

Hornbrook Community Services District

P.O. Box 29, Hornbrook, CA 96044

DIRECTORS

Robert Puckett, President

Patricia Slote, Secretary

Melissa Tullado

Bryant Schaufler

Vacant (5th seat)

Regular Meeting of the Board of Directors

Hornbrook Community Hall

220 Main Street, Hornbrook, CA 96044

April 25th, 2017, at 6:30 p.m.

AGENDA

1. CALL TO ORDER: Presiding Officer: Establish Quorum, Pledge of Allegiance:

2. PUBLIC COMMENT:

Any person may address the Board at this time on any matter within the jurisdiction of the District. A maximum of **three minutes** is allowed each person and a maximum of 10 minutes per topic. The presiding officer has discretion to extend the time and/or reasonably limit the length of time for any individual comments. Written comments may be presented to the Board of Directors. Any person wishing to address the Board on an item ON THE AGENDA will be given the opportunity at that time. Speakers are encouraged to consult District Management or Directors prior to agenda preparation regarding any District matters, as no action will be taken on non-agenda issues.

3. PRESENTATION ONLY:

- a. General Manager's Report for the Month of April 2017
- b. Resolution of OSHA Complaint

4. APPROVAL OF CONSENT AGENDA: The following items may all be approved in one motion or considered separately as determined appropriate by the President

- a. Approval of the Minutes – Regular Meeting of March 28th, 2017
- b. Approve bills and authorize signatures on Warrant Authorization Form for District expenses received through April 25th, 2017
- c. Approval of receipt and filing of Siskiyou County Auditor-Controller March 2017 Budget/Financial Reports

5. DISCUSSION AND ACTION ITEMS:

- a. Discussion and action related to the adoption of revised and restated District bylaws.
- b. Discussion and Action related to the revised Water Service Rules and Regulations
- c. Resolution of Election to become subject to the uniform construction cost accounting act under the California Public Contract Code
- d. Discussion and action regarding the purchase of security cameras and related equipment for the treatment plant.
- e. Consideration of action to decline providing a legal defense for Sharrell Barnes pursuant to Government Code Section 995.2(3) due to conflict of interest.

6. ADJOURNMENT:

Meeting agendas and written materials supporting agenda items, if produced, can be received by the public for free in advance of the meeting by any of the following options:

- A paper copy viewed at the District office during business hours or mailed pursuant to a written request and payment of associated mailing fees
- An electronic copy received by email. Note – if you would like electronic copies please email Chalysé Behm at cdrake@kampacs.com prior to the Board meeting.
- A limited number of copies of agenda materials will also be available at the meeting

Americans with Disabilities Act Compliance: If you require special assistance to participate in Board Meetings, please contact any HCSD Board Member. Advance notification will enable the District to make reasonable arrangements to insure accessibility.

Hornbrook Community Services District

Regular Meeting of April 25th, 2017

AGENDA SUPPORTING DATA

3. GENERAL MANAGER'S REPORT

At this meeting the General Manager will discuss the testing of the District's fire hydrant system by the Insurance Services Office (ISO), lessons learned at the 2017 California Infrastructure Finance Coordination Committee Funding Fair in Sacramento, and progress in receiving funds for infrastructure studies.

DEPARTMENT OF INDUSTRIAL RELATIONS
Division of Occupational Safety and Health
Redding District Office
381 Hemsted Drive
Redding, CA 96002
Tel. # (530) 224-4743 Fax # (530) 224-4747



April 4, 2017

Hornbrook Community Services District
15025 Bradley Henley Rd
Hornbrook, CA 96044

Dear Employer:

The Division of Occupational Safety and Health has received a complaint (Complaint No. 1198480) alleging the following condition(s) at your workplace at 15025 Bradley Henley Rd, Hornbrook, which may be a violation of the Safety Orders found in Title 8 of the California Code of Regulations:

Code Section(s) and Alleged Condition(s):

1. 3203: Allowing an employee to live at the facility.
2. 3364: No toilet at the facility.

To review Title 8, California Code of Regulations, go to www.dir.ca.gov, click on "Title 8 Regulations" then click on "Cal/OSHA" and enter the code section number mentioned above. Or you can go directly to www.dir.ca.gov/samples/search/query.htm.

The Division has not determined whether the hazard(s), as alleged, exist(s) at your workplace and, at this time, the Division does not intend to conduct an inspection of your workplace.

However, you are required to investigate the alleged condition(s) and notify this office in writing no later than fourteen (14) calendar days after receipt of this letter whether the alleged condition(s) exist and, if so, specify the corrective action(s) you have taken and the estimated date when the corrections will be completed. If possible, please fax or e-mail your response to John Wendland, District Manager, at fax number (530) 224-4747 or e-mail at DIRDOSHRED@DIR.ca.gov.

Please include any written documentation, e.g., equipment purchase orders or contracts for corrective work, and photographs, if appropriate, in your response. If you do not respond in a timely and satisfactory manner, an unannounced inspection of your workplace will be scheduled, which may result in citation(s) and monetary penalties. Also, every tenth satisfactory letter response from employers is subject to verification by an inspection.

You are required to post a copy of this letter in a prominent location in their workplace where it is readily accessible for employee review for at least three (3) working days or until the hazard is corrected, whichever is longer.

This letter is not a citation or a notification of a proposed penalty. Citations and penalties can only be issued after an inspection of your workplace. If the Division does not receive a satisfactory response from you within fourteen (14) calendar days after receipt of this letter, an on-site inspection will be conducted as appropriate.

If the identity of the complainant is known to the Division, a copy of this letter will be sent to the complainant.

Also, the complainant will be notified that California law protects any person who makes a complaint about workplace safety or health hazards from being treated differently, discharged or discriminated against in any manner by their employer. If a complainant believes they have been discriminated against, it is their right to file a complaint with the Division of Labor Standards Enforcement within six (6) months of the discriminatory action.

If you have any questions concerning this matter, please contact me at the address in the letterhead.

Your interest in the safety and health of your employees is appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read "John Wendland", with a long horizontal line extending to the right.

John Wendland
District Manager

JW/vh

reference: Complaint No. 1198480 - Ltr D

Response to Complaint No. I198480 dated April 4, 2017

Dear Mr. Wendland,

We are in receipt of your letter of the above date regarding alleged conditions, potentially in violation of Safety Work Orders at the Hornbrook Community Services District (HCSO or District) water treatment plant located at 15025 Bradley Henley Rd., Hornbrook. Included herein as **Exhibit A** is a photo of the posting of the April 4, 2017 Complaint letter. We have investigated the matter and submit the following responses, with additional detail below and attached.

Code Section(s) and Alleged Condition(s):

1. 3203: Allowing an employee to live at the facility. **HCSO Response** - The District's only employee (part time) is not allowed to live at the normally unattended water treatment plant facility, and is prohibited from doing so.
2. 3364: No toilet at the facility. **HCSO Response** - A portable toilet facility (service) had previously been provided at this unattended location, but was removed after lack of use. There have been no requests from the current part time employee for a toilet at the plant. However, we have contracted with Siskiyou Sanitary for the delivery and servicing of a portable toilet to be maintained on the HCSO water treatment facility location to ensure the part time employee has adequate toilet facilities if needed while on site. The service receipt is attached hereto as **Exhibit B** and the toilet will be delivered on or before Monday April 24th, 2017. If you would like follow up photos of the toilet on site, please let me know. The water treatment facility is normally unattended, and inspected/maintenance performed twice daily or as needed to provide adequate supplies of safe drinking water as required by the HCSO drinking water permits.

The District employs one part-time maintenance worker, who works a varying schedule of 15 to 25 hours per week operating and maintaining the HCSO water treatment plant and water distribution system. A portion of his work is conducted at the water treatment plant itself, and the remainder in various HCSO facility and infrastructure locations, such as groundwater wells and tank sites throughout Hornbrook. The time and location requirements of the work are dictated by the job itself, and the District has set no minimum or maximum amount of time within that normal work schedule in which the employee is to be performing his duties at the water treatment plant. Attached hereto as **Exhibit C** is a statement from part time employee Clint Dingman regarding his place of residence.

Please note that Mr. Dingman's work hours are self-directed, on call and as needed within his part time position assignment. There are days in which he works two hours per day when all is working well, and others where snow, freezing weather, equipment breakdown or other water supply emergency situations call for late night and early morning work, and extended work hours. Therefore, it is difficult to predict the exact hours or schedule he will work at the treatment facility.

We hope that the above addresses the reported allegations. If not, please feel free to contact me directly by email or on my cell phone below.

Sincerely,

Peter J. Kampa
General Manager

April 20th, 2017

Exhibit A



STATES OF CALIFORNIA
DEPARTMENT OF INDUSTRIAL RELATIONS
Division of Occupational Safety and Health
Fielding District Office
333 Nevada Drive
Hayward, CA 94542
Tel: # (510) 224-8743 Fax # (510) 224-4747

EDMUND G. BROWN JR., Governor

April 4, 2017

Hornbrook Community Services District
15025 Bradley Henley Rd
Hornbrook, CA 96044

Dear Employer:

The Division of Occupational Safety and Health has received a complaint (Complaint No. 1398480) alleging the following condition(s) at your workplace at 15025 Bradley Henley Rd, Hornbrook, which may be a violation of the Safety Orders found in Title 8 of the California Code of Regulations:

Code Section(s) and Alleged Condition(s)

1. 3203: Allowing an employee to live at the facility.
2. 2364: No toilet at the facility.

To review Title 8, California Code of Regulations, go to www.dir.ca.gov, click on "Title 8 Regulations," then click on "CA/OSHA" and enter the code section number mentioned above. Or you can go directly to www.dir.ca.gov/samples/search/query.htm.

The Division has not determined whether the hazard(s), as alleged, exist(s) at your workplace and, at this time, the Division does not intend to conduct an inspection of your workplace.

However, you are required to investigate the alleged condition(s) and notify this office 5,200,000 no later than fourteen (14) calendar days after receipt of this letter whether the alleged condition(s) exist and, if so, specify the corrective action(s) you have taken and the estimated date when the corrections will be completed. If possible, please fax or e-mail your response to John Wendland, District Manager, at fax number (510) 224-4747 or e-mail at DIRDOSHRED@DIR.ca.gov.

Please include any written documentation, e.g., equipment purchase orders or contracts for corrective work, and photographs, if appropriate, in your response. If you do not respond in a timely and satisfactory manner, an unannounced inspection of your workplace will be scheduled, which may result in citation(s) and monetary penalties. Also, every tenth satisfactory letter response from employers is subject to verification by an inspection.

You are required to post a copy of this letter in a prominent location in your workplace where it is readily accessible for employee review for at least three (3) working days or until the hazard is corrected, whichever is longer.

This letter is not a citation or a notification of a proposed penalty. Citations and penalties can only be issued after an inspection of your workplace. If the Division does not receive a satisfactory response from you within fourteen (14) calendar days after receipt of this letter, an on-site inspection will be conducted as appropriate.

If the identity of the complainant is known to the Division, a copy of this letter will be sent to the complainant.

Also, the complainant will be notified that California law protects any person who makes a complaint about workplace safety or health hazards from being treated differently, discharged or discriminated against in any manner by their employer. If a complainant believes they have been discriminated against, it is their right to file a complaint with the Division of Labor Standards Enforcement within six (6) months of the discriminatory action.

If you have any questions concerning this matter, please contact me at the address in the letterhead.

Your interest in the safety and health of your employees is appreciated.

Sincerely,

Exhibit B

From: Jackie lovelace
To: [Chalyse Drake](#)
Subject: Siskiyou Sanitary toilet rental
Date: Wednesday, April 19, 2017 6:38:35 PM

>
> Toilet will be set by or before April 24,2017 for Hornbrook Water Community Service District
>
> Thank you
> Emmet Lovelace
> Siskiyou Sanitary
> 5308423023
> 1537 Lucas Rd
> Yreka, Ca. 96097
>
>
>
>
>
> Sent from my iPad

3 Life-Shortening Foods You Should Avoid
3 Harmful Foods
<http://thirdpartyoffers.netzero.net/TGL3241/58f8110262b6810fd2249st03duc>

Exhibit C

From: clint dingman
To: [Peter Kampa](#)
Subject: Re: pay
Date: Monday, April 17, 2017 8:15:40 AM

I, clint dingman, live at 200 Rancheria creek road, hornbrook, ca,96044. I have lived there from may, 2016 to the present.

On Mon, Apr 17, 2017 at 7:26 AM, Peter Kampa <pkampa@kampacs.com> wrote:

Clint

I still need the letter from you re your place of residence. If you need to call me on this, please do so in the afternoon. Thanks!

Peter J Kampa
General Manager

From: clint dingman <dingmanclint@gmail.com>
Sent: Sunday, April 16, 2017 9:05:43 AM
To: Peter Kampa
Subject: pay

**HORNBROOK COMMUNITY SERVICES DISTRICT
P.O. BOX 29, HORNBROOK, CA. 96044
REGULAR MEETING MINUTES OF 3/28/17
6:30 P.M., HORNBROOK COMMUNITY ASSOCIATION HALL**

BOARD OF DIRECTORS: Robert Puckett, Patricia Slote, Melissa Tulleo, Bryant Schaffler

1. Call to Order, Pledge of Allegiance, Roll Call and Establishment of Quorum:

The meeting was called to order at 6:30 pm by President Puckett. Pledge of Allegiance recited. Roll Call: Present: Robert Puckett, Patricia Slote. Bryant Schaffler Absent: Melissa Tulleo. Quorum Established. Meliisa Tulleo arrived at 6:37 p.m.

2. Public Comment Period: James Soares addressed the Board regarding a Complaint filed by Roger Gifford in which the HCSD and he, himself, are defendants He noted the Proof of Service stated he had been served a copy at his home which was incorrect as he had been served at the Hornbrook Post Office. He stated he may pursue legal action as the Proof of Service was signed under penalty of perjury and was incorrect.. Sharrel Barnes commented that Clint Dingman is living at the plant. Peter Harrell stated there are no communications that the district may have received included in agenda packet.

3. Presentation Only: Peter Kampa, General Manager, present by teleconference, gave his report for the month of March, 2017.

Mr. Kampa advised he is working on drafting amendments to the Board's policies and procedures to include the process for reading meters.

4. Consent Agenda: Short discussion .

Motion by Bryant Schaffler to approve the Consent Agenda as posted, including Regular Meeting Minutes of 2/28/17 and authorization to sign Warrant Authorization Form to pay listed bills and approval of receipt and filing of Siskiyou County Auditor-Controller February 2017 Budget/Financial Reports. Second by Melissa Tulleo.

Ayes: Puckett, Schaffler, Tulleo, Slote.

Noes: -0-

5. Discussion and Action Items: The board discussed, with General Manager Pete Kampa, and with input from Peter Harrell, the correct procedure to amend the District By-Laws. Mr. Kampa will try to have amended by laws for the board's review by the next regular meeting.

Discussion regarding the appointment of a board member to replace John Moody. A motion was made by Bryant Schaffler, second by Robert Puckett to re-open the process of filling the vacancy.

Ayes: Puckett, Schaffler, Tulleo, Slote

Noes: -0-

Discussion to adopt a resolution requesting replacement of the requirement for an annual audit with a Financial Evaluation or Procedures Engagement as authorized by the Siskiyou County Audit Policy adopted in accordance with California Government code 26909. A motion to adopt said resolution was made by Bryant Schaffler, second by Patricia Slote.

Ayes: Puckett, Schaffler, Tulleo, Slote

Noes: -0-

6. Closed Session: At 7:29 p.m., President Puckett announced the board to be in closed session on existing litigation of Harrell v. Hornbrook Community Services District (#14-672) and Olson v. Hornbrook Community Services District (#14-671) and Roger Gifford v. Robert Puckett, Sr., et al, Case No: 2:16-cv-0955-TLN-AC (PS).

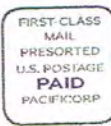
Reconvene to Open Session and Report Out: The Board reconvened to open session at 7:42 p.m. There was no reportable action taken during closed session.

7. Adjournment: 7:46 p.m. Next board meeting: 4/25/17

Submitted by: _____
Patricia E. Slote
Board Secretary

DRAFT

00150 01 AV 0.370 1-2
 HORN BROOK COMM SER DIST
 PO BOX 29
 HORN BROOK CA 96044-0029



Questions: Call
1-888-221-7070
 24 hours a day,
 7 days a week
pacificpower.net



BILLING DATE: **Mar 29, 2017**
 ACCOUNT NUMBER: **63182981-001 1**
 DATE DUE: **Apr 14, 2017**
 AMOUNT DUE: **\$703.24**



ACCOUNT PAST DUE

Our records indicate that your account is past due. If the past due amount has been paid, please remember that this bill also contains New Charges.

Your Balance With Us

Previous Account Balance	901.79
Payments/Credits	-471.92
Past Due Amount	<i>Pd</i> 429.87
New Charges	+273.37
Current Account Balance	\$ 703.24

You Must Act Now to Avoid Shut-Off!

- Your Electric Service Past Due Amount of **\$429.87** must be received by **Apr 14, 2017** to avoid shut-off.

Remember: Your New Charges of \$273.37 are still due by Apr 19, 2017.

Payments Received

DATE	DESCRIPTION	AMOUNT
Mar 14, 2017	Payment Received - Thank You	471.92

Total Payments

\$ 471.92

Detailed Account Activity

ITEM 1 - ELECTRIC SERVICE

16118 1ST Ave # Wtr Plant Hornbrook CA
 Plant California General Service Schedule 25

METER NUMBER	SERVICE PERIOD From To	ELAPSED DAYS	METER READINGS		METER MULTIPLIER	AMOUNT USED THIS MONTH
			Previous	Current		
80899301	Feb 27, 2017 Mar 28, 2017	29	56182	57658	1.0	1,476 kwh

Next scheduled read date: 04-26. Date may vary due to scheduling or weather.

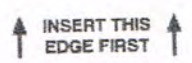
NEW CHARGES - 03/17	UNITS	COST PER UNIT	CHARGE
Basic Charge - 1p			13.29

See reverse

RETAIN THIS PORTION FOR YOUR RECORDS.

RETURN THIS PORTION WITH YOUR PAYMENT.

Write account number on check & mail to: Pacific Power, PO Box 26000, Portland, OR 97256-0001



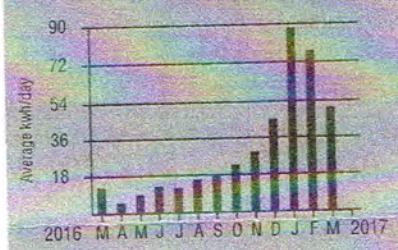
ACCOUNT PAST DUE



PACIFIC POWER
 PO BOX 26000
 PORTLAND OR 97256-0001



Historical Data - ITEM 1



Your Average Daily kwh Usage by Month

PERIOD ENDING	MAR 2017	MAR 2016
Avg. Daily Temp.	43	44
Total kwh	1476	413
Avg. kwh per Day	51	13
Cost per Day	\$9.20	\$2.54

Cash incentives are available for energy-efficient LED lighting upgrades. Not only will you save money, but lighting quality may improve too. Before you start your project, visit Pacific Power at bewattsmart.com to learn more.

Pacific Power makes it easy for customers and municipalities to report streetlight outages and manage streetlight accounts. You can report a streetlight outage at pacificpower.net/streetlights or call toll free at 1-888-221-7070.

Late Payment Charge for California
 A late payment charge of 1.5% may be charged on the total unpaid balance, if greater than \$20.

Change of Mailing Address or Phone?
 Check here & provide information on back.

Account Number: **63182981-001 1**
 Date Due: **Apr 14, 2017**

AMOUNT DUE: \$703.24

Please enter the amount enclosed.

HORN BROOK COMM SER DIST
 PO BOX 29
 HORN BROOK CA 96044-0029

H 63182981 001 118 000070324 000042987 000027337

25154 01 AB 0.400 82-3
 HORN BROOK COMM SER PMP
 PO BOX 29
 HORN BROOK CA 96044-0029



Questions: Call
1-888-221-7070
 24 hours a day,
 7 days a week
pacificpower.net



BILLING DATE: **Apr 4, 2017**
 ACCOUNT NUMBER: **63182911-001 6**
 DATE DUE: **Apr 25, 2017**
 AMOUNT DUE: **\$0.00**



Your Balance With Us

Previous Account Balance	793.97
Payments/Credits	-441.05
New Charges	+52.65
Adjustments	-690.66
Current Account Balance	-\$ 285.09

Payments Received

DATE	DESCRIPTION	AMOUNT
Mar 14, 2017	Payment Received - Thank You	441.05
Total Payments		\$ 441.05

Note: One or more of your services has been adjusted. If you would like more information or have any questions, please call us anytime toll free at 1-888-221-7070.

Detailed Account Activity

ITEM 1 - ELECTRIC SERVICE

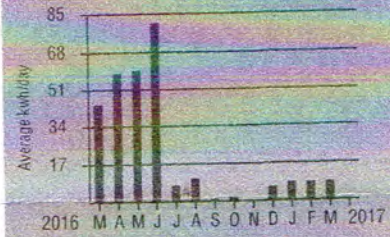
Well 2 Bradley Henley Rd Hornbrook CA
 California General Service Schedule 25

METER NUMBER	SERVICE PERIOD From To	ELAPSED DAYS	METER READINGS Previous Current	METER MULTIPLIER	AMOUNT USED THIS MONTH
41336679	Feb 27, 2017 Mar 28, 2017	29	64801 65030	1.0	229 kwh

Next scheduled read date: 04-26. Date may vary due to scheduling or weather.

NEW CHARGES - 03/17	UNITS	COST PER UNIT	CHARGE
Basic Charge - 1p			13.29
Energy Charge	229 kwh	0.1592700	36.47
C E M A Adjustment	229 kwh	0.0009300	0.21
Cpuc Surcharge	229 kwh	0.0004300	0.10
Low Income Assistance Charge	229 kwh	0.0064900	1.49
Carbon Pollution Permit Cost	229 kwh	0.0081900	1.88
Klamath Dam Removal	229 kwh	0.0027900	0.64
California Climate Credit	229 kwh	-0.0065500	-1.50
State Energy Resource Tax	229 kwh	0.0002900	0.07
Total New Charges			52.65

Historical Data - ITEM 1



Your Average Daily kwh Usage by Month

PERIOD ENDING	MAR 2017	MAR 2016
Avg. Daily Temp.	43	44
Total kwh	229	1408
Avg. kwh per Day	8	44
Cost per Day	\$1.82	\$7.69

Cash incentives are available for energy-efficient LED lighting upgrades. Not only will you save money, but lighting quality may improve too. Before you start your project, visit Pacific Power at bewattsmart.com to learn more.

