

LAKE SHASTINA COMMUNITY SERVICES DISTRICT

Ordinance 1-03



AN ORDINANCE OF THE LAKE SHASTINA COMMUNITY SERVICES DISTRICT ESTABLISHING A WATER DEPARTMENT, PROVIDING FOR ITS ADMINISTRATION, AND SPECIFYING A TEMPORARY RATE SCHEDULE ALONG WITH WATER SYSTEM STANDARDS, PROCEDURES AND POLICIES.

A copy of the full body of the Ordinance is available, without charge, from the office of the Lake Shastina Community Services District, 16320 Everhart Drive, Weed, CA 96094.

Introduced:

First Reading
Second Reading

By Title and Index
By Title and Index

- 1). First Reading – January 15, 2003**
- 2). Second reading and adoption by Board – February 19, 2003**
- 3). Effective date of Ordinance – March 21, 2003**



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

Final 02/19/03

Superseded by Ordinances 3-03 and 4-03 (Exhibit A)

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20.000 Objective

The Board of Directors of the Lake Shastina Community Services District enacted Ordinance 99-01 to exercise their power to provide water service within the District. The Lake Shastina Community Services District is now responsible for providing water within its boundaries. It is the objective of this ordinance to define and describe the implementation of this service.

20.010 Standards / Application of Ordinance

20.011 Adoption of Uniform Code

The Board of Directors of the Lake Shastina Community Services District does hereby adopt the provisions of the Joint International Conference of Building Officials (ICBO) and *Published Uniform Plumbing Code*, 2000 edition, and all amendments thereto, for the control and regulation of plumbing installation for water systems within buildings, or structures, or buried within earth. In addition, the Board adopts the "Drinking Water Regulations", Title 17 of the State Division of the State Department of Health Services, Chapter 5, Sanitation (Environmental) Group 4, Drinking Water Supplies.

20.012 Conflicts

If there are or should be conflicts between these codes and this Code, this Code shall prevail. All ordinances or part of ordinances and resolutions or parts of resolutions in conflict with this ordinance are hereby repealed.

20.013 Separability

If any section, subsection, sentence, clause or phrase of this ordinance, or the application thereof to any person or circumstance is for any reason held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portions of this ordinance or the application of such provision to other persons or

circumstances. The Board hereby declares that it would have passed this ordinance or any section, subsection, sentence, clause or phrase hereof irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared to be unconstitutional.

20.020 Definitions

The meaning of various terms as used in this ordinance shall be as follows:

1. "Account" shall mean one billing unit assigned to a single lot or water service within the District and shall be assigned an Account Number.
2. "Applicant" shall mean any person, firm, club, corporation, or association applying for the use of District water.
3. "Assessments" means Stand-by Charges paid by an Owner to guarantee priority in the right to purchase Metered Water from the District at a future time.
4. "Board" or "Board of Directors" shall mean the Board of Directors of the Lake Shastina Community Services District.
5. "Charges" means the amount owed to the District by an owner.
6. "Code" means this Chapter of the Lake Shastina Code, entitled "Water Department".
7. "Commercial Lot" shall mean a Lot within the District on which a business operates or special agreement has been made with property outside the District to receive water.
8. "District" shall mean the Lake Shastina Community Services District.
9. "Committed Service" Those properties identified in the share roster as being a shareholder of the Lake Shastina Mutual Water Company with defined uses.
10. "Fee" shall mean any charge for water related services to a lot, other than Assessments or Metered Charges
11. "General Manager" shall mean the General Manager of the Lake Shastina Community Services District.
12. "Lot" shall mean any property defined as a single lot by the original builder or, through boundary line adjustment (BLA) by Siskiyou County, has been made into a single property. The owner is responsible to inform the District and provide documentation of any BLA.
13. "Metered Charges" means a base charge plus consumption
14. "Metered Water" shall mean water sold to a Water User and or Owner, the charges for which have some relationship to the amount of water used.
15. "Owner" shall mean the Lot owner(s). The owner of a Lot is responsible for all charges to his/her/their account.
16. "Residential Lot" shall mean any lot which has metered water service available.
17. "Sewer Charges" means the charges imposed by the District for sanitary sewer services.
18. "Share" certificate issued by the Lake Shastina Mutual Water Company for the purpose of governing accounts in good standing which were available to rights under the water company governing documents.
19. "Uncommitted Service" Those properties that are not in the share roster as being a shareholder of the Lake Shastina Mutual Water Company with defined uses.
20. "Unimproved Lot" or "Vacant Property" shall mean a lot within the District which does not have Metered Water service.
21. "Water Connection" shall mean any temporary or permanent connection to any of the Districts' water system for the use of obtaining District water.

