



McCloud Community Services District

220 West Minnesota Avenue P.O. Box 640

McCloud, California 96057

Phone (530) 964-2017 Fax (530) 964-3175 e-mail mcsd@ci.mccloucdcsd.ca.us

REGULAR MEETING OF THE BOARD OF DIRECTORS

SCOUT HALL - 405 E. COLOMBERO DRIVE

March 25, 2024 at 6pm

AGENDA

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

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

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

1. Call to Order

2. Pledge of Allegiance

3. Approval of Minutes: Discussion/action regarding approval of the minutes of the Regular Meeting of March 11, 2024.

4. Announcement of Events:

5. Communications:

6. Reports:

- A. General Manager-No report.
- B. Finance Officer-Jennifer Brunello written report.
- C. Fire Chief-No report.
- D. Public Works Superintendent-No report.
- E. Directors
- F. Committees

7. Consent Agenda:

- A. Approval of Expenses in the amount of \$11,056.86
- B. Approval of Expenses in the amount of \$1,195.00

8. Old Business: None

9. New Business:

- A. Discussion/possible action regarding the first reading of policy MCS D 2238 Recruitment and Retention Coordinator-Job-Description

B. Discussion/possible action regarding the first reading of policy MCSD 2270 District Organizational Structure attachment A

C. Discussion/possible action regarding the first reading of policy MCSD 2300 General Manager - Job Description

D. Discussion/possible action regarding the first reading of policy MCSD 1060 Exhibit B Refuse Rules

E. Discussion/possible action regarding the first reading of policy MCSD 3100 Garbage and Refuse Collection

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

11 Adjourn

MCSD Mission Statement

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

**MINUTES OF A
REGULAR MEETING OF THE BOARD OF DIRECTORS
March 11th, 2024 6:00 pm**

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

1. Call to Order

2. Pledge of Allegiance.

3. Approval of Minutes:

A. Discussion/action regarding approval of the minutes of the Regular Meeting of February 26th, 2024.

C. Richey made a motion to approve the minutes of the regular Meeting on February 26th, 2024; motion seconded by J. Mullins; Motion passed with 4 Ayes. (Richey, Hanson, Trent, Mullins) and 1 abstain (Rorke).

4. Announcement of Events: None

5. Communications: None

6. Reports:

A. General Manager-Verbal.

B. Finance Officer-None.

C. Fire Chief-Verbal.

D. Public Works Superintendent-None.

E. Directors-None.

F. Committees- None.

7. Consent Agenda:

A. Approval of Expenses in the amount of \$7,278.70.

C. Richey made a motion to approve expenses in the amount of \$7,278.70; motion seconded by J. Mullins. Motion passed with 5 Ayes. (Richey, Hanson, Mullins, Trent, Rorke).

8. Old Business: None

9. New Business:

A. Discussion/action regarding the Approval of Resolution No. 1, 2024 Releasing Restricted Reserve Fund

Categories and Reallocating Reserve Funds to General Contingency Category.

C. Richey made a motion to approve Resolution No. 1, 2024 Releasing Restricted Reserve Fund Categories and Reallocating Reserve Funds to General Contingency Category; motion seconded by J. Mullins; Motion passed with 5 Ayes. (Richey, Hanson, Trent, Mullins, Rorke).

B. Discussion/possible action regarding the purchase of a new backhoe.

M. Trent made a motion regarding the purchase of a new backhoe paid in full out of the new reserves with the percentages as indicated not to exceed \$170,000.00; Motion seconded by J. Mullins; Motion passed with 5 Ayes. (Richey, Hanson, Trent, Mullins, Rorke).

C. Discussion/possible action regarding the purchase of new Accounting Software.

Tabled

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

11. Adjourn 7:13pm

Michael Hanson/President of the Board

Sarah Roberts/Secretary of the Board

MCS D BOARD OF DIRECTORS
Finance Officer's Report
March 25, 2024

AGENDA SUPPORTING DOCUMENT
Agenda Item No. 6 B

Although I am not going to be at the Board meeting this week because I will be with Eli at the SDRMA Spring Education day, I figured I should write a quick report with some updates on what I have been up to lately.

We completed the Caselle Software demo on the 19th, and it went well. I think that all of us learned a whole lot about how much more efficient and up to date we could be once we get the tools to help us. Even the guys and utility workers will benefit from this software even though they are out in the field. It will automate everything from work orders/repairs, and mapping to billing and accounting & bank reconciliations. At the next meeting, I plan to bring it back for approval from the Board.

I have been constantly learning more daily and have been busy as usual. The W-2's and 1099's (for the fire dept. who earn quarterly points) were a little challenging doing them for the first time, but I finished them correctly and was able to get them to the employees on time.

I have been learning about our unfunded pension liability and OPEB. Amos and I attended a webinar with the Weist Law Firm regarding this subject and we learned a lot of valuable information and will also be bringing this up to the Board in the near future.

I have been working on some budget amendments we will need to complete (mostly strike team budget) and will be presenting them at the next Finance & Audit meeting. As soon as they are approved by the Board we can start the 2022-23 audit process. After that we will be officially caught up on our current audits.

I have started gathering some info from past documents about the election process for a possible tax rate increase for fire dept., library, park. It has been the same amount since 1997! I will continue to work on this as well as preparing for the rate studies for water, sewer, refuse that we will be doing in April with RCAC.

I am enjoying my job even though it is challenging at times, it keeps me learning and I am never bored. This is good because I do not like to be bored at work!

