



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, May 18, 2017**  
**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** p. 3
1. **Approval of Minutes from Previous Meetings**
- April 20, 2017
- April 27, 2017
- 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. **PUBLIC HEARING – NONE**
- F. **BUSINESS**
1. **New Business –**
- a. **Consider adoption of Ordinance 2017-3 Scotia Community Services District Cross Connection Control Ordinance** p. 9
- b. **Consider adoption of Resolution 2017-5: A Resolution of the Board of Directors of the Scotia Community Services District to Adopt FY 2016-2017 Fee Schedule** p. 13
- c. **Appoint District Treasurer**
- d. **Review accounting proposals and select District Accountant** p. 23
- e. **Consider adoption Resolution 2017-6 Establishing an Additional Depository of District Funds in addition to County Treasury** p. 32
- f. **Consider SCSD Start-up business – bank account, software** p. 36

## **2. Old Business –**

### **a. Draft FY 2017-2018 Budget**

p. 49

## **G. 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:**

### **4. Special Counsel's Report:**

### **5. Engineer's Report:**

### **6. Fire Chief's Status Report:**

### **7. Board Clerk Report:**

## **H. ADJOURNMENT**

Next Regular Meeting of the SCSD will be June 15, 2017 at 5:30 PM. A Special meeting may be held prior to that.

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, April 20, 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 5:28 pm with the following directors in attendance:

Diane Bristol	Director - present
Gayle McKnight	Director – present
Paul Newmaker	Director – present
Susan Pryor	Director – present
Rick Walsh	President – present

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

**B. SETTING OF AGENDA**

No Changes

**C. CONSENT CALENDAR**

**C1. Approval of Minutes from Previous Meetings**

**March 16, 2017**

**March 30, 2017**

**Motion:** Motion to approve the consent calendar

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

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

**D. PUBLIC COMMENT & WRITTEN COMMUNICATION**

Office of Elections Written Communication

**E. PUBLIC HEARING – NONE**

**F. ADJOURN TO CLOSED SESSION**

**1.** Call to Order – 5:32pm

**2.** Roll Call

Diane Bristol	Director - present
Gayle McKnight	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, Tracy M Boobar, & President Rick Walsh. Negotiating Parties: Scotia Community Services District & Town of Scotia Company LLC.

**4.** Closed Session Discussion

**G. ADJOURN TO OPEN SESSION – 7:01pm**

**1.** Report out of Closed Session

Board directs staff to continue working with TOS to finalize the Transition Agreement Documents.

## **H. BUSINESS**

### **H1. New Business –**

- a. Town of Scotia Community Services District Asset Transfer and Transition Agreement, with Exhibits.

**Motion:** Motion to table

**Motion:** Bristol

**Second:** Newmaker

**Motion Vote:** **Ayes** – Bristol, McKnight, Newmaker, Pryor, Walsh

**Opposed** – 0

**Absent** - 0    **Abstain** - 0

Board approved special meeting for April 27<sup>th</sup>, 2017 at 5:30pm.

- b. DRAFT FY 2017-2018 Budget

General Manager introduced. Staff discussed with Board. Draft in May, Final Budget to be adopted in June.

### **H2. Old Business –**

- a. ACWA Insurance Quote/ JPIA Agreement

**Motion:** Motion to table

**Motion:** Pryor

**Second:** McKnight

**Motion Vote:** **Ayes** – Bristol, McKnight, Newmaker, Pryor, Walsh

**Opposed** – 0

**Absent** - 0    **Abstain** - 0

## **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:** set/confirm Special Meeting April 27<sup>th</sup>, 2017. Steve Tyler gone in May, Steve Davidson acting General Manager.
4. **Special Counsel's Report:** None.
5. **Engineer's Report:** None.
6. **Fire Chief's Status Report:** None.
7. **Board Clerk Report:** SDRMA Insurance Quote, Board Elections Reminder

## **J. ADJOURNMENT**

Meeting adjourned at 7:31 pm by Board President Rick Walsh.

