AGENDA

Regular Meeting
Monday November 12, 2024 – 7:00 PM
Town Hall
11960 East Street Fort Jones, CA 96032

CALL TO ORDER:

Fort Jones Town Council Roll Call:

Members: Garcia____Banks_____ Eayrs _____LaRiviere_____ Collie-Mason_____

PLEDGE OF ALLEGIANCE: Led by Mayor

PUBLIC COMMENTS:

Discussion items only, no action to be taken. Any person may address the Council at this time upon any subject within the jurisdiction of the Town of Fort Jones that is not on the agenda; however, any matter that requires action may be referred to staff and/or committee for a report and recommendation for possible action at a subsequent council meeting. There is a three (3) minute limit per person.

DISCUSSION / REPORTS / CORRESPONENCE; NON-ACTION ITEMS:

A. Police Department Monthly Report

B. Fire Department Monthly Report

C. Public Works Monthly Report

D. Administration/Accounting Report

CONSENT CALENDAR:

1. *Items listed on the consent calendar are considered routine and may be enacted in one motion. Any item may be removed for discussion at the request of the council or the public.*

a.) Approval of Minutes:
   i. Regular Meeting October 14, 2024

b.) Ratification of Disbursements: October 1 through 31, 2024

c.) Review Budget vs Actual July 1, 2024, through October 31, 2024

DISCUSSION / REPORTS: ACTION ITEMS:

2. Review and discuss possible action to approve the First 5 Read Across Siskiyou Proclamation.

3. Review and discuss possible action to approve Resolutions 1133 and 1134 authorizing the town administrator to sign and execute any amendments regarding the MOU with SEDC funded by the Community Development Block Grant – Coronavirus Response Rounds 1,2, and 3.

4. Review and approve amended 24/25 budget line item for the Law Enforcement Growth Allocation.

5. Review and discuss possible action to approve Resolution 1135 certifying the 24/25 fiscal year AB2788 Maintenance of Effort form.

6. Review and discuss possible action to approve the Job Certification and Continuing Education Policy.

7. Review and discuss possible action to approve the agreement between the town of Fort Jones and the Fort Jones Neighborhood Garden.

8. Review and discuss current state of water and sewer infrastructure.

9. Review and discuss Public Works duties, certifications, efficiency, and best use.

10. Review, introduce, and approve first reading of Ordinance 2024-1 regarding amending Title 13: Public Services and Title 18: Zoning.

STAFF COMMENTS:

COUNCIL MEMBER COMMENTS:

ADJOURNMENT:

The next Fort Jones Town Council Meeting is scheduled to be held on December 09, 2024, at 7:00 p.m.

It is the intention of the Town of Fort Jones to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, or in meetings on a regular basis, you will need special assistance beyond what is normally provided, the Town will attempt to accommodate you in every reasonable manner. Individuals who need auxiliary aids or services for effective communication or to participate in programs and services of the Town of Fort Jones are invited to make their needs and preferences known by contacting the City Hall office, (530) 468-2281, at least 72 hours prior to the meeting.

Fort Jones Police Department Monthly Report

October 2024

At this time of the year, along with the middle of winter, we typically see a slowdown in police-related activity. As you probably remember this hasn't been the case for all of 2024 and previous years. While much of the activity continues to be great for our community, we occasionally see a downside such as increased criminal activity including traffic related issues. The upcoming holidays will bring more folks to our community and bring with them additional needs for service. Our officers have been outstanding in keeping up with the demand for service and helped keep our constituents feeling safe and protected this past year. Again, thank you to the town staff and Council in supporting our efforts, it makes all the difference in the world. It has been amazing to receive the continued thanks from the community as well as seeing the progress and positive differences while patrolling around town.

Traffic- This past month has brought us several traffic related issues mostly in the form of preventable traffic violations and collisions. While our DUI's and collisions continue to remain at a lower number in town, they have been on the rise around the valley and county. There is no excuse for them, so officers remain vigilant to keep them at a low number or nonexistent. The PD and PAL will continue to provide a safe way of getting home from special upcoming events by providing a vehicle driven by a designated driver. We also continue to educate drivers by making numerous traffic stops monthly and providing warnings in the process. As you know, after a warning, officers generally issue citations. The U-Turn struggle continues as it has taken time to educate drivers that this is no longer allowed or tolerated. This past month several citations were issued for various violations including numerous citations for speeding on Main Street. We have been increasing our presence in certain areas and will continue to issue warnings and citations if warranted. If you see a problematic area, please let us know so we can address it appropriately. We utilized our new traffic speed/message board on several occasions, bringing a new way to advise drivers of events or traffic related issues. Printable statistics are available upon request if you would like a more detailed report of our findings.

Schools- Recently we have also seen an uptick in activity within our schools and the need for police intervention and counseling. You may have heard, but we have had a rash of school threats being made internally by students and outside sources. Fortunately, each of these cases has been resolved peacefully with each subject being held liable by criminal and state school policies. Each incident is taken very seriously and requires an extensive investigation from all organizations involved. Our schools are still very safe, especially compared to the rest of the county and I truly believe our role as police is not to just be an enforcer but to be proactive within our community as a prevention role. We will continue to work with the schools, assisting them with anything they may need to have another successful school year for our youth. We have also made several visits to our schools recently to visit and speak with the children about law enforcement and our roles within the community. It has always been a great opportunity to visit with our local youth on a casual basis and let them know we are their friends and here to help. I have had several meetings recently with school district personnel in the efforts to be

proactive in creating protocol and policies to prevent future problems while combating current issues. These meetings have been very productive, and we look forward to implementing them within our communities. We hope to incorporate a school resource officer in the future which would benefit each school within the Scott Valley School District.

Animal Control- Recently we have utilized our kennels in town with several dogs at large as well as more significant cases needing a safe secure area for animals to be. Our community has overwhelmingly helped with donations when we are in need and have taken on ownership of some of the animals we have needed to rehome. In the future, running a waterline to the kennel barn would help officers tend to animals easier and provide a more suitable place for recovered dogs. The town as a whole has seen a reduction of animals at large with the exception of one household. Kelly has now begun to not only cite the dog owner for animal and ordinance violations but has also started citing the absentee property owners. We hope this helps make a difference in the response from property owners with issues their tenants are creating.

Reports/Cases- Attached you will find last month's statistical data showing the diversity in calls for service and activity levels. Also included are the stats from the previous month of September. As always, this also includes calls for service in the outlying areas of Scott Valley. As mentioned above Officers have been doing a great job and are keeping up with the demand for service. Many of our cases continue to be Officer generated, coming from our officers being so proactive in the community. As I have always said, presence is a huge factor in preventing crime and it is our mission to be seen as often and continually as possible. With the switch over to the new CAD system, the layout of stats may look a little different, but I believe it will be easier to read. We have generated over 100 written reports this year so far, just for the town of Ft. Jones. This puts us on pace of last year and combined with Etna and the rest of the Valley you can see how busy things have been.

Calls for Service- As mentioned above, with the written reports we have seen an increase in calls for service including mutual aid requests and response to EMS/Fire calls. Written reports are separate stat than our calls for service and help provide a good oversite of what we encounter on a daily basis. Many of our everyday calls for service are not logged into the CAD system so the number of services provided to our constituents is drastically higher than what is put on paper. We continue to assist other departments in any way we can to help first responders to any crisis. With an increase in criminal activity outside our two towns and other agencies suffering from low staffing we have been called upon by outside agencies to assist often. These agencies include CHP, Sheriff's Office, Forest Service, and CAL Fire to name a few. We expect to see our calls for service continue at a high volume, especially with the increase in traffic we have seen throughout the valley. In totality of the past year, I estimate our calls for service to be well in excess of 2000.

Ordinance Enforcement- Recently we have had a couple Code enforcement issues arise, which are being handled by voluntary compliance. We currently have a case open which may lead to fines and fees. We hope to have a hearing officer and program set up soon so we

can adjudicate and assess fees in house without relying on the district attorney's office. We are also looking into the receivership process and look forward to having a discussion with our city attorney on how Etna and Fort Jones can work together to bring conclusion to several of our difficult long-term Code Enforcement issues.

PAL- PAL has been extremely busy recently with both Flag Football and our Soccer programs. We also hosted and/or helped with several trunk or treats, parades, and Halloween festivities. Along with Halloween itself for the two towns it provided us with several weeks of activities. We have our upcoming 23rd Annual PAL Holiday Gathering on December 7th, and look forward to a very exciting get together with Santa. We are also working on and maintaining our youth mentoring program as well as raise funds for the Valley's first skate/Bike park.

Training- Recently, with our partnership with the Sacramento Sheriff's special crimes unit has brought the opportunity to provide our officers with specialized training and technology to help provide a better response to specific crimes occurring in our community. We have also had our annual POST audit which resulted in another successful year of compliance.

Patrol Hours- The patrol hours and time in the office stay maintained over 600 hours a month with 4 officers, a detective and CSO's. Countless security checks, home checks, and business checks are made daily making sure our community is safe. We continue to hear compliments and appreciation daily for the service we provide our constituents. It makes all the hard work worthwhile when we can see and especially hear the difference our officers make in the community. Along with patrol comes the need for dependable vehicles equipped properly. Recently we have been able to purchase 4 vehicles to replace our aging fleet. This opportunity arose, providing the town of Fort Jones with a patrol vehicle of their own. We maintain our fleet far longer than most jurisdictions, and even have some patrol vehicles more than 25 years in age. With the addition of new and used patrol vehicles, I am hoping we do not have to address vehicle purchases for 10 plus years.

Fort Jones Fire Department

Chief Joseph Hess
Po Box 597
31 Newton Street
Fort Jones CA, 96032
Station Phone (530)468-2261
E-Mail- ftjfire@sisqtel.net

To City Council,

The Fire Department responded to 34 calls for service in the month of October. Members participated in 20 hours of scheduled training and numerous hours of online and on-duty proficiency training. The department has responded to 383 calls in 2024.

October 2024 Calls

Call Type	City Limits	Out of City
MEDICAL AID	9	17
PUBLIC ASSIST	3	1
RESCUE	0	1
VEHICLE ACCIDENT	0	1
ILLEGAL FIRE	0	1
WILDLAND FIRE	0	1
Total	12	22

The Dooryard burn ban was lifted Friday, November 1st. Dooryard burning is permitted within Town Limits with a valid burn permit. Permits are available at the fire station during regular business hours.

We are continuing discussions in regard to a special district/consolidation for emergency services in Scott Valley. Department heads and board/council members and various community partners met with county officials several times to discuss options, and we are looking into several grant opportunities to fund MSRs, feasibility studies, and/or LAFFCO fees for this project. We'll hopefully have more info and be able to move forward with this long awaited project soon!

Public Works Report

October 2024

Sewer

We recorded all of the daily readings at the wastewater treatment plant, compiled them into a usable form and sent them off to Dana to put into the quarterly report. We completed the CIWQS reporting for the month. There were no sanitary sewer spills in the month of October. We corresponded with the DFA about when the Towns amendments to the WWTF grant might be ready to be executed. We met with E and S engineers to look at our options for a new sewer line on Cowan Street. We helped locate a sewer lateral that was installed 30 years ago to a parcel that will be developed on Marbleview Drive.

We ordered a new manhole for the alleyway behind the maintenance barn. We unloaded the new manhole. This will be installed in the middle of November in an effort to abandon the current old concrete sewer main which runs underneath a residence. Once completed, new laterals coming from the businesses will be installed to it. This will reduce the length of pipe that the Town is responsible to maintain, and will ensure those parcels are adequately served.

Water

We made a list of all the known backflow devices in Town. We finished composing the letter to owners with backflow devices, notifying them of the need to have these devices tested. We plan to have all the testing/cataloging done on all of the known devices before the end of the calendar year. We winterized the well house. We upgraded our sampling sites in an effort to

avoid positive coliform results. We hooked up a new water service on Marbleview Drive for the new home that is being built there.

We have been chlorinating the well due to State regulations. We corresponded with PACE labs to have the necessary tests done. We took repeat samples and drove them to their lab in Redding. Hopefully we will be able to discontinue chlorination by the time of this Council meeting.

We read all of the meters and entered the information into the billing software. We handed out shut off notices for non-payment. The SAFER drought reporting for the month has been completed. **We would like to remind the community that if you see anyone filling up a water truck or tampering with a fire hydrant without a Town employee present to report it to Town Hall at 530-468-2281.** We shut off a few customers at their request for the winter.

We located water lines for all submitted 811 requests within the Town.

We helped the Elementary School do an addition test for lead in their Pre-K room. We created another invoice for the lead testing in childcare centers for the work done.

Parks

With the fall weather comes leaves, leaves, and more leaves. There is a lot to rake up.

We winterized all of the parks and shut down all the public restrooms located at them.

We are seeing an uptick in the amount of household garbage being dumped in the Towns trash cans. We wanted to remind the public that these trash cans are not for household garbage.

Roads

We removed all of the dead animals that were found during the month and disposed of them. We took out the trash weekly from the Towns trash cans. We located the Towns storm drains for all 811 requests. We are started cleaning the gutters and catch basins to get ready for the wet season.

We worked with Robbie at the County Road department to try to get Scott River Road crack patched before the winter. We are waiting on the County to approve the agreement. This rehab of Scott River Road was made possible by an RSTP grant in the amount of $50,000 dollars. It will crack patch and chip seal all of the Towns portion of Scott River Road. We made a schedule of Public Works activities.

ADMINISTRATION REPORT

OCTOBER 2024

ADMINISTRATOR

- LEAP Grant 15250: Completed the Zoning Amendments and the GIS implementation. Project is complete and 1st invoice totaling $13,593.75 for reimbursement has been sent out.

- LEAP Grant 14271: Gathered all invoices for the 6th Cycle Housing Element totaling $75,000 and submit an RFF (request for funds reimbursement). I was told it was too late to request funds, however, I am working with them to see if there is a way to still request reimbursement as I have just come on as Administrator and the previous Administration did not submit in time.

- STIP- Butte, Bower, and Cowan Project: Amendment still pending on removing Cowan Street. 1st Invoice totaling $ 18,313.30 has been sent for reimbursement.

- Waste Water Treatment Plant project: The amendment (Amendment #3) to combine the design phase with the planning phase has been reviewed and approved as of October 29,2024. Met with SHN to look over potential design of Treatment Facility plant.

- Cowan Street: Once the depths of the existing sewer lines have been located, E&S will begin the design work on this project. Funding for this project will be made possible through the Bulk Water revenue.

- Sterling Street Valves: The Town will be getting bids to replace/repair the valves on Sterling Street. Funding for this project with be made possible through the Bulk Water Revenue.

- Per Capita Grant: Continue to pull invoices for reimbursement.

- Audit: Work continues on pre-audit reports that reflect several discrepancies for the fiscal year 2018/2019. Once all requested files have been located and submitted, direction will be given on what will need to be done. Continuing to work on reconciling all accounts for that FY.

- CDBG: Work continues reconciling all accounts. There are only a couple left that need further review. This plays a pivotal role in assisting with the Audit.

- COPS: Completed MOE for 2024-2025. Resolution and backup are in packet for review and approval.

- Customer Service Clerk: Conducted several interviews for Customer Service Clerk part time position. Hired Cynthia Keno as the new Customer Service Clerk and she has been doing an amazing job. I have had many people compliment how welcoming and pleasant she is.

- General Finance: Process Accounts Payables, Accounts Receivables, and Payroll.

  Attended several webinars targeted towards future grant options.

CLERK

- New Customer Service Clerk: The addition of the new customer service clerk, Cynthia Keno, has gone well. She has completed the initial training, has excellent interpersonal and customer service skills, and is a true asset to the town.

- New Utility Billing Software: The company and software that the town has used for many years, UBMAX, closed at the end of October. GWorks bought them out and took them over. Unfortunately, GWorks has been unable to meet the terms of the contract, so a new software company was sought out. Several interviews were done, and Munibilling stood out as really the only company that would not only meet the needs of the town, but also be able to provide services that were not previously accessible, and be able to have onboarding completed by December billing time.

- Utility Account and Billing Errors: More than two hundred errors were found in the water/sewer utility billing system, ranging from minor account entry errors, to incorrect meter numbers, to incorrect charges, to incorrect addresses in the system. With the assistance of Public Works in obtaining correct meter numbers, these have all been rectified. There are still approximately 200 unknown meter numbers that Public Works will be identifying in November, and this office will continue the corrections.

- Business Licenses: It was discovered that many businesses have not renewed their licenses in the last two to three years. Additionally, there are several businesses that were overcharged for their licenses when they last held them. The correct amounts owed or owing have been ascertained for 90% of these businesses, and this office has begun contacting the businesses to bring their licenses current. This will continue into November.

- Facility Rentals: With the holiday season approaching, facility rentals have picked up. Additionally, it was discovered that many of the regular reservation holders had not received invoices in the last two years, nor had the Town received payment. A partial list of those who still owe has been completed, with invoices sent out. This will continue to be investigated and corrected.

- Website and Social Media: The town's website now has an event calendar with both council proceedings and community events listed. The posting of minutes and resolutions has been brought to date. Work continues on making sure compliance is met and making it more user-friendly and mobile-friendly. Additionally, the town's Facebook page published content was increased by 225%, and content interactions were 123, an increase of 75.7%.

Fort Jones Town Council
Regular Meeting Minutes
October 14, 2024

CERTIFICATION OF POSTING AGENDA

I, Cynthia Keno, Customer Service Clerk for the Town of Fort Jones, hereby certify that the agenda for the October 14, 2024 regular meeting of the Town Council was posted at the Town Hall, near the door of the Town Council Chambers, Ace Hardware, on the front window of the Fort Jones Post Office and on the Town's website www.fortjonesca.org on October 11, 2024.

I declare under the penalty of perjury that the forgoing is true and correct.

_____
Cynthia Keno, Customer Service Clerk

CALL TO ORDER AND ROLL CALL:

The regular meeting of the Fort Jones Town Council was called to order in person by Mayor Mercedes Garcia at 7:00 p.m. In addition to the mayor, councilmembers present were Mark Eayrs, Alex LaRiviere, Julia Collie-Mason, and Kathye Banks.

Staff present: Cherie Stephen – Town Administrator, Josh Short – Chief Etna PD, Joseph Hess – Chief Fort Jones Fire Department, Everett Hullquist – Public Works.

PLEDGE OF ALLEGIANCE: Led by Mayor Garcia

NOTICE TO AGENDA ITEM:

Mayor Garcia announced that there was an item that needed to be added to the agenda. The agenda packet contains Resolution 1133 pertaining to the Housing Element and zoning amendments for agenda item five, but it is not listed on the agenda to discuss. The resolution must be added to the agenda so it may be discussed and possibly approved. The deadline for approval is the end of October so it cannot wait until the November regular meeting.
Mayor Garcia asks for a motion to add Resolution 1133 to agenda item number five.

Motion: Collie-Mason moves to add Resolution 1133 to agenda item number five for discussion and possible approval.
Second: Eayrs
Ayes: M. Garcia, K. Banks, M. Eayrs, A. LaRiviere, J. Collie-Mason
Nays: None
Motion: Passes

PUBLIC COMMENTS:

Paula Johnson inquired if the "Meet and Greet" for the candidates would be rescheduled. Mayor Garcia informed her that it would not be rescheduled as the Town cannot get involved, but if a private citizen would like to put on such an event, they are welcome.

DISCUSSION / REPORTS / CORRESPONDENCE; NON-ACTION ITEMS:

A. Police Monthly Report:

No written report in agenda packet. Call stats were provided. A verbal report was given by the chief as follows.

Etna/FJ PD collaborated with the Sacramento Crime Unit on multiple cases involving child predators. Warrants were served; Etna PAL is having their Trunk-or-Treat on Oct. 26th from 12-3; Hunter Safety class, in person, will be held Nov. 2nd.

Public Comment: None

Council Discussion: Are the dog kennels getting used and do the owners come retrieve their pets? Chief answered yes to both questions.

B. Fire Department Monthly Report:

No written report in agenda packet. A verbal report was given by the chief as follows.

There were 40 calls for the month of October; Chief and another fire fighter were on the Bridge Fire for twelve days; the department has four applicants for the Recruitment/Retention Officer position – three of the applicants will be interviewed; Department paperwork.

Public Comment: None

Council Discussion: Were the SCVA's awarded? Chief replied that they were not on the award list.

C. Public Works Monthly Report:

A written report appeared in the agenda packet. Everett Hullquist gave a verbal update that Town water tested positive for Coliform again. The cause was most likely from when the fire hydrant was fixed. This is the second positive test this year. Anymore will cause a level 2 report that would be sent to the State Water Board. Chlorination of the water year-round would prevent this problem.

Public Comment: None

Council/Staff Discussion: Collie-Mason inquired about the progress on the department getting a new truck. E. Hullquist stated they were waiting on updated prices for custom build.

Garcia commented on the Coliform issue stating that the Town used to chlorinate twice a year in the Spring/Fall suggesting that we implement that process again.

D. Administrator/Accounting Monthly Report:

A written report was presented at the meeting.

Public Comment: None

Staff/Council Discussion: Josh Short asked if the cameras around town were being fixed/upgraded. Admin. Stephen stated that she was waiting on a quote to fix/upgrade the system.

CONSENT CALENDAR:

Public Comment: None

1. a) Approval of Minutes:

    i. Regular Meeting September 9, 2024

    ii. Special Meeting September 19, 2024

b) Ratification of Disbursements: September 1 through 30, 2024

c) Review Budget vs Actual for July 1, 2024, through September 30, 2024

Corrections to minutes: Garcia stated that in the regular meeting minutes, agenda item #4, the last sentence in the public comments was not complete and then repeated in the second paragraph. Last sentence in first paragraph needs to be removed.

Motion: LaRiviere moves to accept the consent calendar with corrections made to the regular meeting minutes, agenda item #4, by removing the last sentence in first paragraph.
Second: Collie-Mason
Ayes: M. Garcia, K. Banks, M. Eayrs, A. LaRiviere, J. Collie-Mason
Nays: None
Motion: Passes

DISCUSSION / REPORTS: ACTION ITEMS:

2. Joint Powers Agreement with the Siskiyou County Local Transportation Commission

Public Comments: None
Council/Staff Discussion: Engaged with Admin. whether this was a new agreement or something we had approved in the past. Determination was that it was new.

Motion: Eayrs moves to approve the Joint Powers Agreement with the Siskiyou County Local Transportation Commission.
Second: LaRiviere
Ayes: M. Garcia, K. Banks, M. Eayrs, A. LaRiviere, J. Collie-Mason
Nays: None
Motion: Passes

3. MOU revision with Golden State Risk Management Authority

Public Comments: None
Council Discussion: How long have we been with GSRMA and discussion about PERS – did we have this for medical or retirement?

Motion: Banks moves to approve the revised MOU with Golden State Risk Management Authority.
Second: Collie-Mason
Ayes: M. Garcia, K. Banks, M. Eayrs, A. LaRiviere, J. Collie-Mason

Nays: None
Motion: Passes

4. Possible action to change legal counsel from Prentice Long to Andrew L. Jared with Colantuono, Highsmith, and Whatley.

Public Comment: None
Council/Staff Discussion: Council asked Admin. Stephen if she has spoken with Mr. Jared. She replied that she in fact has and that he is responsive, knowledgeable, and willing to take the job. She also spoke with Montague's city clerk and they like him as well. Chief Short from Etna PD confirms, as Mr. Jared is Etna's attorney as well.

Motion: LaRiviere moves to change Town's legal counsel to Andrew L. Jared with Colantuono, Highsmith, and Whatley.
Second: Banks
Ayes: M. Garcia, K. Banks, M. Eayrs, A. LaRiviere, J. Collie-Mason
Nayes: None
Motion: Passes

5. Possible approval of Resolution 1133 and the updated Housing Element and zoning amendments.

Public Comments: A citizen inquired if there were a lot of updates to the zoning amendments. Mayor Garcia said there was and showed the citizen the updates.
Council/Staff Discussion: Council asked about CEQA and how it affected the zoning amendments. Admin. Stephen said we got an exemption.

Motion: Banks moves to approve the updated Housing Element, the zoning amendments, and Resolution 1133.
Second: Eayrs
Ayes: M. Garcia, K. Banks, M. Eayrs, A. LaRiviere, J. Collie-Mason
Nays: None
Motion: Passes

STAFF COMMENTS: None

COUNCIL COMMENTS:

Mayor Garcia reminded the councilmembers that may still have ordinance books to please return them by the meeting in November.

Council member Eayrs commented on the Fall Festival reporting that there were over a hundred cars for show, fourteen vendors, at least one hundred fifty children, and that the Lions Club cleared over six thousand dollars for scholarships.

ADJOURNMENT:

The meeting was adjourned at 8:01 p.m. The next regular town council meeting is scheduled to be held on November 12th, 2024, at 7:00 p.m.

Attest:

_____
Cherie Stephen, Town Administrator

Approved:

_____
Mercedes M. Garcia, Mayor

Town of Fort Jones
Payroll Summary
October 2024

	Hours	Rate	Oct 24
Employee Wages, Taxes and Adjustments			
Gross Pay			
Salary (Administrator)	2.00		8,861.54
Salary (Fire Chief)	2.00		5,120.00
Admin-Hourly	15.00	17.03	255.45
Clerk Payroll	123.00	20.00	2,460.00
CTO	63.00	26.50	1,669.50
FD Calls	277.00	15.00	4,155.00
FD Training	44.00	15.00	660.00
Fire Hall Seasonal	24.00	150.00	4,800.00
Fire Shift Stipend	6.00	200.00	1,200.00
Firefighter Rate	754.00	15.50	22,016.73
Floating Holiday	8.00	20.00	160.00
Holiday - Clerk		20.00	0.00
Holiday - Janitorial		18.25	0.00
Janitorial Payroll	93.00	18.25	1,697.25
Library Payroll	68.00	20.00	1,420.00
LWOP	8.00		0.00
On-call PW	507.00	2.00	1,014.00
Overtime- Water		39.75	0.00
Overtime-Roads		39.75	0.00
Overtime-Sewer		39.75	0.00
Overtime - Admin	3.50	30.00	105.00
Overtime - Parks/Rec		39.75	0.00
Parks Payroll	30.00	26.50	660.00
Road Payroll	43.00	26.50	946.00
Sewer Payroll	19.50	26.50	444.75
Sick Pay - Clerk		20.00	0.00
Sick Pay - Fire		32.00	0.00
Sick Pay - Janitorial		18.25	0.00
Sick Pay - Parks/Rec	1.00	22.00	22.00
Sick Pay - Water	22.00	26.50	574.00
Town Hall	13.50	26.50	303.75
Vacation - Admin	16.00		0.00
Vacation - Fire	35.50	32.00	0.00
Vacation - Janitorial		18.25	0.00
Vacation - Parks/Rec	7.00	22.00	154.00
Vacation - Water	42.50	26.50	1,126.25
Water Payroll	124.50	17.03	2,652.60
WWTF	3.00	26.50	79.50
Medical Reimbursement			246.40
Total Gross Pay	2,355.00		62,803.72

Town of Fort Jones
Payroll Summary
October 2024

	Hours	Rate	Oct 24
Deductions from Gross Pay			
2520- Med Ins Employee			-900.00
Total Deductions from Gross Pay			-900.00
Adjusted Gross Pay	2,355.00		61,903.72
Taxes Withheld			
Federal Withholding			-2,240.00
Medicare Employee			-907.10
Social Security Employee			-3,878.55
CA - Withholding			-764.45
Medicare Employee Addl Tax			0.00
Total Taxes Withheld			-7,790.10
Net Pay	2,355.00		54,113.62
Employer Taxes and Contributions			
Federal Unemployment			65.40
Medicare Company			907.10
Social Security Company			3,878.55
CA - Unemployment Company			675.76
CA - Employee Training Tax			0.00
Total Employer Taxes and Contributions			5,526.81

	Oct 31, 24
ASSETS	
Current Assets	
Checking/Savings	
02-028700	356,860.39
02-810025 - GF	659,804.24
02-810116 - WRF	521,977.02
02-810141	655,906.80
02-810189	939,117.65
1801-CBDG	1,275.23
92 810153	-28,850.38
LAIF 98-47-310	
Fire Reserves	-200.00
LAIF 98-47-310 - Other	-13,991.00
Total LAIF 98-47-310	-14,191.00
Total Checking/Savings	3,091,899.95
Accounts Receivable	
1200 - Account Receivable	12,839.99
1201 - W Water Acct Receivable	70,921.78
1201 WW Sewer Acct Receivable	22,714.76
Sewer Connection	-500.00
Total Accounts Receivable	105,976.53
Other Current Assets	
Payroll Service Customer Asset	-2,609.42
Total Other Current Assets	-2,609.42
Total Current Assets	3,195,267.06
Fixed Assets	
1720 - Utility Plant & Equip	2,390,432.58
1723 - Fire	310,457.81
1724 - Parks and Rec	425,454.00
1725 - Public Works	110,327.10
1726 - Streets and Roads	1,890,938.00
1777 - Accumulated Depreciation	-2,517,541.00
1900 - Town Buildings & Equip.	826,776.26
Total Fixed Assets	3,436,844.75
Other Assets	1,787,558.69
TOTAL ASSETS	8,419,670.50
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 - Accounts Payable	13,658.00
Total Accounts Payable	13,658.00
Other Current Liabilities	

2102 - Payroll Liabilities	
2100 - SUICA	
2110 - CompanyCA	9,291.75
Total 2100 - SUICA	9,291.75
2104 - Federal Withholding	
Federal Unemployment	224.57
2104 - Federal Withholding - Other	2,632.47
Total 2104 - Federal Withholding	2,857.04
2106 - State Withholding CA	9,457.91
2108 - FICA	
2112 - Employee	3,544.41
2118 - Company	3,916.40
Total 2108 - FICA	7,460.81
2114 - Medicare	
2116 - Employee	8,935.98
2120 - Company	4,565.71
Total 2114 - Medicare	13,501.69
2122 - Retirement	
Company	-33.76
2122 - Retirement - Other	6,342.36
Total 2122 - Retirement	6,308.60
2400 - Retirement Withheld	-1,011.71
2500 - Medical Insurance	
2510 - Company	51,115.73
2520 - Employee	-81,118.41
2500 - Medical Insurance - Other	6,962.46
Total 2500 - Medical Insurance	-23,040.22
2102 - Payroll Liabilities - Other	-22,914.53
Total 2102 - Payroll Liabilities	1,911.34
2805 - Curent Portion of Bond	13,000.00
CDBG Impound Accounts	10,588.86
Direct Deposit Liabilities	-7,828.44
Employee Training Tax	7,018.72
None	-3,462.93
Total Other Current Liabilities	21,227.55
Total Current Liabilities	34,885.55
Long Term Liabilities	
2700 - Refundable Water Deposit	49.10
2800 - Water Bond Payable	165,317.50
Total Long Term Liabilities	165,366.60
Total Liabilities	200,252.15
Equity	
3000 - Opening Bal Equity	-263,657.39
3900 - Retained Earnings	8,126,697.73

Net Income	356,378.01
Total Equity	8,219,418.35
TOTAL LIABILITIES & EQUITY	8,419,670.50

	Jul - Oct 24	Budget	$ Over Budget	% of Budget
Income				
1I - General Government Income				
4099 - Property Taxes				
Slater Fire Prop Tax	0.00	342.00	-342.00	0.0%
4100 - Secured Current	5,021.57	4,244.17	777.40	118.32%
4101 - Unsecured Current	5,426.01	4,294.03	1,131.98	126.36%
4102 - Unsecured Delinquent	1,073.54	30.86	1,042.68	3,478.74%
4106- Supp Int	0.00	2.62	-2.62	0.0%
4108- Supp Del	7.66	145.13	-137.47	5.28%
4507 - Homeowner Alloc	0.00	558.07	-558.07	0.0%
4508 - VLF Net	0.00	19,728.00	-19,728.00	0.0%
4512 - Off Highway Vehicle Tax	0.00	0.00	0.00	0.0%
4514- Unsec Interest	0.00	2.62	-2.62	0.0%
4516- Sup Current	269.56	1,661.89	-1,392.33	16.22%
4518 - CA Fish& Game PILT	0.00	0.00	0.00	0.0%
Total 4099 - Property Taxes	11,798.34	31,009.39	-19,211.05	38.05%
4111 - Sales Tax	122,348.54	122,761.06	-412.52	99.66%
4214 - Land Use	0.00	100.00	-100.00	0.0%
4215e - Tax Allocation - Parks	0.00	0.00	0.00	0.0%
4216 - Franchises	0.00	0.00	0.00	0.0%
4218 - Business License	82.00	5,923.53	-5,841.53	1.38%
4301- Fees Booking	0.00	0.00	0.00	0.0%
4302- Fees Collection Cost	-11.24	-3.94	-7.30	285.28%
4303 - Vehicle Fees	133.18	9.67	123.51	1,377.25%
4304-Fees Other	800.00			
4400 - Hall Rental	2,680.00	2,300.00	380.00	116.52%
4410 - Interest General Fund	0.00	10.96	-10.96	0.0%
4504 - Motor Vehicle in Lieu	0.00	0.00	0.00	0.0%
4730 - Miscellaneous	0.00	328.70	-328.70	0.0%
Transfer In - Admin	0.00	0.00	0.00	0.0%
Transfer Out - Tax Allocation	0.00	0.00	0.00	0.0%
1I - General Government Income - Other	0.00	0.00	0.00	0.0%
Total 1I - General Government Income	137,830.82	162,439.37	-24,608.55	84.85%
2I - Public Safety Income				
2a - Law Enforcement				
4111- Growth Alloc	0.00	0.00	0.00	0.0%
4112 - COPS Allocation	0.00	0.00	0.00	0.0%
4115 - 17-18 Growth Allocation	0.00	0.00	0.00	0.0%
4116 - Prop172	0.00	378.55	-378.55	0.0%
4117 - Tax Allocation - Law Enf	339.31	0.00	339.31	100.0%
Animal Control				
4230 - Dog Licenses	255.00	165.00	90.00	154.55%

Total Animal Control	255.00	165.00	90.00	154.55%
Total 2a - Law Enforcement	594.31	543.55	50.76	109.34%
2b - Fire Protection				
4740 - Fire Dept.	2,871.87	9,612.13	-6,740.26	29.88%
4741 - Tax Allocation - Fire	0.00	0.00	0.00	0.0%
4750 - Strike Team Income	153,735.10	8,812.12	144,922.98	1,744.59%
Total 2b - Fire Protection	156,606.97	18,424.25	138,182.72	850.01%
Total 2I - Public Safety Income	157,201.28	18,967.80	138,233.48	828.78%
3I - Public Works Income				
3a - Streets Income				
4499 - Gas Tax 2103	2,610.43	2,111.98	498.45	123.6%
4500 - Gas Tax 2106	2,097.68	2,623.61	-525.93	79.95%
4501 - Gas Tax 2107	1,982.70	1,800.85	181.85	110.1%
4502 - Gas Tax 2107.5	1,000.00	1,000.00	0.00	100.0%
4503 - Gas Tax 2105	2,240.51	1,302.33	938.18	172.04%
4530 - Local Transportation	6,783.29	4,986.55	1,796.74	136.03%
4534-Prop 42 TCRF	0.00	0.00	0.00	0.0%
4538-Vehicle License Fee	3.88	0.00	3.88	100.0%
4540 - Tax Allocation - Roads	6,452.17	0.00	6,452.17	100.0%
SB1	0.00	0.00	0.00	0.0%
Total 3a - Streets Income	23,170.66	13,825.32	9,345.34	167.6%
3b - Sewer Income				
4210 - Tax Allocation - Sewer	0.00	0.00	0.00	0.0%
4212 - Sewer Revenue	63,824.81	40,918.78	22,906.03	155.98%
4213 - Connections & Fees	1,000.00	0.00	1,000.00	100.0%
3b - Sewer Income - Other	3,288.74	4,549.92	-1,261.18	72.28%
Total 3b - Sewer Income	68,113.55	45,468.70	22,644.85	149.8%
3c - Water Income				
4810 - Water Revenue	60,897.09	55,689.75	5,207.34	109.35%
4812 - Bulk Water Sales	660,214.95	345.00	659,869.95	191,366.65%
4815 - Tax Allocation - Water	0.00	0.00	0.00	0.0%
4820 - Water Interest	0.00	14.86	-14.86	0.0%
4830 - Water Connections	0.00	0.00	0.00	0.0%
4840 - Gretchen Acres Assess	479.54	799.67	-320.13	59.97%
3c - Water Income - Other	1,346.15	5,223.23	-3,877.08	25.77%
Total 3c - Water Income	722,937.73	62,072.51	660,865.22	1,164.67%
Total 3I - Public Works Income	814,221.94	121,366.53	692,855.41	670.88%
5I - American Rescue Plan Act				
4915 - ARPA Income	0.00	82,771.00	-82,771.00	0.0%
Total 5I - American Rescue Plan Act	0.00	82,771.00	-82,771.00	0.0%
4900 - CBDG Interest				
MI Bank/LAIF Interest	0.00	31.22	-31.22	0.0%
4900 - CBDG Interest - Other	8,508.62	5,296.92	3,211.70	160.63%
Total 4900 - CBDG Interest	8,508.62	5,328.14	3,180.48	159.69%

4901 - SCORE Reimbursement	0.00	0.00	0.00	0.0%
4903 - Library Reimbursement	7,066.14	5,239.48	1,826.66	134.86%
4904 - SWRCB Reimbursemernt	0.00	0.00	0.00	0.0%
4911 Coronavirus Relief Fund	0.00	-514.80	514.80	0.0%
4950-Housing Interest	0.00	181.48	-181.48	0.0%
6000 - Ball Park				
6001 - Donations	400.00			
6004 - Ball Park Rent	230.00			
Total 6000 - Ball Park	630.00			
Housing Interest	0.00	6,893.38	-6,893.38	0.0%
Total Income	1,125,458.80	402,672.38	722,786.42	279.5%
	1,125,458.80	402,672.38	722,786.42	279.5%
Expense				
1E- General Government Expense				
5800 Engineering	500.00			
5310-Retirement Fund	4,830.57			
Equipment Rental	1,643.89			
2285 - IT Services	6,507.16	6,015.64	491.52	108.17%
5100- Council/Election	1,400.00	276.25	1,123.75	506.79%
5110- Mayor Payroll	720.00	810.00	-90.00	88.89%
5120- Clerk Payroll	5,580.00	2,000.00	3,580.00	279.0%
5220- Supp\USPS	17,951.32	1,781.29	16,170.03	1,007.77%
5130- Treasurer Payroll	10,010.00			
5400 - Professional Fees				
5401 - Legal Fees	7,315.38	3,670.50	3,644.88	199.3%
5402 - Audit Fees	200.00	4,320.00	-4,120.00	4.63%
5403 - Consulting Fees	1,888.75	32,946.95	-31,058.20	5.73%
5404 - Engineering Fees - Annex	1,000.00	0.00	1,000.00	100.0%
5405 - Reimbursed Expenses	338.56	735.56	-397.00	46.03%
5400 - Professional Fees - Other	0.00	0.00	0.00	0.0%
Total 5400 - Professional Fees	10,742.69	41,673.01	-30,930.32	25.78%
5500- Planning				
5502 - City Promotion	0.00	3,280.71	-3,280.71	0.0%
5501 - Economic Development	23,320.18	1,666.68	21,653.50	1,399.2%
5500- Planning - Other	500.00	0.00	500.00	100.0%
Total 5500- Planning	23,820.18	4,947.39	18,872.79	481.47%
5160- Library Payroll	4,995.00	2,836.00	2,159.00	176.13%
5140 - Admin Payroll	11,537.86	26,150.46	-14,612.60	44.12%
5600- Misc.	0.00	1,044.26	-1,044.26	0.0%
5700- Publication	0.00	0.00	0.00	0.0%
5705 - Dues and Subscriptions	3,070.00	903.00	2,167.00	339.98%
6205- Health Insurance	24,246.00	4,949.23	19,296.77	489.89%
6300- Insurance				
6204- Workers Compensation	40,157.00	3,127.34	37,029.66	1,284.06%

6303- Liability Insurance	0.00	1,752.27	-1,752.27	0.0%
6304 -Property Insurance	0.00	0.00	0.00	0.0%
6305 - Crime Incurance	0.00	13.43	-13.43	0.0%
6300- Insurance - Other	0.00	0.00	0.00	0.0%
Total 6300- Insurance	40,157.00	4,893.04	35,263.96	820.7%
6301- Insurance Expense	0.00	0.00	0.00	0.0%
6400- Property Tax	342.96	0.00	342.96	100.0%
6406- 98 Bank Charge	0.00	546.00	-546.00	0.0%
9150-City Hall Expenses				
1-012 - City Hall Power	1,168.81	1,356.93	-188.12	86.14%
133000- City Hall water	0.00	102.73	-102.73	0.0%
2281- City Hall Phone	0.00	0.00	0.00	0.0%
6601-Library Expense	0.00	0.00	0.00	0.0%
9154 - Disposal 2 yd Bin	485.00	614.00	-129.00	78.99%
9155 - Equipment Finance	308.82	1,290.03	-981.21	23.94%
9150-City Hall Expenses - Other	12.42	293.96	-281.54	4.23%
Total 9150-City Hall Expenses	1,975.05	3,657.65	-1,682.60	54.0%
9152- Propane	0.00	10.00	-10.00	0.0%
1E- General Government Expense - Other	255.56	0.00	255.56	100.0%
Total 1E- General Government Expense	170,285.24	102,493.22	67,792.02	166.14%
2E- Public Safety Expense				
2EA- Law Enforcement Expense				
7120 - Admin Allocation - Law E	0.00	0.00	0.00	0.0%
7125 - Law Enforcement Services	118,272.51	0.00	118,272.51	100.0%
7135- Police Maintenance	0.00	0.00	0.00	0.0%
7145- Dispatch	0.00	0.00	0.00	0.0%
7180 - Law Enforcement - Other	0.00	0.00	0.00	0.0%
7181 - Law Enforcement Phones	705.37	559.78	145.59	126.01%
Animal Control				
7930- Animal Control	0.00	0.00	0.00	0.0%
Total Animal Control	0.00	0.00	0.00	0.0%
2EA- Law Enforcement Expense - Other	0.00	0.00	0.00	0.0%
Total 2EA- Law Enforcement Expense	118,977.88	559.78	118,418.10	21,254.4%
2EB- Fire Department Expense				
7560 - 50/50 Grant	4,486.61			
7515 - FD Sleeper Grocery	127.61	571.29	-443.68	22.34%
7532 - FF Training	0.00	150.00	-150.00	0.0%
Crime Insurance	0.00	26.16	-26.16	0.0%
7550 - Misc Expense _ Fire Dept	46,082.21	3,464.83	42,617.38	1,330.0%
6310- Property Insurance	0.00	361.70	-361.70	0.0%
7500 - Admin Allocation - Fire	0.00	0.00	0.00	0.0%
7505 - Liability Insurance	0.00	1,925.22	-1,925.22	0.0%
7506 - Work Comp Insurance	0.00	3,440.02	-3,440.02	0.0%
7507 - Auto Insurance	0.00	2,612.27	-2,612.27	0.0%

7510- Fire Dept Payroll	23,033.76	10,730.79	12,302.97	214.65%
7511- Firefighter Physicals	0.00	0.00	0.00	0.0%
7512 - Live Scan	0.00	0.00	0.00	0.0%
7513 - Calls & Meetings	7,581.00	6,557.62	1,023.38	115.61%
7520- Fire Dept Supl & Mtnce	21,424.18	2,507.83	18,916.35	854.29%
7525- Pub Safety Fuel & Oil	13,167.14	6,356.17	6,810.97	207.16%
7540- Fire Dept. Utilities				
1-001- Fire Dept. Power Bill	1,603.24	838.25	764.99	191.26%
2261- Fire Dept. Phone	706.31	1,472.48	-766.17	47.97%
2262 - Disposal	485.00	614.00	-129.00	78.99%
7541- Propane	0.00	10.00	-10.00	0.0%
7540- Fire Dept. Utilities - Other	995.35			
Total 7540- Fire Dept. Utilities	3,789.90	2,934.73	855.17	129.14%
2EB- Fire Department Expense - Other	6,718.71	0.00	6,718.71	100.0%
Total 2EB- Fire Department Expense	126,411.12	41,638.63	84,772.49	303.59%
2EC - Strike Team Expenses				
7514 Seasonal FF Payroll	45,704.00	18,750.00	26,954.00	243.76%
Crime Insurance	0.00	26.16	-26.16	0.0%
6311 - Property Insurance	0.00	361.70	-361.70	0.0%
7502 - Auto Insurance	0.00	2,612.27	-2,612.27	0.0%
7505b - Liability Insurance	0.00	1,924.93	-1,924.93	0.0%
7506b - Workers Comp Ins	0.00	3,440.02	-3,440.02	0.0%
7513 Fleet Maintenance - Strike	0.00	2,214.73	-2,214.73	0.0%
7515 - Strike Team Payroll	90,374.25	24,532.08	65,842.17	368.39%
7516 - Payroll Taxes				
7517 - FICA	0.00	0.00	0.00	0.0%
7518 - Medicare	0.00	0.00	0.00	0.0%
7519 - SUI	0.00	0.00	0.00	0.0%
Total 7516 - Payroll Taxes	0.00	0.00	0.00	0.0%
Total 2EC - Strike Team Expenses	136,078.25	53,861.89	82,216.36	252.64%
Total 2E- Public Safety Expense	381,467.25	96,060.30	285,406.95	397.11%
3E- Public Works Expense				
3EA- Streets				
8505 - Clothes Allowance	0.00	0.00	0.00	0.0%
Crime Insurance	0.00	2.24	-2.24	0.0%
1-000 - Street Lights				
02 HPSV Lights	242.61	143.79	98.82	168.73%
02 HPSV Metal Lights	157.68	68.22	89.46	231.14%
10 HPSV Wood Lights	1,577.00	934.65	642.35	168.73%
11 HPSV Lights	867.19	375.18	492.01	231.14%
72 HPSV Lights	7,038.07	3,067.47	3,970.60	229.44%
Total 1-000 - Street Lights	9,882.55	4,589.31	5,293.24	215.34%
6306- Property Insurance	0.00	0.00	0.00	0.0%
8110 - Admin Allocation - Stree	0.00	0.00	0.00	0.0%

8120- Street Mtnce/Utilities				
1-005 - Barn Power	462.94	179.34	283.60	258.14%
1-006 Barn Maintenance	0.00	786.62	-786.62	0.0%
1-007 - Phone Bill	390.93	288.49	102.44	135.51%
8121- Street Maintenance				
8126- LTC	0.00	0.00	0.00	0.0%
8127- STIP Project - Consulting	2,838.00	600.00	2,238.00	473.0%
8121- Street Maintenance - Other	273.97	337.52	-63.55	81.17%
Total 8121- Street Maintenance	3,111.97	937.52	2,174.45	331.94%
8120- Street Mtnce/Utilities - Other	0.00	0.00	0.00	0.0%
Total 8120- Street Mtnce/Utilities	3,965.84	2,191.97	1,773.87	180.93%
8130- Equipment Maintenance				
8131- Fuel & Oil	0.00	0.00	0.00	0.0%
8132- Repairs	1,208.57	0.00	1,208.57	100.0%
8133- Parts & Supplies	20.37	847.48	-827.11	2.4%
8135- Roads	0.00	0.00	0.00	0.0%
Total 8130- Equipment Maintenance	1,228.94	847.48	381.46	145.01%
8136 -Auto Insurance	0.00	0.00	0.00	0.0%
8137- Mobile Equip	0.00	71.63	-71.63	0.0%
8199- Road Payroll	5,085.25	3,936.50	1,148.75	129.18%
8200- Major Street Const.				
8240 - SB1	58,963.00			
8245 - STIP	0.00	0.00	0.00	0.0%
8200- Major Street Const. - Other	0.00	1,431.75	-1,431.75	0.0%
Total 8200- Major Street Const.	58,963.00	1,431.75	57,531.25	4,118.25%
8250 - Street Engineering	0.00	0.00	0.00	0.0%
8509 - Liability Insurance	0.00	210.05	-210.05	0.0%
8511 - Work Comp Insurance	0.00	375.10	-375.10	0.0%
3EA- Streets - Other	500.00	0.00	500.00	100.0%
Total 3EA- Streets	79,625.58	13,656.03	65,969.55	583.08%
Total 3E- Public Works Expense	79,625.58	13,656.03	65,969.55	583.08%
3EB- Sewer Expense				
8545 - Clothes Allowance	0.00	0.00	0.00	0.0%
Crime Insurance	0.00	2.24	-2.24	0.0%
6308-Property Insurance	0.00	480.42	-480.42	0.0%
8505 - Admin Allocation - Sewe	0.00	0.00	0.00	0.0%
8510- Sewer Payroll	3,815.25	1,756.00	2,059.25	217.27%
8520- Sewer Expenses				
1-015 - Sewer Power bill	254.29	58.92	195.37	431.59%
1-019 bbp sewer	103.18	48.09	55.09	214.56%
8521- Sewer Rep & Mtnce				
8524- Cowan Street	1,662.00			
8521- Sewer Rep & Mtnce - Other	2,376.96	1,017.09	1,359.87	233.7%
Total 8521- Sewer Rep & Mtnce	4,038.96	1,017.09	3,021.87	397.11%

8527 Fuel-Oil	0.00	0.00	0.00	0.0%
8553- Auro Insurance	0.00	307.14	-307.14	0.0%
8520- Sewer Expenses - Other	0.00	0.00	0.00	0.0%
Total 8520- Sewer Expenses	4,396.43	1,431.24	2,965.19	307.18%
8522 - Waste Water Monitoring	3,439.96	6,881.37	-3,441.41	49.99%
8530- Sewer Supplies	0.00	0.00	0.00	0.0%
8535-Office	0.00	0.00	0.00	0.0%
8540- State Fees	0.00	0.00	0.00	0.0%
8549- Mobile Equip.	0.00	71.63	-71.63	0.0%
8550 - Liability Insurance	0.00	279.94	-279.94	0.0%
8551 - Work Comp Insurance	0.00	500.11	-500.11	0.0%
8552 - Training	0.00	215.00	-215.00	0.0%
Sewer Testing	900.57	304.51	596.06	295.74%
3EB- Sewer Expense - Other	26.25			
Total 3EB- Sewer Expense	12,578.46	11,922.46	656.00	105.5%
3EC- Water Expense				
8618 - Clothes Allowance	0.00	0.00	0.00	0.0%
Crime Insurance	0.00	2.24	-2.24	0.0%
6307-Property Insurance	0.00	1,688.00	-1,688.00	0.0%
8605 - Allocate Admin - Water	0.00	0.00	0.00	0.0%
8609- Water Training	157.71	155.00	2.71	101.75%
8610- Water Parts & Supplies	717.33	930.28	-212.95	77.11%
8612- Water Office & Postage	48.24	810.00	-761.76	5.96%
8615- Water Payroll	25,447.57	21,143.75	4,303.82	120.36%
8620- Water Repairs & Mtnce	28.32	20,678.01	-20,649.69	0.14%
8623- Mobile Equip.	0.00	71.63	-71.63	0.0%
8624 - Auto Insurance	0.00	307.14	-307.14	0.0%
8625- Water Liability Ins	0.00	349.94	-349.94	0.0%
8626 - Work Comp	0.00	625.07	-625.07	0.0%
8627 - Fuel-Oil	1,587.53	1,268.97	318.56	125.1%
8630- Water Fees & Testing	2,505.81	1,332.52	1,173.29	188.05%
8640- Water Utilities				
1-000 - Water Power				
New Pump	9,543.50	4,887.23	4,656.27	195.27%
Old pump	411.05	189.88	221.17	216.48%
Total 1-000 - Water Power	9,954.55	5,077.11	4,877.44	196.07%
1-001 - Water Phones				
468-2598	1,111.31	806.03	305.28	137.88%
468-5864	0.00	239.56	-239.56	0.0%
Cell	476.27	517.43	-41.16	92.05%
1-001 - Water Phones - Other	0.00			
Total 1-001 - Water Phones	1,587.58	1,563.02	24.56	101.57%
Total 8640- Water Utilities	11,542.13	6,640.13	4,902.00	173.82%
8650- Water Engineering	0.00	7,545.00	-7,545.00	0.0%

8660- Water Interest				
8632 - Revenue Bond Interest	0.00	0.00	0.00	0.0%
Total 8660- Water Interest	0.00	0.00	0.00	0.0%
3EC- Water Expense - Other	0.00	4,208.70	-4,208.70	0.0%
Total 3EC- Water Expense	42,034.64	67,756.38	-25,721.74	62.04%
3EG -8690 -Water Planning Grant	0.00	0.00	0.00	0.0%
4E- Parks & Recreation Expense				
9151- City Hall Maintenance	7.78	1,920.69	-1,912.91	0.41%
9115 - Clothes Allowance	0.00	0.00	0.00	0.0%
Crime Insurance	0.00	2.24	-2.24	0.0%
9116 - Janitorial Payroll	7,373.00	1,256.30	6,116.70	586.88%
02 Admin Allocation - Parks	0.00	0.00	0.00	0.0%
03 Parks & Recreation Grants				
2020 Per Capita - Scout Hall	0.00	0.00	0.00	0.0%
2020 Per Capita - LLP				
Improvements	0.00	23,384.92	-23,384.92	0.0%
LLP Project Payroll	0.00	3,703.50	-3,703.50	0.0%
2020 Per Capita - LLP - Other	0.00	0.00	0.00	0.0%
Total 2020 Per Capita - LLP	0.00	27,088.42	-27,088.42	0.0%
03 Parks & Recreation Grants - Other	36.07			
Total 03 Parks & Recreation Grants	36.07	27,088.42	-27,052.35	0.13%
6305- Property Ins Parks				
9104- Mobile Equip.	0.00	71.63	-71.63	0.0%
6305- Property Ins Parks - Other	0.00	1,929.13	-1,929.13	0.0%
Total 6305- Property Ins Parks	0.00	2,000.76	-2,000.76	0.0%
9105- Auto Insurance	0.00	307.14	-307.14	0.0%
9106 - Work Comp Parks	0.00	1,000.10	-1,000.10	0.0%
9107 - Liability Ins Parks	0.00	560.00	-560.00	0.0%
9108 - L.L. Park	0.00	0.00	0.00	0.0%
9109- Parks Payroll	8,614.00	5,742.50	2,871.50	150.0%
9110 - Park Expense	0.00	0.00	0.00	0.0%
9130- Ball Park Expenses				
1-002 - LLP Snack	296.61	107.78	188.83	275.2%
1-013 - BBP lights	1,456.82	529.75	927.07	275.0%
1-014 - LLP lights	151.93	59.40	92.53	255.77%
1-017 - BBP pump	116.42	54.21	62.21	214.76%
9131- Maintenance & Supplies	0.00	2,360.48	-2,360.48	0.0%
9130- Ball Park Expenses - Other	0.00	0.00	0.00	0.0%
Total 9130- Ball Park Expenses	2,021.78	3,111.62	-1,089.84	64.98%
9140- Scout Hall Expenses				
1-006 - Scout Hall Power	232.60	55.18	177.42	421.53%
9141- Scout Hall Repairs	0.00	0.00	0.00	0.0%
Total 9140- Scout Hall Expenses	232.60	55.18	177.42	421.53%
9160- Museum Expenses				

1-004 - Museum Electricity	333.35	231.44	101.91	144.03%
1-XXX - Museum Monitor Fuel	0.00	0.00	0.00	0.0%
5568- Museum Phone	391.45	289.51	101.94	135.21%
Total 9160- Museum Expenses	724.80	520.95	203.85	139.13%
4E- Parks & Recreation Expense - Other	996.99	648.29	348.70	153.79%
Total 4E- Parks & Recreation Expense	20,007.02	44,214.19	-24,207.17	45.25%
4EF - Sewer Grant	0.00	8,455.00	-8,455.00	0.0%
5E - American Rescue Plan				
6.1 - Government Expense	0.00	47,995.75	-47,995.75	0.0%
Total 5E - American Rescue Plan	0.00	47,995.75	-47,995.75	0.0%
6504- Payroll Taxes				
Federal Unemployment	435.44	395.43	40.01	110.12%
6506- FICA	17,692.38	11,296.13	6,396.25	156.62%
6508- Medicare	4,137.73	2,641.83	1,495.90	156.62%
6512- SUI	4,454.84	3,084.60	1,370.24	144.42%
6516 - ETT	0.00	0.00	0.00	0.0%
6504- Payroll Taxes - Other	0.00	559.98	-559.98	0.0%
Total 6504- Payroll Taxes	26,720.39	17,977.97	8,742.42	148.63%
9700- CBDG Const Housing				
Gen Adm & Program Delivery	0.00	5,635.15	-5,635.15	0.0%
Housing Loans				
Gomez	0.00	0.00	0.00	0.0%
Total Housing Loans	0.00	0.00	0.00	0.0%
Total 9700- CBDG Const Housing	0.00	5,635.15	-5,635.15	0.0%
Payroll Expenses	36,362.21	-1,378.50	37,740.71	-2,637.81%
Reconciliation Discrepancies	0.00	-457.00	457.00	0.0%
Total Expense	769,080.79	414,330.95	354,749.84	185.62%
	356,378.01	-11,658.57	368,036.58	-3,056.79%

Town of Fort Jones
Vendor Balance Detail
As of October 31, 2024

	Type	Date	Num	Account	Amount	Balance
`0 +						**20,534.76**
Total `0 +						20,534.76
Advantage Paving & Excavating						**0.00**
	Bill	10/11/2024	Horn St - Final	2000 - Accounts Payable	2,872.90	2,872.90
	Bill Pmt -Check	10/11/2024	27366	2000 - Accounts Payable	-2,872.90	0.00
Total Advantage Paving & Excavating					0.00	0.00
Aldrich Const.						**-1,311.25**
Total Aldrich Const.						-1,311.25
Andrew Juliusson						**0.00**
	Bill	10/25/2024	EMT Reimb	2000 - Accounts Payable	711.59	711.59
	Bill Pmt -Check	10/25/2024	27424	2000 - Accounts Payable	-711.59	0.00
Total Andrew Juliusson					0.00	0.00
AT&T						**0.00**
	Bill	10/15/2024	10102024	2000 - Accounts Payable	331.81	331.81
	Bill Pmt -Check	10/15/2024	27384	2000 - Accounts Payable	-331.81	0.00
Total AT&T					0.00	0.00
Carolin Hoefer						**0.00**
	Bill	10/11/2024	July reimb	2000 - Accounts Payable	19.99	19.99
	Bill Pmt -Check	10/11/2024	27367	2000 - Accounts Payable	-19.99	0.00
Total Carolin Hoefer					0.00	0.00
Cascade Fire Equipment Company						**0.00**
	Bill	10/11/2024	14728	2000 - Accounts Payable	171.60	171.60
	Bill Pmt -Check	10/11/2024	27368	2000 - Accounts Payable	-171.60	0.00
Total Cascade Fire Equipment Company					0.00	0.00
City of Etna*						**0.00**
	Bill	10/11/2024	3603/3604	2000 - Accounts Payable	118,272.51	118,272.51
	Bill Pmt -Check	10/11/2024	27369	2000 - Accounts Payable	-118,272.51	0.00
Total City of Etna*					0.00	0.00
City of Montague						**0.00**
	Bill	10/09/2024	October 2024	2000 - Accounts Payable	200.00	200.00
	Bill Pmt -Check	10/09/2024	27352	2000 - Accounts Payable	-200.00	0.00
Total City of Montague					0.00	0.00
Civic Plus						**0.00**
	Bill	10/03/2024	319650	2000 - Accounts Payable	640.18	640.18
	Bill Pmt -Check	10/03/2024	27345	2000 - Accounts Payable	-640.18	0.00
Total Civic Plus					0.00	0.00
Curtis Blue Line						**0.00**
	Bill	10/15/2024	874778	2000 - Accounts Payable	122.28	122.28
	Bill Pmt -Check	10/15/2024	27385	2000 - Accounts Payable	-122.28	0.00
Total Curtis Blue Line					0.00	0.00
Dell						**0.00**
Total Dell						0.00

Town of Fort Jones
Vendor Balance Detail
As of October 31, 2024

	Type	Date	Num	Account	Amount	Balance
E&S Engineers and Surveyors						**0.00**
	Bill	10/03/2024	4696	2000 - Accounts Payable	500.00	500.00
	Bill Pmt -Check	10/03/2024	27346	2000 - Accounts Payable	-500.00	0.00
	Bill	10/29/2024	4735/4762	2000 - Accounts Payable	2,162.00	2,162.00
	Bill Pmt -Check	10/29/2024	27429	2000 - Accounts Payable	-2,162.00	0.00
Total E&S Engineers and Surveyors					0.00	0.00
FEMA Flood Payments						**-457.00**
Total FEMA Flood Payments						-457.00
Fort Jones Ace Hardware						**0.00**
	Bill	10/03/2024	10896, 11007, 11012	2000 - Accounts Payable	35.55	35.55
	Bill Pmt -Check	10/03/2024	27347	2000 - Accounts Payable	-35.55	0.00
	Bill	10/11/2024	11077	2000 - Accounts Payable	18.85	18.85
	Bill Pmt -Check	10/11/2024	27370	2000 - Accounts Payable	-18.85	0.00
	Bill	10/15/2024	11147, 11129, 11137	2000 - Accounts Payable	17.55	17.55
	Bill Pmt -Check	10/15/2024	27386	2000 - Accounts Payable	-17.55	0.00
	Bill	10/25/2024	Oct 2024	2000 - Accounts Payable	129.45	129.45
	Bill Pmt -Check	10/25/2024	27425	2000 - Accounts Payable	-129.45	0.00
	Bill	10/29/2024	113351/11306	2000 - Accounts Payable	66.82	66.82
	Bill Pmt -Check	10/29/2024	27430	2000 - Accounts Payable	-66.82	0.00
Total Fort Jones Ace Hardware					0.00	0.00
Glade Stebbins*						**0.00**
	Bill	10/11/2024	Reimb	2000 - Accounts Payable	1,009.92	1,009.92
	Bill Pmt -Check	10/11/2024	27371	2000 - Accounts Payable	-1,009.92	0.00
Total Glade Stebbins*					0.00	0.00
Golden State Risk Management Authority						**0.00**
	Bill	10/03/2024	002071	2000 - Accounts Payable	4,490.00	4,490.00
	Bill Pmt -Check	10/03/2024	27348	2000 - Accounts Payable	-4,490.00	0.00
	Bill	10/30/2024	002180/003690	2000 - Accounts Payable	24,567.00	24,567.00
	Bill Pmt -Check	10/30/2024	27439	2000 - Accounts Payable	-24,567.00	0.00
Total Golden State Risk Management Authority					0.00	0.00
Kevin Hullquist						**0.00**
	Bill	10/11/2024	Reimb	2000 - Accounts Payable	167.07	167.07
	Bill Pmt -Check	10/11/2024	27372	2000 - Accounts Payable	-167.07	0.00
Total Kevin Hullquist					0.00	0.00
Marble Mt. Machinery						**0.00**
	Bill	10/03/2024	24393	2000 - Accounts Payable	1,208.57	1,208.57
	Bill Pmt -Check	10/03/2024	27349	2000 - Accounts Payable	-1,208.57	0.00
Total Marble Mt. Machinery					0.00	0.00
P&W Service Center						**0.00**
	Bill Pmt -Check	10/11/2024	27382	2000 - Accounts Payable	-4,722.75	-4,722.75
	Bill	10/11/2024	Order # 1736	2000 - Accounts Payable	4,486.61	-236.14
	Bill Pmt -Check	10/11/2024	27383	2000 - Accounts Payable	-4,486.61	-4,722.75

Town of Fort Jones
Vendor Balance Detail
As of October 31, 2024

	Type	Date	Num	Account	Amount	Balance
Total P&W Service Center					-4,722.75	-4,722.75
PACE Labs						**0.00**
	Bill	10/11/2024	242807872/242807790	2000 - Accounts Payable	451.80	451.80
	Bill Pmt -Check	10/11/2024	27373	2000 - Accounts Payable	-451.80	0.00
	Bill	10/29/2024	242808273	2000 - Accounts Payable	343.40	343.40
	Bill Pmt -Check	10/29/2024	27431	2000 - Accounts Payable	-343.40	0.00
Total PACE Labs					0.00	0.00
Pacific Power						**0.00**
	Bill	10/03/2024	September 2024	2000 - Accounts Payable	5,047.37	5,047.37
	Bill Pmt -Check	10/03/2024	27350	2000 - Accounts Payable	-5,047.37	0.00
	Bill	10/29/2024	October 2024	2000 - Accounts Payable	2,655.44	2,655.44
	Bill Pmt -Check	10/29/2024	27432	2000 - Accounts Payable	-2,655.44	0.00
Total Pacific Power					0.00	0.00
PlaceWorks						**0.00**
	Bill	10/11/2024	83780/83775	2000 - Accounts Payable	10,916.25	10,916.25
	Bill	10/11/2024	83774	2000 - Accounts Payable	1,610.00	12,526.25
	Bill Pmt -Check	10/11/2024	27374	2000 - Accounts Payable	-12,526.25	0.00
	Bill	10/25/2024	83584a	2000 - Accounts Payable	790.00	790.00
	Bill Pmt -Check	10/25/2024	27426	2000 - Accounts Payable	-790.00	0.00
Total PlaceWorks					0.00	0.00
Prentice Long						**0.00**
	Bill	10/11/2024	6987	2000 - Accounts Payable	4,225.20	4,225.20
	Bill Pmt -Check	10/11/2024	27375	2000 - Accounts Payable	-4,225.20	0.00
Total Prentice Long					0.00	0.00
Quad-B Systems						**0.00**
	Bill	10/11/2024	10377	2000 - Accounts Payable	869.40	869.40
	Bill Pmt -Check	10/11/2024	27376	2000 - Accounts Payable	-869.40	0.00
Total Quad-B Systems					0.00	0.00
Scott Valley Auto Parts						**0.00**
	Bill	10/25/2024	Sept 2024	2000 - Accounts Payable	142.82	142.82
	Bill Pmt -Check	10/25/2024	27427	2000 - Accounts Payable	-142.82	0.00
Total Scott Valley Auto Parts					0.00	0.00
Scott Valley Disposal						**0.00**
	Bill	10/11/2024	September 2024	2000 - Accounts Payable	330.00	330.00
	Bill Pmt -Check	10/11/2024	27377	2000 - Accounts Payable	-330.00	0.00
Total Scott Valley Disposal					0.00	0.00
SHN Consulting Engineers & Geologists						**0.00**
	Bill	10/29/2024	123136	2000 - Accounts Payable	148.75	148.75
	Bill Pmt -Check	10/29/2024	27433	2000 - Accounts Payable	-148.75	0.00
Total SHN Consulting Engineers & Geologists					0.00	0.00
Sierra Springs						**0.00**
	Bill	10/30/2024	101824	2000 - Accounts Payable	149.15	149.15

Town of Fort Jones
Vendor Balance Detail
As of October 31, 2024

	Type	Date	Num	Account	Amount	Balance
	Bill Pmt -Check	10/30/2024	27440	2000 - Accounts Payable	-149.15	0.00
Total Sierra Springs					0.00	0.00
Siskiyou County Economic Council						**0.00**
	Bill	10/11/2024	MOU October	2000 - Accounts Payable	500.00	500.00
	Bill Pmt -Check	10/11/2024	27378	2000 - Accounts Payable	-500.00	0.00
Total Siskiyou County Economic Council					0.00	0.00
Siskiyou County Tax Collector						**0.00**
	Bill	10/29/2024	2024-2025 2nd Qtr	2000 - Accounts Payable	342.96	342.96
	Bill Pmt -Check	10/29/2024	27434	2000 - Accounts Payable	-342.96	0.00
Total Siskiyou County Tax Collector					0.00	0.00
Siskiyou Telephone						**0.00**
	Bill	10/11/2024	September 2024	2000 - Accounts Payable	739.58	739.58
	Bill Pmt -Check	10/11/2024	27379	2000 - Accounts Payable	-739.58	0.00
Total Siskiyou Telephone					0.00	0.00
State farm Insurance Companies						**-351.76**
Total State farm Insurance Companies						-351.76
Stifel						**0.00**
	Bill	10/15/2024	PPE 10052024	2000 - Accounts Payable	366.82	366.82
	Bill Pmt -Check	10/15/2024	27387	2000 - Accounts Payable	-366.82	0.00
	Bill	10/30/2024	PPE 10192024	2000 - Accounts Payable	365.25	365.25
	Bill Pmt -Check	10/30/2024	27441	2000 - Accounts Payable	-365.25	0.00
Total Stifel					0.00	0.00
Ubeo West LLC						**0.00**
	Bill	10/11/2024	539038869	2000 - Accounts Payable	485.49	485.49
	Bill Pmt -Check	10/11/2024	27380	2000 - Accounts Payable	-485.49	0.00
Total Ubeo West LLC					0.00	0.00
UNDERGROUND SERVICE ALERT						**0.00**
	Bill	10/29/2024	1763112024	2000 - Accounts Payable	300.00	300.00
	Bill Pmt -Check	10/29/2024	27435	2000 - Accounts Payable	-300.00	0.00
Total UNDERGROUND SERVICE ALERT					0.00	0.00
Us Bank Corporate Payment Systems						**0.00**
	Bill	10/29/2024	October 24	2000 - Accounts Payable	2,974.87	2,974.87
	Bill Pmt -Check	10/29/2024	27436	2000 - Accounts Payable	-2,974.87	0.00
Total Us Bank Corporate Payment Systems					0.00	0.00
USA Bluebook						**0.00**
	Bill	10/29/2024	917448a	2000 - Accounts Payable	34.80	34.80
	Bill Pmt -Check	10/29/2024	27437	2000 - Accounts Payable	-34.80	0.00
Total USA Bluebook					0.00	0.00
Valley Pacific Petroleum Services						**0.00**
	Bill	10/11/2024	24-801095	2000 - Accounts Payable	998.34	998.34
	Bill Pmt -Check	10/11/2024	27381	2000 - Accounts Payable	-998.34	0.00
	Bill	10/25/2024	24-813682	2000 - Accounts Payable	433.98	433.98

Town of Fort Jones
Vendor Balance Detail
As of October 31, 2024

	Type	Date	Num	Account	Amount	Balance
	Bill Pmt -Check	10/25/2024	27428	2000 - Accounts Payable	-433.98	0.00
Total Valley Pacific Petroleum Services					0.00	0.00
Verizon Wireless						**0.00**
	Bill	10/03/2024	9974442866	2000 - Accounts Payable	119.01	119.01
	Bill Pmt -Check	10/03/2024	27351	2000 - Accounts Payable	-119.01	0.00
Total Verizon Wireless					0.00	0.00
Wood Jesse						**-34.00**
Total Wood Jesse						-34.00
					-4,722.75	**13,658.00**

Siskiyou County

PROCLAMATION of the 17th ANNUAL "READ ACROSS SISKIYOU" event

Sponsored By First 5 Siskiyou Children and Families Commission

WHEREAS, the ultimate goal of the First 5 Siskiyou Children and Families Commission is that all of Siskiyou's children from prenatal through 5 years of age will be healthy, ready to learn, and supported in safe, nurturing families and communities; and

WHEREAS, children in Siskiyou County from prenatal through 5 years of age have a successful start in life through daily reading with supportive and nurturing families, caregivers, educators and community leaders; and

WHEREAS, early literacy is the foundation for academic, social emotional, and economic success.; and

WHEREAS, First 5 Siskiyou, in partnership with Family/Community Resource Centers, and communities, dedicates one day each year to promote early literacy by providing the same titled book to be read by guest readers to children in various preschools, kindergartens, child care settings and libraries throughout Siskiyou County on the same day and provide each child with a copy of that book to take home.

Therefore the City of Fort Jones hereby proclaims November 13th as the 17th anniversary of "Read Across Siskiyou" and be it that this body enthusiastically endorses daily reading, singing and playing with children as a critical foundation for healthy development and life long success.

Signed _____Date: _____

Mayor Mercedes Garcia, Town of Fort Jones

The Town of Fort Jones

To: **Fort Jones Town Council**
Meeting Date: **November 12, 2024**
From: **Cherie Stephen – Town Administrator**
Subject: **Review and discuss possible action to approve and adopt Resolutions 1133 and 1134 Authorizing the Town Administrator to Sign and Execute any Amendments Regarding the MOU with SEDC Funded by the Community Development Block Grant – Coronavirus Response Rounds 1, 2, and 3.**

Background:

In 2020 the Town of Fort Jones signed two MOUs with SEDC and various Siskiyou cities for program management and implementation of an Economic Development Program funded by the Community Development Block Grant – Coronavirus Response Rounds 1, 2, and 3. These programs are taking longer than expected and the Siskiyou Economic Development Council is requesting addendums to both MOUs that extend the end date to the life of the grant. These resolutions authorize the Town Administrator to sign these addendums and any necessary future amendments.

Attached are the signed MOUs from 2020, proposed Resolution 1133, and proposed Resolution 1134.

Recommendation:

The Town Administrator recommends that the council approve and adopt Resolutions 1133 and 1134 allowing the town administrator to sign and execute any amendments regarding the MOUs with the SEDC funded by the CDBG – Coronavirus Response Rounds 1, 2, and 3.

