





FY 2023/2024 MASTER FEE SCHEDULE  
OF THE  
SCOTIA COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS

Adopted  
May 18, 2017

Amended  
June 15, 2023

**SCOTIA COMMUNITY SERVICES DISTRICT  
FY 2023/2024 MASTER FEE SCHEDULE**

**SECTION 1. WATER SYSTEM FEES**

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

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

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

2. **Splitting/Relocating Water Service.** The charge for splitting an existing water service shall be the actual charge for material, labor, and equipment not to exceed the charges for a new service. The charge for relocating an existing service shall be actual costs for materials, labor, and equipment not to exceed charges for a new service less credit for existing meter. All existing service lines that are no longer in use shall be removed, at the cost of the property owner. Any inspection fee costs will be based on the fully burdened hourly rate of a District Employee or the District’s Authorized Contractor.
3. **Backflow Prevention Device Charges.** Maintenance and testing of these devices is the responsibility of the customer and shall be tested by a certified backflow tester. The customer shall submit a copy of the test results annually. Failure to provide certified back-flow test results as required shall result in the District providing the test and inspection at the customer’s expense.
4. **Water Hauler Fees and Charges.** Charges for potable water shall be based on the Water Hauler Guidelines. Raw water will not be available for water hauler use or sale.
5. **Temporary Construction Meters.** A \$40.00 meter setting fee will be charged for the installation of this meter. There shall be imposed a monthly rate for the temporary service, based on meter size in the table below, and a charge for the quantity of water used at the current flow in **Section 1.7 Monthly Water Service Rates.**
6. **Meter Tests – Deposit.** If a customer desires to have the meter serving their premises tested, they shall first deposit Thirty-Five Dollars (\$35.00) and pay the actual cost to test the meter.

7. **Monthly Water Service Rates.** These utility charges shall apply to all customers within the District’s limits. A monthly rate for water service provided by the District shall be as shown below.
- A. **Monthly Water Base Rate.** The monthly base rate shall be determined by size of water meter and location of service. The monthly Base Rate is a requisite service charge for all utility customers, regardless of any actual water usage or account status. If a customer’s service is discontinued for non-payment, monthly Base Rates shall continue to accrue.
  - B. **Monthly Consumption Charge:** The monthly quantity charge rate shall be charged per 100 cubic feet (HCF) of water used.
  - C. **Monthly Raw Water Charge:** The Raw (non-potable) Water Rate shall be charged per 100 HCF of water used.

The rates and minimum water service charges are billed monthly to customers within the service area of the District shall be as follows:

<b>Water Rates (over 5-year Period)</b>					
	<b>FY 19/20</b>	<b>FY 20/21</b>	<b>FY 21/22</b>	<b>FY 22/23</b>	<b>FY 23/24</b>
Monthly Base Rate per Meter Size					
<i>5/8”</i>	\$65.79	\$66.77	\$67.77	\$72.58	\$72.58
<i>3/4”</i>	\$98.69	\$100.17	\$101.67	\$108.89	\$108.89
<b>1”</b>	\$164.46	\$166.93	\$169.42	\$181.45	\$181.45
<b>1 1/2”</b>	\$328.93	\$333.86	\$338.87	\$362.93	\$362.93
<b>2”</b>	\$526.28	\$534.17	\$542.18	\$580.67	\$580.67
<b>3”</b>	\$986.78	\$1,001.58	\$1,016.60	\$1,088.78	\$1,088.78
<b>4”</b>	\$1,644.62	\$1,669.29	\$1,694.33	\$1,814.63	\$1,814.63
<b>6”</b>	\$3,289.25	\$3,338.59	\$3,388.67	\$3,629.27	\$3,629.27
<b>8”</b>	\$5,262.81	\$5,341.75	\$5,421.88	\$5,806.83	\$5,806.83
Monthly Commodity Rate					
<i>Treated Water (per 100 cf water used)</i>	\$2.78	\$2.82	\$2.86	\$3.06	\$3.06
<i>Raw Water (per 100 cf water used)</i>	\$0.24	\$0.24	0.24	0.26	0.26

**SECTION 2. WASTEWATER SYSTEM FEES**

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

- 1. **Monthly Sewer Service Rates.** These utility charges shall apply to all customers within the District’s limits and applied as follows:
  - A. A monthly Base Rate shall be imposed on all customers, per equivalent dwelling unit (EDU) regardless of any actual usage.

- B. A monthly Flow Rate based on one hundred cubic feet (100 cf) of metered water used; and
- C. A monthly Strength Fee based on per pound (lb.) of BOD and TSS.

The monthly base rate is a requisite service charge for all utility customers within the District’s limits, regardless of actual usage or account status. If a customer’s service is discontinued for non-payment, the monthly Base Rate shall continue to accrue.