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

APPROVED:

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Rick Walsh, President  
Board of Directors  
Scotia Community Services District

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Date

ATTEST:

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Leslie Marshall, Board Clerk  
Scotia Community Services District

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Date

Minutes of the SPECIAL Board Meeting for the  
Scotia Community Services District  
Thursday, April 27, 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 5:31 pm with the following directors in attendance:

Diane Bristol	Director - present
Gayle McKnight	Director – present
Paul Newmaker	Director – present
Susan Pryor	Director – present
Rick Walsh	President – present

Staff: T. Boobar, L. Marshall

**B. SETTING OF AGENDA**

No Changes

**C. PUBLIC COMMENT & WRITTEN COMMUNICATION**

None.

**D. ADJOURN TO CLOSED SESSION**

**1. Call to Order – 5:32pm**

**2. Roll Call**

Diane Bristol	Director - present
Gayle McKnight	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, Tracy M Boobar, & President Rick Walsh. Negotiating Parties: Scotia Community Services District & Town of Scotia Company LLC.**

**4. Closed Session Discussion**

**E. ADJOURN TO OPEN SESSION – 6:58pm**

**1. Report out of Closed Session**

Board asked to move item to open session to discuss and take public comment.

**F. PUBLIC HEARING – NONE**

**G. BUSINESS**

**E1. New Business –**

**a. Town of Scotia LLC and Scotia Community Services District Transition Agreement documents and exhibits**

T. Boobar introduced summary of document. Public comment reflected desire to have the opportunity to read document. Document will be made available to the public after finalization.

**Motion:** To approve the Asset Transfer Agreement and direct President Rick Walsh to sign all related documents.

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

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

- b. Resolution 2017-4: A Resolution of the Board of Directors of the Scotia Community Services District Approving the Form of and Authorizing Execution of a Sixth Amended and Restated Joint Powers Agreement and Authorizing Participation in the Special District Risk Management Authority Property/Liability Program.

Board Clerk introduced. Legal Counsel elaborated. Board discussed. No public comment.

**Motion:** Motion to adopt Resolution 2017-4: A Resolution of the Board of Directors of the Scotia Community Services District Approving the Form of and Authorizing Execution of a Sixth Amended and Restated Joint Powers Agreement and Authorizing Participation in the Special District Risk Management Authority Property/Liability Program.

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

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

**E2. Old Business – NONE**

## **H. ADJOURNMENT**

Meeting adjourned at 7:24 pm by Board President Rick Walsh.

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

APPROVED:

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Rick Walsh, President  
Board of Directors  
Scotia Community Services District

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Date

ATTEST:

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Leslie Marshall, Board Clerk  
Scotia Community Services District

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Date



# THE SCOTIA COMMUNITY SERVICES DISTRICT

## CROSS CONTAMINATION CONTROL

### ORDINANCE 2017-03

The Scotia Community Services District does ordain as follows:

#### SECTION I – PURPOSE

The purpose of this ordinance is to protect the public water supply system from contamination due to potential and actual cross-connections. This shall be accomplished by the establishment of a cross-connection control program as required by State regulations. This ordinance is adopted pursuant to Title 17, Section 7583 – 7605, inclusive, of the California Code of Regulations, entitled “Regulations Relating to Cross-Connections”.

#### SECTION II – WHERE PROTECTION IS REQUIRED

Each service connection from the Scotia Community Services District (“SCSD” or “District”) water system for supplying water to premises having an auxiliary water supply or meets any of the criteria listed below shall be protected against backflow of water from the premises into the public water system unless the auxiliary water supply is accepted as an additional source by the Scotia Community Services District, and is approved by the public health agency having jurisdiction.

#### Requirements for Backflow Devices:

☐ ☐ All new service installations shall be equipped with a reduced pressure principle assembly (RPP) backflow device that has passed laboratory and field evaluation tests performed by a recognized testing organization that has demonstrated their competency to perform such tests to the California Department of Public Health. Such institutions include the University of Southern California and the American Water Works Association. <sup>[L]</sup><sub>[SEP]</sub>

☐ ☐ A list of approved devices shall be provided upon request. <sup>[L]</sup><sub>[SEP]</sub>

☐ ☐ The cost of the backflow device, the installation and initial testing shall be <sup>[L]</sup><sub>[SEP]</sub>arranged by and at the owner’s expense. <sup>[L]</sup><sub>[SEP]</sub>