DocuSign Envelope ID: E4FAE5CA-2BCB-416B-9562-25BCDE97F292

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM - CORONAVIRUS RESPONSE ROUND 1 (CDBG-CV1)

MEMORANDUM OF UNDERSTANDING

BETWEEN

The County of Siskiyou, the Cities of Dunsmuir, Etna, Fort Jones, Montague, Mt. Shasta, Tulelake, Weed, and Yreka and the Siskiyou County Economic Development Council for program management and implementation of an Economic Development Program funded by the Community Development Block Grant- Coronavirus Response Round 1.

THIS MEMORANDUM OF UNDERSTANDING (herein after referred to as **MOU)** is made and entered into this _____ day of _____, 2020 by and between The County of Siskiyou (hereinafter, "County"), the Cities of Dunsmuir, Etna, Fort Jones, Montague, Mt. Shasta, Tulelake, Weed, and Yreka (hereinafter, "Cities") and the subrecipient Siskiyou County Economic Development Council (hereinafter, "SCEDC").

The purpose of this MOU is to establish the terms and conditions under which the County and Cities will operate an Economic Development Program (hereinafter, "EDP"), as funded by the Community Development Block Grant - Coronavirus Response Round 1 (hereinafter, "Grant"), administered by the State of California Department of Housing and Community Development (hereinafter, "HCD"). The EDP will include direct financial and technical assistance to beneficiary for-profits within the jurisdictional limits of each participant jurisdiction; to be administered by the subrecipient, SCEDC. Funds for this activity will be allocated and provided proportionally to the committed funding from each partnering jurisdiction.

WHEREAS, the California Department of Housing and Community Development has announced the availability of funds for Economic Development, prioritizing the creation and retention of low-moderate income jobs; and

WHEREAS, each of the MOU Parties is an eligibile non-entitlement jurisdiction that is in compliance with existing HCD Program monitoring, award agreements, debarments, and Housing Element requirements; and

WHEREAS, under the provision of said CDBG-CV1 Grant applications may be submitted by one "lead" eligible entity on behalf of MOU Parties; and

WHEREAS, participating in this MOU is advantageous in that is centralizes management of funds and minimizes administrative costs to all participants; and

WHEREAS, the County and Cities desire to participate in this MOU hereby agrees to apply for a Grant application for an Economic Development Program with SCEDC as the subrecipient.

NOW, THEREFORE, THE PARTIES MUTUALLY AGREE TO TERMS AND RESPONSIBILITIES AS FOLLOWS:

DocuSign Envelope ID: E4FAE5CA-2BCB-416B-9562-25BCDE97F292

1. This MOU shall become effective upon the day and date last signed and executed by the duly authorized representatives of the Parties to this MOU and the governing bodies of the Parties' respective jurisdictions and shall remain in full force and effect for the period of 12 months from the start date of an executed agreement with HCD. Parties included in this MOU may withdraw or terminate their participation at any time during its term upon ninety (90) days written notice to all participating Parties and without severing or modifying the participation of the remaining Parties. Additionally, other jurisdictions within Siskiyou County, not originally included in this MOU, may be added prior to the submission deadline.

2. If awarded funds, Parties will negotiate and execute a Memorandum of Agreement (MOA) to detail final funded amounts committed per jurisdiction, administration requirements, and implementation.

3. An oversight board is hereby established consisting of one representative from each party entering and participating in this MOU. The oversight board shall review and monitor progress on the agreed upon EDP work plan and shall make such recommendations and modifications as they deem appropriate.

4. As the lead applicant, the City of Dunsmuir shall:
    a. Agree to be the lead agency of the MOU to submit the Grant on behalf of the jurisdictions and will be the grant recipient responsible to administer the Grant, be accountable to HCD for proper expenditure of the funds and will be the point of contact for MOU Parties.
    b. Negotiate and execute a Memorandum of Agreement (MOA) with the MOU Parties prior to the expenditure of any funds awarded. The MOA will document the funding priorities, will identify and establish relationships necessary to achieve the project's goal; and will include a description and role of each MOA member.
    c. Work with SCEDC, the subrecipient, to prepare the application and conduct regular administration, management, and implementation of the Grant.
    d. Will be the only jurisdiction committing Program Income received from a prior CDBG program in the amount of $65,000.00 for their constituents.

5. As the subrecipient, SCEDC, shall:
    a. Provide appropriate, qualified staff to implement and manage the work plan, who will incur the costs of salaries, benefits, use of equipment and expenses related to eligible pre-agreement administrative costs, administration, and activity delivery.
    b. Coordinate documentation needed from each MOU party; including the execution of a MOA.
    c. Administer the EDP and oversee program outreach, activity delivery, and beneficiary engagement.
    d. Deliver technical assistance to qualifyifing clients.

DocuSign Envelope ID: E4FAE5CA-2BCB-416B-9562-25BCDE97F292

e. Procurement of a subcontractor(s) to perform underwriting for each application for direct financial assistance.

6. The County and Cities shall each:
   a. Provide leadership and facilitate community outreach by referring potential beneficiaries to the SCEDC.
   b. Each MOU party will be part of an advisory committee that reviews the goals, determines fund use priorities, and oversee the Grant progress.
   c. Provide funding from each jurisdiction's allocated CDBG-CV funds for management and implementation of the EDP within their jurisdictional boundaries, not to exceed the following amounts:

i.	County of Siskiyou	$119,130.00
ii.	City of Yreka	$85,417.00
iii.	City of Mt. Shasta	$75,228.00
iv.	City of Weed	$64,114.00
v.	City of Dunsmuir	$60,224.00
vi.	City of Etna	$56,149.00
vii.	Town of Fort Jones	$57,816.00
viii.	City Montague	$57,445.00
ix.	City of Tulelake	$57,260.00
x.	City of Dunsmuir Program Income	$65,000.00

7. This MOU may be amended only by the mutual written agreement of all parties.

GENERAL PROVISIONS

A. Amendments. Either Party may request changes to this MOU. Any changes, modifications, revisions or amendments to this MOU which are mutually agreed upon by and between the Parties to this MOU shall be incorporated by written instrument, and effective when executed and signed by all Parties to this MOU.

B. Applicable Law. The construction, interpretation and enforcement of this MOU shall be governed by the laws of the State of California. The courts of the State of California shall have jurisdiction over any action arising out of this MOU and over the Parties, and the venue shall be Siskiyou County Superior Court in Siskiyou County, California.

C. Entirety of Agreement. This MOU, consisting of 6 pages, represents the entire and integrated agreement between the Parties and supersedes all prior negotiations, representations and agreements, whether written or oral.

D. Severability. Should any portion of this MOU be judicially determined to be illegal or unenforceable, the remainder of the MOU shall continue in full force and effect, and either Party may renegotiate the terms affected by the severance.

DocuSign Envelope ID: E4FAE5CA-2BCB-416B-9562-25BCDE97F292

E. Sovereign Immunity. The County of Siskiyou, the Cities of Dorris, Dunsmuir, Etna, Fort Jones, Montague, Mt. Shasta, Tulelake, Weed, and Yreka and the Siskiyou County Economic Development Council and their respective governing bodies do not waive their sovereign immunity by entering into this MOU, and each fully retains all immunities and defenses provided by law with respect to any action based on or occurring as a result of this MOU.

F. Third Party Beneficiary Rights. The Parties do not intend to create in any other individual or entity the status of a third-party beneficiary, and this MOU shall not be construed to create such status. The rights, duties and obligations contained in this MOU shall operate only between the Parties to this MOU and shall inure solely to the benefit of the Parties to this MOU. The provisions of this MOU are intended only to assist the Parties in determining and performing their obligations under this MOU. The Parties to this MOU intend and expressly agree that only Parties signatory to this MOU shall have any legal or equitable right to seek to enforce this MOU, to seek any remedy arising out of a party's performance or failure to perform any term or condition of this MOU, or to bring an action for the breach of this MOU.

G. CDBG Program Terms and Conditions. The Parties agree to administer all funding and activities identified in this MOU in compliance with the Standard Agreement executed with HCD for said activities and funding. The Parties agree that the City of Dunsmuir shall be the executor of the HCD's Standard Agreement, and that primary communication regarding the activity will occur with the City of Dunsmuir. It is the responsibility of the Parties to this MOU to communicate and transfer performance and regulatory requirements to applicable Parties, including contractors and subrecipients. Failure to administer funds and or activities in accordance with HUD regulations, and the terms and conditions identified in the applicable Standard Agreement will result in performance penalties toward all Parties of this MOU, and may result in repayment of expended CDBG funds in the event that the costs were determined to be ineligible, or that the funds failed to meet a National Objective, as identified in title 42 of United States Code, Section 5301 and title 24 of the Code of Federal Regulations section 570.483.

DocuSign Envelope ID: E4FAE5CA-2BCB-416B-9562-25BCDE97F292

IN WITNESS WHEREOF, the Parties to this MOU through their duly authorized representatives have executed this MOU on the days and dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this MOU as set forth herein.

COUNTY OF SISKIYOU

BY: DocuSigned by: Rick Dean 9468202B5CD4414... DATE: 9/16/2020

Rick Dean, Director of Community Development

CITY OF DUNSMUIR

BY: DocuSigned by: 45F971B4CD674BA... **DATE:** 9/16/2020

Todd Juhasz, City Manager

CITY OF ETNA

BY: DocuSigned by: Kristina Hargrove, City Clerk of Etna 9B83A2C6E0A848F... **DATE:** 9/16/2020

Kristina Hargrove, City Clerk

TOWN OF FORT JONES

BY: DocuSigned by: Karl Drexel, City Administrator EBF355A0B0C3428... **DATE:** 9/16/2020

Karl Drexel, City Administrator

CITY OF MONTAGUE

BY: DocuSigned by: Sara Kleier, City Clerk of Montague DED7E198E6EA4E4... **DATE:** 9/16/2020

Sara Kleier, City Clerk

CITY OF MT. SHASTA

BY: _____ **DATE:** _____

Muriel Terrell, Finance Director

CITY OF WEED

BY: DocuSigned by: Tim Rundel, City Manager of Weed 217C0310A8DD4A7... **DATE:** 9/16/2020

Tim Rundel, City Manager

CITY OF TULELAKE

BY: _____ **DATE:** _____

Jenny Coelho, City Administrator

DocuSign Envelope ID: E4FAE5CA-2BCB-416B-9562-25BCDE97F292

CITY OF YREKA

BY: **_____** **DATE: _____**

S. Rhetta Hogan, Finance Director

Siskiyou County Economic Development Council

BY: _____ DATE: _____

Tonya Dowse, Executive Director

Docusign Envelope ID: EE637273-FC8F-4067-AD15-0135EE81B116

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM - CORONAVIRUS RESPONSE ROUND 2 AND ROUND 3 (CDBG-CV2+3)

MEMORANDUM OF UNDERSTANDING

BETWEEN

The County of Siskiyou, the Cities of Dorris, Dunsmuir, Etna, Fort Jones, Montague, Mt. Shasta, Tulelake, Weed, Yreka, and the Siskiyou County Economic Development Council and Great Northern Services for program management and implementation of two Public Service Activities funded by the Community Development Block Grant- Coronavirus Response Round 2 and Round 3.

THIS MEMORANDUM OF UNDERSTANDING (herein after referred to as **MOU)** is made and entered into this 16 day of April, 2021 by and between The County of Siskiyou (hereinafter, "County"), the Cities of Dorris, Dunsmuir, Etna, Fort Jones, Montague, Mt. Shasta, Tulelake, Weed, and Yreka (hereinafter, "Cities") and the subrecipients Siskiyou County Economic Development Council (hereinafter, "SCEDC"), Great Northern Services (herinafter, "GNS").

The purpose of this MOU is to establish the terms and conditions under which the County and Cities will operate two Public Service Programs, a Supplemental Food Bank Assistance Program (hereinafter, "FBA"), and a Subsistence Assistance Programas (hereinafter, "SAP"), funded by the Community Development Block Grant - Coronavirus Response Round 2 and Round 3 (hereinafter, "Grant"), administered by the State of California Department of Housing and Community Development (hereinafter, "HCD"). The FBA and SAP programs will directly benefit Low to Moderate Income residents in Siskiyou County who have been financially impacted by the COVID-19 Pandemic that began in 2020; to be administered by the subrecipient, SCEDC, and implemented by the subrecipient, GNS.

WHEREAS, the California Department of Housing and Community Development has announced the availability of funds for Public Services, prioritizing the assistance of at-risk community members of Siskiyou County who are considered Low-Moderate Income; and

WHEREAS, each of the MOU Parties is an eligibile non-entitlement jurisdiction that is in compliance with existing HCD Program monitoring, award agreements, debarments, and Housing Element requirements; and

WHEREAS, under the provision of said CDBG-CV2+3 Grant applications may be submitted by one "lead" eligible entity on behalf of MOU Parties; and

WHEREAS, participating in this MOU is advantageous in that is centralizes management of funds and minimizes administrative costs to all participants; and

WHEREAS, the County and Cities desire to participate in this MOU hereby agrees to apply for a Grant application for two Public Services with SCEDC and GNS as the subrecipients.

NOW, THEREFORE, THE PARTIES MUTUALLY AGREE TO TERMS AND RESPONSIBILITIES AS FOLLOWS:

Docusign Envelope ID: EE637273-FC8F-4067-AD15-0135EE81B116

1. This MOU shall become effective upon the day and date last signed and executed by the duly authorized representatives of the Parties to this MOU and the governing bodies of the Parties' respective jurisdictions and shall remain in full force and effect for the period of 12 months from the start date of an executed agreement with HCD. Parties included in this MOU may withdraw or terminate their participation at any time during its term upon ninety (90) days written notice to all participating Parties and without severing or modifying the participation of the remaining Parties. Additionally, other jurisdictions within Siskiyou County, not originally included in this MOU, may be added prior to the submission deadline.

2. If awarded funds, Parties will negotiate and execute a Memorandum of Agreement (MOA) to detail final funded amounts committed per jurisdiction, administration requirements, and implementation.

3. An oversight board is hereby established consisting of one representative from each party entering and participating in this MOU. The oversight board shall review and monitor progress on the agreed upon Public Service Activity work plans and shall make such recommendations and modifications as they deem appropriate.

4. As the lead applicant, the City of Mount Shasta shall:
    a. Agree to be the lead agency of the MOU to submit the Grant(s) on behalf of the jurisdictions and will be the grant recipient responsible to administer the Grant(s), be accountable to HCD for proper expenditure of the funds and will be the point of contact for MOU Parties.
    b. Negotiate and execute a Memorandum of Agreement (MOA) with the MOU Parties prior to the expenditure of any funds awarded. The MOA will document the funding priorities, will identify and establish relationships necessary to achieve the project's goal; and will include a description and role of each MOA member.
    c. Develop subrecipient agreements with SCEDC and GNS, the subrecipients, to prepare the application and conduct regular administration, management, and implementation of the Grant.

5. As a subrecipient, SCEDC shall:
    a. Provide appropriate, qualified staff to administer the Public Service Activities, who will incur the costs of salaries, benefits, use of equipment and expenses related to eligible pre-agreement and ongoing administrative costs.
    b. Coordinate the jurisdictions across Siskiyou County through the Public Noticing requirements.
    c. Coordinate documentation needed from each MOU party; including the execution of a MOA.
    d. Administer the Public Assistance Activities and assist the Grantee, the City of Mount Shasta, with monitoring, reporting, and oversight of the Public Assistance Activities.

Docusign Envelope ID: EE637273-FC8F-4067-AD15-0135EE81B116

6. As a subrecipient, GNS shall:
    a. Provide appropriate, qualified staff to implement and manage the work plan, who will incur the costs of salaries, benefits, use of equipment and expenses related to eligible activity delivery costs.
    b. Purchase and deliver commodity supplies for the FBA Program.
    c. Coordinate FBA delivery locations and implement subrecipient agreements and MOUs with The Siskiyou Community Resource Centers and distribution sites.
    d. Implement the SAP Program and ensure that it does not provide duplicative benefits.
    e. Lead program outreach, activity delivery, and beneficiary engagement.
    f. Deliver technical assistance to qualifying beneficiaries, to include language services.

7. The County and Cities shall each:
    a. Provide leadership and facilitate community outreach by referring potential beneficiaries to GNS and providing notices to its residents.
    b. Each MOU party will be part of an advisory committee that reviews the goals, determines fund use priorities, and oversee the Grant progress.
    c. Provide funding from each jurisdiction's allocated CDBG-CV funds for management and implementation of the FBA within their jurisdictional boundaries, not to exceed the following amounts:

i.	County of Siskiyou	$171,000.00
ii.	City of Dorris	$61,000.00
iii.	City of Dunsmuir	$54,000.00
iv.	City of Etna	$36,000.00
v.	City of Fort Jones	$36,000.00
vi.	City of Montague	$37,000.00
vii.	City of Mount Shasta	$42,000.00
viii.	City of Tulelake	$66,000.00
ix.	City of Weed	$48,000.00
x.	City of Yreka	$99,000.00
	Total	$650,000.00

    d. Provide funding from each jurisdiction's allocated CDBG-CV funds for management and implementation of the SAP within their jurisdictional boundaries, not to exceed the following amounts:

i.	County of Siskiyou	$160,000.00
ii.	City of Dorris	$132,000.00
iii.	City of Dunsmuir	$165,000.00
iv.	City of Etna	$77,000.00

Docusign Envelope ID: EE637273-FC8F-4067-AD15-0135EE81B116

v.	City of Fort Jones	$82,000.00
vi.	City of Montague	$172,000.00
vii.	City of Mount Shasta	$123,000.00
viii.	City of Tulelake	$204,000.00
ix.	City of Weed	$185,000.00
x.	City of Yreka	$103,000.00
	Total	$1,404,000.00

8. This MOU may be amended only by the mutual written agreement of all parties.

GENERAL PROVISIONS

A. Amendments. Either Party may request changes to this MOU. Any changes, modifications, revisions or amendments to this MOU which are mutually agreed upon by and between the Parties to this MOU shall be incorporated by written instrument, and effective when executed and signed by all Parties to this MOU.

B. Applicable Law. The construction, interpretation and enforcement of this MOU shall be governed by the laws of the State of California. The courts of the State of California shall have jurisdiction over any action arising out of this MOU and over the Parties, and the venue shall be Siskiyou County Superior Court in Siskiyou County, California.

C. Entirety of Agreement. This MOU, consisting of 7 pages, represents the entire and integrated agreement between the Parties and supersedes all prior negotiations, representations and agreements, whether written or oral.

D. Severability. Should any portion of this MOU be judicially determined to be illegal or unenforceable, the remainder of the MOU shall continue in full force and effect, and either Party may renegotiate the terms affected by the severance.

E. Sovereign Immunity. The County of Siskiyou, the Cities of Dorris, Dunsmuir, Etna, Fort Jones, Montague, Mt. Shasta, Tulelake, Weed, and Yreka and the Siskiyou County Economic Development Council and Great Northern Services and their respective governing bodies do not waive their sovereign immunity by entering into this MOU, and each fully retains all immunities and defenses provided by law with respect to any action based on or occurring as a result of this MOU.

F. Third Party Beneficiary Rights. The Parties do not intend to create in any other individual or entity the status of a third-party beneficiary, and this MOU shall not be construed to create such status. The rights, duties and obligations contained in this MOU shall operate only between the Parties to this MOU and shall inure solely to the benefit of the Parties to this MOU. The provisions of this MOU are intended only to assist the Parties in determining and performing their obligations under this MOU. The Parties to this MOU intend and expressly agree that only Parties signatory to this MOU shall have any legal or equitable right to seek to enforce this MOU, to seek any remedy

Docusign Envelope ID: EE637273-FC8F-4067-AD15-0135EE81B116

arising out of a party's performance or failure to perform any term or condition of this MOU, or to bring an action for the breach of this MOU.

G. CDBG Program Terms and Conditions. The Parties agree to administer all funding and activities identified in this MOU in compliance with the Standard Agreement executed with HCD for said activities and funding. The Parties agree that the City of Mount Shasta shall be the executor of the HCD's Standard Agreement, and that primary communication regarding the activity will occur with the City of Mount Shasta. It is the responsibility of the Parties to this MOU to communicate and transfer performance and regulatory requirements to applicable Parties, including contractors and subrecipients. Failure to administer funds and or activities in accordance with HUD regulations, and the terms and conditions identified in the applicable Standard Agreement will result in performance penalties toward all Parties of this MOU, and may result in repayment of expended CDBG funds in the event that the costs were determined to be ineligible, or that the funds failed to meet a National Objective, as identified in title 42 of United States Code, Section 5301 and title 24 of the Code of Federal Regulations section 570.483.

Docusign Envelope ID: EE637273-FC8F-4067-AD15-0135EE81B116

IN WITNESS WHEREOF, the Parties to this MOU through their duly authorized representatives have executed this MOU on the days and dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this MOU as set forth herein.

COUNTY OF SIKIYOU

BY: DocuSigned by: Rick Dean 9468202B5CD4414... DATE: 4/15/2021

Rick Dean, Director of Community Development

CITY OF DUNSMUIR

BY: DocuSigned by: 45F971B4CD674BA... **DATE:** 4/15/2021

Todd Juhasz, City Manager

CITY OF ETNA

BY: DocuSigned by: Kristina Hargrove, City Clerk of Etna 9D83A2C6E0A848F... **DATE:** 4/16/2021

Kristina Hargrove, City Clerk

TOWN OF FORT JONES

BY: DocuSigned by: Karl Drexel, City Administrator EBF355A0B0C5426... **DATE:** 4/16/2021

Karl Drexel, City Administrator

CITY OF MONTAGUE

BY: DocuSigned by: Sara Kleier, City Clerk of Montague DEB7F198F0FA4F4... **DATE:** 4/15/2021

Sara Kleier, City Clerk

CITY OF MT. SHASTA

BY: DocuSigned by: Muriel Terrell, Finance Director of Mount Shasta B42E20818AC5426... **DATE:** 4/14/2021

Muriel Terrell, Finance Director

CITY OF WEED

BY: DocuSigned by: Tim Rundel, City Manager of Weed 217C0319A8DD4A7... **DATE:** 4/15/2021

Tim Rundel, City Manager

CITY OF TULELAKE

BY: DocuSigned by: Jenny Coelho, City Administrator (Official Designee of Mayor) 929DD606C8CB461... **DATE:** 4/15/2021

Jenny Coelho, City Administrator

Docusign Envelope ID: EE637273-FC8F-4067-AD15-0135EE81B116

CITY OF YREKA

BY: DocuSigned by: Steven W. Baker 4B6AC36604BD404... **DATE:** 4/15/2021

Steve Baker, City Manager

CITY OF DORRIS

BY: DocuSigned by: Melissa High, City Admin. of Dorris 5CF0384C9DA8429... **DATE:** 4/16/2021

Melissa High, City Administrator

Siskiyou County Economic Development Council

BY: DocuSigned by: Tonya Dowse, Executive Director of Siskiyou County Economic Development Counci 57BC5613A90046E... DATE: 4/15/2021

Tonya Dowse, Executive Director

Great Northern Services

BY: DocuSigned by: Marie-Josee Wells 68A560FFFE0E413... **DATE:** 4/14/2021

Marie-Josée Wells, Executive Director

11960 East Street
P.O. Box 40
Fort Jones, CA, 96032

530-468-2281
www.fortjonesca.com

Gateway to the Marble Mountains

RESOLUTION 1133

A RESOLUTION OF THE TOWN OF FORT JONES TOWN COUNCIL AUTHORIZING THE TOWN ADMINISTRATOR TO SIGN ANY AMENDMENTS OR ADDENDUMS TO CDBG CV_1

BE IT RESOLVED by the Town Council of the Town of Fort Jones as follows:

WHEREAS The Town Council has previously reviewed and approved the submission to the State of California of one or more application(s) in the aggregate amount, not to exceed, of $ 57,816 for the following CDBG activities, pursuant to the January 2020 CDBG NOFA:

Economic Development Program – Forgivable Loans to Fort Jones Businesses for Employee Retention and COVID Responses $ 57,816

WHEREAS the Town of Fort Jones has previously signed and authorized an MOU with the Siskiyou Economic Development Council and various county of Siskiyou cities for program management and implantation of these activities.

WHEREAS the Fort Jones Town Council approves and authorizes the Town Administrator to execute and sign any and all subsequent amendments or addendums to the MOU or with the State of California for the purposes of the CDBG CV_1 grant.

IT IS HEREBY CERTIFIED that the foregoing Resolution 1333 was introduced, passed, and duly adopted at a special meeting by the Town Council on this 12th day of November 2024 by the following vote:

Ayes:
Nyes:
Absent:
Abstain
:

ATTEST:

_____

JenniferJoy Cox, Town Clerk

11960 East Street
P.O. Box 40
Fort Jones, CA, 96032

530-468-2281
www.fortjonesca.com

APPROVED:

_____

Mercedes M. Garcia, Mayor

11960 East Street
P.O. Box 40
Fort Jones, CA, 96032

530-468-2281
www.fortjonesca.com

Gateway to the Marble Mountains

RESOLUTION 1134

A RESOLUTION OF THE TOWN OF FORT JONES TOWN COUNCIL AUTHORIZING THE TOWN ADMINISTRATOR TO SIGN ANY AMENDMENTS OR ADDENDUMS TO CDBG CV_2_3

BE IT RESOLVED by the Town Council of the Town of Fort Jones as follows:

WHEREAS The Town Council has previously reviewed and approved the submission to the State of California to add additional funding to the Town's existing CDBG-CV! Standard Agreement with the State for the new CDBG-CV2 and CV3 activities pursuant to the State's December 2020 CDBG-CV2 and 3 Notice of Funding Availability.

WHEREAS the Town of Fort Jones has previously signed and authorized an MOU with the Siskiyou Economic Development Council and various county of Siskiyou cities for program management and implantation of these activities.

WHEREAS the Fort Jones Town Council approves and authorizes the Town Administrator to execute and sign any and all subsequent amendments or addendums to the MOU or with the State of California for the purposes of the CDBG CV_2 and CV_3 grants.

IT IS HEREBY CERTIFIED that the foregoing Resolution 1334 was introduced, passed, and duly adopted at a special meeting by the Town Council on this 12th day of November 2024 by the following vote:

Ayes:
Nyes:
Absent:
Abstain
:

ATTEST:

_____
JenniferJoy Cox, Town Clerk

APPROVED:

11960 East Street
P.O. Box 40
Fort Jones, CA, 96032

530-468-2281
www.fortjonesca.com

Mercedes M. Garcia, Mayor

The Town of Fort Jones

To: **Fort Jones Town Council**
Meeting Date: **November 12, 2024**
From: **Cherie Stephen – Town Administrator**
Subject: **Review and approve amended 24/25 budget for Law Enforcement Growth Allocation**

Background

Nikki Thomas, Accountant-Auditor, from the Siskiyou County Auditor's Office has informed the Town of an unexpected increase in the growth allocation on COPS money for 24/25. See below for a quick illustration:

- 19/20: $55,947.62
- 20/21: $56,726.58
- 21/22: $61,284.84
- 22/23: $65,271.25
- 23/24: $86,158.95
- 24/25: $94,663.46

As per the COPS procedure this money needs to be budgeted for in our Law Enforcement budget for 24/25 before the funds to be released.

Since the Towns' budget for 24/25 has already been filed, an amended budget with the new growth allocation figures must be approved.

See attached the amended 24/25 budget containing the adjusted line-item figures for the Law Enforcement Growth Allocation.

Attached is the Budget Amendment Email and the proposed 24/25 Law Enforcement Budget,

Recommendation

The Town Administrator recommends that the council review and approve the amended 24/25 budget with the adjusted law enforcement growth allocation.

Outlook

COPS Growth Allocation 24/25

From Kimberlee Stillian <kstillian@co.siskiyou.ca.us>

Date Mon 10/7/2024 8:23 AM

To cityadmin@cot.net <cityadmin@cot.net>; bmichaelsen@ci.dunsmuir.ca.us <bmichaelsen@ci.dunsmuir.ca.us>; Pamela Eastlick <p.eastlick@etnaca.com>; ftjones@sisqtel.net <ftjones@sisqtel.net>; cityofmontague@sbcglobal.net <cityofmontague@sbcglobal.net>; mdodd@mtshastaca.gov <mdodd@mtshastaca.gov>; cityoftulelake@cot.net <cityoftulelake@cot.net>; jporterfield@ci.weed.ca.us <jporterfield@ci.weed.ca.us>; EAldrich@yrekaca.gov <EAldrich@yrekaca.gov>; alanna@lakeshastina.com <alanna@lakeshastina.com>

Cc Jeffery Heign <jheign@co.siskiyou.ca.us>

Good Morning,

There has been an unexpected update on the COPS money for 24/25. We just received the growth allocation for this year and it has increased once again more than expected. See below for a quick illustration:

- 19/20: $55,947.62
- 20/21: $56,726.58
- 21/22: $61,284.84
- 22/23: $65,271.25
- 23/24: $86,158.95
- 24/25: $94,663.46

This is about a 10% increase over last year's growth.

As per the COPS procedure this money needs to be budgeted for in your Law Enforcement budget for 24/25. I understand that there may need to be some changes due to this larger than expected increase. So please submit/resubmit your budget so I can release these funds to you via the monthly Cities payments. No dire rush on this, I will release the funds once I have certification.

Please reach out to me or Jeff Heign if you have any issues or questions.

Thank you.

Kimberlee Stillian
Siskiyou County Auditor's Office
Accountant/Auditor
Office: (530) 842-8021
Fax (530) 842-8077
kstillian@co.siskiyou.ca.us

Fund 53-COPS	24-25 Approved	24-25 +/-	24-25 Amended	YTD 9/30/24
Total Revenues	**185,500**	**(6,056)**	**179,444**	
Total Expenditures	**222,501**	**-**	**160,139**	
Total Over/Under	**(37,001)**	**(33,068)**	**19,305**	
Revenue		**(484)**	**4,516**	
480.00 Interest Earnings	500	**(100)**	**250**	
520.00 COPS Revenues	185,000	**9,663**	**194,663**	
535.00 Special PD Fees	-	**(2,856)**	**(2,856)**	
537.00 CCW		**(2,988)**	**(2,988)**	
690.00 Transfers In		**(6,250)**	**(6,250)**	
Prior Year Revenue		**-**	**-**	
Total	**185,500**	**(6,056)**	**179,444**	
Expenditures		**-**	**-**	
701.00 Salaries Regular	87,626	**(33,068)**	**54,558**	
701.50 On Call Pay	5,000	**(484)**	**4,516**	
702.00 Salaries OT		**-**	**-**	
703.00 Salaries PT	34,206	**(5,861)**	**28,345**	
705.00 Uniform Allowance	1,000	**(2,856)**	**(1,856)**	
710.00 SS/MC	9,330	**(2,988)**	**6,342**	
715.00 PERS Retirement	13,934	**(6,250)**	**7,684**	
716.00 457 Retirement	1,031	**-**	**1,031**	
720.00 Health Ins	21,196	**(6,056)**	**15,140**	
721.00 Health Ins. Allow		**-**	**-**	
725.00 Workers Comp.	5,085	**(1,459)**	**3,626**	
730.00 Sui Tax Expense	605	**(484)**	**121**	
735.00 Travel & Training			**-**	
743.00 Vehicle Insurance	-	**-**	**-**	
745.00 SCORE-Liability	11,425	**(2,856)**	**8,569**	
748.00 Property Insurance	586	**-**	**586**	
750.00 Dues & Subscriptions	-	**-**	**-**	
760.00 Prof. & Contract Services	-	**-**	**-**	
760.01 IT Services		**-**	**-**	
780.00 Attorney Fees		**-**	**-**	
830.00 Telephone	2,000	**-**	**2,000**	
830.30 Cellular	1,000		**1,000**	
840.10 Electric	1,000		**1,000**	
840.20 Heating	1,300	**-**	**1,300**	
860.00 Vehicle Maint	500	**-**	**500**	
865.00 Vehicle Fuel	7,000	**-**	**7,000**	
870.00 Office Supplies	1,000	**-**	**1,000**	
875.00 Special Supplies	5,000	**-**	**5,000**	
899.10 PAL(Library)	5,000	**-**	**5,000**	
900.00 Capital Outlay	-	**-**	**-**	
950.00 Transfers Out (pool)	5,000	**-**	**5,000**	
990.00 CalPERS Unfunded Liability	2,677		**2,677**	
Total	**222,501**		**160,139**	

FY 2024-2025 Law Enforcement Budget

Income	
2I - Public Safety Income	
2a - Law Enforcement	
4111- Growth Alloc	$ 94,663
4112 - COPS Allocation	$ 100,000
4116 - Prop172	$ 2,631
4117 - Tax Allocation - Law Enf	$ 70,000
Animal Control	
4230 - Dog Licenses	$ 667
Total Animal Control	$ 667
2a - Law Enforcement - Other	$ 394
Total 2a - Law Enforcement Income	$ 268,355
Total Income	$ 268,355
Expense	
2E- Public Safety Expense	
2EA- Law Enforcement Expense	
7120 - Admin Allocation	$ 40,000
7125 - Etna Contract	$ 223,156
7181 - Law Enforcement Phones	$ 2,266
Animal Control	
7930- Animal Control	$ 5,361
Total Animal Control	$ 5,361
Total 2EA- Law Enforcement Expense	$ 230,783
Net Income	$ 37,572

The Town of Fort Jones

To: **Fort Jones Town Council**
Meeting Date: **November 12, 2024**
From: **Cherie Stephen – Town Administrator**
Subject: **Resolution 1135 - Maintenance of Effort (MOE) requirements for Proposition 172**

Background

The Town of Fort Jones is required to calculate and certify AB2788 Maintenance of Effort (MOE) requirements concerning the use of Proposition 172 revenues to the Siskiyou County Auditor.

These figures are making sure that the Town of Fort Jones is spending the appropriate level on law enforcement compared to a baseline level from 1992/1993.

Attached is the MOE Calculation Worksheet Instructions, the Schedule of MOE Calculations Form B/C, the MOE Certification Form, and the proposed Resolution 1135.

Recommendation

The Town Administrator recommends that the council review and approve Resolution 1124 certifying the calculations for the AB2788 Maintenance of Effort requirements for Proposition 172.

Form A: AB2788 MOE Calculation Worksheet
2024-2025: Ft Jones

Step #1: Define Public Safety Services

A City or County should establish their definition of public safety services that is consistent with Government Code Section 30052. Please list all departments included in this definition below.

Step #2: Determine Base Year

The city or county should determine their AB2788 base year by using the 1992-93 Adopted Budget for all defined public safety departments. Please complete Form B to provide the following:

Line 2.1: Total Base Year $ 52,000
(Total Adjusted AB2788 Base Year detailed in Form B)

Step #3: Determine Base Amount for Local Agency

AB2788 includes a growth factor provision that is equal to the previous years growth in Proposition 172 revenues. The Auditor-Controller's Office will provide cities and counties with this amount. If appropriate, this amount should be added to the AB2788 Base Year.

Line 3.1: Growth Amount $ 2,631

Line 3.2: Total Base Amount for Local Agency $ 54,631
(Total 2.1 and 3.1)

Step #4: Determine AB2788 Public Safety Budget for Certification Year

The City or County should determine the AB2788 Public Safety Budget for the certification year. The City or County should include the same departments and adjustments that were included in their AB2788 base year calculation. Please complete Form C to provide the following:

Line 4.1: Total AB2788 Public Safety Budget $230,783
(Total Adjusted AB2788 Budget for Certification Year detailed in Form C)

Step #5: AB2788 Maintenance-of-Effort (MOE) Calculation

Please complete the Auditor-Controller AB2788 Certification form using the above information. The calculation would be as follows:

Amount of Line 4.1 – Amount of Line 3.2 = Amount Over or (Under) AB2788 MOE Requirement.

FORM B/C

SCHEDULE OF MOE CALCULATIONS (Based on Actual Allocation)*

Town of Fort Jones

RECEIPTS			**ESTIMATED**	**ACTUAL**																						
	92/93	**93/94**	**94/95**	**94/95**	**95/96**	**96/97**	**97/98**	**98/99**	**99/00**	**00/01**	**01/02**	**02/03**	**03/04**	**04/05**	**05/06**	**06/07**	**07/08**	**08/09**	**09/10**	**10/11**	**11/12**	**12/13**	**13/14**	**14/15**	**15/16**	**16/17**	**17/18**
General Fund Appropriation	52,000	50,216	50,216	50,216	50,216	50,216	50,216	50,216	50,216	50,216	50,216	50,216	50,216	50,216	50,216	50,216	50,216	50,216	50,216	50,216	50,216	50,216	50,216	50,216	50,216	50,216	50,216
Prop 172*	NA	1,784	2,337	2,337	2,429	1,880	1,842	1,878	1,961	2,119	1,997	2,025	2,025	2,410	2,586	2,669	2,657	2,416	2,287	2,339	2,484	2,867	2,928	3,074	3,092	3,184	3,276
Funding Available	52,000	52,000	52,553	52,553	52,645	52,096	52,058	52,094	52,177	52,335	52,213	52,241	52,241	52,626	52,802	52,886	52,873	52,632	52,504	52,555	52,700	53,083	53,144	53,290	53,308	53,400	53,492
Minimum budget MOE	52,000	52,000	52,553	52,553	52,645	52,096	52,058	52,094	52,177	52,335	52,213	52,241	52,241	52,626	52,802	52,886	52,873	52,632	52,504	52,555	52,700	53,083	53,144	53,290	53,308	53,400	53,492
Amount of excess (deficit) of MOE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	-

MAINTENANCE OF EFFORT (MOE) CALCULATION - ADJUSTING BASE AMOUNT

EXPENDITURES			ESTIMATED																								
	92/93	**93/94**	**94/95**	**95/96**	**96/97**	**97/98**	**98/99**	**99-00**	**00/01**	**01/02**	**02/03**	**03/04**	**04/05**	**05/06**	**06/07**	**07/08**	**08/09**	**09/10**	**10/11**	**11/12**	**12/13**	**13/14**	**14/15**	**15/16**	**16/17**	**17/18**	**18/19**
BASE AMOUNT (92/93 LESS ADJ)	52,000		52,000	**52,553**	52,553	52,645	52,096	52,058	52,094	52,177	52,335	52,213	52,241	52,241	52,626	52,802	52,886	52,873	52,632	52,504	52,555	52,700	53,083	53,144	53,290	53,308	53,400
CALC OF BASE AMT ADJUSTMENT	NA		553	**0**	92	(549)	(38)	36	83	158	(122)	28	0	385	176	84	(13)	(241)	(128)	52	145	383	61	146	18	92	92
ADJUSTMENT TO BASE AMOUNT			553	**0**	92	(549)	(38)	36	83	158	(122)	28	0	385	176	84	(13)	(241)	(128)	52	145	383	61	146	18	92	92
ADJUSTED MOE REQUIREMENT	52,000		52,553	**52,553**	52,645	52,096	52,058	52,094	52,177	52,335	52,213	52,241	52,241	52,626	52,802	52,886	52,873	52,632	52,504	52,555	52,700	53,083	53,144	53,290	53,308	53,400	53,492
LOCAL ADOPTED BUDGET	0		53,100	**55,000**	59,500	63,800	60,600	63,200	57,000	56,300	60,300	61,000	57,500	52,506	71,000	94,000	78,250	71,000	83,500	85,000	85,000	92,000	90,000	83,500	83,500	83,500	168,747
REDUCTION IN PSAF ALLOCATION	NA		(547)	**(2,447)**	(6,855)	(11,704)	(8,542)	(11,106)	(4,823)	(3,965)	(8,087)	(8,759)	(5,259)	120	(18,198)	(41,114)	(25,377)	(18,368)	(30,996)	(32,445)	(32,300)	(38,917)	(36,856)	(30,210)	(30,192)	(30,100)	(115,255)

**Verified Prop 172 receipts with Banner

Siskiyou County
Auditor-Controller
AB2788 (Chapter 886/94)
Maintenance-of-Effort Certification Form

Name of City/County: City of Fort Jones

Fiscal Year of Certification: 2024-2025

AB2788 Maintenance-of-Effort (MOE) Calculation:

Total Public Safety Adopted Budget (Amount of Line 4.1 from Form A)	$230,783
Less: Public Safety MOE (Amount of Line 3.2 from Form A)	$ 54,631
Difference: Over/(Under) AB2788 MOE Requirements	$176,152

Certification Statement:

I hereby certify that the City/County of Fort Jones is over/under (please circle one) the AB2788 Maintenance-of-Effort requirements concerning the use of Proposition 172 revenues in the amount of $176,152. Forms A, B, and C are submitted in support of this calculation. Detailed records concerning this calculation are available upon request and will be retained.

Signature of City/County Official: Cherie Stephen

Date signed: November 7, 2024

11960 East Street
P.O. Box 40
Fort Jones, CA, 96032

530-468-2281
www.fortjonesca.com

Gateway to the Marble Mountains

RESOLUTION 1135

RESOLUTION OF THE FORT JONES TOWN COUNCIL
AB2788 MAINTENANCE-OF-EFFORT REQUIRMENT PUBLIC SAFETY

BE IT RESOLEVED by the Town Council of the Town of Fort Jones as follows:

WHEREAS the Town of Fort Jones is required to calculate and certify AB2788 Maintenance of Effort (MOE) requirements concerning the use of Proposition 172 revenues to the Siskiyou County Auditor; and

WHEREAS the Town of Fort Jones' calculations are *over* the MOE base year by $176,152 as shown on AB2788 (Chapter 886/94) Maintenance-of-Effort Certification Form and Form B/C attached; and

WHEREAS the Fort Jones Town Council approves the calculations and directs the Interim Town Clerk to execute and forward the 2024/2025 Certification to the Auditor-Controller for Siskiyou County.

IT IS HEREBY CERTIFIED that the foregoing Resolution 1135 was introduced, passed, and duly adopted at a regular meeting by the Town Council on this 12th day of November 2024 by the following vote:

Ayes:
Nyes:
Absent:
Abstain:

ATTEST:

_____
JenniferJoy Cox, Town Clerk

APPROVED:

_____
Mercedes M. Garcia, Mayor

The Town of Fort Jones

To: **Fort Jones Town Council**
Meeting Date: **November 12, 2024**
From: **Policy Committee**
Subject: **Job Certification and Continuing Education Policy**

Background:

The Town currently does not have a job certifications or continuing education policy. To give guidelines and consistency to this content the Policy and Ordinance Committee was asked to work on such a policy.

Attached is the proposed policy.

Recommendation:

The Town Administrator recommends that the council approve the job certification and continuing education policy.

11960 East Street
P.O. Box 40
Fort Jones, CA, 96032

530-468-2281
www.fortjonesca.com

Gateway to the Marble Mountains

Job Certifications and Continuing Education Policy

The following policy sets forth guidelines for continuing education and job certifications.

1. Town council must approve any schooling that is to be paid by the Town and meet one of the following criteria:
    a. Schooling must be a requirement of the employee's job description.
    b. Mandated by California state law
    c. Required to perform current duties that have been bestowed upon the employee by the Town.
2. To qualify for the $1.00 an hour certification pay the following must be met:
    a. Certification must be a requirement of the employee's job description, or
    b. Mandated by California state law, or
    c. Required to perform current duties that have been bestowed upon the employee by the Town.
3. The Town will only approve three (3) certificates for wage increases during employment.
4. Studying for, or taking required courses shall be permitted during business hours with notification to the Administrator to ensure it does not interfere with completing job duties.
5. Employees are encouraged to continue their education even if the Town does not cover the cost, but is not permitted during business hours.

Approved by Council:

The Town of Fort Jones

To: **Fort Jones Town Council**
Meeting Date: **November 12, 2024**
From: **Geri Quintero – Facilitator of the Neighborhood Garden; Mercedes Garcia – Mayor; Carolyn Walker – Attorney at Prentice Long**
Subject: **Agreement with the Town of Fort Jones and the Neighborhood Garden**

Background:

Geri Quintero, the facilitator of the Fort Jones Neighborhood Garden group would like to renew the agreement with the Town of Fort Jones for the continued use of the prior named area the Fort Jones Community Garden. The verbal agreement prior was up in February of this year.

This subject was tabled at the July 2024 regular meeting so legal counsel could review the MOU that was presented.

Attached is the new agreement for review.

Recommendation:

The Town Administrator recommends that the council approve the agreement between the Town of Fort Jones and the Fort Jones Neighborhood Garden group.

AGREEMENT BETWEEN THE TOWN OF FORT JONES AND THE FORT JONES NEIGHBORHOOD GARDEN FOR THE DEVELOPMENT, OPERATION, AND MAINTENANCE OF NEIBORHOOD GARDEN

The agreement dated November 12, 2024, is by and between the Town of Fort Jones, a municipality "Town", and Fort Jones Neighborhood Garden "Group", a non-profit organization.

WHEREAS the Town desires to support independent organizations providing services to the community, and

WHEREAS the Group wishes to provide non-profit community gardening services which are not otherwise offered to the Town residents or duplicated by the Town of Fort Jones, and

WHEREAS the Group wishes to use the Town-owned property located at APN# 055-041-140-000 that extends along Moffett Creek at the northwest corner of the property. This area is approximately 12,923 square feet in size. The Group also wishes to have use of the southernmost bay of the town barn for tools and equipment that is located on the same parcel.

NOW THEREFORE, the Town and Group enter into this agreement.

1. <u>Obligations of Town</u>

Town shall provide the Group with exclusive use of the Town-owned property located at APN# 055-041-140-000 that extends along Moffett Creek at the northwest corner of the property for the purpose of community gardening.

"Neighborhood Gardening" shall be defined as:

The group activity of growing and harvesting legal plants, produce, and flowers, using organic gardening practices at the above location in Fort Jones intending to provide opportunities for: learning about various aspects of the natural world including organic food production; sharing a love of growing plants and caring for the environment; beautifying the community; meeting socially and sharing common gardening interests; teaching students how to make herbal medicine; providing educational guidance; food and nutrition classes; and providing gardening plots for residents who may not have space to garden on their personal property or have the knowledge or organic gardening practices.

Town shall provide Group free use of parcel number APN# 055-041-140-000 for the sole purpose of "neighborhood gardening".

Town shall provide the Group use of the southernmost bay of the town barn for storage of tools and equipment at no cost.

Town will provide the Group free water service up to the base water rate of $35.00 for 1,500 cu ft. each monthly billing cycle. Group shall pay any overage at the rate provided in the Group

obligations section of this agreement. The Group will not be held responsible for overages that have occurred due to vandalism, broken pipes, or other occurrences deemed out of the Groups control.

Town will provide the Group facilitator with eight keys to the lock on the garden gate and the combination to the barn lock. These keys shall not be duplicated and shall be returned at the conclusion of this agreement.

Town will review and approve all design and construction plans for the neighborhood garden prior to construction.

Town shall review and approve all user fees to be paid by gardeners to the Group.

Town shall review and approve all by-laws, policies, rules, regulations, processes, and procedures the Group uses in connection with assignment of garden plots, operation, and maintenance of the Neighborhood Garden.

Town will pay any electric bills that may arise associated with the use of utilities by the Group for gardening.

2. <u>Obligations of Group</u>

Group shall be responsible for all aspects of designing, building, operating, and maintaining the neighborhood garden at the site located at parcel number APN # 055-041-140-000 that extends along Moffet Creek at the northwest corner of the property.

Group shall compensate the Town for irrigation cost that is metered over 1,500 cu ft. at the following rate: **$0.75** every 100-cu ft. for next 1000 cubic feet and **$1.50** every 100-cu ft. over 2,500 cubic feet. Readings will be done by the public works department each month and uploaded to the water billing system. Bills will only be sent if there is an overage of the base rate. Bills are due immediately after issuance and will be considered delinquent if not paid by the 20th of each month. The facilitator of the Group may request a copy of the water bill at the Town Hall.

Group shall not demolish any structure, grade facilities, or construct any amenity without first having obtained the approval of the Town. Group shall be required to apply for all appropriate permits and shall be responsible for paying all related fees.

Group shall maintain the approved location for the express purpose of Neighborhood Gardening.

Group shall assign garden plots to Town of Fort Jones residents only. Those living outside of the Town of Fort Jones may assist resident gardeners, but may not be assigned a garden plot.

Group shall not perform neighborhood gardening services for profit. However, this does not preclude the establishment of user fees to pay for costs incurred or anticipated by the Group in association with operation and maintenance of the neighborhood garden. Any fees charged for this purpose are subject to review and approval by the Fort Jones Town Council.

Group shall inform all gardeners, that the term of this Neighborhood Garden Agreement is five years and notice shall specify that the termination date of this agreement is September 9, 2029 and that this agreement may be terminated by either party with a 90-day written notice.

Group shall provide the Town with one copy of all by-laws, policies, rules, regulations, processes, and procedures it uses in connection with the assignment of garden plots, operation, and maintenance of the Neighborhood Garden as approved by the Fort Jones Town Council.

Group shall resolve concerns and complaints in accordance with methods and/or policies as approved by the Fort Jones Town Council.

3. Conflicts of Interest

No officer or employee of the Town shall have any interest, direct or indirect, in this agreement or in the proceeds thereof. During the term of this agreement the Group shall not accept employment or an obligation which is inconsistent or incompatible with the Group's obligations under this agreement.

4. Compliance with Laws

Group shall not discriminate against any gardener, visitor, employee or applicant because of race, religion, creed, color, gender, age, disability, national origin, or any other basis to the extent prohibited by federal, state, or local law.

Group shall comply with all federal, state, county and town laws, statutes, ordinances, rules, regulations, and the orders and decrees of any courts or administrative bodies or tribunals in any manner affecting the performance of the agreement including, but not limited to, not growing any plant materials that are illegal to grow under the state or federal law. In particular, the growing of *Cannabis sativa* (marijuana) is prohibited whether such activity may be lawful for medical purposes under relevant laws of the state of California. The Town's law enforcement agency shall have the right to enter, remove, and confiscate plants of illegal species, including *Cannabis sativa,* without notice, and shall not be liable to the owner of such plants for any loss or damage sustained thereby.

5. Indemnity

Group agrees to indemnify and hold harmless the Town, its officers, agents, employees, and volunteers from any and all claims, demands, actions, causes of action, losses, damages, liabilities, known or unknown, and all costs and expenses, including reasonable attorneys' fees in connection with any injury or damage to person or property arising out of or in any way connected with act, omission or negligence of the Group, its members, officers, employees, agents, Group, subgroups or any officer, agent or employee thereof in relation to Group's performance under this agreement.

6. Town of Fort Jones Representative

The Town Administrator for the Town of Fort Jones or such other person as may be designated by the Town Council shall represent the Town in all matters pertaining to the services to be rendered under this agreement. All requirements of the Town pertaining to the services and materials to be rendered under this agreement shall be coordinated through the Town representative.

7. Group Representative

The Group facilitator shall represent the Neighborhood Garden in all matters pertaining to the services and materials to be rendered under this agreement; all requirements of the Group pertaining to the services or materials to be rendered under this agreement shall be coordinated through the Group president. If Group facilitator changes, immediate notification to the Town is required.

8. Notices

All notices required by this agreement shall be in writing, and shall be personally delivered, sent by first class mail with postage prepaid, or by commercial courier, addressed as follows:

To Town:	Attention: Town Administrator Town of Fort Jones P.O. Box 40 Fort Jones CA 96032 530-468-2281	To Group:	Geri Quintero Ft. Jones Neighborhood Garden P.O. Box 232 Fort Jones, CA 96032 530-468-5727

Nothing in this provision shall be construed to prohibit communication by more expedient means, such as by telephone, email, or facsimile transmission, to accomplish timely communication. However, to constitute effective notice, written confirmation of a telephone conversation or an original of a facsimile transmission or an e-mail must be sent by first class mail, by commercial carrier, or hand delivered. Each party may change the address by written notice in accordance with this paragraph. Noticed delivered personally shall be deemed communicated as of actual receipt; mailed notices shall be deemed communication as of three days after mailing, unless such date is a date on which there is no mail service. In that event communication is deemed to occur on the next mail service day.

9. Assignment

Neither party shall assign or sublet any portion of this agreement without the prior written consent of the other party.

10. Duration of Agreement

This agreement shall continue from the date of execution for a period of five (5) years, unless otherwise terminated in accordance with section 12 below. Renewal of this agreement will not occur automatically but shall require the mutual written consent of the parties prior to the expiration of this agreement.

11. Termination

A. If the Group defaults on the performance of this agreement, or materially breaches any of its provisions, the Town at its option may terminate this agreement by giving written notice to the Group.

B. Without limitation to such rights or remedies as the Town shall otherwise have by law, either party shall have the right to terminate this agreement for any reason upon ninety (90) days' written notice to the other party. If the Town terminates this agreement; Town shall endeavor to allow planted crop to mature to fruition allowing the Group to harvest produce prior to termination of agreement.

12. <u>Entire Agreement; Amendment</u>

This writing constitutes the entire agreement between the parties relating to the services to be performed or materials to be furnished hereunder. No modification of this agreement shall be effective unless and until such modification is evidenced by writing signed by all parties.

13. <u>Miscellaneous</u>

Time shall be of the essence in this agreement. Failure on the part of either party to enforce any provision of this agreement shall not be construed as a waiver of the right to compel enforcement of such provision or any other provision. This agreement shall be governed and construed in accordance with the laws of the State of California.

IN WITNESS WHEREOF, the parties have executed this agreement.

TOWN OF FORT JONES ("TOWN")

_____ _____

Mercedes M. Garcia – Mayor Date Cherie Stephen, Town Administrator Date

FORT JONES NEIGHBORHOOD GARDEN ("GROUP")

_____

Geri Quintero, Facilitator Date

The Town of Fort Jones

To: **Fort Jones Town Council**
Meeting Date: **November 12, 2024**
From: **Alexander LaRiviere – Town Councilmember**
Subject: **Review and Discuss Current State of Water and Sewer Infrastructure.**

Background:

The current states of the infrastructure for both the water and sewer systems are aging and at or past their useful life. Discussion may include what reports have already been completed by qualified engineers, what remediations have been completed, begun, are on hold, are in the works, or are still necessary, as well as related topics. Additionally, discussion may include the emergency contingency plan, as well as funding sources.

Attached is the 2017 Sanitary Sewer Evaluation Survey, the Master Sewer Plan, the Sanitary Sewer Management Plan, The 2024 Wastewater Treatment Plant Operations Plan, and the Waste Discharge Requirements.

Sanitary Sewer Evaluation Survey

Fort Jones Sewer Collection and Conveyance System

Prepared for:

The Town of Fort Jones

Funding for this project was provided by a planning grant from the State of California Water Resources Control Board under the Proposition 1-Small Community Wastewater grant program. Project No. C-06-8192-110, Agreement No. D16-04006.

SHN Engineers / Geologists

350 Hartnell Ave. Ste. B
Redding, CA 96002-1875
530-221-5424

August 2017
516035.100

Reference: 516035.100

Sanitary Sewer Evaluation Survey

Fort Jones Sewer Collection and Conveyance System

Prepared for:

The Town of Fort Jones
Fort Jones, California

Prepared by:

Engineers / Geologists
350 Hartnell Ave. Ste. B
Redding, CA 96002-1875
530-221-5424

August 2017

Funding for this project was provided by a planning grant from the State of California Water Resources Control Board under the Proposition 1-Small Community Wastewater grant program. Project No. C-06-8192-110, Agreement No. D16-04006.

QA/QC:MKF

Y:\2016\516035-FJ-WWTF\100-SSES\PUBS\rpts\20170801-Ft Jones SSES.docx

Table of Contents

Page

Abbreviations and Acronyms iii

1.0 Introduction 1

2.0 Population 1

3.0 System Description 1
- 3.1 Sewer Mains 2
- 3.2 Sewer Laterals 2
- 3.3 Pump Stations 3
- 3.4 Manholes 3

4.0 System Assessment 4
- 4.1 Flow Analysis 4
  - 4.1.1 WWTF Influent Flow Analysis 4
  - 4.1.2 Inflow and Infiltration 5
- 4.3 Rainfall Simulation 9
- 4.4 Sewer Main Condition Assessment 10
  - 4.4.1 No Action 11
  - 4.4.2 Low Priority 11
  - 4.4.3 High Priority 12
- 4.5 Manhole Inspections 12

5.0 Identified Deficiencies 15

6.0 Estimated I/I Reduction 15

7.0 Anticipated Costs 16

8.0 References 17

Appendices

A. Waste Discharge Requirements
B. Manhole Inspection Documentation

List of Illustrations

Figures **Follows Page**

1. Project Location Map 1
2. Sewer System Overview by Pipe Diameter 1
3. Sewer System Overview by Pipe Type 1
4. Television Inspection Conducted in 2004 1
5. Wet Season Rainfall and WWTF Influent Flow ..... On Page 6
6. Daily Rainfall and WWTF Influent Flow ..... On Page 7
7. Daily Scott River Stage and WWTF Influent Flow ..... On Page 8
8. Inflow and Infiltration Estimate ..... On Page 8
9. Basin 1: Bridge Sewer Basin 9
10. Basin 2: Carlock Sewer Basin 9

11. Basin 3: Diggles Sewer Basin 9
12. Basin 4: Stirling Sewer Basin 10
13. Basin 5: Marble View Sewer Basin 10
14. Sewer Main Priority Assessment 10
15. Manhole Condition Assessment 10

Tables Page

1. Pipe Size Distribution 2
2. Pipe Material Distribution 2
3. Sanitary Sewer Pump Station Descriptions 3
4. Projected Population and Flow 4
5. Influent Flow Summary 5
6. Sewer Main Repair or Replacement Summary 10
7. Manhole Recommendations (High Priority)[1] 13
8. Rehabilitation Methods for Collection System Repair 15
9. Engineer's Opinion of Probable Cost for Collection System Improvements 16

Abbreviations and Acronyms

<	"less than" the stated method reporting limit
EA	each
gpd	gallons per day
gpcd	gallons per capita day
LF	linear foot
MGD	million gallons per day
SF	square feet
ABS	acrylonitrile butadiene styrene
ADF	average daily flow
ADWF	average dry weather flow
AWWF	average wet weather flow
CCTV	closed circuit television
CRWA	California Rural Water Association
CIP	cast in place
DIP	ductile iron pipe
GIS	geographic information system
I/I	infiltration and inflow
LAFCo	local agency formation commission
MH	manhole
PDAF	peak day average flow
PVC	polyvinyl chloride
SHN	SHN Engineers & Geologists
SSES	sanitary sewer evaluation survey
SSPS	sanitary sewer pump station
SWRCB	State Water Resources Control Board
SCG	Small Community Wastewater Grant Program
SSO	sanitary sewer overflow
USGS	United States Geological Survey
VCP	vitrified clay pipe
WWTF	wastewater treatment facility

1.0 Introduction

The Town of Fort Jones maintains and operates a wastewater treatment system and associated collection and conveyance systems that serve the Town of Fort Jones in Siskiyou County, California (Figure 1). This sanitary sewer evaluation survey (SSES) provides an overview of the sanitary sewer collection and conveyance systems serving Fort Jones. Information presented in this report is based on data collected by Fort Jones staff, discussion with Fort Jones staff and community members, investigations conducted by SHN Engineers & Geologists, and our review of the 2004 Sewer System Evaluation and Recommended Repairs (Hammond Engineering, 2004).

Funding for the development of the SSES was provided by a planning grant from the State of California Water Resources Control Board under the Proposition 1-Small Community Wastewater grant program.

2.0 Population

Based on a population and growth assessment conducted by the Siskiyou County Local Agency Formation Commission (LAFCo), the current population of Fort Jones is approximately 672 people with a projected annual growth rate of 0.32 percent (LAFCo, 2011). Based on this assessment, the projected 2037 and 2057 populations in Fort Jones would be approximately 717 people and 764 people, respectively.

3.0 System Description

Fort Jones maintains and operates approximately 5.2 miles of sewer mains (Figure 2; note that the actual location of pipes, manholes, and pump stations identified on maps may vary from that shown on maps) that services the population of approximately 672 residents. The system was originally constructed in the 1940s and parts of the system may still be the original, including clay pipes (LAFCo, 2011).

The entirety of the collection and conveyance system consists of gravity sewer mains, 83 sanitary manholes, 3 publicly owned pump stations and 2 privately owned pump stations. Gravity sewer lines range in diameter from four to 12 inches, with the majority of the system comprised of 6-inch (40%) and 8-inch (30%) diameter lines (Figure 2). The sewer line materials include transite, concrete, vitrified clay pipe (VCP), polyvinyl chloride (PVC) pipe, ductile iron pipe (DIP), and acrylonitrile butadiene styrene (ABS) pipe (Figure 3). Sanitary manholes are constructed of cast-in-place (CIP) concrete bases with manhole barrels constructed of precast concrete, concrete block, brick and mortar, or corrugated metal pipe.

The 2004 sewer system evaluation by Hammond Engineering included closed circuit television (CCTV) surveying conducted by SVM Plumbing from Yreka, California. SVM inspected approximately 50% of the collection system indicating that the system was badly in need of repair at that time (Figure 4). Few repairs have been completed between 2004 and 2017, such that this evaluation assumes conditions reported in 2004 are the same or worse.

A geographic information system (GIS) database has been created for the Fort Jones sanitary sewer collection system. The database includes data for sewer mains, manholes, and pump stations, including size, type, and condition.

3.1 Sewer Mains

The distribution of sewer pipe by diameter is included in Table 1 and the distribution of pipe by material is included in Table 2.

Table 1
Pipe Size Distribution
Fort Jones Sanitary Sewer Evaluation Survey

Pipe Diameter Inches	Total Number of Pipe Segments	Total Length Feet (% of total)
4	8	1,814 (7%)
6	40	11,014 (40%)
8	34	8,603 (31%)
10	7	2,177 (8%)
12	9	2,960 (11%)
Unknown	4	774 (3%)
Total	**102**	**27,342 (100%)**

Table 2
Pipe Material Distribution
Fort Jones Sanitary Sewer Evaluation Survey

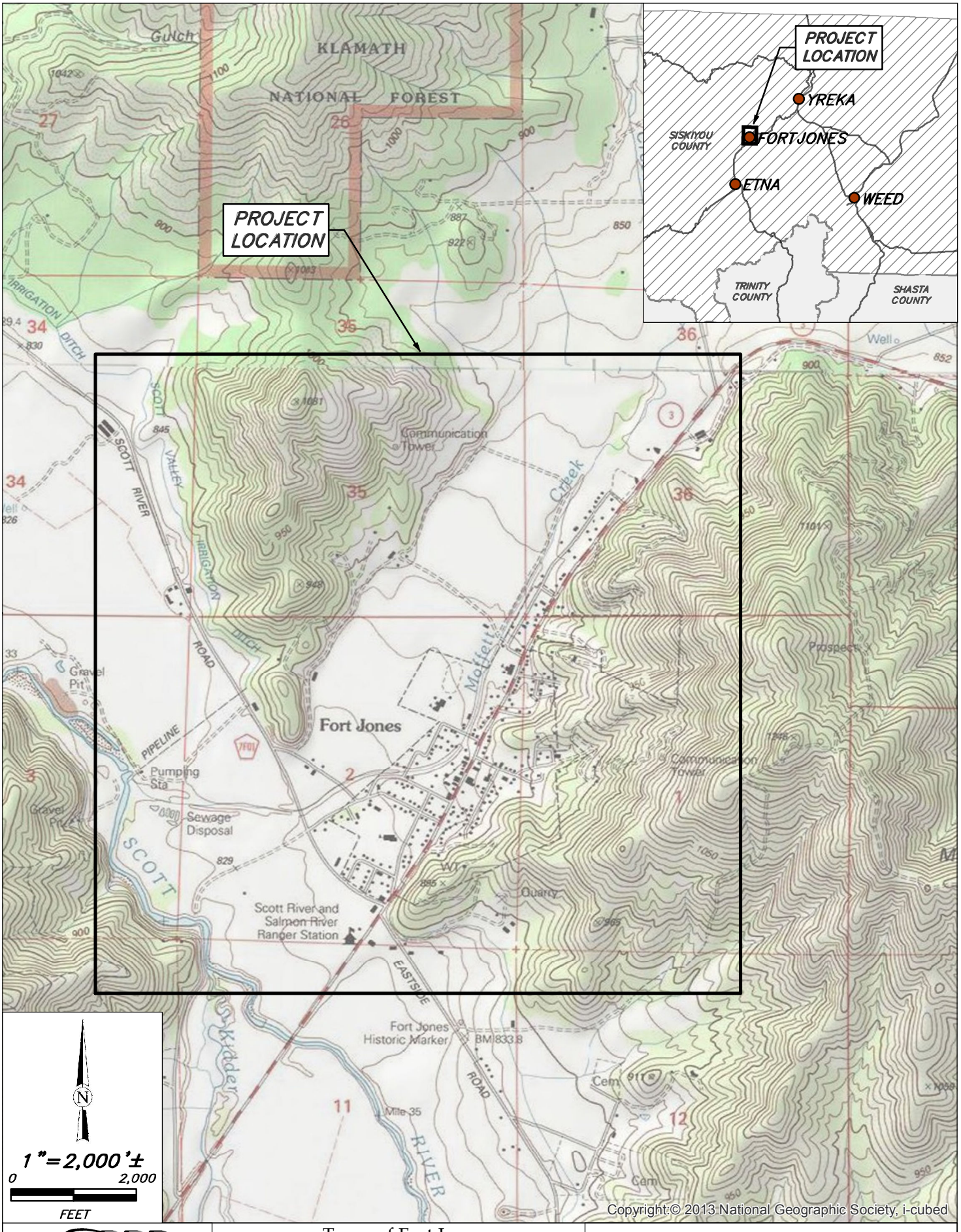
Pipe Material	Total Number of Pipe Segments	Total Length Feet (% of total)
Transite	29	6,624 (24%)
Concrete	18	6,041 (22%)
VCP[1]	19	4,935 (18%)
PVC[2]	15	4,698 (17%)
DIP[3]	10	2,612 (10%)
ABS[4]	7	1,659 (6%)
Unknown	4	774 (3%)
Total	**102**	**27,342 (100%)**

1. VCP: vitrified clay pipe
2. PVC: polyvinyl chloride pipe
3. DIP: ductile iron pipe
4. ABS: acrylonitrile butadiene styrene

3.2 Sewer Laterals

The Fort Jones sewer collection system has approximately 280 sewer laterals connecting private residences, commercial businesses, schools, and other facilities to the sewer mains. Sewer laterals branch from the sewer mains that are typically in the public right of way such as under streets and sidewalks, and connect to private properties; this results in the laterals running partly through public property and partly through private property. Laterals are often a source of significant Infiltration and Inflow (I/I) for a variety of reasons including:

- Differential settling between sewer mains and sewer laterals constructed at different times can result in disconnected or offset joints.



Path: \\eureka\users\Redding\516035-Ft Jones\GIS\PROJ-MXD\Fig1_ProjLoc_SSES.mxd User Name: psundberg

SHN Consulting Engineers & Geologists, Inc.	Town of Fort Jones Sanitary Sewer Evaluation Survey Fort Jones, California	Project Location SHN 516035.100
	July 2017 | Fig1_ProjLoc_SSES	Figure 1

WWTF

BASIN 1: BRIDGE

BASIN 3: DIGGLES

BASIN 5: MARBLE VIEW

BASIN 2: CARLOCK

BASIN 4: STIRLING

N

0 600

FEET

1 " = 600 ' ±

EXPLANATION

- PUMP STATIONS
- MANHOLES
- SEWER BASINS

PIPE DIAMETER

- 12"
- 10"
- 8"
- 6"
- 4"
- UNKNOWN

CCTV DATA SOURCE: HAMMOND ENGINEERING, 2004;
IMAGE SOURCE: NATIONAL AERIAL IMAGERY PROGRAM, 2016

SHN Consulting Engineers & Geologists, Inc.

Town of Fort Jones
Sanitary Sewer Evaluation Survey
Fort Jones, California

Sewer System Overview
By Pipe Diameter
SHN 516035.100

July 2017 | Fig2_SS Size_SSES | Figure 2

Path: Z:\Redding\516035-Ft Jones\GIS\PROJ-MXD\Fig2_SS Size_SSES.mxd User Name: cswanson

WWTF

BASIN 1: BRIDGE

BASIN 3: DIGGLES

BASIN 5: MARBLE VIEW

BASIN 2: CARLOCK

BASIN 4: STIRLING

0 600

FEET

1"=600'±

EXPLANATION

- PUMP STATIONS
- MANHOLES
- SEWER BASINS

SEWER PIPE MATERIAL

- ABS
- CLAY
- CONC
- DI
- PVC
- TRANS
- CONC&PVC
- UNKNOWN

DATA SOURCE: HAMMOND ENGINEERING, 2004
IMAGE SOURCE: NATIONAL AERIAL IMAGERY PROGRAM, 2016

Consulting Engineers & Geologists, Inc.

Town of Fort Jones
Sanitary Sewer Evaluation Survey
Fort Jones, California

Sewer System Overview
By Pipe Type
SHN 516035.100

July 2017 | Fig3_SS Type_SSES | Figure 3

Path: Z:\Redding\516035-Ft Jones\GIS\PROJ-MXD\Fig3_SS Type_SSES.mxd User Name: cswanson

WWTF

BASIN 1: BRIDGE

BASIN 2: CARLOCK

BASIN 3: DIGGLES

BASIN 4: STIRLING

BASIN 5: MARBLE VIEW

N

0 600

FEET

1 " = 600 ' ±

EXPLANATION

- PUMP STATIONS
- MANHOLES
- SEWER BASINS

SEWER LINES

- 2004 CCTV INSPECTION
- NOT INSPECTED

CCTV DATA SOURCE: HAMMOND ENGINEERING, 2004;
IMAGE SOURCE: NATIONAL AERIAL IMAGERY PROGRAM, 2016

SHN Consulting Engineers & Geologists, Inc.

Town of Fort Jones
Sanitary Sewer Evaluation Survey
Fort Jones, California

Television Inspection
Conducted in 2004
SHN 516035.100

July 2017 | Fig4_SS CCTV 2004_SSES | Figure 4

Path: Z:\Redding\516035-Ft Jones\GIS\PROJ-MXD\Fig4_SS CCTV 2004_SSES.mxd User Name: cswanson

- Improper installation and connection of laterals to mains by private contractors without City oversight or approval can produce leaky joints and connections.
- Aging laterals and mains can contain broken joints and connections.
- Laterals are typically the most shallow part of the system and may be more susceptible to inflow from surface water; laterals are also often not covered by an impermeable surface such as a street with a rain gutter, creating another opportunity for surface water to enter the system.
- Laterals run under yards where trees and plants present the opportunity for roots to weaken joints and damage pipes.
- Private sewer laterals may also contain illegal rainwater connections such as sumps from basements or downspout connections

Fort Jones currently has a sewer lateral ordinance in place that requires property owners to connect to the city sewer system, but does not include any provisions for the repair or maintenance of each lateral. Typically, during sewer main repair or replacement projects, laterals must be re-connected to the sewer main and should often be replaced completely due to deterioration. The cost of replacing the laterals to the property line is usually the responsibility of the City, with the remaining cost the responsibility of the property owner. The cost of replacing laterals on private property may not be an approved expense if the City's sewer system rehabilitation project is funded by certain state and federal sources.

3.3 Pump Stations

The collection system includes 5 sanitary sewer pump stations (SSPS); Fort Jones owns and operates 3 of them (SSSPS 3-2, 39, and 40) and the other 2 are privately owned (SSPS 4-5, and the SSPS located at the Chevron gas station; Table 3). The SSPS's have been designated with numbers similar to those used for manhole designation throughout the collection system.

Table 3
Sanitary Sewer Pump Station Descriptions
Fort Jones Sanitary Sewer Evaluation Survey

Pump Station Name	Public/ Private Ownership	Location
SSPS[1] 3-2	Public	Near 402 Bridge Street, Behind Mountain Crest Gardens Office
SSPS 4-5	Private	Near 11320 Mittan Way, on east side of street
SSPS 39	Public	Southwest side of Baseball Field on northeast side of town off Highway 3
SSPS 40	Public	Northeast side of Baseball Field on northeast side of town off Highway 3
Un-named	Private	11300 Highway 3 at Chevron gas station

1. SSPS: Sanitary Sewer Pump Station

3.4 Manholes

The Fort Jones collection system contains 83 sanitary sewer manholes. Most manholes are 48 inches in diameter, constructed of either concrete pipe sections or curved concrete block, and include CIP or precast concrete bottoms. Thirteen manholes are constructed with brick and mortar, and one uses corrugated metal pipe. Four manholes are 36-inch diameter, 2 are 24-inch diameter, and 1 is 60-inch diameter.

4.0 System Assessment

Influent flow data for the Fort Jones wastewater treatment facility (WWTF) indicates a significant infiltration problem exists in the collection system with a peaking factor of approximately 11 (calculated as the ratio of peak day average flow [PDAF] to average dry weather flow [ADWF]). Previous CCTV inspections of sewer mains, manhole inspections, and reviews of WWTF influent flow data were used to determine the priority for pipe replacement and locations of I/I entering the system.

4.1 Flow Analysis

According to the State Water Resources Control Board (SWRCB) Small Community Wastewater Grant (SCG) Guidelines (SWRCB, 2007), systems with an average wet weather flow greater than 120 gallons per capita day (gpcd) must complete an SSES and evaluate the cost-effectiveness of treating or reducing I/I. Projections must include estimates of 20- and 40-year time horizons. The SCG guidelines also state that systems with a 3-hour peak flow greater than 275 gpcd must complete an SSES. Fort Jones records only daily average, maximum, and minimum flows.

