



## McCloud Community Services District

220 West Minnesota Avenue P.O. Box 640

McCloud, California 96057

Phone (530) 964-2017 Fax (530) 964-3175 e-mail [mcsd@ci.mccloudcsd.ca.us](mailto:mcsd@ci.mccloudcsd.ca.us)

### REGULAR MEETING OF THE BOARD OF DIRECTORS

SCOUT HALL - 405 E. COLOMBERO DRIVE

May 22, 2023 6:00 pm

### AGENDA

The McCloud Community Services District welcomes you to this meeting. This agenda contains brief general descriptions of each item to be considered at this meeting by the Board of Directors. If you wish to speak on an item on the agenda, you will be provided the opportunity to do so prior to consideration of the item by the Board. If you wish to speak on an item that is not on the agenda, you are welcome to do so during the Public Comment portion of the meeting. Persons addressing the Board will be asked to step up to the podium and will be limited to three minutes or depending on the number of persons wishing to speak, it may be reduced to allow all members of the public the opportunity to address the Board. When addressing the Board, please state your name for the record prior to providing your comments. Please address the board as a whole through the President. Comments to individual Board members or staff are not permitted.

All documentation supporting the items on this agenda are available for public review in the District office, 220 W. Minnesota Avenue, McCloud CA 96057, during normal business hours of 9:00 a.m. to 12noon and 1:00 pm to 4:00 p.m. Monday through Friday.

In compliance with the Americans with Disabilities Act, those requiring accommodations for this meeting should notify the District office 48 hours prior to the meeting at (530) 964-2017.

#### 1. Call to Order

#### 2. Pledge of Allegiance

#### 3. Approval of Minutes: Discussion/action regarding approval of the minutes of the Regular Meeting of May 8, 2023.

#### 4. Announcement of Events:

#### 5. Communications:

#### 6. Reports:

A. General Manager

#### 7. Consent Agenda:

A. Approval of Expenses in the amount of \$12,199.09.

#### 8. Old Business:

A. Discussion/possible action regarding the Second and Final Reading of Policy No. 1000 Purpose of Board Policies.

B. Discussion/possible action regarding the Second and Final Reading of Policy No. 1060 Miscellaneous Fee Schedule and Attachment A: Dumpster Rental Agreement.

C. Discussion/possible action regarding the second and final reading of Policy No. 4090 Training, Education, and Conferences.

D. Discussion/possible action regarding the second and final reading of Policy No. 5020 Meetings of the Board of Directors.

E. Discussion/possible action regarding the second and final reading of Policy No. 6010

Development Improvement Standards.

**F. Discussion/possible action** regarding the second and final reading of Policy No. 6040 Project Approval.

**G. Discussion/possible action** regarding the second and final reading of Policy No. 6050 Development Agreements.

**H. Discussion/ possible action** regarding Mike Quinn’s previously board approved proposal for working as a temporary district employee part time to provide training for our new MCSD finance officer.

**9. New Business:**

**A. Discussion/possible action** regarding the metal recycling bin and plastic recycling bins located outside of the MCSD office.

**B. Discussion/possible action** regarding first reading of amendments to Ordinance No 30.

**10. Public Comment:** This time is provided to receive information from the public regarding issues that **do not** appear on the agenda (persons addressing the Board will be asked to step up to the podium and will be limited to three minutes or depending on the number of persons wishing to speak, it may be reduced to allow all members of the public the opportunity to address the Board).

**11 Adjourn open session.**

**12. Convene a Closed Session:**

**B. Pursuant to California Government Code §54957.6** – gain direction from the Board pertaining to Union negotiations.

**13. Reconvene** open session and announce any action taken.

**14. Adjourn**

**MCSD Mission Statement**

McCloud Community Services District will strive to provide the full range of municipal services, at a reasonable cost applied consistently to all customers, while maintaining a healthy infrastructure and environmental integrity.

**MINUTES OF A  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
May 8, 2023 6:00 pm**

A regular meeting of the Board of Directors of the McCloud Community Services District was called to order at 6:00 p.m. at the Scout Hall. Five Directors (Richey, Rorke, Hanson, Trent, Mullins.) were present. Also present were Eli Jones Public Works Superintendent, Finance Officer Jennifer Brunello and District Secretary Sarah Roberts. General Manager Amos McAbier was absent.

**1. Call to Order**

**2. Pledge of Allegiance.**

**3. Approval of Minutes:**

**A. Discussion/action** regarding approval of the minutes of the Regular Meeting of, April 24<sup>th</sup>, 2023.

*C. Richey made a motion to approve the minutes of the regular Meeting on April 24th, 2023; motion seconded by M. Trent. Motion passed with 4 Ayes. (Rorke, Richey, Hanson, Trent.) with 1 abstain do to absence (J. Mullins)*

**4. Announcement of Events: None**

**5. Communications: None**

**6. Reports:**

**A.** General Manager-Amos McAbier written report.

**B.** Finance Officer-Jennifer Brunello written report.

**C.** Public Works Superintendent-Eli Jones written report.

**D.** Fire Chief-Charlie Miller written report.

**E.** Directors-None.

**F.** Committees-None

**8. Consent Agenda:**

**A.** Approval of Expenses in the amount of \$14,508.14.

*C. Richey made a motion to approve expenses in the amount of \$14,508.14; seconded by J. Mullins. Motion passed with 5 Ayes. (Rorke, Richey, Hanson, Trent, Mullins)*

**9. Old Business: None**

**10. New Business:**

**A. Discussion/action** Regarding ZIB Contract Renewal

*C. Richey made a motion to approve ZIB contract renewed; motion seconded by M. Trent. Motion passed with 5 Ayes. (Rorke, Richey, Hanson, Trent, Mullins.)*

**B. Discussion/action** Regarding the need for water conservation and establishing the appropriate level the MCSD will need to start out at for the spring of 2023.

*M. Hanson made a motion to Instructed General Manager to send a letter to the public saying you can only water 3 days a week with supporting information for the reasons why; motion seconded by C. Richey. Motion passed with 5 Ayes. (Rorke, Richey, Hanson, Trent, Mullins.)*

**C. Discussion/action** Regarding the first reading of Policy No. 1000 Purpose of Board Policies.

*M. Rorke made a motion to approve the first reading of Policy No. 1000 Purpose of Board Policies; motion seconded by J. Mullins. Motion passed with 5 Ayes. (Rorke, Richey, Hanson, Trent, Mullins.)*

**D. Discussion/ action** Regarding the first reading of Policy No. 1060 Miscellaneous Fee Schedule with Attachment A: Dumpster Rental Agreement.

*M. Rorke made a motion to approve the first reading of Policy No. 1060 Miscellaneous Fee Schedule with Attachment A: Dumpster Rental Agreement; motion seconded by J. Mullins. Motion passed with 5 Ayes. (Rorke, Richey, Hanson, Trent, Mullins.)*

**E. Discussion/ action** Regarding the first reading of Policy No. 4090 Training, Education and Conferences.

*M. Rorke made a motion to approve the first reading of Policy No. 4090 Training, Education and Conferences; motion seconded by M. Trent. Motion passed with 5 Ayes. (Rorke, Richey, Hanson, Trent, Mullins.)*

**F. Discussion/ action** Regarding the first reading of Policy No. 5020 Meeting of the Board of Directors.

*M. Rorke made a motion to approve the first reading of Policy No. 5020 Meeting of the Board of Directors; motion seconded by J. Mullins. Motion passed with 5 Ayes. (Rorke, Richey, Hanson, Trent, Mullins.)*

**G. Discussion/ action** Regarding the first reading of Policy No. 6010 Development Improvement Standards.

*M. Rorke made a motion to approve the first reading of Policy No. 6010 Development Improvement Standards; motion seconded by J. Mullins. Motion passed with 5 Ayes. (Rorke, Richey, Hanson, Trent, Mullins.)*

**H. Discussion/ action** Regarding the first reading of Policy No. 6040 Project Approval.

*M. Rorke made a motion to approve the first reading of Policy No. 6040 Project Approval.; motion seconded by M. Trent. Motion passed with 5 Ayes. (Rorke, Richey, Hanson, Trent, Mullins.)*

**I. Discussion/ action** Regarding the first reading of Policy No. 6050 Development Agreement.

*M. Rorke made a motion to approve the first reading of Policy No. 6050 Development Agreement; motion seconded by J. Mullins. Motion passed with 5 Ayes. (Rorke, Richey, Hanson, Trent, Mullins.)*

- 11. Public Comment:** This time is provided to receive information from the public regarding issues that **do not** appear on the agenda (persons addressing the Board will be asked to step up to the podium and will be limited to three minutes or depending on the number of persons wishing to speak, it may be reduced to allow all members of the public the opportunity to address the Board).

*Mike would like the reserve policy reviewed at the next policy committee meeting*

**12. Adjourn** at 6:56 pm.

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Mick Hanson/President of the Board

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Sarah Roberts/Secretary of the Board

**MCSO BOARD OF DIRECTORS**  
**General Manager's Report**  
**Date 5-22-2023**

**AGENDA SUPPORTING DOCUMENT**

**Agenda Item No. 6 - A**

**Current Spring flows 2023** – we will keep the Board and public updated on these flows. Please note that these flows are at a certain time during the day and do not show the fluctuation from when town is watering their lawns. When we have our SCADA system up and running we will generate a report that will show these fluctuations and the times that the towns water spikes and decreases during usage.

