



Notice is hereby given that a  
**REGULAR MEETING**  
Of the Board of Directors will be held at:  
400 Church Street, Scotia, CA 95565

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*Thursday June 18, 2020*  
*Regular Meeting at 5:30 P.M.*

## **AGENDA**

- A. CALL TO ORDER/ ROLL CALL** The Presiding Officer will call the meeting to order and the Board Clerk will call the roll of members to determine the presence of a quorum. **PLEASE REMEMBER TO SILENCE ALL CELL PHONES**
- In accordance with the Governor's Executive Orders N-25-20 and N-29-20 SCSD Board of Directors shall conduct the District's business via teleconference as the Board chambers are closed at this time. **This meeting may be accessed by using the following call-in number: 1 669 900 6833. When prompted enter the meeting i.d. 813 4311 0300 and the following password 744468.** Please submit public comments in writing 24 hours ahead of the meeting, if possible. If anyone who wishes to teleconference the meeting and has ADA access needs, please call the SCSD Administrative Office not less than 24 hours in advance of the meeting time to make accommodations.
- PLEDGE OF ALLEGIANCE**
- B. SETTING OF AGENDA** The Board may adopt/revise the order of the agenda as presented
- C. CONSENT CALENDAR** Consent Calendar items are routine, to be acted upon by the Board of Directors at one time without discussion. If any Board member, staff member, or interested person requests that an item be removed from the Consent Calendar, it shall be moved so that it may be acted upon separately in business.
1. Approval of Previous Meeting Minutes—May 21, 2020 pp. 4
  2. Approval of May 1, 2020—May 31, 2020 RCB Check Registers pp. 9
  3. Approval of May 1, 2020—May 31, 2020 Umpqua Check Registers pp. 13
  4. Approval of RCB Mastercard Statement—April 8- May 8, 2020 pp. 19
  5. Approval of Umpqua Visa Statement—May 1-May 31, 2020 pp. 23
  6. Approval of Planwest Partners Invoice—May 2020 pp. 26
- D. PUBLIC COMMENT & WRITTEN COMMUNICATION** Regularly scheduled meetings provide an opportunity for members of the public to directly address the SCSD Board Members on any action item that has been described in the agenda for the meeting, before or during consideration of that item, or on matters not identified on the agenda within the Board jurisdiction. Comments are not generally taken on non-action items such as reports or information. **COMMENTS SHOULD BE LIMITED TO THREE MINUTES**
- E. ADJOURN TO CLOSED SESSION**
1. Call to Order
  2. Roll Call
  3. Government Code §54956.9; Discuss pending litigation with District Legal Counsel
  4. Closed session discussion

**F. ADJOURN TO OPEN SESSION**

1. Report out of closed session

**G. PUBLIC HEARING**

1. Consider adoption of Resolution 2020-9 Scotia Community Services District Board of Directors to Adopt FY 2020-2021 Final Budget pp. 29
2. Benefit Assessments Annual Reports pp. 34
  - a. Storm Drainage
  - b. Streets and Street Lighting
  - c. Parks & Recreation

**H. BUSINESS**

**1. New Business**

- a. Second Reading and Adoption of Water Ordinance 2020-2: An Ordinance of the Scotia Community Services District Board of Directors Amending Ordinance 2019-2 Title II – Water Service pp. 39
- b. Second Reading and Adoption of the Wastewater Ordinance 2020-3: An Ordinance of the Scotia Community Services District Board of Directors Amending Ordinance 2015-3 Title III – Wastewater Service pp. 56
- c. First Reading of Water Supply Cross Connection Control Ordinance 2020-4: An Ordinance of the Scotia Community Services District Board of Directors Adopting Ordinance 2020-4 Water Supply Cross Connection Control pp. 102
- d. Review SHN Consulting Engineers & Geologists Inc. (SHN) Services Agreement Addendum with Scotia Community Services District pp. 108
- e. Planwest Contract Updated Budget pp. 117
- f. Approve SDRMA annual invoice for SDRMA Property and Liability Insurance pp. 119
- g. Consider reopening the automated gates at the Carpenter’s Shop for vehicular access with certain restrictions pp. 126
- h. Consider Proposal from Rio Dell-Scotia Chamber of Commerce Flag placement in town pp. 127

**2. Old Business**

**I. REPORTS**

**(5 minutes each)**

The Board may briefly discuss any particular item raised; no action will be taken on these items.

1. **President’s Report:**
2. **Board Director Reports:**
3. **General Manager’s Report:**
4. **Board Clerk’s Report:**
5. **District Counsel’s Report:**
6. **Engineer’s Report:**
7. **Fire Chief’s Report:**

**J. BOARD TRAINING - none**

## **K. ADJOURNMENT**

Next Regular Meeting of the SCSD will be July 16, 2020 at 5:30 PM. A Special meeting may be held prior to that.

Notice regarding the Americans with Disabilities Act: The District adheres to the [Americans with Disabilities Act](#). Persons requiring special accommodations or more information about accessibility should contact the District Office. Notice regarding Rights of Appeal: Persons who are dissatisfied with the decisions of the SCSD Board of Directors have the right to have the decision reviewed by a State Court. The District has adopted [Section 1094.6](#) of the [Code of Civil Procedure](#) which generally limits the time within which the decision may be judicially challenged to 90 days.

Minutes of the REGULAR Board Meeting for the  
Scotia Community Services District  
Thursday May 21, 2020 at 5:30 P.M.

**A. CALL TO ORDER/ ROLL CALL/PLEDGE OF ALLEGIANCE** The regular meeting of the Board of Directors of the Scotia Community Services District convened at **5:30** via teleconference with the following directors in attendance:

Diane Black, Vice President – Present

Paul Newmaker, President– Present

Scott Pitcairn, Director – Present

Susan Pryor, Director – Present

Nina Sellen, Director – Present

Staff Present: Leslie Marshall, General Manager, Jennifer McDonald, Board Clerk, Amanda Uhrhammer, Legal Counsel

**B. SETTING OF AGENDA**

-No changes but Board Clerk noted a change in the numbering of the Ordinances 2020-2 and 2020-3. Original packet emailed had them numbered as 2020-1 and 2020-2.

**C. CONSENT CALENDAR**

1. Approval of Previous Regular Meeting Minutes: April 16, 2020
2. Approval of Previous Special Meeting Minutes: April 23, 2020
3. Approval of April 1, 2020—April 30, 2020 RCB Check Registers
4. Approval of April 1, 2020—April 30, 2020 Umpqua Check Registers
5. Approval of RCB Mastercard Statement: March 9, 2020—April 7, 2020
6. Approval of Umpqua Visa Statement: April 1, 2020—April 30, 2020
7. Approval of Planwest Partners Invoice: April 2020

**Public Comment** —None—

**Motion:** To Approve Consent Calendar

**Motion:** Pryor **Second:** Pitcairn

**Motion Vote:** Ayes (5) Black, Newmaker, Pitcairn, Pryor, Sellen Opposed: 0 Absent: 0 Abstain: 0

**D. PUBLIC COMMENT & WRITTEN COMMUNICATION**

- Board Clerk entered public comment on behalf of a resident who could not be in attendance for the meeting but who had contacted staff regarding the pedestrian access point to Fireman's Park (at the automated gate at the Carpenter's Shop). The resident has a small child and is unable to fit her stroller through the narrow opening, requiring her to remove the child and collapse the stroller to get through. This has been problematic for her, so she contacted staff to discuss it. The automated vehicle gate is temporarily closed due to shelter in place and bollards in place for pedestrian access are designed to keep out motorcycles and ATVs and would be costly to remove. Because the closure is temporary GM and staff agree that it is not feasible to make a

change currently.

- GM discussed a letter from the Division of Dam Safety regarding amendments to protocols in risk management approach to dam regulation. Dams are rated according to their risk level. Because there are homes located below the log pond the Scotia dam is considered to be high risk. There could be further regulations and the DDS will be working more closely with dam owners for repairs etc.

**E. Adjourn to Closed Session**

1. Call to Order
2. Roll Call
3. Government Code §54956.9; Discuss pending litigation with District Legal Counsel
4. Closed session discussion

**F. Adjourn to Open Session**

1. Legal Counsel reported out of closed session and direction to staff was given

**G. Public Hearing**

— None—

**H. BUSINESS**

**1. New Business –**

- a. First reading and consider adoption of Ordinance 2020-2: An Ordinance of the Board of Directors of the Scotia Community Services District Amending Ordinance 2019-2 Title II – Water Service

**Public Comment** —None—

—No motion, first read and discussion only—

- b. First reading and consider adoption of Ordinance 2020-3: An Ordinance of the Board of Directors of the Scotia Community Services District Amending Ordinance 2015-3 Title III – Wastewater Service

**Public Comment** —None—

—No motion, first read and discussion only—

- c. Consider Adopting Resolution 2020-7 A Resolution of the Scotia Community Services District Board of Directors Amending the Scotia Community Services District FY 2020-2021 Master Fee Schedule

**Public Comment** —None—

**Motion:** Adopt Resolution 2020-7 A Resolution of the Scotia Community Services District Board of Directors Amending the Scotia Community Services District Master Fee Schedule FY 2020-2021

**Motion:** Black **Second:** Newmaker

**Motion Vote:** Ayes-(5) Black, Newmaker, Pitcairn, Pryor, Sellen **Opposed:** 0 **Absent:** 0 **Abstain:** 0

**d.** Consider Adopting Resolution 2020-8: A Resolution of the Scotia Community Services District Board of Directors Signing the California Water/Wastewater Agency Response Network (CalWARN) 2007 Omnibus Mutual Assistance Agreement

**Public Comment** —None—

**Motion:** Adopt Resolution 2020-8: A Resolution of the Scotia Community Services District Board of Directors Signing the California Water/Wastewater Agency Response Network (CalWARN) 2007 Omnibus Mutual Assistance Agreement

**Motion:** Pitcairn **Second:** Sellen

**Motion Vote:** Ayes-(5) Black, Newmaker, Pitcairn, Pryor, Sellen **Opposed:** 0 **Absent:** 0 **Abstain:** 0

**e.** Consider approving the use of Carpenter's Field for use by the Eel River Kings for practices only during Phase 2 of Humboldt County reopening

**Public Comment**—D.J. Cleek, Assistant Coach for the Eel River Kings, spoke about gaining Board approval to open the Carpenter's Field back up to the Eel River Kings for practices during "Phase 2" of Humboldt County re-opening. At a minimum they would like to gain access to the main automotive gate (at Carpenter's Field) to conduct field maintenance.

**Motion:** To resume use of Carpenter's Field by the Eel River Kings use of the field contingent upon a safety plan approved by Humboldt County Public Health or general reopening of County Parks and Rec facilities for the purpose of team sports

**Motion:** Black **Second:** Pryor

**Motion Vote:** Ayes-(5) Black, Newmaker, Pitcairn, Pryor, Sellen **Opposed:** 0 **Absent:** 0 **Abstain:** 0

**f.** FY 2020-2021 Draft Budget Review #2

**Public Comment** —None—

—No motion, second read and discussion only—

## **2. Old Business – NONE**

### **H. REPORTS**

The Board may briefly discuss any particular item raised, no action will be taken on these items.

#### **1. President's Report:**

- James Kohnen scholarship was awarded to the District for attendance for the Board President to attend the SDLF Conference in Lake Tahoe in September.

#### **2. Board Director Reports:**

- Little Library is constructed and ready for Brandon to install on the vacant lot in front of the District Office (Director Pryor).

**3. General Manager's Report:**

- Boulders have been placed on park roads and in the areas near the Rio Dell Bridge to discourage reckless driving and homeless encampments.
- Winema Theater roof replacement has been approved and we are awaiting the permits from the County to commence the work. historical design review and agreement is in place. Separate historical design review for the pest exclusion and foundation work that need to be completed will also have to be conducted.
- Carpenter's Shop roof is undergoing historical assessment by a sub-contractor, William rich and Associates.
- GM met with Steve Coppini, Ferndale wastewater operator regarding a part-time position for him at the SCSD to assist Brandon rather than utilizing a mutual aid agreement as previously discussed.
- PG&E bill will likely come to the Board for payment approval next month as there were six different main breaks causing a great deal of pumping to be conducted during PG&E's peak billing times.
- Looking for bids from different insurance companies because our rates are skyrocketing due to our risk pool being associated with increased risk of wildfires in California.
- Steve Tyler is working on a Water Supply Cross Connection Control Ordinance for District implementation.
- We just completed all the backflow testing in town for the Commercial owner/tenant properties.
- We are seeking funding for a backup generator so that we may conduct pumping to maintain crucial town water supply in the event of power failures or outages.
- Advertised a full-time operator position in addition to the part-time staffing of Steve Coppini.
- Dam Safety inspection occurred this month. Lakhbir Singh is retiring and will be replaced by Michelle Lockhart.
- Stage 3 of the Corridor Project has begun
- New river pumps to arrive in two weeks
- Phase 3 of subdivision project to begin in June

**4. Special Counsel's Report:** none

**5. Engineer's Report:** n/a

**6. Fire Chief's Status Report:** n/a

**7. Board Clerk Report:**

- Reminded President Newmaker that his Ethic Certificate will be expiring June 2020. BC will be in touch about renewing that.
- We have four Board members up for re-election this year. The District has switched from odd numbered years elections to even numbered years elections. BC will be in touch with the Board Directors regarding that process and submission to Humboldt County Office of Elections.

**J. BOARD TRAINING**

- a.** Legal Counsel Amanda Uhrhammer conducted an abridged version of the Brown Act Training for the Board members

**K. ADJOURNMENT** at 7:40 PM by Paul Newmaker

Next Regular Meeting of the SCSD will be June 18, 2020 at 5:30 PM. A Special Meeting, may be held prior to that.

Approved:

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Paul Newmaker, President

Board of Directors

Scotia Community Services District

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Date

Attest:

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Board Clerk

Scotia Community Services District

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Date



# Scotia Community Services District

## Account QuickReport

As of May 31, 2020

Type	Date	Num	Name	Memo	Amount	Balance
<b>10000 - RCB Checking 28239</b>						904,772.51
Deposit	05/01/2020			Deposit	13,615.03	918,387.54
Bill Pmt -Check	05/01/2020	51195	Steves Septic	pumped full load 2500 gall...	-750.00	917,637.54
Bill Pmt -Check	05/01/2020	51196	USA Blue Book		-207.74	917,429.80
Deposit	05/01/2020			Deposit	1,018.86	918,448.66
Liability Check	05/04/2020	E-pay	EDD	093-5926-6 QB Tracking # ...	-168.71	918,279.95
Liability Check	05/04/2020	E-pay	United States Treas...	82-1570573 QB Tracking #...	-877.80	917,402.15
Liability Check	05/04/2020	E-pay	EDD	093-5926-6 QB Tracking # ...	-176.72	917,225.43
Liability Check	05/04/2020	E-pay	United States Treas...	82-1570573 QB Tracking #...	-898.94	916,326.49
Check	05/04/2020	51197	John Hancock USA	PARS #86360	-372.87	915,953.62
Liability Check	05/06/2020		QuickBooks Payroll ...	Created by Payroll Service ...	-3,009.89	912,943.73
Deposit	05/06/2020			Deposit	2,350.31	915,294.04
Bill Pmt -Check	05/06/2020	51198	Alternative Business...	Maintenance Contract	-37.71	915,256.33
Bill Pmt -Check	05/06/2020	51199	Fortuna Ace	Bolts/Shelf Bracket	-16.76	915,239.57
Bill Pmt -Check	05/06/2020	51200	Johnson's Mobile R...	temporary fencing museum...	-235.33	915,004.24
Bill Pmt -Check	05/06/2020	51201	SHN	NPDES (CRS)	-841.25	914,162.99
Deposit	05/06/2020			Deposit	27,537.13	941,700.12
Check	05/06/2020	Autopay	AT&T	707-764-1702-55303	-290.02	941,410.10
Check	05/06/2020	Autopay	AT&T	707-764-5486 252 5	-102.93	941,307.17
Check	05/06/2020	Autopay	AT&T	707-764-3030 284 4	-292.61	941,014.56
Check	05/06/2020	Autopay	AT&T	707-764-5470 699 5	-169.16	940,845.40
Paycheck	05/07/2020	DD1054	Brandon W Wishneff	Direct Deposit	0.00	940,845.40
Paycheck	05/07/2020	DD1055	Jennifer A McDonald	Direct Deposit	0.00	940,845.40
Bill Pmt -Check	05/08/2020	51202	Recology Eel River	496525 & 505547	-84.17	940,761.23
Bill Pmt -Check	05/08/2020	51203	SDRMA	7724	-1,244.40	939,516.83
Check	05/08/2020	51204	Umpqua Bank CC P...	Commercial Visa Card	-506.37	939,010.46
Check	05/11/2020	Autopay	PG&E	Winema 0990281861-7	-584.39	938,426.07
Bill Pmt -Check	05/11/2020	51206	Recology Eel River	496525 & 505547	-147.19	938,278.88
Bill Pmt -Check	05/13/2020	51208	Prentice, Long PC	Monthly legal retainer	-1,700.00	936,578.88
Bill Pmt -Check	05/13/2020	51209	Windy Point Fence	Gate for upper deck	-800.00	935,778.88
Bill Pmt -Check	05/13/2020	51210	Valley Pacific Petrol...	Fuel - employee vehicles	-596.14	935,182.74
Check	05/14/2020	Autopay	PG&E	Carpenters Shop 3912565...	-168.39	935,014.35
Check	05/14/2020	Autopay	PG&E	Fireman's Park 999910355...	-41.44	934,972.91
Check	05/14/2020	Autopay	PG&E	Street Lighting 929756115...	-680.66	934,292.25
Deposit	05/15/2020			Deposit	2,165.09	936,457.34
Deposit	05/15/2020			Deposit	4,367.79	940,825.13
Check	05/18/2020	Autopay	PG&E	Church St 3952156073-8	-166.85	940,658.28
Bill Pmt -Check	05/18/2020	51211	PARS	SCO020	-300.00	940,358.28
Bill Pmt -Check	05/18/2020	51212	Penny's Creations &...	Bi-weekly landscaping Dist...	-210.00	940,148.28
Bill Pmt -Check	05/18/2020	51213	Steves Septic	Pumped full load_ dumped...	-750.00	939,398.28
Liability Check	05/18/2020	E-pay	EDD	093-5926-6 QB Tracking # ...	-228.05	939,170.23
Liability Check	05/18/2020	E-pay	United States Treas...	82-1570573 QB Tracking #...	-1,014.64	938,155.59
Check	05/18/2020	51214	John Hancock USA	PARS #86360	-525.57	937,630.02
Deposit	05/19/2020			Deposit	181.39	937,811.41
Deposit	05/19/2020			Deposit	2,180.92	939,992.33
Liability Check	05/20/2020		QuickBooks Payroll ...	Created by Payroll Service ...	-3,281.02	936,711.31
Deposit	05/20/2020			Deposit	218.27	936,929.58
Deposit	05/20/2020			Deposit	3,013.78	939,943.36
Bill Pmt -Check	05/21/2020	51207	Planwest Partners	Contract Pesonnel Services	-12,194.50	927,748.86

2:55 PM

06/03/20

Accrual Basis

# Scotia Community Services District

## Account QuickReport

As of May 31, 2020

Type	Date	Num	Name	Memo	Amount	Balance
Paycheck	05/21/2020	DD1056	Brandon W Wishneff	Direct Deposit	0.00	927,748.86
Paycheck	05/21/2020	DD1057	Jennifer A McDonald	Direct Deposit	0.00	927,748.86
Bill Pmt -Check	05/21/2020	51215	Brian McNeill	Backflow testing	-2,520.00	925,228.86
Check	05/21/2020	Autopay	AT&T	Phone (had past due balan...	-402.71	924,826.15
Bill Pmt -Check	05/22/2020	51216	ASAP Lock & Key	6 Do not duplicate keys	-19.53	924,806.62
Bill Pmt -Check	05/22/2020	51217	SDRMA	7724	-6,003.16	918,803.46
Bill Pmt -Check	05/22/2020	51218	SHN	NPDES/ On call services	-1,957.00	916,846.46
Bill Pmt -Check	05/22/2020	51219	Whitchurch Enginee...	Monthly engineering servic...	-1,085.00	915,761.46
Bill Pmt -Check	05/22/2020	51220	Alternative Business...	Magenta toner	-193.94	915,567.52
Bill Pmt -Check	05/26/2020	51223	CA Dept. Water Res...	Dam fees Scotia, Log Pon...	-5,984.00	909,583.52
Bill Pmt -Check	05/26/2020	51224	Mobley Construction	Backing Rock, rip rap, deliv...	-4,284.00	905,299.52
Bill Pmt -Check	05/26/2020	51225	Softline Data, Inc.	UB Max Annual support/ P...	-655.00	904,644.52
Deposit	05/26/2020			Deposit	12,048.79	916,693.31
Deposit	05/26/2020			Deposit	8,304.37	924,997.68
Bill Pmt -Check	05/27/2020	51221	Penny's Creations &...	Bi-weekly Mow and trim S...	-210.00	924,787.68
Bill Pmt -Check	05/27/2020	51222	Whitchurch Enginee...	Engineering services for co...	-1,251.25	923,536.43
Deposit	05/27/2020			Deposit	1,748.43	925,284.86
Deposit	05/27/2020			Deposit	43,684.43	968,969.29
Total 10000 · RCB Checking 28239					64,196.78	968,969.29
<b>TOTAL</b>					<b>64,196.78</b>	<b>968,969.29</b>

Scotia Community Services District  
Account QuickReport  
As of May 31, 2020

Type	Date	Num	Name	Memo	Split	Amount	Balance
12150 · RCB Clarifier							204,986.75
Total 12150 · RCB Clarifier							204,986.75
TOTAL							204,986.75

Scotia Community Services District  
Account QuickReport  
As of May 31, 2020

Type	Date	Num	Memo	Original Amount	Paid Amount	Balance
12100 · RCB Cust Deposit Savings 10797						6,211.53
Deposit	05/01/2020		Deposit	100.00	100.00	6,311.53
Deposit	05/21/2020		Deposit	100.00	100.00	6,411.53
Total 12100 · RCB Cust Deposit Savings 10797					200.00	6,411.53
TOTAL					200.00	6,411.53

Scotia Community Services District  
Account QuickReport  
As of May 31, 2020

Type	Date	Num	Name	Memo	Original Amount	Paid Amount	Balance
12000 · RCB Savings 10367							1,003.38
Deposit	05/01/2020			Interest	0.09	0.09	1,003.47
Total 12000 · RCB Savings 10367						0.09	1,003.47
TOTAL						0.09	1,003.47

Scotia Community Services District  
Account QuickReport  
As of May 31, 2020

Type	Date	Num	Name	Memo	Split	Amount	Balance
12153 · Umpqua CD Drainage							35,751.70
Total 12153 · Umpqua CD Drainage							35,751.70
TOTAL							35,751.70

Scotia Community Services District  
Account QuickReport  
As of May 31, 2020

Type	Date	Num	Name	Memo	Split	Amount	Balance
12154 · Umpqua CD Streets & Streetlight							106,882.68
Total 12154 · Umpqua CD Streets & Streetlight							106,882.68
TOTAL							106,882.68

Scotia Community Services District  
Account QuickReport  
As of May 31, 2020

Type	Date	Num	Name	Memo	Split	Amount	Balance
12155 · Umpqua CD Wastewater							200,227.95
Total 12155 · Umpqua CD Wastewater							200,227.95
TOTAL							200,227.95



Scotia Community Services District  
Account QuickReport  
As of May 31, 2020

Type	Date	Num	Name	Memo	Split	Amount	Balance
12152 · Umpqua Checking BT Loan							938,269.94
Total 12152 · Umpqua Checking BT Loan							938,269.94
TOTAL							938,269.94

Scotia Community Services District  
Account QuickReport  
All Transactions

Type	Date	Num	Name	Memo	Split	Amount	Balance
12151 · Umpqua Park & Rec Savings							
Transfer	02/04/2020			Funds Transfer	10000 · RCB C...	272,631.00	272,631.00
Deposit	02/29/2020			Interest	40210 · Interes...	97.10	272,728.10
Deposit	03/31/2020			Interest	40210 · Interes...	69.86	272,797.96
Deposit	04/30/2020			Interest	40210 · Interes...	11.22	272,809.18
Total 12151 · Umpqua Park & Rec Savings						272,809.18	272,809.18
TOTAL						272,809.18	272,809.18



LESLIE D MARSHALL  
Account Number: XXXX XXXX XXXX 1117

Billing Questions:  
800-367-7576

Website:  
www.cardaccount.net

Send Billing Inquiries To:  
Card Service Center, PO Box 569120, Dallas, TX 75356

REDWOOD CAPITAL BANK Credit Card Account Statement  
May 8, 2020

SUMMARY OF ACCOUNT ACTIVITY

Previous Balance	\$0.00
- Payments	\$0.00
- Other Credits	\$0.00
+ Purchases	\$0.00
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$0.00

PAYMENT INFORMATION

New Balance:	\$0.00
Minimum Payment Due:	\$0.00
Payment Due Date:	June 2, 2020

Account Number XXXX XXXX XXXX 1117  
Credit Limit \$15,000.00  
Available Credit \$15,000.00  
Statement Closing Date May 8, 2020  
Days in Billing Cycle 0

TRANSACTIONS

An amount followed by a minus sign (-) is a credit unless otherwise indicated.

Tran Date	Post Date	Reference Number	Transaction Description	Amount
04/23	04/24	5545885G20RZDX0KF	USCELL RECURRING 1111111111 IL	\$319.88
04/27	04/28	5543286G65SKD5XYS	INTUIT *PAYROLLEE USAG 833-830-9255 CA	\$4.00
05/02	05/03	5543286GB5SPDWE2K	CLEARPATHGPS, INC. 805-979-3442 CA	\$60.00
05/08	05/08	000000000000COMPC	TOTAL PURCHASES \$383.88	
			TOTAL \$383.88	

5762 0001 BHH 001 7 4 200508 0

Please see reverse side of page 1 for important information.

PAGE 1 of 2

15 1127 4709 VB5 01A85762

9749

REDWOOD CAPITAL BANK  
1550 N BROWN RD 150  
LAWRENCEVILLE GA 30043



Account Number: XXXX XXXX XXXX 1117  
New Balance: \$0.00  
Minimum Payment Due: \$0.00  
Payment Due Date: June 2, 2020

Please use enclosed envelope to remit payment.

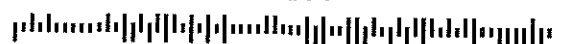
Amount Enclosed: \$

☐ Indicate name or address change on reverse side and check here.

Make Check Payable to:

CARD SERVICE CENTER  
PO BOX 569100  
DALLAS TX 75356-9100

LESLIE D MARSHALL 9749  
SCOTIA COMM SVCS DIST  
PO BOX 104  
SCOTIA CA 95565-0104



5590614709701117000000000000000003

#### CREDITING OF PAYMENTS

All payments received by 5:00 PM during the Card Issuer's normal business day at the address indicated on the reverse side of this statement will be credited to your account as of the date of receipt of the payment. If payment is made at any location other than that address, credit of the payment may be delayed up to 5 days.

#### BILLING RIGHTS SUMMARY

##### What to do if You Think You Find a Mistake on Your Statement

If you think there is an error on your statement, write to us at BBGS, Attn: Dispute Department, 1550 North Brown Road, Suite 150, Lawrenceville, GA 30043 as soon as possible. In your letter, give us the following information: your name and account number; the dollar amount of the suspected error; and if you think there is an error on your bill, describe what you believe is wrong and why you believe it is a mistake.

You must contact us within 60 days after the error appeared on your statement. You must notify us of any potential errors in writing. You may call us, but if you do we are not required to investigate any potential errors and you may have to pay the amount in question.

While we investigate whether or not there has been an error, the following are true:

- We cannot try to collect the amount in question, or report you as delinquent on that amount.
- The charge in question may remain on your statement, and we may continue to charge you interest on that amount. But, if we determine that we made a mistake, you will not have to pay the amount in question or any interest or other fees related to that amount.
- While we do not have to pay the amount in question, you are responsible for the remainder of your balance.
- We can apply any unpaid amount against your credit limit.

##### Your Rights if You are Dissatisfied with Your Credit Card Purchases

If you are dissatisfied with the goods or services that you have purchased with your credit card, and you have tried in good faith to correct the problem with the merchant, you may have the right not to pay the remaining amount due on the purchase. To use this right, all of the following must be true:

- The purchase must have been made in your home state or within 100 miles of your current mailing address, and the purchase price must have been more than \$50. (Note: Neither of these are necessary if your purchase was based on an advertisement we mailed to you, or if we own the company that sold you the goods or services.)
- You must have used your credit card for the purchase. Purchases made with cash advances from an ATM or with a check that accesses your credit card account do not qualify.
- You must not yet have fully paid for the purchase. If all of the criteria above are met and you are still dissatisfied with the purchase, contact us in writing at: BBGS, Attn: Dispute Department, 1550 North Brown Road, Suite 150, Lawrenceville, GA 30043.

While we investigate, the same rules apply to the disputed amount as discussed above. After we finish our investigation, we will tell you our decision. At that point, if we think you owe an amount and you do not pay we may report you as delinquent.

#### EXPLANATION OF INTEREST CHARGES

The interest Charge shown on the front is the sum of the Interest Charges computed by applying the Periodic Rate(s) to the Average Daily Balance and adding any applicable transaction charge authorized in the Cardholder Agreement. The method for computing the balance subject to interest charge is an average daily balance (including new purchases) method.

We figure the interest charge on your account by applying the periodic rate(s) to the "average daily balance" of your account (including in some instances current transactions). To get the "average daily balance", we take the beginning balance of your account each day, add any new cash advances and subtract any payments or credits and any unpaid interest charges. If you paid in full the Previous Balance shown on this statement by the payment due date shown on the previous statement, we subtract from each day's beginning balance the amount of such Previous Balance included in that beginning balance and also do not add in any new purchases. Otherwise the amount of the Previous Balance is not subtracted and we add in any new purchases. This gives us the daily balance. Then we add all the daily balances for the billing cycle and divide the total by the number of days in the billing cycle. This gives us the "average daily balance."

**HOW TO AVOID INTEREST CHARGES:** You have until the payment due date shown on your periodic statement to repay your balance before an interest charge on purchases will be imposed.

#### ANNUAL FEE DISCLOSURES

If an annual fee is shown on the front of the statement, see the front for information about the following matters: the annual percentage rate for purchases, certain information regarding any variable rate feature, the amount of the annual fee, any minimum interest charge, and any transaction charges for purchases. The method for computing the balance subject to interest charge on your account is an Average Daily Balance (including new purchases) method and is explained above.

If you terminate your account within 30 days from the Closing Date shown on the front of this statement, you will not owe the annual fee (and have the right to have it credited to your account) and may use your card(s) during that 30 day period without becoming obligated for the annual fee. To terminate your account you should give us written notice sent to the address for billing inquiries as shown on the front of this statement. All cards should be cut in half and returned with your termination notice.

#### CREDIT BALANCES

Any credit balance on your account (indicated by a "-" on the front of this statement) is money we owe you. You can make charges against this amount or request and receive a full refund of this amount by writing us at: Card Service Center, PO Box 569120, Dallas, TX 75356-9120. Any amount not charged against or refunded upon request that is over \$1.00 (equal to or in excess of \$1.00 if you live in MA or any amount in NY) will be refunded automatically within six months after the credit balance was created (four billing cycles in MD).

01AB5762 - 3 - 05/25/17

(PLEASE SHOW YOUR CORRECT NAME AND ADDRESS)

Name (if incorrect on reverse side)

Street address

City

State

Zip Code

Effective Date: Month, Day, Year

Signature

Home Phone

Work Phone

301983  
2801



LESLIE D MARSHALL  
Account Number: XXXX XXXX XXXX 1117

### INTEREST CHARGE CALCULATION

Your Annual Percentage Rate (APR) is the annual interest rate on your account

Type of Balance	Annual Percentage Rate (APR)	Balance Subject to Interest Rate	Days in Billing Cycle	Interest Charge
Purchases	14.24% (v)	\$0.00	0	\$0.00
Cash Advances	14.24% (v)	\$0.00	0	\$0.00

(v) - variable

To avoid additional interest charges, pay your New Balance in full on or before the Payment Due Date.