Late Payment Charge for California
 A late payment charge of 1.5% may be charged on the total unpaid balance, if greater than \$20.

Write account number on check & mail to: Pacific Power, PO Box 26000, Portland, OR 97256-0001

See reverse

RETAIN THIS PORTION FOR YOUR RECORDS.
 RETURN THIS PORTION WITH YOUR PAYMENT.

↑ INSERT THIS EDGE FIRST ↑



PACIFIC POWER
 PO BOX 26000
 PORTLAND OR 97256-0001



Change of Mailing Address or Phone?
 Check here & provide information on back.

Account Number: **63182911-001 6**
 Date Due: **Apr 25, 2017**

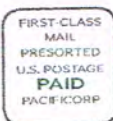
AMOUNT DUE: \$0.00

Please enter the amount enclosed.

HORN BROOK COMM SER PMP
 PO BOX 29
 HORN BROOK CA 96044-0029

H 63182911 001 611 000000000

00124 01 AV 0.370 1-2
HORN BROOK COMM SER DIST
PO BOX 29
HORN BROOK CA 96044-0029



Inquiries? Call your
Business Solutions Team
Toll free 1-866-870-3419,
M-F, 6am-6pm PT
pacificpower.net

PACIFIC POWER

BILLING DATE: Mar 29, 2017
ACCOUNT NUMBER: 63182981-003 7
DATE DUE: Apr 14, 2017
AMOUNT DUE: \$1,249.61

ACCOUNT PAST DUE

Our records indicate that your account is past due. If the past due amount has been paid, please remember that this bill also contains New Charges.

Your Balance With Us

Previous Account Balance	1,603.76
Payments/Credits	-878.22
Past Due Amount	<i>Pd.</i> 725.54
New Charges	+524.07
Current Account Balance	\$ 1,249.61

You Must Act Now to Avoid Shut-Off!

- Your Electric Service Past Due Amount of **\$725.54** must be received by **Apr 14, 2017** to avoid shut-off.

Remember: Your New Charges of \$524.07 are still due by Apr 19, 2017.

Payments Received

DATE	DESCRIPTION	AMOUNT
Mar 14, 2017	Payment Received - Thank You	878.22

Total Payments

\$ 878.22

Detailed Account Activity

ITEM 3 - ELECTRIC SERVICE

WELL 4 Bradley Henle Rd Well Hornbrook CA
Well Up Hill Schedule 25

METER NUMBER	SERVICE PERIOD		ELAPSED DAYS	METER READINGS		METER MULTIPLIER	AMOUNT USED THIS MONTH
	From	To		Previous	Current		
51415731	Feb 27, 2017	Mar 28, 2017	29	0	0	1.0	0 kwh

Next scheduled read date: 04-26. Date may vary due to scheduling or weather.

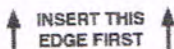
NEW CHARGES - 03/17	UNITS	COST PER UNIT	CHARGE
Basic Charge - 1p			13.29

See reverse

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RETURN THIS PORTION WITH YOUR PAYMENT.

Write account number on check & mail to: Pacific Power, PO Box 26000, Portland, OR 97256-0001



ACCOUNT PAST DUE

PACIFIC POWER
PO BOX 400
PORTLAND OR 97207

PACIFIC POWER
PO BOX 26000
PORTLAND OR 97256-0001

Late Payment Charge for California
A late payment charge of 1.5% may be charged on the total unpaid balance, if greater than \$20.

Change of Mailing Address or Phone?
Check here & provide information on back.

Account Number: 63182981-003 7

Date Due: Apr 14, 2017

AMOUNT DUE: \$1,249.61

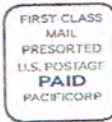
Please enter the amount enclosed.

HORN BROOK COMM SER DIST
PO BOX 29
HORN BROOK CA 96044-0029

H 63182981 003 717 000124961 000072554 000052407



00109 01 AV 0.370 1-2
 HORN BROOK COMM SER DIST
 PO BOX 29
 HORN BROOK CA 96044-0029



Questions: Call
1-888-221-7070
 24 hours a day,
 7 days a week
 pacificpower.net



BILLING DATE: **Mar 29, 2017**
 ACCOUNT NUMBER: **63182981-002 9**
 DATE DUE: **Apr 19, 2017**
 AMOUNT DUE: **\$0.00**



Your Balance With Us

Previous Account Balance	200.50
Payments/Credits	<i>pd</i> -275.74
New Charges	+23.62
Current Account Balance	-\$ 51.62

CREDIT

Payments Received

DATE	DESCRIPTION	AMOUNT
Mar 14, 2017	Payment Received - Thank You	275.74
Total Payments		\$ 275.74

Detailed Account Activity

ITEM 1 - ELECTRIC SERVICE

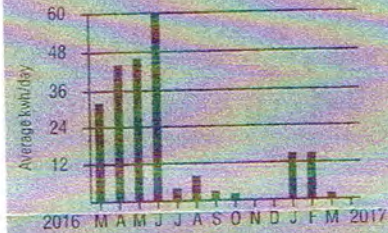
Well 1 Rancharia 5hp Hornbrook CA
 Back Up Well/5hp California General Service Schedule 25

METER NUMBER	SERVICE PERIOD From To	ELAPSED DAYS	METER READINGS		METER MULTIPLIER	AMOUNT USED THIS MONTH
			Previous	Current		
89996898	Feb 27, 2017 Mar 28, 2017	29	33922	33982	1.0	60 kwh

Next scheduled read date: 04-26. Date may vary due to scheduling or weather.

NEW CHARGES - 03/17	UNITS	COST PER UNIT	CHARGE
Basic Charge - 1p			13.29
Energy Charge	60 kwh	0.1592700	9.56
C E M A Adjustment	60 kwh	0.0009300	0.06
Cpuc Surcharge	60 kwh	0.0004300	0.03
Low Income Assistance Charge	60 kwh	0.0064900	0.39
Carbon Pollution Permit Cost	60 kwh	0.0081900	0.49
Klamath Dam Removal	60 kwh	0.0027900	0.17
California Climate Credit	60 kwh	-0.0065500	-0.39
State Energy Resource Tax	60 kwh	0.0002900	0.02
Total New Charges			23.62

Historical Data - ITEM 1



Your Average Daily kwh Usage by Month

PERIOD ENDING	MAR 2017	MAR 2016
Avg. Daily Temp.	43	44
Total kwh	60	1028
Avg. kwh per Day	2	32
Cost per Day	\$0.81	\$5.72

Cash incentives are available for energy-efficient LED lighting upgrades. Not only will you save money, but lighting quality may improve too. Before you start your project, visit Pacific Power at bewattsmart.com to learn more.

Pacific Power makes it easy for customers and municipalities to report streetlight outages and manage streetlight accounts. You

SUM IT UP
P.O. BOX 27
YREKA, CA 96097

INVOICE

Invoice Number: MAR. 2017
Invoice Date: Mar 1, 2017
Page: 1

Voice: 530-937-3279
Fax:

Duplicate

Bill To:
HORN BROOK COMMUNITY SERVICE DISTRICT P.O. BOX 29 HORN BROOK, CA 96044

Ship to:

Customer ID	Customer PO	Payment Terms	
HCSD		Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	Airborne		3/31/17

Quantity	Item	Description	Unit Price	Amount
		Bookkeeping Revenue		750.00
		1 ROLL OF POSTAGE STAMPES		49.00

VREKA
401 S BROADWAY ST
VREKA
CA
96097-9998
0586640097
(800)275-8777

03/31/2017 4:09 PM

Product Description Qty Sale Price Final Price

US Flag Coil/1 1 \$49.00

(Unit Price:\$49.00)

Total \$49.00

Debit Card Remit'd \$49.00
(Card Name:Debit Card)
(Account #:XXXXXXXXXX4853)
(Approval #:
(Transaction #:001)
(Receipt #:003219)
(Debit Card Purchase:\$49.00)
(Cash Back:\$0.00)

BRIGHTEN SOMEONE'S MAILBOX. Greeting cards available for purchase at select Post Offices.

Order stamps at usps.com/shop or call 1-800-Stamp24. Go to usps.com/clickship to print shipping labels with postage. For other information call 1-800-ASK-USPS.

Subtotal	799.00
Sales Tax	
Total Invoice Amount	799.00
Payment/Credit Applied	
TOTAL	799.00

Check/Credit Memo No:



HORN BROOK COMMUNITY SERVICES
DISTRICT
PO BOX 29
HORN BROOK CA 96044 - 0029

Page 1 of 3
Account Number 530 475-3730 484 9
Billing Date Apr 8, 2017
Web Site att.com

Monthly Statement

Bill-At-A-Glance

Previous Bill	203.24
Payment	193.24CR
Adjustments	.00
Past Due - Please Pay Immediately	10.00
Current Charges	86.87
Total Amount Due	\$96.87
Current Charges Due in Full by	May 1, 2017

Billing Summary

Online: att.com/myatt	Page	
Plans and Services	1	79.35
1 800 750-2355		
AT&T Long Distance	2	7.52
1 800 321-2000		
Total Current Charges		86.87

News You Can Use Summary

- PREVENT DISCONNECT
 - THIRD-PARTY BLOCKING
 - RATE INCREASE
 - CARRIER INFORMATION
 - LATE PAYMENT CHARGE
 - UNIVERSAL SVC FEE
- See "News You Can Use" for additional information

Detail of Payments and Adjustments

Item No.	Date	Description	Adjustments	Payments
1.	3-11	Payment		70.45
2.	4-08	Payment		122.79
Totals			.00	193.24

Plans and Services

Monthly Service - Apr 8 thru May 7

Service is billed in advance from the 8th of each month.

3. Bus Local Calling Unlimited B	68.00
Single Line Meas Business Line	
Unlimited Local Usage	
Caller ID	

Additions and Changes to Service

This section of your bill reflects charges and credits resulting from account activity.

Charges for 530 475-3730

Order No. 66666666

Item No.	Description	Quantity	Monthly Rate	Amount Billed
Rates Changed				
(Monthly Charges are Prorated from Apr 1, 2017 to your Billing Date, Apr 8, 2017)				
4.	Rate Change	1	.03	.01
Federal Universal Service Fee				

Surcharges and Other Fees

5.	Federal Subscriber Line Charge	4.47
6.	Rate Surcharge	.88CR
7.	State Regulatory Fee	.20
8.	Federal Universal Service Fee	.77
Total Surcharges and Other Fees		4.56

Government Fees and Taxes

9.	CA High Cost Fund Surcharge - A:	.23
10.	California Teleconnect Fund Surcharge	.72
11.	Universal Lifeline Telephone Service Surcharge	3.19
12.	CA Relay Service and Communications Devices Fund	.34
13.	9-1-1 Emergency System	.50

Local Services provided by AT&T California or AT&T Nevada based upon the service address location.

GO GREEN - Enroll in paperless billing.

Printed on Recyclable Paper

DUE BY: May 1, 2017

\$96.87

Amount After May 10, 2017

\$106.87

Past Due Charges - \$10.00 - Please Pay Immediately
Billing Date Apr 8, 2017

Account Number **530 475-3730 484 9**
Please include your account number on your check

HORN BROOK COMMUNITY SERVICES
DISTRICT
PO BOX 29
HORN BROOK CA 96044 - 0029

Make check payable to:
AT&T
PO BOX 5025
CAROL STREAM IL 60197-5025





Patricia Slote <hornbrookcsd@gmail.com>

Invoice from Digital Deployment

1 message

Digital Deployment <quickbooks-email@intuit.com>
 Reply-To: ginger@digitaldeployment.com
 To: hornbrookcsd@gmail.com
 Cc: ginger@digitaldeployment.com

Wed, Apr 5, 2017 at 1:26 AM



Digital Deployment

INVOICE	DUE DATE	BALANCE DUE
94974	05/05/2017	\$50.00

[View invoice](#)

Dear Patricia Slote,

Your invoice from Digital Deployment is attached.

If you have any questions, please feel free to contact us at billing@digitaldeployment.com or call me directly at (916) 208-0903.

Need our W-9 for tax purposes? You can download it at www.digitaldeployment.com/w9

Thank you for your business!

Sincerely,

Ginger OBrien
 Controller - Office Manager
ginger@digitaldeployment.com
 Digital Deployment
 2321 P Street
 Sacramento, CA 95816
 (916) 208-0903 direct



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CR WATER TREATMENT INC

P.O. Box 717
 Lakehead, CA 96051
 530-238-2336/CCL#731716

Invoice

Date	Invoice #
4/2/2017	8031

Bill To
Hornbrook CSD po 29 Hornbrook ca 96044

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	CERTIFICATION MONTHLY	100.00	100.00
Total			\$100.00

Invoice

Invoice Number

1703457

Invoiced On

04/07/17

Invoice To

HORN BROOK CSD
ACCOUNTS PAYABLE
POST OFFICE BOX 29
HORN BROOK, CA 96044

Project

DRINKING WATER MONITORING

Project Contact

ROBERT PUCKETT

Project / PO Numbers**Work Order(s)**

17D0331

**Remit To**

Accounts Receivable
Basic Laboratory, Inc
2218 Railroad Avenue
Redding, CA 96001-2504
530-243-7234 x 219 or 203
accounting@basiclab.com

Terms: Due Upon Receipt

Quantity	Matrix	Analysis/Description	Unit Cost	Extended Cost
		Project turn around time: 1 day		
1	Drinking Water	Sampling Fee - Route	\$40.00	\$40.00
1	Drinking Water	Total Coliform & E.coli by Colilert SM 9223B	\$32.00	\$32.00
			Invoice Total	\$72.00



TIN 68-0310946 / DUNS 081274326

Pricing based on Bid/Contract: 2016-17 - 20% DISCOUNT



PUCKETT, ROBERT
 HORN BROOK C.S.D.
 P.O. Box 29
 HORN BROOK, CA 96044

Date: 04/12/2017
 System Type: Community Water System
 System No.: 4700513
 Invoice No.: SM-1010981

WATER SYSTEM FEES FOR PERIOD OF 07/01/2016 - 06/30/2017

Payment must be received within 90 days from the date of this invoice, or a 10% penalty will be assessed

LINE ITEMS	Connections	FEES
CONNECTIONS 0 - 1,000 (\$6 per connection, \$250 minimum)	141	\$846.00
CONNECTIONS 1,001 - 5,000 (\$3.50 per connection)	---	\$0.00
CONNECTIONS 5,001 - 15,000 (\$2.00 per connection)	---	\$0.00
CONNECTIONS 15,001+ (\$1.35 per connection)	---	\$0.00
TOTAL:	141	\$846.00

FY 2016/17 (07/01/2016 - 06/30/2017)

SYSTEM TYPE: Community Water System

INVOICE NUMBER: SM-1010981

AMOUNT DUE: \$846.00

SYSTEM NUMBER: 4700513

DUE DATE: 07/11/2017

(Please print the above numbers on check or money order)

DISTRICT: 01

Total due with 10% penalty if postmarked after 07/11/2017 - \$930.60

PLEASE REMIT PAYMENT TO:

Invoicing Date: April 12, 2017

SWRCB Accounting Office
 ATTN: Drinking Water Program Fees
 P.O. Box 1888
 Sacramento, CA 95812-1888

PUCKETT, ROBERT
 HORN BROOK C.S.D.
 P.O. Box 29
 HORN BROOK, CA 96044

For questions or address or contact changes, please call Barry Sutter at 530-224-4800

MURPHY, PEARSON, BRADLEY & FEENEY

ATTORNEYS AT LAW
A PROFESSIONAL CORPORATION
88 KEARNY STREET, TENTH FLOOR
SAN FRANCISCO, CALIFORNIA 94108
(415) 788-1900

APRIL 14, 2017
116971.2
INVOICE NO. 1704076
WAM

HORNBROOK COMMUNITY SERVICES DISTRICT
ATTN: PATRICIA SLOTE
P.O. BOX 29
HORNBROOK, CA 96044

REMITTANCE COPY

OUR FILE NO.: 116971.2

CURRENT FEES	\$	0.00
CURRENT DISBURSEMENTS		20.10

TOTAL CURRENT BILLING	\$	20.10

PREVIOUS STATEMENTS OUTSTANDING
(IF YOU PAID THE FOLLOWING INVOICE(S), PLEASE DISREGARD THIS SECTION)

04/18/16	1604182	\$434.89
05/13/16	1605134	\$162.50
06/20/16	1606079	\$622.67
07/14/16	1607095	\$6204.90
08/12/16	1608124	\$11937.84
09/16/16	1609120	\$4620.06
10/12/16	1610089	\$2522.56
11/09/16	1611203	\$6641.65
12/16/16	1612250	\$3109.84
01/24/17	1701199	\$843.14
02/15/17	1702125	\$3503.96

BALANCE DUE FROM PREVIOUS STATEMENT	42604.01
LESS PAYMENT(S)	(2000.00)

BALANCE FORWARD	40604.01

MURPHY, PEARSON, BRADLEY & FEENEY

ATTORNEYS AT LAW
A PROFESSIONAL CORPORATION
88 KEARNY STREET, TENTH FLOOR
SAN FRANCISCO, CALIFORNIA 94108
(415) 788-1900

HORN BROOK COMMUNITY SERVICES DISTRICT
FILE NUMBER: 116971.2
INVOICE NO.: 1704076

Apr 14, 2017

PAGE 2

REMITTANCE COPY

TOTAL DUE THIS STATEMENT

\$ 40624.11
=====

All legal services rendered, amounts received or disbursements made on your behalf after Mar 31, 2017 will be reflected on your next statement.

Tax ID#94-2538761

WEED OFFICE
150 Alamo, Suite 103
(530) 938-3438

YREKA OFFICE
216 Lane St.
(530) 842-3552

www.kwb-law.net

KWBSM
EST. 1970
KIRSHER, WINSTON & BOSTON
LAW CORPORATION

WRAY E. KIRSHER (1922-2003)
U.S. Magistrate Judge, Retired

ROBERT D. WINSTON
ROBERT B. BOSTON

Attorneys' Assistants:
SARA E. COLLINS
AMY S. HALL

Please Respond To:

205 N. Mt. Shasta Blvd., Suite 400
P.O. Box 177, Mt. Shasta, CA 96067
(530) 926-3444, Fax (530) 926-3599

April 14, 2017

Hornbrook Community Services District
P.O. Box 13
Hornbrook, CA 96044

Re: Account Summaries through 3/31/17; Request for Payment

Dear Board Members:

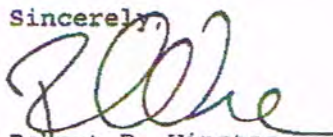
For your information, here are the approximate and unaudited balances due on each HCSD account as of March 31st, after applying payments received:

<u>Account</u>	
Harrell v. HCSD (#671)	\$24,452.22
Olson v. HCSD (#672)	7,494.36
HCSD v. Olson & Harrell (#797)	42,645.45
Gifford v. Dingman (#044)	17,419.19
Gifford v. Hanson (#206)	5,718.27
Harrell v. HCSD (#847)	15,884.58
Harrell v. Hanson (#982)	4,449.26
Gifford v. HCSD (#1392)	11,303.70
Olson v. HCSD (#1393)	11,442.20
Gifford v. HCSD (#1088)	4,740.90
Olson v. HCSD (#1089)	7,837.88
Gifford v. HCSD (#1292)	5,978.93
Olson v. HCSD (1293)	5,346.83
HCSD - Misc. (incl. admin. proceed.)	20,421.95

We are requesting a payment by the District in April in the minimum amount of \$1,000.00, which we shall apply to any or all of these accounts in our discretion unless you instruct us otherwise.

This report is not intended to be confidential; it is to be considered to be a public record. Itemized statements for the above are, however, confidential, but they can be reviewed at our office, upon request, by the GM and by members of the District Board of Directors.

Sincerely,



Robert D. Winston
RDW/

CLINT DINGMAN

Employee ID: DINGMAN, CLINT
Social Sec # xxx-xx-0206

	This Check	Year to Date		Hours	Rate	Total
Gross	615.00	4,158.00				
Fed_Income	-58.45	-355.26	Regular	41.00	15.00	615.00
Soc_Sec	-38.13	-257.80				
MEDICARE	-8.92	-60.29				
St_Income	-6.07	-11.64				
St_Dis_Ins	-5.54	-37.43				

Net Check: \$497.89 Total 41.00 615.00
 Pay Period Beginning: Apr 1, 2017 Check Date: 4/20/17
 Pay Period Ending: Apr 15, 2017 Weeks in Pay Period: 2

Four Hundred Ninety-Seven and 89/100 Dollars

Apr 20, 2017 497.89

CLINT DINGMAN
P.O. BOX 3451
HORN BROOK, CA 96044

Duplicate

CLINT DINGMAN

Employee ID: DINGMAN, CLINT
Social Sec # xxx-xx-0206

	This Check	Year to Date		Hours	Rate	Total
Gross	615.00	4,158.00				
Fed_Income	-58.45	-355.26	Regular	41.00	15.00	615.00
Soc_Sec	-38.13	-257.80				
MEDICARE	-8.92	-60.29				
St_Income	-6.07	-11.64				
St_Dis_Ins	-5.54	-37.43				

Net Check: \$497.89 Total 41.00 615.00
 Pay Period Beginning: Apr 1, 2017 Check Date: 4/20/17
 Pay Period Ending: Apr 15, 2017 Weeks in Pay Period: 2

Duplicate
Check Number: 4/1/17 - 4/15/17

Form **941 for 2017: Employer's QUARTERLY Federal Tax Return**
 (Rev. January 2017) Department of the Treasury — Internal Revenue Service

950117
 OMB No. 1545-0029

Employer identification number (EIN) -

Name (not your trade name)

Trade name (if any)

Address
Number Street Suite or room number

City State ZIP code

Foreign country name Foreign province/county Foreign postal code

Report for this Quarter of 2017
 (Check one.)

1: January, February, March
 2: April, May, June
 3: July, August, September
 4: October, November, December

Instructions and prior year forms are available at www.irs.gov/form941.

Read the separate instructions before you complete Form 941. Type or print within the boxes.

Part 1: Answer these questions for this quarter.

