



**SCOTIA COMMUNITY SERVICES DISTRICT  
NOTICE IS HEREBY GIVEN THAT A  
REGULAR MEETING  
OF THE BOARD OF DIRECTORS**

**WILL BE HELD AT: 122  
MAIN STREET  
SCOTIA, CALIFORNIA**

**Thursday, January 18, 2018  
Regular Meeting at 5:30 P.M.**

**AGENDA**

- A. CALL TO ORDER/ ROLL CALL** The Presiding officer will call the meeting to order and call the roll of members to determine the presence of a quorum.

**PLEDGE OF ALLEGIANCE**

- B. SETTING OF AGENDA**

The Board may adopt/ revise the order of the agenda as presented.

- C. CONSENT CALENDAR**

**1. Approval of Minutes from Previous Meetings**

p.3

**December 14, 2017**

**January 4, 2018**

**2. Approval of December 1, 2017 – December 31, 2017 Check Registers**

p.9

- D. PUBLIC COMMENT & WRITTEN COMMUNICATION**

Regularly scheduled meetings provide an opportunity for members of the public to directly address the SCSD Board Members on any action item that has been described in the agenda for the meeting, before or during consideration of that item, or on matters not identified on the agenda within the Board jurisdiction. Comments are not generally taken on non-action items such as reports or information. Comments should be limited to three minutes.

- E. ADJOURN TO CLOSED SESSION**

**1. Call to Order**

**2. Roll Call**

**3. Government Code §54956.8 Real Property Negotiations. Agency Negotiators: Stephen C Tyler, Leslie Marshall, Susan Pryor, Tracy M Boobar. Negotiating Parties: Scotia Community Services District & Town of Scotia Company LLC.**

**4. Closed Session Discussion**

- F. ADJOURN TO OPEN SESSION**

**1. Report out of Closed Session**

- G. PUBLIC HEARING – NONE**

*AGENDA FOR MEETING OF THE SCSD BOARD OF  
DIRECTORS*

*January 18, 2018*

*POSTED at 5:00 PM January 11, 2018*

## **H. BUSINESS**

### **1. New Business –**

- a. **SHN Addendum No. 5, Cal-ARP Risk Management Plan** p.13

### **2. Old Business –**

- a. **SCSD Board Vacancy – Application deadline January 15, 2018 by 4:00pm, Appointment of Board Vacancy or Call for an Election on January 18, 2017 at 5:30pm** p.15
- b. **Consider Adopting Resolution 2018-1: A Resolution of the Scotia Community Services District Board of Directors Filling a Vacancy on the Board of Directors** p.20
- c. **Swear in elected Board Member** p.22
- d. **Second reading and consider adoption of Ordinance 2018-1 Scotia Community Services District Surplus Property Ordinance** p.23
- e. **Consider Approval of a Special District Risk Management Authority Health Benefits Program** p.31
- f. **Consider Adopting Resolution 2018-2: A Resolution of the Scotia Community Services District Board of Directors Accepting Counter Offer from Town of Scotia LLC. For Lot 33 (APN 205-411-005-000) and Lot 34 (APN 205-411-006)**

## **I. REPORTS**

No specific action is required on these items, but the Board may briefly discuss any particular item raised.

- 1. President's Report:**
- 2. Board Director Reports:**
- 3. Interim Manager's Report: Tank Inspection**
- 4. Special Counsel's Report:**
- 5. Engineer's Report:**
- 6. Fire Chief's Status Report:**
- 7. Board Clerk Report:**

p.35

## **J. ADJOURNMENT**

Next Regular Meeting of the SCSD will be February 15<sup>th</sup>, 2018 at 5:30 PM.

Notice regarding the Americans with Disabilities Act: The District adheres to the [Americans with Disabilities Act](#). Persons requiring special accommodations or more information about accessibility should contact the District Office. Notice regarding Rights of Appeal: Persons who are dissatisfied with the decisions of the SCSD Board of Directors have the right to have the decision reviewed by a State Court. The District has adopted [Section 1094.6](#) of the [Code of Civil Procedure](#) which generally limits the time within which the decision may be judicially challenged to 90 days.

Minutes of the REGULAR Board Meeting for the  
Scotia Community Services District  
Thursday, December 14, 2017 at 5:30 P.M.

**A. CALL TO ORDER/ ROLL CALL/ PLEDGE OF ALLEGIANCE**

The regular meeting of the Board of Directors of the Scotia Community Services District convened at 5:34 pm with the following directors in attendance:

Diane Bristol	Director – Present
Paul Newmaker	Director – Present
Susan Pryor	Director – Present
Rick Walsh	President – Present
Vacant	Director

Staff: S. Tyler, L. Marshall, J. Thomas

**B. SETTING OF AGENDA**

Table H1d – SCSD Board Vacancy – Application deadline December 11, 2017 by 4:00 pm, Appointment of Board Vacancy or Call for an Election on January 19, 2017 at 5:30 pm.

**C. CONSENT CALENDAR**

**1. Approval of Minutes from Previous Meetings**

**November 16, 2017**

**November 28, 2017**

**2. Approval of November 1, 2017 – November 30, 2017 Check Registers**

**Motion:** Motion to approve Consent Calendar

**Motion:** Newmaker                      **Second:** Bristol

**Motion Vote:** Ayes -Bristol, Newmaker, Pryor, Walsh      **Opposed – 0**    **Absent - 0**    **Abstain - 0**

**D. PUBLIC COMMENT & WRITTEN COMMUNICATION**

Board stipends were given to Board Members

Julie Thomas was introduced as the new SCSD Board Clerk

HRC Lighting Tree Lighting for Next Year

No public comment.

**E. ADJOURN TO CLOSED SESSION 5:46 PM**

1. Call to Order – 5:49 pm

2. Roll Call

Diane Bristol	Director - Present
Paul Newmaker	Director – Present
Susan Pryor	Director – Present
Rick Walsh	President – Present

3. Government Code §54956.8 Real Property Negotiations. Agency Negotiators: Stephen C Tyler, Leslie Marshall, Susan Pryor, Tracy M Boobar. Negotiating Parties: Scotia Community Services District & Town of Scotia Company LLC.

4. Closed Session Discussion

Recess 6:12-6:19pm

**F. ADJOURN TO OPEN SESSION 6:19 PM**

1. Report out of Closed Session

Board directed Susan Pryor to finalize an offer to the Town of Scotia

**G. Public Hearing - None**

**H. Business –**

**1. New Business**

**a. Swear in Board Members and Election of Board Officers**

L. Marshall swore in board members Rick Walsh and Paul Newmaker.

No public comment

**Motion:** To elect Rick Walsh as President of the Board

**Motion:** Bristol      **Second:** Pryor

**Motion Vote:** Ayes -Bristol, Pryor, Newmaker      **Opposed – 0**      **Absent - 0**      **Abstain- Walsh**

**Motion:** To elect Paul Newmaker as Vice President of the Board

**Motion:** Pryor      **Second:** Bristol

**Motion Vote:** Ayes -Bristol, Pryor, Walsh      **Opposed – 0**      **Absent - 0**      **Abstain - Newmaker**

**b. First reading and consider adoption of Ordinance 2017-4 Scotia Community Services District Surplus Property Ordinance**

S. Tyler introduced. The board discussed and requested to bring the Ordinance to the next regular meeting in January for a vote.

No public comment

**c. Consider Adopting Resolution 2017-12 Amending Personnel Policies and Procedures of the Scotia Community Services District**

S. Tyler introduced and discussed changes presented on packet page 35 section 3.3.1. The board reviewed and discussed.

No public comment

**Motion:** To adopt resolution 2017-12 Amending Personnel Policies and Procedures of the Scotia Community Service District.

**Motion:** Pryor      **Second:** Newmaker

**Motion Vote:** Ayes -Bristol, Newmaker, Pryor, Walsh      **Opposed – 0**      **Absent - 0**  
**Abstain -**

**d. SCSD Board Vacancy – Application deadline December 11, 2017 by 4:00pm, Appointment of Board Vacancy or Call for an Election on January 19, 2017 at 5:30pm**

LM introduced

Tabled until January 18, 2018 regular meeting

No public comment

**e. Consider Approval of a Special District Risk Management Authority Health Benefits Program**

S. Tyler introduced and explained that in order to be eligible for the SDRMA Health Benefits Program, there must be two full-time employees. The Board directed staff to research further and present findings at the next regular meeting in January 2018.