Exciting news! Go online today and check out the all-new enhancements to the Card Service Center website. E-statements, additional payment options, links to Preferred Points website, and other helpful sites. Visit us today at [www.cardaccount.net](http://www.cardaccount.net) to enroll your credit card account(s) on the newly enhanced website.

Thank you for the opportunity to serve your credit card needs. Should your future plans include travel, please contact us at 1-800-367-7576.

Please see reverse side of page 1 for important information.



**UMPQUA**  
B · A · N · K

BL ACCT 00002823-20000001  
SCOTIA CSD  
Account Number: ##### 3769  
Closing Date: 05/31/20

Page 1 of 3



### Account Inquiries



Customer Service: (866) 777-9013  
Lost or Stolen Card: (866) 839-3485



Please Direct Written Inquiries to:  
UMPQUA BANK  
PO BOX 1952  
SPOKANE, WA 99210-1952

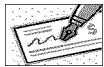


To pay on-line:  
www.umpquabank.com

### Account Summary

Previous Balance	\$	506.37
Purchases	+	15,748.82
Cash	+	0.00
Special	+	0.00
Credits	-	0.00
Payments	-	506.37 -
Other Debits	+	0.00
<b>Finance Charges</b>	+	0.00
<b>NEW BALANCE</b>	<b>\$</b>	<b>15,748.82</b>

### Payment Information



**Total Minimum Payment Due \$15,748.82**

Minimum Payment \$ 15,748.82

**Payment Due Date 06/25/20**

Mail Payments to: UMPQUA BANK PO BOX 2310 SPOKANE WA 99210-2310

### Account Activity Since Your Last Statement

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
05/06	05/07	PPLN01	24692160127100606423805	PG&E/EZ-PAY 800-743-5000 CA	\$ 14,703.06
05/09	05/10	PPLN01	24692160130100312917855	Intuit *QuickBooks 833-830-9255 CA	299.95
05/13	05/14	PPLN01	24492150134637382682884	WEF CAREER CENTER HTTPSNAYLOR.C MD	250.00
05/20	05/21	PPLN01	24492150141637929956842	WATER/WASTEWATER JOBS WATERANDWASTE FL	185.00
<b>Cardholder Name: LESLIE D MARSHALL</b>					
<b>Total Charges for Account Number: 4807250900043777</b>					<b>15,438.01</b>
05/14	05/15	PPLN01	24692160135100682779898	Amazon.com*MC06B16H2 Amzn.com/bill WA	\$ 20.46
05/17	05/18	PPLN01	24431060139898000033484	COSTCO WHSE #0125 EUREKA CA	18.43
05/29	05/31	PPLN01	24755420150641503935484	ZORO TOOLS INC 855-2899676 IL	62.38
<b>Cardholder Name: BRANDON W WISNEFF</b>					
<b>Total Charges for Account Number: 4807250900043785</b>					<b>101.27</b>
05/05	05/06	PPLN01	24493980127026444777387	ZOOM.US 888-799-9666 CA	\$ 14.99
05/08	05/10	PPLN01	24015170129000804440501	76 - BROADWAY GAS & DELI EUREKA CA	54.55
05/13	05/14	PPLN01	24492150134637378158550	CSDA CAREER CENTER HTTPSNAYLOR.C MD	105.00
05/13	05/14	PPLN01	24137460135001043425220	USPS PO 0570740678 SCOTIA CA	35.00
<b>Cardholder Name JENNIFER A MCDONALD</b>					
<b>Total Charges for Account Number: 4807250900043793</b>					<b>209.54</b>
<b>Payments, Adjustments and Others</b>					
05/19	05/19		00000000000000000113389	PAYMENT - THANK YOU	\$ 506.37 -

PLEASE DETACH COUPON AND RETURN PAYMENT USING THE ENCLOSED ENVELOPE - ALLOW 5 DAYS FOR MAIL DELIVERY

UMPQUA BANK  
PO BOX 1952  
SPOKANE WA 99210-1952



**UMPQUA**  
B · A · N · K

### Account Number

##### 3769

Check box to indicate  
name/address change  
on back of this coupon

☐

AMOUNT OF PAYMENT ENCLOSED

Closing Date	New Balance	Total Minimum Payment Due	Payment Due Date
05/31/20	\$15,748.82	\$15,748.82	06/25/20

\$



BL ACCT 00002823-20000001  
SCOTIA CSD  
PO BOX 104  
SCOTIA CA 95665



MAKE CHECK PAYABLE TO:



UMPQUA BANK  
PO BOX 2310  
SPOKANE WA 99210-2310



Plan Level Information										
Plan Name	Plan Description	FCM *	Previous Balance	Average Daily Balance	Periodic Rate **	Corresponding APR	Finance Charges	Fees/Finance Charge	Effective APR	Ending Balance
Purchases										
PPLN01 001	PURCHASE	E	\$506.37	\$0.00	0.06008% (D)	21.9900%	\$0.00	\$0.00	0.0000%	\$15,748.82
Cash										
CPLN01 001	CASH	A	\$0.00	\$0.00	0.06554% (D)	23.9900%	\$0.00	\$0.00	0.0000%	\$0.00
Total			\$506.37	\$0.00			\$0.00	\$0.00	0.0000%	\$15,748.82
Days In Billing Cycle: 31						APR = Annual Percentage Rate				
*See last page for explanation of Finance Charge Method (FCM)						** Periodic Rate (M)=Monthly (D)=Daily				
(V) = Variable Rate If you have a variable rate account the periodic rate and Annual Percentage Rate (APR) may vary.										

**NAME CHANGE**

Please use blue or black ink to complete form

Last

First  Middle

**ADDRESS CHANGE**

Street

City  State  ZIP Code

Home Phone (  )  -  Business Phone (  )  -

**SIGNATURE REQUIRED****TO AUTHORIZE CHANGES** Signature \_\_\_\_\_



**UMPQUA**  
**B · A · N · K**

BL ACCT 00002823-20000001  
SCOTIA CSD  
Account Number: ##### 3769  
Closing Date: 05/31/20

Page 3 of 3



### **IMPORTANT INFORMATION**

Finance Charge Calculation Methods and Computation of Average Daily Balance Subject to Finance Charge. The Finance Charge Calculation Method applicable to your account for Cash Advances, Balance Transfers and Credit Purchases of goods and services that you obtain through the use of your card is specified on the front side of this statement and explained below:

Method A - Average Daily Balance (including current transactions). The Finance Charge on purchases begins from the date the transaction is posted to your account, and the Finance Charge on cash advances begins from the date you obtained the cash advance, or the first day of the billing cycle in which it is posted to your account, whichever is later. There is no grace period.

We figure a portion of the Finance Charge on your applicable balance (i.e., Cash Advance balance, Balance Transfer balance, or Purchase Balance, as the case may be) by applying the applicable periodic rate to the applicable "average daily balance" (including current Transactions). To get the "average daily balance," we take the beginning balance of your Cash Advances, Balance Transfers, or Purchases, as the case may be, each day, add any new Cash Advances, Balance Transfers, or Purchases, as the case may be, and subtract any payments or credits applicable to Cash Advance balance, Balance Transfer balance, or Purchase balance, as the case may be. This gives us the daily balance. Then we add up all the daily balances for the billing cycle and divide the total by the number of days in the billing cycle. This gives us the "average daily balance."

Payment Crediting and Credit Balance. Payments received at the location specified on the front of the statement after the phrase "MAKE CHECK PAYABLE TO" will be credited as of the date of receipt to the account specified on the payment coupon. Payments received at locations other than the address specified or payments that do not conform to the requirements set forth on or with the periodic statement (e.g. missing payment stub, payment envelope other than as provided with your statement, multiple checks or multiple coupons in the same envelope) may be subject to delay in crediting, but shall be credited within five days of receipt. If there is a credit balance due on your account, you may request in writing that such amount be paid to you. Submit your request to the address indicated on the front of this statement after the phrase "Please Direct Written Inquiries to: ".

Closing Date. The closing date is the last day of the billing cycle; all transactions received after the closing date will appear on your next statement.

Annual Fee. If your account has been assessed an annual fee, you may avoid paying this annual fee by sending written notification of termination within 30 days following the mailing date of this bill, to the address found at the top of the first page of this bill under your financial institutions name. You may use your card(s) during this 30 day period but immediately thereafter must send your card(s), which you have cut in half, to this same address.

Negative Credit Reports. You are hereby notified that a negative credit report reflecting on your credit record may be submitted to a credit reporting agencies if you fail to fulfill the terms of your credit obligations.

#### Billing Disputes

Disputes regarding charges or billings hereunder shall be communicated in writing to Umpqua Bank at the address indicated in Section 18 of the Umpqua Bank Commercial Card Account Agreement. Communications should include the Commercial Cardholder name and Account number, the dollar amount of any dispute or suspected error, the reference number and a description of the dispute or error. Any communication regarding a dispute or suspected error must be received by Umpqua Bank within sixty (60) days of the date of the statement on which the disputed or incorrect charge first appeared or you will be deemed to have waived any objection to them. Disputed billings are categorized as, but not necessarily limited to, failure to receive goods or services charged, fraud, forgery, altered charges and charges incurred by telephone order where the authenticity of the charge is in question. Umpqua Bank will investigate disputes and billing errors, but it will not be responsible for resolving or correcting them.



## INVOICE

**DATE:** May 31, 2020  
**TO:** Paul Newmaker, Board President  
Scotia Community Services District

**INVOICE #** 20-226-05

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Approved for Payment

**PROJECT:** Scotia Community Services District Staffing Services for May 2020

### **Task 1 – Administrative Duties**

#### **1.1 Administrative Duties**

General Admin tasks- filing, document prep, staff meetings, travel for meetings/staffing, responded to all incoming correspondence. Checked SCSD e-mail, mail, phone messages. Staff meetings, operations meetings, etc.

#### **1.2 Policies, Procedures, Ordinances**

Reviewed Personnel Policy language and policies for COVID-19, researched posting Job Description, Water Ordinance, Water leak adjustment policy, Master Fee Schedule, Wastewater Ordinance.

#### **1.3 Community Meetings Preparation and Attendance**

Met with parties on various District matters. Construction Meetings and continued coordination for Corridor Project/Phase 3 Subdivision plans via conference call.

#### **1.4 CSD Board Meeting Preparation**

Prepared agenda and board packet and attended regular and special board meetings. Zoom conference meetings for COVID-19.

#### **1.5 Bookkeeping, Billing, Invoicing, and Banking**

General billing and invoicing. QuickBooks and financial accounting. Banking. Finalizing Audit. Payroll.

#### **1.6 Website Postings, Emails, File Management**

Regular website maintenance and development. Website posting and document publishing. General e-mail responses/correspondence. Filing records, etc.

#### **1.7 Budgeting**

General budget review. Draft Budget development.

#### **1.8 Grant Research and Writing**

Continued correspondence with SHN on water and wastewater planning grant applications. FEMA grant meetings, SDRMA claim. USDA Search Grant. Tasked SHN with research for funding River Pumps Emergency Back-up Generator.

#### **1.9 Personnel**

Management and coordination of personnel, scheduling, policy review, etc. Prepared new Operator job description for posting.

### **Task 2 – Operations/Management of District Assets**

Continued operations for water, wastewater, parks and recreation, streets and street lighting, and storm drainage. WW Board meeting/inspection NPDES review and coordination with all staff, CIWQS/Lyris reporting, local limits study, log pond vegetation removal, park rentals, etc.

**Services May 2020**

Principal*	0 hours @ \$108 per hour	\$ 0.00
General Manager*	122 hours @ \$78 per hour	\$ 9,516.00
Asst. GM	32 hours @ \$58 per hour	\$ 1,856.00
W/WW Operations Superintendent	16 hours @ \$58 per hour	\$ 928.00
GIS Analyst	0 hours @ \$72 per hour	\$ 0.00
Asst. Planner/Clerk*	0 hours @ \$62 per hour	\$ 0.00
Mileage Expenses	0 miles @ \$ 0.575/ mile	<u>\$ 0.00</u>
<b>AMOUNT THIS INVOICE # 20-226-05</b>		<b>\$ 12,300.00</b>

\* time and activities may include travel.

Please make check payable to: Planwest Partners  
P.O. Box 4581  
Arcata, CA 95518  
Tax Identification Number: 90-0262382

Scotia CSD: Planwest Partners Staffing - April 2020

			Planwest Partners Inc.									
Task	Budget	April	Senior Planner	General Manager LM	Asst. GM ST	Operations Super-intendent BG	GIS Analyst JB	Asst. Planner/ Clerk	Expense	Month Total	Year to Date Total	Remaining Budget
	Rate	\$261,156.00	\$92	\$78	\$58	\$58	\$72	\$62				
Task 1 -Administrative Duties	\$169,476.00									\$5,805.50	\$109,289.07	\$60,186.93
1.1 Administrative Duties		\$974.50		11.75	2.00				\$0.00	\$1,032.50	\$32,196.57	
1.2 Policies, Procedures, Ordinances		\$272.00		11.50	5.00					\$1,187.00	\$4,001.00	
1.3 Community Meetings prep & attendance		\$156.00		3.50						\$273.00	\$4,762.50	
1.4 CSD Board Meeting (Prep & Attendance, Minutes)		\$409.50		7.75						\$604.50	\$13,899.50	
1.5 Bookkeeping, Banking, Billing, and Invoicing		\$312.00		5.75						\$448.50	\$17,283.00	
1.6 Website/Emails/File Management		\$912.00		7.50						\$585.00	\$16,944.00	
1.7 Budgeting		\$1,130.00			2.00					\$116.00	\$4,674.00	
1.8 Grant Research and Writing		\$234.00		0.50						\$39.00	\$4,500.00	
1.9 Personnel		\$311.50		18.00	2.00					\$1,520.00	\$11,028.50	
Task 2- Operations/Management	\$91,680.00									\$6,494.50	\$74,222.50	\$17,457.50
2.1 Treated Water, Raw Water, and Distribution		\$3,934.50		36.75	7.00	8.00				\$3,736.50	\$26,620.50	
2.2 Wastewater Collection, Treatment, Discharge, NPDES		\$2,497.00		15.00	10.00	8.00				\$2,214.00	\$33,732.50	
2.3 Stormwater and Drainage		\$0.00								\$0.00	\$155.00	
2.4 CSD Streets & Alleys, Street Lighting		\$0.00								\$0.00	\$0.00	
2.5 Parks Recreation: Community Forest, Theatre, Museum, Carpenter shop, Landscaping		\$1,012.50		4.00	4.00					\$544.00	\$10,810.50	
2.6 Land & Easements		\$39.00								\$0.00	\$2,904.00	
Staff Hours			0.00	122.00	32.00	16.00	0.00	0.00	Total Hrs	170.00		
Total	\$261,156.00	\$12,194.50	\$0.00	\$9,516.00	\$1,856.00	\$928.00	\$0.00	\$0.00	\$0.00	\$12,300.00	\$183,511.57	\$77,644.43

Monthly Expenses	Expense
Mileage: 0.00 @ \$0.575/mile (miles)	\$0.00
Noticing Expenses	\$0.00
Printing Expenses	\$0.00
Postage Expenses	\$0.00
Monthly Expense Total	\$0.00

# Scotia Community Services District

## Staff Report

DATE: June 18, 2020  
TO: Scotia Community Services District Board of Directors  
FROM: Leslie Marshall, General Manager; Steve Tyler, Assistant General Manager  
SUBJECT: Scotia Community Services District Draft FY 2020/21 Budget

---

### **RECOMMENDATION:**

The Administrative staff recommends that the Board review the Final FY 2020/21 Budget.

### **ACTION:**

Adopt Final FY 2020/21 Budget

### **DISCUSSION:**

Each year the District must prepare and adopt a budget for the coming Fiscal Year. The Draft FY 2020/21 Budget was developed by staff utilizing information from the FY 2019/20 Adopted and Mid-Year Budgets. Through the Proposition 218 rate setting process in 2016, the Board adopted a five-year rate schedule that included annual increases to the water rates and wastewater rates by 1.5% on July 1st of each year through July 1, 2021. The residential rates for FY 2020/21 are below:

Monthly Rates FY 20/21	Base	Flow (per 100 cf)	BOD (per lb)	TSS (per lb)
Water	\$66.77	\$2.82		
Wastewater	\$79.87	\$4.37	\$0.3849	\$0.5746
Raw Water		\$0.24		

Annual Benefit Assessments	
Storm Drainage	\$23.69
Parks and Recreation	\$212.15
Streets and Street Lighting	\$56.26

### **New Revenues**

Three new revenue sources are budgeted this year: Grants (USDA SEARCH for Water PER, FEMA Funds for WW), Insurance Claim Funds (Clarifier Repair), and Brandis Tallman Loan Funds (Parks and Rec Upgrades/Replacements and Office Building Mortgage).

### **Personnel and Insurance**

The budget includes an increase in contract personnel services for total of \$276,000 which reflects a 3% rate increase, per a 3-year contract with Planwest Partners (Line Item 60350). Staff has also included 4 positions: Operator 1, Operator 2, Administrative/Board Clerk, and an

additional  $\frac{3}{4}$  time permanent, non-benefitted position. (Line Item 60360). The Capital Expenditure of a new District truck is included for the operator who has yet to be hired. SDRMA has increased our insurance premium by approximately 39% which is a result of cost increases in Property/Liability Program Year 2020-21.

### **Water/Wastewater**

New line items were added to Engineering for the Emergency Action Plan (80626) in the amount \$15,000. The EAP is a requirement as the owners of the log pond by the Department of Water Resources Division of Dam Safety. Also, a new line item was introduced for allocation of moneys spent on engineering and other work to be completed for the development of a pre-treatment program (80627) in the amount of \$46,000. Increases were made to 50412, lab testing and monitoring to reflect new NPDES permit and groundwater monitoring.

### **Parks and Recreation**

New line items have been added to the draft budget for Ball Park ADA bathroom reconstruction at \$250,000 (80609), the Winema Theater Foundation repair (and pest exclusion) at \$25,000, ADA compliant bathrooms at the Winema Theater, at \$300,000 (80624), and the new roof at the Carpenter's Shop (80622) for \$160,000.

Projects for Ball Park and Bleacher upgrades (80612), and Museum ADA upgrades (80621) have been projected for this year's budget. These projects are Capital Expenditures and the money to fund them is the Brandis Tallman loan the District obtained through Umpqua Bank.

### **Capital Outlay**

New line items have been added to the draft budget for River Pumps Emergency Back-Up Generator (raw water), pending grant or loan funding for \$150,000; and Flow Meter for the Log Pond Discharge at Monitoring Point M-003 (wastewater) for \$30,000.

Staff has developed the 2019/20 *Final* Budget for Board review and approval, required, by law, to be approved and adopted, by Resolution, prior to June 30, 2019. Staff has prepared and circulated a Notice of Public Hearing for Adoption of the FY 2019/20 Budget for the June meeting.

### **FISCAL IMPACT:**

Attached FY 2020/21 Final Budget

Scotia Community Services District Fiscal Year 2019-2020 Operating Budget										
Revenues										
Fund Type	Account #	Treated Water	Raw Water	Wastewater	Streets & Street Lighting	Storm Drainage	Parks & Recreation	Admin	Total All Services	
Contributions/Donations	40200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Earnings	40210	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$	500
Grants	40221	\$ 30,000	\$ -	\$ 7,500	\$ -	\$ -	\$ -	\$ -	\$	37,500
Insurance Claim Funds	40222	\$ -	\$ -	\$ 167,500	\$ -	\$ -	\$ -	\$ -	\$	167,500
BT Loan Funds	40223	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 802,200	\$ 136,100	\$	938,300
Park Rental	40250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$	-
Special Use Income	40260	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ -	\$	500
Late Fees/New Account Fees	40265	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$	-
User Fees	40270	\$ 446,000	\$ 40,600	\$ 720,000	\$ -	\$ -	\$ -	\$ -	\$	1,206,600
SCSD User Fees Adjustment	40271	\$ (2,600)	\$ -	\$ (2,100)	\$ -	\$ -	\$ -	\$ -	\$	(4,700)
Benefit Assessments	40280	\$ -	\$ -	\$ -	\$ 72,000	\$ 26,100	\$ 161,000	\$ -	\$	259,100
SCSD Benefit Assessments Adjustment	40281	\$ -	\$ -	\$ -	\$ (8,000)	\$ (550)	\$ (7,900)	\$ -	\$	(16,450)
System Test Service	40285	\$ 2,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$	2,500
Miscellaneous	40290	\$ 100	\$ -	\$ 100	\$ 100	\$ 100	\$ -	\$ -	\$	400
TOTAL REVENUES			\$ 476,000	\$ 40,600	\$ 893,000	\$ 64,100	\$ 25,650	\$ 955,800	\$ 136,600	\$ 2,591,750
Expenditures										
		Treated Water	Raw Water	Wastewater	Streets & Street Lighting	Storm Drainage	Parks & Recreation	Admin	Total All Services	
Personnel Services										
Attorney	60300	\$ 8,820	\$ 420	\$ 9,240	\$ 1,050	\$ 420	\$ 1,050	\$ -	\$	21,000
Auditor (Annual Audit)	60310	\$ 9,240	\$ 440	\$ 9,680	\$ 1,100	\$ 440	\$ 1,100	\$ -	\$	22,000
Board Stipend	60320	\$ 2,520	\$ 120	\$ 2,640	\$ 300	\$ 120	\$ 300	\$ -	\$	6,000
Bookkeeping/CPA	60330	\$ 2,520	\$ 120	\$ 2,640	\$ 300	\$ 120	\$ 300	\$ -	\$	6,000
IT Services	60335	\$ 1,680	\$ 80	\$ 1,760	\$ 200	\$ 80	\$ 200	\$ -	\$	4,000
Engineering	60340	\$ 30,400	\$ 3,800	\$ 110,000	\$ -	\$ -	\$ 5,700	\$ 5,000	\$	154,900
Contract Admin/Operations/Maintenance Staff	60350	\$ 104,000	\$ 13,000	\$ 104,000	\$ 6,500	\$ 6,500	\$ 13,000	\$ 13,000	\$	260,000
SCSD Permanent Benefitted Staff	60360	\$ 92,000	\$ 11,500	\$ 92,000	\$ 5,750	\$ 5,750	\$ 11,500	\$ 11,500	\$	230,000
TOTAL PERSONNEL SERVICES			\$ 251,180	\$ 29,480	\$ 331,960	\$ 15,200	\$ 13,430	\$ 33,150	\$ 29,500	\$ 703,900
Materials and Services										
Permits, Licenses, Dues, Publications	50400	\$ 2,000	\$ 1,500	\$ 2,500	\$ 200	\$ 200	\$ 600	\$ 3,000	\$	10,000
Travel, Training, Meetings	50401	\$ 2,000	\$ -	\$ 1,900	\$ -	\$ -	\$ -	\$ 2,500	\$	6,400
Regulatory Penalties	50402	\$ 5,000	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$	35,000
LAFCo Apportionment	50403	\$ 750	\$ -	\$ 750	\$ -	\$ -	\$ -	\$ -	\$	1,500
Supplies	50410	\$ 6,000	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$	16,000
Treatment Chemicals	50411	\$ 30,000	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$	45,000
Lab Testing & Monitoring	50412	\$ 2,000	\$ 300	\$ 45,000	\$ -	\$ -	\$ 3,500	\$ -	\$	50,800
Utilities/Communications	50420	\$ 5,000	\$ 1,000	\$ 5,000	\$ -	\$ -	\$ 1,000	\$ 5,000	\$	17,000
Maintenance & Repairs	50430	\$ 7,500	\$ 500	\$ 40,000	\$ 500	\$ 500	\$ 3,000	\$ 300	\$	52,300
Log Pond Maintenance	50431	\$ -	\$ -	\$ 14,000	\$ -	\$ -	\$ -	\$ -	\$	14,000
WWTP Sedimentation Ponds 1-3 Solids Removal	50432	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$	10,000
Vehicle Maintenance	50433	\$ 2,000	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$	4,000
Insurance, Bonds	50440	\$ 21,500	\$ 7,100	\$ 34,500	\$ 6,500	\$ 2,100	\$ 12,000	\$ 300	\$	84,000
Electrical	50450	\$ 100,000	\$ 100,000	\$ 60,000	\$ 15,000	\$ -	\$ 1,000	\$ 1,000	\$	277,000
Contracted Maintenance Services	50460	\$ 4,500	\$ 1,000	\$ 20,000	\$ 1,000	\$ -	\$ 6,000	\$ -	\$	32,500
Office Supplies	50470	\$ 100	\$ -	\$ 400	\$ -	\$ -	\$ -	\$ 5,600	\$	6,100
Bank Fees	50480	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100	\$	100
TOTAL MATERIALS AND SERVICES			\$ 188,350	\$ 113,400	\$ 289,050	\$ 23,200	\$ 2,800	\$ 27,100	\$ 17,800	\$ 661,700
TOTAL O&M			\$ 439,530	\$ 142,880	\$ 621,010	\$ 38,400	\$ 16,230	\$ 60,250	\$ 47,300	\$ 1,365,600
Other Expenditures										
BT Loan Principle Payment	25030	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 44,200	\$ 7,540	\$	52,000
Annual Debt Service on Property Loans	90500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$	-
BT Loan Interest Payment	90540	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 29,504	\$ 5,004	\$	34,508
Transfer to Capital Reserve Fund	90510	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$	-
Transfer to Equipment Replacement Reserve Fund	90520	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$	-
TOTAL OTHER EXPENDITURES			\$ -	\$ -	\$ -	\$ -	\$ -	\$ 73,704	\$ 12,544	\$ 86,508
Capital Outlay										
M-003 Log Pond Clarifier Flow Meter	80600	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$	30,000
River Pump Emergency Back Up Generator	80601	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$	-
Parks/Rec Upgrades	80605	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$	10,000
Ball Park ADA Upgrades/Bathrooms	80609	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$	250,000
SCSD Office Building ADA Upgrades	80610	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$	-
SCSD Office Building Renovation	80611	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$	-
Ball Park ADA Upgrades/Bleachers	80612	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$	10,000
New Vehicle (Truck)	80613	\$ 16,000	\$ 2,000	\$ 16,000	\$ 1,000	\$ 1,000	\$ 2,000	\$ 2,000	\$	40,000
Winema Theater Roof Replacement	80620	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 160,000	\$ -	\$	160,000
Museum ADA Upgrades	80621	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 130,000	\$ -	\$	130,000
Carpenter Shop Roof Replacement	80622	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 160,000	\$ -	\$	160,000
Water Tank Inspection/Maintenance/Repair	80623	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$	-
Winema Theater ADA Bathrooms	80624	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$	300,000
Winema Theater Foundation Repairs	80625	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$	25,000
WTP Sodium Hypochlorite System	80650	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$	-
Primary Clarifier Repair	80661	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$	200,000
Utility Line Locator	80680	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$	-
WWTP Sodium Hypochlorite System	80670	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$	-
TOTAL CAPITAL EXPENDITURES			\$ 16,000	\$ 2,000	\$ 216,000	\$ 1,000	\$ 1,047,000	\$ 2,000	\$	1,285,000
TOTAL EXPENDITURES			\$ 455,530	\$ 144,880	\$ 837,010	\$ 39,400	\$ 17,230	\$ 1,180,954	\$ 61,844	\$ 2,737,108
Unexpended Fund Balance			\$ 20,470	\$ (104,280)	\$ 55,990	\$ 24,700	\$ 8,420	\$ (225,154)	\$ 74,756	\$ (145,358)
EXPENDITURES + UFB + Prev. Rev.			\$ 476,000	\$ 40,600	\$ 893,000	\$ 64,100	\$ 25,650	\$ 955,800	\$ 136,600	\$ 2,591,750
Recommended Operating Contingency operating contingency is recommended to be set at 2-months operating costs, or approx. 16% of O&M Costs										

Reserve Fund Balance

2019/20 Unexpended Fund Balance Start

End

**RESOLUTION NO. 2020-9**

**A RESOLUTION OF THE  
SCOTIA COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS  
TO ADOPT THE FINAL BUDGET FOR FISCAL YEAR 2020-2021**

**WHEREAS**, the Scotia Community Services District (“Scotia CSD”) is organized and operates pursuant to the California Government Code Section 61000, *et seq.*; and

**WHEREAS**, the Scotia Community Services District operates on a Fiscal Year beginning on July 1, and ending on June 30, of each year; and

**WHEREAS**, the Scotia Community Services District Board of Directors is required by California Government Code Section 61110(f) to adopt a final budget on or before July 1<sup>st</sup> of each year; and

**WHEREAS**, the Final Budget for the Scotia Community Services District for the fiscal year beginning July 1, 2020, as presented by the General Manager, has been reviewed, studied and revised by the Board of Directors and represents a responsible and balanced financial approach for the reliable operation and maintenance of the infrastructure and programs under its jurisdiction; and

**WHEREAS**, the Scotia CSD Board of Directors has made the Final Budget for Fiscal Year 2020-2021 available to the public, public meetings were held on April 16, 2020 and May 21, 2020, published notice of a public hearing in a local newspaper to consider the Final Budget for FY 2020-2021, and a public hearing was held on June 21, 2021; and

**WHEREAS**, a public notice has been prepared and published stating the time and place within the District that the Final Budget for Fiscal Year 2020-2021 is available for inspection; and

**WHEREAS**, a public notice was prepared and published stating the date, time and place where the Board of Directors will meet to adopt the Final Budget Fiscal Year 2020-2021 and that any person may appear and be heard regarding any item in the budget; and

**WHEREAS**, the notice was published 14 days before the hearing in at least one newspaper of general circulation in the District pursuant to Government Code Section 6061.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Scotia Community Services District as follows:

Section 1: The Recitals set forth above are incorporated herein and made an operative part of this Resolution.

Section 2: The budget for fiscal year 2020-2021 is hereby adopted as set forth in Exhibit A: “Scotia Community Services District Fiscal Year 2020-2021 Final Budget” and is attached hereto and incorporated herein.



Section 3: Modifications and amendments to the 2020-2021 Scotia Community Services District Final Budget shall be allowed during the 2020-2021 fiscal year, when in conformance with Board Policies and state law.

Section 4: This resolution shall be effective upon adoption.

Dated: June 21, 2021

APPROVED:

\_\_\_\_\_  
Paul Newmaker, 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. 2020-9, passed and adopted at a regular meeting of the Scotia Community Services District Board of Directors, County of Humboldt, State of California, held on the 18th day of June, 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

\_\_\_\_\_  
Board Clerk, Scotia CSD

## **Scotia Community Services District Staff Report**

DATE: June 18, 2020  
TO: Scotia Community Services District Board of Directors  
FROM: Leslie Marshall, General Manager  
SUBJECT: Benefit Assessment Annual Review

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### **RECOMMENDATION:**

Review each Benefit Assessment and rate schedule.

### **ACTION:**

Review each Benefit Assessment and rate schedule.

### **DISCUSSION:**

Streets and Street Lighting, and Parks and Recreation Benefit Assessments were adopted in June 2016, Storm Drainage Benefit Assessment was adopted in February 2017. All three assessments were adopted with a 5-year rate schedule with an annual 1.5% increase (See Rates Schedule). At the end of the 5 year rate schedule, the District will continue the Assessments at the FY 2020/2021 rate. The assessment may also be increased to an amount not to exceed 3% based on the consumer price index (CPI), and further adjusted for any pass through costs. Thus far, the District has only implemented the 1.5% annual escalation factor for benefit assessments.

Upcoming projects for each benefit assessment are projected within the Proposed FY 2020/2021 budget.

A profit and loss statement for each assessment is attached, with current standing for each assessment. All SCSD Funds will be audited beginning July 1, 2020 for the previous fiscal year operation. The audit should be complete prior to December 2020.

### **FISCAL IMPACT:**

See fiscal budget FY 2020/2021, attached Rate Schedule, and attached Benefit Assessment Profit and Loss Reports.

