

HORNBROOK COMMUNITY SERVICES DISTRICT
P.O. BOX 29, HORNBROOK, CA. 96044
REGULAR MEETING MINUTES OF 1/24/17
6:36 P.M., HORNBROOK ELEMENTARY SCHOOL HORNBROOK, CA

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

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

The meeting was called to order at 6:36 pm by President Puckett. Pledge of Allegiance recited. Roll Call: Present: Robert Puckett, Patricia Slote. Melissa Tulleo Absent: John Moody, Bryant Schaffler Quorum Established.

2. Public Comment Period: Comments from Peter Harrell Re: wording of public comment agenda item ,citing 54954.3(a) Govt. Code. Comment from Roger Gifford that Clint Dingman is living at the plant. Fran Straton questioned the Board as to why the water quality is bad. Short discussion concluded that minerals from well water contribute to the unpleasant taste.

3. Presentation Only: Peter Kampa, General Manager, gave his report for the month of January, 2017. outlining actions he has taken on behalf of the District. Chalyse Behm, Kampa Community Solutions Administrative Assistant gave a presentation on the website being developed for the District.

4. Consent Agenda: Short discussion.
Motion by Patricia Slote, second by Robert Puckett to approve the Consent Agenda as read by President Puckett.
Ayes: Puckett, Slote, Tulleo
Absent: Moody, Schaffler

5. Public Hearing:
President Puckett opened the Public Hearing to receive public input and comments regarding the adoption of the Final 2017 Budget for the calendar year 2017 effective January 1, 2017. Peter Kampa advised that he had been in contact with the Siskiyou County Auditor-Controller's Office and, at this time, he advised we continue the Public Hearing until the next meeting based on the County needing to have completed reports, including all expenditures from the 2016 budget, prior to setting up the 2017 budget. The consensus of the Board was to continue the Public Hearing to the next regularly scheduled meeting on 2/28/17.

6. Discussion and Action Items:

a. Due to lack of enough board members, the annual appointment of officers is tabled.

b. Discussion re: Adoption of a Resolution to direct General Manager to act as liaison between the Board and legal counsel.

Motion made by Patricia Slote, second by Robert Puckett to adopt a Resolution Instructing District General Manager to act as liaison between the Board and Legal Counsel and to give direction to legal counsel when the Board is not in session.

Ayes: Puckett, Slote, Tulleo

Absent: Moody, Schaffler

(NOTE: AT 7:15 P.M. BRYANT SCHAUFFLER JOINED THE BOARD)

c. Presentation by Peter Kampa, Kampa Community Solutions, LLC of scope of work and initial management evaluation report.

d. Discussion and review of first draft of the management objectives for the General Manager.

e. Discussion re: establishment of a Board policy regarding the scheduling of meetings.
Motion by Bryant Schaffler, second by Patricia Slote to Adopt a Resolution for HCSD Regular Board Meetings to be held the fourth Tuesday of each month at 6:30 p.m.
Ayes: Puckett, Schaffler, Slote, Tulleo
Absent: Moody

f. Discussion regarding amendment to District Water Rules and Regulations. Upon consensus by the Board, this matter is tabled to a future meeting.

At this time, with four board members present, the President called for discussion and annual election of officers.
Motion made by Patricia Slote to appoint Robert Puckett as President for 2017, second by Bryant Schaffler.

Ayes: Slote, Schaffler, Tulleo
Abstain: Puckett
Absent: Moody

Motion by Patricia Slote to appoint Bryant Schaffler as Vice President for 2017, second by Robert Puckett.

Ayes: Slote, Puckett, Tulleo
Abstain: Schaffler
Absent: Moody

Motion by Robert Puckett to appoint Patricia Slote as Board Secretary for 2017, second by Bryant Schaffler.

Ayes: Puckett, Schaffler, Tulleo
Abstain: Slote
Absent: Moody

g. Discussion regarding Adoption of a Resolution to apply for a CSDA credit card through Bank of the West to assist in timely bill payments.

Motion by Bryant Schaffler, second by Robert Puckett to Adopt a Resolution to apply for a CSDA credit card.

Ayes: Puckett, Schaffler, Tulleo, Slote
Absent: Moody

h. Discussion to adopt a resolution approving a board policy on fulfilling public records requests.

Motion by Patricia Slote, second by Bryant Schaffler to approve the Resolution Adopting a Public Records Response Policy.

Ayes: Puckett, Schaffler, Tulleo, Slote
Absent: Moody

i. Discussion to become subject to the uniform construction cost accounting act under the California Public Contract Code is tabled to a future meeting on consensus of the Board.