**f. Consider Adopting Resolution 2017-13 of the Scotia Community Services District Authorizing the Adoption of the PARS Defined Contribution Plan Administered by Public Agency Retirement Services (PARS)**

S. Tyler introduced PARS and explained the program and how it is similar and different from other retirement programs. The PARS program costs less than PERS.

S. Tyler explained that it is necessary to select a retirement plan in order to hire full-time, benefited staff.

The board discussed

No public comment.

**Motion:** To adopt Resolution 2017-13 of the Scotia Community Services District Authorizing the Adoption of the PARS Defined Contribution Plan Administered by Public Agency Retirement Services (PARS)

**Motion:** Bristol

**Second:** Newmaker

**Motion Vote:** Ayes -Bristol, Newmaker, Pryor, Walsh

**Opposed –** 0

**Absent-** 0

**Abstain -** 0

**g. Consider Approval of State Water Resources Control Board Wastewater Division Letter for Fines Inquiry**

L. Marshall reported that the results of her research into wastewater violations show 10 violations for the SCSD wastewater system since June. Unsure of the total of those ten that are fineable, L. Marshall drafted a letter to the State Water Resources Control Board to find out the total amount fined and how much is due. The board discussed and agreed that Rick Walsh should sign the letter and L. Marshall should send it.

No public comment.

**2. Old Business – None**

**I. Reports**

**No specific action is required on these items, but the Board may briefly discuss any particular item raised.**

**1. President's Report:** None

**2. Board Director Reports:** None

**3. Interim Manager's Report:** River pump status report – Cable needs to be direct buried rather than trenched. It will take 2-3 weeks for the electrical wiring to arrive on site. Projected to start in approximately 6 weeks. Telemetry component to be included in project next fiscal year. Due to the high cost of electrical charges, the river pump automation needs to begin.

S. Tyler reports that this is his last meeting as General Manager of SCSD.

No public comment.

**4. Special Counsel's Report:** None

**5. Engineer's Report:** None

**6. Fire Chief's Status Report:** None

**7. Board Clerk Report:** Website host, Morse Media, contacted L. Marshall and explained that the hosting site the SCSD website is on is outdated and no longer meets security standards. LM requested a quote for website The minimum amount was \$1200 just to upgrade to the newer version. Planwest's Jason Barnes is able to redesign and upgrade the entire website. This option was chosen and he was given a budget of \$2000. This funding comes from the IT fund. J. Barnes is already on the Planwest staffing contract with the District so no further action needs to be taken. The board concurred.

No public comment.

**H. ADJOURNMENT**

Meeting adjourned at 7:23 pm by Board President Rick Walsh.

These minutes were approved by the Board of Directors of the Scotia Community Services District on January 18, 2017 at its duly-noticed regular meeting in Scotia, CA.

**APPROVED:**

\_\_\_\_\_  
Rick Walsh, President  
Board of Directors  
Scotia Community Services District

\_\_\_\_\_  
Date

**ATTEST:**

\_\_\_\_\_  
Julie Thomas, Board Clerk  
Scotia Community Services District

\_\_\_\_\_  
Date

Minutes of the SPECIAL Board Meeting for the  
Scotia Community Services District  
Thursday, January 4, 2018 at 12:00 P.M.

**A. CALL TO ORDER/ ROLL CALL/ PLEDGE OF ALLEGIANCE**

The special meeting of the Board of Directors of the Scotia Community Services District convened at 12:15 pm with the following directors in attendance:

Diane Bristol	Director – Present
Paul Newmaker	Director – Present
Susan Pryor	Director – Present
Rick Walsh	President – Present
Vacant	Director

Staff: S. Tyler, L. Marshall, J. Thomas, T. Boobar

**B. SETTING OF AGENDA**

No public comment

**C. PUBLIC COMMENT & WRITTEN COMMUNICATION**

No public comment

**D. ADJOURN TO CLOSED SESSION 12:16 PM**

1. Call to Order – 12:19 pm
2. Roll Call

Diane Bristol	Director - Present
Paul Newmaker	Director – Present
Susan Pryor	Director – Present
Rick Walsh	President – Present
3. Government Code §54956.8 Real Property Negotiations. Agency Negotiators: Stephen C Tyler, Leslie Marshall, Susan Pryor, Tracy M Boobar. Negotiating Parties: Scotia Community Services District & Town of Scotia Company LLC.
4. Closed Session Discussion

**E. ADJOURN TO OPEN SESSION 1:17 Pm PM**

1. Report out of Closed Session

Board directed President Walsh to accept and sign the TOS counter offer, contingent upon the approval of Purchase and Sale Agreement by District's legal counsel.

**F. Public Hearing - None**

**G. Business –**

**1. New Business**

- a.** Consider Adopting Resolution 2018-1: A Resolution of the Scotia Community Services District Board of Directors Accepting Counter Offer from Town of Scotia LLC. For Lot 33 (APN 205-411-005-000) and Lot 34 (APN 205-411-006)

Tabled until Purchase and Sale Agreement is signed by TOS and SCSD.

**2. Old Business – None**

**H. ADJOURNMENT**

**Meeting adjourned at 1:20 pm by Board President Walsh.**

These minutes were approved by the Board of Directors of the Scotia Community Services District on January 18, 2017 at its duly-noticed regular meeting in Scotia, CA.

APPROVED:

\_\_\_\_\_  
Rick Walsh, President  
Board of Directors  
Scotia Community Services District

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Julie Thomas, Board Clerk  
Scotia Community Services District

\_\_\_\_\_  
Date



12:20 PM

01/16/18

Accrual Basis

# Scotia Community Services District

## Account QuickReport

### As of December 31, 2017

Type	Date	Num	Name	Memo	Amount	Balance
<b>10000 · RCB Checking 8239</b>						304,183.71
Deposit	12/05/2017			Deposit	12,165.69	316,349.40
Deposit	12/05/2017			Deposit	176.04	316,525.44
Check	12/07/2017	50098	Gayle McKnight	Final stipend	-300.00	316,225.44
Check	12/07/2017	50099	Diane Bristol	July through Dec 2017	-400.00	315,825.44
Check	12/07/2017	50100	Rick Walsh	July through Dec 2017	-400.00	315,425.44
Check	12/07/2017	50101	Paul Newmaker	July through Dec 2017	-400.00	315,025.44
Check	12/07/2017	50102	Susan Pryor	July through Dec 2017	-400.00	314,625.44
Bill Pmt -Check	12/07/2017	50103	AT&T		-103.31	314,522.13
Bill Pmt -Check	12/07/2017	50104	PG&E		-22,825.18	291,696.95
Bill Pmt -Check	12/07/2017	50105	Sequoia Personnel	T. Cannon PPE 11/26/17	-131.75	291,565.20
Bill Pmt -Check	12/07/2017	50106	Steves Septic		-825.00	290,740.20
Bill Pmt -Check	12/07/2017	50107	USA Blue Book		-730.05	290,010.15
Bill Pmt -Check	12/07/2017	50108	Windy Point Fence	Park access gate	-840.00	289,170.15
Deposit	12/07/2017			Deposit	326.57	289,496.72
Deposit	12/12/2017			Deposit	41,002.30	330,499.02
Check	12/12/2017	DC	Horizon Business Pr...	Water shipment for testing	-341.41	330,157.61
Deposit	12/14/2017			Deposit	1,938.96	332,096.57
Deposit	12/19/2017			Deposit	10,957.85	343,054.42
Bill Pmt -Check	12/19/2017	50109	101 Trailer & RV	2008 6x12 Loadtrail PO#17...	-7,270.86	335,783.56
Bill Pmt -Check	12/19/2017	50110	Alternative Business...	Black toner cartridge	-291.91	335,491.65
Bill Pmt -Check	12/19/2017	50111	AT&T		-202.62	335,289.03
Bill Pmt -Check	12/19/2017	50112	Johnson's Mobile H...	Museum temp fencing	-235.33	335,053.70
Bill Pmt -Check	12/19/2017	50113	North Coast Laborat...		-1,310.00	333,743.70
Bill Pmt -Check	12/19/2017	50114	PG&E		-1,540.00	332,203.70
Bill Pmt -Check	12/19/2017	50115	Planwest Partners		-11,003.13	321,200.57
Bill Pmt -Check	12/19/2017	50116	Precision Intermedia	Monthly web hosting	-30.00	321,170.57
Bill Pmt -Check	12/19/2017	50117	Rogers Machinery		-601.49	320,569.08
Bill Pmt -Check	12/19/2017	50118	Sequoia Personnel		-527.50	320,041.58
Bill Pmt -Check	12/19/2017	50119	SHN		-1,707.50	318,334.08
Bill Pmt -Check	12/19/2017	50120	Steves Septic	Load to Ferndale	-825.00	317,509.08
Bill Pmt -Check	12/19/2017	50121	Town of Scotia	November 2017 Labor billing	-10,676.75	306,832.33
Bill Pmt -Check	12/19/2017	50122	USA Blue Book		-185.71	306,646.62
Deposit	12/28/2017			Deposit	75.00	306,721.62
Deposit	12/28/2017			Deposit	4,396.39	311,118.01
Deposit	12/28/2017			Deposit	721.33	311,839.34
Bill Pmt -Check	12/28/2017	50123	High Rock Conserva...	Eight days brush removal	-1,600.00	310,239.34
Bill Pmt -Check	12/28/2017	50124	Sequoia Personnel		-527.00	309,712.34
Check	12/28/2017	DC	Wyckoff Plumbing	Chlorine	-92.17	309,620.17
Check	12/28/2017	DC	Intuit	Printable Deposit Slips	-105.57	309,514.60
Check	12/29/2017	DC	Mendes Supply Co	Chlorine	-467.31	309,047.29
Total 10000 · RCB Checking 8239					4,863.58	309,047.29
<b>TOTAL</b>					<b>4,863.58</b>	<b>309,047.29</b>