## Water User Fees

Water Rates over the Initial 5-year Period					
	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21
Monthly Base Rate per Meter Size					
5/8"	\$62.91	\$63.86	\$64.81	\$65.79	\$66.77
3/4"	\$94.37	\$95.79	\$97.23	\$98.69	\$100.17
1"	\$157.28	\$159.64	\$162.03	\$164.46	\$166.93
1 1/2"	\$314.56	\$319.28	\$324.07	\$328.93	\$333.86
2"	\$503.29	\$510.84	\$518.50	\$526.28	\$534.17
3"	\$943.67	\$957.83	\$972.19	\$986.78	\$1,001.58
4"	\$1,572.78	\$1,596.37	\$1,620.32	\$1,644.62	\$1,669.29
6"	\$3,145.57	\$3,192.75	\$3,240.64	\$3,289.25	\$3,338.59
8"	\$5,032.91	\$5,108.40	\$5,185.03	\$5,262.81	\$5,341.75
Monthly Commodity Rate					
Treated Water (per 100 cf water used)	\$2.66	\$2.70	\$2.74	\$2.78	\$2.82
Raw Water (per 100 cf water used)	\$0.23	\$0.23	\$0.24	\$0.24	\$0.24

## Wastewater User Fees

Wastewater Rates over the Initial 5-year Period					
	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21
Base Rate (per EDU)	\$75.25	\$76.38	\$77.53	\$78.69	\$79.87
Monthly Flow Rate					
Flow Rate (per 100 cf used)	\$4.11	\$4.18	\$4.24	\$4.30	\$4.37
Monthly Strength Rate					
BOD (per lb)	\$0.3626	\$0.3680	\$0.3736	\$0.3792	\$0.3849
TSS (per lb)	\$0.5414	\$0.5495	\$0.5578	\$0.5661	\$0.5746

Annual Benefit Assessments over the Initial 5-year Period					
	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21
Storm Drainage	\$22.32	\$22.65	\$22.99	\$23.34	\$23.69
Parks and Recreation	\$199.88	\$202.88	\$205.92	\$209.01	\$212.15
Streets and Street Lighting	\$53.01	\$53.81	\$54.61	\$55.43	\$56.26

Each residence has been attributed 1 Equivalent Benefit Unit (EBU), so each rate expressed is what each residence will pay for benefit assessments.

(See Reverse Side for example Benefit Assessment Equations)

**Storm Drainage Assessment**

\$22.32 (16/17) per EBU per year (*\$1.86 per month*) x Apportioned EBU's = Total Annual Cost

**Parks and Recreation Assessment**

\$199.88 (16/17) per EBU per year (*\$16.66 per month*) x Apportioned EBU's = Total Annual Cost

**Streets and Street Lighting Assessment**

\$53.01 (16/17) per EBU per year (*\$4.42 per month*) x Apportioned EBU's = Total Annual Cost

# Scotia Community Services District

## Profit & Loss

May 1, 2017 through June 17, 2020

	40 Streets & Street Lighting	50 Storm Drainage	60 Parks & Recreation	TOTAL
Ordinary Income/Expense				
Income				
Revenue				
40250 · Park Rental	0.00	0.00	8,370.71	8,370.71
40255 · Heisler Museum	0.00	0.00	56,240.00	56,240.00
40270 · User Fees	-7,700.01	-459.80	-7,619.04	-15,778.85
40280 · Benefit Assessment	272,165.47	84,159.07	615,066.50	971,391.04
40281 · SCSD Benefit Assessment Adj.	-7,815.63	-466.80	-7,733.37	-16,015.80
40290 · Miscellaneous	2,273.92	0.00	200.00	2,473.92
Total Revenue	258,923.75	83,232.47	664,524.80	1,006,681.02
40500 · Sales Allowance				
40501 · Sales Allowance - Scotia CSD	-5,810.40	-430.35	-7,303.68	-13,544.43
Total 40500 · Sales Allowance	-5,810.40	-430.35	-7,303.68	-13,544.43
Total Income	253,113.35	82,802.12	657,221.12	993,136.59
Gross Profit	253,113.35	82,802.12	657,221.12	993,136.59
Expense				
Capital Expenditures				
80605 · Parks and Rec Upgrades	0.00	0.00	21,406.45	21,406.45
80613 · New Truck	905.10	905.10	1,810.21	3,620.41
80620 · Winema Theater Roof	0.00	0.00	4,784.45	4,784.45
80621 · Museum ADA Upgrades	0.00	0.00	0.00	0.00
80680 · Utility Line Locator	0.00	1,852.94	0.00	1,852.94
Total Capital Expenditures	905.10	2,758.04	28,001.11	31,664.25
Materials & Services				
50400 · Permits, Licenses, Dues & Publi	0.00	30.00	75.00	105.00
50410 · Supplies	49.36	14.10	4,861.80	4,925.26
50420 · Utilities & Communications	305.49	0.00	5,090.87	5,396.36
50430 · Maintenance & Repairs	941.09	23.62	18,110.73	19,075.44
50433 · Vehicle Maintenance	16.38	0.00	185.09	201.47
50434 · Fuel	0.00	0.00	379.98	379.98
50440 · Insurance, Bonds	8,842.05	4,902.74	26,290.47	40,035.26
50450 · Electrical	28,582.58	0.00	3,425.49	32,008.07
50460 · Contracted Maintenance Services	0.00	0.00	10,010.09	10,010.09
50470 · Office Supplies	0.00	0.00	16.65	16.65
Total Materials & Services	38,736.95	4,970.46	68,446.17	112,153.58
Personnel and Professional Svcs				
60300 · Attorney	0.00	0.00	3,788.60	3,788.60
60340 · Engineering	98.48	1,349.45	9,138.92	10,586.85
60350 · Admin/Operations/Maint Staff	1,554.00	965.00	9,160.22	11,679.22
60360 · SCSD Permanent Benefitted Staff	350.49	131.32	2,701.33	3,183.14
Total Personnel and Professional Svcs	2,002.97	2,445.77	24,789.07	29,237.81
51000 · Depreciation Expense	0.00	0.00	34,674.59	34,674.59
Total Expense	41,645.02	10,174.27	155,910.94	207,730.23
Net Ordinary Income	211,468.33	72,627.85	501,310.18	785,406.36
Other Income/Expense				
Other Expense				
Other Expenditures				
90530 · Prior FY Revenue/Customr Refund	106.02	11.16	399.76	516.94
90540 · Interest Expense - Umpqua Loan	0.00	0.00	14,752.20	14,752.20
Total Other Expenditures	106.02	11.16	15,151.96	15,269.14
Total Other Expense	106.02	11.16	15,151.96	15,269.14
Net Other Income	-106.02	-11.16	-15,151.96	-15,269.14
Net Income	211,362.31	72,616.69	486,158.22	770,137.22

Scotia Community Services District

Profit & Loss

July 1, 2019 through June 17, 2020

	40 Streets & Street Lighting	50 Storm Drainage	60 Parks & Recreation	TOTAL
Ordinary Income/Expense				
Income				
Revenue				
40250 · Park Rental	0.00	0.00	8,370.71	8,370.71
40270 · User Fees	0.00	0.00	0.00	0.00
40280 · Benefit Assessment	71,227.55	26,607.60	159,265.62	257,100.77
40281 · SCSD Benefit Assessment Adj.	-7,815.63	-466.80	-7,733.37	-16,015.80
Total Revenue	63,411.92	26,140.80	159,902.96	249,455.68
Total Income	63,411.92	26,140.80	159,902.96	249,455.68
Gross Profit	63,411.92	26,140.80	159,902.96	249,455.68
Expense				
Capital Expenditures				
80605 · Parks and Rec Upgrades	0.00	0.00	21,406.45	21,406.45
80613 · New Truck	905.10	905.10	1,810.21	3,620.41
80620 · Winema Theater Roof	0.00	0.00	4,784.45	4,784.45
80680 · Utility Line Locator	0.00	1,852.94	0.00	1,852.94
Total Capital Expenditures	905.10	2,758.04	28,001.11	31,664.25
Materials & Services				
50400 · Permits, Licenses, Dues & Publi	0.00	30.00	0.00	30.00
50410 · Supplies	0.00	0.00	3,322.99	3,322.99
50420 · Utilities & Communications	0.00	0.00	4,544.87	4,544.87
50430 · Maintenance & Repairs	0.00	0.00	9,416.46	9,416.46
50433 · Vehicle Maintenance	16.38	0.00	185.09	201.47
50434 · Fuel	0.00	0.00	379.98	379.98
50440 · Insurance, Bonds	2,924.12	2,924.12	9,022.35	14,870.59
50450 · Electrical	7,374.23	0.00	2,312.23	9,686.46
50460 · Contracted Maintenance Services	0.00	0.00	4,095.09	4,095.09
Total Materials & Services	10,314.73	2,954.12	33,279.06	46,547.91
Personnel and Professional Svcs				
60340 · Engineering	98.48	655.14	3,503.75	4,257.37
60360 · SCSD Permanent Benefitted Staff	161.28	0.00	1,898.78	2,060.06
Total Personnel and Professional Svcs	259.76	655.14	5,402.53	6,317.43
Total Expense	11,479.59	6,367.30	66,682.70	84,529.59
Net Ordinary Income	51,932.33	19,773.50	93,220.26	164,926.09
Other Income/Expense				
Other Expense				
Other Expenditures				
90540 · Interest Expense - Umpqua Loan	0.00	0.00	14,752.20	14,752.20
Total Other Expenditures	0.00	0.00	14,752.20	14,752.20
Total Other Expense	0.00	0.00	14,752.20	14,752.20
Net Other Income	0.00	0.00	-14,752.20	-14,752.20
Net Income	51,932.33	19,773.50	78,468.06	150,173.89

## **Scotia Community Services District Staff Report**

Date: June 18, 2020  
To: Scotia CSD Board of Directors  
From: Leslie Marshall, GM  
Subject: Ordinance 2020-2: An Ordinance of the Scotia Community Services District  
Board of Directors Amending Ordinance 2019-2 Title II – Water Service

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### **RECOMMENDATION:**

Second Reading and adoption of Ordinance 2020-2: An Ordinance of the Scotia Community Services District Board of Directors Amending Ordinance 2019-2 Title II – Water Service

### **ACTION:**

Second Reading, and Adopt Ordinance by Title Only.

### **DISCUSSION:**

From time to time, District Ordinances are reviewed and updated as required. The SCSD Water Ordinance 2019-2 Title II was adopted in December 2019 to reflect policy changes surrounding residential service shutoff in response to SB 998. The revision up for second read today is for clarification regarding the District's base rates for water. The key components of this revision are as follows:

- Chapter 6 Billing- Water Charges is amended to read *Water Service* Charges and differentiates between a monthly water base rate and a monthly consumption charge.
- Base rate is further defined as a requisite charge regardless of any water usage
- Base rates and monthly consumption charges are explained as the revenues that help to fund Operations and maintenance, Capital reserve, and loan repayment.

This ordinance revision has been reviewed by District legal counsel and was posted in the Times Standard, and the full text is posted at the District Office for public review.

### **FISCAL IMPACT:**

None at this time. This update serves to reinforce District policy about base rate charges.

### **ATTACHMENTS:**

Ordinance 2020-2: An Ordinance of the Scotia Community Services District Board of Directors Amending Ordinance 2019-2 Title II – Water Service

ORDINANCE NO. ~~2020-22019-2~~

AN ORDINANCE OF THE BOARD OF DIRECTORS  
OF THE  
SCOTIA COMMUNITY SERVICES DISTRICT  
AMENDING ORDINANCE 201~~95~~-2 TITLE II –WATER SERVICE

The Board of Directors of the Scotia Community Services District does ordain as follows:

**Section 1:** Title II (Water Service) is hereby adopted as follows:

**TITLE II - WATER SERVICE  
CHAPTER 1 - WATER**

**SEC. 1.01. Words and Phrases.** For the purpose of this article all words used herein in the present tense shall include the future; all words in the plural number shall include the singular number; and all words in the singular number shall include the plural number.

**SEC. 1.02. Water System.** The District will furnish a system, plant works and undertaking used for and useful in obtaining, conserving and distributing of water for public and private uses, including all parts of the water system, all appurtenances to it, and lands, easements, rights in land, water rights, contract rights, franchises, and other water supply, storage and distribution facilities and equipment.

**SEC. 1.03. Separability.** If any section, subsection, sentence, clause, or phrase of this article is for any reason held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance.

**SEC. 1.04. Pressure Conditions.** All applicants for service connections or water service shall be required to accept such conditions of pressure and service as are provided by the distributing system at the location of the proposed service connection, and to hold the District harmless for any damages arising out of low pressure or high-pressure conditions or interruptions in service.

**SEC. 1.05. Maintenance of Water Pressure and Shutting Down.** The District shall not accept any responsibility for the maintenance of pressure, and it reserves the right to discontinue service while making repairs. Customers dependent upon a continuous supply should provide emergency storage and supply.

**SEC. 1.06. Tampering w~~With~~ District Property.** No one except an employee or an authorized representative of the District shall at any time in any manner operate the curb stops or valves, main stops, gates or valves of the District's system; or interfere with meters or their connections, street mains or other parts of the water system. Water service may be discontinued until situation is resolved.

**SEC. 1.07. Penalty for Violation.** For the failure of the customer to comply with all or any part of this article, and any ordinance, resolution or order fixing rates and charges of the District, a penalty for which has not hereafter been specifically fixed, the customer's service shall be discontinued and the water shall not be supplied until the customer has complied with the rule or regulation, rate or charge which was violated or, in the event that they cannot comply with said rule or regulation, until they have satisfied the District that in the future they will comply with all



the rules and regulations established by ordinance of the District, and with all rates and charges of this District.

**SEC. 1.08. Ruling Final.** All rulings of the General Manager shall be final unless appealed in writing to the Board of Directors within (5) days. When a ruling of the General Manager is appealed in writing, the Board of Directors' ruling shall be final.

**SEC. 1.09. General Definitions.** All definitions included in Ordinance 2015-1 – Definitions, shall be included by reference and by such reference shall be incorporated in this ordinance as though herein set out in full.

**SEC. 1.10. General Manager.** The position of General Manager is hereby created. The General Manager shall regularly inspect and maintain all physical facilities related to the District water system, to see that they are in good repair and proper working order, and to note violations of any water regulations. The General Manager shall report directly to the Board of Directors.

The General Manager shall have, subject to approval of the Board of Directors, full charge and control of the maintenance, operation and construction of the water works and system; authority to employ and discharge all employees and assistants; fix and alter the compensation of employees and assistants subject to approval by the Board; and shall have charge of all employees and assistants. The General Manager shall perform such other duties as are imposed from time to ~~time~~, ~~and time and~~ shall report to the Board of Directors in accordance with the rules and regulations as adopted by the Board.

The General Manager shall promptly report any violation or disrepair to the Board of Directors. If the work required is in the nature of an emergency, they shall take whatever steps are necessary to maintain service to Customers.

The General Manager, or their designee shall supervise all repair of construction work authorized by the Board and perform any other duties prescribed elsewhere in this ordinance or which shall be hereafter prescribed by the Board.

**SEC. 1.11. Clerk.** The position of the Clerk is hereby created. The Clerk shall have charge of the District office and of the billing for and collecting the charges herein provided. The Clerk shall perform such other duties as shall be determined by the General Manager and Board.

The Clerk shall compute, prepare and mail bills as hereinafter prescribed, make collections, maintain proper books of account, collect account for and refund deposits, do whatever else is necessary or directed by the Board to set up and maintain an efficient and economical bookkeeping system, and perform any other duties now or hereafter prescribed by the Board.

**SEC. 1.12. Performance of Duties.** The foregoing duties of the Clerk may be performed by an additional authorized employee.

## CHAPTER 2 - NOTICES

**SEC. 2.01. Notices to Customers.** Notices from the District to a customer will normally be given in writing, and either delivered or mailed to their last known address. Where conditions warrant and in emergencies, the District may resort to notification either by telephone, messenger or door hanger.

**SEC. 2.02. Notices from Customers.** Notice from the customer, or authorized representative, to the District may be given in writing at the District's operating office.

## CHAPTER 3 - APPLICATION FOR REGULAR WATER SERVICE

**SEC. 3.01. Application.** A property owner or their agent may apply for regular water service at the District offices by completing an application form, paying a nonrefundable processing fee and providing a deposit. The fee schedule and deposit amount can be acquired at the District office. The amounts are set by a resolution of the Board. The deposit will be applied to the account as a credit after 12 months with a good payment record.

**SEC. 3.02. Application Agreement.** The completion of an application will signify the customers' willingness and intention to comply with this and other ordinances or regulations relating to the regular water service and to make payment for all fees, costs and expenses associated with provision of the water service. In the event an application is executed by two or more individuals as the customer, each individual executing the application shall be jointly and severally liable to make payment for all fees, costs and expenses associated with provision of the water service.

**SEC. 3.03. Payment for Previous Service.** An application will not be honored unless payment in full has been made for water service previously rendered to the applicant by the District.

**SEC. 3.04. Installation Charges.** Services and meters shall be installed without charge for all applications for water service received prior to or during the initial construction of the District's water system. The charges below will apply to applications received after the District's Contractor has progressed with the work beyond their property frontage.

Where the applicant requests installation of a 1 1/2 inch or larger water meter or where unusual circumstances exist, the charge for installation of water service shall be equal to the estimated cost plus 10 percent of such service connection. The applicant shall deposit said amount with the District prior to installation, the District will track actual expenditures, the District will compute the difference between the deposit and the actual expenditure, the District will rebate the difference to the applicant where the actual expenditure is less than the deposit. The term "unusual circumstances", as used in this rule, shall include water mains deeper than 6 feet, slopes greater than 20 percent, service line lengths of more than 35 feet and closure of roadway due to traffic safety considerations. The schedule for all other service connections shall be as shown in the rate schedule.

Where the applicant requests the installation of a water meter in an existing water meter box, and the requested meter is to be connected to an existing meter set, the schedule of water meter installation charges shall be as shown in the rate schedule.

**SEC. 3.05. Installation of Service.** Upon application approval, water service infrastructure will be installed as requested by the applicant. The size shall be determined by the applicant. Service installations will be made only to property abutting on distribution mains as have been constructed in public streets, alleys, or easements, or to extensions thereof as hereby provided.

**SEC. 3.06. Changes in Customer's Equipment.** Customers making any material change in the size, character, or extent of the equipment or operations utilizing water service, or whose change in operations results in a large increase in the use of water, shall immediately give the District written notice of the nature of the change and, if necessary, amend their application.

**SEC. 3.07. Size and Location.** The District reserves the right to determine the size of service connections and their location with respect to the boundaries of the premises to be served. The laying of Customer's pipe line to the meter should not be done until the location of the service connection has been approved by the District.

**SEC. 3.08. Curb Stop.** Every service connection installed within the District shall be equipped with a curb stop on both sides of the meter. The inlet curb stop is intended for the exclusive use of the District in controlling the water supply through the service connection pipe. If the inlet curb stop is damaged by the Customer's use to an extent requiring replacement, such replacement shall be at the Customer's expense. All new installations shall have a customer isolation valve, or outlet curb stop in box, to be owned, maintained, and used by customer.

**SEC. 3.09. Residential, Commercial and Industrial Service Connection.** It shall be unlawful to maintain a connection excepting in conformity with the following rules:

- A. **Separate Building.** Each building under separate ownership ~~must be provided with a separate service connections shall be required to have a separate water meter service connection~~. Two or more buildings on the same lot shall have separate services if the buildings could legally be sold separately. Two or more buildings under one ownership and on the same lot or parcel of land may (with specific Board approval, based on hardship) or extenuating circumstances be supplied through the same service connection; provided, that for each building under a separate roof an additional minimum will be applied to the single meter serving said buildings. The District reserves the right to limit the number of buildings or the area of land under one ownership to be supplied by one service connection.
- B. **Separate Property.** A service connection shall not be used to supply property of the same owner across a street or alley, without written approval for specific cases otherwise meeting the intent of this ordinance.
- C. **Divided Property.** When property provided with a service connection is divided, each service connection shall be considered as belonging to the lot or parcel of land which it directly enters.

**SEC. 3.10. Service Connections.** The service connections extending from the water main to the property line and including the meter, meter box and curb stop, shall be maintained and owned by the District. All pipes and fixtures extending or lying beyond the meter shall be installed, owned and maintained by the owner of the property.

**SEC. 3.11. Water Capacity Fee.** A water capacity fee shall be collected from each applicant requesting a new water service in addition to any processing fees and/or installation charges. The capacity fee is based on meter size, as shown on the rate schedule.

Due to recent changes in building code regulations, new single-family homes are to be sized with a 1" meter because of fire protection systems, rather than the typical 5/8" meter. It is recommended that all **new single-family residential units**, with meter sizes 5/8" up to and including 1", that require a larger size meter because of fire protection, be charged the 5/8" meter rate to reflect their typical demand on the system.

**SEC. 3.12. Commercial Landscape Meters.** The General Manager shall encourage all commercial users to install an irrigation meter in addition to the regular water meter. Where the customer agrees to install an irrigation meter, the overall connection charge shall be the same as if one water meter had been installed and the installation charge shall reflect the actual time and materials cost of adding an additional meter on the service line constructed for the primary meter.

## CHAPTER 4 - GENERAL USE REGULATION

**SEC. 4.01. Number of Services per Premises.** The applicant may apply for as many services as may be reasonably required for their premises, provided that the pipe line system from each service be independent of the others, they are not interconnected, and adequate water supply and pressure exists.

**SEC. 4.02. Water Waste.** No customer shall knowingly permit leaks or waste of water. Where water is wastefully or negligently used on a customer's premises seriously affecting the general service, the District may discontinue the service if such conditions are not corrected within five (5) days after giving the customer written notice.

**SEC. 4.03. Responsibility for Equipment on Customer Premises.** All public facilities installed by the District on private property for the purpose of rendering water service shall remain the property of the District and may be maintained, replaced or repaired by the District without consent or interference of the owner or occupant of the property. The property owner shall use reasonable care in the protection of the facilities. No payment shall be made by District for placing or maintaining said facilities on private property.

**SEC. 4.04. Damage to Water System Facilities.** The customer shall be liable for any damage to the service facilities when such damage is from causes originating on the premises by an act of the customer or their tenants, agents, employees, contractors, licensees or permittees, including the breaking or destruction of locks by the customer or others on or near a meter, or by blocking or parking on the meter. The District shall be reimbursed by the customer for any such damage or towing charge promptly on presentation of a bill.

**SEC. 4.05. Ground-Wire Attachments.** All individuals or business organizations are forbidden to attach any ground- wire or wires to any plumbing which is or may be connected to a service connection or main belonging to the District. The District will hold the customer liable for any damage to its property occasioned by such ground-wire attachments.

**SEC. 4.06. Control Valve on the Customer Property.** The customer shall provide a private outlet isolation valve in box on the private property side of the service installation, as close to the meter location as practicable, to control the flow of water to the piping on their premises. The customer shall not use the public inlet curb stop to turn water on and off for their convenience.

**SEC. 4.07. Cross-Connections.** The customer must comply with State and Federal laws governing the separation of dual water systems or installations of back flow protective devices to protect the public water supply from the danger of cross-connections as determined by the District. Back flow protective devices must be installed as near the service as possible and shall be open to test and inspection by the District. Plans for installation of back flow protective devices must be approved by the District prior to installation. Backflow protective devices shall be owned, maintained and tested at customer expense.

**SEC. 4.08. ID. - Special Cases.** In special circumstances, when the customer is engaged in the handling of especially dangerous or corrosive liquid(s) or industrial or process water(s), the District may require the customer to eliminate certain plumbing or piping connections as an additional precaution and as a protection to the back flow preventive devices.

**SEC. 4.09. Pressure Reducing Valves.** As a protection to the customer's plumbing system, a suitable pressure reducing valve must be installed, owned and maintained by the customer at their expense, when check valve or other protective devices are used. The pressure reducing valve shall be installed on the customer side of the meter between the check valves and the residence.

**SEC. 4.10. Back Flow Device.** Whenever back flow protection has been found necessary on a water supply line entering a customer's premises, then any and all water supply lines from the District's mains entering such premises, buildings or structures shall be protected by an approved back flow device, regardless of the use of the additional water supply lines. The ownership, maintenance, and certified testing shall be the responsibility of the customer. The customer shall submit the testing results annually to the District. Failure to properly maintain or submit certified test results may result in termination of water service.

**SEC. 4.11. Discontinued Service.** The service of water to any premises may be immediately discontinued by the District if any defect is found in the check valve installation(s), other protective device(s), private water service, or if it is found that dangerous unprotected cross-connection(s) exist. Service will not be restored until such defect(s) are corrected.

**SEC. 4.12. Interruptions in Service.** The District shall not be liable for damage which may result from an interruption in pressure or service.

**SEC. 4.13. Ingress and Egress.** The District shall have the right of ingress and egress to the customer's premises for any purpose reasonably connected with the furnishing of water service.

**SEC. 4.14. Underground Water Service.** All private water services shall be buried; no above ground water service shall be allowed.

**SEC. 4.15. Penalty for Unauthorized Use.** The ability of the District to fill and maintain storage in their water storage tanks is critical to District operations and fire protection. Customers that fail to maintain their facilities (leaks, etc.), the taking of unauthorized water, customer operations that result in excessive fire protection measures that impact District raw or potable water tank storage (excessive fires) or customer operations that drain the fire or potable water tanks shall be subject to penalties or discontinuance of water or private fire protection service. The customer shall be subject to a penalty of \$5,000 per violation, increasing \$5,000 for each subsequent violation up to three violations in a calendar year, plus the cost of water and electrical use. After three events per calendar year, the District may discontinue water or private fire protection service. Non-structure fires shall be subject to the same above noted penalties, .

*(Revised 11/15/18 Ordinance 2018-2)*

## **CHAPTER 5 - METERS**

**SEC. 5.01. Meter Installations.** Meters will be installed in the sidewalk area whenever possible, or as determined by the District, and shall be owned by the District and installed and removed at its expense. No rent or other charge will be paid by the District for a meter or other facilities, including connections on private property. No meter, seal, or lock shall be altered or broken except by one of the District's authorized employees or agents.

**SEC. 5.02. Change in Location of Meters.** Meters moved for the convenience of the customer will be relocated at the customer's expense. Meters moved to protect the District's property will be moved at District expense. If the customer desires to have the meter moved, the customer will be required to pay for new service at the desired location, as approved by the District.

## **CHAPTER 6 - BILLING**

**SEC. 6.01. Billing Period.** The regular billing period will be monthly.



**SEC. 6.02. Meter Reading.** Meters will be read monthly or bi-monthly.

**SEC. 6.03. Opening and Closing Bills.** Opening and closing bills for less than the normal billing period shall be pro-rated as to volumetric consumption, excluding base rate. If the total period for which service is rendered is less than one month, the monthly base rate shall not be less than the monthly minimum charge applicable. Closing bills may be estimated by the District for the final period as an expediency to permit the customer to pay the closing bill at the time service is discontinued.

**SEC. 6.04. Water Service Charges.** A monthly water service charge is a charge for an immediately available property-related water service. The monthly charge shall apply to all utility customers within the District's limits. The amount of the monthly charge is established by Resolution and is part of the District's Master Fee Schedule. The monthly charge is composed of a monthly water base rate and a monthly consumption charge. The amount of each shall be applied as follows:

A. A monthly base rate shall be imposed on all customers based upon meter size, regardless of any actual water usage, which shall include consolidated amounts for:

1. Operations and maintenance
2. Capital reserve; and
3. Loan repayment

B. A monthly consumption charge, in addition to a monthly base rate, shall be imposed on all customers based on one hundred cubic feet of water used, which shall include consolidated amounts for:

1. Operations and maintenance
2. Capital reserve; and
3. Loan repayment

Water charges are due and payable at the office of the District on the date of mailing the bill to the property owner or their agent as designated in the application, and delinquent thirty (30) days after the invoice date.

**SEC. 6.05. Payment of Bills.** Bills for metered water service shall be rendered at the end of each billing period. Bill shall be payable on presentation. If this bill is not paid within sixty (60) days after the invoice date, service may be discontinued. A reconnection charge and penalties will be made and collected prior to renewing service following a discontinuance.

**SEC. 6.06. Billing of Separate Meters Not Combined.** Separate bills will be rendered for each meter installation except where the District has, for its own convenience, installed two or more meters in place of one meter. Where such installations are made the meter reading may be combined for billing purposes.

**SEC. 6.07. Customer's Guarantee.** The water charge begins when a service connection is installed and the meter is set, unless the water is ordered to be left shut off when the service connection is ordered to be installed. Before water is turned on by the District for any purpose, the customer must sign a form in which they guarantee payment of future water bills for the service required. The person signing the guarantee form or meter set form will be held liable for water used until the District is notified in writing to discontinue service or to transfer the account to another party.

**SEC. 6.08. Water Used Without Required Application.** A person taking possession of premises and using water from an active service connection without having made application to the District for water service shall be held liable for the water delivered from the date of the last recorded meter reading, and if the meter is found inoperative, the quantity consumed will be estimated. If proper application for water service is not made upon notification to do so by the District, and if

accumulated bills for service are not paid immediately, the service shall be discontinued by the District without further notice.

**SEC. 6.09. Damages through Leaking Pipes and Fixtures.** The District's jurisdiction and responsibility ends at the water service meter and the District will in no case be liable for damages occasioned by water running from open or faulty fixtures, or from broken or damaged pipes behind the water meter or inside the property line.

**SEC. 6.10. Damage to Meters.** The District reserves the right to set and maintain a meter on any service connection. The water Customer shall be held liable, however, for any damage to the meter.

**SEC. 6.11. Public Institution Base Billing Charges.** Where multiple water meters serve a public institution, a single meter base charge may be charged based on the largest meter serving the institution.

## CHAPTER 7 - DISCONTINUANCE OF SERVICE

**SEC. 7.01. Termination of Service.** Water service may be terminated by the District in compliance with the notice and other requirements of Title 6, Division 1, Chapter 9.6 of the California Government Code.

A. Water service may be discontinued for any one of the following reasons:

1. Delinquency in payment of any water service rate or charge, except that residential service **shall not** be discontinued for non-payment in any of the following situations:
  - a. During the pendency of any investigation by the District of a customer dispute or complaint;
  - b. When a customer has been granted an extension of the period for payment of a bill respecting water service;
  - c. On the certification of a licensed physician and surgeon that to do so will be life threatening to the customer and the customer is financially unable to pay for service within the normal payment period and is willing to enter into an amortization agreement with the District and requests permission to amortize, over a period not to exceed twelve (12) months, the unpaid balance of any bill asserted to be beyond the means of the customer to pay within the normal payment period;
2. The unauthorized taking of water or the taking of water in excess of the amount paid for;
3. Failure of the customer to maintain their facilities in suitable condition to prevent waste or unauthorized use of water;
4. The existence of an unprotected cross connections on the customer's premises or the lack of adequate backflow protection at the service connection;
5. Any violation by the customer of any rules of the District governing water service.

6. Continued Events that result in emptying the potable or raw water fire tanks.
- B. The following process will be followed prior to discontinuance of **residential** service for non-payment:
1. At least fifteen (15) days before any proposed discontinuance of residential water service for non-payment of a delinquent account respecting such service, the District shall mail a notice, postage prepaid, to the customer to whom the service is billed of the proposed discontinuance. Such notice shall be given not earlier than fifty-nine (59) days from the date of mailing the District's bill for such services and the fifteen (15) day period shall not commence until five (5) days after the mailing of the notice. In addition to the fifteen-day notice provided for in the preceding sentence, the District shall make a reasonable attempt to contact an adult person residing at the premises of the customer by telephone or personal contact at least forty-eight (48) hours prior to discontinuance of service, except that, whenever telephone or personal contact cannot be established, the District shall give, by mail, in person, or by posting in a conspicuous location at the premises, a notice of discontinuance of service, at least forty-eight (48) hours prior to disconnection. To avoid service disconnection payment must be made at the District Office prior to 11:59 a.m. on the day specified for discontinuance.
  2. The District shall provide to the customer, upon issuance of the proposed discontinuance, an offer to provide (in writing) the District policy on discontinuance of residential service for non-payment. The District shall also offer to discuss options to avert discontinuation of residential service for nonpayment, including, but not limited to, alternative payment schedules, deferred payments, minimum payments, procedures for requesting amortization of the unpaid balance, and petition for bill review and appeal.
  3. Every notice of discontinuance of service required by this section shall include the following information:
    - a. The name and address of the customer whose account is delinquent;
    - b. The amount of the delinquency;
    - c. The date by which payment or arrangements for payment is required in order to avoid discontinuance;
    - d. A description of the process to apply for an extension of time to pay the delinquent charges.
    - e. A description of the procedure to petition for bill review and appeal.;
    - f. The telephone number and name of a representative of the District who can provide additional information or institute arrangements for payment.
    - g. A description of the procedure by which the customer may request a deferred, reduced, or alternative payment schedule, including an amortization of the delinquent residential service charges, consistent with the written policies provided pursuant to subdivision (a) of section



116906 (to Part 12 of Division 104 of the Health and Safety Code, relating to water).

