

**RESOLUTION NO. 2017-5**

**RESOLUTION OF THE SCOTIA COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS  
ESTABLISHING FY 2016/17 MASTER FEE SCHEDULE**

**WHEREAS**, in an effort to achieve recovery of staff costs, it is necessary to establish fees charged by the Scotia Community Services District to provide services without adversely impacting the District's service funds; and

**WHEREAS**, in order to recover these costs, it is necessary to establish new fees through the Master Fee Schedule; and

**WHEREAS**, as required by Article XIID Sections 4 and 6(b) of the California Constitution, Districts can only charge rates or fees that are equal to or less than the reasonably anticipated costs of providing the service, conferring a benefit, granting a privilege, performing regulatory duties, enforcing laws, or as a condition of property development; and

**WHEREAS**, the Scotia Community Services District FY 2016/17 Master Fee Schedule will be reviewed on an annual basis and adjusted accordingly; and

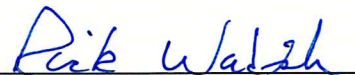
**WHEREAS**, following a properly noticed public hearing at which oral and written testimony was received and considered, the Board of Directors has determined that it is in the best interest of the District to adopt fees for District services.

**NOW, THEREFORE, BE IT RESOLVED:**

1. The Scotia Community Services District Board of Directors hereby approves establishing fees for District services pursuant to the FY 2016/17 Master Fee Schedule attached hereto as Exhibit "A" and made a part hereof by this reference.
2. Except as otherwise provided herein, any fees described on the FY 2016/17 Master Fee Schedule in conflict with the fees established or increased by this Resolution shall be void and of no force and effect.
3. This Resolution shall take effect immediately upon its adoption.

**PASSED, APPROVED AND ADOPTED** on the 18<sup>th</sup> day of May, 2017, by the following vote of the governing body:

APPROVED:



Rick Walsh, Board President, Scotia CSD

ATTEST:

  
Board Clerk, Scotia CSD

CLERK'S CERTIFICATE

I hereby certify that the foregoing is a true and correct copy of Resolution No. 2017-5, passed and adopted at a special meeting of the Board of Directors of the Scotia Community Service District, County of Humboldt, State of California, held on the 18<sup>th</sup> day of May, 2017, by the following vote:

AYES: Bristol, Mcknight, Newmaker, Pryor, Walsh

NOES:  $\emptyset$

ABSENT:  $\emptyset$

ABSTENTIONS:  $\emptyset$

  
Board Clerk, Scotia CSD

Attached: Scotia Community Services District FY 2016/17 Master Fee Schedule

**SCOTIA COMMUNITY SERVICES DISTRICT  
FY 2016/17 MASTER FEE SCHEDULE**

**SECTION 1. WATER SYSTEM**

The following water system fees are applicable to the Scotia Community Services District (District).

1. **Existing Water Service Connection.** Where the Developer has installed the new water service line and the District will merely be installing a new meter, the fee shall be as follows:

New Meter Fees	
5/8 Inch (meter set only)	\$201.35
3/4 Inch (meter set only)	\$266.04
1 Inch (meter set only)	\$305.82
Greater Than 1 Inch	Special Quote

2. **Splitting/Relocating Water Service.** The charge for splitting an existing water service shall be the actual charge for material, labor, and equipment not to exceed the charges for a new service. The charge for relocating an existing service shall be actual costs for materials, labor, and equipment not to exceed charges for a new service less credit for existing meter. Any related inspection costs will be charged on a time and materials basis.
3. **Private Fire Protection Water Service Charges.** The monthly rate for said service shall be computed by multiplying \$3.00 times the diameter in inches of the service line provided to the fire system.
4. **Backflow Prevention Device Charges.** Maintenance and testing of these devices is the responsibility of the customer and shall be tested by a certified backflow tester. The customer shall submit a copy of the test results annually. Failure to provide certified backflow test results as required shall result in the District providing the test and inspection at the customer's expense.
5. **Water Hauler Fees and Charges.** \$20.15 shall be imposed for each load under 4,000 gallons that is removed from unmetered District facilities. Charges for loads greater than 4,000 gallons shall be determined on the actual size of the load at a rate of \$5.05 per 1,000 gallons.
  - A. **Emergency Water Hauler Fees and Charges.** During a water shortage or drought emergency: \$20.00 shall be imposed for each load under 600 gallons that is removed from unmetered District facilities. Charges for loads greater than 600 gallons shall be determined on the actual size of the load at a rate of \$0.03/gallon.
6. **Temporary Construction Meters.** A \$40.00 meter setting fee will be charged for the installation of this meter. There shall be imposed a monthly rate for the temporary service,



based on meter size in the table below and a charge for the quantity of water used at the rate of \$2.66 per one hundred cubic feet.