Reviewed
[Signature]

* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ Vendor #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
12314		1204 Actuarial Retirement Consulting	500.00						
		June 2024 actuarial retirement consulting fee for GASB 75 disclosure report. due 4/13/24.							
		1729 03/14/24 GASB 75 June2024 rpt fees	500.00		1010	402000	391		101000
		Total for Vendor:	500.00						
		*** Claim from another period (11/23) ****							
		145.80							
12341		10 BAXTER AUTO PARTS							
		Discovered 3/21/24, these past due November claims for:							
		Seat Shock for Refuse Department, and							
		Gear Oil for Backhoes			4350				
		1567424507 11/17/23 Seat Shock for Refuse Veh	105.08*			403000	530		101000
		1567424724 11/28/23 Gear Oil for Backhoes 1/4t	8.72			403000	530		101000
		1567424724 11/28/23 Gear Oil for Backhoes 1/4t	8.74*			403000	530		101000
		1567424724 11/28/23 Gear Oil for Backhoes 1/4t	8.74			403000	530		101000
		1567424724 11/28/23 Gear Oil for Backhoes 1/4t	8.74			403000	530		101000
		FinancChg 03/21/23 12/23 2.10 1/24 1.53 2/24 2	1.43			403000	530		101000
		FinancChg 03/21/23 12/23 2.10 1/24 1.53 2/24 2	1.45*			403000	530		101000
		FinancChg 03/21/23 12/23 2.10 1/24 1.53 2/24 2	1.45			403000	530		101000
		FinancChg 03/21/23 12/23 2.10 1/24 1.53 2/24 2	1.45			403000	530		101000
12342		10 BAXTER AUTO PARTS							
		Battery for lawnmower (Parks)							
		1567427045 03/21/24 Battery for Lawnmower	169.47		4350	403000	530		101000
		Total for Vendor:	315.27						
12338		13 BLUE STAR GAS							
		Fire House Heating Fuel 314.4 gal @ \$4.139	1,410.66						
		1588283 03/12/24 Heating Fuel 314.4@4.139	1,410.66		321241	403000	440		101000
		Total for Vendor:	1,410.66						
		*** Claim from another period (2/24) ****							
		11.68							
12309		1018 BOUND TREE MEDICAL, LLC							
		Glucagon for Ambulance Supply							
		Reverse Duplicate Payment. \$211.77 paid 12/11/23 ck 2857, and 12/21/23 ck 2870							
		85263631 02/27/24 Glucagon 1 ml vial kit	223.45		314245	403000	400		20 101000
		85170459 11/29/23 Reverse Duplicate Pmt ck 285	-211.77		1040	403000	400		20 101000
		Cks 2857&2870							

* ... Over spent expenditure

Claim/	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash
				Line \$						Account
12310		1018 BOUND TREE MEDICAL, LLC		151.38						
		Adrenalin, Rescue Masks for Ambulance Supply								
		85269199 03/04/24 Adrenalin, Rescue Masks & Pa		151.38		314246	1040 403000	400	20	101000
		Total for Vendor:		163.06						
		*** Claim from another period (1/24) ****								
		19.00								
12334		15 BROOKS COMPLETE AUTO REPAIR INC.								
		Disposed of two off rim tires								
		104485 01/29/24 Disposed of two off rim tires		4.75		2015	1050 403000	530		101000
		104485 01/29/24 Disposed of two off rim tires		4.75*		2015	1090 403000	530		101000
		104485 01/29/24 Disposed of two off rim tires		4.75		2015	2000 403000	530		101000
		104485 01/29/24 Disposed of two off rim tires		4.75		2015	3000 403000	530		101000
		Total for Vendor:		19.00						
12333		288 BUSINESS RADIO LICENSING		115.00						
		Radio License Renewal Service processing fee. Indications are 1. this is a								
		10-year FCC license beginning Dec 2024. Call sign WRU838 2. License is free for								
		government???								
		WRU838 03/20/24 Radio License Renewal		115.00*		4348	1010 402000	392		101000
		Total for Vendor:		115.00						
12332		277 CROSS PETROLEUM		980.93						
		Library Heat Kerosene 118.8 Gal @ \$3.9089 \$498.24								
		Scout Hall Kerosene 115 Gal @ 3.9089 \$482.49 split - Park 80% Directors 20%								
		1504494-IN 03/06/24 Library-Heat 118.8 @ \$3.90		498.44						
		1504496-IN 03/06/24 ScoutHall Kero-Heat 20% 11		96.50						
		1504496-IN 03/06/24 ScoutHall Kero-Heat 80% 11		385.99						
		Total for Vendor:		980.93						
12306		460 DEPT. OF JUSTICE		32.00						
		Fire Dept Fingerprint Service								
		721598 03/04/24 Fingerprint service		32.00		315241	1040 402000	345		101000
		Total for Vendor:		32.00						

* ... Over spent expenditure

Claim/	Check	Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
12326	February 2024	72	FIRST BANKCARD - DIRECTORS 1 Credit Card Activity	46.87	****							
	USPO 02/27/24		Mail Water Treatment License C	1.87*		0152	3000		403000	411		101000
	GrWallSec'	02/29/24	Cord for Security Cameras	45.00*		4328	1010		403000	400		101000
			Total for Vendor:	46.87								
12323	February 2024	71	FIRST BANKCARD - DIRECTORS 2 Credit Card Activity	1,316.75	****							
	FormsSwift 02/08/24		Help with 1099 Misc Forms	37.00*		4324	1010		402000	300		101000
	USPO 02/14/24		Sent Test to State	1.63*		4326	3000		403000	411		101000
	USPO 02/16/24		Sent 1099 Forms to Ogden UT	1.87		4324	1010		403000	411		101000
	C.S.D.A 02/22/24		Markrent's Budget Workshop	230.90		4339	1020		402000	350		101000
	USPO 02/27/24		Personalized Stamped Envelopes	907.90		SARA	1010		403000	411		101000
	USPO 02/27/24		Sent Ig Envel to Yreka	2.35		SARA	1010		403000	411		101000
	USPO 03/04/24		2 Rolls 100 1st Class Stamps	136.00		SARA	1010		403000	411		101000
			Total for Vendor:	1,316.75								
12325	February 2024	70	FIRST BANKCARD - DISTRICT CARD Credit Card Activity	579.27	****							
	Amazon 02/08/24		Plastic Welder Kit	42.89		4318	1090		403000	400		101000
	Microsoft 02/20/24		Amazon Prime Mo'y Membr Fee	16.08*			1010		402000	370		101000
	Reginato's 02/21/24		BackLoader 25,614 mi Fuel	253.00			1010		402000	396		101000
	Reginato's 02/21/24		SideLoader 31,477 mi Fuel	147.65			1090		403000	420		101000
			Total for Vendor:	579.27								
12321	February 2024	69	FIRST BANKCARD - FIRE DEPT Fire Dept. Credit Card Activity	690.07	****							
	Costco 02/17/24		Hose for Station 17	30.30		314246	1040		403000	510		101000
	Jones&Bart 02/20/24		Txtbk-Access fof Fire insp	107.95		219242	1040		402000	350		101000
	WilliamsIn 02/20/24		TWI Ethics Assessment	12.00		219241	1040		402000	350		101000
	Airgas 02/22/24		Combustible Gas Sensor	444.02*		314241	1040		402000	365		101000
	Amazon 02/28/24		Returned Supplies	-57.35		CHARLI	1040		403000	400		101000
	Harbor Frt 02/28/24		Tools fof Station 17	153.15		314242	1040		403000	400		101000
			Total for Vendor:	690.07								