1	Number of employees who received wages, tips, or other compensation for the pay period including: Mar. 12 (Quarter 1), June 12 (Quarter 2), Sept. 12 (Quarter 3), or Dec. 12 (Quarter 4)	1	<input type="text" value="1"/>
2	Wages, tips, and other compensation	2	<input type="text" value="3007.50"/>
3	Federal income tax withheld from wages, tips, and other compensation	3	<input type="text" value="250.29"/>
4	If no wages, tips, and other compensation are subject to social security or Medicare tax	<input type="checkbox"/> Check and go to line 6.	
		Column 1	Column 2
5a	Taxable social security wages	<input type="text" value="3007.50"/>	<input type="text" value="372.93"/>
5b	Taxable social security tips	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
5c	Taxable Medicare wages & tips	<input type="text" value="3007.50"/>	<input type="text" value="87.22"/>
5d	Taxable wages & tips subject to Additional Medicare Tax withholding	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
5e	Add Column 2 from lines 5a, 5b, 5c, and 5d	5e <input type="text" value="460.15"/>	
5f	Section 3121(q) Notice and Demand—Tax due on unreported tips (see instructions)	5f <input type="text" value="0.00"/>	
6	Total taxes before adjustments. Add lines 3, 5e, and 5f	6 <input type="text" value="710.44"/>	
7	Current quarter's adjustment for fractions of cents	7 <input type="text" value="0.00"/>	
8	Current quarter's adjustment for sick pay	8 <input type="text" value="0.00"/>	
9	Current quarter's adjustments for tips and group-term life insurance	9 <input type="text" value="0.00"/>	
10	Total taxes after adjustments. Combine lines 6 through 9	10 <input type="text" value="710.44"/>	
11	Qualified small business payroll tax credit for increasing research activities. Attach Form 8974	11 <input type="text" value="0.00"/>	
12	Total taxes after adjustments and credits. Subtract line 11 from line 10	12 <input type="text" value="710.44"/>	
13	Total deposits for this quarter, including overpayment applied from a prior quarter and overpayments applied from Form 941-X, 941-X (PR), 944-X, or 944-X (SP) filed in the current quarter	13 <input type="text" value="0.00"/>	
14	Balance due. If line 12 is more than line 13, enter the difference and see instructions	14 <input type="text" value="710.44"/>	
15	Overpayment. If line 13 is more than line 12, enter the difference	15 <input type="text"/>	

Check one: Apply to next return. Send a refund.

▶ You MUST complete both pages of Form 941 and SIGN it.

Next ▶▶



PAYROLL TAX DEPOSIT DE 88ALL

(TYPE OR PRINT IN BLACK INK ONLY)

Employment
Development
Department
State of California

1. PAY DATE:
MUST BE COMPLETED

0 3 3 0 1 7
(Last PAY DATE covered by deposit)

2. DEPOSIT SCHEDULE:
(MUST MARK ONE BOX)

NEXTDAY

A)

Rate

Tax

UI

1 8 6 4 7

SEMIWEEKLY

B)

ETT

MONTHLY

C)

SDI

2 7 0 7

QUARTERLY

D)

California
PIT

5 4 9

Indicate your Account Number here: Please enter on your check

2 8 8

0 2 4 0

3. QUARTER COVERED

1 7 1

E)

Penalty

EMPLOYMENT DEVELOPMENT DEPT

F)

Interest

g) TOTAL PAID \$

2 1 9 0 3

PAY THIS AMOUNT

TOTAL LINES A THROUGH F.

DO NOT FOLD OR STAPLE.

Make check payable to EDD.



PREPARER'S SIGNATURE

X

TELEPHONE NO.

(530) 937-3279

DEPARTMENT USE ONLY

CUT ALONG DASHED LINES

DE 88ALL Rev. 18 (1-12)

CUT ALONG DASHED LINES

CUT ALONG DASHED LINES

Agenda Item 4b, Warrant List

This list of payables is staff's preliminary recommendation. At the board meeting, there may be additions, deletions, and other corrections

Payable To	Amount
Pacific Power	\$ 797.44
Basic Laboratory - Routine Coliform	\$ 72.00
CR Water Treatment	\$ 100.00
Clint Dingman - Payroll	\$ 497.89
Sum It Up	\$ 799.00
AT&T	\$ 96.87
Form 941 Quarterly Tax Return	\$ 710.44
California Water Boards - Water System Fees	\$ 846.00
EDD Payroll Tax Deposit	\$ 219.03
Murphy, Pearson, Bradley & Feeney, P.C. (per agreement)	\$ 1,000.00
Kirsher, Winston, & Boston (Per Statement)	\$1,000.00
Kampa Community Solutions - \$1500.00 (per agreement)	\$ 1,500.00
Streamline - website	\$ 50.00
Total	\$ 7,688.67

REPORT FGRBDSC
 FISCAL YEAR: 17

Siskiyou County
 Budget Status (Current Period)
 AS OF 31-MAR-2017

RUN DATE: 04/10/2017
 TIME: 09:32 AM
 PAGE: 1

COAS: S COUNTY OF SISKIYOU
 FUND: 781100 HORN BROOK CSD
 PRED ORG: 405000 COMMUNITY SERVICE DISTRICT
 ORG: 405010 HORN BROOK CSD

ACCOUNT	ACCOUNT TITLE	ADJUSTED BUDGET	CURRENT PERIOD ACTIVITY	YEAR TO DATE ACTIVITY	BUDGET RESERVATIONS	AVAILABLE BALANCE	CMT TYP
530100	INTEREST	300.00	.00	292.35	.00	7.65	U
TOTAL	REVENUE FROM USE OF MONEY & PROP	300.00	.00	292.35	.00	7.65	
552250	WATER FEES	.00	6,855.28	53,805.51	.00	-53,805.51	U
552251	WATER LATE FEES	800.00	.00	.00	.00	800.00	U
552500	PARK AND RECREATION SERVICES	86,291.00	.00	.00	.00	86,291.00	U
TOTAL	CHARGES FOR SERVICES	87,091.00	6,855.28	53,805.51	.00	33,285.49	
560200	MISCELLANEOUS OTHER REVENUE	.00	.00	1,686.82	.00	-1,686.82	U
TOTAL	MISCELLANEOUS	.00	.00	1,686.82	.00	-1,686.82	
611100	REGULAR WAGES	21,590.00	923.89	9,497.33	.00	12,092.67	U
TOTAL	PERSONNEL SERVICES	21,590.00	923.89	9,497.33	.00	12,092.67	
623100	WORKERS' COMPENSATION	2,494.00	285.75	917.25	.00	1,576.75	U
TOTAL	FRINGE BENEFITS	2,494.00	285.75	917.25	.00	1,576.75	
728000	SPECIAL DEPARTMENTAL EXPENSE	48,299.00	9,670.85	44,622.56	.00	3,676.44	U
TOTAL	SERVICES & SUPPLIES	48,299.00	9,670.85	44,622.56	.00	3,676.44	
762100	EQUIPMENT - SPECIAL DISTRICTS	5,000.00	.00	2,492.05	.00	2,507.95	U
763000	INFRASTRUCTURE	20,000.00	.00	.00	.00	20,000.00	U
TOTAL	CAPITAL OUTLAY	25,000.00	.00	2,492.05	.00	22,507.95	
TOTAL ORGANIZATION							
405010	HORN BROOK CSD						
TOTAL	REVENUES	87,391.00	6,855.28	55,784.68	.00	31,606.32	
TOTAL	LABOR	24,084.00	1,209.64	10,414.58	.00	13,669.42	
TOTAL	EXPENDITURES	73,299.00	9,670.85	47,114.61	.00	26,184.39	
NET		-9,992.00	-4,025.21	-1,744.51	.00	-8,247.49	

REPORT FGRBDSC
 FISCAL YEAR: 17

Siskiyou County
 Budget Status (Current Period)
 AS OF 31-MAR-2017

RUN DATE: 04/10/2017
 TIME: 09:32 AM
 PAGE: 2

COAS: S COUNTY OF SISKIYOU
 FUND: 781100 HORN BROOK CSD
 PRED ORG: 405000 COMMUNITY SERVICE DISTRICT
 ORG: 405010 HORN BROOK CSD

ACCOUNT	ACCOUNT TITLE	ADJUSTED BUDGET	CURRENT PERIOD ACTIVITY	YEAR TO DATE ACTIVITY	BUDGET RESERVATIONS	AVAILABLE BALANCE	CMT TYP
TOTAL FUND							
781100	HORN BROOK CSD						
TOTAL	REVENUES	87,391.00	6,855.28	55,784.68	.00	31,606.32	
TOTAL	LABOR	24,084.00	1,209.64	10,414.58	.00	13,669.42	
TOTAL	EXPENDITURES	73,299.00	9,670.85	47,114.61	.00	26,184.39	
NET		-9,992.00	-4,025.21	-1,744.51	.00	-8,247.49	

REPORT FGRBDSC
FISCAL YEAR: 17

Siskiyou County
Budget Status (Current Period)
AS OF 31-MAR-2017

RUN DATE: 04/10/2017
TIME: 09:32 AM
PAGE: 3

* * * REPORT CONTROL INFORMATION * * *

RPTNAME: FGRBDSC
VERSION: 8.6
PARAMETER SEQUENCE NUMBER: 505056
FISCAL YEAR: 17
CHART OF ACCOUNTS: S
COMMITMENT TYPE: BOTH
BEGIN FUND CODE: 781100
END FUND CODE: 781100
BEGIN ORGANIZATION CODE:
END ORGANIZATION CODE:
BEGIN ACCOUNT CODE:
END ACCOUNT CODE:
AS OF DATE: 31-MAR-2017
INCLUDE ACCRUAL: Y
PRINT TOTALS: Y
PRINT NET TOTALS: Y
PRINT ZERO AMOUNT LINES: Y

NUMBER OF PRINTED LINES PER PAGE: 55

RECORD COUNT: 10

COAS: S COUNTY OF SISKIYOU
 FUND: 781100 HORN BROOK CSD

TRANS DATE	TRAN TYPE	DOCUMENT NUMBER	DOCUMENT REF	DESCRIPTION	ACCOUNT	DEBITS	CREDITS	BALANCE
BEGINNING BALANCE: INTERFUND CASH					101000			61,037.60
03/01/2017	CR05	J1710634		HORNCSD -H2O FEES JAN 16/17	101000	1,232.16		
03/03/2017	J099	J1710754		HORNCSD>PH 2017 ANNUAL CUPA FE	101000		180.00	
03/07/2017	CR05	J1710862		HORNCSD MO#R20716992960	101000	140.00		
03/07/2017	CR05	J1710862		HORNCSD WATER FEES JAN/FEB 201	101000	402.45		
03/07/2017	CR05	J1710863		HORNCSD WATER FEES JAN 2017	101000	265.00		
03/07/2017	DNNI	10465745	I1718036	ACE HARDWARE - YREKA	101000		63.84	
03/07/2017	DNNI	10465748	I1718035	AT&T	101000		70.45	
03/07/2017	DNNI	10465749	I1718031	BASIC LABORATORY	101000		72.00	
03/07/2017	DNNI	10465754	I1718051	CHEM QUIP	101000		1,281.16	
03/07/2017	DNNI	10465755	I1718033	CR WATER TREATMENT	101000		100.00	
03/07/2017	DNNI	10465759	I1718056	DINGMAN, CLINT	101000		394.43	
03/07/2017	DNNI	10465761	I1718054	E SLOTE, PATRICIA	101000		27.99	
03/07/2017	DNNI	10465762	I1718046	EMPLOYMENT DEVELOPMENT DEPART	101000		120.10	
03/07/2017	DNNI	10465769	I1718043	KAMPA COMMUNITY SOLUTIONS	101000		2,500.00	
03/07/2017	DNNI	10465770	I1718041	KIRSHER, WINSTON, & BOSTON	101000		1,500.00	
03/07/2017	DNNI	10465777	I1718039	MURPHY, PEARSON, BRADLEY & FE	101000		1,000.00	
03/07/2017	DNNI	10465785	I1718030	PACIFIC POWER	101000		2,066.93	
03/07/2017	DNNI	10465795	I1718048	STATE BOARD OF EQUALIZATION	101000		169.48	
03/07/2017	DNNI	10465796	I1718050	STATE COMPENSATION INSURANCE	101000		285.75	
03/07/2017	DNNI	10465797	I1718052	STREAMLINE	101000		50.00	
03/07/2017	DNNI	10465798	I1718034	SUM IT UP ACCOUNTING, JULIE B	101000		750.00	
03/10/2017	CR05	J1711053		HORNCSD H2O FEES JAN/FEB 2017	101000	865.77		
03/16/2017	CR05	J1711335		HORNCSD H2O FEES FEB 16/17	101000	1,368.00		
03/21/2017	CR05	J1711609		HORNCSD H2O FEES FEB 16/17	101000	1,328.00		
03/21/2017	CR05	J1711609		HORNCSD H20 BOARD REIMB 16/17	101000	161.00		
03/21/2017	CR05	J1711610		HORNCSD -H2O FEES FEB 16/17	101000	352.00		
03/23/2017	DNNI	10466831	I1719325	DINGMAN, CLINT	101000		409.36	
03/28/2017	CR05	J1711956		HORNCSD H20 FEES MAR 16/17	101000	661.90		
03/28/2017	CR05	J1711956		HORNCSD BRADSHAW DEPOSIT FEE 1	101000	100.00		
03/28/2017	CR05	J1711956		HORNCSD BARNES DEP & CONNECT	101000	140.00		
ENDING BALANCE: INTERFUND CASH					101000	7,016.28	11,041.49	57,012.39
BEGINNING BALANCE: ACCOUNTS RECEIVABLE - ACCRUAL					121050			0.00
ENDING BALANCE: ACCOUNTS RECEIVABLE - ACCRUAL					121050	0.00	0.00	0.00
BEGINNING BALANCE: ACCOUNTS PAYABLE					211100			0.00
03/07/2017	INNI	I1718030		PACIFIC POWER	211100		2,066.93	
03/07/2017	INNI	I1718031		BASIC LABORATORY	211100		72.00	

03/07/2017	INNI	I1718033	CR WATER TREATMENT	211100	100.00
03/07/2017	INNI	I1718034	SUM IT UP ACCOUNTING, JULIE B	211100	750.00
03/07/2017	INNI	I1718035	AT&T	211100	70.45
03/07/2017	INNI	I1718036	ACE HARDWARE - YREKA	211100	63.84

COAS: S COUNTY OF SISKIYOU
 FUND: 781100 HORN BROOK CSD

TRANS DATE	TRAN TYPE	DOCUMENT NUMBER	DOCUMENT REF	DESCRIPTION	ACCOUNT	DEBITS	CREDITS	BALANCE
03/07/2017	INNI	I1718039		MURPHY, PEARSON, BRADLEY & FE	211100		1,000.00	
03/07/2017	INNI	I1718041		KIRSHER, WINSTON, & BOSTON	211100		1,500.00	
03/07/2017	INNI	I1718043		KAMPA COMMUNITY SOLUTIONS	211100		2,500.00	
03/07/2017	INNI	I1718046		EMPLOYMENT DEVELOPMENT DEPART	211100		120.10	
03/07/2017	INNI	I1718048		STATE BOARD OF EQUALIZATION	211100		169.48	
03/07/2017	INNI	I1718050		STATE COMPENSATION INSURANCE	211100		285.75	
03/07/2017	INNI	I1718051		CHEM QUIP	211100		1,281.16	
03/07/2017	INNI	I1718052		STREAMLINE	211100		50.00	
03/07/2017	INNI	I1718054		E SLOTE, PATRICIA	211100		27.99	
03/07/2017	INNI	I1718056		DINGMAN, CLINT	211100		394.43	
03/07/2017	DNNI	10465745	I1718036	ACE HARDWARE - YREKA	211100	63.84		
03/07/2017	DNNI	10465748	I1718035	AT&T	211100	70.45		
03/07/2017	DNNI	10465749	I1718031	BASIC LABORATORY	211100	72.00		
03/07/2017	DNNI	10465754	I1718051	CHEM QUIP	211100	1,281.16		
03/07/2017	DNNI	10465755	I1718033	CR WATER TREATMENT	211100	100.00		
03/07/2017	DNNI	10465759	I1718056	DINGMAN, CLINT	211100	394.43		
03/07/2017	DNNI	10465761	I1718054	E SLOTE, PATRICIA	211100	27.99		
03/07/2017	DNNI	10465762	I1718046	EMPLOYMENT DEVELOPMENT DEPART	211100	120.10		
03/07/2017	DNNI	10465769	I1718043	KAMPA COMMUNITY SOLUTIONS	211100	2,500.00		
03/07/2017	DNNI	10465770	I1718041	KIRSHER, WINSTON, & BOSTON	211100	1,500.00		
03/07/2017	DNNI	10465777	I1718039	MURPHY, PEARSON, BRADLEY & FE	211100	1,000.00		
03/07/2017	DNNI	10465785	I1718030	PACIFIC POWER	211100	2,066.93		
03/07/2017	DNNI	10465795	I1718048	STATE BOARD OF EQUALIZATION	211100	169.48		
03/07/2017	DNNI	10465796	I1718050	STATE COMPENSATION INSURANCE	211100	285.75		
03/07/2017	DNNI	10465797	I1718052	STREAMLINE	211100	50.00		
03/07/2017	DNNI	10465798	I1718034	SUM IT UP ACCOUNTING, JULIE B	211100	750.00		
03/23/2017	INNI	I1719325		DINGMAN, CLINT	211100		409.36	
03/23/2017	DNNI	10466831	I1719325	DINGMAN, CLINT	211100	409.36		
ENDING BALANCE: ACCOUNTS PAYABLE					211100	10,861.49	10,861.49	0.00
BEGINNING BALANCE: ACCOUNTS PAYABLE ACCRUAL					211150			0.00
ENDING BALANCE: ACCOUNTS PAYABLE ACCRUAL					211150	0.00	0.00	0.00
BEGINNING BALANCE: C/Y REVENUE CONTROL					311000			48,929.40
03/01/2017	CR05	J1710634		HORNCSD -H2O FEES JAN 16/17	311000		1,232.16	
03/07/2017	CR05	J1710862		HORNCSD MO#R20716992960	311000		140.00	
03/07/2017	CR05	J1710862		HORNCSD WATER FEES JAN/FEB 201	311000		402.45	
03/07/2017	CR05	J1710863		HORNCSD WATER FEES JAN 2017	311000		265.00	
03/10/2017	CR05	J1711053		HORNCSD H2O FEES JAN/FEB 2017	311000		865.77	

03/16/2017	CR05	J1711335	HORNCSD H2O FEES FEB 16/17	311000	1,368.00
03/21/2017	CR05	J1711609	HORNCSD H2O FEES FEB 16/17	311000	1,328.00
03/21/2017	CR05	J1711610	HORNCSD -H2O FEES FEB 16/17	311000	352.00
03/28/2017	CR05	J1711956	HORNCSD BRADSHAW DEPOSIT FEE 1	311000	100.00

COAS: S COUNTY OF SISKIYOU
 FUND: 781100 HORN BROOK CSD

TRANS DATE	TRAN TYPE	DOCUMENT NUMBER	DOCUMENT REF	DESCRIPTION	ACCOUNT	DEBITS	CREDITS	BALANCE
03/28/2017	CR05	J1711956		HORNCSD BARNES DEP & CONNECT	311000		140.00	
03/28/2017	CR05	J1711956		HORNCSD H20 FEES MAR 16/17	311000		661.90	
ENDING BALANCE: C/Y REVENUE CONTROL					311000	0.00	6,855.28	55,784.68
BEGINNING BALANCE: C/Y EXPENDITURE CONTROL					311100			46,648.70
03/03/2017	J099	J1710754		HORNCSD>PH 2017 ANNUAL CUPA FE	311100	180.00		
03/07/2017	INNI	I1718030		PACIFIC POWER	311100	2,066.93		
03/07/2017	INNI	I1718031		BASIC LABORATORY	311100	72.00		
03/07/2017	INNI	I1718033		CR WATER TREATMENT	311100	100.00		
03/07/2017	INNI	I1718034		SUM IT UP ACCOUNTING, JULIE B	311100	750.00		
03/07/2017	INNI	I1718035		AT&T	311100	70.45		
03/07/2017	INNI	I1718036		ACE HARDWARE - YREKA	311100	63.84		
03/07/2017	INNI	I1718039		MURPHY, PEARSON, BRADLEY & FE	311100	1,000.00		
03/07/2017	INNI	I1718041		KIRSHER, WINSTON, & BOSTON	311100	1,500.00		
03/07/2017	INNI	I1718043		KAMPA COMMUNITY SOLUTIONS	311100	2,500.00		
03/07/2017	INNI	I1718046		EMPLOYMENT DEVELOPMENT DEPART	311100	120.10		
03/07/2017	INNI	I1718048		STATE BOARD OF EQUALIZATION	311100	169.48		
03/07/2017	INNI	I1718050		STATE COMPENSATION INSURANCE	311100	285.75		
03/07/2017	INNI	I1718051		CHEM QUIP	311100	1,281.16		
03/07/2017	INNI	I1718052		STREAMLINE	311100	50.00		
03/07/2017	INNI	I1718054		E SLOTE, PATRICIA	311100	27.99		
03/07/2017	INNI	I1718056		DINGMAN, CLINT	311100	394.43		
03/21/2017	CR05	J1711609		HORNCSD H20 BOARD REIMB 16/17	311100		161.00	
03/23/2017	INNI	I1719325		DINGMAN, CLINT	311100	409.36		
ENDING BALANCE: C/Y EXPENDITURE CONTROL					311100	11,041.49	161.00	57,529.19
BEGINNING BALANCE: C/Y ESTIMATED REVENUE CONTROL					311500			87,391.00
ENDING BALANCE: C/Y ESTIMATED REVENUE CONTROL					311500	0.00	0.00	87,391.00
BEGINNING BALANCE: C/Y APPROPRIATIONS CONTROL					311600			97,383.00
ENDING BALANCE: C/Y APPROPRIATIONS CONTROL					311600	0.00	0.00	97,383.00
BEGINNING BALANCE: C/Y BUDGETED CHANGE TO F/B CONTROL					311800			9,992.00 D
ENDING BALANCE: C/Y BUDGETED CHANGE TO F/B CONTROL					311800	0.00	0.00	9,992.00 D
BEGINNING BALANCE: FUND BALANCE UNASSIGNED					471000			58,756.90

ENDING BALANCE:	FUND BALANCE UNASSIGNED	471000	0.00	0.00	58,756.90
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 FISCAL YEAR 2017

Siskiyou County
 General Ledger Detail Transact
 From 01-MAR-2017 To 31-MAR-2017

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COAS: S COUNTY OF SISKIYOU
 FUND: 781100 HORN BROOK CSD

TRANS DATE	TRAN TYPE	DOCUMENT NUMBER	DOCUMENT REF	DESCRIPTION	ACCOUNT	DEBITS	CREDITS	BALANCE
TOTAL FUND: 781100 HORN BROOK CSD						TOTAL DEBITS	TOTAL CREDITS	ENDING BALANCE
				ASSETS	01	7,016.28	11,041.49	57,012.39
				LIABILITIES	02	10,861.49	10,861.49	0.00
				CONTROL ACCOUNTS	03	11,041.49	7,016.28	1,744.51
				FUND BALANCES	04	0.00	0.00	58,756.90