7. **Meter Tests – Deposit.** If a customer desires to have the meter serving their premises tested, they shall first deposit Thirty-Five Dollars (\$35.00) and pay the actual cost to test the meter.

8. **Monthly Water Service Rates.** A monthly rate for water service provided by the District shall be imposed, at which the rate shall be the total of Section 8A and 8B below

:

A. **Monthly Water Base Rate.** The monthly base rate shall be determined by size of water meter and location of service as follows:

<b>Monthly Water Base Rate FY 2016-2017</b>	
<b>Meter Size (inches)</b>	<b>Monthly Base Rate</b>
5/8"	\$62.91
3/4"	\$94.37
1"	\$157.28
1 1/2"	\$314.56
2"	\$503.29
3"	\$943.67
4"	\$1,572.78
6"	\$3,145.57
8"	\$5,032.91

B. **Monthly Consumption Charge:** The monthly quantity charge rate is \$2.66 per 100 cubic-feet (HCF) of water used.

C. **Monthly Raw Water Charge:** The Raw (non-potable) Water Rate is \$0.23 per 100 HCF of water used.

**SECTION 2. WASTEWATER SYSTEM FEES**

The following sewer system fees are applicable to the Scotia Community Services District.

- 1. Monthly Sewer Service Rates.** The rates and minimum sewer service charges billed monthly to customers within the service area of the District shall be as follows:

<b>Monthly Wastewater Rates FY 2016-2017</b>	
<b>Base Rate (per EDU)</b>	\$75.25
Monthly Flow Rate	
<b>Flow Rate (per 100 cf used)</b>	\$4.11
Monthly Strength Rate	
<b>BOD (per lb)</b>	\$0.3626
<b>TSS (per lb)</b>	\$0.5414

- 2. Special Sewer Discharge Permit.** A \$250.00 fee shall be collected on each special sewer discharge permit that is processed and issued. There will be an additional charge for actual gallons discharged to the public sewer system based on strength of discharged wastewater.

**SECTION 3. WATER AND WASTEWATER DEPOSITS AND MISCELLANEOUS CHARGES**

- 1. Security Deposits** The following deposits shall be collected if a customer fails to meet the District's guidelines for creditworthiness:

<b>Security Deposits</b>		
<b>Type of Service</b>	<b>Base Deposit</b>	<b>Max. Deposit</b>
<b>Single Family Residential</b>		
Water & Sewer	\$100.00	\$150.00
Water only	\$ 50.00	\$ 75.00
Sewer only	\$ 50.00	\$ 75.00
<b>Multi-family Units</b>		
Water only/1 <sup>st</sup> Unit	\$ 35.00	\$150.00
Additional Units	\$ 20.00	\$100.00
Water & sewer/1 <sup>st</sup> Unit	\$ 50.00	\$ 75.00
Additional	\$ 40.00	\$ 60.00
<b>Commercial</b>		
Water & Sewer	2.5 times the Monthly Base Rate	
Water Only	2.5 times the Monthly Base Rate	
Sewer Only	2.5 times the Monthly Base Rate	

2. **Guidelines for Creditworthiness.** A customer must meet one of the following criteria in order to meet the District's guideline for creditworthiness when considering collection of a security deposit:
  - A. Prior service within the District showing timely payments within the previous two (2) years, or
  - B. Produce a letter of credit from PG&E, or other recognized utility showing timely payments for a period of one (1) year, or
  - C. Produce a positive rating report from a recognized credit reporting agency.
3. **Account Initiation Charge.** There shall be an initiation charge of Ten Dollars (\$10.00) to set up an account for a new customer or change a location for a current customer.
4. **Reconnection Charge.** A reconnection charge of Forty Dollars (\$40.00) for the first reconnection and Sixty Five Dollars (\$65.00) thereafter plus penalties will be made and collected prior to renewing service following a discontinuance.
5. **Returned Checks.** If a check tendered as payment for any rate or charge is returned to the District uncollected, there shall thereupon become due an additional charge of Twenty Dollars (\$20.00).
6. **Broken Lock Fee.** If a service is locked and the lock is broken, a charge of Twenty-Five Dollars (\$25.00) shall be assessed to the customer in addition to any other fees or penalties.

#### SECTION 4. WATER SHORTAGE EMERGENCY FINES AND PENALTIES

1. **Fines and Penalties.** Except as otherwise provided by Board action, violations of any provision of the District Code shall be fined as follows:

<b>Fines and Penalties</b>		
<b>Violation</b>	<b>Classification</b>	<b>Penalty</b>
First violation	Infraction	\$ 10.00
Second violation	Infraction	\$ 30.00
Third violation and subsequent violations within a 6-month period	Misdemeanor	\$100.00

#### SECTION 5. PARKS AND RECREATION FEES

1. **APPLICATION PROCESSING FEES.** The District shall charge a fee to process all applications for events as defined in the Parks and Recreation Ordinance.