* ... Over spent expenditure

Claim/	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash
				Line \$						Account
12328		1318 KOHNKE, ROBERT		88.00						
		REFUND GREEN WASTE FEES. PAID IN ERROR. GREEN WASTE INVOLVED EMANATED FROM MCCLOUD RESIDENT. FEES ARE PAID WITH THAT RESIDENT'S MONTHLY UTILITY BILL.								
		RECEIPTS 03/20/24 RFND GRNWST FEE PD IN ERROR		88.00		4347	1090 302160			101000
		Total for Vendor:		88.00						
12335		141 NAPA AUTO PARTS		91.27						
		Grease for Equipment								
		862496 03/15/24 Grease for the Equipment		22.81*		J GWIN	1050 403000	400		101000
		862496 03/15/24 Grease for the Equipment		22.82		J GWIN	1090 403000	400		101000
		862496 03/15/24 Grease for the Equipment		22.82		J GWIN	2000 403000	400		101000
		862496 03/15/24 Grease for the Equipment		22.82		J GWIN	3000 403000	400		101000
		Total for Vendor:		91.27						
12337		1219 Pace Analytical Services LLC		170.00						
		2 Coliform & Ecoli tests								
		240199728 03/14/24 2 Coliform & Ecoli tests		170.00			3000 402000	392		101000
		Total for Vendor:		170.00						
12308		126 PACIFIC POWER - 007 4 STREET		1,895.21						
		February 2024 Street Light Power								
		Feb2024 03/05/24 Street Light Power		1,895.21			1060 403000	450		101000
		Total for Vendor:		1,895.21						
12336		1206 SEAN A. PROUTY		115.03						
		Reimburse purchase of BLS (Basic Life Support) Provider Cards - required of all Volunteers - Fire and Ambulance								
		KiserCPR&F 03/21/24 Reimb-BLS Provider Cards		57.52*		4349	1040 402000	300		101000
		KiserCPR&F 03/21/24 Reimb-BLS Provider Cards		57.51*		4349	1040 402000	300	20	101000
		Total for Vendor:		115.03						
12311		169 SOLANOS HOME IMPROVEMENT CNTR		137.92						
		Blk Outdoor Wall Fixture for Scout Hall								
		Sewer-2" Ball Valve								
		330288 03/08/24 Blk Otdr Wll Extr-Scout Hall		29.38	0.30	4346	1070 403000	510		101000
		330655 03/18/24 2" Ball Valve-Sewer		108.54	1.10	4330	2000 403000	400		101000

* ... Over spent expenditure

Claim/ Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
	both 03/18/24 1% Disc if by 4/10/24 (taken)		0.00			2000 403000 400	400		101000
	Total for Vendor:		137.92						
12307	156 STAPLES		126.31						
Office Supplies	8073525555 03/07/24 Sharp Printing Calculator-		84.93		4345	1010 403000 410	410		101000
	8073525555 03/07/24 Receipt Book		22.51		SARAH	1010 403000 410	410		101000
	8073525555 03/07/24 9x12 Hvy Duty Clasp Env 10		18.87		SARAH	1010 403000 410	410		101000
	Total for Vendor:		126.31						
12330	1240 VALLEY PACIFIC PETROLEUM		1,173.61						
Vehicle Fuel	3/1/24 - 3/15/24								
CL24741061	03/15/24 Fire-DdgRam 3/9/24 121,568		19.89			1040 403000 430	430		101000
CL24741061	03/15/24 Fire-Wtraho 3/4/24 159,309		87.16			1040 403000 430	430		101000
CL24741061	03/15/24 Fire-Wtraho 3/14/24 159,49		74.38			1040 403000 430	430		101000
CL24741061	03/15/24 Fire-Rdtaho 3/13/24 134,84		29.09			1040 403000 430	430		101000
CL24741061	03/15/24 SlvrFrd 3/8/24 97,085mi 1/		23.20			1050 403000 430	430		101000
CL24741061	03/15/24 SlvrFrd 3/8/24 97,085mi 1/		23.22			1090 403000 430	430		101000
CL24741061	03/15/24 SlvrFrd 3/8/24 97,085mi 1/		23.22*			2000 403000 430	430		101000
CL24741061	03/15/24 SlvrFrd 3/8/24 97,085mi 1/		23.22			3000 403000 430	430		101000
CL24741061	03/15/24 F350 3/8/24 74,554mi 1/4th		35.29			1050 403000 430	430		101000
CL24741061	03/15/24 F350 3/8/24 74,554mi 1/4th		35.29			1090 403000 430	430		101000
CL24741061	03/15/24 F350 3/8/24 74,554mi 1/4th		35.29*			2000 403000 430	430		101000
CL24741061	03/15/24 F350 3/8/24 74,554mi 1/4th		35.29			3000 403000 430	430		101000
CL24741061	03/15/24 SlvrFrd 3/15/24 97,327mi 1		25.31			1050 403000 430	430		101000
CL24741061	03/15/24 SlvrFrd 3/15/24 97,327mi 1		25.31			1090 403000 430	430		101000
CL24741061	03/15/24 SlvrFrd 3/15/24 97,327mi 1		25.31*			2000 403000 430	430		101000
CL24741061	03/15/24 SlvrFrd 3/15/24 97,327mi 1		25.31			3000 403000 430	430		101000
CL24741061	03/15/24 RearLoader 3/6/24 25,598mi		162.91			1090 403000 420	420		101000
CL24741061	03/15/24 SideLoader 3/4/24 31,959mi		134.71			1090 403000 420	420		101000
CL24741061	03/15/24 Fire-DdgRam 3/5/24 121,215		115.99			1040 403000 430	430		101000
CL24741061	03/15/24 Fire-DdgRam 3/7/24		103.29			1040 403000 430	430		101000
CL24741061	03/15/24 Fire-DdgRam 3/10/24 121,78		74.34			1040 403000 430	430		101000
CL24741061	03/15/24 Medic 17 3/7/24 39,127mi		36.59			1040 403000 420	420	20	101000
	Total for Vendor:		1,173.61						