A summary of the projected populations and wastewater flow rates for Fort Jones are included below in Table 4.

Table 4
Projected Population and Flow
Fort Jones Sanitary Sewer Evaluation Survey

Design Year[1]	Projected Population[2]	Projected Flow Rate (gpd)[3] (at 120 gpcd[4])
2017	672	80,640
2037	717	86,040
2057	764	91,680

1. Current year, 20- and 40- year design horizons
2. LAFCo, 2011, Draft Municipal Services Review Report
3. 120 gpcd threshold established by SWRCB Small Community Grant Guidelines (2007).
4. gpcd: gallons per capita day

4.1.1 WWTF Influent Flow Analysis

Base Sanitary Flow is the minimum average monthly dry season influent flow during the months of May through October. Based on the analysis of average monthly flow data for July 2014 through October 2016, the Base Sanitary flow is approximately 0.039 million gallons per day (MGD), or 39,000 gallons per day (gpd).

Average Dry Weather Flow (ADWF) is the average influent flow during the months of May through October. Based on analysis of the dry weather season average daily flow data for July 2014 through October 2016, the ADWF is approximately 0.045 MGD. According to the Waste Discharge Requirements for the Fort Jones WWTF (Appendix A), the ADWF through the WWTF is limited to 0.060 MGD. The current ADWF is approximately 75% of the limit.

Average Daily Flow (ADF) is the average of the calendar year average daily flow rates. Based on the analysis of average daily flow data for January 2015 through December 2016, the ADF is approximately 0.056 MGD.

Average Wet Weather Flow (AWWF) is the average influent flow during the months of November through May. Based on analysis of the wet weather season data for November 2015 through April 2017, the AWWF is approximately 0.116 MGD. This flow rate is the average of 2 wet season flows; 3 seasons were available, however, the 2014-2015 wet season was indicative of drought conditions resulting in low wet season flows and was excluded from the average.

The per capita AWWF at the projected 2017 population of 672 people (LAFCo, 2011) is 173 gpcd; 53 gpcd greater than the SWRCB recommendation of 120 gpcd (SWRCB, 2007).

Peak Day Average Flow (PDAF) is the highest observed average daily flow. Based on daily plant flow data from July 2014 through May 2017, the PDAF is 0.485 MGD.

Table 5 includes a summary of the flow statistics for influent flows for the Fort Jones WWTF.

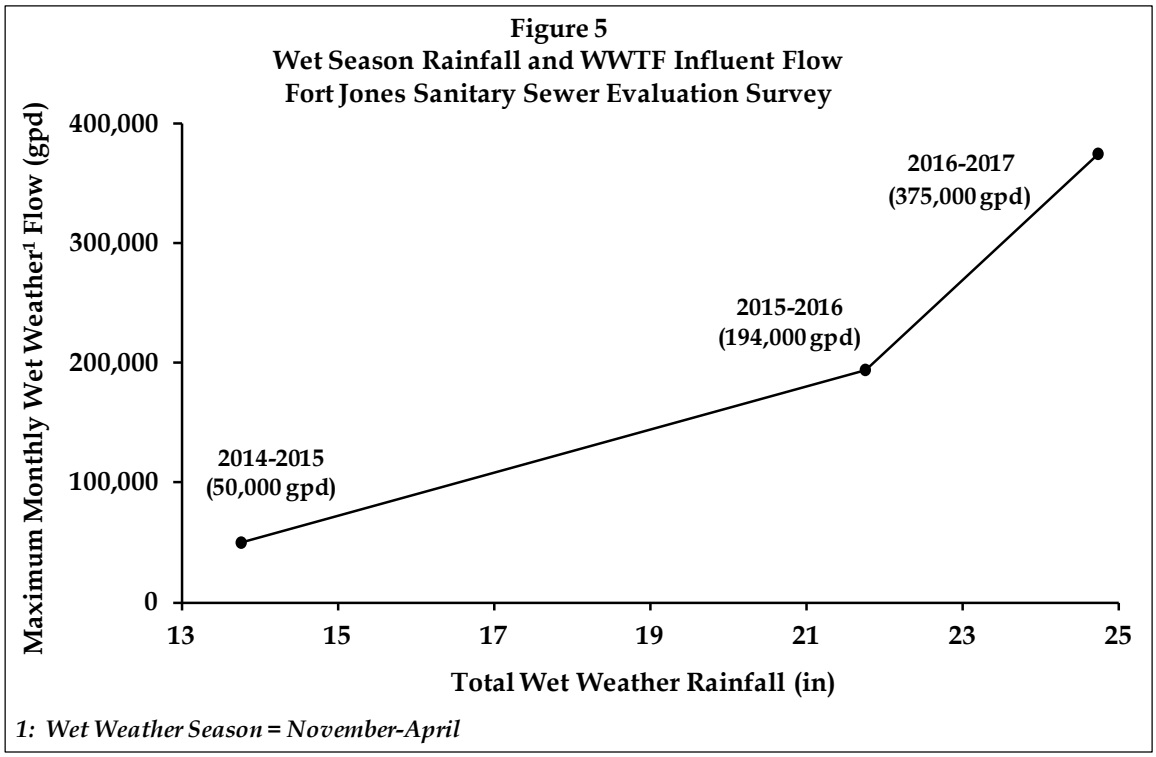
Table 5
Influent Flow Summary
Fort Jones Sanitary Sewer Evaluation Survey

Flow Statistic	Influent Flow Rate (MGD)[1]
Base Sanitary Flow	0.039
Average Dry Weather Flow (ADWF)	0.045
Average Daily Flow (ADF)	0.056
Average Wet Weather Flow (AWWF)	0.116
Peak Day Average Flow (PDAF)	0.485

1. MGD: million gallons per day

4.1.2 Inflow and Infiltration

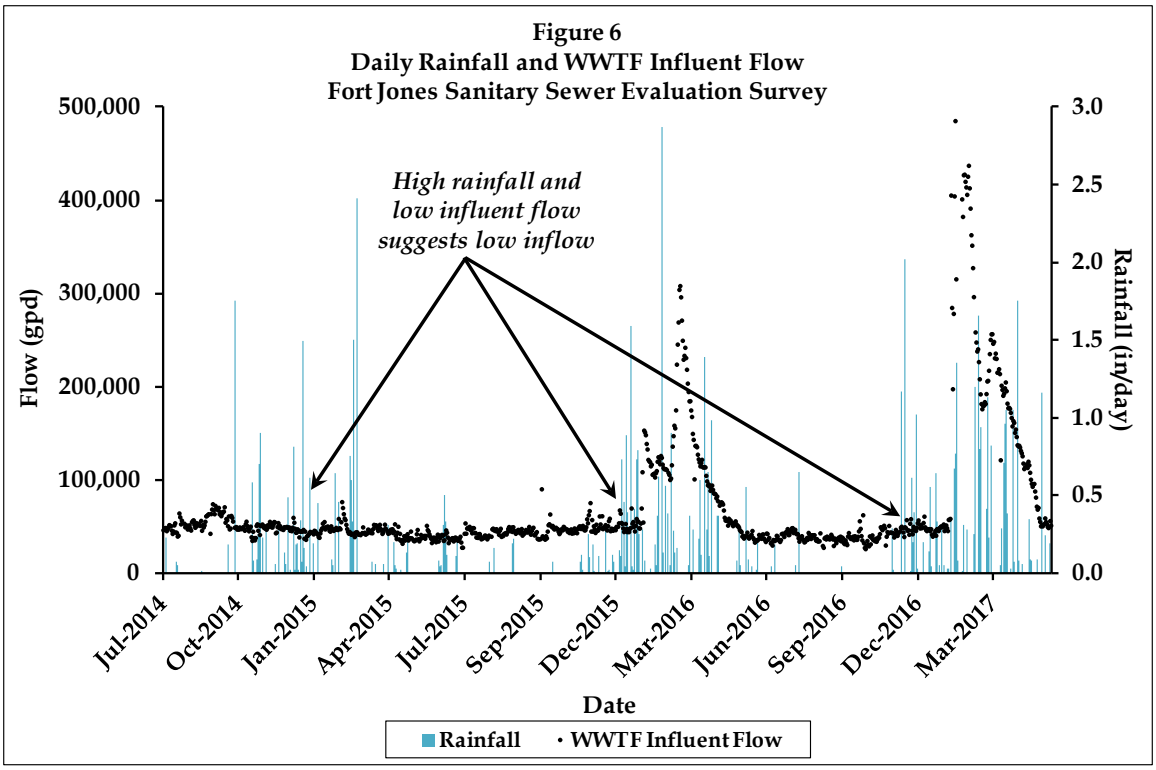
Surface water inflow and groundwater infiltration into sewer collection systems are typically the major causes of high flows through the collection and treatment systems. High flows can result in sanitary sewer overflows (SSOs), decreased treatment efficiency, and permit violations. An analysis of total wet weather rainfall and maximum monthly wet weather flow at the WWTF over the previous three wet seasons (defined as November through April) indicates that I/I is a significant problem in the Fort Jones collection system (Figure 5). During the most recent wet season (2016-2017), above-normal rainfall resulted in a peak day average flow rate of approximately 375,000 gpd. However, even with the high flows, no SSO's have occurred.



4.1.2.1 Inflow

Inflow is rainfall that enters the sewer system through manhole lids, rain gutters and downspouts on buildings connected directly to the sewer, as well as sumps and other systems used to pump rainwater directly into the sewer illegally. If a system has high inflow, flow rates at the WWTF will increase sharply following rainfall events. Figure 6 shows the Fort Jones WWTF daily average influent flow and local daily rainfall.

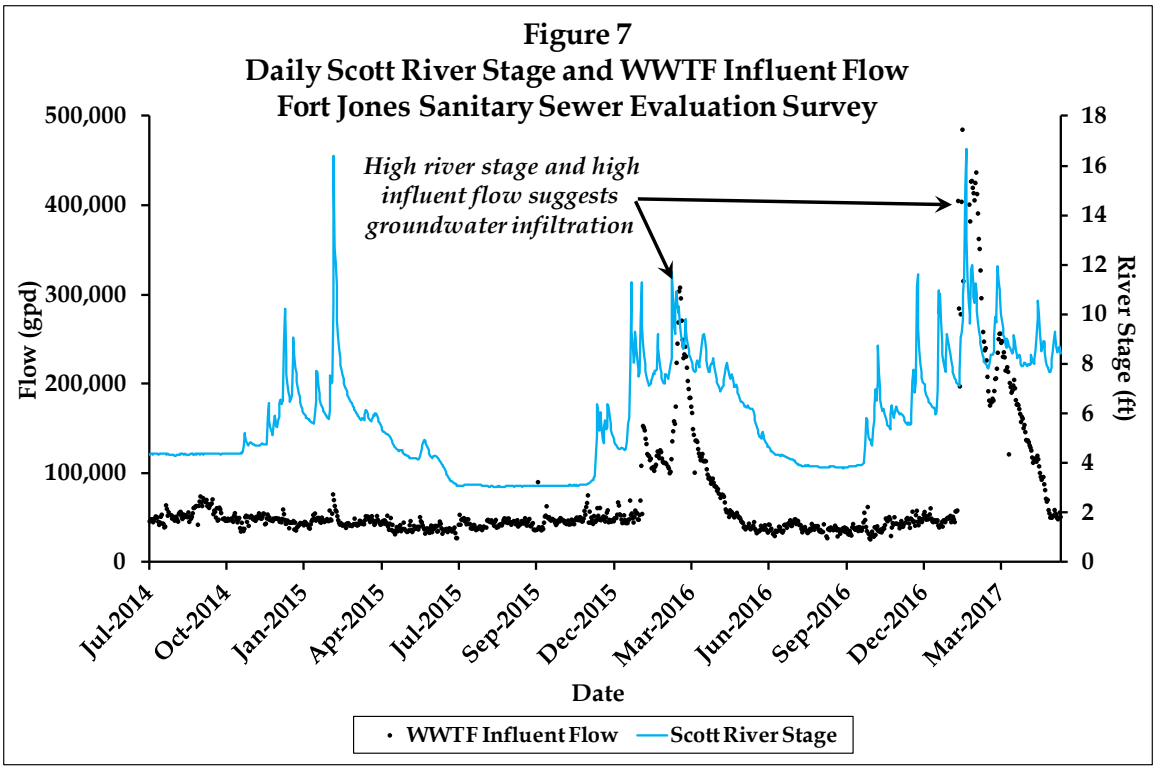
Spikes in the influent flow at the WWTF do not show a close correlation with large daily rainfall events. Rainfall that occurred during the winter of 2014-2015, and early winters of 2016 and 2017 did not result in high flows at the WWTF, indicating that inflow is not a significant problem in the Fort Jones collection system. Higher flows in the spring of 2016 and 2017 were likely due to groundwater infiltration. These higher flows are likely due to the longer sustained rainfall that had more of an influence on shallow groundwater levels. Sustained rainfall is more likely to result in saturation of the ground and rising groundwater.



4.1.2.2 Infiltration

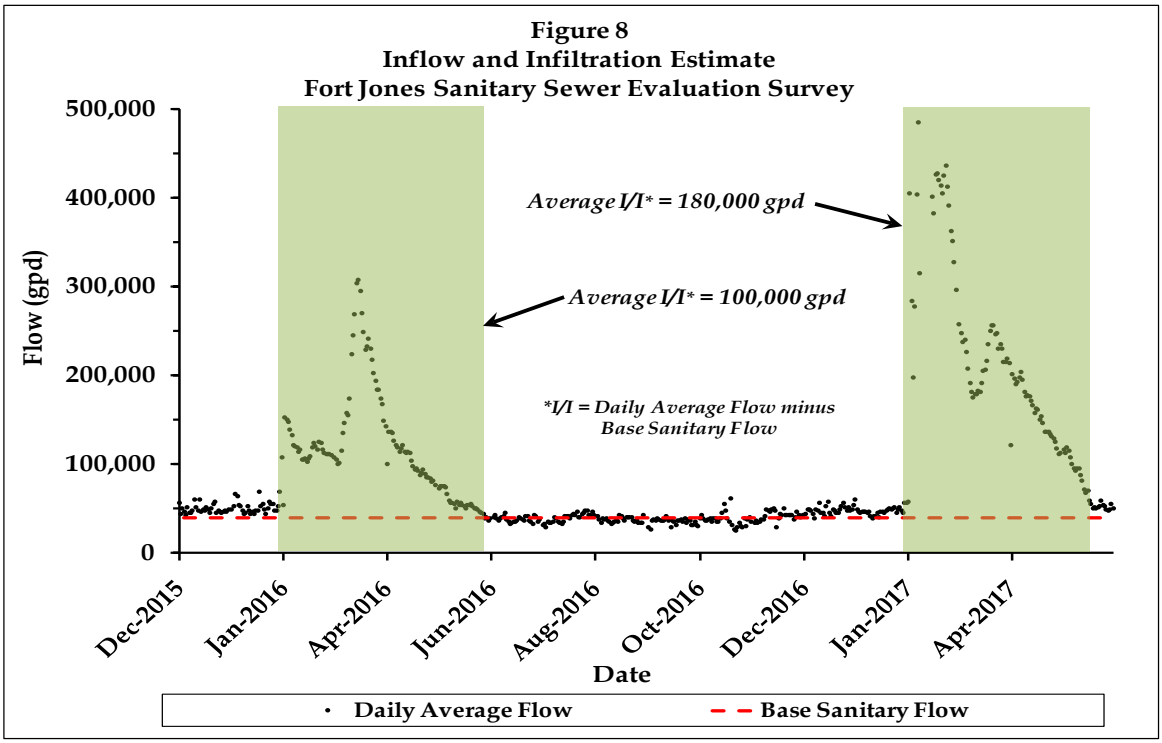
Infiltration is groundwater that enters the sewer collection system through cracks, breaks, and joints in laterals and sewer mains. Infiltration increases in leaky sewer systems when groundwater rises above the level of the sewer mains. The lower portions of the Fort Jones collection system is next to Moffett Creek which rises seasonally due to rainfall and snowmelt. Soils in the region tend to be rocky and very well drained such that shallow groundwater and river stage are closely connected. No data are available for the water levels in Moffett Creek; however, there is a United States Geological Survey (USGS) gauging station on the Scott River approximately 10 miles downstream of where Moffett Creek enters at Fort Jones (USGS gauging station 11519500). There are also insufficient groundwater elevation data near Fort Jones to compare shallow groundwater elevation changes with respect to daily influent flow increases at the Fort Jones WWTF.

Analysis of stage data for the Scott River gauging station compared with influent flow data for the Fort Jones WWTF indicate that when river stage (and therefore shallow groundwater) rises above a certain threshold, influent flows increase significantly (Figure 7). This indicates that the Fort Jones collection system has a significant infiltration problem. Groundwater infiltration is expected to be worse in the parts of the collection system closer to Moffett Creek because that is the lowest portion of the collection system where shallow groundwater is closest to the surface. Moffett Creek is a tributary to the Scott River and likely recedes before the Scott River; this may explain why influent flows at the WWTF decreased prior to the decline of water levels in the Scott River in the spring of 2016 and 2017. Sharp increases in influent flows during 2016 and 2017 also correspond with sustained higher water levels in the Scott River indicating that groundwater may also have been higher during those years. Influent flows did not increase during the sharp spike in river stage during early 2015, indicating that infiltration correlates with sustained high water levels in the river.



4.1.2.3 Estimated I/I Flows

An amount of I/I was estimated for two periods when high influent flow was observed at the WWTF between February and May in 2016 and 2017. The shaded blocks in Figure 8 indicate the periods during which high flow was observed and average daily I/I was calculated. The estimated base sanitary flow (39,395 gpd) was subtracted from the daily average influent flow measured at the WWTF to determine daily I/I. The average I/I estimates for the 2016 and 2017 high flow periods are 100,000 gpd and 180,000 gpd, respectively.



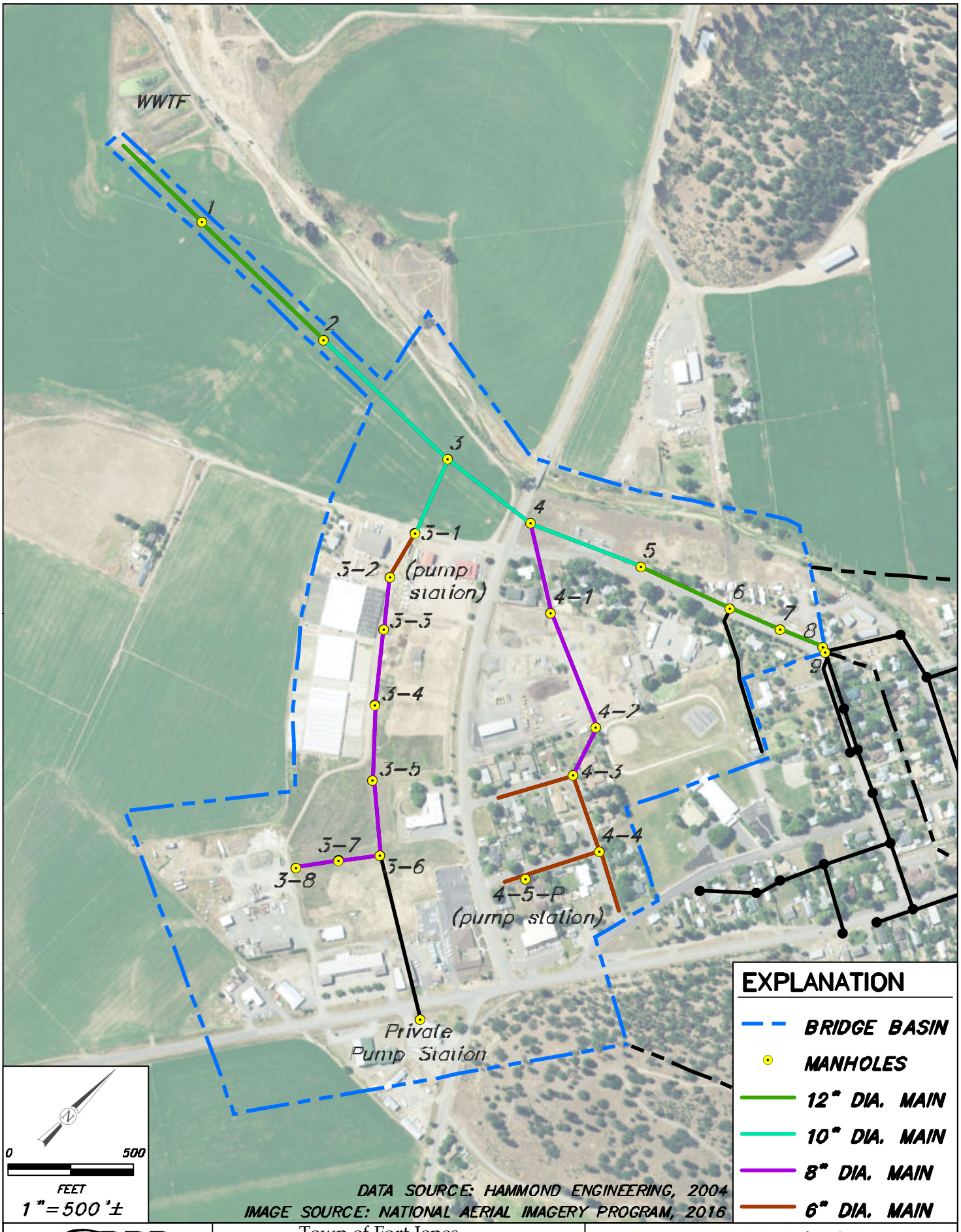
4.2 Sewer Basins

For this survey, the collection system was divided into 5 sewer basins. Dividing the collection system into smaller sub-basins allows the City to manage construction, maintenance, and monitoring projects in smaller areas. Flow monitoring can be conducted at the downstream manhole of each basin during peak I/I flows to estimate how much I/I is entering the system from that basin. This may help isolate and prioritize repair or replacement of sewer manholes, mains, and laterals, and identify potential areas of inflow.

- **Basin 1-Bridge**: This basin is the lowest portion of the collection system that ends at the treatment facility (Figure 9). Pipe material in Basin 1 is comprised of concrete, ABS, transite, and PVC pipe ranging from six to 12 inches in diameter. This portion of the system contains 20 manholes, two publically operated pump stations and one privately operated pump station that services the gas station at the corner of Highway 3 and Eastside Road. Manhole number 9 (MH-9) serves as the divide between Basin 1 and Basins 2 and 3.
- **Basin 2- Carlock**: This is a higher basin, backing up against the hill on East Street (Figure 10). This portion of the system is contains 16 manholes and is comprised of mainly transite and concrete pipe with one section of VCP. Pipe diameters range from four to ten inches.
- **Basin 3-Diggles:** This basin is the lowest portion of the collection system servicing two sides of Moffett Creek including two creek crossings (Figure 11). Basin 3 has the highest likelihood of infiltration from high creek flows due to the proximity to the creek. This part of the system is constructed of PVC, transite, and VCP with pipe diameters between six and 12 inches. MH-20 serves as the transition between Basin 3 and Basin 4.
- **Basin 4-Stirling**: The Stirling Basin services the highest portion of the system on Fern Way off of High Street and joins Basin 3 near Moffett Creek (Figure 12). Stirling Basin is constructed of 4-10 inch diameter pipe constructed of VCP, concrete, and transite with one section of PVC. One section of VCP and PVC pipe near Moffett Creek northwest of, and parallel to, Highway 3, runs behind a row of houses across private properties creating potential issues related to access and maintenance. Basin 4 contains 13 manholes and one cleanout. MH-25 serves as the transition from Basin 4 to Basin 5.
- **Basin 5-Marble View:** This basin services the furthest portion of the system from the treatment facility consisting of 4- and 6-inch diameter DIP and VCP (Figure 13). Basin 5 contains 16 manholes and two pump stations located at the furthest extent of the system near the baseball field. One pump station is located on the southwestern edge of the ball field and the other is near the bathrooms on the northeastern side of the ball field.

4.3 Rainfall Simulation

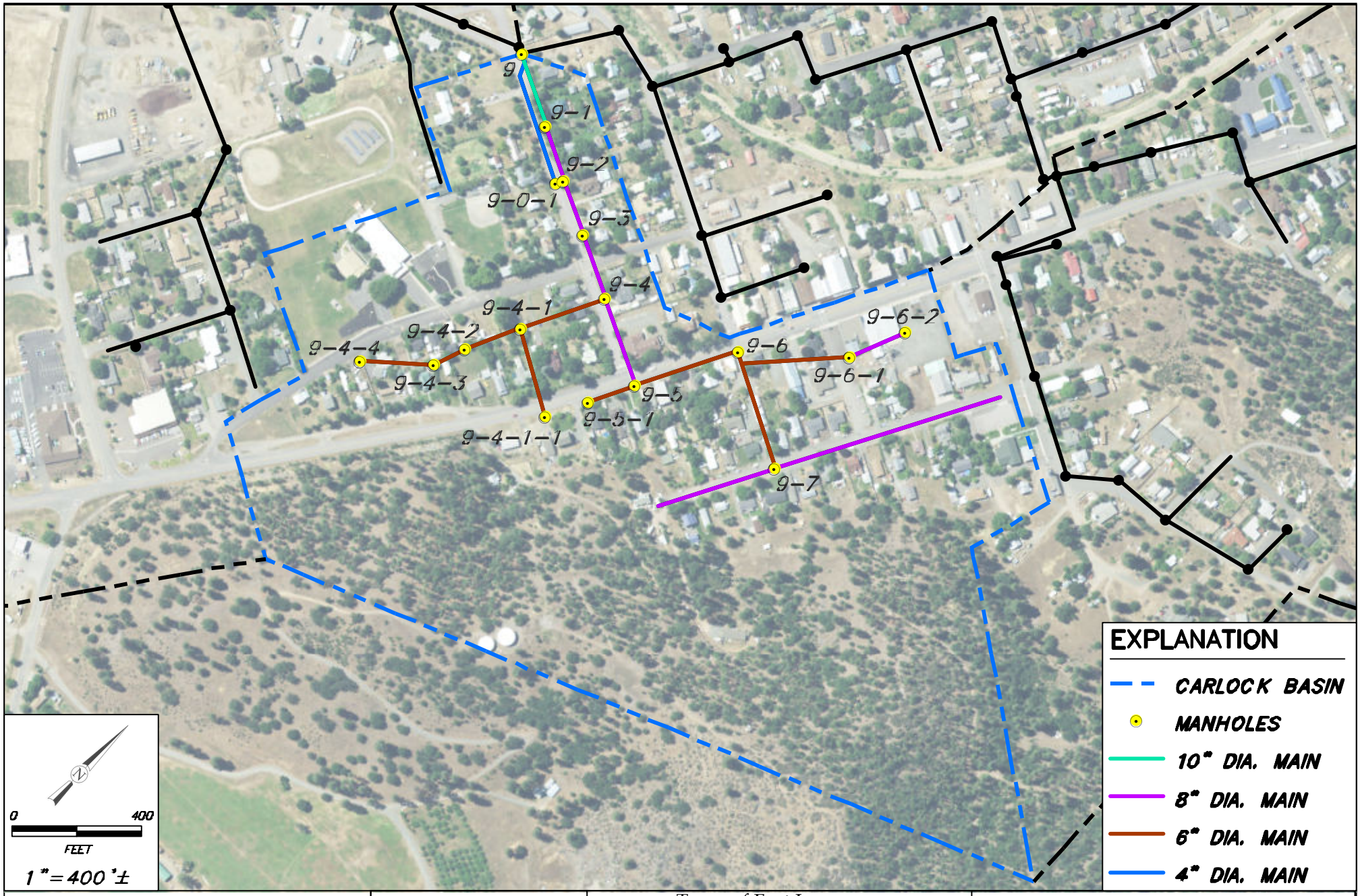
In the State's SSES guidance document, the SWRCB identifies 4 options for simulating rainfall in a sewer collection system including smoke testing, dye testing, air or water testing, and CCTV inspections. The California Rural Water Association (CRWA) is planning to conduct smoke testing of the sewer collection system during the summer of 2017. Smoke test results will be used to identify areas where leaks in the system are allowing I/I to enter. The location of infiltration through broken pipes, misaligned joints, improperly connected laterals, and leaking manholes can be determined. Smoke testing can also identify sources of potential rainwater inflow including illegally connected downspouts and rainwater sumps, cleanouts and manholes that are not properly sealed.



Path: Z:\Redding\516035-Ft Jones\GIS\PROJ-MXD\Fig9_Basin1_SSES.mxd User Name: cswanson

Consulting Engineers & Geologists, Inc.	Town of Fort Jones Sanitary Sewer Evaluation Survey Fort Jones, California	Basin 1: Bridge St. Sewer Basin SHN 516035.100
	July 2017 | Fig9_Basin1_SSES	Figure 9

Path: Z:\Redding\516035-Ft Jones\GIS\PROJ-MXD\Fig10_Basin2_SSES.mxd User Name: cswanson



DATA SOURCE: HAMMOND ENGINEERING, 2004; IMAGE SOURCE: NATIONAL AERIAL IMAGERY PROGRAM, 2016

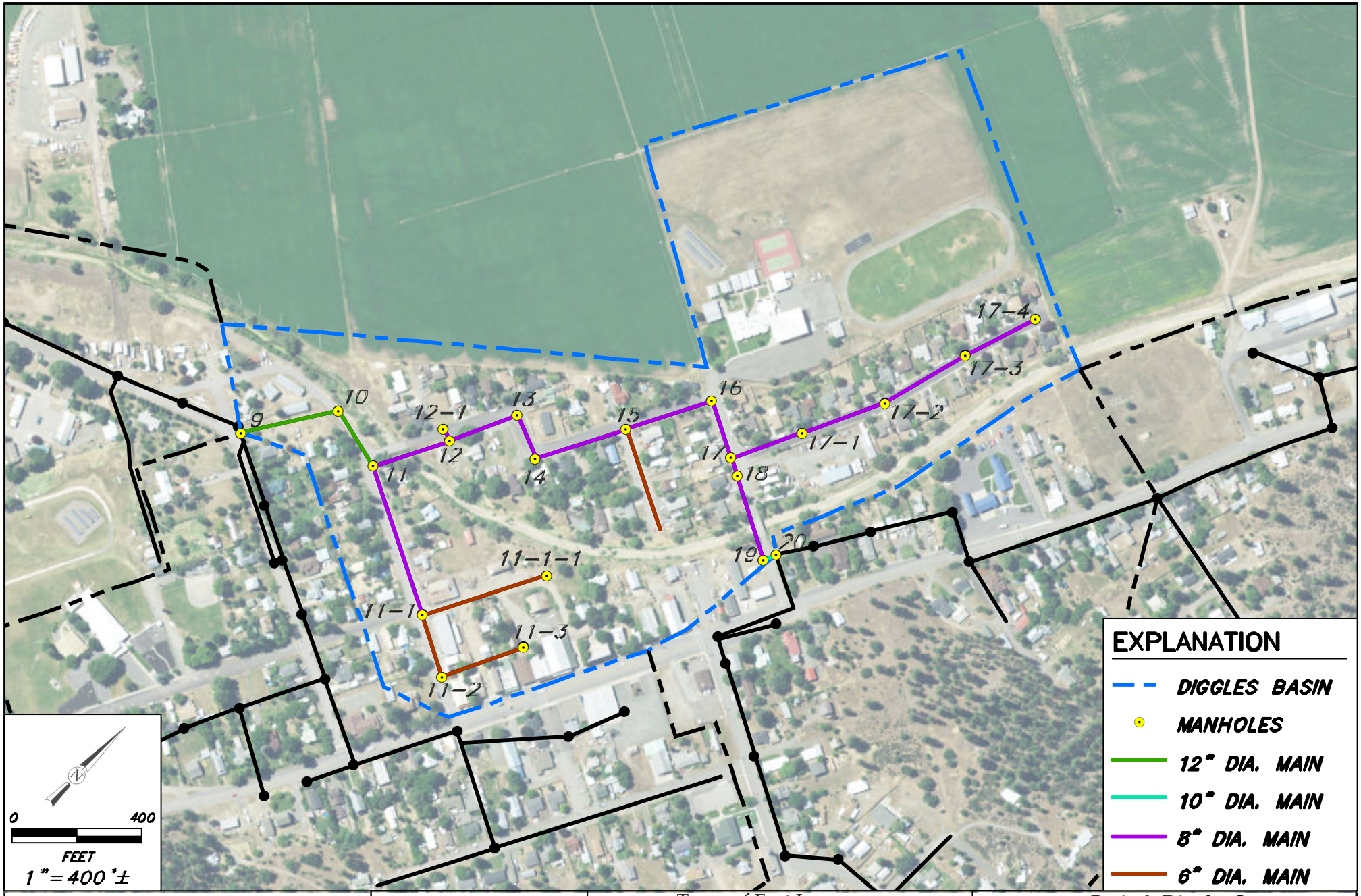
SHN Consulting Engineers & Geologists, Inc.

Town of Fort Jones
Sanitary Sewer Evaluation Survey
Fort Jones, California

Basin 2: Carlock St. Sewer Basin
SHN 516035.100

July 2017 | Fig10_Basin2_SSES | Figure 10

Path: Z:\Redding\516035-Ft Jones\GIS\PROJ-MXD\Fig11_Basin3_SSES.mxd User Name: cswanson



DATA SOURCE: HAMMOND ENGINEERING, 2004; IMAGE SOURCE: NATIONAL AERIAL IMAGERY PROGRAM, 2016

SHN Consulting Engineers & Geologists, Inc.

Town of Fort Jones
Sanitary Sewer Evaluation Survey
Fort Jones, California

Basin 3: Diggles St.
Sewer Basin
SHN 516035.100

July 2017 | Fig11_Basin3_SSES | Figure 11

Results from the smoke test may identify additional problems with the Fort Jones sewer collection system that can be used in conjunction with this report to reduce I/I. Due to known issues with the Fort Jones sewer system and our investigations, smoke test results are not necessary to proceed with rehabilitation of the sewer system. CRWA is willing to provide smoke testing at little or no cost to Fort Jones, and the information provided will be useful in identifying additional problems in the system that can be included in later phases of rehabilitation.

4.4 Sewer Main Condition Assessment

The Fort Jones sanitary sewer collection system is in need of repair to reduce I/I into the WWTF. Approximately 75% of the sewer mains in the system are made of materials other than plastic (PVC or ABS) indicating that they are older pipe. Sewer main repair or replacement has been prioritized using CCTV inspection reports from 2004, notes from City staff, field inspections by SHN, proximity of sewer mains to Moffett Creek, and pipe material. Data collected during a previous assessment of the collection system in 2004 as well as more recent data (2017) have been used to classify the sewer pipe into three categories:

1. No Action
2. Low Priority
3. High Priority

Figure 14 shows the location of each type of pipe classification and Table 6 includes a summary of each class and the total length in each. The system is essentially broken into two phases; the first phase being the high priority areas, and the second phase being the low priority areas. Phasing the rehabilitation of the system should remove more I/I during the first phase focusing on areas near Moffett Creek where groundwater infiltration is suspected to be a problem. Smoke testing, to be completed following this assessment, may identify additional high priority areas and will also point to sources of inflow that are typically less costly to remove. Smoke testing can also identify whether laterals are a significant problem which can significantly increase or decrease the cost and complexity of the project.

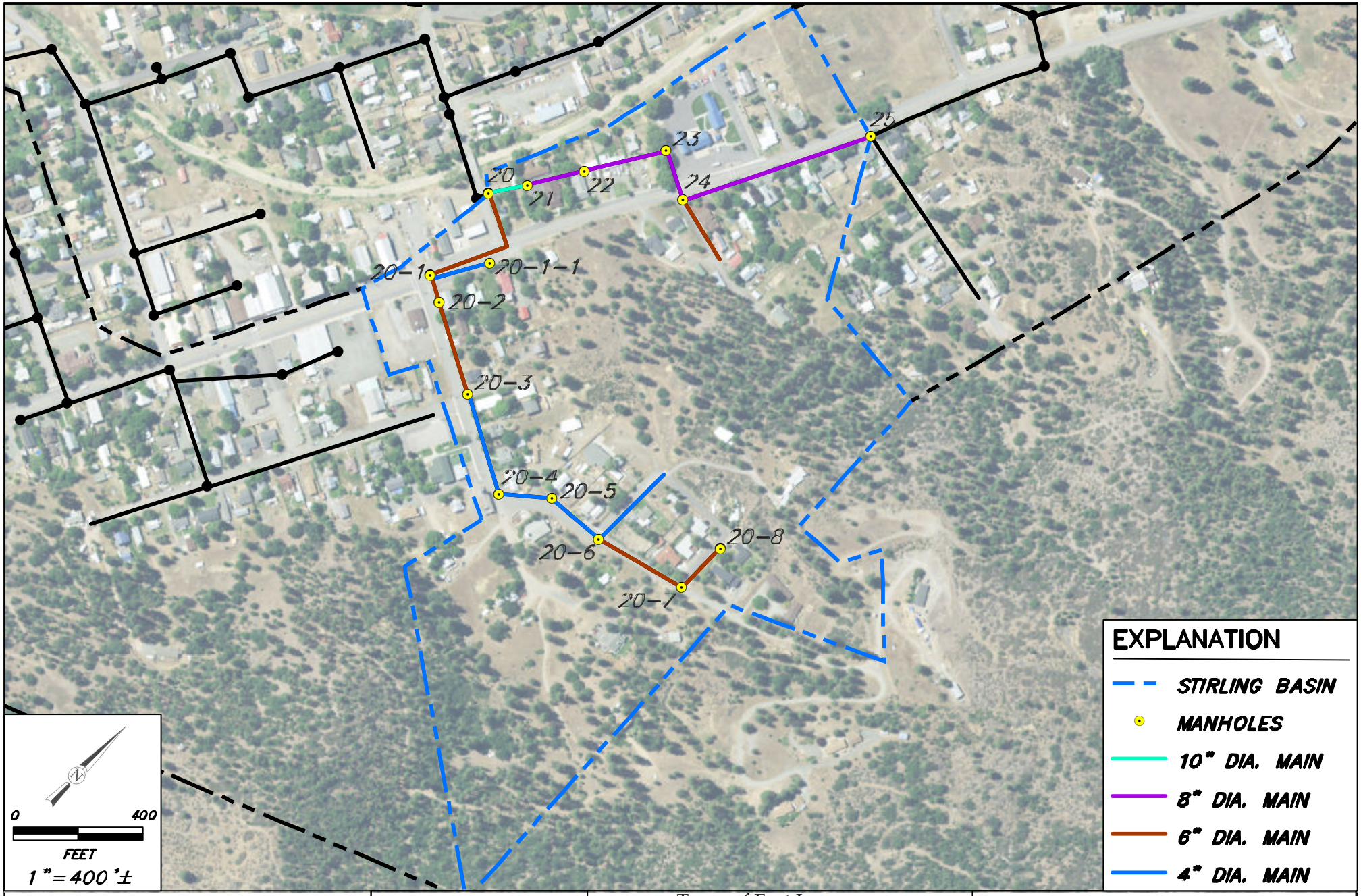
Table 6
Sewer Main Repair or Replacement Summary
Fort Jones Sanitary Sewer Evaluation Survey

Priority	Description	Total Length (feet)[1]
No Action	Newer PVC[2] or ABS[3] pipe.	7,012
Low	Far from Moffett Creek, few noted structural defects, no reported problems from City staff	8,627
High	Near Moffett Creek, many structural defects, reported problem areas, clay pipe, suggested replacement in 2004	10,514
Unknown	Pipe not inspected, and pipe connecting pump stations	1,188

1. Pipe lengths determined using GIS mapping software
2. PVC: polyvinyl chloride
3. ABS: acrylonitrile butadiene styrene

During the 13 years since 2004, conditions may have changed and the PVC and ABS pipes should be placed on a regular schedule for CCTV inspection along with the rest of the system. A typical inspection schedule is every 5 years. However, given the poor condition of the rest of the collection

Path: Z:\Redding\516035-Ft Jones\GIS\PROJ-MXD\Fig12_Basin4_SSES.mxd User Name: cswanson



DATA SOURCE: HAMMOND ENGINEERING, 2004; IMAGE SOURCE: NATIONAL AERIAL IMAGERY PROGRAM, 2016

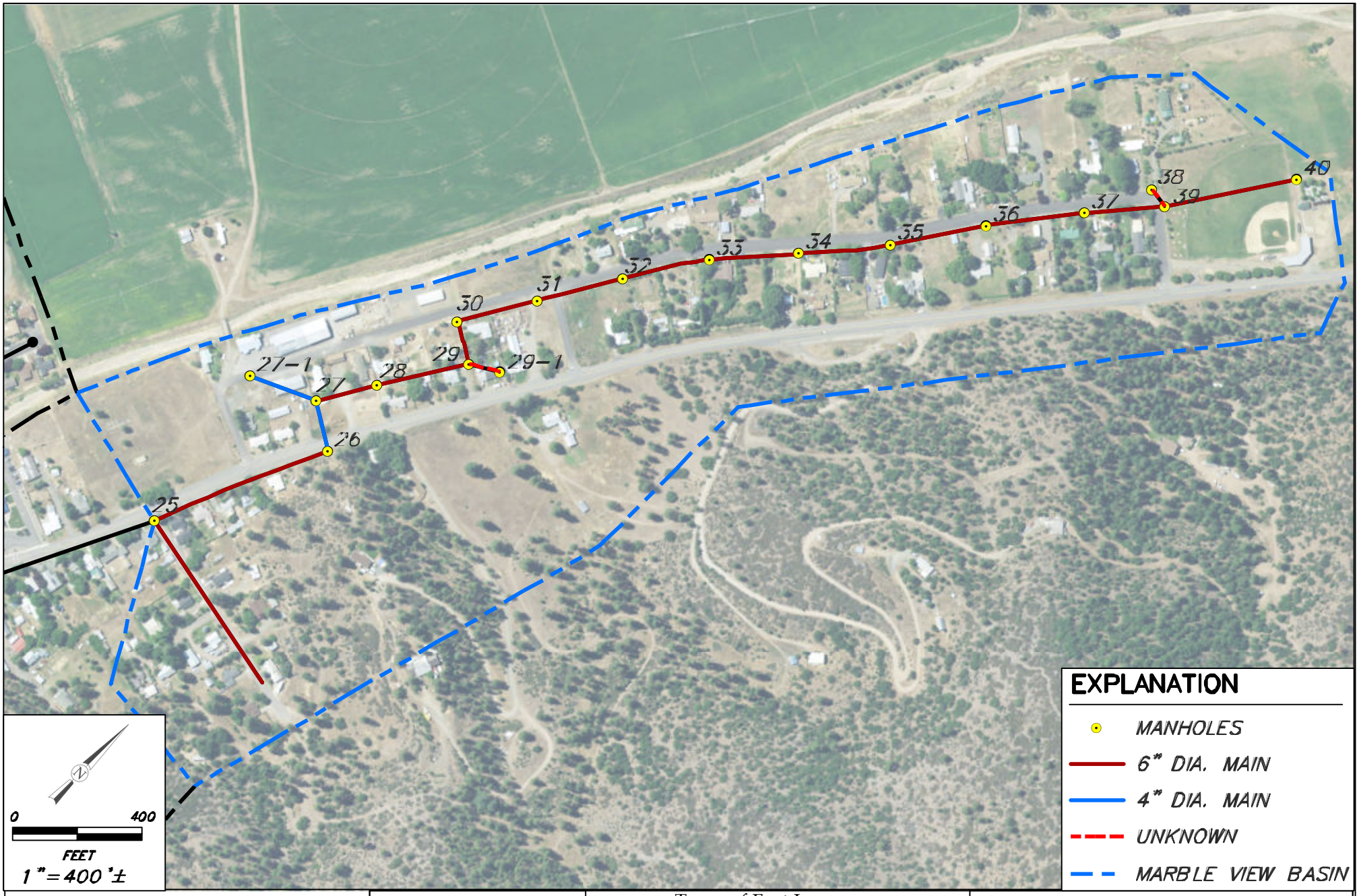
SHN Consulting Engineers & Geologists, Inc.

Town of Fort Jones
Sanitary Sewer Evaluation Survey
Fort Jones, California

Basin 4: Stirling St.
Sewer Basin
SHN 516035.100

July 2017 | Fig12_Basin4_SSES | Figure 12

Path: Z:\Redding\516035-Ft Jones\GIS\PROJ-MXD\Fig13_Basin5_SSES.mxd User Name: cswanson



DATA SOURCE: HAMMOND ENGINEERING, 2004; IMAGE SOURCE: NATIONAL AERIAL IMAGERY PROGRAM, 2016

SHN Consulting Engineers & Geologists, Inc.

Town of Fort Jones
Sanitary Sewer Evaluation Survey
Fort Jones, California

Basin 5: Marble View Dr. Sewer Basin
SHN 516035.100

July 2017 | Fig13_Basin5_SSES | Figure 13

WWTF

BASIN 1: BRIDGE

BASIN 3: DIGGLES

BASIN 5: MARBLE VIEW

BASIN 2: CARLOCK

BASIN 4: STIRLING

N

0 600

FEET

1 " = 600 ' ±

EXPLANATION

- MANHOLES
- MOFFETT CREEK
- SEWER BASINS

PIPE PRIORITY ASSESSMENT

- NO ACTION
- LOW PRIORITY
- HIGH PRIORITY

CCTV DATA SOURCE: HAMMOND ENGINEERING, 2004;
IMAGE SOURCE: NATIONAL AERIAL IMAGERY PROGRAM, 2016

SHN Consulting Engineers & Geologists, Inc.

Town of Fort Jones
Sanitary Sewer Evaluation Survey
Fort Jones, California

Sewer Main
Priority Assessment
SHN 516035.100

July 2017 | Fig14_Pipe_Condition_Assess_SSES | Figure 14

Path: Z:\Redding\516035-Ft Jones\GIS\PROJ-MXD\Fig14_Pipe_Condition_Assess_SSES.mxd User Name: cswanson

WWTF

BASIN 1: BRIDGE

BASIN 3: DIGGLES

BASIN 5: MARBLE VIEW

BASIN 2: CARLOCK

BASIN 4: STIRLING

0 640

FEET

1" = 600' ±

EXPLANATION

- SEWER LINES
- SEWER BASINS
- MOFFETT CREEK

MANHOLE INSPECTIONS

- NO ACTION
- REPAIR/REPLACE

CCTV DATA SOURCE: HAMMOND ENGINEERING, 2004
IMAGE SOURCE: NATIONAL AERIAL IMAGERY PROGRAM, 2016

Consulting Engineers & Geologists, Inc.

Town of Fort Jones
Sanitary Sewer Evaluation Survey
Fort Jones, California

Manhole Condition Assessment

SHN 516035.100

July 2017 | Fig15_MH_Condition_Assess_SSES | Figure 15

Path: Z:\Redding\516035-Ft Jones\GIS\PROJ-MXD\Fig15_MH_Condition_Assess_SSES.mxd User Name: cswanson

system, these pipes have not received a prioritization ranking for repair or replacement. There are a total of 6,337 feet of newer sewer mains in the collection system that received a "None" priority (Table 6). If smoke testing reveals that there are problems with these pipes, they can be added to the repair/replacement project list.

4.4.1 No Action

PVC and ABS pipe is assumed to be newer pipe than the other pipe materials used in the system and less likely to need repair or replacement at this time. Few PVC and ABS pipes were inspected in 2004 indicating that these pipes were not a priority at that time, likely because they are newer pipes. During the 13 years since 2004, conditions may have changed and the PVC and ABS pipes should be placed on a regular schedule for CCTV inspection along with the rest of the system. However, given the poor condition of the rest of the collection system, these pipes have received a prioritization ranking of no action for repair or replacement, at this time.

There are a total of 6,337 feet of no action sewer mains in the collection system (Table 6). If smoke testing reveals that there are problems with these pipes, they can be added to the repair/replacement project.

4.4.2 Low Priority

Sewer mains given a low prioritization ranking are generally further from Moffett Creek, had fewer noted structural problems such as cracks and holes, and had no reports of problems from Town staff. There are 8,627 feet of low priority sewer main in the system including 4-, 6-, 8-, and 10-inch diameter, concrete, transite, and DIP (Table 6).

4.4.3 High Priority

Sewer mains given a high prioritization ranking are generally closer to Moffett Creek, are in reported problem areas, had structural defects reported in 2004, or were recommended for replacement in 2004. High priority sewer mains include 4-, 6-, 8-, 10-, and 12-inch diameter, concrete, transite, clay, and DIP. Structural defects include holes, cracks, and cave-ins including one pipe with a power pole protruding through it. Other defects include offset joints, service break-ins, roots, mortar, grease, I/I, and bellies. There are a total of 10,514 feet of high priority sewer main (Table 6).

Two segments of 10-inch concrete pipe between manholes 2 and 4 are recommended to be upsized to 12-inch PVC pipe to match the diameter of pipe upstream and downstream.

There are sections of sewer main that run through private property, behind houses and buildings, making access difficult. Ideally, these pipes would be re-routed into public rights of way; however, additional lift stations may be necessary due to slope restrictions, making this a costly alternative. Some of the pipes that run through private property have not received a high priority ranking because they are already PVC pipe, indicating that they have been replaced recently.

The industry standard minimum sewer main diameter is six inches. A few segments of 4-inch diameter sewer main did not receive a high prioritization rank because there were no reported problems and because they are distant from Moffett Creek; it should be noted that these pipes were not inspected in 2004 by CCTV.

Vitrified clay pipe (VCP) is typically a problematic material because it is very fragile and typically much older than other types of pipe. One segment of VCP has not received a high prioritization ranking because it is located in an area that is not considered high priority with respect to reducing infiltration. If smoke testing reveals that this segment of pipe is broken or leaky, it may be added to the replacement project.

4.5 Manhole Inspections

Collecting data on manholes provides insight to help:

- Determine construction style/material and manhole size.
- Determine and categorize structural condition and defects.
- Identify sources of inflow and infiltration.
- Determine approximate depth from rim to invert.
- Verify presence solids accumulation and backups or surcharges.

Other criteria assessed in the inspections included the condition of the casting, steps, cover, and apron, signs of infiltration, evidence of overflow, whether or not the manhole is subject to flooding or ponding, solids accumulation, grease build up, structural integrity, and overall manhole condition.

Every manhole was inspected during the 2004 sewer evaluation noting diameter, depth, construction materials, and whether the manhole contained debris or showed signs of leakage

(Hammond Engineering, 2004). Hammond (2004) recommended 19 manholes be prioritized for replacement, but indicated that as many as 37 should be replaced at that time.

This SSES has focused on priority areas of the system near Moffett Creek that are more likely to result in reduced I/I when repaired. An inspection of 33 manholes along or near Moffett Creek was conducted in June 2017 to confirm findings from the 2004 survey, and determine if conditions had changed. A total of 24 out of the 33 manholes surveyed are recommended for repair or replacement (Figure 7). Manhole inspection reports are included in Appendix B. Results of the 2017 manhole inspections are included in Table 7.

As discussed in Section 4.1.2.2, flow data and Town staff observations have indicated that I/I increases with increasing flow in Moffett Creek and that I/I is less significant in areas of the Town further away from Moffett Creek. Therefore, the June 2017 inspections evaluated only manholes along or near Moffett Creek and focused strictly on I/I concerns, as opposed to non-I/I concerns, such as structural issues or hydrogen-sulfide-induced corrosion.

The 2017 inspections found that most of the manholes along or near Moffett Creek showed some signs of I/I. The main reason was from mortar deterioration in manholes constructed with block, but significant I/I could also be seen in precast concrete manholes where the joint gasket had deteriorated. Table 8 lists the manholes inspected and the recommendation.

For the most part, rehabilitating the existing manholes with a sprayed-on or troweled liner, such as a cement-epoxy hybrid, would significantly reduce the I/I. However, many of the existing manholes showed signs of other deterioration or poor construction that would warrant a full replacement. This should be evaluated during final design.

Table 7
Manhole Recommendations (High Priority)[1]
Fort Jones Sanitary Sewer Evaluation Survey

Manhole #	Good Condition No Action	Rehabilitate/ Replace	Comments
1		X	Move casting and place new collar
2	X		
3	X		
4	X		
4-4		X	Upsize manhole
5		X	
7		X	
8		X	
9		X	
9-0-1		X	Upsize manhole
10		X	
11		X	
11-1		X	
11-3		X	Upsize manhole
12		X	Raise top
12-1	X		
13		X	Replace rings and gaskets
14		X	

Table 7 (continued)
Manhole Recommendations (High Priority)[1]
Fort Jones Sanitary Sewer Evaluation Survey

Manhole #	Good Condition No Action	Rehabilitate/ Replace	Comments
15		X	
16		X	
17		X	
17-2		X	
18		X	
19		X	
20		X	
20-4		X	Upsize manhole
20-8		X	Upsize manhole
21	X		Cleanout, not a manhole
22		X	
23		X	
24		X	
25		X	
26		X	
27		X	
27-1		X	Upsize manhole
28	X		
29	X		
30	X		
31	X		

1. Based on June 2017 inspections of manholes along/near Moffett Creek.

5.0 Identified Deficiencies

The Fort Jones wastewater collection system deficiencies are limited to the condition of the aging pipes and their I/I contribution to the high peak flows experienced by the treatment facility. The primary concern is pipe in the vicinity of Moffett Creek where shallow groundwater may enter the collection system through cracks, holes, and joints in aging pipes. The CCTV inspections conducted in 2004 identified many pipe segments in need of urgent repair (Hammond Engineering, 2004). Few repairs have been conducted since 2004 such that recommendations made in 2004 are assumed to be as urgent, or more so, today. Recommendations of pipe replacement made in 2004 were one factor considered in the current prioritization method, an additional criterion of proximity to the creek was added to their assessment of the system. Town staff reports were included in the evaluation of the system deficiencies and were used to identify areas where pipe defects are causing known problems.

The final summary of recommended repairs is as follows:

- Replace 917 feet of 4-inch pipe with 6-inch PVC sewer pipe
- Replace 3,841 feet of 6-inch pipe with 6-inch PVC sewer pipe
- Replace 4,171 feet of 8-inch pipe with 8-inch PVC sewer pipe
- Replace 347 feet of 10-inch pipe with 10-inch PVC sewer pipe
- Replace 1,067 feet of 10-inch pipe with 12-inch PVC sewer pipe
- Replace 171 feet of 12-inch pipe with 12-inch PVC sewer pipe
- Replace approximately 140 private sewer laterals along high priority mainline that is replaced or repaired
- Rehabilitate or replace 30 manholes (near Moffett Creek, based on 2017 inspections).

6.0 Estimated I/I Reduction

Estimates for the percent I/I reduction from collection system rehabilitation methods are included in Table 8. These estimates are based on previous rehabilitation projects implemented by SHN. SHN recommends Fort Jones pursue **Method 2: mainline and lateral to edge of right-of-way**. Ideally, laterals would be replaced all the way to the buildings, however, the City may not be able to replace laterals on private property either because they cannot pay for it, or because they cannot force private parties to pay for replacement without an ordinance.

Table 8
Rehabilitation Methods for Collection System Repair
Fort Jones Sanitary Sewer Evaluation Survey

Method	Description	I/I[1] Reduction Rates[2]	
		Low	High
1	Mainline rehabilitation only	20%	40%
2	Mainline and lateral to edge of right-of-way rehabilitation	40%	60%
3	Mainline and lateral to house rehabilitation	60%	80%

1. I/I: infiltration and inflow
2. I/I reduction rates based on previous projects implemented by SHN

The amount of I/I that will be reduced by implementing rehabilitation method 2 (Table 8) is estimated to be between 40-60% for the segments of pipe that are replaced or repaired. The percent of the total I/I entering the high priority part of the system is unknown, however, based on the evidence presented in this report, it is likely that the majority of the I/I is entering through the areas identified as high priority for repair or replacement (70% of the whole system).

7.0 Anticipated Costs

Collection systems are often the first component to be neglected due to their "out of sight out of mind" nature, although the initial costs can be quite significant. Repair and/or replacement costs of the portions of the collection system that have been determined to be high priority are summarized in Table 9. Costs for repair and/or replacement will vary depending on the amount of work that is done at one time; price per foot typically decreases as the amount of pipe to be repaired increases. Mainline replacement costs include estimates for traditional dig and replace methods.

When mainline pipe is repaired or replaced for the purpose of I/I reduction, replacement of laterals connected to the mainline is also recommended. Generally, laterals are the more significant contributor to I/I, and if the mainline is being repaired or replaced, it is wise to replace laterals as part of the same project. The Town does not clearly identify in its regulations whom the responsible party is for maintenance of a building lateral. For this study, it is assumed replacement of the lateral is up to the property line. The cost to replace house laterals is approximately $5,500 per lateral, with the cost varying due to local site conditions.

Table 9
Engineer's Opinion of Probable Cost for High Priority Collection System Improvements
Fort Jones Sanitary Sewer Evaluation Survey

Description	Unit	Unit Cost	Quantity	Total Cost
Dig and Replace Sewer Mains	LF[1]	$130	10,514	$1,366,820
Dig and Replace Sewer Laterals	EA[2]	$5,500	140	$770,000
Replace/Re-line Sewer Manholes[3]	EA	$10,000	30	$300,000
Construction Subtotal				$2,436,820
Mobilization 12%				$292,418
Project Subtotal				$2,729,238
Contingency 20%				$545,848
Engineering 25%				$682,310
Administration (4%)				$109,170
Project Total				**$4,066,566**

1. LF: lineal foot
2. EA: each
3. For strictly I/I reduction, it was determined that rehabilitation using a liner would be appropriate for each of the inspected manholes; however, for other reasons (see text), complete replacement may be the preferred course of action. Costs are assumed to be complete replacement for the inspected manholes along or near Moffett Creek.

Treatment costs are currently being developed in a separate study, so a full cost-effective analysis curve cannot be completed. However, based on the following items, the costs presented herein are assumed to be reasonable and provide the best approach for reducing I/I in the Town of Fort Jones:

- The majority of I/I is from high groundwater associated with high flows in Moffett Creek.
- Repair/replacement of pipes and manholes along Moffett Creek will significantly reduce I/I.
- The proposed treatment upgrades (aerated ponds or biofiltration) at the Town's wastewater treatment facility will have significant flexibility to be able to maintain treatment levels even with significant I/I at little to no additional capital or operational cost.
- I/I reduction activities within the collection system are therefore divided into two categories:
    - **High priority**: Generally along Moffett Creek, which will provide significant I/I reduction, and other pipes and laterals with known offset joints; and
    - **Low priority:** Repair/replacement in the rest of the collection system as previously recommended in 2004, but the incremental cost of repair and/or replacement will likely not be offset by small incremental treatment costs.

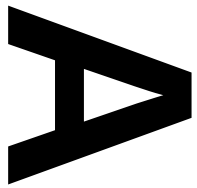
8.0 References

Hammond Engineering. (2004). *Sewer System Evaluation and Recommended Repairs: Town of Fort Jones*. Central Point, OR:Hammond Engineering.

Siskiyou County Local Area Formation Commission. (2011). *Draft Municipal Services Review Report for the Town of Fort Jones, CA*. Yreka, CA:LAFCo.

State Water Resources Control Board. (1998). *Sanitary Sewer Evaluation Survey (SSES)*. Sacramento, CA:SWRCB.

---. (2007). *Small Community Wastewater Grant Program Guidelines*. Sacramento, CA:SWRCB.



Waste Discharge Requirements

ORDER No. R1-2014-0029
WDID No. 1A81157OSIS

WASTE DISCHARGE REQUIREMENTS FOR THE TOWN OF FORT JONES WASTEWATER TREATMENT FACILITY

SISKIYOU COUNTY

The following Permittee is subject to waste discharge requirements as set forth in this Order:

Table 1. Permittee Information

Permittee	The Town of Fort Jones
Name of Facility	The Town of Fort Jones Wastewater Treatment Facility
Facility Address	Scott River Road
	Fort Jones, CA 96032

The discharge by the Town of Fort Jones from the discharge point identified below is subject to waste discharge requirements as set forth in this Order:

Table 2. Discharge Location

Discharge Point	Effluent Description	Discharge Point Latitude	Discharge Point Longitude	Receiving Water
001	Treated Municipal Wastewater	N 41° 36' 19"	W 122° 51' 33"	Groundwater

IT IS HEREBY ORDERED, that Order No. 98-1 is rescinded upon the effective date of this Order except for enforcement purposes, and, in order to meet the provisions contained in division 7 of the Water Code (commencing with section 13000) and regulations adopted thereunder, the Permittee shall comply with the requirements in this Order.

I, Matthias St. John, Executive Officer, do hereby certify that this Order with all attachments is a full, true, and correct copy of an Order adopted by the California Regional Water Quality Control Board, North Coast Region, on June 19, 2014.

Original Signed By:

Matthias St. John, Executive Officer

Table of Contents

I. Facility Information 3
II. Findings 3
III. Discharge Prohibitions 4
IV. Effluent Limitations 5
A. Final Effluent Limitations – Discharge Point 001 5
V. Discharge Specifications 5
VI. Solids Discharge Specifications 6
A. Sludge Storage, Disposal, and Handling Requirements 6
VII. Receiving Water Limitations 6
A. Groundwater Limitations 6
VIII. General Provisions 7
IX. Compliance Determination 13
A. Average Monthly Effluent Limitation (AMEL) 13
B. Average Weekly Effluent Limitation (AWEL) 13
C. Maximum Daily Effluent Limitation (MDEL) 14
D. Instantaneous Minimum Effluent Limitations 14
E. Instantaneous Maximum Effluent Limitations 14
F. Bacteriological Limitations 14

List of Tables

Table 1. Permittee Information 1
Table 2. Discharge Location 1
Table 3. Facility Information 3
Table 4. Final Effluent Limitations – Discharge Point 001 5

List of Attachments

Attachment A – Facility Map A-1
Attachment B – Monitoring and Reporting Program B-1
Attachment C – Fact Sheet C-1

I. FACILITY INFORMATION

The following Permittee is subject to waste discharge requirements as set forth in this Order:

Table 3. Facility Information

Permittee	The Town of Fort Jones
Name of Facility	The Town of Fort Jones Wastewater Treatment Facility
Facility Address	Scott River Road
	Fort Jones, CA 96032
	Siskiyou County
Facility Contact, Title, and Phone	Ken Smith, Director of Public Works, (530) 468-2281
Mailing Address	P.O. Box 40, Fort Jones, CA 96032
Type of Facility	Publicly Owned Treatment Works (POTW)
Facility Design Flow	0.060 million gallons per day (mgd) Average Dry Weather Flow (ADWF)

II. FINDINGS

The California Regional Water Quality Control Board, North Coast Region (hereinafter Regional Water Board), finds:

A. Basis and Rationale for Requirements. The Regional Water Board developed the requirements in this Order based on information submitted as part of the Permittee's application for permit renewal, monitoring data submitted during the term of the Permittee's previous Order, and other available information. The Fact Sheet (Attachment C) contains facility information, legal authorities, and rationale for Order requirements. The Fact Sheet is hereby incorporated into this Order and constitutes part of the Findings for this Order. Attachments A and B are also incorporated into this Order.

B. Background and Facility Description. The Town of Fort Jones (hereinafter Permittee) is currently discharging pursuant to Waste Discharge Requirements Order No. 98-1. The Permittee submitted a Report of Waste Discharge (ROWD), dated March 20, 2014, and applied for renewal of waste discharge requirements to discharge up to 0.060 mgd of treated wastewater from the Town of Fort Jones Wastewater Treatment Facility (WWTF), hereinafter Facility. Additional background information, including a description of the existing and proposed Facility, is included in the Fact Sheet.

C. California Environmental Quality Act (CEQA). The discharges covered under this permit are exempt as an existing facility.

D. Notification of Interested Parties. The Regional Water Board has notified the Permittee and interested agencies and persons of its intent to prescribe Waste Discharge Requirements for the discharge and has provided them with an opportunity to submit their written comments and recommendations.

E. Consideration of Public Comment. The Regional Water Board, in a public meeting, heard and considered all comments pertaining to the discharge.

III. DISCHARGE PROHIBITIONS

A. The discharge of any waste not disclosed by the Permittee or not within the reasonable contemplation of the Regional Water Board is prohibited.

B. Creation of pollution, contamination, or nuisance as defined by section 13050 of the Water Code is prohibited.

C. The discharge of untreated or partially treated waste (receiving a lower level of treatment than described in Attachment C, I.C) from anywhere within the collection, treatment, or disposal system is prohibited.

D. Any sanitary sewer overflow (SSO) that results in a discharge of untreated or partially treated wastewater to (a) waters of the State, (b) groundwater, or (c) land that creates pollution, contamination, or nuisance as defined in Water Code section 13050 (m) is prohibited.

E. The discharge of waste to land that is not owned by or under agreement to use by the Permittee is prohibited, except for use for fire suppression as provided in title 22, sections 60307 (a) and (b) of the California Code of Regulations.

F. The discharge of waste at any point not described in Table 2 or authorized by a permit issued by the State Water Board or another Regional Water Board is prohibited.

G. The discharge of waste to the Scott River and its tributaries is prohibited.

H. The average daily dry weather flow of waste through the treatment plant shall not exceed 0.060 mgd. Compliance with this prohibition shall be measured continuously at Monitoring Location EFF-001, calculated daily and averaged over a calendar month.

I. Discharges of waste that violate any narrative or numerical water quality objective that are not authorized by waste discharge requirements or other order or action by the Regional or State Water Board are prohibited.

J. The discharge of septage or other bulk high-strength wastes is prohibited.

IV. EFFLUENT LIMITATIONS

A. Final Effluent Limitations – Discharge Point 001

The Permittee shall maintain compliance with the following effluent limitations at Discharge Point 001, with compliance measured at Monitoring Location EFF-001 as described in the Monitoring and Reporting Program.

Table 4. Final Effluent Limitations – Discharge Point 001

Parameter	Units	Effluent Limitations				
		Average Monthly[1]	Average Weekly	Maximum Daily	Instantaneous Minimum	Instantaneous Maximum
Biochemical Oxygen Demand (5-day @ 20°C)	mg/L	50	--	80	--	--
Total Suspended Solids	mg/L	50	--	80	--	--
pH	std units	--	--	--	6.0	9.0
Settleable Solids	ml/L	0.1	--	0.2	--	--

V. DISCHARGE SPECIFICATIONS

A. Objectionable Odor. Objectionable odor originating at the facility shall not be perceivable beyond the limits of the wastewater treatment and disposal areas.

B. Public Contact. Public contact with wastewater shall be precluded or controlled through such means as fences and signs, or other acceptable alternatives.

C. Pond Freeboard. Pond freeboard in the wastewater treatment or storage ponds shall never be less than two feet as measured vertically from the water surface to the lowest point of overflow.

D. Vector Control. The Facility and effluent disposal areas shall be managed to prevent the breeding of mosquitoes.

E. Dissolved Oxygen. Waste ponded within the percolation/evaporation ponds shall not have a dissolved oxygen content of less than 1.0 mg/l.

---

[1] The arithmetic mean of all samples collected in a calendar month, calculated as the sum of all samples in a calendar month divided by the number of samples. If only one sample is collected in a calendar month, that sample result will constitute the monthly average and daily maximum results for the purpose of determining compliance with effluent limitations.

VI. SOLIDS DISCHARGE SPECIFICATIONS

A. Sludge Storage, Disposal, and Handling Requirements

1. Sludge, as used in this Order, means the solid, semisolid, and liquid residues removed during primary, secondary, or advanced wastewater treatment processes. Solid waste refers to grit and screenings generated during preliminary treatment.

2. All collected sludges and other solid waste removed from liquid wastes shall be removed from screens, sumps, ponds, and tanks as needed to ensure optimal plant operation and disposed of in accordance with applicable federal and State regulations.

3. Sludge or biosolids that are disposed of in a municipal solid waste landfill or used as daily landfill cover shall meet the applicable requirements of 40 CFR 258. In the annual self-monitoring report, the Permittee shall report the amount of sludge placed in a landfill and the landfill(s) which received the sludge or biosolids.

4. The Permittee shall take all reasonable steps to prevent and minimize any sludge use or disposal in violation of this Order that may adversely affect human health or the environment.

5. Solids and sludge treatment, storage, and disposal or reuse shall not create a nuisance, such as objectionable odors or flies, and shall not result in groundwater contamination.

6. Solids and sludge treatment and storage sites shall have facilities adequate to divert surface water runoff from adjacent areas, to protect the boundaries of the site from erosion, and to prevent drainage from the treatment and storage site. Adequate protection is defined as protection from at least a 100-year storm.

7. The discharge of sewage sludge and solids shall not cause waste material to be in a position where it is, or can be, conveyed from the treatment and storage sites and deposited in waters of the State.

VII. RECEIVING WATER LIMITATIONS

A. Groundwater Limitations

1. The collection, treatment, storage, and disposal of wastewater shall not cause or contribute to a statistically significant degradation of groundwater quality unless a technical evaluation is performed that demonstrates that any degradation that could reasonably be expected to occur, after implementation of all regulatory requirements and reasonable best management practices, will

not violate groundwater quality objectives or cause impacts to beneficial uses of groundwater.

2. The collection, treatment, storage and disposal of the treated wastewater shall not cause or contribute to levels of chemical constituents in groundwater that exceed the levels specified in title 22, Division 4, Chapter 15, Article 4, section 64435 of the California Code of Regulations or listed in Table 3-2 of the Basin Plan.

3. The collection, treatment, storage and disposal of the treated wastewater shall not cause or contribute to levels of radionuclides in groundwater in excess of the limits specified in title 22, Division 4, Chapter 15, Article 5, section 64443 of the California Code of Regulations.

4. The collection, treatment, storage, and disposal of wastewater shall not cause groundwater to contain taste- or odor-producing substances in concentrations that cause nuisance or adversely affect beneficial uses.

5. In groundwater used or potentially used for domestic and municipal supply (MUN), the collection, treatment, storage and disposal of the treated wastewater shall not cause the median concentration of coliform organisms over any 7-day period to exceed 1.1 MPN per 100 milliliters or 1 colony per 100 milliliters.

VIII. GENERAL PROVISIONS

Failure to comply with provisions or requirements of this Order, or violation of other applicable laws or regulations governing discharges from this facility, may subject the Permittee to administrative or civil liabilities, criminal penalties, and/or other enforcement remedies to ensure compliance. Additionally, certain violations may subject the Permittee to civil or criminal enforcement from appropriate local, state, or federal law enforcement entities. The Permittee shall comply with the following provisions:

A. **Availability.** A copy of this Order and the associated Monitoring and Reporting Program shall be maintained at the Facility and be available at all times to operating personnel.

B. **Enforcement.** The Permittee shall implement the project as described in this Order. Violation of any requirements contained in this Order subject the Permittee to enforcement action, including civil liability, under the Water Code.

C. Severability. Provisions of these waste discharge requirements are severable. If any provision of these requirements is found invalid, the remainder of these requirements shall not be affected.

D. Sanitary Sewer Overflows. On May 2, 2006, the State Water Board adopted State Water Board Order No. 2006-0003-DWQ, Statewide General WDRs for Sanitary Sewer Systems. Order No. 2006-0003-DWQ requires that all public agencies that currently own or operate sanitary sewer systems apply for coverage under the General WDRs by November 2, 2006. On February 20, 2008, the State Water Board adopted Order No. WQ-2008-0002-EXEC Adopting Amended Monitoring and Reporting Requirements for Statewide General Waste Discharge Requirements for Sanitary Sewer Systems. The Permittee shall maintain coverage under, and shall be subject to the requirements of Order Nos. 2006-0003-DWQ and WQ-2008-0002-EXEC and any future revisions thereto for operation of its wastewater collection system. In addition to compliance with Statewide General WDRs for Sanitary Sewer Systems, the Permittee shall comply with the following:

1. The Permittee shall take all feasible steps to stop spills and sanitary sewer overflows (SSOs) as soon as possible. All reasonable steps should be taken to collect spilled material and protect the public from contact with wastes or waste-contaminated soil or surfaces.

2. The Permittee shall report orally and in writing to the Regional Water Board staff all SSOs and unauthorized spills of waste. Spill notification and reporting shall be conducted in accordance with the Monitoring and Reporting Program.

E. Operation and Maintenance. The Permittee shall at all times properly operate and maintain all facilities and systems of treatment and control (and related appurtenances) that are installed or used by the Permittee to achieve compliance with this Order. Proper operation and maintenance includes adequate laboratory control and appropriate quality assurance procedures. This provision requires the operation of backup or auxiliary facilities or similar systems that are installed by a Permittee only when necessary to achieve compliance with the conditions of this Order.

The Permittee shall maintain an updated Operation and Maintenance Manual (O&M Manual) for the Facility. The Permittee shall update the O&M Manual, as necessary, to conform to changes in operation and maintenance of the Facility. The O&M Manual shall be readily available to operating personnel on-site. The O&M Manual shall include the following:

1. A Facility table of organization showing the number of employees, duties and qualifications, and plant attendance schedules (daily, weekends and holidays, part-time, etc.). The description should include documentation that the

personnel are knowledgeable and qualified to operate the treatment facility so as to achieve the required level of treatment at all times.