6. Directors Comments: Thank you's to Peter Kampa and Chalyse Behm for their presentations.

7. Adjournment: Meeting adjourned at 8:30 p.m. Next meeting 2/28/17 at 6:30 p.m.

Submitted by: _____
Patricia E. Slote
Board Secretary

HORNBROOK COMMUNITY SERVICES DISTRICT
P.O. BOX 29, HORNBROOK, CA. 96044
SPECIAL MEETING MINUTES OF 1/20/17
9:30 A.M., HORNBROOK COMM. HALL, 220 MAIN STREET, HORNBROOK, CA9

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

- 1. Call to Order, Pledge of Allegiance, Roll Call and Establishment of Quorum:**
The meeting was called to order at 9:34 AM by President Puckett. Pledge of Allegiance recited. Roll Call:
Present: Robert Puckett, Patricia Slote, Bryant Schaffler., Melissa Tulleo. Absent: John Moody, Quorum Established.
- 2. Announcement of Closed Session Items:**
 - A. EXISTING LITIGATION (Government Code Section 54956.9(d)(1)**
Conference with Legal Counsel Regarding Existing Litigation:
Harrell v. Hornbrook Community Services District (#14-672)
Olson v. Hornbrook Community Services District (#14-671)
- 3. Public Comment on Closed Session Items: No public comment.**
- 4. Adjourn to Closed Session**
- 5. Reconvene to Open Session (Immediately following Closed Session): 10:06 a.m.**
- 6. Report out of Closed Session Meeting:** After discussion with Robert Winston, legal counsel via telephone from Hornbrook Association Hall parking lot, the Board approved the recommended settlement of the above-referenced cases.
Motion made by Patricia Slote, second by Bryant Schaffler to approve the settlement of the cases of Harrell v. Hornbrook Community Service District (#14-672) and Olson v. Hornbrook Community Services District (#14-671) as presented by Robert Winston and directing him to prepare the necessary court documents.
Ayes: Puckett, Schaffler, Slote, Tulleo
Absent: Moody
- 7. Adjournment:** Meeting adjourned at 10:08 a.m.

Submitted By: _____
Patricia E. Slote
Board Secretary

State Water Resources Control Board
Division of Drinking Water

January 17, 2017

Robert Pucket
President
Hornbrook C.S.D., System No. 4700513
15009 Oregon Road
Hornbrook, CA 96044

Dear : Robert Puckett

ISSUANCE OF PERMIT AMENDMENT 2017PA_SCHOOLS

REQUIREMENTS FOR LEAD SAMPLING AT K-12 SCHOOLS

The State Water Resource Control Board, Division of Drinking Water (Division) has issued a permit amendment to the Hornbrook C.S.D. water supply permit. The enclosed permit amendment establishes requirements for lead monitoring and lead sample result interpretation at Kindergarten to 12th grade (K-12) schools served by your water system that have submitted a written request for lead sampling related assistance. Full details of the new requirements for K-12 school lead sampling and lead sample result interpretation are included in the enclosed permit amendment.

If your water system does not serve potable water to at least one K-12 school, this permit amendment does not apply to your water system.

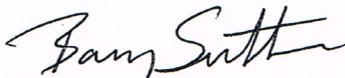
The Water System to whom a permit amendment is issued may file a petition with the State Water Resources Control Board (State Water Board) for reconsideration of the decision to issue the permit amendment. Petitions must be received by the State Water Board within 30 calendar days of the issuance of the permit amendment. The date of issuance is the earlier of the date when the permit amendment is mailed or served. If the 30th day falls on a Saturday, Sunday or state holiday, the petition is due the following business day. Petitions must be received by 5 p.m. Information regarding filing petitions may be found at:

http://www.waterboards.ca.gov/drinking_water/programs/petitions/index.shtml

Please visit the Division's school lead sampling webpage at:
http://www.waterboards.ca.gov/drinking_water/certlic/drinkingwater/leadsamplinginschools.shtml for additional information including frequently asked questions and other important guidance.

