

Notice and Agenda

REGULAR MEETINGS — BOARD OF DIRECTORS — COUNTY SANITATION DISTRICT NO. 27/  
NEWHALL RANCH SANITATION DISTRICT

To be held in the HEARING ROOM  
OF THE BOARD OF SUPERVISORS  
Kenneth Hahn Hall of Administration, Los Angeles, California

TUESDAY		March 7, 2023		At 9:30 A.M.
BARGER	HORVATH	HAHN (Chairperson)	MITCHELL	SOLIS

1. Recommendation: Approve minutes of the special meetings held December 6, 2022 (both Districts) and January 31, 2023 (Newhall Ranch Sanitation District) (5)
2. Recommendation: Approve October, November, and December 2022 expenses in Total Amounts of \$15,729.92 (District No. 27) (3) and \$104,536.48 (Newhall Ranch Sanitation District) (5)
3. Recommendation: Adopt resolution establishing time and place of regular and special meetings (both Districts)
4. Recommendation: Receive and Order Filed [Annual Comprehensive Financial Report](#) (ACFR) for Fiscal Year Ending June 30, 2022 (both Districts)
5. Recommendation: Re: Wastewater Service Charge (Newhall Ranch Sanitation District) (5)
  - (a) Order Wastewater Service Charge Report, Containing Description of Each Parcel and Amount of Proposed Wastewater Service Charge for Fiscal Year 2023-24 for Each Parcel, Filed with Clerk of Board of Directors of District
  - (b) Establish June 13, 2023, 9:30 a.m., at the Board of Supervisors as the date, time, and place for public hearing on Report; Order Publication of Required Public Notices



February 21, 2023

Boards of Directors  
County Sanitation District No. 27 and  
Newhall Ranch Sanitation District  
of Los Angeles County

Directors:

The enclosed consolidated agenda includes the following items for the regular meeting of the Boards of Directors of District No. 27 and Newhall Ranch Sanitation District meeting Tuesday, March 7, 2023.

1. Minutes. (3 and 5) Copies of the minutes have been provided to each of the Directors.

2. District Expenses. (3 and 5) Local District expenses represent costs that are the sole responsibility of the individual District. Allocated expenses represent the District’s proportionate share of expenses made by District No. 2, the Administrative District, on its behalf pursuant to the Joint Administration Agreement. This Agreement provides for the joint administration and technical support for all of the signatory Districts along with the methodology for determining the proportionate costs for each District. A listing of Districts’ payments and previously approved budgets can be found on the Districts’ website at [lacsd.org/financial-documents](http://lacsd.org/financial-documents). This item is consistent with the Districts’ Guiding Principle of commitment to fiscal responsibility and prudent financial stewardship.

**District No. 27 –**

Local District Expenses:	
Operations & Maintenance	\$13,469.15
Allocated Expenses:	
Joint Administration	<u>2,260.77</u>
Total Expenses	<u>\$15,729.92</u>

**Newhall Ranch Sanitation District –**

Local District Expenses:	
Operations & Maintenance (O & M)	\$ 79,583.16
Capital	8,706.23
Allocated Expenses:	
Joint Administration	11,450.08
Technical Support	<u>4,797.01</u>
Total Expenses	<u>\$104,536.48</u>

3. Resolution for Time and Place of Regular and Special Meetings. (3 and 5) The Ralph M. Brown Act requires that the Board provide, by ordinance, resolution or other rule, the time and place for regular meetings. It is recommended that regular meetings be held on March 7, June 6, September 12, and December 5, 2023, at 9:30 a.m. in the Board Room of the Board of Supervisors of the Los Angeles County, Los Angeles, California. Special meetings may be called at any time by the Chairperson of the Board as the presiding officer, or by a majority of the members of the Board of Directors and notice must be delivered at least twenty-four (24) hours before the time of such meetings as specified in the notice. The Resolution is attached to the agenda. This item is consistent with the Districts’ Guiding Principle to provide transparent communication to our Boards and the public.

4. Annual Comprehensive Financial Report. (3 and 5) Copies of the Districts' ACFR for the fiscal year ending June 30, 2022, which includes the annual audit required by state and federal laws, have been previously distributed to the Directors. This item is consistent with the Districts' Guiding Principles of commitment to fiscal responsibility and prudent financial stewardship; and to protect financial and facility assets through prudent investment and maintenance programs.