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FISCAL YEAR 2017

Siskiyou County
General Ledger Detail Transact
From 01-MAR-2017 To 31-MAR-2017

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FGRGLTA

* * * REPORT CONTROL INFORMATION * * *

PARAMETER SEQUENCE NUMBER: 505198
FISCAL YEAR: 2017
CHART OF ACCOUNTS: S
FROM FUND: 781100
TO FUND: 781100
FROM ACCOUNT:
TO ACCOUNT:
FROM: 01-MAR-2017
TO: 31-MAR-2017
INCLUDE ACCRUAL: Y
PRINT FUND TOTALS: Y
NUMBER OF PRINTED LINES PER PAGE: 55

RECORD COUNT: 10

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 FISCAL YEAR 17

Siskiyou County
 Organization Detail Activity
 From 01-MAR-2017 To 31-MAR-2017

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 FGRODTA

COAS: S COUNTY OF SISKIYOU
 ORG: 405010 HORN BROOK CSD

TRANS DATE	TRAN TYPE	DOCUMENT NUMBER	DOCUMENT REF #	DESCRIPTION	ACCOUNT/FUND	BUDGET ACTIVITY	TRANSACTION ACTIVITY	ENCUMBRANCE ACTIVITY	CMT TYP
				HORN BROOK CSD	781100				
				BEGINNING BALANCE: INTEREST	530100	300.00	292.35	0.00	
				ENDING BALANCE: INTEREST	530100	300.00	292.35	0.00	
				BEGINNING BALANCE: WATER FEES	552250	0.00	46,950.23	0.00	
03/01/2017	CR05	J1710634		HORNCSD -H2O FEES JAN 16/17	552250		1,232.16		U
03/07/2017	CR05	J1710862		HORNCSD MO#R20716992960	552250		140.00		U
03/07/2017	CR05	J1710862		HORNCSD WATER FEES JAN/FEB	552250		402.45		U
03/07/2017	CR05	J1710863		HORNCSD WATER FEES JAN 2017	552250		265.00		U
03/10/2017	CR05	J1711053		HORNCSD H2O FEES JAN/FEB 20	552250		865.77		U
03/16/2017	CR05	J1711335		HORNCSD H2O FEES FEB 16/17	552250		1,368.00		U
03/21/2017	CR05	J1711609		HORNCSD H2O FEES FEB 16/17	552250		1,328.00		U
03/21/2017	CR05	J1711610		HORNCSD -H2O FEES FEB 16/17	552250		352.00		U
03/28/2017	CR05	J1711956		HORNCSD BRADSHAW DEPOSIT FE	552250		100.00		U
03/28/2017	CR05	J1711956		HORNCSD BARNES DEP & CONNEC	552250		140.00		U
03/28/2017	CR05	J1711956		HORNCSD H2O FEES MAR 16/17	552250		661.90		U
				ENDING BALANCE: WATER FEES	552250	0.00	53,805.51	0.00	
				BEGINNING BALANCE: WATER LATE FEES	552251	800.00	0.00	0.00	
				ENDING BALANCE: WATER LATE FEES	552251	800.00	0.00	0.00	
				BEGINNING BALANCE: PARK AND RECREATION SERVICES	552500	86,291.00	0.00	0.00	
				ENDING BALANCE: PARK AND RECREATION SERVICES	552500	86,291.00	0.00	0.00	
				BEGINNING BALANCE: MISCELLANEOUS OTHER REVENUE	560200	0.00	1,686.82	0.00	
				ENDING BALANCE: MISCELLANEOUS OTHER REVENUE	560200	0.00	1,686.82	0.00	
				BEGINNING BALANCE: REGULAR WAGES	611100	21,590.00	8,573.44	0.00	
03/07/2017	INNI	I1718046		EMPLOYMENT DEVELOPMENT DEP	611100		120.10		U
03/07/2017	INNI	I1718056		DINGMAN, CLINT	611100		394.43		U
03/23/2017	INNI	I1719325		DINGMAN, CLINT	611100		409.36		U
				ENDING BALANCE: REGULAR WAGES	611100	21,590.00	9,497.33	0.00	

BEGINNING BALANCE:	WORKERS' COMPENSATION	623100	2,494.00	631.50	0.00	
03/07/2017 INNI I1718050	STATE COMPENSATION INSURAN	623100		285.75		U

Siskiyou County
 Organization Detail Activity
 From 01-MAR-2017 To 31-MAR-2017

COAS: S COUNTY OF SISKIYOU
 ORG: 405010 HORN BROOK CSD

TRANS DATE	TRAN TYPE	DOCUMENT NUMBER	DOCUMENT REF #	DESCRIPTION	ACCOUNT/FUND	BUDGET ACTIVITY	TRANSACTION ACTIVITY	ENCUMBRANCE ACTIVITY	CMT TYP
HORN BROOK CSD					781100				
ENDING BALANCE:		WORKERS' COMPENSATION			623100	2,494.00	917.25	0.00	
BEGINNING BALANCE:		SPECIAL DEPARTMENTAL EXPENSE			728000	48,299.00	34,951.71	0.00	
03/03/2017	J099	J1710754		HORNCSD>PH 2017 ANNUAL CUPA	728000		180.00		U
03/07/2017	INNI	I1718030		PACIFIC POWER	728000		2,066.93		U
03/07/2017	INNI	I1718031		BASIC LABORATORY	728000		72.00		U
03/07/2017	INNI	I1718033		CR WATER TREATMENT	728000		100.00		U
03/07/2017	INNI	I1718034		SUM IT UP ACCOUNTING, JULI	728000		750.00		U
03/07/2017	INNI	I1718035		AT&T	728000		70.45		U
03/07/2017	INNI	I1718036		ACE HARDWARE - YREKA	728000		63.84		U
03/07/2017	INNI	I1718039		MURPHY, PEARSON, BRADLEY &	728000		1,000.00		U
03/07/2017	INNI	I1718041		KIRSHER, WINSTON, & BOSTON	728000		1,500.00		U
03/07/2017	INNI	I1718043		KAMPA COMMUNITY SOLUTIONS	728000		2,500.00		U
03/07/2017	INNI	I1718048		STATE BOARD OF EQUALIZATIO	728000		169.48		U
03/07/2017	INNI	I1718051		CHEM QUIP	728000		1,281.16		U
03/07/2017	INNI	I1718052		STREAMLINE	728000		50.00		U
03/07/2017	INNI	I1718054		E SLOTE, PATRICIA	728000		27.99		U
03/21/2017	CR05	J1711609		HORNCSD H2O BOARD REIMB 16/	728000		-161.00		U
ENDING BALANCE:		SPECIAL DEPARTMENTAL EXPENSE			728000	48,299.00	44,622.56	0.00	
BEGINNING BALANCE:		EQUIPMENT - SPECIAL DISTRICTS			762100	5,000.00	2,492.05	0.00	
ENDING BALANCE:		EQUIPMENT - SPECIAL DISTRICTS			762100	5,000.00	2,492.05	0.00	
BEGINNING BALANCE:		INFRASTRUCTURE			763000	20,000.00	0.00	0.00	
ENDING BALANCE:		INFRASTRUCTURE			763000	20,000.00	0.00	0.00	
TOTAL ORGANIZATION: 405010 HORN BROOK CSD									
				REVENUES	05	87,391.00	55,784.68	0.00	
				LABOR	06	24,084.00	10,414.58	0.00	
				EXPENDITURES	07	73,299.00	47,114.61	0.00	

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FISCAL YEAR 17

Siskiyou County
Organization Detail Activity
From 01-MAR-2017 To 31-MAR-2017

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* * * REPORT CONTROL INFORMATION * * *

PARAMETER SEQUENCE NUMBER: 505100
FISCAL YEAR: 17
CHART OF ACCOUNTS: S
FROM ORGANIZATION:
TO ORGANIZATION:
FROM FUND: 781100
TO FUND: 781100
FROM ACCOUNT:
TO ACCOUNT:
FROM DATE: 01-MAR-2017
TO DATE: 31-MAR-2017
INCLUDE ACCRUAL: Y
PRINT ORGANIZATION TOTALS: Y
COMMITMENT TYPE: B
NUMBER OF PRINTED LINES PER PAGE: 55

RECORD COUNT: 10

COAS: S COUNTY OF SISKIYOU
 FUND: 781100 HORN BROOK CSD

		***** BALANCE *****	
ACCOUNT	ASSETS TITLE	CURRENT AS OF 31-MAR-2017	PRIOR AS OF 31-MAR-2016
101000	INTERFUND CASH	57,012.39 D	53,580.82 D
TOTAL:	CASH & CASH EQUIVALENTS	57,012.39 D	53,580.82 D
121050	ACCOUNTS RECEIVABLE - ACCRUAL	.00 D	.00 D
TOTAL:	CURRENT RECEIVABLES	.00 D	.00 D
	TOTAL ASSETS	57,012.39 D	53,580.82 D
LIABILITIES			
ACCOUNT	TITLE		
211100	ACCOUNTS PAYABLE	.00 C	.00 C
211150	ACCOUNTS PAYABLE ACCRUAL	.00 C	.00 C
TOTAL:	CURRENT LIABILITIES	.00 C	.00 C
	TOTAL LIABILITIES	.00 C	.00 C
CONTROL ACCOUNTS			
ACCOUNT	TITLE		
311000	C/Y REVENUE CONTROL	55,784.68 C	52,795.66 C
311100	C/Y EXPENDITURE CONTROL	57,529.19 D	45,257.36 D
311500	C/Y ESTIMATED REVENUE CONTROL	87,391.00 D	87,391.00 D
311600	C/Y APPROPRIATIONS CONTROL	97,383.00 C	86,099.00 C
311800	C/Y BUDGETED CHANGE TO F/B CONTROL	9,992.00 D	1,292.00 C
TOTAL:	CONTROL ACCOUNTS	1,744.51 D	7,538.30 C
	TOTAL CONTROL ACCOUNTS	1,744.51 D	7,538.30 C
FUND BALANCES			
ACCOUNT	TITLE		

COAS: S COUNTY OF SISKIYOU
 FUND: 781100 HORN BROOK CSD

ACCOUNT	FUND BALANCES TITLE	***** BALANCE *****	
		CURRENT AS OF 31-MAR-2017	PRIOR AS OF 31-MAR-2016
471000	FUND BALANCE UNASSIGNED	58,756.90 C	46,042.52 C
TOTAL:	FUND BALANCE - UNASSIGNED	58,756.90 C	46,042.52 C
	TOTAL FUND BALANCES	58,756.90 C	46,042.52 C
	TOTAL LIABILITIES & FUND BALANCE:	57,012.39 C	53,580.82 C
	GRAND TOTAL:	.00 C	.00 C

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FISCAL YEAR 17

Siskiyou County
Trial Balance
AS OF 31-MAR-2017

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* * * REPORT CONTROL INFORMATION * * *

Parameters were obtained through job submission

PARAMETER SEQUENCE NUMBER: 505144
FISCAL YEAR: 17
CHART OF ACCOUNTS: S
AS OF DATE: 31-MAR-2017
FUND OPTION: R Range of Funds
From Fund: 781100
To Fund: 781100
INCLUDE ACCRUAL: Y
NUMBER OF PRINTED LINES PER PAGE: 55

RECORD COUNT: 20

Hornbrook Community Services District

Regular Meeting of April 25th, 2017

AGENDA SUPPORTING DATA

5. DISCUSSION AND ACTION ITEMS

- a. Discussion and action related to the adoption of revised and restated District bylaws.

Recommended Motion

Staff recommends the following motion:

This item is for discussion and direction to staff only.

Background

The bylaws included herein for review by the Board have been revised and restated for consideration. Staff has found that these policies are more user friendly and convenient when separated into several, manageable policies that can be passed collectively with a single motion. When adopted in this fashion, the individual policies can be adopted together but amended and tracked separately in the future as needed.

As directed by the Board, these Bylaws are strictly in draft form, and to be reviewed and receive input from the Board of Directors prior to adoption at a subsequent meeting.

HORNBROOK COMMUNITY SERVICES DISTRICT
Board of Directors
Policy and Procedure Manual

POLICY TITLE: Board of Directors – Authority of the Board and Officers

POLICY NUMBER: 4000

ADOPTED:

AMENDED:

4000.01 Authority of the Board

The Board of Directors is the governing body of the District. The Board shall act only at its regular meetings, regular adjourned meetings, special meetings or emergency meetings.

4000.02 Officers

At the regular meeting in December following a general election, the Directors shall elect one of their members President of the Board and another of the members Vice President of the Board. Term of office for each shall be two (2) years. The elected President or the Vice President may succeed him or herself in office once, for two (2) terms or four (4) years in office. Should the President or Vice President vacate his or her office prior to the end of the prescribed two-year term, a replacement shall be appointed by the Directors to complete the term of the replaced officer.

HORNBROOK COMMUNITY SERVICES DISTRICT
Board of Directors
Policy and Procedure Manual

POLICY TITLE: Duties of the Board and Officers

POLICY NUMBER: 4010

ADOPTED:

AMENDED:

4010.01 Presiding Officer

The President shall preside at all meetings of the Board. The Vice President shall preside at all meetings of the Board in the absence of the President. If both the President and Vice President are absent, the Directors in attendance shall select a Director to preside over the meeting.

4010.02 Duties of the President

The President of the Board shall preserve order and decorum and shall decide questions of order, subject to appeal to the Board of Directors. The President from the chair may place a motion before the Board, second a motion and vote irrespective of the existence of an otherwise tie vote.

The President shall act as spokesperson for the Board with respect to its actions and policies, and those of the District. This provision, however, shall not preclude any other member of the Board from making appropriate comments within the scope of his or her position.

The President, or any member of the Board or staff person so designated, shall represent the Board where it is appropriate or desirable for the District to appear, at meetings of other public agencies, private entities, before public or private groups, or on other public or private occasions. However, this provision shall not limit the attendance of any Director or authorized officer or employee of the District in conformance with the requirements of the Brown Act.

The President shall work through the General Manager, counsel or other officer of the District to obtain such information as may be necessary and appropriate to assist the Board in its deliberations, and may direct staff to implement the policies and decisions of the Board. Except as provided herein, or except as approved by the Board, individual members of the Board shall not act independently to direct staff in the performance of their duties.

4010.03 Duties of the Vice President

The Vice President shall act if the President is absent or unable to act and shall exercise all of the powers of the President on such occasions.

4010.04 Authority of Individual Board Members

All powers of the District shall be exercised and performed by the Board as a body. Individual Board Members, except as provided in these bylaws or otherwise authorized by the Board, shall have no independent power to act for the District, or the Board, or to direct staff of the District.

HORNBROOK COMMUNITY SERVICES DISTRICT
Board of Directors
Policy and Procedure Manual

POLICY TITLE: Employees and Consultants

POLICY NUMBER: 4020

ADOPTED:

AMENDED:

4020.01 Principal Employees

The Board shall, as necessary, appoint a General Manager and a District Secretary. The General Manager may also act as District Secretary, but no Director shall be appointed as General Manager. The General Manager, District Secretary or a third party may also be appointed as the Finance Officer/Treasurer. No Director shall be appointed as the Finance Officer/Treasurer.

4020.02 Compensation

The Board may also appoint and employ, fix the compensation of, and prescribe the duties and authorities of other officers, employees, attorneys, engineers, and other professional consultants as necessary or convenient for the business of the District.

HORNBROOK COMMUNITY SERVICES DISTRICT
Board of Directors
Policy and Procedure Manual

POLICY TITLE: Duties of Employees

POLICY NUMBER: 4030

ADOPTED:

AMENDED:

4030.01 Duties of General Manager

The General Manager shall be responsible for all of the following:

- 4030.01.1** The Implementation of the policies established by the Board of Directors for the operation of the District.
- 4030.01.2** The appointment, supervision, discipline, and dismissal of the District's employees, consistent with the employee relations system established by the Board of Directors.
- 4030.01.3** The supervision of the District's facilities and services.
- 4030.01.4** The supervision of the District's finances.

4030.02 Duties of the District Secretary

The District Secretary shall prepare and mail or send by electronic media to each person entitled thereto copies of agendas, minutes of the preceding meeting, and notice of meetings. The District Secretary shall prepare minutes for adoption by the Board of Directors setting forth all actions taken by the Board and shall preserve minutes and other records of actions of the governing Board. Upon Board Action, a recording secretary may be appointed to record and transcribe the minutes of meetings.

HORNBROOK COMMUNITY SERVICES DISTRICT
Board of Directors
Policy and Procedure Manual

POLICY TITLE: Meeting Time and Place

POLICY NUMBER: 4040

ADOPTED:

AMENDED:

4040.01 Time

The time for regular meetings of the Board of Directors of the Hornbrook Community Services District shall be set by Resolution of the Board annually in December for the ensuing year. The regular meeting date, once established, can be reset to accommodate member travel schedules, illness, or other cause. The Board shall diligently attempt to hold the regular meeting on the established schedule.

4040.02 Place

The place of meetings of the Board of Directors shall be at the Hornbrook Community Hall located at 220 Main Street, Hornbrook, CA 96044, unless otherwise designated by the Board of Directors.

HORNBROOK COMMUNITY SERVICES DISTRICT
Board of Directors
Policy and Procedure Manual

POLICY TITLE: Meeting Manner

POLICY NUMBER: 4050

ADOPTED:

AMENDED:

4050.01 Recording

The proceedings of all regular and special Board meetings shall be recorded by audiotape and/or electronic media. Meeting recordings shall be retained for a period of one (1) year. Video and audio taping of regular or special meetings shall conform to sections 54953.5§ & 54953.6§ of the Brown Act.

4050.02 Special Meetings

The time, place, and manner of calling all other meetings of the Board of Directors shall be undertaken as prescribed in the Ralph M. Brown Act. (Government Code Sections 54950 et.seq.)

4050.03 Adjourned Meetings

A majority vote by the Board of Directors may terminate any meeting at any place in the agenda to any time and place specified in the order of adjournment, except that if no Directors are present at any regular or adjourned regular meeting, the General Manager may declare the meeting adjourned to a stated time and place.

4050.04 Compliance with Brown Act

All meetings of the Board of Directors and Committees shall be open and public and all persons shall be permitted to attend any public meeting of the Board of Directors; provided, however, that closed sessions may be held when permitted by law.

4050.05 Secret Ballots

Secret Ballots are not allowed.

4050.06 Meetings

All public meetings shall be conducted in compliance with the provisions of this Chapter and where not otherwise addressed, in compliance with Policy 4080, Rules of Order.

4050.07 Deviations

No deviation from or failure to follow the procedures set forth in the Board Bylaws shall invalidate any action or decision by the Board of Directors unless said decision is subsequently invalidated by court order or action of the District Board.

HORNBROOK COMMUNITY SERVICES DISTRICT
Board of Directors
Policy and Procedure Manual

POLICY TITLE: **Actions and Decisions**

POLICY NUMBER: **4090**

ADOPTED:

AMENDED:

4090.01 Method of Action

The Board shall act only by ordinance, resolution or motion.

4090.02 Majority - Quorum

The majority of the Board shall constitute a quorum for the transaction of business.

4090.03 Majority Vote Required

No ordinance, resolution or motion shall be passed or shall become effective without the affirmative vote of at least a majority of the members of the Board.

4090.04 Recordation of Vote Exceptions

For action taken by motion without the unanimous vote of all Directors present voting, the name of the Ayes and Noes shall be entered in the minutes. For passage of all ordinances and resolutions, the names of the Ayes, Noes, Abstain, and Absent shall be entered into the minutes of the Board

4090.05 Enacting Clause of Ordinances

The form of enacting clause of all ordinances passed by the Board shall be: "Be it ordained by the Board of Directors of the Hornbrook Community Services District as follows."

4090.06 Executions of Ordinances

All ordinances shall be signed by the President and attested by the District Secretary.

4090.07 Approval of Agreements

All agreements of the District shall be approved by Board Resolution and signed by the President and attested by the District Secretary. The Board may authorize the General Manager to sign agreements on behalf of the District for convenience or timeliness.

4090.08 Approval of Policies and Bylaws

All adopted and amended policies and bylaws of the District shall be approved by Board Resolution and shall contain an official approval and each amendment date, attested by the Secretary.

HORNBROOK COMMUNITY SERVICES DISTRICT
Board of Directors
Policy and Procedure Manual

POLICY TITLE: Board Conduct

POLICY NUMBER: 4100

ADOPTED:

AMENDED:

4100.01 Conflict of Interest

No Director shall make, participate in or in any way attempt to use his or her official position to influence a decision on any issue when prohibited from doing so by the Political Reform Act of 1974 (Government Code Section 81000, et. Seq.), or any other law. A Director shall, when an agenda item is called, declare that he or she has a conflict of interest, state what the conflict of interest is, and shall remove him or herself from the Board room during the discussion. The Director's removal shall be noted on the record by the District Secretary, who shall also note the Director's return when the time is completed. The District shall adopt a separate Conflict of Interest Policy as required by law.

4100.02 Ethics

Directors shall at all times comply with the District's Ethics Policy for Board of Directors. Directors shall comply with the requirements of Government Code Section 53235 by receiving at least two hours of training in general ethics principles and ethics laws relevant to District service within 30 days of assuming office and every two years thereafter, and shall file with the District Secretary a copy of the certificate verifying the completion of such training.

4100.02 Other Training

Directors shall complete Sexual Harassment training for Supervisors as soon as possible upon the assumption of office, and every two years thereafter, and shall file with the District Secretary a copy of the certificate verifying the completion of such training. Board members shall avail themselves of available governance and Board leadership training when and if such can be supported in the District budget.

4100.03 Decorum

Directors should commit themselves to emphasizing the positive, avoiding double talk, hidden agendas, gossip, backbiting, and other negative forms of interaction.

Directors should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities rather than issues should be avoided.

Differing viewpoints are healthy in the decision-making process. Individuals have the right to

disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors takes action, Directors should not create barriers to the implementation of said action.

In handling complaints from residents and property owners of the District, said complaints should be referred directly to the General Manager.

The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.

When responding to constituent requests and concerns, Directors should be courteous, responding to individuals in a positive manner and routing their questions through the General Manager.

HORNBROOK COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Committees

POLICY NUMBER: 4110

ADOPTED:

AMENDED:

4110.01 General Rules Governing Committees

The President of the Board of Directors may appoint members of the Board of Directors to serve on a Committee.

No more than two Directors of the Board shall serve on any one Standing or Ad-Hoc Committee as further detailed below. Other Directors may attend Standing Committee meetings as observers in accordance with the Brown Act, but have no authority to participate in any way in Committee discussions.

