

## Membership Application Instructions

The following provides step-by-step instructions to complete the 2014 Kern River Watershed Coalition Authority (KRWCA) Membership Application. The Member refers to a person, either the owner or operator, that will be the person primarily responsible for compliance under the General Order for the Assessor's Parcel Number(s) (APNs) listed in the Membership Application. An Owner refers to the legal owner of the APN(s) listed in the Membership Application and could be contacted for responsibility for compliance of that particular parcel. If you require additional assistance or have any questions please contact the KRWCA at (661) 616-6500 or [admin@krwca.org](mailto:admin@krwca.org).

1. Enter the Member's name, business name, email address, phone number, mailing address, and physical address on the first page. The physical address will be used for identifying the location of the membership; therefore, this should be the location of the main operation (e.g. office, warehouse, largest operation, etc).
2. Check the applicable box if the Member will download a copy of the General Order, or if the Member wants a copy of the General Order via mail. If the Member wants the General Order to be mailed, enter \$25.00 in Step 14.
3. Check the box certifying that the Member has provided written notice to all landowner(s) and/or lessee(s) of the APN(s) listed in Step 6 of the Member's enrollment in the KRWCA under the General Order and notified them of the requirements. A notification letter template is provided on the KRWCA website at <http://krwca.org/join.aspx> and opening "**Member Notice of Confirmation Template**".
4. The Member is to sign and date the bottom of page 1 in the respective fields.
5. Enter the Member Name on top of page 2.
6. **For APN(s) owned by you and/or others to be included under this membership:** For all the APN(s) to be included under this membership, enter the contact name, landowner name, and the contact's email address, phone number, and mailing address for all APN owners. If the Member is enrolling more than 8 Owners, use additional sheets.
7. Enter the Member Name on top of page 3.
8. **Parcels for KRWCA Membership Acreage Worksheet:**

**Definitions:**

- *In Participating District* refers to irrigated acres located within water district boundaries that participated financially in the KRWCA during the past two years. See attached **List of Participating Water Districts** for participating districts.
- *Out of Participating District* refers to irrigated acres that are undistricted and/or located within water district boundaries that did not participate financially in the KRWCA during the last two years.
- *Irrigated Acres* refers to the amount of acreage of that parcel that is actually irrigated. You may discount from a full APN acreage for field roads, buildings, etc. If for an entire membership year (July 1, 2014 through June 30, 2015) the APN will not be irrigated, 0 irrigated acres can be designated for that APN. The APN will still be maintained in the membership APN accounting.

**For each APN that is to be included in the Membership:**

- a. Enter the total amount of irrigated acres for the APN in the applicable column, either *In Participating District* or *Out of Participating District*.
- b. Enter the APN. To aid the Member in determining the proper APN, instructions can be found at <http://www.krwca.org/join.aspx> and opening "**Locating Property APN Numbers (PDF)**".



- c. Enter the respective Owner Number for the APN. The Owner Number is determined on page 2, Step 6.
- d. Enter the predominate crop(s) cultivated on the APN for this year.

Note: Continue steps a through d for each APN to be included in the membership. Use additional sheets if required.

9. Enter the Member Name on top of page 4.
10. **Sum of Irrigated Acres:** Sum the *In Participating District* and *Out of Participating District* irrigated acres and enter in the applicable column. Enter the sum of *In Participating District* plus *Out of Participating District* irrigated acres in the **Sum of Irrigated Acres**.
11. **Total Acreage Fees:** Multiply the *In Participating District* and *Out of Participating District* irrigated acres with the applicable fee rate:  
Irrigated acres *In Participating District*:
  - a. Before June 1, 2014 - \$5.50;
  - b. June 1 through August 4, 2014 - \$6.50;
  - c. **After August 4, 2014 - \$10.50.**Irrigated acres *Out of Participating District*:
  - a. Before June 1, 2014 - \$6.50;
  - b. June 1 through August 4, 2014 - \$7.50;
  - c. **After August 4, 2014 - \$11.50.**Enter the sum of *In Participating District* plus *Out of Participating District* fees in the **Total Acreage Fees**.
12. **Sum of Irrigated Acreage:** Enter the **Sum of Irrigated Acres** (sum of *In Participating Districts* plus *Out of Participating Districts*) determined on the last page (page 4), Step 10.
13. **Total Acreage Fee:** Enter the calculated total acreage fee determined on the last page (page 4), Step 11.
14. **General Order Mailing Fee:** Enter \$25.00 for publishing and mailing costs if you want a copy of the General Order to be mailed to the Member. If you don't want a copy of the General Order mailed to the Member leave blank.
15. **Total Due:** Enter the sum of **Total Acreage Fee**, plus **General Order Mailing Fee**, plus **Annual Membership Dues**.
16. Mail the signed and completed Membership Application with a check for the **Total Due** (Step 15) made payable to "KRWCA" to Kern River Watershed Coalition Authority, P.O. Box 151, Bakersfield, CA 93302.

Once the KRWCA reviews and accepts the Membership Application, a Notice of Approval will be sent to the Member verifying the Member's enrollment in the KRWCA and coverage under the General Order. The Notice of Approval will include a list of the registered APN(s) under the Member. If a Membership Application is determined to be incomplete or contain errors, the KRWCA will notify the Member and assist the Member to amend the application.