

Minutes of the Regular Board Meeting for the  
Scotia Community Services District  
Tuesday March 17th, 2026, at 5:30 P.M.

**A. CALL TO ORDER/ ROLL CALL/ PLEDGE OF ALLEGIANCE at 5:30 PM**

Paul Newmaker, President– Present

Delia Ansted, Director – Present

Nina Sellen, Director – Present

Susan Pryor Vice President- Present

Andrew Perkins -Present

Steve Coppini General Manager, Amber Sandum Board Clerk, Rhetta Vander Ploeg District Legal Counsel, Brandon Wishneff Crew Leader and Bruce Gehrke Operations

Public Members- Leslie (via zoom), Michael Whitney, Deborah Hart, Casey Easley, Nicole Mobley, Kyle Cooper, Courtney Yates and Rod Mikels.

**B. SETTING OF THE AGENDA -On Consent Calendar items C3 and dC5 should be Columbia Bank. Clerical changes.**

**C. CONSENT CALENDAR**

1. Approval of Previous Meeting Minutes – Regular Meeting February 17th, 2026
2. Approval of RCB Check Registers February 1-28, 2026
3. Approval of Columbia Bank Check Registers February 1-28, 2026
4. Approval of RCB Mastercard Statement – January Statement
5. Approval of Columbia Bank Visa Statement – February Statement

No public comment

**Motion:** To Approve Consent Calendar

**Motion:** Sellen **Second:** Pryor

**Motion Vote:** Ayes Ansted, Sellen, Pryor, Perkins, Newmaker **Opposed:** None **Absent:** None **Abstain:** None

No Public Comment

Motion Carries

**D. Informational Item-Update regarding water quality issues caused by recent storms**

Just going to give a quick account of what happened and prepared some questions that have come up since then, I'll try to answer them as best I can and read as brief as I can. As we know, March 4th boil water advisory was issued as per the State Water Board. So essentially, sorry, I'm a General Manager, sorry, public speaking is not my strong bear with me. So essentially, after receiving multiple complaints, we did some looking into what was going on at the plant, we found excessive levels of

turbidity leaving the plant. This is not normal. I know there's been issues in the past, but this one's well above a normal incident. At that point, we called the State Water Board, told them where we were after verifying those turbid numbers, and thus the advisory was issued. First thing we did, is a process of elimination. I took a bacteria sample from our state mandated spot in the town to ensure that it wasn't bacteria related as well as turbid. Took that to the lab at the same time, the crew was inspecting the filters, trying find what happened. As old as our plant is, this is just unprecedented, this amount of turbine water entering system. So, we need to get to the bottom of this. We inspected filters, we drained and cleaned the sediment settling tank, perhaps that was too full from the winter. We didn't know at that time, and couldn't find anything to pinpoint exactly what happened with this, with the plant, further complicating matters within I can't remember what it was four or five hours the plant had self corrected, and it's spitting out good water again, which leads to an isolated incident, whether it was built up silt from past storms that just got caught up behind the filters and blew past it. I mean, that's a theory. It was definitely a special event, and so at that point the plan is correction. The only thing we can really do is start flushing the system through the hydrants.

Further complicating it, more were reports from around town. Customer A had excessively turbid water out there doing this for a day. Customer B, the water looked pretty good. Customers C their water is great. The problem is they all live in the same area, so we couldn't isolate. We just continued to backflush flush the system as much as we could to get that turbid water out of the system, because as much as the clean water is coming into and we got to get rid of this dirty water. So essentially, after a few days of doing this, we got back to the numbers. We had to see several more samples were taken to ensure that they were just turbid. These all came back clean. This was not a bacterial issue, thank goodness. The advisory was finally lifted on the 11th. Would have been sooner, but the tests that we took were 24-hour tests, and we couldn't release the advisory without those tests coming back. And so, because that was another complaint, it was like, hey, our water looks good. And so last couple of days, your water might have shown improvement, but we needed to make sure that it wasn't bacteria, and it wasn't, so we lifted the state mandatory advisory.

Another complaint we received was excessive chlorine. You might smell it or taste it in your water. This was also mandated by the State to up the level of chlorine for disinfection is just to be safe. It's precursory preventative, whatever you want to call it, well below mandated levels. It's safe, but you might notice that it will not continue to be that way. We will dial it back eventually. It was safe this morning, especially safe to make sure so if you do notice chlorine in water that will eventually go back to where you won't notice it quite so much. Another question that came up quite a bit, is this going to happen again? I'd be a fool to sit here and guarantee this isn't going to happen again. We learned some things through the process.

For instance, with the completion of Phase four, we now have the ability to use Hydrants to flush our system. This was not available in the past, before the construction, the hydrants were all fed by river water, just plain old, raw water. So, if this had happened back then, we would have probably been stuck for weeks, and possibly since it worked its way through its system, we wouldn't had a way to flush that we do now. So what we can also do with that knowledge is possibly a preventative maintenance schedule flushing regularly next winter when the storm hits. It's not going to prevent further issues, but we might be able to alleviate it a lot quicker, and this was only available to us in the last month with the completion of Phase four. So that was that was a positive to come out of that. So as far as Will it happen again? The likelihood is no, but again, we don't have that answer. Those were the main questions that had been presented since the incident. There was a couple of positives that came out of this, and I know people don't like to hear it, but there is a positive. So I mentioned our plant is exceedingly old solar to anybody in this room except me, Bruce. So the process has been in place for, well, I've been here almost two and a half years. It was before me to upgrade plant and get it

modernized. How do we go about that? We obviously can't fund it ourselves. We don't want to raise rates pay for it, so we're relying on grant funding. If your plant is good but needs to be replaced, you're at the bottom list because you don't have problems. We obviously have a problem, and so by all accounts, talking to the people in the know, it's not guaranteed by any stretch of the imagination, but the indications are good this, it'll really bump us up on that list, because we are nearly done with the design phase. We're hoping within the next six weeks, the design for a new upgrade to the plant will be completely procuring the funding to actually put a shovel in the dirt and get this plant fixed. How long does that take? We are at the mercy of the government, but hopefully this will help. We don't want this to happen like it did. Let's, let's take the good from and then this, this is just a side note, but I felt it was important to bring up. You know, living in Humboldt County, we're isolated all these small communities. My background is not water, it's wastewater. Completely different deal. But I've been involved in some emergency situations before. I'll tell you, finding a competent crew and a crew that actually cares about what they do is hard, very hard. I know this from experience, and we're lucky to have the guys we have. They did a great job went above and beyond after hours over the weekend, at one point, I made comment let's get some rest. The answer I got was, we're good let's get this done. That's rare, very rare. So, I just wanted to acknowledge the guys.

## **PUBLIC COMMENT**

Public Comment: Public Member-Courtney Yates- Had a couple of clarifying questions. Steve mentioned that they weren't aware of some situations that were going on with the water until it was mentioned, how often is the water monitored and tested, especially when we do have turbidity? Whenever the water gets turned up, when you have those issues. Is that something that you just kind of learned happens? How often do you guys monitor the water when that's going on? So that something like this doesn't happen.

President Newmaker-. If nobody knows what Phase Four was, it was the last subdivision section from the bridge all the way down to the park the homes down there. Thanked Steve and asked if there were any comments on the information that was just brought up.

General Manager-I'm not the lead operator Brandon is I can tell you that turbidity is monitored continuously at the plant. The State mandates what limits we can have that leave the Plant and that's monitored continuously.

Public Member-Courtney Yates- So something along the lines of you guys weren't aware of what was going on until this happened. I'm wondering what can happen in the future, to be monitoring it more regularly, or something, so this doesn't happen.

General Manager-For this to happen to this extreme. Let me clarify, what I meant by that was, my understanding is this, anytime there's a heavy storm here in town, the water gets turbid, the plant gets overloaded, and the water does get turbid and the plant just can't handle all the silt, because our source water is the river, but it's usually correctable very quickly.

Public Member- Courtney Yates- I guess, just kind of trying to figure out. You said it's monitored continuously, so you have to go and test it? Or is it a system that's in place? Or how is it monitored?

Brandon Wishneff-Continuous reads are done at the turbidity reader at the Water Plant. Will get a call if there is an alarm.

Public Member-Courtney Yates- So I understand that part, but I guess maybe I'm not be super clear on

my question. I apologize. The monitoring part of it that's done by a machine that tells you guys, and then does that send a notification at all hours? Or is it just when you read it, or it sends notifications somewhere. So it will send an alarm when it reaches a certain amount, so you guys will know at all hours of the day and night what the readings are? Another question I had was there was flushing that happened with the hydrants, and that did cause some water pressure issues for most of the town. Was there a notification that went out that some people just missed, or did you guys not notify anybody? And how can that change in the future so people are aware when all of a sudden they just don't have any water pressure?

General Manager- I wasn't aware that a lot of pressure had come up. We did go out and we were flushing as much as we could . Didn't take water pressure into account. In the future, if we're doing preventative maintenance, we don't have to flush all these hydrants at one time, we can do it much slower, and it shouldn't hurt water pressure, but because we were going, you know, as fast as we could, to get as much water as we could.

Courtney Yates- Without this being the first time of having capabilities of using the hydrants, what prompted that change, and how would that possibly affect us in the future, with if there was, God forbid, knock on wood, a massive fire that depleted a lot of our water in our treated water that's no longer just coming from the river, what potentially would that have effects on the town.

Brandon Wishneff- I can manually turn the pumps on whenever if needed.

Public Member Courtney Yates- If you have to flush the hydrants in the future, would you be notifying the town via email if there is going to be low water pressure?

General Manager- this is something we can possibly look into. I can't give a direct answer now, but it definitely feasible to look into.

Public Member Courtney Yates-To also touch on the chlorine situation, I have noticed over time that the water sometimes does smell very strongly of chlorine, not always when it's determined. Is that something that you guys are monitoring, and it's like, hey, you need to use a little extra chlorine. So let me put a little extra chlorine in here. Is that something, when you put a certain amount that you could notify people, like, Hey, if you notice a little extra chlorine. This is why, instead of just all of a sudden, the water smells or tastes really strong, is that something that maybe there could be more communication with so we're not all wondering.

Brandon Wishneff- I would say, unless you hit the MCL, which is like four milligrams. Per liter, which it almost smells like pool water. We weren't even close.

Public Member Courtney Yates-I understand the necessity of it. What I'm wanting is communication when they have to add more so that we're kind of prepared. Notification if your water might smell or taste a little bit more like chlorine.

Bruce Gehrke-You might want to change it sometimes daily, it's continuously monitored as well. If we slow the plant down or speed it up, that affects the dosing of the chlorine.

Public Member-Nicole Mobley-So, how do we know? As a resident, is what she's asking. Where's the communication? Your guys come around every Thursday to check our water meters, and, you know, do that. So why can't they put a notice on the door? I think it's every Thursday. Is that right? Or every other Thursday? Why can't there be some sort of notification system? It just doesn't make sense. As a

resident, we have babies here. If you guys aren't local, like, we get that, like, I completely understand. But we're local. We have pets, we have babies, we have, you know, ourselves that we haven't found her to the podium. Sure, sorry, maybe I apologize My name is Nicole. Sorry. I didn't mean to overtake Courtney we're local here. We have elderly residents who don't have access to their emails and don't go to the post office to get the notification. There was nothing on our doors for when this happened. There's nothing on our doors for when this big event happened. And of course, this is kind of like not unprecedented, but it's very rare that this happens. And I completely respect you as general manager, like what you did and how fast your team act and of everything, but there was no real notification. I mean, my husband got a Gmail notice. I didn't get one. I got nothing, and my elderly neighbor didn't get anything. We walked over with water like it just doesn't it doesn't make any sense for us not to be notified. I mean, again, we have babies here that are bathed every day. We have pets here. If the long-term repercussions turn out to be something more vast, it's going to be a bigger problem. I'm just wondering, we all are wondering, why aren't we notified in changes in chlorine. This is huge the event that happened. Thank you for that, but it was chaotic. I mean, we were all we had to go to Fortuna to get water because we, none of us trusted Hoby's with their filtration, you know, over here, with their what is it? It's not Alhambra, but whatever it is over here, so none of us trusted it. It's like we're not only taking time away from our days. We're spending money that we already spend so much on water here. I mean, we have a family of two with two dogs, and we pay 215 on average, not even on average, that's for our regular bill every single month on water, 215 like it's insane.

President Newmaker-Small Districts have higher rates we did not set the rates. I understand your concern. As far as touching on how to notify you guys, maybe we can put something in place.

Public Member Courtney Yates-The last question does have to do with communication, with the email and then some of the social media that somebody I think from the board, had put on there. The only thing that I wanted to add to that is to have kind of a process that may be put in place for future emergency services or something like that happens. You know, this obviously doesn't happen every year. There are a lot of people that may rent from owners here. The owners are getting emails, the owners are getting the notifications the people that are renting aren't. The Town of Scotia did put flyers out. People asked, "How come I didn't get one? That paints a really bad light on you guys, which you know it, shouldn't necessarily, it's people who don't understand that there's more than one entity in this, you know, so all eyes go on you guys all the time. So, this is just something more of food for thought, but the question is, figure out some way to try. Even if there is a volunteer board that comes in and helps out. For people that want to be more involved or to help get that stuff out, and if we have an emergency. Maybe like the fire department. Just kind of thoughts. I appreciate it. Thank you for your time. Thanks for the explanation.

Public Member Deborah Hart-I just moved here less than a year ago, and it was cloudy for weeks. asked the neighbors, and nobody said, Oh, it's just dirt from the river. . So you everybody's talking about bleach and it kills this and that but, when I was doing some research, I have a hard time pronouncing this word, bleach doesn't touch it. So what do you guys do about that?

General Manager- That was the whole point of the advisory boiling your water because of that one strain. I'm no scientist either. Bruce understands it a lot better, but that is the main reason why there was an advisory because of that one strain of bacteria, and that's why we took several samples to make sure that it was still absent. We hit it with chlorine, and we treat it and we filter, and it was still absent in the system. That's why we took samples.

Public Member Deborah Hart-So I'm asking, how many years has this been going on? Because I'm hearing different stories. This isn't the first or second year. Is it? How many years has who's been here

the longest and knows how long this happens every year. not blaming my problems, I'm saying it happened then and now. I'm not saying it, but you can't say it doesn't didn't happen either. If you're not a doctor, I was talking to my doctor. You can say maybe it was, or I can say maybe it wasn't, or was it wasn't, you know that's, but I am going to be contacting some people because I'm frustrated. It's not fair. I pay a lot of money. I'm not rich, and I understand. We're a smaller city. like I said, I just want to know how, how many times I've heard this and that, how many times over the limit it was and it shouldn't have been. I wasn't told about boiling water or anything. Somebody finally told me to boil it in a microwave because I can't afford a stove That's rough. And having to drive, you know, to get a shower somewhere is ridiculous.

President Newmaker- Only talking about what is on the agenda. We are trying to clarify what happened and what were going to do about it in the future. Completely understand your concern, not going to go back and forth.

