Sun Valley General Improvement District
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DATE: November 5, 2026

TO: Board of Trustees

FROM: Erin Dowling, Customer Service Manager

SUBJECT: Discussion and possible action to ratify General Manager's action to amend the District's Utility Fee Schedule and increase credit/debit card service fee from $2.90 per transaction to $3.10 per transaction effective October 19, 2026.

Staff consistently monitors the cost of credit/debit card payments and brings recommendations for change to the Board, as needed. This is done to ensure the District remains in compliance with the laws governing credit/debit card service fees.

A history of the District's credit/debit card service fee is as follows:

- February 2015 Fee set at $1.97
- February 2016 Fee increased to $2.71
- February 2018 Fee increased to $2.80
- February 2020 Fee decreased to $2.60
- March 2021 Fee decreased to $1.00
- May 2022 Fee increased to $2.35
- November 2022 Fee increased to $2.80
- October 2024 Fee increased to $3.00
- May 2025 Fee decreased to $2.50
- September 2025 Fee increased to $2.90

In early October 2026, after monthly and quarterly analysis, it was determined that these service fees should be adjusted from $2.90 to $3.10 to per transaction promptly in order to capture the financial adjustment early in the second quarter of the fiscal year. Because the Board of Trustees already had their October meeting, the General Manager advised the Chair of the situation and requested permission to adjust the fee. After conversation it was decided to increase the fee on October 19, 2026.

Staff is requesting that the Board ratify the action taken, and will be present at the meeting to answer any questions the Board may have.

Respectfully submitted,

Erin Dowling
Customer Service Manager

Attachment: Utility Fee Schedule

The Sun Valley General Improvement District is an equal opportunity provider and employer.

# SUN VALLEY GENERAL IMPROVEMENT DISTRICT
# UTILITY FEE SCHEDULE

| DESCRIPTION | FEE |
|---|---|
| **Damage Fees:** | |
| Cut Lock Fee | $100.00 |
| Damaged/Illegal Use of Facilities (repairs will be charged at actual cost) | $250.00 (Minimum) |
| **Inspection Fees:** | |
| Backflow Inspection (for backflows up to 2") | $200.00 |
| Backflow Inspection (for backflows greater than 2") | $300.00 |
| Construction Inspection, per hour | $100.00 |
| Construction Inspection, per hour (after hours) | $150.00 |
| **Review Fees:** | |
| Parcel Map Review (up to a maximum of four (4) parcels) plus $50 per additional parcel | $250.00 |
| Commercial/Industrial Map Review | $500.00 |
| Residential Multi-Unit Complexes serviced by a master meter Map Review | $1,000.00 |
| Residential Subdivision Map Review | $1,500.00 |
| Annexation Application Review | $1,200.00 |
| **Service Fees:** | |
| Credit/Debit Card Service Fee for all District transactions (utility and non-utility) * | ~~$2.90~~ |
| * *maximum credit/debit card payment is $500 per transaction, plus service fee* | $3.10 |
| Integrative Voice Response Phone Payment Fee, per transaction ** | $0.25 |
| ** *in addition to credit/debit card service fee above* | |
| Credit/Debit Card Service Fee for Sun Valley Pool admissions & concessions | no charge |
| Disputed Debit/Credit Charge Handling Fee | $25.00 |
| Return Check Charge Handling Fee | $25.00 |
| Refund Administrative Fee | $100.00 |
| **Water Right Fees:** | |
| TMWA's Water Resource Sustainability Fee (per AF) | $1,600.00 |

Revised 10.19.2026