* ... Over spent expenditure

Claim/	Check	Invoice	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
12327		170	WITTMAN ENTERPRISES, LLC	1,090.63						
			Wittman ambulance billing services for January 2024.							
2401028		03/19/24	Jan 2024 Billing Services	1,090.63		320241	1040 402000	394	20	101000
			Total for Vendor:	1,090.63						
			# of Claims	23						
			Total:	11,056.86						
			# of Vendors	21						

*** Claim from another period (1/24) ****

MCCLOUD COMMUNITY SERVICES DISTRICT
Fund Summary for Claims
For the Accounting Period: 3/24

Fund/Account	Amount
1010 GENERAL	
101000 Operating Cash	2,237.01
1020 DIRECTORS	
101000 Operating Cash	230.00
1040 FIRE	
101000 Operating Cash	4,042.18
1050 ALLEYS	
101000 Operating Cash	121.51
1060 LIGHTS	
101000 Operating Cash	1,895.21
1070 PARKS	
101000 Operating Cash	584.84
1080 LIBRARY	
101000 Operating Cash	498.44
1090 REFUSE	
101000 Operating Cash	922.47
2000 SEWER	
101000 Operating Cash	230.12
3000 WATER	
101000 Operating Cash	295.08
Total:	11,056.86

03/21/24
12:48:33

MCCLOUD COMMUNITY SERVICES DISTRICT
Claim Approval Signature Page
For the Accounting Period: 3 / 24

Page: 8 of 8
Report ID: AP100A

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

Prepared by: Keith Anderson
Reviewed by: _____

Claims Total: \$11,056.86 Claims

Signature #1

Signature #2

Signature #3

Signature #4

Signature #5

For Date Posted = 03/22/24
* ... Over spent expenditure

Claim/	Check	Invoice	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
12317			1174 BARTKIEWICZ, KRONICK & SHANAHAN	1,195.00								
			Legal svcs for February 2024. Mike Rorke PRR case. file no. 89220001.									
			89220001 03/11/24 Legal Svcs Feb M. Rorke case	1,195.00*			1010		402000	390		101000
			Total for Vendor:	1,195.00								
			# of Claims	1								
			# of Vendors	1								
			Total:	1,195.00								

MCCLOUD COMMUNITY SERVICES DISTRICT
Fund Summary for Claims
For the Accounting Period: 2/24

Fund/Account	Amount
1010 GENERAL 101000 Operating Cash	1,195.00
Total:	1,195.00

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

Prepared by: Keith Anderson
Reviewed by: _____

Claims Total: \$1195.00 Claims

Signature #1

Signature #2

Signature #3

Signature #4

Signature #5

M. Rorke Legal Charges for case of M.Rorke vs. MCSD Re. Public Records Request		
Date	Charge Amount	Services
7/1/2023	\$ 240.00	Prep email response concerning board member conduct.
October 1-31 2023	\$ 8,421.47	Demurrer, etc.
8/18/2023	\$ 415.71	Discuss emails re. CPRA Request and copier costs.
November 1-31, 2023	\$ 7,603.60	draft notices for demurrer, respond to opposing counsel, etc.
December 1-31, 2023	\$ 7,813.07	review & response to opposition on demurrer.
January 1-31, 2024	\$ 5,010.80	Continuing case attorney fees for January.
Feb. 13-29, 2024	\$ 1,195.00	Attend hearing, send updates, nationwide legal filing fee invoice #68305.
Total	\$ 30,459.65	

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Fire Department Recruitment & Retention Coordinator –
Job Description

POLICY NUMBER: 2238

ADOPTED: November 8, 2021

REVIEWED: 2/14/24

REVISED:

2238.10 The position of Recruitment & Retention Coordinator is an overtime exempt position under the Fair Labor Standards Act. The Recruitment & Retention Coordinator is hired by the General Manager and Fire Chief for a period not to exceed four (4) years. This position is funded by a Federal Emergency Management Agency (FEMA) Staffing for Adequate Fire and Emergency Response (SAFER) Grant. Under the general direction of the District's Fire Chief, the Recruitment & Retention Coordinator is responsible for recruiting new volunteer firefighters and retaining current volunteers through various outlets including but not limited to incentive programs, training programs, career fairs, school presentations, and advertisements. The recruitment and retention coordinator will also respond to fire, hazmat, rescue, medical emergencies and provide care and transport to ambulance patients.

2238.20 Recruitment & Retention Coordinator must have knowledge of:

2238.21 Public safety administration, fire administration, emergency and disaster preparedness, fire investigation, hazardous materials management, and municipal water systems.

2238.22 The operation and maintenance of modern fire and EMS apparatus and firefighting equipment.

2238.23 Structural and wildland fireground tactics and strategies.

2238.24 The incident command system.

2238.25 Local water systems, roads, and geography.

2238.26 Modern emergency medical services (EMS) operations and procedures.

2238.27 Modern communications, business and computer systems and related software.

2238.30 Ability to:

2238.31 Provide the necessary fire and rescue operations during adverse conditions.

2238.32 Operate computers, software and modern communications equipment related to fire service and business applications.

2238.33 Compile and prepare written reports and oral programs.

2238.34 Communicate effectively orally and in writing.

2238.35 Must have the ability to interact with members of the public and co-workers tactfully and professionally.

2238.40 Education/Experience Required

Education equivalent to graduation from high school. Graduation from an accredited CA Fire Academy is preferred. Must possess a current California Emergency Medical Technician (EMT) certification or obtain within 60 days. Current enrollment or graduation from an accredited Paramedic Academy/Class.

All state and federal required standards for a Recruitment & Retention Coordinator to be met within one (1) year of employment as Recruitment & Retention Coordinator, Policy 2238 Appendix A, Minimum Standards for a Recruitment & Retention Coordinator.

2238.50 License/Certificates

Must possess a driving record acceptable to the District's insurance carrier. Must, within eight (8) months of employment, possess a current Emergency Medical Technician Paramedic License and CPR Certification, a valid California Class B or C driver's license with Firefighter Endorsement. A Hazardous Materials Operational Certification. All required certificates and licenses must be maintained throughout employment.

~~**2238.60** Residency Requirement~~

~~Employees in this position must establish and maintain residency in a location which allows response to emergency calls for service.~~

2238.7060 Basic Work Hours

This is a 40 hour per week position with work hours coordinated with the Fire Chief. The Recruitment and Retention Coordinator is also subject to respond to calls after regular hours as available and with close coordination with the Fire Chief. The Recruitment & Retention Coordinator is exempt from overtime pay or compensatory time off in accordance with Policy 2010.