4. If the District is unable to make contact with the customer or an adult occupying the residence by telephone, and written notice is returned through the mail as undeliverable, the District shall make a good faith effort to visit the residence and leave, or make arrangements for placement in a conspicuous place of, a notice of imminent discontinuation of residential service for non-payment and the District's water system's policy for discontinuation of residential service for non-payment.
- C. The following process will be followed prior to a discontinuance of **non-residential** water service for non-payment:

At least fifteen (15) days before discontinuing such a water service the District shall provide written notice which shall specify the reason for the proposed discontinuance and inform the customer of the procedure for and the availability of the opportunity to discuss the reason for the proposed discontinuance with the General Manager or the General Manager's designee, who is empowered to review disputes and rectify errors and settle controversies pertaining to such proposed discontinuance of service. The name and phone number of the General Manager or the General Manager's designee, shall be included in any such notice of proposed discontinuance given to the customer.

- D. No water service shall be discontinued to any customer because of any delinquency in payment on any Friday, Saturday, Sunday, legal holiday or at any time during which the business office of the District is not open to the public.
- E. Every complaint or request for investigation by a residential customer that is made within five (5) days of receiving the disputed bill for water service and every request by a residential customer that is made within fifteen (15) days of the mailing of the notice required by section B of this rule for an extension of the payment period of such a bill asserted to be beyond the means of the customer to pay in full during the normal period for payment shall be reviewed by the General Manager or the General Manager's designee. The review shall include consideration of whether the customer shall be permitted to amortize the unpaid balance of the account over a reasonable period of time, not to exceed nine (9) months. Any customer whose complaint or request for an investigation has resulted in an adverse determination by the General Manager or the General Manager's designee may appeal the determination to the Board of Directors.
- F. The General Manager or the General Manager's designee is authorized to investigate complaints and to review disputes pertaining to water service disconnections and to rectify errors and settle controversies pertaining to such matters and disputes. The General Manager or the General Manager's designee is also authorized to amortize one unpaid balance at a time for any account over a reasonable period of time. The General Manager may bring any such controversies to the Board of Director for settlement by the Board.
- G. The General Manager or the General Manager's designee is authorized to discontinue service to a residential customer with an amortization agreement if the customer fails to keep the account current as charges accrue in each subsequent billing period. The

District shall not discontinue such service without giving notice to the customer at least forty-eight (48) hours prior to discontinuance of the conditions the customer is required to meet to avoid discontinuance. Such notice does not entitle said customer to further investigation by the District.

**SEC. 7.02. Reconnection.** Failure to receive bill does not relieve Customer of liability. Any amount due shall be deemed a debt to the District and any person, firm or corporation failing, neglecting or refusing to pay said indebtedness shall be liable to an action in the name of the District in any court of competent jurisdiction.

**SEC. 7.03. Reconnection Charge.** A reconnection charge plus penalties as applicable, shall be made and collected prior to renewing service following an initial discontinuance or suspension. Service reconnection shall also require the payment of all charges currently due in addition to the reconnection charges. An additional deposit will be required for water only customers or a larger deposit will be required of water/sewer accounts that have begun new service, reconnected or with an outstanding balance remaining from a previous SCSD service. Reconnection charges and penalties shall be as shown on the rate schedule.

The SCSD will limit the amount of a reconnection fee and waive interest charges on delinquent bills for a residential customer who demonstrates to the district a household income below 200% of the federal poverty line.

The District shall report the number of annual discontinuations of residential service for inability to pay on its website, and to the Board of Directors.

**SEC.7.04. Unsafe Apparatus.** Water service may be refused or discontinued to any premises where apparatus or appliances are in use which might endanger or disturb the service to other customers.

**SEC. 7.05. Cross-Connections.** Water service may be refused or discontinued to any premises where there exists a cross-connection in violation of state or federal laws.

**SEC. 7.06. Fraud or Abuse.** Service may be discontinued if necessary to protect the District against fraud or abuse.

**SEC. 7.07. Non-Compliance with Regulations.** Service may be discontinued for non-compliance with this or any other ordinance or regulation relating to the water service.

**SEC. 7.08. Upon Vacating Premises.** Customers desiring to discontinue service should so notify the District two (2) days prior to vacating the premises. Unless discontinuance of service is ordered, the customer(s) shall be liable for charges whether or not any water is used.

**SEC.7.09. Returned Check Fee.** The District shall charge the full returned payment fee, plus penalty, each time a customer's payment is rejected by that customer's financial institution. Returned check fees plus penalty shall be as shown on the rate schedule.

## CHAPTER 8 - COLLECTION BY SUIT

**SEC. 8.01. Penalty.** Water rates and charges which are not paid on or before the day of delinquency shall be subject to a penalty of ten percent (10%) and thereafter shall be subject to a further penalty of two percent (2%) per month on the first day of each month following.

**SEC. 8.02. Suit.** All unpaid water rates and charges and penalties herein provided may be collected by suit, collection agency, or other method as determined by District.

**SEC. 8.03. Costs.** Defendant shall pay all costs of suit in any judgment rendered in favor of District.

**SEC. 8.04. Collection by Interagency Intercept Program.** As an alternate to any of the other procedures herein provided, the District may collect unpaid user fees and charges through the State of California Interagency Intercept Program or other collection agency as determined by the District. Upon submitting an unpaid charge to the collection agency, SCSD will also notify the customer at the last known customer address. Customers may appeal said submittal by filing an appeal with the District.

## **CHAPTER 9 - PUBLIC FIRE PROTECTION**

**SEC.9.01. Use of Fire Hydrants.** Fire hydrants are for use by the District or by organized fire protection agencies pursuant to contract with the District. Other parties desiring to use fire hydrants for any purpose must first obtain written permission from the District prior to use and shall operate the hydrant in accordance with instructions issued by the District. The District will install a hydrant meter with a control valve. Unauthorized use of hydrants will be prosecuted according to law.

**SEC.9.02. Moving of Fire Hydrants.** When a fire hydrant has been installed in the location specified by the proper authority, the District has fulfilled its obligation. If a property owner or other party desires a change in size, type or location of the hydrant, they shall bear all costs of such changes, without refund. Any change in the location of a fire hydrant must be approved by the District.

## **CHAPTER 10 - PRIVATE FIRE PROTECTION SERVICE**

**SEC. 10.01. Payment of Cost.** The applicant for private fire protection service shall pay the total actual cost of installation of the service from the distribution main to the customer's premises, including the cost of a detector check meter or other suitable and equivalent device, valve and meter box. Said installation to become the property of the applicant. The District shall inspect and approve all private fire protection systems.

**SEC. 10.02. No Connection to Other System.** There shall be no connections between this fire protection system and any other water distribution system on the premises.

**SEC. 10.03. Use.** There shall be no water used through the fire protection service except to extinguish fires and for testing the firefighting equipment.

**SEC. 10.04. Meter Rates.** Any consumption recorded on the meter will be charged for at 10 times the regular service rates except that no charge will be made for water used to extinguish fires where such fires have been reported to the District.

**SEC. 10.05. Monthly Rates.** The monthly rates for private fire protection lines shall be as specified in the rate schedule.

**SEC. 10.06. Water for Fire Storage Tanks.** Occasionally water may be obtained from a private fire service for filling a tank connected with the fire service, but only if written permission is secured from the District in advance and an approved means of measurement is available. The regular water rates will be applied.

**SEC. 10.07. Violation of Agreement.** If water is used from a private fire service in violation of the agreement or of these regulations, the District may, at its option, discontinue and remove the service.

**SEC.10.08. Water Pressure and Supply.** The District assumes no responsibility for loss or damage due to lack of water or pressure, either high or low, and merely agrees to furnish such quantities and pressures as are available in its general distribution system. The service is subject to shutdowns and variations required by the operation of the system.

**SEC. 10.09. Fire Services.** The following rules shall apply to fire service connections:

A. **Valve.** When a fire service connection is installed, the valve governing same will be closed and sealed and remain so until a written order is received from the owner of the premises to have the water turned on;

B. **Meter.** If the District has not required a meter, and if water is used through a fire service connection for any other purpose than extinguishing of fires, it shall have the right to place a meter on the fire service connection at the owner's expense, or shut off the entire water supply from such premises;

C. **Additional Service.** The District shall have the right to take a domestic, commercial or industrial service connection from the fire service connection at the curb to supply the same premises as those to which the fire service connection belongs. The Board of Directors shall also have the right to determine the proportion of the installation cost properly chargeable to each service connection, if such segregation of costs shall become necessary.

D. **Check Valve.** The District reserves the right to install on all fire service connections a check valve of a type approved by the National Board of Fire Underwriters, and to equip the same with a by-pass meter at the expense of the owner of the property.

## CHAPTER 11 - TEMPORARY SERVICE

**SEC. 11.01. Duration of Service.** Temporary service connections shall be disconnected and terminated within six (6) months after installation unless an extension of time is granted in writing by the District.

**SEC. 11.02. Deposit.** The applicant shall deposit in advance, the estimated cost of installing and removing the facilities required to furnish said service, exclusive of the cost of salvageable materials. Upon discontinuance of service, the actual cost shall be determined and an adjustment made as an additional charge, refund or credit. If service is supplied through a fire hydrant, the applicant will be charged in accordance with the rate schedule:

**SEC. 11.03. Installation and Operation.** All facilities for temporary service to the customer connection shall be made by the District and shall be operated in accordance with its instructions.

**SEC. 11.04. Responsibility for Meters and Installations.** The customer shall use all possible care to prevent damage to the meter or to any other loaned facilities of the District which are involved in furnishing the temporary service from the time they are installed until they are removed, or until 48 hours' notice in writing has been given to the District that the contractor or any other person is through with the meter or meters and the installation. If the meter or other

facilities are damaged, the cost of making repairs shall be paid by the customer or deducted from the amount of the deposit.

**SEC. 11.05. Supply from Fire Hydrant.** An applicant for temporary use of water from a fire hydrant must secure a permit from the District and pay the regular fee charged for the installation and removal of a meter to be installed on the hydrant; and pay for the water used in accordance with the meter readings, at the rates prescribed by the District.

**SEC. 11.06. Unauthorized Use of Hydrants.** Tampering with any fire hydrant for the unauthorized use of water therefrom or for any purpose is a misdemeanor punishable by law.

**SEC.11.07. Short Term Processing Fee.** A property owner may set up a short-term water account to purchase up to 500 cubic feet of water for use at an existing meter for up to a two-week period by paying a non-refundable fee as shown on the rate schedule. The property owner may extend the time period and/or consumption limit by paying an additional non-refundable processing fee for each additional increment of time and/or consumption. The District will bill the customer for all water consumption over the 500 cubic foot consumption limit in any two-week period at the then current water rates.

**SEC.11.08. Bulk Water Sales.** The General Manager may sell water to water transporters who have first secured a permit for subsequent individual bulk sales in a specified transport vehicle. The General Manager shall charge the water transporter by truckload for the rated volume capacity of the transport vehicle based on the rate schedule. Each truckload will be charged a processing fee per load of water. Truckloads to be used inside the District boundaries will pay for the cost of water at current rates based on the capacity of the water transport vehicle. Truckloads to be used outside of District boundaries will pay for the cost of water at one and one-half (1.5) times the cost of water at current rates.

## CHAPTER 12 - GENERAL PROVISIONS

**SEC. 12.01. Pools and Tanks.** When an abnormally large quantity of water is desired for filling a swimming pool or for other purposes, arrangements must be made with the District prior to taking such water. Permission to take water in unusual quantities will be given only if it can be safely delivered through the District's facilities and if other Customers are not inconvenienced thereby.

**SEC. 12.02. Responsibility for Equipment.** The customer shall, at their own risk and expense, furnish, install and keep in good and safe condition all equipment that may be required for receiving, controlling, applying and utilizing water, and the District shall not be responsible for any loss or damage caused by the improper installation of such equipment, or the negligence or wrongful act of the customer or of any of their tenants, agents, employees, contractors, licensees, or permittees in installing, maintaining, operating or interfering with such equipment.

**SEC. 12.03. Service Outside District.** Where possible, potential customers outside the District shall annex before service is allowed if their property is contiguous to the District boundary or if the Board considers it to be in the best interest of the District. In addition to all other costs for providing service, the applicant shall be charged for the annexation proceedings. Where in the opinion of the Board, annexation is not feasible or desirable immediately upon application, the Board may elect to provide service outside of the District in accordance with state law. The terms and conditions of service shall be the same as in District except charges for water shall be 150% of the rates specified in this Ordinance. In addition, the applicant, their heirs or assigns must agree not to protest annexation if initiated at a later time.

**SEC. 12.04. Water Conservation.** Starting in Fiscal Year 2015-16 and in every year thereafter, the District shall conform with all local, state and federal requirements.

**Section 2: Severability.** If any section, subsection, sentence, clause or phrase of this chapter is for any reason held to be invalid or unconstitutional, the decision shall not affect the validity of the remaining portions of the Chapter. The Board of Directors hereby declares that it would have passed this Chapter, and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared invalid under law.

**Section 3: California Environmental Quality Act (CEQA) Determination.** Under the Environmental Impact Report which was completed upon the formation of the Scotia Community Services District, a determination was made that the District would not result in a significant environmental impact. This ordinance is also exempt from the CEQA Guidelines pursuant to Section 15061(b)(3) of the CEQA Guidelines.

**Section 4: Limitation of Actions.** Any action to challenge the validity or legality of any provision of this ordinance on any grounds shall be brought by court action commenced within ninety (90) days of the date of adoption of this ordinance.

**Section 5:** This ordinance will take effect thirty (30) days after the date of its adoption.

DATE: \_\_\_\_\_, 20\_\_\_\_

ATTEST:

APPROVED:

\_\_\_\_\_  
Clerk, Scotia Community Services District

\_\_\_\_\_  
President, Scotia Community Services District

Clerk's Certificate

I hereby certify that the foregoing is a true and correct copy of Ordinance No. \_\_\_\_\_, passed and adopted at a regular meeting of the Board of Directors of the Scotia Community Services District, Humboldt County, California on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

\_\_\_\_\_  
Clerk, Scotia Community Services District

## **Scotia Community Services District Staff Report**

Date: June 18, 2020  
To: Scotia CSD Board of Directors  
From: Leslie Marshall, GM  
Subject: Ordinance 2020-3: An Ordinance of the Scotia Community Services District  
Board of Directors Amending Ordinance 2015-3 Title III – Wastewater Service

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### **RECOMMENDATION:**

Second Reading of Ordinance 2020-3: An Ordinance of the Scotia Community Services District  
Board of Directors Amending Ordinance 2015-3 Title III – Wastewater Service

### **ACTION:**

Second Reading and Adopt Ordinance by Title Only.

### **DISCUSSION:**

From time to time, District Ordinances are reviewed and updated as required. The SCSD Wastewater Ordinance 2015-3 Title III was adopted in November 2015 to establish policies and detail conditions of SCSD Wastewater service. The revision up for second reading and adoption today is for clarification regarding the District's base rates for water and general editing. The key components of this revision are as follows:

- Clarification of monthly base rates per equivalent dwelling unit (EDU) regardless of any actual water usage that shall include consolidated amounts for operations and maintenance, capital reserve, and loan repayment
- The monthly flow rate imposed on all customers that shall include consolidated amounts for operations and maintenance, capital reserve, and loan repayment
- The monthly strength rate (BOD & TSS) in addition to the monthly base and flow rates shall include consolidated amounts for operations and maintenance, capital reserve, and loan repayment

This ordinance revision has been reviewed by District legal counsel and was posted in the Times Standard, and the full text is posted at the District Office for public review.

### **FISCAL IMPACT:**

None at this time. This update serves to reinforce District policy about requisite base rate charges.

### **ATTACHMENTS:**

Ordinance 2020-3: An Ordinance of the Scotia Community Services District Board of Directors Amending Ordinance 2015-3 Title III-Wastewater Service



ORDINANCE NO. ~~2015-2020~~ - ~~33~~

AN ORDINANCE OF THE BOARD OF DIRECTORS  
OF THE  
SCOTIA COMMUNITY SERVICES DISTRICT  
ADOPTING TITLE III – WASTEWATER SERVICE

The Board of Directors of the Scotia Community Services District does ordain as follows:

**Section 1:** Title III – Wastewater Service is hereby adopted as follows:

**TITLE III – WASTEWATER SERVICE**

**CHAPTER ~~13~~ – WASTEWATER**

**SEC. ~~13.01~~. Purpose and Policy.** This Wastewater Ordinance sets uniform requirements for discharges into the ~~Wastewater~~-wastewater collection and treatment system and enables the District to comply with the administrative provisions set by the California Regional Water Quality Control Board, North Coast Region and the applicable effluent limitations, national standards of performance, toxic and pre-treatment effluent standards, and any other discharge criteria which are required or authorized by State or Federal law, and to derive the maximum public benefit by regulating the quality and quantity of ~~Wastewater~~-wastewater discharged into the District systems. This Ordinance provides a means of determining ~~Wastewater~~-wastewater volumes, constituents and characteristics, the setting of charges and fees, and the issuance of permits to certain users. Revenues derived from the application of this Ordinance shall be used to defray the costs of operating and maintaining adequate ~~Wastewater~~-wastewater collection and treatment systems and infrastructure to provide sufficient funds for capital outlay, bond service costs, capital improvements, and depreciation.

**SEC. ~~13.02~~. Violation Unlawful.** It shall be unlawful for any person whose building is required to be connected to ~~a~~-~~Wastewater~~District infrastructure under this ordinance to connect to, construct, install or provide, maintain and use any other means of sewage disposal from said building except by connection to District infrastructure~~a~~-~~Wastewater~~ in the manner as in this Ordinance provided.

**SEC. ~~13.03~~. Relief on Application.** When any person, by reason of special circumstances, is of the opinion that any provision of this ordinance is unjust or inequitable as applied to their premises, they may make written application to the Board of Directors, stating the special circumstances, citing the provision complained of, and requesting suspension or modification of that provision as applied to their premises.

If the application is approved, the Board may, by resolution, suspend or modify the provision complained of, as applied to such premises, to be effective as of the date of the application and continuing during the period of the special circumstances.

**SEC. 13.04. Relief on Own Motion.** The Board may, on its own motion, find that by reason of special circumstances any provision of this regulation and ordinance should be suspended or modified as applied to a particular premise, and may, by resolution, order such suspension or modification for such premises during the period of such special circumstance, or any part thereof.

**SEC. 13.05. District Inspector.** The General Manager may personally perform or employ a qualified person or persons to perform the duties of inspecting the installation, connection, maintenance and use of all infrastructure and collection facilities in the District, to be known as the District Inspector.

**SEC. 13.06. Wastewater Permits and Fees.** No ~~Wastewater~~wastewater, side ~~Wastewater~~wastewater, building ~~Wastewater~~wastewater or other sewerage facility shall be installed, altered or repaired within the District until a permit for the work has been obtained and all fees paid in accordance with the requirements of this ordinance, and any other ordinance adopted by the Board of Directors.

## CHAPTER 214 – USE OF WASTEWATERS REQUIRED

**SEC. 214.01. Treatment of Wastewaters Required.** It shall be unlawful to discharge to any stream or watercourse any domestic or industrial ~~Wastewater~~wastewater or other polluted waters, except where suitable treatment has been provided in accordance with the provisions of this ordinance.

**SEC. 214.02. Unlawful Disposal.** Except as hereinafter provided, it shall be unlawful to construct or maintain any privy, privy vault, septic tank, cesspool, seepage pit or other facility intended or used for the disposal of Wastewater.

**SEC. 214.03. Wastewater Required.** The applicant of any proposed building to be situated within the District and abutting on any street in which there is now located or may be in the future be located ~~a Wastewater of the District~~District infrastructure, is hereby required to connect, at their expense, said building, directly with the proper ~~District infrastructure~~Wastewater in accordance with the provisions of this ordinance provided that said Wastewater is within three hundred (300) feet of the nearest point of the property line and the building is within one thousand (1,000) feet of the ~~District infrastructure~~Wastewater.

The applicant of any existing building, provided with a lateral connection shall connect to the Wastewater within ninety (90) days after the date of official notice to do so.

**SEC. 214.04. Occupancy Prohibited.** No building, industrial facility or other structure shall be occupied until the applicant of the premises has complied with all rules and regulations of the District.

## CHAPTER 315 – PERMITS AND FEES

**SEC. 315.01. Permit Required.** No unauthorized person shall uncover, make any connection with or opening into, use, alter, or disturb any ~~District infrastructurecommunity WastewaterDistrict infrastructure~~ or appurtenances or perform any work on any lateral or building ~~Wastewater wastewater~~ without first obtaining a written permit from the District and paying to the District the applicable permit fee. Other non-district permits may be required.

**SEC. 315.02. Application for Permit.** Any person legally entitled to apply for and receive a permit shall make such application on forms provided by the District for that purpose. They shall give a description of the character of the work proposed to be done and the location, occupancy and use of the premises. The General Manager may require plans, specifications or drawings and such other information as may be needed necessary.

If the General Manager determines that the plans, specifications, drawings, descriptions or information furnished by the applicant is in compliance with the ordinances, rules and regulations of the District, a permit shall be issued upon payment of the required fees. The schedule of fees shall be set by resolution of the Board. The schedule shall be available at the District office upon request. The issuance of ~~Wastewater discharge~~ Discharge permits ~~Permits,~~ to establishments producing industrial wastes, shall be governed by the provisions of this ordinance.

**SEC. 315.03. Plan Check Fees.** A plan check fee in the amount of 2% of the estimated construction cost for main extensions and engineering review of subdivisions will be charged when an application for service is filed with the District. Actual ~~Cost~~ cost will be charged when the application is approved by the Board of Directors.

**SEC. 315.04. Compliance with Permit.** After approval of the application, evidenced by the issuance of a permit, no change shall be made in the location of the ~~Wastewaterwastewater infrastructure~~, the grade, materials, or other details from those described in the permit or as shown on the plans and specifications for which the permit was issued except with written permission from the District, the General Manager or other authorized representatives.

**SEC. 315.05. Agreement.** The applicant's signature on an application for any permit shall constitute an agreement to comply with all of the provisions, terms and requirements of this and other ordinances, rules and regulations of the District, and with the plans and specifications filed with their application, of any, together with such corrections or modifications as may be made or permitted by the District, if any. Such agreement shall be binding upon the applicant and may be altered only by the District upon the written request for the alternation from the applicant.

**SEC. 315.06. All Work to Be Inspected.** All Wastewater construction work shall be inspected by an inspector acting for the District to insure compliance with all requirements of the District. No ~~Wastewater-wastewater~~ infrastructure shall be covered at any point until it has been inspected and passed for acceptance. No ~~Wastewater-wastewater~~ infrastructure shall be connected to the District's ~~community WastewaterDistrict infrastructure~~ until the work covered by the permit has been completed, inspected, and approved by the Inspector. If the test proves satisfactory, the Inspector shall issue a certificate of satisfactory completion.

**SEC. 315.07. Notification.** It shall be the duty of the person doing the work authorized by permit to notify the General Manager of the District in writing that said work is ready for inspection. Such notification shall be given not less than twenty-four (24) hours before the work is to be inspected. It shall be the duty of the person doing the work to make sure that the work will stand the tests required by the District before giving the above notification.

**SEC. 315.08. Condemned Work.** When any work has been inspected and the work condemned and no certification of satisfactory completion given, the applicant of the premises, or the agent of such applicant, shall repair the Wastewater infrastructure or other work authorized by the permit in accordance with the ordinances, rules and regulations of the District.

**SEC. 315.09. All Costs Paid By Applicant.** All costs and expenses specific to the installation and connection of any Wastewater infrastructure or other work for which a permit has been issued shall be paid by the applicant. Such costs shall include the costs expended by the District for the installation of lateral infrastructure. These costs are in addition to any other connection permit fee required by this or any other ordinance of the District that provides for connection fees, rates and charges. The applicant shall indemnify the District from any loss or damage that may directly or indirectly be occasioned by the work.

**SEC. 315.10. Street Excavation Permit.** A separate permit must be secured from the State, County or any other party having jurisdiction thereover by applicants or contractor intending to excavate a public street for the purpose of ~~installing Wastewaters~~ or making Wastewater collection system connections.

**SEC. 315.11. Liability.** The District and its officers, agents and employees shall not be liable for any injury or death to any person or damage to any property arising during or growing out of the performance of any work by the applicant. The applicant shall be responsible for, and shall hold the District and its officers, agents, and employees harmless from, any liability imposed by law upon the District or its officers, agents, or employees, including all defense or enforcement costs, expenses, fees and interest incurred. Applicant shall be responsible for any defects in the performance of their work or any failure which may develop therein.

**SEC. 315.12. Time Limit in Permits.** If work under a permit is not commenced within six (6) months from the date of issuance or if after partial completion, the work is discontinued for a period of one year, the permit shall thereupon become void and no further work shall be done until a new permit shall have been secured. A new fee shall be paid upon the issuance of said new permit.

## **CHAPTER ~~416~~ – CONNECTION CHARGES**

**SEC. 164.01. General.** It is hereby found and determined that it is necessary to reimburse the District for money advanced and to establish conditions of equality as to properties, either not ~~assessed-charged~~ or by later occurring facts, deemed to have been under ~~assessed-charged~~, during ~~special-assessment~~ Proposition 218 proceedings conducted by the District for the purpose of constructing ~~Wastewater-wastewater~~ mains and facilities to serve properties within the ~~assessment~~

district created therefore when such non-assessed-charged properties are permitted to connect to such Wastewater wastewater mains and facilities.

## CHAPTER 517 – BUILDING WASTEWATERS, LATERAL WASTEWATERS AND CONNECTIONS

**SEC. 517.01. Permit Required.** In accordance with this Ordinance, no person shall construct, lateral Wastewater infrastructure without first obtaining a written permit from the District and paying all fees and connection charges.

**SEC. 517.02. Design and Construction Requirements.** Design and construction of lateral Wastewater infrastructure shall be in accordance with the rules, regulations and ordinances of the District.

**SEC. 517.03. Minimum Size and Slope.** The size and slope of the lateral infrastructure shall be subject to the approval of the General Manager, but in no event shall the diameter be less than four (4) inches. The slope of such 4-inch pipe shall not be less than one-fourth (1/4) inch per foot.

**SEC. 517.04. Lateral Infrastructure.** No building Wastewater infrastructure shall be laid parallel to or within three (3) feet of any bearing wall which might thereby be weakened. The building Wastewater shall be laid at uniform grade and in straight alignment. Changes in direction shall be made only in conformance with the Uniform Plumbing Code (“UPC”).

**SEC. 517.05. Separate Lateral Infrastructure.** Every building or industrial facility must be separately connected to a community Wastewater District infrastructure-infrastructure. Any exceptions may be reviewed by the District. .

**SEC. 517.06. Existing Lateral Infrastructure.** Existing lateral infrastructure may be used in connection with new buildings upon review and testing by the District Inspector, to meet all requirements of the District.

**SEC. 517.07. Cleanouts.** Cleanouts in building laterals shall be provided in accordance with all applicable rules, regulations and ordinances. All cleanouts shall be watertight and shall comply with the UPC.

**SEC. 517.08. Lateral Too Low.** In all buildings in which any building lateral is too low to permit gravity flow to the community Wastewater District infrastructure, sanitary Wastewater carried by such building shall be lifted by artificial means, approved by the General Manager, and discharged to the community Wastewater District infrastructure at the expense of the applicant. In all buildings in which the floor level is below the elevation of the nearest manhole located upstream from the point at which the lateral Wastewater intersects the main, a backflow prevention device, to be owned and maintained by lot owner, shall be installed in the building Wastewater system at the expense of the applicant. Sewage lift stations shall be constructed outside the building.

**SEC. 517.09. Joints and Connections.** All excavations required for the installation of a side lateral infrastructure shall be open trench work unless otherwise approved by the General Manager. Pipe laying and backfill shall be performed in accordance with the rules, regulations and ordinances of the District, except that no backfill shall be placed until the work has been inspected.

**SEC. 517.10. Connection to Wastewater.** The connection of the building ~~Wastewater wastewater~~ into the ~~community Wastewater~~ District infrastructure shall be made in strict accordance with the standard District specifications and at the applicant's expense. The invert of the building ~~Wastewater infrastructure~~ at the point of connection shall be at a higher elevation than the invert of the ~~community Wastewater~~ District infrastructure. A smooth neat joint shall be made and the connection made secure and watertight. The connection to the ~~community Wastewater~~ District infrastructure shall be made in accordance with the rules, regulations and ordinances of the District. Any work on ~~community Wastewater~~ District infrastructures and any work on lateral ~~Wastewaterss~~ done within a public right of way shall be performed by a duly licensed plumber or contractor under the inspection of the District. Any damage to the ~~District infrastructure~~ ~~Wastewater~~ shall be repaired at the cost of the applicant to the satisfaction of the District.

**SEC. 517.11. Protection of Excavation.** All excavations for side ~~Wastewater lateral~~ installation shall be adequately guarded by the applicant with barricades or lights so as to protect the public from hazard. Streets, sidewalks, parkways and other property disturbed in the course of the work shall be restored in a manner satisfactory to the District or any other person having jurisdiction.

**SEC. 517.12. Maintenance of Lateral Infrastructure.** Lateral infrastructure shall be maintained by the applicant of the property served thereby. The owner shall be responsible for clearing the entire lateral infrastructure. The District will perform all other lateral maintenance within the public right of way.

**SEC. 517.13. Testing.** All building lateral infrastructure shall be tested in strict accordance with rules, regulations and ordinances of the District.

## **CHAPTER 618 – SUBDIVISION WASTEWATER INFRASTRUCTURE CONSTRUCTION**

[Chapter Content to be Determined When Needed]

## **CHAPTER 619 – USE OF WASTEWATER INFRASTRUCTURE**

**SEC. 619.01. Prohibitions on Discharges.** No user shall introduce or cause to be introduced into the Publicly Owned Treatment Works (POTW) any pollutant or ~~Wastewater wastewater~~ which causes pass through or interference. This general prohibition applies to all users of the POTW whether or not they are subject to Categorical Pretreatment Standards or any other National, State, or local Pretreatment Standards or Requirements. No user shall introduce any pollutant or wastewater which would violate the District's State or Federal Wastewater National Pollutant Discharge Elimination System (NPDES) Discharge Permit.