**1-18-2023**

Intake Spring – 753 gpm

Elk Springs Combined – 942 gpm

Town Flow- 312 gpm

**4-28-2023 11:00 am** sunny 78 degrees some people already watering lawns.

Intake Spring – 642 gpm

Elk Springs Combined – 742 gpm

Town Flow- 608 gpm @ 10:00, 887 gpm @11:00, 633 gpm @ 4:30pm

**5-2-2023 Rain most of the day.12:00 pm**

Intake Spring – 669 gpm

Elk Springs Combined – 691 gpm

Town Flow- 360 gpm

**5-15-2023 10:15am**

Intake Spring – 827 gpm

Elk Springs Combined – 715 gpm

Town Flow- gpm

**5-18-2023 1:53pm**

Intake Spring –765 gpm

Elk Springs Combined –741 gpm

Town Flow- gpm

**5-19-2023 2:10pm**

Intake Spring – 774gpm

Elk Springs Combined – 723gpm

Town Flow- 889gpm

\* ... Over spent expenditure

Claim/	Check	Invoice	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	FO #	Fund	Org	Acct	Object	Proj	Cash Account
11571		10	BAXTER AUTO PARTS	677.08								
	Auto Parts											
	1567419634	05/05/23	Syder Fitting, Hose	258.69		0246	1010	403000		520		101000
	1567419716	05/09/23	Hydraulic Fitting	375.44		3519	1010	403000		520		101000
	1567419733	05/10/23	Optimum Black	13.50		3520	1010	403000		520		101000
	1567419732	05/10/23	Gear Oil, Wire Tie	29.45		3518	1090	403000		520		101000
			<b>Total for Vendor:</b>	<b>677.08</b>								
11569		13	BLUE STAR GAS	2,508.29								
	May Heating Oil		Expenditures									
	1466580	05/10/23	Office Tank 307.2 @ \$3.99	1,312.80			1010	403000		440		101000
	1466582	05/10/23	Firehouse Tank 274.5 @ \$3.99	1,174.67*		39415	1040	403000		440		101000
	MAR0618-FC	04/30/23	Finance Charge-March 2023	20.82			1010	405000		710		101000
			<b>Total for Vendor:</b>	<b>2,508.29</b>								
			*** Claim from another period ( 4/23) ****									
11564		460	DEPT. OF JUSTICE	32.00								
	April 2023		Fingerprint App PW Sup									
	655747	05/03/23	April 2023 Fingerprint App PW	8.00*			1050	402000		345		101000
	655747	05/03/23	April 2023 Fingerprint App PW	8.00			1090	402000		345		101000
	655747	05/03/23	April 2023 Fingerprint App PW	8.00			2000	402000		345		101000
	655747	05/03/23	April 2023 Fingerprint App PW	8.00*			3000	402000		345		101000
			<b>Total for Vendor:</b>	<b>32.00</b>								
11563		42	DON R ERICKSON OIL	299.45								
	78 @ \$3.7		Office Furnace Oil									
	190531	05/03/23	78@3.7 Office Furnace Fuel	299.45			1010	403000		440		101000
			<b>Total for Vendor:</b>	<b>299.45</b>								
			*** Claim from another period ( 4/23) ****									
11573		72	FIRST BANKCARD - DIRECTORS 1	552.44								
	(Jan-Mar 23		Credit Bal) AND Apr 23 Directors 1 Credit Card Activity									
	IDUInsight	01/05/23	Rfnd-1/5/23 IDUInsight Cha	-71.99								
	McCloudMkt	03/15/23	Dist. Office Deoderizing S	27.15		0092	1010	403000		412		101000
	Staszal, D	04/18/23	EE DMV Physical	31.25*		233	1050	402000		392		101000
	Staszal, D	04/18/23	EE DMV Physical	31.25		233	1090	402000		392		101000
	Staszal, D	04/18/23	EE DMV Physical	31.25		233	2000	402000		392		101000
	Staszal, D	04/18/23	EE DMV Physical	31.25		233	3000	402000		392		101000



\* ... Over spent expenditure

Claim/	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
		Microsoft 04/20/23 Microsoft (IT Service reins		460.00*		RNST'D	1010		402000	396		101000
		BrtoBndto 04/28/23 Travel Lunch-Parts Pickup		12.28		248	3000		402000	340		101000
		<b>Total for Vendor:</b>		<b>552.44</b>								
		*** Claim from another period ( 4/23) ****										
11572		71 FIRST BANKCARD - DIRECTORS 2		67.00								
Apr 2022		Board of Directors Credit Card 2 purchase										
		Ron'soil 04/06/23 Gas-Eugene-collection wrksho		67.00		238	1040		402000	340	20	101000
		<b>Total for Vendor:</b>		<b>67.00</b>								
		*** Claim from another period ( 4/23) ****										
11580		69 FIRST BANKCARD - FIRE DEPT		2,511.41								
April 2023		Fire Dept Credit Card Activity										
		Wharf 04/05/23 Travel Meals-Ambulance Wrkshp		50.70		3954	1040		402000	340	20	101000
		NoodleCafe 04/05/23 Travel Meals-Ambulanc Wrks		59.35		3954	1040		402000	340	20	101000
		HamptonInn 04/06/23 Hotel-Ambulance Workshop		206.92		0237	1040		402000	340	20	101000
		HamptonInn 04/06/23 Hotel-Ambulance Workshop		186.12		3953	1040		402000	340	20	101000
		911Emergsu 04/12/23 Nametag for Uniforms		51.36		4-11-2	1040		402000	360	20	101000
		MorrisCrck 04/12/23 Firefighting Tools		864.75		4038	1040		403000	400	22	101000
		MorrisCrck 04/13/23 Firefighting Tools		66.00		4038	1040		403000	400	22	101000
		Amazon 04/14/23 Heater Knob Kit		13.51		4039	1040		403000	530	20	101000
		Galls 04/15/23 Charlie Investigating		45.35			1040		403000	400	20	101000
		WeedGrocy 04/20/23 Charlie Investigating		15.03			1040		403000	400	20	101000
		Ca DMV 04/27/23 Engine 1776 Registration		33.70		4035	1040		403000	530	20	101000
		BoundTree 04/27/23 Ambulance Medications		93.10		3909	1040		403000	400	20	101000
		HomeDepot 04/30/23 Charlie Investigating		45.79			1040		403000	400	20	101000
		BoundTree 05/02/23 Ambulance Medications		199.85		3730	1040		403000	400	20	101000
		Amazon 05/03/23 Fire Supplies-ProFriction Tape		5.88		4034	1040		403000	400	20	101000
		SSV 05/05/23 EMR Vol. Certification		39.00		4031	1040		402000	392	20	101000
		SSV 05/05/23 Charlie Investigating		535.00			1040		402000	392	20	101000
		<b>Total for Vendor:</b>		<b>2,511.41</b>								
11566		1202 Jettus Memmer		1,278.30								
		Reimbursement for MCSD Damage to fence-material costs-paid to Home Depot by										
		Memmer's Credit Card										
		HomeDepot 04/25/23 White Vinyl Fencing dmg rep		851.63		3521	1050		403000	400		101000
		HomeDepot 04/26/23 White Vinyl Fencing dmg rep		426.67		3521	1050		403000	400		101000
		<b>Total for Vendor:</b>		<b>1,278.30</b>								

\* ... Over spent expenditure

Claim/ Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
11565	1242 MCCLOUD HEALTHCARE CLINIC, INC.		180.00						
Hiring-PW Sup-Physical Exam									
122K25248	05/01/23 Hiring-PW Sup-Physical Exa		45.00*			1050 402000	345		101000
122K25248	05/01/23 Hiring-PW Sup-Physical Exam		45.00			1090 402000	345		101000
122K25248	05/01/23 Hiring-PW Sup-Physical Exam		45.00			2000 402000	345		101000
122K25248	05/01/23 Hiring-PW Sup-Physical Exam		45.00*			3000 402000	345		101000
	<b>Total for Vendor:</b>		<b>180.00</b>						
11578	141 NAPA AUTO PARTS		43.58						
Oil for Park Mower									
850073	05/16/23 Oil for Park Mower		43.58		0249	1070 403000	520		101000
	<b>Total for Vendor:</b>		<b>43.58</b>						
	*** Claim from another period ( 4/23) ****								
11562	126 PACIFIC POWER - 007 4 STREET		1,658.57						
April 2023 Street Light Power									
Apr2023	05/03/23 Street Light Power		1,658.57			1060 403000	450		101000
	<b>Total for Vendor:</b>		<b>1,658.57</b>						
11574	1109 Point S Mt Shasta		384.87						
Winter & Summer Tires for WtTahoe-Fire Dept No. 1701									
1013918	05/05/23 Tires for WtTahoe No. 1701		384.87		4032	1040 403000	530		101000
	<b>Total for Vendor:</b>		<b>384.87</b>						
11570	169 SOLANOS HOME IMPROVEMENT CNTR		177.69						
Supplies for Water, Park, Alley, Refuse									
260728	05/12/23 Stakes for Alley		28.90		3522	1050 403000	400		101000
260728	05/12/23 Clips for Park Building		18.57		3522	1070 403000	510		101000
260728	05/12/23 Masonry for Water Dept		63.25*		3522	3000 403000	400		101000
314704	05/11/23 Garden hose For Refuse		66.97		0247	1090 403000	400		101000
	<b>Total for Vendor:</b>		<b>177.69</b>						
11579	1240 VALLEY PACIFIC PETROLEUM		1,271.21						
Vehicle Fuel 5/1-5/15/23									
CU23631424	05/15/23 Fire WtTahoe 5/13/23		80.93		1040	403000	430		101000
CU23631424	05/15/23 Fire Engine 1712 5/5/23		53.45		1040	403000	420		101000
CU23631424	05/15/23 Fire WtTahoe 5/7/23		81.73		1040	403000	430		101000

