

**ORDINANCE NO. 2022-6**  
**AN ORDINANCE OF THE SCOTIA COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTORS**  
**AMENDING ORDINANCE 2022-3 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. BASIS OF AUTHORITY.** Ordinance 2015-2 dated 11/19/2015; Ordinance 2018-2 dated 11/15/2018; Ordinance 2019-2 dated 12-9-2019; Ordinance 2020 – 2 dated 6/18/2020; Ordinance 2021-3 dated 3/18/2021, Ordinance 2022-3 dated 4/21/2022.

**SEC. 1.02. Purpose and Policy.** This Water Ordinance (Ordinance) sets uniform -requirements for the Scotia Community Services District (District) Publicly Owned Treatment Works (POTW) , water treatment system (District’s infrastructure), and enables the District to comply with the administrative provisions set by the California Department of Water Resources, and any other 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 water distributed into the District’s infrastructure. This Ordinance provides a means of setting of charges and fees. Revenues derived from the application of this Ordinance shall be used to defray the costs of operating and maintaining adequate water treatment systems and infrastructure to provide sufficient funds for capital outlay, bond service costs, capital improvements, and depreciation.

**SEC. 1.03. Authority.** The District General Manager (District Manager), as approved by the District Board of Directors (District Board) shall have the authority to administer, implement and enforce all chapters and sections of this Ordinance.

**SEC. 1.04. Violation Unlawful.** It shall be unlawful for any person, whose building is required to be connected to the District’s infrastructure under this ordinance to connect to, construct, install or provide, maintain, and use any other means of water service to said building except by connection to the District’s infrastructure in accordance with this Ordinance.

**SEC. 1.05. 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. 1.06. District Inspector.** The District Manager may personally perform or designate a qualified person or persons to perform the duties of inspecting the installation, connection, maintenance, operation and use of all infrastructure and facilities in the District Water System.

**SEC. 1.07. 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. 1.08. 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. 1.09. 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. 1.10. Tampering 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. 1.11. 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. 1.12. Ruling Final.** All rulings of the General Manager shall be final unless appealed in writing to the District Board of Directors (Board) within (5) days. When a ruling of the General Manager is appealed in writing, the Boards' ruling shall be final.

**SEC. 1.13. 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. 1.14. 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.

The General Manager shall have, subject to approval of the Board, 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 shall report to the Board 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. 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. 1.15. 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. 1.16. 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, e-mail, 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 shall apply for regular water service at the District offices by completing an application form, paying a nonrefundable processing fee and providing a security deposit. The District Master Fee Schedule (Fee Schedule) and security deposit amount can be acquired at the District office, or on the District website. 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 or property 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 fee 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 ownerships 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 charge 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 fee 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 pipeline 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 system 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 a 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 by \$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,

## CHAPTER 5 – METERS

**SEC. 5.01. Meters Required.** Meters shall be required for all water service connections, including but not limited to fire protection water and portable water, for any properties connected to the District's water system.

**SEC. 5.02. 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. 5.03. 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.

**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. Penalty.** Water rates and charges which are not paid on or before the day of delinquency shall be subject to a penalty in accordance with California Government Code §61115.

**SEC. 6.07. 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. 6.08. Customer's Guarantee.** The water charge begins when a service connection is installed and the meter is set, as defined in **SEC. 6.04**. 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. 6.09. 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. 6.10. 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 on the customer side of the water meter or inside the property line.

**SEC. 6.11. 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. 6.12. 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 District 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.** The failure to receive a monthly bill does not relieve the customer of any 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 for water/sewer accounts that have begun new service, reconnected or with an outstanding balance remaining from a previous District service. Reconnection charges and penalties shall be as shown on the fee schedule.

For a residential customer who demonstrates to the District a household income below 200% of the federal poverty level, the District will limit the amount of a reconnection fee to \$50.00 for reconnection during business hours, and \$150 during non-operational hours, and waive interest charges on delinquent bills once every 12 months as requested.

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

**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 District's 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 fee 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 in accordance with California Government Code §61115.

**SEC. 8.02. Suit.** All unpaid water rates and charges and penalties herein provided may be collected by suit, collection agency, application to the County tax roll, or any 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, the District 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.

**SEC.9.03. Fire Hydrant Testing.** When a property owner requests that a District fire hydrant be tested, for any reason, the cost of the test(s) shall be paid by the property owner as identified in the District Master Fee Schedule.

## 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 services.

**SEC. 10.02. No Connection to Other Water System.** There shall be no connections between this fire protection service 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 ten (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 fee 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 controlling the service 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.** All private fire protection services shall be metered. If water is used through a fire service connection for any other purpose than extinguishing of fires or testing fire hydrants, the District shall have the right to 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 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 fee 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 fee 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 are prohibited.

## 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 inside the 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 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: November 17, 2022

ATTEST:

APPROVED:


  
Board Clerk, Scotia Community Services District  
for Julie Hawkins

  
Vice-President, Scotia Community Services District

Clerk's Certificate

I hereby certify that the foregoing is a true and correct copy of Ordinance No. 2022-6, passed and adopted at a regular meeting of the Board of Directors of the Scotia Community Services District, Humboldt County, California on the 17<sup>th</sup> day of November, 2022 by the following vote:

AYES: Ansted, Black, Pryor, Sellen  
NOES:   
ABSENT: Newmaker  
ABSTENTIONS:

  
Clerk, Scotia Community Services District  
for Julie Hawkins