No person shall introduce or cause to be introduced into the POTW the following pollutants, substances, or ~~Wastewater-wastewater~~ containing:

- A. Pollutants which cause a fire or explosion hazard in the POTW, including, but not limited to, waste streams with a closed-cup flashpoint of less than 140 degrees F (60 degrees C).
- B. Solid or viscous pollutants in amounts which will cause obstruction to the flow in the POTW resulting in ~~Interference-interference~~ or injury to the treatment works;
- C. Pollutants which cause a danger to life or safety of personnel;
- D. Pollutants which cause a strong offensive odor or prevention of the effective maintenance or operation of the treatment works;
- E. Pollutants which cause air pollution by the release of toxic or malodorous gases or malodorous gas-producing substances;
- F. Pollutants, including oxygen-demanding pollutants (BOD, ~~TSS~~, etc.) released in a discharge at a flow rate and/or pollutant concentration which, either singly or by interaction with other pollutants, will cause Interference with the POTW;
- G. Pollutants which cause the District's effluent or any other product of the treatment process, residues, sludge, or scums, to be unsuitable for reclamation, disposal, reuse or treatment process;
- H. Pollutants which cause a detrimental environmental impact or a nuisance in the Waters of the State or a condition unacceptable to any public agency having regulatory jurisdiction over the District;
- I. Any ~~Wastewater-wastewater~~ which imparts color which cannot be removed by the treatment process, such as, but not limited to, wood waste, dye wastes, and vegetable tanning solutions, which consequently imparts color to the treatment plant's effluent thereby violating the ~~SCSD's-District's~~ NPDES permit;
- J. Pollutants which cause conditions at or near the District's POTW which violate any statute or any rule, regulation, or ordinance of any public agency or State or Federal regulatory body;
- K. Pollutants which cause the District's POTW to be overloaded or cause excessive collection or treatment costs, or may use a disproportionate share of the facilities;
- L. Pollutants which cause a pass through of any pollutant;
- M. Wastewater having a pH less than 6.5 or more than 8.5, or otherwise causing corrosive structural damage to the POTW or equipment;

- N. Wastewater having a temperature greater than 140 degrees F (65 degrees C), or which will inhibit biological activity in the treatment plant resulting in ~~Interference~~[interference](#), but in no case ~~Wastewater~~[wastewater](#) which causes the temperature at the introduction into the treatment plant to exceed 104 degrees F (40 degrees C);
- O. More than 50 mg/l of oil or grease of animal or vegetable origin;
- P. More than 25 mg/l total Petroleum Hydrocarbons (TPH) as diesel, motor oil, hydraulic oil or gasoline;
- Q. Petroleum oil, non-biodegradable cutting oil, or products of mineral oil origin in amounts that will cause interference or pass through;
- R. Identifiable chlorinated hydrocarbons;
- S. Trucked or hauled pollutants;
- T. Substances which, if otherwise disposed of would be a hazardous waste under state or federal law;
- U. Medical Wastes;
- V. Any detectable concentration of DDT, or other prohibited pesticides or herbicides.

**SEC. 619.02 Prohibitions on Storm Drainage and Ground Water.** Storm water, ground water, rain water, street drainage, subsurface drainage or yard drainage shall not be discharged through direct or indirect connections to a ~~community Wastewater~~[District infrastructure](#).

**SEC. 619.03 Prohibitions on Unpolluted Water.** Unpolluted water, including, but not limited to cooling water, process water or blown-down from cooling towers or evaporative coolers shall not be discharged through direct or indirect connection to a ~~community Wastewater~~[District infrastructure](#).

**SEC. 619.04. Limitations on Radioactive Wastes.** No person shall discharge or cause to be discharged any radioactive waste into a ~~community Wastewater~~[District infrastructure](#) except;

- A. When the person is authorized to use radioactive materials by the State Department of Health or other governmental agency empowered to regulate the use of radioactive materials, and
- B. When the waste is discharged in strict conformity with current California Radiation Control Regulations (California Administrative Code, Title 17) and the Nuclear Regulatory Commission regulations, and recommendations for safe disposal, and



- C. When the person is in compliance with all rules and regulations of all other applicable regulatory agencies.

**SEC. 619.05. Limitations on the Use of Garbage Grinders.** Waste from garbage grinders shall not be discharged by any nonresidential users into the ~~community Wastewater~~District infrastructure.

**SEC. 619.06. Limitations on Point of Discharge.** No person shall discharge any substances directly into a manhole or other opening in a ~~community Wastewater~~District infrastructure other than through an approved building sewer.

**SEC. 619.07. Holding Tank Waste.** No person shall discharge any holding tank waste into ~~a District infrastructure unless explicitly authorized by the General Manager~~community sewer.

**SEC. 619.08. National Categorical Pretreatment Standards.** Users must comply with all National Categorical Pretreatment Standards.

**SEC. 619.09. Limitations on Wastewater Strength (Local Limits)**

**SEC. 619.09.01.** The General Manager is authorized to establish Local Limits pursuant to state and federal regulations. No person shall discharge Wastewater containing in excess of the following concentrations, including but not limited to:

POLLUTANT	PROPOSED DAILY MAXIMUM LIMIT (mg/L)
Copper	0.1300
Lead	0.0055
Molybdenum	0.0047
Nickel	0.0052
Zinc	0.135
bis(2-ethylhexyl) Phthalate	0.0235
Oil and Grease (petroleum and vegetable)	50
BOD	250
<u>TSS</u>	<u>350</u>

- A. The above limits apply at the point where the ~~Wastewater~~wastewater is discharged to the POTW and apply to instantaneous maximum concentrations. All concentrations for metallic substances are for total metal unless indicated otherwise. The General Manager may impose mass limitations in addition to the concentration-based limitations above.
- B. **Analytical Requirements.** All pollutant analyses, including sampling techniques, to be submitted as part of a Wastewater ~~discharge~~Discharge permit ~~Permit application~~Application or report shall be performed in accordance with the techniques prescribed in 40 CFR Part 136 and amendments thereto, unless otherwise specified in an applicable categorical Pretreatment Standard.

- C. **BMPs.** The General Manager may develop Best Management ~~practices~~Practices (BMPs), by ordinance or in individual Wastewater ~~discharge~~Discharge ~~permits~~Permits, or general permits, to implement the requirements of this ordinance.
- D. **Right of Revision**. The ~~SCSD District~~ reserves the right to establish, by ordinance or in individual Wastewater ~~discharge~~Discharge ~~permits~~Permits or in general permits, more stringent ~~Standards~~standards or ~~Requirements~~requirements on discharges to the POTW consistent with the purpose of this ordinance.
- E. **Dilution**. No user shall ever increase the use of process water, or in any way attempt to dilute a discharge, as a partial or complete substitute for adequate treatment to achieve compliance with a discharge limitation unless expressly authorized by an applicable Pretreatment Permit Standard or Requirement. The General Manager may impose mass limitations on users who are using dilution to meet applicable Pretreatment Permit Standards or Requirements, or in other cases when the imposition of mass limitations is appropriate.

**SEC. 619.09.02.** The General Manager shall cause to be prepared from time to time a list of the maximum permissible quantities or concentrations of certain constituents in industrial or ~~Wastewater~~wastewater flows and otherwise issue detailed directions for meeting the requirements of this section.

Limitations on ~~Wastewater~~wastewater strength in this ordinance may be supplemented with more stringent limitations provided:

- A. If the District determines that the limitations in this ordinance may not be sufficient to protect the operation of the District's POTW, or
- B. If any regulatory agency determines that the limitations in this ordinance may not be sufficient to enable the District's POTW to comply with water quality standards or effluent limitations specified in the District's National Pollutant Discharge Elimination System (NPDES) permit.

**SEC. 619.10. Disposal of Unacceptable Waste.** Waste not permitted to be discharged into the ~~community Wastewater~~District infrastructure must be transported to a State or Local approved disposal site. The required "Waste Haulers Report" must be completed and a copy furnished within thirty (30) days to the District by the discharger.

**SEC. 619.11. Interceptors Required.** Grease, oil and sand interceptors shall be provided when, in the opinion of the General Manager, they are necessary for the proper handling of liquid wastes, containing grease in excessive amounts, or any flammable wastes, sand and other harmful ingredients; except that such interceptors shall not be required for buildings used for residential purposes. All interceptors shall be of a type and capacity approved by the General Manager and shall be so located as to be readily and easily accessible for cleaning and inspection. All such

grease, oil and sand interceptors shall be maintained by the ~~Applicant~~applicant, at their expense, in continuous efficient operation at all times.

**SEC. 619.11.01. Grease Interceptors/Traps.** Establishments including but not limited to serving food, manufacturing food products, Slaughter Houses, Packing Establishments, Car Washes, and Auto Wash Racks etc. are grouped into the following major categories:

**INDUSTRIAL:** commercial facilities as defined in the UPC, and those facilities designated by the General Manager.

**HIGH VOLUME:** full menu establishments operating over sixteen (16) hours per day and/or serving 500 or more meals per day.

**MEDIUM VOLUME:** full menu or specialty menu establishments ~~service~~serving full meals eight (8) to sixteen (16) hours per day, and/or 100 to 400 meals per day.

**SMALL VOLUME:** fast foot, take out or specialty food establishments with limited menus, a minimum of dish washing, and/or minimal seating capacity.

**SEC. 619.11.02. Grease Interceptors.** Industrial facilities, ~~High-high Volume-volume~~ and ~~Medium-medium Volume-volume~~ food establishments as defined in the UPC, or as determined by the District, are required to install a grease interceptor. The size, type and location of each grease interceptor shall be approved by the District. Waste in excess of 140° F (60° C) shall not be discharged into a grease interceptor. Grease interceptors shall have a minimum 750-gallon capacity.

Any type of business or establishment such as, but not limited to restaurants, bakeries, donut shops, take-out, drive-in eating establishments, ice cream or milk drive-in stations, hospitals, hotels, markets, recreation or reception halls, etc., where any grease or other objectionable materials may be discharged into ~~a public or private sewage main or disposal system~~ District infrastructure shall have a grease interceptor.

Interceptors shall be constructed and installed at the expense of the applicant, in accordance with the design approved by the General Manager.

Each grease interceptor shall be so installed and connected that it shall be at all times easily accessible for inspection, cleaning, and removal of the intercepted grease. A grease interceptor may not be installed in any part of a building where food is handled. Proper location of the grease interceptor shall meet the UPC Requirements and the approval of the General Manager.

Each commercial facility or business establishment for which a grease interceptor is required shall have an interceptor which shall serve only that business establishment.

Buildings remodeled for use requiring interceptors shall be subject to these regulations.

For the purpose of this section the term ‘fixture’ shall mean and include each plumbing fixture, appliance, apparatus or other equipment required to be connected to or discharged into a grease interceptor by any provision of this section.

~~Waste~~ Wastewater discharge from fixtures and equipment in the above-mentioned types of establishments which may contain grease or other objectionable materials, including, but not limited to, scullery sinks, pot and pan sinks, dishwashers, food waste disposal, soup kettles, etc., and floor drains located in areas where such objectionable materials may exist, may be drained into the sanitary waste through the interceptor when approved by the General Manager. Exception: Toilets, urinals, and other fixtures containing fecal material shall not flow through the interceptor.

The interceptors shall be maintained in efficient operating condition by periodic removal and proper disposal of the accumulated grease. No such collected grease shall be introduced into any drainage piping or ~~public or private Wastewater~~ District infrastructure.

Abandoned grease interceptors shall be emptied and filled in the same manner as required for abandoned septic tanks in conformance with state and local requirements.

The cover for grease interceptors shall be reinforced as required depending on the load to be imposed upon the plate.

Interceptors shall be installed in such a manner that drainage from areas outside the area intended to be served may not enter. Interceptors shall be tested in a manner approved by the District and shall be witnessed by ~~a-District~~ Inspector/Personnel.

**SEC. 619.11.03. Grease Traps.** Any type of business or establishment such as, but not limited to restaurants, bakeries, donut shops, take out, drive-in eating establishments, ice cream or milk drive-in stations, hospitals, hotel markets, recreation or reception halls, etc., where any grease or other objectionable materials may be discharged into a public or private sewage main or disposal system which is deemed by the General Manager or his designated representative to be a Small Volume food establishment may choose to install a grease trap in place of a grease interceptor.

The size, type and location of each grease trap shall be approved by the General Manager or designated representative. Wastes in excess of 140° F (60° C) shall not be discharged into a grease trap.

For the purpose of this section, the term “fixture” shall mean and include each plumbing fixture, appliance, apparatus or other equipment required to be connected to or discharged into a grease trap by any provision of this section.

Wastewater discharge from fixtures and equipment in the above-mentioned types of establishments which may contain grease or other objectionable materials, including, but not limited to, scullery sinks, pot and pan sinks, dishwashers, food waste disposal, soup kettles, etc., and floor drains located in areas where such objectionable materials may exist, may be

drained into the sanitary waste through the grease trap when approved by the General Manager. Exception: Toilets, urinals, and other fixtures containing fecal material shall not flow through the grease trap.

No grease trap shall be installed which has an approval rate of flow of more than fifty-five (55) gallons per minute, nor less than twenty (20) gallons per minute except with prior written approval of the General Manager.

Each plumbing fixture or piece of equipment connected to a grease trap shall be provided with an approved type flow control or restricting device installed in a readily accessible and visible location in the tailpiece or drain outlet of each such fixture. Flow control devices shall be so designed that the flow through such device or devices shall at no time be greater than the rated capacity of the grease trap. No flow control device having adjustable or removable parts shall be approved.

Each grease trap required by this section shall have an approved rate of flow, expressed in gallons per minutes, which is not less than forty (40) percent of the total capacity in gallons of fixtures discharging into said trap. The grease retention capacity of the trap, expressed in pounds of grease, shall not be less than two times the approved rate of flow in gallons per minute.

Any grease trap installed with the inlet more than four (4) feet lower in elevation than the outlet of any fixture discharging into such grease trap shall have an approved rate of flow which is not less than fifty (50%) percent greater than given in the preceding paragraph. Not more than four (4) separate fixtures shall be connected to or discharged into any one (1) grease trap.

Each fixture discharging into grease trap shall be individually trapped and vented in an approved manner. An approved type grease trap may be used as a fixture trap for a single fixture when the horizontal distance between the fixture outlet and the grease trap does not exceed four (4) feet and the vertical tailpipe or drain does not exceed two and one-half (2 ½) feet.

No water-jacketed grease trap or grease interceptor shall be approved or installed. No mechanical grease trap shall be allowed.

Each grease trap shall have an approved water seal of not less than two (2) inches in depth or the diameter of its outlet, whichever is greater.

**SEC. 619.11.04 Time of Compliance.** All commercial facilities and food establishments shall be required to install a sand and/or grease interceptor or grease trap within the sixty (60) day period after the first occurrence of any of the following events:

- A. Transfer of any applicants or interest in the commercial facility;
- B. The issuance by ~~the~~ Humboldt County of any building permit for the construction, reconstruction or related work to be performed on the premises;

- C. The backup or discharge of raw sewage on or from the premises due to grease build up in their service lateral;
- D. Or ninety (90) days after receiving written notice from the General Manager of the necessity for installation of such facilities.

**SEC. ~~619.11.05~~ Monitoring and Reporting.** All establishments having a grease trap or interceptor shall maintain and clean this unit as recommended by the manufacturer. Each grease trap or interceptor shall be regularly maintained by the proprietor or property applicant and records kept at the site for inspection by the District. Maintenance will vary depending upon the size of the unit and grease loading. The property applicant or proprietor shall send a copy of the maintenance records to the District annually from the time of installation or some other agreed upon date by the District. At no time shall the unit be allowed to become clogged with grease so as to create damage to the District collection or treatment facilities. ~~The Proprietor~~ The proprietor must develop a cleaning schedule sufficient to keep the unit functioning properly. Records of grease disposal to a collection agent must be made available to District personnel upon request.

**SEC. ~~619.12~~ Preliminary Treatment of Wastes and Maintenance of Pretreatment Facilities.** Users shall provide ~~Wastewater~~ wastewater treatment as necessary to comply with this ordinance and shall achieve compliance with all Categorical Pretreatment Standards, Local Limits, and the prohibitions set out in this ordinance within the time limitations specified by EPA, the State, or the General Manager, whichever is more stringent. Any facilities necessary for compliance shall be provided, operated, and maintained at the user's expense. Detailed plans describing such facilities and operating procedures shall be submitted to the General Manager for review, and shall be acceptable to the General Manager before such facilities are constructed. The review of such plans and operating procedures shall in no way relieve the user from the responsibility of modifying such facilities as necessary to produce a discharge acceptable to District under the provisions of this ordinance.

**SEC. ~~619.13~~ Availability of District Facilities.** If capacity is not available, the District may require the discharger to restrict their discharge until sufficient capacity can be made available. When requested, the District will advise persons desiring to locate new facilities as to the areas where ~~Wastewater~~ wastewater of their proposed quantity and quality can be received by available ~~Wastewater facilities~~ District infrastructure. The District may refuse service to persons locating facilities in areas where their proposed quantity or quality of ~~Wastewater~~ wastewater is unacceptable in the available collection facility.

**SEC. ~~619.14~~ Hauled Wastewater.** Septic tank waste and/or hauled ~~Wastewater~~ wastewater is prohibited from being introduced into the POTW unless explicitly authorized by the District General Manager or Board of Directors.

**SEC. ~~619.15~~ Additional Pretreatment Measures.** Grease, oil, and sand interceptors shall be provided when, in the opinion of the General Manager, they are necessary for the proper handling of Wastewater containing excessive amounts of grease and oil, or sand; except that such



interceptors shall not be required for residential users. All interception units shall be of a type and capacity approved by the General Manager, shall comply with ~~the SCSD's Oil and Grease Management in~~ this ordinance and shall be so located to be easily accessible for cleaning and inspection. Such interceptors shall be inspected, cleaned, and repaired in accordance with this ordinance by the user at their expense.

**SEC. 619.16. Accidental Discharge Control Plans.** The General Manager may require any industrial user to develop and implement an accidental discharge control plan. At least once every two (2) years the General Manager shall evaluate whether each significant industrial user needs such a plan. Any industrial user required to develop and implement an accidental discharge control plan shall submit a plan which provides, at a minimum, the following:

- A. Description of discharge practices, including non-routine batch discharges;
- B. Description of stored chemicals;
- C. Procedures for immediately notifying the General Manager of any accidental discharge, as required by this ordinance; and
- D. Procedures to prevent adverse impact from any accidental or discharge. Such procedures include, but are not limited to, inspection and maintenance of storage areas, handling and transfer of materials, loading and unloading operations, control of plant site runoff, worker training, building of containment structures or equipment, measures for containing toxic organic pollutants, including solvents, and/or measures and equipment for emergency response.

## **CHAPTER ~~720~~ – WASTEWATER VOLUME DETERMINATION**

**SEC. 720.01. Metered Water Supply.** When charges and fees are based upon water usage, such charges and fees shall be applied against the total amount of water used from all sources unless, in the opinion of the District, significant portions of water received are not discharged into a ~~community Wastewater~~District infrastructure. The total amount of water used from public and private sources may be determined by means of public meters or private meters, installed and maintained at the expense of the user and approved by the District.

**SEC. 720.02. Metered Wastewater Volume and Metered Diversions.** When charges and fees are based upon water usage and where, in the opinion of the District, a significant portion of the water received from any metered source does not flow into the ~~community Wastewater~~District infrastructure because of the principal activity of the user or removal by other means, the charges and fees will be applied against the volume of water discharged from such premises into the ~~community Wastewater~~District infrastructure. Written notification and proof of the diversion of water must be provided by the user, and approved by the District, if the user is to avoid the application of the charges and fees against the total amount of water used from all sources. The user may install a meter of a type and at a location approved by the District and at the user's expense. Such meters shall measure either the amount of ~~Wastewater~~wastewater discharged or

the amount of water diverted. Such meters shall be maintained at the expense of the user and be tested for accuracy at the expense of the user when deemed necessary by the General Manager.

Wastewater meters and vaults shall be approved by the District. They must be accurate, trouble free and allow easy access at any time, by District personnel for inspection, measurement or waste character and strength.

### **SEC. 720.03. Estimated Wastewater Volume.**

**SEC. 720.03.1.** For users where, in the opinion of the District, it is unnecessary or impractical to install meters, the charges and fees may be based upon an estimate of the volume to be discharged, prepared by the District. A rational method will be used to estimate the quantity of ~~Wastewater~~ wastewater discharged and may consider such factors as the number of fixtures, seating capacity, population equivalent, annual production of goods and services or such determinations of water use necessary to estimate the ~~Wastewater~~ wastewater volume discharged.

**SEC. 720.03.2.** For users who, in the opinion of the District, divert a significant portion of their flow from a ~~community Wastewater~~ District infrastructure, the charges and fees may be based upon an estimate of the flow and volume to be discharged, prepared by the user and approved by the District provided the user obtains a ~~Wastewater Discharge Permit~~ Wastewater Discharge Permit and pays the applicable charges and fees. The estimate must include the method and calculations used to determine the ~~Wastewater~~ wastewater volume and may consider such factors as the number of fixtures, seating capacity, population equivalents, annual production of goods and services, or such other determinations of water use necessary to estimate the ~~Wastewater~~ wastewater volume discharged.

## **CHAPTER 821 – REPORT, ~~WASTEWATER DISCHARGE PERMIT~~ WASTEWATER DISCHARGE PERMITS AND ADMINISTRATION**

**SEC. 821.01. Discharge Reports.** The District may require that any person discharging or proposing to discharge ~~Wastewater~~ wastewater into a ~~community Wastewater~~ District infrastructure file a periodic Discharge Report. The Discharge Report may include, but not be limited to, nature of process, volume, rates of flow, mass emission rates, production quantities, hours of operation, number and classification of employees, or other information which relates to the generation of waste including ~~Wastewater~~ wastewater discharge. Such reports may also include the chemical constituents and quality of liquid or gaseous materials stored on site even though they are not normally discharged. In addition to Discharge Reports, the District may require information in the form of ~~Wastewater Discharge Permit~~ Wastewater Discharge Permit applications and self-monitoring reports and other reports contained in this ordinance.

### **SEC. 821.02. Baseline Monitoring Reports.**

- A. Within either one hundred eighty (180) days after the effective date of a Categorical Pretreatment Standard, or the final administrative decision on a category determination



under 40 CFR 403.6(a)(4), whichever is later, Categorical Industrial Users currently discharging to or scheduled to discharge to the POTW shall submit to the General Manager a report which contains the information listed in paragraph (b) below. At least ninety (90) days prior to commencement of their discharge, new sources, and sources that become Categorical Industrial Users subsequent to the promulgation of an applicable categorical Standard, shall submit to the General Manager a report which contains the information listed in paragraph (b) below. A new source shall report the method of pretreatment it intends to use to meet applicable categorical standards. A new source also shall give estimates of its anticipated flow and quantity of pollutants to be discharged.

B. Users described above shall submit the information set forth below.

1. Measurement of pollutants.

- a. The user shall provide the information required in this Ordinance.
- b. The user shall take a minimum of one representative sample to compile that data necessary to comply with the requirements of this paragraph.
- c. Samples should be taken immediately downstream from pretreatment facilities if such exist or immediately downstream from the regulated process if no pretreatment exists. If other ~~Wastewaters~~ wastewaters are mixed with the regulated ~~Wastewater~~ wastewater prior to pretreatment the user should measure the flows and concentrations necessary to allow use of the combined waste stream formula to evaluate compliance with the Wastewater Pretreatment Standards. Where an alternate concentration or mass limit has been calculated, the adjusted limit along with supporting data shall be submitted to the District.
- d. Sampling and analysis shall be performed in accordance with this Ordinance, as well as State and Federal guidelines.
- e. The General Manager may allow the submission of a baseline report which utilizes only historical data so long as the data provides information sufficient to determine the need for industrial pretreatment measure.
- f. The baseline report shall indicate the time, method, date and place of sampling and methods of analysis, and shall certify that such sampling and analysis is representative of normal work cycles and expected pollutant discharges to the POTW.

C. **Compliance Certification.** A statement, reviewed by the user's Authorized Representative and certified by a qualified professional, indicating whether Wastewater Pretreatment Standards are being met on a consistent basis, and, if not, whether

additional operation and maintenance (O&M) and/or additional pretreatment is required to meet the [Wastewater](#) Pretreatment Standards and Requirements.

D. **Compliance Schedule.** If additional pretreatment and/or O&M will be required to meet with [Wastewater](#) Pretreatment Standards, the shortest schedule by which the user will provide such additional pretreatment and/or O&M must be provided. The completion date in this schedule shall not be later than the compliance date established for the applicable [Wastewater](#) Pretreatment Standard. A compliance schedule pursuant to this Section must meet the requirements set out in this ordinance.

E. **Signature and Report Certification.** All baseline monitoring reports must be certified in accordance with this ordinance and signed by an Authorized Representative.

**SEC. 821.03. Compliance Schedule Progress Reports.** The following conditions shall apply to the compliance schedule required by this ordinance:

- A. The schedule shall contain progress increments in the form of dates for the commencement and completion of major events leading to the construction and operation of additional pretreatment required for the user to meet the applicable [Wastewater](#) Pretreatment Standards (such events include, but are not limited to, hiring an engineer, completing preliminary and final plans, executing contracts for major components, commencing and completing construction, and beginning and conducting routing operation.);
- B. No increment referred to above shall exceed nine (9) months; and
- C. The user shall submit a progress report to the General Manager no later than fourteen (14) days following each date in the schedule and the final date of compliance including, as a minimum, whether or not it complied with the increment of progress, the reason for any delay, and, if appropriate, the steps being taken by the user to return to the established schedule; and
- D. In no event shall more than nine (9) months elapse between such progress reports to the General Manager.

**SEC. 821.04. Reports on Compliance with Categorical Pretreatment Standard Deadline.** Within ninety (90) days following the date for final compliance with applicable Categorical [Wastewater](#) Pretreatment Standards, or in the case of a ~~New-new~~ [Source-source](#) following commencement of the introduction of ~~Wastewater-wastewater~~ into the POTW, any user subject to such [Wastewater](#) Pretreatment Standards and Requirements shall submit to the General Manager a report containing the information described in this ordinance. All compliance reports must be signed and certified. All sampling will be done in conformance with this ordinance.

**SEC. 821.05. Periodic Compliance Reports.**

- A. Any significant Industrial User subject to a pretreatment standard must, at a frequency determined by the General Manager, submit no less than twice per year (June and December) reports indicating the nature, concentration of pollutants in the discharge which are limited by [Wastewater](#) Pretreatment Standards and the measured or estimated average and maximum daily flows for the reporting period. In cases where the [Wastewater](#) Pretreatment Standard requires compliance with Best Management Practices (BMP) or pollution prevention alternative, the user must submit documentation required by the General Manager or the [Wastewater](#) Pretreatment Standard necessary to determine the compliance status of the user. All periodic compliance reports must be signed and certified in accordance this ordinance.
- B. All ~~Wastewater~~ [wastewater](#) samples must be representative of the user's discharge. Wastewater monitoring and flow measurement facilities shall be properly operated, kept clean, and maintained in good working order shall not be grounds for the user to claim that sample results are unrepresentative of its discharge.

**SEC. 821.06. Reports of Changed Conditions.** Each user must notify the General Manager of any significant changes to the user's operations or system which might alter the nature, quality, or volume of its ~~Wastewater~~ [wastewater](#) at least forty-five (45) days before the change.

- A. The General Manager may require the user to submit such information as may be deemed necessary to evaluate the changed condition, including the submission of a Wastewater ~~discharge~~ [Discharge permit](#) ~~Permit application~~ [Application](#) under this ordinance.
- B. The General Manager may issue an individual Wastewater ~~discharge~~ [Discharge permit](#) [Permit](#) or a general permit under this ordinance in response to changed conditions or anticipated changed conditions.

**SEC. 821.07. Reports of Potential Problems.**

- A. In the case of any discharge, including, but not limited to, accidental discharges, discharges of a non-routine, episodic nature, a non-customary batch discharge that might cause potential problems for the POTW, the user shall immediately telephone and notify the General Manager of the incident. This notification shall include the location of the discharge, type of waste, concentration and volume, if known, any corrective measures taken by the user.
- B. Within five (5) days following such discharge, the user shall, unless waived by the General Manager, submit a detailed written report describing the cause(s) of the discharge and the measures to be taken by the user to prevent similar future occurrences. Such notification shall not relieve the user of any expense, loss, damage, or other liability which might be incurred as a result of damage to the POTW, natural resources, or any other damage to person or property; nor shall such notification relieve the user of any fines, penalties, or other liability which may be imposed pursuant to this ordinance.

- C. A notice shall be permanently posted on the user's bulletin board or other prominent place advising employees who to call in the event of a discharge described in paragraph (a), above. Employers shall ensure that all employees, who could cause such a discharge to occur, are advised of the emergency notification procedure.
- D. Significant Industrial Users are required to notify the General Manager immediately of any changes at its facility affecting the potential for a non-approved discharge. Failure to report may result in fines, penalties, or liability, pursuant to this Ordinance.

**SEC. 821.08. Notice of Violation/Repeat Sampling and Reporting.** If sampling performed by a user indicates a violation, the user must notify the General Manager within twenty-four (24) hours of becoming aware of the violation. The user shall also repeat the sampling and analysis and submit the results of the repeat analysis to the General Manager within thirty (30) days after becoming aware of the violation. Resampling by the Industrial User is not required if the ~~SCSD-District~~ performs sampling at the user between the time when the initial sampling was conducted and the time when the user or the ~~District~~~~SCSD~~ receives the results of this sampling, or if the ~~District~~~~SCSD~~ has performed the sampling and analysis in lieu of the Industrial User. Lab test results may take weeks.

**SEC. 821.09. Notification of the Discharge of Hazardous Waste.** Any user who accidentally discharges hazardous waste shall notify the General Manager, the EPA Regional Waste Management Division Director, and State ~~hazardous-Hazardous waste~~ ~~Waste authorities~~~~Authorities~~, in writing, of any discharge of a substance which, if otherwise disposed of, would be a hazardous waste. Discharge of hazardous waste is prohibited under this ordinance.

**SEC. 821.10. Other Reporting Requirements.**

- A. All periodic compliance reports must be signed and certified in accordance with this ordinance.
- B. If a user subject to the reporting requirement in this section monitors any regulated pollutant at the appropriate sampling location more frequently than required by the General Manager, using the procedures prescribed in this ordinance, the results of this monitoring shall be included in the report.

**SEC. 821.10.01. Recordkeeping.** Users subject to the reporting requirements of this ordinance shall retain, and make available for inspection and copying, all records of information obtained pursuant to any monitoring activities required by this ordinance, any additional records of information obtained pursuant to monitoring activities undertaken by the user independent of such requirements, and documentation associated with Best Management Practices.

**SEC. 821.10.02. Certification Statements.**

- A. **Certification of Permit Applications, User Reports.** A Certification ~~statement~~ Statement is required to be signed and submitted by users submitting permit applications in accordance with this ordinance; users submitting baseline monitoring reports under this ordinance; users submitting reports on compliance with the categorical Pretreatment Standard deadlines under this ordinance; and users submitting periodic compliance reports required by this ordinance.
- B. **Annual Certification for Non-significant Categorical Industrial Users.** A facility determined to be a Non-significant Categorical Industrial User by the General Manager, must annually submit certification statement signed in accordance with the signatory requirements of authorized or duly authorized representative.

**SEC. 821.10.03. Sample Collection.** Samples collected to satisfy reporting requirements must be based on data obtained through appropriate sampling and analysis performed during the period covered by the report, based on data that is representative of conditions occurring during the reporting period.

- A. Except as indicated in Section (B) and (C) below, the user must collect ~~Wastewater~~ wastewater samples using 24-hour flow-proportional composite sampling or grab sampling as authorized by the General Manager. Where time-proportional composite sampling or grab sampling is authorized by the ~~District~~SCSD, the samples must be representative of the discharge.
- B. Samples must be obtained using grab collection techniques for the following constituents, including but not limited to: oil and grease, temperature, pH, cyanide, total phenols, sulfides, and volatile organic compounds ~~must be obtained using grab collection~~ techniques.
- C. For sampling required in support of baseline monitoring and 90-day compliance reports, a minimum of four (4) grab samples must be used for pH, cyanide, total phenols, oil and grease, sulfide and volatile organic compounds for facilities for which historical sampling data do not exist; for facilities for which historical sampling data are available, the General Manager may authorize a lower minimum.

**SEC. 821.11. Individual ~~Wastewater Discharge Permit~~ Wastewater Discharge Permit and General Permit Requirement.** No Significant Industrial User shall discharge ~~Wastewater~~ wastewater into the POTW without first obtaining an individual Wastewater ~~discharge~~ Discharge permit ~~Permit~~ or a general permit from the General Manager.

The General Manager may require other users to obtain individual Wastewater ~~discharge~~ Discharge permits ~~Permits~~ or general permits as necessary to carry out the purposes of this ordinance.

Any violation of the terms and conditions of an individual Wastewater ~~discharge~~ Discharge permit ~~Permit~~ or a general permit shall be deemed a violation of this ordinance and subjects the Wastewater ~~discharge~~ Discharge permittee ~~Permittee~~ to the sanctions set out in this ordinance.