Legal Counsel-honorary president, if I may help, sure, I'm the CSD attorney, and I understand the frustration that's being spoken of, but this board is regulated by agenda rules, and we have really stretched what's allowed. It's supposed to be three minutes of comments by the public. The board listens to your comments. There's no requirement that they have to respond to them tonight. They have done a very they've broadened their authority beyond what is legally normally considered best practices by entertaining all these questions and questions and answers. But this should be just comments limited to three minutes that the board can take. This can be agendized again in the future for more of a Q amp a session, but this was a chance for the general manager to give you information and for the public to speak. And as the agenda notes, you are limited to three minutes. So I just caution this board is going very far to accommodate the public due to the frustrations, but they also are obligated to honor the rules of agendized items, so rates and everything else is not on the agenda and is not to be discussed, because that's unfair to the rest of the public who's not there, who might want to speak to it. So this is specific to the situation that happened with the water due to the storm. That's what we're here for tonight. And I know it's frustrating, especially if you haven't been to one of these meetings before it's, it's, it's eye opening, but they are definitely limited on how much they can go so I just, I just want to do that so that the public is aware that the board is not trying to shirk from their responsibilities. But they are limited.

**PUBLIC COMMENT & WRITTEN COMMUNICATION –Public Comment Written communication read by Board Clerk see attached written communication submitted.**

Legal Counsel-So the agendized items, you've taken public comment, and I believe you've closed the public comment on the agendized item, which was informational item for the storm. Now we've gone to, if I'm following you correctly, we've gone to public comment for non agendized items, which you cannot take action, and you really should, at best, briefly clarify if it's a question for clarification, but for the benefit of your of your public, if it's not agendized, then the rest of your public is not going to benefit from what you're saying tonight. To get something on the agenda, any of the public can ask this board to agendize something for the future, but if it's not on the agenda tonight, you can take comments, but it should really just be receiving comments and clarification at best.

Director Sellen-So when you say clarification. If we didn't understand the question, we could ask the speaker, the public person, would you please clarify your question.

Legal Counsel-Yes, you want to know what their comment is. If the comment is not something that's clearly understood.

Director Sellen- So each speaker has three minutes

Public Member Nicole Mobley- I would just like to have on the agenda the water discount for this month. Then also have on the agenda the \$300 a month that we pay or not a month, excuse me, a year to pay per resident in August. I don't know if it's homeowner or renter. I think it's just homeowners. I'm not sure. And why is water not being prioritized over like the theater that isn't even active, or the museum. I was reading minutes from the last meeting, and it was just talking about the theater. Then it said that phase four, which chair had mentioned. Just wondering what update on that was as well, because it's kind of seems like they're repetitive. That's why I just wanted to put it on the agenda. Thank you very much.

Legal Counsel-And if I may, on that for the public, because it does seem like this is new for some folks. The agenda has to be published in advance. So if this is something you want to know, please take advantage of that. Look at the agenda. It's published, I believe, 72 hours in advance, if not more, and you can see if the item is on the agenda before, before the meeting happens. So I just recommend, in general, you should look at the agendas in advance.

General Manager-Mentioned that a lot of the items he is open to discussing don't necessarily have to be on the agenda. I would only say it has to be agendaized, to be something I can't answer. So as far as your discount, obviously, I can't your other issues, please feel free. I'm more than happy to do what I can.

**E. CLOSED SESSION: NONE**

**F. PUBLIC HEARING – None**

**G. BUSINESS**

**1. New Business – None**

**2. Old Business – None**

**H. REPORTS –**

**1. President's Report:** Nothing to report

**2. Board Director Reports:**

**3. General Manager's Report:** There are signs that have been posted in the community forest area not authorized to maintain for recreational uses as we discussed. I put up three to see if they get vandalized. Got a couple set aside, but they're easy to get inexpensive. We can get more if we need to.

**Baseball Park:** We had a couple baseball games down at the Baseball Park, big crowds, whatever. We had a third game scheduled; it has been canceled. So right now, we don't have any pending high

school games, hoping to change that here shortly, but there are youth, youth groups down there this week, youth teams down there practicing on the field. But as far as scheduling another game, working on it. I still have hopes that we'll have set several 76 games later this summer. But as far as high school is concerned, we did have two, and it was during the advisory, so we missed it, that's it for me.

**Theater-** ramp is pretty much done

- 4. Board Clerk's Report: Nothing to report**
- 5. District Legal Counsel's Report: Nothing to report**
- 6. Engineer's Report: None**

**I. BOARD TRAINING: None**

**J. ADJOURNMENT at 6:26 PM**

Approved:

\_\_\_\_\_  
Paul Newmaker, President  
Board of Directors  
Scotia Community Services District

\_\_\_\_\_  
Date

Attest:

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

\_\_\_\_\_  
Date

16 MAR 2026

Hi my name is Rachel Huang and I live at 614 1st St., right across the street from the elementary school. I have Questions:

1. When I spoke to both Amber and Brandon, late in the workday on Tuesday, March 3, and complained that my water was brown and smelly and tasted bad, they each assured me that the water was, and I'm quoting Brandon here, "perfectly safe to drink", and yet a few hours later, the water was so unsafe that we had to boil it. What changed in that amount of time?

2. What tests are done on our water, and how often are they done? Is that information published, and if so, how often? How can a consumer find out this information?

3. Since rain happens every year, and therefore the volume of the river changes every year, what is the *current* protocol for dealing with times when the system gets overwhelmed with river water? What is the protocol to *prevent* the water treatment system from getting overwhelmed in the first place? Is water monitoring done by Scotia CSD, or is the case that, as I was told by Amber when I called, that the water at the office was fine and so they didn't check for problems unless and until customers (multiple?) call to complain?

4. If a customer observes that the water is brown/smelly/bad tasting, what is the protocol for the *customer* to follow? How do we inform Scotia CSD when the office is closed? The contact page on the website does not give instructions. It doesn't list an email address (just a form, and I've filled that out and not gotten a response, but I also don't have a record of filling it out, so that's handy for people who don't feel like answering emails.) The SNAIL MAIL address isn't even posted on the website.

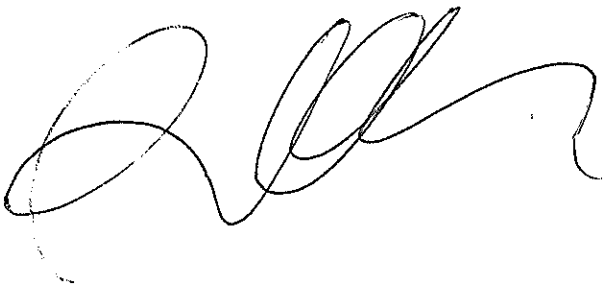
Do we inform Scotia CSD, or do we just go straight to the State Water Board?

5. When residents call with concerns about water quality, what is the protocol that the Scotia CSD follows? Who is the contact person? What is done inside your agency after a complaint is received? What sort of follow up should a customer expect?

7. If the water is not safe to drink, what is your protocol for informing the community? What is your protocol for communication? I guess y'all emailed customers but not everyone got an email. You didn't post notices on people's doors. You didn't send out snail mail. There didn't seem to be a press release. Your agency doesn't have a Facebook page and no one from your agency posted on either Scotia community FB page.

8. If there are extended periods of time when the water is not safe to drink, what is the recourse for customers? Do we get a refund? Do we get a reduction in the bill?

Thank you for your time,  
Rachel Huang



## Scotia Community Services District Account QuickReport As of March 31, 2026

Type	Date	Num	Name	Memo	Amount	Balance
<b>10000 - RCB Checking 28239</b>						544,504.44
Deposit	03/02/2026			Deposit	5,712.51	550,216.95
Deposit	03/03/2026			Deposit	8,073.81	558,290.76
Check	03/03/2026	Ach	Redwood Capital Ba...		-25.00	558,265.76
Liability Check	03/04/2026		QuickBooks Payroll ...	Created by Payroll Service ...	-10,467.24	547,798.52
Bill Pmt -Check	03/04/2026	ACH	Current Software Ap...	Inv#0115	-5,400.00	542,398.52
Paycheck	03/05/2026	EFTDD	Adam R Farland	Direct Deposit	0.00	542,398.52
Paycheck	03/05/2026	EFTDD	Brandon W Wishneff	Direct Deposit	0.00	542,398.52
Paycheck	03/05/2026	EFTDD	George Bruce Gehrke	Direct Deposit	0.00	542,398.52
Paycheck	03/05/2026	EFTDD	Kathleen A Sandum	Direct Deposit	0.00	542,398.52
Paycheck	03/05/2026	EFTDD	Katie Hubbard	Direct Deposit	0.00	542,398.52
Paycheck	03/05/2026	EFTDD	William F Pedro Jr	Direct Deposit	0.00	542,398.52
Paycheck	03/05/2026	EFTDD	Steven L Coppini	Direct Deposit	0.00	542,398.52
Liability Check	03/05/2026	E-pay	EDD	093-5926-6 QB Tracking # ...	-812.84	541,585.68
Liability Check	03/05/2026	E-pay	United States Treas...	82-1570573 QB Tracking #...	-3,677.30	537,908.38
Liability Check	03/05/2026	E-pay	EDD	093-5926-6 QB Tracking # ...	-20.37	537,888.01
Check	03/05/2026	53058	John Hancock USA	PARS #86360	-1,614.64	536,273.37
Bill Pmt -Check	03/05/2026	53059	101 Auto Parts	Inv#3793	-37.20	536,236.17
Bill Pmt -Check	03/05/2026	53060	Advanced Security, I...	Inv#770374	-696.00	535,540.17
Bill Pmt -Check	03/05/2026	53061	Alternative Business...	Inv#MA26022553	-117.07	535,423.10
Bill Pmt -Check	03/05/2026	53062	Forbusco Lumber	0640	-529.71	534,893.39
Bill Pmt -Check	03/05/2026	53063	Johnny's Flooring & ...	Inv#4407	-191.63	534,701.76
Bill Pmt -Check	03/05/2026	53064	Pacific EcoRisk, Inc.	Inv#21195	-3,410.33	531,291.43
Bill Pmt -Check	03/05/2026	53065	Rus Brown	Inv#2606	-90.00	531,201.43
Bill Pmt -Check	03/05/2026	53066	SHN Consulting Eng...	Inv#128734	-2,342.38	528,859.05
Bill Pmt -Check	03/05/2026	53067	SHN Consulting Eng...	Inv#128732	-1,458.75	527,400.30
Check	03/09/2026	ACH	Columbia Bank VIS...		-118.38	527,281.92
General Journal	03/09/2026	As 03....		Returned Check Acct #1249	-240.00	527,041.92
Deposit	03/09/2026			Deposit	4,210.56	531,252.48
Bill Pmt -Check	03/09/2026	ACH	AT&T		-1,550.93	529,701.55
Deposit	03/10/2026			Deposit	15,927.85	545,629.40
Bill Pmt -Check	03/12/2026	53068	Recology Eel River	20214	-248.98	545,380.42
Bill Pmt -Check	03/12/2026	53069	Sunbelt Rentals, Inc	Inv#180480705-0001	-621.31	544,759.11
Bill Pmt -Check	03/12/2026	53070	Whitchurch Enginee...	Inv#SCD-267546	-2,790.00	541,969.11
Bill Pmt -Check	03/12/2026	53072	SDRMA	7724	-4,264.20	537,704.91
Deposit	03/12/2026			Deposit	5,464.05	543,168.96
Deposit	03/12/2026			Deposit	46,878.16	590,047.12
Bill Pmt -Check	03/16/2026	ACH	PG&E		-15,950.57	574,096.55
Bill Pmt -Check	03/16/2026	ACH	PG&E	7433349765-4 02.26	-3.22	574,093.33
Deposit	03/16/2026			Deposit	9,124.91	583,218.24
Bill Pmt -Check	03/16/2026	ACH	PG&E	0990281861-7 02.26	-301.69	582,916.55
Bill Pmt -Check	03/17/2026	ACH	PG&E		-1,474.26	581,442.29
Bill Pmt -Check	03/17/2026	ACH	PG&E	3952156073-8 02.28	-251.42	581,190.87
Liability Check	03/18/2026		QuickBooks Payroll ...	Created by Payroll Service ...	-10,687.08	570,503.79
Paycheck	03/19/2026	EFTDD	Adam R Farland	Direct Deposit	0.00	570,503.79
Paycheck	03/19/2026	EFTDD	Brandon W Wishneff	Direct Deposit	0.00	570,503.79
Paycheck	03/19/2026	EFTDD	Kathleen A Sandum	Direct Deposit	0.00	570,503.79
Paycheck	03/19/2026	EFTDD	Katie Hubbard	Direct Deposit	0.00	570,503.79
Paycheck	03/19/2026	EFTDD	Mary A Bullwinkel	Direct Deposit	0.00	570,503.79

1:07 PM

04/06/26

Accrual Basis

**Scotia Community Services District**  
**Account QuickReport**  
**As of March 31, 2026**

Type	Date	Num	Name	Memo	Amount	Balance
Paycheck	03/19/2026	EFTDD	William F Pedro Jr	Direct Deposit	0.00	570,503.79
Paycheck	03/19/2026	EFTDD	Steven L Coppini	Direct Deposit	0.00	570,503.79
Liability Check	03/19/2026	E-pay	EDD	093-5926-6 QB Tracking # ...	-930.72	569,573.07
Liability Check	03/19/2026	E-pay	EDD	093-5926-6 QB Tracking # ...	-7.77	569,565.30
Liability Check	03/19/2026	E-pay	United States Treas...	82-1570573 QB Tracking #...	-3,999.88	565,565.42
Deposit	03/23/2026			Deposit	29,159.98	594,725.40
Bill Pmt -Check	03/23/2026	53073	Industrial Electric	Inv#IN56227	-217.50	594,507.90
Bill Pmt -Check	03/23/2026	53074	Microbac Laboratori...	February Statement	-2,489.00	592,018.90
Bill Pmt -Check	03/23/2026	53075	Northern California ...	Inv#31051	-545.00	591,473.90
Bill Pmt -Check	03/23/2026	53076	PARS	SCO020	-300.00	591,173.90
Bill Pmt -Check	03/23/2026	53077	Steves Septic	Inv#37220	-800.00	590,373.90
Bill Pmt -Check	03/23/2026	53078	Telstar Instruments	Inv#131408	-9,145.49	581,228.41
Bill Pmt -Check	03/23/2026	53079	Valley Pacific Petrol...	Inv#CL 26-963487	-945.61	580,282.80
Check	03/24/2026	ACH	Redwood Capital Ba...		-933.78	579,349.02
Deposit	03/24/2026			Deposit	3,798.26	583,147.28
Bill Pmt -Check	03/26/2026	53081	Columbia Bank loan...	Acct#97748019077	-44,257.57	538,889.71
Bill Pmt -Check	03/26/2026	53082	Prentice, Long PC	Inv#8477	-1,700.00	537,189.71
Deposit	03/26/2026			Deposit	3,028.43	540,218.14
Bill Pmt -Check	03/31/2026	53080	Aqua Ben Corporation	Inv#50624	-3,090.68	537,127.46
Deposit	03/31/2026			Deposit	3,941.38	541,068.84
Deposit	03/31/2026			Deposit	20,323.14	561,391.98
Total 10000 · RCB Checking 28239					16,887.54	561,391.98
<b>TOTAL</b>					<b>16,887.54</b>	<b>561,391.98</b>

# QuickBooks Payroll Services

Sent: 03/02/2026

Subject: Details of Funds to be Withdrawn

Actual funds to be withdrawn:	
Direct Deposit	\$10467.24
	-----
Total payment	\$10467.24

to be withdrawn from RCB Checking 28239.