Committees should focus on matters, which typically require extensive research and review, but should not operate in such a way that they make management decisions better left to paid staff.

A Committee may take no action. Recommendations for formal action of the Board of Directors are made in the Committee reports.

Any Standing Committee or Ad-Hoc Committee that is appointed by action of the Board of Directors and/or has members of the public serving on the Committee shall then come under the posting requirements of the Brown Act and shall be open to the public.

Standing Committees may be formed to take on matters of ongoing interest such as budgets, operations and policies. The meetings of Standing Committees shall be held when called by the Chair or other Director member.

Duties and Functions: At the time the President forms the Standing Committee, s/he shall give instructions of the duties for each Committee. Additional duties and functions may be delegated by the President, as the needs arise.

The Committee shall give a report at the regular meeting of the Board of Directors and if a need to take action should arise, the Committee shall bring a recommendation to the Board of Directors at any duly noticed meeting. The Committee Chairman shall notify the General Manager of the items to be placed on the agenda where action is needed, if possible, one week prior to the meeting.

4110.02 Ad Hoc Committees

Ad Hoc Committees may be created by the Board President to undertake special research assignments on behalf of the Board. An ad hoc Committee shall consist of two or less members of the Board, and exist for a specified term or until its special assignments are completed, which comes first, but its existence may be extended for an added term or added assignments by action of the Board. Unless otherwise specified, Ad-Hoc Committees are not subject to Brown Act requirements and members of an Ad Hoc Committee shall be appointed by the President of the Board and shall serve at the President's pleasure.

HORNBROOK COMMUNITY SERVICES DISTRICT
Board of Directors
Policy and Procedure Manual

POLICY TITLE: Rules of Order for Board and Committee Meetings

POLICY NUMBER: 4080

ADOPTED:

AMENDED:

Action Items shall be brought before and considered by the Board by a motion in accordance with this policy.

4080.01 Obtaining the Floor

Any member of the Board desiring to speak should address the President and upon recognition by the President, may address the subject under discussion.

4080.02 Motions

Any member of the Board, including the President, may make or second a motion. A motion shall be brought and considered when a member of the Board makes a motion and another Director seconds the motion. The motion is then open to discussion and debate. After the matter has been fully discussed and debated, the President will call for the vote.

4080.03 Motion to Amend

A main motion may be amended before it is voted on, either by the consent of the members of the Board who moved and seconded, or by a new motion and second.

4080.04 Motion to Postpone or Table

A main motion may be postponed to a certain time by a motion to postpone, which is then seconded and approved by a majority vote of the Board.

4080.05 Motion to Refer to Committee

A main motion may be referred to a Board committee for further study and recommendation by a motion to refer to a committee, which is then seconded and approved by a majority vote of the Board.

4080.06 Motion to Close Debate and Vote Immediately

As provided above, any member of the Board may move to close debate and immediately vote on a main motion.

4080.07 Motion to Adjourn

A meeting may be adjourned by motion made, seconded, and approved by a majority vote of the Board before voting on a main motion.

4080.08 Decorum

The President shall take whatever actions are necessary and appropriate to preserve order and decorum during Board meetings, including public hearings. The President may adjourn the meeting to temporary recess to gain order in the meeting, or may eject any person or persons making improper personal, impertinent or slanderous remarks, refusing to abide by a request from the President, or otherwise interrupting the meeting or hearing.

Hornbrook Community Services District

Regular Meeting of April 25th, 2017

AGENDA SUPPORTING DATA

5. DISCUSSION AND ACTION ITEMS

- b. Discussion and Action related to the revised Water Service Rules and Regulations.

Recommended Motion

Staff recommends the following motion:

This item is for discussion and input/staff direction only at this time.

Background

Attached herein is the first draft of the revised Water Service Rules and Regulations for review by the Board of Directors. These Water Rules and Regulations will be considered for adoption at a future meeting after input has been received and addressed in future drafts.

Due to the length of this document, several sections have been removed for consideration at the May 2017 or subsequent meetings, including:

- Backflow prevention
- Water conservation
- Dedication and Acceptance of wells

The draft fee schedules are included for format and content review only at this time, and dollar amounts will be addressed in a future meeting.

HORNBROOK COMMUNITY SERVICES DISTRICT

WATER RULES & REGULATIONS

Adopted: DATE

Res. 2017-

Amended: DATE

Res.

TABLE OF CONTENTS TO BE INSERTED
REGULATION NO. 1

PURPOSE AND POLICY
DEFINITIONS

1.1 Purpose and Policy

These Water Rules and Regulations set uniform requirements for design, methods of construction, operation and maintenance of both public and private water supply, storage and distribution facilities and water service connections served by the water system of the Hornbrook Community Services District (hereinafter referred to as "District"). Uniform application of this ordinance to all customers served by the District water system shall enable the District to comply with the water quality requirements set by the Environmental Protection Agency (EPA) and the California State Water Resources Control Board, Drinking Water Division and such other state and/or national standards of performance which may apply. This Ordinance also provides for the setting of user charges and fees for the equitable distribution of cost to all users, and the issuance of permits to certain users.

1.2 Definitions

"Accessory Dwelling" - A secondary dwelling with a floor space of 850 square feet or less which is located on a parcel which also has a primary residence.

"Adequate and Reserve Capacity" - Water mains capable of supplying, to applicant's land, potable water within the velocity and pipe size specifications set forth in the District Regulations, contained herein.

"Application for Service" - Written application requesting District service to a specific parcel of land, as indicated on a form provided by the District, together with such plans, specifications and fees as the District's Regulations shall, from time-to-time, require.

"AWWA" - American Water Works Association, a national association of water purveyors.

"Backflow Prevention Device" - Equipment used to protect the District's public water supply against actual or potential cross-connection with other sources of water supply or with sources of possible contamination.

"Board" - The Board of Directors of the Hornbrook Community Services District.

"Bulk Usage" - Water sold to a temporary customer by the truck load usually through fire hydrants, measured by a portable meter supplied by the District.

"Capacity Charge" - A charge required for the purpose of replacing the capacity of the District's facilities to be used by a project or a new service where such capacity has not been previously provided by a developer.

"Certificate of Lien" - Written certificate of an overdue balance owing to the District by any user, duly recorded with the Siskiyou County Recorder.

"Change of Use" - When the primary water use changes from one classification to another, increases quantity, and/or adds multiple uses per Section _____.

"Check Valve Assembly" - A mechanical device installed on a water line to restrict the flow of water in one direction only.

"Commercial Water User" - A water user who provides or distributes a product or service. Customers who conduct a business out of a residence, and who require water service for the operation of the business, may qualify as a commercial water user at the discretion of the District.

"Connection Fees" - A charge imposed upon all applicants for service at the time service is sought from the District. "Connection fee" is a general term that encompasses a variety of one-time charges imposed upon applicants for service. A "connection fee" includes, but is not limited to, the fees charged to make the physical connection to the District's system, meter set charges, capacity charges (which compensate the District for expenses incurred in providing existing capacity or an increase in needed capacity).

"Control Valve" - A device used to control the flow of water in water line or in fire hydrant laterals.

"District" - Hornbrook Community Services District, a County Water District organized under Division 12 (Sections 30000 et. seq.) of the Water Code. An action of the District may be taken by either its appropriate management staff or as approved by its Board of Directors.

"Engineer" - The consulting Engineer of the District.

"Extension Facilities" - Water supply, treatment, storage and distribution facilities of whatever type or nature which has as its purpose the improvement or expansion of existing District water service.

"Final Approval" - Written certification that the installed water facilities have complied with all District Regulations, has been delivered to the District as District property, and has been accepted by the District as evidenced by written correspondence from the District form dated and signed by the General Manager.

"Finance Director" – The Finance Director of the Hornbrook Community Services District.

“General Manager” – The General Manager of the Hornbrook Community Services District.

"Industrial Water Service" - Water that is provided to customers that manufacture or process materials as defined by the North American Industry Classification System.

"Institutional Water User" - A user dedicated to public service including schools, courts, churches, hospitals and government facilities.

"ISO" - Fire demand pipe size requirements as specified by the fire suppression rating schedule published by the Insurance Service Office, edition 6-80, or current edition.

"Landowner" - That person who possesses an interest in real property, greater than that of leasehold interest, in land located within the geographical boundaries of the District.

"Meter" - The mechanical equipment capable of measuring the quantity of water delivered to a designated parcel.

"Minimum Monthly Charge" - Also referred to as “Base Rate”; a monthly service charge for every account to which water service is provided and readily available through a connection to the District’s system, irrespective of actual water usage, to compensate the District for the cost of operating, maintaining and improving the water system in a ready to serve state.

"Multi-Family Water User" - A customer with a water meter which serves more than one single-family residence or dwelling unit, including apartments, mobile homes and accessory dwellings,

"New Service" - Refers to application for metered or non-metered water service to lands not previously served by the District.

"Parcel" - A piece of real property designated by the County of Siskiyou by a single assessor's parcel number.

“Parcel Owner” - The person or persons whose name or names appear on the Siskiyou County Tax Assessor's latest equalized assessment roll as the owner of a parcel that is receiving utility service. The owner is responsible for the payment of all rates, charges, and fees, including penalties thereon regarding such furnished services.

"Plan Approval" - The issuance by the District of its approval of the applicant's final plans, as evidenced by date and authorized signature in box provided on said plans.

"Private Fire System" - Fire suppression service in the form of a sprinkler system to a designated parcel of land.

“Residential Water Service” - Water service provided to single-family residences.

"Secretary" - The Secretary of the Board of Directors of the Hornbrook Community Services District.

"Service Connections" - Water facilities including a tap on a water main and the service lateral pipe from the main to and including the meter as located by the District and including the curb stop and meter box.

"Service Valve" - The equipment located on the District's lateral pipe to the user's property, and which is the method by which service to the affected land is controlled.

"Shall and Will" - "Shall" is mandatory and "Will" is permissive.

"Standard Specifications and Plans of the District" - This refers to the specific requirements of the District relative to plumbing facilities and equipment and includes Improvement Standards and Specifications as well as detailed drawings and all Amendments thereto and changes thereof.

"Unimproved Property" - Refers to parcels of land upon which no structure requiring water service has heretofore been placed or presently exists.

REGULATION NO. 2

CONDITIONS OF SERVICE

2.1 Service Subject to Regulations

Water service will be provided to areas served by the Hornbrook Community Services District in accordance with Rules and Regulations governing said service adopted and amended from time to time by the Board of Directors.

2.2 Non-Liability of District

The District will exercise reasonable care and diligence to deliver to its customers a continuous, sufficient supply of water of good quality at the District connection to the customer's premises. However, the District is not, and will not be liable for any loss, damage or inconvenience to any person or equipment by reason of shortage, insufficiency, suspension, discontinuance, interruption in supply, increase or decrease of water pressure, or by a water quality problem.

2.3 Service Interruption

The District reserves the right at any and all times to shut off water delivery for the purpose of maintenance, making repairs, or alterations to the system. Reasonable effort will be made when feasible to give advance notice of interruption of service to all water users affected.

2.4 Access to Facilities

By applying for or receiving service from the District, each water user irrevocably licenses the District, and its authorized employees and agents, to enter upon the water user's property at reasonable times for the purpose of reading, inspecting, testing, checking, repairing, maintaining or replacing the District's meters, backflow prevention devices and other facilities.

2.5 Water Users' Responsibility for Control of Water Delivered

Title of water furnished by the District, and the risk of loss or damage resulting from its use, passes from the District to the water user at the outlet of a District valve, meter, backflow device, or double check valve assembly. Land owners retain total responsibility in instances of tenant occupancy of property. Landowner further warrants that water will be used for the purpose identified on the application for service and that water will be used in a reasonable manner consistent with all District Rules and Regulations. Water users are also responsible for all privately owned equipment, pumps, appliances, pipes, or other facilities connected to the public water supply on the discharge side of the water meter. Damage to private facilities resulting from water outages, volume or pressure variations or accumulations of line sediment, discoloration or scale formation will not be compensated by the District. It is the responsibility of the water user to protect private facilities by installation of switches, valves, sensors, or sediment traps or screens or other protective devices which may be required.

2.6 District Responsibility for Facilities

District facilities shall include only that portion of the system which the District acquires or constructs by action of the Board of Directors. The District's ownership of and responsibility for operation and maintenance of facilities shall end at the discharge side of water meters that are installed by the District, and at the underground fitting prior to the inlet side of fire sprinkler check valve assemblies. (See Regulation 11.02). District will be responsible to operate, maintain and replace District's water mains, pipelines and other works of the District-owned total supply, distribution and collection system. District works shall be under exclusive control and

management of duly appointed District personnel and no one shall have any right to interfere with the District system in any manner.

2.7 Place of Use of Water: Resale Prohibited

Except with the prior written authorization of the District, no user shall use, or permit the use of, any water furnished by the District on any premises other than specified in the user's application for service, nor shall any user resell any water furnished by the District. An individually metered water service shall be required for each separate single family residential or commercial building, as determined solely by the District. (See Regulation 7.01).

2.8 Electric Grounds

No electric circuit shall be grounded to the District's facilities or to any plumbing or metal in contiguity therewith. Any person who makes, or permits to be made such a connection, will be liable for damages to the District's facilities and for personal injury resulting therefrom.

2.9 Water User's Compliance with Regulations

By applying for or receiving water service from the District, each user covenants and agrees to be bound by and to comply with all regulations of the District from time-to-time in effect.

2.10 Water Pressure

2.10.1 Minimum Pressure and Booster Pumps

District will provide a minimum of 20 psig (pounds per square inch measured on a gauge) at the meter for each District user. User may, upon their own discretion, install a booster pump facility on the user side of the meter, however, all operation and maintenance shall be the responsibility of the user and the District assumes no liability for its use, condition, deterioration or damage. If the District determines that a new service will have a normal pressure of less than 20 psig at the meter, the customer will be required to sign an agreement that acknowledges such pressure prior to the District's approval of the application.

2.10.2 Pressure Regulators Required

All applicants for new or amended water service connections shall be required to install, at applicant's expense, an appropriately sized and located pressure regulating device. Said device shall be set and operated so as to allow a maximum of 60 pounds per square inch of water pressure at the most elevated or most remote point of usage on the private property facility. Said devices shall not be required where the pressure at the building would be reduced to less than 30 psi. The intent of this Regulation is to limit excessive and wasteful use of water as a result of high pressures at point of use.

REGULATION NO. 3

WATER SERVICE CHARGES AND RATES

3.1 **Charge for Water Service**

A monthly charge for treated water service per meter size as established in Exhibit B.1 shall, irrespective of quantity used, be applied to all connections, except for master metered users..

3.1.2 **Quantity Charge**

A usage charge, per hundred cubic feet, shall be applied to all connections for water delivered as determined in Exhibit B.1.1.

3.1.3 **Bulk Usage from Fire Hydrant**

Where bulk water usage is required, i.e. for construction purposes, the District shall charge for metering and usage as specified in Exhibit B.5

3.1.4 **Conservation Water Rate**

Single family residences may qualify for the Conservation Water Rate described herein. Where District residential water customers use an average of 200 cubic feet of water per month or less, a reduced base rate for metered water service is available as provided in Exhibit B.1.2. Customers that qualify for this rate are required to complete a Conservation Rate Application Form. Before this rate can be approved, the historical average of the customer's account will need to show that the average water usage per month has been 200 cubic feet or less during the most recent twelve (12) month period. The District shall periodically monitor all accounts approved for the Conservation Water Rate, and will reclassify accounts to the normal residential water rate category when water consumption exceeds the 200 cubic feet average per month usage for two consecutive billing periods or more. This rate is offered as an incentive to conserve water and is not applied automatically based on consumption history. The rate shall only apply from the date of approved application and shall not apply retroactively.

3.2 **Monthly Service Charge for Privately Owned Fire Protection Systems**

A monthly charge shall be paid for fire service connections to the District's water distribution system which supplies water to privately owned and maintained sprinklers and fire hydrants used exclusively for firefighting, and based on the minimum service charge for a 3/4" meter as specified in Exhibit B.6. Bypass lines, including meters and backflow prevention devices shall be retrofitted at the customer's expense on all fire sprinkler backflow assemblies where such bypass lines do not already exist.

3.3 **Miscellaneous Services Provided**

Miscellaneous services provided by the District to any person or agency shall be compensated on the basis of cost. The District may participate in joint projects or cooperative arrangements by which direct compensation is not required.

3.4 **Request for Service Location, Temporary Shut Off or Turn On, Suspension of Service**

Each time the District is required to locate the customer's service connection or make a temporary

shut off or turn on, a service charge may be charged, in accordance with Exhibit B.7,. Water service shall be terminated between 8:00 a.m. and 3:00 p.m. on any business day (not a Saturday, Sunday or holiday) requested by the customer, provided that the request is received by the District not later than two business days prior to the date of termination. The customer will be responsible for the costs of all services furnished by the District prior to the suspension of his service. The District may allow a maximum six month suspension of monthly service charges for meters that have been shut-off at the request of the customer if all of the following conditions are met:

1. The service has been continuously utilized and maintained by the customer, and in an active billing status for at least one-year.
2. The request is the result of a catastrophic event such as fire where the structure is uninhabitable.

Upon written request of the property owner and written agreement with the General Manager, such suspension period may be extended on a case by case basis.

3.04.1 Inactivation of Service

A customer may, by written request, permanently inactivate service in the event of demolition or removal of all habitable structures on the property. Upon approval by the General Manager of the request for permanent inactivation of service, the General Manager shall order the removal or permanent decommissioning of the water service connection serving the property and shall discontinue all regular monthly fees and charges for water service, including surcharges. Once service is permanently inactivated on a property, such parcel shall be treated as if it were a vacant parcel and the District's connection fees and charges shall apply for any new service as detailed in Section 3.05 herein.

3.5 Connection Fees

Charges for new services or change of service will be as follows:

3.5.1 Capital Reserve Charge

Every applicant for connection to the District's water system shall be required to pay a Capital Reserve Charge in addition to any other fee, cost, reimbursement or separate agreement entered with the District. The reserve fund so established shall be used to replace capacity and facilities used up by new applicants for service upon connection to the water system and to provide for the continuous capability to serve new applicants for water service. The Board shall establish the amount from time to time as required to provide the continuous capability of serving applicants for water service.

The Capital Reserve Charge shall be computed by reference to the user classification schedule on Exhibit A as applied at the sole discretion of the District. Charges for classifications not specifically listed in Exhibit A will be based upon the most similar classification listed, or upon usage records of a similar establishment as determined by the District Engineer. The Capital Reserve Charge for one equivalent single family residence is specified on Exhibit B.9.

3.5.2 Meter

- a. District charges for installation and setting of meter(s) shall consist of the District's actual cost as established on Exhibit B.10.

- b. Performance of accuracy tests on meters in accordance with Regulation 7.06 of this Ordinance shall incur a service charge as shown on Exhibit B.11.

3.5.3 Service Line Charge

The applicant shall be responsible for the costs incurred by the District for the installation of service line(s) from the existing mainline to the applicant's property, including the cost to restore the road surfacing per county requirements. The applicant shall deposit with the District an amount equal to the District's estimate of such work. All costs in excess of the estimate shall be payable by the applicant upon completion of work. Such costs shall equal the District's actual cost of materials, installation, labor, equipment, encroachment permit and overhead rate. The applicant may have the service connection line constructed by others with prior written permission from the District. All such work shall be done by licensed California contractor approved by the District Engineer. All work shall be inspected and approved before acceptance by the District, and any construction completed or covered up before such inspection shall not be acceptable for connection with District's distribution pipes. The actual connection to District's mainline pipe shall be accomplished by District personnel only, and under no conditions shall any other person interfere with District facilities in any way. The applicant will be charged by the District for inspection and connection to main equal to actual costs incurred for such work.

3.5.4 Service Line Relocation

The District's charges for the relocation of the District's service line and water meter from an existing site on the applicant's property to another requested location shall be equal to the District's actual costs of materials, installation, labor, equipment encroachment permit and normal overhead charges. Such relocations shall be subject to District approval.

3.5.5 Charges for Reimbursement of Oversized Facilities

Charges may include the payment of a pro rata share of previously constructed main or line extensions, when required under District reimbursement agreements as described in **Regulation 8.14**. Additional charges to the District for certain facilities, either proposed or previously constructed, are listed on **Exhibit C**.

3.5.6 Capacity Charges - Water Supply, Treatment, Storage, Transmission - Exhibit B-14

These charges are instituted to insure that all applicants pay a fair share of the cost burden to provide for essential components of water service infrastructure. They are generally established as a one-time charge levied against developments or new water accounts as a way to recover a part or all of the cost of additional system capacity, or the purchase of capacity existing within the system. Capacity Charges are not imposed upon applicants (or parcels) where sufficient water supply, treatment and storage facilities have been provided by a developer or by an assessment on those parcels to cover those costs. The amount of capacity required in any of these facilities to serve the needs of a single family equivalent changes periodically based on average customer water use trends, changing regulatory requirements, fire standards and other operational considerations. Under normal circumstances the District required capacity built into a developer constructed system will remain constant for a period of 10 years, therefore after a period of 10 years, applicants shall pay the prorated share of the cost of the increased capacity required to serve the property, if applicable. Capacity Charges are also applicable for service to any parcels that do not have a District water main in a street or right of way fronting the Applicant's property. The charges are specified on Exhibit B. 14.

In those areas where adequate supply, treatment, storage and transmission facilities have been provided by the District, Capacity Fees shall be charged to reimburse the District for its previous investment in the infrastructure with capacity necessary to serve the new connection(s).

In those areas where adequate supply, treatment and storage facilities have been provided by the developer or by an assessment on each parcel, water service, equivalent to one single-family residence (ESFR) on each parcel, shall be allowed without payment of capacity charges.

All applicable Capacity charges must be paid to the District before service will be provided. The Capacity charges shall be paid by the individual service applicant prior to the setting of any individual service meter by the District. The individual service applicant will be required to pay all Capacity charges not paid for or capacity not constructed by the developer. Where applicable, at the discretion of the District Engineer, if adequate capacity does not exist the developer will be required to either pay for or construct the necessary capacity prior to acceptance of all developer constructed facilities and prior to installation of any individual service meter.

Supply This charge shall apply to applicants for water service, where the property involved has not been provided with water supply by previous dedication of supply, agreement or assessment. The standard charge shall be computed on an estimated average annual water demand per single family equivalent (ESFR), as determined by the District Engineer, at the rate shown on Exhibit B.14.