☐ ☐ The new device shall be installed directly after the outlet of the meter connection and isolated from the public meter with a private shut-off valve. <sup>[L]</sup><sub>[SEP]</sub>

☐ ☐ The new service shall not be put into service until the unit is tested by a certified <sup>[L]</sup><sub>[SEP]</sub>backflow tester approved by the District and the completely filled out “Backflow <sup>[L]</sup><sub>[SEP]</sub>Prevention Assembly Test and Maintenance Report” is submitted to the District. <sup>[L]</sup><sub>[SEP]</sub>

□□ All premises where an irrigation system is directly supplied from the water system <sup>[L]</sup><sub>[SEP]</sub> into which herbicides, pesticides, or fertilizers are, or can be, injected require an RPP.

□□ Premises where entry is denied or restricted to the degree that inspections for cross-connections cannot be made with sufficient frequency or upon short notice to ensure that cross-connections do not exist shall require an RPP. <sup>[L]</sup><sub>[SEP]</sub>

□□ Each service connection from the Scotia Community Services District water system for supplying water to any premises on which any substance is handled in such fashion as may allow its entry into the water system shall be protected against backflow of the water from the premises into the public system. This shall include the handling of process waters and waters originating from the Scotia Community Services District water system which have been subjected to deterioration in sanitary quality. <sup>[L]</sup><sub>[SEP]</sub>

### SECTION III – RESPONSIBILITY <sup>[L]</sup><sub>[SEP]</sub>

The General Manager or designee shall be responsible for implementing and enforcing the cross-connection control program. An appropriate backflow prevention assembly shall be installed by and at the expense of the water user at each user-connection where required to prevent backflow from the water user's premises to the domestic water system. It shall be the water user's responsibility to comply with the Scotia Community Services District requirements. <sup>[L]</sup><sub>[SEP]</sub>

### SECTION IV – CROSS-CONNECTION PROTECTION REQUIREMENTS

The type of protection that shall be required to prevent backflow into the public water supply system shall be commensurate with the degree of hazard, actual or potential, that exists on the water user's premises. Unprotected cross-connections with the public water supply are prohibited. The type of backflow prevention assembly that may be required (listed in decreasing level of protection) includes: Air-gap separation (AG), Reduced Pressure Principle backflow Prevention Assembly (RPP), and Double Check Valve Assembly (DC). The water user may choose a higher level of protection than required by the water supplier. The minimum type of backflow protection required to protect the approved water supply at the user's water connection to premises with varying degrees of hazard are listed in Table 1 of Section 7604, Title 17. Situations that are not covered in Table 1 shall be evaluated on a case-by-case basis and the appropriate backflow protection shall be determined by the District. Scotia Community Service District reserves the right to assign the type of protection it deems necessary to protect the public water supply. <sup>[L]</sup><sub>[SEP]</sub>

### SECTION V – BACKFLOW PREVENTION ASSEMBLIES <sup>[L]</sup><sub>[SEP]</sub>

Only backflow prevention assemblies which have been approved by the Scotia Community Services District shall be acceptable for installation by a water user. A list of approved backflow prevention assemblies will be provided upon request to any customer.

Backflow prevention assemblies shall be installed in a manner prescribed in Section 7603, Title 17. Location of the assemblies shall be directly after the meter connection to the premises. Scotia Community Services District shall have the final authority in determining the required location of a backflow prevention assembly.

## SECTION VI --- TESTING OF BACKFLOW DEVICES

Backflow prevention assemblies must be tested at least annually and immediately after installation, relocation or repair. More frequent testing may be required if deemed necessary by the Scotia Community Services District. Testing shall be arranged and tested at customer expense by a certified backflow tester.