If you have any questions, please contact the Lead Sampling for Schools Specialist at (916) 449-5577 or email your question to DDW-PLU@waterboards.ca.gov

Sincerely,



Barry Sutter, PE
Klamath District Engineer
DRINKING WATER
FIELD OPERATIONS BRANCH

Enclosure: 2017PA_Schools

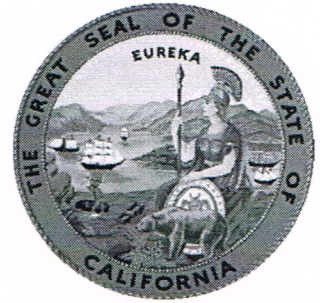
cc: Local County Environmental Health Department (email)
 ECM – Permitting and Technical Review – Permits, Amendments, Decisions – Permit Amendments

FELICIA MARCUS, CHAIR | THOMAS HOWARD, EXECUTIVE DIRECTOR

STATE OF CALIFORNIA
AMENDMENT TO THE
DOMESTIC WATER SUPPLY PERMIT ISSUED TO

Hornbrook C.S.D.
(Public Water System No. 4700513)

By The
State Water Resources Control Board
Division of Drinking Water



PERMIT AMENDMENT NO. **2017PA-SCHOOLS** EFFECTIVE DATE: **January 17, 2017**

WHEREAS:

1. The State Water Resources Control Board (SWRCB) "may renew, reissue, revise, or amend any domestic water supply permit whenever the ... [SWRCB] deems it to be necessary for the protection of public health whether or not an application has been filed." (California Health and Safety Code (CHSC), Section 116525 (c))
2. "Every resident of California has the right to pure and safe drinking water." (CHSC, Section 116270 (a))
3. "It is the policy of the state to reduce to the lowest level feasible all concentrations of toxic chemicals that, when present in drinking water, may cause cancer, birth defects, and other chronic diseases." (CHSC, Section 116270 (d))
4. The Safe Drinking Water Act is "intended to ensure that the water delivered by public water systems of this state shall at all times be pure, wholesome, and potable." (CHSC, Section 116270 (e))
5. Protecting children from exposure to lead is important to lifelong good health. Children who are exposed to lead could experience long-term problems with physical and mental growth and development. Effects of lead exposure can be managed, but they cannot be remedied.
6. Recent events in the United States have shown that lead in drinking water remains an ongoing public health challenge and important concern for children's health. The SWRCB is encouraging schools that serve one or more of grades Kindergarten

through 12th grade to test for lead in water from taps regularly used for drinking or cooking. The school can request assistance from their public water system.

7. Lead exposure in children typically results from a combination of environmental and man-made lead from sources such as paint, air, soil, industry, consumer products, food, and drinking water.

Normally, the exposure from drinking water would be a very low component of this exposure. Children consume drinking water at home, at school and at various other locations. High levels of lead in drinking water are a concern at any of these locations. Lead in drinking water is typically found at the highest levels on "first draw" samples after the water has stagnated in the water pipes for several hours (such as overnight). If the lead levels are found to be below the action level after stagnation, that is a strong indication that there is an insignificant exposure to lead at that particular sampling location. Individual plumbing fixtures can contribute to high levels in these "first draw" samples.

8. In California, the SWRCB oversees public water systems to ensure the water they provide is tested and safe per the requirements of the State and Federal Safe Drinking Water Acts, and regulations adopted pursuant to those Acts, which includes the Lead and Copper Rule (LCR), a regulation adopted by the United States Environmental Protection Agency (USEPA) and the SWRCB to control lead and copper in drinking water.

Under the LCR, public water systems are required to test water for lead at a set number of service connections (depending on the number of customers served by the system) that are at a higher risk for lead in the tap water due to their plumbing characteristics. Water suppliers are not required to test every customer's tap. Schools that are served by community water systems are generally not included in the LCR testing; only residential connections are included.

THEREFORE: The State Water Resources Control Board hereby determines that it is necessary for the protection of public health for this amendment to be issued, and hereby issues this permit amendment subject to the following provisions:

1. This permit amendment applies to each public water system that serves drinking water to at least one or more of grades Kindergarten through 12th grade school for which a request for lead sampling has been made prior to **November 1, 2019**, as provided for in Provision 3.
2. Each water system shall submit to the SWRCB's Division of Drinking Water (DDW) a comprehensive list of the names and addresses of all Kindergarten through 12th grade schools that are served water through a utility meter by **July 1, 2017**. The list shall be in the format and method posted on the DDW Lead Sampling in California Schools website.
3. If an authorized school representative, (the superintendent or designee of a school, governing board or designee of a charter school, or administrator or designee of a

private school) of a school served by the water system requests one-time assistance with lead sampling in writing, the water system shall:

- a. Respond in writing within 60 days of receiving the school's lead sampling request and schedule a meeting with school officials, including at least one staff member familiar with the school's water infrastructure, to develop a sampling plan. An example school lead sampling plan is located on the DDW Lead Sampling in California Schools website. The sampling plan shall use the USEPAs "*3Ts for Reducing Lead in Drinking Water in Schools*" as general guidance. The 3T document can be found online at:

https://www.epa.gov/sites/production/files/2015-09/documents/toolkit_leadschools_guide_3ts_leadschools.pdf