2238.8070 Essential Job Duties (Continued)

The Recruitment & Retention Coordinator is required to work the hours necessary or required to complete necessary projects or job functions. The Recruitment and Retention Coordinator's primary duties include:

2238.8171 Responding to emergency calls for service at any hour of the day or night.

2238.8272 Treat and transport patients in an ambulance.

2238.8373 Perform administrative and technical work recruiting and retaining candidates for volunteer positions with the McCloud Community Services District Fire Department.

2238.8474 Provide informational programs at community job fairs, media outlets, web-based sources, and high school work programs.

2238.8575 Develop and implement plans, projects, and programs designed to solicit new volunteer firefighters, retain current volunteer firefighters, and to ensure the sustainability and growth of the McCloud Fire Department.

2238.8676 Create and monitor MCSD Fire Department website and social media platforms in hopes to recruit new volunteers

2238.8777 Pursue opportunities for external support of recruitment and retention programs, including grants and partnerships, and ensure compliance with requirements of grant awards and other support.

2238.8878 Maintaining cordial relations with all persons entitled to the services of McCloud Fire Department and attempting to resolve all public and firefighter complaints.

2238.8979 Represents the department at local, county, state and federal agencies and organizations.

2238.9080 Does other related work as required.

2238.91-9981-89 Left blank intentionally

2238.10090 Physical Requirements

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

2238.11191 Task: Operate, repair, and maintain firefighting, ambulance and rescue equipment.

Physical Demand: Standing, walking, lifting, pushing, pulling, and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 70 lbs.), kneeling, stooping, bending, squatting, close vision, distance vision, use of hands to finger, handle, or feel objects, tools or controls, driving vehicle and heavy equipment.

2238.11292 Task: Fire suppression and emergency response.

Physical Demand: Wearing self-contained breathing apparatus for extended periods, sitting, standing, climbing ladders while carrying 25 lbs., walking, lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs, and infrequently up to 70 lbs.), kneeling, stooping, bending, squatting, close vision, distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle and heavy equipment, working for extended periods in extremely hot or cold weather, working in low visibility areas containing smoke, ash, etc., working in confined spaces.

2238.11393 Task: Prepares handwritten and type written reports, forms, questionnaires, etc. as required to document work performed and maintain compliance with the various laws and standards and district policies and procedures.

Physical Demand: Sitting, close vision, reading, handwriting, speaking, hearing, use of hands to finger, handle, or feel objects, tools or controls, operating a computer and typewriter.

2238.11494 Task: Perform traffic control operations during emergency situations.

Physical Demand: Standing continuously in one location wearing turnouts and in temperatures below freezing and above 100 degrees, walking over uneven ground, distance vision, speaking, hearing, use of hands to hold and manipulate signs and to give direction to vehicle operators.

2238.10090 Physical Requirements (Continued)

2238.11595 Task: Plan, direct and control the recruitment of volunteer firefighters.

Physical Demand: Close and distance vision, color perception, hearing, clear speech, use of hands to finger, handle or feel objects, tools or controls, sitting in office environment for extended periods, driving vehicle, travel to out-of-town meetings with overnight stays.

2238.11696 Task: Conducts meetings of personnel, attends meetings of other governmental agencies and organizations, attends, and conducts training.

Physical Demand: Sitting, standing, speaking, hearing, driving vehicle, out-of-town travel, and overnight stays.

2238.120100 Environmental Demands

2238.121101 Outside: Travels to do out-of-office business in a variety of weather conditions including, rain, snow, cold below freezing and heat to +100 degrees Fahrenheit.

2238.122 102 Usually works outdoors wearing heavy personal protective equipment.

2238.123 103 Exposure to various colognes/perfumes, frequent exposure to fumes/dust from equipment.

2238.124 104 Noise/Vibration: Business/office machines, office located near and sometimes in highway traffic.

2238.125 105 Exposure to smoke, flames, intense heat and low visibility in firefighting conditions.

2238.130110 Mental Requirements

2238.131111 Reads and comprehends complex manuals and instructions for computer software and hardware, letters, reports, memos, messages, etc.

2238.132112 Writes reports, presentations, memos, messages, and fills out information forms. Needs ability to use or quickly learn the latest version of the district's word processing software.

2238.133113 Math: Ability to perform mathematical functions and work with mathematical concepts such as algebra. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations. Ability to use or quickly learn the district's current spreadsheet software.

2238.134114 Attention to Detail: High level concentration and attention to detail for extended periods of time required to perform management functions, produce reports and spreadsheets.

2238.135115 Repetition: Repetitive data entry to spreadsheets and computer system for accounting purposes, typing reports and presentations.

2238.136116 Judgment: Ability to work independently, prioritize work and make complex management decisions and implementation of same. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of data in written or verbal form, and deal with numerous abstract and concrete variables. Ability to work with others and formulate appropriate instructions to achieve desired goals

2238.137117 Social Skills: Ability to relate cooperatively with the fire Chief, volunteers, members of the public, public officials, governmental agencies, Directors, and District personnel on a constant and face-to-face basis.

2238.138118 Communication Skills: Ability to quickly organize and communicate thoughts orally, written or graphically. Ability to understand communications from others.

2238.140120 This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



McCloud Fire Department

Policy 2238

Recruitment & Retention Coordinator Job Description Appendix A Minimum Standards for Recruitment & Retention Coordinator

CA State Requirements:

1. ICS 200, 300 (CICCS)
2. ICS 700, and 800 (SEMS)
3. Fire Control 1 and Fire Control 2 (California SB 1207)
4. Minimum First Aid/CPR (22 CCR, §100015, H&S Code §1797.182)
5. Haz-Mat FRO (8 CCR §5192, 19 CCR §2520)
6. Haz-Mat Decontamination (8 CCR §5192, 19 CCR §2520)
7. Haz-Mat Incident Commander (8 CCR §5192)
8. Sexual Harassment training (CCR Government code §12950.1)
9. Supervisory training (Government Code §19995.4)

Federal Requirements:

1. IS 100, 200, 700, 800

ISO Requirements:

1. State required training

MCSD Requirements

1. Current EMT Paramedic License or the ability to be licensed within 8 months.
2. CPR certificates.
3. Class A, B, Commercial or Class C Drivers license with Firefighter Endorsement.
4. Ambulance Drivers License.
5. Requirements as set forth in MCSD Policy 2238, Recruitment & Retention Coordinator Job Description (computer knowledge, basic education requirements, etc.).