-----

## Payroll Run Summary for 03/05/2026:

Paychecks		Direct Deposit
Total		10,467.24
EFTDD	Adam R Farland	1,626.27
EFTDD	Brandon W Wishneff	2,673.73
EFTDD	George Bruce Gehrke	434.25
EFTDD	Kathleen A Sandum	1,392.50
EFTDD	Katie Hubbard	427.93
EFTDD	Steven L Coppini	2,556.30
EFTDD	William F Pedro Jr	1,356.26

Modified 2 paychecks.

-----

# QuickBooks Payroll Services

Sent: 03/16/2026  
Subject: Details of Funds to be Withdrawn

Actual funds to be withdrawn:  
Direct Deposit \$10687.08  
-----  
Total payment \$10687.08  
to be withdrawn from RCB Checking 28239.

-----  
Payroll Run Summary for 03/19/2026:

Paychecks

		Direct Deposit
Total		
EFTDD	Adam R Farland	10,687.08
EFTDD	Brandon W Wishneff	1,845.00
EFTDD	Kathleen A Sandum	3,095.81
EFTDD	Katie Hubbard	1,363.50
EFTDD	Mary A Bullwinkel	264.05
EFTDD	Steven L Coppini	72.84
EFTDD	William F Pedro Jr	2,556.32
		1,489.56

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1:08 PM

04/06/26

Cash Basis

**Scotia Community Services District**  
**Account QuickReport**  
As of March 31, 2026

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Type	Date	Num	Memo	Original Amount	Paid Amount	Balance
<b>12100 · RCB Cust Deposit Savings 10797</b>						14,645.98
Deposit	03/04/2026		Deposit	1,320.79	1,320.79	15,966.77
Deposit	03/04/2026		Deposit	100.00	100.00	16,066.77
Deposit	03/09/2026		Deposit	100.00	100.00	16,166.77
Deposit	03/31/2026		Interest	8.15	8.15	16,174.92
Total 12100 · RCB Cust Deposit Savings 10797					1,528.94	16,174.92
<b>TOTAL</b>					<b>1,528.94</b>	<b>16,174.92</b>

1:09 PM

04/06/26

Accrual Basis

**Scotia Community Services District**  
**Account QuickReport**  
As of March 31, 2026

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Type	Date	Num	Name	Memo	Split	Amount	Balance
12001 · ICS RCB Savings Account 10367							2,697,562.29
Deposit	03/31/2026			Interest	40210 · Interes...	2,062.66	2,699,624.95
Total 12001 · ICS RCB Savings Account 10367						2,062.66	2,699,624.95
<b>TOTAL</b>						<b>2,062.66</b>	<b>2,699,624.95</b>

1:09 PM

04/06/26

Cash Basis

**Scotia Community Services District**  
**Account QuickReport**  
As of March 31, 2026

---

Type	Date	Num	Name	Memo	Original Amount	Paid Amount	Balance
12000 · RCB Savings 10367							302,476.44
Deposit	03/31/2026			Interest	218.44	218.44	302,694.88
Total 12000 · RCB Savings 10367						218.44	302,694.88
<b>TOTAL</b>						<b>218.44</b>	<b>302,694.88</b>

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1:10 PM

04/06/26

Accrual Basis

**Scotia Community Services District**  
**Account QuickReport**  
As of March 31, 2026

---

Type	Date	Num	Name	Memo	Split	Amount	Balance
12152 · Columbia Bank Checking BT Loan							183,641.35
Deposit	03/31/2026			Interest	40210 · Interes...	1.56	183,642.91
Total 12152 · Columbia Bank Checking BT Loan						1.56	183,642.91
<b>TOTAL</b>						<b>1.56</b>	<b>183,642.91</b>

1:11 PM

04/06/26

Accrual Basis

**Scotia Community Services District**  
**Account QuickReport**  
As of March 31, 2026

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<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Split</u>	<u>Amount</u>	<u>Balance</u>
12151 · Columbia Bank Parks & Rec Savin							273,095.90
Deposit	03/31/2026			Interest	40210 · Interes...	2.32	273,098.22
Total 12151 · Columbia Bank Parks & Rec Savin						2.32	273,098.22
<b>TOTAL</b>						<b>2.32</b>	<b>273,098.22</b>



SCOTIA COMM SVCS DIST  
Account Number: XXXX XXXX XXXX 0143

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  
February 6, 2026 to March 8, 2026

**SUMMARY OF ACCOUNT ACTIVITY**

Previous Balance	\$551.78
- Payments	\$551.78
- Other Credits	\$0.00
+ Purchases	\$933.78
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$933.78

**PAYMENT INFORMATION**

New Balance:	\$933.78
Minimum Payment Due:	\$28.02
Payment Due Date:	April 2, 2026

Account Number	XXXX XXXX XXXX 0143
Credit Limit	\$27,000.00
Available Credit	\$26,066.00
Statement Closing Date	March 8, 2026
Days in Billing Cycle	31

**MESSAGES**

**PROTECT YOURSELF FROM SCAMMERS!**

We will never call, text, or email and ask you for your personal information. Some scammers will call and pretend to be from the Card Service Center. We will never call or text you and ask for sensitive information such as account or card number information, passwords or user names, or social security numbers. Please **DO NOT** give out that information.

If you feel pressured or concerned about a phone call, please hang up and call us at 800-367-7576 (the phone number located on the back of your credit card). Our Card Service Center team is always glad to check and can verify the information.

**TRANSACTIONS**

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

Tran Date	Post Date	Reference Number	Transaction Description	Amount
02/25	02/25	8543189E800XV561F	PAYMENT - THANK YOU	\$551.78-

Transactions continued on next page

REDWOOD CAPITAL BANK  
1550 N BROWN RD 150  
LAWRENCEVILLE GA 30043



Account Number: XXXX XXXX XXXX 0143  
New Balance: \$933.78  
Minimum Payment Due: \$28.02  
Payment Due Date: April 2, 2026

All payments on the account must be made at the address shown on your monthly billing statement and are considered to have been made on the date received at that address.

Amount Enclosed: \$

Make Check Payable to:

CARD SERVICE CENTER  
PO BOX 569100  
DALLAS TX 75356-9100

SCOTIA COMM SVCS DIST  
PO BOX 104  
SCOTIA CA 95565-0104



**TRANSACTIONS (continued)**

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

Tran Date	Post Date	Reference Number	Transaction Description	Amount
			TOTAL XXXXXXXXXXXXXXX0143	\$551.78-
02/16	02/17	5545885DZ1Y8F18A6	USCELL RECURRING CHICAGO IL 50420-99	\$54.79
02/19	02/20	0230537E28PM7G4XX	USPS PO 0570740678 SCOTIA CA 50470-99	\$156.00
02/20	02/20	5543286E35ZVJZ112	AMAZON MKTPL*CF4RL01D3 SEATTLE WA 50410-99 cords for cameras	\$39.17
02/20	02/20	1230202E3000KBKBM	WOODS PEST CONTROL, I REDDING CA 50460-99	\$85.00
02/23	02/24	5545885E61YZPVEQ3	USCELL RECURRING CHICAGO IL 50420-99	\$246.85
02/26	02/27	5543286E961Y41YNK	IN *NORTHSTAR EUREKA CA 50410-60 signs for community forest	\$207.01
02/27	02/27	5543286EA622V62MD	INTUIT *NULL SAN DIEGO CA 50421-99	\$49.00
03/02	03/03	5543687ED85AYMF2V	GPS INSIGHT SCOTTSDALE AZ 50420-99	\$95.96
			STEVEN COPPINI	
			TOTAL XXXXXXXXXXXXXXX1117	\$933.78

**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	17.74% (v)	\$0.00	31	\$0.00
Cash Advances	17.74% (v)	\$0.00	31	\$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.

**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 BBCCS, 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: BBCCS, 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).

O1AB5762 -- 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



BL ACCT 00002823-20000001

SCOTIA CSD

Account Number: ####-####-####-3769

Page 1 of 3



**Account Summary**

Billing Cycle		03/31/2026
Days In Billing Cycle		32
Previous Balance		\$118.38
Purchases	+	\$215.25
Cash	+	\$0.00
Balance Transfers	+	\$0.00
Special	+	\$0.00
Credits	-	\$0.00
Payments	-	\$118.38-
Other Charges	+	\$0.00
Finance Charges	+	\$0.00

**NEW BALANCE \$215.25**

**Credit Summary**

Total Credit Line	\$40,000.00
Available Credit Line	\$39,784.75
Available Cash	\$0.00
Amount Over Credit Line	\$0.00
Amount Past Due	\$0.00
Disputed Amount	\$0.00

**Account Inquiries**

- Call us at: (866) 777-9013  
Lost or Stolen Card: (866) 839-3485
- Go to ColumbiaBank.com
- Write us at PO BOX 35142 - LB1181, SEATTLE, WA 98124-5142

**Payment Summary**

<b>NEW BALANCE</b>	<b>\$215.25</b>
<b>MINIMUM PAYMENT</b>	<b>\$215.25</b>
<b>PAYMENT DUE DATE</b>	<b>04/25/2026</b>

*NOTE: Grace period to avoid a finance charge on purchases, pay entire new balance by payment due date. Finance charge accrues on cash advances until paid and will be billed on your next statement.*

**Corporate Activity**

<b>TOTAL CORPORATE ACTIVITY</b>				<b>\$118.38-</b>
Trans Date	Post Date	Reference Number	Transaction Description	Amount
03/09	03/09	5717159	INTERNET PMT-THANK YOU	\$118.38-

**Cardholder Account Summary**

<b>STEVEN COPPINI</b> ####-####-####-5170	<b>Payments &amp; Other Credits</b> \$0.00	<b>Purchases &amp; Other Charges</b> \$215.25	<b>Cash Advances</b> \$0.00	<b>Total Activity</b> \$215.25
--	---	--	--------------------------------	-----------------------------------

**Cardholder Account Detail**

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
03/03	03/05	PPLN01	24733346063029010148280	HENSELL MATERIALS EUREKA CA	\$167.37
03/24	03/25	PPLN01	24692166083106698019061	CHEVRON 0390116 RIO DELL CA	\$47.88

*Check  
50410-60  
50410-60  
Propane*

PLEASE DETACH COUPON AND RETURN PAYMENT USING THE ENCLOSED ENVELOPE - ALLOW UP TO 7 DAYS FOR RECEIPT

COLUMBIA BANK  
PO BOX 35142 - LB1181  
SEATTLE WA 98124-5142



**Account Number**

####-####-####-3769

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

AMOUNT OF PAYMENT ENCLOSED

<b>Closing Date</b>	<b>New Balance</b>	<b>Total Minimum Payment Due</b>	<b>Payment Due Date</b>
03/31/26	\$215.25	\$215.25	04/25/26

\$

BL ACCT 00002823-20000001  
SCOTIA CSD  
PO BOX 104  
SCOTIA CA 95565

e-Statement



46444

MAKE CHECK PAYABLE TO:

COLUMBIA BANK  
PO BOX 35142 - LB1181  
SEATTLE WA 98124-5142

**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 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 on the date the transaction posted to your account. The Finance Charge on Cash Advances begins on the date you obtained the cash advance, or the first day of the billing cycle within which it is posted to your account, whichever is later. There is no grace period.

The Finance Charges for a billing cycle are computed by applying the Periodic Rate to the "average daily balance" of your account. To get the average daily balance, we take the beginning balance of your account each day, add any new purchases or cash advances, and subtract any payments, credits, non-accruing fees, and unpaid finance charges. 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.

**Method E - Average Daily Balance (excluding current transactions):** To avoid incurring an additional Finance Charge on the balance of purchases (and cash advances if Method E is specified as applicable to cash advances) reflected on your monthly statement, you must pay the New Balance shown on your monthly statement on or before the Payment Due Date. The grace period for the New Balance of purchases extends to the Payment Due Date.

The Finance Charges for a billing cycle are computed by applying the Periodic Rate to the "average daily balance" of purchases (and if applicable, cash advances). To get the average daily balance, we take the beginning balance of your account each day and subtract any payments, credits, non-accruing fees, and unpaid finance charges. We do not add in any new purchases or cash advances. 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.

**Method G - Average Daily Balance (including current transactions):** To avoid incurring an additional Finance Charge on the balance of purchases (and cash advances, if Method G is specified as applicable to cash advances) reflected on your monthly statement and, on any new purchases (and if applicable, cash advances) appearing on your next monthly statement, you must pay the New Balance, shown on your monthly statement, on or before the Payment Due Date. The grace period for the New Balance of purchases extends to the Payment Due Date.

The Finance Charges for a billing cycle are computed by applying the Periodic Rate to the "average daily balance" of purchases (and if applicable, cash advances). To get the average daily balance, we take the beginning balance of your account each day, add any new purchases or cash advances, and subtract any payments, credits, non-accruing fees, and unpaid finance charges. 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.

**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 to the account specified on the payment coupon as of the date of receipt. Payments received at a different location 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, a full refund. Submit your request to the Account Inquiries address on the front of this statement.

By sending your check, you are authorizing the use of the information on your check to make a one-time electronic debit from the account on which the check is drawn. This electronic debit, which may be posted to your account as early as the date your check is received, will be only for the amount of your check. The original check will be destroyed and we will retain the image in our records. If you have questions please call the customer service number on the front of this billing statement.

**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. Submit your request to the Account Inquiries address on the front of this statement. 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 agency if you fail to fulfill the terms of your credit obligations.

**BILLING RIGHTS SUMMARY**

**In Case of Errors or Inquiries About Your Bill:** If you suspect there is an error on your account or you need information about a transaction on your bill, send your written inquiry to the Account Inquiries address on the front of this statement within 60 days of the date of the statement containing the transaction in question. You may telephone us, however a written request is required to preserve your rights.

In your letter, give us the following information:

- ◆ Your name and account number.
- ◆ The dollar amount of the suspected error.
- ◆ Describe the error and explain, if you can, why you believe there is an error. If you need more information, describe the item you are unsure about.

You do not have to pay any amount in question while we are investigating, but you are still obligated to pay the parts of your bill that are not in question. While we investigate your question, we cannot report you as delinquent or take any action to collect the amount you question.

Please provide a legal document evidencing your name change, such as a court document.  
Please use blue or black ink to complete form

**NAME CHANGE**

Last

First  Middle

**ADDRESS CHANGE**

Street

City  State  ZIP Code

Home Phone (  )  -  Business Phone (  )  -

Cell Phone (  )  -  E-mail Address

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

Finance Charge Summary / Plan Level Information									
Plan Name	Plan Description	FCM <sup>1</sup>	Average Daily Balance	Periodic Rate *	Corresponding APR	Finance Charges	Effective APR Fees **	Effective APR	Ending Balance
<b>Purchases</b>									
PPLN01 001	PURCHASE	E	\$0.00	0.06024%(D)	21.9900%	\$0.00	\$0.00	0.0000%	\$215.25
<b>Cash</b>									
CPLN01 001	CASH	A	\$0.00	0.06572%(D)	23.9900%	\$0.00	\$0.00	0.0000%	\$0.00
* Periodic Rate (M)=Monthly (D)=Daily							Days In Billing Cycle: 32		
** Includes cash advance and foreign currency fees							APR = Annual Percentage Rate		
<sup>1</sup> FCM = Finance Charge Method									
(V) = Variable Rate If you have a variable rate account the periodic rate and Annual Percentage Rate (APR) may vary.									