2. A detailed description of safe and effective operation and maintenance of treatment processes, process control instrumentation, and equipment.
3. A description of laboratory and quality assurance procedures.
4. All process and equipment inspection and maintenance schedules.
5. Description of safeguards to assure that, should there be reduction, loss, or failure of electric power, the Permittee will be able to comply with requirements of this Order.
6. A description of preventive (fail-safe) and contingency (response and cleanup) plans for controlling accidental discharges, and for minimizing the effect of such events. These plans shall identify the possible sources (such as loading and storage areas, power outage, waste treatment unit failure, process equipment failure, tank and piping failure) of accidental discharges, untreated or partially treated waste bypass, and polluted drainage.

F. Change in Discharge. The Permittee shall promptly report to the Regional Water Board any material change in the character, location, or volume of the discharge. New ponds associated with the treatment and or storage of wastewater or treated effluent shall be constructed in a manner that protects groundwater. The Permittee shall submit design proposals for new wastewater storage ponds to the Regional Water Board Executive Officer for review prior to construction and demonstrate that the pond complies with the Water Code and title 27 of the California Code of Regulations. Pond design and operation plan must include features and best management practices (BMPs) to protect groundwater and prevent exceedances of groundwater quality objectives.

G. Change in Ownership. In the event of any change in control or ownership of land or waste discharge facilities presently owned or controlled by the Permittee, the Permittee shall notify the succeeding owner or operator of existence of this Order, and the status of the Permittee's annual fee account; a copy of which shall be forwarded to the Regional Water Board.

H. Vested Rights. This Order does not convey any property rights of any sort or any exclusive privileges. The requirements prescribed herein do not authorize the commission of any act causing injury to persons or property, nor protect the Permittee from liability under federal, state, or local laws, nor create a vested right for the Permittee to continue the waste discharge.

I. Monitoring and Reporting. The Permittee shall comply with the Monitoring and Reporting Program and any modifications to these documents as specified by the

Regional Water Board Executive Officer. Chemical, bacteriological, and bioassay analyses shall be conducted at a laboratory certified for such analyses by the State Department of Public Health and shall conform to State Department of Public Health guidelines. The Permittee shall comply with the MRP in Attachment B of this Order and any future revisions thereto.

J. Records Retention. The Permittee shall maintain records of all monitoring information, including calibration and maintenance records and all strip chart recordings for continuous monitoring instrumentation, copies of all reports required by this Order, and records of all data used to complete the application for this Order, for a period of at least three (3) years from the date of the sample, measurement, report or application. This period may be extended by request of the Regional Water Board Executive Officer.

K. Signatory Requirements. All Report of Waste Discharge applications submitted to the Regional Water Board shall be signed by a principal Executive Officer, ranking elected official, or responsible corporate officer.

1. For purposes of this provision, a responsible corporate officer means:

a. A president, secretary, treasurer, or vice president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision making functions for the corporation; or

b. The manager of one or more manufacturing, production, or operating facilities employing more than 250 persons or having gross annual sales or expenditures exceeding $25 million (in second quarter 1980 dollars), if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.

2. Reports required by this Order and other information requested by the Regional Water Board may be signed by a duly authorized representative provided:

a. The authorization is made in writing by a person described in paragraph (a) of this provision;

b. The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity such as the position of plant manager, operator of a well or a well field, superintendent, position of equivalent responsibility, or an individual or position having overall responsibility for environmental matters for the entity; and

c. The written authorization is submitted to the Regional Water Board prior to or together with any reports, information, or applications signed by the authorized representative.

3. Any person signing a document under paragraph (a) or (b) of this provision shall make the following certification:

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted, is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

L. Inspections. The Permittee shall permit authorized staff of the Regional Water Board the following:

1. Entrance to the premises in which treatment, collection or management of waste occurs, where an effluent source is located or in which any records required by this Order are kept;

2. Access to inspect and copy any monitoring equipment or records required for compliance with terms and conditions of this Order; and

3. Access to sample any discharge or monitoring location associated with the Facility.

M. Noncompliance. In the event the Permittee is unable to comply with any of the conditions of this Order due to breakdown of waste treatment equipment, accidents caused by human error or negligence, or other causes such as acts of nature, the Permittee shall notify the Regional Water Board Executive Officer by telephone as soon as it or its agents have knowledge of the incident and confirm this notification in writing within five (5) business days of the telephone notification. The written notification shall include pertinent information explaining reasons for the noncompliance and shall indicate the steps taken to correct the problem and the dates thereof, and the steps being taken to prevent the problem from recurring.

N. Revision of Requirements. The Regional Water Board will review this Order periodically and may revise requirements when necessary.

O. Operator Certification. Supervisors and operators of wastewater treatment plants shall possess a certificate of appropriate grade in accordance with title 23, California Code of Regulations, section 3680. The State Water Board may accept experience in lieu of qualification training. In lieu of a properly certified wastewater treatment plant operator, the State Water Board may approve use of a water treatment plant operator of appropriate grade certified by the State Department of Health Services where water reclamation is involved.

P. Adequate Capacity. If the Permittee's wastewater treatment plant will reach capacity within 4 years, the Permittee shall notify the Regional Water Board. A copy of such notification shall be sent to appropriate local elected officials, local permitting agencies, and the press. Factors to be evaluated in assessing reserve capacity shall include, at a minimum, (1) comparison of the wet weather design flow with the highest daily flow, and (2) comparison of the average dry weather design flow with the lowest 30-day flow. The Permittee shall demonstrate that adequate steps are being taken to address the capacity problem. The Permittee shall submit a technical report to the Regional Water Board showing how flow volumes will be prevented from exceeding capacity, or how capacity will be increased, within 120 days after providing notification to the Regional Water Board, or within 120 days after receipt of Regional Water Board notification, that the Facility will reach capacity within 4 years. The time for filing the required technical report may be extended by the Regional Water Board. An extension of 30 days may be granted by the Executive Officer, and longer extensions may be granted by the Regional Water Board itself (title 23, Cal. Code of Regs., section 2232).

Q. Special Studies, Technical Reports, and Additional Monitoring Requirements. A Hydrogeologic Study is required to determine the fate and transport of pollutants in discharges of treated wastewater associated with the discharge location. Regional Water Board staff require additional information and testing for the proposed treated effluent disposal location and methodology. Further information is necessary to ensure that disposal methods will not result in detectable wastewater constituents in Moffett Creek and the Scott River, and will not result in violation of groundwater quality standards, and to determine the ability of the disposal area to accommodate projected wastewater flows.

We are requiring submittal of a workplan for a hydrogeologic investigation. The workplan proposal shall be designed to investigate:

1. Current and projected depths of the disposal area;

2. Site specific lithologic profile;

3. Depth to groundwater, including seasonal variations;

4. Seasonal groundwater gradients;
5. Calculated capacity of areal soils to accommodate current and projected wastewater flows; and
6. Concentration gradients of targeted wastewater constituents measured at various points extending away from the disposal area, towards Moffett Creek and the Scott River.

Information developed in accordance with implementation of an approved investigation workplan shall be summarized in a subsequent report, which models the fate and transport of wastewater pollutant disposal. The workplan shall be submitted within 6 months of permit adoption. The subsequent summary report of work shall be submitted within 24 months of workplan approval.

IX. COMPLIANCE DETERMINATION

Compliance with the effluent limitations contained in section IV of this Order will be determined as specified below.

A. Average Monthly Effluent Limitation (AMEL)

The arithmetic mean of all samples collected in a calendar month, calculated as the sum of all samples in a calendar month divided by the number of samples. If only one sample is collected in a calendar month, that sample result will constitute the monthly average and daily maximum results for the purpose of determining compliance with effluent limitations.

If the average of daily discharges over a calendar month exceeds the AMEL for a given parameter, this will represent a single violation, though the Permittee will be considered out of compliance for each day of that month for that parameter (e.g., resulting in 31 days of non-compliance in a 31-day month). If only a single sample is taken during the calendar month and the analytical result for that sample exceeds the AMEL, the Permittee will be considered out of compliance for that calendar month. The Permittee will only be considered out of compliance for days when the discharge occurs. For any one calendar month during which no sample (daily discharge) is taken, no compliance determination can be made for that calendar month.

B. Average Weekly Effluent Limitation (AWEL)

If the average (or when applicable, the median determined by subsection B above for multiple sample data) of daily discharges over a calendar week exceeds the AWEL for a given parameter, this will represent a single violation, though the Permittee will be considered out of compliance for each day of that week for that

parameter, resulting in 7 days of non-compliance. If only a single sample is taken during the calendar week and the analytical result for that sample exceeds the AWEL, the Permittee will be considered out of compliance for that calendar week. The Permittee will only be considered out of compliance for days when the discharge occurs. For any one calendar week during which no sample (daily discharge) is taken, no compliance determination can be made for that calendar week.

C. Maximum Daily Effluent Limitation (MDEL)

If a daily discharge (or when applicable, the median determined by subsection B, above, for multiple sample data of a daily discharge) exceeds the MDEL for a given parameter, the Permittee will be considered out of compliance for that parameter for that 1 day only within the reporting period. For any 1 day during which no sample is taken, no compliance determination can be made for that day.

D. Instantaneous Minimum Effluent Limitations

If the analytical result of a single grab sample is lower than the instantaneous minimum effluent limitation for a parameter, the Permittee will be considered out of compliance for that parameter for that single sample. Non-compliance for each sample will be considered separately (e.g., the results of two grab samples taken within a calendar day that both are lower than the instantaneous minimum effluent limitation would result in two instances of non-compliance with the instantaneous minimum effluent limitation).

E. Instantaneous Maximum Effluent Limitations

If the analytical result of a single grab sample is higher than the instantaneous maximum effluent limitation for a parameter, the Permittee will be considered out of compliance for that parameter for that single sample. Non-compliance for each sample will be considered separately (e.g., the results of two grab samples taken within a calendar day that both exceed the instantaneous maximum effluent limitation would result in two instances of non-compliance with the instantaneous maximum effluent limitation).

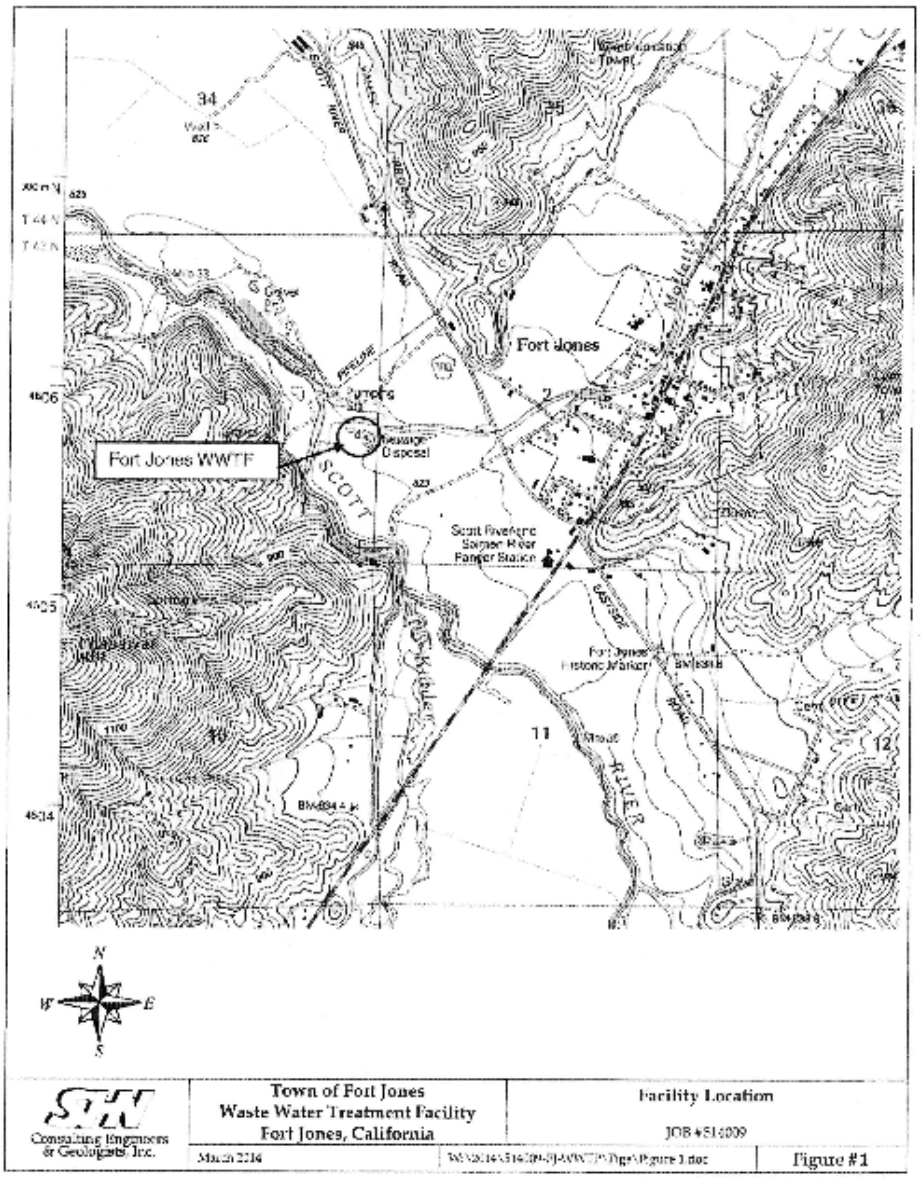
F. Bacteriological Limitations

1. Median. The median is the central tendency concentration of the pollutant. The data set shall be ranked from low to high, ranking the ND concentrations lowest, DNQ determinations next, followed by quantified values. The order of the individual ND and DNQ determinations is not important. The median value is determined based on the number of data points in the data set. If the data set has an odd number of data points, then the median is the middle value. If the data set has an even number of data points, the median is the average of

the two middle values, unless one or both points are ND or DNQ, in which case the median value shall be the lower of the two middle data points. DNQ is lower than a detected value, and ND is lower than DNQ.

2. Compliance with the 7-day median will be determined as a rolling median during periods when sampling occurs more frequently than weekly. During periods when sampling is weekly, this requirement shall apply to each weekly sample.

ATTACHMENT A – FACILITY MAP



ATTACHMENT B – MONITORING AND REPORTING PROGRAM

Table of Contents

I. General Monitoring Provisions B-2
II. Monitoring Locations B-2
III. Effluent Monitoring Requirements B-3
IV. Receiving Water Monitoring Requirements B-3
V. Reporting Requirements B-4

List of Tables

Table B-1. Monitoring Station Locations B-2
Table B-2. Effluent Monitoring – Monitoring Location EFF-001 ..... B-3
Table B-3. Groundwater Monitoring – Monitoring Wells B-3
Table B-4. Monitoring Periods and Reporting Schedule B-4

ATTACHMENT B – MONITORING AND REPORTING PROGRAM (MRP)

California Water Code sections 13267 and 13383 authorize the Regional Water Quality Control Board (Regional Water Board) to require technical and monitoring reports. This MRP establishes monitoring and reporting requirements, which implement California regulations.

I. GENERAL MONITORING PROVISIONS

A. Composite samples may be taken by a proportional sampling device approved by the Executive Officer or by grab samples composited in proportion to flow. In compositing grab samples, the sampling interval shall not exceed 1 hour.

B. If the Permittee monitors any pollutant more frequently than required by this Order, using test procedures as specified in this Order, the results of this monitoring shall be included in the calculation and reporting of the data submitted in the monthly and annual self-monitoring reports.

C. Laboratories analyzing monitoring samples shall be certified by the California Department of Public Health (DPH; formerly the Department of Health Services), in accordance with the provision of Water Code section 13176, and must include quality assurance/quality control data with their reports.

D. Compliance and reasonable potential monitoring analyses shall be conducted using commercially available and reasonably achievable detection limits that are lower than the applicable effluent limitation. If no minimum level (ML) value is below the effluent limitation, the lowest ML shall be selected as the reporting level (RL).

II. MONITORING LOCATIONS

The Permittee shall establish the following monitoring locations to demonstrate compliance with the effluent limitations, discharge specifications, and other requirements in this Order:

Table B-1. Monitoring Station Locations

Discharge Point Name	Monitoring Location Name	Monitoring Location Description
--	INT-001	Internal monitoring location prior to discharge to percolation ponds.
--	MW-XX	Monitoring wells located at perimeter of treatment ponds and percolation ponds.

III. EFFLUENT MONITORING REQUIREMENTS

A. Monitoring Location EFF-001

1. When discharging at Discharge Point 001, the Permittee shall monitor treated effluent at Monitoring Location EFF-001 as follows:

Table B-2. Effluent Monitoring – Monitoring Location EFF-001

Parameter	Units	Sample Type	Minimum Sampling Frequency
Flow (Mean Daily)	mgd	Meter	Continuous
pH	std units	Grab	Quarterly
Dissolved Oxygen	mg/L	Grab	Quarterly
Biochemical Oxygen Demand (5-day @ 20°C)	mg/L	Grab	Quarterly
Total Suspended Solids	mg/L	Grab	Quarterly
Nitrogen, Total (as N)	mg/L	Grab	Quarterly
Title 22 Pollutants[2]	µg/L	Grab	1x / 3 Years

IV. RECEIVING WATER MONITORING REQUIREMENTS

A. Groundwater Monitoring

1. The Permittee shall monitor groundwater in the groundwater monitoring wells as follows:

Table B-3. Groundwater Monitoring – Monitoring Wells

Parameter	Units	Sample Type	Minimum Sampling Frequency
Depth to Groundwater	0.01 feet	Grab	2x / Year
Total Coliform Organisms	MPN/100 mL	Grab	2x / Year
Nitrogen, Total (as N)	mg/L	Grab	2x / Year

[2] Title 22 Pollutants refers to those chemical constituents specified in Table 3-2 of the Basin Plan and/or constituents for which Maximum Contaminant Levels (MCLs) have been established in title 22, Division 4, Chapter 15, Articles 4 and 5.5 of the California Code of Regulations.

V. REPORTING REQUIREMENTS

A. Self-Monitoring Reports (SMRs)

1. Effective June 2, 2014, all regulatory documents, data, correspondence, or other materials should be submitted to the Regional Water Board via e-mail to NorthCoast@waterboards.ca.gov or on disk (CD or DVD) in a Portable Document Format (PDF) file in lieu of paper-sourced documents. The guidelines for electronic submittal of documents can be found on the Regional Water Board website at http://www.waterboards.ca.gov/northcoast.

2. The Permittee shall submit quarterly SMRs including the results for all monitoring specified in this MRP. If the Permittee monitors any pollutant more frequently than required by this Order, the results of this monitoring shall be included in the calculations and reporting of the data submitted in the SMR.

3. All monitoring results shall include complete laboratory data sheets for each analysis and be submitted in conjunction with the quarterly SMR on the first day of the second month following the quarter. Annual summary reports shall be submitted by March 1st each year.

4. Monitoring periods for all required monitoring shall be completed according to the following schedule:

Table B-4. Monitoring Periods and Reporting Schedule

Sampling Frequency	Monitoring Period Begins On	Monitoring Period
Continuous	June 19, 2014	All
Daily	June 19, 2014	(Midnight through 11:59 PM) or any 24-hour period that reasonably represents a calendar day for purposes of sampling.
Monthly	June 19, 2014	1st day of calendar month through last day of calendar month
Quarterly	June 19, 2014	January through March April through June July through September October through December
2X / Year	June 19, 2014	June and December
Annually	June 19, 2014	January 1 through December 31
1x / 3 Years	June 19, 2014	January 1 through December 31

5. **Reporting Protocols**. The Permittee shall report with each sample result the applicable ML, the RL and the current MDL, as determined by the procedure in Standard Methods.

   The Permittee shall report the results of analytical determinations for the presence of chemical constituents in a sample using the following reporting protocols:

   a. Sample results greater than or equal to the reported ML shall be reported as measured by the laboratory (i.e., the measured chemical concentration in the sample).

   b. Sample results less than the RL, but greater than or equal to the laboratory's MDL, shall be reported as "Detected, but Not Quantified," or DNQ. The estimated chemical concentration of the sample shall also be reported.

   For the purposes of data collection, the laboratory shall write the estimated chemical concentration next to DNQ as well as the words "Estimated Concentration" (may be shortened to "Est. Conc."). The laboratory may, if such information is available, include numerical estimates of the data quality for the reported result. Numerical estimates of data quality may be percent accuracy (+ a percentage of the reported value), numerical ranges (low to high), or any other means considered appropriate by the laboratory.

   c. Sample results less than the laboratory's MDL shall be reported as "Not Detected," or ND.

   d. Permittees are to instruct laboratories to establish calibration standards so that the ML value (or its equivalent if there is differential treatment of samples relative to calibration standards) is the lowest calibration standard. At no time is the Permittee to use analytical data derived from extrapolation beyond the lowest point of the calibration curve.

6. **Self-Monitoring Reports**. The Permittee shall submit self-monitoring reports (SMRs) in accordance with the following requirements:

   a. The Permittee shall arrange all reported data in a tabular format. The data shall be summarized to clearly illustrate whether the facility is operating in compliance with interim and/or final effluent limitations. The Permittee is not required to duplicate the submittal of data that is entered in a tabular format within CIWQS. When electronic submittal of data is required and CIWQS does not provide for entry into a tabular format within the system, the Permittee shall electronically submit the data in a tabular format as an attachment.

b. The Permittee shall attach a cover letter to the SMR. The information contained in the cover letter shall clearly identify:

i. Facility name and address;

ii. WDID number;

iii. Applicable period of monitoring and reporting;

iv. Violations of the WDRs (identified violations must include a description of the requirement that was violated and a description of the violation);

v. Corrective actions taken or planned; and

vi. The proposed time schedule for corrective actions.

c. SMRs must be submitted to the Regional Water Board, signed and certified as required by the General Provisions, to the email address: Northcoast@waterboards.ca.gov.

B. Other Reports

1. Annual Report. The Permittee shall submit an annual report to the Regional Water Board for each calendar year. The report shall be submitted by March 1st of the following year. The report shall, at a minimum, include the following:

a. Monitoring Data Summaries. Both tabular and, where appropriate, graphical summaries of the monitoring data and disposal records from the previous year. If the Permittee monitors any pollutant more frequently than required by this Order, using test procedures approved under section Part 136 or as specified in this Order, the results of this monitoring shall be included in the calculation and report of the data submitted in the SMR.

b. Compliance Reporting. A comprehensive discussion of the Facility's compliance (or lack thereof) with all effluent limitations and other WDRs, and the corrective actions taken or planned, which may be needed to bring the discharge into full compliance with the Order.

c. Sanitary Sewer System Reporting. The Permittee shall submit, as part of its annual report to the Regional Water Board, a description of the Permittee's activities within the sanitary sewer system over the previous calendar year. The report shall contain:

i. A description of any change in the local legal authorities enacted to implement the Sewer System Management Plan (SSMP).

ii. A summary of the SSOs that occurred in the past year. The summary shall include the date, location of overflow point, affected receiving water (if any), estimated volume, and cause of the SSO, and the names and addresses of the responsible parties as well as the names and addresses of the property owner(s) affected by the SSO.

iii. A summary of compliance and enforcement activities during the past year. The summary shall include fines, other penalties, or corrective actions taken as a result of the SSO. The summary shall also include a description of public participation activities to involve and inform the public.

iv. Documentation that all feasible steps to stop and mitigate impacts of SSOs have been taken.

C. Spills and Overflows Notification

1. All spills, unauthorized discharges, and SSOs equal to or in excess of 1,000 gallons or any size spill or SSO that results in a discharge to a drainage channel or a surface water:

a. As soon as possible, **but not later than two (2) hours** after becoming aware of the discharge, the Permittee shall notify the California Emergency Management Agency (Cal EMA), the local health officer or directors of environmental health with jurisdiction over affected water bodies or land areas, and the Regional Water Board.[3]

Information to be provided verbally to the Regional Water Board includes:

i. Name and contact information of caller;
ii. Date, time and location of spill occurrence;
iii. Estimates of spill volume, rate of flow, and spill duration;
iv. Surface water bodies impacted, if any;
v. Cause of spill;
vi. Cleanup actions taken or repairs made; and
vii. Responding agencies.

[3] The contact number for spill reporting for Cal EMA is (800) 852-7550. The contact number of the Regional Water Board during normal business hours is (707) 576-2220. After normal business hours, spill reporting to Cal EMA will satisfy the 2 hour notification requirement for the Regional Water Board.

b. As soon as possible, but **not later than twenty-four (24) hours** after becoming aware of a discharge, the Permittee shall submit to the Regional Water Board a certification that Cal EMA and the local health officer or directors of environmental health with jurisdiction over affected water bodies or land areas have been notified of the discharge. For the purpose of this requirement, "certification" means a Cal EMA certification number and, for the local health department, name of local health staff, department name, phone number and date and time contacted.

c. **Within five (5) business days**, the Permittee shall submit a written report to the Regional Water Board office. The report must include all available details related to the cause of the spill and corrective action taken or planned to be taken, as well as copies of reports submitted to other agencies.

i. Information provided in the verbal notification;

ii. Other agencies notified by telephone;

iii. Detailed description of cleanup actions and repairs taken; and

iv. Description of actions that will be taken to minimize or prevent future spills. In the cover letter of the SMR, the Permittee shall include a brief written summary of the event and any additional details related to the cause or resolution of the event, including, but not limited to results of any water quality monitoring conducted.

2. All spills, unauthorized discharges, and sanitary sewer overflows (SSOs) less than 1,000 gallons that do not reach a drainage channel or a surface water:

a. As soon as possible, but **not later than twenty-four (24) hours** after becoming aware of the discharge, the Permittee shall notify the Regional Water Board and provide the applicable information in requirement 1.a of this section.

b. In the cover letter of the SMR, the Permittee shall include a written description of the spill event.

3. The Spills and Overflows Notification requirements are necessary for the protection of water quality. The Regional Water Board shall use this data to help prevent future spills and overflows and to coordinate with the local health agencies.

ATTACHMENT C – FACT SHEET

FACILITY INFORMATION

A. Background

The Town of Fort Jones (hereinafter Permittee) is currently discharging pursuant to Waste Discharge Requirements Order No. 98-1. The Permittee submitted a Report of Waste Discharge (ROWD), on March 20, 2014, and applied for renewal of waste discharge requirements to discharge up to 0.060 mgd of treated wastewater from the Town of Fort Jones Wastewater Treatment Facility (hereinafter Facility) to land owned by the Permittee.

B. General Facility Information

The Permittee owns and operates a wastewater collection, treatment, and disposal facility that provides sewerage service to the Town. The wastewater system has 342 connections, of which 3 are restaurants. There are no significant industrial users.

C. Existing Wastewater Treatment and Reclamation Facility

The Permittee owns and operates a wastewater treatment and disposal system comprised of a gravity collection system, Imhoff tank, and percolation/evaporation ponds. The Facility has six percolation/evaporation ponds for effluent disposal.

The collection system consists of a conventional gravity collection system with two small lift stations which transport wastewater to the Imhoff tank. Wastewater from the Imhoff tank flows to a 2.6-acre pond system for treatment and disposal.

Attachment A provides a map of the area around the Facility.

II. FINDINGS

A. Legal Authorities. This Order serves as Waste Discharge Requirements (WDRs) for discharges to land issued pursuant to section 13263 of the California Water Code (Water Code).

B. Basin Plan. As required by Water Code section 13263(a), these WDRs are crafted to implement the Water Quality Control Plan for the North Coast Region (Basin Plan), and in so doing, the Regional Water Board has taken into consideration the beneficial uses to be protected, the water quality objectives (both numeric and narrative) reasonably required for that purpose, other (including previous) waste discharges, the need to prevent nuisance, and the provisions of Water Code section 13241. The Basin Plan contains implementation plans and policies for protecting waters of the basin. The Basin Plan implements State Water Resources Control Board (State Water Board) Resolution No. 88-63, which established state policy that all waters, with certain exceptions, should be considered suitable or potentially suitable for municipal or domestic supply.

Thus, beneficial uses applicable to area groundwater within the Scott Valley Hydrologic Subarea of the Scott River Hydrologic Area to be protected are as follows:

1. Municipal and Domestic Supply (MUN)
2. Agricultural Water Supply (AGR)
3. Industrial Service Supply (IND)
4. Industrial Process Supply (PRO)
5. Groundwater Recharge (GWR)
6. Freshwater Replenishment (FRSH)

The beneficial uses applicable to Moffett Creek and the Scott River within the Scott Valley Hydrologic Subarea of the Scott River Hydrologic Area to be protected are as follows:

1. Municipal and Domestic Supply (MUN)
2. Agricultural Water Supply (AGR)
3. Industrial Service Supply (IND)
4. Industrial Process Supply (PRO)
5. Groundwater Recharge (GWR)
6. Freshwater Replenishment (FRSH)
7. Navigation (NAV)
8. Hydropower Generation (POW)
9. Water Contact Recreation (REC-1)
10. Non-Contact Water Recreation (REC-2)
11. Commercial and Sport Fishing (COMM)
12. Cold Freshwater Habitat (COLD)
13. Wildlife Habitat (WILD)
14. Rare, Threatened, or Endangered Species (RARE)

15. Migration of Aquatic Organisms (MIGR)

16. Spawning, Reproduction, and/or Early Development (SPWN)

17. Aquaculture (AQUA)

C. California Water Code. The California Water Code (Water Code) establishes the authority for the Regional Water Board to establish water quality objectives, impose discharge prohibitions, and prescribe waste discharge and reclamation requirements. Water Code section 13241 requires each regional board to "establish such water quality objectives in water quality control plans as in its judgment will ensure the reasonable protection of beneficial uses and the prevention of nuisance […]." The control of pollutants discharged is established through effluent limitations and other requirements in Waste Discharge Requirement permits. Water Code section 13243 provides that "A regional board, in a water quality control plan or in waste discharge requirements, may specify certain conditions or areas where the discharge of waste, or certain types of waste, will not be permitted. Water Code section 13260 et seq establishes regulations associated with the prescription of waste discharge requirements and Water Code Chapter 7 (section 13500 et seq) establishes regulations associated with the prescription of reclamation requirements.

It is the Regional Water Board's intent that this Order shall ensure attainment of water quality standards, applicable water quality objectives, and protection of beneficial uses of receiving waters. This Order therefore requires the Permittee to comply with all prohibitions, effluent limitations, discharge specifications, receiving water limitations, standard provisions, and monitoring and reporting requirements. The Order further prohibits discharges from causing violations of water quality objectives or causing conditions to occur that create a condition of nuisance or water quality impairment in receiving waters as a result of the discharge.

D. California Code of Regulations (CCR). The discharge authorized herein and the treatment and storage facilities associated with the discharge are exempt from the requirements of title 27, CCR, section 20005 et seq. The exemption, pursuant to section 20090(b) of title 27, allows for the exemption of discharges of wastewater if;

1. The applicable Regional Board has issued WDRs;
2. The discharge is in compliance with the applicable water quality control plan (Basin Plan); and
3. The wastewater does not need to be managed as a hazardous waste.

E. Antidegradation Policy. The State Water Board established California's antidegradation policy in State Water Board Resolution No. 68-16. Resolution No. 68-16 requires that existing quality of waters be maintained unless degradation is justified based on specific findings. The Regional Water Board's Basin Plan implements, and incorporates by

reference, the State antidegradation policy. The permitted discharge is consistent with the provisions of State Water Board Resolution No. 68-16, Statement of Policy with Respect to Maintaining High Quality of Waters in California. This project consists of the operation or minor alteration of an existing facility which involves minimum change in use beyond that previously existing.

The Permittee is in the process of developing a pretreatment and self-monitoring program. This program will require each commercial establishment to maintain and provide the Permittee with records of interceptor monitoring, maintenance and cleaning activities.

Attachment B of this Order requires ongoing groundwater monitoring for nitrogen and coliform to ensure that concentrations of pollutants will not adversely impact beneficial uses.

This Order is consistent with the maximum benefit to people of the State because: (i) it allows continued operation of an existing wastewater treatment system; and (ii) it requires monitoring of surface and groundwater impacts or potential impacts from disposal of treated wastewater.

F. Endangered Species Act. This Order does not authorize any act that results in the taking of a threatened or endangered species or any act that is now prohibited, or becomes prohibited in the future, under either the California Endangered Species Act (Fish and Game Code sections 2050 to 2097). The Permittee is responsible for meeting all requirements of the applicable Endangered Species Act.

G. Monitoring and Reporting. Water Code sections 13267 and 13383 authorize the Regional Water Board to require technical and monitoring reports. The Monitoring and Reporting Program establishes monitoring and reporting requirements to implement federal and State requirements. This Monitoring and Reporting Program is provided in Attachment B. The Executive Officer of the Regional Water Board is delegated the authority to modify the Monitoring and Reporting Program, as determined appropriate to protect water quality.

Manhole Inspection Documentation

Manhole Inspection Photos

Customer: Town of Fort Jones

Date: June 1, 2017

MH ID: 1

LOCATION: East end of agricultural field nearest treatment plant

BASIN: Bridge

MANHOLE LOCATION







INSPECTION HIGHLIGHTS

- Located in agricultural field
- Apron damaged and offset from hole
- Concrete pipe plugged, flows over into PVC pipe; PVC pipe runs to MH-2

Page No: 1 Project No. 516035 Task: 100

Manhole Inspection Photos

Customer: Town of Fort Jones

Date: June 1, 2017

MH ID: 2

LOCATION: Middle of agricultural field near treatment plant

BASIN: Bridge

MANHOLE LOCATION





INSPECTION HIGHLIGHTS

- Located in agricultural field
- Manhole in good condition
- Two pipes, concrete and PVC

Page No: 2 Project No. 516035 Task: 100

Manhole Inspection Photos

Customer: Town of Fort Jones

Date: June 1, 2017

MH ID: 3

LOCATION: West side of agricultural field near Scott River Road

BASIN: Bridge

MANHOLE LOCATION







INSPECTION HIGHLIGHTS

- Located in agricultural field
- 2” of sediment in bottom
- Manhole in fair condition

Manhole Inspection Photos

Customer: Town of Fort Jones

Date: June 1, 2017

MH ID: 4
LOCATION: Bridge Street
BASIN: Bridge

MANHOLE LOCATION







INSPECTION HIGHLIGHTS

- Manhole in good condition

Manhole Inspection Photos

Customer: Town of Fort Jones

Date: June 1, 2017

MH ID: 5

LOCATION: Bridge Street across from USFS work center

BASIN: Bridge

MANHOLE LOCATION







INSPECTION HIGHLIGHTS

- Infiltration entering between manhole and bottom riser
- Manhole in good condition
- Sandy debris on grout appears to be from construction

Manhole Inspection Photos

Customer: Town of Fort Jones

Date: June 1, 2017

MH ID: 7

LOCATION: Newton Street and Bridge Street

BASIN: Bridge

MANHOLE LOCATION







INSPECTION HIGHLIGHTS

- Manhole in fair condition
- Concrete around lateral is eroding
- Subject to stream flooding

Manhole Inspection Photos

Customer: Town of Fort Jones

Date: June 1, 2017

MH ID: 8

LOCATION: Carlock Street and Bridge Street

BASIN: Bridge

MANHOLE LOCATION







INSPECTION HIGHLIGHTS

- Manhole in good condition
- Bottom riser appears to be older
- Infiltration through joints

Manhole Inspection Photos

Customer: Town of Fort Jones

Date: June 1, 2017

MH ID: 9

LOCATION: Carlock Street and Bridge Street

BASIN: Bridge/Diggles/Carlock

MANHOLE LOCATION









INSPECTION HIGHLIGHTS

- Manhole in good condition
- Minor infiltration through joints
-

Manhole Inspection Photos

Customer: Town of Fort Jones

Date: June 1, 2017

MH ID: 10
LOCATION: Newton Street
BASIN: Diggles

MANHOLE LOCATION







INSPECTION HIGHLIGHTS

- Mastic joint compound dry and cracked between bottom sections
- Inflow/Infiltration evident from erosion of sediment on shelf
- Manhole in good condition

Page No: 9 Project No. 516035 Task: 100

Manhole Inspection Photos

Customer: Town of Fort Jones

Date: June 1, 2017

MH ID: 11

LOCATION: Newton Street and Diggles Street

BASIN: Diggles

MANHOLE LOCATION









INSPECTION HIGHLIGHTS

- Brick and mortar manhole; mortar missing from many bricks
- Infiltration from sidewall
- Flow normal, no evidence of flow from Moffett Creek from under channel

Manhole Inspection Photos

Customer: Town of Fort Jones

Date: June 1, 2017

MH ID: 11-1
LOCATION: Newton Street
BASIN: Diggles

MANHOLE LOCATION







INSPECTION HIGHLIGHTS

- Manhole in fair condition

Manhole Inspection Photos

Customer: Town of Fort Jones

Date: June 1, 2017

MH ID: 12
LOCATION: Diggles Street
BASIN: Diggles

MANHOLE LOCATION







INSPECTION HIGHLIGHTS

- Adjacent drainage ditch probably drains into manhole when full
- Manhole in good condition

Page No: 12 Project No. 516035 Task: 100

Manhole Inspection Photos

Customer: Town of Fort Jones

Date: June 1, 2017

MH ID: 12-1
LOCATION: Diggles Street
BASIN: Diggles

MANHOLE LOCATION



Depth = 7.4 feet





INSPECTION HIGHLIGHTS

- Good new manhole, no improvements necessary

Page No: 13 Project No. 516035 Task: 100

Manhole Inspection Photos

Customer: Town of Fort Jones

Date: June 1, 2017

MH ID: 13

LOCATION: Diggles Street

BASIN: Diggles

MANHOLE LOCATION







INSPECTION HIGHLIGHTS

- Manhole in good condition
- Casting in fair condition

Manhole Inspection Photos

Customer: Town of Fort Jones

Date: June 1, 2017

MH ID: 14
LOCATION: Diggles Street
BASIN: Diggles

MANHOLE LOCATION







INSPECTION HIGHLIGHTS

- Old block and mortar manhole
- Manhole in poor condition
- Solids accumulated on bench

Manhole Inspection Photos

Customer: Town of Fort Jones

Date: June 1, 2017

MH ID: 15

LOCATION: Diggles Street and Bower Street

BASIN: Diggles

MANHOLE LOCATION







INSPECTION HIGHLIGHTS

- Manhole in good condition
- Solids accumulated on bench
- Minor cracks in side wall

Manhole Inspection Photos

Customer: Town of Fort Jones

Date: June 1, 2017

MH ID: 16

LOCATION: Diggles Street and Butte Street

BASIN: Diggles

MANHOLE LOCATION







INSPECTION HIGHLIGHTS

- Old block and mortar manhole
- Block is deteriorated significantly
- Infiltration is evident

Manhole Inspection Photos

Customer: Town of Fort Jones

Date: June 1, 2017

MH ID: 17

LOCATION: Butte Street and Oak Mill Drive

BASIN: Diggles

MANHOLE LOCATION







INSPECTION HIGHLIGHTS

- Manhole in good condition
- Minor staining indicating I/I
- Sand and sediment accumulation on bench

Page No: 18 Project No. 516035 Task: 100

Manhole Inspection Photos

Customer: Town of Fort Jones

Date: June 1, 2017

MH ID: 17-2
LOCATION: Oak Mill Drive
BASIN: Diggles

MANHOLE LOCATION







INSPECTION HIGHLIGHTS

- Manhole in good condition
- Second riser cracked

Manhole Inspection Photos

Customer: Town of Fort Jones

Date: June 1, 2017

MH ID: 18
LOCATION: Butte Street
BASIN: Diggles

MANHOLE LOCATION







INSPECTION HIGHLIGHTS

- Old block and mortar manhole
- Infiltration occurring
- Block deteriorated

Manhole Inspection Photos

Customer: Town of Fort Jones

Date: June 1, 2017

MH ID: 19
LOCATION: Butte Street
BASIN: Diggles

MANHOLE LOCATION







INSPECTION HIGHLIGHTS

- Top of manhole in good condition, bottom of manhole is old block
- Infiltration occurring through block manhole
- Block deteriorated and falling in

Manhole Inspection Photos

Customer: Town of Fort Jones

Date: June 1, 2017

MH ID: 20
LOCATION: Butte Street
BASIN: Diggles/Stirling

MANHOLE LOCATION







INSPECTION HIGHLIGHTS

- Top of manhole in good condition, bottom of manhole is old block

Manhole Inspection Photos

Customer: Town of Fort Jones

Date: June 1, 2017

MH ID: 21

LOCATION: Behind residence on North Main Street

BASIN: Stirling

MANHOLE LOCATION







INSPECTION HIGHLIGHTS

- Cleanout only, not a manhole.

Manhole Inspection Photos

Customer: Town of Fort Jones

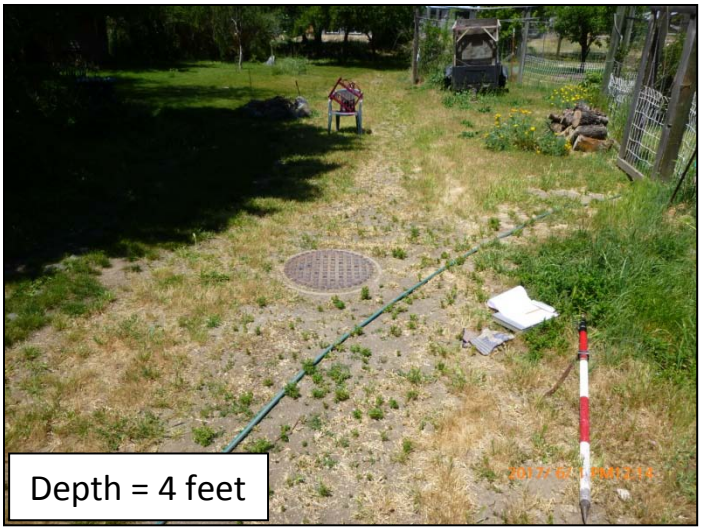
Date: June 1, 2017

MH ID: 22

LOCATION: Behind residence on North Main Street

BASIN: Stirling

MANHOLE LOCATION







INSPECTION HIGHLIGHTS

- Manhole in low spot that drains backyard
- Heavy solids on bench
- Needs cover ring

Page No: 24 Project No. 516035 Task: 100

Manhole Inspection Photos

Customer: Town of Fort Jones

Date: June 1, 2017

MH ID: 23

LOCATION: Between residence and school on North Main Street

BASIN: Stirling

MANHOLE LOCATION







INSPECTION HIGHLIGHTS

- Lid has lots of holes and there is the possibility that a ditch will overflow to this manhole
- Old block and mortar manhole

Manhole Inspection Photos

Customer: Town of Fort Jones

Date: June 1, 2017

MH ID: 24

LOCATION: North Main Street

BASIN: Stirling

MANHOLE LOCATION







INSPECTION HIGHLIGHTS

- Solids accumulated on bench
- Old brick and mortar manhole

Manhole Inspection Photos

Customer: Town of Fort Jones

Date: June 1, 2017

MH ID: 25

LOCATION: North Main Street and Don Street

BASIN: Stirling/Marble View

MANHOLE LOCATION







INSPECTION HIGHLIGHTS

- Old brick and mortar manhole; looks like new mortar
- One new pipe entering manhole

Manhole Inspection Photos

Customer: Town of Fort Jones

Date: June 1, 2017

MH ID: 26

LOCATION: North Main Street

BASIN: Marble View

MANHOLE LOCATION







INSPECTION HIGHLIGHTS

- Old brick and mortar manhole
- Sediment accumulated on bench

Manhole Inspection Photos

Customer: Town of Fort Jones

Date: June 1, 2017

MH ID: 27

LOCATION: On private property off North Main Street

BASIN: Marble View

MANHOLE LOCATION







INSPECTION HIGHLIGHTS

- Old brick and mortar manhole
- Solids accumulated on bench

Manhole Inspection Photos

Customer: Town of Fort Jones

Date: June 1, 2017

MH ID: 28

LOCATION: On private property between North Main Street and Marble View Drive

BASIN: Marble View

MANHOLE LOCATION







INSPECTION HIGHLIGHTS

- Manhole in fair condition
- Solids and grease accumulated on bench

Page No: 30 Project No. 516035 Task: 100

Manhole Inspection Photos

Customer: Town of Fort Jones

Date: June 1, 2017

MH ID: 29

LOCATION: On private property between North Main Street and Marble View Drive

BASIN: Marble View

MANHOLE LOCATION







INSPECTION HIGHLIGHTS

- Manhole in good condition

Manhole Inspection Photos

Customer: Town of Fort Jones

Date: June 1, 2017

MH ID: 30
LOCATION: Marble View Drive
BASIN: Marble View

MANHOLE LOCATION







INSPECTION HIGHLIGHTS

- Sediment accumulated on bench
- Minor staining indicating infiltration

Page No: 32 Project No. 516035 Task: 100

Manhole Inspection Photos

Customer: Town of Fort Jones

Date: June 1, 2017

MH ID: 31
LOCATION: Marble View Drive
BASIN: Marble View

MANHOLE LOCATION







INSPECTION HIGHLIGHTS

- Manhole in good condition

Manhole Inspection Form

Customer: Fort Jones

Engineers & Geologists

Date: June 1, 2017

MH ID: 1

LOCATION: middle of field

Present Use: Storm ~~Sanitary~~ Other: _____

Grade to Manhole: Flush Below _____ Above 2-3'

Surface Cover: Steel

Cover Diameter: 2'

Cover Condition: Good (Fair) Poor

Riser Rings: Number: 0 Alignment: WAY OFF

Casting Condition: Good (Fair) Poor

Manhole Type: (Precast) Brick Block Combination

Manhole Condition: (Good) Fair Poor

Step Condition: Good Fair Poor NONE

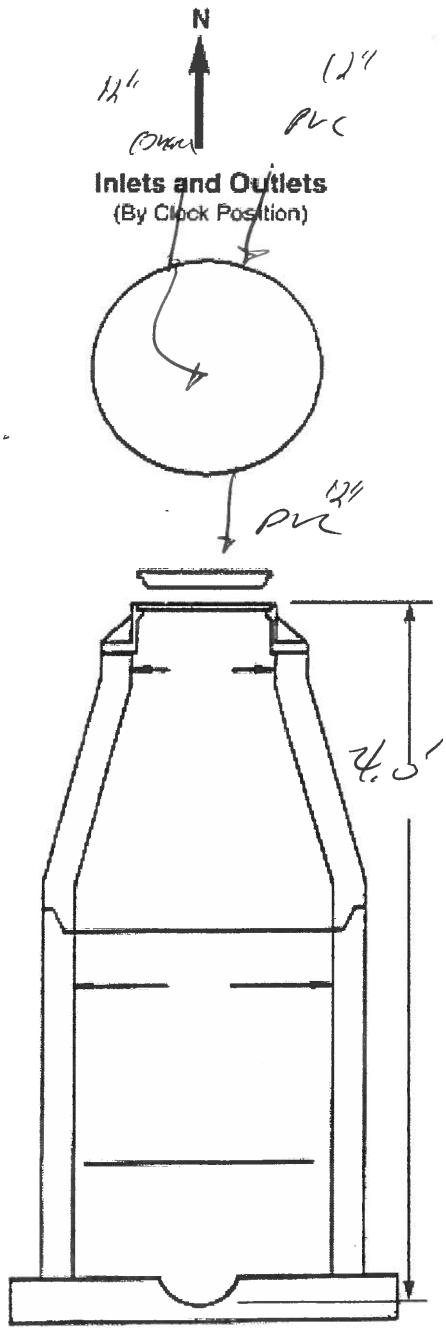
Step Type: Re-rod Cast Reinf. Plastic Other _____

Apron Condition: Good Fair (Poor)

Drop Manhole: Yes (No) **Drop Type:** Outside Inside

Infiltration: Yes (No) **Where:** Pipe Invert Casting Wall

Comments:
Concrete pipe plugged and flows over to PVC PIPE CUT
PVC Runs up to MH # 2
& NEW Apron



Is there any evidence of a recent overflow? NO

Utility lines running through the manhole? NO

Subject to stream flooding? Unlikely, occasionally, frequent.

Subject to ponding? Unlikely, occasionally, frequent.

Depth (inches) 4 Area (sq.ft.) _____

Holes in manhole cover? 0 Cover misaligned? _____

Are solids accumulating? on bench ___, on steps ___, or in channel ___

Is there staining indicating I&I

Is there Grease or solids buildup? NO

Odor? NO Rooting? NO

Flow observation (slow/backed up)? good

Discuss the structural integrity:

Other Miscellaneous Problems: need NEW Apron & ALIGN RIM

(e.g, bricks falling in, cracks/pitting in concrete, corrosion, joint seals)

	Diameter	Material Depth from Rim	Lined	Condition
Outlet	12"	4	NO	Good
Inlet 1	12"	4	NO	fair
Inlet 2	12"	4	NO	Good
Inlet 3				
Inlet 4				

Manhole Inspection Form

Engineers & Geologists

Customer: Fort Jones

Date: June 1, 2017

MH ID: 2

LOCATION: middle of field

Present Use: Storm Sanitary Other:

Grade to Manhole: Flush Below Above

Surface Cover: Steel

Cover Diameter: 2'

Cover Condition: Good Fair Poor

Riser Rings: Number: 1 Alignment: off a little bit

Casting Condition: Good Fair Poor

Manhole Type: Precast Brick Block Combination

Manhole Condition: Good Fair Poor

Step Condition: Good Fair Poor NONE

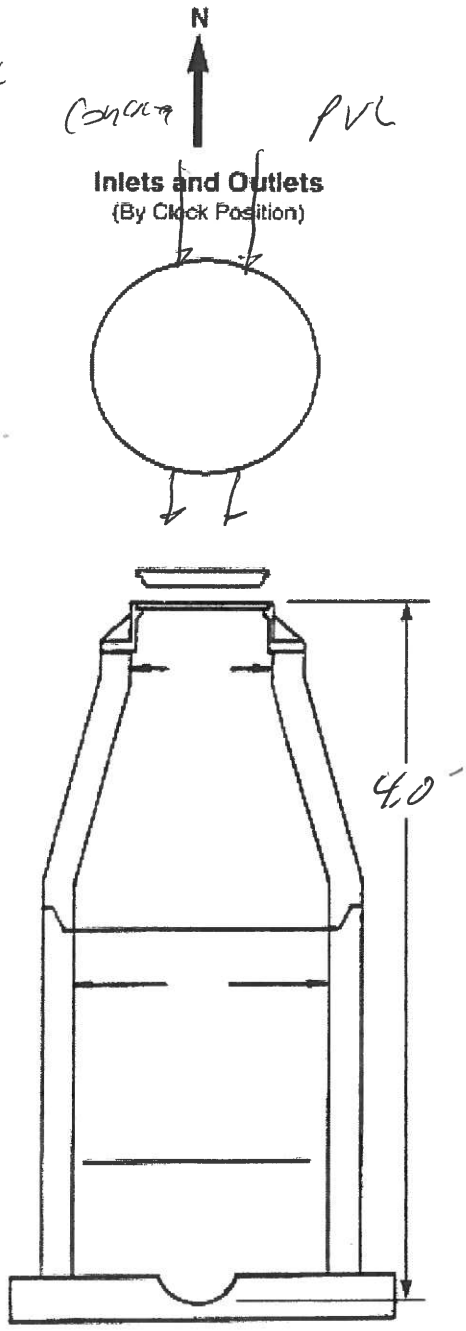
Step Type: Re-rod Cast Reinf. Plastic Other

Apron Condition: Good Fair Poor NONE

Drop Manhole: Yes No **Drop Type:** Outside Inside

Infiltration: Yes No **Where:** Pipe Invert Casting Wall

Comments: Two pipes 12" Concrete 12" PVC



Is there any evidence of a recent overflow? NO

Utility lines running through the manhole? NO

Subject to stream flooding? Unlikely, occasionally, frequent.

Subject to ponding? Unlikely, occasionally, frequent.

Depth (inches) _____ Area (sq.ft.) _____

Holes in manhole cover? _____ Cover misaligned? _____

Are solids accumulating? on bench ___, on steps ___, or in channel ___

Is there staining indicating I&I

Is there Grease or solids buildup? _____

Odor? NO Rooting? NO

Flow observation (slow/backed up)? good flow

Discuss the structural integrity: o/c

Other Miscellaneous Problems:

(e.g, bricks falling in, cracks/pitting in concrete, corrosion, joint seals)

	Diameter	Material Depth from Rim	Lined	Condition
Outlet	1'		NO	fair
Inlet 1	1'		NO	fair
Inlet 2				
Inlet 3				
Inlet 4				

Manhole Inspection Form

Engineers & Geologists

Customer: Fort Jones

Date: June 1, 2017

MH ID: 3

LOCATION: Field next to bollards / box

Present Use: Storm Sanitary Other:

Grade to Manhole: Flush Below Above

Surface Cover: steel

Cover Diameter: 2'

Cover Condition: Good Fair Poor

Riser Rings: Number: 1 Alignment:

Casting Condition: Good Fair Poor

Manhole Type: Precast Brick Block Combination

Manhole Condition: Good Fair Poor

Step Condition: Good Fair Poor none

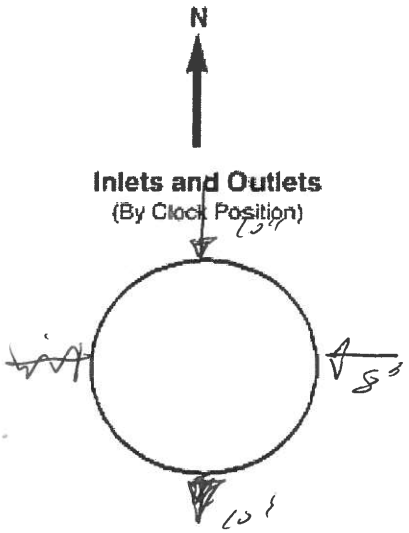
Step Type: Re-rod Cast Reinf. Plastic Other

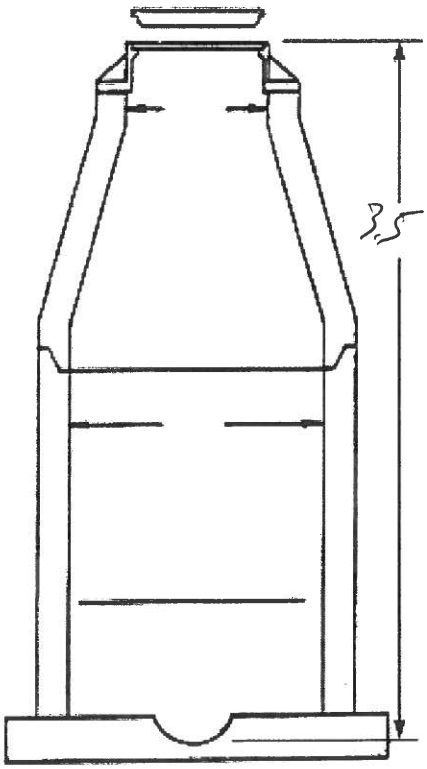
Apron Condition: Good Fair Poor none

Drop Manhole: Yes No **Drop Type:** Outside Inside

Infiltration: Yes No **Where:** Pipe Invert Casting Wall

Comments: Sediment in bottom 2"
flow from branch





Is there any evidence of a recent overflow? no

Utility lines running through the manhole? no

Subject to stream flooding? ~~Unlikely~~, occasionally, frequent.

Subject to ponding? ~~Unlikely~~, occasionally, frequent.

Depth (inches) 3.5 Area (sq.ft.)

Holes in manhole cover? Cover misaligned?

Are solids accumulating? on bench X, on steps ___, or in channel ___

Is there staining indicating I&I

Is there Grease or solids buildup?

Odor? no Rooting? no

Flow observation (slow/backed up)? good

Discuss the structural integrity: fair condition

Other Miscellaneous Problems: no

(e.g, bricks falling in, cracks/pitting in concrete, corrosion, joint seals)

	Diameter	Material Depth from Rim	Lined	Condition
Outlet	10"	3.5	no	fair
Inlet 1	10"	3.5	no	fair
Inlet 2	8	3.5	no	fair
Inlet 3				
Inlet 4				

Manhole Inspection Form

Engineers & Geologists

Customer: Town of Ft. Jones

Date: June 1, 2017

MH ID: 4

LOCATION: Bridge Street

Present Use: Storm (Sanitary) Other: _____

Grade to Manhole: (Flush) Below _____ Above _____

Surface Cover: gravel

Cover Diameter: 24"

Cover Condition: (Good) Fair Poor

Riser Rings: Number: 2 Alignment: center

Casting Condition: (Good) Fair Poor

Manhole Type: (Precast) Brick Block Combination

Manhole Condition: (Good) Fair Poor

Step Condition: Good Fair Poor None

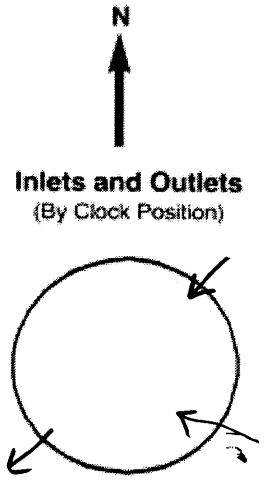
Step Type: Re-rod Cast Reinf. Plastic Other _____ N/A

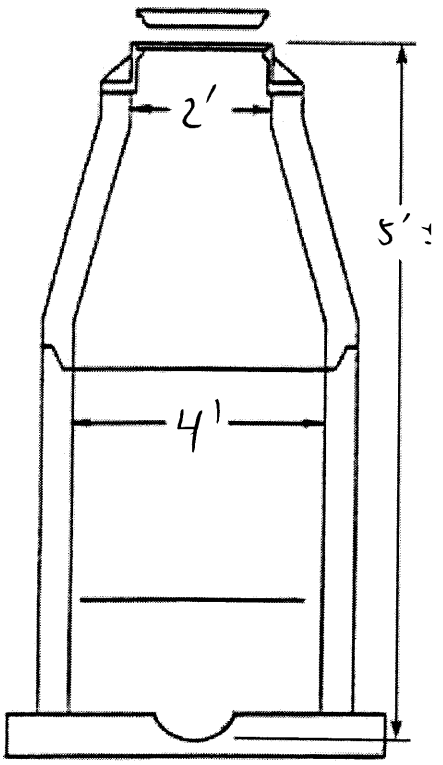
Apron Condition: Good (Fair) Poor

Drop Manhole: Yes (No) **Drop Type:** Outside Inside

Infiltration: Yes (No) **Where:** Pipe Invert Casting Wall

Comments:





Is there any evidence of a recent overflow? NO

Utility lines running through the manhole? NO

Subject to stream flooding? (Unlikely) occasionally, frequent.

Subject to ponding? (Unlikely) occasionally, frequent.

Depth (inches) _____ Area (sq.ft.) _____

Holes in manhole cover? NO Cover misaligned? NO

Are solids accumulating? on bench ___, on steps ___, or in channel ___ NO

Is there staining indicating I&I NO

Is there Grease or solids buildup? NO

Odor? NO Rooting? NO

Flow observation (slow/backed up)? Normal

Discuss the structural integrity: good

Other Miscellaneous Problems: None

(e.g, bricks falling in, cracks/pitting in concrete, corrosion, joint seals)

	Diameter	Material Depth from Rim	Lined	Condition
Outlet				
Inlet 1				
Inlet 2				
Inlet 3				
Inlet 4				

Manhole Inspection Form

Customer: Town of Ft. Jones

Engineers & Geologists

Date: June 1, 2017

MH ID: 5

LOCATION: Bridge St. across from USFS work center

Present Use: Storm (Sanitary) Other: _____

Grade to Manhole: Flush Below _____ (Above)

Surface Cover: dirt

Cover Diameter: 24"

Cover Condition: (Good) Fair Poor

Riser Rings: Number: 5 Alignment: center

Casting Condition: (Good) Fair Poor

Manhole Type: (Precast) Brick Block Combination

Manhole Condition: (Good) Fair Poor

Step Condition: Good Fair Poor N/A

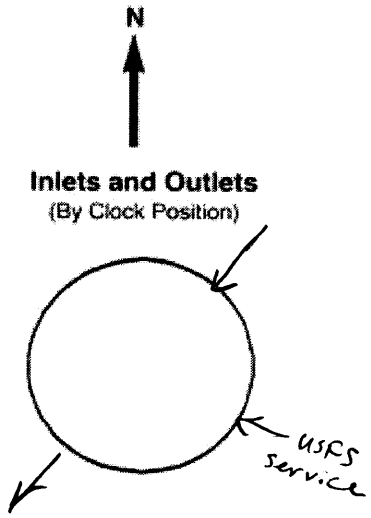
Step Type: Re-rod Cast Reinf. Plastic Other N/A

Apron Condition: Good Fair Poor none

Drop Manhole: Yes (No) **Drop Type:** Outside Inside

Infiltration: (Yes) No **Where:** Pipe Invert (Casting Wall)

Comments:
Infiltration entering btw MH & bottom riser
Sandy deposits on grout appears to be from construction
Has cathodic protection



Is there any evidence of a recent overflow? NO

Utility lines running through the manhole? NO

Subject to stream flooding? (Unlikely), occasionally, frequent.

Subject to ponding? (Unlikely), occasionally, frequent.

Depth (inches) _____ Area (sq.ft.) _____

Holes in manhole cover? yes Cover misaligned? no

Are solids accumulating? on bench ___, on steps ___, or in channel ___ None

Is there staining indicating I&I yes

Is there Grease or solids buildup? NO

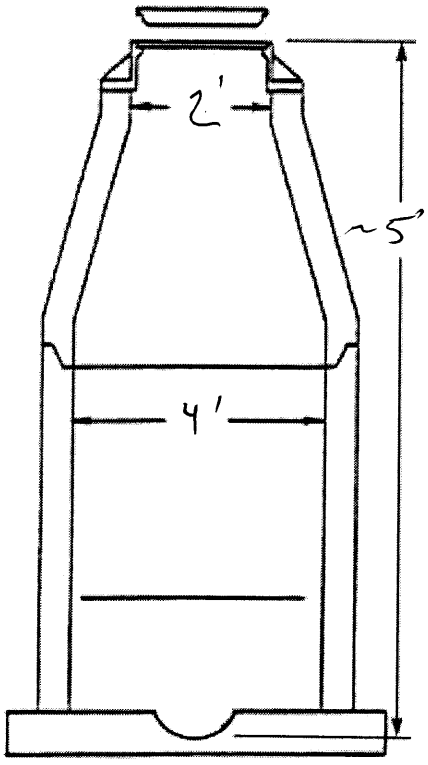
Odor? no Rooting? no

Flow observation (slow/backed up)? normal

Discuss the structural integrity: good

Other Miscellaneous Problems: none

(e.g, bricks falling in, cracks/pitting in concrete, corrosion, joint seals)



	Diameter	Material Depth from Rim	Lined	Condition
Outlet				
Inlet 1				
Inlet 2				
Inlet 3				
Inlet 4				

Manhole Inspection Form

Engineers & Geologists

Customer: Town of Ft. Jones

Date: June 2, 2017

MH ID: 7

LOCATION: Newton St. & Bridge St.

Present Use: Storm (Sanitary) Other: _____

Grade to Manhole: Flush Below _____ (Above) _____

Surface Cover: dirt, grass

Cover Diameter: 24"

Cover Condition: Good (Fair) Poor

Riser Rings: Number: 0 Alignment: center

Casting Condition: (Good) Fair Poor

Manhole Type: (Precast) Brick Block Combination

Manhole Condition: Good (Fair) Poor

Step Condition: Good Fair Poor None

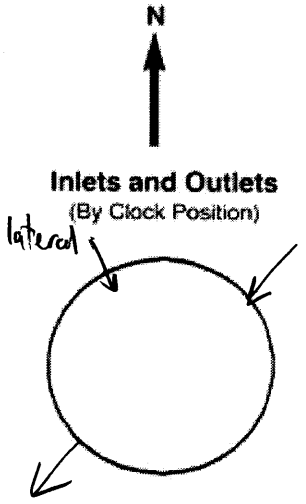
Step Type: Re-rod Cast Reinf. Plastic Other N/A

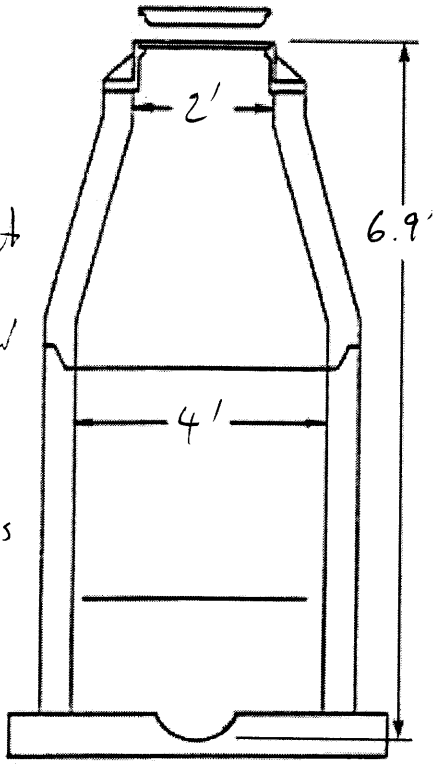
Apron Condition: Good (Fair) Poor

Drop Manhole: Yes (No) **Drop Type:** Outside Inside

Infiltration: Yes (No) **Where:** Pipe Invert Casting Wall

Comments:
Concrete around lateral appears to be eroding + rebar
Material on sides may indicate backup and surcharge - unclear.
Per Don was surcharge not I/I
→ Per Don - lateral was added later.





Is there any evidence of a recent overflow? NO

Utility lines running through the manhole? NO

Subject to stream flooding? Unlikely, occasionally, frequent.

Subject to ponding? Unlikely, occasionally, frequent.

Depth (inches) _____ Area (sq.ft.) _____ - only if adjacent storm inlet is plugged

Holes in manhole cover? yes Cover misaligned? NO

Are solids accumulating? on bench, on steps ___, or in channel ___ From lateral

Is there staining indicating I&I NO

Is there Grease or solids buildup? yes

Odor? NO Rooting? NO

Flow observation (slow/backed up)? normal

Discuss the structural integrity: overall fair

Other Miscellaneous Problems: one location in cone; see comments

(e.g, bricks falling in, cracks/pitting in concrete, corrosion, joint seals)

	Diameter	Material Depth from Rim	Lined	Condition
Outlet				
Inlet 1				
Inlet 2				
Inlet 3				
Inlet 4				

Manhole Inspection Form

Engineers & Geologists

Customer: Town of Ft. Jones

Date: June 1, 2017

MH ID: 8

LOCATION: Cor Lock St. + Bridge St.

Present Use: Storm (Sanitary) Other: _____

Grade to Manhole: (Flush) Below _____ Above _____

Surface Cover: AC

Cover Diameter: 24

Cover Condition: (Good) Fair Poor

Riser Rings: Number: 4 (4") Alignment: center

Casting Condition: (Good) Fair Poor

Manhole Type: (Precast) Brick Block Combination

Manhole Condition: (Good) Fair Poor

Step Condition: Good Fair Poor None

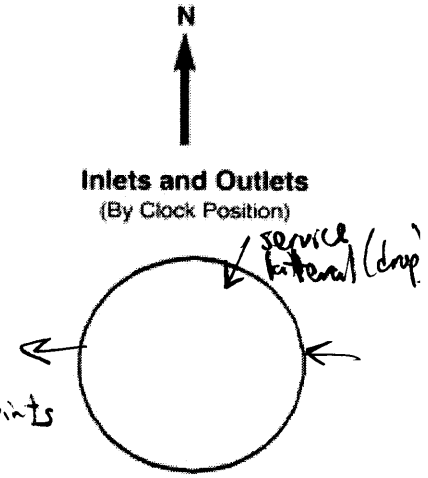
Step Type: Re-rod Cast Reinf. Plastic Other N/A

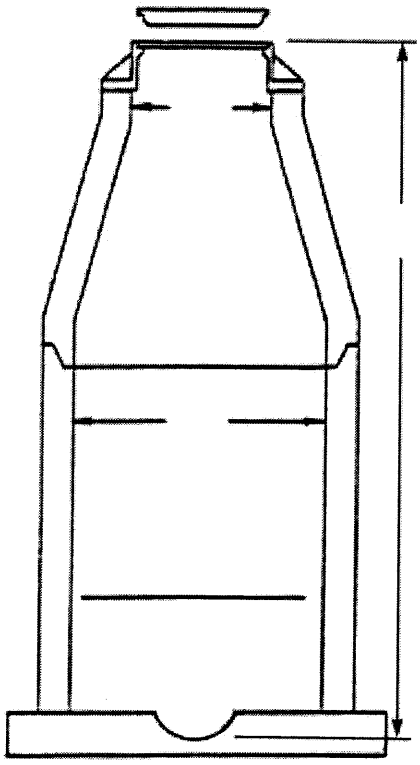
Apron Condition: (Good) Fair Poor

Drop Manhole: (Yes) No **Drop Type:** Outside (Inside)

Infiltration: (Yes) No **Where:** Pipe Invert (Casting Wall) at joints → only for service lateral

Comments:
Bottom riser appears to be older, maybe cast in place?





Is there any evidence of a recent overflow? No

Utility lines running through the manhole? No

Subject to stream flooding? (Unlikely), occasionally, frequent.

Subject to ponding? (Unlikely), occasionally, frequent.

Depth (inches) _____ Area (sq.ft.) _____

Holes in manhole cover? Yes Cover misaligned? No

Are solids accumulating? on bench X, on steps ___, or in channel ___

Is there staining indicating I&I yes → due to service lateral

Is there Grease or solids buildup? no

Odor? no Rooting? no

Flow observation (slow/backed up)? normal

Discuss the structural integrity: good

Other Miscellaneous Problems: See comments.

(e.g, bricks falling in, cracks/pitting in concrete, corrosion, joint seals)

	Diameter	Material Depth from Rim	Lined	Condition
Outlet				
Inlet 1				
Inlet 2				
Inlet 3				
Inlet 4				

Manhole Inspection Form

Customer: Town of Ft. Jones

Engineers & Geologists

Date: June 1, 2017

MH ID: 9

LOCATION: Car Lock St. + Bridge St.

Present Use: Storm (Sanitary) Other: _____

Grade to Manhole: (Flush) Below _____ Above _____

Surface Cover: gravel

Cover Diameter: 24"

Cover Condition: (Good) Fair Poor

Riser Rings: Number: 1-4", 2-2" Alignment: center

Casting Condition: (Good) Fair Poor

Manhole Type: (Precast) Brick Block Combination

Manhole Condition: (Good) Fair Poor

Step Condition: Good Fair Poor None

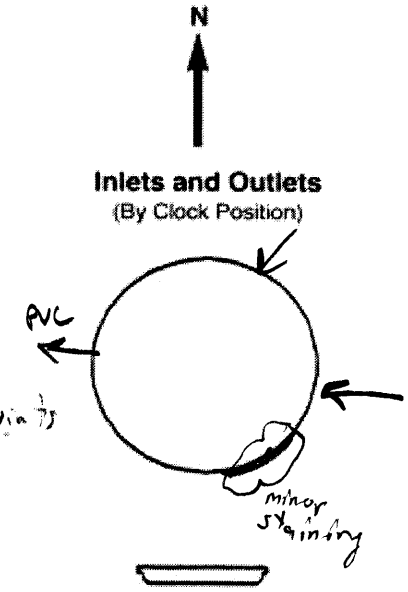
Step Type: Re-rod Cast Reinf. Plastic Other N/A

Apron Condition: Good Fair Poor None

Drop Manhole: Yes (No) **Drop Type:** Outside Inside

Infiltration: (Yes) No **Where:** Pipe Invert (Casting Wall @ Joints)

Comments:
Infiltration very minor.



Is there any evidence of a recent overflow? No

Utility lines running through the manhole? No

Subject to stream flooding? Unlikely, occasionally, frequent.

Subject to ponding? Unlikely, occasionally, frequent.

Depth (inches) _____ Area (sq.ft.) _____

Holes in manhole cover? no Cover misaligned? no

Are solids accumulating? on bench ___, on steps ___, or in channel ___ None

Is there staining indicating I&I yes - minor

Is there Grease or solids buildup? no

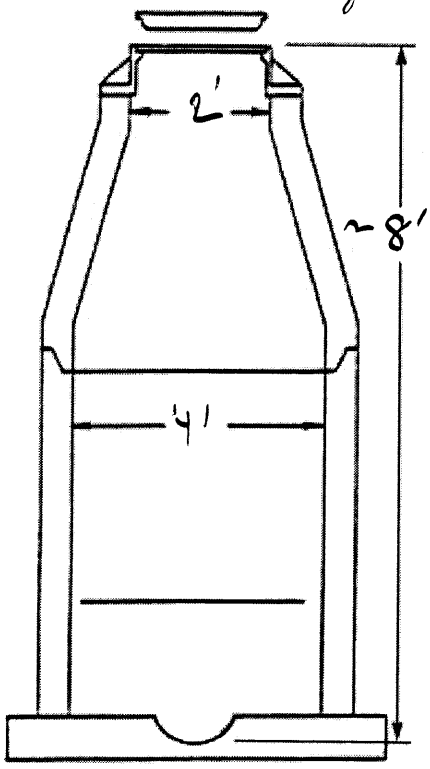
Odor? no Rooting? no

Flow observation (slow/backed up)? normal

Discuss the structural integrity: good

Other Miscellaneous Problems: none

(e.g, bricks falling in, cracks/pitting in concrete, corrosion, joint seals)



	Diameter	Material Depth from Rim	Lined	Condition
Outlet				
Inlet 1				
Inlet 2				
Inlet 3				
Inlet 4				

Manhole Inspection Form

Engineers & Geologists

Customer: Town of Ft. Jones

Date: June 1, 2017

MH ID: 10

LOCATION: Newton St.