- b. Finalize a sampling plan and complete the initial sampling within 90 days of receiving the lead sampling request, except that if the water system cannot complete the sampling plan and the lead sampling in that time period, the water system shall develop and comply with a time schedule to complete the sampling plan and initial lead sampling that has been approved by DDW.
- c. Collect from one to five samples at each school from regularly used drinking fountains, cafeteria/food preparation areas, or reusable bottle water filling stations selected according to the lead sampling plan described in Provision 3 (b) using the sampling guidance located in **Appendix A (Sampling Guidance)** which is attached. Sample sites may be either treated or untreated.
- d. Collect lead samples during the school year, on a Tuesday, Wednesday, Thursday or Friday during a day school is in session and has been in session for at least one school day prior to the date of sampling.
- e. Ensure that samples are collected by a water system representative that is adequately trained to collect lead and copper samples.
- f. Submit the samples to an ELAP certified laboratory for analysis of lead.
- g. Require the laboratory to submit the data electronically to DDW in accordance with the electronic submittal guidance which is located on the DDW Lead Sampling in California Schools website.
- h. Provide a copy of the results to the requesting authorized school representative.
- i. Within two school business days of receipt of a laboratory result that shows an exceedance of 15 parts per billion (ppb) at a sample site, notify the school of the sample result.
- j. If an initial lead sample result shows an exceedance of 15 parts per billion (ppb) at a sample site,
 - i. Collect an additional sample (resample) within 10 business days of receipt of the laboratory result above 15 ppb if the sample site remains in service.
 - ii. Collect a third sample within 10 business days after notification that a resample result described above is less than or equal to 15 ppb.

- iii. If the sample site is removed from service by the school, do not collect the repeat samples unless the school has completed corrective actions.
 - iv. Collect at least one more lead sample at a sample site where the school has completed some corrective action following an initial lead sample result over 15 ppb (examples of corrective action are replacing interior piping, replacing faucet, installing filters, etc.)
 - k. Ensure that it receives the results of the repeat lead samples required in Provision 3 (j) from the laboratory no more than 10 business days after the date of sample collection.
 - l. Not release the lead sampling data to the public for 60 days following the receipt of the initial lead sampling results unless the water system releases the data in compliance with a Public Records Act (PRA) request for the specific results.
 - m. Discuss the lead sample results with the school prior to releasing the sample results to the public. The water system shall discuss all lead sampling results with the school within 10 business days of receiving the results from the laboratory.
4. The water system may stop lead sampling at a school if:
- a. All initial samples are less than or equal to 15 ppb; or
 - b. Repeat sampling has been analyzed for each sample location with an initial lead sample greater than 15 ppb in accordance with Provision 3, and either:
 - i. If lead is confirmed over 15 ppb and the sample location has subsequently been physically removed from service, or
 - ii. If the sample location remains in service, and
 - a. If lead is confirmed over 15 ppb and the school has taken some corrective actions at the sample location and the water system has collected at least one additional lead sample after the corrective actions and the result is less than or equal to 15 ppb, or
 - b. If lead is less than or equal to 15 ppb in both the first repeat sample and second repeat sample described in Provision 3(j).
 - c. A written request from the water system to terminate lead sampling assistance has been approved by DDW.
 - d. If requested in writing by the school's authorized school representative.
5. The water system is responsible for the following costs:
- a. Laboratory fees for all lead samples and reporting of the results to DDW and the school, and all laboratory coordination and instruction.
 - b. All water system staff time dedicated to the tasks required by the provisions in this permit amendment.

6. The water system may not use any lead samples collected as part of these special school samples to satisfy federal or state Lead and Copper Rule requirements.
7. The water system shall communicate with the school after lead sampling and assist the school with the interpretation of laboratory results and provide information regarding potential corrective actions if a school has confirmed lead levels above 15 ppb. The water system is not responsible to pay for any maintenance or corrections needed at the school if elevated lead levels are found in the drinking water. The water system is not responsible for determining any corrective actions needed at the school.
8. The water system shall keep records of all written requests from a school for lead related assistance and provide the records to DDW, upon request. Records shall include, at a minimum, the following information:
 - a. The name of the school. If a school district makes a request, the school district's name shall be recorded along with each individual school served by the water system that is requesting sampling;
 - b. The date of the request;
 - c. The date of the initial meeting;
 - d. The date of the sampling plan along with a copy of each sampling plan; and
 - e. The date of initial lead sampling and all repeat samples.
9. The water system's annual Consumer Confidence Report shall include a statement summarizing the number of schools requesting lead sampling.