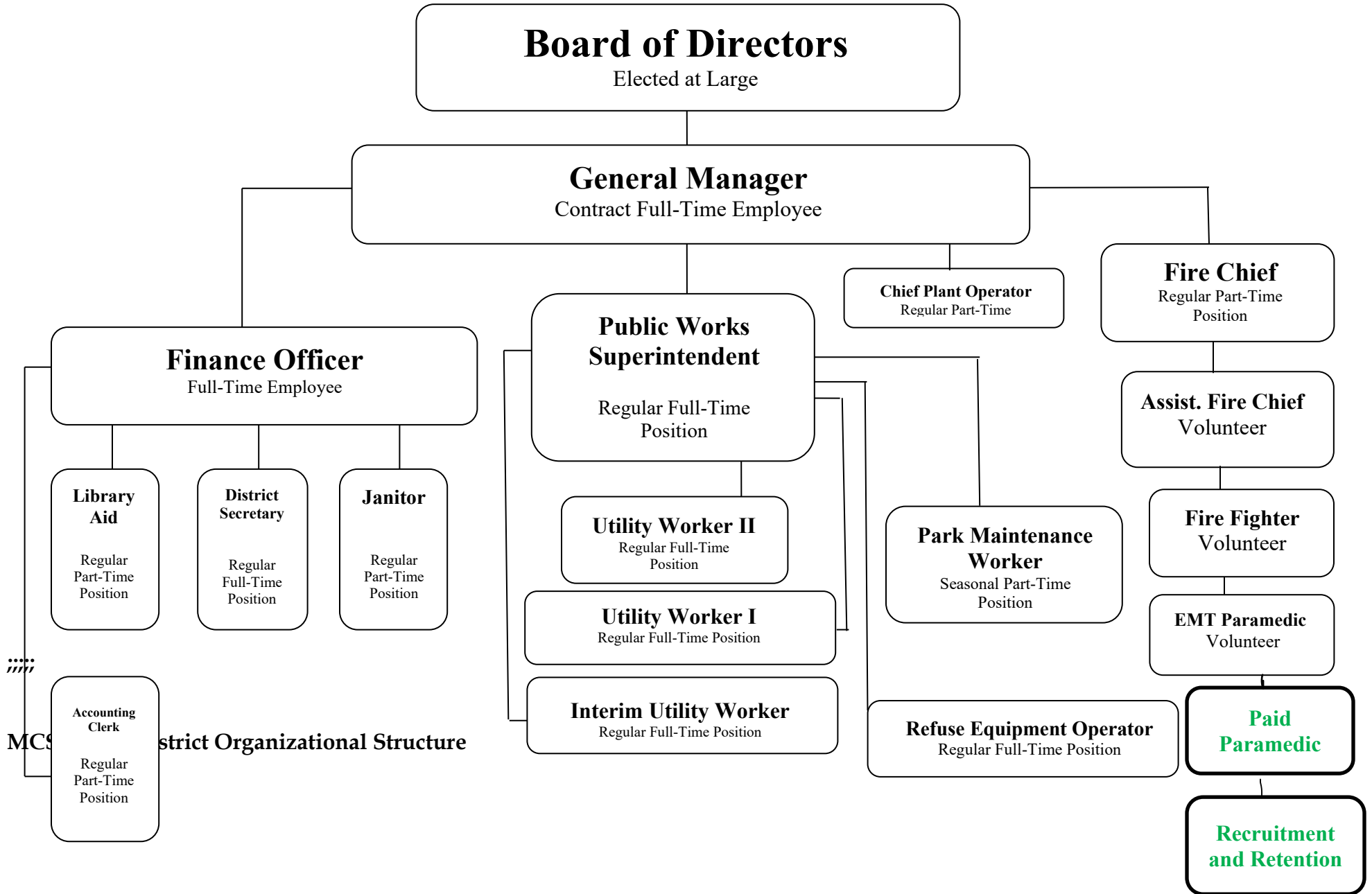
McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: District Organizational Structure
POLICY NUMBER: 2270
ADOPTED: November 12, 2002
REVIEWED: 08/12/13; 06/09/15; 05/10/16; 10/03/16; 01/10/17; 04/11/18; 09/11/20; 2/14/24
REVISED: 08/12/13; 01/27/14; 07/13/15; 06/13/16; 02/13/17; 05/14/18; 10/12/20

2270.10 The Board of Directors hereby establishes the positions and classifications shown as Attachment A to this Policy. As positions or individual job descriptions are created, eliminated or modified, Attachment A shall be amended to reflect such change.

2270.20 Adoption of this policy shall in no way limit the Board of Directors' ability to add, eliminate or modify individual positions or job responsibilities.

Attachment A



McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: General Manager - Job Description
POLICY NO.: 2300
ADOPTED: November 25, 2002
REVIEWED: 02/11/13; 02/25/13; 03/10/15; 09/08/15; 02/09/16; 05/10/16; 10/03/16;
01/10/17; 05/09/17; 07/11/19; 9/11/20; 2/14/24
REVISED: 02/25/13; 01/27/14; 04/13/15; 10/12/15; 03/14/16; 06/13/16; 02/13/17;
06/12/17; 08/12/19

2300.05 The General Manager is hired, evaluated annually or as otherwise warranted and terminated by the Board of Directors.

2300.10 Major Responsibilities

2300.11 Management: The General Manager is the Executive Officer of the District and for the Board of Directors. The General Manager oversees, organizes, and directs the activities and operations of the McCloud Community Services District, develops policy recommendations for the Board of Directors action and provides highly responsible and complex administrative support to the Board of Directors. The General Manager's position is a class that has **full responsibility** to the Board of Directors for the administration of **all** District services and activities and policies.

2300.12 The General Manager shall carry into effect the expressed policies of the Board of Directors. The General Manager shall communicate the goals and objectives of the Board to the community.

2300.13 The General Manager maintains cordial relations with all customers of the District and attempts to resolve all public and employee complaints. The General Manager shall encourage citizen participation in the affairs of the District.

2300.14 The General Manager shall ensure that all contracts, grants, agreements and policies and procedures of the District are properly carried out and implemented.

2300.15 The General Manager shall develop, maintain and advance appropriate relationships with other local governments and their staffs.