Present Use: Storm (Sanitary) Other:

Grade to Manhole: (Flush) Below Above

Surface Cover: AC

Cover Diameter: 24"

Cover Condition: (Good) Fair Poor

Riser Rings: Number: 1-4", 1-2" Alignment: center

Casting Condition: (Good) Fair Poor

Manhole Type: (Precast) Brick Block Combination

Manhole Condition: (Good) Fair Poor

Step Condition: Good Fair Poor None

Step Type: Re-rod Cast Reinf. Plastic Other N/A

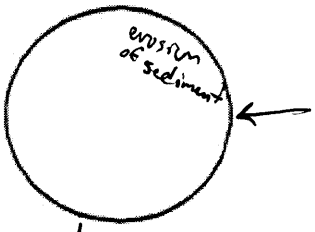
Apron Condition: (Good) Fair Poor

Drop Manhole: Yes (No) **Drop Type:** Outside Inside

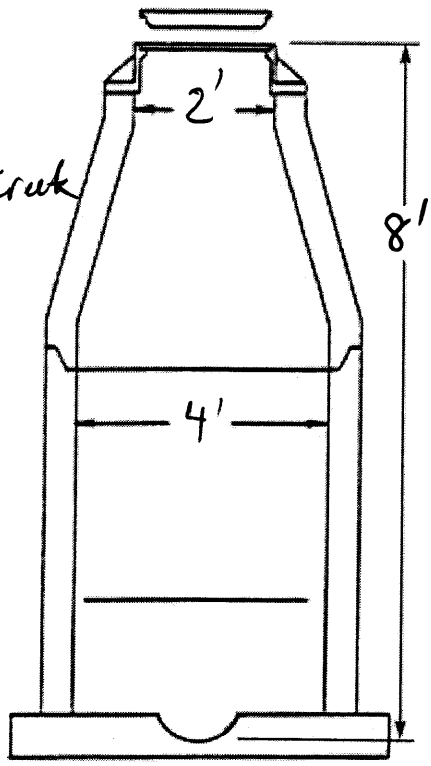
Infiltration: (Yes) No **Where:** Pipe Invert (Casting Wall) @ joint



Inlets and Outlets
(By Clock Position)



Comments:
Mastic joint compound btw cone + bottom section appears dry + cracked.
Erosion of soil on bottom shelf indicates significant inflow (mini washout



Is there any evidence of a recent overflow? no

Utility lines running through the manhole? no

Subject to stream flooding? Unlikely, occasionally, frequent. — from Moffett Creek

Subject to ponding? Unlikely, occasionally, frequent.

Depth (inches) _____ Area (sq.ft.) _____

Holes in manhole cover? no Cover misaligned? no

Are solids accumulating? on bench ↘, on steps ___, or in channel ___

Is there staining indicating I&I - minor → sediment

Is there Grease or solids buildup? no → see comments

Odor? no Rooting? no

Flow observation (slow/backed up)? normal

Discuss the structural integrity: good

Other Miscellaneous Problems: Joint seal dry, cracked.

(e.g, bricks falling in, cracks/pitting in concrete, corrosion, joint seals)

	Diameter	Material Depth from Rim	Lined	Condition
Outlet				
Inlet 1				
Inlet 2				
Inlet 3				
Inlet 4				

Manhole Inspection Form

Customer: Fort Jones

Engineers & Geologists

Date: June 1, 2017

MH ID: 10

LOCATION: middle of roadway

Present Use: Storm Sanitary Other:

Grade to Manhole: Flush Below Above

Surface Cover: Steel

Cover Diameter: 2'

Cover Condition: (Good) Fair Poor

Riser Rings: Number: 2 Alignment: good

Casting Condition: (Good) Fair Poor

Manhole Type: (Precast) Brick Block Combination

Manhole Condition: (Good) Fair Poor

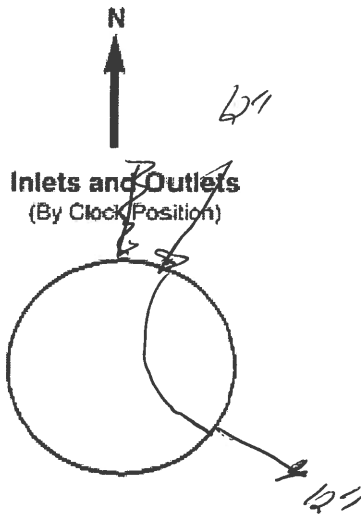
Step Condition: Good Fair Poor (None)

Step Type: Re-rod Cast Reinf. Plastic Other

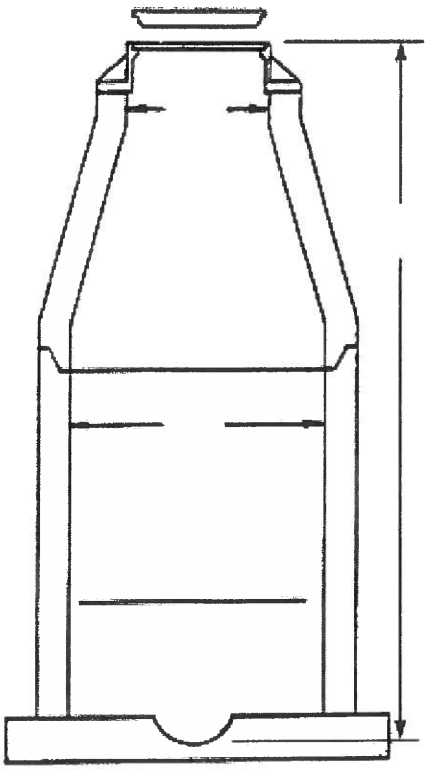
Apron Condition: (Good) Fair Poor

Drop Manhole: Yes (No) **Drop Type:** Outside Inside

Infiltration: Yes (No) **Where:** Pipe Invert Casting Wall



Comments: good manhole - needs seals
Infiltration from creek noted by public works



Is there any evidence of a recent overflow? NO

Utility lines running through the manhole? NO

Subject to stream flooding? Unlikely, occasionally, frequent.

Subject to ponding? Unlikely, occasionally, frequent.

Depth (inches) 7.5 Area (sq.ft.)

Holes in manhole cover? 0 Cover misaligned?

Are solids accumulating? on bench X, on steps , or in channel

Is there staining indicating I&I NO - but evidence of flow from IB

Is there Grease or solids buildup? NO

Odor? NO Rooting? NO

Flow observation (slow/backed up)? good flow

Discuss the structural integrity: NO problems

Other Miscellaneous Problems:

(e.g, bricks falling in, cracks/pitting in concrete, corrosion, joint seals)

	Diameter	Material Depth from Rim	Lined	Condition
Outlet	12"	7.5'	NO	good
Inlet 1	12"	7.5'	NO	good
Inlet 2				
Inlet 3				
Inlet 4				

Manhole Inspection Form

Engineers & Geologists

Customer: Town of Ft. Jones

Date: June 1, 2017

MH ID: 11

LOCATION: Newton St. + Douglas St.

Present Use: Storm ___ (Sanitary) Other: ___

Grade to Manhole: (Flush) Below ___ Above ___

Surface Cover: AC

Cover Diameter: 24"

Cover Condition: (Good) Fair Poor

Riser Rings: Number: 3 Alignment: ___

Casting Condition: (Good) Fair Poor

Manhole Type: Precast Brick (Block) Combination

Manhole Condition: Good (Fair) Poor

Step Condition: Good Fair (Poor)

Step Type: (Re-rod) Cast Reinf. Plastic Other ___

Apron Condition: (Good) Fair Poor

Drop Manhole: Yes (No) **Drop Type:** Outside Inside

Infiltration: (Yes) No **Where:** Pipe Invert (Casting Wall)

Comments:
No grouted channel on bottom
Flow normal – no evidence of inflow from Moffett Creek at crossing (into pipe under channel).

Is there any evidence of a recent overflow? NO

Utility lines running through the manhole? NO

Subject to stream flooding? Unlikely, (occasionally,) frequent. from moffett creek

Subject to ponding? (Unlikely,) occasionally, frequent.

Depth (inches) ___ Area (sq.ft.) ___

Holes in manhole cover? yes Cover misaligned? no

Are solids accumulating? on bench ___, on steps ___, or in channel ↘

Is there staining indicating I&I yes

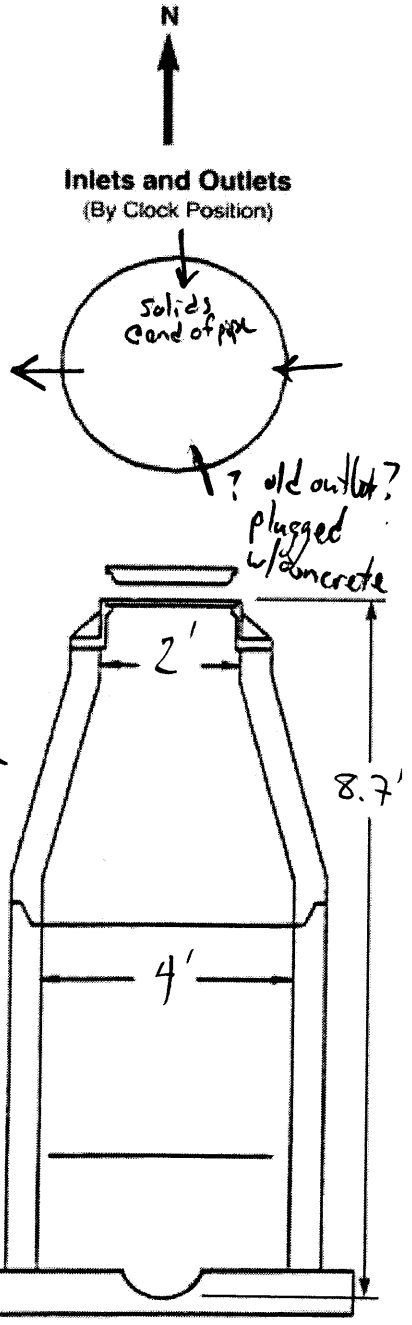
Is there Grease or solids buildup? yes

Odor? no Rooting? no

Flow observation (slow/backed up)? backed up @ inlet

Discuss the structural integrity: good-fair

Other Miscellaneous Problems: Mortar appears to be eroding/dissolving
(e.g, bricks falling in, cracks/pitting in concrete, corrosion, joint seals)



	Diameter	Material Depth from Rim	Lined	Condition
Outlet				
Inlet 1				
Inlet 2				
Inlet 3				
Inlet 4				

Manhole Inspection Form

Engineers & Geologists

Customer: Fort Jones

Date: June 1, 2017

MH ID: 11

LOCATION: middle of roadway

Present Use: Storm Sanitary Other:

Grade to Manhole: Flush Below Above

Surface Cover: Steel

Cover Diameter: 2'

Cover Condition: Good Fair Poor

Riser Rings: Number: 2 Alignment: good

Casting Condition: Good Fair Poor

Manhole Type: Precast Brick Block Combination

Manhole Condition: Good Fair Poor

Step Condition: Good Fair Poor

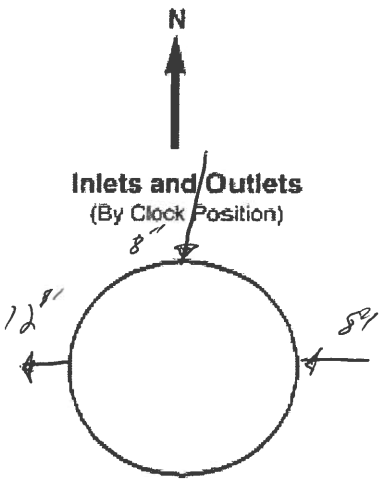
Step Type: Re-rod Cast Reinf. Plastic Other

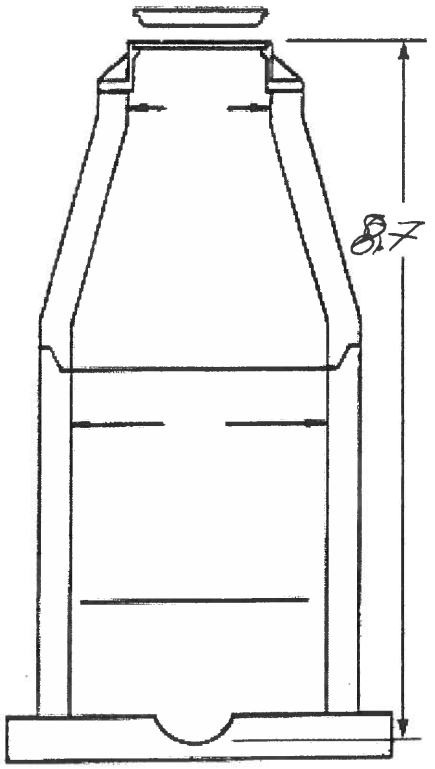
Apron Condition: Good Fair Poor

Drop Manhole: Yes No **Drop Type:** Outside Inside

Infiltration: Yes No **Where:** Pipe Invert Casting Wall

Comments: mortar between block is gone
Infiltration coming in on sides
no sweeping curves - blocking
NO - bottom - gravel
Replace man hole





Is there any evidence of a recent overflow? NO

Utility lines running through the manhole? NO

Subject to stream flooding? Unlikely, occasionally, frequent.

Subject to ponding? Unlikely, occasionally, frequent.

Depth (inches) 8.7 Area (sq.ft.)

Holes in manhole cover? 15 Cover misaligned?

Are solids accumulating? on bench ___, on steps ___, or in channel X

Is there staining indicating I&I NO

Is there Grease or solids buildup? solids

Odor? NO Rooting? NO

Flow observation (slow/backed up)? slower

Discuss the structural integrity: no mortar btwn Block

Other Miscellaneous Problems: see above

(e.g, bricks falling in, cracks/pitting in concrete, corrosion, joint seals)

	Diameter	Material Depth from Rim	Lined	Condition
Outlet	12	8.7	NO	fair
Inlet 1	8	8.7	NO	fair
Inlet 2	8	8.7	NO	fair
Inlet 3				
Inlet 4				

Manhole Inspection Form

Engineers & Geologists

Customer: Fort Jones

Date: June 1, 2017

MH ID: 11-1

LOCATION: middle of roadway

Present Use: Storm Sanitary Other:

Grade to Manhole: Flush Below Above

Surface Cover: Steel

Cover Diameter: 2'

Cover Condition: Good (Fair) Poor

Riser Rings: Number: 1 Alignment:

Casting Condition: Good (Fair) Poor

Manhole Type: (Precast) Brick Block Combination

Manhole Condition: Good Fair Poor (NONE)

Step Condition: Good Fair Poor

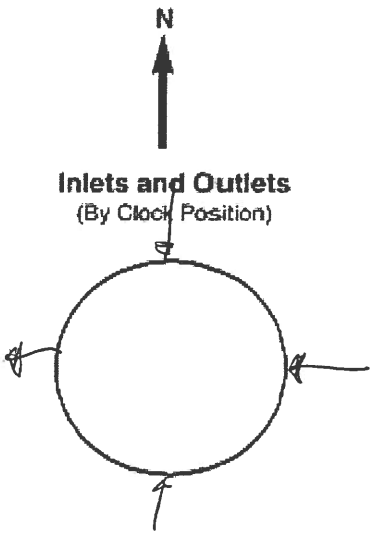
Step Type: Re-rod Cast Reinf. Plastic Other

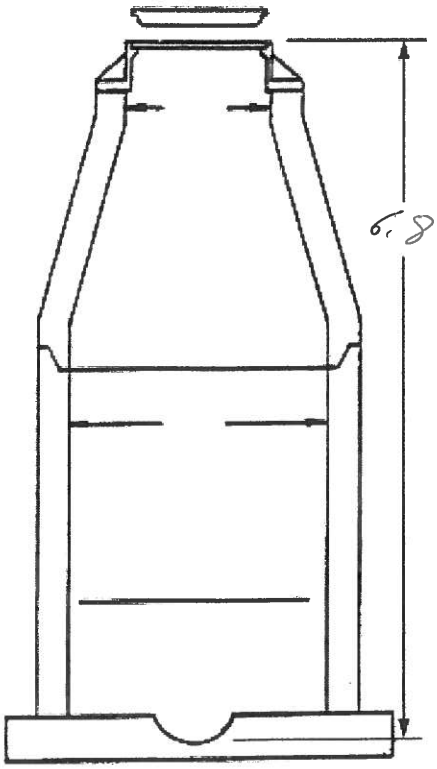
Apron Condition: (Good) Fair Poor

Drop Manhole: Yes (No) **Drop Type:** Outside Inside

Infiltration: Yes (No) **Where:** Pipe Invert Casting Wall

Comments:





Is there any evidence of a recent overflow? NO

Utility lines running through the manhole? NO

Subject to stream flooding? Unlikely, occasionally, frequent.

Subject to ponding? Unlikely, occasionally, frequent.

Depth (inches) 6.8 Area (sq.ft.)

Holes in manhole cover? 8 Cover misaligned? NO

Are solids accumulating? on bench ___, on steps ___, or in channel ___

Is there staining indicating I&I NO

Is there Grease or solids buildup? NO

Odor? mild Rooting? NO

Flow observation (slow/backed up)? good

Discuss the structural integrity: NO issues

Other Miscellaneous Problems:

(e.g, bricks falling in, cracks/pitting in concrete, corrosion, joint seals)

	Diameter	Material Depth from Rim	Lined	Condition
Outlet		6.8	NO	fair
Inlet 1			NO	
Inlet 2			NO	
Inlet 3			NO	
Inlet 4				

Manhole Inspection Form

Engineers & Geologists

Customer: Fort Jones

Date: June 1, 2017

MH ID: 1d

LOCATION: shoulder

Present Use: Storm Sanitary Other:

Grade to Manhole: Flush Below Above 2"

Surface Cover: Steel

Cover Diameter: 2'

Cover Condition: Good (Fair) Poor

Riser Rings: Number: 1 Alignment: good

Casting Condition: (Good) Fair Poor

Manhole Type: (Precast) Brick Block Combination

Manhole Condition: (Good) Fair Poor

Step Condition: Good Fair Poor (none)

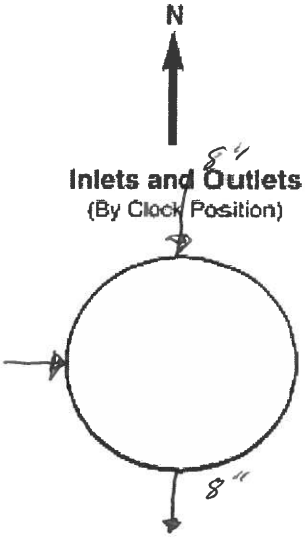
Step Type: Re-rod Cast Reinf. Plastic Other

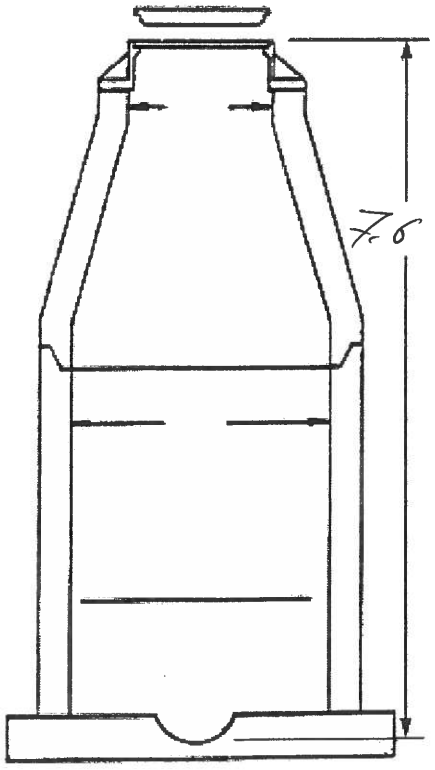
Apron Condition: Good Fair Poor (none)

Drop Manhole: (Yes) No **Drop Type:** Outside (Inside)

Infiltration: Yes (No) **Where:** Pipe Invert Casting Wall

Comments: drainage ditch adjacent when full
holes to drain into manhole
need to raise manhole





Is there any evidence of a recent overflow? NO

Utility lines running through the manhole? NO

Subject to stream flooding? Unlikely, occasionally, frequent.

Subject to ponding? Unlikely, occasionally, frequent.

Depth (inches) 7.6 Area (sq.ft.)

Holes in manhole cover? 11 Cover misaligned? NO

Are solids accumulating? on bench ___, on steps ___, or in channel ___

Is there staining indicating I&I yes

Is there Grease or solids buildup? NO

Odor? NO Rooting? NO

Flow observation (slow/backed up)? good flow

Discuss the structural integrity: good shape

Other Miscellaneous Problems: to low

(e.g, bricks falling in, cracks/pitting in concrete, corrosion, joint seals)

	Diameter	Material Depth from Rim	Lined	Condition
Outlet	8"	7.6'	NO	fair
Inlet 1	8"	7.6'	NO	fair
Inlet 2	6"	PVC 6.1'	NO	good
Inlet 3				
Inlet 4				

Manhole Inspection Form

Engineers & Geologists

Customer: Fort Jones

Date: June 1, 2017

MH ID: 12-1

LOCATION: Shoulder

Present Use: Storm Sanitary Other:

Grade to Manhole: Flush Below Above 7.0'

Surface Cover: Steel

Cover Diameter: 2'

Cover Condition: (Good) Fair Poor

Riser Rings: Number: 1 Alignment:

Casting Condition: (Good) Fair Poor

Manhole Type: (Precast) Brick Block Combination

Manhole Condition: (Good) Fair Poor

Step Condition: Good Fair Poor (NONE)

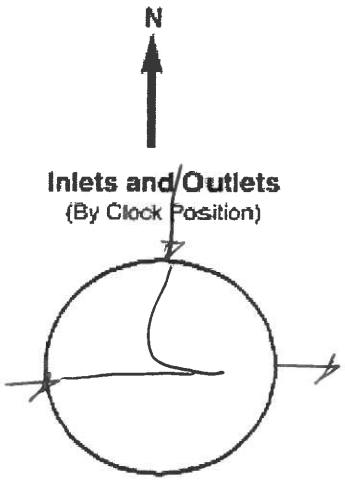
Step Type: Re-rod Cast Reinf. Plastic Other

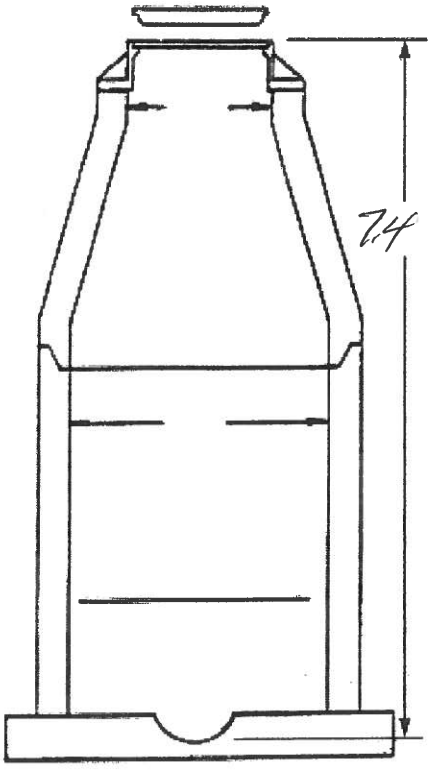
Apron Condition: Good Fair Poor (NONE)

Drop Manhole: Yes (No) **Drop Type:** Outside Inside

Infiltration: Yes (No) **Where:** Pipe Invert Casting Wall

Comments:
good new / no improvement





Is there any evidence of a recent overflow? no

Utility lines running through the manhole? no

Subject to stream flooding? ~~Unlikely~~, occasionally, frequent.

Subject to ponding? ~~Unlikely~~, occasionally, frequent.

Depth (inches) 7.4' Area (sq.ft.)

Holes in manhole cover? 0 Cover misaligned?

Are solids accumulating? on bench ___, on steps ___, or in channel ___ none

Is there staining indicating I&I no

Is there Grease or solids buildup? NO

Odor? no Rooting? no

Flow observation (slow/backed up)? good

Discuss the structural integrity:

Other Miscellaneous Problems: NONE

(e.g, bricks falling in, cracks/pitting in concrete, corrosion, joint seals)

	Diameter	Material Depth from Rim	Lined	Condition
Outlet	4	7.4'	no	good
Inlet 1	4	7.4'	no	good
Inlet 2	4	7.4'	no	good
Inlet 3				
Inlet 4				

Manhole Inspection Form

Engineers & Geologists

Customer: Fort Jones

Date: June 1, 2017

MH ID: 13

LOCATION: middle of Roadway

Present Use: Storm Sanitary Other:

Grade to Manhole: Flush Below Above

Surface Cover: steel

Cover Diameter: 2'

Cover Condition: Good (Fair) Poor

Riser Rings: Number: 2 Alignment: good

Casting Condition: Good (Fair) Poor

Manhole Type: (Precast) Brick Block Combination

Manhole Condition: (Good) Fair Poor

Step Condition: Good Fair Poor NONE

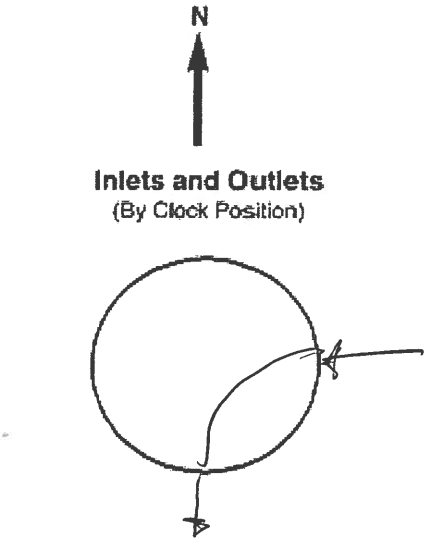
Step Type: Re-rod Cast Reinf. Plastic Other

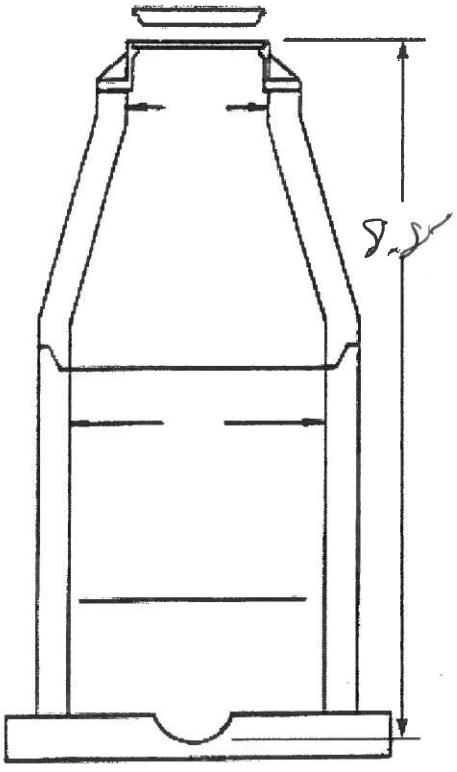
Apron Condition: (Good) Fair Poor

Drop Manhole: Yes (No) **Drop Type:** Outside Inside

Infiltration: Yes (No) **Where:** Pipe Invert Casting Wall

Comments:
no sand gravel





Is there any evidence of a recent overflow? NO

Utility lines running through the manhole? NO

Subject to stream flooding? Unlikely, occasionally, frequent.

Subject to ponding? Unlikely, occasionally, frequent.

Depth (inches) 8.8' Area (sq.ft.)

Holes in manhole cover? 3 Cover misaligned? NO

Are solids accumulating? on bench X, on steps ___, or in channel ___

Is there staining indicating I&I NO

Is there Grease or solids buildup? NO

Odor? NO Rooting? NO

Flow observation (slow/backed up)? good

Discuss the structural integrity: none good

Other Miscellaneous Problems:

(e.g, bricks falling in, cracks/pitting in concrete, corrosion, joint seals)

	Diameter	Material Depth from Rim	Lined	Condition
Outlet	8"	8.7'	NO	FAIR
Inlet 1	8"	8.7	NO	FAIR
Inlet 2				
Inlet 3				
Inlet 4				

Manhole Inspection Form

Customer: Fort Jones

Engineers & Geologists

Date: June 1, 2017

MH ID: 14

LOCATION: edge of pavement

Present Use: Storm Sanitary Other:

Grade to Manhole: Flush Below Above

Surface Cover: Steel

Cover Diameter: 2'

Cover Condition: Good Fair Poor

Riser Rings: Number: 1 Alignment:

Casting Condition: Good Fair Poor

Manhole Type: Precast Brick Block Combination

Manhole Condition: Good Fair Poor

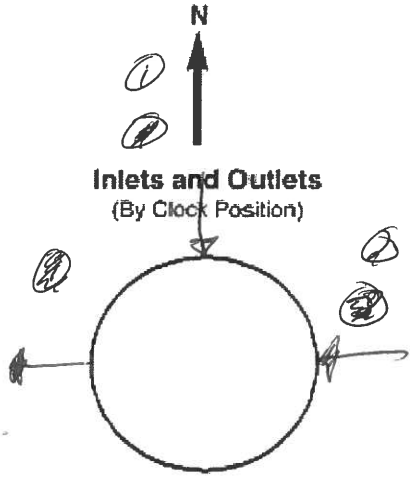
Step Condition: Good Fair Poor none

Step Type: Re-rod Cast Reinf. Plastic Other

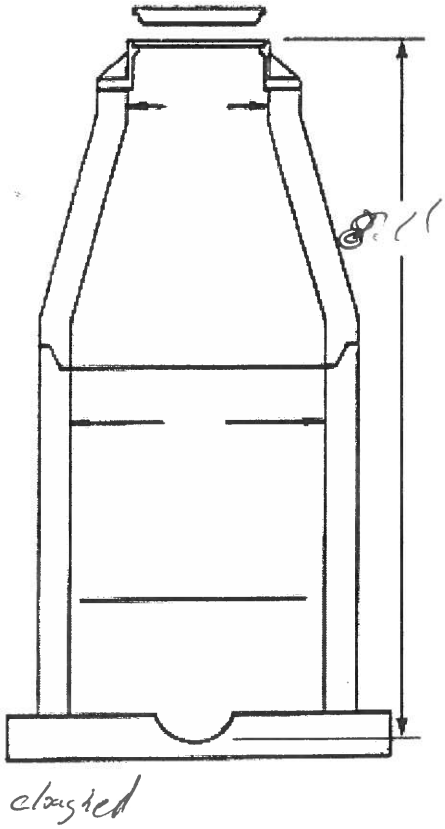
Apron Condition: Good Fair Poor

Drop Manhole: Yes No **Drop Type:** Outside Inside

Infiltration: Yes No **Where:** Pipe Invert Casting Wall



Comments: barrel / block falling apart



Is there any evidence of a recent overflow? no

Utility lines running through the manhole? no

Subject to stream flooding? ~~Unlikely~~, occasionally, frequent.

Subject to ponding? Unlikely, occasionally, frequent.

Depth (inches) 8.1' Area (sq.ft.)

Holes in manhole cover? 8 Cover misaligned?

Are solids accumulating? on bench X, on steps ___, or in channel X

Is there staining indicating I&I

Is there Grease or solids buildup? no

Odor? no Rooting? no

Flow observation (slow/backed up)? good flow / one pipe not on schematic full (2)

Discuss the structural integrity:

Other Miscellaneous Problems:

(e.g, bricks falling in, cracks/pitting in concrete, corrosion, joint seals)

	Diameter	Material Depth from Rim	Lined	Condition
Outlet	8"	8.1	no	fair
Inlet 1	8"	8.1	no	fair
Inlet 2	8"	8.1	no	poor
Inlet 3				
Inlet 4				

Manhole Inspection Form

Customer: Fort Jones

Engineers & Geologists

Date: June 1, 2017

MH ID: 15

LOCATION: Middle of Roadway

Present Use: Storm Sanitary Other:

Grade to Manhole: Flush Below Above

Surface Cover: steel

Cover Diameter: 2'

Cover Condition: Good (Fair) Poor

Riser Rings: Number: 1 Alignment:

Casting Condition: (Good) Fair Poor

Manhole Type: (Precast) Brick Block Combination

Manhole Condition: (Good) Fair Poor

Step Condition: Good Fair Poor NONE

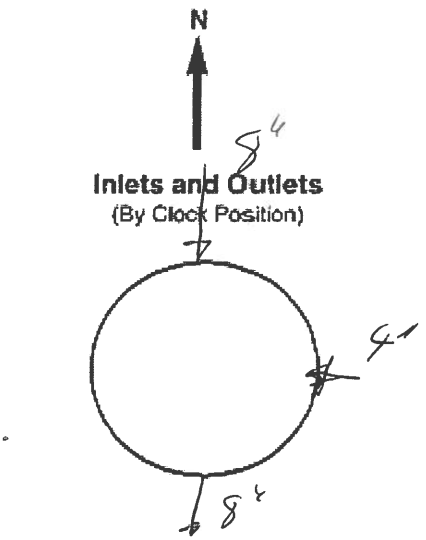
Step Type: Re-rod Cast Reinf. Plastic Other

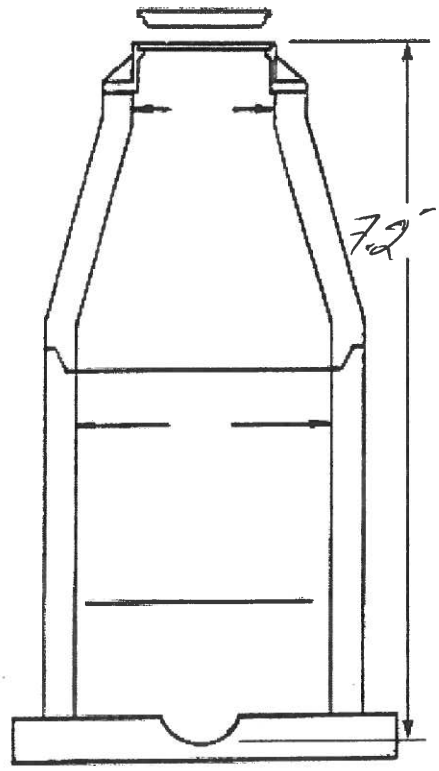
Apron Condition: (Good) Fair Poor

Drop Manhole: Yes (No) **Drop Type:** Outside Inside

Infiltration: Yes (No) **Where:** Pipe Invert Casting Wall

Comments: Sand / gravel on side





Is there any evidence of a recent overflow? NO

Utility lines running through the manhole? NO

Subject to stream flooding? Unlikely, occasionally, frequent.

Subject to ponding? Unlikely, occasionally, frequent.

Depth (inches) 7.2' Area (sq.ft.)

Holes in manhole cover? 5 Cover misaligned? NO

Are solids accumulating? on bench X, on steps ___, or in channel ___

Is there staining indicating I&I

Is there Grease or solids buildup? NO

Odor? NO Rooting? NO

Flow observation (slow/backed up)? good

Discuss the structural integrity: good minor cracking on side wall

Other Miscellaneous Problems:

(e.g, bricks falling in, cracks/pitting in concrete, corrosion, joint seals)

	Diameter	Material Depth from Rim	Lined	Condition
Outlet	8	7.2'	NO	FAIR
Inlet 1	8	7.2'	NO	FAIR
Inlet 2	4"	6.7'	N	FAIR
Inlet 3				
Inlet 4				

Manhole Inspection Form

Customer: Fort Jones

Engineers & Geologists

Date: June 1, 2017

MH ID: 16

LOCATION: Center of Roadway

Present Use: Storm Sanitary Other:

Grade to Manhole: Flush Below Above

Surface Cover: Steel

Cover Diameter: 2

Cover Condition: Good Fair Poor

Riser Rings: Number: 3 Alignment: good

Casting Condition: Good Fair Poor

Manhole Type: Precast Brick Block Combination

Manhole Condition: Good Fair Poor

Step Condition: Good Fair Poor NONE

Step Type: Re-rod Cast Reinf. Plastic Other

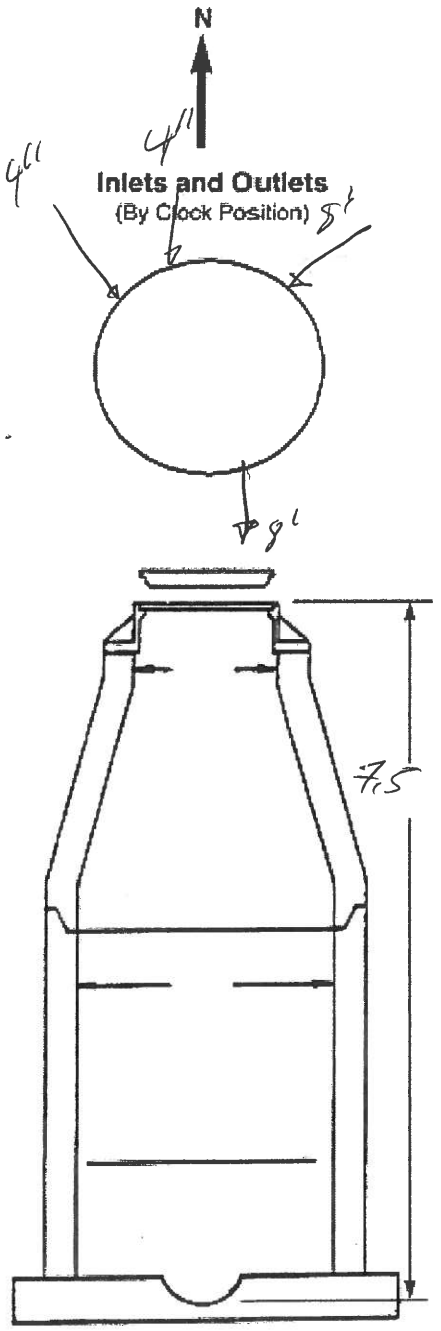
Apron Condition: Good Fair Poor

Drop Manhole: Yes No **Drop Type:** Outside Inside

Infiltration: Yes No **Where:** Pipe Invert Casting Wall

Comments: mortar of block is deteriorated significantly water flow in

☆ REPLACE



Is there any evidence of a recent overflow? NO

Utility lines running through the manhole? NO

Subject to stream flooding? Unlikely, occasionally, frequent.

Subject to ponding? Unlikely, occasionally, frequent.

Depth (inches) 7.5' Area (sq.ft.)

Holes in manhole cover? 7 Cover misaligned? NO

Are solids accumulating? on bench X, on steps ___, or in channel ___

Is there staining indicating I&I yes

Is there Grease or solids buildup? yes

Odor? NO Rooting? NO

Flow observation (slow/backed up)? flow good

Discuss the structural integrity: Replace brick fully apart

Other Miscellaneous Problems: BRICKS mortar deteriorated

(e.g, bricks falling in, cracks/pitting in concrete, corrosion, joint seals)

	Diameter	Material Depth from Rim	Lined	Condition
Outlet	8"	7.5	NO	fair
Inlet 1	8"	7.5	NO	fair
Inlet 2	4"		NO	fair
Inlet 3	4"			
Inlet 4				

Manhole Inspection Form

Customer: Fort Jones

Engineers & Geologists

Date: June 1, 2017

MH ID: 17

LOCATION: Side of Roadway

Present Use: Storm Sanitary Other:

Grade to Manhole: Flush Below Above

Surface Cover: Steel

Cover Diameter: 2'

Cover Condition: (Good) Fair Poor

Riser Rings: Number: 3 Alignment:

Casting Condition: (Good) Fair Poor

Manhole Type: (Precast) Brick Block Combination

Manhole Condition: (Good) Fair Poor

Step Condition: Good Fair Poor none

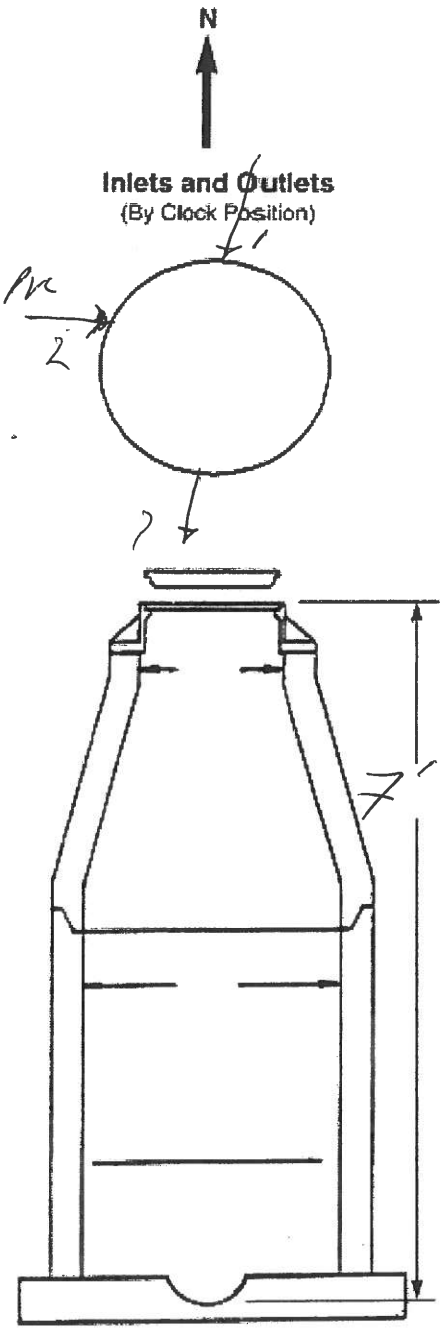
Step Type: Re-rod Cast Reinf. Plastic Other

Apron Condition: (Good) Fair Poor

Drop Manhole: Yes (No) **Drop Type:** Outside Inside

Infiltration: Yes (No) **Where:** Pipe Invert Casting Wall

Comments: Sand & sediment on side of bench



Is there any evidence of a recent overflow? NO

Utility lines running through the manhole? NO

Subject to stream flooding? ~~Unlikely~~, occasionally, frequent.

Subject to ponding? Unlikely, occasionally, frequent.

Depth (inches) _____ Area (sq.ft.) _____

Holes in manhole cover? none Cover misaligned? NO

Are solids accumulating? on bench X, on steps ___, or in channel ___

Is there staining indicating I&I? ~~NO~~ minor sand staining

Is there Grease or solids buildup? NO

Odor? NO Rooting? NO

Flow observation (slow/backed up)? good

Discuss the structural integrity: good

Other Miscellaneous Problems: none

(e.g, bricks falling in, cracks/pitting in concrete, corrosion, joint seals)

	Diameter	Material	Depth from Rim	Lined	Condition
Outlet	8"		7'	NO	fair
Inlet 1	8"		7'	NO	fair
Inlet 2	8"	PVC	6.5'	NO	good
Inlet 3					
Inlet 4					

Manhole Inspection Form

Engineers & Geologists

Customer: Fort Jones

Date: June 1, 2017

MH ID: 17-2

LOCATION: edge of trail lane

Present Use: Storm Sanitary Other:

Grade to Manhole: Flush Below Above

Surface Cover: Steel

Cover Diameter: 2'

Cover Condition: (Good) Fair Poor

Riser Rings: Number: 2 Alignment:

Casting Condition: (Good) Fair Poor

Manhole Type: (Precast) Brick Block Combination

Manhole Condition: (Good) Fair Poor

Step Condition: (Good) Fair Poor (NM)

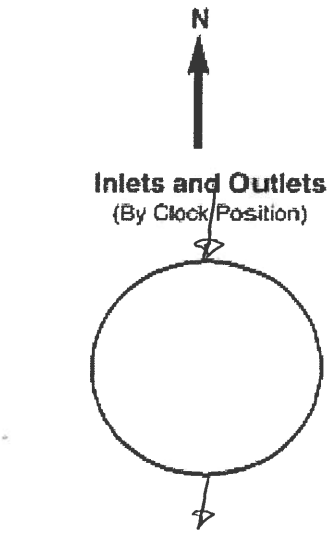
Step Type: Re-rod Cast Reinf. Plastic Other

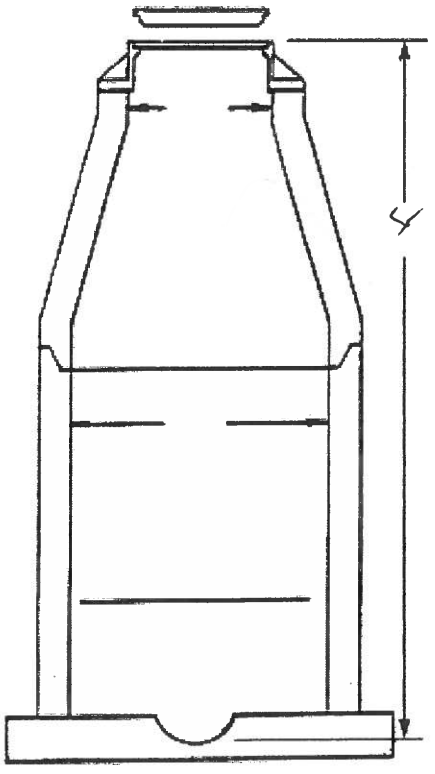
Apron Condition: (Good) Fair Poor

Drop Manhole: Yes (No) **Drop Type:** Outside Inside

Infiltration: Yes (No) **Where:** Pipe Invert Casting Wall

Comments: Cracked 2nd riser





Is there any evidence of a recent overflow? NO

Utility lines running through the manhole? NO

Subject to stream flooding? Unlikely, occasionally, frequent.

Subject to ponding? Unlikely, occasionally, frequent.

Depth (inches) 4 Area (sq.ft.)

Holes in manhole cover? 0 Cover misaligned?

Are solids accumulating? on bench X, on steps ___, or in channel ___

Is there staining indicating I&I NO

Is there Grease or solids buildup? NO

Odor? NO Rooting? NO

Flow observation (slow/backed up)? good

Discuss the structural integrity:

Other Miscellaneous Problems:

(e.g, bricks falling in, cracks/pitting in concrete, corrosion, joint seals)

	Diameter	Material Depth from Rim	Lined	Condition
Outlet	8	4	NO	good
Inlet 1	8	4	NO	good
Inlet 2				
Inlet 3				
Inlet 4				

Manhole Inspection Form

Customer: Fort Jones

Engineers & Geologists

Date: June 1, 2017

MH ID: 18

LOCATION: Edge of roadway

Present Use: Storm Sanitary Other:

Grade to Manhole: Flush Below Above

Surface Cover: Steel

Cover Diameter: 2'

Cover Condition: Good Fair Poor

Riser Rings: Number: 2 Alignment:

Casting Condition: Good Fair Poor

Manhole Type: Precast Brick Block Combination

Manhole Condition: Good Fair Poor

Step Condition: Good Fair Poor NONE

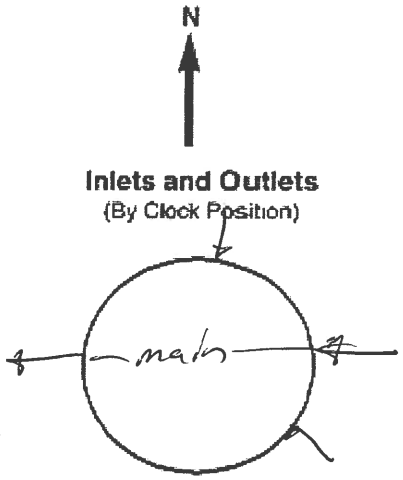
Step Type: Re-rod Cast Reinf. Plastic Other

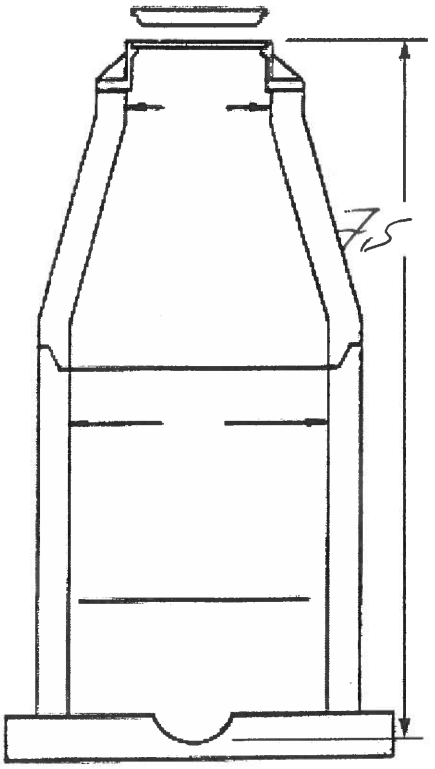
Apron Condition: Good Fair Poor

Drop Manhole: Yes No **Drop Type:** Outside Inside 1'

Infiltration: Yes No **Where:** Pipe Invert Casting Wall

Comments: leaking through side wall
lots of sediment/gravel on side
Replace MH





Is there any evidence of a recent overflow? NO

Utility lines running through the manhole? NO

Subject to stream flooding? Unlikely, occasionally, frequent.

Subject to ponding? Unlikely, occasionally, frequent.

Depth (inches) _____ Area (sq.ft.) _____

Holes in manhole cover? 16 Cover misaligned? NO

Are solids accumulating? on bench X, on steps ___, or in channel ___

Is there staining indicating I&I Yes

Is there Grease or solids buildup? NO

Odor? NO Rooting? NO

Flow observation (slow/backed up)? on side inlet

Discuss the structural integrity: falling apart brick

Other Miscellaneous Problems: needs new manhole

(e.g, bricks falling in, cracks/pitting in concrete, corrosion, joint seals)

	Diameter	Material Depth from Rim	Lined	Condition
Outlet	8	7.5	NO	FAIR
Inlet 1	8	7.5	NO	FAIR
Inlet 2	8	7.5	NO	FAIR
Inlet 3	4	6.5		
Inlet 4				

Manhole Inspection Form

Customer: Fort Jones

Engineers & Geologists

Date: June 1, 2017

MH ID: 19

LOCATION: shoulder of Roadway

Present Use: Storm Sanitary Other:

Grade to Manhole: Flush Below Above

Surface Cover: Steel

Cover Diameter: 2'

Cover Condition: Good Fair Poor

Riser Rings: Number: 1 Alignment:

Casting Condition: Good Fair Poor

Manhole Type: Precast Brick Block Combination two stages block

Manhole Condition: Good top Fair Poor bottom

Step Condition: Good Fair Poor

Step Type: Re-rod Cast Reinf. Plastic Other

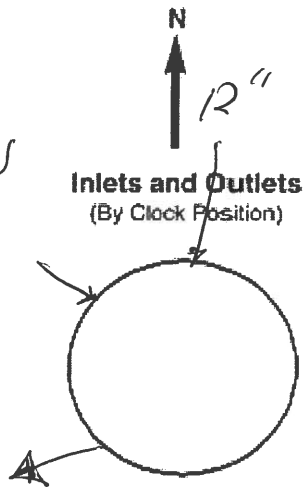
Apron Condition: Good Fair Poor none

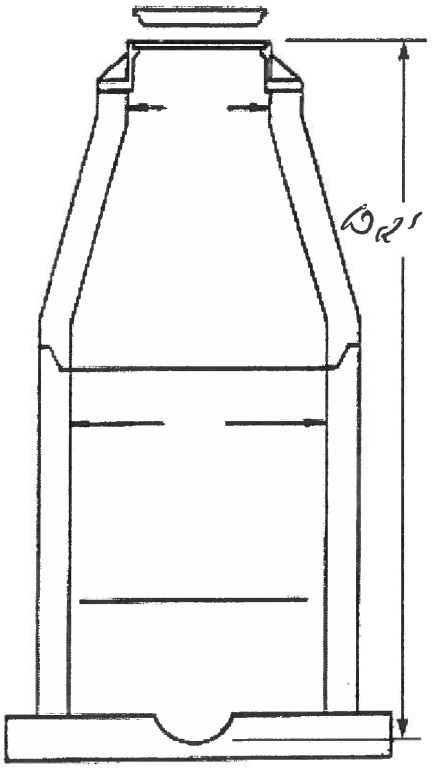
Drop Manhole: Yes No **Drop Type:** Outside Inside

Infiltration: Yes No **Where:** Pipe Invert Casting Wall

Comments: bottom is leaking through old block

☆ Replace





Is there any evidence of a recent overflow? NO

Utility lines running through the manhole? NO

Subject to stream flooding? Unlikely, occasionally, frequent.

Subject to ponding? Unlikely, occasionally, frequent.

Depth (inches) 10.2' Area (sq.ft.)

Holes in manhole cover? 16 Cover misaligned? NO

Are solids accumulating? on bench ___, on steps ___, or in channel ___

Is there staining indicating I&I – flowing in

Is there Grease or solids buildup? NO

Odor? NO Rooting? NO

Flow observation (slow/backed up)? NO

Discuss the structural integrity: bottom is cracked leaking

Other Miscellaneous Problems:

(e.g, bricks falling in, cracks/pitting in concrete, corrosion, joint seals)

	Diameter	Material Depth from Rim	Lined	Condition
Outlet	8"	10.2	NO	fair/poor
Inlet 1	8	10.2	NO	fair/poor
Inlet 2	12	9.2	N	good ocv
Inlet 3				
Inlet 4				

Manhole Inspection Form

Customer: Fort Jones

Engineers & Geologists

Date: June 1, 2017

MH ID: 20

LOCATION: side of road in pavement

Present Use: Storm Sanitary Other:

Grade to Manhole: Flush Below Above

Surface Cover: Steel

Cover Diameter: 2'

Cover Condition: Good Fair Poor

Riser Rings: Number: 2 Alignment:

Casting Condition: Good Fair Poor

Manhole Type: Precast Brick Block Combination — precast top brick bottom & hard to tell

Manhole Condition: Good Fair Poor

Step Condition: Good Fair Poor

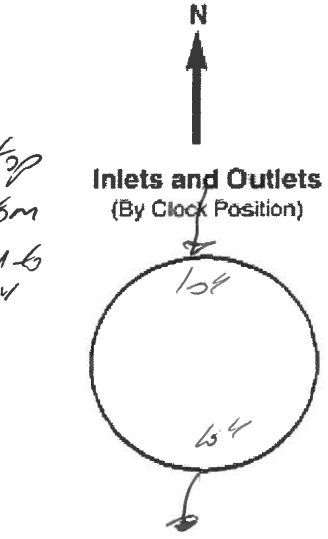
Step Type: Re-rod Cast Reinf. Plastic Other

Apron Condition: Good Fair Poor

Drop Manhole: Yes No **Drop Type:** Outside Inside

Infiltration: Yes No **Where:** Pipe Invert Casting Wall

Comments:
Good flow
hard to tell bottom
old line needs to be grouted up still flowing removed to 19



Is there any evidence of a recent overflow? NO

Utility lines running through the manhole? NO

Subject to stream flooding? Unlikely, occasionally, frequent.

Subject to ponding? Unlikely, occasionally, frequent.

Depth (inches) 60" Area (sq.ft.)

Holes in manhole cover? 15 Cover misaligned?

Are solids accumulating? on bench ___, on steps ___, or in channel ___ NO

Is there staining indicating I&I

Is there Grease or solids buildup? NO

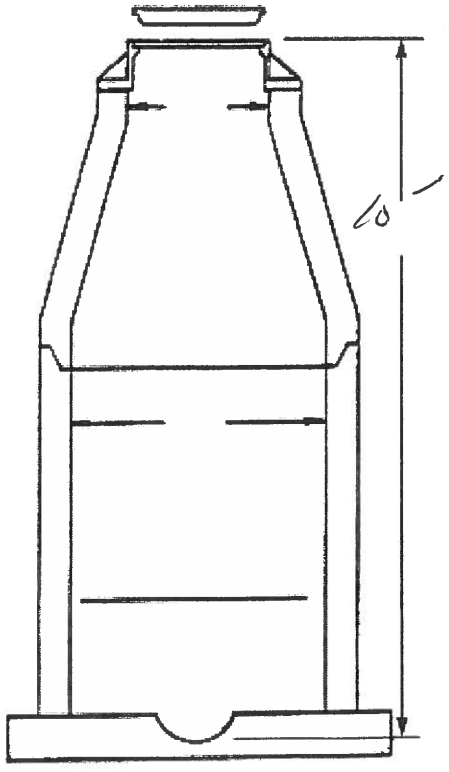
Odor? NO Rooting? NO

Flow observation (slow/backed up)? good

Discuss the structural integrity: good

Other Miscellaneous Problems:

(e.g, bricks falling in, cracks/pitting in concrete, corrosion, joint seals)



	Diameter	Material Depth from Rim	Lined	Condition
Outlet	60"	60"	NO	fair
Inlet 1	10"	10'	NO	fair
Inlet 2				
Inlet 3				
Inlet 4				

Manhole Inspection Form

Customer: Fort Jones

Engineers & Geologists

Date: June 1, 2017

MH ID: 21

LOCATION: _____

Present Use: Storm Sanitary Other: _____

Grade to Manhole: Flush Below _____ Above _____

Surface Cover: _____

Cover Diameter: _____

Cover Condition: Good Fair Poor

Riser Rings: Number: _____ Alignment: _____

Casting Condition: Good Fair Poor

Manhole Type: Precast Brick Block Combination

Manhole Condition: Good Fair Poor

Step Condition: Good Fair Poor

Step Type: Re-rod Cast Reinf. Plastic Other _____

Apron Condition: Good Fair Poor

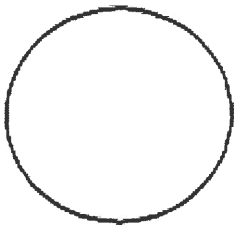
Drop Manhole: Yes No **Drop Type:** Outside Inside

Infiltration: Yes No **Where:** Pipe Invert Casting Wall

clean out only this could find

N

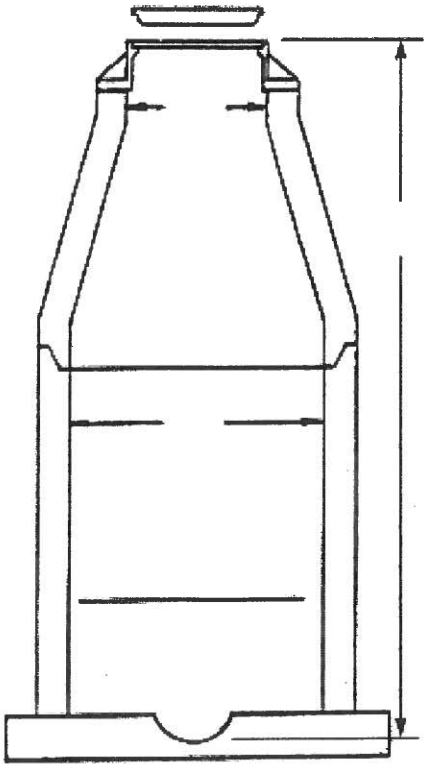
Inlets and Outlets
(By Clock Position)



Comments:

Clean out

not a manhole



Is there any evidence of a recent overflow? _____

Utility lines running through the manhole? _____

Subject to stream flooding? Unlikely, occasionally, frequent.

Subject to ponding? Unlikely, occasionally, frequent.

Depth (inches) _____ Area (sq.ft.) _____

Holes in manhole cover? _____ Cover misaligned? _____

Are solids accumulating? on bench ___, on steps ___, or in channel ___

Is there staining indicating I&I

Is there Grease or solids buildup? _____

Odor? _____ Rooting? _____

Flow observation (slow/backed up)? _____

Discuss the structural integrity:

Other Miscellaneous Problems:

(e.g, bricks falling in, cracks/pitting in concrete, corrosion, joint seals)

	Diameter	Material Depth from Rim	Lined	Condition
Outlet				
Inlet 1				
Inlet 2				
Inlet 3				
Inlet 4				

Manhole Inspection Form

Engineers & Geologists

Customer: Fort Jones

Date: June 1, 2017

MH ID: 22

LOCATION: back yard

Present Use: Storm Sanitary Other:

Grade to Manhole: Flush Below Above

Surface Cover: steel

Cover Diameter: 2'

Cover Condition: Good Fair Poor

Riser Rings: Number: 3 Alignment:

Casting Condition: Good Fair Poor

Manhole Type: Precast Brick Block Combination

Manhole Condition: Good Fair Poor

Step Condition: Good Fair Poor NONE

Step Type: Re-rod Cast Reinf. Plastic Other

Apron Condition: Good Fair Poor NONE

Drop Manhole: Yes No **Drop Type:** Outside Inside

Infiltration: Yes No **Where:** Pipe Invert Casting Wall

Comments: low spot drains backyard
solids on side heavy
needs new RING TO hold IN PLACE

Is there any evidence of a recent overflow? NO

Utility lines running through the manhole? NO

Subject to stream flooding? Unlikely, occasionally, frequent.

Subject to ponding? Unlikely, occasionally, frequent.

Depth (inches) _____ Area (sq.ft.) _____

Holes in manhole cover? 12 Cover misaligned? NO

Are solids accumulating? on bench X, on steps ___, or in channel ___

Is there staining indicating I&I heavy

Is there Grease or solids buildup? solids could not tell but presume next to creek brick

Odor? NO Rooting? NO

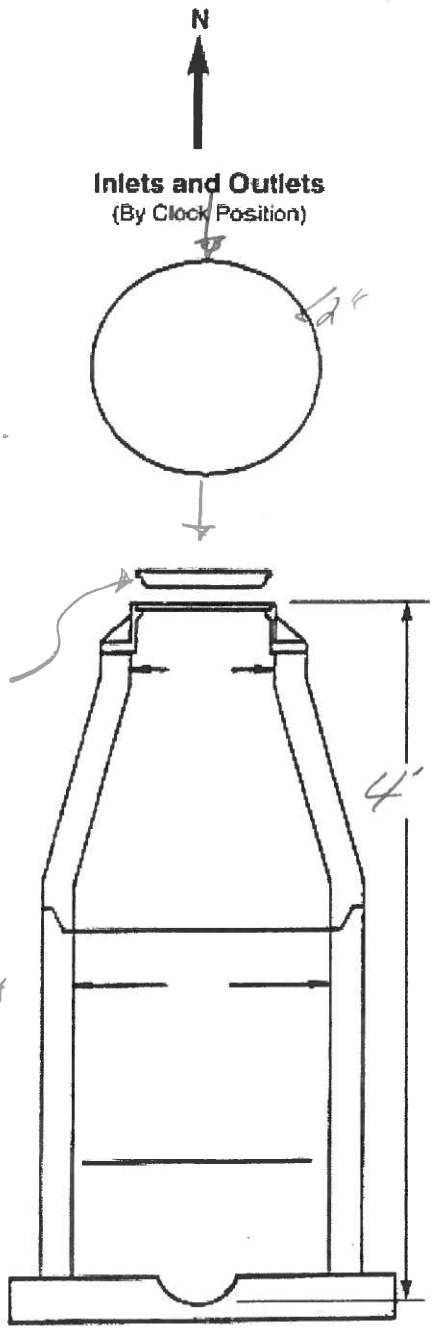
Flow observation (slow/backed up)? flow good

Discuss the structural integrity: fair - possible replace

Other Miscellaneous Problems: bricks up and sink on sides

(e.g, bricks falling in, cracks/pitting in concrete, corrosion, joint seals)

	Diameter	Material Depth from Rim	Lined	Condition
Outlet	8	4	NO	fair
Inlet 1	8	4	NO	fair
Inlet 2	2	25	NO	fair
Inlet 3				
Inlet 4				



Sitting on top no edge support

Manhole Inspection Form

Engineers & Geologists

Customer: Fort Jones

Date: June 1, 2017

MH ID: 23

LOCATION: adjacent to drainage ditch 6" riser

Present Use: Storm Sanitary Other:

Grade to Manhole: Flush Below Above 6" above FL of ditch

Surface Cover: Steel

Cover Diameter: 2'

Cover Condition: Good Fair Poor

Riser Rings: Number: 1 Alignment: good

Casting Condition: Good Fair Poor

Manhole Type: Precast Brick Block Combination

Manhole Condition: Good Fair Poor

Step Condition: Good Fair Poor NONE

Step Type: Re-rod Cast Reinf. Plastic Other

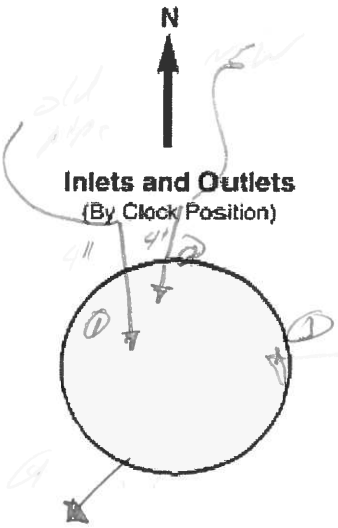
Apron Condition: Good Fair Poor

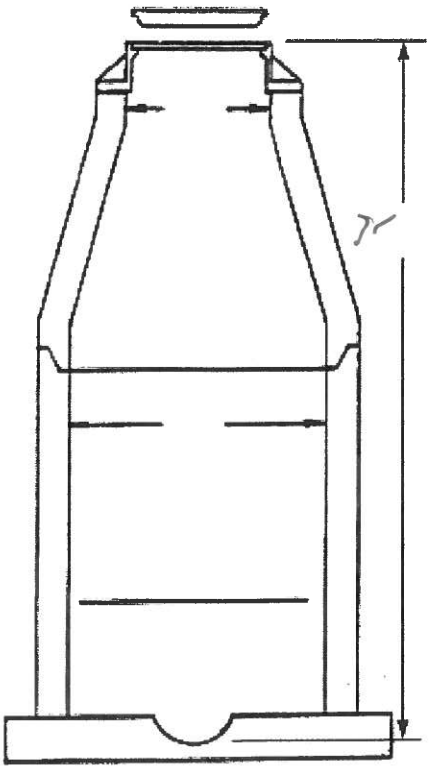
Drop Manhole: Yes No **Drop Type:** Outside Inside

Infiltration: Yes No **Where:** Pipe Invert Casting Wall

Comments: has possibility for dirt ditch to overflow into lid

Lid has lots of wholes (16)





Is there any evidence of a recent overflow? NO

Utility lines running through the manhole? NO

Subject to stream flooding? Unlikely, occasionally, frequent.

Subject to ponding? Unlikely, occasionally, frequent. ditch flow

Depth (inches) 3' Area (sq.ft.)

Holes in manhole cover? 16 Cover misaligned? NO

Are solids accumulating? on bench X, on steps ___, or in channel ___

Is there staining indicating I&I NO

Is there Grease or solids buildup? NO

Odor? NO Rooting? NO

Flow observation (slow/backed up)? good flow

Discuss the structural integrity: brick fair condition

Other Miscellaneous Problems: ditch flow adjacent

(e.g, bricks falling in, cracks/pitting in concrete, corrosion, joint seals)

	Diameter	Material Depth from Rim	Lined	Condition
Outlet	8"	3'	NO	fair
Inlet 1	4"	2.5	NO	~~fair~~ fair
Inlet 2	4"	2.5	PVC	NEW
Inlet 3	8"	3	NO	fair
Inlet 4				

Manhole Inspection Form

Customer: Fort Jones

Engineers & Geologists

Date: June 1, 2017

MH ID: 24

LOCATION: Allison street in roadway

Present Use: Storm Sanitary Other:

Grade to Manhole: Flush Below Above

Surface Cover: Steel

Cover Diameter: 21

Cover Condition: Good Fair Poor

Riser Rings: Number: 1 Alignment:

Casting Condition: Good (Fair) Poor

Manhole Type: Precast (Brick) Block Combination

Manhole Condition: Good (Fair) Poor

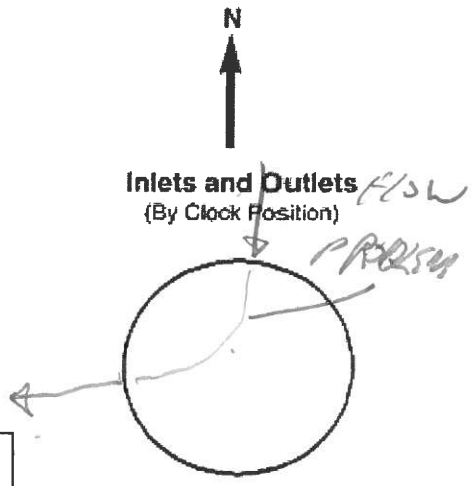
Step Condition: Good Fair Poor NONE

Step Type: Re-rod Cast Reinf. Plastic Other

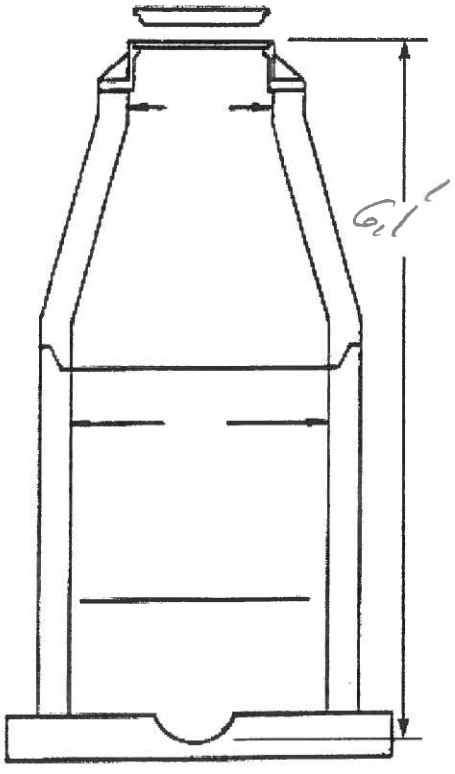
Apron Condition: Good (Fair) Poor

Drop Manhole: Yes (No) **Drop Type:** Outside Inside

Infiltration: Yes (No) **Where:** Pipe Invert Casting Wall



Comments: has drop from inlet to outlet → building



Is there any evidence of a recent overflow? NO

Utility lines running through the manhole? NO

Subject to stream flooding? Unlikely, occasionally, frequent.

Subject to ponding? Unlikely, occasionally, frequent.

Depth (inches) _____ Area (sq.ft.) _____

Holes in manhole cover? 14 Cover misaligned? NO

Are solids accumulating? on bench X, on steps ___, or in channel ___

Is there staining indicating I&I NO

Is there Grease or solids buildup? NO

Odor? NO Rooting? NO

Flow observation (slow/backed up)? slight back up on inlet drop

Discuss the structural integrity: BRICK OK SHAPE

Other Miscellaneous Problems: not a smooth transition

(e.g, bricks falling in, cracks/pitting in concrete, corrosion, joint seals)

	Diameter	Material Depth from Rim	Lined	Condition
Outlet	8"	6.1'	NO	fair
Inlet 1	8"	6.0'	NO	fair
Inlet 2				
Inlet 3				
Inlet 4				

Manhole Inspection Form

Engineers & Geologists

Customer: Fort Jones

Date: June 1, 2017

MH ID: 25

LOCATION: Right side of road shoulder

Present Use: Storm Sanitary Other:

Grade to Manhole: Flush Below Above

Surface Cover: steel

Cover Diameter: 2'

Cover Condition: Good Fair Poor

Riser Rings: Number: 1 Alignment:

Casting Condition: Good Fair Poor

Manhole Type: Precast Brick Block Combination

Manhole Condition: Good Fair Poor

Step Condition: Good Fair Poor NONE

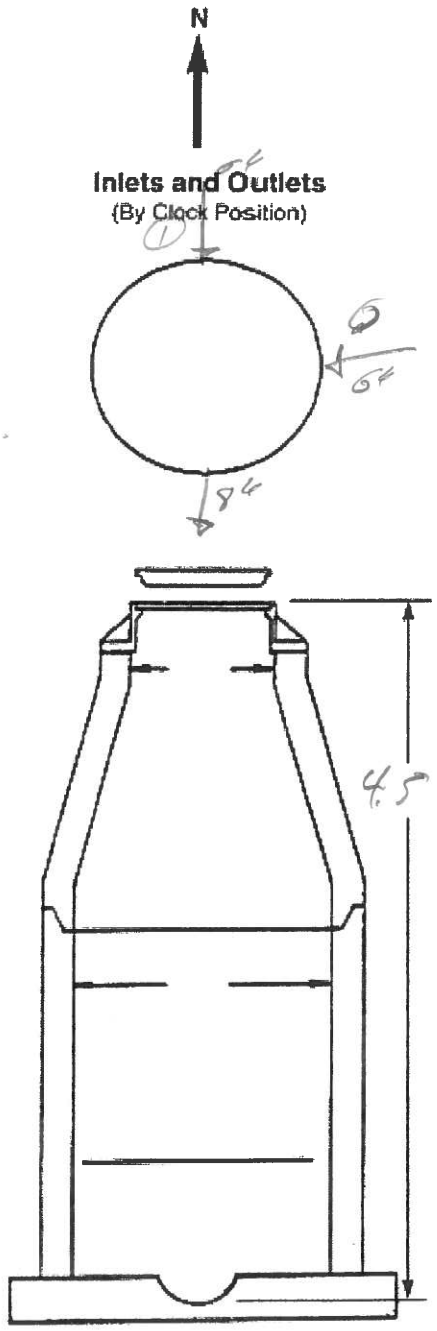
Step Type: Re-rod Cast Reinf. Plastic Other

Apron Condition: Good Fair Poor

Drop Manhole: Yes No **Drop Type:** Outside Inside

Infiltration: Yes No **Where:** Pipe Invert Casting Wall

Comments:
① has pipe burst through old pipe plastic (N)
brick looks like remortared recently



Is there any evidence of a recent overflow? NO

Utility lines running through the manhole? NO

Subject to stream flooding? Unlikely, occasionally, frequent.