Treatment This charge shall apply to new applicants for water service, which require a treated water supply which has not been previously provided by dedication of treatment capacity, agreement or assessment. The standard charge for treatment cost mitigation shall be computed on estimated maximum daily flow, as determined by the District Engineer, at the rate shown on Exhibit B.14.

Storage This charge shall apply to new applicants for water service in an area that has not been previously provided with adequate water storage facilities by dedication of storage, agreement or assessment. The standard charge for mitigation of storage construction shall be computed at the rate shown on Exhibit B.14.

Transmission This charge shall be the actual cost of construction, or reimbursement share of prior construction cost, as required in Regulation 8.

Change in Use The foregoing charges shall also be applicable to a change of use on an existing service connection under Regulation 6.03 where such charges were payable on the existing connection.

3.6 Standby Assessments

Standby Assessments shall be calculated and levied against all parcels in any subdivision containing ten parcels or more and receiving approval by the Board of Directors after adoption of this regulation. Such assessments shall be a condition of approval of providing service to the subdivision to fund the cost of maintaining the water system and its capacity in a readiness to serve status for the benefit of unimproved parcels of land.

The District shall direct the preparation of the necessary Assessment Engineer's Report and conduct the required election in accordance with the applicable provisions of the State Constitution. All costs associated with the preparation of the Engineer's Report and conduct of the election, including reasonable District administrative expenses, shall be paid by the project developer. The standby fee or charge will be detailed in the Agreement between the Developer

and the District. Standby Assessments shall terminate for each parcel upon application for water service and payment of applicable connection fees and charges.

New or Increased Charges, Assessments, etc.

The District may from time to time increase its rates and charges or adopt new charges, standby charges, surcharges, improvement district assessments, or other charges pursuant to the applicable provisions of law relating thereto.

3.7 Security Deposits

3.7.1 Application of Deposit

A deposit is required for all customers who have not previously held an account with the District and that want to establish a water account with the District. Once the application and deposit have been processed, upon moving out of the property the deposit will be used towards the remaining portion that is owed to the District. If there is a remaining credit on the account, the tenant will receive a refund check within 30 days of closing their account.

3.7.2 Deposit Amount

A deposit shall be required for all accounts billed directly to tenants or a tenant's agent. The amount of the deposit shall be in the amounts detailed in Exhibit B.13.

3.7.3 Delinquent Notices

Delinquent notices of past due amounts shall be sent the owner of the property receiving water service.

REGULATION NO. 4

BILLING PAYMENTS AND MISCELLANEOUS FEES

4.1 **Service or User Charges**

4.1.1 **Billing**

Billing shall commence upon installation of a water meter. Bills for water service will be mailed or sent via e-mail, following the reading of the meter, to the address of the property owner. The property owner is responsible for the bill even if the property is rented. The bills are payable upon receipt and are delinquent thirty (30) days after the billing date. The owner of the property which is furnished service is the customer and shall be responsible for the payment of all rates, charges and fees, including penalties, thereon regarding such furnished service. Unpaid obligations shall run with the land, and shall lead to delinquency and termination of service for the residential unit or other real property involved without regard to any changes of residency or occupancy by persons different than the persons shown on District records as obligated to pay said bill. User shall be responsible to keep the District advised of the address to which bills are to be mailed. Non-receipt of a bill shall not relieve owner of any obligation to the District.

4.1.2 **Billing Interval**

Bills for water service or user charges shall be rendered to users at not more than monthly intervals. Bills are due and payable upon presentation and become delinquent thirty (30) days thereafter.

4.2 **Payment**

Bills shall be due and payable on mailing, e-mail statement or presentation. Payment shall be mailed to the District, paid online through the District's website, or to a collector authorized by the District.

4.3 **Returned Checks or ACH**

A charge of \$25.00 per occurrence shall be paid for each check or ACH tendered as a payment to the District that is not honored by the bank.

4.4 **Estimated Bills**

If a meter fails to register correctly or cannot be read, the bill will be based on the District's estimate of the quantity of water delivered, taking into consideration seasonal water demand and any other factors that are material and significant in arriving at a fair charge.

4.5 **Prorated Bills**

For bills calculated for less than a full billing period, the bill will be prorated from the first day of the billing period to the date of termination of service or from the commencement of service until the last day of the billing period.

4.6 Vacancies in Multiple Family Residences

No credit or discount will be allowed or approved for any vacancies of residential water service account.

4.7 Disputed Bills

4.7.1 Review

The Notice of Delinquency shall inform the user that any disputed portion of the billing may be reviewed with the General Manager or Finance Director within thirty (30) days of the date of the Notice. The person requesting review shall send a written statement supporting the basis for dispute to the District office, attention of the General Manager.

4.7.2 Payment to Avoid Discontinuance of Service

To avoid discontinuance of service, full payment of the undisputed portion of the bill must accompany the written statement by the due date.

REGULATION NO. 5

DISCONNECTION AND RESTORATION OF SERVICE

5.1 **Disconnection by the District**

The District reserves the right to disconnect any connection to its water distribution system and to discontinue water service for any of the following reasons, without notice unless otherwise indicated.

1. The customer fails to comply with any of the District's Rules and Regulations, after notice by mail or in person;
2. The service is being furnished without proper application;
3. There is evidence of unauthorized tampering or interference with the District's facilities;
4. The District or a State or County Public Health Officer finds that there exists a known or potential hazard to the health or safety of the customer or any water user of the District;
5. The customer fails, after notice from the District, to remove an obstruction that prevents access to the water meter;
6. Excessive or wasteful use of water as described in Section 12, after notice by mail or in person that the same be terminated.

5.2 **Discontinuance of Service for Delinquent Bills**

The following procedure for termination of service for nonpayment of bills shall be followed:

5.2.1 **Delinquent**

Unpaid water bills shall become delinquent thirty (30) days after the billing date.

5.2.2 **Notice of Delinquency and Impending Termination**

If a customer's account is not paid 35 days after the billing date (5 days delinquent), a \$10 penalty and 1% interest charge will be applied to the past due balance on a monthly basis until paid. If a customer's account is not paid 45 days after the billing date (15 days delinquent), a written notice of delinquency and impending termination shall be mailed to the service address and the owner of record. The written notice shall specify the date of service termination, which shall be no less than fifteen (15) days after the date on which the written notice is mailed to the service address and the owner of record.

5.2.3 **48 - Hour Notice**

A second notification, either in person or by mail to the service address and to the owner of record, shall be given 48-hours prior to the termination of service. An additional penalty charge of \$10 shall be added to amounts due and payable for continued water service upon implementation of the 48 hour termination notice.

5.2.4 Service Discontinuance

When water service is disconnected for non-payment, the meter shall be placed in the locked-off position. Service charges shall continue to apply to locked off meters. After a sixty (60) day period, if the delinquent bill is not paid or the dwelling at the service site is vacant, the meter may be removed. Once the meter has been removed, the account may be subject to a property lien which will be filed with the County Recorder's office (see Section 5.04). The customer or property owner continues to be responsible for the minimum monthly service charges and also any surcharges accruing to the service connection up to and after the time when the meter is turned off. When the meter is removed, the customer or property owner also continues to be responsible for the minimum monthly service charges and all surcharges accruing to the service connection up to and after the time the meter is removed.

5.2.5 Interest and Penalties

A delinquent account shall continue to accrue interest from the delinquent date at the rate of 1% per month until the past due amount, plus interest and penalties, is paid in full.

5.3 Disconnection Request by the Customer (Permanent Termination of Service)

A customer may request discontinuance of service under one or more of the following conditions:

1. The dwelling has an alternative source of potable water as approved by the Siskiyou County Environmental Health Department.
2. The structure is uninhabitable and the owner intends to demolish the structure and not rebuild for an unknown period of time.
3. The parcel is vacant with no dwelling or habitable structures on the property.

A Service Disconnection Application is required and District written approval secured before the service can be discontinued. No refunds of connection fees shall be given.

5.4 Restoration of Service Upon Payment of Charges

Restoration of service to property which has been permanently terminated requires a new service application and prior payment of charges, penalties and interest due, plus the actual cost of disconnection and reconnection as determined by the General Manager and payment of a security deposit. Service shall not be restored to a property which has been in an inactive status in excess of five (5) years until the District's Capacity Charges applicable to new services are paid (consisting of the Capital Reserve Charge and the Meter Set Charge set forth in Exhibit B, Sections B.9 and B.10). The District's then-applicable connection fees for water supply, treatment and storage capacity charges must also be paid, less the amount of any supply, treatment and storage capacity charges which can be determined to have been previously paid for such connection.

Restoration of service within one year of the date that a request for discontinuance was approved by the District shall require payment of the normal monthly service charges that would have been charged had the service remained in an active billing status. After the one-year period, restoration shall require payment of the difference between the original connection fee amount paid to establish service for the property, and the connection fees in effect at the time of restoration of service.

5.5 Certificate of Lien for Delinquent Water Charges

When water service has been discontinued as provided for in Regulations 5.01 and 5.02 above, and when the General Manager or the Finance Director has determined that the recovery of the amount due may be uncertain, then the General Manager or the Finance Director shall cause to be filed with the County Recorder a Certificate of Lien, setting forth the amount of the delinquent charges, including any interest and penalties therein, the name and address of the person(s) liable therefor, and the same shall therefor become a lien upon all real property owned by such person(s) in accordance with Section 31701.7 of the Water Code.

5.6 Placing Unpaid Charges on the County Tax Rolls

The amount of any charges for water service requested in writing by the owner of the property that are delinquent and unpaid for sixty (60) days or more on or before July 1, shall upon notice being given to the owner thereof be added to and become a part of the annual taxes upon such property, and shall constitute a lien on that property as of the same time and in the same manner as general taxes upon such property, all as provided for in Sections 31701.5-31701.6 of the Water Code; provided that in such cases, the District General Manager shall furnish to the County Board of Supervisors and the County Auditor a statement of such delinquent and unpaid charges on or before August 10 of that year.

5.7 Unlawful Acts

The District will cause the prosecution of all violations of Sections 498, 624 and 625 of the Penal Code of the State of California and all Ordinances and Regulations which make the interference with the orderly supply of water to the District users a crime.

5.8 Drawing Water From Fire Hydrants

No person, other than authorized fire district personnel shall open, or draw water from, any fire hydrant connected to the District's distribution system without prior specific authorization of the District. First violators of this section who withdraw water without authorization shall receive a warning and instruction on proper procedure. Upon second violation, violators shall be prohibited from utilizing district bulk facilities for a period of three months. Subsequent violations by the same entity shall be prohibited from utilizing district facilities for a period of one year.

5.9 Damage to District Facilities

The user, by applying for water service from the District, covenants and agrees that, in addition to any right of remedy available to the District by law, he shall pay to the District its cost for repairing or replacing any of the District's facilities damaged as a result of construction or other work or activities on the user's property.

5.10 Unauthorized Service Connections

No person shall cause a service connection to be made without prior authorization of the District, and every person who does so shall be guilty of a misdemeanor. Such person may be required to pay a penalty for the unauthorized service connection equal to twice the estimated user's charges in effect during the period of time such unauthorized service connection was made and used and twice the Connection Fee in effect at the time connection is authorized. Such unauthorized connections may be disconnected by District at such person's expense, until such service connection is authorized and the penalties and other charges or fees are paid. The payment penalties as provided herein may be reduced to 25% of the user charges and

then-applicable Connection Fee provided such person makes application and pays all charges and fees within ten (10) working days of written notification that such service connection is unauthorized and provided that the connection is not in violation of any other provisions contained herein or as provided by law.

5.11 Tampering with District Facilities

No person other than those designated and authorized by the District, shall open any water valve covers or tamper with such covers in any manner, operate any District owned water valves, hydrants, standpipes or other appurtenances.

No person other than those designated and authorized by the District, shall enter any District facilities, such as any water storage tank, chlorinator site or spring.

No person shall maliciously, willfully or negligently break, damage, destroy, deface any structures, appurtenance or equipment which is a part of the District's water system. No person without previous written authorization from the District shall uncover, make any connection with, opening into, use, alter, or disturb any public water main, service or appurtenance thereof.

Any of the foregoing actions which are misdemeanors under the California Penal Code shall be referred to the District Attorney for prosecution.

5.12 Water Misuse

No customer shall knowingly permit leaks or waste of water. Where water is wastefully or negligently used on a customer's premises, the District may discontinue the service.

REGULATION NO. 6

SERVICE CONNECTIONS REQUIREMENTS FOR NEW CONNECTION OR CHANGE OF USE

6.1 Application for Service and Payment of Fees

1. No service shall be granted or continued unless the present owner of the affected parcel of land has filed an application and paid the appropriate connection fees as outlined in Section 3.05 of Regulation No. 3.
2. Application for treated water service shall be made in writing on forms provided by the District, and signed by the legal owner of the subject property.
3. Applications for treated water shall be supported by plot maps, assessor's parcel number, construction type and number of living or service units, plans of water distribution, date the service is to begin, the name and billing address of the owner, and the domestic water requirements in gallons per minute.

6.2 Treated Water Service Connections

No new service connection shall be connected to the District's treated water distribution system unless there exists a District water main in a street or right of way fronting the Applicant's property and opposite the proposed location of the Applicant's service. The main shall have adequate capacity and pressure to provide safe and reliable water service for domestic and fire protection use as solely and conclusively determined by the District. The District, in determining the adequacy of the existing facilities, will take into consideration all factors such as the water requirements of the project to be served by a new connection, water service needs to adjacent parcels, the flows required for fire protection and whether such use of the water will significantly impair service to the existing District customers. Should the determination reveal that the District's existing facilities are inadequate to serve a new connection, the new service or services shall not be allowed to connect into the system unless and until the Applicant provides such adequate extension and improvements, including additional water supply, treatment, storage and distribution system, and/or pays capacity charges as required by the District. The location, capacity and design of such extensions and improvements shall be determined solely and conclusively by the District as outlined in Section 8.

Service will be connected, provided the following conditions are fulfilled:

1. The land to be served is within the geographical boundaries of the Hornbrook Community Services District, and within or adjacent to an area being served or servable by the District.
 - a) Land outside the District must be annexed to the District prior to the provision of service.
2. The District possesses, or is provided by the applicant, with an adequate water supply including treatment and storage facilities, and distribution pipe system, to provide such service.
3. Service to such property will be supplied upon filing of an application as further defined in Regulation 6.01.
4. Application for and execution of a Plan Check and Inspection Agreement, proper construction and dedication of infrastructure where main extensions and/or other on and offsite system improvements are required, and
5. Payment of applicable fees.

6.3 Change of Use

In those cases where the parcel has been improved since the original service installation causing any of the following conditions to exist, the parcel owner must file an application for service and submit fees as described in Regulation 6.01 hereof.

1. The improvement requires an increase in water pressure or quantity to serve the subject property and adds another user classification to the applicant's service or converts the service to a new user classification as listed on Exhibit A.

2. The improvement requires increased water pressure or quantity in order to satisfy the State or Siskiyou County fire suppression standards.

3. The improvement changes property use including parcel splits, additional buildings, or other possible multiple use divisions requiring separate water hookup for each unit.

REGULATION NO. 7

METERS

7.1 **Number of Meters**

A service connection and meter shall be established for each separate single family residential or commercial building on each parcel, unless otherwise determined by the General Manager. Service to accessory dwellings may not require separate meters as determined by the General Manager. When a parcel or building receiving water service through one connection is subdivided into smaller lots, parcels or units, then the existing service connection shall be deemed appurtenant to the parcel or building unit upon which it is situated or most immediately adjacent, and additional meters shall be required for each lot, parcel or unit. The District reserves the right to limit the number of houses or buildings, or the area of the land under one ownership, to be supplied by one service connection. A service connection shall not be used to supply adjoining property of a different owner or to supply the property of the same owner on opposite sides of a public street or alley.

7.2 **Location of Meters**

The location of meters shall be installed in accordance with District's applicable standard Details and Specification at a convenient location approved by the District.

7.3 **Size of Meter**

With District approval, the Applicant may determine the size of the meter for each service connection compatible with provisions of the American Waterworks Association Standard as revised at the date of the application.

7.4 **Change of Size**

The meter will be replaced by a meter of different size upon the request of the user with District approval or as required by a change of usage. The applicant shall be responsible for all costs associated with the meter installation including, but not limited to the cost of the meter, plus additional connection fees, administrative, labor and overhead charges.

7.5 **Meter Reading**

7.5.1 **Measurement of Water Supplies**

All metered water supplied by the District will be measured by means of water meters installed, owned and maintained by the District, with the exception of bypass meters on fire sprinkler system check valve assemblies as described in Sections 9 and 11. The cubic foot is the unit of measure, and the amount charged for service shall be based on the current rates established by the District.

7.5.2 **Frequency of Meter Reading**

District will attempt to read meters on a monthly or bi-monthly basis. As it is not always possible to read meters at equal intervals, the period between reading dates may vary. Special readings will be made on commencement and termination of service as required by special circumstances.

7.5.3 **Meters that Cannot be Read**

Where a meter cannot be read because of an obstruction or adverse weather conditions, the billing for that period will be estimated, and the water user will be notified and shall correct the condition.

7.6 **Testing Meters**

The District will test the accuracy of any of its meters upon the written request of a customer. If a meter is found to be working improperly, it will be repaired or replaced by the District. Not more than one test every five years per customer will be performed by the District at no cost to the customer. A service charge of \$50.00 for each additional test requested by the customer shall be borne by the customer when it is determined that the meter is operating within +/- 1.5% of actual flow.

REGULATION NO. 8

EXTENSION OR IMPROVEMENT OF FACILITIES

8.1 **Scope of Regulation**

When water is requested for property within the District which does not abut an adequate District water system, an extension or improvement of the District's system shall be required. Extensions or improvements shall include facilities to provide water supply, treatment, storage and distribution as determined solely by the District. Provision of the required elements or payment of in-lieu fees as determined by the District for any element of service not physically constructed or supplied, shall be addressed by agreement between the District and the developer and shall, in all cases, require approval by District Board of Directors. Water service includes fire hydrant installations throughout the Scope of this Regulation.

8.2 **Application**

An extension or improvement of facilities shall be initiated by completing an application, executing a Development Reimbursement Agreement and depositing an application fee with the District, as described in Regulation 8.9. The application and Development Reimbursement Agreement must be signed by the property owner. The application shall become null and void:

1. Three (3) months after the date of the application unless an extension has been granted or Plan Check and Improvement of Facilities Agreement (PCIA) has been signed by the Board of Directors and the developer.
2. Eighteen (18) months after the date of the executed PCIA agreement unless construction has been completed, offered for dedication and accepted by District. A maximum twelve (12) month extension of time may be granted upon request of the developer and approved in writing by the General Manager.

8.3 **Project Approval**

The Developer is required to execute the Development Reimbursement Agreement as a condition of District review of project application materials. The General Manger is authorized to execute the Development Reimbursement Agreement, but not provide any commitment of service to the project until Board approval of the project's PCIA. Extension or improvement of facilities applications shall be reviewed by the District Engineer or District Engineer's designate. If further information is required, the developer's Engineer or the District Engineer at the developer's expense, will prepare the additional information needed. The property owner shall sign the PCIA which incorporates the requirements of the District. The agreement shall be placed on the Board of Director's Agenda accompanied by a staff recommendation, and if authorized, the President and Secretary of the Board shall sign the Agreement.

No additional work shall be commenced until the PCIA has been signed by all parties.

8.4 **Environmental Review Charge**

Unless any required environmental processing has been done by the County or another agency, the District may determine that an initial study or environmental impact report is required for a proposed extension facility necessary to serve a developer's land. The developer shall be responsible for the costs of preparing such a study and/or report, including associated costs incurred by the District for overhead, preparation, and hearings.

8.5 Design, Installation and Ownership of Extension of Facilities

The character and design of the extension or improvement of facilities required to serve any parcel of land shall be determined solely by the District. The developer shall have the facilities designed by a qualified registered civil engineer. All costs associated with facilities design and installation shall be borne by the developer. Design of the facilities shall be in accordance with good engineering practice and not less than the District's Minimum Design Standards. Improvement plans shall be approved by the District Engineer. The facilities shall be installed in accordance with the approved plans and specifications and the District's Standard Plans and Specifications as they exist at the time of approval.

Unless installed by the District, the developer shall have the facilities installed by an experienced, licensed contractor approved by the District. District reserves the right to waive this requirement at its discretion.

The developer will be required to provide Performance, Completion and Warranty Bonding as required by law and the District standards. All construction materials such as pipe, valves, fittings, concrete, sand, asphalt, etc., shall be supplied in accordance with Standard District Specifications. The District reserves the right to construct, with its own personnel or by contract, taps on existing mains, extensions involving complicated connection to, or interference with the District's existing facilities or other unusual facilities. The developer may be required to furnish an irrevocable letter of credit, bond or other acceptable surety to insure payment for construction of any facilities for which the District assumes responsibility. Upon completion, inspection, proper dedication and acceptance by the District, the facilities shall be owned and operated by the District as part of its water system.

8.6 Sizing of Facilities and Minimum Pressure

Pipeline sizing shall be in accordance with the following:

1. The normal minimum pipeline size for water shall be eight (8) inches (except as provided below).
2. The District Engineer or his designate may require larger or allow smaller pipeline size, if in his opinion, a larger size is needed or a smaller pipeline size would be appropriate.
3. Each new distribution system that expands the existing system service connections by more than 20 percent or that may otherwise adversely affect the distribution system pressure shall be designed to provide a minimum operating pressure throughout the new distribution system of not less than 40 pounds per square inch at all times excluding fire flow.

8.7 Location of Facilities

The extension or improvement of facilities shall be located only on land owned by the District in fee, in streets with an acceptable encroachment permit, existing public utilities easements, or in an easement granted to the District. The location is subject to the District's approval of alignment, accessibility and safety of the facilities. The developer shall convey or grant to the District without cost such land and/or easements the District determines necessary for the facilities. The District may also require an easement for future extensions. Land shall be conveyed to the District, free and clear of liens or encumbrances except encumbrances of record that are acceptable to the District. Easements shall be granted in a form satisfactory to the District. The pipeline shall abut all parcels served, and depending on adjacent property configuration, location and land use; may be required to be oversized and/or extended past all parcels created across the entire length of the developer's project. An easement shall be granted to District along the entire length of the

developer's parcel except in cul-de-sacs, dead-end roadways or other situations where the District determines that the pipeline may terminate and remote service be provided.

8.8 Land Rights Schedule

The developer shall provide all land, easements and rights-of-way to the District prior to District acceptance of facilities.

8.9 Payment of Costs

The developer shall pay the District's actual costs as specified in Exhibit D including, but not limited to: Engineering analysis, designs, plan review or preparation of environmental impact documents, hearings, review or preparation of improvement plan, construction inspection, as-built drawings, project management and usual overhead expenses allocated to such work.