2300.16 The General Manager utilizes appropriate legal, accounting and other professional consultants hired by the Board of Directors.

2300.17 The General Manager shall establish, maintain quality standards, and coordinate the delivery of all public services for which the District is responsible.

2300.18 The General Manager shall serve as the District Treasurer upon appointment by the Board of Directors.

2300.20 Public Services and Facilities Planning and Development: The General Manager shall participate in the development of the District's work plans, projects and programs with the Public Works Superintendent, Finance Officer and other staff as appropriate, monitor work flow, review and evaluate departments' products, methods and procedures.

2300.21 The General Manager shall recommend a long-range plan of capital improvements, including provision of pertinent financial data and financing recommendations.

2300.30 Personnel: The General Manager acts as personnel officer for the District and employs such assistants and other employees as the General Manager deems necessary for the proper administration of the District and the proper operation of the works of the District in accordance with the positions authorized within the annual budget approved by the Board of Directors. The General Manager, Finance Officer and/or Public Works Superintendent and two (2) Board of Directors will be the interview committee for the hiring of all full-time employees.

2300.31 The General Manager, shall implement personnel and performance evaluation procedures, recruit, screen and select all District employees, and review all staff performance evaluations, ensure that all staff receive appropriate and necessary training, develop and maintain rapport among all staff members and promote a positive work atmosphere.

2300.40 Fiscal Operations:

2300.41 The General Manager shall supervise and direct preparation of the annual District budget, direct, review and evaluate annual budget requests of all District departments, direct and participate in continuous review of District expenditures throughout the fiscal year.

2300.42 The General Manager shall keep the Board informed of potential significant sources of funds other than operating revenue that may be available to implement present or contemplated District programs.

2300.50 Duties in the Absence of a Finance Officer

2300.51 Serves as office manager and supervises, evaluates and trains all clerical staff, including reviewing their work for accuracy and organizing work schedules and priorities and provides back-up to the District Secretary as needed.

2300.52 Responsible for signing liens for the District.

2300.53 Supervises and maintains the District's various insurance policies to ensure appropriate coverage.

2300.54 Task: Supervises and assists clerical staff, library aid and janitor in their daily work activities.

2300.55 Task: Interacts with other special districts, county, state and federal agencies, to obtain financial information, and to respond to inquiries for information from same.

2300.60 Board of Directors: The General Manager attends all meetings of the District's Board of Directors and such other meetings as the Board specifies from time to time.

2300.61 The General Manager shall advise the Board on matters of policy and administration, formulate and present to the Board plans to implement policies and accomplish goals established by the Board including planning the short, medium and long term work program and capital improvements for the District, and direct implementation of the system of priorities and levels of service established by the Board.

2300.62 The General Manager shall provide guidance to the Board of Directors in developing strategic goals and objectives, plan Board and community meetings and be responsible to maintain Board meeting and District business records.

2300.70 Prerequisite Qualifications

2300.71 The General Manager shall have a minimum of five (5) years of management experience, including experience in an increasingly responsible public agency position. Operations and/or experience of a water and/or sewer system is preferred.

2300.72 The General Manager shall possess or obtain and continuously maintain a valid California driver's license and a satisfactory driving record.

2300.73 High School diploma or Equivalent required.

2300.74 Possess or obtain within one year and continuously maintain a State certification in Water Treatment and/or Distribution (D-2 License). This may be extended by one (1) year with approval by the Board of Directors.

2300.75 The ability to effectively communicate both written and verbal with political officials, the constituents of the District and other governmental agency personnel.

2300.76 Understand and implement principles and practices of leadership, motivation,

team building and conflict resolution.

2300.77 Knowledge of the organizational and management practices as applied to the analysis and evaluation of District programs, policies and operational needs.

2300.78 Knowledge of the principles and practices of public agency organization, administration, personnel management, and finance.

2300.79 Must live within 30 minutes of the District to be able to respond to emergencies.

2300.80 Knowledge of the principles and practices of policy development and implementation.

2300.81 Knowledge of the principles and practices of local government administration and operations, local, state and federal laws, regulations and codes especially those affecting governance of a community services district as defined in the California Government Code.

2300.82 Knowledge of the principles and practices of government budget preparation and administration.

2300.80 Basic Work Hours Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, however, this position requires regular work before and/or after normal office hours as necessary to effectively administer the affairs of the District. The General Manager is exempt from overtime pay or compensatory time off as an administrative employee pursuant to Section 2080.62 of Board Policy.

2300.90 Essential Job Duties The General Manager is required to work as necessary to complete projects and job functions. The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. The essential job duties for this position include, but are not limited to:

2300.91 Task: Assist in planning, direction and control of the administration and operation of District, including personnel management.

Physical Demand: Close and distance vision; color perception; hearing; clear speech; use of hands to finger, handle, or feel objects, tools or controls; sitting in office environment for extended periods; driving vehicle; travel to out of town meetings with overnight stays.

2300.92 Task: Prepare and/or review policy proposals, timesheets, written instructions and drawings, reads and negotiates contracts, specifications, details and plans and perform related paperwork.

Physical Demand: Sitting, standing, walking, close vision, reading, handwriting, use of hands to finger, handle, or feel objects, tools or controls, reading, handwriting, operation of a computer and other office equipment.

2300.93 Task: Use computers, copiers, calculators and other business machines.

Physical Demand: Sitting, close vision, use of hands to finger, handle or feel objects, tools or controls.

2300.94 Task: Prepare and evaluate reports.

Physical Demand: Sitting, close vision, use of hands to finger, handle or feel objects, tools or controls, reading, operation of a computer and other office equipment.

2300.95 Task: Conducts meetings of personnel, may attend meetings of other governmental agencies and organizations, attends training.

Physical Demand: Sitting, standing, speaking, hearing, driving vehicles, out of town travel and overnight stays.

2300.96 Task: Perform customer work relations.

Physical Demand: Sitting, standing, speaking, hearing, close and distance vision, walking over uneven ground, driving vehicle.

2300.100 Marginal Job Duties

2300.101 Task: Performs construction inspection work and related documentation.

Physical Demand: Standing, walking over uneven ground, stooping, bending, squatting, climbing, sitting, close and distance vision, speaking, hearing, use of hands to finger, handle or feel objects, tools or controls; driving vehicle.

2300.102 Task: Performs construction inspection work, exterior emergency utility and facility service work in the absence of adequate staffing or in the event of an emergency.