12:22 PM

01/16/18

Cash Basis

Scotia Community Services District  
Account QuickReport  
All Transactions

Type	Date	Num	Name	Memo	Original Amount	Paid Amount	Balance
<b>12000 · RCB Savings 0367</b>							
General Journal	05/23/2017	0501		Opening Entry	50,000.00	50,000.00	50,000.00
Deposit	06/30/2017			Interest	3.51	3.51	50,003.51
Deposit	07/31/2017			Interest	4.25	4.25	50,007.76
Deposit	08/31/2017			Interest	0.11	0.11	50,007.87
Deposit	08/31/2017			Interest	4.25	4.25	50,012.12
Deposit	09/30/2017			Interest	4.11	4.11	50,016.23
Deposit	10/31/2017			Interest	4.25	4.25	50,020.48
Deposit	11/30/2017			Interest	4.11	4.11	50,024.59
Deposit	12/31/2017			Interest	4.25	4.25	50,028.84
Total 12000 · RCB Savings 0367						50,028.84	50,028.84
<b>TOTAL</b>						<b>50,028.84</b>	<b>50,028.84</b>

12:21 PM

01/16/18

Accrual Basis

**Scotia Community Services District**  
**Account QuickReport**  
**As of November 30, 2017**

Type	Date	Num	Name	Memo	Amount	Balance
<b>11000 · RCB CD 0929</b>						
General Journal	05/23/2017	0501		Opening Entry	50,000.00	50,000.00
Deposit	06/30/2017			Deposit	10.27	50,010.27
Deposit	07/30/2017			Deposit	10.28	50,020.55
Deposit	08/31/2017			Deposit	10.62	50,031.17
Deposit	09/30/2017			Monthly Interest	10.62	50,041.79
Deposit	10/30/2017			Interest Earned	10.29	50,052.08
Deposit	11/30/2017			Deposit of Int...	10.62	50,062.70
Total 11000 · RCB CD 0929					50,062.70	50,062.70
<b>TOTAL</b>					<b>50,062.70</b>	<b>50,062.70</b>

12:22 PM

01/16/18

Cash Basis

**Scotia Community Services District**  
**Account QuickReport**  
All Transactions

Type	Date	Num	Memo	Original Amount	Paid Amount	Balance
<b>12100 · RCB Cust Deposit Savings 0797</b>						
Deposit	08/08/2017		212 Mill St	100.00	100.00	100.00
Deposit	08/08/2017		220 Mill St	100.00	100.00	200.00
Deposit	08/08/2017		415 Church St	100.00	100.00	300.00
Deposit	08/29/2017		422 Church St	100.00	100.00	400.00
Deposit	08/29/2017		412 Church St	100.00	100.00	500.00
Deposit	08/29/2017		358 Eddy	100.00	100.00	600.00
Deposit	08/31/2017		Interest	0.01	0.01	600.01
Deposit	09/21/2017		409 Church St.	100.00	100.00	700.01
Deposit	09/21/2017		219 Mill St.	100.00	100.00	800.01
Check	09/30/2017		Service Charge	-10.00	-10.00	790.01
Deposit	09/30/2017		Interest	0.03	0.03	790.04
Transfer	10/10/2017		Funds Transf...	1,000.00	1,000.00	1,790.04
Deposit	10/10/2017		Bank Credited...	10.00	10.00	1,800.04
Deposit	10/17/2017		430 Church S...	100.00	100.00	1,900.04
Check	10/31/2017		Service Charge	-10.00	-10.00	1,890.04
Deposit	10/31/2017		Interest	0.08	0.08	1,890.12
Deposit	11/28/2017		213 Mill Street	100.00	100.00	1,990.12
Deposit	11/30/2017		217 Mill St.	100.00	100.00	2,090.12
General Journal	11/30/2017	1101	Bank refunde...	10.00	10.00	2,100.12
Deposit	11/30/2017		Interest	0.09	0.09	2,100.21
Deposit	12/05/2017		Water/Sewer ...	200.00	200.00	2,300.21
Deposit	12/14/2017		Water/Sewer ...	200.00	200.00	2,500.21
Deposit	12/28/2017		Deposit	200.00	200.00	2,700.21
Deposit	12/31/2017		Interest	0.12	0.12	2,700.33
Total 12100 · RCB Cust Deposit Savings 0797					2,700.33	2,700.33
<b>TOTAL</b>					<b>2,700.33</b>	<b>2,700.33</b>

## **Scotia Community Services District Staff Report**

DATE: January 18, 2018  
TO: Scotia Community Services District Board of Directors  
FROM: Steve Tyler, Asst. General Manager; Leslie Marshall, General Manager  
SUBJECT: SHN Consulting Engineers & Geologists Inc. (SHN), Services Agreement, with Scotia Community Services District (SCSD), Addendum No. 5, California Accidental Release Prevention Program–Risk Management Plan updates and training.

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### **RECOMMENDATION:**

The Administrative staff recommends that the SCSD Board review the General Manager authorized the SHN Services Agreement, Addendum No. 5, California Accidental Release Prevention Program–Risk Management Plan updates and training.

### **ACTION:**

Review the SHN Services Agreement, Addendum No. 5, California Accidental Release Prevention Program–Risk Management Plan updates and training.

### **DISCUSSION:**

Update and train operations staff on the California Accidental Release Prevention Program–Risk Management Plan updates and training.

SHN will provide training, conduct site walk, and prepare documentation. Scotia Volunteer Fire Department (SVFD) and SCSD will provide emergency response training records from May 2017-current.

SHN will update Cal-ARP Risk Management Plan with changes. SCSD will provide appropriate signatures and certification. SCSD will submit updated plan to Humboldt County Department of Environmental Health (HCDEH).

### **FISCAL IMPACT:**

\$3,200.00

### **ATTACHMENTS:**

SHN Services Agreement, Addendum No. 5.

Reference: 017138

**Addendum No. 5 To Agreement**

**Dated June 29, 2017**

**Scotia Community Services District (SCSD) Engineering Support Services**

**Additional Scope of Work**

- A. Work with SCSD on its California Accidental Release Prevention Program–Risk Management Plan updates and training.
- i) Task 1:
- a. SHN will provide training, conduct site walk, and prepare documentation.
- b. Scotia Volunteer Fire Department (SVFD) and SCSD will provide emergency response training records from May 2017-current.
- ii) Task 2:
- a. SHN will update Cal-ARP Risk Management Plan with changes.
- b. SCSD will provide appropriate signatures and certification.
- c. SCSD will submit updated plan to Humboldt County Department of Environmental Health (HCDEH).

**Related Costs**

- A. SHN agrees to provide engineering related services covered by this Addendum on a time and expenses basis. Fees are estimated as follows:

Task 1. Provide Training to SCSD staff	\$ 2,000
Task 2. Update Cal ARP risk management plan	\$ 1,200
<b>Total</b>	<b>\$ 3,200</b>

All other terms and conditions contained in the original Agreement shall apply to this Addendum.