5. Wastewater Service Charge. (5) Filing of the Service Charge Report is required each year to collect the wastewater service charge on the property tax roll. The current service charge rate per single-family home is \$58.05 per month (\$696.60 per year) and no increase is recommended for fiscal year 2023-24. The Service Charge Report is attached to the agenda.

Very truly yours,



Robert C. Ferrante

RCF:drs  
Enclosures

RESOLUTION ESTABLISHING TIME AND PLACE FOR  
REGULAR AND SPECIAL MEETINGS OF THE  
COUNTY SANITATION DISTRICT NO. 27 OF LOS ANGELES COUNTY AND THE  
NEWHALL RANCH SANITATION DISTRICT OF LOS ANGELES COUNTY

BE IT RESOLVED, that there shall be a regular quarterly meeting of the Board of Directors of the District on March 7, June 6, September 12, and December 5, 2023, at 9:30 a.m. in the Board Room of the Board of Supervisors Hall of Administration, Los Angeles, California, 90012; provided that, should the regular meeting fall upon a legal holiday, said meeting shall be held on the next business day thereafter, at the same time and place, and that no further notice of such regular quarterly meeting shall be required and further provided that for convenience and scheduling conflicts, regular meetings may be rescheduled on a majority vote of the Board of Directors.

BE IT FURTHER RESOLVED, that special meetings of the Board of Directors of the District may be called at any time by the Chairman of the Board as the presiding officer, or by a majority of the members of the Board of Directors by delivering personally or by mail written notice to each member of the Board of Directors and to each local newspaper of general circulation, radio station, or television station requesting notice in writing. Such notice shall be delivered personally or by mail at least twenty-four (24) hours before the time of such meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted. However, such written notice of special meetings may be dispensed with as to any member who has previously filed a written waiver of notice with the Secretary of the District. Such waiver may be given by fax or electronic mail. Such written notice may also be dispensed with as to any member of the Board of Directors who is actually present at the meeting at the time the special meeting is requested.

AYES:

NOES:

ABSTAIN:

ABSENT:

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Chairperson

# NEWHALL RANCH SANITATION DISTRICT OF LOS ANGELES COUNTY SERVICE CHARGE REPORT FOR FISCAL YEAR 2023-24

## INTRODUCTION

Newhall Ranch Sanitation District of Los Angeles County encompasses the portion of unincorporated Los Angeles County known as Newhall Ranch.

The District provides wastewater management services for the area described above. The District will be responsible for the operation and maintenance of the Newhall Ranch Water Reclamation Plant and the large trunk sewers which convey wastewater to these facilities. These services are essential to protect the public health of the people served by the system.

The District must provide the revenue required to operate and maintain its facilities. The general revenue sources currently available to the District include service charges, industrial wastewater surcharges, interest income, and contract revenue.

## PROPOSED SYSTEM DESCRIPTION

The required supplemental revenue required under the *Master Service Charge Ordinance of Newhall Ranch Sanitation District of Los Angeles County* will be allocated among classes of developed parcels of real property on the basis of use of the sewerage system. The revenue derived from the service charge will be used for operation and maintenance and capital costs.

All industrial dischargers in Newhall Ranch Sanitation District of Los Angeles County discharging more than 1.0 million gallons per year are required to file a wastewater surcharge statement as prescribed in the *Wastewater Ordinance* to pay their appropriate share of the costs based on their use of the sewerage system. All other users of the sewerage system, except for contractual and local government users, will pay service charges.