# Scotia Community Services District

## Staff Report

DATE: April 21<sup>st</sup>, 2026

TO: Scotia Community Services District Board of Directors

FROM: Steve Coppini, General Manager

SUBJECT: Scotia Community Services District Draft FY 2026/27 Budget

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**RECOMMENDATION:**

The Administrative staff recommends that the Board review the Draft FY 2026/27 Budget, provide staff with comments, and direct staff to develop a Final FY 26/27 Budget for Board approval and adoption at the June 2026 meeting.

**ACTION:**

Review and comment on Draft FY 26/27 Budget.

**DISCUSSION:**

Each year the District must prepare and adopt a budget for the coming Fiscal Year. The Draft FY 2026/27 Budget was developed by staff utilizing revenue and expenditure information from the FY 2025/26 Adopted Budget, and 8-month actual expenditures reported from QuickBooks.

**Overall Rates**

The current residential rates for FY 25/26 are below (5/8” water meter only, see complete rate schedule for additional rates): No rate increase is being proposed in the draft budget for FY 26/27.

<b>Monthly Rates FY 25/26</b>	Base	Flow (per 100 cf)	BOD (per lb)	TSS (per lb)
Water (5/8” meter rate only)	\$72.58	\$3.06		
Wastewater (1 EDU)	\$86.83	\$4.76	\$0.4183	\$0.6246
Raw Water		\$0.26		

<b>Annual Benefit Assessments FY 25/26</b>	(1 EBU)
Storm Drainage	\$24.77
Parks and Recreation	\$221.79
Streets and Street Lighting	\$58.81

## **Revenues**

Benefit Assessment revenues remain the same in this Draft budget. Interest revenue on Savings and CD accounts is still increasing. Grant funding for WTP and WWTP are still being received.

## **Insurance**

**SDRMA issued a preliminary renewal contribution for 2026/2027 Property/Liability contribution: \$94,883 based on the following assumptions:**

- Your agency's reported exposures on the 2026/27 renewal questionnaire, which include a 2.55% inflationary factor to the value of scheduled buildings and 5.31 % inflationary factor to the value of scheduled contents per board policy.
- Pool reinsurance rate increases of 10% based on early estimates from our insurance brokers.
- Credit Incentive Program (CIP) points for 2025/26 that your agency may have earned are not yet calculated and, therefore, not considered in this estimate.

**2026/2027 Estimated Workers' Compensation contribution \$12,327 based on the following assumptions:**

- Estimated payroll provided on the 2026/27 renewal questionnaire.
- 2026/27 calculated EMOD of 98%
- Pool reinsurance rate remaining flat.
- Credit Incentive Program (CIP) points for the 2025/26 that your agency may have earned are not yet calculated and, therefore, not considered in this estimate.

**Water/Wastewater-**Grant funding is still being received for the WTP and WWTP Projects phase.

## **Parks and Recreation**

### **Office Renovations**

Remaining Capital Expenditures Projects in the draft budget funded by the Brandis Tallman loan the District obtained through Umpqua Bank include:

- Winema Theater ADA project, \$140,000 (80624)

Staff will develop a 2026/27 *Final* Budget for Board review and approval, required, by law, to be approved and adopted, by Resolution, prior to June 30, 2026. Staff will prepare and circulate a Notice of Public Hearing for Adoption of the FY 2026/27 Budget for the June meeting.

## **FISCAL IMPACT:**

## **ATTACHMENT:**

FY 2026/27 Draft Budget

**Scotia Community Services District**  
draft budget FY 26/27

Revenues									
Fund Type	Account #	Treated Water	Raw Water	Wastewater	Streets & Street Lighting	Storm Drainage	Parks & Recreation	Admin	Total All Services
Interest Earnings	40210	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ 40,000
Credit Card Rebate	40211	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 500
Grants	40221	\$ 1,100,000	\$ -	\$ 1,100,000	\$ -	\$ -	\$ -	\$ -	\$ 2,200,000
Insurance Claim Funds	40222	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BT Loan Funds	40223	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Park Rental	40250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ 1,000
Special Use Income	40260	\$ -	\$ -	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ 3,000
Late Fees/New Account Fees	40265	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000
User Fees	40270	\$ 500,000	\$ 39,000	\$ 700,000	\$ -	\$ -	\$ -	\$ -	\$ 1,239,000
SCSD User Fees Adjustment	40271	\$ (23,000)	\$ -	\$ (3,350)	\$ -	\$ -	\$ -	\$ -	\$ (26,350)
Benefit Assessments	40280	\$ -	\$ -	\$ -	\$ 75,000	\$ 28,000	\$ 165,000	\$ -	\$ 268,000
SCSD Benefit Assessments Adjustment	40281	\$ -	\$ -	\$ -	\$ (8,000)	\$ (350)	\$ (7,000)	\$ -	\$ (15,350)
System Testing Service	40285	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500
Miscellaneous	40290	\$ 100	\$ -	\$ 100	\$ 100	\$ 100	\$ -	\$ -	\$ 400
SDRMA Scholarship Reimbursement	40291	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000
<b>TOTAL REVENUES</b>		<b>\$ 1,578,600</b>	<b>\$ 39,000</b>	<b>\$ 1,799,750</b>	<b>\$ 67,100</b>	<b>\$ 27,750</b>	<b>\$ 159,000</b>	<b>\$ 51,500</b>	<b>\$ 3,722,700</b>
Expenditures									
		Treated Water	Raw Water	Wastewater	Streets & Street Lighting	Storm Drainage	Parks & Recreation	Admin	Total All Services
<b>Personnel Services</b>									
Attorney	60300	\$ 9,000.00	\$ 500	\$ 9,000	\$ 1,000	\$ 500	\$ 1,000	\$ -	\$ 21,000
Auditor (Annual Audit)	60310	\$ 7,500	\$ 500	\$ 8,500	\$ 1,250	\$ 500	\$ 1,250	\$ -	\$ 19,500
Board Stipend	60320	\$ 1,890	\$ 90	\$ 1,980	\$ 225	\$ 90	\$ 225	\$ -	\$ 4,500
Bookkeeping/CPA	60330	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
IT Services	60335	\$ 125	\$ 20	\$ 125	\$ 20	\$ 10	\$ 100	\$ 100	\$ 500
Engineering	60340	\$ 10,000	\$ 1,000	\$ 14,000	\$ -	\$ -	\$ -	\$ 7,000	\$ 32,000
Contract Admin/Operations/Maintenance Staff	60350	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SCSD Permanent Benefitted Staff	60360	\$ 162,000	\$ 15,000	\$ 162,000	\$ 9,500	\$ 9,500	\$ 45,500.00	\$ 40,000	\$ 443,500
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 190,515</b>	<b>\$ 17,110</b>	<b>\$ 195,605</b>	<b>\$ 11,995</b>	<b>\$ 10,600</b>	<b>\$ 48,075</b>	<b>\$ 47,100</b>	<b>\$ 521,000</b>
<b>Materials and Services</b>									
Permits, Licenses, Dues, Publications	50400	\$ 4,500	\$ 1,000	\$ 4,500	\$ 500	\$ 500	\$ 1,000	\$ 4,000	\$ 16,000
Travel, Training, Meetings	50401	\$ 1,000	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ 500	\$ 2,500
Regulatory Penalties	50402	\$ 10,000	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 15,000
LAFCo Apportionment	50403	\$ 750	\$ -	\$ 750	\$ -	\$ -	\$ -	\$ -	\$ 1,500
Supplies	50410	\$ 3,500	\$ 100	\$ 5,000	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 10,600
Treatment Chemicals	50411	\$ 19,000	\$ -	\$ 11,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000
Lab Testing & Monitoring	50412	\$ 2,000	\$ 1,000	\$ 21,500	\$ -	\$ -	\$ 500	\$ -	\$ 25,000
Utilities/Communications	50420	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ -	\$ 5,000	\$ 10,000	\$ 25,000
Maintenance & Repairs	50430	\$ 6,000	\$ 500	\$ 20,000	\$ 500	\$ 500	\$ 4,000	\$ 500	\$ 32,000
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	\$ -	\$ -	\$ 500	\$ 500	\$ 5,000
Fuel	50434	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000
Insurance, Bonds	50440	\$ 30,200	\$ 8,600	\$ 34,000	\$ 4,750	\$ 4,750	\$ 12,700	\$ -	\$ 95,000
Electrical	50450	\$ 85,000	\$ 85,000	\$ 30,000	\$ 10,000	\$ -	\$ 12,000	\$ 3,000	\$ 225,000
Contracted Maintenance Services	50460	\$ 2,000	\$ 2,000	\$ 5,000	\$ 500	\$ -	\$ 3,000	\$ 2,500	\$ 15,000
Credit Monitoring Service Fees	50465	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office Supplies	50470	\$ 100	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,200
Software	50471	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000
Bank Fees	50480	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150	\$ 150
<b>TOTAL MATERIALS AND SERVICES</b>		<b>\$ 171,050</b>	<b>\$ 98,200</b>	<b>\$ 168,850</b>	<b>\$ 16,250</b>	<b>\$ 5,750</b>	<b>\$ 39,700</b>	<b>\$ 43,150</b>	<b>\$ 542,950</b>
<b>TOTAL O&amp;M</b>		<b>\$ 361,565</b>	<b>\$ 115,310</b>	<b>\$ 364,455</b>	<b>\$ 28,245</b>	<b>\$ 16,350</b>	<b>\$ 87,775</b>	<b>\$ 90,250</b>	<b>\$ 1,063,950</b>
<b>Other Expenditures</b>									
BT Loan Principle Payment	25030	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 36,000	\$ 10,000	\$ 46,000
BT Loan Interest Payment	90540	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,924	\$ 6,076	\$ 23,000
<b>TOTAL OTHER EXPENDITURES</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 52,924</b>	<b>\$ 16,076</b>	<b>\$ 69,000</b>
<b>Capital Outlay</b>									
M-003 Log Pond Clarifier Flow Meter	80600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
River Pump Emergency Back Up Generator	80601	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Museum Plaza Upgrade	80602	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Log Pond Seepage Repair	80604	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Parks/Rec Upgrades	80605	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Baseball ADA Upgrades/Bathrooms	80609	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New Vehicle (Truck)	80613	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
All Terrain Vehicle	80614	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Museum ADA Upgrades	80621	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Winema Theater ADA Bathrooms	80624	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 140,000	\$ -	\$ 140,000
Water Treatment Plant Replacement	80651	\$ 1,100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,100,000
Wastewater Treatment Plant Replacement	80652	\$ -	\$ -	\$ 1,100,000	\$ -	\$ -	\$ -	\$ -	\$ 1,100,000
Composite Samplers	80662	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL CAPITAL EXPENDITURES</b>		<b>\$ 1,100,000</b>	<b>\$ -</b>	<b>\$ 1,100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 140,000</b>	<b>\$ -</b>	<b>\$ 1,905,000</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 1,461,565</b>	<b>\$ 115,310</b>	<b>\$ 1,464,455</b>	<b>\$ 28,245</b>	<b>\$ 16,350</b>	<b>\$ 280,699</b>	<b>\$ 106,326</b>	<b>\$ 3,037,950</b>
Unexpended Fund Balance (Net)		\$ 117,035	\$ (76,310)	\$ 335,295	\$ 38,855	\$ 11,400	\$ (121,699)	\$ (54,826)	\$ (78,211)
<b>EXPENDITURES + UFB = Revenues</b>		<b>\$ 1,578,600</b>	<b>\$ 39,000</b>	<b>\$ 1,799,750</b>	<b>\$ 67,100</b>	<b>\$ 27,750</b>	<b>\$ 159,000</b>	<b>\$ 51,500</b>	<b>\$ 2,959,739</b>

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

DATE: April 21<sup>st</sup>, 2026

TO: Scotia Community Services District Board of Directors

FROM:

SUBJECT: Discuss potential water bill discount to the District Customers related to recent  
boil water Notice

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### **DISCUSSION:**

Request from Board Member and Public Member to add to the agenda.

Board Discussion on potentially giving a discount for Customers during the boil water notice week.

**FISCAL IMPACT:** To be determined

### **ATTACHMENTS:**

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

DATE: April 21<sup>st</sup>, 2026

TO: Scotia Community Services District Board of Directors

FROM:

SUBJECT: Discussion regarding public notification of water testing results

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Request from Board Member to add to the agenda.

Board Discussion regarding public notification of water testing results

**FISCAL IMPACT:** None

**ATTACHMENTS:**

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

DATE: April 21<sup>st</sup>, 2026  
TO: Scotia Community Services District Board of Directors  
FROM: Steve Coppini General Manager  
SUBJECT: Discuss Emergency Plan for the CSD

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**DISCUSSION:**

Discuss current Emergency Plan for the CSD

**FISCAL IMPACT:**

None

**ATTACHMENTS:**

Emergency Plan

State Water Board Information

Water Ordinance 2022-6

# **Emergency/Disaster Response Plan**

***This template is recommended for California public water systems that serve less than 1,000 service connections (or population less than 3,300).***

**Water System Name:** Scotia CSD Water System

**Water System ID No:** CA1210010

**Number of Service Connections:** 330

**Population Served:** 1,100

To continue minimum service levels and mitigate the public health risks from drinking water contamination that may occur during a disaster or other emergency events and in order to provide reliable water service and minimize public health risks from unsafe drinking water during those events, the **Scotia Community Services District (SCSD)** water system proposes the following plan that defines how it will respond to emergencies and/or disasters that are likely to affect its operation.

Disasters/emergencies that are likely to occur in the water system's service area that are addressed are: earthquakes, major fire emergencies, disinfection failure, water outages due to loss of power, localized flooding, water contamination, and acts of sabotage.

- 1) **DESIGNATED RESPONSIBLE PERSONNEL:** For designated responsible personnel and chain of command and identified responsibilities, see the attached table "Water System Emergency /Disaster Personnel and Responsibilities."
- 2) **INVENTORY OF RESOURCES:** An inventory of system resources that are used for normal operations and available for emergencies, including lists of emergency equipment, and equipment suppliers is kept at the water system office. *Maps and schematic diagrams of the water system are included as Figures 2 and 3.* The emergency water interconnection is mentioned under Emergency Supplier Contact Numbers and Supply List, part C.
- 3) **EMERGENCY OPERATIONS CENTER:** The water system office has been designated as the communication network emergency operations center. Emergency contact information for equipment suppliers is attached. The telephone and FAX will be the primary mode of communication in an emergency.

<b>Agency</b>	<b>Address, City</b>	<b>Phone #</b>
Scotia Community Service District	400 Church Street PO Box 104 Scotia, CA 95565	707-764-3030
City of Rio Dell (Alternate Site)	475 Hilltop Drive Rio Dell, CA 95562	707-764-3541
Scotia Volunteer Fire Department	145 Main Street PO Box 185 Scotia, CA 95565	(707) 764-4322 for emergencies call 911
Law Enforcement Sheriff Department	826 - 4th St Eureka, CA 95501	(707)445-7251 or 911

In addition, should telephone communication be lost, the water system will either email the appropriate agencies or send someone to the nearest town with telephone service to provide emergency communications with emergency response agencies. Additionally, the local fire department is located less than 5 minutes walk from the ScotiaCSD water distribution system office and can be contacted on foot in an emergency.