This permit amendment shall be appended to and shall be considered to be an integral part of the existing Domestic Water Supply Permit previously issued to the water system.

This permit amendment shall be effective as of the date shown below.

FOR THE CALIFORNIA STATE WATER RESOURCES CONTROL BOARD

Dated: January 17, 2017



Barry Sutter
District Engineer
Klamath District
SWRCB-DDW

APPENDIX A
SAMPLING GUIDANCE
Collecting Drinking Water Samples
for Lead Testing At K-12 Schools

This Sampling Guidance is provided by the State Water Resources Control Board (SWRCB) Division of Drinking Water for use by schools and water system staff who will be participating in the collection of samples for the determination of lead in drinking water at K-12 schools. Sampling and testing will be used to help reduce students and staff exposure to lead in the drinking water provided at the school.

This guidance and the instructions for sampling are taken from the US Environmental Protection Agency's 3Ts (Testing, Training, and Telling) for Reducing Lead in Drinking Water in Schools program for measuring and reducing lead at school drinking water locations; however, there are differences between the EPA and SWRCB sampling procedures. The SWRCB procedures used for this testing includes initial sampling to determine the combined lead concentration from the outlet device (bubbler, sink faucet, fountain, etc.) and from the internal plumbing, and repeat sampling to confirm initial sampling test results or to determine the lead concentration after routine, interim, and permanent corrective actions to reduce lead from an outlet device have been completed.

To ensure accurate test results the samples should be collected by following the instructions below for preparation, initial sampling, and repeat sampling.

Preparation

1. At least one school employee should be designated to assist the water system trained sampler during the collection of initial, repeat, confirmation, and check samples and to provide any additional help as necessary to complete the sampling.
2. Select up to five of the busiest locations used for drinking and cooking to be sampled and tested. These locations can be selected by observing students and staff during the morning, break, and lunch periods over as many days as needed until the busiest locations have been identified.
3. All faucets, fountains, coolers, bubblers, bottle filling stations, and filtered water dispensers located on the exterior and interior of buildings, including those located in hallways, playgrounds, classrooms, and cafeterias, should be evaluated to assure that all locations have been considered for selection. Large industrial sinks designed for washing and not intended to be used as a source of water for drinking and cooking should not be included.
4. Do not omit from the evaluation and selection process drinking water locations that are served by a point of use filter (a filter attached to the faucet or under the sink) or drinking water locations in buildings or school ground areas that are served by a water softening, conditioning, or filtration treatment system.
5. Each location selected for testing should be assigned a Sample ID. Each Sample ID should use the following format: <Water System No.>-<School ID>-<Sample ID> i.e. 1710001-005-001.
6. A Lead Sampling Plan should be prepared that includes the five sample locations and Sample IDs identified on a map of the school grounds. Only water system staff trained in sampling should be collecting the samples.
7. All samples should be collected on a Tuesday, Wednesday, Thursday or Friday morning during periods of normal school operations (school is in session) and not during summer school, summer or winter breaks, or other extended breaks. Do not collect the samples on the first day back to school following a vacation, holidays, or weekends.

8. Record the location description, date and time last used, and date and time collected in the Lead Sampling Plan.
9. All samples must be "first draw samples" meaning that at the time of sampling the drinking water locations must not have been used during the previous 6 hours. To ensure this period of inactivity it may be necessary to protect the sample locations overnight prior to collecting the samples early in the morning before students and staff arrive.
10. Do not flush a sample site for any length of time prior to the 6 hour period of inactivity and do not flush a sample site at the outlet before collection of the sample.
11. Leave all angle stops, shutoff valves, and similar devices on the sample line providing water to the drinking water location in a normal state of operation prior to sampling. Do not modify, open, or close any devices located on the sample line in preparation for collecting a sample. Doing so may cause sample results that are not representative of normal operating conditions.
12. Do not remove any filters, aerators, or screens at any sample outlet prior to collecting the samples.
13. All sample bottles must be labeled with the Sample IDs for each sample location. All samples must be collected in 1 liter wide mouth plastic bottles and all bottles must be completely filled. Make sure your laboratory provides 1 liter (not 250 mL) wide mouth sample bottles.
14. If a bottle does not fit at the sample site and cannot be completely filled, a spare 1 liter laboratory bottle may be used to partially fill and transfer the drinking water until the sample bottle is full.
15. It should be requested to the laboratory to provide unpreserved sample bottles. All samples must be delivered to the testing laboratory within 14 days of collection for preservation.
16. Cold water must be collected for all samples. If sampling from a drinking water outlet that provides cold and hot water, the cold water handle must be used for sample collection.