Development Reimbursement Agreement – Upon initial application to the District, the developer shall execute the Development Reimbursement Agreement and deposit District's estimate of engineering review, annexation costs, and project administrative costs prior to performance of any work by the District. Upon completion of the work in the Development Reimbursement Agreement, if the amount deposited with the District is less than actual costs, the difference shall be paid to the District prior to execution of the Plan Check and Improvement Agreement (PCIA). Any amount deposited in excess of actual cost will be refunded.

Plan Check Improvement Agreement – Upon the determination of the developer that the project will proceed to construction and entitlements, the developer shall apply for a Plan Check and Improvement Agreement, which includes the requirements of the developer to design and construct all improvements to the specifications of the District, pay the cost of District construction inspection and project management and administration, as well as infrastructure dedication and District acceptance conditions and requirements. The PCIA will also detail the process for reimbursements to the developer, if any for the installation of oversized or extended facilities completed at the direction of the District.

8.10 Inspection and Notice of Completion

The District Engineer or designee shall inspect the construction of all facilities. The District will not accept or provide service through a facility which has not been completed in accordance with the PCIA.

8.11 Acceptance of Facilities

Upon completion of the construction and proper dedication by the developer in accordance with the PCIA, as verified by the District Engineer, the District shall consider acceptance of the improvements by Resolution of the Board. Upon Acceptance, the District shall then issue proof of service to the County Planning and Building Department. After Acceptance, the facilities shall be owned, operated and maintained by the District except as otherwise specified in an PCIA or Acceptance Resolution.

8.12 First Year Warranty Responsibilities

For a period of one (1) year from the date of acceptance by the District, the property owner shall warrant for the repair of all defects, leaks or failure occurring in the facilities, which are, as determined by the District, due to negligence in the manufacture and/or installation of the facilities and not due to improper operation of the system by the District or its agents, acts of a third party or acts of God. Failure by the property owner to pay for any of the repairs described above after being billed by the District may result in a discontinuance of service.

The developer, or the developer's representative, shall submit a one year warranty surety bond, (in form acceptable to the District), certificate of deposit, or irrevocable letter of credit, in an

amount established by contract with the District.

8.13 Documentation of Project Costs

The developer shall provide the District with copies of all invoices for materials, equipment, labor and District costs for construction of the project marked "PAID" and signed by the developer or his authorized agent.

8.14 Cost Reimbursed by the District

A. The district may impose a requirement that improvements installed by a developer for the benefit of the developer's project shall contain supplemental size, capacity, number, or length for the benefit of property not within the subdivision and that those improvements be dedicated to the district.

B. This chapter is intended to provide an equitable procedure for at least partial reimbursement to private parties who construct and dedicate district facilities to serve their private property, if such facilities are also used thereafter to directly serve and benefit private property owned by others.

C. Whenever an applicant is required as a condition of development, to construct and install district facilities, which are dedicated to the district, and which have the future potential and capacity to provide service to real property parcels, not under the control or ownership of the applicant, the reimbursement provisions of this chapter shall apply, unless the district specifically provides otherwise by ordinance or resolution.

Definitions.

As used in this chapter the following words shall have the following meanings: "Applicant" means sub-divider, developer, owner and/or builder. "District" means the Hornbrook Community Services District.

"District facility(ies)" or "project" means water lines, water production facilities, and appurtenant facilities that are dedicated and accepted by the district.

"Engineer" means district engineer.

Reimbursement of excess costs.

A. Excess Costs means:

1. Oversizing: The cost of installing the size of line required to serve applicant's needs pursuant to district's plans and specifications or as identified in the engineer's report and the actual cost of installing a larger line at the direction of the district.
2. Off-site development: A pro rata share of the costs of installing district facilities and appurtenances pursuant to district plans and specifications beyond the property of the applicant that are subject to probable future use by connectors other than applicant.

B. Allowable Costs: Costs which are allowable for inclusion in the calculation of excess costs are those costs which are directly related to the planning, design and construction of the district facility, including payments to contractors and engineers, security bonds, acquiring right-of-way for the project, and amounts attributable to interest for the excess cost of oversizing the district facilities.

C. Ineligible Costs: Ineligible costs include, but are not limited to, attorneys' fees, financing costs, and the applicant's overhead and office expenses related to the coordination and supervision of contractors engaged to perform project work.

D. Maximum Recovery: The maximum recovery of costs for installation of a district facility will be calculated as the sum of all allowable costs of the district facility, less the share of costs for the applicant's use of the district facility based upon the number of applicant's connections or residential units equivalent as determined by the engineer. The applicant's maximum recovery shall also be

reduced by the sum of all reimbursement fees waived by the applicant pursuant to agreements regarding the share of costs between the applicant and other party or parties.

E. Approval of Excess Costs: District shall have the right to audit the excess costs submitted by applicant, and to approve for reimbursement only so much thereof it determines to be just and reasonable. Such excess cost, if any, shall be computed when such facilities are completed by applicant and accepted by district, and such shall be paid as provided in a reimbursement agreement.

F. Proration of Costs:

1. The engineer shall prorate the approved excess costs against all lots or parcels which in the future may be served by direct connection thereto ("area of proration"). The district shall send written notice of the prorated amount to the person shown on the latest county assessor's roll as the owner or agent of record for assessment purposes for each parcel. Such person may protest the prorations in writing within fourteen days after the notice is mailed. If not protested within the fourteen days, the proration shall become final for the purposes of this section.

2. A protest shall be concerned only with the division or spread of the costs between or among the applicant's property(ies) and all other properties to be included in the area of proration or the boundary of the area of proration. A protest shall not be concerned with the actual construction costs unless the protester can demonstrate fraud or willful concealment of actual cost information as presented by the applicant or his agent to the engineer.

3. The district's board of directors shall hold a public hearing to consider all such written protests. All evidence in support of the protest shall be submitted in writing to the district at least ten days before the meeting. The engineer shall prepare a written report and recommendation to the board on each protest. A copy of the engineer's report shall be mailed, or otherwise delivered, to the concerned protester at least five days before the board meeting to consider the protest.

4. The board's decision on the protest shall be in writing, and shall be final. If the board's decision results in an increased proration amount for properties owned by anyone other than the protester or the applicant, a new notice and a new fourteen-day period shall be given for each such property.

5. If no protest is filed for a property within the fourteen-day period after the first or any subsequent notice of prorated amount is mailed for that property, the proration shall become final as to the property.

G. The area of proration and the final proration of costs shall be approved by resolution of the district.

H. The district general manager is authorized to record a notice on all properties that are subject to reimbursement upon adoption of the resolution referenced in subparagraph G, above.

Applications for reimbursement.

A. In order to qualify for reimbursement of excess costs, pursuant to this chapter, Applicant shall, within ninety days of District's acceptance of district facilities, deliver to district the following:

1. Written application requesting reimbursement of excess costs;
2. A certified statement showing the applicant's allowable costs in constructing district facilities.
3. A scale map that identifies the district facilities and parcels which could reasonably be physically connected directly to the district facility(ies).
4. A list of each owner's name, address, county assessor's parcel number and current zoning for each parcel identified on the scale map referenced in subparagraph 3 above.
5. A statement disclosing any agreements regarding the sharing of the district facility costs which exist between the applicant and any other party or parties.

B. The applicant shall provide other information requested by the district engineer and shall cooperate with the engineer in reviewing costs.

C. If applicant does not submit the application and information required in subparagraph A, above, within ninety days of district's acceptance of the district facility(ies), applicant shall have waived all right to reimbursement.

Reimbursement agreement.

A. Upon the applicant complying with [Section 5.01.031](#), the district shall enter into a reimbursement agreement that is consistent with this chapter.

B. The reimbursement agreement shall require applicant to reimburse the district's costs in processing the application for reimbursement.

Ten-year repayment obligation.

Provided that applicant has complied with all provisions of this chapter and the district has adopted a final resolution accepting said facilities, for a period of ten years from the date of acceptance of the district facilities, the applicant shall be eligible for reimbursement as provided in the reimbursement agreement from each parcel as the parcel, or portion thereof, connects to the district facility(ies).

District to serve as collection agency.

The district shall collect the prorated amount for each parcel before permitting the parcel to connect to the district facility. It is the duty of the applicant to keep a current address on file with the district. Reimbursement amounts returned to the district and unclaimed within one year thereafter shall become the property of the district.

District administrative costs.

As partial reimbursement to the district for its administrative costs in record keeping, collection and disbursement activities, the district shall charge, deduct and retain five percent of all reimbursement amounts collected from subsequent connections to district facilities.

District connections.

- A. The district may make connections to the water facilities to serve public facilities that are outside the area of proration, without any obligation to pay any such reimbursement, upon a determination that there is sufficient capacity in the district facility to serve the area of proration and the public facilities.
- B. The district may also make or permit connections to the facilities to serve private property outside of the area of proration as determined by the engineer; provided, however, that the district board reserves the right to determine at that time whether or not the owners of such private property shall be obligated to reimburse applicant as provided in this chapter.

All other district water charges in effect.

Nothing herein shall be construed or applied to affect or reduce any other district charges, fees, connections or other amounts payable to the district for water service.

District liability.

If for any reason the reimbursable cost is or becomes uncollectible, as determined by the district, the district shall not be liable to the applicant for the excess costs in constructing the district facilities.

REGULATION NO. 9

FIRE SERVICE

9.1 **Conditions of Service**

The District will provide water service for fire hydrants and other facilities used exclusively for fire protection, at such pressures and at such rates of flow, as are available from time to time from the District's operation of its storage, transmission, and distribution facilities. The District shall not be liable for any damage in any manner arising out of the non-availability of adequate water flows or water pressure, at any hydrant or facility used for fire protection.

9.2 **Public Fire Hydrants**

1. Public fire hydrants may, at the District's option, be installed and connected to the District's mains when requested by the public fire protection entity having jurisdiction, or when required as a condition to the issuance of a building permit or the acceptance by the County Board of Supervisors of a subdivision plat.
2. When a hydrant is installed on an existing main and the construction is to be performed by the District, the applicant shall deposit with the District the estimated cost of labor, materials, engineering, inspection and usual overhead expenses in the installation of the hydrant assembly, hydrant lateral, control valve and the connection to the District facilities.
3. A hydrant may be installed by the applicant with District approval. The installation shall be performed at applicant's expense, by a contractor holding a Class A or C34 license. The applicant shall deposit, prior to installation, the estimated cost of District inspection, engineering and usual overhead expenses
4. The type of hydrant shall be determined by the District and the site location shall be jointly determined by the District and the responsible public fire protection entity, excluding those hydrants that are installed by the District for the District's sole use as a means of flushing the District's water mains.
5. All installed fire hydrants shall be for the sole use of the appropriate fire district for the suppression of fire and for other obvious protection emergency use. The only exception to this rule is the permitted use, granted by the District, to contractors for construction water, or fire districts for the testing of hydrant flows.
6. All new fire hydrants shall belong to and be maintained by the District with the exception of private fire hydrants which are installed under agreement with the District. Fire hydrants shall be installed within a permanent easement granted to the District or in an existing Public Right of Way. The District will bear the expense of performing hydrant maintenance resulting from normal wear and tear when such conditions are reported by the responsible agency or when otherwise brought to the attention of the District.
7. The hydrant design, corrected for inlet and outlet velocity head shall not exceed the permissible head loss based on the American Water Works Association, (AWWA) Standards as amended from time to time: ANSI/AWWA C502-80 for dry-barrel fire hydrant, Table 4.

8. For hydrants designed or intended to deliver more than 1,000 g.p.m., the permissible head loss shall not exceed 5 psi when discharging at the design or intended rate of flow. The Applicant's engineer shall furnish to the District all the test data, design drawings, flow charts, specifications and findings for all hydrants that are specifically designed to flow above 1,000 g.p.m. All information submitted to the District shall comply with the AWWA Standards as described in Section 7 above.

9.3 Requirements for Private Commercial Fire Protection System

1. The land to be served is within the geographical area of the Hornbrook Community Services District and within an area served or servable by the District.
2. The Applicant's land has been annexed to the District and has become subject to any bonded indebtedness of the District.
3. The District possesses an adequate supply of surplus water capable of serving a private fire system.
4. The private fire commercial suppression system is for the sole and exclusive benefit and use of the Applicant and is located entirely within Applicant's property.
5. The said private fire suppression system will be connected to an isolated service to be used exclusively for the suppression of fire or for the testing of the fire prevention system.
6. The type and location of the said private fire suppression system has been approved by the responsible fire protection agency.
7. The Applicant assumes full responsibility for all maintenance and repair of the said system from the underground fitting prior to the inlet side of the backflow preventer.
8. The size and design of the service connection, backflow preventer and cold water fire service type meter shall be subject to approval by the District and shall comply with all applicable ISO standards and requirements.
9. The backflow preventer with the bypass meter shall be furnished by the Applicant and installed in compliance with the District's Standards and Specifications.
10. In the event that water is taken through an existing commercial fire service connection for any other use than firefighting or testing, the District reserves the right to disconnect such a system, or in the alternative, to require the installation of an upgraded detector check valve assembly at the expense of the Applicant upon whose land the system is installed.
11. An application for service is required on forms provided by the District, and signed by the legal owner of the subject property.
12. The applicant will be required to maintain a current billing status and pay service charges as described in Exhibit B.7.
13. Applicants for new commercial fire service connections will be required to install and maintain a backflow preventer as described in Section 11.

REGULATION NO. 10

TEMPORARY SERVICE

10.1 **Installation and Payment**

Temporary service shall be limited to one (1) year. Thereafter it may be renewable in one (1) year increments at the discretion of the District Engineer. Service which does not require installation of a permanent connection shall require the installation of a meter, payment of a total estimated cost of installing and removing the connection and reasonable security deposit for the meter. For one-year renewals, an administrative fee in the same amount as the District's Meter Set Charge as specified in Exhibit B shall be required. Service charges shall be determined for metered service at rates established by this ordinance.

10.2 **Service Through Fire Hydrants**

Temporary service for water used in construction shall be provided at locations approved by the District through portable meters furnished by the District. The District shall require, as a condition to such service, the payment of a reasonable security deposit for the meter and service charges and rates as specified in Exhibit B.5. Existing customers who have active water service accounts and are current with their account balances may be issued temporary hydrant meters without initial payment of a security deposit. Once a hydrant is checked out at the District office, a customer is required to return the hydrant within 48 hours of the original date it was checked out. If not returned within 48 hours, a security deposit in the amount of the replacement cost of the meter plus 10% handling fee will be charged to their account.

REGULATION NO. 15

ADMINISTRATION

15.1 Appeals to the Board of Directors

Any rule, regulation, finding, or requirement which is enforced upon a customer, applicant or other person or entity doing business with Hornbrook Community Services District may be appealed to the Board of Directors for dispensation or waiver of the subject requirement. The appeal or request may first be addressed by the General Manager depending on the issue and then forwarded to the full Board for resolution if needed. The appeal shall, in all cases, be submitted according to the following described procedure:

1. All appeals shall be submitted in writing within 30 days after the party has been made aware of the violation, for hearing at a regularly scheduled meeting of the Board of Directors.
2. The appellant must specifically include the following information in the notice of appeal:
 - a. The identity of the appellant and their interest in the decision.
 - b. The nature of the decision or condition appealed from.
 - c. A brief statement of the reasons why, in the opinion of the appellant, the decision or conditions imposed were unjustified or unappropriated.
 - d. A statement of appellant's goal or desired outcome of proposed Board action regarding the appeal.

EXHIBIT A

WATER SERVICE USER CLASSIFICATION SCHEDULE

<u>User Classification</u>	<u>Usage Factor</u>
Single family residence	1.0
Accessory dwelling	0.8
Apartment	
Each unit with washer	1.0
Each unit without washer	0.8
Apartment complex with central laundry facility	0.6/machine
Mobile home	
Each unit with washer	1.0
Each unit without washer	0.8
Mobile home park with central laundry facility	0.6/machine
Motels and hotels	0.25/room
Rooming house	0.25/room
Bed & Breakfast	0.25/room
Campgrounds	
Overnight & trailer w/central facilities	0.2/space
RV w/individual hookup	0.3/space
Barber shops	0.3/station
Beauty shops	0.3/station
Service station with restrooms	2.0
Self-service (no restroom)	0.8
Recreational vehicle dump station	2.0/station
Automobile repair shop	1.0
Mortuary	0.4/employee
Bakeries, catering service	0.3/employee
Restaurants	
Walk-in	0.07/seat
24 hour	0.09/seat
Drive-in, short order	0.09/seat
Bars, card rooms, casinos, taverns	0.1/seat
Bowling alley	0.1/alley
Theaters, indoor	
(Based on maximum seat capacity)	0.02/seat
Laundries & Laundromats	0.6/machine
Cleaners	
Plant w/office	0.1/employee + 1.0/machine
Fire station	0.2/employee
Offices, including	0.1/employee
Accountants	
Attorneys	
Engineers	
Other (insurance, real estate, etc.)	
Dentist's	0.5/chair
Physician office or clinic	1.0/office or M.D.

EXHIBIT A (continued)

WATER SERVICE USER CLASSIFICATION SCHEDULE

<u>User Classification</u>	<u>Usage Factor</u>
Retail stores, incl.	0.1/employee
Clothing	
Building supply, hardware, appliance	
Furniture	
Real estate	
Warehouse	
Drug store	
Pet shops	
Other retail stores	
Public swimming pools	2.5/pool
Car wash, self-serve	3.0/stall
Food markets	0.1/employee
W/garbage grinders	4.0
Public buildings	0.1/employee
Schools	0.07/enrollment
Meeting halls and churches	0.01/seat
Restroom buildings	1.0/toilet
Long term care facilities	0.3/bed
Industrial bldg., Assembly, etc.	Per calculations of Estimated Usage
Minimum Usage Factor For all Classifications	0.8

EXHIBIT B

WATER SERVICE CHARGES AND RATES

B.1 Charge for Treated Water Service (Approved _____ date)

Meter Size: Minimum Monthly Service Charges

Meter Size	Service Charge
5/8 by 3/4 - inch (Conservation)	\$ XXY
5/8 by 3/4 - inch	\$ ZZZ
3/4 - inch	\$ YYZZ
1 - inch (Residential/Fire Protection)	\$ YYZZ
1 - inch	\$ XXXX
1 1/2 - inch	\$ XXXX
2 - inch	\$ XXXX
3 - inch	\$ XXXX
4 - inch	\$ XXXX
6 - inch	\$ XXXX
8 - inch	\$ XXXX

B. 1.1 Consumption – Quantity Rates

Residential Treated Water Service (Approved _____ date)

Quantity Rates Monthly Per 100 Cubic Feet	Service Charge
Tier 1 – Under 12,000 gallons, per 1000 gallons	\$ 0.00
Tier 2 – Over 12,000 gallons, per 1000 gallons	\$ xxyy

Multi-Family

The dollar amounts for each tier are the same as for Residential.

Non-Residential

The dollar amounts for each tier are the same as for Residential.

B.1.2 Conservation Rate (Approved _____ date)

Single Family Residential customers whose average monthly water usage over the most recent twelve (12) months is less than 1500 gallons per month may apply for and pay a reduced conservation water rate of \$ _____ minimum monthly service charge. See Regulation 3.01.7.

B.3 Bulk Usage from Fire Hydrant

Type of Service	Meter Size - 2 1/2"	Meter Size - 1"
Rental charge per day	\$ XXYY	\$ XXYY
Usage per 100 cu. Ft. – Treated Water	\$ XXYY	\$ XXYY
Usage per 100 cu. Ft. – Raw Water	\$ XXYY	\$ XXYY
Meter Deposit	\$ XXYY	\$ XXYY
Administration Fee Per Rental	\$ XXYY	\$ XXYY

B.4 Service Charge for Privately Owned Fire Protection Systems

Same as monthly charge for 3/4" meter - See B.1.

B.5 Request for Service Location, Temporary Shut Off or Turn On

Each time the District is required to locate the customer's service connection or make a temporary shut off or turn on, a service charge may be charged, in accordance with the following provisions, shall be paid by the user. These charges will not apply when there is an emergency request by the customer due to a leak.

B.5.1 Service charge with a minimum notice of two (2) full work days and with the location or shutoff to be accomplished between 7:00 a.m. and 4:00 p.m. on a regular day (not including 6-month maximum suspensions). No Charge

B.5.2 Service charge with less than the required minimum notice and with location or shutoff to be accomplished between 7:00 a.m. and 4:00 p.m. on a regular day. \$ 50.00

B.5.3 Service charge with the location or shutoff to be accomplished between 4:00 p.m. and 7:00 a.m. \$ 130.00

B.5.4 Service charge with the location or shutoff on Saturday, Sunday or District Holiday. \$ 130.00

B.5.5 Unlawful Acts Charge \$ 150.00

B.6 New Account Administration Fee \$ 100.00

The New Account Administration Fee is a one-time charge to a new connection for water service to be paid at the time of application that covers staff time involving information data input and account management.

B.7 Water Connection Fees

Purpose and Use

The purpose of the rates, fees, and charges stated herein are for meeting operation and maintenance expenses, purchasing or leasing supplies, equipment, or materials, meeting financial reserve needs, and for obtaining funds for.

The District's water system connection fees are comprised of the following components as further detailed herein:

- i) **Capital Reserve Charge** – to cover the District's cost of capital improvements necessary to maintain service to all customers within the District's existing service areas. The capital improvements include water storage tanks, treatment facilities, water distribution and transmission facilities, and pumping facilities, including related electrical and telemetry control systems
- ii) **Capacity Charge** – Levied for the purpose of increasing supply, treatment, storage, or transmission capacity used up by new connections to the water systems
- iii) **Meter Set Fee** – Levied to cover the out-of-pocket costs to purchase and install the new water meter, and set a new meter box if needed.

iv) **Service Line Installation Fee** – If no service line or line of inadequate size of conditions exists serving the property.

Capital Reserve Charge

The Capital Reserve Charge shall be used to establish a capital reserve fund that shall be used to replace capacity and facilities used by new applicants for service upon connection to the water system and to provide for the continuous capability to serve new applicants for treated water service. The capital reserve fund would specifically be used to replace equipment and facilities that reach the end of their useful life and to construct improvements necessary to maintain service and capacity in water treatment, storage, transmission, distribution, pumping facilities, and control systems as periodically needed in each of the service areas within the District’s jurisdiction.

The Capital Reserve Charge shall be computed by reference to the user classification schedule attached as Exhibit A, applied according to the factors indicated at the sole discretion of the District. The fee stated herein is equivalent to a Factor of 1.0.