The basic term used to define the service charge is a sewage unit. A sewage unit represents the average daily quantity of sewage flow and strength from a single-family home measured in terms of flow, chemical oxygen demand, and suspended solids. The number of sewage units (SU) per unit of measure shall be determined by the following formula:

$$\text{SU} = A \left( \frac{\text{FLOW}_{\text{avg}}}{\text{FLOW}_{\text{sfh}}} \right) + B \left( \frac{\text{COD}_{\text{avg}}}{\text{COD}_{\text{sfh}}} \right) + C \left( \frac{\text{SS}_{\text{avg}}}{\text{SS}_{\text{sfh}}} \right)$$

where:

A = The proportion of the total operation and maintenance and capital costs required for conveyance, treatment, and disposal of wastewater for the fiscal year which is attributable to flow;

B = The proportion of the total operation and maintenance and capital costs required for conveyance, treatment, and disposal of wastewater for the fiscal year which is attributable to COD;

C = The proportion of the total operation and maintenance and capital costs required for conveyance, treatment, and disposal of wastewater for the fiscal year which is attributable to suspended solids;

FLOW<sub>sfh</sub> = Average flow of wastewater from a single-family home in gallons per day;

COD<sub>sfh</sub> = Average loading of COD in the wastewater from a single-family home in pounds per day;

- SS<sub>sfh</sub> = Average loading of suspended solids in the wastewater from a single-family home in pounds per day;
- FLOW<sub>avg</sub> = Estimated flow of wastewater which will enter the sewerage system from a user in gallons per day;
- COD<sub>avg</sub> = Estimated loading of COD which will enter the sewerage system from a user in pounds per day;
- SS<sub>avg</sub> = Estimated loading of suspended solids which will enter the sewerage system from a user in pounds per day.

For fiscal year 2023-24, the proportions of the total operation and maintenance and capital costs attributable to flow, chemical oxygen demand, and suspended solids have been assigned the following values:

A	=	0.2798
B	=	0.3239
C	=	0.3963

The service charge for each sewage unit is determined by dividing the total required supplemental revenue by the total number of sewage units in the District. The service charge for each parcel is determined by multiplying the service charge for each sewage unit by the number of sewage units attributable to the parcel, which in turn, is determined by the class of real property and the sewage unit formula and the flow, COD and SS loadings from Table 1, which shows the corresponding value for each class of real property in Newhall Ranch Sanitation District of Los Angeles County.

Based upon presently anticipated sources of funds, the service charge rate for fiscal year 2023-24 is \$696.60 per sewage unit. Parcels with significantly lower water usage may be eligible for a reduced rate pursuant to the terms of the *Master Service Charge Ordinance of Newhall Ranch Sanitation District of Los Angeles County*.

**DESCRIPTION OF PARCELS RECEIVING SERVICES AND IDENTIFICATION OF AMOUNT OF CHARGE FOR EACH PARCEL**

All parcels of real property within the 2023-24 Tax Rate Areas as shown in Table 2 are receiving or benefiting from the services and facilities of Newhall Ranch Sanitation District of Los Angeles County. Said parcels are more particularly described in maps prepared in accordance with Section 327, Revenue and Taxation Code, which are on file in the office of the County Assessor, which maps are hereby incorporated herein by reference.

All commercial and institutional parcels assessed a service charge based on the Los Angeles County Assessor's current tax roll shall be charged on the basis of not less than one (1.0) sewage unit.

No charge shall be imposed on the owner or owners of any parcels as to which the fair market value of improvements is less than \$1,000 as determined on the basis of the Assessor's current tax roll. This assumption is predicated on the fact that this type of parcel would be a vacant piece of land; however, should subsequent evaluation reveal that the property is not vacant, then an appropriate service charge would be levied.