## SECTION VII – WATER SERVICE TERMINATION

Per California Code of Regulations, Title 17, when the Scotia Community Services District encounters water uses that represent a clear and immediate hazard to the potable water supply that cannot be immediately abated the procedure for terminating water service shall be instituted. Conditions or water uses that create a basis for water service termination shall include, but are not limited to, the following:

1. Refusal to install or test a backflow prevention assembly, or to repair or replace a faulty backflow prevention assembly when instructed by SCSD. <sup>[L]</sup><sub>[SEP]</sub>
2. Direct or indirect connection between the public water system and a sewer line. <sup>[L]</sup><sub>[SEP]</sub>
3. Unprotected direct or indirect connection between the public water system and a system or equipment containing contaminants. <sup>[L]</sup><sub>[SEP]</sub>
4. Unprotected direct or indirect connection between the public water system and an auxiliary water system. <sup>[L]</sup><sub>[SEP]</sub>
5. Failure to submit a “Backflow Prevention Assembly Test and Maintenance Report” to the District within ten days of testing. <sup>[L]</sup><sub>[SEP]</sub>

For condition 1, the Scotia Community Services District will terminate service to the water user’s premises after proper notification has been sent. If no action is taken within the allowed time period, water service shall be terminated.

For conditions 2, 3, 4 and 5, the Scotia Community Services District shall take the following steps:

1. Make reasonable effort to advise the water user of intent to terminate water service. <sup>[L]</sup><sub>[SEP]</sub>

2. Terminate water service and lock service valve. The water service shall remain inactive until correction of violations has been approved by the Scotia Community Services District.

#### SECTION VIII – EFFECTIVE DATE

This ordinance shall take effect thirty (30) days from the date of its adoption.

SEP

## Scotia Community Services District

### Staff Report

Date: May 8, 2017

To: Scotia CSD Board of Directors

From: Stephen Davidson, PE  
Bayside Civil Consultants  
Contract District Engineer

Subject: Resolution 2017-5 Scotia Community Services District FY 2016/17 Master Fee Schedule

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#### **RECOMMENDATION:**

Review and adopt Resolution 2017-5 Scotia Community Services District FY 2016/17 Master Fee Schedule

#### **ACTION:**

Review, discuss and motion to adopt.

#### **DISCUSSION:**

The Master Fee Schedule is a composite list of fees and costs used as a convenient device for District and customer reference. The fee list does not include any assessments. The Master Fee Schedule is generally adopted at the beginning of the fiscal year after adoption of the budget, but can be changed or updated at any time by Board action.

#### **FISCAL IMPACT:**

None.

**RESOLUTION NO. 2017-5**

**RESOLUTION OF THE SCOTIA COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS  
ESTABLISHING FY 2016/17 MASTER FEE SCHEDULE**

**WHEREAS**, in an effort to achieve recovery of staff costs, it is necessary to establish fees charged by the Scotia Community Services District to provide services without adversely impacting the District's service funds; and

**WHEREAS**, in order to recover these costs, it is necessary to establish new fees through the Master Fee Schedule; and

**WHEREAS**, as required by Article XIID Sections 4 and 6(b) of the California Constitution, Districts can only charge rates or fees that are equal to or less than the reasonably anticipated costs of providing the service, conferring a benefit, granting a privilege, performing regulatory duties, enforcing laws, or as a condition of property development; and

**WHEREAS**, the Scotia Community Services District FY 2016/17 Master Fee Schedule will be reviewed on an annual basis and adjusted accordingly; and

**WHEREAS**, following a properly noticed public hearing at which oral and written testimony was received and considered, the Board of Directors has determined that it is in the best interest of the District to adopt fees for District services.

**NOW, THEREFORE, BE IT RESOLVED:**

1. The Scotia Community Services District Board of Directors hereby approves establishing fees for District services pursuant to the FY 2016/17 Master Fee Schedule attached hereto as Exhibit "A" and made a part hereof by this reference.

2. Except as otherwise provided herein, any fees described on the FY 2016/17 Master Fee Schedule in conflict with the fees established or increased by this Resolution shall be void and of no force and effect.

3. This Resolution shall take effect immediately upon its adoption.

**PASSED, APPROVED AND ADOPTED** on the 18<sup>th</sup> day of May, 2017, by the following vote of the governing body:

APPROVED:

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Rick Walsh, Board President, Scotia CSD

ATTEST:

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Board Clerk, Scotia CSD

CLERK'S CERTIFICATE

I hereby certify that the foregoing is a true and correct copy of Resolution No. 2017-5, passed and adopted at a special meeting of the Board of Directors of the Scotia Community Service District, County of Humboldt, State of California, held on the 18<sup>th</sup> day of May, 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Board Clerk, Scotia CSD

Attached: Scotia Community Services District FY 2016/17 Master Fee Schedule

# SCOTIA COMMUNITY SERVICES DISTRICT

## FY 2016/17 MASTER FEE SCHEDULE

### SECTION 1. WATER SYSTEM

The following water system fees are applicable to the Scotia Community Services District (District).