22. "Water Laterals" shall mean the now existing water lines or any extensions thereof between the water main and the meter or property line of the property to be served.
23. "Water Mains" shall mean the now existing main water lines or any extension thereof.
24. "Water Meter" or "Meter" shall mean a metering device for water usage that conforms to standards provided by the District General Manager. The standard water meter size shall be ¾ inch. Other sizes may be installed upon agreement between the Owner and the District.
25. "Water Permit" shall be required for obtaining water from any District water source for construction, dust abatement or other use and must be authorized by District General Manager.
26. "Water User" means an Owner or other person to whom the District has agreed to sell Metered Water.

20.030 Administration / Organization

The Board of Directors hereby appoints the General Manager to enforce the provisions of this ordinance. The General Manager may be referred to as "designated agent".

20.031 Address of the District and the Board of Directors

Owners should respond in writing or make payments to the address directed in correspondence. If no address is given, responses and petitions should be mailed to the District at the following address:

Board of Directors
Lake Shastina Community Services District
16320 Everhart Drive
Weed CA 96094

20.032 Owner Identification/Address

It is the responsibility of the property owner to ensure that the District record reflects the current owner and correct billing address.

20.033 Variances

Variances to this ordinance may be granted by the Board of Directors as provided in this section. Neither the General Manager nor any other staff member may grant a variance, and any purported attempt to do so shall be a nullity.

An application for a variance shall be in writing, and directed to the General Manager or Board of Directors, along with a fee contained in Exhibit A.

Variance may be granted, in open session of the Board of Directors, upon findings by the Board that: (1) unique physical circumstances exist which would make the strict application of the subject provision of this Code an unintended hardship to the property owner; and (2) the granting of the requested variance would not jeopardize public health or safety, or cause financial damage to the District; and (3) the granting of the requested variance would not adversely affect legitimate interests of any other property owner.

20.034 *Violations*

Any violation of a provision of this Code shall generate a civil charge as contained in Exhibit A or, if not specifically listed, shall be determined by the General Manager.

Notice of violation shall be issued in writing to the owner and service address, if different, specifying the particular section hereof that has been violated, the date, and any other pertinent information.

Unless the owner appeals the notice of violation, in writing, within 30 days after its issuance, by filing such an appeal with the office of the General Manager, the civil charge shall stand and shall be added to the owner's next water bill, adjustments or personal services.

If the owner files a timely appeal of the citation, the Board of Directors shall determine whether the alleged violation has occurred and the amount of the civil charge, if any, to be levied against the violator. The determination shall be made in open session, and entered into the minutes of the Board. The Board's ruling shall be final.

There shall be no fee required for the filing of an appeal under this section, nor shall the specified civil charge be increased upon an unsuccessful appeal.

While an appeal is pending under this section, the imposition of the civil charge shall be stayed.

20.035 *Appeals*

The decision of any discretionary act or decision of the General Manager may be appealed to the Board of Directors.

An appeal fee shown in Exhibit A, must be paid at the time an appeal is submitted. If the appeal is sustained, the appeal fee shall be refunded to the person who paid it; if the appeal is denied, the appeal fee may be refunded in the discretion of the Board of Directors.

An appeal of a discretionary act or decision of the General Manager must be received by the office of the General Manager within 30 days after appellant first became aware of the subject act or decision.

Upon receipt of an appeal made under this section, the Board may, but is not required to, stay any decision of the General Manager until the appeal can be decided.

An appeal under this section shall be held in open session of the Board of Directors, and the decision entered into the minutes of the body. The Board's ruling shall be final.

20.040 *Water System Description*

20.041 *Initial System Description*

The Water System consists of wells, pumping stations, storage tanks, water mains and laterals, valves, hydrants, and meters for the purpose of water distribution to the

approximately 3900 lots within the District boundaries and a few properties outside the District boundaries by separate agreements. Most lots have water laterals at or near to their boundary lines. All lots within the District boundary fall into the standard Residential, Unimproved, or Commercial lots.