Subject to ponding? Unlikely, occasionally, frequent.

Depth (inches) 4.5 Area (sq.ft.)

Holes in manhole cover? 7 Cover misaligned? NO

Are solids accumulating? on bench ___, on steps ___, or in channel ___

Is there staining indicating I&I NO

Is there Grease or solids buildup? NO

Odor? NO Rooting? NO

Flow observation (slow/backed up)? flow good

Discuss the structural integrity: new pipe ① / new collar

Other Miscellaneous Problems:

(e.g, bricks falling in, cracks/pitting in concrete, corrosion, joint seals)

	Diameter	Material Depth from Rim	Lined	Condition
Outlet	8"	4.5'	NO	good
Inlet 1	6"	4.5'	NO	good
Inlet 2	6"	4.5'	NO	good
Inlet 3				
Inlet 4				

Manhole Inspection Form

Engineers & Geologists

Customer: Fort Jones

Date: June 1, 2017

MH ID: 26

LOCATION: Right Shoulder

Present Use: Storm Sanitary Other:

Grade to Manhole: Flush Below Above

Surface Cover: steel

Cover Diameter: 2'

Cover Condition: Good Fair Poor

Riser Rings: Number: 1 Alignment:

Casting Condition: Good Fair Poor

Manhole Type: Precast Brick Block Combination

Manhole Condition: Good Fair Poor

Step Condition: Good Fair Poor

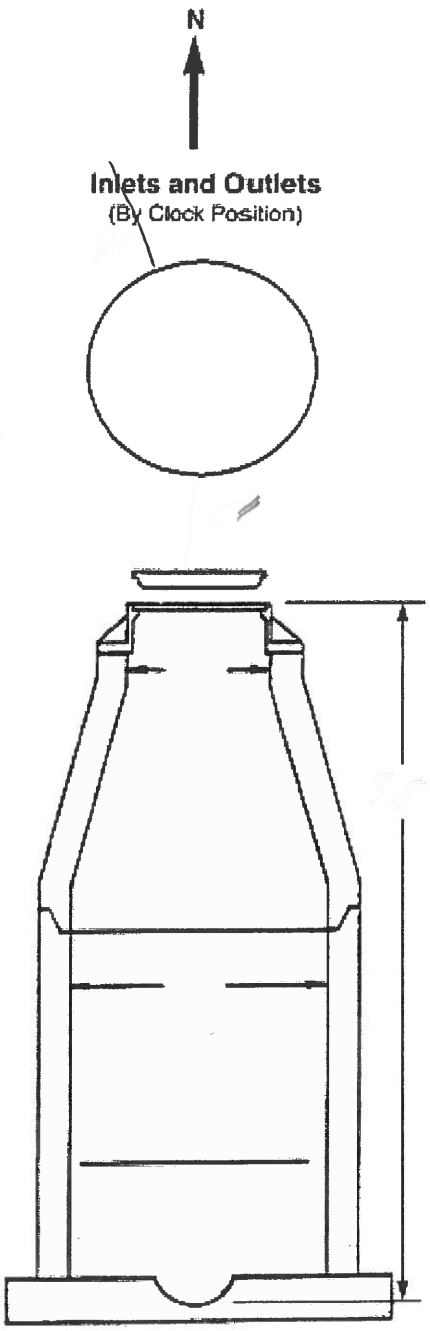
Step Type: Re-rod Cast Reinf. Plastic Other

Apron Condition: Good Fair Poor

Drop Manhole: Yes No **Drop Type:** Outside Inside

Infiltration: Yes / No **Where:** Pipe Invert Casting Wall

Comments: brick looks old
build up on sides of sewage water



Is there any evidence of a recent overflow? NO

Utility lines running through the manhole? NO

Subject to stream flooding? Unlikely, occasionally, frequent.

Subject to ponding? Unlikely, occasionally, frequent.

Depth (inches) 5.5 Area (sq.ft.)

Holes in manhole cover? 10 Cover misaligned?

Are solids accumulating? on bench X, on steps ___, or in channel ___

Is there staining indicating I&I ?

Is there Grease or solids buildup? on

Odor? NO Rooting? NO

Flow observation (slow/backed up)? 5 all

Discuss the structural integrity: fair / Rim

Other Miscellaneous Problems:

(e.g, bricks falling in, cracks/pitting in concrete, corrosion, joint seals)

	Diameter	Material Depth from Rim	Lined	Condition
Outlet	6"	5.5'		
Inlet 1	4	5.5"		
Inlet 2				
Inlet 3				
Inlet 4				

Manhole Inspection Form

Customer: Fort Jones

Engineers & Geologists

Date: June 1, 2017

MH ID: 27

LOCATION: _____

Present Use: Storm Sanitary Other: _____

Grade to Manhole: Flush Below _____ Above _____

Surface Cover: Steel

Cover Diameter: 2'

Cover Condition: Good (Fair) Poor

Riser Rings: Number: 1 Alignment: _____

Casting Condition: Good (Fair) Poor

Manhole Type: Precast (Brick) Block Combination

Manhole Condition: Good (Fair) Poor

Step Condition: Good Fair Poor (none)

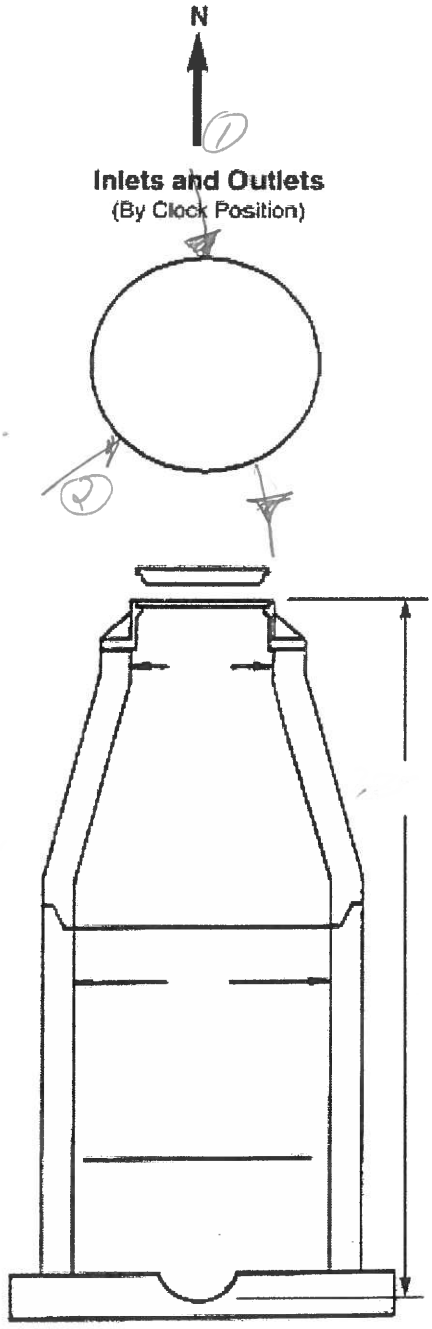
Step Type: Re-rod Cast Reinf. Plastic Other _____

Apron Condition: Good (Fair) Poor

Drop Manhole: Yes (No) **Drop Type:** Outside Inside

Infiltration: Yes No **Where:** Pipe Invert Casting Wall

Comments: flowing
wing is partially closed Inlet (2)
rust on rim



Is there any evidence of a recent overflow? no

Utility lines running through the manhole? no

Subject to stream flooding? Unlikely, occasionally, frequent.

Subject to ponding? Unlikely, occasionally, frequent.

Depth (inches) 3.75 Area (sq.ft.) _____

Holes in manhole cover? 9 Cover misaligned? slightly small gap at

Are solids accumulating? on bench X, on steps ___, or in channel ___

Is there staining indicating I&I

Is there Grease or solids buildup? _____

Odor? yes Rooting? NO

Flow observation (slow/backed up)? good flow

Discuss the structural integrity: fair old iron rust

Other Miscellaneous Problems:

(e.g, bricks falling in, cracks/pitting in concrete, corrosion, joint seals)

	Diameter	Material Depth from Rim	Lined	Condition
Outlet	4"	3.75		fair
Inlet 1	6"	3.75		fair
Inlet 2	4"	3.25		fair
Inlet 3				
Inlet 4				

Manhole Inspection Form

Engineers & Geologists

Customer: Fort Jones

Date: June 1, 2017

MH ID: 28

LOCATION: _____

Present Use: Storm Sanitary Other: _____

Grade to Manhole: Flush Below _____ Above 2"

Surface Cover: metal

Cover Diameter: 2'

Cover Condition: Good (Fair) Poor

Riser Rings: Number: 1 Alignment: _____

Casting Condition: Good (Fair) Poor

Manhole Type: (Precast) Brick Block Combination formed in place

Manhole Condition: Good (Fair) Poor

Step Condition: Good Fair Poor (none)

Step Type: Re-rod Cast Reinf. Plastic Other _____

Apron Condition: Good (Fair) Poor

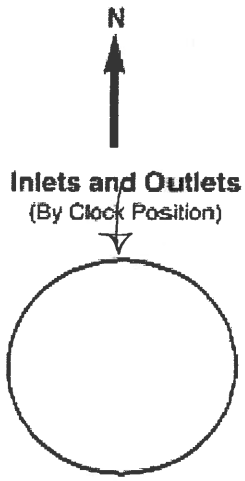
Drop Manhole: Yes No **Drop Type:** Outside Inside

Infiltration: Yes (No) **Where:** Pipe Invert Casting Wall

Comments: minor in low spot kinda sludge on side - good flow

Rust on Rim

Has brown over pipe outlet



Is there any evidence of a recent overflow? NO

Utility lines running through the manhole? NO

Subject to stream flooding? Unlikely, occasionally, frequent.

Subject to ponding? Unlikely, occasionally, frequent.

Depth (inches) 3' Area (sq.ft.) _____

Holes in manhole cover? 13 Cover misaligned? NO

Are solids accumulating? on bench X, on steps ___, or in channel ___

Is there staining indicating I&I Rust

Is there Grease or solids buildup? yes on sides not in flow

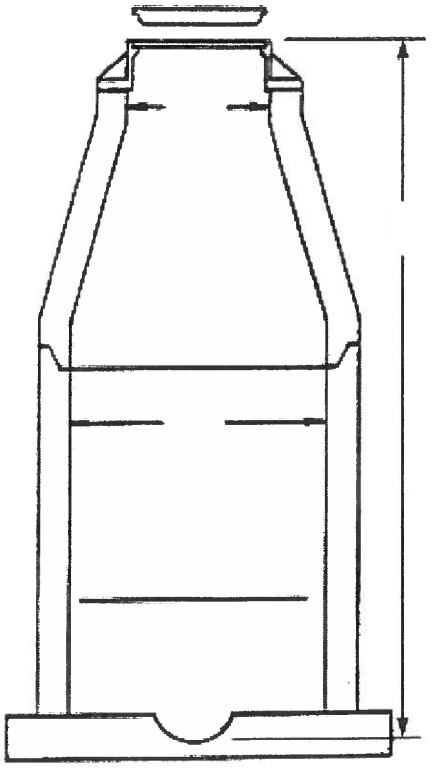
Odor? NO Rooting? NO

Flow observation (slow/backed up)? NO

Discuss the structural integrity: good

Other Miscellaneous Problems:

(e.g, bricks falling in, cracks/pitting in concrete, corrosion, joint seals)



	Diameter	Material Depth from Rim	Lined	Condition
Outlet	6"	3'		fair
Inlet 1	6"	3'		fair
Inlet 2				
Inlet 3				
Inlet 4				

Manhole Inspection Form

Engineers & Geologists

Customer: Fort Jones

Date: June 1, 2017

MH ID: 29

LOCATION: middle of rd on drive ms

Present Use: Storm (Sanitary) Other:_____

Grade to Manhole: (Flush) Below_____ Above_____

Surface Cover: steel

Cover Diameter: 2'

Cover Condition: (Good) Fair Poor

Riser Rings: Number: 1 Alignment:_____

Casting Condition: (Good) Fair Poor

Manhole Type: (Precast) Brick Block Combination

Manhole Condition: (Good) Fair Poor

Step Condition: Good Fair Poor (none)

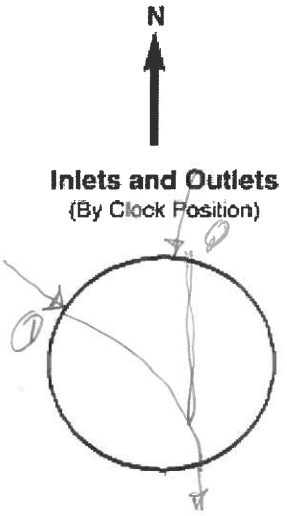
Step Type: Re-rod Cast Reinf. Plastic Other_____

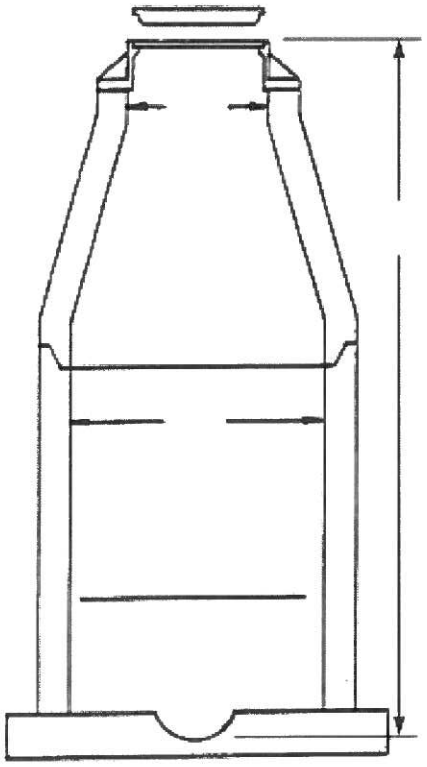
Apron Condition: Good Fair Poor none

Drop Manhole: Yes No **Drop Type:** Outside Inside

Infiltration: Yes (No) **Where:** Pipe Invert Casting Wall

Comments: minor sediment on bend





Is there any evidence of a recent overflow? NO

Utility lines running through the manhole? NO

Subject to stream flooding? Unlikely, occasionally, frequent.

Subject to ponding? Unlikely, occasionally, frequent.

Depth (inches) 25' Area (sq.ft.) _____

Holes in manhole cover? 0 Cover misaligned? _____

Are solids accumulating? on bench ___, on steps ___, or in channel ___ NO

Is there staining indicating I&I NO

Is there Grease or solids buildup? NO

Odor? NO Rooting? NO

Flow observation (slow/backed up)? flowing smooth

Discuss the structural integrity: good minor rust

Other Miscellaneous Problems:

(e.g, bricks falling in, cracks/pitting in concrete, corrosion, joint seals)

	Diameter	Material Depth from Rim	Lined	Condition
Outlet				
Inlet 1	6"	2.5'		
Inlet 2	6"	25'		
Inlet 3				
Inlet 4				

Manhole Inspection Form

Customer: Fort Jones

Engineers & Geologists

Date: June 1, 2017

MH ID: 30

LOCATION: Shoulder

Present Use: Storm Sanitary Other:

Grade to Manhole: Flush Below Above

Surface Cover: Steel

Cover Diameter: 2'

Cover Condition: Good Fair Poor

Riser Rings: Number: 3 Alignment:

Casting Condition: Good Fair Poor

Manhole Type: Precast Brick Block Combination

Manhole Condition: Good Fair Poor

Step Condition: Good Fair Poor None

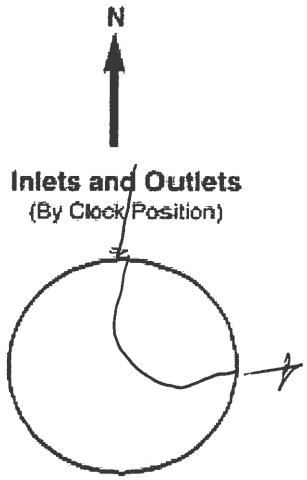
Step Type: Re-rod Cast Reinf. Plastic Other

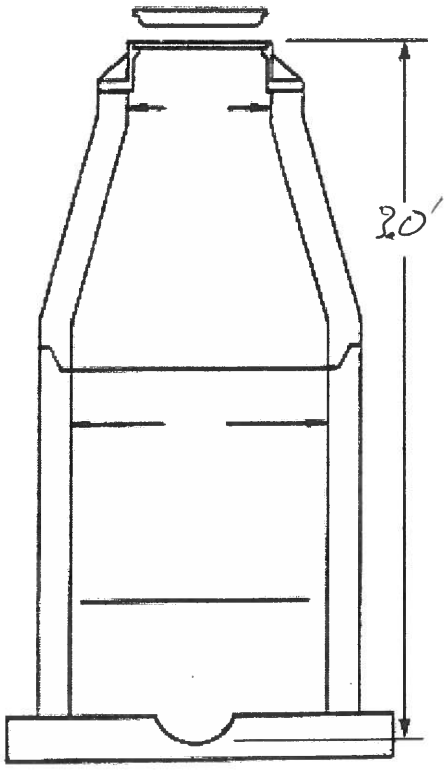
Apron Condition: Good Fair Poor None

Drop Manhole: Yes No **Drop Type:** Outside Inside

Infiltration: Yes No **Where:** Pipe Invert Casting Wall

Comments: Staining from surface Runoff
minor intrusion from lid





Is there any evidence of a recent overflow? No

Utility lines running through the manhole? No

Subject to stream flooding? Unlikely, occasionally, frequent.

Subject to ponding? Unlikely, occasionally, frequent.

Depth (inches) 3" Area (sq.ft.)

Holes in manhole cover? 0 Cover misaligned?

Are solids accumulating? on bench X, on steps ___, or in channel ___

Is there staining indicating I&I Yes – minor ring

Is there Grease or solids buildup? No

Odor? No Rooting? No

Flow observation (slow/backed up)? good

Discuss the structural integrity:

Other Miscellaneous Problems:

(e.g, bricks falling in, cracks/pitting in concrete, corrosion, joint seals)

	Diameter	Material Depth from Rim	Lined	Condition
Outlet	6"	3"	No	good
Inlet 1	6"	3"	No	good
Inlet 2				
Inlet 3				
Inlet 4				

Manhole Inspection Form

Customer: Fort Jones

Engineers & Geologists

Date: June 1, 2017

MH ID: 31

LOCATION: edge of shoulder

Present Use: Storm Sanitary Other:

Grade to Manhole: Flush Below Above

Surface Cover: steel

Cover Diameter: 2'

Cover Condition: Good (Fair) Poor

Riser Rings: Number: 2 Alignment: good

Casting Condition: Good (Fair) Poor

Manhole Type: (Precast) Brick Block Combination

Manhole Condition: Good (O) Fair Poor

Step Condition: Good Fair Poor NONE

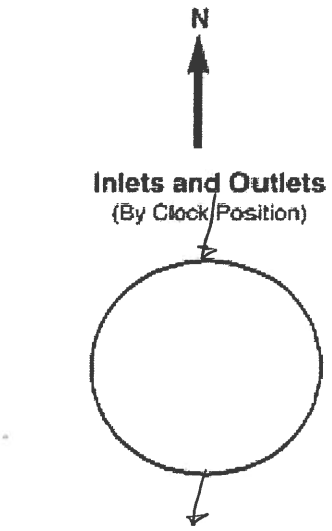
Step Type: Re-rod Cast Reinf. Plastic Other

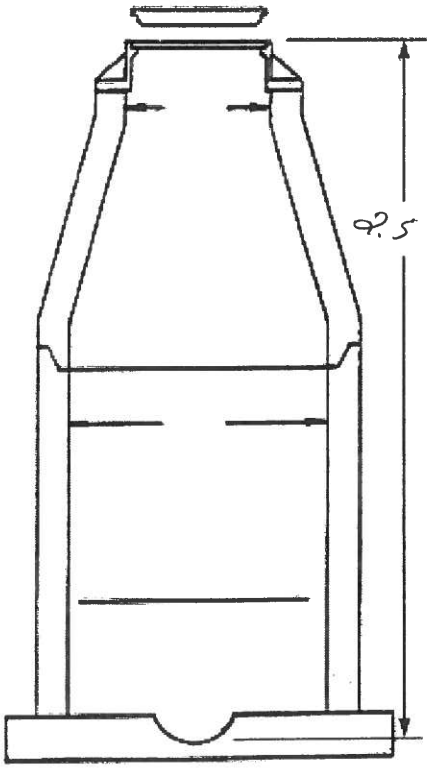
Apron Condition: Good Fair Poor (NONE)

Drop Manhole: Yes (No) **Drop Type:** Outside Inside

Infiltration: Yes (No) **Where:** Pipe Invert Casting Wall

Comments:
no issues





Is there any evidence of a recent overflow? no

Utility lines running through the manhole? no

Subject to stream flooding? Unlikely, occasionally, frequent.

Subject to ponding? Unlikely, occasionally, frequent.

Depth (inches) 2.5 Area (sq.ft.)

Holes in manhole cover? 0 Cover misaligned? no

Are solids accumulating? on bench x, on steps ___, or in channel ___

Is there staining indicating I&I minor rust

Is there Grease or solids buildup? no

Odor? no Rooting? no

Flow observation (slow/backed up)? good

Discuss the structural integrity:

Other Miscellaneous Problems:

(e.g, bricks falling in, cracks/pitting in concrete, corrosion, joint seals)

	Diameter	Material Depth from Rim	Lined	Condition
Outlet	6"	2.5'	no	good
Inlet 1	6"	2.5	no	good
Inlet 2				
Inlet 3				
Inlet 4				

LAGOON SYSTEM

DISTRIBUTION BOX

PVC 12" — SSMH 1 — CONC AND PVC 12" TWO PIPES — SSMH 2

12" PVC RUNS PARALLEL TO AND SOUTHERLY OF 12" CONC, AT BOTTOM OF SSMH 2. THE 12" PVC PIPE IS INTACT THROUGH SSMH 2.

CONC 10" — SSMH 3 — ABS 10" — SSMH 3-1 — PVC 6" — SSPS 3-2 — ABS 8" — SSMH 3-3 — ABS 8" — SSMH 3-4 — ABS 8" — SSMH 3-5 — ABS 8" — SSMH 3-6 — ABS 8" — SSMH 3-7 — ABS 8" — SSMH 3-8

CITY WELL #3

ROOTS, DEBRIS
PIPE DETERIORATING
PG 47 & 48

ROOTS, DETERIORATING PIPE
FAIR GRADE, GOOD CLEAN
PG 46

PIPE NEEDS TO BE UPSIZED
HOLE IN PIPE, PIPE TYPE CHANGES
BELLIES, CRACKS
PG 21

CONC 10" — SSMH 4 — SSMH 4-1 — SSMH 4-2 — SSMH 4-3 — SSMH 4-4 — SSPS 4-5

FAIR GRADE
GOOD CLEAN
PG 22

GOOD GRADE
FAIR CLEAN
PG 23

GOOD GRADE
GOOD CLEAN
PG 29

HOLE IN PIPE
SVC & SADDLE STICK INTO PIPE
PG 24

SERVICES STICK INTO PIPE
ROOTS
PG 27

SERVICES STICK INTO PIPE
PG 26

SERVICE WYE
PG 29

BROKEN PIPE
PIPE TYPE CHANGES
OFFSET JOINTS
ROOTS
PG 28

CONC 12" — SSMH 5 — PVC 12" — SSMH 6 — PVC 12" — SSMH 7 — 12" CONC — SSMH 8 — SSMH 9 — SSMH 9-1 — SSMH 9-2 — SSMH 9-3 — SSMH 9-4 — SSMH 9-4-1 — SSMH 9-4-2 — SSMH 9-4-3 — SSMH 9-4-4 — SSMH 9-5 — SSMH 9-6 — SSMH 9-7

LARGE ROOTS, GREASE, PT'S
POOR GRADE & CLEAN
PG 44

HOLE IN PIPE, BELLIES
POOR GRADE & CLEAN
PG 45

DEBRIS, PT'S
OFFSET JOINTS
PG 43

DEBRIS, BELLIES
PG 42

SEPERATED JOINT, PT'S, BELLIES
POOR GRADE, FAIR CLEAN
PG 41

HOLE IN PIPE
DEBRIS & BREAKS
PG 31

NO NOTES
HIGH WATER
PG 20

GOOD GRADE
FAIR CLEAN
PG 19

FAIR GRADE
POOR CLEAN
PG 18

WELLS #1 & 2

MH 11 TO 13
REPLACE MH 11
HOLE IN PIPE
PG 17

FAIR GRADE
FAIR CLEAN
PG 16

FAIR GRADE
GOOD CLEAN
PG 15

FAIR GRADE
GOODCLEAN
PG 4, 12

SSMH 10 — SSMH 11 — SSMH 11-1 — SSMH 12 — SSMH 13 — SSMH 14 — SSMH 15

GREASE, BIG HOLE IN PIPE
POWER POLE THROUGH PIPE
FAIR GRADE, POOR CLEAN
PG 49

OFFSET JOINTS, DEBRIS
PROTRUDING TAPS, ROOTS
PG 35

GOOD GRADE
FAIR CLEAN
PG 14

GOOD GRADE
GOOD CLEAN
PG 13

FAIR GRADE
POOR CLEAN
PG. 3

FAIR GRADE
FAIR CLEAN
PG. 2

POOR GRADE
POOR CLEAN
PG. 1

SSMH 17-1 — SSMH 17-2 — SSMH 17-3 — SSMH 17-4 — SSMH 18 — SSMH 19 — SSMH 20 — SSMH 20-1 — SSMH 20-2 — SSMH 20-3 — SSMH 20-4 — SSMH 20-5 — SSMH 20-6 — SSMH 20-7 — SSMH 21 — SSMH 22 — SSMH 23 — SSMH 24

HOLE IN PIPE, I&I
DEBRIS, PROTRUDING TAPS
90° TURN W/O SSMH
PG 36

PIPE CHANGES SIZE
ROOTS IN SERVICE, TAP AT JOINT
PG 37

DEBRIS, OFFSET JOINT
ROOTS, PROTRUDING TAPS
FAIR GRADE & CLEAN
PG 38

FAIR GRADE
POOR CLEAN
PG 7, 8

GOOD GRADE
POOR CLEAN
PG 6

PROTRUDING TAPS
GOOD GRADE
GOOD CLEAN
PG 33

BROKEN PIPE, ROOTS
PROTRUDING TAPS
PG 34

MATCH LINE

MOFFETT CREEK — MARBLE — NEW AVE — HAMILTON ST — STATE ROUTE 3 — DOUGLAS ST

SSMH 26 — SSMH 27-1 — SSMH 27 — SSMH 28 — SSMH 29 — SSMH 29-1 — SSMH 30 — SSMH 31 — SSMH 32 — SSMH 33 — SSMH 34 — SSMH 35 — SSMH 36 — SSMH 37 — SSMH 38 — SSPS 39

FAIR GRADE
POOR CLEAN
PG 7, 8

HOLE IN PIPE, ROOTS
FAIR GRADE
POOR CLEAN
PG 10, 40

LARGE ROOTS, PROTRUDING TAPS
GOOD GRADE, POOR CLEAN
PG 39

LEGEND
NEW WATER MAIN
EXISTING WATER MAIN

LEGEND	
SEWER MANHOLE	SSMH
PUMP STATION	SSPS
TRANSITE	TRAN
POLY VINYL CHLORIDE	PVC
CONCRETE	CONC
BLACK PLASTIC	ABS
DUCTILE IRON	DI

G:\Jobs\03-24\dwg\03-24 MasterSewer.dwg 08/03/2004 04:51:49 PM PDT

REV. BY	REVISION	DATE	REV. NO.

CONSULTING ENGINEERING
HAMMOND ENGINEERING
4802 INDUSTRY DRIVE
CENTRAL POINT, OREGON 97502
PH (541) 776-3327 FAX (541) 858-2008

VERIFY SCALE
BAR IS ONE INCH ON ORIGINAL DRAWING.
0 1"
IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY.

REUSE OF DOCUMENTS
THIS DOCUMENT, AND ALL IDEAS AND DESIGNS INCORPORATED HEREIN, ARE AN INSTRUMENT OF PROFESSIONAL SERVICES, AND IS THE PROPERTY OF HAMMOND ENGINEERING AND IS NOT TO BE USED, IN WHOLE OR IN PART, FOR ANY OTHER PROJECT WITHOUT WRITTEN AUTHORIZATION FROM HAMMOND ENGINEERING.

MASTER SEWER PLAN

TOWN OF FORT JONES, CALIFORNIA

EXP. 6/30/05
REGISTERED PROFESSIONAL ENGINEER
DAVID B. HAMMOND
RCE 15547
CIVIL
STATE OF CALIFORNIA

DESIGNED BY:	JOB NO.
	03-24
DRAWN BY: T.J.F.	SCALE: 1"= 200'
APPROVED BY: D.B.H.	SHEET NO. 1 OF 1

Town of Fort Jones
Fort Jones, Ca

Sanitary Sewer Management Plan

Introduction

This introduction section provides background information on the purpose and organization of the Sewer System Management Plan (SSMP) and provides a brief overview of the Town of Fort Jones Services District area and sewer system.

SSMP Requirement Background

The SSMP has been prepared in compliance with the requirements of the State Water Resource Control Board (SWRCB) pursuant to the California Water Code. The SWRCB mandates that the Town of Fort Jones prepare an SSMP following the guidelines in the SSMP Development Guide. The Town of Fort Jones must also comply with the Sanitary Sewer Overflow (SSO) electronic reporting requirements.

Document Organization

This SSMP is intended to meet the requirements of both the SWRCB and the statewide GWDR. The organization of the document is consistent with the RWQCB and SWRCB requirements. This SSMP includes twelve elements, as listed below. Each of these elements forms a section on this document.

1. Goals
1. Organization
2. Legal Authority
3. Operations and Maintenance Program
4. Design and Construction Standards
5. Spill Emergency Response Plan
6. Fats, Oils, and Grease (FOG) Control Program
7. Sewer System Evaluation and Capacity Assurance Plan
8. Monitoring, Measurement and Program Modifications
9. Internal Program Audits
10. Public Communication Program
11. SSMP Final Completion and Certification

District Service Area and Sewer System

The Town of Fort Jones is classified as a Incorporated City. It is located in Siskiyou County, Town of Fort Jones provides sewer service only to a community that lies within its sphere of influence. The population of the community is 661 people.

The Town of Fort Jones sewer system consists of approximately 6 miles of pipe, ranging from 6 inches to 12inches in diameter, and four pump stations (two at Marbleview, Bridge street and corner of Eastside Road and Hwy 3). The Town of Fort Jones does not have any flow from other areas.

The Town of Fort Jones maintains its own sewer system and occasionally relies on contract maintenance, CCTV. The Town of Fort Jones has prepared its own SSMP.

Section 1: Goals

This part of the SSMP identifies the goals the Town of Fort Jones has set for the management, operation and maintenance of the sewer system.

Regulatory Requirements for Goals Element SWRCB Requirements:

The collection system agency must develop goals to properly manage, operate and maintain all parts of its wastewater collections system in order to reduce and prevent SSO's, as well as to mitigate and SSO's that may occur.

Goal Discussion

The mission of the Town of Fort Jones is to provide safe, responsive and reliable sewer service to the community. In support of this mission, the Town of Fort Jones has developed the following goals for operation and maintenance of its sewer system:

1. To minimize any sanitary sewer spill (SSS)
2. To prevent public health hazards
3. Minimize inconveniences by responsibly handling interruptions in service
4. Protect the investment in the collection system by maintaining adequate capacities and extending the useful life span of the system
5. Prevent any unnecessary damage to public and private property
6. Use funds available for sewer operation in the most efficient manner and to establish a capital improvement fund for the sewer system
7. Convey wastewater to ponds with a minimum of infiltration, inflow and exfiltaration
8. Provide adequate capacity to convey peak flows
9. Perform all operations in a safe manner to avoid personal injury and property damage

Section 2: Organization

This section of the SSMP identifies the Town of Fort Jones staff that is responsible for implementing this SSMP, responding to SSS events, and meeting the SSS reporting requirements. This section also includes the designation of the Authorized Representative to meet SWRCB requirements for completing and certifying spill records.

Regulatory Requirements for Organization Element

SWRCB Requirement:

The collection system agency's SSMP must identify:

1. The name of the responsible or authorized representative;
2. The names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program. Include lines of authority as shown in an organization chart or similar document with a narrative explanation.
3. The chain of communication for reporting SSSs, from receipt of a complaint or other information including the person responsible for reporting SSSs to the State and Regional Water Board and other agencies if applicable (such as County Health Officer, County Environmental Health Agency, Regional Water Quality Control Board, and/or State Office of Emergency Services (OES).

Organization Discussion

This section discusses the organization and roles of sewer staff, the authorized representative to the SWRCB, and key staff responsible for implementing and maintaining the SSMP.

Description of General Responsibilities

Wastewater Operator and/or Maintenance Operator
Plans, organizes, directs, performs and supervises all work activities of the Town of Fort Jones. The Wastewater Operator and/or Maintenance Operator will advise the Board of Directors for the Town of Fort Jones of public works and/or of engineering matters. The wastewater operator and/or maintenance operator will prepare the budget while the board of directors will approve the budget. The operators will prepare cost estimates and obtain approval of the board of directors for all impending public work other than normal repairs and maintenance. The wastewater operator and/or maintenance operator will aid contractors with plans and specifications for public work projects if approved by board of directors.

Wastewater Operator and/or Maintenance Operator
Plans, organizes and supervises the maintenance and repairs of sewer infrastructure. Said operators will also make recommendations to the board of directors regarding maintenance, constructions, and operations aspects. Said operators will also confer with contractors, engineers, and members of the general public on construction and maintenance problems and procedures.

Wastewater Operator and/or Maintenance Operator

Operators are responsible for plant operations, collection system maintenance and will supervise sewer maintenance workers. The operators schedules work assignments, maintains records of assigned projects, supplies and equipment. The operators also investigates sewer-related complaints from the general public and estimates needed equipment and equipment maintenance.

Wastewater Operator and/or Maintenance Operator

Will work as a member of a field maintenance crew to clean, unplug, and repair sewer lines and inspect lift stations. The operators will also locate and raise manholes, and operate power equipment. The operators are responsible for scheduling sewer cleaning with outside contractor upon board approval. Operators will be first responders who will be responsible for Underground service alerts.

Wastewater Operator and/or Maintenance Operator

Are responsible for maintaining written documentation of all public works, records, maintenance schedules and regulatory reports.

Authorized Representative

The Town of Fort Jones authorized representative in all wastewater collection system matters is the certified wastewater operator. The certified wastewater operator is authorized to certify electronic spill reports submitted to SWRCB. The maintenance operator is authorized to act in the certified wastewater operators' absence. The certified wastewater operator is authorized to submit SSS reports to the appropriate government agencies.

Responsibility for SSMP Implementation

The certified wastewater operator is responsible for implementing and maintaining all elements of this SSMP.

SSO Reporting Chain of Communication with names and phone numbers

1. Joshua Stanshaw
   A. (530) 468-2281 Office

2. Kevin Hullquist- Maintenance
   A. (530) 468-2281 Office
   B. (530) 598-5082 Cell Phone

3. Everett Hullquist
   A. (530) 468-2281 Office
   B. (530) 598-3952

4. Robert Rowley-Siskiyou County Emergency Services Office (530) 841-2155

5. Siskiyou County Health Dept. (530) 841-2100

6. State Water Resources Control Board (530) 542-6457

7. Office of Emergency Services (CA State) (800) 852-7550

See attached flow chart of SSS procedures

Spill Emergency Response Procedures

The Spill emergency response procedure presents a plan for the Town of Fort Jones to mobilize labor, materials, tools and equipment to correct or repair any condition that may cause or contribute to an unpermitted discharge.

1. Receipt of information regarding an SSS ;
   An employee or a Town of Fort Jones Board member may receive the information of an SSS. Employees and Board members receive after hours calls.
   A. The person who receives the sewer call should obtain all relevant information available regarding the spill including the following.
      1. Time and date call received
      2. Specific location
      3. Description of problem
      4. Time spill was noticed by caller
      5. Callers name and phone number
      6. Observations of caller; odors, duration and back or front of property or street
      7. Any other information that will assist crews to locate and stop the spill quickly
   B. Person taking call will then immediately dispatch information to proper person to handle situation

Town of Fort Jones Organizational Chart with names and phone numbers.

Board Members

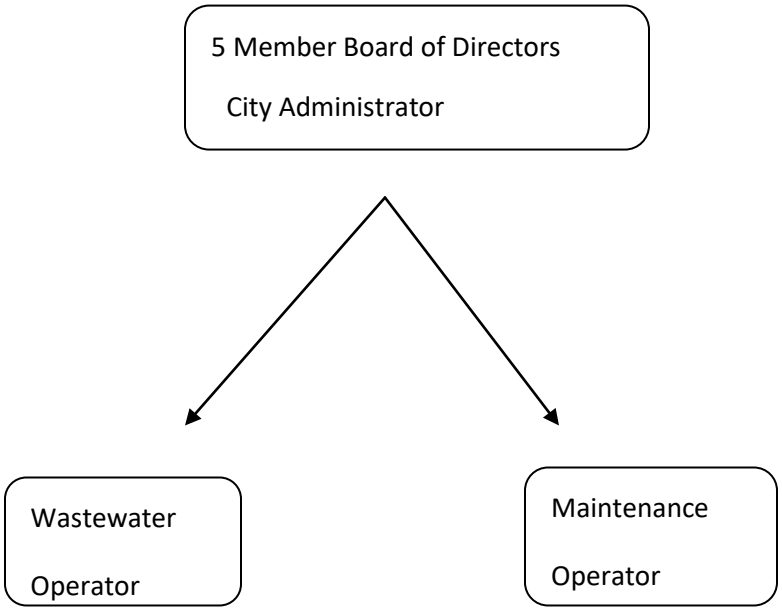
Mercedes Garcia (530) 598-4078
Julia Mason (530) 598-3754
Mark Eayers (530) 598-2162
Kathye Banks (530) 643-3561
Alex La Riveire (530) 468-2281

Staff Members

Joshua Stanshaw
A. (530) 468-2281
Everett Hullquist
A.530-598-3952

Kevin Hullquist
A. 530-598-5082

Organization Chart for the Town of Fort Jones



Section 3: Legal Authority

Regulatory Requirements for Legal Authority Element

Each Waste Water Collection System Agency (Town of Fort Jones) must demonstrate, through sanitary sewer system use ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to:

- Prevent illicit discharges into its sanitary sewer system (examples may include storm water, chemical dumping, unauthorized debris, and cut roots, ECT.);
- Control infiltration and in flow from satellite collection systems and laterals;
- Require that sewer and connections be properly designed and constructed including all new and rehabilitated sewer systems and connections;
- Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Town of Fort Jones;
- Limit the discharge of fats, oils and grease and other debris that may cause blockages;
- Enforce any violations of it sewer ordinances;

Section 4: Operations and Maintenance

Section 4a: Collection System Map

Requirements: Each wastewater collection system agency shall maintain up-to-date maps of its wastewater collection system facilities, showing all gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable storm-water pumping and piping facilities.

Section 4b: Preventative Operation and Maintenance

Requirements: Each wastewater facility shall describe routine preventative operations and maintenance activities by staff and contractors, including a system for scheduling regular maintenance and cleaning of the sanitary sewer with more frequent cleaning and maintenance targeted at known problem areas. The Preventative Maintenance Program should have a system to document scheduled and conducted activities, such as work orders.

Preventative Root Maintenance Program

The continual flow of nutrient-filled water found in sewer pipes attracts tree roots. Roots growing along the pipes can exert significant pressures on pipes, and roots pushing into and around gasket connection points expand in a radial manner and break seals.

Root infiltration can cause a blockage to the lateral, the sewer line servicing your home, resulting in sewage backup in your home and damage to your furnishings.

Homeowners are responsible for maintaining the lateral that services their home from their home to the Towns mainline.

Town of Fort Jones Uses the conventional method of removing roots by cutting or tearing is used to solve an immediate problem or stoppage,

Unfortunately they can't stop all roots from growing and from time to time will have to excavate and replace sewer pipe.

Fats, Oils and Grease (FOG) Program

Town of Fort Jones has implemented the following FOG program. All customers have been supplied with information on the proper disposal of FOG related items, and have been advised of the possible damage that can be caused if these items are improperly disposed of into the sewage system.

Town of Fort Jones as a preventative maintenance program bi-annually introduces an environmentally friendly degreasing agent into the main sewage lines in order to prevent major FOG related blockages and SSO’s. Town of Fort Jones introduces these agents by means of the manholes directly into the sewer system at designated areas so that they travel through the entire system allowing for the best possible coverage.

Pipeline Cleaning Program

Town of Fort Jones performs semi-annual maintenance on the sewer lines in the entire system. This includes a visual inspection and the use of an approved degreasing agent introduced into the pipeline for cleaning.

Town of Fort Jones maintains records of all system repairs either scheduled or emergency at the office. These records are used to identify possible problem areas in the system, as well as potential problems. These records are also used in order to maintain compliance with regulatory agencies.

Camera Monitoring Program

The Town of Fort Jones sewer system camera monitoring was conducted in 2004.

Chart to identify nature and quantity of debris removed during cleaning.

Nature and Quantity of Debris Removed during Cleaning Type of Debris	Clear (no debris)	Light	Moderate	Heavy
Sand, grit, rock	CLR	DL	DM	DH
Grease	CLR	GL	GM	GH
Roots	CLR	RL	RM	RH
Other (specify)	CLR	OL	OM	OH

Lift Station Preventative Maintenance Program

Town of Fort Jones performs annual preventive maintenance and cleaning of the four lift stations in the system. Maintenance includes pressure washing the holding tanks, visual inspections of the tank and all equipment, and documenting any potential problems or damage requiring repair or replacement. Work orders will then be issued and Town of Fort Jones staff will repair or replace the affected portions of the lift stations. All records of this maintenance will then be documented and kept on file.

System Blind Spots

In the Town of Fort Jones system there are no true blind spots where an SSS would go unnoticed for any amount of time long or otherwise. Potentially the 17 residences on Main Street, 6 residences on Mathews and 2 residences on Carlock do have the sewer lines running through the backyards of the homes. This makes them unnoticeable to Town of Fort Jones staff, but would be very noticeable to the resident in case of an SSS.

Work Order System

A work order system is being implemented to allow for documentation and the tracking of progress and potential hot spots within the system. A work order will be written for all repairs and maintenance done on the system prior to work being completed, with an exception existing in case of a system emergency where a work order will be written after the initial emergency has concluded or all repairs have been completed.

Work order records will be used to determine how much of the system was cleaned, repaired, or replaced during a year. The records will also identify the exact location of all work completed on the system and will identify if any areas are affected more often than others.

Customer Complaints

Town of Fort Jones will take all complaints from customers very seriously. In case of a complaint, a work order will be issued to allow Town of Fort Jones staff to investigate the nature of the complaint. The results of this investigation will remain documented at the office. In the case that there is no identifiable problem, this will be documented on the work order and kept on file. If a problem is identified Town of Fort Jones staff will work to promptly resolve the problem. If the problem is identified in an area not property of the Town of Fort Jones, the homeowner, will be advised of the problem and will be advised on the procedures to follow to resolve the problem. If a homeowner does not resolve the problem Town of Fort Jones will do so with all costs to include labor, materials, permits, and administration fees to be charged back to the homeowner. If the home owner refuses to pay said costs legal action and possible termination of services provided by the Town of Fort Jones may be pursued to resolve the debt incurred to the town.

Section 4c: Rehabilitation and Replacement Plan

Requirements: Develop a rehabilitation and replacement plan to identify and prioritize system deficiencies and implement short-term and long-term rehabilitation actions to address each deficiency. The program should include regular visual inspection and TV inspections of manholes and sewer pipes, and system for ranking the conditions of sewer pipes and scheduling rehabilitation. Rehabilitation and replacement should focus on sewer pipes that are at risk of collapse or prone to more frequent blockages due to pipe defects. Finally, the rehabilitation and replacement plan should include a capital improvement plan that addresses proper management and protection of the infrastructure. The plan shall include a time schedule for implement the short-term plans plus a schedule for developing the funds needed for the capital improvement plan.

Rehabilitation and Replacement Plan

Town of Fort Jones infrastructure is a constant concern of the town. Town of Fort Jones is implementing a rehabilitation and replacement program to address the needs to update, repair and replace infrastructure that is no longer working at the highest levels of efficiency. The plan will call for a three tier program that starts with system evaluation, then repair and rehabilitation, and finally follow-up. This program will set projects within two categories which are long-term projects and short term projects. Short term projects will include the actual time to perform the evaluation of the system in the determined areas to identify the extent of any needed repairs, replacement and

rehabilitation. In cases where the evaluation shows no needed response the area will documented as clear and the next designated area will then be addressed. Short term projects will be determined by financial impact on the town, if the yearly allotted budget will not allow for the cost of a determined repair it will be deemed a long-term project. Long-term projects will be deemed any project requiring funds more than the allotted amount in the yearly budget for repair and maintenance. These will include any Rehabilitation or repair that will require the use of finances from an outside source or from future revenues to complete the said project. Capital improvements will be addressed as long term projects. To assist in funding future long-term projects Capital Improvement Accounts will be set-up for each major long term project to aid in financing future projects. The final step of the rehabilitation and replacement plan will be to continually reevaluate areas after rehabilitation has been completed to get an estimate on time of service for all repaired or replaced materials to a lot for proper maintenance, upkeep, and a estimated time that future repair or replacement may need to take place. It will allow the town to see from start to completion the time necessary to make such repairs or replacements, and will allow for better estimates for funds needed to continue such projects. It will also allow the town to evaluate the effectiveness of repairs and replacements in order to assure the efficiency of the system as a whole. The system running as efficiently as possible is the Towns primary goal.

Section 4d: Training

Requirements: Provide training on a regular basis for staff in sanitary sewer system operations and maintenance, and require contractors to be appropriately trained.

It is the policy of Town of Fort Jones to train employees on all equipment used according to manufactures recommendations. The Town of Fort Jones has a safety manual that is included with this portion of the SSMP. Each Employee is required to read the manual within in 24 hours of hire date and/or before use of any equipment. Each employee must complete the courses listed below prior to engaging in any of the activities.

Specific training classes are conducted by an outside agency.

1. Confined space
2. Excavation/trenching
3. Lock-out/Tag-out
4. Wastewater/Blood borne pathogens
5. Personal Protective Equipment
6. Hazardous Materials
7. Sewer Standards
8. Traffic Safety

Section 4e: Contingency Equipment and Replacement Inventories

Requirements: Provide equipment and replacement part inventories, including identification of critical replacement parts.

The Town of Fort Jones is considered a small system. Being as such, does not stock all replacement parts but can obtain needed parts from local vendors within a twenty four hour period. However, attached is a stock replacement plan for items the District does keep in inventory.

EQUIPMENT

Equipment Name	Date Purchased	Original Cost	Expected Replacement Year	Replacement Cost
John Deer tractor/backhoe	1992	8000.00	2020	15000.00
1987 IH Utility Bed PU	1999	Donated	2017	25000.00
1999 Dump Truck	2006	8000.00	2027	10000.00
Brush Hog	1989	1000.00	2024	1500.00
Honda Trash Pump	1990	1500.00	2012	2000.00
Case Loader/Backhoe	2008	1800.00	2018	2500.00
PHD Plus Gas Meter	2001	2500.00	2012	3500.00
2000 Vibrator Plate	2000	631.13	2012	694.12
Case Loader	2010	14000.00	2020	35000.00
2003 Ford Service Truck	2003	30000.00	2025	50000.00
1999 Vactron				

Section 5: Design and Performance Provisions

Section 5a: Standards for Installation, Rehabilitation, and Repair

Requirements: The SSMP must identify design and construction standards and specifications for the installation of new sanitary sewer systems, pump stations and other appurtenances; and for the rehabilitation and repair of existing sanitary sewer systems.

Introduction

The Town of Fort Jones design and construction standards are used by the Town of Fort Jones staff and are communicated to consulting engineers and/or developers at the start of a design process or proposed development.

Regulatory Requirements for the Design and Performance Provisions Section

The regulatory requirements for the Design and Performance Provisions section are:

RWQCB Requirement (Design and Construction Standards):

a. Standards for Installation, Rehabilitation and Repair

Each wastewater collection system agency shall identify minimum design and construction standards and specifications for the installation of new sewer systems and for the rehabilitation and repair of existing sewer systems.

b. Standards for Inspection and Testing of New and Rehabilitated Facilities

Each wastewater collection system agency shall identify procedures and standards for inspecting and testing the installation of new sewers, pump stations, and other appurtenances; and for rehabilitation and repair projects.

GWDR Requirement (Design and Performance Provisions):

(a) Design and construction standards and specifications for the installation of new sanitary sewer systems, pump stations and other appurtenances; and for the rehabilitation and repair of existing sanitary sewer systems; and

(b) Procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances and for rehabilitation and repair projects.

Construction Standards

The Town of Fort Jones construction standards are specified in the Greenbook: Standard Specifications for Public Works Construction

Section 5b: Standards for Inspecting and testing of new, rehabilitated, and repaired facilities.

The processes for testing and inspecting of new rehabilitated or repaired facilities are available within the Districts adopted Construction Standards. As written into the standards testing and inspection shall be performed by the contractor in compliance with the Construction Standards and will be monitored by the District or its contracted engineer to assure compliance has been achieved.

Section 6: Spill Emergency Response Plan

6.1

Requirement: Each Enrollee shall develop and implement a Spill emergency response plan that includes measures to protect public health and the environment. At a minimum, this plan must include the following:

A. Proper notification procedures so that the primary responders and regulatory agencies are informed of all SSSs in a timely manner;
B. A program to ensure an appropriate response to all spills;
C. Procedures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities (e.g., health agencies, Regional Water Boards, water supplies etc) of all SSSs that potentially affect public health or reach water of the State in accordance with the MRP. All SSSs shall be reported in accordance with this MRP, the California Water Code, other State Laws, and other applicable Regional Water Board WDRs or NPDES permit requirements. The SSMP should identify the officials who will receive immediate notification;
D. Procedures to ensure that appropriate staff and contractor personnel are aware of and follow the Spill Emergency Response Plan and are appropriately trained;
E. Procedures to address emergency operations, such as traffic and/or crowd control and other necessary response activities; and
F. A program to ensure that all reasonable steps are taken to contain and prevent the discharge of untreated and partially treated wastewater to waters of the United States and to minimize or correct any adverse impact on the environment resulting from the SSSs, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharged.

6.2

Procedure to handle reports of sewer spill:

1. Receipt of information regarding an SSS;

Any employee or a Town of Fort Jones Board member may receive the information of an SSS. Employees and Board members receive after hours calls.

A. The person who receives the sewer call should obtain all relevant information available regarding the spill including the following: 1. Time and date call received

2. Specific location
3. Description of problem
4. Time spill was noticed by caller
5. Callers name and phone number
6. Observations of caller; odors, duration and back or front of property or street
7. Any other information that will assist crews to locate and stop the overflow quickly

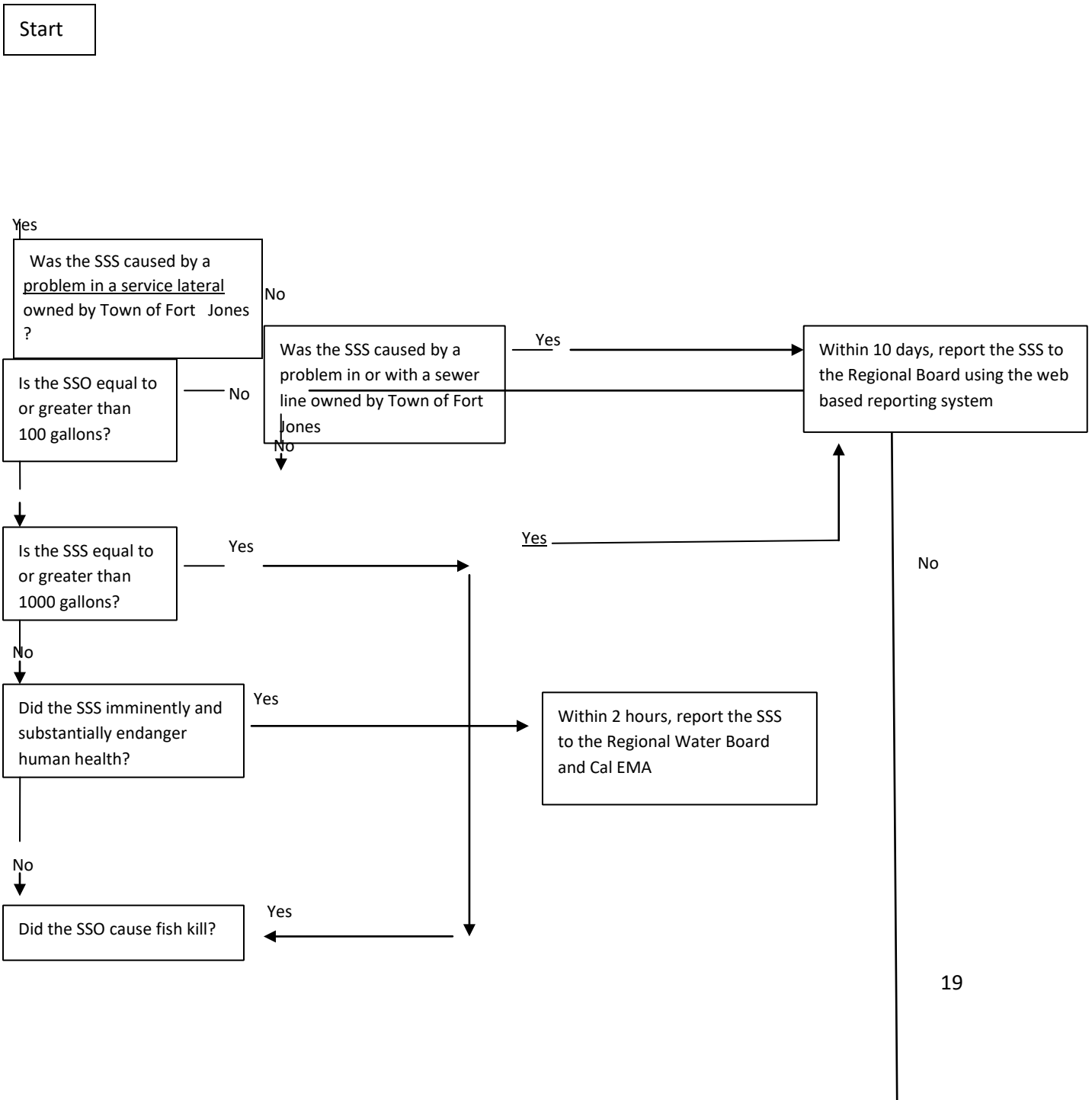
B. Person taking call will then immediately dispatch information to the proper person to handle the situation

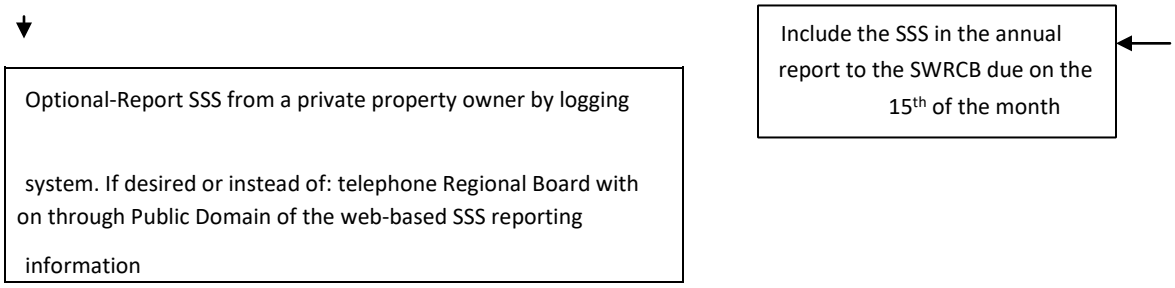
C. The person designated (wastewater operator and/or maintenance operator) will then go through the following process;

I. Determine cause of and amount of spill

A. If a pump malfunction is determined to be the cause at a lift station the designated person is to call Town of Fort Jones 530-468-2281
B. Block storm drain if needed
C. Push as much of the spill back into man hole or lift station
D. If need be use trash pump to pump spilled sewage back into manhole or lift station.
E. As soon as possible pull sewage pump and repair or replace
F. Hose area down towards lift station and disinfect
G. If spill occurred because of a blockage in the main line;
    1. Attempt to unclog line with snake, if not possible-
    2. Expose main and replace pipe
    3. Follow clean up instructions above
H. If spill occurred at sewage pond area;
    1. Determine cause and amount of overflow
    2. If determined to be a valve problem, replace valve
    3. If determined to be an overflow pipe clog, clean pipe II. Follow Sanitary Sewer Spill Reporting Process

Sanitary Sewer Spill Reporting Process





Section 7: Fats, Oils and Grease Program

Requirements: Each Enrollee shall evaluate its service area to determine whether a FOG control program is needed. If an Enrollee determines that a FOG program is not needed the Enrollee must provide justification as to why it is not needed. If FOG is found to be a problem, the Enrollee must prepare and implement a FOG source control program to reduce the amount of these substances discharged into the sanitary sewer system. This plan shall include the following as appropriate:

a. An implementation plan and schedule for a public education outreach program that promotes proper disposal of FOG;
b. A plan and schedule for the disposal of FOG generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of FOG generated within a sanitary sewer system service area;
c. The legal authority to prohibit discharges of FOG to the system and identify measures to prevent SSS's and blockages caused by FOG;
d. Requirements to install grease removal devices(such as traps or interceptors),design standards for the removal devices, maintenance requirements, BMP requirements, record keeping and reporting requirements;
e. Authority to inspect grease producing facilities, enforcement authorities, and whether the Enrollee has sufficient staff to inspect and enforce the FOG program;
f. An identification of sanitary sewer system sections subject to FOG blockages and establishment of a cleaning maintenance for each section, and
g. Development and implementation of source control measures for all sources of FOG discharged into the sanitary sewer system for each section identified in (f) above.

The Town of Fort Jones has made it a priority to keep its customers informed on proper FOG disposal procedures. This has been done in the welcome letter received upon moving into the Town of Fort Jones service area, as well as through reminders in the monthly newsletter sent out with the billing to each customer.

The Town of Fort Jones has the legal authority to enforce the implemented FOG program through Ordinance 13.04.060 Title 13

Town of Fort Jones has implemented the following FOG program. All customers have been supplied with information on the proper disposal of FOG related items, and have been advised of the possible damage that can be caused if these items are improperly disposed of into the sewage system.

Town of Fort Jones as a preventative maintenance program bi-annually introduces an environmentally friendly degreasing agent into the main sewage lines in order to prevent major FOG related blockages and SSO's. Town of Fort Jones introduces these agents by means of the manholes directly into the sewer system at designated areas so that they travel through the entire system allowing for the best possible coverage.

Section 8: System Evaluation and Capacity Assurance Plan

Introduction:

This section of the SSMP outlines the District's programs and activities to provide adequate capacity.

Requirements:

The Enrollee shall prepare and implement a capital improvement plan that will provide hydraulic capacity of key sanitary sewer system elements for dry weather peak flow conditions, as well as the appropriate design storm or wet weather event. At a minimum, the plan must include:

a. Evaluation: Actions needed to evaluate those portions of the sanitary sewer system that are experiencing or contributing to an SSS discharge caused by hydraulic deficiency. The evaluation must provide estimates of peak flows (including flows from SSS's that escape the system) associated with conditions similar to those causing overflow events, estimates of the capacity of key system components, hydraulic deficiencies (including components of the system with limiting capacities) and the major sources that contribute to the peak flows associated with overflow events.
b. Design Criteria: Where design criteria do not exist or are deficient, undertake the evaluation identified in (a) above to establish appropriate design criteria; and
c. Capacity Assurance Measures: The steps needed to establish a short- and long-term CIP to address identified hydraulic deficiencies, including prioritization, alternative analysis, and schedules. The CIP may include increase in pipe size, I/I reduction, increases and redundancy in pumping capacity, and storage facilities. The CIP shall include an implementation schedule and shall identify sources of funding.

d. Schedule: The Enrollee shall develop a schedule of completion dates for all portions (a)-(c) above. This schedule shall be reviewed and updated consistent with the SSMP review and update requirements as described in Section D.14.

Evaluation-Collection System Master Plan

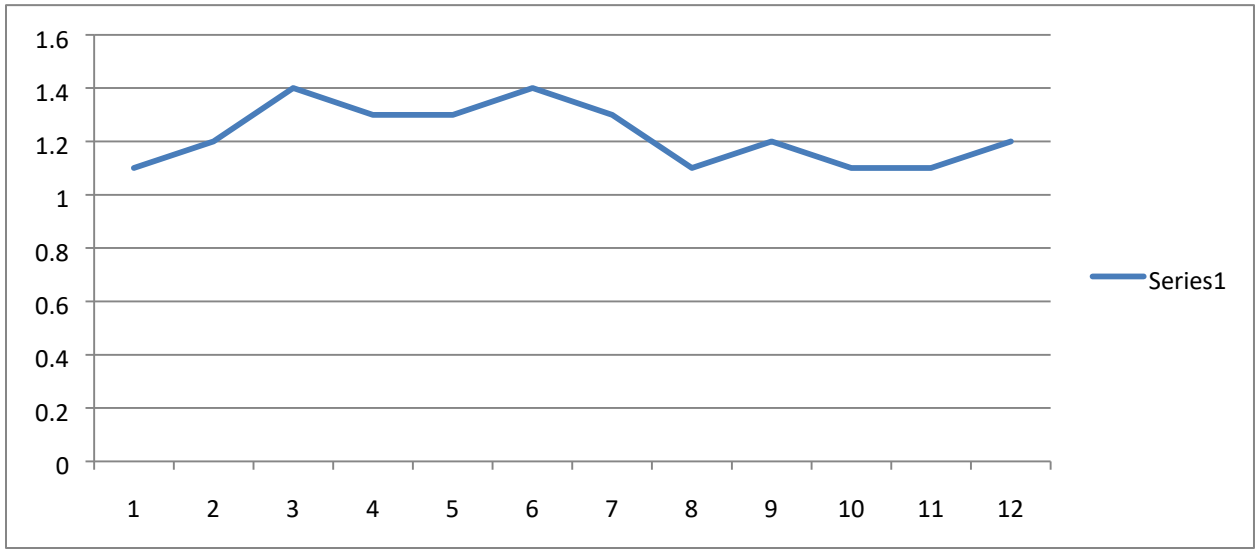
The Town of Fort Jones has completed an assessment of the capacity of our current infrastructure to show that it has adequate resources to handle the inflow and infiltration possible with the system as currently operating. The Town of Fort Jones has made it part of the design criteria to be included in the requirements of any contractor wishing to build within the communities' jurisdiction the need to increase the capacity of the infrastructure to maintain compliance with this SSMP and any other state regulations.

Design Criteria

The capacity-related design criteria are included in Section 5 of the SSMP, Design and Performance Provisions.

Capacity Enhancement Measures-Capital Improvement Program

The Town of Fort Jones will include that contractors whom wish to build within the communities' jurisdiction will be required to increase the capacity of the current infrastructure to maintain the standards of this SSMP and any other state regulations. There are no known deficiencies currently noted within the system. Future enhancements will be documented within the Town of Fort Jones Capital Improvement Plan if a need is determined. At this time no increases in the system will be publicly funded as the system has proven itself adequate. The design criteria and requirements must be agreed upon by any private contractor wishing to build in the community prior to their projects actually being approved by the Town of Fort Jones.



Schedule

The Town of Fort Jones will place any publicly funded enhancements to the infrastructure of the current system in the Capital Improvement Plan if a need is determined. At this point no known deficiencies have been found to identify a need to be scheduled.

Section 9: Monitoring, Measurements, and Program Modifications.

Introduction:

This section of the SSMP outlines the process that the Town of Fort Jones will follow to evaluate the effectiveness of the SSMP and to identify updates that may be needed for a more effective program.

Requirements:

The Enrollee Shall:

a. Maintain relevant information that can be used to establish and prioritize appropriate SSMP activities;
b. Monitor the implementation and, where appropriate, measure the effectiveness of each element of the SSMP;
c. Assess the success of the preventative maintenance program;
d. Update program elements, as appropriate, based on monitoring or performance evaluations; and

e. Identify and Illustrate SSS trends, including; frequency, location and volume.

Performance Measures

The indicators that the Town of Fort Jones will use to measure the performance of its wastewater collection system and the effectiveness of its SSMP are:

- Total number of SSSs;
- Number of SSSs by each cause (roots, grease debris, pipe failure, capacity, pump station failures, and other);
- Portion of sewage contained compared to total volume spilled; ▪ Volume of spilled sewage discharged to surface water; and
- Planned to actual performance for preventive maintenance.

Baseline Performance

The Town of Fort Jones has over 60 years, historical, or baseline, performance data for the selected performance measures. The data that is available is shown in the following charts. Trends will be added when the quantity of data is adequate.

Calendar Year	Gravity Sewer SSO's	Pump Station SSO's	Force Main SSO's
2005	0	0	0
2006	0	0	0
2007	0	0	0
2008	0	0	0

Performance Monitoring and Program Changes

The Town of Fort Jones will evaluate the performance of its wastewater collection system at least annually using the performance measures identified in Subsection C, Performance Measures, above. The Town of Fort Jones will update the data and analysis in this section at the time of the evaluation.

The Town of Fort Jones may use other performance measures in its evaluation. The Town of Fort Jones will prioritize its actions and initiate changes to this SSMP and the related programs based on the results of the evaluation.

Section 10: SSMP Audits

Requirements: As part of the SSMP, the Enrollee shall conduct periodic internal audits, appropriate to the size of the system and the number of SSS's. At a minimum, these audits must occur every two years and a report must be prepared and kept on file. This audit shall focus on evaluating the effectiveness of the SSMP and the Enrollee's compliance with the SSMP requirements identified in this subsection (D.13), including identification of any deficiencies in the SSMP and steps to correct them.

Section 11: Communication Program

A. Introduction

This portion of the SSMP outlines the process involved in communicating with interested members of the public regarding the development, implementation of and performance of this plan.

B. Requirements

The Enrollee shall communicate on a regular basis with the public on the development, implementation, and performance of its SSMP. The communications system shall provide the public the opportunity to provide input to the Enrollees as the program is developed and implemented.

The Enrollee shall also create a plan of communication with systems that are tributary and/or satellite to the Enrollee's sanitary sewer system.

The announcement of the SSMP was made at our regular board of director meeting on Communicating Sanitary Sewer Performance

The Town will make information on the performance of its sanitary sewer system performance available for review. The performance information will include the performance indicators listed in Section IX of the SSMP; Monitoring, Measurement, and Program Modifications and will be compiled annually.

> The most recent compilation of the Town's sanitary sewer maintenance plan information is available for review at 11960 East Street during normal business hours. Interested parties can contact Everett Hullquist at (530) 468-2281 or email the Town of Fort Jones at ftjones@sisqtel.net for additional information.

The Town of Fort Jones reports SSSs electronically to the California Integrated Water Quality System (CIWQS). The electronic SSS data, as well as information regarding regulatory actions, is available at:

> http://www.waterboards.ca.gov/ciwqs/publicreports.html.

The Town of Fort Jones will direct interested parties to the CIWQS public access website.

The Town of Fort Jones will report the performance of its sanitary sewer maintenance plan to the Board of Directors annually at regularly scheduled meeting and the performance information will be included in the minutes of that public meeting. The performance information will include the performance indicators listed in Section IX of the SSMP; Monitoring, Measurement, and Program Modifications and will be compiled annually.

D. Agreements with Satellite Collection Systems

The Town of Fort Jones does not use or have any satellite collection systems at this time. In the event that a change occurs adding a satellite collection system an agreement with the added party would be completed and kept on file with the District Office in compliance with all requirements set forth in the SSMP.

Table of Contents

1. **General Safety Rules**
2. **Electricity**
3. **Floor Surfaces**
4. **Lifting and Moving Objects**
5. **Machinery and Equipment Safety Procedures**
6. **Guest Services**
7. **Hazardous Chemical Emergencies/Chemical Spills**
8. **First Aid**

Section 1: GENERAL SAFETY RULES

1. All newly hired employees will receive training on the safety manual within 10 days of employment.
2. Always follow directions, DO NOT take chances or short cuts.
3. If you don't know ask, safety first.
4. Keep all work areas clean and clear of obstructions at all times
5. Report unsafe conditions or practices to your supervisor immediately, things cannot be addressed if they are not known.
6. Whenever you are involved in an injury or accident, regardless of however minor it may seem, report it immediately.
7. Get First Aid promptly when injured.
8. Use, adjust, and repair equipment only when authorized to do so.
9. Do not alter, or remove any installed safety devices.
10. Wear approved personal protective equipment (PPE) as directed.
11. Read and Follow all directions on labels and in operation manuals.
12. If you use chemicals, cleaning agents, or solvents, you are required to know and understand the MSDS (Material Safety Data Sheets) and where to find this information.
13. Always obey signs and posted instructions, they are there for a reason.
14. Listen carefully to your supervisor's instructions. If you are not sure ask for help.
15. When working with another employee, make sure you know what the other employee is doing as well as letting them know what you are doing.
16. Notify everyone who might be in danger or in an unsafe environment due to the work being performed.
17. Never use improper or broken tools or equipment. Obtain the correct tool or have the broken one repaired or replaced to complete a job.
18. DO NOT obstruct aisles, emergency exits, walkways, streets, or traffic areas with cords, equipment, or materials, and a minimum 24" walkway must be maintained at all times.
19. When moving an item through an active area, verbally warn those around you of your approach and caution them to be aware of your activity.
20. Know where the nearest fire exit, extinguisher, and hydrant are at all times.
21. DO NOT take or allow others to take short cuts in, around, or through dangerous work areas.
22. When operating power equipment of any kind, caution should be exercised and proper safety equipment should be used.
23. Contact your supervisor immediately if a Hypodermic device is found. Never risk picking up the device without taking proper safe handling procedures, to include PPE and proper disposal containers.
24. Observe "WET FLOOR" signs and safe practices in hallways, restrooms, pump rooms, and work areas in general.
25. Never enter a confined workspace without a minimum of 3 persons present and following safe work area procedures.

26. Never go to a potentially dangerous work area by yourself without notifying the office or your supervisor and continually check-in to ensure your safety.
27. DO NOT work at the water's edge without another person present.
28. DO NOT drive any vehicle if impaired or if the conditions are unsafe for the vehicles proper use.
29. When driving any vehicle follow all safety procedures and laws at all times.
30. Always return tools and equipment to its proper storage area after use.
31. Employees shall use proper lifting techniques as outlined in the Back Injury Prevention Procedure portion of this manual (Section 4)
32. Proper hygiene shall be used when leaving or returning to work areas for breaks or duties (i.e. hand washing)
33. Horseplay and running shall be forbidden.
34. No jewelry, long hair, or loose clothing shall be allowed around any machinery while operating.

Section 2: Electricity

1. Treat electricity with respect.
2. When plugging in an electrical cord make sure your hands are dry, to eliminate the possibility of shock.
3. Grasp the plug and not the cord when unplugging an electrical cord from any outlet.
4. Electrical equipment should be grounded with a 3-prong plug or a separate ground wire.
5. Electrical outlets near liquids (sinks, and other water sources) should be equipped with a GFI electrical outlet.
6. Never use electrical testing equipment unless properly trained to do so.
7. Use and follow proper Lock out/Tag out procedures when working on electrical equipment.

Section 3: Floor Surfaces

1. Floors shall be kept clean and dry.
2. Floor and platforms shall be kept free of projections, obstructions, holes, and loose boards or other material comprising of the floor covering.
3. Always clean the floor or work area surface after a spill, or deposit of waste water or solids has been present.
4. When working on any surfaces always wear appropriate footwear.
5. When mopping floors, always place a "Wet Floor" sign to alert others of possible slip hazards.

6. Always mark cords, hoses, or equipment lines by cones, tape, or holders to alert others of a possible trip hazard.
7. Always take extra precaution is work areas where conditions may change rapidly or are uncontrollable due to weather, or other circumstances.

Section 4: Lifting and Moving Objects

Improper lifting techniques are responsible for a large percentage of back injuries among workers.

Proper methods of lifting and handling protect against injury, and makes work easier.

You need to "**think**" about what you are going to do before bending to pick up an object. Over time, safe lifting techniques should become habit.

The following are the basic steps of safe lifting and handling:

1. Size up the load and check overall conditions. Don't attempt the lift by yourself if the load appears to be too heavy or awkward. Check that there is enough space for movement, and that the footing is good. "Good Housekeeping" ensures that you won't trip or stumble over an obstacle.
2. Make certain that your balance is good. Feet should be shoulder width apart, with one foot *beside* and the other foot *behind* the object that is to be lifted.
3. Bend at the knees, don't stoop. Keep back straight, but not vertical. (There is a difference. Tucking the chin straightens the back.)
4. Grip the load with the palms of hands and fingers. The palms grip is much more secure. Tuck in the chin again to make certain your back is straight before starting to lift.
5. Use your body weight to start the load moving, and then lift by pushing up with the legs. This makes full use of the strongest set of muscles.
6. Keep the arms and elbows close to the body while lifting.
7. Carry the load close to the body. Don't twist your body while carrying the load. To change directions, shift your foot position and turn your whole body.
8. Watch where you are going!
9. To lower the object, bend knees. Don't stoop. To deposit the load on a bench or shelf, place it on the edge and push it into position. Make sure your hands and feet are clear when placing the load.