\* ... Over spent expenditure

Claim/	Check	Invoice	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
	CL23631424	05/15/23	Fire WtTahoe 5/10/23	62.50			1040		403000	430		101000
	CL23631424	05/15/23	Fire RGTahoe 5/8/23	53.75			1040		403000	430		101000
	CL23631424	05/15/23	SvcTrk 5/2/23 71,474mi 1/4	40.78			1050		403000	430		101000
	CL23631424	05/15/23	SvcTrk 5/2/23 71,474mi 1/4	40.78*			1090		403000	430		101000
	CL23631424	05/15/23	SvcTrk 5/2/23 71,474mi 1/4	40.78*			2000		403000	430		101000
	CL23631424	05/15/23	SvcTrk 5/2/23 71,474mi 1/4	40.79			3000		403000	430		101000
	CL23631424	05/15/23	Mix for Cement Cutter	4.50			3000		403000	430		101000
	CL23631424	05/15/23	SlvrTrk 5/9/23 87,779mi 1/	24.14			1050		403000	430		101000
	CL23631424	05/15/23	SlvrTrk 5/9/23 87,779mi 1/	24.14*			1090		403000	430		101000
	CL23631424	05/15/23	SlvrTrk 5/9/23 87,779mi 1/	24.14*			2000		403000	430		101000
	CL23631424	05/15/23	SlvrTrk 5/9/23 87,779mi 1/	24.14			3000		403000	430		101000
	CL23631424	05/15/23	Electric Generator Fuel	18.19			3000		403000	430		101000
	CL23631424	05/15/23	Rear Loader 5/5/23 21,942m	173.40			1090		403000	420		101000
	CL23631424	05/15/23	Side Loader 5/5/23 27,343m	176.60			1090		403000	420		101000
	CL23631424	05/15/23	Side Loader 5/15/23 27,480	146.12			1090		403000	420		101000
	CL23631424	05/15/23	Dodge Rm U17 5/2/23116,758	100.02			1040		403000	430		101000
	CL23631424	05/15/23	Fire Medic 17 5/3/23 34,53	60.33			1040		403000	420	20	101000
			<b>Total for Vendor:</b>	<b>1,271.21</b>								
			*** Claim from another period ( 4/23) ****	417.29								
11567	April		255 VERIZON WIRELESS - MCSD									
			Cell Phone Service									
	Apr2023	05/01/23	Phone Services	217.86			1010		402000	320		101000
	Apr2023	05/01/23	PWS, ON CALL, GM PHONE	99.37			1010		402000	320		101000
	Apr2023	05/01/23	Fire Chief Phone	32.91			1040		402000	320		101000
	Apr2023	05/01/23	Ambulance Phone	67.15			1040		402000	320	20	101000
			<b>Total for Vendor:</b>	<b>417.29</b>								
11560	May 2023		116 VVVE - FIRE	139.91								
			Fire Phone & Internet Services									
	May2023	05/03/23	Phone & Internet Services	139.91			1040		402000	320		101000
			<b>Total for Vendor:</b>	<b>139.91</b>								
			<b># of Claims</b>	<b>16</b>								
			<b># of Vendors</b>	<b>16</b>								
			<b>Total:</b>	<b>12,199.09</b>								

Fund/Account	Amount
1010 GENERAL	
101000 Operating Cash	\$3,013.09
1040 FIRE	
101000 Operating Cash	\$4,870.63
1050 ALLEYS	
101000 Operating Cash	\$1,456.37
1060 LIGHTS	
101000 Operating Cash	\$1,658.57
1070 PARKS	
101000 Operating Cash	\$62.15
1090 REFUSE	
101000 Operating Cash	\$741.71
2000 SEWER	
101000 Operating Cash	\$149.17
3000 WATER	
101000 Operating Cash	\$247.40
<b>Total:</b>	<b>\$12,199.09</b>

05/17/23  
16:11:35

MCCLOUD COMMUNITY SERVICES DISTRICT  
Claim Approval Signature Page  
For the Accounting Period: 5 / 23

Page: 6 of 6  
Report ID: API00A

The foregoing claims are approved for payment in the manner provided by Resolution #3, dated November 8, 1965."

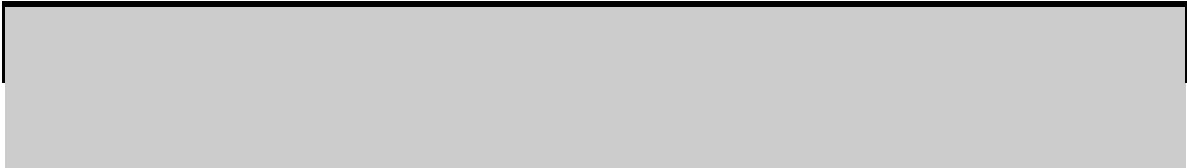
Prepared by: Keith Anderson  
Reviewed by: \_\_\_\_\_

Claims Total: \$12,199.09  
Signature #2

Signature #4

Signature #3

Signature #5

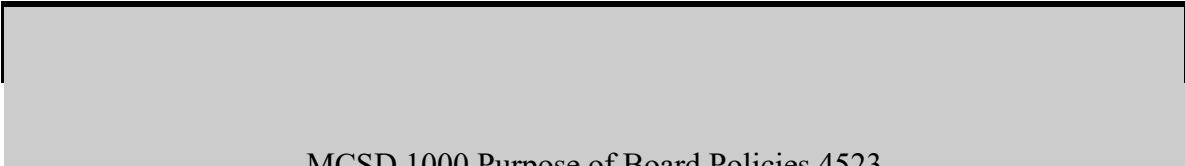


**McCLOUD COMMUNITY SERVICES DISTRICT**  
**Policy and Procedure Manual**

**POLICY TITLE:** Purpose of Board Policies  
**POLICY NUMBER:** 1000  
**ADOPTED:** November 12, 2002  
**REVISED:** December 10, 2007  
**REVIEWED:** 01/09/14, 01/09/19, 09/08/21, 5/2/23

**1000.10** The McCloud Community Services District shall maintain a Policy and Procedure Manual that shall govern District operations. Contained ~~herein~~ within shall be a comprehensive listing of the Board's current policies enacted by the Board from time to time. The manual of policies will serve as a resource for directors, staff and members of the public in determining the manner in which matters of District business are to be conducted.

**1000.20** If any policy or portion of a policy contained ~~herein~~ within is in conflict with rules, regulations or legislation having authority over the McCloud Community Services District, said rules, regulations or legislation shall prevail.



MCSD 1000 Purpose of Board Policies 4523  
Page 1 of 1

**McCLOUD COMMUNITY SERVICES DISTRICT**  
**Policy and Procedure Manual**

**POLICY TITLE: POLICY** Miscellaneous Fee Schedule  
**NUMBER:** 1060  
**ADOPTED:** January 27, 2003  
**REVIEWED:** 01/13/15; 06/09/15; 09/13/16; 10/11/16; 08/08/17; 06/13/19; 07/11/19; 12/10/19;  
**REVISED:** 5/2/23  
09/22/14; 02/23/15; 07/13/15; 10/10/16, 11/14/16, 09/11/17; 07/08/19;  
08/12/19; 01/27/20; 03/23/20; 05/11/20; 02/22/21, 03/22/21, 02/14/22

**1060.10** The Board of Directors of the McCloud Community Services District shall, in conjunction with adoption of the annual budget and, as needed from time to time, adopt this Miscellaneous Fee Schedule in accordance with law and Board Policy 1010.

**MCS D Labor Charges**

All District Staff ~~\$42.00~~**\$60.00**/Hour During Business Hours, Per Person, 15 Min Increments

~~\$63.00~~**\$90.00**/Hour After-Hours Business Rate, Per Person, Min. 2 hrs.

**MCS D Equipment Charges**

Backhoe	\$75.00/Hour
Dump Truck with or without Plow	\$150.00/Hour
Front Loader	\$180.00/Hour
RT-12 Trencher	\$100.00/Hour
RT- 45 Trencher	\$150.00/Hour
Directional Drill Machine	\$5,000.00/Day
Sewer Vac & Trailer	\$140.00/Hour

**All equipment is rented with MCS D personnel and will incur additional staff costs.**

**Monthly Service Charges**

Alleys	\$ 7.40/Household Equivalent
Streetlights	\$ 2.70/Household Equivalent
Water	<del>\$ 56.50</del> <b>\$58.50</b> /Household Equivalent
Sewer	<del>\$ 54.00</del> <b>\$56.00</b> /Household Equivalent
Refuse	<del>\$ 33.00</del> <b>\$34.00</b> /Household Equivalent

**Monthly dumpster rates for Commercial Customers**

		(multiplier)
2 yards	twice a week pick up	<del>\$356.40</del> <b>\$367.20</b> (10.80)
2 yards	once a week pick up	<del>\$178.20</del> <b>\$183.60</b> (5.4 HE)
1.5 yard	twice a week pick up	<del>\$267.30</del> <b>\$275.40</b> (8.10 HE)
1.5 yard	once a week pick up	<del>\$133.65</del> <b>\$137.70</b> (4.05 HE)
1 yard	twice a week pick up	<del>\$178.20</del> <b>\$183.60</b> (5.4 HE)
1 yard	once a week pick up	<del>\$ 89.10</del> <b>\$91.80</b> (2.7 HE)



**New Services**

Water Service Connection Fee	\$5,000/Household Equivalent
Water Service Fee	Based on line size (Ordinance 27)
Water Service New Service Installation	At Cost of Materials, Labor, Equipment Used
Standard Residential Sewer Connection Fee	\$4,950/Household Equivalent
Non-Residential Sewer Connection Fee	\$4,950/Household Equivalent Based on fixture count user classifications (Ordinance 15)

**Contingent Assessments**

The rate will be calculated by the District's bond administrator upon creation of each new lot.