In Witness Whereof, the parties have executed this Addendum to the Agreement the day and year first set forth.

**SHN Consulting Engineers & Geologists, Inc.**

Address: 812 W. Wabash Ave.  
Eureka, CA 95501-2138

By: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

License #: \_\_\_\_\_

**Client: Scotia Community Services District**

Address: P.O. Box 245  
Scotia, CA, 95565

By: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Scotia Community Services District Staff Report**

DATE: January 18, 2018  
TO: Scotia CSD Board of Directors  
FROM: Leslie Marshall, General Manager and Julie Thomas, Board Clerk  
SUBJECT: Director Appointment Process and consider adoption of Resolution 2018-1  
Filling Vacancy on the Board of Directors

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- The appointment process is transparent and conducted in an open and public meeting.
- At the beginning of the meeting, if there is more than one Applicant, the Applicants not being interviewed will be asked to wait outside of the Board meeting so that no Applicant has an advantage of hearing the questions from the Board during the other Applicant's interview.
- The order of the Applicants shall be picked randomly.
- Each Applicant shall have 5 minutes to address the Board followed by the Board member questions.
- Upon completion of interviews, the Board will appoint and choose an Applicant to appoint to fill the vacancy.
- When an Applicant has been chosen, the Board will consider adoption of Resolution 2018-1 Filling Vacancy on the Board of Directors.
- Once the Resolution is passed, the Board Clerk will administer the Oath of Office swearing in the new Director.

The following are pertinent dates for filling the vacancy:

For Appointment in December:

Resignation effective: November 20, 2017 (second half of term)

Post Notice of Vacancy: November 29, 2017 – December 14, 2017 (15 days before appt., 5 locations: SCSD office, USPS office, Hoby's, TOS Office, \*SCSD website\*)

Deadline to notice the Elections Office: December 5, 2017

Vacancy Application Deadline: Monday December 11, 2018

Appointment: December 14, 2017 (regular meeting)

Appointment/Call for Election Deadline: January 19, 2018 (60 days)

Notice County Office of Election of Appointment: December 29, 2017

If appointment not made, and election called:

Call for Election: January 18, 2018 (regular meeting)

Election: Tuesday, November 6, 2018

If Board does not appoint, nor call for an election:

Humboldt County Board of Supervisors may appoint to fill the vacancy within 90 days of November 20, 2017: Deadline February 18, 2018

For Appointment in January:

Resignation effective: November 20, 2017 (second half of term)

Post Notice of Vacancy: January 3 – January 18, 2018 (15 days before appt., 5 locations: SCSD office, USPS office, Hoby's, TOS Office, \*SCSD website\*)

Deadline to notice the Elections Office: December 4, 2017

Vacancy Application Deadline: Monday January 15, 2018

Appointment/Call for Election: January 18, 2018 (regular meeting)

Appointment/Call for Election Deadline: January 19, 2018 (60 days)

Notice County Office of Election of Appointment: February 2, 2018

If appointment not made, and election called:

Call for Election: January 18, 2018 (regular meeting)

Election: Tuesday, November 6, 2018

If Board does not appoint, nor call for an election:

Humboldt County Board of Supervisors may appoint to fill the vacancy within 90 days of November 20, 2017: Deadline February 18, 2018





# **NOTICE OF VACANCY**

## **Scotia Community Service District Board Member**

Interested persons are hereby notified that pursuant to Government Code §1780 there is a vacancy to be filled.

**Scotia Community Services District  
Board of Directors – One Position**

The selected person will complete a 4-year term ending December 2021

**Pick up an application Tuesday & Thursday 11:00 AM – 4:00 PM**  
**Scotia Community Services District Office**  
**122 Main Street (P.O. Box 104) • Scotia, CA 95565**

**OR**

**Request by Phone: (707) 506-3030 or**  
**Request by email: [infoscotiacsd@gmail.com](mailto:infoscotiacsd@gmail.com) or**  
**Download from the website: <http://scotiacsd.com/>**

**Applications are due by: Monday December 11, 2016**

This district board has 60 days from the date the board is notified of the vacancy or the effective date of the vacancy, whichever is later, to fill the vacancy by appointment or call a special election. Gov. Code §1780

Pursuant to Government Code §1780, this notice will be posted for 15 days in 3 or more conspicuous locations in the districts from November 29, 2017 – December 14, 2017.



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# APPLICATION FOR APPOINTMENT TO SCOTIA COMMUNITY SERVICES DISTRICT VACANCY

## **Qualifications:**

Candidates must:

- be a registered voter
- reside within the SCSD's service area

## **Term:**

Beginning: November 21, 2017

End of Current Term: December 2017, next term in-lieu ends December 2021

## **Time Commitment:**

One regular meeting per month, on the third Thursday at 5:30pm. Occasionally additional special meeting are scheduled. Board packets are sent approximately one week in advance of meetings for review.

## **Current District Activity:**

The District provides water, wastewater, parks and recreation, streets and street lighting, and storm drainage services for the community of Scotia.

## **Instructions:**

If you are interested in serving on the Scotia Community Services District Board of Directors, please complete this application (on reverse) and return it to:

Scotia Community Services District  
c/o Clerk of the Board  
122 Main Street / P.O. Box 104  
Scotia, CA 95565

**Date Due: Monday January 15, 2018 by 2:00 pm.**

You will be advised by the district board if your appointment is confirmed. Thank you for your interest.



DISTRICT: \_\_\_\_\_ DATE: \_\_\_\_\_  
NAME: \_\_\_\_\_ AGE (optional): \_\_\_\_\_  
RESIDENCE ADDRESS: \_\_\_\_\_  
BUSINESS OR MAILING ADDRESS: \_\_\_\_\_  
PHONE (DAYTIME): \_\_\_\_\_ PHONE (EVENING): \_\_\_\_\_  
E-MAIL: \_\_\_\_\_

Education			
Institution	Major	Degree	Year

Work/Volunteer Experience				
Organization	City	Position	From	To

**STATEMENT OF QUALIFICATIONS:**

Please briefly describe your qualifications and why you are interested in serving on the Board of Directors.

**CERTIFICATION:**

I certify that the information contained in this application is true and correct. I authorize the verification of the information in this application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**RESOLUTION NO. 2018-1**  
**A RESOLUTION OF THE SCOTIA COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTORS**  
**FILLING VACANCY ON THE BOARD OF DIRECTORS**

**WHEREAS,** a vacancy exists on the Board of Directors of the Scotia Community Services District for the office formerly held by Gayle McKnight; and

**WHEREAS,** pursuant to Government Code §1780, the Board of Directors may appoint a Director to fill the vacancy.

**NOW, THEREFORE,** the Scotia Community Services District Board of Directors does hereby resolve as follows:

**SECTION 1:** Pursuant to §1780 of the Government Code, the Board of Directors of the Scotia Community Services District hereby appoints \_\_\_\_\_ to serve on the Board of Directors for the remainder of the term until the general election to be held on November 2, 2021.

**SECTION 2:** The Board Clerk of the Scotia Community Services District is hereby directed to deliver forthwith one (1) certified copy of this resolution to the Clerk of the Board of Supervisors of the County of Humboldt.

**SECTION 3:** This Resolution shall become effective upon adoption.

Dated: January 18, 2018

APPROVED:

\_\_\_\_\_  
Rick Walsh, Board President, Scotia CSD

ATTEST:

\_\_\_\_\_  
Board Clerk, Scotia CSD

CLERK'S CERTIFICATE

I hereby certify that the foregoing is a true and correct copy of Resolution No. 2018-1, passed and adopted at a regular meeting of the Scotia Community Service District Board of Directors, County of Humboldt, State of California, held on the 18<sup>th</sup> day of January 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Board Clerk, Scotia CSD

**DIRECTOR - SPECIAL DISTRICT**

**NOTICE OF APPOINTMENT**

Elections Code 10515

NOTICE IS HEREBY GIVEN that on January 18, 2018 \_\_\_\_\_ was appointed to the office of Governing Board Member of the **Scotia Community Services District**, County of Humboldt, by the Governing Board of the above district. The remaining term of this 4-year office is ending on the first Friday of December, 2021.