- 4) **OTHER AGENCY COORDINATION:** Coordination procedures with governmental agencies for health and safety protection; technical, legal, and financial assistance, and public notification procedures are continually being developed and updated through regulation and experience and will be added as necessary to this plan. (See External Emergency Contact sheet.)
  
- 5) **RESPONSE PROCEDURES:** Personnel will, as quickly as possible, determine the status of other employees, assess damage to water system facilities, provide logistics for emergency repairs, monitor progress of repairs and restoration efforts, communicate with health officials and water users according to the "Water Quality Emergency Notification Plan" on file with the regulatory agency (i.e., California Division of Drinking Water [CDDW] or Humboldt County Department of Environmental Health [HCDEH], which is the Local Primacy Agency [LPA]), and document damage and repairs. A copy of the approved "Water Quality Emergency Notification Plan" (WQENP) and user notification templates is attached.
  
- 6) **PUBLIC NOTIFICATION PROCEDURES:** Public notice procedures should be developed before a disaster and not during the event. Public notices are a significant part of communicating with customers. Standard public notifications have been developed by CDDW for use during an emergency, such as: 1) precautions during a water outage or low pressure problem, 2) Boil Water Notices (BWN), 3) Unsafe Water Alert (UWA)-Do Not Drink Notices (DND), or 4) UWA-Do Not Use (DNU) Notices. Each utility will need to modify the standard forms with specific contact information and guidance to customers depending on

the nature of the emergency event. In addition, water systems need to have copies of public notices in the appropriate languages for use by non-English language speaking customers in their service areas.

A BWN, UWA-DND, or UWA-DNU Notice can be issued by one, or a combination of the following agencies:

- CDDW – Drinking Water Program (Designated personnel-District Engineer, Regional Engineer, or Branch Chief)
- Humboldt County Department of Environmental Health (Designated personnel-County Health Officer or Director of Environmental Health Department for small water systems under county jurisdiction)
- Scotia CSD (responsible person in charge of the affected water system)

**All public notifications (BWN, UWA-DND, or UWA-DNU Notices) should be coordinated with the CDDW District Engineer, County Environmental Health Department and the County Health Officer prior to issuing a public notice. However, any one of the three agencies can act in an emergency to issue a BWN or UWA immediately, if delays would jeopardize public health and safety. The CDDW District Engineer or the water system must notify the County Health Department and the County Health Officer prior to or immediately after issuing a public notice. Notice must be given directly to a person, and a message left on voicemail or answering machine is not sufficient to meet this requirement. Details of the person responsible for completing this notification and the method that will be utilized is contained in the ERP, and is attached to this plan.**

The following standard public notices are provided in the Appendix of this report.

**Consumer Alert During Water Outages or Periods of Low Pressure –**

If a water system is experiencing power outages, water outages or low pressure problems, a consumer alert may be issued to the public. The notice provides consumers information on conserving water and how to treat the water with household bleach if the water quality is questionable.

**Boil Water Notice (BWN) –** A BWN should be issued when minimum bacteriological water quality standards cannot be reasonably ensured. To ensure public health protection a BWN should be issued as soon as it is concluded by the designated personnel that the water supply is or may be biologically unsafe. Examples of these situations include:

1. Biological contamination of water supply system, including but not limited to:
  - Positive total or fecal coliform bacteriological samples
  - Prolonged water outages in areas of ruptured sewer and/or water mains

- Failed septic tank systems in close proximity to ruptured water mains
  - Ruptured water treatment, storage, and/or distribution facilities in areas of known sewage spills
  - Known biological contamination
  - Cross-connection contamination problems
  - Illness attributed to water supply
2. Unusual system characteristics, including but not limited to:
    - Prolonged loss of pressure
    - Sudden loss of chlorine residual
    - Severe discoloration and odor
    - Inability to implement emergency chlorination
  3. Implemented due to treatment inadequacies

**A BWN is not appropriate in response to most types of chemical contamination. A BWN may also be inappropriate in cases where boiling the water may tend to concentrate regulated contaminants that are known to be in the water and that are just below an MCL (e.g., Nitrates or Nitrites that are over 50 percent of the MCL).**

**Unsafe Water Alert (UWA)/“Do Not Drink”** – In the event a water quality emergency due to known or suspected chemical (non-bacteriological) contamination to a water system a UWA or “Do Not Drink” should be issued. Water should not be used for drinking and cooking, but may be used for sanitation purposes (e.g., toilet flushing, clothes washing, etc.). Examples of these situations include:

1. Known or suspected widespread chemical or hazardous contamination in water supply distribution, including but not limited to:
  - Ruptured water distribution system (storage tanks, mains) in area of known chemical spill coupled with loss of pressure
  - Severe odor and discoloration
  - Loss of chlorine residual
  - Inability of existing water treatment process to neutralize chemical contaminants prior to entering the distribution system
2. Threatened or suspected acts of sabotage confirmed by analytical results, including but not limited to:
  - Suspected contamination triggered by acts of sabotage or vandalism
3. Emergency use of an unapproved source to provide a supplemental water supply

**Unsafe Water Alert (UWA)/“Do Not Use”** – In the event a known or suspected contamination to a water system, where the contaminate may be chemical, biological or radiological a UWA or “Do Not Use” should be

issued. Water should not be used for drinking, cooking, or sanitation purposes. Examples of these situations include:

1. Known or suspected widespread chemical or hazardous contamination in water supply distribution, including but not limited to:
  - Terrorist contamination event

### **Cancellation of Public Notification**

Once a BWN/UWA is issued, the only agency that can rescind the public notice is the drinking water primacy agency. CDDW DWP or the LPA will not lift the BWN for a microbial contaminant until two rounds of samples, collected one day apart, for coliform bacteria samples have been analyzed and the results are negative. The two sets of sample results should be faxed to the CDDW DWP District Office or LPA office for final approval before rescinding the BWN. Special chemical sampling may be required to get approval to rescind an UWA, please contact the CDDW DWP District Office or LPA to determine what sampling will be required.

**7) RESUME NORMAL OPERATIONS:** The steps that will be taken to resume normal operations and to prepare and submit reports to appropriate agencies will include identifying the nature of the emergency (e.g., earthquake-causing water outage/leaks, fire or power outage causing water shortage/outage, sabotage resulting in facility destruction or water contamination).

#### **a. Leaks (Result of earthquake, etc.)**

- i. Immediately increase system disinfectant residual as a precaution, until normal service is resumed. Determine the locations of leaks and make temporary repairs using clamps and other pipe repair devices that will allow repairs to be made while system pressure is maintained. If this is not possible, isolate leaks by turning off power or flow, to repair or replace the pipe. Repair or isolate major breaks to allow service to the maximum system population possible.
- ii. Disinfect all repairs as per AWWA Standards<sup>1</sup>.
- iii. Reestablish normal service.

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1 Copies of the AWWA C651 Standard for Disinfecting Water Mains or the C652 Standard for Disinfection of Water-storage Facilities, can be purchased by contacting the American Water Work Association, or online at <http://www.awwa.org/>

**b. Low pressure or service interruption (Result of earthquake, fire, storm, water source outage, power outage, etc.) – See also section on Leaks, above.**

- i. Increase production, if possible, to provide maximum system output.
- ii. Increase disinfectant residual as a precaution against potential contamination.

If any customers have experienced low pressure or a water outage as a result of an earthquake, fire, storm, water source outage, power outage or any other event or failure, immediately contact your CDDW or the LPA to determine if a Boil Water Notice (BWN) must be issued to users. **Note: Whether issued by the water system or a regulatory agency, the BWN can only be rescinded or lifted by CDDW or the LPA. Normally the regulatory agency will consider rescinding a BWN after total coliform sampling on two consecutive days show an absence of total and fecal coliform organisms.**

**c. Power outage**

- i. Place emergency generator on line to provide minimum water pressure to system.
- ii. Increase disinfectant residual as precaution to potential contamination.
- iii. See also water outages, above.

**d. Contamination**

- i. Immediately, contact CDDW or LPA in accordance with the Water Quality Emergency Notification Plan. Follow the directions of CDDW or the LPA regarding steps to be taken, emergency notification of users, and public notification.
- ii. Identify location and source of contamination.
- iii. If contamination is from system source, isolate or treat source.
- iv. If contamination is an act of sabotage, take appropriate action based on nature of contamination. Immediately contact local law enforcement and your regulatory agency (CDDW or LPA). Actions should be taken in consultation with the regulatory agency and could include shutting off water until all contaminants are identified.

**e. Physical destruction of facility or evidence of tampering (sabotage)**

- i. Immediately contact local law enforcement and regulatory agency for consultation.
- ii. Consider the steps necessary to isolate the facilities or portions of the system that may be affected (close valves, turn off pumps, etc.).

All emergencies will be documented along with action taken, and kept in the files of the water system office. Acts of sabotage will be reported to the local law enforcement agency.

### **Water System Emergency/Disaster Personnel and Responsibilities**

<b>Name</b>	<b>Telephone No. (Work)</b>	<b>Role</b>
<b>Title</b>	<b>Telephone No. (Cell)</b>	
Brandon Wishneff	707-764-3030	Initial contact at office, in charge for all emergencies until replaced by Operations Superintendent or General Manager
Designated Operator In Charge (State certified Treatment Plant Operator)	707-498-5042	
Bruce Gehrke	707-599-9704	In charge for all emergencies
Operations Superintendent	707-725-9487	
Operator (State certified Treatment Plant and Water Distribution Operator)		Emergency contact/ Emergency assistance and support
Operator (State certified operator)		Emergency contact/ Emergency assistance and support
Paul Newmaker	707-764-3030	SCSD Board President
Board President		
Diane Black	707-764-3030	SCSD Board Vice President
Board Vice President		
Susan Pruor	707-764-3030	SCSD Director
Board Member		
Scott Pitcairn	707-764-3030	SCSD Director
Board Member		
Nina Sellen	707-764-3030	SCSD Director
Board Member		

### Emergency Contact Chain of Command

**Brandon Wishneff**

707-845-4324

**Bruce Gehrke**

707-599-9704

**Leslie Marshall, General Manager**

707-764-3030 / 530-828-3109

**SCSD Office**

707-764-3030

**Scotia Volunteer Fire Department**

(707) 764-4322

**Local Law Enforcement**

707-445-7251

**Humboldt County Office  
of Emergency Services**

707-268-2500



Consulting Engineers &  
Geologists, Inc.

Scotia CSD Formation  
Emergency Response Plan  
Scotia, California

Emergency Contact  
Chain-of-Command  
SHN 005161.400

April, 2017

\\Eureka\Projects\2005\005161-ScotiaMasterPlan\400-PM\PUBS\rpts\201704504-EmergencyResponsePlan.doc

Figure 1



## External Emergency Contact List

Agency/Department	Telephone No. (Day) Telephone No. (After Hours)
Rio Dell (Another Water Agency)	(707) 764-3541
Scotia Volunteer Fire Department	(707) 764-4322 or for emergencies call 911
Local Law Enforcement	(707) 445-7251 or 911
Humboldt County Office of Emergency Services	(707) 268-2500
San Francisco FBI Office (terrorism or sabotage) (Also notify local law enforcement.)	Phone: (415) 553-7400 Fax: (415) 553-7674
California Office of Emergency Services — Warning Center (24-hr. number)— <i>Note: Ask for referral to CDDW Duty Officer-Drinking Water Program</i>	<b>(800) 852-7550 or (916) 845-8911</b>
California Division of Drinking Water Northern California Drinking Water Field Operations Branch	Phone: (530) 224-6505 Fax: (530) 224-4844
Humboldt County Environmental Health	(707) 268-2204

Water system contact information:

Name: Scotia Community Services District  
 Address: 400 Church Street/PO Box 104  
 City, State, Zip code: Scotia, CA 95565  
 Phone: 707-764-3030  
 FAX:

## Emergency Supplier Contact Numbers and Supply List

### A. List of equipment on hand for emergency repairs

#### Current System:

1. distribution valves
2. pipe
3. repair couplers for all pipe sizes
4. blind flanges

#### Updated System:

1. gate valves for 2-, 4-, 6-, and 8-inch diameter pipes (1 each)
2. 4 gaskets and bolt kits for 2-, 4-, 6-, and 8-inch diameter pipes
3. 2 restrained mechanical joints for 2-, 4-, 6-, and 8-inch diameter pipes
4. 1 coupling for 2-, 4-, 6-, and 8-inch diameter pipe
5. 1 5/8 inch water meter
6. 1 inch meter stop
7. 1 inch corporation stop
8. 1 inch saddle for 4-, 6-, and 8-inch diameter pipes
9. meter box
10. G5 Christy box
11. 1 roll of 1 inch polyethylene service line

### B. List of sources of needed equipment, not on hand

#### 1. Humboldt Community Services District (HCSD), City of Fortuna, and Wendt Construction

(Sources for backhoe, jackhammer, technical support. Sources under contract.)

#### 2. Wyckoff's Plumbing

(Sources for electrical and pump repair.)

#### 3. Located on site or if one is necessary for the river and booster pumps Peterson Cat (1-800-443-3356), or Peterson Power Systems (707-321-5795)

(Sources for emergency generators in case of prolonged power outages.)

### C. List of distributors or suppliers of replacement parts for the system

#### 1. Wyckoff's Plumbing, and Keenan Supplies

(Sources for PVC pipe, valves, and fittings.)

#### 2. Thrifty Supply Co.

(Sources for pumps, pressure tank, and gauges.)

3. Emergency water interconnection

Emergency connection to Rio Dell; Rio Dell used Scotia water in past. Connected fire hose from existing 6-inch valve on domestic water system in north court neighborhood to the Rio Dell fire hydrant on Wildwood Avenue, near the Scotia bridge.