**Additional and Bulk Refuse Collection**

Bear Proof Can Pick Up	\$15.44 per month	Additional fee
Dumped Over Trash Pick-up	<del>\$42.00</del> \$60.00	Additional fee During Business Hours
Dumped Over Trash Pick-up	<del>\$126.00</del> \$180.00	Additional fee After Hours

Special Bulk Refuse Collections	Household Materials	
	Base Rate*	Additional Collection
1 Yard Dumpster	<del>\$130.00</del> \$77.22	<del>\$40.00</del> \$24.09
1.5 Yard Dumpster	<del>\$135.00</del> \$89.10	<del>\$45.00</del> \$35.97
2 Yard Dumpster	<del>\$140.00</del> \$100.98	<del>\$50.00</del> \$47.85
<p>Dumpster rentals are for a <b>Maximum of 14 Days</b>. <del>Rentals that extend beyond 14 days will be charged the standard monthly dumpster for once a week or twice a week pick up.</del> All dumpster rentals are subject to the Dumpster Rental Agreement (Attachment A)</p>		
*Base Rate includes dumpster delivery and final collection. Prepayment required.		
Additional Refuse Tags (33-gallon bags, 50 pound maximum) (District Customers Only) Extra refuse bag fee \$4.00		

**Miscellaneous Charges**

Water Turn On/Off (Business Hours)	\$10.00 first 30 Minutes, labor business rate after 30 minutes
Water Turn On/Off (After-Business Hours)	\$126.00 2 Hour Minimum, Labor OT rate after 2 hours

Service Reconnection Fee (After Lock-Off)	\$60.00
During Business Hours	
Per SB998 Sec.116914 Re-Connect Fee After Hrs.	\$150.00
Pole Mounted Cable Fees	\$35.00/Month
Agricultural Water	\$0.0002/gallon
Fire Hydrant Meter Deposit	\$1,200.00
Fire Hydrant Meter Water Usage (potable)	\$0.05 per gallon
Non-potable water	\$1.00 per 1,000 gallons
MCSO Non-Rate Payer Green Waste	\$8.00 per cubic yard
MCSO Non-Resident Fire Suppression Water Rate	\$200.00 per month
Vacation Rental Inspection	\$42.00
Stand-By Fee (per 2014 Water Rate Study)	\$142 annually/ \$11.83 billed monthly
Water Connection Inspection Fee	\$42 per hour per Ordinance 23
County Requested Inspection Fee (new building permits, inspections)	\$42 per hour - Charged to owner

### **Special Taxes**

Fire/Ambulance	See Resolution 05, 2008
Park	\$56.06/Per Parcel
Library	\$8.06/Per Parcel Plus, County administration fees

### **Office Fees**

Photocopies/Fax/Scan/public records request e-mails per page	\$0.25 Letter-One Side, \$0.35 Both sides \$0.30 Legal/One Side, \$0.40 Both Sides add \$0.10/page for color
Lamination	\$0.95/Letter size page
Returned Check/ACH Fee	\$25.00
Lost key fee	\$150.00
	\$110.00 padlock
Flash Drive	\$15.00

### **Delinquent Accounts**

Penalty for Late Payment	10% One Time
Interest	0.5% Per Month (6% APR)

### **Employee/Director Reimbursements**

Mileage	Per Current IRS Reimbursement Rate
Breakfast	<del>\$15.00</del> \$25.00
Lunch	<del>\$20.00</del> \$25.00
Dinner	<del>\$35.00</del> \$50.00
Lodging	up to \$275.00/night with receipts
Parking	up to \$30.00/day with receipts
Tolls	As required



## ATTACHMENT A

### DUMPSTER RENTAL AGREEMENT

Temporary dumpster rentals are available at the rate established in Policy 1060 - Miscellaneous Fee Schedule. Prepayment is required. Additional collections are established by Policy 1060 - Miscellaneous Fee Schedule.

#### DUMPSTERS ARE AVAILABLE FOR RENT FOR A MAXIMUM OF TWO WEEKS INCLUDING ADDITIONAL COLLECTIONS

~~*If dumpsters are kept longer than the two-week period allowed you will become subject to the monthly dumpster rate.*~~

#### ITEMS NOT ALLOWED IN DUMPSTERS

**Appliances** – Refrigerators, stoves (ovens and ranges), microwave ovens, etc. (including all household appliances), hot water heaters, televisions, radios, stereos or computers (including monitors).

**Construction Materials** – waste lumber, roofing material, shingles, sinks, tubs, showers, toilets, faucets, doors, etc.

**Green Waste** - grass, brush, shrub trimmings, tree trimmings, apples - all vegetation.

**Hazardous Waste** – any waste material or mixture of material which is toxic, corrosive, flammable, or an irritant (including paint, paint thinner, motor oil, fuel, or pesticides).

**Motor Vehicle Parts** – tires, rims, batteries, seats, engine or vehicle parts.

**Other** – Bed frames or box springs, bicycles, pipes, bars or any item not normally placed in household trash cans.

I have read the above information and understand and agree to the terms. Acct # \_\_\_\_\_

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

Address \_\_\_\_\_ Phone # \_\_\_\_\_

Dumpster will be scheduled for final pick-up by date: \_\_\_\_\_ unless otherwise requested.

Size Dumpster \_\_\_\_\_ Additional pick up is available Tuesdays and Fridays(only) for

\$ \_\_\_\_\_

## McCLOUD COMMUNITY SERVICES DISTRICT Policy and Procedure Manual

**POLICY TITLE:** Training, Education & Conferences  
**POLICY NUMBER:** 4090  
**ADOPTED:** December 09, 2002  
**REVIEWED:** 08/21/19, 09/08/21, 5/2/23  
**AMENDED:** 03/24/14, 09/23/19

**4090.10** Members of the Board of Directors are encouraged to attend educational conferences and professional meetings when the purposes of such activities are to improve District governance. ~~Newly elected Board members will be required to attend a New Board Member Seminar within one (1) year of taking office. Hence,~~ There is no limit as to the number of Directors attending a particular conference or seminar when it is apparent that their attendance is beneficial to the District. Newly elected Board members will be required to take Ethics and Unlawful Harassment including Sexual Harassment training within six months of taking office and every two years as long as they are on the Board. *In addition, the following training courses are required by McCloud Community Services District (MCSD) to be completed within (6) months upon taking oath of office:*

1. *ICS (Incident Command Structure)*
2. *Board Member/Trustee (On-Demand Webinars Bundle)*
3. *Navigating Prop 218 Rates and Fees (On-Demand Webinars Bundle)*
4. *Brown Act Refresher and Updates (On-Demand Webinars Bundle)*
5. *What Every Board Member Should Know (On-Demand Webinars Bundle)*
6. *Emergency Preparedness Summit (On-Demand Webinars Bundle)*
7. *What Special Districts Need To Know About The CPRA (California Public Records Act) (On-Demand Webinars Bundle)*

*Upon completion, certificates must be submitted to MCSD for inclusion in the board member's records.*

**4090.11** "Junkets" (a tour or journey for pleasure at public expense), however, will not be permitted.

**4090.12** It is the policy of the District to encourage Board development and excellence of performance by reimbursing expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District.

**4090.13** The District Secretary is responsible for making arrangements for Directors for conference and registration expenses. Reimbursement shall include expenses for meals, lodging and travel. *Pursuant to Policy 1060.*

**4090.14** Attendance by Directors at seminars, workshops, courses, professional organization meetings, and conferences shall be approved by the President of the Board of Directors prior to incurring any reimbursable costs.

**4090.20** Expenses to the District for Board of Directors' training, education and conferences should be kept to a minimum and shall be in accordance with Board Policy 2105, *and Policy 1060.*

**4090.30** A Director shall not attend a conference or training event for which there is an expense to the District, if it occurs after they have announced their pending resignation, or if it occurs after an election in which it has been determined that they will not retain their seat on the Board. A Director shall not attend a conference or training event when it is apparent that there is no significant benefit to the District.

**4090.40** Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Directors will either prepare a written report for distribution to the Board, or make a verbal report during the next regular meeting of the Board. Said report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the District library for the future use of other Directors and staff.

**McCLOUD COMMUNITY SERVICES DISTRICT**  
**Policy and Procedure Manual**

**POLICY TITLE:** Meetings of the Board of Directors  
**POLICY NUMBER:** 5020  
**ADOPTED:** December 9, 2002  
**REVIEWED:** 01/13/15; 09/08/15; 05/08/19, 05/12/21, 08/05/21, 5/2/23  
**REVISED:** 08/26/13; 02/23/15; 10/12/15; 06/10/19; 09/13/21

**5020.10** It is the authority and responsibility of the Board of Directors as the designated legislative body, elected at large, to provide oversight and guidance for the business of the District. This policy addresses the subjects of the Board’s meeting schedules, agendas, conduct, rules of order, decisions and minutes.

**5020.20** Meetings of the Board: The Board of Directors may hold regular, special, emergency and/or organizational meetings. Each type of meeting has its own agenda and posting requirements pursuant to the Ralph M. Brown Act.

**5020.21** Regular meetings are scheduled to be held on the second and fourth Monday of each calendar month at 6:00 p.m. in the Scout Hall, 405 E. Colombero Drive in McCloud. In the event that a regular meeting falls on a District holiday, the meeting will be held at the same time and location on the first workday following the holiday. The Board of Directors may take action to change the date, time and/or location of any regular meeting as needed.

**5020.22** Special meetings (non-emergency) may be called by the Board President or the General Manager at which time all directors will be notified by phone call and/or e-mail of the meeting and the purpose(s) for which it is called.

**5020.23** Special meetings (emergency) may be called in the event of an emergency situation involving matters for which prompt action is necessary due to the disruption or threatened disruption of public facilities. An emergency situation means a crippling disaster which severely impairs public health, safety or both, as determined by the General Manager, President of the Board or Vice-President in the absence of the President. Emergency meetings may not be held in Closed Session. The Board of Directors will be notified by phone call and/or in person.

**5020.24** An annual organizational meeting is held during the first regular meeting of the Board of Directors in December to elect a President and Vice-President from among its members to serve during the coming calendar year. The Board of Directors will appoint a Secretary of the Board and a Treasurer to serve during the coming calendar year. Unless circumstances necessitate cause for change, the District Secretary will be appointed Secretary of the Board and the General Manager will be appointed Treasurer to serve during the coming calendar year. Note: The Secretary of the Board and Treasurer, by California codes, cannot be members of the Board of Directors. The newly elected President will establish committee meeting schedules and assign directors to each committee to serve during the coming calendar year.

**5020.30 Committee meetings:** Standing committees are those that have continuing subject matter jurisdiction, regularly established meeting schedules and two directors assigned as members. Ad-hoc or advisory committees are those that have temporary subject matter jurisdiction. Committees are not voting bodies. It is the responsibility of a committee to provide recommendations for the review and deliberation of the Board of Directors.

**5020.40 Agendas:** *It is the responsibility of the General Manager, with cooperation from the President of the Board to prepare the agenda for each regular and standing special meeting of the Board of Directors. It is the responsibility of the Chairperson of each committee with cooperation from the General # Manager to prepare the agenda for the standing committee meetings.*

~~*The General Manager, in cooperation with the President of the Board, will establish an agenda for each regular and special meeting of the Board of Directors. The Chairperson of each committee, in cooperation with the General Manager, will prepare an agenda for each standing committee.*~~

**5020.41 Agenda Requests and Deadline:** The agenda request deadline for regular meetings of the Board of Directors is 5:00 p.m. on the Tuesday prior to the date of the meeting. Any member of the public district staff, or the Board of Directors may request a matter directly related to District business be placed on an agenda by written request and submittal to the General Manager, with supporting documents, if applicable- Any director may call the General Manager and/or the President of the Board and request an item be placed on an agenda.