Capital Reserve Charge: \$XXYYZZ

B.10 Meter Set Charge

	Installation of Meter & Valve Only	If New Box & Lids are also Required
3/4 inch meter	\$ XXYY	\$ XXYY
1 inch meter	\$ XXYY	\$ XXYY
1 ½ inch meter	\$ XXYY	\$ XXYY
2 inch meter	\$ XXYY	\$ XXYY
3 & 4 inch meters	Actual Cost	

B.10 Capacity Charges

Water Capacity Charges shall be collected and placed in a fund to construct improvements to any of the water systems described above for the purpose of increasing supply, treatment, storage, or transmission capacity used up by new connections to the water systems. The charges are uniform to all systems and are collected and used to construct improvements as needed in any individual water system. For one equivalent single-family residence, the capacity charge shall be calculated on an estimated usage based upon a ten year average from the District’s consumption records for residential systems. These charges are applied as described below:

Application criteria: Water capacity charges apply to all applicants for water service whose parcels to be served are located where sufficient water supply, treatment, and storage facilities have not been provided through previous improvement as described in Regulation 3.05.6. For raw water service, only the supply component described below shall apply.

- Supply \$XXYY per ESFR, see Exhibit E.1.
- Treatment \$XXYY per ESFR, see Exhibit E.2.
- Storage \$XXYY per ESFR, see Exhibit E.3.
- Transmission Actual Cost

B.10 Service Line Charge

Actual cost

B.11 Meter Accuracy Tests

Customers requesting meter tests shall be charged \$ 50.00 for all tests beyond one test every five years.

B.12 Security Deposit Amount \$ 80.00

B.13A Lien Fee \$ 15.00

Hornbrook Community Services District

Regular Meeting of April 25th, 2017

AGENDA SUPPORTING DATA

5. DISCUSSION AND ACTION ITEMS

- c. Resolution of Election to become subject to the uniform construction cost accounting act under the California Public Contract Code.

Recommended Motion

Staff recommends the following motion:

I move to approve the Resolution electing to be subject to the California Uniform Construction Cost Accounting Act pursuant to the California Public Contract Code.

Background

In order to become subject to the Uniform Construction Cost Accounting Act (UCCAA), the Board is required to adopt a Resolution electing to become subject to these procedures. A draft Resolution is included. Also included is a letter from the California State Controller, John Chiang, detailing the benefits of participation and frequently asked questions. We will be considering adoption of the informal bidding ordinance at the May 2017 Regular Meeting, should the Board approve the Resolution.

The UCCAA accounting procedures manual is available online at the state controller's website and will be on the District website in the April 2017 meeting packet.



JOHN CHIANG
California State Controller

December 30, 2008

To: ALL PUBLIC AGENCIES

Re: Notification Letter - Assembly Bill 1047 (Chapter Number 144, Statutes of 2007)

To Whom It May Concern:

This letter is to inform you of the provisions and benefits found in the Uniform Public Construction Cost Accounting Act (Act), which provides public agencies economic benefits and greater freedom to expedite public works projects. If your agency elects to follow the cost accounting procedures set forth by the California Uniform Construction Cost Accounting Commission in its cost Accounting Policies and Procedures Manual, it will benefit from an increased bid limit and a more informal bidding procedure.

Established in 1983, the CUCCAC has provided the State Controller with recommended policies and procedures for public projects. The Commission membership is comprised of representatives from both public agencies and private industry. Every five years, the CUCCAC reviews the informal bid limits for inflation and other factors to determine whether increases should be made. The last limit increases were in July 1, 2005, which allow projects costing \$30,000 or less to be performed by employees of a public agency by force account, projects costing up to \$125,000 be let to contract by informal bidding procedures, and projects over \$125,000 be let to contract by formal bidding procedures.

Any city, county, redevelopment agency, special district, school district, and community college district can voluntarily elect to become a participant of the Act. After opting into the Uniform Public Construction Cost Accounting Act by resolution of its governing board, participants enjoy the advantage of the streamlined awards process, as well as reductions in advertising to reporting paperwork. In return, the signatory agency agrees to provide cost accounting information in the format prescribed in the Cost Accounting Policies and Procedure Manual and to adhere to the terms of the Act until the agency formally opts out. For more details or contact information, Division of Accounting and Reporting at (916) 327-4144 or visit our website at <http://www.sco.ca.gov/ard/local/cuccac>.

Sincerely,

A handwritten signature in blue ink, appearing to read "John Chiang", is written over the typed name and title.

JOHN CHIANG
California State Controller

CALIFORNIA UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT

FREQUENTLY ASKED QUESTIONS (FAQ)

1. What is the Uniform Public Construction Cost Accounting Act?

A program created in 1983 which allows local agencies to perform public project work up to \$45,000 with its own work force if the agency elects to follow the cost accounting procedures set forth in the Cost Accounting Policies and Procedures Manual of the California Uniform Construction Cost Accounting Commission (Commission). The Act is enacted under Public Contracts Code Section 22000 through 22045 (hereafter abbreviated as PCC 22000-22045).

In addition, the Act provides for alternative bidding procedures when an agency performs public project work by contract.

- a) Public projects of \$45,000 or less may be performed by negotiated contract or by purchase order (PCC 22032(a)).
- b) Public projects of \$175,000 or less may be let to contract by the informal procedures set forth in the Act (PCC 22032(b)).
- c) Public projects of more than \$175,000 shall be let to contract by formal bidding procedures (PCC 22032(c)).

Every five years, the Commission shall consider whether there have been material changes in public construction costs and make recommendations to the State Controller regarding adjustments to the bidding procedure monetary limits (PCC 22020). Adjustments should be effective for the fiscal year that commences not less than 60 days following the State Controller's notification to all participating agencies.

2. What are the benefits of the program?

- a) Increased force account limit
- b) Informal bidding for projects between \$45,001 and \$175,000 which do not require advertising.
- c) Reduces the number of formal bids.
- d) Expedited contracting for small projects.

Many participants laud the program because it gives them more leeway in the execution of public works projects; has speeded up the awards process; has improved timeliness of the project completion; has eliminated considerable red tape and cumbersome paperwork relative to advertising and filing of reports; and has simplified administration. Many agencies have encountered only minimal problems with the accounting requirements and the overhead portion. Moreover, where required, the adjustment was relatively simple; most of the required procedures were already actually in place, so there was no noticeable change in the existing operations. The Standard Accounting Codes Structure will satisfy the reporting requirements when used properly.

3. Is the Uniform Public Construction Cost Accounting Act mandatory for local agencies?

No. The Act is a voluntary program. However, it is available to all local agencies, counties, and cities, both general law and charter.

4. How does a local agency become subject to the Act?

The governing body must elect by resolution to become subject to the Act and file a copy of the resolution with the State Controller's Office (PCC 22030). Sample documents are available at: http://www.sco.ca.gov/ard_cuccac.html

5. May a local agency withdraw from the Act?

An agency may withdraw by filing a resolution of the agency's election to withdraw with the State Controller's Office.

6. What is the California Uniform Construction Cost Accounting Commission?

A state commission created under the Act (PCC 22010). It consists of fourteen (14) members: thirteen (13) members are appointed by the State Controller and one is a designated member of the Contractors' State License Board. Seven members represent the public sector (counties, cities, school districts, and special districts). Seven members represent the private sector (public works contractors and unions). The Commission members receive no salary, but are eligible for reimbursement of their direct expenses related to the Commission. The Commission is responsible for administration of the Act. The State Controller provides limited staff and other support to the Commission (PCC 22015(a)).

7. What are the Uniform Public Construction Cost Accounting Procedures?

The cost accounting procedures were developed by the Commission. They are to be used to estimate costs for determining if a public project is required to be bid out and to capture and record actual costs when a public project is performed by the agency's own work force. The procedures follow normal accounting in the industry and in many cases are not much different from those already in place at the agency. Sample forms are available in the CUCCAC Cost Accounting Policies and Procedures Manual.

School districts may use the Standard Accounting Code Structure to comply with the tracking requirements.

8. Are the cost accounting policies and procedures applicable for agencies whose work force only performs maintenance tasks as defined in the Act and whose public projects are all contracted out?

The cost accounting policies and procedures are only applicable for agencies that perform public project work by force account. This does not exclude from the program agencies whose public projects are all contracted out. In fact, they might want to review the benefits available and elect to participate now in the event conditions change at some time in the future.

9. Can a local agency disqualify or exclude certain contractors from the Qualified Contractors List required pursuant to PCC 22034(a)?

Agencies may disqualify contractors from the Qualified Contractors List when a contractor fails to furnish information to meet the minimum criteria as established by the Commission pursuant to PCC 22034(a).

10. For agencies that do not maintain an informal bidders list, are they allowed to choose who will get notifications on information projects?

The Act requires that an informal bid project is either advertised and/or notifications are sent to all contractors on the informal bidders list. We have noticed that a very large percentage of signatory local public agencies do not maintain or update an informal bidders list and are sending notices to only one or two contractors.

There is no exemption to maintaining a list of bidders. PCC 22034 (a). The public agency shall maintain a list of qualified contractors, identified according to categories of work. Minimum criteria for development and maintenance of the contractors list shall be determined by the commission. If an agency is not maintaining a list or notifying all contractors or trade papers, then they are not in compliance with the Act.

The Code says that participating agencies shall adopt an ordinance requiring that a list of all qualified contractors, identified according to categories of work be maintained. It does not require the list to be used however, and allows notifications to the required trade journals and exchanges be used as an alternate if desired. For agencies who elect to use the alternative authorized method of advertising, the purpose of the list is effectively negated.

If an agency is using the contractor's list then they must send the notification to all contractors on the list for that category of work and the list must be maintained in accordance with the Manual.

11. What is the difference between qualifying contractors under UPCCAA and prequalification of contractors under PCC 20101?

Qualification of contractors is a process that allows contractors to register with the agency for notification of public works opportunities. The prequalification process under PCC 20101 is a more complex process that requires a standardized questionnaire and evaluation of contractors using standard scoring criteria.

12. Must a local agency: (1) Notify contractors pursuant to PCC 22034(b) if the contractor is believed not to have the skills, credentials, or experience to perform the work? (2) Consider bids submitted if the agency believes the contractor does not have the skills, credentials, or experience to perform the work?

- a) If a contractor is on the Qualified Contractors List (PCC 22034(b)), the contractor must be notified by the agency of public projects for which he is licensed to perform.
- b) All bids received from qualified contractors must be considered.

13. Does the Act allow flexibility in cases of great emergency and when repair or replacements are necessary to permit the continued conduct of the operations or services of a public agency?

PCC 22035 provides that in cases of great emergency the governing body may, by majority vote, proceed without adopting plans and giving notice to bids to let contracts. In addition, this section provides that the governing body may delegate to the appropriate agency manager the power to declare an emergency and/or proceed with repairs or replacements without approval by the board. PCC 22050 provides contracting procedures without giving notice for bids to let contracts for these emergencies.

14. Do the alternative bidding procedures apply only to public projects as defined in PC 22002(c) or can they be used for the following types of items:

- a) Maintenance work to be performed by contract?
- b) Purchase of heavy equipment?
- c) Purchase of materials?

Pursuant to PCC 22003, a participating agency may use the alternative bidding procedures on maintenance work as defined in PC 22002(d), items 1-5. PCC 22003 is permissive and agencies can continue to exclude maintenance from the alternative bidding procedures. However, if an agency misclassifies a project (\$45,001 or more) as maintenance and therefore, does not use the applicable bidding procedures, a review by the Commission may be conducted pursuant to PCC 22042(c).

The purchase of equipment and supplies fall under PCC 20111; however, when purchased or used as part of a public works project, the costs associated with the purchase or use become part of the project cost and must be considered when applying the bid limits under the Act.

15. What will membership in the Act cost my agency?

At the present, no required membership fees or dues are assessed. However, the Commission has only received direct state funding for a short period of its history. The State has indicated that the participating agencies, contractors, and unions that benefit from the Commission should be responsible for its funding. Therefore, in November 2004, the Commission asked member agencies, contractor's associations, and construction related unions for voluntary donations to support the Commission. There may be additional requests for voluntary support. Any mandatory fees or dues would require legislation and would be for a nominal amount.

16. What are the most common concerns?

There are three leading areas of expressed concern and mostly all are quickly alleviated when addressed properly. These are:

- a) Cost accounting policies and procedures;
- b) Informal bidding procedures;
- c) Accounting review procedures.

The cost accounting requirements follow those common to the construction industry. The informal bidding up to \$175,000 is seen by the agencies as an asset enhancing project completion. Maintenance of a Qualified Contractor Bid List is routine, since interested contractors make it a point to be included on the list. While a review could potentially hold up a project for 30 days pursuant to PCC 22043, formal complaints have been rare in the Commission's history.

17. Does an agency have to calculate an overhead rate in order to apply the accounting procedures?

Cities with populations of less than 75,000 may use an overhead rate of 20% of all direct costs in lieu of the overhead rate calculation specified in Section VI of the Cost Accounting Policies and Procedures Manual. Cities with a population of more than 75,000, counties, special districts, and school districts may use an overhead rate of 30% of all direct costs, in lieu of a calculated rate.

18. When a local entity opts into the Act, does the Act supersede other contracting legal requirements such as statutory requirements for performance bonds, prevailing wages, and certificates of insurance, etc?

The Act only supersedes the bidding procedures used once a public agency has adopted a resolution and notified the Controller. All other contracting requirements are applicable whether or not a public entity opts into the Act.

The specific mention of bidding procedures emphasizes the omission of other statutory requirements (such as bond payments, prevailing wages, addenda, change orders, etc.) and implies that their applicability is found in specific statutory provisions rather than the Act.

Therefore, the Act does not supersede other contracting requirements for performance bonds, prevailing wages, and certificates of insurance, etc.

19. Can a signatory agency, claim to be to be exempt from requirements in the Public Contract Code (PCC) by claiming they only have to follow the language and procedures within the Act?

No. The Commission has ruled in the past that where the Act is silent, the standard code applies.

20. If signatory agencies that are not following the advertising requirements in the Act, will the Commission address those agencies? Can a complaint be brought to the Commission?

PCC 22042 lists the categories of complaints that the Commission can consider.

21. PCC 20112 specifically requires school districts to advertise twice for a two week period, while PCC 22037 requires advertising once, 14 days in advance of the date of opening of bids. Which code applies to school districts?

PCC 22037. When the Act is in conflict with any other code, the Act shall supersede. Districts may choose to maximize their outreach by continuing to advertise twice.

22. May an agency contract separately for like work at the same site at the same time using the under \$45,000 Force Account method?

No.

23. May an agency bid out 2 separate projects that occur at the same time and site, but are different types of work?

Yes, there is no violation if the work is being competitively bid.

24. How do agencies process change orders when the standard code conflicts with the Act?

For contracts below \$45,000, the total cost of the contract may not exceed \$45,000. For informal contracts, the total cost of the project may not exceed \$187,500.

Change orders for formal bids would follow the requirements in PCC 20118.4.

25. Does an agency by opting into the Act automatically bring

- a) All departments of the agency into the Act?
- b) Districts under control of the governing board into the Act?

When a local agency elects to become subject to the uniform construction cost accounting procedures, the entire entity is considered subject to the Act and no departments will be exempt.

Special Districts, which are governed by a board of supervisors or city council, are only subject if a separate election is made.

Additional inquiries and questions can be directed to:

ATTN: Lilian Apgar
State Controller's Office
Division of Accounting and Reporting
Local Government Policies Section
3301 C Street, Suite 740
Sacramento CA, 95816

or

lapgar@sco.ca.gov

RESOLUTION 2017-06

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HORN BROOK COMMUNITY SERVICES DISTRICT ELECTING TO BE SUBJECT TO THE PROVISIONS OF THE UNIFORM CONSTRUCTION COST ACCOUNTING ACT

WHEREAS, prior to the passage of Assembly Bill No. 1666, Chapter 1054, Statutes of 1983, which added Chapter 2, commencing with Section 22000, to Part 3 of Division 2 of the Public Contract Code, existing law did not provide a uniform cost accounting standard for construction work performed or contracted by local public agencies; and

WHEREAS, Public Contract Code Section 22000 et seq., the Uniform Public Construction Cost Accounting Act, establishes such a uniform cost accounting standard; and

WHEREAS, the Commission established under the Act has developed uniform public construction cost accounting procedures for implementation by local public agencies in the performance of or in the contracting for construction of public projects; and

NOW THEREFORE BE IT RESOLVED THAT THE HORN BROOK COMMUNITY SERVICES DISTRICT DOES HEREBY:

1. Elect under Public Contract Code Section 22030 to become subject to the Uniform Construction Cost Accounting Procedures set forth in the Act and to the Commission's Policies and Procedures and Cost Accounting Review Procedures, as they may from time to time be amended.
2. Directs the District Secretary to notify the Controller forthwith of this election, effective this date.
3. Directs the preparation of the required Informal Bidding Ordinance to be adopted by this Board prior to construction of projects under the Act.

BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED by the Board of Directors of the Hornbrook Community Services District on April 25th, 2017 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Robert Puckett, President

Patricia Slote, Board Secretary

Board of Directors

Hornbrook Community Services District

Regular Meeting of April 25th, 2017

AGENDA SUPPORTING DATA

5. DISCUSSION AND ACTION ITEMS

- d. Discussion and Action regarding the purchase of security cameras and related equipment for the treatment plant.

Recommended Motion

Staff recommends that the Board discuss and take action on whether to purchase and install cameras and/or related security equipment at the treatment plant site.

Background

The water treatment plant is visible from Interstate 5, which leaves it vulnerable to theft or vandalism. It has become a concern of the district that members of the public have been seen taking photographs and video of the treatment plant and operating personnel, which in the public health/water supply industry is an extreme security concern from the perspective of potential terrorism or other acts. The treatment plant may be susceptible to having its water supply tampered with or otherwise affected. District Secretary Patricia Slote requested to add this item to the agenda for further discussion and possible action to increase the security of the plant and its personnel.

April 3, 2017

Hornbrook Community Services District
Secretary Patricia Slote, President Robert Puckett, Sr.
PO Box 29
Hornbrook, CA 96097

Re: Request for Indemnification Pursuant to Govt. Code Section 995.

Dear President Puckett, Secretary Slote, and HCSD Board Members,

This letter will follow up to my prior formal request for indemnification pursuant to Govt. Code Section 995 relating to a United States District Court action against me in my official capacity entitled Peter T. Harrell v. Hornbrook Community Services District, et al; #2:14-cv-1595 KJM GGH PS. As I have previously pointed out, the improper abandonment of me by Counsel Munoz and Muphy, Pearson, Bradley & Feeney, Inc - because I caught them filing false documents with the Court, lying to the Court about numerous facts, etc - has left me without counsel after the HCSD has already agreed to indemnify me, Patty Brown, and Michele Hanson. That means my previous letter to you was legally a request for you to provide a defense to me in that civil action, but you never responded in any way. See generally Stone v. Regents of Univ. of California (1999) 77 Cal.App.4th 736. I have now received an Order from the District Court Judge stating the she will not dismiss this complaint, and that the lawsuit is going to proceed as soon as Mr. Harrell files an amended complaint. That means that you need to provide me new counsel concerning it. Here are the applicable sections of the Government Code:

825. (a) Except as otherwise provided in this section, if an employee or former employee of a public entity requests the public entity to defend him or her against any claim or action against him or her for an injury arising out of an act or omission occurring within the scope of his or her employment as an employee of the public entity and the request is made in writing not less than 10 days before the day of trial, and the employee or former employee reasonably cooperates in good faith in the defense of the claim or action, the public entity shall pay any judgment based thereon or any compromise or settlement of the claim or action to which the public entity has agreed.

825.2. (a) Subject to subdivision (b), if an employee or former employee of a public entity pays any claim or judgment against him, or any portion thereof, that the public entity is required to pay under Section 825, he is entitled to recover the amount of such payment from the public entity. (b) If the public entity did not conduct his defense against the action or claim, or if the public entity conducted such defense pursuant to an agreement with him reserving the rights of the public entity against him, an employee or former employee of a public entity may recover from the public entity under subdivision (a) only if he establishes that the act or omission upon which the claim or judgment is based occurred within the scope of his employment as an employee of the public entity and the public entity fails to establish that he acted or failed to act because of actual fraud, corruption or actual malice or that he willfully failed or refused to conduct the defense of the claim or action in good faith or to reasonably cooperate in good faith in the defense conducted by the public entity.

996. A public entity may provide for a defense pursuant to this part by its own attorney or by employing other counsel for this purpose or by purchasing insurance which requires that the insurer provide the defense. All of the expenses of providing a defense pursuant to this part are proper charges against a public entity. A public entity has no right to recover such expenses from the employee or former employee defended.

996.4. If after request a public entity fails or refuses to provide an employee or former employee with a defense against a civil action or proceeding brought against him and the employee retains his own counsel to defend the action or proceeding, he is entitled to recover from the public entity such reasonable attorney's fees, costs and expenses as are necessarily incurred by him in defending the action or proceeding if the action or proceeding arose out of an act or omission in the scope of his employment as an employee of the public entity, but he is not entitled to such reimbursement if the public entity establishes (a) that he acted or failed to act because of actual fraud, corruption or actual malice, or (b) that the action or proceeding is one described in Section 995.4. Nothing in this section shall be construed to deprive an employee or former employee of the right to petition for a writ of mandate to compel the public entity or the governing body or an employee thereof to perform the duties imposed by this part.

Any problems would be resolved by either selecting an outside counsel from a reputable firm in Sacramento to represent me, or approving my selection of counsel. I am being sued for things done in my official capacity and within the scope of that capacity as Director. Because a conflict with MPB&F did exist, that means that you should have appointed me a different counsel anyway

The law is also clear that if you continue to deny me counsel for a defense, that I may then retain any counsel I wish, at whatever cost, and those costs would be considered a claim payable by you, as is any judgment arising therefrom - so it makes sense to assist me in obtain well-qualified counsel to control all such potential costs. In the event I was unable to obtain counsel, and suffered a default judgment or other costs, the HCSD would then be liable for that, too. Naturally there is also the issue of if any denial of my request was improperly motivated, or if my request was treated differently than those of the other former directors and employees of the HCSD, that would be a violation of my civil rights.

None of my personal issues with any Board member, or the HCSD, nor my conduct as a private citizen is relevant in any way to why I am being sued by Mr. Harrell, and it has no relevance to the issue before you concerning my requested indemnification. Please respond right away per Government Code 995.2(b) so I know how to proceed.

Yours truly,

Sharrel M Barnes *April 3, 2017*

Sharrel M. Barnes
P.O. Box 395
Hornbrook, CA 96044 530-475-3725