D. List of emergency supplier/equipment phone numbers:

	Name	Phone (Day)	Phone (After-hours)
Electrician	"An Electrician"	(707)834-6596	(707)834-6596
	Steve Kosack	(707) 845-5174	(707) 845-5174
Laboratory	North Coast Laboratories	(707) 822 4649	
Electric & Pump (repair service)	Wyckoff's Plumbing	(707) 725-4475	
Chemical Disinfectant Supplier	FOR CHLORINE: Thatcher Co. (formerly Sierra Chemical)	(775) 358-0888	
	FOR POLEMER: NTU Technologies	(800) 342-6733	
Other Water Agency (equipment support)	City of Fortuna Water Plant	Doug Colbert (707) 725-1476	PD Dispatch (707) 725-7550
Equipment & Support	Wendt Construction	(707) 725-5641	
Pumps, Gauges	Thrifty Supply	(707) 443-8095	
Valves, Fittings	Keenan Supply	(707) 443-8453	
Technical Support	Humboldt Community Services District	(707) 443-4550	
Other Water Agency (equipment support, emergency water)	City of Rio Dell	(707) 764-3532	PD Dispatch (707) 764-5641
Heavy Equipment, Pumps	Peterson CAT	(800) 443-3356	
Generators	Peterson Power Systems	(707) 321-5795	

APPENDIX

Water Quality Emergency Notification Plan (WQENP)

System Map of Sources and Distribution Area

Consumer Alert During Water Outages or Periods of Low Pressure

Boil Water Notice (Emergency Situation)

Unsafe Water Alert – Do Not Drink

Unsafe Water Alert – Do Not Use

**State Water Resources Control Board**  
Division of Drinking Water

**WATER QUALITY EMERGENCY NOTIFICATION PLAN**

Name of Utility: Scotia Community Services District	System No. CA1210010
Mailing Address: P.O. Box 104, Scotia CA 95565	FAX No: N/A
Street Address: (if different than mailing address) 400 Church Street, Scotia CA, 95565	E-mail address: infoscotiacsd@gmail.com

The following persons have been designated to implement the plan upon notification by the State Water Resources Control Board, Division of Drinking Water, that an imminent danger to the health of water users exists:

**WATER SYSTEM PERSONNEL OR SYSTEM CONTACT**

NAME	TITLE	DAY PHONE	CELL PHONE	EVENING PHONE	Email Address
1. Brandon Wishneff	Designated Operator in Charge	(707) 764-3030	(707) 498-5042	(707) 845-4324	testingscotiacsd@gmail.com bwishneff@yahoo.com
2.	Lead Operator	(707) 764-3030			
3. Bruce Gehrke	Operations Superintendent	(707) 599-9704	(707) 725-9487	(707) 725-9487	eobg@suddenlink.net
4. Leslie Marshall	General Manager	(707) 764-3030	(530) 828-3109	(530) 828-3109	infoscotiacsd@gmail.com

The implementation of the plan will be carried out with the following Division of Drinking Water Personnel

**STATE PUBLIC HEALTH DEPARTMENT PERSONNEL**

NAME	TITLE	DAY PHONE	EVENING PHONE
Ronnean Lund	Staff Engineer	(530) 224-6505	(707) 616-5500
Scott Gilbreath	Staff Engineer	(530) 224-4876	(530) 245-0621
Franklin Saylor	Associate Engineer	(530) 224-4874	(530) 242-0727
Barry Sutter	District Engineer	(530) 224-4875	(530) 949-1127

**If the above personnel cannot be reached, contact:**

**Office of Emergency Services Warning Center (24 hrs) (800) 852-7550 or (916) 845-8911**

When reporting a water quality emergency to the Warning Center, please ask for the State Water Resources Control Board, Division of Drinking Water Program Duty Officer

**NOTIFICATION PLAN**

Describe methods or combinations of methods to be used (radio, television, door-to-door, sound truck, etc.). For each section of your plan give an estimate of the time required, necessary personnel, estimated coverage, etc. Consideration must be given to special organizations, particularly non-English speaking groups, and outlying water users. (Use the other side of this form or attach a written description, if necessary).

Our community is very small and the most efficient means of notification includes flyers distributed door-to-door in about 90 minutes, and the few Spanish-speaking families will be notified by an interpreter. The volunteer fire department is available for notifications.

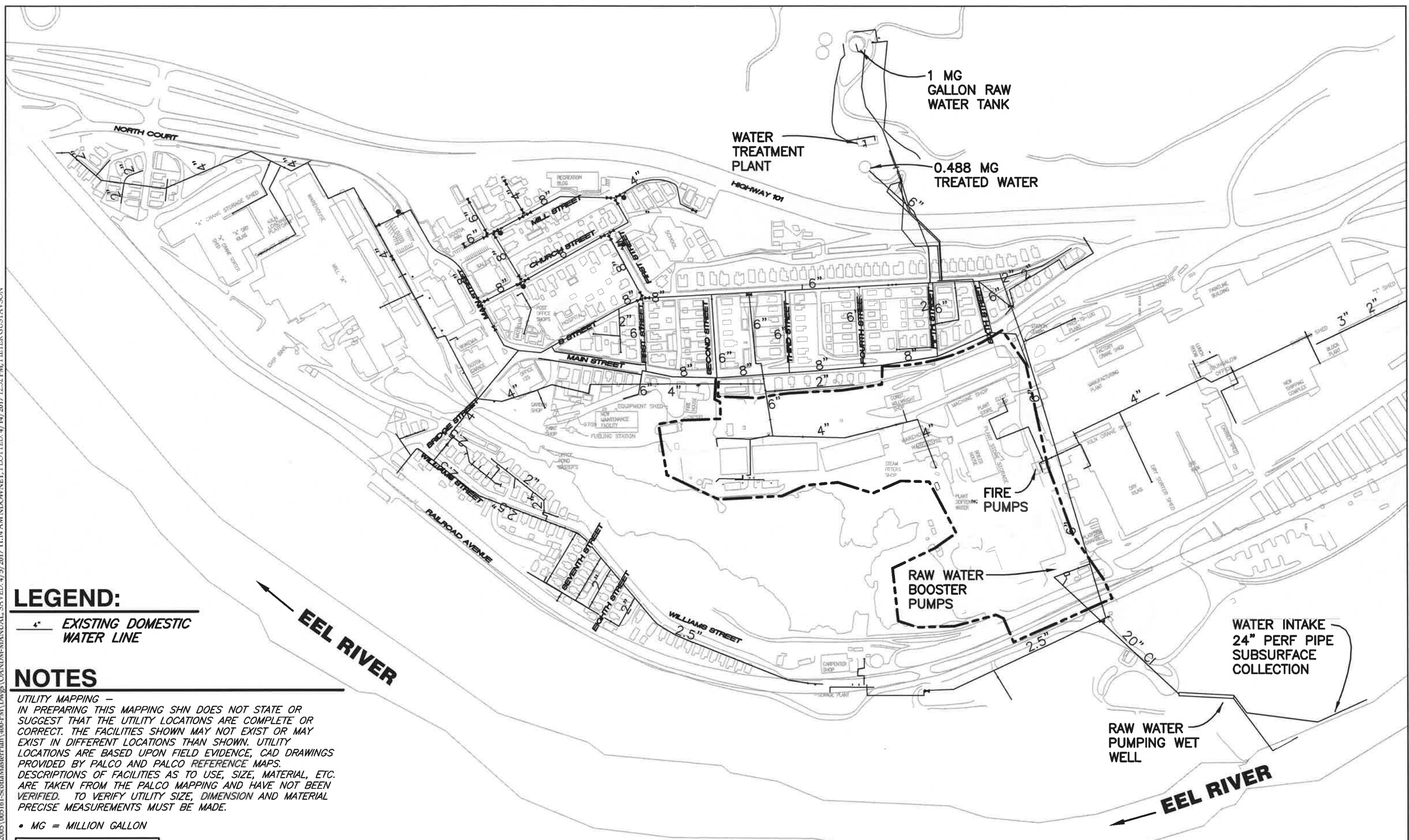
Plan Prepared by: Leslie Marshall  
Print Name

Title: General Manager

Signature: [Handwritten Signature]

Date: 4/14/2020

\\neureka\Projects\2005\005161-Scotia\MasterPlan\400-PM1\Drawings\OANDM-MANUAL\_SAVED-4/5/2017 11:14 AM\NDOWNEY\_PLOTTED-4/14/2017 12:52 PM\_PETER GUSTAVSON



**LEGEND:**

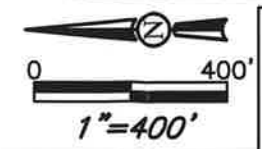
4" EXISTING DOMESTIC WATER LINE

**NOTES**

UTILITY MAPPING --  
IN PREPARING THIS MAPPING SHN DOES NOT STATE OR SUGGEST THAT THE UTILITY LOCATIONS ARE COMPLETE OR CORRECT. THE FACILITIES SHOWN MAY NOT EXIST OR MAY EXIST IN DIFFERENT LOCATIONS THAN SHOWN. UTILITY LOCATIONS ARE BASED UPON FIELD EVIDENCE, CAD DRAWINGS PROVIDED BY PALCO AND PALCO REFERENCE MAPS. DESCRIPTIONS OF FACILITIES AS TO USE, SIZE, MATERIAL, ETC. ARE TAKEN FROM THE PALCO MAPPING AND HAVE NOT BEEN VERIFIED. TO VERIFY UTILITY SIZE, DIMENSION AND MATERIAL PRECISE MEASUREMENTS MUST BE MADE.

• MG = MILLION GALLON

NOTE: THIS MAP IS NOT A PRODUCT OF SURVEY. ALL LINWORK SHOWING EXISTING FACILITIES WAS CREATED USING INFORMATION RECEIVED FROM PALCO. ADDITIONAL WATER FACILITIES MAY EXIST THAT ARE NOT SHOWN ON THIS DRAWING.



Scotia CSD  
Water Treatment Operations Plan  
Scotia, California  
April 2017

Existing Domestic Water Supply System  
SHN 005161.400  
Packet Page 44  
005161-400-EX-DOM-WATR  
Figure 1

## **PUBLIC NOTICE**

Este informe contiene información muy importante sobre su agua potable.  
Tradúzcalo o hable con alguien que lo entienda bien.

### **CONSUMER ALERT DURING WATER OUTAGES OR PERIODS OF LOW PRESSURE**

1. If you are experiencing water outages or low water pressure, immediately discontinue any non-essential water usage. This includes all outdoor irrigation and car washing. Minimizing usage will reduce the potential for the water system to lose pressure or completely run out of water. Please notify your water system of the outage or low pressure.
2. If the water looks cloudy or dirty, you should not drink it. Upon return of normal water service, you should flush the hot and cold water lines until the water appears clear and the water quality returns to normal.
3. If you are concerned about the water quality or are uncertain of its safety, you may add eight drops of household bleach to one gallon of water and let it sit for 30 minutes or alternatively, if you are able, water can be boiled for one minute at a rolling boil to ensure its safety.
4. Use of home treatment devices does not guarantee the water supply is safe after low pressure situations.
5. Do not be alarmed if you experience higher than normal chlorine concentrations in your water supply since the California Division of Drinking Water is advising public water utilities to increase chlorine residuals in areas subject to low pressure or outages.
6. The California Department of Health Services has also advised public water systems to increase the bacteriological water quality monitoring of the distribution system in areas subject to low pressure. They may be collecting samples in your area to confirm that the water remains safe. You will be advised if the sampling reveals a water quality problem.
7. Your water system is committed to make certain that an adequate quantity of clean, wholesome, and potable water is delivered to you. We recommend that you discuss the information in this notice with members of your family to ensure that all family members are prepared should water outages or low water pressure occur.

## BOIL WATER NOTICE

Este informe contiene información muy importante sobre su agua potable.  
Tradúzcalo o hable con alguien que lo entienda bien.

### BOIL YOUR WATER BEFORE USING

**Failure to follow this advisory could result in stomach or intestinal illness.**

Due to the recent event [e.g., water outage, power outage, flood, fire, earthquake, or other emergency situation], the California Division of Drinking Water in conjunction with the Humboldt County Health Department, and Scotia Community Services District Water System are advising residents of Scotia to use boiled tap water or bottled water for drinking and cooking purposes as a safety precaution.

**DO NOT DRINK THE WATER WITHOUT BOILING IT FIRST.** Bring all water to a boil, **let it boil for one (1) minute**, and let it cool before using, or use bottled water. Boiled or bottled water should be used for drinking and food preparation **until further notice**. Boiling kills bacteria and other organisms in the water. [or This is the preferred method to ensure that the water is safe to drink.]

Optional alternative to include for prolonged situations where it fits.

- An alternative method of disinfection for residents that are not able to boil their water is to use fresh, unscented, liquid household bleach. To do so, add 8 drops (or 1/8 teaspoon) of bleach per gallon of clear water or 16 drops (or 1/4 teaspoon) per gallon of cloudy water, mix thoroughly, and allow it to stand for 30 minutes before using. A chlorine-like taste and odor will result from this disinfection procedure and is an indication that adequate disinfection has taken place.
- Water disinfection tablets may also be used by following the manufacturer's instructions.
- **Optional:** Potable water is available at the following locations: [List locations]  
Please bring a clean water container (5 gallons maximum capacity).

We will inform you when tests show that water is safe to drink and you no longer need to boil your water. We anticipate resolving the problem within [estimated timeframe].

For more information call:

Water Utility contact: Brandon Wishneff, Designated Operator in Charge, (707) 845-4324 122 Main Street Scotia, CA 95565.

California Division of Drinking Water – Drinking Water Field Operations Branch-District Office at (530) 224-6505.

Local Environmental Health Jurisdiction: Humboldt County at (707) 268-2204

*Please share this information with all the other people who drink this water, especially those who may not have received this notice directly (for example, people in apartments, nursing homes, schools, and businesses). You can do this by posting this notice in a public place or distributing copies by hand or mail.*

Date:

## UNSAFE WATER ALERT

[Insert one-liner language other than Spanish here, otherwise delete.]

---

**Scotia CSD water is possibly contaminated  
with [an unknown substance]**

---

**DO NOT DRINK YOUR WATER**  
**Failure to follow this advisory could result in illness.**

An unknown substance has been added to the drinking water supplied by the Scotia Community Services District due to a recent [intrusion; break-in] at [one of the wells; our treatment plant; storage tank; specific facility]. The California Division of Drinking Water, Humboldt County Health Department, and Scotia Community Services District Water System are advising residents of Scotia to NOT USE THE TAP WATER FOR DRINKING AND COOKING UNTIL FURTHER NOTICE.

### What should I do?

- **DO NOT DRINK YOUR TAP WATER---USE ONLY BOTTLED WATER.** Bottled water should be used for all drinking (including baby formula and juice), brushing teeth, washing dishes, making ice and food preparation **until further notice.**
- **DO NOT TRY AND TREAT THE WATER YOURSELF.** Boiling, freezing, filtering, adding chlorine or other disinfectants, or letting water stand will not make the water safe.
- **Optional:** Potable water is available at the following locations: [List locations]  
Please bring a clean water container (5 gallons maximum capacity).

**We will inform you when tests show that the water is safe again. We expect to resolve the problem within [estimated timeframe].**

For more information call:

Water Utility contact: [Brandon Wishneff](#), Designated Operator in Charge, (707) 845-4324 122 Main Street Scotia, CA 95565.

California Division of Drinking Water at: [District Engineer California Division of Drinking Water, Barry Sutter](#), (530) 224-4800.

Humboldt County Health Department: [\(707\) 268-2204](#).

This notice is being sent to you by the Scotia Community Services District. California Public Water System ID CA1210010. Date Distributed: [date].

*Please share this information with all other people who receive this water, especially those who may not have received this notice directly (for example, people in apartments, nursing homes, schools, and businesses). You can do this by posting this notice in a public place or distributing copies by hand.*

Date:

## UNSAFE WATER ALERT

[Insert one-liner language other than Spanish here, otherwise delete.]

---

**Scotia CSD water is possibly contaminated  
with [an unknown substance]**

---

### DO NOT USE YOUR WATER

Failure to follow this advisory could result in illness.

An unknown substance has been added to the drinking water supplied by the Scotia Community Services District due to a recent [intrusion; break-in] at [one of the wells; our treatment plant; storage tank; specific facility]. The California Division of Drinking Water, Humboldt County Health Department, and Scotia Community Services District Water System are advising residents of Scotia to NOT USE THE TAP WATER FOR DRINKING, COOKING, HAND WASHING, OR BATHING UNTIL FURTHER NOTICE.

#### What should I do?

- **DO NOT USE YOUR TAP WATER---USE ONLY BOTTLED WATER.** Bottled water should be used for all drinking (including baby formula and juice), brushing teeth, washing dishes, making ice, food preparation and bathing **until further notice**.
- **DO NOT TRY AND TREAT THE WATER YOURSELF.** Boiling, freezing, filtering, adding chlorine or other disinfectants, or letting water stand will not make the water safe.
- **Optional:** Potable water is available at the following locations: [List locations]  
Please bring a clean water container (5 gallons maximum capacity).