20.042 *System Requirements*

20.042.01 Meters

The Board of Directors declares that SB 229 (Chapter 407, California Statutes, 1991) mandates compliance and that water meters are necessary for the conservation of District water and order their installation for all users of water. All meters when installed shall be the property of the District and any repairs, replacement, or adjustment caused to any part of the meter installation or meter housing by the negligence or carelessness of non-District personnel shall be charged to and collected from the owner.

20.042.02 District Rights

The General Manager reserves the right to require back flow devices on any connection to the water system, whether owned by the District or not, when it is determined by the General Manager that such a device is required to protect the interests of the Water System. The General Manager reserves the right to test any well for potential contamination to the District water supply and require corrective action to prevent such contamination.

20.042.03 Meter Box

The Water System consists of lines to and including meter box. It is the responsibility of the property owner to provide lines and shutoff valves etc. up to the meter box as may be required by the District.

20.042.04 Maintenance of Water Pressure and Shutting for Emergency Repairs

The District shall not accept any responsibility for the maintenance of pressure and it reserves the right to discontinue service while making repairs, replacements and connections or performing other work in the operation of the water system. Consumers dependent upon a continuous supply should provide emergency storage.

20.043 *Connections / Disconnections*

20.043.01 Water Service Application

Owners or their representative (Applicant) must apply for connection to the water system at the District offices. Such application shall signify the Applicants willingness and intention to comply with this and other ordinances or regulations relating to water services and to make payment for this and all other services rendered.

All District accounts must be paid in full at time of application. Application gives the District property ingress and egress rights to install or inspect connections. All Applicant's for service connection or water service shall be required to accept such conditions of pressure and service as are provided by the distribution system at the location of the proposed service connections and to hold the District harmless for any

damages arising out of low pressure or high pressure water service conditions or from any interruptions in service.

20.043.02 Temporary

Temporary connections to water laterals and hydrants can be made with the approval of the District. Temporary connections shall require a portable meter to determine water usage as well as back flow prevention devices. Charges for temporary connections shall be contained in a written agreement between the Applicant and District.

20.043.03 Standard Residential or Commercial

If a water lateral is on or near a lot, a permanent connection to the water system can be applied for through the standard new home construction process. The buy in fee for this connection is contained in Exhibit A. If more than one building is required to have water service in a single family residence, it is the owners responsibility to provide all piping, shut-off valves etc. including a single connection to the meter box.

20.043.04 Non-Standard Residential or Commercial

The General Manager shall determine if a lateral and or main extension is required in addition to a standard water system connection. Main extensions shall require Board approval. Extensions of this type are performed at cost and charged to the applicant. The procedure requires the District to estimate the cost, and have the applicant pay a deposit equivalent to the estimate. The District and Applicant then enter into a written agreement to complete the work and, if necessary, a payment schedule to pay for the connection. All other standard connection requirements are the same.

20.043.05 Multiple Unit Connection

Water service shall be provided to multiple family dwelling or business units on the same lot only upon application by the Owner of the lot and not by individual tenants. Service of this type may only be provided by separate agreement.

20.043.06 Subdivisions

Water service shall be provided to subdivisions only upon application by the developer of the subdivision and not by individual lot owners. Service of this type may only be provided by separate agreement.

20.043.07 Connections Adjacent to District Boundary

The District encourages properties adjacent to the District boundary to purchase water from the District Water System whenever the District has surplus water available. This minimizes the number of wells using the District water sources and the potential for water source contamination.

A lateral and or main extension application is required in addition to a standard water system connection. The procedure requires the District to estimate the cost, and have the Applicant pay a deposit equivalent to the estimate. The District and applicant then enter into a written agreement, which includes a buy in fee and charges to extend the system at cost and, if necessary, a payment schedule to pay for the connection. All other standard connection requirements are the same.

20.043.08 Unauthorized Use of Water System

1. It shall be unlawful to use water from one lot for any purpose on any other lot or for any water user to allow such use. Any violation of this section may result in suspension or termination of metered water service.
2. It shall be unlawful for any person, not authorized by the District, to make any connection to any component of the District water system including, but not limited to, mains, laterals, or hydrants. Any violation thereof shall be considered an unauthorized hookup, the fee is shown in Exhibit A. In Addition, a Metered Water usage charge may be imposed, based on the District's estimate of the amount of water used. Use shall be terminated until appropriate procedures have been followed.
3. It shall be unlawful for any person, not authorized by the District, to at any time or in any manner operate the stop and waste valves or, gate valves of the District water system or interfere with their connections, mains or other parts of the water system. Any violation thereof shall be punishable as determined by the District
4. It shall be unlawful for any person, not authorized by the District, to attach any ground wire or wires to any plumbing which is or may be connected to a service connection or main belonging to the District unless such plumbing is adequately connected to an effective driven ground installation on the premises. The District will hold the owner liable for any damage to its property occasioned by such ground wire attachments.