Initial Sampling

Initial sampling is used to determine if a drinking water outlet has a lead level that is above or below the Action Level of 15 ppb. Drinking water outlets with a test result of equal to or less than 15 ppb do not need additional testing and a water system is not required to collect additional samples when the initial sample results is less than or equal to 15 ppb.. Drinking water outlets with an initial sampling test result of greater than 15 ppb exceed the Action Level and should undergo repeat sampling. Water system staff should provide the initial test results to the school contact person and meet with the school to discuss the results within 10 days of receipt from the laboratory. In the case of an Action Level exceedance water system staff should provide the results to the school within two school business days. Following a review of the initial test results the school should document how it will proceed with each individual drinking water outlet.

1. After completing the preparation steps above, the trained sampler collects initial samples using the Initial Sampling Instructions as guidance.
2. Upon delivery of the samples to the laboratory, the standard laboratory turn-around-time for receiving results is acceptable.
3. All initial sample locations with a test result of less than or equal to 15 ppb have lead levels less than the Action Level, the location is suitable for consumption, and no further testing is needed.
4. All initial sample locations with a test result of greater than 15 ppb have a lead level that exceeds the Action Level and should be tested again by collecting a repeat sample.

5. Drinking water locations with an initial Action Level exceedance should remain in service and repeat samples collected within 10 days of receiving the initial sample results from the water system and by using the Repeat Sampling Instructions as guidance.
6. Alternatively, drinking water locations with an initial Action Level exceedance can be removed from service permanently or until addressed using the EPA 3Ts recommendations for routine, interim, and permanent corrective actions.
7. The water system cannot release the initial lead sampling data to the public for 60 days following the receipt of the initial sampling results in accordance with the permit amendment.

Repeat and Confirmation Sampling

Repeat sampling is used to confirm an initial sampling result indicating that a drinking water outlet has a lead level that is greater than 15 ppb and exceeds the lead Action Level. Confirmation sampling is used to confirm the lead concentration at a drinking water location following an initial sampling lead result greater than 15 ppb and a repeat sampling lead result less than or equal to 15 ppb. Repeat sampling should be performed within 10 days of receiving the initial sample results and, if necessary, confirmation repeat sampling should be performed within 10 days of receiving the repeat sample results. Drinking water outlets with a repeat Action Level exceedance that confirms an initial sample result should be removed from service until corrective actions and check sampling have been performed with test results that indicate the water outlet has a lead level of less than 15 ppb. Water system staff should provide the repeat test results to the school contact person and meet with the school to discuss the results within 10 days of receipt from the laboratory and in the case of an Action Level exceedance provide the results to the school within two school business days. Following a review of the repeat test results the school should document how it will proceed with each individual drinking water outlet.

1. After completing the preparation steps above, the trained sampler collects repeat samples using the Repeat Sampling Instructions as guidance.
2. Upon delivery of the samples to the laboratory it shall be requested that results are reported by the laboratory within 10 business days.
3. All repeat sample locations with a test result of greater than 15 ppb have a lead level that exceeds the Action Level and should be removed from service permanently or addressed using the EPA 3Ts recommendations for routine, interim, and permanent corrective actions to minimize students and staff exposure to lead in drinking water.
4. All repeat sample locations with a test result of less than or equal to 15 ppb should be tested again by collecting a confirmation repeat sample to confirm the lead concentration at the drinking water outlet.
5. If the confirmation repeat sample has a test result of greater than 15 ppb the outlet has a lead level that exceeds the Action Level and should be removed from service permanently or addressed using the EPA 3Ts recommendations for routine, interim, and permanent corrective actions and check sampling.
5. If the confirmation repeat sample has a test result of less than or equal to 15 ppb the lead level is less than the Action Level, the location is suitable for consumption, and no further testing is needed.
6. The water system is not required to collect any additional samples when the repeat result and confirmation repeat result are less than or equal to 15 ppb.
7. All repeat sample locations with an Action Level exceedance should remain out of service until the school has completed the corrective actions and the water system has completed check sampling identified in the Corrective Action Plan described below in the Laboratory Results section of this guidance document.