1. **Existing Water Service Connection.** Where the Developer has installed the new water service line and the District will merely be installing a new meter, the fee shall be as follows:

New Meter Fees	
5/8 Inch (meter set only)	\$201.35
3/4 Inch (meter set only)	\$266.04
1 Inch (meter set only)	\$305.82
Greater Than 1 Inch	Special Quote

2. **Splitting/Relocating Water Service.** The charge for splitting an existing water service shall be the actual charge for material, labor, and equipment not to exceed the charges for a new service. The charge for relocating an existing service shall be actual costs for materials, labor, and equipment not to exceed charges for a new service less credit for existing meter. Any related inspection costs will be charged on a time and materials basis.
3. **Private Fire Protection Water Service Charges.** The monthly rate for said service shall be computed by multiplying \$3.00 times the diameter in inches of the service line provided to the fire system.
4. **Backflow Prevention Device Charges.** Maintenance and testing of these devices is the responsibility of the customer and shall be tested by a certified backflow tester. The customer shall submit a copy of the test results annually. Failure to provide certified backflow test results as required shall result in the District providing the test and inspection at the customer's expense.
5. **Water Hauler Fees and Charges.** \$20.15 shall be imposed for each load under 4,000 gallons that is removed from unmetered District facilities. Charges for loads greater than 4,000 gallons shall be determined on the actual size of the load at a rate of \$5.05 per 1,000 gallons.
  - A. **Emergency Water Hauler Fees and Charges.** During a water shortage or drought emergency: \$20.00 shall be imposed for each load under 600 gallons that is removed from unmetered District facilities. Charges for loads greater than 600 gallons shall be determined on the actual size of the load at a rate of \$0.03/gallon.
6. **Temporary Construction Meters.** A \$40.00 meter setting fee will be charged for the installation of this meter. There shall be imposed a monthly rate for the temporary service,



based on meter size in the table below and a charge for the quantity of water used at the rate of \$2.66 per one hundred cubic feet.

7. **Meter Tests – Deposit.** If a customer desires to have the meter serving their premises tested, they shall first deposit Thirty-Five Dollars (\$35.00) and pay the actual cost to test the meter.

8. **Monthly Water Service Rates.** A monthly rate for water service provided by the District shall be imposed, at which the rate shall be the total of Section 8A and 8B below

:

- A. **Monthly Water Base Rate.** The monthly base rate shall be determined by size of water meter and location of service as follows:

<b>Monthly Water Base Rate FY 2016-2017</b>	
<b>Meter Size (inches)</b>	<b>Monthly Base Rate</b>
5/8"	\$62.91
3/4"	\$94.37
1"	\$157.28
1 1/2"	\$314.56
2"	\$503.29
3"	\$943.67
4"	\$1,572.78
6"	\$3,145.57
8"	\$5,032.91

- B. **Monthly Consumption Charge:** The monthly quantity charge rate is \$2.66 per 100 cubic-feet (HCF) of water used.
- C. **Monthly Raw Water Charge:** The Raw (non-potable) Water Rate is \$0.23 per 100 HCF of water used.

## SECTION 2. WASTEWATER SYSTEM FEES

The following sewer system fees are applicable to the Scotia Community Services District.

1. **Monthly Sewer Service Rates.** The rates and minimum sewer service charges billed monthly to customers within the service area of the District shall be as follows:

Monthly Wastewater Rates FY 2016-2017	
Base Rate (per EDU)	\$75.25
Monthly Flow Rate	
Flow Rate (per 100 cf used)	\$4.11
Monthly Strength Rate	
BOD (per lb)	\$0.3626
TSS (per lb)	\$0.5414

2. **Special Sewer Discharge Permit.** A \$250.00 fee shall be collected on each special sewer discharge permit that is processed and issued. There will be an additional charge for actual gallons discharged to the public sewer system based on strength of discharged wastewater.