Dated: \_\_\_\_\_

Kelly Sanders

County Registrar of Voters

By \_\_\_\_\_

Deputy Clerk

**OATH OF OFFICE**

Govt Code Sections 1360-1363, inclusive,  
3105 Section 3, Article XX, State Constitution

I, \_\_\_\_\_, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

(Signed) \_\_\_\_\_

(Dated) \_\_\_\_\_

(Address) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of person administering oath

Original of this form to be returned to Humboldt County Elections Office at 3033 H Street, Eureka, CA 95501

## **Scotia Community Services District Staff Report**

DATE: January 18, 2018  
TO: Scotia Community Services District Board of Directors  
FROM: Leslie Marshall, General Manager, and Steve Tyler, Asst. General Manager  
SUBJECT: Consider Adoption of Ordinance 2018- 1: Scotia Community Services District (SCSD) Surplus Property Ordinance.

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### **RECOMMENDATION:**

The Administrative staff recommends that the SCSD Board consider Adopting Ordinance 2018- 1 SCSD Surplus Property Ordinance.

### **ACTION:**

Consider Adopting Ordinance 2018- 1, *second reading*

### **DISCUSSION:**

Public agencies are required to adopt an Ordinance for the disposition and transfer of equipment, materials and surplus property.

For this Ordinance, *Surplus Property* is used generically to describe any equipment, materials or property that is no longer needed or useable by the SCSD (District). All surplus property including, but not limited to, recyclables, scrap and trash discarded or abandoned on District property are District property and not the property of any District employee. The Ordinance includes definitions, employee disciplinary action, methods of transfer and disposition, policy, procedures and purpose of the Ordinance

### **FISCAL IMPACT:**

None

### **ATTACHMENTS:**

Ordinance 2018- 1

## **ORDINANCE NO. 2018 - 1**

### **AN ORDINANCE OF THE SCOTIA COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS ADOPTING TITLE VIII – SURPLUS PROPERTY**

The Board of Directors of the Scotia Community Services District does ordain as follows:

**Section 1:** Title VIII (Surplus Property) is hereby adopted as follows:

#### **TITLE VIII - SURPLUS PROPERTY**

##### **CHAPTER 1 – PURPOSE**

**SEC 1.01. PURPOSE.** The purpose of this ordinance is to:

- (1) To set forth the Scotia Community Services District’s (“CSD”, “District”) administrative policy for the transfer and disposition of surplus property, equipment and materials.
- (2) To set forth the Scotia CSD’s administrative policy for scrapping and recycling of scrap and recyclable surplus property, equipment and materials and disposing of same.
- (3) To ensure the receipt of all revenues from the disposal of surplus property, equipment and materials and scrap or recyclables.
- (4) To explain disciplinary consequences which may result should any employee violate the policy and procedures set forth below.

##### **CHAPTER 2 – DEFINITIONS**

**SEC 2.01. DEFINITIONS.**

- (1) “Surplus property” as used herein is used generically to describe any District property, equipment or material that is no longer needed or usable by the holding District. For purposes of this policy all surplus property including scrap, recyclables, trash, and/or junk disposed, discarded or abandoned on District property, including all surplus property placed in storage or collection containers of any kind, including containers or facilities located on property leased from the District by District tenants, is hereby deemed to be District property and not property of any District employee.
- (2) Employee’s Personal Property. For purposes of this policy an employee’s personal property is (a) that property in the possession of an employee which was the property of the employee prior to it having been brought onto or placed upon District premises, or (b) that property lawfully acquired from its prior owner or his/her authorized representative by an off-duty employee while on District premises after having been brought to District premises by its owner where such property remains in the possession of the employee as his or her property, after transfer to said employee. Each employee is responsible for determining that any property which he or she may take possession of or acquire while on District premises has been obtained or acquired from an individual lawfully authorized by its owner to make the transfer to the employee.



## **CHAPTER 3 – METHODS OF TRANSFER AND DISPOSITION**

**SEC 3.01. METHODS OF TRANSFER AND DISPOSITION.** All surplus property is disposed of “as is” and “where is,” with no warranty, guarantee, or representation of any kind, expressed or implied, as to the condition, utility or usability of the property offered unless expressly authorized by the District Board of Directors.

- (1) Trade-In. Property declared as surplus may be offered as a trade-in for credit toward the acquisition of new property.
- (2) Return to Manufacturer. Surplus property may, when possible, be returned to the manufacturer for buy-back credit.
- (3) Disposal. Surplus property may be offered for sale by the District. Appropriate methods of sale are as follows:
  - (a) Auction. Surplus property may be sold at public auction. Auctions may be conducted by District staff, or the District may contract with a professional auctioneer or electronic auction site.
  - (b) Sealed Bids. Sealed bids may be solicited for the sale of surplus property. Surplus property disposed of in this manner shall be sold to the highest responsible bidder.
  - (c) Selling for Scrap. Surplus property may be sold as scrap if the District deems that the value of its parts exceeds the value of the surplus property as a whole.
  - (d) No Value Item. Where the District determines that property is surplus and of minimal value to the District due to spoilage, obsolescence or other cause or where the District determines that the cost of disposal of such property would exceed the recovery value, the District shall dispose of the same in such a manner as they deem appropriate and in the best interest of the District.
- (4) Donation. Surplus property may be donated to any other public agency or charitable organization exempt under Section 501(c)(3) of the Internal Revenue Code. “Public agency” means the State or any agency or subdivision thereof, any District, county, special district, or school district.

## **CHAPTER 4 – POLICY**

**SEC 4.01. POLICY.** Consistent with California Government Code Section 37350 the District Board of Directors sets forth the policy of the District for disposal or destruction of surplus property.

- (1) District General Manager Directed Transfer and Disposal (Authorized).
  - (a) Property with an Estimated Market Value Exceeding \$10,000. Transfer or disposition of surplus property with an estimated market value exceeding \$10,000 per item shall be determined specifically by the District Board of Directors.
  - (b) Property with an Estimated Market Value Less than \$10,000. The District General Manager may direct the transfer and disposition of surplus property with an estimated market value not to exceed \$10,000 per item.

- (c) Transfer and disposition of surplus property may include:
  - (i) All surplus property will first be considered for transfer between departments for the benefit of the Scotia CSD.
  - (ii) All surplus property not needed by the Scotia CSD may be offered for sale for the highest estimated market value. Surplus property may be sold by public auction, electronic auction site, or sealed bid.
  - (iii) Surplus property may be donated or sold as less than estimated market value to public agencies and nonprofit organizations.
- (d) Scrapping/Recycling/Junking.
  - (i) Such activities may involve the sale of surplus property at public auction or through sealed bids to public bodies, organizations, or vendors including scrap dealers or recycling centers.
  - (ii) It is the policy of the Scotia CSD that no employee may engage in any sale, scrapping or recycling or other disposal of District property, as defined herein, unless specifically directed to engage in such activity by the District General Manager who has been lawfully and duly authorized and designated to direct such activity.
- (e) Real Estate. All activity involving the declaration and sale of surplus real estate shall require authorization by the District Board of Directors regardless of the actual or estimated value.
- (2) Proceeds from Transfer and Disposition of Property. When so authorized to transfer, sell, donate, recycle, and scrap District property, the employee directed to undertake such activity shall remit the entire proceeds from any such activity to the District by check or money order made payable to the Scotia CSD, and shall be deposited into the appropriate fund.
- (3) Personal Scrapping, Recycling or Disposal of Trash or Junk (Unauthorized). Transferring, selling, donating, scrapping, recycling or disposing of District property, as defined herein (regardless of monetary value), by District employees for personal gain or to benefit the interest of any person or party other than the Scotia CSD, including handling or disposal of trash or junk **except** as directed by District General Manager lawfully and duly authorized and designated to direct such activity, is strictly forbidden.

District employees are prohibited from claiming ownership of, giving away, recovering, or salvaging for personal use, or the use or interest of any person other than the Scotia CSD, any materials abandoned, disposed or stored upon District premises, including trash or other materials, placed in, upon or in the vicinity of recycling or collection cans, dumpsters or bins located on District premises, or collection or debris piles, or other District storage or disposal facilities or refuse sites, and including any such facility or site belonging to any District tenant. Furthermore, District employees are prohibited from taking possession of any surplus property or the proceeds from the sale of surplus property designated for disposal as trash, scrap, or as recyclables, except as lawfully authorized by persons designated with such authority by the District General Manager. This prohibition includes giving any such surplus property or the proceeds from the sale

of such surplus property to any person or party other than for the duly authorized benefit and interest of the Scotia CSD, or authorizing any other person or party to accept, receive or take any such surplus property to benefit their own interest, except as provided hereinabove.