20.043.09 Disconnection From The Water System

In the case a property becomes vacated (and the Owner wishes to disconnect from the water system), the minimum Metered Charge shall be charged and collected from the Owner thereof, whether water is used or not, until the day upon which the General Manager is notified of the fact that the property is unoccupied. The rate in use will be continued for the entire billing period in which notice occurs. The meter shall be removed at Owner expense and the water rate shall revert to the standby rate for the next and subsequent billing periods.

20.050 Assessments, Fees, Rates and Charges

Every Assessment, Metered Charge, application for water service, and every Fee or Charge for water service levied by the District, shall be the responsibility of the Owner. Bills will only be sent to Owners at the address on District record.

Any request to temporarily discontinue residential service shall be in writing. Only owners may request that water service be permanently disconnected. The fee for shut off and on is shown in Exhibit A. Only Owners, Water Users and Police Department/Water Department personnel may request that water service be discontinued. Nothing herein shall affect the contractual rights of landlords and tenants to assume responsibility in a rental agreement for the payment of water charges on behalf of the Owner, but any such contract shall not be binding on the District. Owners shall be responsible for tenant violations and any resulting fees or charges.

Nothing herein shall authorize a landlord to discontinue District water service to a tenant as a means to evict the tenant.

20.051 *Table of Assessments, Fees, Rates and Charges*

A description and amount of Assessments, Fees, Charges and water consumption rates is contained in Exhibit A – Pages 1 and 2.

20.051.05 *Responsible Parties*

Notwithstanding any other provision in this Code, the District shall have the option to include Charges owed to it in a unified billing for other District services and to present the same to the Owner of the property served for payment. If the District issues such a unified billing to the property Owner, it shall not be required to also bill the Water User, responsibility for doing so resting solely with the property Owner, nor shall the District be required to notify the Water User in the event of non-payment by the property Owner. In any event, if the District utilizes such a unified billing, the Water User and the Owner of the property served shall be jointly and severally liable to the District for the Charges and nonpayment may result in interruption of service as provided herein. District Board does have authority to substitute Water User for Owner.

20.052 *Notice of Change in Metered Water Rates Charges*

Not less than thirty (30) days before any increase in the Metered Charges, the District will give current Water Users notice of the same by first-class mail to the address of record for the Account.

Second paragraph of 20.052 now given its own caption under 20.051.05 Responsible Parties (see above)

20.053 *Billing / Due Date/ Delinquency Date of Assessments, Fees, Rates and Charges.*

Regular General Charges are due and payable on the first day of each billing month (semi-annual being January and July; quarterly being January, April, July, and October). A statement of account or bill shall be sent via first class mail to the Owners' addresses on record on or before the due date. The board has the authority to change regular billing periods and shall notify Owners by first class mail if they elect to make such changes.

Once a charge or any portion thereof, is 45 days past due, the Owner may be sent a notice or "friendly reminder" stating all amounts past due as of the date of the notice, which may be in the form of a letter, monthly statement, past due notice, or any other form of writing or notice from the District or its designated agent, mailed first class.

A charge, or any portion thereof, is delinquent if payment has not been received as directed by the Board or its designated agent sixty (60) days after the charge due date.

Lack of statement does not relieve the Owners of the obligation to pay Charges.

20.054 Delinquent Account Handling**20.054.01 Collection Charges**

Any reasonable costs and fees incurred in processing and collecting delinquent amounts, including, without limitation, late charges and interest, charges for preparation of delinquency letters and notices or referral for collection, postage and copies, and attorneys' fees and costs, shall become an additional charge against the Owner and the Owner's account and shall be subject to collection pursuant to this ordinance.

20.054.02 Late Charges on Delinquent Amounts

A Charge, or any portion thereof, that is delinquent shall incur a late charge as contained in Exhibit A, imposed sixty (60) days from billing due date.

20.054.03 Interest

The unpaid balance of an Account shall bear simple interest at the rate contained in Exhibit A, booked quarterly, calculated on the entire amount owed, less interest, imposed sixty (60) days from due date.