## SECTION 3. WATER AND WASTEWATER DEPOSITS AND MISCELLANEOUS CHARGES

1. **Security Deposits** The following deposits shall be collected if a customer fails to meet the District's guidelines for creditworthiness:

Security Deposits		
Type of Service	Base Deposit	Max. Deposit
Single Family Residential		
Water & Sewer	\$100.00	\$150.00
Water only	\$ 50.00	\$ 75.00
Sewer only	\$ 50.00	\$ 75.00
Multi-family Units		
Water only/1 <sup>st</sup> Unit	\$ 35.00	\$150.00
Additional Units	\$ 20.00	\$100.00
Water & sewer/1 <sup>st</sup> Unit	\$ 50.00	\$ 75.00
Additional	\$ 40.00	\$ 60.00
Commercial		
Water & Sewer	2.5 times the Monthly Base Rate	
Water Only	2.5 times the Monthly Base Rate	
Sewer Only	2.5 times the Monthly Base Rate	

2. **Guidelines for Creditworthiness.** A customer must meet one of the following criteria in order to meet the District's guideline for creditworthiness when considering collection of a security deposit:
  - A. Prior service within the District showing timely payments within the previous two (2) years, or
  - B. Produce a letter of credit from PG&E, or other recognized utility showing timely payments for a period of one (1) year, or
  - C. Produce a positive rating report from a recognized credit reporting agency.
3. **Account Initiation Charge.** There shall be an initiation charge of Ten Dollars (\$10.00) to set up an account for a new customer or change a location for a current customer.
4. **Reconnection Charge.** A reconnection charge of Forty Dollars (\$40.00) for the first reconnection and Sixty Five Dollars (\$65.00) thereafter plus penalties will be made and collected prior to renewing service following a discontinuance.
5. **Returned Checks.** If a check tendered as payment for any rate or charge is returned to the District uncollected, there shall thereupon become due an additional charge of Twenty Dollars (\$20.00).
6. **Broken Lock Fee.** If a service is locked and the lock is broken, a charge of Twenty-Five Dollars (\$25.00) shall be assessed to the customer in addition to any other fees or penalties.

#### SECTION 4. WATER SHORTAGE EMERGENCY FINES AND PENALTIES

1. **Fines and Penalties.** Except as otherwise provided by Board action, violations of any provision of the District Code shall be fined as follows:

Fines and Penalties		
Violation	Classification	Penalty
First violation	Infraction	\$ 10.00
Second violation	Infraction	\$ 30.00
Third violation and subsequent violations within a 6-month period	Misdemeanor	\$100.00

#### SECTION 5. PARKS AND RECREATION FEES

1. **APPLICATION PROCESSING FEES.** The District shall charge a fee to process all applications for events as defined in the Parks and Recreation Ordinance.

## APPLICATION PROCESSING FEES

Application Processing Fees cover Staff time to Process Facility Use Permits. Application Processing Fees are non-refundable and must be submitted at the time a Facility Use Permit application is turned in, at least 30 days prior to the event. See event definitions in Title IV Chapter 9 Section 9.01.a. of the Parks and Recreation Ordinance.

Large Scale Community Event	\$150
Major Event	\$150
Minor Event	\$100
Expressive Event	\$100

**2. FACILITY USE DEPOSIT FEES.** The District shall charge a deposit for events which qualify and are defined as special events and require a Facility Use Permit as follows:

Events WITHOUT Alcohol - \$250 deposit  
Events WITH Alcohol - \$500 deposit  
Concert Rentals - \$1,000 deposit

Deposits are refundable provided there are not damages to the facility and the facility is clean, consistent with the Parks and Recreation Ordinance. Deposits will not be refunded if the reservation is cancelled less than 1 month prior to event. Half of deposit will be returned if District is able to rebook facility.

**3. FACILITY USE FEES.** The District shall charge the following rates for use of a District-owned facility for each use specified below:

Rental fees are due 30 days prior to event. All-day rate applies to hours between 8 a.m. and 1 a.m., including cleanup. Requests for extended hours are subject to City approval and additional costs. Changes made to Facility Use Permit less than 30 days prior to event are subject to City approval and may require additional charge. Any changes must be made in writing.

