water Projects

North WTP Softening 2021-2022 \$19.7 Million RARWTP Softening 2021-2022 \$26.4 Million Maintenance Facility 2022-2023 \$3.5 Million Distribution Waterlines 2021-2025 \$8 Million South Well Upgrades 2025-2027 \$4 Million

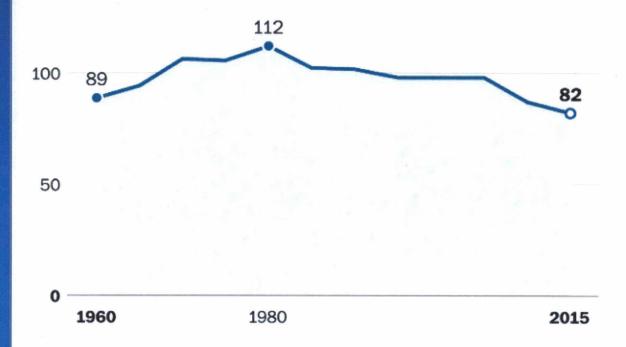
PROJECT FINANCING

Surplus Funds: \$30 Million
Loans: \$32 Million
Annual Service Payment: \$1.8 Million

Americans are conserving water like never SSUES before, according to the latest federal data

Per-capita home water consumption falls to lowest level in a half century

Daily per-capita domestic water consumption, in gallons. Includes indoor and outdoor home water use.



Source: USGS, "Water use in the U.S., 2015"

THE WASHINGTON POST

owing issues that and user rates.

ity for Retirement

ble for retirement 6-10 vrs



Sewer rate has not increased since 2016

	2019	2020	2021	2022	2023
Water Flat Fee	\$7.5/bill	\$7.5/bill	\$7.5/bill	\$7.5/bill	\$7.5/bill
Water Rate	\$4.18	\$4.31	\$4.43	4.56	\$4.70
Rate Increase	3%	3%	3%	3%	3%
Sewer Flat Fee	\$0.0/bill	\$0.0/bill	\$0.0/bill	\$0.0/bill	\$0.0/bill
Sewer Rate	\$4.67	\$4.67	\$4.67	\$4.67	\$4.67
Rate Increase	0%	0%	0%	0%	0%





2020 Sewer Fund Balances

January 1st, 2020

Operating Fund (5580-3300)
Replacement Fund (5580-3309)

Surplus Fund (5580-3319)