Corrective Action Check Sampling

Following the implementation of any corrective action at a drinking water outlet, check sampling should be performed to determine if the corrective action was successful in reducing the lead level to less than 15 ppb. Corrective actions are performed to reduce the lead concentration at a specific outlet; however, it is possible for a corrective action to have no effect or to increase the lead concentration at an outlet. If any check sample has a lead result of greater than the Action Level, additional corrective actions should be performed until the check sample indicates that the drinking water outlet has a lead level of less than 15 ppb. Water system staff should provide the corrective action test results to the school contact person and meet with the school to discuss the results within 10 days of receipt from the laboratory and in the case of an Action Level exceedance provide the results to the school within two school business days. The drinking water outlet should remain out of service during check sampling and until a lead level of less than 15 ppb is obtained for the test result. The water system is not required to collect additional samples when the corrective action sample result is less than or equal to 15 ppb. If successive corrective actions indicate that the lead level at a drinking water outlet cannot be reduced to equal to or less than the Action Level, the school may choose to permanently remove the outlet from service. Water system staff should provide all laboratory test results to the school contact person upon receipt and in the case of an Action Level exceedance should provide the results within two school business days. Following a review of the check sampling test results the school should document how it will proceed with each individual drinking water outlet.

1. After completing the preparation steps above, the trained sampler collects check samples using the Corrective Action Check Sampling Instructions as guidance.
2. Upon delivery of the samples to the laboratory it shall be requested that results are reported by the laboratory within 10 business days.
3. All check samples with a test result of less than or equal to 15 ppb have lead levels less than the Action Level, no further testing at the drinking water outlet is needed, and the drinking water outlet can be placed back into service.
4. The water system is not required to collect additional samples when the corrective action sample result is less than or equal to 15 ppb.
5. All check samples with a test result of greater than 15 ppb have lead levels greater than the Action Level and additional corrective actions should be implemented at the drinking water outlet.
6. Following each corrective action, collect a check sample for testing to determine if the corrective action was successful in reducing the lead level at the drinking water outlet to less than 15 ppb.
7. Complete the necessary corrective actions and check sampling until a lead level of less than 15 ppb is obtained at which time the drinking water outlet can be placed back into service.

Laboratory Concentrations

The testing laboratory may report the results of the initial and repeat samples in several different formats or units. If the report includes the units of ppb (parts per billion) or ug/L (micrograms per liter) these two are essentially the same and the values in the report can be directly compared to the lead Action Level. If the report includes the units of ppm (parts per million) or mg/L (milligrams per liter) the values in the report must be converted to ppb or ug/L before comparison to the lead Action Level. To convert between units use the following conversion factors:

Differences Between SWRCB and EPA Sample Collection

Schools are encouraged to read the EPA 3Ts references listed in the SWRCB *Frequently Asked Questions about Lead Sampling of Drinking Water in California Schools* document. SWRCB has prepared the lead testing at schools program using the EPA 3Ts documents, however, there are differences between the two sampling procedures. The table below lists the major differences and highlights the SWRCB procedures that should be followed.

Differences Between SWRCB and EPA Sample Collection				
Sampling Step	SWRCB Sampling Use These Procedures		EPA 3Ts Sampling (Not Used)	
Lead Action Level	15 ppb	If Initial Sample greater than 15 ppb should do repeat sample	20 ppb	If Initial Sample greater than 20 ppb should do follow-up sample
Initial Sample	1 liter	Tests for lead in the sample outlet and internal plumbing	250 mL	Tests for lead in the sample outlet
Repeat Sample	1 liter	Confirms Initial Sample Result	Not used	
Confirmation Repeat Sample	1 liter	Confirms Repeat Sample Result	Not used	
Corrective Action Check Sample	1 liter	Test lead level after implementation of corrective actions	Not used	
Follow-up Sample with 30-second flush	Not used		250 mL	Test for lead in the internal plumbing
Two-step sampling process	Not used		Determines if source of lead is from sample outlet or internal plumbing	
Lead Sampling Plan and Corrective Action Plan	Record water system and school information; record sample collection information noting any important observations during sampling; complete sample location map for all samples; document all routine, interim, and permanent corrective actions implemented		Not used	
Plumbing Profile and Sampling Plan	Not used		Prepare building and plumbing details; Select sites to be tested	
Drinking Outlet Inactivity	6 hours	Sample outlet unused for at least 6 hrs prior to sampling	8-18 hours	Sample outlet unused for at least 6 hrs but no more than 18 hrs prior to sampling

Convert from ppm to ppb: 1 ppm = 1,000 ppb
Convert from mg/L to ug/L: 1 mg/L = 1,000 ug/L

For example, if the laboratory reports an initial sample result of 0.007 ppm, the conversion would be $0.007 \text{ ppm} \times 1,000 = 7 \text{ ppb}$. The drinking water outlet has a lead concentration below the Action Level of 15 ppb and no further testing is needed.