**5020.412** If an agenda request is denied, the General Manager will inform the requesting party of the reason(s) for denial.

**5020.42 Agenda Posting:** Agendas will be posted at the District Office, MCSD, the Mercantile and McCloud Post Office to meet legal compliance. Postings will be made on the District website.

**5020.421** Regular *and Standing Committee* meeting agendas will be posted, at minimum, 72 hours prior to the time of the meeting. Special meeting ~~and committee~~ agendas will be posted, at minimum, 24 hours prior to the time of the meeting.

**5020.50 Agenda Categories:** Regular meeting agendas will include the following categories:

**5020.51** Call to Order

**5020.52** Approval of Minutes

**5020.53** Public Comment: This time is provided to receive information from the public regarding issues that do not appear on the agenda and is limited to three minutes per person. Brief responses or questions may be made, but no discussion will be conducted or action taken on items not listed on the agenda; however, staff may be directed to place the item on a future agenda.

**5020.54** Announcements of Events *Relative to District Business*:

**5020.55** Communications: Written communications of general interest and relative to District



business. No action will be taken on these items; however, staff may be directed to place the item on a future agenda for consideration of action.

**5020.56** Reports: No action will be taken on reports or issues associated with reports; however, staff may be directed place the item on a future agenda for consideration of action.

**5020.57** Consent Agenda: Non-controversial items such as, but not limited to proclamations, procedural resolutions required by other agencies, resolutions of appreciation, final action to create, revise or rescind policies that were previously introduced at a prior meeting may be considered and approved with a single motion. A director may request any item on the Consent Agenda be removed for separate consideration.

**5020.58** Old Business

**5020.59** New Business

**5020.60** Conduct: Meetings of the Board of Directors will be conducted by the President of the Board, Vice-President in the absence of the President or a director selected by consensus of the quorum in the absence of both officers. Committee meetings will be conducted by the Chairperson or the second director assigned to the committee in the absence of the Chairperson. Meetings will be called to order at the time stated on the agenda and conducted in a professional, orderly and civil manner. A meeting can only be called to order when a majority of the Board is present. Three (3) directors constitute a quorum

**5020.61** The President of the Board, at his/her discretion, may limit the time allocated to an individual speaker and a maximum of 20 minutes to each subject matter.

**5020.62** Disruptive actions will be curtailed by the presiding official as necessary to preserve order including termination of an individual's privilege to speak or remain in attendance.

**5020.70** Rules of Order are informally based on parliamentary procedures and applied flexibly to establish a process of orderly conduct to facilitate active participation in discussions.

**5020.71** If a director believes order is not being maintained or procedures are not adequate, he or she should raise a point of order, which does not require a second, to the officiating party. If the ruling of the officiating party is not satisfactory to the director, it may be appealed to the Board for a majority ruling.

**5020.80** Actions: Action can only be taken by vote of the majority of the full Board of Directors. Actions taken at a meeting where only a quorum is present, therefore, require all three votes to be effective. A member abstaining in a vote is considered as absent for that vote.

**5020.80.01** Abstaining – in the event of an abstention for reasons other than a conflict of interest, the abstention is counted as an *majority Aye* vote.

**5020.80.02** Quorum – In the event of a conflict of interest the party abstaining will not be counted as a member of the Quorum (item only being discussed).

**5020.81** One motion can be considered at a time and a motion must be disposed of before any other motions or business are considered. There are few exceptions to this general rule, though, where a secondary motion concerning the main motion may be made and considered before voting on the main motion.

**5020.82** The Board may give directions to staff by consensus rather than taking formal action. The presiding official shall determine consensus of a directive and state it for clarification and inclusion in minutes of the meeting. Such informal action is still action by the board and shall only occur regarding matters that appear on the agenda. If any two directors challenge the statement of consensus, a voice vote may be requested.

**5020.90** Minutes: The Secretary of the Board will keep minutes of all regular and special meetings. Approved minutes will be maintained electronically and in hardcopy form available for public review. Recordings of regular and special meetings will be made to facilitate the accurate development of minutes and recordings will be maintained for one year. Meeting tapes and recording equipment will be available first to the Secretary of the Board for preparation of draft minutes. Recordings will then be available to members of the public without charge on a playback machine at the District Office during regular business hours.

**5020.91** Board action will be included in minutes as having passed or failed and individual votes and summary of discussion (from board and public) will be documented unless an action was unanimous. Included in the minutes will have a summary of the public comments during public comment period. In addition to other information the Board, will include in each meeting's minutes:

- Date, place and type of each meeting.
- Directors present and absent by name.
- Administrative staff present by name.
- Call to order.
- Time and name of late arriving or early departing directors.
- Approval of minutes or modified minutes of preceding meetings.
- Record of all claims reviewed and/or approved for payment.
- Resolutions and ordinances described as to their substantive content.
- Record of all contracts and agreements, and their amendment, approved by the board.
- Approval of an annual budget.
- Approval of all policies, rule and/or regulations.
- Time of meeting adjournment.

**5020.100** Review of Administrative Decisions: The provisions of §1094.5 of the Code of Civil Procedure of the State of California shall be applicable to judicial review of all administrative decisions of the Board of Directors. These provisions shall prevail over any conflicting provision and any otherwise applicable law, rule, policy or regulation of the District affecting the subject matter of an appeal. This policy affects those administrative decisions rendered by the Board of Directors governing acts of the District, in the conduct of the District's operations and those affecting personnel operating policies.





**McCLOUD COMMUNITY SERVICES DISTRICT**  
**Policy and Procedure Manual**

**POLICY TITLE:** Development Improvement Standards  
**POLICY NUMBER:** 6010  
**ADOPTED:** October 28, 2002  
**REVIEWED:** 03/19/14, 08/12/20, 5/2/23  
**REVISED:** 09/14/20

**6010.10** In order to provide a uniform and consistent method of regulating and guiding the design and preparation of plans for construction of water, sewer, and refuse collection facilities; and of insuring proper installation of all private works involving water, sewer, and refuse collection, Improvement Standards, including Standard Details, shall be maintained by the District.

**6010.20** The purpose of the Improvement Standards is to provide standards to be applied to water, sewer, and refuse collection improvements and private works to be dedicated to the public and accepted by the District for operation and maintenance. This is necessary in order to provide for coordinated development of required facilities to be used by the public. Refer to Kennedy Jenks water and sewer plans specification and details including Ordinances 27, 29 and 30 ~~R~~rules and ~~R~~regulations ~~R~~relating to ~~W~~water, ~~and~~ Ordinance 15 ~~R~~rules and ~~R~~regulations ~~R~~relating to ~~S~~sewer and ~~S~~sewage ~~D~~disposal, and Ordinance 26 rules and regulations relating to refuse collections.

**6010.30** It is recognized that it is not humanly possible to anticipate all situations that may arise or to prescribe standards applicable to every situation. Therefore, any items or situations not included in the Improvement Standards shall be designed and/or constructed in accordance with accepted engineering practice, the State of California "Standard Specifications" and "Highway Design Manual", the "Standard Specifications for Public Works Construction Greenbook", the Uniform Plumbing Code or California Plumbing Code as applicable and as required by the District's Consulting Engineer or General Manager, *or any other state and federal requirements*.

**6010.31** The District Improvement Standards and Standard Details shall take precedence over other standards, unless otherwise approved in writing by the District's Consulting Engineer or General Manager.

**6010.40** The District Improvement Standards and Standard Details are dynamic documents and may be modified from time to time. All new construction projects shall comply with the most recent version of the District Improvement Standards.

**6010.41** Proposed changes in the Improvement Standards and/or Standard Details shall be presented to the Board of Directors for their review and consideration. If the

proposed change(s) is approved by the Board, staff shall incorporate said change(s) in the originals of said Standards and shall annotate the date of said revision approval upon the documents.

**6010.50** Copies of the current Improvement Standards shall be available at the District office and shall be available to interested parties upon request and payment of the cost of producing the requested copy.

**McCLOUD COMMUNITY SERVICES DISTRICT**  
**Policy and Procedure Manual**

**POLICY TITLE:** Project Approval  
**POLICY NUMBER:** 6040  
**ADOPTED:** October 28, 2002  
**REVIEWED:** August 12, 2020, 5/2/23  
**REVISED:** 04/28/14, 09/14/20

**6040.10** Developers of residential, commercial, industrial or other type projects shall obtain approval from the District prior to:

**6040.11** Construction of associated water, sewer, refuse collection and other required facilities with which they propose to utilize the services of the District or connect to the District's system; or,

**6040.12** Relocation of existing District facilities.

**6040.13** "Project" shall be defined as the proposed construction of any development involving the District's water and sewer system and/or alterations to provide additional capacity in existing water and/or sewer facilities.

**6040.131** For the purposes of this policy, water and sewer connections to existing laterals are exempt from the requirement for Board of Directors approval. *as detailed in section 6040.30 herein.*

**6040.20** The developer initiates a request for project approval by submitting, to the District General Manager and Siskiyou County Planning Department, plans for the proposed improvements. The initial plan submittal for work involving additions to or modifications of the District water and sewer system or construction of private roads shall be prepared by a registered civil engineer. The District General Manager shall review the project plans and related information to insure their conformance with the Improvement Standards, District policies, good engineering judgment and the best interests of the District.

**6040.21** The developer is required to pay all costs associated with review of plans and specifications as required in the District policies and ordinances.

**6040.30** The project shall be submitted by the District General Manager to the Board of Directors for approval consideration when the following have been accomplished:

**6040.31** The improvement plans satisfy the requirements of the Improvement

Standards (see Policy 6010.20) and the District Consulting Engineer and/or General Manager;

**6040.32** The developer and project-property owner have executed a development agreement (see Policy #6050) as prepared by the District General Manager; and,

**6040.33** The project site has been annexed into the District.

**6040.34** The developer is current on all deposits and fees associated with the project review and approval.

**6040.40** Upon written request from the project developer and/or project engineer, the Board will review the requirements specified by the District General Manager for the involved improvement plans, development agreement, or other related items, to determine if they are in keeping with the Improvement Standards, District policies, and/or the best interests of the District. If the subject of the request involves general engineering judgment, the Board may request an impartial opinion of another professional engineer (one who is not involved with the project or its principals).