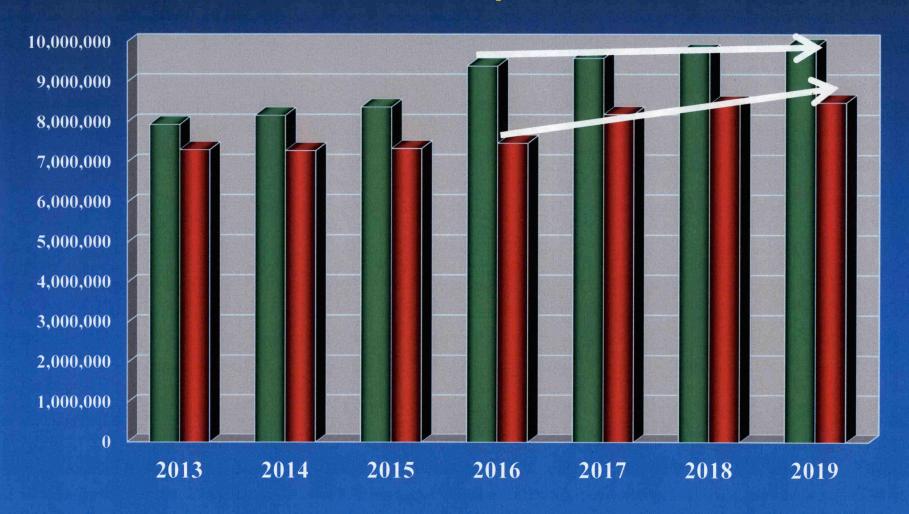
\$ 2,376,000

\$ 453,209

\$ 26,871,749

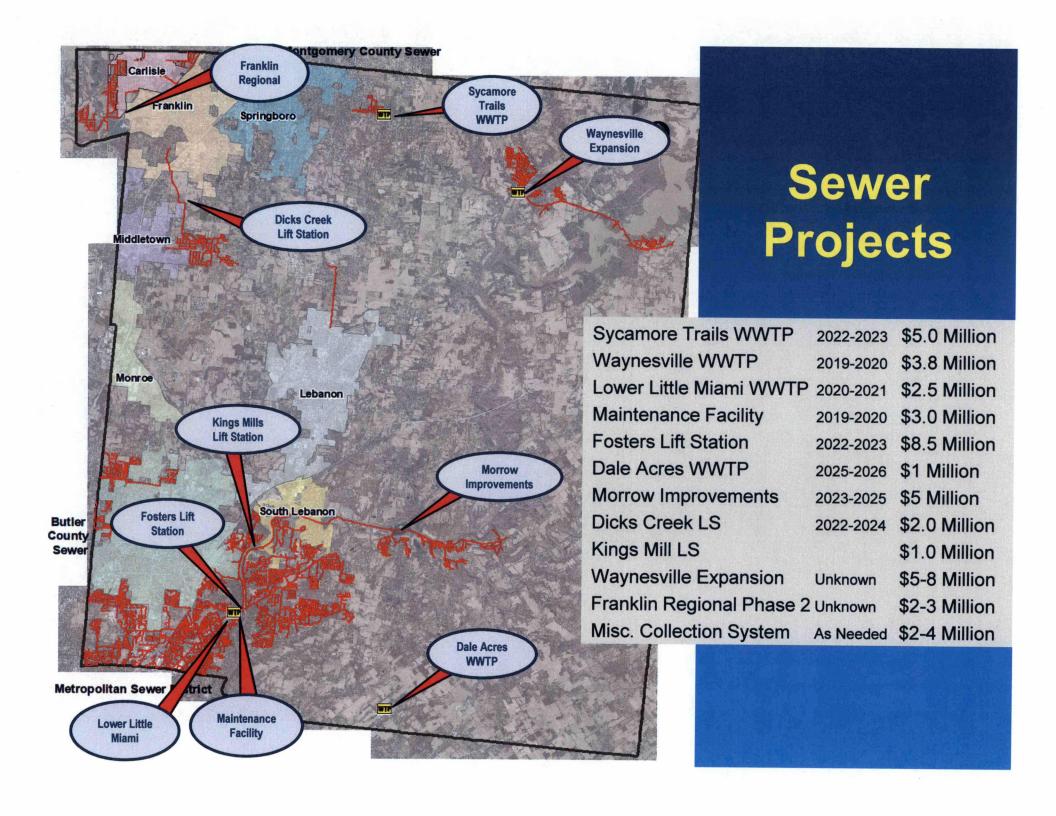
TOTAL 5580 Fund Balance as of 1/1/2020 **\$29,700,958**

Sewer revenues have remained relatively flat with a stable increase in expenses due to increased customer base and purchased services



■ Total Sewer Oper & Maint Expense

■ Total Sewer User Revenue



Long Term Forecast & Planning

The Water & Sewer Department is tracking the following issues that can significantly impact on revenues, expenses, and user rates.

- The Economy & Tap Fee Revenues -
- Biosolids Disposal Landfill Disposal
- Succession Planning Shrinking pool of qualified treatment plant operators
- Polk Run Area Purchased Services Cincinnati MSD

Recommendation

Schedule a public hearing for the proposed water & sewer rates for 2020 through 2023.