- (4) Any transfer and/or disposal of surplus property authorized by the District General Manager shall be reported to the District Board of Directors as a receive and file item on the District Board of Directors agenda.

## **CHAPTER 5 – DISCIPLINARY ACTION**

**SEC 5.01. DISCIPLINARY ACTION.** Appropriate disciplinary action, up to and including termination, will be taken should an employee be found, through proper investigation, to:

- (1) Have failed to promptly remit to persons officially designated to receive proceeds, including cash or other consideration, from the sale of District property, as defined herein, including the proceeds from the sale, scrapping or recycling of any such property belonging to the District; and
- (2) Have failed, in the performance of their duties, to promptly place in appropriate District containers, bins, dumpsters, or other collection facilities, equipment or containers, or have received, taken, given away, collected, stored or retained in other than appropriate District containers, bins, or collection facilities, or dump sites, District scrap, recyclables, trash or any such surplus property belonging to District; and
- (3) Have engaged in selling, scrapping, recycling or handling of District property in violation of this chapter or the procedures set forth herein, including having engaged in any such activity for their personal interest or gain, or in aid of others doing the same for their respective interest or gain; and
- (4) Have used District vehicles, facilities or equipment to collect, store, or transport surplus property to sites, locations, or facilities, including the facilities of scrap vendors or recycling centers, except as specifically directed by the District General Manager, in accordance with this chapter and the procedures set forth herein; and

## **CHAPTER 6 – PROCEDURES**

**SEC 6.01. PROCEDURES.** All surplus property is disposed of “as is” and “where is,” with no warranty, guarantee, or representation of any kind, expressed or implied, as to the condition, utility or usability of the property offered unless specified by the District Board of Directors. It is critical to maintain a trail of documentation for audit purposes regarding the disposition of property of the Scotia CSD.

The District General Manager is authorized to declare property, equipment and materials surplus.

- (1) Transfer Surplus Property for Trade-In or Return to Manufacturer.
  - (a) district employees may offer property for trade-in toward the purchase of new property and equipment with the approval of the District General Manager. district

employees will attach trade-in information to the procurement documents, and will notify the Board Clerk of the procurement and disposition of property and equipment.

- (b) District employees may offer property and equipment for buy-back credit to the manufacturer with approval of the District General Manager. district employees will forward buy-back credit documents to the Board Clerk, and will notify the Board Clerk of this disposition of property and equipment.
- (c) Department heads and The Board Clerk will inform the District General Manager of all trade-ins and credits since it is critical for budgeting and asset tracking.

If surplus property is to be applied to a purchase order, the trade-in value and/or credit shall be itemized on the purchase order. The amount charged against the appropriation code will be the value of the purchase before application of the trade-in credit.

## (2) Disposal of Surplus Property.

- (a) Excess property not needed or useable by the District, not transferred for trade-in or manufacturer's credit, will be declared surplus by the District General Manager.

For surplus property with an estimated market value in excess of \$10,000, the method of disposal will be determined by the District Board of Directors.

- (i) In determining the estimated market value, the District General Manager shall determine the methods used to make such determination including, but not limited to tools such as Kelly Blue Book, classified advertisements, and local vendors with similar products available, whenever possible.
  - (ii) The estimated market value may consider a computation of expenses associated with the disposal of surplus property. These expenses may include advertising, auction costs, storage, and other costs.
- (b) Method of Disposal. Sale of surplus property shall be to the highest bidder or for the highest market value and may be disposed of by sale by public auction, or sealed bid.
  - (i) Auction. Surplus property may be sold at public auction. Public auctions may be conducted by District staff, or the District may contract with a professional auctioneer or electronic auction site.

Sale of surplus property at public auction conducted by District staff must be noticed by the District no later than 10 days prior to such auction. The District General Manager shall reserve the right to reject any and all bids received for any item.

- (ii) Sealed Bid. Sealed bids may be solicited for the sale of surplus property. The District General Manager shall reserve the right to reject any and all bids received for any item.
    - (iii) Selling for Scrap. Surplus property may be sold as scrap if the District General Manager deems that the value of its parts exceeds the value of the surplus property as a whole after approval of the District Board of Directors. For-profit vendors shall include scrap dealers and recycling centers.

(iv) No Value Item. Where the District General Manager determines that property is surplus and of minimal value to the District due to spoilage, obsolescence or other cause or where the District General Manager determines that the cost of disposal of such property would exceed the recovery value, he/she shall dispose of the item in such a manner as they deem appropriate and in the best interest of the District considering the ability to recycle. Disposal of no value items must be approved by the District Board of Directors.

(v) Donation. Surplus property may be donated to any other public agency or charitable organization exempt under Section 501(c)(3) of the Internal Revenue Code.

(A) "Public agency" means the State or any agency or subdivision thereof, any District, county, special district, or school district.

(B) Non-profit organizations are recognized as charitable organizations exempt under Section 501(c)(3) of the Internal Revenue Code.

(3) Accounting for the Disposition of Surplus Property.

(a) Copies of all records documenting the surplus property process will be kept on file with the Board Clerk.

(4) Transfer of Ownership and Title. Delivery of the surplus property together with transfer of ownership and title passes upon receipt of the proceeds.

The Board Clerk shall cause licenses and title documents to be executed and transferred upon verification of receipt of funds.

(5) Surplus Property and Employees. District employees shall not be the purchasers of any surplus real or personal property of the District.

This disqualification shall extend to the family members of such employees and any third persons acting at the direction or request of a disqualified employee where the purchase or sale is intended for the benefit of such employee.

Any exceptions to this policy will only be made at the direction of the District General Manager.

Violation may result in disciplinary action up to and including discharge.

**Section 2: Severability.** If any section, subsection, sentence, clause or phrase of this chapter is for any reason held to be invalid or unconstitutional, the decision shall not affect the validity of the remaining portions of the Chapter. The Board of Directors hereby declares that it would have passed this Chapter, and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared invalid under law.

**Section 3: California Environmental Quality Act (CEQA) Determination.** Under the EIR that was completed upon the formation of the Scotia Community Services District, a determination was made that the District would not result in a significant environmental impact. This ordinance is also exempt from the California Environmental Quality Act (CEQA) Guidelines pursuant to Section 15061(b)(3) of the CEQA Guidelines.

**Section 4: Limitation of Actions.** Any action to challenge the validity or legality of any provision of this ordinance on any grounds shall be brought by court action commenced within ninety (90) days of the date of adoption of this ordinance.

**Section 5:** This ordinance will take effect thirty (30) days after the date of its adoption.

DATE: January 18, 2018

ATTEST:

APPROVED:

\_\_\_\_\_  
Clerk, Scotia Community Services District

\_\_\_\_\_  
President, Scotia Community Services District

Clerk's Certificate

I hereby certify that the foregoing is a true and correct copy of Ordinance No. 2018-1, passed and adopted at a regular meeting of the Board of Directors of the Scotia Community Services District, Humboldt County, California on the 18th day of January, 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

\_\_\_\_\_  
Clerk, Scotia Community Services District

# Scotia Community Services District

## Staff Report

DATE: January 18, 2018  
TO: Scotia Community Services District Board of Directors  
FROM: Leslie Marshall, General Manager and Steve Tyler, Asst. General Manager  
SUBJECT: Consider Approval of a Special District Risk Management Authority Health Benefits Program.

---

### **RECOMMENDATION:**

The Administrative staff recommends that the SCSD (District) Board consider Approving a Special District Risk Management Authority (SDRMA) Health Benefits Program (HBP) *specific plan*.

### **ACTION:**

Approve the SDRMA, HBP *Blue Shield Silver PPO Plan* and direct staff to present (as soon as possible) the SDRMA required Resolution and Memorandum of Understanding (MOU) for participation in the HBP.

### **DISCUSSION:**

SDRMA is a public agency formed under California Government Code Section 6500, to provide a full-service risk management program for California's local governments, including property, liability, workers compensation coverages and a HBP. The District is a participating member of SDRMA.

The SDRMA HBP has both Medical Benefit Plans and Ancillary Coverage Plans (dental, life insurance, long term disability and vision), Staff recommends that the Board consider *only* a Medical Benefit Plan currently and consider any Ancillary Coverage Plan at a future time.