Obtaining an individual Wastewater ~~discharge~~-Discharge permit-Permit or a general permit does not relieve a permittee of its obligation to comply with all ~~federal~~-Federal and ~~state~~-State Wastewater Pretreatment Standards or Requirements or with any other requirements of federal, state, and local law.

A. **Individual Wastewater Discharge and General Permitting: Existing Connections.**

Any user required to obtain an individual Wastewater ~~discharge~~-Discharge permit-Permit or a general permit who was discharging ~~Wastewater~~-wastewater into the POTW prior to the effective date of this ordinance and who wishes to continue such discharges in the future, shall, within forty-five (45) days after said date, apply to the General Manager for an individual Wastewater ~~discharge~~-Discharge permit-Permit or a general permit in accordance with this ordinance, and shall not cause or allow discharges to the POTW to continue after ninety(90) days of the effective date of this ordinance except in accordance with an individual Wastewater ~~discharge~~-Discharge permit-Permit or a general permit issued by the General Manager.

B. **Individual Wastewater Discharge and General Permitting: New Connections:**

Any user required to obtain an individual Wastewater ~~discharge~~-Discharge permit-Permit or a general permit, who proposes to begin or recommence discharging into the POTW, must obtain such permit prior to the beginning or recommencing of such discharge. An application for this individual Wastewater ~~discharge~~-Discharge permit-Permit or general permit must be filed at least forty-five (45) days prior to the date upon which any discharge will begin or recommence.

**SEC. 821.11.01 Permit Application Contents.** Applicants for an individual or general ~~Wastewater Discharge Permit~~Wastewater Discharge Permit shall complete an application, in the form prescribed by the District. The applicant may be required to submit, in units and terms appropriate for evaluation, the following information:

- A. The name and address of the facility, including the name of the operator and applicant, and the Standard Industrial Classification ("SIC") code;
- B. Volume of ~~Wastewater~~-wastewater to be discharged;
- C. Wastewater constituents and characteristics including but not limited to those included in this ordinance;
- D. Time and duration of discharge;
- E. Average and daily peak ~~Wastewater~~-wastewater flow rates, including daily, monthly and seasonal variations, if any;
- F. Site plans, floor plans, mechanical and plumbing plans and details to show all Wastewaters and appurtenances by size, location and elevation;



- G. A brief description of the nature, average rate of production (including each product produced by type, amount, processes, and rate of production), and standard industrial classifications of the operation(s), carried out by such user. This description should include a schematic process diagram, which indicates points of discharge to the POTW from the regulated processes and types of materials which are or could be discharged;
- H. Each product produced by type, amount, and rate of production;
- I. Number and type of employees, and hours of work;
- J. Any other information as may be deemed by the District to be necessary to evaluate the permit application;
- K. Environmental Permits. A list of any environmental control permits held by or for the facility;
- L. Flow Measurement. Information showing the measured average daily and maximum daily flow, in gallons per day, to the POTW from regulated process streams and other streams, as necessary, to allow use of the combined waste stream formula set out in this ordinance.
- M. Measurement of Pollutants.
  - 1. The Categorical Pretreatment Standards applicable to each regulated process and any new categorically regulated processes for ~~Existing~~existing ~~Sources~~sources.
  - 2. The results of sampling and analysis identifying the nature and concentration, and/or mass, where required by the Categorical Standard or by the General Manager, of regulated pollutants in the discharge from each regulated process.
  - 3. Instantaneous, Daily Maximum, and long-term average concentrations, or mass, where required, shall be reported.
  - 4. The sample shall be representative of daily operations and shall be analyzed in accordance with procedures set out in this ordinance. Where the Categorical Standard requires compliance with a BMP or pollution prevention alternative, the user shall submit documentation as required by the General Manager or the applicable Categorical Standard(s) to determine compliance.
  - 5. Sampling must be performed in accordance with procedures set out in this ordinance.

**SEC. ~~821~~11.02. Application Signatories and Certifications.**

- A. All Wastewater ~~discharge~~ Discharge permit ~~Permit~~ applications, user reports and certification statements must be signed by an Authorized Representative of the user and contain a certification statement.
- B. If the designation of an Authorized Representative is no longer accurate because a different individual or position has responsibility for the overall operation of the facility or overall responsibility for environmental matters for the company, a new written authorization satisfying the requirements must be submitted to the General Manager prior to or together with any reports to be signed by an Authorized Representative.
- C. A facility determined to be a Non-Significant Categorical Industrial User by the General Manager must annually submit a signed certification statement.

**SEC. 821.11.03. Permit Issuance Process.** The General Manager will evaluate the data furnished by the user and may require additional information. Within forty five (45) days of receipt of a complete permit application, including additional information requested, the General Manager will determine whether or not to issue an individual Wastewater ~~discharge~~ Discharge permit ~~Permit~~ or a general permit. The General Manager may deny any application for an individual Wastewater ~~discharge~~ Discharge permit ~~Permit~~ or a general permit.

**SEC. 821.11.04. ~~Wastewater Discharge Permit~~ Wastewater Discharge Permitting: General Permit.**

- A. At the discretion of the General Manager, the General Manager may use general permits to control Significant Industrial User (“SIU”) discharges to the POTW if the following conditions are met. All facilities to be covered by a general permit must:
  - 1. Involve the same or substantially similar types of operations;
  - 2. Discharge the same types of wastes;
  - 3. Require the same effluent limitations;
  - 4. Require the same or similar monitoring; and
  - 5. In the opinion of the General Manager, are more appropriately controlled under a general permit than under individual Wastewater ~~discharge~~ Discharge permits ~~Permits~~.
- B. To be covered by the general permit, the SIU must file a written request for coverage that identifies its contact information, production processes, the types of wastes generated, the location for monitoring all wastes covered by the general permit;
- C. The General Manager will retain a copy of the general permit, documentation to support the POTW’s determination that a specific SIU meets the criteria in this



ordinance and applicable State regulations, and a copy of the user's written request for coverage for three (3) years after the expiration of the general permit.

**SEC. 821.11.05. Individual ~~Wastewater Discharge Permit~~ Wastewater Discharge Permit and General Permit Contents.** An individual Wastewater ~~discharge~~ Discharge permit ~~Permit~~ or general permit shall include such conditions as are deemed reasonably necessary by the General Manager to prevent pass through or interference, protect the quality of the water body receiving the ~~treatment plant~~ POTW's effluent, protect worker health and safety, facilitate sludge management and disposal, and protect against damage to the POTW.

A. Individual Wastewater ~~discharge~~ Discharge permits ~~Permits~~ and general permits **shall** contain:

1. A statement that indicates the Wastewater ~~discharge~~ Discharge permit ~~Permit~~ issuance date, expiration date and effective date;
2. A statement that the Wastewater ~~discharge~~ Discharge permit ~~Permit~~ is nontransferable;
3. Effluent limits, including Best Management Practices, based on applicable Wastewater Pretreatment Standards;
4. Self-monitoring, sampling, reporting, notification, and record-keeping requirements. These requirements shall include an identification of pollutants (or BMP) to be monitored, sampling location, sampling frequency, an sample type based on Federal, State and local law;
5. Requirements to control accidental discharge, if determined by the General Manager to be necessary.

B. Individual Wastewater ~~discharge~~ Discharge permits ~~Permits~~ and general permits **shall** contain:

1. Limits on the average and/or maximum rate of discharge, time of discharge, and/or requirements for flow regulation and equalization;
2. Requirements for the installation of pretreatment technology, pollution control, or construction of appropriate containment device, designed to reduce, eliminate or prevent the introduction of pollutants into the treatment works;
3. Requirements for the development and implementation of spill control plans or other special conditions including management practices necessary to adequately prevent accidental, unanticipated, or non-routing discharges;
4. Development and implementation of waste minimization plans to reduce the amount of pollutants discharged to the POTW;

5. The unit charge or schedule of user charges and fees for the management of the ~~Wastewater~~ wastewater discharged to the POTW;
6. Requirements for installation and maintenance of inspection and sampling facilities and equipment, including flow measurement devices;
7. A statement that compliance with the individual Wastewater ~~discharge~~ Discharge permit Permit or the general permit does not relieve the permittee of responsibility for compliance with all applicable Federal and State Wastewater Pretreatment Standards, including those which become effective during the term of the individual Wastewater ~~discharge~~ Discharge permit Permit or the general permit; and
8. Other conditions as deemed appropriate by the General Manager to ensure compliance with this ordinance, and State and Federal laws, rules, and regulations.

**SEC. ~~821~~.11.06. Permit Modification.**

- A. The General Manager may modify an individual Wastewater ~~discharge~~ Discharge permit Permit for good cause, including but not limited to, the following reasons:
  1. To incorporate any new or revised Federal, State, or local Wastewater Pretreatment Standards or Requirements;
  2. To address significant alternations or additions to the user's operation, processes, or ~~Wastewater~~ wastewater volume or character since the time of the individual Wastewater ~~discharge~~ Discharge permit Permit issuance;
  3. A change in the POTW that requires either a temporary or permanent reduction or elimination of the authorized discharge;
  4. Information indicating that the permitted discharge poses a threat to the ~~District~~ SCSD's POTW, ~~District~~ SCSD personnel, or the receiving waters;
  5. Violation of any terms and/or conditions of the individual Wastewater ~~discharge~~ Discharge permit Permit;
  6. Misrepresentations or failure to fully disclose all relevant facts in the Wastewater ~~discharge~~ Discharge permit Permit application or in an required reporting;
  7. Revision of or a grant of variance from Categorical Wastewater Pretreatment Standards.

**SEC. 821.11.07. Individual ~~Wastewater Discharge Permit~~Wastewater Discharge Permit and General Permit Revocation.** The General Manager may revoke an individual Wastewater ~~discharge-Discharge permit-Permit~~ or coverage under a general permit for good cause, including, but not limited to, the following reasons:

- A. Failure to notify the General Manager of significant changes to the ~~Wastewater wastewater~~ prior to the changed discharge;
- B. Misrepresentation or failure to fully disclose all relevant facts in the Wastewater ~~discharge-Discharge permit-Permit~~ application;
- C. Falsifying self-monitoring reports and certification statements;
- D. Tampering with monitoring equipment;
- E. Refusing to allow the General Manager, or designee, timely access to the facility premises and records;
- F. Failure to meet discharge limitations;
- G. Failure to pay ~~Wastewater-wastewater~~ charges;
- H. Failure to meet compliance schedules;
- I. Failure to complete a Wastewater ~~survey-Survey~~ or the Wastewater ~~discharge-Discharge permit-Permit~~ application;
- J. Violation of any ~~Wastewater~~ Pretreatment Standard or Requirement, or any terms of the Wastewater ~~discharge-Discharge permit-Permit~~ or the general permit or this ordinance.

Individual ~~Wastewater discharge-permit~~Wastewater Discharge Permits or coverage under general permits shall be voidable upon cessation of operations or transfer of business ownership. All individual ~~Wastewater discharge-permit~~Wastewater Discharge Permits or general permits issued to a user are void upon the issuance of a new individual ~~Wastewater discharge-permit~~Wastewater Discharge Permit or general permit to that user.

**SEC. 821.11.08. Individual ~~Wastewater Discharge Permit~~Wastewater Discharge Permit and General Permit Reissuance.** A user with an expiring individual ~~Wastewater discharge permit~~Wastewater Discharge Permit or general permit shall apply for individual ~~Wastewater discharge-permit~~Wastewater Discharge Permit or general permit reissuance by submitting a complete permit application, in accordance with this ordinance, a minimum of forty five (45) days prior to the expiration of the user's existing individual ~~Wastewater discharge permit~~Wastewater Discharge Permit or general permit.

**SEC. ~~821.11.9.~~ Individual ~~Wastewater Discharge Permit~~Wastewater Discharge Permit and General Permit Duration.** ~~Wastewater Discharge Permit~~Wastewater Discharge Permits shall be issued for a specified time period, not to exceed five (5) years. A permit may be issued for a period less than a year or may be stated to expire on a specific date. Each individual ~~Wastewater discharge permit~~Wastewater Discharge Permit or a general permit will indicate a specific date upon which it will expire. The terms and conditions of the ~~Permit-permit~~ may be subject to modification and change by the District during the life of the ~~Permit-permit~~ as limitations or requirements are modified and changed. The user shall be informed of any proposed changes in ~~User's Permit-permit~~ at least thirty (30) days prior to the effective date of change. Any changes or new conditions in the ~~Permit-permit~~ shall include a reasonable time schedule for compliance. Any user proposing a new discharge into the system or a substantial change in the volume or character of pollutants that are being discharged into the system shall notify the District at least forty five (45) days prior to the proposed change or connection.

**SEC. ~~821.11.10.~~ ~~Wastewater Discharge Permit~~Wastewater Discharge Permits** are issued to a specific user for a specific operation. ~~Wastewater Discharge Permit~~Wastewater Discharge Permits shall not be reassigned or transferred or sold to a new applicant, new user, different premises, or a new or changed operation.

**SEC. ~~821.12.~~ Inspection and Sampling.** The District may inspect the facilities of any user to ascertain whether the purpose of this ordinance is being met and all requirements are being complied with. Persons or occupants of premises where ~~Wastewater-wastewater~~ is created or discharged shall allow the District or its representative ready access at all reasonable times to all parts of the premises for the purposes of inspection or sampling or in the performance of any of their duties. The District shall have the right to set up on the user's property such devices as are necessary to conduct sampling or metering operation. Where a user has security measures in force which would require proper identification and clearance before entry into their premises, the user shall make necessary arrangements with their security guards so that upon presentation of suitable identification, personnel from the District will be permitted to enter without delay for the purposes of performing their specific responsibilities.

**SEC. ~~821.13.~~ Pretreatment.** Users shall make ~~Wastewater-wastewater~~ acceptable under the limitations established herein before discharging into any ~~community-Wastewater~~District infrastructure. Any facilities required to pretreat ~~Wastewater-wastewater~~ to a level acceptable to the District shall be provided and maintained at the user's expense. Detailed plans showing the pretreatment facilities and operating procedures shall be submitted to the District for review, and shall be approved by the District before construction of the facility.

**SEC. ~~821.14.~~ Protection from Accidental Discharge.** Each user shall provide protection from accidental discharge of prohibited materials or other wastes regulated by this ordinance. Facilities to prevent accidental discharge of prohibited materials shall be provided and maintained at the user's expense. Detailed plans showing facilities and operating procedures to provide this protection shall be submitted to the District for review, and shall be approved by the District before construction of the facility.

**SEC. ~~821~~.15. Confidential Information.** All information and data regarding a user obtained from reports, questionnaires, permit applications, permits and monitoring programs and from inspections shall be available to the public or any other governmental agency without restrictions unless the user specifically requests and is able to demonstrate, to the satisfaction of the District, that the release of such information would divulge information, processes or methods which are proprietary.

When requested by the person furnishing a report, the portions of a report which might disclose trade secrets or secret processes shall not be made available for inspection by the public but shall be made available to governmental agencies for use in making studies; and shall be available for use by the state or any state agency in judicial review or enforcement proceedings involving the person furnishing the report. Wastewater constituents and characteristics will not be recognized as confidential information. Information accepted by the District as confidential shall not be transmitted to any governmental agency or to the general public by the District until and unless prior and adequate notification is given to the user.

**SEC ~~821~~.16. Publication of Industrial Users in Significant Noncompliance.** The General Manager shall publish annually, in a newspaper of general circulation that provides meaningful public notice within the jurisdictions served by the [DistrictSCSD](#), a list of the Significant Industrial Users which, at any time during the previous twelve (12) months, were in Significant Noncompliance with applicable [Wastewater](#) Pretreatment Standards and Requirements. The term Significant Noncompliance shall be applicable to all Significant Industrial Users:

- A. Chronic violations of ~~Wastewater~~ [wastewater](#) discharge limits, defined here as those in which sixty-six percent (66%) or more of all the measurements taken for the same pollutant parameter taken during a six (6) month period exceed (by any magnitude) a numeric [Wastewater](#) Pretreatment Standard or Requirement;
- B. Technical Review Criteria (TRC) violations, defined here as those in which thirty-three percent (33%) or more of ~~Wastewater~~ [wastewater](#) measurements taken for each pollutant parameter during a six (6) month period equals or exceeds the product of the numeric Pretreatment Standard or Requirement;
- C. Any other violation of a Categorical Pretreatment Standard that the General Manager determines has caused, along or in combination with other discharges, ~~Interference~~ [interference](#) or ~~Pass-pass Throughthrough~~, including endangering the health of POTW personnel or the general public;
- D. Failure to meet, within ninety (90) days of the scheduled date, a compliance schedule milestone contained in an individual ~~Wastewater~~ [discharge permit](#) [Wastewater Discharge Permit](#) or a general permit or enforcement order for starting construction, completing construction, or attaining final compliance;
- E. Failure to provide within forty-five (45) days, any required reports, including baseline monitoring reports, reports on compliance with categorical [Wastewater](#) Pretreatment

Standard deadlines, periodic self-monitoring reports, and reports on compliance with compliance schedules;

- F. Failure to accurately report noncompliance; or
- G. Any other violation(s), which may include a violation of Best Management Practices, which the General Manager determines will adversely affect the operation or implementation of the local pretreatment program.

## CHAPTER ~~922~~ – WASTEWATER CHARGES AND FEES

**SEC. ~~922.01~~. Classification of Users.** All users are to be classified either by assigning each one to a “user classification” category according to the principal activity conducted on the user’s premises, by individual user analysis, or by a combination thereof. The purpose of such collective and/or individual classification is to facilitate the regulation of ~~Wastewater wastewater~~ discharges based on ~~Wastewater wastewater~~ constituents and characteristics to provide an effective means of source control, and to establish a system of charges and fees which will ensure an equitable recovery of the District’s cost.

**SEC. ~~922.02~~. Types of Charges and Fees.** The charges and fees established in the District’s schedules of charges and fees, may include, but not be limited to:

- A. User ~~fee~~ classification charges;
- B. Fees for monitoring;
- C. Fees for permit applications;
- D. Appeal fees;
- E. Connection fees or assessments;
- F. Service charges;
- G. Penalties or special cost recovery charges;
- H. Charges and fees based on ~~Wastewater wastewater~~ constituent flows and characteristics to include industrial cost recovery provisions of the Clean Water Act.

**SEC. ~~922.03~~. Basis for Determination of Charges.** Charges and fees established for each user or user classification, including permit users, shall be based on measured or estimated constituents and characteristics of the ~~Wastewater wastewater~~ discharge of each user or user classification, which may include, but not be limited to, BOD, TSS, oil and grease, chlorine demand, volume, and rate of flow.

Unless otherwise specified, the charges and fees for each user or user classification shall be computed on the basis of characteristics of ~~Wastewater wastewater from a domestic dwelling and relative difficulty to transport and treat~~ discharged to District infrastructure.

**SEC. 922.04. Sewer Service ~~Wastewater~~ Charges.** ~~A monthly sewer service charge is a charge for an immediately available property-related sewer service. The monthly charge shall apply to all utility customers within the District's limits. The amount of the monthly charge is established by Resolution and is part of the District's Master Fee Schedule. The monthly charge is composed of a monthly base rate, a monthly flow rate, and a monthly strength rate. The amount of each charge shall be applied as follows:~~

~~A. A monthly base rate shall be imposed on all customers, per equivalent dwelling unit (EDU), regardless of any actual water usage, which shall include consolidated amounts for:~~

- ~~1. Operations and maintenance.~~
- ~~2. Capital reserve; and~~
- ~~3. Loan repayment.~~

~~B. A monthly flow rate, in addition to a monthly base rate, shall be imposed on all customers based on each one hundred cubic feet (100 cf) of water used, which shall have consolidated amounts for:~~

- ~~1. Operations and maintenance.~~
- ~~2. Capital reserve; and~~
- ~~3. Loan repayment.~~

~~C. A monthly strength rate, in addition to a monthly base rate and monthly flow rate, shall be imposed on all customers per pound (lb.) of BOD and TSS, which shall include consolidated amounts for:~~

- ~~1. Operations and maintenance.~~
- ~~2. Capital reserve; and~~
- ~~3. Loan repayment.~~

~~The monthly charge for Wastewater service shall be calculated by adding a fixed charge per bill (or per dwelling unit for residential customers) to a variable charge per hundred (100) cubic feet ("HCF") of water consumed. No residential customer shall be charged for in excess of 12 HCF of water consumption in a month, regardless of the actual amount of water consumed. The rates shall be as in the rate schedule.~~

**SEC. 922.05. Extraordinary Charges.** The Board of Directors reserves the right to set special ~~Wastewater sewer~~ service charges where, in the opinion of the General Manager ~~and/or Board of Directors~~, a waste discharge strength and loading does not fit into existing rate schedules.

**SEC. 922.06. Pretreatment Charges and Fees.** The District may adopt reasonable charges and fees for reimbursement of costs of setting up and operating the District's pretreatment program. All fees will be based on:



- A. Fees for ~~Wastewater discharge permit~~ Wastewater Discharge Permit applications including the cost of processing such applications;
- B. Fees for monitoring, inspection, and surveillance procedures including the cost of collection and analyzing an industrial user's discharge, and reviewing monitoring reports submitted by the users;
- C. Fees for reviewing and responding to accidental discharge procedures and construction;
- D. Fees for filing appeals;
- E. Other fees as the District may deem necessary to carry out the requirements contained in this section.

## CHAPTER ~~1023~~ – BILLING AND COLLECTING

**SEC. ~~1023.01~~. Billing.** The regular billing period will be each calendar month.

**SEC. ~~1023.02~~. Opening and Closing Bills.** Opening and closing bills for less than the normal billing period shall be prorated on a daily water used basis.

**SEC. ~~1023.03~~. Billing Time.** Bills for ~~sewer service charges~~ Wastewater service shall be rendered at the beginning of each billing period and are payable upon presentation, except as otherwise provided.

**SEC. ~~1023.04~~. Collection by Interagency Intercept Program.** As an alternate to any of the other procedures herein provided, the District may collect unpaid user fees and charges through the State of California Interagency Intercept Program. Upon submitting an unpaid charge to the State, ~~the District~~ SCSD will also notify the customer at the last known customer address. Customers may appeal said submittal by filing an appeal with the District.

**SEC. ~~1023.05~~ Collection by Suit.** As an alternative to any of the other procedures herein provided, the District may collect unpaid charges by suit, in which event it shall also have judgment for the cost of suit and reasonable attorney's fees.

**SEC. ~~1023.06~~. Other Utility Charges.** The District will provide for the collection of its ~~Wastewater-sewer~~ service charges with the rates for the services of the water system or other utility service furnished. The ~~Wastewater-sewer~~ service charges shall be itemized, billed upon the same bill, and collected as one item, together with and not separately from such utility service charge.

**SEC. ~~1023.07~~. Discontinuing Service.** If all or any part of the bill on which any ~~Wastewater-sewer~~ service charge is collected is not paid, the District may discontinue its water or utility service until such bill is paid.



**SEC. 23.08. Billing and Collecting Delinquencies on Tax Roll.** The District may provide for the collection of all such delinquent charges that have not been paid and collected at the time of establishing its tax rate, upon the tax roll which District taxes are collected and in the same manner provided by law therefore.

**SEC. 23.09. Other Remedies.** The District may provide otherwise for the collection of such delinquent charges. All remedies herein provided for their enforcement and collection are cumulative and may be pursued alternately or collectively as the District determines.

**SEC. 23.10. Procedure.** When the District elects to use the tax roll on which general taxes are collected for the collection of current and delinquent Wastewater service charges, proceedings therefore shall be had as now or hereafter provided therefore in the Health and Safety Code.

**SEC. 23.11. Alternative.** The powers authorized by this Title shall be an alternative to all other powers of the District and an alternative to procedures adopted by the Board thereof for the collection of such charges.

**SEC. 23.12. Report.** A written report shall be prepared and filed with the clerk, which shall contain a legal description of each parcel of real property receiving such services and facilities and the amount of the charge for each parcel for the forthcoming fiscal year, computed in conformity with the charges prescribed by this ordinance.

**SEC. 23.13. Notice.** The Clerk shall cause notice of the filing of the report and of the time and place of hearing thereof to be published once a week for two (2) successive weeks prior to the date set for hearing, in a newspaper of general circulation, printed and published in the general area. Prior to such hearing for the first time, the Clerk shall mail a notice in writing of the filing of said first report proposing to have such charges for the forthcoming fiscal year collected on the tax roll and of the time and place of the hearing thereon, to be mailed to each person to whom any part of parcel of real property described in the report is assessed in the last equalized assessment roll on which general taxes are collected, at the address shown on the tax roll or as known to the Clerk.

**SEC. 23.14. Hearing.** At the time of said hearing, the Board shall hear and consider all objections or protests, if any, to said report referred to in said notice and may continue the hearing from time to time.

**SEC. 23.15. Final Determination of Charges.** Upon the conclusion of the hearing on the report, the Board will adopt, revise, change, reduce or modify any charge or overrule any or all objections and shall make its determination upon each change as described in said report, which determination shall be final.

**SEC. 23.16. Filing of Report with County Auditor.** On or before the 10<sup>th</sup> day of August in each year following the final determination of the Board, the Clerk shall file with the Auditor a copy of said report with a statement endorsed thereon over the Clerk's signature that it has been finally adopted by the Board of the District, and the Auditor shall enter the amounts of the charges against the respective lots or parcels of land as they appear on the current assessment roll.

~~SEC. 23.17. Lien.~~ The amount of the charges shall constitute a lien against the lot or parcel of land against which the charge has been imposed as of noon on the first Monday in March of each year. The tax collector shall include the amount of the charges on bills for taxes levied against the respective lots and parcels of land.

~~SEC. 23.18. Tax Bill.~~ Thereafter, the amount of the charges shall be collected at the same time and in the same manner and by the same persons as, together with and not separately from the general taxes for the District, and shall be delinquent at the same time and thereafter be subject to the penalties for delinquency.

~~SEC. 1023.0819.~~ **Collection.** All laws applicable to the levy, collection and enforcement of general taxes of the District, including but not limited to those pertaining to the matters of delinquency, correction, cancellation, refund and redemption, are applicable to such charges.

~~SEC. 1023.0920.~~ **Use of Revenues.** Revenues derived under this ordinance shall be used only for the acquisition, construction, or reconstruction, maintenance and operation of Wastewater facilities of the District and to repay principal and interest on bonds issued for the construction or reconstruction of Wastewater wastewater facilities.

~~SEC. 1023.1021.~~ **Disconnection.** As an alternative method of collecting such charges, the District may disconnect any premises from the water and Wastewater system if the user fails to pay the service charges for their premises after they have become delinquent, effectively disconnecting sewer service. The person in charge of the Wastewater system shall estimate the cost of disconnection of such premises from the enterprise and tThe cost of reconnecting it thereto is established in the Master Fee Schedule, and such user shall deposit the cost as estimated of disconnection and reconnection before such premises are reconnected to the Wastewater wastewater system.

~~SEC. 1023.1122.~~ **Abatement.** During the period of non-connection or disconnection, habitation of such premises by human beings shall constitute a public nuisance, whereupon the District Board shall cause proceedings to be brought for the abatement of the occupancy of said premises by the human beings. In such event, and as a condition of connection or reconnection, there shall be paid to the District reasonable attorneys' fees and costs of suit arising in said action.

## **CHAPTER 1124 – ALTERNATIVE BILLING PROCESS TO BILL ON COUNTY TAX ROLL**

**SEC. 1124.01. Billing and Collecting Delinquencies on Tax Roll.** The District may provide for the collection of all such delinquent charges that have not been paid and collected at the time of establishing its tax rate, upon the tax roll which District taxes are collected and in the same manner provided by law therefore.

**SEC. 1124.02. Other Remedies.** The District may provide otherwise for the collection of such delinquent charges. All remedies herein provided for their enforcement and collection are cumulative and may be pursued alternately or collectively as the District determines.

**SEC. 1124.03. Procedure.** When the District elects to use the tax roll on which general taxes are collected for the collection of current and delinquent sewer service charges, proceedings therefore shall be had as now or hereafter provided therefore in the California Health and Safety Code (CHSC).

**SEC. 1124.04. Alternative.** The powers authorized by the CHSC shall be an alternative to all other powers of the District and an alternative to procedures adopted by the Board thereof for the collection of such charges.

**SEC. 1124.05. Report.** A written report shall be prepared and filed with the County Clerk, which shall contain a legal description of each parcel of real property receiving such services and facilities and the amount of the charge for each parcel for the forthcoming fiscal year, computed in conformity with the charges prescribed by this ordinance.

**SEC. 1124.06. Notice.** The Clerk shall cause notice of the filing of the report and of the time and place of hearing thereof to be published once a week for two (2) successive weeks prior to the date set for hearing, in a newspaper of general circulation, printed and published in the general area. Prior to such hearing for the first time, the Clerk shall mail a notice in writing of the filing of said first report proposing to have such changes for the forthcoming fiscal year collected on the tax roll and of the time and place of the hearing thereon, to be mailed to each person to whom any part of parcel of real property described in the report is assessed in the last equalized assessment roll on which general taxes are collected, at the address shown on the tax roll or as known to the Clerk.

**SEC. 1124.07. Hearing.** At the time of said hearing, the Board shall hear and consider all objections or protests, if any, to said report referred to in said notice and may continue the hearing from time to time.

**SEC. 1124.08. Final Determination of Charges.** Upon the conclusion of the hearing on the report, the Board will adopt, revise, change, reduce or modify any charge or overrule any or all objections and shall make its determination upon each change as described in said report, which determination shall be final.

**SEC. 1124.09. Filing of Report with County Auditor.** On or before the 10<sup>th</sup> day of August in each year following the final determination of the Board, the Clerk shall file with the Auditor a copy of said report with a statement endorsed thereon over the Clerk's signature that it has been finally adopted by the Board of the District, and the Auditor shall enter the amounts of the charges against the respective lots or parcels of land as they appear on the current assessment roll.

**SEC. 1124.10. Lien.** The amount of the charges shall constitute a lien against the lot or parcel of land against which the charge has been imposed as of noon on the first Monday in March of each year. The tax collector shall include the amount of the charges on bills for taxes levied against the respective lots and parcels of land.

**SEC. 1124.11. Tax Bill.** Thereafter, the amount of the charges shall be collected at the same time and in the same manner and by the same persons as, together with and not separately from the

general taxes for the District, and shall be delinquent at the same time and thereafter be subject to the penalties for delinquency.

## CHAPTER ~~24~~1225 – ENFORCEMENT

### **SEC. ~~1224~~1224.01. Accidental Discharges.**

1. Users shall notify the District immediately upon accidentally discharging wastes in violation of this ordinance to enable countermeasures to be taken by the District to minimize damage to the POTW, treatment processes, the receiving water, and the public in general.

The notification shall be followed, within fifteen (15) business days of the date of occurrence, by a detailed, written statement from user describing the cause(s) of the accidental discharge and the measures being taken to prevent future occurrence. Such notification will not relieve users of liability for any expense, loss or damage to the ~~Wastewater~~wastewater system, treatment plant, or treatment process, or for any fines imposed.

2. In order that employees of users are informed of District requirements, users shall make available to their employees copies of this ordinance together with such other ~~Wastewater~~wastewater information and notices which may be furnished by the District from time to time directed toward more effective water pollution control. A notice shall be furnished and permanently posted on the user's bulletin board advising employees whom to call in case of an accidental discharge or spill in violation of this ordinance.

3. Any direct or indirect connection or entry point for persistent or deleterious wastes to the user's plumbing or drainage system would be eliminated. Where such action is impractical or unreasonable, the user shall appropriately label such entry points to warn against discharge of such wastes in violation of this ordinance.

**SEC. ~~1224~~1224.02. Notice of Violation.** When the General Manager finds that a user has violated, or continues to violate, any provision of this ordinance, an individual ~~Wastewater discharge permit~~Wastewater Discharge Permit, or a general permit or order issued hereunder, or any other ~~Wastewater~~Pretreatment Standard or Requirement, the General Manager may serve upon that user a written Notice of Violation (NOV) within five (5) business days of the receipt of such notice, an explanation of the violation and a plan for the satisfactory correction and prevention thereof, to include specific required actions, shall be submitted by the user to the General Manager. Submission of such a plan in no way relieves the user of liability for any violations occurring before or after the receipt of the NOV. Nothing in this Section shall limit the authority of the General Manager to take any action, including emergency actions or any other enforcement action, without first issuing a NOV.