Physical Demand: Sitting, standing, walking, lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs.), climbing stairs, kneeling, stooping, bending, squatting, close and distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle.

2300.110 Environmental Demands

2300.111 Outside: Travels to do out-of-office business in a variety of weather

conditions including, rain, snow and heat to +100 degrees Fahrenheit.

2300.112 Works indoors in temperature-controlled environment.

2300.113 Exposure to various colognes/perfumes; infrequent exposure to fumes/dust from printing cartridges.

2300.114 Noise/Vibration: Business/office machines, office located in close proximity to highway traffic.

2300.120 Mental Requirements

2300.121 Reads: complex manuals and instructions for computer software and hardware, letters, reports, memos, messages, etc.

2300.122 Writes: reports, presentations, memos, messages, and fills out information forms. Needs ability to use or quickly learn the latest version of the District's word-processing software.

2300.123 Math: Ability to perform complex mathematical functions and work with mathematical concepts such as algebra. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to use or quickly learn the District's current spreadsheet software.

2300.124 Attention to Detail: High level concentration and attention to detail for extended periods of time required to perform high level management functions, produce reports and spreadsheets.

2300.125 Repetition: Repetitive data entry to spreadsheets and computer system for accounting purposes, typing reports and presentations.

2300.126 Judgment: Ability to work independently, prioritize work and make complex management decisions and implementation of same. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of data in written or verbal form, and deal with numerous abstract and concrete variables. Ability to work with others and formulate appropriate instructions to achieve desired goals.

2300.127 Social Skills: Ability to relate cooperatively with members of the public, public officials, governmental agencies, Directors, and District personnel on a constant and face-to-face basis.

2300.128 Communication Skills: Ability to quickly organize and communicate

thoughts orally, written or graphically. Ability to understand communications from others.

2300.130 This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

2300.140 The General Manager shall be required to sign the General Manager Employment Agreement Policy 2301 – Terms and Conditions of General Manager Employment – Attachment 2301A at time of employment.



ATTACHMENT B

COMMERCIAL DUMPSTERS AND RESIDENTIAL CUSTOMERS

ITEMS RESTRICTED FROM COLLECTION

- ~~Hot~~ Ashes.
- Unbagged animal wastes.
- Infectious wastes.
- Dead animals are not to be placed in refuse.
- Green waste (all vegetation).
- Construction materials (boards, ~~and~~ siding, roofing material, pressure treated, saw dust, and wood shavings).
- Appliances, refrigerators, stoves (ovens and ranges) microwave ovens, etc. (including all household appliances) hot water heaters, televisions, radios, stereos or computers (including monitors).

Please remember the following tips when placing your refuse can:

1. The lid on your can must be able to close. Items placed on top of your refuse container count as extra refuse. Extra refuse tags can be purchased at the district office for \$4.00 each. One tag covers one 30 - gallon bag with a fifty pound maximum limit. Tags should be visible on the garbage bag and be placed next to your refuse container.
2. Cans need to have at least three feet of clearance on all sides.
3. Your can will not be picked up if its strapped, tied, locked or latched shut.
4. No green waste allowed. Please take your green waste to the MCSD Green Waste Disposal Facility on Squaw Valley Road. It is approximately 1-mile south of the District office down Squaw Valley road, on the East side of the road, just north of the Golf Course.

Green Waste accepted by the District is biodegradable yard and garden waste such as:

- Grass, shrub and tree trimmings.
- Pinecones and needles.
- Leaves, branches, flowers and weeds.
- Apples (fruits and vegetables).
- Cold ashes in designated area

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Garbage and Refuse Collection
POLICY NUMBER: 3100
ADOPTED: January 25, 1999
REVIEWED: 1/22/13; 1/28/13; 7/12/16; 10/11/16; 11/13/19; 5/27/20; 5/27/20;
2/14/24
REVISED: 02/11/13, 12/09/19, 06/22/20

3100.10 Board policy regarding the collection of garbage and/or refuse is found in Ordinance 26, appended herein.

3100.11 Definitions appear in Section 5.

3100.12 Receptacle requirements appear in Section 9.

3100.13 Location placement of receptables for pickup appears in Section 10.

3100.14 Allotment entitlements for both residential and commercial properties appear in Section 9.

3100.15 A list of restricted items appears in Section 12 and 13.

3100.16 Additional collection services appear in Section 11 of Ordinance 26 An Ordinance Regulating the Collection of Solid Waste and Policy 1060 - Miscellaneous Fee Schedule.

3100.17 Regulations concerning Door Yard Burns refer to Policy 3280.

3100.18 Miscellaneous policies concerning burying garbage, accumulating offensive matter and littering appear in Section 12, 13 and 14 respectively.

3100.20 The collection of garbage and/or refuse: The administration of this Policy shall be the responsibility of the General Manager and Public Works Superintendent. The General Manager and Public Works Superintendent shall establish a regular schedule for the collection of garbage and/or refuse in conjunction with the project contractor for all the premises within the boundaries of the District.

This schedule shall be posted in the office of the District and on the web site.

3100.30 The General Manager shall have the authority to provide for reasonable accommodation to customers determined to be handicapped in regard to the required location of containers.

3100.40 Owners/operators of commercial enterprises have the option to add or decrease dumpster size once per month (by the 5th of each month). The District will bill based on the dumpster size/cubic yards and how many times per week the dumpster is emptied per Policy 1060 - Miscellaneous Fee Schedule.

Bulk refuse customers who engage in commercial enterprises must have a minimum of a one-yard dumpster or equivalent at any given time.

The District finds that loose refuse or garbage that is on the ground draws wildlife such as rats, raccoons and bears, which pose public health and safety risks. Based on this finding, the District finds it in the best of interest of owners and operators of businesses to closely monitor their bulk refuse needs.

The District will perform random inspections at Refuse/Dumpster containment areas. If overflowing or loose refuse or garbage is apparent, the incident shall be photographed, and the Homeowner/Commercial Enterprises shall be notified of the refuse consequences and issues by phone or in writing. If the overflowing and or loose refuse or garbage is not removed, and additional dumpster capacity is not acquired after four (4) hours of the initial phone notification the District shall bill a minimum of \$~~60~~⁴².00 per hour (during work hours) and a minimum of 2 hours at \$~~90~~⁶³.00 per hour (after work hours) for labor and removal of refuse. Fines levied are pursuant to the Districts Miscellaneous Fee Schedule.