The rates and minimum sewer service charges billed monthly to customers within the service area of the District shall be as follows:

<b>Wastewater Rates (over 5-year Period)</b>					
	<b>FY 19/20</b>	<b>FY 20/21</b>	<b>FY 21/22</b>	<b>FY 22/23</b>	<b>FY 23/24</b>
<b>Base Rate (per EDU)</b>	\$78.69	\$79.87	\$81.07	\$86.83	86.83
Monthly Flow Rate					
<b>Flow Rate (per 100 cf used)</b>	\$4.30	\$4.37	\$4.44	\$4.76	\$4.76
Monthly Strength Rate					
<b>BOD (per lb.)</b>	\$0.3792	\$0.3849	\$0.3906	\$0.4183	\$0.4183
<b>TSS (per lb.)</b>	\$0.5661	\$0.5746	\$0.5832	\$0.6246	\$0.6246

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

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

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

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

Commercial	
Water & Sewer	2.5 times the Monthly Base Rate
Water Only	2.5 times the Monthly Base Rate
Sewer Only	2.5 times the Monthly Base Rate

2. **Security Deposit - Guidelines for Creditworthiness.** A customer must meet one of the following criteria to meet the District's guideline for creditworthiness when considering an alternative to the collection of a security deposit:
  - A. Prior service within the District showing timely payments within the previous two (2) years, or
  - B. Produce a letter of credit from PG&E, or another Humboldt County utility company showing timely payments for a period of one (1) year.
  
3. **Monthly Billing.** Utility accounts are billed monthly and are due and payable upon presentation and must be paid in full by the due date on the bill, 15 days from the billing date. Any payment postmarked by the due date will be accepted as timely. If not paid in full, the bill becomes delinquent 20 days (5-day grace period) after the billing date and will be charged a **10% penalty**. A disconnect warning will be mailed indicating a service disconnection date if payment has not been received within 53 days past the billing date. If payment in full is not received within 60 days of the billing date (40-day grace period), a final warning notice will be delivered/mailed/telephoned, at least forty-eight (48) hours prior to disconnection, indicating the service disconnection date for non-payment is imminent. Payment to restore service will include all past due charges, current charges, late fee penalties, and a reconnection fee (plus penalties) will be made and collected prior to renewing the service following a disconnection. Customers that demonstrate a household annual income that is 200 percent below the federal poverty level will have any interest charges waived.
  
4. **Account Initiation Charge.** There shall be an initiation charge of Thirty-Five Dollars (\$35.00) to set up an account for a new customer or change a location for a current customer.
  
5. **Reconnection Charge.** A reconnection charge of Fifty Dollars (\$50.00) for the first reconnection and Sixty-Five Dollars (\$65.00) thereafter plus penalties will be made and collected prior to renewing the service following a discontinuance. Reconnection fees shall not exceed the actual cost of reconnection for customers that demonstrate an annual household income more than 200 percent below the federal poverty level.
  
6. **Returned Checks.** If a check tendered as payment for any rate or charge is returned to the District uncollected, there shall thereupon become due an additional charge of Thirty Dollars (\$30.00).
  
7. **Notification of Returned Check.** Upon receipt of a returned check rendered as payment for *water* service or other *water* related charges, the District will consider the account *not*

paid. The District will attempt to notify the consumer in person and by leaving a Shut-Off Notice (Notice) for *water* service at the premises. *Water* service will be disconnected if the amount of the returned check and returned check charge are not paid by the due date specified on the Notice. The due date shall not be sooner than the date specified on an Overdue Notice; or if an Overdue Notice had not been previously provided, no sooner than the sixtieth (60) day after the invoice for the payment of the returned check had been made. To redeem a returned check and to pay a returned check charge, all unpaid charges will be paid by credit card, debit card, or certified funds.

8. **Returned Check as Payment for Water Service Disconnected for Nonpayment.** If the check tendered and accepted as payment which resulted in restoring *water* service to an account that had been disconnected for nonpayment is returned as non-negotiable, the District may disconnect the *water* service after a three (3) calendar day's written notice. The consumer's account may only be reinstated by receipt of all outstanding charges paid by credit card, debit card, or certified funds.

After the consumer's account has been reinstated, the account will be listed for a one-year period indicating that a non-negotiable check was issued by consumer. The only form of payment, for *water* service charges, that will be accepted for the one-year period will be credit card, debit card, or certified funds.

9. **Broken Lock Fee.** If a service is locked and the lock is broken, a charge of Thirty Dollars (\$30.00) shall be assessed to the customer in addition to any other fees or penalties.
10. **Tampering Fee.** If a service, including but not limited to the curb stop, gates, meter, valves, or any other part of the District's water system, is tampered with a charge of Two Hundred and Fifty Dollars (250.00) shall be assessed to the customer in addition to any other fees or penalties specific to damage caused by tampering. The water service may be disconnected until the situation has been resolved.
11. **Fire Hydrant Testing.** When a property owner requests that a District fire hydrant be tested, for any reason, a charge of Three Hundred and Fifty Dollars (350.00) shall be assessed to the property owner.