SDRMA offers several different specific health benefit plans (8 = Blue Shield Plans and 2 = Kaiser Plans) Based on staff review of the individual SDRMA HBP plans, the *Blue Shield Silver PPO Plan* would provide the District with the most cost effective and flexible options compared to the other HBP plans.

The District Board needs to consider approval of a specific SDRMA HBP plan, adopt a resolution authorizing participation in a SDRMA HBP and execute a MOU before the administrative staff can begin recruitment for permanent benefited District staff, specifically State Licensed Water/Wastewater Treatment Plant personnel.

### **FISCAL IMPACT:**

See attached SDRMA documents

### **ATTACHMENTS:**

SDRMA 2018 Medical Benefits Summary



# Medical Benefits Summary

## PLAN SUMMARY – BLUE SHIELD

DEDUCTIBLES/CO-INSURANCE	Gold PPO		Platinum PPO	
Calendar Year Deductible(s) (Individual/Family)	\$500 / \$1,000		\$300 / \$600	
Maximum Medical Out of Pocket (Individual/Family)	\$2,000 / \$4,000		\$1,300 / \$3,600	
Medicare Medical Maximum Out of Pocket	\$1,500 / \$3,000		\$1,000 / \$3,000	
Services/Coverages	Participating Providers	Non-Participating Providers	Participating Providers	Non-Participating Providers
Inpatient Hospital Room, Board & Support Services (prior authorization required)	80%	50% up to \$600 per day	90%	50% up to \$600 per day
Ambulatory Surgery Center	80%	50% up to \$350 per day	90%	50% up to \$350 per day
Emergency Room				
Visit Results in Admission as Inpatient	80%		90%	
Visit Does Not Result in Admission	80%, \$100 co-pay		90%, \$100 co-pay	
Physician Benefits (office visits)	\$20 co-pay	50%	\$20 co-pay	50%
Preventative Care	No Charge	Not Covered	No Charge	Not Covered
Rehabilitation Service (in an office location)	80%	50%	90%	50%
Acupuncture (26 visits per calendar year/combined with Chiropractic)	80%	80%	90%	90%
Durable Medical Equipment	80%	50%	90%	50%
Hospice	80%	Not Covered without prior authorization	90%	Not Covered without prior authorization
Ambulance	80%		90%	
Home Health Care 100 visits/year (prior authorization required)	80%	Not Covered without prior authorization	90%	Not Covered without prior authorization
Chiropractic Services (26 visits per calendar year/combined with Acupuncture)	80% up to \$50 per visit	50% up to \$25 per visit	90% up to \$50 per visit	50% up to \$25 per visit
<b>Prescription Drugs</b> <i>Active/Early Retiree Plans Only</i>	Express Scripts		Express Scripts	
Prescription Maximum Out of Pocket	\$4,600 / \$9,200		\$5,300 / \$9,600	
(At Participating Pharmacies only)	Generic / Brand / Non-Formulary / Specialty		Generic / Brand / Non-Formulary / Specialty	
Retail - 30 day supply	\$5 / \$30 / \$45 / 30% (max co-pay \$150)		\$5 / \$30 / \$45 / 30% (max co-pay \$150)	
Mail Order - 90 day supply	\$10 / \$75 / \$112.50 / 30% (max co-pay \$300)		\$10 / \$75 / \$112.50 / 30% (max co-pay \$300)	
Brand / Non-Formulary / Specialty Deductible (Individual / Family)	None		None	

THIS SUMMARY IS INTENDED TO COMPARE COVERAGE BENEFITS ONLY. THE ACTUAL PLAN CONTRACT SHOULD BE CONSULTED FOR A DETAILED DESCRIPTION OF COVERAGE BENEFITS AND LIMITATIONS. NON-PARTICIPATING PROVIDER MEMBER COST MAY NOT APPLY TO MAXIMUM OUT OF POCKET COSTS.



## PLAN SUMMARY – BLUE SHIELD

Silver PPO		EPO	HDHP 10% and (20%)	
\$2,000 / \$4,000		\$300 / \$600	\$1,350 / \$2,700 (\$3,000 / \$6,000)	
\$5,000 / \$10,000		\$1,300 / \$2,600	\$5,000 / \$10,000 (\$5,950 / \$11,900)	
\$3,000 / \$6,000		\$1,000 / \$2,000	Non-Applicable	
Participating Providers	Non-Participating Providers	Participating Providers	Participating Providers	Non-Participating Providers
80%	50% up to \$600 per day	No Charge	90% (80%)	50% up to \$600 per day
80%	50% up to \$350 per day	No Charge	90% (80%)	50% up to \$350 per day
80%		No Charge	90% (80%)	
80%, \$100 co-pay		\$100 co-pay	90% (80%), \$100 co-pay	
\$30 co-pay	50%	\$30 co-pay	90% (80%)	50%
No Charge	Not Covered	No Charge	No Charge	Not Covered
80%	50%	\$30 co-pay	90% (80%)	50%
80%	80%	\$30 co-pay	90% (80%) up \$30 per visit	
80%	50%	80%	90% (80%)	50%
80%	Not Covered without prior authorization	No Charge	90% (80%)	Not Covered without prior authorization
80%		\$50 Per Transport	90% (80%)	
80%	Not Covered without prior authorization	\$30 co-pay (100 visits/year)	90% (80%)	Not Covered without prior authorization
80% up to \$50 per visit	50% up to \$25 per visit	\$30 co-pay	90% (80%) up \$25 per visit	50% up \$25 per visit
Express Scripts		Express Scripts	Blue Shield	
\$1,600 / \$3,200		\$5,300 / \$10,600	Combined with Medical	
Generic / Brand / Non-Formulary / Specialty		Generic / Brand / Non-Formulary / Specialty	Generic / Brand / Specialty	Generic / Brand
\$10 / \$20 / \$45 / 30% (max co-pay \$150)		\$10 / \$20 / \$45 / 30% (max co-pay \$150)	\$7 / \$25 / Not Covered	\$7 / \$25
\$20 / \$40 / \$90 / 30% (max co-pay \$300)		\$15 / \$50 / \$112.50 / 30% (max co-pay \$150)	\$14 / \$60 / 30% (max co-pay \$150)	Not Covered
\$200 / \$500		\$200	Subject to Deductible	

THIS SUMMARY IS INTENDED TO COMPARE COVERAGE BENEFITS ONLY. THE ACTUAL PLAN CONTRACT SHOULD BE CONSULTED FOR A DETAILED DESCRIPTION OF COVERAGE BENEFITS AND LIMITATIONS. NON-PARTICIPATING PROVIDER MEMBER COST MAY NOT APPLY TO MAXIMUM OUT OF POCKET COSTS.