**We will inform you when tests show that the water is safe again. We expect to resolve the problem within [estimated timeframe].**

For more information call:

Water Utility contact: [Brandon Wishneff, Designated Operator in Charge, \(707\) 845-4324 122 Main Street Scotia, CA 95565.](#)

California Division of Drinking Water at: [District Engineer California Division of Drinking Water, Barry Sutter, \(530\) 224-4800.](#)

Humboldt County Health Department: [\(707\) 268-2204.](#)

This notice is being sent to you by the Scotia Community Services District. California Public Water System ID CA1210010. Date Distributed: [date].

*Please share this information with all other people who receive this water, especially those who may not have received this notice directly (for example, people in apartments, nursing homes, schools, and businesses). You can do this by posting this notice in a public place or distributing copies by hand.*

## AVISO DE HERVIR EL AGUA

### HIERVA SU AGUA ANTES DE USARLA

Si descarta ésta advertencia puede enfermarse del estómago o del intestino

Debido al reciente [ejemplo: corte de agua, corte de luz, inundación, incendio, temblor u otra situación de emergencia], la Junta Estatal de Control de Recursos de Agua (División de Agua Potable), en conjunto con el Humboldt County Health Department, y el Sistema de Agua Scotia Community Services District, están advirtiéndoles a los residentes de Scotia que como precaución de seguridad, usen agua de la llave hervida o agua embotellada para beber y para cocinar.

***NO BEBA EL AGUA SIN ANTES HERVIRLA.*** *Hierva toda el agua a punto de ebullición déjela hervir por un (1) minuto, y déjela enfriar antes de usarla, o use agua embotellada. Se debería usar agua embotellada o hervida para beber y preparar comida hasta nuevo aviso. Hirviendo el agua se mata bacteria y organismos en el agua. [o Este es el método preferido para asegurar que el agua es segura para beber.]*

Optional alternative to include for prolonged situations where it fits.

- Un método alternativo de desinfección para los residentes que no pueden hervir su agua es usar blanqueador de uso doméstico (household bleach) que sea fresco, sin olor, y líquido. Para desinfectar, agregue 8 gotas (o 1/8 de cucharada) de blanqueador por galón de agua clara o 16 gotas (o 1/4 de cucharada) por galón de agua turbia, revuelva bien y deje reposar el agua por 30 minutos antes de usarla. Este método de desinfección causará que el agua sepa y huela a blanqueador, esto es una indicación de que el agua ha sido desinfectada adecuadamente.
- También se pueden usar tabletas desinfectantes de agua siguiendo las instrucciones del fabricante.
- **Optional:** Hay agua potable disponible en los siguientes lugares: [List locations]  
Por favor traiga un contenedor limpio para el agua (de 5 galones máximos de capacidad).

Le informaremos cuando las pruebas muestren que el agua es segura para beber y usted ya no tenga que hervir su agua. Esperamos resolver el problema dentro de [estimated timeframe].

Para más información llame a:

Contacto del Servicio de Agua: Brandon Wishneff, Designated Operator in Charge, (707) 845-4324 122 Main Street Scotia, CA 95565.

Junta Estatal de Control de Recursos de Agua (Drinking Water Field Operations Branch, District Office) al (530) 224-6505.

Jurisdicción Local de Salud Ambiental: Humboldt County at (707) 268-2204.

*Por favor comparta esta información con todas las demás personas que beben esta agua, especialmente aquellos que no hayan recibido éste aviso directamente (por ejemplo, las personas en apartamentos, asilos, escuelas, y negocios). Puede hacerlo poniendo este aviso en un lugar público o distribuyendo copias en persona o por correo.*

**CANCELLATION OF BOIL WATER NOTICE**

On (date) \_\_\_\_\_ you were notified of the need to boil/disinfect all tap water used for drinking and cooking purposes.

The \_\_\_\_\_ Water System in conjunction with the State Water Resources Control Board, and/or \_\_\_\_\_ Local Environmental Health Jurisdiction, has determined that, through abatement of the health hazard and comprehensive testing of the water, your water is safe to drink. **It is no longer necessary to boil your tap water or for you to consume bottled water.**

For more information call:

Water Utility contact: \_\_\_\_\_  
(Name, title and phone number of utility representative)

State Water Resources Control Board: \_\_\_\_\_

Local Environmental Health Jurisdiction: \_\_\_\_\_

**CANCELACIÓN DEL AVISO DE HERVIR EL AGUA**

El (fecha) de \_\_\_\_\_ le notificaron que tenía que hervir o desinfectar toda el agua de la llave que utilizara para beber y cocinar.

El Sistema de Agua de \_\_\_\_\_ junto con la Junta Estatal de Control de Recursos de Agua, o la Jurisdicción Local de Salud Ambiental han determinado tras la supresión del riesgo de salud, seguido por un análisis completo del agua, que puede beber el agua de su llave sin peligro. **Ya no es necesario que hierva el agua de su llave ni que consuma agua de botella.**

**Para más información llame a:**

Contacto en el Servicio de Agua: \_\_\_\_\_  
(Nombre, puesto y no. de teléfono del representante del servicio de agua)

Junta Estatal de Control de Recursos de Agua: \_\_\_\_\_

Jurisdicción Local de Salud Ambiental: \_\_\_\_\_

# Emergency Response Program Revision 1

Scotia Community Services District  
Scotia, California



**Prepared for:**

Scotia Community Services District

**December 2021**

**017138.003**



**Phone:** (707) 441-8855 **Email:** info@shn-engr.com  
**Web:** shn-engr.com • 812 W. Wabash Avenue, Eureka, CA 95501-2138

# Emergency Response Program Revision 1

## Scotia Community Services District Scotia, California

Prepared for:

**Scotia Community Services District**

Prepared by:



812 W. Wabash Ave.  
Eureka, CA 95501-2138  
(707) 441-8855

December 2021

QA/QC: MXK *mxk*

Reference: 017138.003

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# Abbreviations and Acronyms

## Units of Measure

°F	degrees Fahrenheit
atm	atmosphere
eV	ionization energies
mg/m <sup>3</sup>	milligrams per cubic meter
ppm	parts per million

## Additional Terms

APF	assigned protection factor
Cal-ARP	California Accidental Release Prevention Program
CCRFS	Powered air-purifying respirator with cartridge(s) providing protection against chlorine, with eye protection
CF	continuous flow
CFR	Code of Federal Regulations
Cl <sub>2</sub>	chlorine
DHHS	U.S. Department of Health and Human Services
EPCRA	Emergency Planning and Community Right-to-Know
ERP	emergency response plan
GPO	Government Printing Office
HMRT	Hazardous Materials Response Team
IDLH	immediately dangerous to life and health
NIOSH	National Institute for Occupational Safety and Health
OSHA	U.S. Occupational Safety and Health Administration
PAPRS	providing protection against chlorine
PPE	personal protection equipment
RMP	risk management plan
RDVFD	Rio Dell Volunteer Fire Department
SA	supplied air
SCBA	self-contained breathing apparatus
SCSD	Scotia Community Services District
SDS	safety data sheet
SPCC	spill prevention, control, and countermeasures
WTP	water treatment plant
WWTP	wastewater treatment plant



## 1.0 Emergency Contacts

Leslie Marshall, General Manager .....707-764-3030

24 Hr. Number: .....530-828-3109

Brandon Wishneff, Primary Facilities Operator:

24 Hr. Number .....707-845-4324

Secondary Facilities Operator:

24 Hr. Number .....707-496-8682

Hazardous Materials Response Team:

Office: .....707-445-6215

24 Hr. Number .....707-445-7251

## 2.0 Emergency Response Program

SHN conducted an Emergency Response Team roundtable meeting on November 17, 2021. Attendees included the Scotia Community Services District (SCSD) Program Manager and , treatment plant operators, the Rio Dell Volunteer Fire Department (RDVFD) personnel (who are trained to respond to chlorine incidents), and SHN's compliance specialist and registered professional engineer. Those present signed in and the items discussed included chlorine safety training; emergency response, notifications and following the chain of command, evacuation procedures, personal protection equipment, the safety data sheet (SDS) for chlorine gas, and other safety features (such as, site security, lighting, and the potential for vandalism; training documentation included in Appendix E of the SCSD Cal-ARP [California Accidental Release Prevention Program] risk management plan [RMP]; SHN, 2017 ).

The emergency response plan (ERP) shall be maintained at the RMP Program Manager's office, and at the RDVFD office. Emergency numbers are also kept at the main office.

This ERP is subject to the following list of federal and state regulations:

- United States Occupational Safety and Health Administration (OSHA) 1910.38: OSHA's Emergency Action Plan
- OSHA 1910.120: OSHA's Hazardous Waste Operations and Emergency Response Plan
- Clean Water Act/ Spill Prevention, Control, and Countermeasures (SPCC; 40 Code of Federal Regulations [CFR] 112): Spill Prevention, Control, and Countermeasure Plan
- State Emergency Planning and Community Right-to-Know (EPCRA) Rules/Law: Emergency Planning and Community Right-to-Know laws



## 3.0 Procedures for Informing the Emergency Response Agencies and the Public

SCSD has stationary chlorine sensors located inside the online cylinder room and control room at the wastewater treatment plant (WWTP); the sensors are connected into an audible alarm and are tied into a phone system that is monitored.

A chlorine sensor is also situated inside the online cylinder room at the water treatment plant (WTP), and is tied into an audible alarm and the phone system.

If a stationary sensor were to detect chlorine gas, the alarm would sound and the SCSD on-duty person would be notified. The Emergency Response Team would meet at the fire hall to obtain the necessary emergency response information, personal protective equipment (PPE), and other appropriate equipment.

The team would then meet at the designated area (preferably upwind), and the following response actions would be conducted:

- If the portable sensor were reading chlorine concentrations above 3 parts per million (ppm) at the boundary of the facility, the responders would call the Hazardous Materials Response Team (HMRT) and begin relocating the potentially effected public to a designated area, or request that they shelter in place by closing doors, windows, and outside vents.
- If anyone has been affected by the release, the responders would conduct the appropriate initial medical treatment, and if required, call 911.
- The responders would shut off or remove any potential source of explosion, ignition, electrical shock, and/or any other process that may amplify the problem.
- Investigation of the source would be completed only by properly trained and equipped personnel. SCSD employees have been trained in this type of hazardous materials response. The SCSD will coordinate with the HMRT and other first responders.. If available, a portable sensor may be used to determine the concentration of chlorine gas near the source, to identify the proper PPE required. The buddy system would be used while investigating and repairing the problem.
- If the leak is minor, SCSD trained personnel may attempt to stop or reduce the release using approved methods. If the leak is major and unsafe, the contents of the cylinder may be allowed to be released, and monitoring would occur downwind until conditions were verified safe.
- An operation would be resumed only after an investigation had determined the cause of the problem, and the problem had been corrected. Then the system would be started using approved startup procedures.
- Emergency response drills and exercises should be conducted annually, to ensure that the chain of command is established, that all responders are properly trained, that the first response notification procedures are effective, that public notification procedures are in place and can be implemented in a timely manner, and that first aid procedures and first aid kits are in place and can be administered adequately.



## 4.0 Emergency Response Equipment

The SCSD is equipped with the appropriate PPE necessary for responding to a chlorine gas release, including the use of a self-contained breathing apparatus (SCBA). SCSD staff members are trained in chlorine safety and have the necessary repair equipment to repair specific types of leaks.

The WWTP and WTP chlorine rooms are each equipped with a chlorine sensor that is connected to an audible alarm and tied into the phone line. Eyewash stations and showers are located at the WWTP, WTP, and lower pond clarifier.

SCSD personnel visit the plants daily. Each staff member has a list of 24-hour on-call phone numbers for emergency responders. SCSD will alert the emergency responders following the established procedures. SCSD has two-way radios and/or cell phones to communicate to the response team. Also, the RDVFD will sound a siren to alert others of potential problems.

### 4.1 Training

Specific SCSD personnel are trained in chlorine safety, the proper use of the appropriate PPE, evacuation procedures, and their roles when responding to a chlorine release. Emergency response planning and training was conducted in November 2021 with the RDVFD, SHN, and SCSD. The latest chlorine safety training was conducted with the SCSD in February 2021 (see Appendix E of the SCSD Cal-ARP RMP 2017 for additional training documentation).

### 4.2 Updates

At least every three years, specific SCSD personnel complete an updated training session. This training session will include emergency response procedures pertaining to chlorine gas releases, identifying the types of hazards that may exist, the use of the necessary PPE needed for response and repair, the use of repair kits for specific types of leaks, discussing evacuation procedures, and establishing roles when responding. Each training session will be documented and those present will be required to sign in.

This ERP will be reviewed and updated, as required, to address contact personnel changes, phone numbers, and changes in emergency response and evacuation procedures. This plan should be assessed and revised, if necessary, after drills and after the plan has been implemented in response to an incident. Any changes affecting employees and/or outside response groups should be communicated to those involved.

## 5.0 Chlorine Emergency Response Information, and Emergency Health Care

According to the National Institute for Occupational Safety and Health (NIOSH) chemical hazards handbook published by the U.S. Department of Health and Human Services (DHHS):

**Chlorine (Cl<sub>2</sub>):** Amber liquid or greenish-yellow gas with a pungent, irritating odor (shipped as a liquefied compressed gas). Chlorine gas is nonflammable, but is a strong oxidizer. Chlorine gas reacts



explosively or forms explosive compounds with many common substances, such as, acetylene, ether, turpentine, ammonia, gasoline, hydrogen gas, and finely divided metals (See SDS, Appendix B of the SCSD Cal-ARP RMP 2017).

CAS # 7782-50-5; RTECS FO2100000; DOT ID & Guide 1017 124

Exposure Limits	=	0.5 ppm, 15-min cell (1.45 mg/m <sup>3</sup> )
IDLH	=	10 ppm, NIOSH Pocket Guide 2005-149
Molecular weight	=	70.9
Boiling point	=	-29 °F
Melting point	=	-150 °F
Vapor pressure	>	6.8 atm
Solubility in water at 68 °F	=	0.7% by weight
Ionization potential	=	11.48 eV

Where: ppm: parts per million  
°F: degrees Fahrenheit  
mg/m<sup>3</sup>: milligrams per cubic meter  
IDLH: immediately dangerous to life and health  
atm: atmospheres  
eV: ionization energies

**Symptoms:** Burning of eyes, nose, mouth; lacrimation (discharge of tears); rhinorrhea (discharge of thin mucous), cough, choking; substernal (occurring beneath the sternum) pain; nausea; vomiting; headache; dizziness; syncope; pulmonary edema; pneumonitis; hypoxemia (reduced oxygen in the blood); dermatitis; and frostbite.