#### **SECTION 4. WATER THEFT ADMINISTRATIVE PENALTIES**

"Water theft" means an action to divert, tamper, or reconnect water utility services, as defined in Section 498 of the California Penal Code. Water theft shall require an administrative fine or penalty in accordance with the fine structure set forth in **Section 53069.45 of the California Government Code**, which shall be codified in the District's Master Fee Schedule and updated by District Resolution, as necessary, to reflect any statutory changes.

1. If the water theft is committed via meter tampering in violation of an Ordinance adopted under this section, it is punishable as follows:

- A. A fine not exceeding one hundred thirty dollars (130.00) for a **first** violation.
  - B. A fine not exceeding seven hundred dollars (700.00) for a **second** violation of the same Ordinance within one year of the first violation.
  - C. A fine not exceeding one thousand three hundred dollars (1300.00) for the **third** violation and each additional violation of the same Ordinance within one year of the first violation.
2. All other forms of water theft in violation of an Ordinance adopted under this section are punishable as follows:
- A. A fine not exceeding one thousand dollars (1000.00) for a **first** violation.
  - B. A fine not exceeding two thousand dollars (2000.00) for a **second** violation of the same Ordinance within one year.
  - C. A fine not exceeding three thousand dollars (3000.00) for each additional violation of the same Ordinance within one year.

**SECTION 5. WATER SHORTAGE EMERGENCY FINES AND PENALTIES**

1. **Fines and Penalties.** Except as otherwise provided by Board action, violations of any provision of the District’s Water Ordinance pertaining to water shortage emergency fines and penalties shall be fined as follows:

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

**SECTION 6. ANNUAL BENEFIT ASSESSMENT FEE SCHEDULE**

<b>Annual Benefit Assessments (over 5-Year Period)</b>					
	<b>FY 19/20</b>	<b>FY 20/21</b>	<b>FY 21/22</b>	<b>FY 22/23</b>	<b>FY 23/24</b>
<b>Storm Drainage</b>	\$23.34	\$23.69	\$24.05	\$24.77	\$24.77
<b>Parks and Recreation</b>	\$209.01	\$212.15	\$215.33	\$221.79	\$221.79
<b>Streets and Street Lighting</b>	\$55.43	\$56.26	\$57.10	\$58.81	\$58.81

Benefit Assessments are billed annually, directly by the District. Each residence has been attributed 1 Equivalent Benefit Unit (EBU), so each rate expressed is what each single-family



residence will pay for benefit assessments. (Commercial, Industrial, and limited residential customers have EBU multipliers on their properties, found in the Engineer Assessment Report)

## **SECTION 7. PARKS AND RECREATION RENTAL FEES**

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

### APPLICATION PROCESSING FEES

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

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

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

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

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

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

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

The “Half-Day Rate” shall be defined as a fee charged specifically for use of the Winema Theater and which includes access to the facility for a maximum of four consecutive hours.

### WINEMA THEATER

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

SCOTIA MUSEUM

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

FIREMAN’S PARK

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

PARKS

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

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

SPECIAL EVENT SERVICES

Event Setup

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

Event Cleanup

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

**SECTION 8. STORM DRAINAGE INSPECTION FEES**

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

**SECTION 9. DOCUMENT DUPLICATION AND DISTRIBUTION**

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

- 1. Photocopies.**
  - A. Per 8 1/2" x 11" and legal-size page:
    - Per 1-side page..... \$0.10
    - Per 2-side page..... \$0.20
  - B. Per 11" x 17" page: Per 1-side page..... \$0.20
  - Per 2-side page..... \$0.40
  - C. Per 24' x 36" page: Per 1-side page..... \$3.00
  - D. Conversion of Documents to Electronic Image: \$2.00 plus \$0.10/page
- 2. Copies of Video Tapes, Audio Tapes, CDs, DVDs.** \$3.00/each, plus actual cost for duplication
- 3. Mailing.** \$2.00/each, plus actual postage cost

**SECTION 10. ENCROACHMENT PERMIT FEES**

A District Encroachment Permit (Permit) is required for any activities, materials, and equipment which will occupy the District’s right-of-way, including but not limited to, alleys, sidewalks, streets, and storm drainage facilities. A Permit is required for any excavation within the District’s right-of-way.

The following fees will be charged for a District Permit:

- 1. A standard Permit fee is \$279.00
- 2. All commercial, utility, and major project Permits will include the standard Permit fee, **plus** an inspection fee based on the fully burdened hourly rate of a District Employee or the District’s Authorized Contractor. A \$500.00 deposit is required for this permit.
- 3. Encroachment violation fees will be charged to the property owner, in addition to an encroachment permit, for investigation of unpermitted construction at actual cost to the District.