**SEC. ~~1224~~1224.03. Consent Orders.** The General Manager may enter into any documents establishing an agreement with any user responsible for noncompliance. These documents shall include specific action to be taken by the user to correct the noncompliance within a time period specified by the

document. The documents shall have the same force and effect as the administrative orders issued pursuant to this ordinance and shall be judicially enforceable.

**SEC. 1224.04. Compliance Orders.** When the General Manager finds that a user has violated, or continues to violate, any provision of this ordinance, an individual ~~Wastewater discharge permit~~ Wastewater Discharge Permit, or a general permit or order issued hereunder, or any other Pretreatment Standard or Requirement, the General Manager may issue an order to the user responsible for the discharge directing that the user come into compliance within a specified time. If the user does not come into compliance within the time provided, Wastewater service may be discontinued unless adequate treatment facilities, devices, or other related appurtenances are installed and properly operated. Compliance orders may contain other requirements to address the noncompliance, including additional self-monitoring and management practices designed to minimize the amount of pollutants discharged to the ~~Wastewater~~ District infrastructure. A compliance order may not extend the deadline for compliance established for a Wastewater Pretreatment Standard or Requirement, nor does a compliance order relieve the user of liability for any violation, including any continuing violation. Issuance of a compliance order shall not be a bar against, or a prerequisite for, taking any other action against the user.

**SEC. 1224.05. Administrative Fines.**

- A. When the General Manager finds that a user has violated, or continues to violate, any provision of this ordinance, an individual ~~Wastewater discharge permit~~ Wastewater Discharge Permit, or a general permit or order issued hereunder, or any other Wastewater Pretreatment Standard or Requirement, General Manager may fine such user for each and every violation committed. Such fines shall be assessed on a per-violation, per-day basis. In the case of monthly or other long-term average discharge limits, fines shall be assessed for each day during the period of violation.
- B. Unpaid charges, fines, and penalties shall, after sixty (60) calendar days, be assessed an additional penalty of ten percent (10%) of the unpaid balance, and interest shall accrue thereafter at a rate of one half of one percent (0.5%) per month. A lien against the user's property shall be sought for unpaid charges, fines, and penalties as authorized by California Government Code section 61621 <sup>[LM1]</sup>.
- C. Users desiring to dispute such fines must file a written request for the General Manager to reconsider the fine along with full payment of the fine amount within thirty (30) days of being notified of the fine. Where a request has merit, the General Manager may convene a hearing on the matter. In the event the user's appeal is successful, the payment, together with any interest accruing thereto, shall be returned to the user. The General Manager may add the costs of preparing administrative enforcement actions, such as notices and orders, to the fine.
- D. Issuance of an administrative fine shall not be a bar against, or a prerequisite for, taking any other action against the user authorized under these regulations or by California law, including the damages sustained by the District as a result of any such violation(s).

**SEC. 1224.06. Issuance of Cease and Desist Orders.** When the General Manager finds that a user has violated, or continues to violate, any provision of this ordinance, an individual ~~Wastewater discharge permit~~ Wastewater Discharge Permit, or a general permit or order issued hereunder, or any other Wastewater Pretreatment Standard or Requirement, or that the user's past violations are likely to recur, the General Manager may issue an order to the user directing it to cease and desist all such violations and directing the user to:

- A. Immediately comply with all requirements; and
- B. Take such appropriate remedial or preventative action as may be needed to properly address a continuing or threatened violation, including halting operations and/or terminating the discharge. Issuance of a cease and desist order shall not be a bar against or a prerequisite to taking other action against the user.

**SEC. 1224.07. Emergency Suspensions.** The General Manager may immediately suspend a user's discharge, after informal notice to the user, whenever such suspension is necessary to stop an actual or threatened discharge which reasonably appears to present, or cause an imminent or substantial endangerment to the public health or safety. The General Manager may also immediately suspend a user's discharge, after notice and opportunity to respond, that threatens to interfere with the operation of the POTW.

Any user notified of a suspension of its discharge shall immediately stop or eliminate its contribution. In the event of a user's failure to immediately comply voluntarily with the suspension order, the General Manager may take such steps as deemed necessary, including immediate severance of the ~~Wastewater wastewater~~ connection, to prevent or minimize damage to the POTW, its receiving stream or endangerment to any individuals. The General Manager may allow the user to recommence its discharge when the user has demonstrated to the satisfaction of the General Manager that the period of endangerment has passed, unless the termination proceedings in this ordinance are initiated against the user.

Nothing in this Section shall be interpreted as requiring a hearing prior to any Emergency Suspension.

**SEC. 1224.08. Termination of Discharge.** In addition to the provisions in this ordinance, any user who violates the following conditions is subject to discharge termination:

- A. Violation of individual ~~Wastewater discharge permit~~ Wastewater Discharge Permit or general permit conditions;
- B. Failure to accurately report the ~~Wastewater wastewater~~ constituents and characteristics of its discharge;
- C. Failure to report significant changes in operations or ~~Wastewater wastewater~~ volume, constituents, and characteristics prior to discharge;



D. Refusal of reasonable access to the user's premises for the purpose of inspection, monitoring, or sampling; or

E. Violation of ~~the~~ any Wastewater Pretreatment Standards in this ordinance.

Such user will be notified of the proposed termination of its discharge. Exercise of this option by the General Manager shall not be a bar to, or a prerequisite for, taking any other action against the user.

**SEC. 1224.09. Appeals.** Any user, permit applicant, or permit holder affected by any decision, action, or determination, including Cease and Desist Orders, made by the General Manager, interpreting or implementing the provisions of this ordinance or in any permit issued herein, may file with the General Manager, a written request for reconsideration within ten (10) days of such decision, action, or determination, setting forth in detail the facts supporting the user's request for reconsideration.

If the subsequent ruling made by the General Manager is unsatisfactory to the person requesting reconsideration, they may, within ten (10) days after notification of the District action, file a written appeal to the District Board. The written appeal shall be heard by the District Board within thirty (30) days from the date of filing. The District's Board shall make a final ruling on the appeal within fifteen (15) days of the closing of the meeting. The General Manager's decision, action, or determination shall remain in effect during such period of reconsideration.

**SEC. 1224.10 Remedies Non-Exclusive.** The remedies provided for in this ordinance are not exclusive. The General Manager may take any, all or any combination of these actions against a noncompliant user. ~~Enforcement of pretreatment violations will generally be in accordance with Districts enforcement response plan.~~ However, the General Manager may take other action against any user when the circumstances warrant. Further, the General Manager is empowered to take more than one enforcement action against any noncompliant user.

**SEC. 1224.11. Affirmative Defenses to Discharge Violations.**

**1. Process Failure.**

- A. A process failure is an unintentional and temporary noncompliance with Categorical Wastewater Pretreatment Standards because of factors beyond the reasonable control of the user. An upset does not include noncompliance caused by operational error, improperly designed treatment facilities, inadequate treatment facilities, lack of preventive maintenance, or careless or improper operation;
- B. A process failure shall constitute an affirmative defense to an action brought for noncompliance with Categorical Wastewater Pretreatment Standards if the requirements of paragraph (C), below, are met;

C. A user who wishes to establish the affirmative defense of process failure shall demonstrate, through properly signed, contemporaneous operating logs, or other relevant evidence that:

1. A process failure occurred and the user can identify the cause(s) of the process failure;
2. The facility was at the time being operated in a prudent ~~and workman-like~~ manner and in compliance with applicable operation and maintenance procedures; and
3. The user has submitted the following information to the General Manager within twenty-four (24) hours of becoming aware of the process failure [if this information is provided orally, a written submission must be provided within five (5) days]:
  - i. A description of the indirect discharge and cause of noncompliance;
  - ii. The period of noncompliance, including exact dates and times or, if not corrected, the anticipated time the noncompliance is expected to continue;
  - iii. Steps being taken and/or planned to reduce, eliminate, and prevent recurrence of the noncompliance;
  - iv. In any enforcement proceeding, the user seeking to establish the occurrence of a process failure has the burden of proof;
  - v. Users shall have the opportunity for a judicial determination on any claim of process failure only in an enforcement action brought for noncompliance with Categorical Wastewater Pretreatment Standards; and
  - vi. Users shall control production of all discharges to the extent necessary to maintain compliance with Categorical Wastewater Pretreatment Standards upon reduction, loss, or failure of its treatment facility until the facility is restored or an alternative method of treatment is provided. This requirement applies in the situation where, among other things, the primary source of power of the treatment facility is reduced, lost, or fails.

## **2. Bypass.**

A. For the purposes of this section:

1. Bypass means the intentional diversion of waste streams from any portion of a user's treatment facility;



2. Severe property damage means substantial physical damage to property, damage to the treatment facilities which causes them to become inoperable, or substantial and permanent loss of natural resources which can reasonably be expected to occur in the absence of a bypass. Severe property damage does not mean economic loss caused by delays in production.
- B. A user may allow any bypass to occur which does not cause Pretreatment Standards or Requirements to be violated, but only if it also is for essential maintenance to assure efficient operation. Requirements may be violated, but only if it also is for essential maintenance to assure efficient operation. These bypasses are not subject to the provision of paragraphs (C) and (D) of this Section.

C. **Bypass Notifications.**

1. A user shall submit prior notice to the General Manager, at least ten (10) days before the date of the bypass, if possible;
2. A user shall submit oral notice to the General Manager of an unanticipated bypass that exceeds applicable [Wastewater](#) Pretreatment Standards within twenty-four (24) hours from the time it becomes aware of the bypass. A written submission shall also be provided within five (5) days of the time the user becomes aware of the bypass. The written submission shall contain a description of the bypass and its cause; the duration of the bypass, including exact dates and times, and, if the bypass has not been corrected, the anticipated time it is expected to continue and steps taken or planned to reduce, eliminate and prevent reoccurrence of the bypass.

D. **Unavoidable Bypass.**

1. Bypass is prohibited, and the General Manager may take an enforcement action against a user for a bypass, unless:
  - a. Bypass was unavoidable to prevent loss of life, personal injury, or severe property damage;
  - b. There were no feasible alternatives to the bypass, such as the use of auxiliary treatment facilities, retention of untreated wastes, or maintenance during normal periods of equipment downtime. This condition is not satisfied if adequate back-up equipment should have been installed in the exercise of reasonable engineering judgment to prevent a bypass, which occurred during normal periods of equipment downtime or for preventive maintenance; and
  - c. The user submitted notices as required under paragraph (C) of this section;

2. The General Manager may approve an anticipated bypass, after considering its adverse effects, if the General Manager determines that it will meet the three conditions listed in paragraph (D)(i) of this Section.

## CHAPTER ~~1325~~ - ABATEMENT

**SEC. ~~1325.01~~. Public Nuisance.** Discharges of ~~Wastewater~~ ~~wastewater~~ in any manner in violation of this ordinance or of any order issued by the General Manager ~~is as~~ authorized by this ordinance, is hereby declared a public nuisance and shall be corrected or abated as directed by the General Manager. Any person creating a public nuisance shall be subject to provisions of District codes or ordinances, rules and/or regulations governing such nuisance.

**SEC. ~~1325.02~~. Injunctive Relief.** When the General Manager finds that a user has violated, or continues to violate, any provision of this ordinance, an individual ~~Wastewater discharge permit~~ ~~Wastewater Discharge Permit~~, or a general permit or order issued hereunder, or any other ~~Wastewater~~ Pretreatment Standard or Requirement, the District may petition the California Superior Court for the issuance of a temporary or permanent injunction, as appropriate, which restrains or compels the specific performance of the individual ~~Wastewater discharge permit~~ ~~Wastewater Discharge Permit~~, the general permit, order, or other requirement imposed by this ordinance on activities of the user. The District may also pursue any other action as is appropriate for legal and/or equitable relief, including a requirement for the user to conduct environmental remediation. A petition for injunctive relief shall not be a bar against, or a prerequisite for, taking any other action against the user authorized under these regulations or by California law.

**SEC. ~~1325.03~~. Damage to Facilities.** When a discharge of wastes causes an obstruction, damage, or any other impairment to District ~~infrastructure and~~ facilities, the District may assess a charge against the user for the work required to clean or repair the District infrastructure and facility and add such charge to the user's ~~Wastewater-sewer~~ service charge.

**SEC. ~~1325.04~~. Correction of Violations; Collection of Costs; Injunction.** In order to enforce the provisions of this ordinance, the District may correct any violations hereof. The cost of such correction may be added to any ~~Wastewater-sewer~~ service charge payable by the person violating the ordinance or the applicant or tenant of the property upon which the violation occurred, and the District shall have such remedies for the collection of such costs as it has for the collection of ~~Wastewater-sewer~~ service charges under California law.

**SEC. ~~1325.05~~. Civil Penalties.**

- A. A user who has violated, or continues to violate, any provision of this ordinance, an individual ~~Wastewater discharge permit~~ ~~Wastewater Discharge Permit~~, or a general permit or order issued hereunder, or any other ~~Wastewater~~ Pretreatment Standard or Requirement shall be liable to the ~~District~~ SCSD for a maximum civil penalty of One Thousand Dollars (\$1,000), per violation, per day. In the case of a monthly or other

long-term average discharge limit, penalties shall accrue for each day during the period of the violation.

- B. The District may recover reasonable attorneys' fees, court costs, and other expenses associated with enforcement activities, including sampling and monitoring expenses, and the cost of any actual damages incurred by the [DistrictSCSD](#).
- C. In determining the amount of civil liability, the Court shall take into account all relevant circumstances, including, but not limited to, the extent of harm caused by the violation, the magnitude and duration of the violation, any economic benefit gained through the user's violation, corrective actions by the user, the compliance history of the user, and any other factor as justice requires;
- D. Filing a suit for civil penalties shall not be a bar against, or a prerequisite for, taking any other action against a user authorized under these regulations or by California law.

#### **SEC. ~~1325~~.06. Criminal Prosecution.**

A. A user who violates any provision of this ordinance, an individual ~~Wastewater discharge permit~~[Wastewater Discharge Permit](#), or a general permit or order issued hereunder, or any other [Wastewater](#) Pretreatment Standard or Requirement shall, upon conviction, be guilty of a misdemeanor, punishable by a fine of not more than One Thousand Dollars (\$1,000) per violation, per day, or imprisonment for not more than one (1) year, or both;

A.B. A user who willfully or negligently introduces any substance into the POTW which causes personal injury or property damage shall, upon conviction, be guilty of a misdemeanor and may be subject to a penalty of at least One Thousand Dollars (\$1,000) per violation, or be subject to imprisonment for not more than one (1) year, or both. This penalty shall be in addition to any other cause of action for personal injury or property damage available to the District under California law, and the District shall be entitled to recover damages in the amounts) actually sustained;

B.C. A user who knowingly makes any false statements, representations, or certifications in any application, record, report, plan, or other documentation filed or required to be maintained pursuant to this ordinance, individual ~~Wastewater—discharge permit~~[Wastewater Discharge Permit](#), or general permit or order issued hereunder, or who falsifies, tampers with, or knowingly renders inaccurate any monitoring device or method required under this ordinance shall, upon conviction, be punished by a fine of not more than One Thousand Dollars (\$1,000) per violation, per day, or imprisonment for not more than one (1) year, or both.

#### **CHAPTER ~~1426~~ – WASTEWATER CAPITAL - RESERVE FUND**

**SEC. 1426.01. Wastewater Capital Reserve Fund.** The District shall maintain a Wastewater Capital Reserve Fund (WCRF) dedicated solely to pay for future expansion, major repair and replacement of the ~~treatment works~~ at the ~~District~~SCSD Wastewater Treatment Facility.

**SEC. 1426.02. Withdrawal of WCRF Monies.** The Board may use money from the WCRF to pay for the cost of planning, design and construction of capital improvements to the Wastewater treatment works.

**Section 2: Severability.** If any section, subsection, sentence, clause or phrase of this chapter is for any reason held to be invalid or unconstitutional, the decision shall not affect the validity of the remaining portions of the ~~Chapter~~chapter. The ~~SCSD-District~~Board hereby declares that it would have passed this ~~Chapter~~chapter, and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared invalid under law.

**Section 3: California Environmental Quality Act (CEQA) Determination.** Under the EIR which was completed upon the formation of the Scotia Community Service District, a determination was made that the District would not result in a significant environmental impact. This ordinance is also exempt from the California Environmental Quality Act (CEQA) Guidelines pursuant to Section 15061(b)(3) of the CEQA Guidelines.

**Section 4: Limitation of Actions.** Any action to challenge the validity or legality of any provision of this ordinance on any grounds shall be brought by court action commenced within ninety (90) days of the date of adoption of this ordinance.

**Section 5:** This ordinance will take effect thirty (30) days after the date of its adoption.

DATE: \_\_\_\_\_, 20\_\_

ATTEST:

APPROVED:

\_\_\_\_\_  
Board Clerk, Scotia Community Services District

\_\_\_\_\_  
President, Scotia Community Services District

#### Clerk's Certificate

I hereby certify that the foregoing is a true and correct copy of Ordinance No. \_\_\_\_\_, passed and adopted at a regular meeting of the Board of Directors of the Scotia Community Services District, Humboldt County, California on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

\_\_\_\_\_  
Clerk, Scotia Community Services District

## **Scotia Community Services District Staff Report**

DATE: June 18, 2020  
TO: Scotia Community Services District Board of Directors  
FROM: Leslie Marshall, General Manager  
SUBJECT: Ordinance 2020-4: An Ordinance of the Scotia Community Services District Board of Directors Amending Ordinance 2017-3, Cross-Connection Control.

---

### **RECOMMENDATION:**

The administrative staff recommends the first reading of Ordinance 2020-4: An Ordinance of the Scotia Community Services District Board of Directors Amending Ordinance 2017-3, Cross-Connection Control.

### **ACTION:**

Review discuss and first reading, by title only, of Ordinance 2020-4.

### **DISCUSSION:**

All District Ordinances are periodically reviewed, by administrative staff, for accuracy, clarification and content. Ordinance 2017-3 was adopted on June 15, 2017. The first reading for Ordinance 2020-4, includes revisions for clarification and content as follows:

- **SECTION II – DEFINITION** is a new added section that defines cross-connection control.
- **SECTION III – CROSS-CONNECTION CONTROL PROGRAM** was rewritten to clarify the requirement for a Cross-Connection Control Program.
- **SECTION V – REQUIREMENTS FOR BACKFLOW DEVICES** clarifies and defines the requirements for backflow devices.

Ordinance 2020-4 will be reviewed by the District's Legal Counsel and the State Water Resources Control Board, Division of Drinking Water, prior to presentation to the District Board for adoption in July. Prior to adoption, this Ordinance will be posted in the Eureka Times Standard Newspaper and on the District Office Bulletin Board, for public review.

### **FISCAL IMPACT:**

None

### **ATTACHMENTS:**

Ordinance 2020-4: An Ordinance of the Scotia Community Services District Board of Directors Amending Ordinance 2017-3, Cross-Connection Control.

**ORDINANCE 20~~2017-43~~**

**AN ORDINANCE OF THE SCOTIA COMMUNITY SERVICES DISTRICT BOARD  
OF DIRECTORS**

**ADOPTING CROSS-~~CONNECTION~~ CONTROL ORDINANCE**

The Board of Directors of the Scotia Community Services District does ordain as follows:

**Section 1:** Cross Connection Control Ordinance is hereby adopted as follows:

**SECTION I - PURPOSE**

The United States Environmental Protection Agency (USEPA) requires all public water suppliers to comply with the provisions of the Safe Drinking Water Act (SDWA) of 2003. The purpose of this ordinance is to protect the public water supply system from contamination due to potential and actual cross-connections. This shall be accomplished by the establishment of a cross-connection control program as required by California State Regulations. This ordinance is adopted pursuant to Title 17, Section 7583 - 7605, inclusive, of the California Code of Regulations (CCR), ~~entitled~~ "Regulations Relating to Cross-Connections".

**SECTION II – DEFINITION**

A cross-connection is an unprotected actual or potential connection between a potable water system (used to supply water for drinking purposes) and any source or system containing unapproved water or a substance that is not or cannot be approved as safe, whole and potable. This shall include the handling of process waters and waters originating from the District water system which have been subjected to deterioration in sanitary quality.

**SECTION III – CROSS-CONNECTION CONTROL PROGRAM**

Title 17, Section 7584 of the CCR requires the water supplier to protect the public water supply from contamination by implementing a cross-connection control program (CCCP). A CCCP shall include, but not be limited to, surveys to identify water use premises where cross-connections are likely to occur, and provisions of backflow protection by the water user downstream (after) the user's connection to the public water system.

**SECTION ~~IV~~ - WHERE PROTECTION IS REQUIRED**

Each water service connection from the Scotia Community Services District ("SCSD" or "District") water system for supplying water to premises having an auxiliary water supply ~~-or meets any of the criteria listed below-~~ shall be protected against backflow of water from the premises into the public water system unless the auxiliary water supply is accepted as an additional source by the ~~Scotia Community Services~~ District, and is approved by the public health agency having jurisdiction.

**Requirements for Backflow Devices:**

## **SECTION V – REQUIREMENTS FOR BACKFLOW DEVICES**

In accordance with Title 17, Section 7604 of the CCR, the type of protection required to prevent backflow into the public water supply is determined by the degree of hazard that exists on the consumer's property. Required backflow devices shall include, but not be limited to, Double Check Valve Assembly (DC), Reduced Pressure Principle Device (RP) and Air-gap Separation (AG). The required backflow protection device shall be determined by the District and/or the appropriate state agency.

~~All new service installations shall be equipped with a reduced pressure principle assembly (RPP) backflow device that has passed laboratory and field evaluation tests performed by a recognized testing organization that has demonstrated their competency to perform such tests to the California Department of Public Health. Such institutions include the University of Southern California and the American Water Works Association.~~

~~A list of approved devices shall be provided upon request.~~

~~The cost of the backflow device, the installation and initial testing shall be arranged by and at the owner's expense.~~

~~The new device shall be installed directly after the outlet of the meter connection and isolated from the public meter with a private shut-off valve.~~

~~The new service shall not be put into service until the unit is tested by a certified backflow tester approved by the District and the completely filled out "Backflow Prevention Assembly Test and Maintenance Report" is submitted to the District.~~

~~All premises where an irrigation system is directly supplied from the water system into which herbicides, pesticides, or fertilizers are, or can be, injected require an RPP.~~

~~Premises where entry is denied or restricted to the degree that inspections for cross connections cannot be made with sufficient frequency or upon shall notice to ensure that SCSD ORDINANCE 2017-3 Cross Connection Control Ordinance cross connections do not exist shall require an RPP.~~

~~Each service connection from the Scotia Community Services District water system for supplying water to any premises on which any substance is handled in such fashion as may allow its entry into the water system shall be protected against backflow of the water from the premises into the public system. This shall include the handling of process waters and waters originating from the Scotia Community Services District water system which have been subjected to deterioration in sanitary quality.~~

## **SECTION ~~VII~~ - RESPONSIBILITY**

The General Manager or designee shall be responsible for implementing and enforcing the ~~cross connection control program~~CCCP. An appropriate backflow prevention assembly shall be installed by and at the expense of the water user at each user-connection where required to prevent backflow from the water user's premises to the domestic water system. It shall be the water user's responsibility to comply with the ~~Scotia Community Services~~ District requirements.



## **SECTION ~~IV~~II - CROSS-CONNECTION PROTECTION REQUIREMENTS**

The type of protection that shall be required to prevent backflow into the public water supply system shall be commensurate with the degree of hazard, actual or potential, that exists on the water user's premises. Unprotected cross-connections with the public water supply are prohibited. The minimum type of backflow prevention assembly ~~that may be required to protect the public water system (listed in decreasing level of protection) includes: Air gap separation (AG), Reduced Pressure Principle Backflow Prevention Assembly (RPP), and Double Check Valve Assembly (DC). The water user may choose a higher level of protection than required by the water supplier. The minimum type of backflow protection required to protect the approved water supply at the user's water connection will be determined by the District and/or the appropriate state agency to premises with varying degrees of hazard are listed in Table 1 of Section 7604, Title 17.~~

~~Situations that are not covered in Table 1 shall be evaluated on a case by case basis and the appropriate backflow protection shall be determined by the District. Scotia Community Service District reserves the right to assign the type of protection it deems necessary to protect the public water supply.~~

## **SECTION ~~VIII~~III - BACKFLOW PREVENTION ASSEMBLIES**

Only backflow prevention assemblies which have been approved by the ~~Scotia Community Services~~ District shall be acceptable for installation by a water user. A list of approved backflow prevention assemblies will be provided upon request to any customer. Backflow prevention assemblies shall be installed in a manner prescribed in Title 17, Section 7603, of the CCR, Title 17. Location of the assemblies shall be directly after the meter connection to the premises. ~~The Scotia Community Services~~ District shall have the final authority in determining the required location of a backflow prevention assembly.

## **SECTION ~~VIX~~IX - TESTING OF BACKFLOW DEVICES**

Backflow prevention assemblies must be tested at least annually and immediately after installation, relocation or repair. More frequent testing may be required if deemed necessary by the ~~Scotia Community Services~~ District. Testing shall be arranged and tested at customer expense by a state certified backflow prevention device tester.

## **SECTION ~~XVII~~VII - WATER SERVICE TERMINATION**

~~In accordance with Per California Code of Regulations, Title 17, of the CCR~~ when the ~~Scotia Community Services~~ District encounters water uses that represent a clear and immediate hazard to the potable water supply that cannot be immediately abated the procedure for terminating water service shall be instituted. Conditions or water uses that create a basis for water service termination shall include, but are not limited to, the following:

1. Refusal to install or test a backflow prevention assembly, or to repair or replace a faulty

backflow prevention assembly when instructed by ~~the~~ SCSD District.

2. Direct or indirect connection between the public water system and a sewer line.
3. Unprotected direct or indirect connection between the public water system and a system or equipment containing any contaminants.
4. Unprotected direct or indirect connection between the public water system and an auxiliary water system.
5. Failure to submit a "Backflow Prevention Assembly Test and Maintenance Report" to the District within ten days of testing.

For condition 1, the ~~Seotia Community Services~~ District will terminate service to the water user's premises after proper notification has been sent. If no action is taken within the allowed time period, water service shall be eliminated.

For conditions 2, 3, 4 and 5, the ~~Seotia Community Services~~ District shall take the following steps:

1. Make reasonable effort to advise the water user of intent to ~~te~~rminate water service.
2. Terminate water service and lock service valve. The water service shall remain inactive until correction of violations has been approved by the ~~Seotia Community Services~~ District.

**Section 2: Severability.** If any section, subsection, sentence, clause or phrase of this ~~ordinance~~~~chapter~~ is for any reason held to be invalid or unconstitutional, the decision shall not affect the validity of the remaining portions of the ~~ordinance~~~~Chapter~~. The ~~District~~ Board of Directors hereby declares that it would have passed this ~~ordinance~~~~Chapter~~, and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared invalid under law.

**Section 3: California Environmental Quality Act (CEQA) Determination.** Under the ~~Environmental Impact Report~~ (EIR) that was completed upon the formation of the Scotia Community Services District, a determination was made that the District would not result in a significant environmental impact. This ordinance is also exempt from the California Environmental Quality Act (CEQA) Guidelines pursuant to Section 15061(b)(3) of the CEQA Guidelines.

**Section 4: Limitation of Actions.** Any action to challenge the validity or legality of any provision of this ordinance on any grounds shall be brought by court action commenced within ninety (90) days of the date of adoption of this ordinance.

**Section 5:** This ordinance will take effect thirty (30) days after the date of its adoption.

DATE: \_\_\_\_\_, 20\_\_\_\_

ATTEST: \_\_\_\_\_ APPROVED: \_\_\_\_\_  
Clerk, Scotia Community Services District President, Scotia Community Services District

Clerk's Certificate

I hereby certify that the foregoing is a true and correct copy of Ordinance No. \_\_\_\_\_,  
passed and adopted at a regular meeting of the Board of Directors of the Scotia Community  
Services District, Humboldt County, California on the \_\_\_\_\_ day of \_\_\_\_\_  
\_\_\_\_\_, 20\_\_\_\_, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

# Scotia Community Services District

## Staff Report

DATE: June 18, 2020  
TO: Scotia Community Services District Board of Directors  
FROM: Leslie Marshall, General Manager  
SUBJECT: Engineering Services for Fiscal Year 2020/2021, Scotia Community Services District, Scotia, California

---

### **RECOMMENDATION:**

The Administrative staff recommends that the SCSD Board consider authorizing the General Manager to sign the SHN Services Agreement, for fiscal year 2020/2021

### **ACTION:**

Authorize the General Manager to sign the attached SHN Services Agreement Addendum (Agreement)

### **DISCUSSION:**

The SHN Agreement includes a Scope of Services for the following five (5) services;

Task 1 – National Pollutant Discharge Elimination System (NPDES)

- Support the SCSD in the NPDES permit renewal through the North Coast Regional Water Quality Control Board (RWQCB)

Task 2 – Hazardous materials Business Plan (HMBP) Updates

- Update HMBP
- Upload HMBP to the California Environmental Report System (CERS) to be certified by SCSD

Task 3 – California Accidental Release Prevention (Cal-ARP) Program Risk Management Plan Updates and Training

- Provide training, conduct site walk, and prepare documentation.
- Update the Cal-ARP risk management plan with changes.

Task 4 – Annual Water Treatment Plant (WTP) Filter Inspection

- Conduct WTP filter inspection.
- Prepare report of findings for submission to RWQCB, Division of Drinking Water.

Task 5 –On-Call Engineering Services

- As needed by the SCSD

Additional Amendments to this Contract may be added during the next fiscal year.

**Addendum No. 14 To Agreement**  
**Dated June 29, 2017**  
**Scotia Community Services District (SCSD) Engineering Support Services**

## **Additional Scope of Work**

Renewal of Consulting Services for fiscal year 2020/2021 includes the following tasks (a schedule of SHN's fees is included as Attachment A):

### **NPDES Support Services**

This task is to support SCSD with negotiation of National Pollutant Discharge Elimination System (NPDES) permit renewal through the North Coast Regional Water Quality Control Board (RWQCB). SHN will provide the following services:

- Attend up to two (2) meetings in Scotia for discussion and negotiation of NPDES permit renewal.
- Respond to RWQCB and Humboldt Sawmill Company (HSC) questions and comments.
- Provide technical assistance to SCSD with respect to new NPDES permit requirements including scope of work and fee estimate development for various reports and studies.

Anticipated fees are Seven Thousand dollars (\$7,000).

### **Hazardous Materials Business Plan (HMBP) Update**

SHN will provide the following services:

- Provide training, conduct site walk, and prepare updates to the documentation.
- Update the HMBP with changes.
- Upload HMBP to the California Environmental Report System (CERS) to be certified by SCSD.

Anticipated fees are Two Thousand Two Hundred dollars (\$2,200).

### **California Accidental Release Program (Cal-ARP) Update**

This task assumes the Scotia Volunteer Fire Department (SVFD) and SCSD will provide emergency response training records from May 2020-present, and that SCSD will:

- Provide appropriate signatures and certifications.
- Submit the updated Cal-ARP risk management plan to Humboldt County Department of Environmental Health (DEH).

For this task, SHN will:

- Provide training, conduct site walk, and prepare documentation.
- Update the Cal-ARP risk management plan with changes.

Anticipated fees are Three Thousand Four Hundred dollars (\$3,400).

### **Annual Water Treatment Plant (WTP) Filter Inspection**

SHN will provide the following services:

- Conduct WTP filter inspection.
- Prepare report of findings for submission to RWQCB, Division of Drinking Water.

Anticipated fees are Five Thousand Two Hundred dollars (\$5,200).

### On-Call Engineering Services

This task includes on-call engineering services as-needed by SCSD. A total of \$49,243.00 remain in the budget from the prior fiscal year, which will be rolled over into FY 2020/2021.