**First Aid:** **Eye:** if chlorine comes into contact with eyes, immediately wash them with large amounts of water, occasionally lifting the lower and upper lids. Get medical attention immediately. Contact lenses should not be worn when working with this chemical. Emergency eye wash stations have been installed at both the WWTP and WTP facilities.  
**Skin:** if this chemical contacts skin, immediately flush the affected area with water. If this chemical penetrates the clothing, it should be immediately removed, and the skin area should be flushed with water. Get medical attention promptly.  
**Respiratory:** if a person breathes in large amounts of this chemical, move the exposed person/people to fresh air at once. If breathing has stopped, perform artificial respiration. Keep the affected person warm and at rest. Get medical attention as soon as possible.  
**Frostbite to skin or eyes:** is serious and needs immediate first aid.  
**Ingestion:** Unlikely due to its physical state.  
**Routes of Entry:** inhalation, and skin and/or eye contact

**Personal Protection:**

**Clothing:** any possibility of skin contact  
**Goggles:** any possibility of skin contact  
**Wash:** immediately upon contamination  
**Provide:** eyewash, quick drench  
**Remove:** immediately remove any contaminated non-impervious clothing



### Respirator Selection (NIOSH):

Up to 5 ppm: (assigned protection factor [APF] = 25) powered air-purifying respirator with cartridge(s) providing protection against chlorine, with eye protection (CCRFs), or supplied air (SA), or self-contained breathing apparatus (SCBA)

Up to 10 ppm: (APF = 25) powered air-purifying respirator with chemical cartridge(s) providing protection against chlorine (PAPRS) with eye protection, or SA operated in a continuous flow (CF) mode.

(APF = 50) Any chemical cartridge respirator with a full facepiece and cartridge(s) providing protection against chlorine

(APF = 50) Any air-purifying, full-facepiece respirator (gas mask) with a chin-style, front- or back-mounted canister providing protection against chlorine

(APF = 50) Any self-contained breathing apparatus with a full facepiece

(APF = 50) Any supplied-air respirator with a full facepiece

### Emergency or Planned Entry into Unknown Concentration or IDLH Conditions:

(APF = 10,000) Any self-contained breathing apparatus that has a full facepiece and is operated in a pressure-demand or other positive-pressure mode

(APF = 10,000) Any supplied-air respirator that has a full facepiece and is operated in a pressure-demand or other positive-pressure mode in combination with an auxiliary self-contained positive-pressure breathing apparatus

### Escape:

(APF = 50) Any air-purifying, full-facepiece respirator (gas mask) with a chin-style, front- or back-mounted canister providing protection against chlorine; or any appropriate escape type, self-contained breathing apparatus

## 6.0 References

SHN Engineers & Geologists. (June 2017). "California Accidental Release Prevention Program–Risk Management Plan, Revision 5.0; Scotia Community Services District Water and Wastewater Treatment Plants." Eureka, CA:SHN.

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# Emergency Response Program Revision 2

Scotia Community Services District  
Scotia, California

**Prepared for:**

Scotia Community Services District

**February 2024**

**017138.003**



**Phone:** (707) 441-8855 **Email:** info@shn-engr.com  
**Web:** shn-engr.com • 812 W. Wabash Avenue, Eureka, CA 95501-2138

# Emergency Response Program

## Revision 2

### Scotia Community Services District

### Scotia, California

Prepared for:  
**Scotia Community Services District**

Prepared by:



812 W. Wabash Ave.  
Eureka, CA 95501-2138  
(707) 441-8855

February 2024

QA/QC: MXK [MXK](#)  
Reference: 017138.003

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# Abbreviations and Acronyms

## Units of Measure

°F	degrees Fahrenheit
atm	atmosphere
eV	ionization energies
mg/m <sup>3</sup>	milligrams per cubic meter
ppm	parts per million

## Additional Terms

APF	assigned protection factor
Cal-ARP	California Accidental Release Prevention Program
CCRFS	Powered air-purifying respirator with cartridge(s) providing protection against chlorine, with eye protection
CF	continuous flow
CFR	Code of Federal Regulations
Cl <sub>2</sub>	chlorine
DHHS	U.S. Department of Health and Human Services
EPCRA	Emergency Planning and Community Right-to-Know
ERP	emergency response plan
GPO	Government Printing Office
HMRT	Hazardous Materials Response Team
IDLH	immediately dangerous to life and health
NIOSH	National Institute for Occupational Safety and Health
OSHA	U.S. Occupational Safety and Health Administration
PAPRS	providing protection against chlorine
PPE	personal protection equipment
RMP	risk management plan
RDVFD	Rio Dell Volunteer Fire Department
SA	supplied air
SCBA	self-contained breathing apparatus
SCSD	Scotia Community Services District
SDS	safety data sheet
SPCC	spill prevention, control, and countermeasures
WTP	water treatment plant
WWTP	wastewater treatment plant



## 1.0 Emergency Contacts

Steve Coppini, General Manager .....707-764-3030

24 Hr. Number: .....707-496-9694

Brandon Wishneff, Primary Facilities Operator:

24 Hr. Number .....707-845-4324

Secondary Facilities Operator:

24 Hr. Number .....707-572-8640

Hazardous Materials Response Team:

Office: .....707-445-6215

24 Hr. Number .....707-445-7251

## 2.0 Emergency Response Program

SHN conducted an Emergency Response Team roundtable meeting on November 17, 2021. Attendees included the Scotia Community Services District (SCSD) Program Manager and , treatment plant operators, the Rio Dell Volunteer Fire Department (RDVFD) personnel (who are trained to respond to chlorine incidents), and SHN's compliance specialist and registered professional engineer. Those present signed in and the items discussed included chlorine safety training; emergency response, notifications and following the chain of command, evacuation procedures, personal protection equipment, the safety data sheet (SDS) for chlorine gas, and other safety features (such as, site security, lighting, and the potential for vandalism; training documentation included in Appendix E of the SCSD Cal-ARP [California Accidental Release Prevention Program] risk management plan [RMP]; SHN, 2017 ).

The emergency response plan (ERP) shall be maintained at the RMP Program Manager's office, and at the RDVFD office. Emergency numbers are also kept at the main office.

This ERP is subject to the following list of federal and state regulations:

- U.S. Occupational Safety and Health Administration (OSHA) 1910.38: OSHA's Emergency Action Plan
- OSHA 1910.120: OSHA's Hazardous Waste Operations and Emergency Response Plan
- Clean Water Act/ Spill Prevention, Control, and Countermeasures (SPCC; 40 Code of Federal Regulations [CFR] 112): Spill Prevention, Control, and Countermeasure Plan
- State Emergency Planning and Community Right-to-Know (EPCRA) Rules/Law: Emergency Planning and Community Right-to-Know laws



## 3.0 Procedures for Informing the Emergency Response Agencies and the Public

SCSD has stationary chlorine sensors located inside the online cylinder room and control room at the wastewater treatment plant (WWTP); the sensors are connected into an audible alarm and are tied into a phone system that is monitored.

A chlorine sensor is also situated inside the online cylinder room at the water treatment plant (WTP) and is tied into an audible alarm and the phone system.

If a stationary sensor were to detect chlorine gas, the alarm would sound and the SCSD on-duty person would be notified. The Emergency Response Team would meet at the SCSD office to obtain the necessary emergency response information, personal protective equipment (PPE), and other appropriate equipment.

The team would then meet at the designated area (preferably upwind), and the following response actions would be conducted:

- If the portable sensor were reading chlorine concentrations above 3 parts per million (ppm) at the boundary of the facility, the responders would call the Hazardous Materials Response Team (HMRT) and begin relocating the potentially effected public to a designated area, or request that they shelter in place by closing doors, windows, and outside vents.
- If anyone has been affected by the release, the responders would conduct the appropriate initial medical treatment, and if required, call 911.
- The responders would shut off or remove any potential source of explosion, ignition, electrical shock, and/or any other process that may amplify the problem.
- Investigation of the source would be completed only by properly trained and equipped personnel. SCSD employees have been trained in this type of hazardous materials response. The SCSD will coordinate with the HMRT and other first responders. If available, a portable sensor may be used to determine the concentration of chlorine gas near the source, to identify the proper PPE required. The buddy system would be used while investigating and repairing the problem.
- If the leak is minor, SCSD trained personnel may attempt to stop or reduce the release using approved methods. If the leak is major and unsafe, the contents of the cylinder may be allowed to be released, and monitoring would occur downwind until conditions were verified safe.
- An operation would be resumed only after an investigation had determined the cause of the problem, and the problem had been corrected. Then the system would be started using approved startup procedures.
- Emergency response drills and exercises should be conducted annually, to ensure that the chain of command is established, that all responders are properly trained, that the first response notification procedures are effective, that public notification procedures are in place and can be implemented in a timely manner, and that first aid procedures and first aid kits are in place and can be administered adequately.



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The SCSD is equipped with the appropriate PPE necessary for responding to a chlorine gas release, including the use of a self-contained breathing apparatus (SCBA). SCSD staff members are trained in chlorine safety and have the necessary repair equipment to repair specific types of leaks.

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SCSD personnel visit the plants daily. Each staff member has a list of 24-hour on-call phone numbers for emergency responders. SCSD will alert the emergency responders following the established procedures. SCSD has two-way radios and/or cell phones to communicate to the response team. Also, the RDVFD will sound a siren to alert others of potential problems.

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Specific SCSD personnel are trained in chlorine safety, the proper use of the appropriate PPE, evacuation procedures, and their roles when responding to a chlorine release. Emergency response planning and training was conducted in November 2021 with the RDVFD, SHN, and SCSD. The latest chlorine safety training was conducted with the SCSD in February 2021 (see Appendix E of the SCSD Cal-ARP RMP 2017 for additional training documentation).

### 4.2 Updates

At least every three years, specific SCSD personnel complete an updated training session. This training session will include emergency response procedures pertaining to chlorine gas releases, identifying the types of hazards that may exist, the use of the necessary PPE needed for response and repair, the use of repair kits for specific types of leaks, discussing evacuation procedures, and establishing roles when responding. Each training session will be documented and those present will be required to sign in.

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CAS # 7782-50-5; RTECS FO2100000; DOT ID & Guide 1017 124

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**Skin:** if this chemical contacts skin, immediately flush the affected area with water. If this chemical penetrates the clothing, it should be immediately removed, and the skin area should be flushed with water. Get medical attention promptly.  
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**Clothing:** any possibility of skin contact  
**Goggles:** any possibility of skin contact  
**Wash:** immediately upon contamination  
**Provide:** eyewash, quick drench  
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# Emergency Response Program Revision 3

Scotia Community Services District  
Scotia, California



**Prepared for:**

Scotia Community Services District

**February 2026**

**017138.003**



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# Emergency Response Program Revision 3

## Scotia Community Services District Scotia, California

Prepared for:

**Scotia Community Services District**

Prepared by:



812 W. Wabash Ave.  
Eureka, CA 95501-2138  
(707) 441-8855

February 2026

QA/QC: MXK\_\_

Reference: 017138.003

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# Abbreviations and Acronyms

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Melting point	=	-150 °F
Vapor pressure	>	6.8 atm
Solubility in water at 68 °F	=	0.7% by weight
Ionization potential	=	11.48 eV

Where: ppm: parts per million  
°F: degrees Fahrenheit  
mg/m<sup>3</sup>: milligrams per cubic meter  
IDLH: immediately dangerous to life and health  
atm: atmospheres  
eV: ionization energies

**Symptoms:** Burning of eyes, nose, mouth; lacrimation (discharge of tears); rhinorrhea (discharge of thin mucous), cough, choking; substernal (occurring beneath the sternum) pain; nausea; vomiting; headache; dizziness; syncope; pulmonary edema; pneumonitis; hypoxemia (reduced oxygen in the blood); dermatitis; and frostbite.

**First Aid:** **Eye:** if chlorine comes into contact with eyes, immediately wash them with large amounts of water, occasionally lifting the lower and upper lids. Get medical attention immediately. Contact lenses should not be worn when working with this chemical.

Emergency eye wash stations have been installed at both the WWTP and WTP facilities.

**Skin:** if this chemical contacts skin, immediately flush the affected area with water. If this chemical penetrates the clothing, it should be immediately removed, and the skin area should be flushed with water. Get medical attention promptly.

**Respiratory:** if a person breathes in large amounts of this chemical, move the exposed person/people to fresh air at once. If breathing has stopped, perform artificial respiration. Keep the affected person warm and at rest. Get medical attention as soon as possible.

**Frostbite to skin or eyes:** is serious and needs immediate first aid.

**Ingestion:** Unlikely due to its physical state.

**Routes of Entry:** inhalation, and skin and/or eye contact

#### Personal Protection:

**Clothing:** any possibility of skin contact

**Goggles:** any possibility of skin contact

**Wash:** immediately upon contamination

**Provide:** eyewash, quick drench

**Remove:** immediately remove any contaminated non-impervious clothing



### Respirator Selection (NIOSH):

- Up to 5 ppm: (assigned protection factor [APF] = 25) powered air-purifying respirator with cartridge(s) providing protection against chlorine, with eye protection (CCRFS), or supplied air (SA), or self-contained breathing apparatus (SCBA)
- Up to 10 ppm: (APF = 25) powered air-purifying respirator with chemical cartridge(s) providing protection against chlorine (PAPRS) with eye protection, or SA operated in a continuous flow (CF) mode.
- (APF = 50) Any chemical cartridge respirator with a full facepiece and cartridge(s) providing protection against chlorine
- (APF = 50) Any air-purifying, full-facepiece respirator (gas mask) with a chin-style, front- or back-mounted canister providing protection against chlorine
- (APF = 50) Any self-contained breathing apparatus with a full facepiece
- (APF = 50) Any supplied-air respirator with a full facepiece

### Emergency or Planned Entry into Unknown Concentration or IDLH Conditions:

- (APF = 10,000) Any self-contained breathing apparatus that has a full facepiece and is operated in a pressure-demand or other positive-pressure mode
- (APF = 10,000) Any supplied-air respirator that has a full facepiece and is operated in a pressure-demand or other positive-pressure mode in combination with an auxiliary self-contained positive-pressure breathing apparatus

### Escape:

- (APF = 50) Any air-purifying, full-facepiece respirator (gas mask) with a chin-style, front- or back-mounted canister providing protection against chlorine; or any appropriate escape type, self-contained breathing apparatus

## 6.0 References

- SHN. (June 2017). "California Accidental Release Prevention Program–Risk Management Plan, Revision 5.0; Scotia Community Services District Water and Wastewater Treatment Plants." Eureka, CA:SHN.
- U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, National Institute for Occupational Safety and Health. (September 2007). *NIOSH Pocket Guide to Chemical Hazards, DHHS (NIOSH) Publication No. 2005-149*. Pittsburgh, PA:GPO.





In California, a boil water notice must be issued within 24 hours of detecting contamination, using approved templates from the [California State Water Resources Control Board \(.gov\)](https://www.waterboards.ca.gov/water_issues/programs/boil_water_notices/). Use a combination of mass media (TV, radio), direct outreach (door hangers, phone/email alerts), and public postings. Notices must outline the reason, affected areas, and required safety measures.

**Key Procedures for Notification:**

- **Initial Action:** Contact the Division of Drinking Water (DDW) District Office to approve your notification.
- **Direct Delivery:** Utilize hand-delivery (door hangers) for high-impact areas, along with direct phone, text, or email alerts to customers.
- **Public Postings:** Display notices in prominent locations such as neighborhood entrances, community centers, and commercial water outlets.
- **Media Outreach:** Inform local television stations, radio stations, and newspapers to ensure rapid spread of the advisory.
- **Content of Notice:** Use templates from the [California State Water Resources Control Board \(.gov\)](https://www.waterboards.ca.gov/water_issues/programs/boil_water_notices/) to ensure legal compliance. Clearly explain what happened, what actions to take, and when the notice is likely to be lifted.
- **Lift Notification:** When the advisory is lifted (based on safe lab results), notify customers using the same communication channels (email, text, phone).

**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 Board's 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