**TABLE 1  
LOADINGS FOR EACH CLASS OF LAND USE**

<b><u>DESCRIPTION</u></b>	<b><u>UNIT OF MEASURE</u></b>	<b><u>FLOW (Gallons per Day)</u></b>	<b><u>COD (Pounds per Day)</u></b>	<b><u>SUSPENDED SOLIDS (Pounds per Day)</u></b>
<b>RESIDENTIAL</b>				
Single Family Home	Dwelling Unit	260	1.22	0.59
Condominiums	Dwelling Unit	195	0.92	0.44
Multi-Unit Residential	Dwelling Unit	156	0.73	0.35
Mobile Home Parks	No. of Spaces	156	0.73	0.35
<b>COMMERCIAL</b>				
Hotel/Motel/Rooming House	Room	125	0.54	0.28
Store	1000 ft <sup>2</sup>	100	0.43	0.23
Supermarket	1000 ft <sup>2</sup>	150	2.00	1.00
Shopping Center	1000 ft <sup>2</sup>	325	3.00	1.17
Regional Mall	1000 ft <sup>2</sup>	150	2.10	0.77
Office Building	1000 ft <sup>2</sup>	200	0.86	0.45
Medical, Dental, Veterinary Clinic or Building	1000 ft <sup>2</sup>	300	1.29	0.68
Restaurant	1000 ft <sup>2</sup>	1,000	16.68	5.00
Indoor Theatre	1000 ft <sup>2</sup>	125	0.54	0.28
Car Wash				
Tunnel - No Recycling	1000 ft <sup>2</sup>	3,700	15.86	8.33
Tunnel - Recycling	1000 ft <sup>2</sup>	2,700	11.74	6.16
Wand	1000 ft <sup>2</sup>	700	3.00	1.58
Bank, Credit Union	1000 ft <sup>2</sup>	100	0.43	0.23
Service Shop, Vehicle Maintenance & Repair Shop	1000 ft <sup>2</sup>	100	0.43	0.23
Animal Kennels	1000 ft <sup>2</sup>	100	0.43	0.23
Gas Station	1000 ft <sup>2</sup>	100	0.43	0.23
Auto Sales	1000 ft <sup>2</sup>	100	0.43	0.23
Wholesale Outlet	1000 ft <sup>2</sup>	100	0.43	0.23
Nursery/Greenhouse	1000 ft <sup>2</sup>	25	0.11	0.06
Manufacturing	1000 ft <sup>2</sup>	200	1.86	0.70
Light Manufacturing	1000 ft <sup>2</sup>	25	0.23	0.09
Lumber Yard	1000 ft <sup>2</sup>	25	0.23	0.09
Warehousing	1000 ft <sup>2</sup>	25	0.23	0.09
Open Storage	1000 ft <sup>2</sup>	25	0.23	0.09
Drive-in Theatre	1000 ft <sup>2</sup>	20	0.09	0.05
Night Club	1000 ft <sup>2</sup>	350	1.50	0.79
Bowling/Skating	1000 ft <sup>2</sup>	150	1.76	0.55
Club & Lodge Halls	1000 ft <sup>2</sup>	125	0.54	0.27
Auditorium, Amusement	1000 ft <sup>2</sup>	350	1.50	0.79
Golf Course and Park (Structures and Improvements)	1000 ft <sup>2</sup>	100	0.43	0.23
Campground, Marina, Recreational Vehicle Park	Sites, Slips, or Spaces	55	0.34	0.14
Convalescent Home	Bed	125	0.54	0.28
Horse Stables	Stalls	25	0.23	0.09
Laundromat	1000 ft <sup>2</sup>	3,825	16.40	8.61

<b><u>DESCRIPTION</u></b>	<b><u>UNIT OF MEASURE</u></b>	<b><u>FLOW (Gallons per Day)</u></b>	<b><u>COD (Pounds per Day)</u></b>	<b><u>SUSPENDED SOLIDS (Pounds per Day)</u></b>
<b>COMMERCIAL</b>				
Mortuary, Funeral Home	1000 ft <sup>2</sup>	100	1.33	0.67
Health Spa, Gymnasium				
With Showers	1000 ft <sup>2</sup>	600	2.58	1.35
Without Showers	1000 ft <sup>2</sup>	300	1.29	0.68
Convention Center, Fairground, Racetrack, Sports Stadium/Arena	Average Daily Attendance	10	0.04	0.02
<b>INSTITUTIONAL</b>				
College/University	Student	20	0.09	0.05
Private School	1000 ft <sup>2</sup>	200	0.86	0.45
Library, Museum	1000 ft <sup>2</sup>	100	0.43	0.23
Post Office (Local)	1000 ft <sup>2</sup>	100	0.43	0.23
Post Office (Regional)	1000 ft <sup>2</sup>	25	0.23	0.09
Church	1000 ft <sup>2</sup>	50	0.21	0.11



**TABLE 2**  
**TAX RATE AREAS IN NEWHALL RANCH SANITATION DISTRICT OF LOS ANGELES**  
**COUNTY**

008998	014179	014180	014181	014182
014183	014184	014185	014186	015393