**6040.50** Upon approval of the project by the Board of Directors, the President of the Board shall be authorized to execute the development agreement on behalf of the District, and the District General Manager shall be authorized to affix his/her signature of approval on the project's improvement plans.

**6040.60** Approval of a project by the Board of Directors is valid for eighteen (18) months.



**McCLOUD COMMUNITY SERVICES DISTRICT**  
**Policy and Procedure Manual**

**POLICY TITLE:**        **Development Agreements**  
**POLICY NUMBER:**   **6050**  
**ADOPTED:**           **October 28, 2002**  
**REVIEWED:**         **August 12, 2020, 5/2/2023**  
**REVISED:**          **04/28/14, 09/14/20**

**6050.10** Prior to the Board of Directors considering a private development project for approval, a development agreement specifying the terms and conditions of said approval, prepared by the General Manager and/or Legal Counsel, shall be executed by the project's developer(s) and property owner(s) (see Policy #6040).

**6050.20** The development agreement shall contain the following information:

**6050.21** Name(s) of developer and/or project sponsor(s), and owner(s) of subject property.

**6050.22** Assessor's parcel number of subject property.

**6050.23** Type and purpose of project (e.g., residential, commercial, industrial, etc.).

**6050.24** A graphic description of the project attached to the agreement as "Exhibit A."

**6050.30** The following shall be used as minimum standard terms and conditions of the development agreement:

**6050.31** Standards for Water, Sewer System, Refuse Collection and Other Required Facilities

Plans have, at no cost to District, been designed and prepared for the on-site and off-site water and sewer system, refuse collection and other required facilities which include the Developer's obligation to accomplish the following:

**6050.311** Construct the water, sewer system and refuse collection and other required facilities in conformance with the approved plans therefore (See Policy 6010.20).

**6050.312** Obtain an encroachment permit from the Department of Public Works of the County of Siskiyou and comply with all requirements thereof, including trench restoration and street resurfacing requirements for any

portion of the project situated within existing or proposed future County right of way.

**6050.32 Acceptance of Plans and Specifications**

The completed plans as described above for the water, sewer system, refuse collection and other required facilities have been prepared in conformance with District Improvement Standards and the requirements of the District Consulting Engineer and/or General Manager, and are in a form acceptable to same.

**6050.33 Revision of Plans**

Any changes in such accepted plans shall require written approval of Developer and the District General Manager.

**6050.34 Rights of Way**

Owners will provide to District, at no cost to District and in a form acceptable to the District General Manager, appropriate easements and rights of way for the maintenance, repair, and replacement of all water, sewer system, refuse collection and other required facilities not within existing public rights of way, public utility easements, and/or water, sewer easements.

**6050.35 Performance and Completion Bonding**

Prior to commencement of construction of any of the water and/or sewer infrastructure improvements to be constructed by Developer under this Agreement, the construction of which is determined to possibly affect the operation and maintenance requirements of the existing water and/or sewer system, Developer or its contractor shall furnish bonds covering the faithful performance of the construction or installation activities required under this Agreement, and the payment of all obligations arising thereunder as specifically required by this policy.

**6050.351** The premiums for the bonds shall be paid by Developer or its contractor.

**6050.352** The Developer shall deliver the required bonds to the District not later than the date of commencement of the work.

**6050.352** Said bonds shall be issued by a surety company acceptable to the District, and shall be in the amount of 100% of the estimated construction costs, as determined by the engineer for the District, for the construction to be then undertaken by Developer for faithful performance, and 100% of estimated cost of labor and materials, for the construction for payment of labor and materials.

### **6050.36** Construction

Developer shall, without expense to District, construct the water, sewer system, refuse collection and other required facilities pursuant to the accepted plans or any approved modification thereof. Developer shall provide in any contract for construction of the water, sewer system, refuse collection and other required facilities that any contractor's materials supplier's guarantees thereunder, including a two-year warranty on the completed improvements, shall inure to the benefit of District after the works constructed thereunder have been conveyed to District as provided for in 6050.39, below. Developer shall also provide in any contract for construction of the water, sewer system, refuse collection or other required facilities that the contractor's public liability and property damage insurance shall be extended to cover Developer and District and their agents, officers and employees as additional insured with liability and bodily injury limits of not less than \$1,000,000, and property damage coverage of not less than \$1,000,000.

### **6050.37** Payment of Prevailing Wages

Developer has been advised that the State of California (State) Attorney General has opined that, in certain circumstances, construction of facilities for provision of public utility service, with the understanding and agreement that said facilities will be turned over to District for ownership, operation and maintenance at the conclusion of construction, may be subject to the prevailing wage laws of the State. Developer has determined that, at this time, said opinion of the Attorney General does not affect the wages paid by Developer to laborers employed on said facilities constructed pursuant to this agreement. Developer agrees, however, that should it be determined that the prevailing wage laws of the State (Labor Code 1770, et seq.) apply to the work performed in accordance with this agreement, then Developer shall defend and hold District harmless from any liability, claims, damages, or costs in any way associated with said determination by the State and Developer shall, as further consideration of District entering into this agreement, take all necessary and appropriate action, including payment of back wages, and any associated penalties which may be required, due to enforcement of the prevailing wage laws in connection with construction of the water, sewer system and refuse collection facilities. Developer agrees that District has not represented or in any way advised Developer in connection with this matter except to advise Developer of his potential liability and Developer does not in any way rely upon any opinion or information of District in making his determination in connection with the payment or nonpayment of such wages for the work performed under this agreement. The obligation of Developer to, if required, pay prevailing wages for the work performed in accordance with this shall be a continuing obligation and shall bind the heirs, successors and assigns of Developer and District's obligation to provide operation and

maintenance on the facilities to be turned over to District, and to provide water, sewer and refuse collection services therein, shall be dependent upon Developer's continuing compliance with this provision.

**6050.38** Inspection of Construction

The District General Manager or his/her agent(s) shall inspect the construction of the water, sewer system, refuse collection and other required facilities to assure that the works are installed in accordance with the accepted plans. Said inspection shall be funded by an inspection fee paid by Developer as specified in District's ordinances and current fee schedule. Construction of the water, sewer system, refuse collection and other required facilities shall not commence until said inspection fee is paid. The District General Manager or his/her designated agent shall notify Developer as to any deviation or failure to construct pursuant to the accepted plans as soon as such deviation or failure is brought to his/her attention, and Developer shall correct such deviation or failure.

**6050.39** Hold Harmless

District is not, by inspection of the construction or installation of the water, sewer system, refuse collection and other required facilities, representing Developer or providing a substitute for inspection and control of the work by Developer. Any inspections and observations of the work by District are for the sole purpose of providing notice of stage and character of the work. Any failure of District to note variances in the work from the plans does not excuse or exempt Developer from complying with all terms of the plans. The fact that District inspects the construction of work and notifies Developer of deviations or failures to construct them pursuant to the accepted plans shall not be deemed to constitute a guarantee by District that the works have been built in accordance with the accepted plans. During construction and prior to conveyance thereof to and acceptance thereof by District, Developer shall hold District harmless against any and all claims, demands and charges by third parties arising out of alleged deviations or failures to construct pursuant to the accepted plans.

**6050.40** The following shall additionally be used as minimum standard terms and conditions of the development agreement:

**6050.41** Conveyance

**6050.411** Within ninety (90) days after completion of construction of the water, sewer system, refuse collection and other required facilities in accordance with the accepted plans therefore and District's Improvement Standards:

**6050.412** Developer and Owners shall convey title of the completed works to District without cost and free and clear of all liens and encumbrances, by appropriate conveying documents, acceptable in form to the District General Manager.

**6050.413** Developer shall provide District with one set of 24"x 36" reproducible "as built" drawings of the completed project on matte mylar (5 mil minimum).

**6050.414** Owners shall provide easements as specified in 6050.34 above.

**6050.415** Developer shall furnish to District a bond, irrevocable letter of credit, cash deposit, or other form of surety meeting District's approval in the amount of \$\_\_\_\_\_, being 25% of the cost of the water and sewer system, as estimated by the Project Engineer, [name and address of developer's engineer], protecting District against any failure of the work due to natural phenomenon or catastrophe, faulty materials, poor workmanship, or defective equipment within a period of one (1) year after acceptance of the water and sewer system by the District's Board of Directors. Said bond or irrevocable letter of credit shall name Developer as Principal and District as Obligee.

**6050.416** District shall accept conveyance of title of the completed water and sewer system by resolution and include it as part of its system and shall thereafter operate and maintain said system.

**6050.42** Developer's Responsibilities After Conveyance

After District's acceptance of the water and sewer system, Developer and Owners shall have no obligation for the operation, maintenance, repair or replacement thereof, except that to the extent Developer and/or Owners retain ownership of any parcel to which service from such works is available, they shall pay the same rates and charges levied by District from time to time as any other property owner.

**6050.43** Application for Water and Sewer Service

The water and sewer system shall not be operated, other than for testing purposes, until the said system is conveyed to District and formally accepted by District as specified in 6050.39, above, and proper applications for service having been filed with District accepted.

**6050.44** Obligation for Pipeline and/or Facilities

District shall be under no obligation to provide additional facilities in order to serve the Project. Upon acceptance of the facilities by District, it shall

become the sole property of District and shall be used and operated as District's sole discretion.

**6050.45 Rates and Charges for Service**

**6050.451** All service made available by District to users within the Project shall be at the established rates and charges as fixed by District's Board of Directors from time to time.