20.054.04 Payment Agreement

Neither the District nor its designated agent has any obligation to accept partial payments on an Account. Upon request, an agreement may be made to allow an Owner to make periodic partial payments on the balance of a delinquent Account, in addition to the ongoing charge payments, in amounts and on a payment schedule approved by the General Manager. Monthly payments may be specified for a period not to exceed 12 payments. When payments are to be made at the close of escrow and property is not sold, arrangements must be made for payments to continue on a regular basis.

Any agreement entered into with the Owner shall be reasonable, as determined by the Board in its sole discretion, and for the sole purpose of assuring that the best interests of the District are served. The payment agreement shall be in writing and shall provide that failure by the Owner to meet any term of the agreement shall give the General Manager the right to immediately cancel the payment plan agreement and continue the collection process without further notice to the owner.

20.054.05 Lien / Tax Rolls

The District may lien property and once per year, on or prior to August 10th, or any future date assigned, as determined by Siskiyou County, may submit delinquent Assessments, Fees and Charges to the Siskiyou County Controller (as authorized by California CSD law) to be added to the forthcoming year's property tax rolls as "LAKE SHASTINA DELINQUENCY" Assessments, Fees and Charges to be collected with and not separately from annual property taxes.

20.054.06 Termination of Service Due to Non-Payment of Water & Sewer Charges

Metered Water service to any Water User may be discontinued, for non-payment of Metered Water Charges, for non-payment of Sewer Charges, or for any other violation of this Code. Prior to such discontinuation, Owner and the occupant(s) of any premises to which the subject water is provided (if different), shall be given written notice of the

termination and an opportunity to protest and to present relevant information in support of the protest. The hearing shall be conducted by the General Manager or his designee upon depositing any delinquent sums claimed by the District. If service is discontinued for such non-payment, the Owner, Water User, or premises occupants (if different) must apply for service reinstatement and pay the fees as required by Exhibit A.

20.054.07 Other Remedies

The District reserves the right to avail itself of any other remedies permitted by law and the District's governing documents, including but not limited to bringing an action in Small Claims, or Superior Court, and imposing non-monetary sanctions against an Owner after notice and an opportunity for the Owner to attend a hearing on the matter. Such remedies may be taken in addition to or in lieu of any action already taken, and commencement of one remedy shall not prevent the District from electing at a later date to pursue another remedy.

20.055 Application of Payments

Payment shall be applied first to Metered Charges or Standby Assessments, as applicable, then to late charges, collection charges, and interest.

20.056 Dishonored Checks

At any time that the District or its designated agent receives a check dishonored by the bank for any reason, a charge contained in Exhibit A shall be imposed. The Board may immediately proceed with the collection process if the charges are not paid within ten (10) days after notice of the dishonored check is sent to the Owner.

20.057 Dispute of Charges

If the Owner questions the accuracy of the calculation of an Account or the amount charged to the Account, a written objection to the specific charges must be made to the General Manager within thirty (30) days of the date notice is sent to the Owner of the charge or balance, or the Account shall be deemed to be correct. A telephone call will not reserve any rights. Incorrect meter readings that lead to errors in billing can be handled by the staff. The disputed amount may remain unpaid during the investigation, but undisputed portions of the Account must be paid before the delinquency date in order to avoid collection charges. No action will be taken to collect the disputed amounts until completion of the investigation and a decision by the General Manager or Board, if an appeal of the General Manager's decision is filed.

The Owner's written objection must include the following information:

- A The Owner's name, mailing address, and Account number;
- B The exact dollar amount in dispute or error;
- C For each charge, payment or meter reading in dispute, an explanation of the reason the Owner believes there is an error, with sufficient detail such as dates, names and check numbers, so that the dispute may be investigated efficiently and effectively. If the Owner does not know how the error was made, that statement may be made, but the dates and check numbers, etc., must be given; and
- D Copies of checks, letters or other documents referred to or claimed must accompany the written objection.

If the disputed charge is the result of a leak or broken component on the Owners side of the meter box, the charges are considered to be correct and the responsibility of the Owner.