	2019	2020	2021	2022	2023
Water Flat Fee	\$7.5/bill	\$7.5/bill	\$7.5/bill	\$7.5/bill	\$7.5/bill
Water Rate	\$4.18	\$4.31	\$4.43	4.56	\$4.70
Rate Increase	3%	3%	3%	3%	3%
Sewer Flat Fee	\$0.0/bill	\$0.0/bill	\$0.0/bill	\$0.0/bill	\$0.0/bill
Sewer Rate	\$4.67	\$4.67	\$4.67	\$4.67	\$4.67
Rate Increase	0%	0%	0%	0%	0%

2017-2019 Water Revenue vs Expense Breakdown

	2017	2017 2018 20	
REVENUE			
Service User Revenue	\$11,221,978	\$11,867,142	12,676,877
Tap Fees/Misc. Income	3,991,150	4,025,793	4,933,256
WRRM	969,907	1,329,154	1,351,990
Total Revenue	16,183,035	17,222,089	18,962,123
EXPENSES			
Payroll	\$2,638,576	\$2,534,407	\$2,599,543
Operating/Maint.	6,534,078	6,161,575	6,750,359
Debt Service	304,565	304,565	304,565
Capital (O/P)	2,457,631	666,247	3,448,833
Total Expense	11,934,850	9,666,794	13,103,300
Net Income or (Loss)	\$4,248,185	\$7,555,295	\$5,858,823

2017-2019 Sewer Revenue vs Expense Breakdown

	2017	2018	2019
REVENUE			
Service User Revenue	\$9,597,582	\$9,745,967	9,877,450
Tap Fees/Misc. Income	4,069,151	2,830,499	3,341,317
SRRM	5,249	0.00	0.00
Total Revenue	13,671,982	12,576,466	13,218,767
EXPENSES			
Payroll	\$2,265,328	\$2,426,902	\$2,521,186
Operating/Maint.	4,594,993	4,845,739	4,342,947
Debt Service	1,068,780	1,069,349	1,069,349
Capital (O/P)	2,040,928	2,916,034	3,969,174
Total Expense	9,970,029	11,258,024	11,902,656
Net Income or (Loss)	\$3,701,953	\$1,318,442	\$1,316,111

Strong financial management has allowed the County to adopt low water rates.

							2019
Water Rate	3.45	3.55	3.69	3.84	3.95	4.06	4.18
	0%	3.0%	4.0%	4.0%	3.0%	3.0%	3.0%

Average increase of 2.83 percent per year





Water Revenue Generated by Capital Improvement Fee

2020	2021	2022		
\$7.50	\$7.50	\$7.50		
\$1,350,000	\$1,350,000	\$1,350,000		

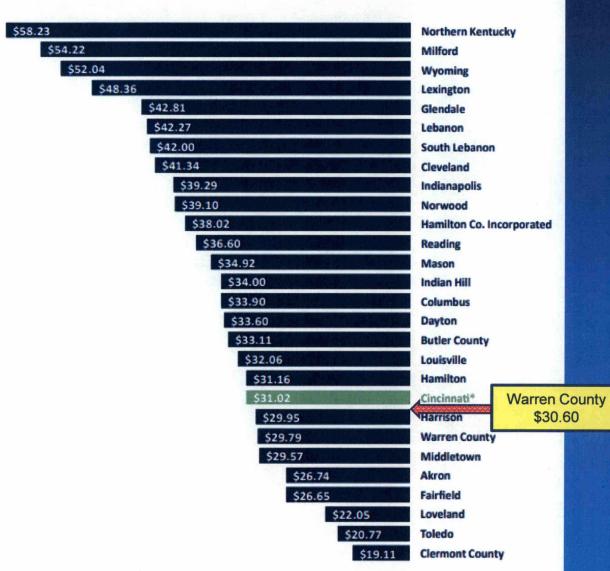
Based on 30,000 customers * Fee * 6 (billing cycles)



Sewer Rates

Warren County is currently ranked the 12th lowest sewer rate out of 63 regional sewer utilities.

Monthly Water Costs† for the Average Single-Family Household



Water Rates

Our focus on strong fiscal management, operating with a minimal staff, and building quality treatment plants has resulted in low water rates for our customers.

Water Utility /Cost per Month 8.3 CCF
*Includes fire hydrant fee. Rate effective January 1, 2020
† Some of the rates above are based on the information provided on the utility's website