**6050.452** Standby and capacity charges or an alternate fee structure per the Miscellaneous Fee Schedule, Policy 1060, shall be levied against all parcels in any subdivision created. ~~(Also see Ordinance 27, and Ordinance 29 and 30, Rrules and Rregulations Rrelating to Water Service and Ordinance 15 Rrules and Rregulations Rrelating to Ssewers and Ssewage Ddisposal).~~

**6050.453** Notices or requests from any party to this agreement to the remaining parties thereof shall be in writing and delivered or mailed, postage prepaid, to the following addresses:

McCloud Community Services District  
P.O. Box 640  
McCloud, CA 96057  
Attention: \_\_\_\_\_, District General Manager

Developer's Name  
Address  
City, State, Zip

**6050.46 Successors and Assigns**

This Agreement shall be binding upon and inure to the benefit of the successors and assigns of all parties. Developer and Owners shall not assign any of their rights, duties or obligations under this Agreement without the prior written consent of District, which consent shall not be unreasonably withheld.

**6050.47 District Powers**

Nothing herein contained shall be deemed to limit, restrict, or modify any right, duty, or obligation given, granted, or imposed upon District by the laws of the State of California now in effect, or hereafter adopted, not to limit or restrict the power or authority of District, including the enactment of any rules, regulations, policies, resolutions or ordinances, and in the event that any part of provisions herein contained in this agreement or incorporated herein, be found to be illegal or unconstitutional by a court of competent jurisdiction, such findings shall not affect the remaining parts, portions, or provisions hereof.

**6050.48** Attorney Fees

Should any party have to be required to institute legal action to either compel performance of this agreement or recover damages for nonperformance, the prevailing party(s) shall be entitled to reasonable attorney's fees, cost of suit, and all other expenses of litigation incurred in connection therewith.

**6050.49** Termination

This Agreement shall terminate and be of no further force and effect at District's discretion if the project is not completed within eighteen (18) months of the date of this Agreement, or in the event that the District determines that construction of the water, sewer system, refuse collection and other required facilities has not commenced within twelve (12) months from the date of this agreement, and Developer has not submitted the plans and specifications for reacceptance as provided for in 6050.33, above.

**6050.50** Any inapplicable portions of the foregoing standard terms and conditions may be deleted by, or upon approval of the General Manager, to accommodate project-specific situations. When warranted, additional conditions and requirements may be added to the standard terms and conditions by, or upon approval of the General Manager, to accommodate project-specific situations. The project developer and/or property owner may appeal to the Board of Directors any agreement terms or conditions or requirements proposed by District staff.

Michael Quinn  
530 River Oaks Drive  
Redding, CA 96001

To Amos McABler  
HMFICC  
McCloud Community Services District  
PO Box 640  
McCloud, CA 96057

Amos,

This is a proposal for my continued assistance in the transition from the position of Finance Officer. Jennifer has been included in the work that I have done for the last couple of months and has shown an aptitude for understanding the accounting system and the financial needs of the District. With Keith Anderson handling the A/P and bank reconciliations, there should be no change in those areas. There are a lot of functions such as Budgets, Audits, Actuarials, CalPers, Human Resources and Grants where Jennifer has had a rudimentary introduction to but will need assistance in getting a bigger scope on all their intricacies.

CalPers requires that a retired annuitant not work for the District for 6 months after separation so my continued support will require me to be listed as an active employee that is still engaged in the Medical and Retirement plans. With a projected part time position being proposed, the Retirement will be based on hours being paid while the Medical will be covered at the monthly rate. My proposal is for a payrate of \$48.

This is based on the current rate plus the fact that I will not be able to draw my Pension until the time at which I permanently separate from the District.

I will request that I continue to have access to the District computer system at my Home and that I have access to the agencies that I would be assisting with. All Banking authorizations would be removed so that I have no access to any movement



of funds but can still see the account information and cannot obligate the District in any manner. Also a travel stipend would be necessary that can be worked out.

Please add any additional remarks to this as you see necessary.

I will definitely be separated as soon as the King Salmon start their migration up the Kenai River.

Sincerely,

Mike

**MINUTES OF A  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
January 23, 2023 6:00 pm**

A regular meeting of the Board of Directors of the McCloud Community Services District was called to order at 6:00 p.m. at the Scout Hall. Four Directors (Richey, Hanson, Rorke, Mullins.) Also present were General Manager Amos McAbier, Finance Officer Mike Quinn and District Secretary Jennifer Brunello.

**1. Call to Order**

**2. Pledge of Allegiance.**

**3. Approval of Minutes:**

**A. Discussion/action** regarding approval of the minutes of the Regular Meeting of, January 9, 2023.

*C. Richey made a Motion to approve the Minutes of the regular meeting of January 9, 2023; seconded by J. Mullins. Motion passed with 3 Ayes (Richey, Hanson, Mullins,) 1 Abstention (Rorke) and 1 Absent (Vacant).*

**4. Announcement of Events: None.**

**5. Communications: None.**

**6. Reports:**

**A. General Manager-*Amos McAbier reported***

**B. Finance Officer-*Mike Quinn reported***

**C. Fire Chief- *see Charlie Miller's written report.***

**D. Directors-*None.***

**E. Committees-**

*Policy Review Committee Meetings will be changed to 2<sup>nd</sup> Wednesday of the month at 5 pm.*

**7. Consent Agenda:**

**A. Approval of Expenses in the amount of \$39,478.41.**

*C. Richey made a motion to approve expenses in the amount of \$39,478.41; seconded by M. Hanson. Motion passed with 4 Ayes (Hanson, Rorke, Richey, Mullins) and 1 Absent (Vacant.)*

**B. Approval of Expenses in the Amount of \$28,979.11.**

*C. Richey made a motion to approve expenses in the amount of \$28,979.11; seconded by M. Hanson. Motion passed with 4 Ayes (Hanson, Richey, Rorke, Mullins) 1 Absent (Vacant.)*

**8. Old Business:**

**A. Discussion/possible action** regarding Old McCloud Courthouse status and Letter from Coffee Shop Owner.

*Tabled.*

**B. Discussion/possible action** regarding the \$17,122 amount for Employee Health Insurance Benefits increasing as of January 1, 2023.

*Tabled.*

**C. Discussion/possible action** regarding adopting Amended 2022-23 Budget.

*Tabled.*

**D. Discussion/possible action** regarding Cash Flow Plan.

*Tabled.*

**E. Discussion/possible action** regarding Finance Officer Mike Quinn retiring but staying on an hourly retainer for training and consulting purposes.

*M. Hanson made a motion to approve Finance Officer Mike Quinn staying on hourly retainer for training purposes no longer than six months; seconded by C. Richey. Motion passed with 3 Ayes (Hanson, Richey, Mullins), 1 No (Rorke) and 1 Absent (Vacant.)*

**9. New Business:**

**A. Discussion/possible action** regarding establishing an Interview Committee for hiring a District Secretary.

*M. Hanson appointed C. Richey and himself to be on the Interview Committee for District Secretary.*

**B. Discussion/possible action** regarding accepting the 2020 GASB 75 Valuation Report.

*C. Richey made a motion to accept the 2020 GASB 75 Valuation Report; seconded by M. Hanson. Motion passed with 4 Ayes (Rorke, Richey, Hanson, Mullins) and 1 Absent (Vacant.)*

**C. Discussion/possible action** regarding the resignation of board member Alexandria Lewis, and filling the vacancy with a new Director.

*M. Hanson made a motion to accept the resignation of Alexandria Lewis; seconded by M. Rorke. Motion passed with 4 Ayes (Rorke, Hanson, Richey, Mullins) and 1 Absent (Vacant.)*

**D. Discussion/possible action** regarding the first reading of Policy No. 4060, Committees of the Board of Directors.

*M. Rorke made a motion to accept the first reading of Policy 4060, Committees of the Board of Directors; seconded by C. Richey. Motion passed with 4 Ayes (Richey, Rorke, Mullins, Hanson) and 1 Absent (Vacant.)*

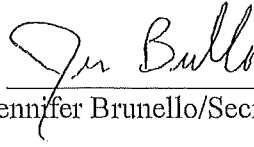
**10. Public Comment:** This time is provided to receive information from the public regarding issues that do not appear on the agenda (persons addressing the Board will be asked to step up to the podium and will be limited to three minutes or depending on the number of persons wishing to speak, it may be reduced to allow all members of the public the opportunity to address the Board).

**11 Adjourn** at 7:47 pm.



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Mick Hanson/President of the Board



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Jennifer Brunello/Secretary of the Board



05/19/23  
12:12:06

MCCLOUD COMMUNITY SERVICE DISTRICT  
Employee Hours/Wage Listing by Month  
For Payrolls from 01/23/23 to 05/31/23

Page: 1 of 1  
Report ID: P430B

Employee	Time Type	Hours	Amount
Quinn, Michael (91)			
Payrolls for February 2023	J001 - GENERAL	107.00	4,540.93
	J002 - FIRE	8.00	312.41
	LV2 - FLOATING HOLIDAY	10.50	504.00
	PERS - Personal Time Used	5.50	214.79
	<b>Total for February 2023</b>	<b>131.00</b>	<b>5,572.13</b>
Payrolls for March 2023	J001 - GENERAL	95.00	4,560.00
	J002 - FIRE	4.50	216.00
	LV2 - FLOATING HOLIDAY	5.50	264.00
	PERS - Personal Time Used	2.50	120.00
	<b>Total for March 2023</b>	<b>107.50</b>	<b>5,160.00</b>
Payrolls for April 2023	J001 - GENERAL	36.00	1,728.00
	<b>Total for April 2023</b>	<b>36.00</b>	<b>1,728.00</b>
Payrolls for May 2023	J001 - GENERAL	33.25	1,596.00
	<b>Total for May 2023</b>	<b>33.25</b>	<b>1,596.00</b>
	<b>Total for Employee</b>	<b>307.75</b>	<b>14,056.13</b>
<b># of Employees</b>	<b>1</b>	<b>Total</b>	<b>307.75</b>
			<b>14,056.13</b>

*- still Full-time*

*(Vacation Time/Floating Holiday)*

















## McCloud Community Services District

220 West Minnesota Avenue P.O. Box 640  
McCloud, California 96057

Phone (530) 964-2017 Fax (530) 964-3175 e-mail [mcsd@ci.mccloudcsd.ca.us](mailto:mcsd@ci.mccloudcsd.ca.us)