- Make it a habit to follow the above steps when lifting anything-even a relatively light object.

- TEAM LIFTING must be coordinated

- If the weight, shape, or size of an object makes the job much for one person, ask for help.

- Ideally, workers should be of approximately the same size for team lifting. One individual needs to be responsible for the control of the action to ensure proper coordination. If one worker lifts too soon, shifts the load, or lowers it improperly, either they or the person working with them may be injured.

- LIFTING HEAVY OBJECTS

- Safe lifting of heavy items requires training and practice. For example, we've probably all seen a small person move heavy sacks with apparent ease. The secret lies in taking the proper stance and grip. When equipment is available, it should be used to lift and carry heavy objects. Loaders, forklifts, hoists, ect. Are made for this purpose.

Finally, some "DO's" and "DON'Ts" of safe lifting and carrying.

DO:	DON'T:
Tuck in chin to keep the back as straight as possible while lifting.	Use your back muscles to do lifting.
Lift with the strong muscles.	Try to lift an item that is too heavy of awkward.
Ask for help with heavy, awkward items.	Twist your body while carrying an object.
When possible, use mechanical equipment to move heavy items.	Attempt team lifting without proper coordination.

Section 5: Machinery and Equipment Safety Procedures

General:

1. Use all safeguards provided. These safety devices are designed for your protection.
2. Report any missing safety guards to your supervisor immediately.
3. Work only equipment that you have been assigned to and that you have been trained on.
4. Inspect your equipment and be sure that it is safe to use before commencing operation.
5. DO NOT operate any equipment that you think is unsafe, and report it to your supervisor immediately.

6. DO NOT leave equipment unattended while it is in operation.
7. DO NOT oil, or repair the equipment or machinery unless you have been trained and have been authorized to do so.
8. DO NOT make any electrical repairs unless qualified to perform these tasks. If you are qualified you must use proper lock out/tag out procedures.
9. DO NOT distract staff members while they are operating or repairing equipment.

Air Compressor Operation:

1. Never direct compressed air towards a person.
2. When compressed air is used for cleaning purposes, the pressure must be regulated to no more than 40 PSI.
3. The PSI must be reduced to a maximum of 10 PSI if employees use compressed air to clean off clothing.
4. DO NOT use compressed air to clean up or move combustibles that might be suspended in the air causing a fire or explosion hazard.
5. Change the air filters on the intake regularly and keep compressor lubricated per manufacturer's recommendations if properly trained to do so.

Bench Grinder, Belt Sander, and Abrasive Cut-off Saw Operation:

1. Wear eye protection and as needed, use a face shield.
2. Wear a respirator during the buffing operation when the dust is more prevalent.
3. Keep the face shield of the grinder on when using the bench grinder.
4. Keep the distance between the support rest and the face of the grinding wheel at 1/8 of an inch. Maintain guard coverage over the grinding wheel to 75%.
5. Always shut the power off the abrasive saw before placing material to be cut under the saw.
6. Never hold material to be abrasive sawed with the hands. Securely clamp the material to the saw table.

Custodial Duties:

1. Custodial closets or storage areas shall be kept clean and free of clutter.
2. Replace all container lids after use to prevent spills.
3. Use back injury prevention techniques when sweeping, mopping, or vacuuming.
4. DO NOT leave cleaning supplies and equipment out in an area that could cause accidents or injuries.
5. Use gloves when using cleaning liquids.
6. MSDS sheets must be on file for all cleaning chemicals used.
7. Never mix cleaning chemicals together as chemical reactions can cause injuries or even death.

Vehicle Operation:

1. Seat belts shall be worn while operating any vehicle where they are provided.
2. Employees shall not exceed the speed limit or use excessive speed for prevailing conditions.
3. Employees will practice defensive driving techniques.
4. Alcoholic beverages and intoxicating substances are forbidden prior to or during operating any vehicle.
5. Vehicles shall be parked in a well-lighted area and locked to discourage criminal activities.
6. Employees will follow all laws while operating company vehicles.
7. Only licensed drivers will be allowed to operate company vehicles.

Office work:

1. At computer workstations, background and screen lighting shall be adjustable.
2. Chairs shall be adjustable
3. Computer screens shall be adjustable.
4. Keyboards shall be adjustable.
5. Workplaces should be kept free of debris, floor storage and electrical cords.
6. Adequate aisle space shall be maintained at all times.
7. Open file cabinets one drawer at a time to prevent tipping hazards.
8. Use care when opening and closing file cabinet drawers to avoid pinching fingers.
9. Use caution when carrying loads, avoiding overexertion and strains.
10. Avoid leaning backwards in chairs, preventing injuries from fall or spill.
11. Employees should seek eye care to determine in glasses are needed for safe screen viewing
12. Use rest periods to relax eyes and body. These periods should be taken a minimum of every hour while operating at the computer station.

Copy Machine Operation:

1. Read all warning signs on machine before operating.
2. Be aware of pinch points on machine.
3. DO NOT smoke around duplicator, flammable liquids are used in the operation of this machine.
4. All guards must be in place before operating machine.
5. Use proper personal protective equipment when cleaning or servicing machine.
6. A MSDS sheet for each hazardous chemical used in the machine must be on file.

Section 6: Guest Services

1. When coming out of doorways, always exit with caution to avoid collision with others.
2. Always be aware of your surroundings.
3. Never argue or raise your voice to a customer.
4. If a customer is being difficult, violent, or is harassing you call for another employee or law enforcement for assistance

Section 7: Hazardous Materials Emergencies/Chemical Spills

2. Despite all safety precautions, it is possible that an accident could create annoying or hazardous conditions for those people in close proximity to a Hazardous Materials or Chemical Spill.
3. If there is a hazardous materials or chemical spill on District property follow these procedures:
    a. Note the exact location of the spill
    b. Do not leave this site unattended unless absolutely necessary.
    c. What is the nature of the emergency (examples: sewage spill, fuel spill, unknown chemical spill, accidental mixing of two chemicals.)
    d. If possible identify what chemical or hazardous waste is present.
    e. Follow clean-up precautions as found in the MSDS sheets.
        i. If spill is too large to handle or involves volatile substances like fuels, you will need to contact the local fire department, poison control center, or both.
        ii. If a spill of this nature is found the District Board will be immediately notified of the situation.
4. Keep the area of the spill/accident clear of bystanders.
5. Do not try to clean up a spill if you have no information from the MSDS or local authorities as you could unknowingly cause more harm to yourself or others.
6. If the spill can cause harm to others an immediate notification of persons in the affected area must be made, to include precautions they must take, evacuations orders if necessary, and how to obtain further information on the incident.
7. A record of any hazardous material or chemical spill must be kept on file no matter the size for a minimum of 5 years as per OSHA regulations. OSHA must be notified of an incident if it causes harm to more than 2 persons or creates a need for quarantine or hospitalization of any persons.

Section 8: First Aid

1. In case of a first aid emergency always know the location of the closest first aid kit.
2. A first aid kit will be kept with any company vehicle, office or building where an emergency may occur.
3. DO NOT administer first aid treatment unless you are qualified to do so.

4. In the event that an injury consists of head injuries, possible neck or back injuries, or circumstances where the person is found unconscious immediately notify EMS.
5. In the event of any emergency where more than basic first aid is required immediately notify EMS.
6. If you must perform CPR follow your training, and stop only if:
    a. You are relieved by a person with the same certification or above.
    b. The scene becomes too dangerous to continue in.
    c. You are the only responder and you become too tired to continue.
7. If you are not comfortable administering aid to a person keep them as comfortable as possible until further help can arrive.
8. In regards to seizures;
    a. Never try to hold a person having a seizure down, as this can cause harm to them and you.
    b. Never try to place anything in a seizure patient's mouth.
    c. Clear the area and try to keep subject from hurting themselves on objects that cannot be moved.
    d. **After a seizure has run its course, lay the victim on their side and check for signs of breathing. If none present begin CPR is trained and comfortable.**
    e. If a seizure patient does not regain consciousness after a few minutes, begins seizing again, has hit their head during a seizure, or has stopped breathing immediately notify EMS.

Town of Fort Jones

Wastewater Treatment Plant Operations Plan

2024



Operations Plans are not intended to replace the experience, skills, and competence of appropriately certified operators in employing best management practices to consistently operate water systems in a safe and economic manner.

CRWA provides the attached operations plan as a starting point for operating the wastewater treatment system. CRWA has made every attempt to describe the tasks that would enable another *qualified* operator to assume the operation of the system in an emergency; including routine tasks that will be completed as outlined. However, continued successful operation will depend upon several additional parameters, including but not limited to, the skills, knowledge, ongoing training, and ability of fully qualified operations staff.

Based on information provided by the wastewater system in collaboration with CRWA staff, the attached operations plan, which describe the daily, weekly, monthly, yearly tasks and activities implemented to maintain the water system in compliance with standards. Operations plans shall be reviewed and updated annually or whenever changes occur.

Operations staff shall be trained, competent and appropriately certified professionals.

1234 North Market Boulevard | Sacramento, CA 95834
toll-free: 800.833.0322 | phone: 916.553.4900
fax: 916.553.4904 | www.calruralwater.org

TABLE OF CONTENTS:

1.0 INTRODUCTION…… pg. 4

1.1 TREATMENT PLANT SCHEMATIC…….…….... pg. 5

2.0 WASTEWATER TREATMENT PROCESS……..... pg. 6

3.0 ROUTINE OPERATIONS, MAINTENANCE & MONITORING….. pg. 12

4.0 STAFF ROLES & RESPONSIBILITIES …… pg. 14

5.0 EXTERNAL CONTACT LIST……..… pg. 15

6.0 EMERGENCY PLANS & PREPAREDNESS…… pg. 16

7.0 FUTURE PLAN & SYSTEM NEEDS …… pg. 17

1.0 INTRODUCTION:

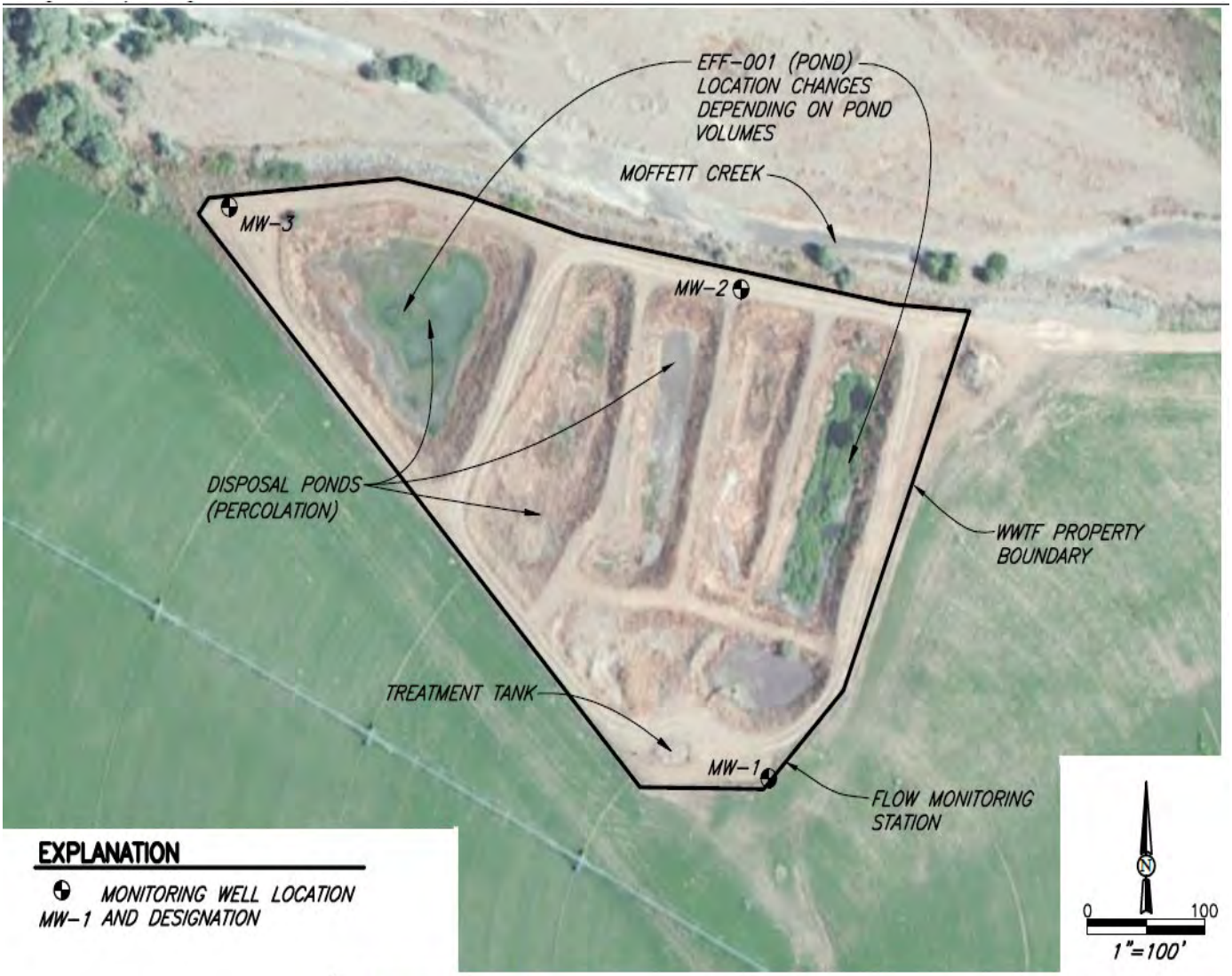
The Town of Fort Jones is a small Incorporated City located in Siskiyou County. The Town of Fort Jones has a very small wastewater system, serving the entire Town of Fort Jones. This wastewater system serves roughly 661 customers. The mission of the Town of Fort Jones is to provide safe, reliable and responsive sewer service to the community.

The wastewater treatment and disposal system are comprised of a gravity collection system, Imhoff tank, and percolation/evaporation ponds. The facility has 3 percolation/evaporation ponds for effluent disposal with one overflow pond.

The collection system is a conventional gravity collection system with 4 small lift stations which transport wastewater to the Imhoff tank. Wastewater from the Imhoff tank flows to a 2.6-acre pond system for treatment and disposal. There are approximately 20 homeowner lift stations, mostly located on Marbleview Drive.

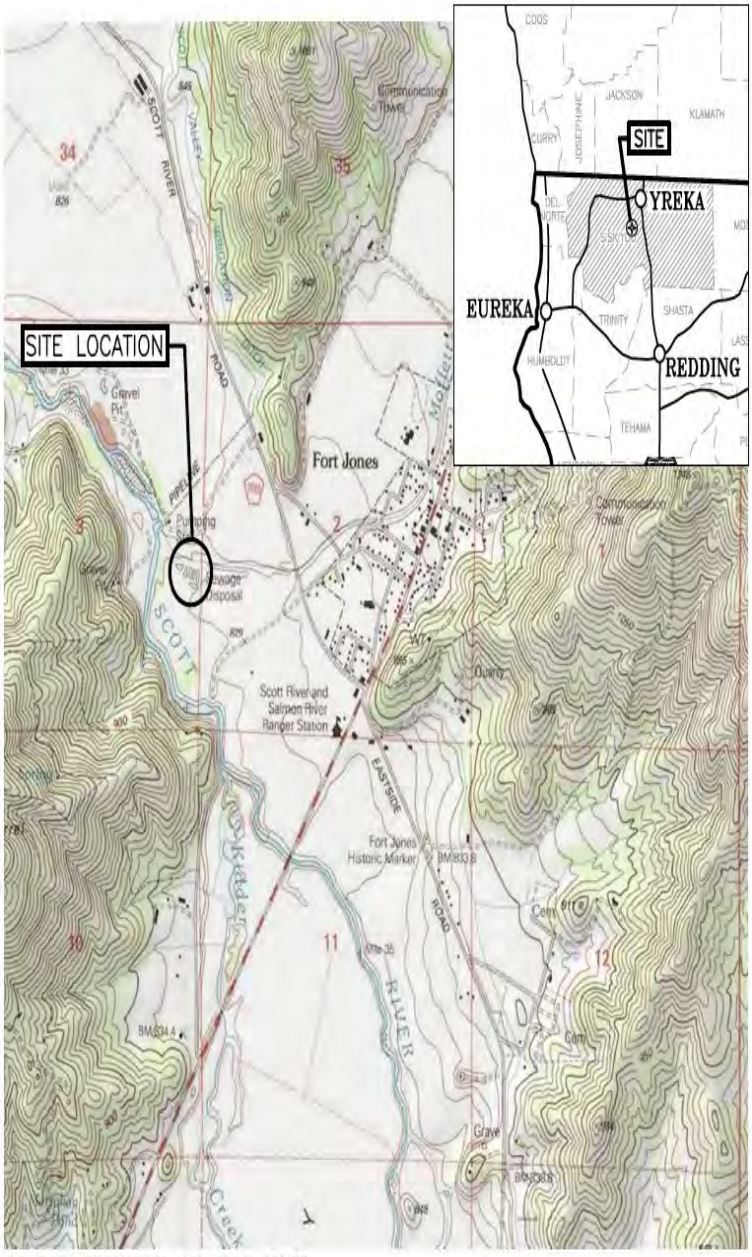


1.1 Treatment Plant:



SHN	Town of Fort Jones Waste Water Treatment Facility Fort Jones, California	Site Plan April 2024 - 514009	Figure 2

2.0 Town of Fort Jones Treatment Process:

LOCATION: **Scott River/Moffett Creek**	
The Town of Fort Jones Wastewater Treatment Plant is located near the Scott River. The Treatment plant is very located in very close proximity to Moffett Creek, approximately 500 feet or less. The Wastewater treatment facility was originally installed in the 1940's. There is one discharge point, known as point 001. This point is located at N 41°36'19" Latitude and W 122°51'33" Longitude. The discharge point is to groundwater, as opposed to a surface water discharge location. The Town of Fort Jones full discharge requirements can be found in the Waste Discharge Requirement Order No. 98-1. The facility is designed to process a flow of 0.060 million gallons per day (mgd) Average Dry Weather Flow (ADWF).	 SOURCE: GREENVIEW AND FORT JONES USGS 7.5 MINUTE QUADRANGLES

UNIT PROCESS: **Flow Monitoring Station**	
The Town of Fort Jones has installed a Flow Monitoring Station at the treatment plant site. There are 3 monitoring wells, known as MW-1, MW-2 and MW-3. MW-1 is the up-gradient well, MW-2 and MW-3 are both down gradient wells.	
UNIT PROCESS: **Percolation/Evaporation Ponds**	
Town of Fort Jones Percolation Pond, known as EFF 001. There are 3 percolation/evaporation ponds for effluent disposal and one overflow pond. Wastewater samples are collected from one of the two wastewater ponds at the facility, depending on pond volumes. If all the ponds are full, the samples are collected from the westernmost pond. If all the ponds are not full, the samples are collected from the easternmost pond.	

UNIT PROCESS: **Sludge Digester**	
The Town of Fort Jones has a sludge digester located within the Wastewater Treatment Plant boundaries. Sludge is moved with a backhoe to another part of the treatment plant facility as needed.	

UNIT PROCESS: **Pipes and Components**	
The collection pipes include transit, concrete, vitrified clay, poly ductile iron and ABS materials. There are roughly 5.2-6 miles of sewer lines in the Fort Jones system. The pipes range in size from 4”-12” diameter. There are 83 sanitary sewer cast-in-place manholes with concrete base and block.	
UNIT PROCESS: **Lift and Pump Stations**	
There are 3 public pump stations and 2 private. There are 2 lift stations which transport wastewater to the Imhoff tank. There are also many pressure stations throughout the entirety of the Fort Jones system. The Town of Fort Jones does not have any flow from other areas.	

System Equipment

The Town of Fort Jones has a variety of equipment to be used for repairs, cleaning/clearing lines and installing new lines when needed. The equipment includes the following: Vac trailer, sewer flusher truck, tractor/backhoe, case loader/backhoe, cement saw, trash pump and a camera to inspect lines.

There is one Fort Jones service truck used for daily tasks and general system maintenance.



MONITORING & RECORDING

The Town of Fort Jones has prepared a Monitoring/Reporting program that is attached to the wastewater treatment system permit and can be reviewed for full monitoring and reporting permit requirements, permit order R1-2014-0029, attachment B. The Town of Fort Jones has prepared a Sewer System Management Plan (SSMP) in compliance with SWRCB requirements. The Fort Jones system must also comply with the Sanitary Sewer Overflow (SSO) electronic reporting requirements.

The Town of Fort Jones Sewer System Management Plan (SSMP) has been prepared according to the SWRCB's general order for sanitary sewer systems, order WQ 2022-0103-DWQ. The SSMP is intended to meet both the requirements of the Regional Water Quality Control Board (RWQCB) and the State Water Resource Control Board (SWRCB).

*It is important to clarify that the waste discharge requirements for the wastewater treatment facility are separate from the sanitary sewer system order listed above. The full wastewater treatment facility requirements can be found in order no. R1-2014-0029.

The Town of Fort Jones wastewater collection system maintains up-to-date maps of the facilities, showing all gravity line segments, manholes, pumping facilities, pressure pipes and valves, and applicable storm-water pumping and piping facilities.



3.0 ROUTINE OPERATIONS, MAINTENANCE & MONITORING:

Monitoring Requirements listed in ***BOLD** Groundwater Monitoring listed as **Italic*
*Self -Reporting listed as **Self*

FREQUENCY	TASK	NOTES
DAILY A day is defined as the twenty-four hour period from midnight to midnight.		
	Treatment Plant wellness check	System operator will complete a daily visual check of the treatment plant and all components. Inspect for tampering, malfunction, clogging, overflow, etc. Adjustments will be made as needed.
	Manholes	System operator will complete daily visual checks throughout the system for any tampering, overflow or possible line breaks.
	Effluent Flow	**Continuous monitoring in MGD via flow meter**
WEEKLY		
MONTHLY		
	Routine Preventative maintenance	Cleaning of known problem areas.
QUARTERLY	**Effluent Monitoring-pH**	**Units= std units Sample Type= Grab**
	Effluent Monitoring-Dissolved Oxygen	**Units= mg/L Sample Type= Grab**
	Effluent Monitoring-Biochemical Oxygen Demand	**Units= mg/L Sample Type= Grab**
	Effluent Monitoring-Total Suspended Solids	**Units= mg/L Sample Type= Grab**
	Effluent Monitoring-Nitrogen, Total (as N)	**Units= µg/L Sample Type= Grab**
	Self-Monitoring Report	Please check self-monitoring reports schedule

SEMI ANNUALY	*Depth to Groundwater*	*Units= 0.01 feet, Sample Type= Grab, Frequency= 2x/year*
	Total Coliform Organisms	*Units= MPN/100 mL, Sample Type=Grab, Frequency= 2x/year*
	Nitrogen, Total (as N)	*Units= mg/L, Sample Type= Grab, Frequency= 2x/year*
ANNUALLY	Root infiltration	Root infiltration maintenance completed as needed.
	Effluent Montoring-Tittle 22 Pollutants	1x / 3 years
	SWRCB requirement	Annual Volumetric Report- Influent and Effluent- due by April 30th
	System Cleaning	Preemptively clean portions of the sewer system
	Self-Monitoring Report	Annual report

4.0 Staff Roles and Responsibilities:

The Town of Fort Jones Wastewater system is overseen by the Public Works Supervisor. Currently, that title is held by Mr. Everett Hullquist. As of September 2024, Mr. Hullquist has passed the SWRCB WW 2 exam and is a certified Wastewater Operator. Mr. Hullquist has obtained the necessary certification to operate the wastewater facilities, and he is a capable, competent and efficient operator. Mr. Hullquist is the first/main point of contact for any Wastewater system needs, as well as the Town of Fort Jones drinking water needs.

The following table lists the staff name, role and contact information for system needs and emergencies.

Staff Contact	Job Title	General Responsibilities	Email	Phone Number
Everett Hullquist	Public Works Supervisor	Primary contact for all emergencies and system needs. Primary contact for all sewer system needs, leaks, reporting questions, repairs and project development.	ehullquist@fortjonesca.com	(530) 598-3952
Kevin Hullquist	Operator Assistant	Provides operator assistance during emergencies and repairs	khullquist@fortjonesca.com	(530) 598-5082
Cherie Stephen	Interim City Administrator	Primary contact for City Administration. Receives updates from Public Works Supervisor to be reported to the public via newspaper, social media, news outlets, etc.	cstephen@fortjonesca.com	(530) 468-2281
Michael Reese	North Coast Regional Water Quality Control Board	Primary contact for state reporting requirements, and violations.	Michael.Reese@waterboards.ca.gov	(707) 576-2838

5.0 External Contact List:

The Town of Fort Jones provides the Following External Contact list to be used for support during and after emergencies. Contact will be made with the first available staff on shift unless otherwise specified.

Name/Title	Organization	Phone
Fort Jones Fire Department	Fire Department – Joseph Hess	(530) 468-2261
Siskiyou County OES	Office of Emergency Services	(530) 841-2155
Siskiyou County Sheriff	Law Enforcement	(530) 842-8300 or 911
Basic Laboratory	Water Sampling, Testing & Processing	(530) 243-7234
Rental Guys	Heavy Equipment Rental	(530) 205-3217
Fort Jones Plumbing & Electrical Supply	Plumbing Supplies & Electrical Repair	(530) 468-5508
Big Valley Sanitation	Wastewater leak support	(530) 243-0657

6.0 Emergency Plans and Preparedness:

The Town of Fort Jones has prepared the following steps to be considered during emergency situations, including system malfunction/emergency and a natural disaster response. Each emergency will be assessed at the time of the event and procedures will be edited to best fit the situation at hand. These practices have been established to protect public health, the Town of Fort Jones Public Works staff, and any emergency support staff reporting to the area. For further Emergency Response details, please see the full Town of Fort Jones Emergency Response Plan.

Access	
Alternate Routes	Traveling north, take exit 773 towards CA-3/Yreka, 0.2mi. Turn left onto CA-3, 0.1mi. Turn left onto Fort Jones Rd (CA-#), 15.4mi. Turn right onto Scott River Rd, 213 ft. CA-3 runs through town. You can exit town going heading east or west
Identification Badges	The Town of Fort Jones Operators have sufficient identification on their vehicles and badges that will allow them access to the Town during an emergency situation.

Physical Security	
Treatment Plant location	The Town of Fort Jones treatment plant is in an isolated area of town. The Operator should have no trouble accessing these areas during emergencies and tampering is very unlikely. This area is restricted from general public use and any unauthorized vehicles or foot traffic would be immediately reported.
Manholes, sewer lines, collection system	The Town of Fort Jones strongly encourages the Fort Jones residents to contact the System Operators immediately if there seems to be illegal activity, theft, leaks, vandalism of the collection system or facilities or any natural disaster in the area. For example, a “See Something, Say Something” culture is encouraged. Situations are dealt with on an as needed basis.
Leaks, overflow, line breaks, system malfunction	In the event of a line break, reported overflow, or leaks, the Town of Fort Jones will use the vacuum trailer or calling Big Valley Sanitation to come and start pumping the wastewater to divert it around the problem area if I can get it unclogged with the flusher truck.

7. Future Plans and System needs:

The Town of Fort Jones is currently working with the California Rural Water Association to complete funding applications needed for possible grant money. The Town of Fort Jones has set a priority for the needed projects based on urgency, upcoming CalTrans projects, age of system components and compliance related issues.

1. Replace sewer mains under HWY 3 before the CalTrans pavement Project takes place in 2030. These lines need to be replaced before the CalTrans project takes place so as not to delay or disturb the CalTrans pavement project.

2. Replace/re-engineer sewer mains near Moffet Creek. These sewer mains are incredibly old, original lines, which pose the risk for potential leaks. If these lines were to break or begin leaking, the Town of Fort Jones aquifer and drinking water source could very well become contaminated.

3. Several aging system pipes are in privately owned backyards and need to be relocated to more easily accessible locations. Easements may be required for pipes and mainlines that cannot be moved from the private properties.

4. A Wastewater Operations Plan has never been completed for the Town of Fort Jones. Mr. Hullquist has requested an Operations Plan be created by Ms. Julia Martinez for operational education, record keeping and compliance needs.

5. The Town of Fort Jones City Administrator and Board of Directors has a high turnover rate. As such, immediate and ongoing training is needed to provide the Administrator and Board members with the knowledge to guide the town decision making process efficiently and effectively and keep them in compliance.

6. The Town of Fort Jones Public Work Department consists of only Mr. Everett Hullquist and one other support operator, Mr. Kevin Hullquist. Everett is the only certified operator, and he operates both the wastewater and drinking water systems for the Town of Fort Jones. Mr. Hullquist needs ongoing training, along with any backup operator or potential support operator interest that can be provided.

The Town of Fort Jones will continue to actively seek funding opportunities to complete the necessary upgrades and system improvements needed to return to compliance.

This document is to be treated as a living document and should be updated annually to ensure all the information is kept up to date. Copies of this document have been provided to the Town of Fort Jones Public Works Supervisor, Mr. Everett Hullquist, via email, hard copy and a disk drive of all files.

ORDER No. R1-2014-0029
WDID No. 1A81157OSIS

WASTE DISCHARGE REQUIREMENTS FOR THE TOWN OF FORT JONES WASTEWATER TREATMENT FACILITY

SISKIYOU COUNTY

The following Permittee is subject to waste discharge requirements as set forth in this Order:

Table 1. Permittee Information

Permittee	The Town of Fort Jones
Name of Facility	The Town of Fort Jones Wastewater Treatment Facility
Facility Address	Scott River Road
	Fort Jones, CA 96032

The discharge by the Town of Fort Jones from the discharge point identified below is subject to waste discharge requirements as set forth in this Order:

Table 2. Discharge Location

Discharge Point	Effluent Description	Discharge Point Latitude	Discharge Point Longitude	Receiving Water
001	Treated Municipal Wastewater	N 41° 36' 19"	W 122° 51' 33"	Groundwater

IT IS HEREBY ORDERED, that Order No. 98-1 is rescinded upon the effective date of this Order except for enforcement purposes, and, in order to meet the provisions contained in division 7 of the Water Code (commencing with section 13000) and regulations adopted thereunder, the Permittee shall comply with the requirements in this Order.

I, Matthias St. John, Executive Officer, do hereby certify that this Order with all attachments is a full, true, and correct copy of an Order adopted by the California Regional Water Quality Control Board, North Coast Region, on June 19, 2014.

Original Signed By
Matthias St. John, Executive Officer

Table of Contents

I. Facility Information....3
II. Findings....3
III. Discharge Prohibitions....4
IV. Effluent Limitations....5
A. Final Effluent Limitations – Discharge Point 001....5
V. Discharge Specifications....5
VI. Solids Discharge Specifications....6
A. Sludge Storage, Disposal, and Handling Requirements....6
VII. Receiving Water Limitations....6
A. Groundwater Limitations....6
VIII. General Provisions....7
IX. Compliance Determination....13
A. Average Monthly Effluent Limitation (AMEL)....13
B. Average Weekly Effluent Limitation (AWEL)....13
C. Maximum Daily Effluent Limitation (MDEL)....14
D. Instantaneous Minimum Effluent Limitations....14
E. Instantaneous Maximum Effluent Limitations....14
F. Bacteriological Limitations....14

List of Tables

Table 1. Permittee Information....1
Table 2. Discharge Location....1
Table 3. Facility Information....3
Table 4. Final Effluent Limitations – Discharge Point 001....5

List of Attachments

Attachment A – Facility Map....A-1
Attachment B – Monitoring and Reporting Program....B-1
Attachment C – Fact Sheet....C-1

I. FACILITY INFORMATION

The following Permittee is subject to waste discharge requirements as set forth in this Order:

Table 3. Facility Information

Permittee	The Town of Fort Jones
Name of Facility	The Town of Fort Jones Wastewater Treatment Facility
Facility Address	Scott River Road
	Fort Jones, CA 96032
	Siskiyou County
Facility Contact, Title, and Phone	Ken Smith, Director of Public Works, (530) 468-2281
Mailing Address	P.O. Box 40, Fort Jones, CA 96032
Type of Facility	Publicly Owned Treatment Works (POTW)
Facility Design Flow	0.060 million gallons per day (mgd) Average Dry Weather Flow (ADWF)

II. FINDINGS

The California Regional Water Quality Control Board, North Coast Region (hereinafter Regional Water Board), finds:

A. Basis and Rationale for Requirements. The Regional Water Board developed the requirements in this Order based on information submitted as part of the Permittee's application for permit renewal, monitoring data submitted during the term of the Permittee's previous Order, and other available information. The Fact Sheet (Attachment C) contains facility information, legal authorities, and rationale for Order requirements. The Fact Sheet is hereby incorporated into this Order and constitutes part of the Findings for this Order. Attachments A and B are also incorporated into this Order.

B. Background and Facility Description. The Town of Fort Jones (hereinafter Permittee) is currently discharging pursuant to Waste Discharge Requirements Order No. 98-1. The Permittee submitted a Report of Waste Discharge (ROWD), dated March 20, 2014, and applied for renewal of waste discharge requirements to discharge up to 0.060 mgd of treated wastewater from the Town of Fort Jones Wastewater Treatment Facility (WWTF), hereinafter Facility. Additional background information, including a description of the existing and proposed Facility, is included in the Fact Sheet.

C. California Environmental Quality Act (CEQA). The discharges covered under this permit are exempt as an existing facility.

D. Notification of Interested Parties. The Regional Water Board has notified the Permittee and interested agencies and persons of its intent to prescribe Waste Discharge Requirements for the discharge and has provided them with an opportunity to submit their written comments and recommendations.

E. Consideration of Public Comment. The Regional Water Board, in a public meeting, heard and considered all comments pertaining to the discharge.

III. DISCHARGE PROHIBITIONS

A. The discharge of any waste not disclosed by the Permittee or not within the reasonable contemplation of the Regional Water Board is prohibited.

B. Creation of pollution, contamination, or nuisance as defined by section 13050 of the Water Code is prohibited.

C. The discharge of untreated or partially treated waste (receiving a lower level of treatment than described in Attachment C, I.C) from anywhere within the collection, treatment, or disposal system is prohibited.

D. Any sanitary sewer overflow (SSO) that results in a discharge of untreated or partially treated wastewater to (a) waters of the State, (b) groundwater, or (c) land that creates pollution, contamination, or nuisance as defined in Water Code section 13050 (m) is prohibited.

E. The discharge of waste to land that is not owned by or under agreement to use by the Permittee is prohibited, except for use for fire suppression as provided in title 22, sections 60307 (a) and (b) of the California Code of Regulations.

F. The discharge of waste at any point not described in Table 2 or authorized by a permit issued by the State Water Board or another Regional Water Board is prohibited.

G. The discharge of waste to the Scott River and its tributaries is prohibited.

H. The average daily dry weather flow of waste through the treatment plant shall not exceed 0.060 mgd. Compliance with this prohibition shall be measured continuously at Monitoring Location EFF-001, calculated daily and averaged over a calendar month.

I. Discharges of waste that violate any narrative or numerical water quality objective that are not authorized by waste discharge requirements or other order or action by the Regional or State Water Board are prohibited.

J. The discharge of septage or other bulk high-strength wastes is prohibited.

IV. EFFLUENT LIMITATIONS

A. Final Effluent Limitations – Discharge Point 001

The Permittee shall maintain compliance with the following effluent limitations at Discharge Point 001, with compliance measured at Monitoring Location EFF-001 as described in the Monitoring and Reporting Program.

Table 4. Final Effluent Limitations – Discharge Point 001

Parameter	Units	Effluent Limitations				
		Average Monthly[1]	Average Weekly	Maximum Daily	Instantaneous Minimum	Instantaneous Maximum
Biochemical Oxygen Demand (5-day @ 20°C)	mg/L	50	--	80	--	--
Total Suspended Solids	mg/L	50	--	80	--	--
pH	std units	--	--	--	6.0	9.0
Settleable Solids	ml/L	0.1	--	0.2	--	--

V. DISCHARGE SPECIFICATIONS

A. Objectionable Odor. Objectionable odor originating at the facility shall not be perceivable beyond the limits of the wastewater treatment and disposal areas.

B. Public Contact. Public contact with wastewater shall be precluded or controlled through such means as fences and signs, or other acceptable alternatives.

C. Pond Freeboard. Pond freeboard in the wastewater treatment or storage ponds shall never be less than two feet as measured vertically from the water surface to the lowest point of overflow.

D. Vector Control. The Facility and effluent disposal areas shall be managed to prevent the breeding of mosquitoes.

E. Dissolved Oxygen. Waste ponded within the percolation/evaporation ponds shall not have a dissolved oxygen content of less than 1.0 mg/l.

---

[1] The arithmetic mean of all samples collected in a calendar month, calculated as the sum of all samples in a calendar month divided by the number of samples. If only one sample is collected in a calendar month, that sample result will constitute the monthly average and daily maximum results for the purpose of determining compliance with effluent limitations.

VI. SOLIDS DISCHARGE SPECIFICATIONS

A. Sludge Storage, Disposal, and Handling Requirements

1. Sludge, as used in this Order, means the solid, semisolid, and liquid residues removed during primary, secondary, or advanced wastewater treatment processes. Solid waste refers to grit and screenings generated during preliminary treatment.

2. All collected sludges and other solid waste removed from liquid wastes shall be removed from screens, sumps, ponds, and tanks as needed to ensure optimal plant operation and disposed of in accordance with applicable federal and State regulations.

3. Sludge or biosolids that are disposed of in a municipal solid waste landfill or used as daily landfill cover shall meet the applicable requirements of 40 CFR 258. In the annual self-monitoring report, the Permittee shall report the amount of sludge placed in a landfill and the landfill(s) which received the sludge or biosolids.

4. The Permittee shall take all reasonable steps to prevent and minimize any sludge use or disposal in violation of this Order that may adversely affect human health or the environment.

5. Solids and sludge treatment, storage, and disposal or reuse shall not create a nuisance, such as objectionable odors or flies, and shall not result in groundwater contamination.

6. Solids and sludge treatment and storage sites shall have facilities adequate to divert surface water runoff from adjacent areas, to protect the boundaries of the site from erosion, and to prevent drainage from the treatment and storage site. Adequate protection is defined as protection from at least a 100-year storm.

7. The discharge of sewage sludge and solids shall not cause waste material to be in a position where it is, or can be, conveyed from the treatment and storage sites and deposited in waters of the State.

VII. RECEIVING WATER LIMITATIONS

A. Groundwater Limitations

1. The collection, treatment, storage, and disposal of wastewater shall not cause or contribute to a statistically significant degradation of groundwater quality unless a technical evaluation is performed that demonstrates that any degradation that could reasonably be expected to occur, after implementation of all regulatory requirements and reasonable best management practices, will

not violate groundwater quality objectives or cause impacts to beneficial uses of groundwater.

2. The collection, treatment, storage and disposal of the treated wastewater shall not cause or contribute to levels of chemical constituents in groundwater that exceed the levels specified in title 22, Division 4, Chapter 15, Article 4, section 64435 of the California Code of Regulations or listed in Table 3-2 of the Basin Plan.

3. The collection, treatment, storage and disposal of the treated wastewater shall not cause or contribute to levels of radionuclides in groundwater in excess of the limits specified in title 22, Division 4, Chapter 15, Article 5, section 64443 of the California Code of Regulations.

4. The collection, treatment, storage, and disposal of wastewater shall not cause groundwater to contain taste- or odor-producing substances in concentrations that cause nuisance or adversely affect beneficial uses.

5. In groundwater used or potentially used for domestic and municipal supply (MUN), the collection, treatment, storage and disposal of the treated wastewater shall not cause the median concentration of coliform organisms over any 7-day period to exceed 1.1 MPN per 100 milliliters or 1 colony per 100 milliliters.

VIII. GENERAL PROVISIONS

Failure to comply with provisions or requirements of this Order, or violation of other applicable laws or regulations governing discharges from this facility, may subject the Permittee to administrative or civil liabilities, criminal penalties, and/or other enforcement remedies to ensure compliance. Additionally, certain violations may subject the Permittee to civil or criminal enforcement from appropriate local, state, or federal law enforcement entities. The Permittee shall comply with the following provisions:

A. **Availability.** A copy of this Order and the associated Monitoring and Reporting Program shall be maintained at the Facility and be available at all times to operating personnel.

B. **Enforcement.** The Permittee shall implement the project as described in this Order. Violation of any requirements contained in this Order subject the Permittee to enforcement action, including civil liability, under the Water Code.

C. Severability. Provisions of these waste discharge requirements are severable. If any provision of these requirements is found invalid, the remainder of these requirements shall not be affected.

D. Sanitary Sewer Overflows. On May 2, 2006, the State Water Board adopted State Water Board Order No. 2006-0003-DWQ, Statewide General WDRs for Sanitary Sewer Systems. Order No. 2006-0003-DWQ requires that all public agencies that currently own or operate sanitary sewer systems apply for coverage under the General WDRs by November 2, 2006. On February 20, 2008, the State Water Board adopted Order No. WQ-2008-0002-EXEC Adopting Amended Monitoring and Reporting Requirements for Statewide General Waste Discharge Requirements for Sanitary Sewer Systems. The Permittee shall maintain coverage under, and shall be subject to the requirements of Order Nos. 2006-0003-DWQ and WQ-2008-0002-EXEC and any future revisions thereto for operation of its wastewater collection system. In addition to compliance with Statewide General WDRs for Sanitary Sewer Systems, the Permittee shall comply with the following:

1. The Permittee shall take all feasible steps to stop spills and sanitary sewer overflows (SSOs) as soon as possible. All reasonable steps should be taken to collect spilled material and protect the public from contact with wastes or waste-contaminated soil or surfaces.

2. The Permittee shall report orally and in writing to the Regional Water Board staff all SSOs and unauthorized spills of waste. Spill notification and reporting shall be conducted in accordance with the Monitoring and Reporting Program.

E. Operation and Maintenance. The Permittee shall at all times properly operate and maintain all facilities and systems of treatment and control (and related appurtenances) that are installed or used by the Permittee to achieve compliance with this Order. Proper operation and maintenance includes adequate laboratory control and appropriate quality assurance procedures. This provision requires the operation of backup or auxiliary facilities or similar systems that are installed by a Permittee only when necessary to achieve compliance with the conditions of this Order.

The Permittee shall maintain an updated Operation and Maintenance Manual (O&M Manual) for the Facility. The Permittee shall update the O&M Manual, as necessary, to conform to changes in operation and maintenance of the Facility. The O&M Manual shall be readily available to operating personnel on-site. The O&M Manual shall include the following:

1. A Facility table of organization showing the number of employees, duties and qualifications, and plant attendance schedules (daily, weekends and holidays, part-time, etc.). The description should include documentation that the

personnel are knowledgeable and qualified to operate the treatment facility so as to achieve the required level of treatment at all times.

2. A detailed description of safe and effective operation and maintenance of treatment processes, process control instrumentation, and equipment.
3. A description of laboratory and quality assurance procedures.
4. All process and equipment inspection and maintenance schedules.
5. Description of safeguards to assure that, should there be reduction, loss, or failure of electric power, the Permittee will be able to comply with requirements of this Order.
6. A description of preventive (fail-safe) and contingency (response and cleanup) plans for controlling accidental discharges, and for minimizing the effect of such events. These plans shall identify the possible sources (such as loading and storage areas, power outage, waste treatment unit failure, process equipment failure, tank and piping failure) of accidental discharges, untreated or partially treated waste bypass, and polluted drainage.

F. Change in Discharge. The Permittee shall promptly report to the Regional Water Board any material change in the character, location, or volume of the discharge. New ponds associated with the treatment and or storage of wastewater or treated effluent shall be constructed in a manner that protects groundwater. The Permittee shall submit design proposals for new wastewater storage ponds to the Regional Water Board Executive Officer for review prior to construction and demonstrate that the pond complies with the Water Code and title 27 of the California Code of Regulations. Pond design and operation plan must include features and best management practices (BMPs) to protect groundwater and prevent exceedances of groundwater quality objectives.

G. Change in Ownership. In the event of any change in control or ownership of land or waste discharge facilities presently owned or controlled by the Permittee, the Permittee shall notify the succeeding owner or operator of existence of this Order, and the status of the Permittee's annual fee account; a copy of which shall be forwarded to the Regional Water Board.

H. Vested Rights. This Order does not convey any property rights of any sort or any exclusive privileges. The requirements prescribed herein do not authorize the commission of any act causing injury to persons or property, nor protect the Permittee from liability under federal, state, or local laws, nor create a vested right for the Permittee to continue the waste discharge.

I. Monitoring and Reporting. The Permittee shall comply with the Monitoring and Reporting Program and any modifications to these documents as specified by the

Regional Water Board Executive Officer. Chemical, bacteriological, and bioassay analyses shall be conducted at a laboratory certified for such analyses by the State Department of Public Health and shall conform to State Department of Public Health guidelines. The Permittee shall comply with the MRP in Attachment B of this Order and any future revisions thereto.

J. Records Retention. The Permittee shall maintain records of all monitoring information, including calibration and maintenance records and all strip chart recordings for continuous monitoring instrumentation, copies of all reports required by this Order, and records of all data used to complete the application for this Order, for a period of at least three (3) years from the date of the sample, measurement, report or application. This period may be extended by request of the Regional Water Board Executive Officer.

K. Signatory Requirements. All Report of Waste Discharge applications submitted to the Regional Water Board shall be signed by a principal Executive Officer, ranking elected official, or responsible corporate officer.

1. For purposes of this provision, a responsible corporate officer means:

a. A president, secretary, treasurer, or vice president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision making functions for the corporation; or

b. The manager of one or more manufacturing, production, or operating facilities employing more than 250 persons or having gross annual sales or expenditures exceeding $25 million (in second quarter 1980 dollars), if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.

2. Reports required by this Order and other information requested by the Regional Water Board may be signed by a duly authorized representative provided:

a. The authorization is made in writing by a person described in paragraph (a) of this provision;

b. The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity such as the position of plant manager, operator of a well or a well field, superintendent, position of equivalent responsibility, or an individual or position having overall responsibility for environmental matters for the entity; and

c. The written authorization is submitted to the Regional Water Board prior to or together with any reports, information, or applications signed by the authorized representative.

3. Any person signing a document under paragraph (a) or (b) of this provision shall make the following certification:

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted, is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

L. Inspections. The Permittee shall permit authorized staff of the Regional Water Board the following:

1. Entrance to the premises in which treatment, collection or management of waste occurs, where an effluent source is located or in which any records required by this Order are kept;

2. Access to inspect and copy any monitoring equipment or records required for compliance with terms and conditions of this Order; and

3. Access to sample any discharge or monitoring location associated with the Facility.

M. Noncompliance. In the event the Permittee is unable to comply with any of the conditions of this Order due to breakdown of waste treatment equipment, accidents caused by human error or negligence, or other causes such as acts of nature, the Permittee shall notify the Regional Water Board Executive Officer by telephone as soon as it or its agents have knowledge of the incident and confirm this notification in writing within five (5) business days of the telephone notification. The written notification shall include pertinent information explaining reasons for the noncompliance and shall indicate the steps taken to correct the problem and the dates thereof, and the steps being taken to prevent the problem from recurring.

N. Revision of Requirements. The Regional Water Board will review this Order periodically and may revise requirements when necessary.

O. Operator Certification. Supervisors and operators of wastewater treatment plants shall possess a certificate of appropriate grade in accordance with title 23, California Code of Regulations, section 3680. The State Water Board may accept experience in lieu of qualification training. In lieu of a properly certified wastewater treatment plant operator, the State Water Board may approve use of a water treatment plant operator of appropriate grade certified by the State Department of Health Services where water reclamation is involved.

P. Adequate Capacity. If the Permittee's wastewater treatment plant will reach capacity within 4 years, the Permittee shall notify the Regional Water Board. A copy of such notification shall be sent to appropriate local elected officials, local permitting agencies, and the press. Factors to be evaluated in assessing reserve capacity shall include, at a minimum, (1) comparison of the wet weather design flow with the highest daily flow, and (2) comparison of the average dry weather design flow with the lowest 30-day flow. The Permittee shall demonstrate that adequate steps are being taken to address the capacity problem. The Permittee shall submit a technical report to the Regional Water Board showing how flow volumes will be prevented from exceeding capacity, or how capacity will be increased, within 120 days after providing notification to the Regional Water Board, or within 120 days after receipt of Regional Water Board notification, that the Facility will reach capacity within 4 years. The time for filing the required technical report may be extended by the Regional Water Board. An extension of 30 days may be granted by the Executive Officer, and longer extensions may be granted by the Regional Water Board itself (title 23, Cal. Code of Regs., section 2232).

Q. Special Studies, Technical Reports, and Additional Monitoring Requirements. A Hydrogeologic Study is required to determine the fate and transport of pollutants in discharges of treated wastewater associated with the discharge location. Regional Water Board staff require additional information and testing for the proposed treated effluent disposal location and methodology. Further information is necessary to ensure that disposal methods will not result in detectable wastewater constituents in Moffett Creek and the Scott River, and will not result in violation of groundwater quality standards, and to determine the ability of the disposal area to accommodate projected wastewater flows.

We are requiring submittal of a workplan for a hydrogeologic investigation. The workplan proposal shall be designed to investigate:

1. Current and projected depths of the disposal area;

2. Site specific lithologic profile;

3. Depth to groundwater, including seasonal variations;

4. Seasonal groundwater gradients;
5. Calculated capacity of areal soils to accommodate current and projected wastewater flows; and
6. Concentration gradients of targeted wastewater constituents measured at various points extending away from the disposal area, towards Moffett Creek and the Scott River.

Information developed in accordance with implementation of an approved investigation workplan shall be summarized in a subsequent report, which models the fate and transport of wastewater pollutant disposal. The workplan shall be submitted within 6 months of permit adoption. The subsequent summary report of work shall be submitted within 24 months of workplan approval.

IX. COMPLIANCE DETERMINATION

Compliance with the effluent limitations contained in section IV of this Order will be determined as specified below.

A. Average Monthly Effluent Limitation (AMEL)

The arithmetic mean of all samples collected in a calendar month, calculated as the sum of all samples in a calendar month divided by the number of samples. If only one sample is collected in a calendar month, that sample result will constitute the monthly average and daily maximum results for the purpose of determining compliance with effluent limitations.

If the average of daily discharges over a calendar month exceeds the AMEL for a given parameter, this will represent a single violation, though the Permittee will be considered out of compliance for each day of that month for that parameter (e.g., resulting in 31 days of non-compliance in a 31-day month). If only a single sample is taken during the calendar month and the analytical result for that sample exceeds the AMEL, the Permittee will be considered out of compliance for that calendar month. The Permittee will only be considered out of compliance for days when the discharge occurs. For any one calendar month during which no sample (daily discharge) is taken, no compliance determination can be made for that calendar month.

B. Average Weekly Effluent Limitation (AWEL)

If the average (or when applicable, the median determined by subsection B above for multiple sample data) of daily discharges over a calendar week exceeds the AWEL for a given parameter, this will represent a single violation, though the Permittee will be considered out of compliance for each day of that week for that

parameter, resulting in 7 days of non-compliance. If only a single sample is taken during the calendar week and the analytical result for that sample exceeds the AWEL, the Permittee will be considered out of compliance for that calendar week. The Permittee will only be considered out of compliance for days when the discharge occurs. For any one calendar week during which no sample (daily discharge) is taken, no compliance determination can be made for that calendar week.

C. Maximum Daily Effluent Limitation (MDEL)

If a daily discharge (or when applicable, the median determined by subsection B, above, for multiple sample data of a daily discharge) exceeds the MDEL for a given parameter, the Permittee will be considered out of compliance for that parameter for that 1 day only within the reporting period. For any 1 day during which no sample is taken, no compliance determination can be made for that day.

D. Instantaneous Minimum Effluent Limitations

If the analytical result of a single grab sample is lower than the instantaneous minimum effluent limitation for a parameter, the Permittee will be considered out of compliance for that parameter for that single sample. Non-compliance for each sample will be considered separately (e.g., the results of two grab samples taken within a calendar day that both are lower than the instantaneous minimum effluent limitation would result in two instances of non-compliance with the instantaneous minimum effluent limitation).

E. Instantaneous Maximum Effluent Limitations

If the analytical result of a single grab sample is higher than the instantaneous maximum effluent limitation for a parameter, the Permittee will be considered out of compliance for that parameter for that single sample. Non-compliance for each sample will be considered separately (e.g., the results of two grab samples taken within a calendar day that both exceed the instantaneous maximum effluent limitation would result in two instances of non-compliance with the instantaneous maximum effluent limitation).

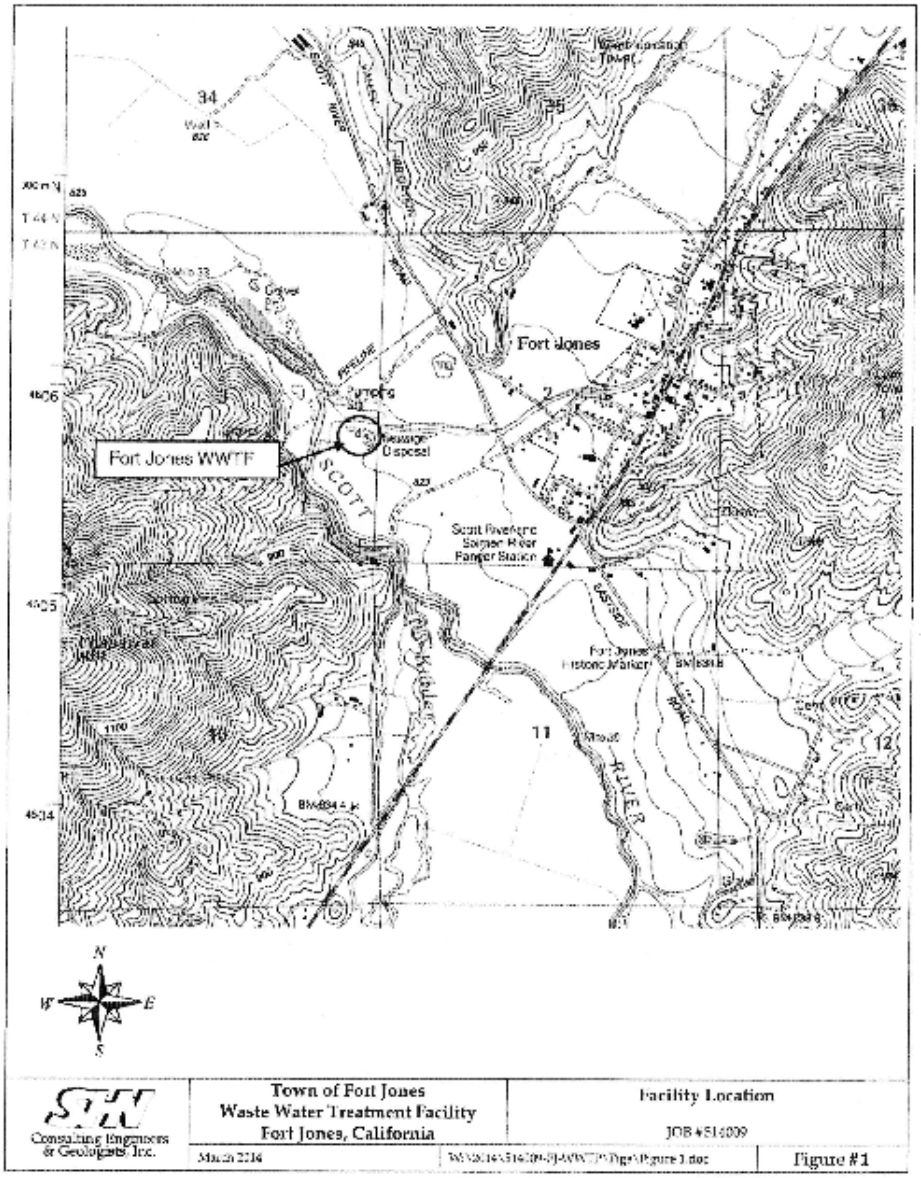
F. Bacteriological Limitations

1. Median. The median is the central tendency concentration of the pollutant. The data set shall be ranked from low to high, ranking the ND concentrations lowest, DNQ determinations next, followed by quantified values. The order of the individual ND and DNQ determinations is not important. The median value is determined based on the number of data points in the data set. If the data set has an odd number of data points, then the median is the middle value. If the data set has an even number of data points, the median is the average of

the two middle values, unless one or both points are ND or DNQ, in which case the median value shall be the lower of the two middle data points. DNQ is lower than a detected value, and ND is lower than DNQ.

2. Compliance with the 7-day median will be determined as a rolling median during periods when sampling occurs more frequently than weekly. During periods when sampling is weekly, this requirement shall apply to each weekly sample.

ATTACHMENT A – FACILITY MAP



ATTACHMENT B – MONITORING AND REPORTING PROGRAM

Table of Contents

I. General Monitoring Provisions B-2
II. Monitoring Locations B-2
III. Effluent Monitoring Requirements B-3
IV. Receiving Water Monitoring Requirements B-3
V. Reporting Requirements B-4

List of Tables

Table B-1. Monitoring Station Locations B-2
Table B-2. Effluent Monitoring – Monitoring Location EFF-001 ..... B-3
Table B-3. Groundwater Monitoring – Monitoring Wells B-3
Table B-4. Monitoring Periods and Reporting Schedule B-4

ATTACHMENT B – MONITORING AND REPORTING PROGRAM (MRP)

California Water Code sections 13267 and 13383 authorize the Regional Water Quality Control Board (Regional Water Board) to require technical and monitoring reports. This MRP establishes monitoring and reporting requirements, which implement California regulations.

I. GENERAL MONITORING PROVISIONS

A. Composite samples may be taken by a proportional sampling device approved by the Executive Officer or by grab samples composited in proportion to flow. In compositing grab samples, the sampling interval shall not exceed 1 hour.

B. If the Permittee monitors any pollutant more frequently than required by this Order, using test procedures as specified in this Order, the results of this monitoring shall be included in the calculation and reporting of the data submitted in the monthly and annual self-monitoring reports.

C. Laboratories analyzing monitoring samples shall be certified by the California Department of Public Health (DPH; formerly the Department of Health Services), in accordance with the provision of Water Code section 13176, and must include quality assurance/quality control data with their reports.

D. Compliance and reasonable potential monitoring analyses shall be conducted using commercially available and reasonably achievable detection limits that are lower than the applicable effluent limitation. If no minimum level (ML) value is below the effluent limitation, the lowest ML shall be selected as the reporting level (RL).

II. MONITORING LOCATIONS

The Permittee shall establish the following monitoring locations to demonstrate compliance with the effluent limitations, discharge specifications, and other requirements in this Order:

Table B-1. Monitoring Station Locations

Discharge Point Name	Monitoring Location Name	Monitoring Location Description
--	INT-001	Internal monitoring location prior to discharge to percolation ponds.
--	MW-XX	Monitoring wells located at perimeter of treatment ponds and percolation ponds.

III. EFFLUENT MONITORING REQUIREMENTS

A. Monitoring Location EFF-001

1. When discharging at Discharge Point 001, the Permittee shall monitor treated effluent at Monitoring Location EFF-001 as follows:

Table B-2. Effluent Monitoring – Monitoring Location EFF-001

Parameter	Units	Sample Type	Minimum Sampling Frequency
Flow (Mean Daily)	mgd	Meter	Continuous
pH	std units	Grab	Quarterly
Dissolved Oxygen	mg/L	Grab	Quarterly
Biochemical Oxygen Demand (5-day @ 20°C)	mg/L	Grab	Quarterly
Total Suspended Solids	mg/L	Grab	Quarterly
Nitrogen, Total (as N)	mg/L	Grab	Quarterly
Title 22 Pollutants[2]	µg/L	Grab	1x / 3 Years

IV. RECEIVING WATER MONITORING REQUIREMENTS

A. Groundwater Monitoring

1. The Permittee shall monitor groundwater in the groundwater monitoring wells as follows:

Table B-3. Groundwater Monitoring – Monitoring Wells

Parameter	Units	Sample Type	Minimum Sampling Frequency
Depth to Groundwater	0.01 feet	Grab	2x / Year
Total Coliform Organisms	MPN/100 mL	Grab	2x / Year
Nitrogen, Total (as N)	mg/L	Grab	2x / Year

[2] Title 22 Pollutants refers to those chemical constituents specified in Table 3-2 of the Basin Plan and/or constituents for which Maximum Contaminant Levels (MCLs) have been established in title 22, Division 4, Chapter 15, Articles 4 and 5.5 of the California Code of Regulations.

V. REPORTING REQUIREMENTS

A. Self-Monitoring Reports (SMRs)

1. Effective June 2, 2014, all regulatory documents, data, correspondence, or other materials should be submitted to the Regional Water Board via e-mail to NorthCoast@waterboards.ca.gov or on disk (CD or DVD) in a Portable Document Format (PDF) file in lieu of paper-sourced documents. The guidelines for electronic submittal of documents can be found on the Regional Water Board website at http://www.waterboards.ca.gov/northcoast.

2. The Permittee shall submit quarterly SMRs including the results for all monitoring specified in this MRP. If the Permittee monitors any pollutant more frequently than required by this Order, the results of this monitoring shall be included in the calculations and reporting of the data submitted in the SMR.

3. All monitoring results shall include complete laboratory data sheets for each analysis and be submitted in conjunction with the quarterly SMR on the first day of the second month following the quarter. Annual summary reports shall be submitted by March 1st each year.

4. Monitoring periods for all required monitoring shall be completed according to the following schedule:

Table B-4. Monitoring Periods and Reporting Schedule

Sampling Frequency	Monitoring Period Begins On	Monitoring Period
Continuous	June 19, 2014	All
Daily	June 19, 2014	(Midnight through 11:59 PM) or any 24-hour period that reasonably represents a calendar day for purposes of sampling.
Monthly	June 19, 2014	1st day of calendar month through last day of calendar month
Quarterly	June 19, 2014	January through March April through June July through September October through December
2X / Year	June 19, 2014	June and December
Annually	June 19, 2014	January 1 through December 31
1x / 3 Years	June 19, 2014	January 1 through December 31

5. **Reporting Protocols**. The Permittee shall report with each sample result the applicable ML, the RL and the current MDL, as determined by the procedure in Standard Methods.

   The Permittee shall report the results of analytical determinations for the presence of chemical constituents in a sample using the following reporting protocols:

   a. Sample results greater than or equal to the reported ML shall be reported as measured by the laboratory (i.e., the measured chemical concentration in the sample).

   b. Sample results less than the RL, but greater than or equal to the laboratory's MDL, shall be reported as "Detected, but Not Quantified," or DNQ. The estimated chemical concentration of the sample shall also be reported.

   For the purposes of data collection, the laboratory shall write the estimated chemical concentration next to DNQ as well as the words "Estimated Concentration" (may be shortened to "Est. Conc."). The laboratory may, if such information is available, include numerical estimates of the data quality for the reported result. Numerical estimates of data quality may be percent accuracy (+ a percentage of the reported value), numerical ranges (low to high), or any other means considered appropriate by the laboratory.

   c. Sample results less than the laboratory's MDL shall be reported as "Not Detected," or ND.

   d. Permittees are to instruct laboratories to establish calibration standards so that the ML value (or its equivalent if there is differential treatment of samples relative to calibration standards) is the lowest calibration standard. At no time is the Permittee to use analytical data derived from extrapolation beyond the lowest point of the calibration curve.

6. **Self-Monitoring Reports**. The Permittee shall submit self-monitoring reports (SMRs) in accordance with the following requirements:

   a. The Permittee shall arrange all reported data in a tabular format. The data shall be summarized to clearly illustrate whether the facility is operating in compliance with interim and/or final effluent limitations. The Permittee is not required to duplicate the submittal of data that is entered in a tabular format within CIWQS. When electronic submittal of data is required and CIWQS does not provide for entry into a tabular format within the system, the Permittee shall electronically submit the data in a tabular format as an attachment.

b. The Permittee shall attach a cover letter to the SMR. The information contained in the cover letter shall clearly identify:

i. Facility name and address;

ii. WDID number;

iii. Applicable period of monitoring and reporting;

iv. Violations of the WDRs (identified violations must include a description of the requirement that was violated and a description of the violation);

v. Corrective actions taken or planned; and

vi. The proposed time schedule for corrective actions.

c. SMRs must be submitted to the Regional Water Board, signed and certified as required by the General Provisions, to the email address: Northcoast@waterboards.ca.gov.

B. Other Reports

1. Annual Report. The Permittee shall submit an annual report to the Regional Water Board for each calendar year. The report shall be submitted by March 1st of the following year. The report shall, at a minimum, include the following:

a. Monitoring Data Summaries. Both tabular and, where appropriate, graphical summaries of the monitoring data and disposal records from the previous year. If the Permittee monitors any pollutant more frequently than required by this Order, using test procedures approved under section Part 136 or as specified in this Order, the results of this monitoring shall be included in the calculation and report of the data submitted in the SMR.

b. Compliance Reporting. A comprehensive discussion of the Facility's compliance (or lack thereof) with all effluent limitations and other WDRs, and the corrective actions taken or planned, which may be needed to bring the discharge into full compliance with the Order.

c. Sanitary Sewer System Reporting. The Permittee shall submit, as part of its annual report to the Regional Water Board, a description of the Permittee's activities within the sanitary sewer system over the previous calendar year. The report shall contain:

i. A description of any change in the local legal authorities enacted to implement the Sewer System Management Plan (SSMP).

ii. A summary of the SSOs that occurred in the past year. The summary shall include the date, location of overflow point, affected receiving water (if any), estimated volume, and cause of the SSO, and the names and addresses of the responsible parties as well as the names and addresses of the property owner(s) affected by the SSO.

iii. A summary of compliance and enforcement activities during the past year. The summary shall include fines, other penalties, or corrective actions taken as a result of the SSO. The summary shall also include a description of public participation activities to involve and inform the public.

iv. Documentation that all feasible steps to stop and mitigate impacts of SSOs have been taken.

C. Spills and Overflows Notification

1. All spills, unauthorized discharges, and SSOs equal to or in excess of 1,000 gallons or any size spill or SSO that results in a discharge to a drainage channel or a surface water:

a. As soon as possible, **but not later than two (2) hours** after becoming aware of the discharge, the Permittee shall notify the California Emergency Management Agency (Cal EMA), the local health officer or directors of environmental health with jurisdiction over affected water bodies or land areas, and the Regional Water Board.[3]

Information to be provided verbally to the Regional Water Board includes:

i. Name and contact information of caller;
ii. Date, time and location of spill occurrence;
iii. Estimates of spill volume, rate of flow, and spill duration;
iv. Surface water bodies impacted, if any;
v. Cause of spill;
vi. Cleanup actions taken or repairs made; and
vii. Responding agencies.

[3] The contact number for spill reporting for Cal EMA is (800) 852-7550. The contact number of the Regional Water Board during normal business hours is (707) 576-2220. After normal business hours, spill reporting to Cal EMA will satisfy the 2 hour notification requirement for the Regional Water Board.

b. As soon as possible, but **not later than twenty-four (24) hours** after becoming aware of a discharge, the Permittee shall submit to the Regional Water Board a certification that Cal EMA and the local health officer or directors of environmental health with jurisdiction over affected water bodies or land areas have been notified of the discharge. For the purpose of this requirement, "certification" means a Cal EMA certification number and, for the local health department, name of local health staff, department name, phone number and date and time contacted.

c. **Within five (5) business days**, the Permittee shall submit a written report to the Regional Water Board office. The report must include all available details related to the cause of the spill and corrective action taken or planned to be taken, as well as copies of reports submitted to other agencies.

i. Information provided in the verbal notification;

ii. Other agencies notified by telephone;

iii. Detailed description of cleanup actions and repairs taken; and

iv. Description of actions that will be taken to minimize or prevent future spills. In the cover letter of the SMR, the Permittee shall include a brief written summary of the event and any additional details related to the cause or resolution of the event, including, but not limited to results of any water quality monitoring conducted.

2. All spills, unauthorized discharges, and sanitary sewer overflows (SSOs) less than 1,000 gallons that do not reach a drainage channel or a surface water:

a. As soon as possible, but **not later than twenty-four (24) hours** after becoming aware of the discharge, the Permittee shall notify the Regional Water Board and provide the applicable information in requirement 1.a of this section.

b. In the cover letter of the SMR, the Permittee shall include a written description of the spill event.

3. The Spills and Overflows Notification requirements are necessary for the protection of water quality. The Regional Water Board shall use this data to help prevent future spills and overflows and to coordinate with the local health agencies.

ATTACHMENT C – FACT SHEET

FACILITY INFORMATION

A. Background

The Town of Fort Jones (hereinafter Permittee) is currently discharging pursuant to Waste Discharge Requirements Order No. 98-1. The Permittee submitted a Report of Waste Discharge (ROWD), on March 20, 2014, and applied for renewal of waste discharge requirements to discharge up to 0.060 mgd of treated wastewater from the Town of Fort Jones Wastewater Treatment Facility (hereinafter Facility) to land owned by the Permittee.

B. General Facility Information

The Permittee owns and operates a wastewater collection, treatment, and disposal facility that provides sewerage service to the Town. The wastewater system has 342 connections, of which 3 are restaurants. There are no significant industrial users.

C. Existing Wastewater Treatment and Reclamation Facility

The Permittee owns and operates a wastewater treatment and disposal system comprised of a gravity collection system, Imhoff tank, and percolation/evaporation ponds. The Facility has six percolation/evaporation ponds for effluent disposal.

The collection system consists of a conventional gravity collection system with two small lift stations which transport wastewater to the Imhoff tank. Wastewater from the Imhoff tank flows to a 2.6-acre pond system for treatment and disposal.

Attachment A provides a map of the area around the Facility.

II. FINDINGS

A. Legal Authorities. This Order serves as Waste Discharge Requirements (WDRs) for discharges to land issued pursuant to section 13263 of the California Water Code (Water Code).

B. Basin Plan. As required by Water Code section 13263(a), these WDRs are crafted to implement the Water Quality Control Plan for the North Coast Region (Basin Plan), and in so doing, the Regional Water Board has taken into consideration the beneficial uses to be protected, the water quality objectives (both numeric and narrative) reasonably required for that purpose, other (including previous) waste discharges, the need to prevent nuisance, and the provisions of Water Code section 13241. The Basin Plan contains implementation plans and policies for protecting waters of the basin. The Basin Plan implements State Water Resources Control Board (State Water Board) Resolution No. 88-63, which established state policy that all waters, with certain exceptions, should be considered suitable or potentially suitable for municipal or domestic supply.

Thus, beneficial uses applicable to area groundwater within the Scott Valley Hydrologic Subarea of the Scott River Hydrologic Area to be protected are as follows:

1. Municipal and Domestic Supply (MUN)
2. Agricultural Water Supply (AGR)
3. Industrial Service Supply (IND)
4. Industrial Process Supply (PRO)
5. Groundwater Recharge (GWR)
6. Freshwater Replenishment (FRSH)

The beneficial uses applicable to Moffett Creek and the Scott River within the Scott Valley Hydrologic Subarea of the Scott River Hydrologic Area to be protected are as follows:

1. Municipal and Domestic Supply (MUN)
2. Agricultural Water Supply (AGR)
3. Industrial Service Supply (IND)
4. Industrial Process Supply (PRO)
5. Groundwater Recharge (GWR)
6. Freshwater Replenishment (FRSH)
7. Navigation (NAV)
8. Hydropower Generation (POW)
9. Water Contact Recreation (REC-1)
10. Non-Contact Water Recreation (REC-2)
11. Commercial and Sport Fishing (COMM)
12. Cold Freshwater Habitat (COLD)
13. Wildlife Habitat (WILD)
14. Rare, Threatened, or Endangered Species (RARE)

15. Migration of Aquatic Organisms (MIGR)

16. Spawning, Reproduction, and/or Early Development (SPWN)

17. Aquaculture (AQUA)

C. California Water Code. The California Water Code (Water Code) establishes the authority for the Regional Water Board to establish water quality objectives, impose discharge prohibitions, and prescribe waste discharge and reclamation requirements. Water Code section 13241 requires each regional board to "establish such water quality objectives in water quality control plans as in its judgment will ensure the reasonable protection of beneficial uses and the prevention of nuisance […]." The control of pollutants discharged is established through effluent limitations and other requirements in Waste Discharge Requirement permits. Water Code section 13243 provides that "A regional board, in a water quality control plan or in waste discharge requirements, may specify certain conditions or areas where the discharge of waste, or certain types of waste, will not be permitted. Water Code section 13260 et seq establishes regulations associated with the prescription of waste discharge requirements and Water Code Chapter 7 (section 13500 et seq) establishes regulations associated with the prescription of reclamation requirements.

It is the Regional Water Board's intent that this Order shall ensure attainment of water quality standards, applicable water quality objectives, and protection of beneficial uses of receiving waters. This Order therefore requires the Permittee to comply with all prohibitions, effluent limitations, discharge specifications, receiving water limitations, standard provisions, and monitoring and reporting requirements. The Order further prohibits discharges from causing violations of water quality objectives or causing conditions to occur that create a condition of nuisance or water quality impairment in receiving waters as a result of the discharge.