If the disputed charge is suspected by the Owner to be due to a faulty meter, he/she may, upon payment of a Meter Testing Fee contained in Exhibit A, request that the meter through which water is being delivered to his/her property be examined and tested by the District. If the meter is found to be reading within the tolerance specified in Exhibit A of the actual water amount used in the test, the Fee shall be forfeited to the District and the charge assumed to be correct. In addition a meter reading fee found in App. A will be charged if billed meter reading found to be correct. Bill will be corrected and no fee charged if incorrect. If the meter is found to be reading outside the threshold, the meter will be replaced by the District, the deposit refunded, and the charge based on the average of the last 2 years equivalent quarter water usage. If 2 year period is not available, then past year or percentage of prior period based on average usage shall be used.

20.058 *Transfer of Accounts from Mutual Water Company*

All Mutual Water Company accounts shall be transferred to the District "as is" at the time of transfer, including agreed upon payment plans. The District shall have the power to release recorded "Notice of Delinquencies". The District may lien delinquent properties or send delinquent amounts to tax rolls as per the normal District procedures. The District shall incur any unresolved disputes at the time of transfer.



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

Superseded by Ordinance 3-03 and 4-03
Revised: 05/29/03

Exhibit A – Page 1 of 2

20.A.01 Assessments, Fees, Rates and Charges

Water Rates shall be charged according to the following table.

The Assessments, Fees, Rates and Charges described by the following section(s) may be superseded in whole or in part by separate agreements.

Billing Group	Amount (\$)	Billing Period
Improved Properties – ¾ inch service	43.50	Quarterly
Consumption Surcharge		+ \$0.35 per 1,000 gal. Water used
Improved Properties – more than ¾ inch service	See EF Chart	Quarterly
Consumption Surcharge		+ \$0.35 per 1,000 gal. Water used
Unimproved Properties	17.50	Semi-Annually
Commercial Improved Properties – ¾ inch service	14.50	Monthly
Consumption Surcharge		+ \$0.35 per 1,000 gal. Water used
Commercial Properties – more than ¾ inch service	See EF Chart	Monthly
Consumption Surcharge		+ \$0.35 per 1,000 gal. Water used
Commercial – 6" & 8" Fire Service	14.50	Monthly
Consumption Surcharge		+ \$4.55 per 1,000 gal. Water used
Private Fire Service	14.50	Monthly
Commercial Unimproved Properties	17.50	Semi-Annually
Special Water Service (includes water trucks and other temporary per day.	0.35	
	Per 1,000 gallons plus cost of any special connection	
Commercial Water Bottlers	By Agreement of Board Only	

20.A.02 Equivalency Factors (EF) Chart.

Standard Base Rate for Services over ¾ inch are calculated based on the following equivalency factors (EF) and surcharge (SC) as follows:

Meter	EF	SC	Commercial Charge	Res. Charge (x 3)
1"	1.7 x Monthly Base Rate + \$2		Monthly \$26.65	Quarterly \$79.95
1.5"	3.3 x Monthly Base Rate + \$3		Monthly \$50.85	Quarterly \$152.55
2"	5.3 x Monthly Base Rate + \$7		Monthly \$83.85	Quarterly \$251.55
3"	10.0 x Monthly Base Rate + \$33		Monthly \$178.00	Quarterly \$534.00
4"	16.7 x Monthly Base Rate + \$43		Monthly \$285.15	Quarterly \$855.45
6"	33.3 x Monthly Base Rate + \$67		Monthly \$549.85	Quarterly \$1649.55

Exhibit A – Page 2 of 2

20.A.03 Other Fees, Rates and Charges

Other Fees, Rates and Charges are shown in the following table.