If the laboratory reports an initial sample result of 0.021 mg/L, the conversion would be $0.021 \text{ mg/L} \times 1,000 = 21 \text{ ug/L}$. Since the units of ug/L and ppb are essentially the same, the drinking water outlet has a lead concentration above the Action Level of 15 ppb and needs testing again using the Repeat Sampling Instructions.

Laboratory Results

Test results should be reviewed by both the water system and the school prior to making any decisions on Action Level exceedances, repeat, confirmation, and check sampling, corrective actions, and release of the results and testing information to the students, staff, and water system customers.

Under most conditions laboratory results are very accurate and considered final; however, under rare circumstances errors can occur during sampling or in the laboratory and test results may not reflect the true concentration of the drinking water outlet. If you feel this has happened, contact the water system staff who performed the sampling and let them know. Water system staff should contact the local SWRCB DDW office for instructions on how to proceed.

Following the review of initial test results by both the water system and the school, both parties should document which drinking water locations are below the Action Level and need no additional testing, and which drinking water locations are above the Action Level and need repeat testing.

Following review of repeat test results by both the water system and the school, both parties should document which drinking water locations have Action Level exceedances and require corrective actions.

Corrective Action Plan

It is recommended that the school prepare a Corrective Action Plan if initial sample test results exceed the Action Level. The water system may be able to assist. The Corrective Action Plan identifies all drinking water outlets that need corrective actions to bring lead levels to less than or equal to 15 ppb and check sampling to return the drinking water outlets to service. The Corrective Action Plan lists all corrective actions found to be appropriate for each individual drinking water location with an Action Level exceedance. Corrective actions such as an aerator/screen cleaning and maintenance program may be suitable for one drinking outlet while the complete replacement of the outlet may be suitable for another location. Schools should refer to the EPA 3Ts references for detailed information on corrective actions. The Corrective Action Plan should be completed before releasing the results and testing information to the students, staff, and water system customers as it will help answer questions about Action Level Exceedances and what plans the school has to address the lead contamination issues. The Corrective Action Plan should be updated with the dates that corrective actions are made, the dates check sampling is performed, and the dates each drinking water outlet is returned to service, so that a record is maintained of each drinking water outlet initially having an Action Level exceedance.



COUNTY OF SISKIYOU

Colleen Setzer
County Clerk • Registrar of Voters

510 N Main Street
Yreka, CA 96097-2525

February 6, 2017

County Clerk
(530) 842-8084

Hornbrook Community Service District
P O Box 29
Hornbrook CA 96044

Board of Supervisors
(530) 842-8081

You are receiving this letter because the Clerk's Office has received notification that a member of your special district board has resigned from office.

Elections
(530) 842-8084

John Moody has resigned effective January 24, 2017. The Clerk's Office will send a Leaving Office Form 700 to Mr. Moody.

Fax
(530) 841-4110

Your district board may appoint a replacement board member no later than March 25, 2017. The district is required to post a Notice of Unscheduled Vacancy in three locations within the district and complete an Affidavit of Posting. The posting must be done at least 15 days prior to the date your board makes the appointment. Please send the County Clerk's Office a copy of Notice of Unscheduled Vacancy and Affidavit of Posting so that we have them for our records.

Toll Free
1-888-854-2000 x8084

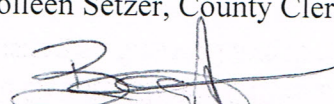
When your district board has made the appointment, please send me a copy of the Notice of Appointment form, so that we can update our district file records and send the new office holder a Form 700 Packet.

Website
www.sisqvotes.org

If your district board does not make an appointment by March 25, 2017, the Board of Supervisors may make the appointment no later than April 24, 2017. If your district board wants the Board of Supervisors to make the appointment, you must notify me no later than March 28, 2017. If the Board of Supervisors is unable to make an appointment by April 24, 2017, the District shall call an election to fill the vacancy.

Please feel free to give me a call at 842-8084 if you have any questions.

Sincerely,
Colleen Setzer, County Clerk


By: Beckie Alvarez, Deputy

January 24, 2017

RECEIVED

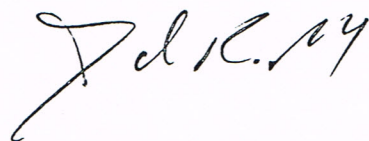
FEB 03 2017

SISKIYOU COUNTY
CLERK'S OFFICE

Hornbrook Community Service District

*I, John Moody, do here by give my
resignation to this board. After considerable
thought, I feel that I am unable to dedicate the time
needed to be a productive member of the board,
due to my other obligations.*

Sincerely,

A handwritten signature in cursive script, appearing to read "J. Moody".

John Moody