### Related Costs

- A. SHN agrees to provide services covered by this Addendum on a time and expenses basis. Fees are estimated as follows:

NPDES Support Services	\$	7,000
Hazardous Materials Business Plan (HMBP) update	\$	2,200
California Accidental Release Program (Cal-ARP) update	\$	3,400
Annual WTP Filter Inspection	\$	5,200
On-Call engineering services	\$	49,243
<b>Total</b>	<b>\$</b>	<b>67,043</b>

All other terms and conditions contained in the original Agreement shall apply to this Addendum. In Witness Whereof, the parties have executed this Addendum to the Agreement the day and year first set forth.

#### SHN Consulting Engineers & Geologists, Inc.

Address: 812 W. Wabash Ave.  
Eureka, CA 95501-2138

By: Mike Foget, PE

Title: CEO

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

License #: \_\_\_\_\_

#### Client: Scotia Community Services District

Address: P.O. Box 104  
Scotia, CA, 95565

By: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# SHN Fee Schedule **A**



## Consulting Engineers & Geologists, Inc.

### Fee Schedule January 1, 2020

When accurate definition of the proposed work is not possible, an hourly charge out rate for determining compensation shall be used. Hourly charge rates include payroll costs, overhead, and profit. Hourly services are billed portal to portal and are subject to a 2-hour minimum. Current rates are as follows:

Hourly Charge Rates			
Position <sup>1</sup>	Hourly Rates		
Senior Engineer	\$ 140.00	-	\$ 175.00
Senior Geotechnical Engineer	\$ 140.00	-	\$ 170.00
Senior Engineering Geologist	\$ 140.00	-	\$ 190.00
Senior Geologist	\$ 135.00	-	\$ 170.00
Senior Planner	\$ 120.00	-	\$ 160.00
Senior Environmental Scientist	\$ 130.00	-	\$ 175.00
Senior Land Surveyor	\$ 130.00	-	\$ 170.00
Project Manager	\$ 100.00	-	\$ 170.00
Project Engineer	\$ 110.00	-	\$ 140.00
Project Geologist	\$ 110.00	-	\$ 155.00
Project Land Surveyor	\$ 100.00	-	\$ 130.00
Associate Planner	\$ 90.00	-	\$ 120.00
Associate Environmental Scientist	\$ 110.00	-	\$ 140.00
Staff Engineer	\$ 90.00	-	\$ 120.00
Staff Geologist	\$ 90.00	-	\$ 120.00
Staff Planner	\$ 80.00	-	\$ 115.00
Staff Environmental Scientist	\$ 90.00	-	\$ 120.00
Staff Land Surveyor <sup>3</sup>	\$ 90.00	-	\$ 250.00 <sup>3</sup>
Certified Industrial Hygienist	\$ 110.00	-	\$ 155.00
GIS/UAV Specialist	\$ 80.00	-	\$ 135.00
Construction Inspector <sup>3</sup>	\$ 90.00	-	\$ 270.00 <sup>3</sup>
Lab/Field Technician <sup>3</sup>	\$ 90.00	-	\$ 250.00 <sup>3</sup>
Survey Technician <sup>3</sup>	\$ 80.00	-	\$ 250.00 <sup>3</sup>
Engineering Technician/Draftsperson	\$ 70.00	-	\$ 110.00
Technical Writer	\$ 65.00	-	\$ 85.00
Clerical	\$ 65.00	-	\$ 85.00
Expert Witness <sup>2,4</sup>	\$ 175.00	-	\$ 275.00
<sup>1</sup> Incidental expenses, i.e., lodging, meals, airplane tickets, etc., are billed at cost plus 15%. <sup>2</sup> Minimum daily charge is four hours. <sup>3</sup> Rates depend on the specific personnel assigned and if <b>prevailing wage rates are required in the area of work.</b> <sup>4</sup> Rates for Expert Witness are charged for preparation and testimony for both deposition(s) and trial(s).			



## Reimbursables

**The following direct charges are charged in addition to the hourly charge rates set forth above.**

### Direct Charges:

CADD plots (black & white)	\$ 0.40/sq. ft.
CADD plots (color)	\$ 0.90/sq. ft.
Copies	\$ .15/ea.
Equipment and other expenditures (required for projects)	Cost + 15%
Field office	Cost + 15%
Filing fees, telephone expense, etc.	Cost + 15%
Iron pipe, monuments, flagging, etc.	Cost + 15%
Mylars	\$ 15.00
Services of other consultants	Cost + 15%
Stakes, hubs, lath, etc.	Cost + 15%
Subsistence, air travel, etc.	Cost + 15%
Vehicles	\$ 50.00/day

### Field Testing and Equipment:

Anchor bolt tension testing	\$ 80.00/day plus operator
CO <sub>2</sub> Meter	\$ 10.00/day
Concrete Compression Impact Hammer	\$ 25.00/day*+
Core Drilling Machine	\$ 75.00/day + \$3.00/inch cored
Dissolved Oxygen Meter	\$ 58.00/day*+
Expendable Supplies	\$ 40.00/day*+
Fyrite Meter	\$ 33.00/day*+
Generator	\$ 58.00/day*+
Geophysical Equipment	By Quotation
Grundfos Controller & Pump	\$275.00/day
Hand Auger	\$ 36.00/day
Health & Safety Level D	\$ 35.00/day*+
Health & Safety Level C	\$ 60.00/day*+
High Pressure Controller	\$ 60.00/day*+
Inclinometer	\$200.00/day*
LEL Meter	\$ 73.00/day*+
Nuclear Density Testing	\$ 25.00/hour plus operator
Other equipment including drill rigs, backhoes, etc.	Cost + 15%
ORP Meter	\$ 15.00/day
OVA	\$145.00/day*+
Peristaltic Pump	\$ 50.00/day*+
pH/Conductivity Meter	\$ 58.00/day*+
Pumps	\$ 45.00/day*+
Quad (ATV)	\$150.00/day
Rebar Locating Device	\$ 40.00/day plus operator

\* 1/2 Day Minimum Charge.

+ 25% Weekly Discount, 40% Monthly Discount.

**(1)** If concrete is sampled and delivered to SHN lab by outside contractor, add \$5.00/ea. for processing and curing per ASTM C-31.

Reimbursables, Continued	
<b>Field Testing and Equipment, Continued:</b>	
Roto-hammer	\$ 50.00/day*+
Skidmore-Wilhelm Bolt Tension Calibration	\$ 50.00/day
Soil/Gas Purge Pumps	\$ 30.00/day*+
Soil Gas Probes	\$200.00/day*+
Torque Wrench (0 to 250 ft lbs)	\$ 25.00/day
Torque Wrench (250 to 1,000 ft lbs)	\$ 50.00/day
Turbidity Meter	\$ 29.00/day*+
Ultrasonic Test Device	\$ 20.00/hour plus operator
Vapor Extraction System	\$500.00/day*+
Water Level Data Logger	\$ 60.00/day*+
Water Level Meter	\$ 36.00/day*+
Well Point	\$ 50.00/day
<b>Survey Equipment:</b>	
GPS Station	\$300.00/day*
Level	\$ 25.00/day*
Resource GPS	\$ 150.00/day*
Robotic Total Station	\$ 200.00/day
Total Station	\$ 7.50/hour
Total Station w/Data Collector	\$ 100.00/day
Toughbook	\$ 150.00/day*
Trimble GeoXT GPS Unit	\$ 150.00/day*
<b>Laboratory Tests:</b>	
Asphalt Briquette Compaction	\$ 75.00/ea. <sup>(1)</sup>
Asphalt Bulk Specific Gravity	\$ 35.00/ea.
Asphalt Content by Nuclear Method	\$ 75.00/test
Asphalt Content Gauge Calibration	\$200.00/ea.
Asphalt Extraction (% Bitumen)	On Request
Asphalt (Hveem) Mix Design	On Request
Brass Tube (Liner)	\$ 5.00/ea.
Cleanness Value (CT 227)	\$ 75.00/ea.
Compaction Curves (ASTM D 1557 or Caltrans CT216):	
4-inch Mold	\$250.00/ea.
6-inch Mold	\$250.00/ea.
Check Point	\$ 75.00/ea.
Concrete Compressive Strength (CT 521 or ASTM C39)	\$ 25.00/ea. <sup>(2)</sup>
Concrete Linear Shrinkage (3 Bars)	\$200.00
Concrete Moisture	\$ 50.00/test (floor test)
Consolidation Test	\$350.00/ea.
Direct Shear, per point: (ASTM D3080)	
Consolidated-Drained (CD)	\$145.00/point
Unconsolidated-Undrained (UU) (Modified ASTM)	\$115.00/point
Consolidated-Undrained (CU) (Modified ASTM)	\$130.00/point
Additional cycles (each)	\$ 65.00/ea.
* 1/2 Day Minimum Charge. + 25% Weekly Discount, 40% Monthly Discount. (1) If asphalt is delivered to SHN lab unmixed, add \$75.00/ea. for processing and mixing per Caltrans CT304. (2) If concrete is sampled and delivered to SHN lab by outside contractor, add \$5.00/ea. for processing and curing per ASTM C-31.	

## Reimbursables, Continued

### Laboratory Tests, Continued:

Disposable Concrete Molds	\$ 3.00/ea.
Durability Index	\$ 75.00/ea.
Expansion Index	\$175.00/test
Fireproofing Density	\$ 50.00/ea.
Grout Compressive Strength	\$ 40.00/ea.
LA Rattler (abrasion resistance)	\$225.00/test
Liquid Limit	\$100.00/ea.
Masonry Block Compressive Strength	\$ 65.00/ea.
Masonry Block Linear Shrinkage	\$ 85.00/ea.
Masonry Block Prism Compressive Strength	\$125.00/ea.
Masonry Core Shear Test	\$ 50.00/core
Moisture Content	\$ 20.00/ea.
Moisture-Density Test	\$ 30.00/ea.
Particle Size Analysis (ASTM 422)	\$115.00/ea.
Percent Crushed Particles	\$125.00/ea.
Percent Organics	\$ 50.00/ea.
Plastic Limit	\$ 50.00/ea.
Plasticity Index	\$150.00/ea.
R-Value	\$300.00/ea.
Rice Specific Gravity of Asphalt (ASTM D2041)	\$ 85.00/ea.
Sand Equivalent	\$ 75.00/ea.
Sawing Rocks and Concrete Cores	\$ 30.00/unit
Sieve Analysis--Coarse	\$ 50.00/ea.
Sieve Analysis--Fine	\$ 60.00/ea.
Sieve Analysis--Passing 200	\$ 45.00/ea.
Specific Gravity, Rock	\$ 50.00/ea.
Stabilometer of Premixed AC	\$ 75.00/ea.
Sulfate Soundness	\$ 80.00/cycle
Swell Test	\$ 55.00/point
Triaxial Compression	
Unconsolidated Undrained (TXUU) (ASTM D2850)	\$115.00/point
Consolidated Undrained (TXCU) (ASTM D4767)	\$385.00/point
Consolidated Drained (TXCD) (ACOE)	\$500.00/point
Consolidated Undrained (TXCU-3 stage) (ASTM D4767)	\$810.00/test
Consolidated Drained (TXCD-3 stage) (ACOE)	\$860.00/test
USDA Bulk Density Test	\$ 30.00/ea.
USDA Textural Suitability Test	\$ 60.00/ea.
Unconfined Compression	\$ 65.00/ea.
Unit Weight of Lightweight Concrete	\$ 50.00/unit

### Notes:

All samples of soil or rock from physical testing are discarded 30 days after submission of final report unless prior arrangements are made. Samples of soil or rock submitted for testing for hazardous substances will be returned to the Client, who is responsible for proper disposal.

This fee schedule is subject to review and adjustment, as required.

Certain services may require prevailing wages or overtime at premium pay to SHN employees. In such circumstances, fees will be adjusted to reflect increased labor costs.

**FISCAL IMPACT:**

Task 1	\$7,000
Task 2	\$2,200
Task 3	\$3,400
Task 4	\$5,200
Task 5	\$49,243
<b>Total</b>	<b>\$67,043</b>

**ATTACHMENTS:**

Engineering Services for Fiscal Year 2020/2021, Scotia Community Services District

# Scotia Community Services District

## Staff Report

DATE: June 18, 2020  
TO: Scotia Community Services District Board of Directors  
FROM: Leslie Marshall, General Manager  
SUBJECT: Planwest Partners Inc. Professional Services Agreement, with Scotia CSD, for FY 2020/2021

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### **RECOMMENDATION:**

Administrative staff recommends that the SCSD Board review the attached budget for Planwest Partners Inc. staffing services for FY 2020/2021.

### **ACTION:**

Review the attached budget for Planwest Partners Inc. staffing services for FY 2020/2021.

### **DISCUSSION:**

The Planwest Partners Inc Agreement was adopted and signed on June 20, 2019, it includes 3 years of contract services with Planwest, with a 3% increase each year. The new budget estimate outlines these rate increases, attached, and represents an “estimate” as staffing hours vary from month to month, but will follow the overall annual budget amount.

### **FISCAL IMPACT:**

See attached Planwest Partners Inc Agreement and FY 2020/2021 Budget Line Item, \$231,715.68

### **ATTACHMENTS:**

Attachment A: PW SCSD budget estimate FY 2020/2021

Scotia CSD: Planwest Partners Staffing Monthly Budget Est. FY 2020/2021

		Planwest Partners Inc.								
Task	Budget	Senior Planner	General Manager LM	Asst. GM ST	Operations Superintendent BG	GIS Analyst JB	Asst. Planner	Planning Tech/Admin/ Clerk	Expense	Monthly Total
	Rate	\$94.76	\$80.34	\$59.74	\$59.74	\$74.16	\$63.86	\$43.26		
Task 1 - General Board Secretary/Clerk/Interim General Manager Duties										\$12,037.84
1.1 Administrative Duties			100.00	20.00		4.00	20.00	20.00	\$370.00	\$12,037.84
1.2 Policies, Procedures, Ordinances										\$0.00
1.3 Community Meetings prep & attendance										\$0.00
1.4 CSD Board Meeting (Prep & Attendance, Minutes)										\$0.00
1.5 Bookkeeping, Banking, Billing, and Invoicing										\$0.00
1.6 Website/Emails/File Management										\$0.00
1.7 Budgeting										\$0.00
1.8 Grant Research and Writing										\$0.00
1.9 Personnel										\$0.00
Task 2- Operations/Management										\$7,271.80
2.1 Treated Water, Raw Water, and Distribution			50.00	20.00	20.00					\$6,406.60
2.2 Wastewater Collection, Treatment, Discharge, NPDES										\$0.00
2.3 Stormwater and Drainage										\$0.00
2.4 CSD Streets & Alleys, Street Lighting										\$0.00
2.5 Parks Recreation: Community Forest, Theatre, Museum, Carpenter shop, Landscaping								20.00		\$865.20
2.6 Land & Easements										\$0.00
Staff Hours		0.00	150.00	40.00	20.00	4.00	20.00	40.00	Total Hrs	274.00
Total	\$0.00	\$0.00	\$12,051.00	\$2,389.60	\$1,194.80	\$296.64	\$1,277.20	\$1,730.40	\$370.00	\$19,309.64

\$144,454.08

\$87,261.60

Monthly Expenses	Expense
Mileage: 250 @ \$0.58/mile (miles)	\$145.00
Legal Notice - Times-Standard	\$200.00
Printing Expenses	\$20.00
Postage Expenses	\$5.00
Monthly Expense Total	\$370.00

Annual Total \$231,715.68

# Scotia Community Services District

## Staff Report

DATE: June 18, 2020  
TO: Scotia Community Services District Board of Directors  
FROM: Leslie Marshall, General Manager  
SUBJECT: SDRMA Insurance Invoice Payment

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### **RECOMMENDATION:**

The Administrative staff recommends that the Board review and approve the SDRMA Insurance invoice for payment.

### **ACTION:**

Approve the SDRMA Invoice *and* direct staff to submit payment.

### **DISCUSSION:**

The District has received the SDRMA invoice for Property/Liability Insurance for Program Year 2020/21. A 5% multi-discount program is included. The Board has authorized the General Manager to approve payments up to \$25,000 without Board approval. The invoice total exceeds the General Manager's authorization amount, at \$82,961.59. The FY 2020/2021 Final Budget amount for insurance is \$84,000, leaving a balance of \$1,038.41. This does not include Worker's Compensation Insurance.

Program Costs have significantly increased from previous years (39% this year, after 11% last year) due to the natural disasters and increased "risk" affecting the pooled program. SDRMA told staff they are looking into legislative options to reduce costs to customers. Staff is also looking into soliciting quotes through other insurance agencies, now that the District is past its 3-year initial commitment with SDRMA.

### **FISCAL IMPACT:**

Invoice Total: \$82,961.59

### **ATTACHMENTS:**

SDRMA Property/Liability Package Program Invoice for Program Year 2020/21.

## Property/Liability Package Program Invoice



Program Year 2020-21

### Scotia Community Services District

Post Office Box 104  
Scotia, California 95565

Invoice Date: 05/12/2020  
Invoice Number: 68194  
Member Number: 7724

Property, Boiler/Machinery, Pollution, Cyber <i>Coverage for 7 reported item(s) valued at (including contents): \$20,462,490</i>	\$41,976.90
Mobile/Contractors Equipment <i>Coverage for 1 reported item(s) valued at: \$150,000</i>	1,977.23
General Liability*, Errors & Omissions, Employee & Public Officials Dishonesty <i>Certificates: 5 Non-Member Certificate(s)</i>	24,251.04
Auto Liability (includes \$50 charge for non-owned auto coverage) <i>Coverage for 3 reported item(s) valued at: \$47,261</i>	1,743.94
Auto Comp / Collision <i>Coverage for 3 reported item(s) valued at: \$47,261</i>	1,553.45
Trailers <i>Coverage for 1 reported item(s) valued at: \$7,271</i>	134.23
Special Coverages <i>Endorsements: Dam Failure Liability</i>	16,800.00

<b>Gross Package Contribution</b>	<b>\$88,436.79</b>
Earned CIP Credits (4)	-1,033.80
Longevity Distribution Credit	0.00
MemberPlus Online RQ Bonus	-75.00
Other Discounts	0.00
<b>Subtotal</b>	<b>\$87,327.99</b>
<b>5% Multi-Program Discount</b>	<b>-\$4,366.40</b>

### Total Contribution Amount Due by July 15

**\$82,961.59**

*\*Current Limit of Liability is \$2.5M for G/L, A/L and E&O (excluding outside excess liability limits)*

Please pay in full by the due date. If not, a late charge of one percent (1%) per month, twelve percent (12%) per annum, will be assessed on all sums past due. Imposition of this charge does not extend the due date for payment.

Please return GREEN COPY with your payment. For invoice questions call the SDRMA Finance Department.

Special District Risk Management Authority  
1112 I Street Suite 300, Sacramento, California 95814-2865  
Tel 916.231.4141 or 800.537.7790 | Fax 916.231.4111  
[www.sdrma.org](http://www.sdrma.org)





# Property/Liability Credit Incentive Program



## Scotia Community Services District

CIP Points Earned as of: 3/31/2020

The Credit Incentive Program (CIP) is designed to encourage our Members to take a proactive approach for loss prevention administration, training and safety/risk management. In an effort to assist our Members in achieving the lowest contributions possible, we performed a review of the documents submitted to date for the CIP program year 2019-20. **The CIP points earned will be applied toward the invoice for the 2020-21 program year. However, the actual dollar credit shown as 'Earned CIP Credits' on the invoice may differ from this report due to the actual General and Auto Liability amounts on the invoice.** The following earned credits have been documented:

CIP Criteria Description*	CIPs Earned	CIP \$ Earned	Unearned CIPs	Unearned CIP \$
SDRMA Safety Specialist Certificate	0	\$0	2	\$266
Special District Administrator designation from SDLF	0	\$0	2	\$266
Staff Attendance at SDRMA Workshop	0	\$0	2	\$266
Additional Staff Attendance at SDRMA Workshop	0	\$0	1	\$133
Management Staff Attendance at CSDA Sponsored Training	1	\$133	0	\$0
Additional Management Staff Attendance at CSDA Sponsored Training	0	\$0	1	\$133
Attendance at Approved Legal Seminar	0	\$0	1	\$133
Additional Attendance at Approved Legal Seminar	0	\$0	1	\$133
TargetSolutions Online Training Program	0	\$0	3	\$399
Use of SDRMA Safety Video Library	0	\$0	2	\$266
<b>ADMINISTRATION TRACK TOTALS - 9 POINTS MAXIMUM</b>	<b>1</b>	<b>\$133</b>	<b>8</b>	<b>\$1,064</b>
SDLF District of Distinction designation	0	\$0	4	\$532
Single Board Member Attendance at SDRMA Workshop	0	\$0	1	\$133
Additional Board Member Attendance at SDRMA Workshop	0	\$0	1	\$133
Single Board Member Attendance at CSDA Training	1	\$133	0	\$0
Additional Board Member Attendance at CSDA Training	0	\$0	1	\$133
Completion of two CSDA Education / Webinar sessions	0	\$0	2	\$266
General Safety Specialist Certificate	0	\$0	1	\$133
<b>GOVERNANCE TRACK TOTALS - 4 POINTS MAXIMUM</b>	<b>1</b>	<b>\$133</b>	<b>3</b>	<b>\$399</b>
No Claims during the year	2	\$266	0	\$0
<b>CLAIMS TRACK TOTALS - 2 POINTS MAXIMUM</b>	<b>2</b>	<b>\$266</b>	<b>0</b>	<b>\$0</b>
<b>COMBINED TRACK TOTALS - 15 POINTS MAXIMUM</b>	<b>4</b>	<b>\$532</b>	<b>11</b>	<b>\$1,463</b>
<b>5 YEAR NO CLAIMS BONUS</b>	<b>0</b>	<b>\$0</b>	<b>3</b>	<b>\$399</b>
<b>TOTAL CREDIT INCENTIVE POINTS</b>	<b>4</b>	<b>\$532</b>	<b>14</b>	<b>\$1,861</b>

\*For detailed information, please see the Property/Liability CIP criteria for the applicable Program Year.  
For questions, please contact Dennis Timoney, Chief Risk Officer at 800.537.7790 or dtimoney@sdrma.org.

## 2020-21 Credit Incentive Program Criteria

Special District Risk Management Authority (SDRMA) is committed to establishing a strategic partnership with our members to provide maximum protection, help control losses and positively impact the overall cost of property/liability coverage through the Credit Incentive Program.

Credit incentives of up to 15 points can be earned based on an Agency's participation in meeting the following program guidelines. One CIP point is equal to a 1% discount on the Agency's Property/Liability Program for the Auto and General Liability net contributions invoice only. Participating members may choose among various options to complete during the CIP period (April 1 – March 31) to reach the maximum points allowable within each track.

**The maximum total points a member can receive is 15 points (not including bonus points) and points earned before March 31, 2020 will be applied to the 2020-21 Program Year.** Options allowing a member to earn points for both Property/Liability and Workers' Compensation are designated with ***(Credit will be applied to both programs)***. Points are currently awarded as follows:

### ADMINISTRATION TRACK (9 POINTS MAXIMUM)

For staff accredited with the SDRMA General Safety Specialist Certificate or Supervisor Safety Specialist Certificate. This certificate program is a way for the Agency's staff to demonstrate their dedication to safety and loss prevention. The General Safety Specialist certificate requires the Agency employee complete and pass four OSHA certified general training courses and to receive the Supervisor Safety Specialist certificate, complete and pass two supervisory safety courses in addition to the four OSHA certified general training courses. Certificates are valid for 2 years.

**2 points**

**No Documentation Required** - Will be confirmed by SDRMA.

***(Credit will be applied to both programs)***

For management staff accredited with the Special District Administrator designation by the Special District Leadership Foundation (SDLF). This certification program is a way for special district administrators to affirm – to their customers, to their board of directors, and to themselves – that they are competent and experienced in their profession. Requirements for this certification include management experience, continuing education, community service, and ultimately an exam.

**2 points**

**No Documentation Required** - Will be confirmed by SDLF.

***(Credit will be applied to both programs)***

For each full-day attendance by the Agency's safety officer, designated individual, or employee(s) at an SDRMA Safety/Claims Education Day (First attendee earns 2 points, second attendee earns 1 point).

**3 Points maximum**

**No Documentation Required** - Will be confirmed by SDRMA workshop attendance sheet.

***(Credit will be applied to both programs)***

For each full-session attendance by the Agency's management staff in a California Special Districts Association (CSDA) sponsored training program, such as CSDA annual conference workshops and/or the Special District Leadership Academy (Each attendee earns 1 point).

**2 points maximum**

**No Documentation Required** - Will be confirmed by CSDA training attendance sheet.

***(Credit will be applied to both programs)***

For attending an approved Legal Seminar relating to Employment Practices or Human Resource issues (Each attendee earns 1 point).

**2 Points maximum**

**Documentation Required** – Course syllabus and certificate of completion must be submitted to SDRMA for credit. For utilizing SDRMA's Safety DVD/Video Library. Participating members must review a minimum of 4 Safety DVD/Videos.

**2 points**

**No Documentation Required** - Will be confirmed by SDRMA.

For staff participation in SDRMA's online safety training program – TargetSolutions Safety Programs. 25% of member employees (FT, PT and volunteer firefighters) must each successfully complete a minimum of four individual e-training modules.

**3 points**

**No Documentation Required** - Will be confirmed by SDRMA.

### GOVERNANCE TRACK – GOVERNING BODY RELATED (4 POINTS MAXIMUM)

For Agency accredited with District of Distinction designation by the Special District Leadership Foundation (SDLF). This accreditation program enables districts to demonstrate to their communities, the media and legislators their commitment to operate in a sound, responsible manner. Districts apply to SDLF for designation as a "District of Distinction" by submitting financial audits, policies and procedures and proof of Governance and Ethics training received by directors and executive staff.

**4 points**

**No Documentation Required** - Will be confirmed by SDLF.

*(Credit will be applied to both programs)*

For each full-day attendance by a member of the Agency's governing body at an SDRMA Safety/Claims Education Day (Each attendee earns 1 point).

**2 Points maximum**

**No Documentation Required** - Will be confirmed by SDRMA workshop attendance sheet.

*(Credit will be applied to both programs)*

For each full-session attendance by a member of the Agency's governing body in a California Special Districts Association (CSDA) sponsored training program, such as CSDA annual conference workshops (SDRMA approved), Board Leadership Training, Special District Leadership Academy and/or Special District Leadership Foundation (Each attendee earns 1 point).

**2 points maximum**

**No Documentation Required** - Will be confirmed by CSDA training attendance sheet.

*(Credit will be applied to both programs)*

For completion by a member of the Agency's governing body of a minimum of two CSDA Education / Webinar training session(s).

**2 points**

**No Documentation Required** - Will be confirmed by CSDA training attendance sheet.

For members of a governing body accredited with the SDRMA General Safety Specialist Certificate. This certificate program is a way for the Agency's governing body to demonstrate their dedication to safety and loss prevention. The General Safety Specialist certificate requires an Agency's governing body member complete and pass four OSHA certified general training courses.

**1 point**

**No Documentation Required** - Will be confirmed by SDRMA.

*(Credit will be applied to both programs)*

### CLAIMS TRACK (2 POINTS)

For a participating member agency not having any "paid" claims (excluding first party property claims).

**2 points**

**No Documentation Required** - Will be confirmed by SDRMA.

The following bonus points are in addition to the 15 CIP point limit:

### CLAIMS BONUS (3 POINTS)

For a member agency not having any "paid" claims as outlined under the Claims Track for the prior 5 consecutive years.

**3 points**

**No Documentation Required** - Will be confirmed by SDRMA.

### CONTACT INFORMATION

For questions regarding point credits or the Credit Incentive Program, please contact SDRMA Chief Risk Officer Dennis Timoney at [dtimoney@sdrma.org](mailto:dtimoney@sdrma.org) or SDRMA Claims Manager Debbie Yokota at [dyokota@sdrma.org](mailto:dyokota@sdrma.org) or call the SDRMA office at 800.537.7790.

Also, visit our website at [www.sdrma.org](http://www.sdrma.org), click on MemberPlus Services and then click on TargetSolutions Program to view information about the program or take an online demonstration course of several of our Online Certified Safety Training Program Courses available to all members including:

Over 800 member safety-training courses in English and Spanish

- Courses that meet State and Federal government regulations for required contact hours for certified water and wastewater operators
- Courses endorsed by the National Fire Protection Association (NFPA)
- Courses that are recognized and accepted by the California Water Environmental Association (CWEA) and the California Department of Health Services (DHS)
- OSHA approved training courses – 40 new courses
- Professional Development Courses in Leadership, Management, Computer Skills, Customer Service, Finance, Health and Wellness
- Online Driver Training and Compliance Program
- Emergency Vehicle Operator
- Law Enforcement, Online Police Training
- Human Resources

SDRMA is happy to accept Automated Clearing House (ACH) payments for any invoices relating to the Property/Liability, Workers' Compensation and Health Benefits Programs. Please reference the following information to process payments correctly. If you have any questions, please contact Jennifer Chilton, CPA, Acting Finance Manager at 800.537.7790 or [jchilton@sdrma.org](mailto:jchilton@sdrma.org).

All ACH Payments need to be sent to:

**RIVER CITY BANK**  
**American Bankers Association (ABA)**  
**Routing Number: 121133416**

**Health Benefits Program Payments**  
Send funds to Deposit Account Number:  
**0811090531**

**Property/Liability Program Payments**  
Send funds to Deposit Account Number:  
**0811090507**

**Workers' Compensation Program Payments**  
Send Fund to Deposit Account Number:  
**0811090523**

## Scotia Community Services District Staff Report

DATE: June 18, 2020  
TO: Scotia Community Services District Board of Directors  
FROM: Leslie Marshall, General Manager  
SUBJECT: Reopening of SCSD Parks and Recreation Facilities to vehicular traffic

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### **RECOMMENDATION:**

Staff recommends the Board discuss the possibility of reopening the automated gate at the Carpenter's Shop now that State Parks Covid-related closures have been lifted.

### **ACTION:**

Motion to reopen the District Park facilities to vehicular traffic.

### **DISCUSSION:**

The Board voted to close the park gate at their April regular meeting to follow State recommendations related to COVID-19, and follow suit with State Parks closures to vehicles.

While social distancing measures are clear, that while exercise and outdoor recreation are not banned there is specific guidance on how to do that safely. The following is taken from *Humboldt County COVID-19 Frequently Asked Questions* —**The order permits going outside to walk, hike, cycle, or run while staying at least six feet away from other people. However, the use of public trails or park areas that do not allow for at least six feet of social distancing is not permitted.**

Considering Health Order developments from the County and following suit with State Parks of California, staff is asking the Board to consider reopening the park vehicle access gate.

During the closure, staff was able to address some of the safety concerns in the parks regarding the recurrent problem of speeding and reckless driving in the parks. Boulders have been placed throughout the main parking area and within the roadway to hopefully curb the reckless driving in the parks.

**FISCAL IMPACT:** None

**ATTACHMENTS:** None

## **Scotia Community Services District Staff Report**

DATE: June 18, 2020  
TO: Scotia Community Services District Board of Directors  
FROM: Leslie Marshall, General Manager, and Director Susan Pryor  
SUBJECT: Consider Proposal from Rio Dell-Scotia Chamber of Commerce Flag placement

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### **RECOMMENDATION:**

Hear about Rio Dell-Scotia Chamber of Commerce Flag placement and discuss Board's interest for Scotia.

### **ACTION:**

Motion to engage Rio Dell-Scotia Chamber of Commerce for flag placement in Scotia.

### **DISCUSSION:**

A return to a former custom – the placing of 60 new American flags on Wildwood Avenue in Rio Dell during holidays (Flag Day, July 4, Labor Day and Veterans Day) – was launched on Memorial Day.

In Rio Dell, the chamber purchased the flags, poles, and needed hardware with funds donated for the purpose by area individuals and businesses. Chamber president Nick Angeloff with helpers dug holes in the median; chamber vice-president Jim Brickley stained the poles to protect them against inclement weather. Others poured concrete into the 60 holes into which flag holders were set. The City of Rio Dell purchased six flags.

Flags can still be sponsored, for \$50 with inscription, up to three lines of up to 15 characters each.

This matter is being presented to the Board at the request of Board Member Pryor.

### **FISCAL IMPACT:**

\$50/flag, per the newsletter

### **ATTACHMENTS:** None