## MEDICAL BENEFIT RATES FOR 2018 – GUARANTEED UNTIL JANUARY 1, 2019

<b>AREA I - Northern CA: Bay Area</b>  Alameda, Amador, Contra Costa, Marin, Napa, Nevada, San Francisco, San Joaquin, San Mateo, Santa Clara, Santa Cruz, Solano, Sonoma, Sutter, Yolo, Yuba	PLAN	Employee	Employee + 1	Employee + 2 or More
	Gold PPO	\$838.44	\$1,674.84	\$2,178.72
	Platinum PPO	\$915.96	\$1,831.92	\$2,381.70
	Silver PPO	\$601.80	\$1,204.62	\$1,564.68
	EPO	\$1,006.74	\$2,016.54	\$2,619.36
	HDHP 10%	\$679.32	\$1,357.62	\$1,764.60
	HDHP 20%	\$584.46	\$1,167.90	\$1,518.78
	Access+ HMO 15	\$934.32	\$1,868.64	\$2,430.66
	Access+ HMO 20	\$868.02	\$1,737.06	\$2,258.28
	Kaiser HMO 15	\$835.38	\$1,651.38	\$2,140.98
	Kaiser HMO 20	\$804.78	\$1,590.18	\$2,061.42
<b>AREA II - Northern CA: Other Counties</b>  Alpine, Butte, Calaveras, Colusa, Del Norte, Glenn, Humboldt, Lake, Lassen, Mariposa, Mendocino, Merced, Modoc, Mono, Monterey, Plumas, San Benito, Shasta, Sierra, Siskiyou, Stanislaus, Tehama, Trinity, Tuolumne	PLAN	Employee	Employee + 1	Employee + 2 or More
	Gold PPO	\$814.98	\$1,630.98	\$2,117.52
	Platinum PPO	\$873.12	\$1,745.22	\$2,268.48
	Silver PPO	\$584.46	\$1,168.92	\$1,518.78
	EPO	\$975.12	\$1,953.30	\$2,540.82
	HDHP 10%	\$669.12	\$1,343.34	\$1,745.22
	HDHP 20%	\$552.84	\$1,105.68	\$1,437.18
	Access+ HMO 15	\$943.50	\$1,885.98	\$2,452.08
	Access+ HMO 20	\$879.24	\$1,757.46	\$2,282.76
	Kaiser HMO 15	\$835.38	\$1,651.38	\$2,140.98
	Kaiser HMO 20	\$804.78	\$1,590.18	\$2,061.42
<b>AREA III - Southern CA: Los Angeles Area</b>  Los Angeles, San Bernardino, Ventura	PLAN	Employee	Employee + 1	Employee + 2 or More
	Gold PPO	\$692.58	\$1,381.08	\$1,796.22
	Platinum PPO	\$757.86	\$1,511.64	\$1,963.50
	Silver PPO	\$499.80	\$993.48	\$1,291.32
	EPO	\$809.88	\$1,614.66	\$2,098.14
	HDHP 10%	\$598.74	\$1,197.48	\$1,556.52
	HDHP 20%	\$493.68	\$986.34	\$1,282.14
	Access+ HMO 15	\$727.26	\$1,453.50	\$1,888.02
	Access+ HMO 20	\$678.30	\$1,352.52	\$1,756.44
	Kaiser HMO 15	\$711.96	\$1,399.44	\$1,812.54
	Kaiser HMO 20	\$681.36	\$1,338.24	\$1,732.98

Rates shown are for active and retired employees, and public officials.



# HARPER & ASSOCIATES ENGINEERING, INC.

CONSULTING ENGINEERS

1240 E. Ontario Ave., Ste. 102-312 Corona, CA 92881-8671

Phone (951) 372-9196 Fax (951) 372-9198

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## SCOPE OF WORK

### SCOTIA COMMUNITY SERVICES DISTRICT

#### FOR

#### ENGINEERING CONSULTING SERVICES FOR CORROSION AND SAFETY EVALUATION

##### I. PROJECT DESCRIPTION

- A. The ground level welded steel water storage tanks are located on District-owned sites in Scotia, California and are designated as the following:

##### Tank

1. 500,000 Gallon
2. 1.0 MG

##### B. SCOPE OF WORK – EVALUATION

1. Telephone conference with District to verify approach to project.
2. Review existing inspection reports and records provided by the District.
3. Accomplish field evaluation of the complete exterior surfaces and interior roof and shell surfaces above the water level, to evaluate the present condition from the following standpoints:
  - a. Corrosion-related structural soundness of the tanks.
  - b. Condition of coatings; how they are protecting the steel from corrosion, their aesthetic qualities, the percent failures, and their ability to be recoated.
  - c. Environmental and operating conditions which affect the use of the tank, maintenance of the tank, the aggressiveness of the atmosphere and water, and extent of abrasion damage.
  - d. Condition of appurtenances: float, overflow, inlet, ladders, etc.

- e. Observe and note structural safety and health code violations per DOHS, OSHA, and AWWA requirements.
- 4. Field evaluation of the interior roof surfaces to visually inspect roof and structural members for corrosion related structural damage would entail inspection via inflatable raft from the water level. It would be necessary to have the water level 3 to 4 feet below roof line.
  - a. The hatch must be a minimum of 24” in diameter to permit entrance of the raft and personnel into the tank.
- 5. Surfaces would be photographed and entered into a photographic survey.
- 6. Conclusions, recommendations and cost estimates for rehabilitation of each tank will be prepared and included in a detailed report.
- 7. Two hard copies and a pdf of the report will be submitted.
- 8. Telephone conference with District’s Staff to discuss report.
- 9. The following sanitary measures will be fully complied with in accordance with AWWA C652-92, Section 5.
  - a. No body parts shall come in contact with potable water.
  - b. All equipment shall be thoroughly disinfected by a 100% wash-down or immersion in a 200 PPM solution of chlorine and water.
- 10. Safety Procedures
  - c. Harper & Associates Engineering, Inc. fully complies with all of the following safety procedures in accordance with Cal-OSHA Title 8, General Industry Safety Orders, Group 26, Article 152, 153, 6050-6056

C. SCOPE OF WORK – LABORATORY ANALYSIS (OPTIONAL)

- 1. HAE recommends taking coating and paint samples prior to preparation of the technical specifications. The objective is to determine the levels of heavy metals within the coatings and paints to assist in planning the work to ensure all personnel health, safety measures, and environmental controls are implemented.
  - a. Remove three (3) samples of interior coating and two (2) samples of exterior paint from the tank to determine if they contain lead, chromium compounds, or zinc, as required by Title 22. This removal operation would transpire during the investigation of the interior and investigation of the exterior.
  - b. A section in the report would be formulated, noting levels of specific heavy metals and relating this information to the methods of removal, protection of workers and environment, testing of removed coating and spent abrasive for

heavy metal content, and determination of wastes as hazardous materials, including disposal methods and operations.

## II. SCHEDULE

- A. Field investigation would be completed at a mutually agreed time, after execution of an agreement and receipt of Notice to Proceed.

## III. DISTRICT RESPONSIBILITIES

- A. The District shall provide the following items, personnel and/or services to be utilized in connection with this work.
  - 1. The District shall make available to the Consultant reasonable and timely staff input for purposes of conference discussion, reviewing submissions from the Consultant, providing factual information and/or suggestions relating to the work in a manner such that the Consultant may meet the project completion schedule.
  - 2. The District shall provide access to tank site upon request by the Consultant at time and in the manner mutually agreed upon as required to accommodate work of Consultant.
  - 3. The District shall provide a boom lift to access the roof of the tanks that do not have an exterior ladder.
  - 4. District will provide payment on monthly invoices to the Consultant based upon work accomplished during the previous month or portion thereof.

## IV. WORK PRODUCT

- A. The District designee shall at all times have access to the work product of the Consultant while it is under preparation or in progress. Upon completion of the project, all drawings, documents and notes shall become property of the District, including all renderings, slides, sketches and correspondence.

## V. DESIGNATED REPRESENTATIVES

- A. The project shall be under direct control of Ms. Krista Harper, P.E. It is understood the District's representative will be Mr. Jared O'Barr, who will provide the interface between the District's Staff and Consultant.

## VI. COST ESTIMATE

- A. Based on previously noted Scope of Work – EVALUATION, estimated cost for performing services is \$9,000.
  - 1. If the field evaluation can be coordinate with HAE's trip to perform the field evaluation for Humboldt CSD tanks, then the cost would be reduced to \$8,000.
- B. Based on previously noted Scope of Work – LABORATORY ANALYSIS (**Optional**),

estimated cost for performing services is \$850, based on the following:

$$5 \text{ tests/per tank } @ \$85/\text{test} = \$425/\text{per tank}$$

- C. Additional meetings and work as directed by District = Hourly basis

## VII. ACCEPTANCE OF PROPOSAL

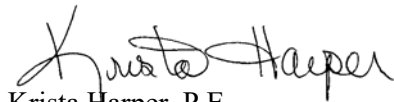
- A. The cost estimate, terms and conditions of this proposal are valid for sixty days from receipt of proposal. Acceptance shall be deemed valid upon receipt by Harper & Associates Engineering, Inc. of the original proposal executed by the District's authorized representative within noted time frame. Acceptance will be in whatever form is routinely used by District.

## IX. TERMINATION OF AGREEMENT

- A. District may terminate this agreement at any time prior to the completion of the services to be furnished by Harper & Associates Engineering, Inc., by giving a written notice of termination to Harper & Associates Engineering, Inc., in which event District shall only pay Harper & Associates Engineering, Inc., as provided herein for work done prior to receipt of such notice of termination, plus the necessary and reasonable cost of termination (not to exceed \$500.00).
- B. In the event District terminates this agreement, Harper & Associates Engineering, Inc., shall furnish District a copy of all work effort and product in process to the date of termination.

Respectfully submitted,

HARPER & ASSOCIATES ENGINEERING, INC.



Krista Harper, P.E.  
Vice President, Engineering