Description	Amount (\$)	Billing Period
Back-flow Prevention Device Test	30.00	As Required
Shut-Off (Delinquent Account)	15.00	As Required
Turn-On (Delinquent Account)	15.00	As Required
	+ payment of any past due Water and Sewer Charges	
Water Analysis Fee (Special Request Only)	15.00	As Required
Meter Reading Fee (Special Request Only)	15.00	As Required
Water Hookup Fee	215.00	As Required
Temporary Hookup (with or without meter)	25.00	As Required
Meter Testing Fee (Special Request Only)	25.00	As Required
	If test shows deviation from standard > 2%, No Charge.	
Unauthorized Hookup Charge	250.00	As Required
Service Call Out not pertaining to service:	Amount is doubled (30.00) for After Hours service	
Shut Off Water in Emergency	15.00	As Required
Locate shut off in Emergency	15.00	As Required
Shut Water Off (Special Request)	15.00	As Required
Turn Water On (Special Request)	15.00	As Required
Pressure Test	15.00	As Required
Services not covered	15.00	As Required
Meter Replacement or Repair due to Accident or Damage to Meter:	Actual Cost	
Meter	65.00	As Required
Enclosure without Lid	45.00	As Required
Enclosure with Lid	65.00	As Required
Lid	35.00	As Required
Meter Reading Lid	25.00	As Required
Other (Plumbing)	Material plus Labor	
Late Fee on Charges not paid with 60 days	10 %	As Required
Posting Shut-Off Warning (Non-payment of Service Charge)	15.00	As Required
Fire Hydrant Service Hookup	25.00	As Required
	+ Water Charge (see Commercial)	
Application for Water System Connection	300.00	As Required
	Plan / Proposal Review at Cost (minimum \$300 Deposit)	
Buy-In for Uncommitted ¾" Service (\$2285):		As Required
Development of New Wells	134.00	As Required
Additional Storage	279.00	As Required
Equitable Share of Water System Value	1822.00	As Required
Completion Review Charge	50.00	As Required
Buy-In for Uncommitted Service over ¾ inch	EF x \$2285 See EF Chart	As Required
Interest (Delinquent Account) (Simple)	½% per mo.	Quarterly
Late Fee (Delinquent Account)	10% Last Billing	60 Days After Billing
Application for Variance	50.00	As Required
Appeal Deposit	50.00	As Required
Dishonored Check Fee	2.50	As Required

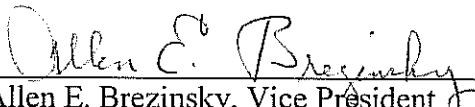
SIGNATURE PAGE

It is hereby certified that the foregoing Ordinance No. 1-03 was duly introduced on January 15, 2003, and adopted at a regular meeting of the Lake Shastina Community Services District on the 19th day of February, 2003.

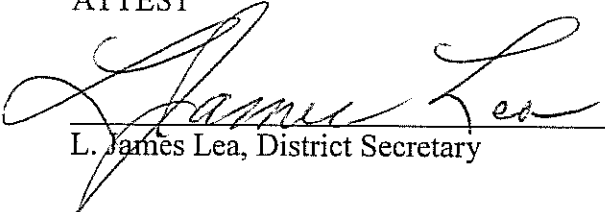
ROLL CALL VOTE

AYES: Directors Brezinsky, Dean, Dilley, Youngstrom
NOES: None
ABSENT: None
ABSTAIN: None

Lake Shastina Community Services District by:


Allen E. Brezinsky, Vice President

ATTEST


L. James Lea, District Secretary

- D. Status of Medical Clinic – **Received and Filed:** GM Lea reported Pres. Everhart, Director Youngstrom, FC Bryner and himself met with Chuck Gersdorf, President Mercy Medical Center Mt. Shasta, regarding the medical clinic. Mr. Gersdorf is still in the process of finding a location for the clinic. On Thursday, January 23, 2003 at 3:00 p.m. a tentative meeting has been scheduled for Pres. Everhart, Dir. Youngstrom and GM Lea to meet with Bill Hoy, Siskiyou County Supervisor District 3. GM Lea reported he met with Beverly Roths who has volunteered to assist staff and become part of the project to make the medical clinic a success. Beverly has had prior community service involvement. Board thanked Beverly for volunteering and for any assistance she would be providing on this project.

Item 10. NEW BUSINESS:

- A. **First Reading of Ordinance No. 1-03, District Water Dept. – Received and Filed:** GM Lea introduced the First Reading of Ordinance No. 1-03, an ordinance of the Board of Directors of the Lake Shastina Community Services District to exercise the District's legal authority to own, operate and provide Water Services, by reading out loud the Title Page, Index and Objective. Pres. Everhart thanked and complimented Ron and Debbie Allen for their work on preparing the Ordinance. The Board then opened the meeting for a Public Hearing and after receiving no Public Comment regarding Ordinance No. 1-03, approved the First Reading. GM Lea stated a copy of the Ordinance presented for First Reading would be available at the Administration Office.

Item 11. PUBLIC COMMENT: None

Item 12. NEXT REGULAR MEETING: February 19, 2003 at 3:30 p.m. at the Administration Building.

Item 13. CLOSED SESSION: Board went into Closed Session at 5:00 p.m.