D. California Code of Regulations (CCR). The discharge authorized herein and the treatment and storage facilities associated with the discharge are exempt from the requirements of title 27, CCR, section 20005 et seq. The exemption, pursuant to section 20090(b) of title 27, allows for the exemption of discharges of wastewater if;

1. The applicable Regional Board has issued WDRs;
2. The discharge is in compliance with the applicable water quality control plan (Basin Plan); and
3. The wastewater does not need to be managed as a hazardous waste.

E. Antidegradation Policy. The State Water Board established California's antidegradation policy in State Water Board Resolution No. 68-16. Resolution No. 68-16 requires that existing quality of waters be maintained unless degradation is justified based on specific findings. The Regional Water Board's Basin Plan implements, and incorporates by

reference, the State antidegradation policy. The permitted discharge is consistent with the provisions of State Water Board Resolution No. 68-16, Statement of Policy with Respect to Maintaining High Quality of Waters in California. This project consists of the operation or minor alteration of an existing facility which involves minimum change in use beyond that previously existing.

The Permittee is in the process of developing a pretreatment and self-monitoring program. This program will require each commercial establishment to maintain and provide the Permittee with records of interceptor monitoring, maintenance and cleaning activities.

Attachment B of this Order requires ongoing groundwater monitoring for nitrogen and coliform to ensure that concentrations of pollutants will not adversely impact beneficial uses.

This Order is consistent with the maximum benefit to people of the State because: (i) it allows continued operation of an existing wastewater treatment system; and (ii) it requires monitoring of surface and groundwater impacts or potential impacts from disposal of treated wastewater.

F. Endangered Species Act. This Order does not authorize any act that results in the taking of a threatened or endangered species or any act that is now prohibited, or becomes prohibited in the future, under either the California Endangered Species Act (Fish and Game Code sections 2050 to 2097). The Permittee is responsible for meeting all requirements of the applicable Endangered Species Act.

G. Monitoring and Reporting. Water Code sections 13267 and 13383 authorize the Regional Water Board to require technical and monitoring reports. The Monitoring and Reporting Program establishes monitoring and reporting requirements to implement federal and State requirements. This Monitoring and Reporting Program is provided in Attachment B. The Executive Officer of the Regional Water Board is delegated the authority to modify the Monitoring and Reporting Program, as determined appropriate to protect water quality.

The Town of Fort Jones

To: **Fort Jones Town Council**
Meeting Date: **November 12, 2024**
From: **Alexander LaRiviere – Town Councilmember**
Subject: **Review and Discuss Public Works Duties, Certifications, Efficiency, and Best Use.**

Background:

Discussion may include all of the items Public Works is currently responsible for, what certifications are needed to perform those duties legally, what certifications are currently held, what possibly untapped skills does our department have, if those duties are the most efficient and best use of resources, and related topics.

Attached are the most current job descriptions for the Public Works Department.

11960 East Street
P.O. Box 40
Fort Jones, CA, 96032

530-468-2281

Gateway to the Marble Mountains

Job Description: Public Works Director (Part-Time)

Definition of Position:

To be a responsible, hard-working, customer-service oriented person to serve as Parks, Public Works & Utilities Director for the Town of Fort Jones. This is a part-time, executive management position that requires significant administrative, analytical, and technical skills.

Example of Duties:

The Parks, Public Works & Utilities Director manages the overall operation of the Department of Parks, Public Works & Utilities including engineering, traffic engineering, streets, sewer, water operations, as well as maintenance and repair of facilities and equipment. Under the supervision of the Town Administrator, the Parks, Public Works & Utilities Director exercises direct supervision over the Public Works Manager as well as key engineering Parks, Public Works & Utilities, and maintenance staff members, as needed.

Duties include:

Plans, organizes, directs and controls divisions to perform a wide variety of Parks, Public Works & Utilities maintenance, engineering, and operations tasks and projects; Studies departmental organization, personnel distribution, and project requirements to effect efficient and economical utilization of resources; Establishes, develops, and oversees compliance with major policies, town rules, long term programs, and operating procedures; Directs the preparation and administration of the annual budget and analyzes divisional budget estimates; Directs and prepares studies and reports; Presents technical information and recommends action to the Town Council; Conducts field inspections and reviews progress to insure the accomplishment of projects and implementation of policies; Reviews and participates in the preparation of environmental impact reports; Assists in the review and approval of tentative subdivision maps; Supervises and reviews final subdivision maps; Supervises and reviews improvement plans and conducts inspections of improvements; Coordinates master plan support of water, sewer, and street systems to meet general plan objectives; Develops, implements, and administers the Town/District's capital improvement program which includes preparation of contract documents including preliminary design, Surveying and preparation of plan specifications; Conducts financial analyses related to Parks, Public Works & Utilities including fee analyses and water and sewer rate studies to appropriately determine and recommend charges.

Other job-related duties are:

Reviews equipment needs and makes recommendations for replacement in budget; Represents Town/District at meetings; Confers with local, state, and federal agencies, civic groups, and professional organizations; Approves final subdivision maps.

Adopted by Town Council: 10 July 2023

11960 East Street
P.O. Box 40
Fort Jones, CA, 96032

530-468-2281

Gateway to the Marble Mountains

Minimum Qualifications:

Knowledge of:

- Construction and maintenance methods;
- Materials and equipment relevant to municipal Parks, Public Works & Utilities;
- Principles and practices of municipal engineering;
- Administrative and budgetary procedures; and
- Principles, practices and techniques of management and training.

Ability to:

- Anticipate municipal needs;
- Develop and implement rules, regulations, programs, policies, and procedures;
- Prepare oral and written reports;
- Plan, organize, direct and monitor the work of others;
- Establish and maintain effective and efficient working relationships with others;
- Recognize and respond to organizational and operational difficulties;
- Understand, evaluate, and analyze a wide variety of technical, engineering, construction, and financial data, reports, blueprints, and contract documents;
- Understand land surveying methods; and
- Operate heavy machinery.

Physical Standards:

The physical standards described are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee is regularly required to sit, stand, walk, kneel, stoop, and crouch; make field inspections and visits to construction sites, climb, and descend vertical ladders up to 30 feet; communicate clearly and effectively with others; apply mental alertness and comprehension to learn and retain technical information, terminology, equipment, and guidelines required for performance of essential duties and functions.

While performing duties, the employee is regularly required to use written and oral communication skills; read and interpret information and room layout specifications; as well as interact with Town employees and the public.

Training and Experience:

Equivalent to a Bachelor of Science degree in civil engineering, public administration, or a related discipline. A graduate degree in engineering or public administration is desirable.

Four years of increasingly responsible full-time paid professional experience in work related to parks, public works, and utilities, including two years in a supervisory, administrative role.

Previous experience working with the public is highly desirable.

Special Requirements:

This position requires on-call response to emergency conditions during non-business hours for consultation and direction, and frequent attendance at Town Council meetings.

As a condition of employment, incumbents must pass a background check and will be required to be fingerprinted in accordance with State of California law.

Licenses and Certificates:

Licenses: Possession of a valid California Class "C" Driver's license is required. Possession of requisite water distribution and wastewater treatment certifications and licenses are also preferred. Licensing as a Land Surveyor or Civil Engineer is also desirable to allow full performance of land surveying, and statement of technical accuracy of final maps.

Certificates: D-1 Water and Grade 2 or 3 Wastewater certifications required.

Registration: Registration as a Professional Civil Engineer with the California State Board of Registration for Civil and Professional Engineers is desirable. Certification in CPR/AED and First Aid is also desirable.

11960 East Street
P.O. Box 40
Fort Jones, CA, 96032

530-468-2281

Gateway to the Marble Mountains

Job Description: Public Works I (Full-Time)

Definition of Position:

Under the supervision of the Public Works Director and administrative staff, performs a variety of skilled and semi-skilled tasks in support of the Public Works Department programs, which generally includes the maintenance, repair and operation of streets, sidewalks, storm drains, parks, buildings and building equipment, and related facilities; and performs related work, as assigned.

Examples of Duties:

Duties may include, but are not limited to the following:

- Operates and cleans trucks, vehicles, and other large pieces of power equipment commonly used by the department.
- Safely uses and maintains pneumatic equipment, and small power and hand tools, such as mowers, blowers, weed eaters, chainsaws, shovels, picks, rakes, hoes, and hammers, as examples.
- Maintains public facilities by performing such duties as mowing, weed eating, edging, raking, hand weeding, picking up trash, watering system maintenance, and like activities.
- Applies paint to various interior and exterior surfaces by hand, roller, or spray equipment.
- Perform manual labor in the collection of garbage, waste material, and animal remains.
- Participate in minor street repair; maintenance to sidewalks, curbs, gutters, and storm drains; and masonry construction.
- Perform custodial duties such as sweeping, mopping, vacuuming, scrubbing, waxing, and minor repairs.
- Loading and unloading supplies and materials, lifting, and moving heavy objects.
- May include responsibilities for the development and maintenance of maps of Town grounds and plots; record keeping; preparation of periodic reports; and grounds maintenance.

Minimum Qualifications

Knowledge and Abilities:

- Ability to establish and maintain effective relationships with co-workers and members of the public contacted during work.
- Ability to do heavy physical work including the lifting and moving of tables/chairs
- Ability to follow written and oral instructions

Adopted by Town Council: 10 July 2023

- Ability to use sound judgment and maturity when dealing with unexpected issues
- Basic computer knowledge highly desirable
- Knowledge of methods, terminology, tools, procedures, and equipment common to a full range of public works activities.
- Knowledge of building maintenance/repair as well as building equipment and repair, such as electrical systems, plumbing, HVAC systems, etc.
- Knowledge of welding and tree pruning techniques.
- Knowledge of safe work, driving, and economical operation practices of and for trucks, vehicles, heavy and light power equipment, and hand tools.

Physical Standards:

The physical standards described are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee is regularly required to sit for long periods of time; talk or hear in person, during meetings, and by telephone; use hands and fingers to handle, feel or operate standard office equipment; and reach with hands and arms. The employee is also frequently required to stand, bend, twist, lift, walk, and set-up/move equipment weighing up to 50 pounds.

While performing duties, the employee is regularly required to use written and oral communication skills; read and interpret information and room layout specifications; as well as interact with town employees and the public.

Training and Experience:

High school diploma or GED equivalent with ability to read and write at the level required. Must be 18 years old or older.

Two years direct work experience in construction or maintenance work with hand tools, small and large power equipment, and vehicles.

Experience working with the public is desirable.

Special Requirements:

This position requires the ability to work a flexible schedule which may include evening, holidays, and weekends.

As a condition of employment, incumbents must pass a background check and may be required to be fingerprinted in accordance with State of California law.

Licenses and Certificates:

Licenses: Possession of a valid Class C California Driver's License and a responsible driving record required.

Certification: Certification in CPR/AED and First Aid (desirable)

The Town of Fort Jones

To: **Fort Jones Town Council**
Meeting Date: **November 12, 2014**
From: **Cherie Stephen – Town Administrator**
Subject: **Review, introduce, and Approve First Reading of Ordinance 2024-1 Regarding Amending Title 13: Public Services and Title 18: Zoning**.

Background:

The Town of Fort Jones recently updated and approved the housing element, a mandated aspect of the general plan that requires regular updates. Part of the update process requires review of the zoning code to ensure compliance with state law. Several minor zonings changes were found to be required.

These changes have been reviewed and approved by the Town's legal counsel, and are submitted here for the first reading. A full reading may be waived by a motion from a member of the town council given that the full title of the proposed ordinance is listed on the agenda.

Attached is proposed Ordinance NO: 2024-1 Amending Title 132 Public Services Ordinance and Title 18 Zoning Ordinance, Chapter 13.04 Amendment, Chapter 18.08 Amendment, Chapter 18.16 Amendment, Chapter 18.20 Amendment, Chapter 18.32 Amendment, Chapter 40 Amendment, Chapter 18.52 Amendment, Chapter 18.60 Amendment, and Chapter 18.64 Amendment.

Recommendation:

It is recommended by the Town Administrator that the council approves the first reading of Ordinance 2024-1 regarding amending Title 13: Public Services and Title 18: Zoning.

ORDINANCE NO: 2024-1

AN ORDINANCE OF THE TOWN OF FORT JONES
AMENDING TITLE 13 PUBLIC SERVICES ORDINANCE AND TITLE 18 ZONING ORDINANCE.

The Town Council of the Town of Fort Jones does ordain as follows:

Section 1: The Town hereby amends its code by adding the following section, attached hereto as Exhibit A:

Section: 13.04.060 Priority for affordable housing developments.
(Title 13 Public Services; Chapter 13.04 In General)

Section 2: The Town herby amends it code by adding or amending the following sections, attached hereto as Exhibit B:

Chapter 18.08 Definitions; Chapter 18.16 Specific District Regulations; Section 18.20.150 Manufactured homes/mobile homes; residential use requirements; Section 18.32.050 Planning commission findings; decisions; Chapter 18.40 Housing Density Bonuses and Incentives; Chapter 18.52 Emergency Shelters; Chapter 18.60 Accessory Dwelling Units; Chapter 16.64 Single Room Occupancy Units.

INTRODUCED at a regular meeting of the Town Council of the Town of Fort Jones, California, on the 12th day of November, 2024, and adopted at a regular meeting of the Town Council of the Town of Fort Jones, California, on the 9th day of December, 2024.

APPROVED: _____
Mercedes M. Garcia, Mayor

ATTEST: _____
JenniferJoy Cox, Town Clerk

The forgoing Ordinance No. 2024-1 was adopted at a regular town meeting of the Town Council of the Town of Fort Jones, held on the 9th day of December, 2024 by the following vote:

Ayes:
Nays:
Absent:
Abstain:

ATTEST: _____

JenniferJoy Cox, Town Clerk

APPROVED AS TO FORM and LEGAL CONTENT: _____

Andrew L. Jared, Town Attorney

CHAPTER 13.04 In General

13.04.060 - Priority for affordable housing developments.

A. For the purpose of this section, moderate-, low- and very low-income persons shall be defined as set forth in California Health and Safety Code Sections 50079.5 and 50105.

B. In any given year at the time any water or sewer equivalency units allocation are authorized by the city council, priority on the residential building permit waiting list shall be given for developments which provide a minimum of fifty percent of housing which will be guaranteed to be affordable to persons and families with moderate, low and very low incomes; provided:

   a. Developments which provide one hundred percent affordable housing shall have priority over projects which provide fifty percent affordable housing. The remaining permits shall be allocated in accordance with the existing waiting list.

   b. Developments which provide a minimum of fifty percent of affordable housing including a minimum of twenty-five percent affordable to low- and very low-income families shall have a priority over projects which do not provide units for low and very low-income families.

   c. Not more than fifty percent of the building permits allocated each year by the City Council shall be so prioritized over existing residences.

C. An applicant desiring low-income housing priority shall submit to the public works department, a written request for such priority, listing the applicant/owner, the address and legal description of the project property, and written deed restrictions and agreements as approved by the city attorney, restricting the sale and occupancy of the affordable units in the project to moderate-, low- or very low-income persons for a period of thirty years after completion of the housing project. Upon receipt of this information and agreements, the applicant's property will be placed on a separate low-income housing waiting list for either single-family or multiple-family projects in the order in which the requests are received by the city to be eligible for priority in the following year's water or sewage services allocation.

D. If a project due to be awarded water or sewage services fails to qualify or submit sufficient deed restrictions and agreements, as required in this section, prior to the award of water or sewage services, or voluntarily withdraws, then the project shall be removed from the priority list and shall be returned to its original position on the long-term building allocation waiting list.

E. The City, at its option, may contract with a nonprofit housing agency to provide for administration of various aspects of deed restrictions, agreements and other procedures to ensure the effectiveness of this program to provide long-term low-income housing. Costs for such services shall be borne by the applicant/developer.

CHAPTER 18.08. DEFINITIONS

Sec. 18.08.010. Definitions.

The following words, terms and phrases, when used in this title, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Accessory dwelling unit (ADU) means a room or suite of rooms constructed separately and detached from or adapted within or onto a one-family (i.e., principal) dwelling being an integral part thereof, and designed for the use and occupancy by a person or persons living independently from the one-family dwelling occupants. An accessory dwelling unit shall be subordinate to the principal dwelling unit.

Affordable housing means housing affordable to persons and families with moderate, low and very low incomes.

Alley means a public or private thoroughfare which affords only a secondary means of access to abutting property.

Apartment means a family unit contained in a multiple dwelling.

Block means all property fronting upon one side of a street, between intersecting and intercepting streets, or between a street and a railroad right-of-way, waterway, dead-end street or subdivided land. An intercepting street shall determine only the boundary of the block on the side of a street which it intersects.

Boardinghouse means a building or portion thereof designed or used exclusively for residential occupancy other than a hotel or motel and where lodging and meals for three or more persons is provided for compensation.

Building means any structure having a roof supported by columns or by walls and designed for the shelter or housing of any person, animal or property. Such structure shall be permanently attached to the real property at a fixed location or in the event of a manufactured home or manufactured housing, installed as required by state law such that the same is taxed as real property.

Building, accessory, means a subordinate building, including shelters of pools, the use of which is incidental to that of the main building on the same lot, or building site, but not including living quarters, and which may or may not require a permanent attachment to the ground. Such accessory buildings may include a construction shack, construction trailers and temporary office trailers.

Building, main, means a building which is designed for or in which is conducted the principal use of the lot or building site on which it is located.

Building official means the persons designated by the town manager of the town to inspect or enforce the housing, building or zoning provisions of this Code. The building official shall, for the purposes of this chapter, be supervised by the town manager.

Building site means a lot or parcel of land occupies or to be occupied by a main building and accessory buildings, or by a dwelling group and its accessory buildings, together with such open spaces as are required by the terms of this title and having frontage on a dedicated street or private road or highway.

Business, retail, means the retail sale of any article, substance or commodity within a building but not including the sale of lumber or other building materials.

Business, wholesale, means the wholesale handling of any article, substance or commodity, but not including the handling of lumber or other building materials or the open storage or sale of any material or commodity, and not including the processing or manufacture of any product or substance.

Combining district means any district in which the general district regulations are combined with those special districts provided for in this title for the purpose of adding additional special regulations.

District means a portion of the town within certain uses of land and buildings are permitted or prohibited and within which certain yards and other open spaces are required and certain height limits are set for buildings, all as set forth and specified in this title.

Dwelling means a building or portion thereof designed or used exclusively for residential occupancy, including one-family, two-family, three-family dwellings and apartments, multiple-family dwellings, but not including hotels, motels or boardinghouses and roominghouses.

Dwelling groups means a group of two or more detached or semidetached one-family, two-family or multiple-family dwellings occupying a parcel of land in one ownership and having any yard or court in common, but not including motels.

Dwelling, multiple-family, means a building or a portion thereof, used and designed as a residence for three or more families living independently of each other and doing their own cooking in the building, including apartment houses, apartment hotels and flats, but not including motels, boardinghouses and hotels.

Dwelling, single-family, means a building designed for or used to house not more than one family, including all necessary employees of such family.

Dwelling, two-family, or *duplex* means a building containing not more than two kitchens, designed or used to house not more than two families, living independently of each other, including all necessary employees of such family.

Existing structure means within the four walls and roofline of any structure that can be made safely habitable under local building codes at the determination of the building official regardless of any noncompliance with zoning standards.

Emergency shelter means housing, interim interventions, including but not limited to, navigation centers, bridge housing, and respite or recuperative care, ~~with minimal supportive services for homeless persons~~ that is limited to occupancy of six months or less ~~by a homeless person~~. No individual or household may be denied emergency shelter because of an inability to pay.

Family means one or more persons living together in a dwelling unit, with common access to and common use of all living, kitchen and eating areas within the dwelling unit ~~occupying a premises and living as a single housekeeping unit, as distinguished from a group occupying a hotel, club, fraternity or sorority house. A family shall be deemed to include necessary servants.~~

Fence means any device forming a physical barrier by means of hedge, wood, mesh, metal, chain, brick, stake, plastic or other similar materials.

Garage or *carport* means accessible and usable covered space of not less than ten feet by 20 feet per vehicle for storage of automobiles so located on the lot as to meet the requirements of this title for an accessory building, or if attached to the main building, to meet the requirements applicable to the main building.

Guesthouse means a detached living quarters of a permanent type of construction and without kitchens or cooking facilities, and where no compensation of any form is received or paid.

Height of building means the vertical distance from the average level of the highest and lowest point of that portion of the lot covered by the building to the topmost point of the roof, excluding elevator equipment rooms, ventilating and air conditioning equipment.

Home occupation means a use conducted on the premises by the occupant of the dwelling as a secondary use in connection therewith, and where there is no advertising signs, no display, no stock or commodity sold on the premises, no employees in connection therewith and no mechanical equipment designed to be used in connection therein, other than that necessary or convenient for domestic purposes.

Hotel means any building or portion thereof containing six or more guest rooms used, let or hired out for compensation, whether the compensation for hire to be paid directly or indirectly, such building or portion thereof having one principal entryway or entrance, and a lobby or other public room common to all guest rooms.

Junior accessory dwelling unit (JADU) means unit that is no more than 500 square feet in size and contained entirely within the walls of an existing single-family structure. A junior accessory dwelling unit may include separate sanitation facilities or may share sanitation facilities with the existing structure. For the purposes of life/safety regulations and providing utilities such as water, sewer, power, or other utilities, a junior accessory dwelling unit shall not be considered a separate or new dwelling unit.

Junkyard means a lot or parcel used for the storage of junk, including scrap metals, salvage or other scrap materials, or for the dismantling or wrecking of automobiles or other vehicles or machinery whether for sale or storage.

Local public utility use means poles, wires and cables for local distribution of utility services; telephone transmission and distribution poles, wires and cables; underground gas and water distribution pipes and electric distribution; and telephone distribution and transmission cables.

Lot means a building site.

Lot depth means the distance to the rear lot line measured along a normal to the front line of the lot taken at the midpoint of the street frontage.

Lot, exterior, means a lot, one side or a lot line of which separates the side from a street.

Lot, hillside, means a lot which, prior to grading, has an average slope of 15 percent or greater measured between the rear lot line and the front lot line, or between side lot lines; or a lot with a building site which lies at least 15 feet above or below the building site of any adjacent lot.

Lot, interior, means a lot, the side lot lines of which separate the sides from adjoining lots.

Lot line means a line separating the frontage from a street; the side from a street or adjoining property; the rear or side from an alley or street or adjoining property.

Lot line, exterior, means a lot line separating the side of a lot from a street.

Lot line, front, means the shortest dimension of a lot fronting on a street.

Lot line, interior, means a lot line separating the side of a lot from adjoining property.

Lot line, rear, means the lot line opposite or approximately opposite the front lot line.

Lot line, side, means any lot line not a front or rear lot line.

Lot, reverse frontage, means the first lot to the rear of a corner lot, the front line of which is a continuation of the side line of the corner lot exclusive of the width of any alley and fronting on the street which intersects or intercepts the street upon which the corner lot fronts.

Lot, through, means a lot having frontage on two parallel or approximately parallel streets.

Lot width means one-half of the total width of the front and rear lot lines, measured at right angles to the depth.

Low-Barrier Navigation Center means a temporary, service-enriched shelters to help homeless individuals and families quickly obtain permanent housing.

Manufactured home means a structure that was constructed less than 25 years before moving into the town, is transportable in one or more sections, is eight feet or more in width or 40 feet or more in length in the transportable mode, or, when erected on site, is 320 or more square feet in area, is built on a permanent chassis and designed to be used as a single-family dwelling, with or without a foundation, when connected to the required utilities, and includes the plumbing, heating, air conditioning, and electrical systems contained therein. The term "manufactured home" includes any structure that meets all of the requirements of this section except the size

requirements and with respect to which the manufacturer voluntarily files a certification and complies with the standards established under the National Manufactured Housing Construction and Safety Act of 1974 (42 USC 5401 et seq.) or the most recent version, whichever is newer.

Manufactured home park means land or premises used or intended to be used, let or rented for occupancy by one or more trailers, movable dwellings, rooms or sleeping quarters of any kind including trailer courts and manufactured home parks.

Motel means a group of attached or semi-attached buildings containing guest rooms or dwelling units, some or all of which have a separate entrance leading directly from the outside of the building; each room or unit with garage attached or parking conveniently located close by on the lot, and which is designed, used or intended wholly or in part for the accommodation of transients and including auto court, motor court, motor lodge and motor hotel.

Nonconforming use means a use that does not conform to the regulations for the district in which it is situated.

Office means a business establishment for rendering of service or administration, but not including retail sales.

Parking lot means any land used or intended to be used or provided for the parking of automobiles by any person whether for hire or to meet the off-street parking space requirements of this title.

Parking space means an accessible and usable space on the building site, or adjacent lot, at least nine feet by 20 feet, for parking of automobiles.

Passageway means a pathway that is unobstructed clear to the sky and extends from a street to an entrance of the accessory dwelling unit.

Professional office means an office for the conduct of any one of the following uses: accountant, architect, attorney, chiropractor, clergyman, dentist, doctor, engineer, optometrist, podiatrist, physical therapist, social worker, surveyor, and other similar uses which in the opinion of the planning commission meet the criteria implicated in the preceding designations; but not advertiser, barber, cosmetologist, contractor, pest control, pharmacy, private investigator, veterinary or other service establishment.

Public utility offices means offices for business records and administration of public utilities.

Public utility service uses means electric transmission substations and transmission lines, service yards and field operating centers, and gas storage holders.

Public utility substations means communications equipment, buildings, electric distribution substations, public utility pumps, wells and valve stations.

Residential care facility, large means any family home or group care facility serving seven or more persons in need of personal services, supervision or assistance essential for sustaining the activities of daily living or for the protection of the individual, excluding jails or other detention facilities pursuant to Health and Safety Code Section 1568.0831 and the definition of “family” as provided in this Section.

Residential care facility, small means any family home or group care facility serving six or fewer persons in need of personal services, supervision or assistance essential for sustaining the activities of daily living or for the protection of the individual, excluding jails or other detention facilities pursuant to Health and Safety Code Section 1568.0831 and the definition of “family” as provided in this Section.

Resort means any development of property for public or private recreational use by ten or more owners purchasing interests in the property with no present intention to resell or otherwise dispose of the interest for value.

Rest home means any premises licensed under section 2300 or any replacing section of the Welfare and Institutions Code.

Roominghouse means a building or portion thereof designated or used exclusively for residential occupancy other than a hotel or motel and where lodging for three or more persons is provided for compensation.

Sanitarium or *rest home* means a health station or permanent retreat or other place where patients are housed, and where treatment is given, but excluding mental institutions or institutions for treatment of persons addicted to the use of drugs or alcohol.

School means a public, private or parochial general educational institution but does not include a school devoted to instruction in particular crafts or skills such as dancing, business colleges, beautician and barber schools.

Setback lines means lines established by this title to govern the placement of buildings or structures with respect to lot lines, streets or alleys.

Side and front of corner lots means the narrowest frontage of a corner lot facing the street is the front, and the longest frontage facing the intersecting street is the side, irrespective of the direction in which the dwelling faces.

Signs means any advertising, informational or directional display or structure.

Single room occupancy unit (*SRO*) means housing units that are restricted to occupancy by no more than two persons and may include a kitchen and/or a bathroom, in addition to a bed. The net area of an SRO unit may range from a minimum of 150 square feet to a maximum of 400 square feet.

Street means a public thoroughfare which affords principal means of access to abutting property, including avenue, place, way, drive, lane boulevard, highway, road, and any other thoroughfare except an alley as defined in this chapter.

Street line means the boundary between a street right-of-way and property.

Structure means anything constructed or erected, the use of which requires location on or in the ground, or attachment to something having location on the ground, including swimming pools, but excluding driveways, patios or parking spaces.

Structural alterations means any change in the supporting members of a structure, such as bearing walls, columns, beams or girders.

Supportive housing means housing with no limit on length of stay, that is occupied by the target population, and that is linked to an onsite or offsite service that assists the supportive housing resident in retaining the housing, improving his or her health status, and maximizing his or her ability to live and, when possible, work in the community.

Trade school means a private educational facility devoted to instruction in particular crafts, trades or skills such as dancing, business colleges, beautician and barber schools, radio and television schools.

Transitional housing means buildings configured as rental housing developments, but operated under program requirements that require the termination of assistance and recirculating of the assisted unit to another eligible program recipient at a predetermined future point in time that shall be no less than six months from the beginning of the assistance.

Use means the purpose for which land or a building is designated, arranged or intended or for which either land or building is or may be occupied or maintained.

Use, accessory, means a use incidental or subordinate to, and devoted exclusively to the main use of a lot or building located on the same lot.

Yard means an open space other than a court on the same lot with a building, which open space is unoccupied and unobstructed from the ground upward, except as otherwise permitted in this title.

Yard, front, means a yard extending across the front of the lot between the side lot lines and measured from the front line of the nearest line of the building; provided, however, that if any official plan line has been

established for the street upon which the lot faces, the front yard measurement shall be taken from such official plan line to the nearest line of the building.

Yard, rear, means a yard extending across the full width of the lot and measured between the rear line of the lot and nearest line of the main building.

Yard, side, means a yard between the side line of the lot and the nearest line of the building and extending from the front yard of the lot to the rear yard.

(Code 1987, §§ 18.08.020—18.08.710; Ord. No. 26-1976, art. 13, § 13.02(a)—(qqq), 1976)

CHAPTER 18.16. SPECIFIC DISTRICT REGULATIONS

Sec. 18.16.010. R-1 district.

Subject to the provisions of chapter 18.20, none but the following uses, or uses which, in the opinion of the planning commission, are similar will be allowed	*Use Permit Required*	*Minimum Building Site (sq. ft.)*		*Minimum Lot Width (feet)*		*Maximum Allowable Lot Coverage By all Structures*	*Maximum Allowable height (feet)*	*Minimum Front Yard Req. (feet)*	*Minimum Side Yard Req. (feet)*		*Minimum Rear Yard Req. (feet)*
		Corner	*Int*	*Corner*	*Int*				*Corner*	*Int*	*Corner*
Single-family dwellings	No	7,200	6,000	70	60	40%	35	20	15	10	15
Accessory buildings, if constructed with or subsequently to the main building or use	No					40%	20	20	5	5	1
Second single-family dwelling, when prior to the zoning ordinance a single-family dwelling existed on the rear half of the lot	Yes					60%	35	20	15	10	10
Churches, parks, playgrounds, hospital, public building, schools	Yes	10,000	10,000	70	60	60%	45	20	15	10	20
Home occupations; crop and tree farming	Yes	As noted in the use permit									
Supportive and Transitional Housing	No	7,200	7,200	70	60	40%	35	20	15	10	15
Residential care facilities; six or fewer residents	No	7,200	6,000	70	60	40%	35	20	15	10	15
Residential care facilities, seven or more residents	No	7,200	7,200	70	60	40%	35	20	15	10	15
Farmworker housing, 6 or fewer residents	No	7,200	6,000	70	60	40%	35	20	15	10	15
Farmworker housing; 12 units or fewer beds	No	7,200	6,000	70	60	40%	35	20	15	10	15
1 sign—not over 4 sq. ft. in area and pertaining only to the sale, lease or rental of the property on which the sign is located	No						5				

(Code 1987, § 18.16.010)

Sec. 18.16.030. R-3 district.

Subject to the provisions of chapter 18.20, none but the following uses or uses which, in the opinion of the planning commission, are similar will be allowed	*Use Permit Required*	*Minimum Building Site (sq. ft.)*		*Minimum Lot Width (feet)*		*Maximum Allowable Lot Coverage By all Structures*	*Maximum Allowable height (feet)*	*Minimum Front Yard Req. (feet)*	*Minimum Side Yard Req. (feet)*		*Minimum Rear Yard Req. (feet)*		*Minimum Lot Area Per Family Unit (sq. ft.)*	*Minimum Off-Street Parking Space Req.*
		Corner	*Int*	*Corner*	*Int*				*Corner*	*Int*	*Corner*	*Int*		
All uses permitted in R-2 district	No	As per section 18.12.010												
Multifamily dwellings, apartments, condos	No	7,200	7,200	70	60	75%	45	15	10	6	15	10	1,200	1 parking ~~garage or carport~~ per dwelling unit
Dwelling groups	Yes	7,200	7,200	70	60	75%	35	15	10	6	15	10	1,200	1 parking space per dwelling unit~~1 garage or carport per dwelling unit~~
Hotel, motel, rooming and boardinghouse; lodge, club, rest home, clinic, single room occupancy unit	Yes	7,200	7,200	70	60	75%	45	15	10	6	15	10	1,000	1 parking space for each room 1 parking space for each motel unit 1 space for each 6 seats in any assembly hall
Professional offices	Yes	6,000	6,000	70	60	75%	35	15	10	6	15	10		1 parking space for each 200 ft. of gross floor area
Single-family or duplex dwellings	No	6,000	6,000	70	60	60%	35	20	10	6	15	10	1,200	1 garage or carport per dwelling unit
Professional offices, separate or combined with single-family dwelling	No	6,000	6,000	70	60	75%	35	20	10	6	15	10	3,600	1 space per dwelling unit and 1 space per each 300 sq. ft. of office space

Sec. 18.16.080. C-1 District.

Subject to the provisions of chapter 18.20, none but the following uses or uses which, in the opinion of the planning commission, are similar will be allowed	*Use Permit Required*	*Minimum Building Site (sq. ft.)*		*Minimum Lot Width (feet)*		*Maximum Allowable Lot Coverage By all Structures*	*Maximum Allowable Height (feet)*	*Minimum Front Yard Req. (feet)*	*Minimum Side Yard Req. (feet)*		*Minimum Rear Yard Req. (feet)*		*Minimum Off-Street Parking Space Req.*
		Corner	*Int*	*Corner*	*Int*				*Corner*	*Int*	*Corner*	*Int*	
The following shops and stores: apparel, bars, bakery (retail only), banks, barber, beauty, book, cleaning agencies, confectionary, department, florist, food gift, hardware, jewelry, millinery, newsstands, office buildings, parking lots (approved by town engineer), personal service establishments, photographers, restaurants, shoe repair, variety	No	2,500	2,500	30	30	100%	45	0—except 10 ft. when adjacent to an R district					None—unless combined with a P district. Section 18.16.090
Launderettes, liquor stores, theaters, service stations, public utility uses but not including equipment yards, warehouse or repair shop, retail sales and personal services not within a building.	Yes	2,500	2,500	30	30	100%	45	0—except 10 ft. when adjacent to an R district					None-Unless combined with a P district
Signs pertaining to any permitted use	Yes						35	Use permit					
Residential uses, hotels, motels	Yes	As specified in the R-3 district, section 18.12.010, and the RPO district, section 18.12.010											
Multifamily dwellings, apartments, condos	No	7,200	7,200	70	60	75%	45	15	10	6	15	10	1 parking space per dwelling unit

Subject to the provisions of chapter 18.20, none but the following uses or uses which, in the opinion of the planning commission, are similar will be allowed	*Use Permit Required*	*Minimum Building Site (sq. ft.)*		*Minimum Lot Width (feet)*		*Maximum Allowable Lot Coverage By all Structures*	*Maximum Allowable Height (feet)*	*Minimum Front Yard Req. (feet)*	*Minimum Side Yard Req. (feet)*		*Minimum Rear Yard Req. (feet)*		*Minimum Off-Street Parking Space Req.*
		Corner	*Int*	*Corner*	*Int*				*Corner*	*Int*	*Corner*	*Int*	
Supportive and Transitional Housing	No	As specified in the R-3 district, section 18.12.010											
Emergency Shelters	No	As specified in the Section 18.52											
Low Barrier Navigation Centers	No	2,500	2,500	30	30	100%	45	0					

(Code 1987, § 18.16.030; Ord. No. 26-1976, art. 4, § 4.02, 1976)

Sec. 18.16.080. C-2 District.

	Use Permit	Lot Size		Lot Width		Lot Coverage	Front Yard	Rear Yard					Parking Required	Area per unit
All uses permitted in C-1 district, excluding emergency shelters.	No		As specified in the C-1 district, section 18.12.010											
Animal hospital, auto sales and service, automotive body repair, auto body and paint shop, commercial recreation, creameries, dry cleaners, heavy equipment, sales and service, laundry, locker plant, mortuary, nursery, plumbing shop, secondhand sales, sheet metal shop, tire shop, wholesaling	No	2,500	2,500	30	30	100%	45	0—except 10 ft. when adjacent to an R district					None—Unless combined with a P district	
The following uses when conducted in a building or surrounded by a solid fence of board, masonry, or otherwise suitable material at least 6 ft. high: blacksmith shop, bottling plant, building materials, cabinet shop, cold storage, contractors' yard, feed and fuel yard, food processing, lumber yard, machine shop, outdoor storage and sales, pipe yard, public utility service yard, warehousing.	No	2,500	2,500	30	30	100%	45	0—except 10 ft. when adjacent to an R district					None-unless combined with a P district	
Living quarters included in any commercial building or use	No	2,500	2,500	30	30	100%	45	0	0	0	0	0	None—unless combined with a P district	
Signs—pertaining to any permitted use	Yes							35	Subject to conditions of use permit					

CHAPTER 18.20. - GENERAL DISTRICT REGULATIONS

Sec. 18.20.150. Manufactured homes/mobile homes; residential use requirements.

Manufactured homes, as defined by section 18.08.010, are allowed to be placed in a residential zone on individual lots, consistent with Government Code Section 65852.3, as follows, and a manufactured home shall:

(1) Be occupied only as a residential use;

(2) Be subject to all of the provisions and ordinances ~~of the town's zoning regulations~~that apply to ~~for~~ residential structures;

(3) Be attached to a permanent foundation system as required in the uniform building code for residential structures;

(4) Be covered with an exterior material customarily used on conventional dwellings. The exterior covering material shall extend over the foundation in the same manner as conventional buildings;

(5) Have a roof load design according to the uniform building code,~~but not less than 40 pounds per square foot;~~

~~(6) Have roof pitch of not less than three inches of vertical rise for each 12 inches of horizontal run;~~

(~~7~~6) Have a roof covering consisting of materials customarily used for conventional dwellings within the neighborhood in which the manufactured home is proposed to be placed;

(~~8~~7) Have a plot plan showing the proposed location of the manufactured home on the lot;

~~(9) Be subject to all of the provisions and ordinances that apply to all other residential buildings;~~

~~(10) Be required to have porches and eaves, or roofs with eaves, when it is necessary to make the manufactured home compatible with other dwellings in the neighborhood.~~

(Code 1987, § 18.20.150; Ord. No. 26-1976, art. 5, § 5.16, 1976; Ord. No. 45-1981, § 2, 1981; Ord. No. 46-1981, § 2, 1981; Ord. No. 2019-7, § 18.20.150, 11-12-2019)

Sec. 18.20.160. Manufactured homes; building permits.

A building permit shall be obtained for the placement of a manufactured home/manufactured home. Issuance of the building permit shall require that the applicant comply with all of the requirements of the town's building codes and ordinances where they may apply. The manufactured home must have a foundation system consisting of an assembly of materials constructed below the manufactured home, and below grade for frost protection, and not intended to be removed, which system is designed to support the manufactured home structure, and to resist the imposition of external natural forces. The foundation system shall be designed in accordance with the uniform building code and local soil conditions. The foundation shall be designed to withstand 60-pound snow loads and 15-pound wind loads when imposed from the manufactured home. The manufactured home shall be installed in accordance with the installation instructions provided by:

(1) The manufacturer of the manufactured home; or

(2) A state-licensed architect or engineer when the manufacturer's instructions are not available or are inapplicable due to the unique conditions of the site.

All manufactured homes/manufactured homes installed for the purpose of residential use shall be connected to town sewer and water facilities at owner's expense.

(Ord. No. 2019-7, § 18.20.175, 11-12-2019)

CHAPTER 18.32. CONDITIONAL, REVOCABLE OR TEMPORARY USES

Sec. 18.32.010. Issuance.

A use permit, revocable, conditional, or valid for a term period, may be issued in the manner specified in this chapter for any of the uses or purposes for which such use permits are required by any of the terms of this title.

(Code 1987, § 18.32.010; Ord. No. 26-1976, art. 7, § 7.01, 1976)

Sec. 18.32.020. Application.

Application for a use permit shall be made to the planning commission on a form prescribed by the planning commission and shall be accompanied by plans and elevations necessary to show the detail of the proposed use of the land or building.

(Code 1987, § 18.32.020; Ord. No. 26-1976, art. 7, § 7.02, 1976)

Sec. 18.32.030. Fee.

Applications shall be accompanied by a fee of $25.00.

(Code 1987, § 18.32.030; Ord. No. 26-1976, art. 7, § 7.03, 1976; Ord. No. 54-1985, § 1(A), 1985)

Sec. 18.32.040. Hearings.

The planning commission shall be a public hearing on any use permit application and shall give notice of the time and place of such hearings as provided by law.

(Code 1987, § 18.32.040; Ord. No. 26-1976, art. 7, § 7.04, 1976)

Sec. 18.32.050. Planning commission findings; decision.

(a) In order to grant any use permit, the findings of the planning commission shall be that the establishment, maintenance or operation of the use or building applied for will not, under the circumstances of the particular case, be materially detrimental to the health, safety, ~~peace, morals, comfort~~ and general welfare of persons residing or working in the neighborhood of the proposed use or be materially detrimental to property or improvements in the neighborhood or to the general welfare of the town. The planning commission may designate such conditions in connection with the use permit as it deems necessary to secure the purposes of this title and may require that such conditions will be complied with by the applicant.

(b) The planning commission shall render its decision on any use permit within 35 days following the close of the public hearing. Failure of the commission to render its decision within the period shall be deemed to be a denial of the application. The granting of any use permit, when conforming to the provisions of this section, is declared to be an administrative function, the authority and responsibility for performing which is imposed upon the planning commission shall be final and conclusive except in the event of an appeal as provided on this chapter.

(Code 1987, § 18.32.050; Ord. No. 26-1976, art. 7, § 7.05, 1976)

Sec. 18.32.060. Appeal.

(a) In case the applicant or others affected are not satisfied with the action of the planning commission, they may, within ten calendar days after rendition of the decision thereon by the commission, appeal in writing to the town council. The town council, on its own motion made within 20 days of the planning commission decision, may consider the action of the planning commission the same as if an appeal had been taken therefrom.

(b) The appeal shall be taken by the filing of a notice in writing to that effect with the town clerk, and when the appeal is taken by a person other than the original applicant, by the payment of an appeal fee in the amount of $10.00. At its next regular meeting held at least three days after the filing of the notice of appeal, the town council shall set a date for the hearing of the appeal and notice thereof shall be given to the applicant and to the planning commission and as provided by law. The planning commission shall submit a report to the town council setting forth the reasons for the action taken by the commission.

(c) The town council shall render its decision within 45 days after the conclusion of the hearing and the town council in its decision may reverse, set aside, affirm, amend or modify the action of the planning commission for further study and action. Failure of the council to render its decision within the period shall be deemed to be an affirmance of the action of the planning commission.

(d) No building permit shall be issued in any case where a use permit is required by the terms of this title until after the period allowed for appeal. In the event of an appeal, no such permit shall be granted until the matter has been finally approved by the town council. Building permits issued pursuant to this section shall conform to the terms and conditions of the use permit granted.

(Code 1987, § 18.32.060; Ord. No. 26-1976, art. 7, § 7.06, 1976)

Sec. 18.32.070. Automatic revocation of use permit.

Any use permit granted in accordance with the terms of this title shall be automatically revoked and terminated if not used within one year from the date of approval thereof or within any shorter period of time, if so designated by the planning commission.

(Code 1987, § 18.32.070; Ord. No. 26-1976, art. 7, § 7.07, 1976)

CHAPTER 18.40. HOUSING DENSITY BONUSES AND INCENTIVES

Sec. 18.40.010. Purpose.

The purpose of this Chapter is to implement the State Density Bonus Law, California Government Code Section 65915 et seq.

~~providing a housing density bonus or incentives is to contribute to the economic feasibility of low-income and moderate-income housing in housing developments proposed within the town.~~

~~(Ord. No. 2019-5, § 18.36.010, 11-12-2019~~

Sec. 18.40.020. Applicability.

This Chapter shall be applicable in all zoning districts that allow residential uses. ~~(a) When a developer enters into an agreement pursuant to Government Code § 65915 consisting of at least one of the following:~~

~~(1) Five percent of units restricted to very low-income households;~~

~~(2) Ten percent of the total units of a housing development restricted to low-income households;~~

~~(3) Ten percent of the total for-sale of a common interest housing development restricted to moderate-income households;~~

~~(4) The project donates at least one acre of land with the appropriate general plan, zoning, permitting, and approvals and access to public facilities needed for such housing to the town for very low-income units; or~~

~~(5) The project is restricted to seniors.~~

~~(b) The developer shall be eligible for housing density bonuses and incentives as listed in Government Code § 65915.~~

~~(Ord. No. 2019-5, § 18.36.020, 11-12-2019)~~

~~Sec. 18.40.030. Application and approval.~~

~~Any person requesting a housing density bonus, incentives, or concessions shall apply for a development agreement. Density bonus, incentives, or concessions shall be granted by approval of the development agreement which shall specify the density bonus or incentives, and any conditions attached to the approval of such bonus, incentive or concession.~~

~~(Ord. No. 2019-5, § 18.36.030, 11-12-2019)~~

Sec. 18.40.030. Qualifications

All proposed housing developments that qualify under California Government Code Section 65915 for a density increase and other incentives, and any qualified land transfer under California Government Code Section 65915 shall be eligible to apply for a density bonus (including incentives and/or concessions) consistent with the requirements, provisions and obligations set forth in California Government Code Section 65915, as may be amended.

Sec. 18.40.040. Density Bonus, Incentives and Concessions

The Town of Fort Jones shall grant qualifying housing developments and qualifying land transfers a density bonus, the amount of which shall be as specified in California Government Code Section 65915 et seq., and incentives or concessions also as described in California Government Code Section 65915 et seq.18.12.050 Application. An application for a density bonus or other incentive under this Chapter for a housing development shall be submitted in writing to the Planning Division to be processed concurrently with all other entitlements of the proposed housing development. The application for a housing development shall contain information sufficient to fully evaluate the request under the requirements of this Chapter and applicable State law.

Sec. 18.40.050. Review and Consideration

The application shall be considered by the Planning Commission or Town Council at the same time the project for which the request is being made is considered. If the project is not to be otherwise considered by the Planning Commission or the Town Council, the request being made under this Chapter shall be considered by the Community Development Director. The request shall be approved if the applicant complies with the provisions of California Government Code Section 65915 et seq.

Sec. 18.40.060. Continued Affordability

Consistent with the provisions of California Government Code Section 65915 et seq., prior to a density bonus or other incentives being approved for a project, the City and the applicant shall agree to an appropriate method of assuring the continued availability of the density bonus units.

~~Sec. 18.40.040. Planning commission recommendation.~~

~~Prior to council action on a development agreement providing a housing density bonus or incentives, the commission, if applicable, shall consider the development agreement and make a recommendation to the council.~~

~~(Ord. No. 2019-5, § 18.36.040, 11-12-2019)~~

~~Sec. 18.40.050. Determination of housing density bonus or incentives.~~

~~The project developer may specify the requested housing density bonus or incentives; however, the town may agree to provide a housing density bonus or incentives other than those requested, so long as such housing density bonus or incentives meet the requirement set forth in the Government Code.~~

~~(Ord. No. 2019-5, § 18.36.050, 11-12-2019)~~

CHAPTER 18.52. EMERGENCY SHELTERS

Sec. 18.52.010. Purpose.

It is the purpose of this section to facilitate and encourage the provision of emergency shelter for homeless persons and households by allowing permanent year-round emergency shelters without a conditional use permit or other discretionary action within the C-1 (~~central~~ retail business) zone, subject only to the same development standards that apply to the other permitted uses in these zones, except for the following requirements unique to emergency shelters, as authorized by Government Code § 65583(a)(4):

(1) The beds or persons to be served nightly by an emergency shelter shall not exceed 35.

(2) Off-street parking shall accommodate all staff working in the emergency shelter ~~be based upon demonstrated need,~~ provided that parking for an emergency shelter shall not be more than that required for other ~~commercial or industrial uses~~ residential or commercial uses permitted in the ~~central~~ retail business (C-1) zone.

(3) Appropriately sized and located exterior and interior on-site waiting and intake areas shall be provided.

(4) Appropriate exterior lighting shall be provided.

(5) On-site management shall be provided.

(6) Security shall be provided during the hours that the emergency shelter is in operation.

(7) The maximum length of stay by a homeless person in an emergency shelter shall be six months.

(8) An emergency shelter shall not be required to be more than 300 feet of another emergency shelter.

(9) No individual or household shall be denied emergency shelter because of an inability to pay.

(Ord. No. 2019-1, § 18.46.010, 11-12-2019)

Sec. 18.52.020. Standards for emergency shelters.

In addition to the standards set forth in here and below, emergency shelters shall also be required to comply with the state building code and state fire code in effect at the time of building permit application.

(Ord. No. 2019-1, § 18.46.020, 11-12-2019)

Sec. 18.52.030. Health and safety standards.

In addition to the standards set forth in here and below, emergency shelters shall also be required to comply with the state housing code in effect at the time of building permit application.

(Ord. No. 2019-1, § 18.46.030, 11-12-2019)

Sec. 18.52.040. Management plan.

Prior to commencing operation, the emergency shelter provider must have a written management plan, which shall be approved by Town staff ~~the planning commission~~. The management plan must include, but shall not be limited to, provisions for staff training, resident identification process, ~~neighborhood outreach,~~ policies

regarding pets, the timing and placement of outdoor activities, temporary storage of residents' personal belongings, safety and security~~, screening of residents to ensure compatibility with services provided at the facility, and training, counseling and social service programs for residents, as applicable.~~

(Ord. No. 2019-1, § 18.46.040, 11-12-2019)

Sec. 18.52.050. Occupancy load and bathroom facilities.

Each resident shall be provided a minimum of 50 gross square feet of personal living space per person, not including space for common areas. In no case shall occupancy exceed 35 residents at any one time. Bathing facilities shall be provided in quantity and location as required in the California Plumbing Code (title 24, part 5) and shall comply with the accessibility requirements of the California Building Code (title 24, part 2).

(Ord. No. 2019-1, § 18.46.050, 11-12-2019)

Sec. 18.52.060. Common facilities and services.

The emergency shelter facility may provide one or more specific facilities and services, including, but not limited to, commercial kitchen facilities designed and operated in compliance with the California Retail Food Code, dining area, laundry area, recreation room, support services such as training and counseling, and childcare facilities.

(Ord. No. 2019-1, § 18.46.060, 11-12-2019)

Sec. 18.52.070. Lighting.

Adequate external lighting shall be provided for security purposes. The lighting shall be stationary, full cut-off downward facing hooded lighting and directed away from adjacent properties and public rights-of-way, and of intensity compatible with the neighborhood.

(Ord. No. 2019-1, § 18.46.070, 11-12-2019)

Sec. 18.52.080. Outdoor activities.

Outdoor activities, such as recreation, eating, and staging for drop-off, intake, and pick-up, may be conducted at the facility. Conducting such activities either at a back entrance or inner courtyard is encouraged. For the purposes of noise abatement in residential districts, outdoor activities may only be conducted between the hours of 8:00 a.m. to 10:00 p.m.

(Ord. No. 2019-1, § 18.46.080, 11-12-2019)

Sec. 18.52.090. Shelter location, and concentration of uses.

Emergency shelters must be sited within the ~~R-3~~C-1 (~~high density residential~~ retail business) zone~~, R-4 (residential mixed-use), and C-2 (general commercial) zones~~.

(Ord. No. 2019-1, § 18.46.090, 11-12-2019)

Sec. 18.52.100. Design standards.

To ensure that new and renovated buildings are compatible with the existing character and scale of the surrounding commercial environment, new and infill buildings must be consistent with the architectural design guidelines.

(Ord. No. 2019-1, § 18.46.100, 11-12-2019)

Sec. 18.52.110. Shelter provider.

The agency or organization operating the shelter shall comply with the following requirements:

(1) Temporary shelter shall be available to residents for no more than 60 days. Extensions up to a total stay of 180 days may be provided if no alternative housing is available.

(2) Staff and services shall be provided to assist residents to obtain permanent shelter and income. Such services shall be available at no cost to all residents of a provider's shelter.

(3) The provider shall not discriminate in any services provided.

(4) The provider shall not require participation by residents in any religious or philosophical ritual, service, meeting or rite as a condition of eligibility.

(Ord. No. 2019-1, § 18.46.110, 11-12-2019)

CHAPTER 18.60. ACCESSORY DWELLING UNITS

Sec. 18.60.010. Purpose.

The intent of this section is to regulate accessory dwelling units in residential zoning districts consistent with state law. Implementation of this section is intended to expand housing opportunities for low-income and moderate-income or elderly households by increasing the number of rental units available within existing neighborhoods while maintaining the primarily single-family residential character of the area. ~~An accessory dwelling unit (ADU), as defined by Government Code § 65852.266313(ai)(4), including any amendments thereto and this title, is permitted only on a lot zoned for rural residential agriculture (R-R), low-density residential (R-1), medium-density residential (R-2), high-density residential (R-3), or high-density residential or professional (R-4) use in accordance with the provisions of this chapter.~~

~~(Ord. No. 2019-3, § 18.52.010, 11-12-2019)~~

~~Sec. 18.60.020. Definitions.~~

~~The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:~~

~~*Accessory dwelling unit* means a room or suite of rooms constructed separately and detached from or adapted within or onto a one-family (i.e., principal) dwelling being an integral part thereof, and designed for the use and occupancy by a person or persons living independently from the one-family dwelling occupants. An accessory dwelling unit shall be subordinate to the principal dwelling unit.~~

~~*Building official* means the persons designated by the town manager of the town to inspect or enforce the housing, building or zoning provisions of this Code. The building official shall, for the purposes of this chapter, be supervised by the town manager.~~

~~*Existing structure,* for the purpose of defining an allowable space that can be converted to an accessory dwelling unit, means within the four walls and roofline of any structure that can be made safely habitable under local building codes at the determination of the building official regardless of any noncompliance with zoning standards.~~

~~*Passageway* means a pathway that is unobstructed clear to the sky and extends from a street to an entrance of the accessory dwelling unit.~~

~~(Ord. No. 2019-3, § 18.52.020, 11-12-2019)~~

Sec. 18.60.03~~2~~0. Number of ADUs

The City shall ministerially approve an application for a building permit within a residential or mixed-use zone to create any of the following:

(1) Single-Family

a. One ADU and one junior ADU per lot with a proposed or existing single-family dwelling if all of the following apply:

1. The ADU or JADU is within the proposed space of a single-family dwelling or existing space of a single-family dwelling or accessory structure and may include an expansion

of not more than 150 square feet beyond the same physical dimensions as the existing accessory structure. An expansion beyond the physical dimensions of the existing accessory structure shall be limited to accommodating ingress and egress.

2. The space has exterior access from the proposed or existing single-family dwelling.

3. The side and rear setbacks are sufficient for fire and safety.

4. The JADU complies with the requirements of this Chapter.

b. One detached, new construction ADU with side and rear yard setbacks of no less than four feet, with a height limitation of the underlying zoning for a lot with a proposed or existing single-family dwelling.

1. The City shall not require a detached, new construction ADU meeting the required side and rear yard setbacks to be smaller than 800 square feet.

(2) Multi-family

a. Multiple ADUs within the portions of existing multifamily structures that are not used as livable space, including, but not limited to, storage rooms, boiler rooms, passageways, attics, basements, or garages, if each unit complies with state building standards for dwellings.

1. The City shall allow at least one ADU within an existing multifamily structure and shall allow up to 25 percent of the existing multifamily dwelling units.

b. No more than two detached ADUs that are located on a lot that has an existing or proposed multifamily dwelling. These detached ADUs are subject to the height limitations of the underlying zone, as applicable, and rear yard and side setbacks of no more than four feet.

1. If the existing multifamily dwelling has a rear or side setback of less than four feet, the City shall not require any modification of the existing multifamily dwelling as a condition of approving the application to construct of a detached ADU.

Sec. 18.60.~~0304~~030. Accessory ~~structures~~ dwelling units within existing space.

An ~~accessory dwelling unit~~ ADU within an existing space including the primary structure, attached or detached garage or other accessory structure shall be permitted ministerially with a building permit regardless of all other standards within the chapter if complying with building and safety codes, independent exterior access from the existing residence, and sufficient side and rear setbacks for fire safety.

(a) *General plan.* Construction of an ADU or JADU pursuant to this chapter shall not be considered when calculating compliance with the allowable density for the lot upon which the accessory dwelling unit is located, and an ADU or JADU that conforms to this chapter shall be deemed to be an accessory use and shall be deemed to be a residential use that is required to be consistent with the existing general plan and zoning designations for the lot.

(b) *Occupancy.* The ADU or JADU may be rented for a term which does not exceed one year, but there shall be no limit on the number of times the term can be renewed.

(d) *Location.*

(1) The ADU may be within an existing space including the primary structure, attached or detached garage or other accessory structure.

(2) The JADU shall be constructed within the walls of an existing single-family dwelling.

(f) *Zoning requirements.* The minimum front setbacks of the underlying zone provisions shall apply to any ADU or JADU. No setback shall be required for an existing garage that is converted to an ADU.

(g) *Off-street parking.* Parking requirements for ADUs and JADUs shall not exceed one parking space per unit or per bedroom, whichever is less. These spaces may be provided as tandem parking, including on an existing driveway or in setback areas, excluding the non-driveway front yard setback.

(h) *Replacement parking.* When a garage, carport, or covered parking structure is demolished or converted in conjunction with the construction of an ADU or JADU, replacement parking shall not be required and may be located in any configuration on the same lot as the accessory dwelling unit.

(i) *Unit size.*

(1) An ADU converted from an existing accessory structure shall not be subject to size maximums. Provided the conversion to an ADU creates no additional space, the entirety of the existing accessory structure may be utilized.

(2) If the primary unit is larger than 1,600 square feet in size, the converted ADU shall not exceed 50 percent of the existing living area.

(3) If the primary unit is 1,600 square feet or less in size, the converted ADU shall not exceed 800 square feet.

(4) A JADU shall not have a size exceeding 500 square feet.

(j) *Kitchen and bathroom, JADU.* JADUs shall include an efficiency kitchen, including a cooking facility with appliances, and a food preparation counter and storage cabinets that are of reasonable size in relation to the size of the JADU. A JADU does not require separate bathroom facilities.

(k) *Utility service.* The utility service for the ADU or JADU must be serviced through the existing single-family dwelling service. ADUs and JADUs shall not be considered new residential uses for the purposes of calculating town connection fees or capacity charges for utilities, including water and sewer service.

(l) *Passageway.* No passageway shall be required in conjunction with the construction of an ADU or JADU.

(m) *Fire sprinklers.* ADUs and JADUs shall not be required to provide fire sprinklers if they are not required for the primary residence and may employ alternative methods for fire protection.

(n) *Noncompliant structures.* An accessory dwelling unit within an existing accessory structure that does not comply with standards in section 18.60.030 or 18.60.040 may be permitted with a zoning certificate or an administrative use permit at the discretion of the town manager subject to findings in section 18.60.070.

~~An accessory dwelling unit that does not comply with standards in section 18.60.030 may be permitted with a zoning certificate or an administrative use permit at the discretion of the town manager subject to findings in section 18.60.070.~~

~~(Ord. No. 2019-3, § 18.52.030, 11-12-2019~~

Sec. 18.60.~~040~~040. Accessory dwelling units, new construction. ~~Development standards.~~

(a) *General plan.* Construction of an ADU ~~accessory dwelling unit~~ pursuant to this chapter shall not be considered when calculating compliance with the allowable density for the lot upon which the ADU ~~accessory dwelling unit~~ is located, and an ADU ~~accessory dwelling unit~~ that conforms to this chapter shall be deemed to be an accessory use or an accessory building and shall be deemed to be a residential use that is required to be consistent with the existing general plan and zoning designations for the lot.

(b) *Occupancy.* ~~There must be no more than one existing single-family dwelling on the lot for which an application under this chapter is submitted. The owner of the property must occupy either the main unit or the accessory dwelling unit and a declaration of such restriction on occupancy shall be recorded and be binding on future owners. The accessory dwelling unit may not be sold separately from the lot and primary unit.~~ The ADU ~~accessory dwelling unit~~ may be rented for a term which does not exceed one year, but there shall be no limit on the number of times the term can be renewed.

~~(c) *Existing code conformance.* There shall be no zoning code or building code violation existing on the lot on which the accessory dwelling unit is located.~~

(~~d~~c) *Location.* The ADU ~~accessory dwelling unit~~ may be either attached to the existing dwelling and located within the living area of the existing dwelling or detached from the existing dwelling by a minimum of ten feet but located on the same lot as the existing dwelling, and subject to the same conditions as the main building.

~~(e) *Lot area.* The lot must conform to the lot area, width and depth requirements on the underlying zone. Any parcel that does not conform to such requirements shall not be granted a permit for an accessory dwelling unit.~~

(~~f~~d) *Zoning requirements.*

(1) The minimum front~~, side and rear~~ setbacks of the underlying zone provisions shall apply to any ~~accessory dwelling unit and shall be made a condition of approval~~ ADU.

(2) A setback of no more than four feet from the side and rear lot lines shall be required for an ADU that is an expansion of an existing structure or is a new structure.

(3) ~~No setback shall be required for an existing garage that is converted to an accessory dwelling unit and~~ A setback of no more than four~~ive~~ feet from the side and rear lot lines shall be required for an ~~accessory dwelling unit~~ ADU that is constructed above a garage.

(4) ~~Aside from the exceptions provided for off-street parking, fire sprinklers, and setbacks for converting existing space into an accessory dwelling unit,~~ Lot coverage requirements do not apply for ADUs 800 square feet and under.

(5) Lot coverage requirements apply to ADUs larger than 800 square feet.

~~requirements relating to height, setback, lot coverage, and other zoning requirements generally applicable to residential construction in the zone in which the property is located shall apply to an accessory dwelling unit.~~

(e) *Off-street parking.* Parking requirements for ADU ~~accessory dwelling unit~~ shall not exceed one parking space per unit or per bedroom, whichever is less. These spaces may be provided as tandem parking, including on an existing driveway or in setback areas, excluding the non-driveway front yard setback.

(f) *Replacement parking.* When a garage, carport, or covered parking structure is demolished or converted in conjunction with the construction of an ADU ~~accessory dwelling unit~~, replacement parking shall not be required and may be located in any configuration on the same lot as the ADU ~~accessory dwelling unit~~.

(g) *Unit size.* ~~An~~ If the primary unit is larger than 1,600 square feet in size, the attached ADU ~~accessory dwelling unit~~ not exceed 50 percent of the existing living area. If the primary unit is 1,600 square feet or less in size, the attached ADU shall not exceed 800 square feet. A detached ADU ~~accessory dwelling unit~~ on the subject parcel shall have a floor space not to exceed 1,200 square feet.

(h) *Design.* ~~Each accessory dwelling unit shall be designed to be compatible with the main dwelling.~~ The design shall ~~take into consideration the~~ use of the same exterior materials, roof covering, colors and other architectural features.

(i) *Utility service.* The utility service for the ADU ~~accessory dwelling unit~~ must be serviced through the existing single-family dwelling service. ADU ~~accessory dwelling unit~~ shall not be considered new residential uses for the purposes of calculating town connection fees or capacity charges for utilities, including water and sewer service.

(~~l~~j) *Passageway.* No passageway shall be required in conjunction with the construction of an ADU ~~accessory dwelling unit~~

(~~m~~k) ~~*Accessory dwelling units*~~*Fire sprinklers*. ADUs ~~accessory dwelling units~~ shall not be required to provide fire sprinklers if they are not required for the primary residence and may employ alternative methods for fire protection.

(Ord. No. 2019-3, § 18.52.040, 11-12-2019)

Sec. 18.60.050. Permit ~~process~~review.

Permit applications for accessory dwelling units shall be considered and approved ministerially without discretionary review or a hearing within 60 days from receipt of a completed application if there is an existing single-family or multifamily dwelling on the lot or when the permit application for a proposed single-unit or multi-unit dwelling is acted upon.

~~An accessory dwelling unit must have a certificate of registration issued by the town in order to be in conformance with the requirements of this chapter. Accessory dwelling units shall be permitted ministerially, in compliance with this chapter, within 120 days of application. The building official, or his/her designee shall issue a building permit or zoning certificate to establish an accessory dwelling unit in compliance with this chapter if all applicable requirements are met in section 18.60.030 as appropriate.~~

~~(1) Application for a certificate of registration shall be made on a form prescribed by the building official, and shall contain the following information; provided, however, that the building official may, in his or her discretion, require additional information:~~

~~1. The name and address of the owner;~~

~~2. The address of the property for which an accessory dwelling unit is proposed to be permitted;~~

~~3. A photocopy of the deed for the property as recorded with the county recorder;~~

~~4. A scale drawing showing the lot dimensions, the location of the existing and proposed structures and additions to structures, building setbacks, and all vehicular parking spaces;~~

~~5. Floor plans of the principal and accessory dwelling units drawn to the scale showing all existing and proposed improvements;~~

~~6. Consent of the owners to the physical inspection of the premises prior to the issuance of any building permit or certificate of registration;~~

~~7. Signature of the owners stating the truth of the application under penalty of perjury;~~

~~8. A nonrefundable filing fee, to be established by the town manager and approved by resolution of the town council; and~~

~~9. Any other information or data deemed necessary to determine compliance of the proposed accessory dwelling unit with the terms of this section.~~

~~(2) Application for a certificate of registration shall be made when applying for a building permit. Issuance of a certificate of registration will take place upon final building inspection and the issuance of a certificate of occupancy. The building official shall also certify, date, and cause to be recorded the certificate of registration at the time of issuance. The following shall appear on the certificate of registration:~~

~~a. This certificate of registration has been issued in accordance with the provisions of this title and is subject to certain restrictions and conditions so long as an accessory dwelling unit exists on the premises; these include, but are not necessarily limited to, the following:~~

~~1. That the accessory dwelling unit is allowed only so long as one of the two dwelling units is occupied by the owners of record;~~

~~2. That all off-street parking spaces, as identified in plans submitted with the application for this certificate of registration shall be maintained in usable conditions. Such spaces shall not be used for storage of materials, inoperable vehicles, or equipment, if such storage~~

necessitates the parking of the property owner's or tenant's vehicles outside the specified parking area;

3. That no improvement or modification of the building shall be made without issuance of a building permit by the town.

b. The town council has the right to terminate the continued use of the accessory dwelling unit if, after a public hearing on the matter, it determines that a violation of any zoning, building, fire or other health and safety code of the town exists. The town council may cause to be recorded with the county recorder a revocation of this certificate of registration.

c. The use of such property contrary to these special restrictions shall constitute a violation of the zoning ordinance and shall constitute a misdemeanor or infraction, in the discretion of the town attorney, and upon conviction thereof the person violating this chapter shall be subject to all remedies under section 1.20.010, including a fine of not more than $500.00, or imprisonment in the county jail for a term not exceeding six months or both. A separate offense shall have been committed for each and every day during which a violation persists. In addition, the town may take all civil actions necessary to abate such use as a nuisance.

d. The certificate of registration shall be signed and acknowledged by the owners of record.

e. The certificate of registration may be conveyed with title to the property; however, this in no way relieves any property owner or successor from compliance with all the terms of this chapter and all other applicable regulations.

f. Failure to comply with the requirement of this or any other section of this title will comprise a violation that, in addition to penalties cited in section 1.20.010, can result in the revocation of the certificate of registration by the town council after public hearing on the matter.

(Ord. No. 2019-3, § 18.52.050, 11-12-2019)

Sec. 18.60.060. Noncompliant accessory structures may be approved.

(Ord. No. 2019-3, § 18.52.060, 11-12-2019)

Sec. 18.60.070. Findings.

(a) In order to deny an administrative use permit under section 18.60.050, the building official shall find that the accessory dwelling unit would be detrimental to the public health and safety or would introduce unreasonable privacy impacts to the immediate neighbors.

(b) In order to approve an administrative use permit under section 18.60.050, to waive required accessory dwelling unit parking, the building official shall find that additional or new on-site parking would be detrimental, and the granting of the waiver will meet the purposes of this chapter.

(Ord. No. 2019-3, § 18.52.070, 11-12-2019)

Sec. 18.60.080. Existing "granny flats."

Existing "granny flats" that are in compliance with this Code at the adoption of this chapter shall be allowed to continue in existence and shall be considered in compliance herewith. The building official shall issue a certificate of compliance for such uses upon request of the property owner and payment of any required fee, which fee shall be established by the town manager and approved by the town council.

~~(Ord. No. 2019-3, § 18.52.080, 11-12-2019)~~

~~Sec. 18.60.090. Appeal process.~~

~~Denial of any building permit application or certificate of registration may be appealed by the applicant to the town council. All appeals must be made in writing to the town clerk within 30 days after the date of the denial. The town council shall elect a time and place for hearing the appeal and give due notice thereof to the affected persons and shall render a written decision. The decision of the town council shall be final. Any such appeal must be accompanied by payment of the required fee, which fee shall be prescribed by the town manager and approved by the town council.~~

~~(Ord. No. 2019-3, § 18.52.090, 11-12-2019)~~

CHAPTER 18.64. SINGLE ROOM OCCUPANCY UNITS

Sec. 18.64.010. Purpose.

The purpose of these regulations is to allow the development of reduced-size dwelling units, defined as single room occupancy (SRO) units, with limited parking requirements to provide additional options for affordable housing opportunities.

These SRO regulations are considered to be in addition to the regulations of the underlying zoning districts where SRO development is permitted. SROs must meet the current local standards for building safety.

18.64.020 Permitted SRO zones.

SROs are permitted in the R-3 district.

18.64.030 Minimum development standards.

(A) The net area of an SRO unit may range from a minimum of 150 square feet to a maximum of 400 square feet.

(B) Private Facilities.

(1) SRO units of 220 square feet or more are required to have a kitchen and a full bathroom.

(2) Any area that may be used for food preparation must be defined in building plans and each having a clear working space of 30 inches in front and meet the requirements of the State of California Health and Safety Code and California Building Code Section 1208.4 or subsequent amendments.

(3) A full bathroom shall contain at least a toilet, sink and bathtub, shower or bath/shower combination.

(4) A partial (or half) bathroom shall have at least a toilet and sink.

(5) All SRO units must have a closet.

(C) Twenty-four-hour on-site management must be provided at an SRO with seven or more units and shall include a dwelling unit designated for the manager.

(D) All SRO projects must have a management plan approved by the Town Staff. The management plan shall contain management policies, maintenance plans, rental procedures, tenant rules, and security procedures.

18.64.040 Parking.

Off-street parking must be provided at a rate of one space per three rooming units.

18.64.050 Common spaces.

(A) SRO projects shall have at least 10 square feet of common usable open space per unit; however, no SRO project shall provide less than 200 square feet of common outdoor open space and 200 square feet of common indoor open space. Maintenance areas, laundry facilities, storage (including bicycle storage), and common hallways shall not be included as usable indoor common space. Landscape areas that are less than eight feet wide shall not be included as outdoor common space.

(B) Common open spaces shall be designed to accommodate appropriate furnishings and shall be furnished for use by residents. Appropriate furnishings for indoor spaces may include such items as lounge chair(s) and/or couch(es), table(s) with chairs, writing desk(s), and television(s). Outdoor furnishings may include such items as outdoor bench(es), table(s) with chairs, barbecue(s), and shade umbrella(s).

(C) Laundry facilities that have a minimum of two washers and two dryers must be provided in a separate room. Additional washers and dryers must be provided for any development that has more than 20 units at the ratio of one washer and one dryer for every additional 20 units.

(D) Common bathrooms must be located on any floor with units that do not have full bathrooms. Common bathrooms shall be either single occupant use with provisions for privacy or multi-occupant use with separate provisions for men and women. Common bathrooms shall have shower or bathtub facilities at a ratio of one for every seven units or fraction thereof. Each shared shower or bathtub facility shall be provided with an interior lockable door.

(E) Complete common cooking facilities/kitchens must be provided if any unit within the project does not have a kitchen. One complete cooking facility/kitchen shall be provided within the project for every 20 units or portion thereof or have one kitchen on any floor where units without kitchens are located.

(F) All SRO units must have access to a separate usable storage space within the project.

(G) With the exception of projects that allow only senior residents, projects that have less than one automobile parking space per unit shall provide one easily accessible space for storing and locking a bicycle per unit. For projects that provide one parking space per unit, at least one bicycle storage space for every two units shall be provided.

18.64.060 Additional standards for single room occupancy (SRO) housing units.

In addition to meeting requirements for residential structures defined elsewhere in the Code of Ordinances, buildings, hotels, and structures containing single room occupancy housing units shall comply with the following:

(A) Kitchen and Bathroom Requirements.

(1) All appliances and power outlets shall be installed pursuant to the California Building Code and California Electrical Code.

(2) All cooking appliances and power outlets used for cooking appliances shall be installed pursuant to the California Building Code and California Electrical Code and shall be installed under permit from the City of Fort Jones.

18.64.070 Garbage disposal and receptacles.

Garbage disposal and receptacles are to be provided by the property owner. Garbage receptacles must be located on the lot or property in a manner that does not hinder access to any required off-street parking or loading spaces.