APPLICATION PROCESSING FEES

Application Processing Fees cover Staff time to Process Facility Use Permits. Application Processing Fees are non-refundable and must be submitted at the time a Facility Use Permit application is turned in, at least 30 days prior to the event. See event definitions in Title IV Chapter 9 Section 9.01.a. of the Parks and Recreation Ordinance.

Large Scale Community Event	\$150
Major Event	\$150
Minor Event	\$100
Expressive Event	\$100

**2. FACILITY USE DEPOSIT FEES.** The District shall charge a deposit for events which qualify and are defined as special events and require a Facility Use Permit as follows:

- Events WITHOUT Alcohol - \$250 deposit
- Events WITH Alcohol - \$500 deposit
- Concert Rentals - \$1,000 deposit

Deposits are refundable provided there are not damages to the facility and the facility is clean, consistent with the Parks and Recreation Ordinance. Deposits will not be refunded if the reservation is cancelled less than 1 month prior to event. Half of deposit will be returned if District is able to rebook facility.

**3. FACILITY USE FEES.** The District shall charge the following rates for use of a District-owned facility for each use specified below:  
Rental fees are due 30 days prior to event. All-day rate applies to hours between 8 a.m. and 1 a.m., including cleanup. Requests for extended hours are subject to City approval and additional costs. Changes made to Facility Use Permit less than 30 days prior to event are subject to City approval and may require additional charge. Any changes must be made in writing.

The "All Day Rate" shall be defined as a fee charged specifically for use of the Winema Theater and which includes access to the facility for greater than four (4) consecutive hours.  
The "Half-Day Rate" shall be defined as a fee charged specifically for use of the Winema Theater and which includes access to the facility for a maximum of four consecutive hours.

WINEMA THEATER

Private Citizen/Business	\$45.00/hour	
Half Day Rate	\$176.00	(\$44.00/hr)
All Day Rate	\$344.00	(\$43.00/hr)
Non-Profit Groups/Vendors	\$35.00/hour	
Commercial Events*	\$450.00/day	
*Requires Event Host		

SCOTIA MUSEUM

Private Citizen/Business	\$35.00/hour
Non-Profit Groups/Vendors	\$25.00/hour

FIREMAN'S PARK

Private Citizen/Business	\$25.00/hour	
Half Day Rate	\$96.00	(\$24.00/hr)
All Day Rate	\$184.00	(\$23.00/hr)
Non-Profit Groups/Vendors	\$15.00/hour	
Commercial Events*	\$250.00/day	
*Requires Event Host		

PARKS

Soccer Field	\$28.00/hour
Baseball Park	
Baseball Field	\$28.00/hour
Horseshoe Pit	\$20 for 2 hours
Lighting	\$26.00/hour

**4. EVENT SERVICES FEES.** The District shall charge a fee of \$35 per hour (unless overtime wages apply) for an event host for those events requiring such a host. The minimum charge shall be two hours. Other event service fees shall be determined each year and are based on the direct expense associated with providing said service. Such event fees shall be established and adopted by the Board.

SPECIAL EVENT SERVICES

Event Setup

Events with less than 100 persons	\$50.00
Events with 101-200 persons	\$80.00
Events with more than 200 persons	\$105.00

Event Cleanup

Events with less than 100 persons	\$100.00
Events with 101-200 persons	\$125.00
Events with more than 200 persons	\$150.00



**SECTION 6. STORM DRAINAGE FEES**

1. **INSPECTION FEES.** The District is responsible to annually inspect all private facilities for any violation of the provisions of the Storm Drainage ordinance. Private facilities shall be responsible for the cost of inspection and any associated inspection costs including but not limited to testing.

**SECTION 7. DOCUMENT DUPLICATION AND DISTRIBUTION**

The following charges are hereby established for the photocopying and mailing of printed material (not applicable to news media and not applicable to allied agencies in case of police reports for investigative purposes):

1. **Photocopies.**
  - A. Per 8 1/2" x 11" and legal size page:

Per 1-side page.....	\$0.10
Per 2-side page.....	\$0.20
  - B. Per 11" x 17" page:

Per 1-side page.....	\$0.20
Per 2-side page.....	\$0.40
  - C. Per 24' x 36" page: Per 1-side page..... \$3.00
  - D. Conversion of Documents to Electronic Image: \$2.00 plus \$0.10/page
2. **Copies of Video Tapes, Audio Tapes, CDs, DVDs.** \$3.00/each, plus actual cost for duplication
3. **Mailing.** \$2.00/each, plus actual postage cost