### Ordinance No. 30

Adopted by the MCSD on March 13th, 2023

### Adopting an Emergency Drought Water Program

**WHEREAS**, conservation of current water supplies and minimization of the effects of water supply shortages that are the result of an emergency drought or necessity in order to prevent water contamination are essential to **the public health, safety and welfare**; and

**WHEREAS**, regulation of the time of certain water use, manner of certain water use, design of rates, method of application of water for certain uses, installation and use of water-saving devices, provide an effective and immediately available means of conserving water; and

**WHEREAS**, California Water Code sections 375 et seq. authorize water suppliers to adopt and enforce an emergency drought water program; and

**WHEREAS**, adoption and enforcement of an Emergency Drought water program will allow the McCloud Community Services District (*MCSD*) to delay or avoid implementing measures such as water rationing or more restrictive water use regulations pursuant to a declared water shortage emergency as authorized by California Water Code sections 350 et seq.; and

**WHEREAS**, pursuant to Water Code section 376 and Government Code 6061, the MCSD must publish in a newspaper of general circulation any ordinance or resolution adopting an Emergency Drought Water Program within 10 days after its adoption; and

**WHEREAS**, on July 16th, 2022, the MCSD declared the existence of a local water emergency; and

**WHEREAS**, on February 13th, 2023, the MCSD held a **p**Public **h**Hearing and made appropriate findings of necessity for the adoption of an Emergency Drought Water Program; and

**WHEREAS**, Water Code 377 establishes that, from the publication of an ordinance or resolution pursuant to Section 376 until the repeal of the ordinance or end of the emergency, it is a misdemeanor punishable by up to 30 days in county jail and/or a fine of up to \$1,000 for any person to violate a requirement of the Emergency Drought Water Program; and

**WHEREAS**, this ordinance will provide guidance for **the** MCSD to manage water supply and demand

within all areas supplied water by ~~the~~ MCSD in the event of a water supply disruption due to drought, earthquake, fires or other natural disasters or emergencies. It addresses progressive situations, such as those that are weather-related where conditions may change over time, and more immediate situations, such as facility emergencies like a pipeline break. ~~The~~ MCSD has primary responsibility for administering and implementing this ordinance; and

**WHEREAS**, the Emergency Drought Water Program measures and sets progressive restrictions on water use and method of use identified by this ordinance provide certainty to water users and enable MCSD to control water use, provide water supplies, and plan and implement water management measures in a fair and orderly manner for the benefit of the public.

**NOW, THEREFORE, BE IT ORDAINED** by ~~the~~ MCSD, as follows:

1. This ordinance is effective 30 days after its adoption or as otherwise established by State law; and
2. Pursuant to Water Code section 376 and Government Code 6061, ~~the~~ MCSD shall publish in a Newspaper of general circulation this ordinance adopting an Emergency Drought Water Program within ten (10) days after its adoption; and
3. This ordinance establishes water management requirements necessary to conserve water, enable effective water supply planning, assure reasonable and beneficial use of water, prevent waste of water, prevent unreasonable use of water, prevent unreasonable method of use of water within ~~the~~ MCSD in order to assure adequate supplies of water to meet the needs of the public, and further public health, safety, and welfare, recognizing that water is a scarce natural resource that requires careful management not only in times of drought, but at all times; and
4. This ~~O~~rdinance establishes four (4) levels of Emergency Drought response actions to be implemented in times of shortage, with increasing restrictions on water use in response to intensifying drought conditions and decreasing available supplies; and determine by demand and availability with respect to environmental integrity, and when to move to next level if previous level is not sufficient; and

~~5. The Board of Directors will determine the level of the Emergency Drought response needed and will direct the General Manager to publish notifications on the MCSD website, bills, Facebook, and post notices in the community. Mandatory conservation measures would take effect within 10 days after declaration of the response level is published. In emergency situations, notice will be given by door-to-door delivery within three days after declaration of the response level is made, and~~

*The General Manager shall review and analyze all available water supply data and shall recommend to the Board of Directors the level of Emergency Drought response. The issue may be addressed at a regular, special, or emergency special meeting. Upon review of the recommendation, the Board shall declare the existence of an Emergency Drought and adopt the appropriate response level measures by resolution. MCSD staff will be directed to publish notifications on the MCSD website, bills, Facebook, and post notices in the community. Mandatory conservation measures would take effect within ten (10) calendar days after the date of publication.*

*In the event of an extreme emergency, additional notice will be given by mail within three (3) days after the declaration of the emergency.*

6. **During a Level One (1) Emergency Drought Response Condition**, MCSD will increase its ~~P~~public education and outreach efforts to emphasize increased public awareness of the need to implement the following water conservation practices:
- a.) Stop washing down paved surfaces, including but not limited to sidewalks, driveways, parking lots, tennis courts, or patios, except when it is necessary to alleviate safety or sanitation hazards.
  - b.) Wash vehicles using a bucket and a handheld hose with positive shut-off nozzle, mobile high pressure/low volume wash system, or at a commercial site that recirculates water on-site. Avoid washing in hot conditions when additional water is required due to evaporation.
  - c.) Irrigate residential and commercial landscape before 10 am or after 7 pm only. Outdoor irrigation shall be limited to three (3) days a week, with specific days to be designated by the General Manager or Board of Directors.
  - d.) Use recirculated water to operate ornamental fountains.
  - e.) Serve and refill water in restaurants and food service establishments only upon request.
  - f.) MCSD customers shall ~~R~~repair all water leaks within five (5) days of notification by the MCSD unless other arrangements are made with the General Manager *or Public Works Superintendent.*
  - g.) Use recycled or non-potable water for construction purposes ~~when available~~ *and public events.*
  - h.) No landscape irrigation during or within 24 hours of rain.
  - i.) Draining and refilling of private swimming pools is prohibited unless necessary for public health



and safety and approved by the General Manager *or Public Works Superintendent.*

j.) *Fire hydrants shall be used for fire suppression only.*

7. **During a Level two (2) Emergency Drought Response Condition**, all persons using MCSD water shall comply with level one (1) Emergency Drought Response water conservation practices during a level two (2) Emergency Drought Alert, and shall also comply with the following additional mandatory conservation measures:

a.) ~~The General Manager~~ MCSD shall continue all public information actions specified for Stage one (1) but shall request that customers immediately reduce their usage.

b.) Irrigate residential and commercial landscape before 10 am or after 7 pm only. Outdoor irrigation shall be limited to two { (2) days a week, with specific days to be designated by the Board of Directors.

8. **During a Level Three (3) Emergency Drought Response: "Drought Critical Condition,"**

All persons using MCSD water shall comply with level one (1) and level two (2) Emergency Drought Response water conservation practices during a Level three { (3) Emergency Drought Alert, and shall also comply with the following additional mandatory conservation measures:

a.) ~~The General Manager~~ MCSD shall continue all public information actions specified for Stage one (1) and two (2) but shall request that customers immediately reduce their usage.

b.) Irrigate residential and commercial landscape before 10 am or after 7 pm only. Outdoor irrigation shall be limited to one (1) day a week, with specific days to be designated by the General Manager or Board of Directors.

c.) The use of fountains or other decorative water features is prohibited unless necessary as habitat for aquatic pets, in which case recirculating water shall be permitted.

9. **During a Level Four (4) Emergency Drought Response "Drought Emergency"**

All persons using MCSD water shall comply with Levels one (1) through three (3) Emergency Drought Response water conservation practices during a Level Four (4) Emergency Drought Alert, and shall also comply with the following additional mandatory conservation measures:



- a.) ~~The General Manager~~ MCSD shall continue all public information actions specified for Stages one (1), two (2) and three (3), but shall request that customers immediately reduce their usage.
- b.) All residential, commercial, and industrial outdoor irrigation is prohibited.

~~10. Determination and Declaration of Emergency Drought Stages/Levels~~

~~The General Manager shall review and analyze all available water supply data and shall regularly report findings to the Board of Directors during Emergency Drought stages one (1) through four (4.) The Board of Directors shall declare the existence of an Emergency Drought Stages 1 through 4 conditions by Resolution adopted at a regular, special, or emergency public meeting.~~

**10. Fines and Penalties**

1.) *Violations.* Pursuant to Section 377 of the Water Code, violation of this ordinance may be prosecuted as a misdemeanor, punishable by imprisonment in the County jail for no more than thirty (30) days or by fine not exceeding \$1,000, or by both. In addition to the Water Code penalties, violations of this ordinance may result in the imposition of fines and restriction by the General Manager or designee as set forth below:

- a.) First Violation, Notice of Violation and Warning of Penalties, a written warning accompanied by a copy of this ordinance, delivered by certified U.S. Mail and hand delivered or posted on customer's door.
- b.) Second Violation (within one year of the date of the last violation) A fine of \$100.00.
- c.) Third Violation (within one year of the date of the last violation) A fine of \$500.00.
- d.) Fourth and subsequent Violations (within one year of the date of the last violation) A fine of \$1,000.00.

Before imposing the fines authorized by this section, the General Manager or designee shall provide notice and an opportunity for a hearing. The General manager shall initiate the process to impose a fine by sending a written complaint to the customer at least *Thirty* (30) days before the hearing of the complaint. The complaint shall state the basis for the proposed fine.

2.) *Fines, additional charges.* Any fine ~~hereunder~~ *herein* shall be in addition to the basic water rates and other charges for the account and shall appear on and be payable with the billing statement for the period during which the violation occurred; nonpayment shall be subject to the same remedies available for non-payment of basic water rates.

**11. Effective Dates and Publication**

This ordinance was adopted pursuant to Section 375 of the Water Code. This ordinance shall take effect immediately pursuant to the provisions of Section 376 (a) of the Water Code. Pursuant to Water Code Section 376 and Government Code 6061, the Secretary of the Board shall publish in a newspaper of general circulation this ordinance, or summary thereof, adopting a water conservation program within 10

days after its adoption.

Passed and adopted this ~~13<sup>th</sup> day of March, 2023~~ by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

---

~~Mick~~ Michael Hanson, Board President

**SIGNED AND CERTIFIED THAT A COPY  
OF THIS DOCUMENT HAS BEEN DELIVERED  
TO THE BOARD OF DIRECTORS.**

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Sarah Roberts, ~~Distriet~~ Secretary of the Board