- A. Personnel Matters
1. Worker's Compensation Loss Reports
 2. Claims & Risk Management Services – Claim Status
 3. Personnel
- B. Legal Matters
1. Bare vs. District

Board returned from Closed Session at 7:05 p.m. and reported the following actions were taken:

1. Board approved Grant Proposal Expenditure – see Item 8.4.c.3)a) for motion.

Motion by Dir. Dilley second by Dir. Youngstrom to approve the expenditure of grant funding to continue with the animal control officer function and add a new officer position through June 30, 2004, as outlined on Proposed Grant Expenditures Sheet dated 12/18/02.

Ayes: Directors Brezinsky, Dean, Dilley, Everhart and Youngstrom

Noes: None

Absent: None

2. Board approved stipend for Fire Chief and Assistant Fire Chief

Motion by Dir. Brezinsky second by Dir. Dean to approve a stipend of \$500.00 per month for Fire Chief Bryner (retro-active back to date of appointment of 10/16/02) and a stipend of \$250.00 per month for Assistant Fire Chief McWilliams (retro-active back to date of appointment of 11/15/02).

Ayes: Directors Brezinsky, Dean, Dilley, Everhart and Youngstrom

Noes: None

Absent: None

Item 14. ADJOURNMENT: Meeting was adjourned at 7:10 p.m.

Respectfully Submitted By:

Approval Date: _____

Sylvia Charvez, Recording Secretary

6. Water Department ----- GM Lea
- * a. Written Report: None
 - b. Verbal Report
 - * c. Pacific Power Statement of Damage Claim Form – Received and Filed: GM Lea reported that on February 19, 2003 Pacific Power notified LSCSD that claim will be dropped.

Item 9. OLD BUSINESS:

- * A. Status Report of Emerald Crescent Estates (ECE) – Received and Filed: GM reported ECE road has been relocated to make a loop, number of parcels has decreased from 15 to 13 and agreements are being drafted. FC Bryner asked for map of change so Police and Fire Depts. can review.

B. Status of LSMWC Contribution/Donation to LSCSD – Received and Filed:

- 1. Second Reading and Adoption of Ordinance No. 1-03, District Water Dept – Received and Filed: GM Lea reported that this meeting is time for the Second Reading of Ordinance No. 1-03. There have been changes since the First Reading; changes such as typing corrections and wording, nothing material. GM Lea gave the Second Reading, by title and index, of Ordinance 1-03 District Water Department. The Ordinance will be effective 30 days after approval of the Second Reading. A copy of the Ordinance presented for Second Reading will be available at the Administration Office. After Board discussion, the Board then opened the meeting for a Public Hearing. Comments were received from Marcie Bearden, Valerie Gibson, Gleyynn Short and Pearl Lewis. GM Lea reported that this Ordinance does not establish water rates. When the engineering study is complete, LSCSD will establish water rates. Rates can not exceed the engineering study recommendation. A vote will be required to set rates for unimproved property. A notification will be required to set rates for improved property. The Board then closed Public Comment and approved the Second Reading and Adoption of Ordinance 1-03.

Motion by Dir. Youngstrom second by Dir. Dilley to approve Second Reading and Adoption of Ordinance 1-03, District Water Department.

Ayes: Directors Brezinsky, Dean, Dilley, and Youngstrom

Noes: None

Absent: None

- 2. Approval of Agreement of Donation of Assets – Received and Filed: GM Lea reported that after legal counsel for LSMWC and LSCSD prepared and approved a final draft of Agreement, the LSMWC approved the Agreement of Donation of Assets at their January 16, 2003 meeting.

Motion by Dir. Dean second by Dir. Youngstrom to approve Agreement of Donation of Assets and authorize designated parties sign Agreement.

Ayes: Directors Brezinsky, Dean, Dilley, and Youngstrom

Noes: None

Absent: None

- A. Status of Medical Clinic: GM Lea reported Chuck Gersdorf, President Mercy Medical Center Mt. Shasta, will be providing a set of floor plans. Currently looking at LSCSD property on corner across from the Administration Office as the location.

Item 10. NEW BUSINESS:

- A. LSCSD Board Member Vacancy – Received and Filed

- 1. Acceptance of President Everhart's Resignation: Dir. Brezinsky reported that Pres. Everhart resigned from the Board due to health issues, effective January 29, 2003. Notice of Unscheduled Vacancy was posted by LSCSD and by County.

Motion by Dir. Youngstrom second by Dir. Dilley to accept President Everhart's resignation, effective January 29, 2003.

Ayes: Directors Brezinsky, Dean, Dilley, and Youngstrom

Noes: None

Absent: None