The “All Day Rate” shall be defined as a fee charged specifically for use of the Winema Theater and which includes access to the facility for greater than four (4) consecutive hours.

The “Half-Day Rate” shall be defined as a fee charged specifically for use of the Winema Theater and which includes access to the facility for a maximum of four consecutive hours.

## WINEMA THEATER

Private Citizen/Business	\$45.00/hour	
Half Day Rate	\$176.00	(\$44.00/hr)
All Day Rate	\$344.00	(\$43.00/hr)
Non-Profit Groups/Vendors	\$35.00/hour	
Commercial Events*	\$450.00/day	
*Requires Event Host		

## SCOTIA MUSEUM

Private Citizen/Business	\$35.00/hour
Non-Profit Groups/Vendors	\$25.00/hour

### FIREMAN'S PARK

Private Citizen/Business	\$25.00/hour	
Half Day Rate	\$96.00	(\$24.00/hr)
All Day Rate	\$184.00	(\$23.00/hr)
Non-Profit Groups/Vendors	\$15.00/hour	
Commercial Events*	\$250.00/day	
*Requires Event Host		

### PARKS

Soccer Field	\$28.00/hour
Baseball Park	
Baseball Field	\$28.00/hour
Horseshoe Pit	\$20 for 2 hours
Lighting	\$26.00/hour

**4. EVENT SERVICES FEES.** The District shall charge a fee of \$35 per hour (unless overtime wages apply) for an event host for those events requiring such a host. The minimum charge shall be two hours. Other event service fees shall be determined each year and are based on the direct expense associated with providing said service. Such event fees shall be established and adopted by the Board.

### SPECIAL EVENT SERVICES

#### Event Setup

Events with less than 100 persons	\$50.00
Events with 101-200 persons	\$80.00
Events with more than 200 persons	\$105.00

#### Event Cleanup

Events with less than 100 persons	\$100.00
Events with 101-200 persons	\$125.00
Events with more than 200 persons	\$150.00

## SECTION 6. STORM DRAINAGE FEES

1. **INSPECTION FEES.** The District is responsible to annually inspect all private facilities for any violation of the provisions of the Storm Drainage ordinance. Private facilities shall be responsible for the cost of inspection and any associated inspection costs including but not limited to testing.

## SECTION 7. DOCUMENT DUPLICATION AND DISTRIBUTION

The following charges are hereby established for the photocopying and mailing of printed material (not applicable to news media and not applicable to allied agencies in case of police reports for investigative purposes):

1. **Photocopies.**

- A. Per 8 1/2" x 11" and legal size page:

Per 1-side page.....	\$0.10
Per 2-side page.....	\$0.20
- B. Per 11" x 17" page:

Per 1-side page.....	\$0.20
Per 2-side page.....	\$0.40
- C. Per 24" x 36" page: Per 1-side page..... \$3.00
- D. Conversion of Documents to Electronic Image: \$2.00 plus \$0.10/page

2. **Copies of Video Tapes, Audio Tapes, CDs, DVDs.** \$3.00/each, plus actual cost for duplication

3. **Mailing.** \$2.00/each, plus actual postage cost



# ANDERSON, LUCAS, SOMERVILLE & BORGES, LLP

C E R T I F I E D P U B L I C A C C O U N T A N T S

ART STEWART (1945-1964)  
RICHARD RODRIGUE (1950-1985)  
DAVID J. SOMERVILLE (1971-1982)  
DONALD J. HARRIS (1962-1994)  
EUGENE B. LUCAS (1950-2013)

1338 MAIN STREET  
FORTUNA, CALIFORNIA 95540  
(707) 725-4483 & (707) 725-4442  
Toll Free: 800-794-1643  
FAX: (707) 725-6340  
E-mail: [team@alsb.com](mailto:team@alsb.com)  
[www.alsb.com](http://www.alsb.com)

DAVID A. SOMERVILLE, II  
KEITH D. BORGES  
BARBARA J. GUEST  
RITA CHISM  
VANESSA ANDERSON, E.A.  
JAMES M. ANDERSON, *Inactive*

May 12, 2017

Leslie Marshall  
Planwest Partners  
Scotia Community Services District  
P.O. Box 104  
Scotia, California 95565

Dear Leslie:

It was nice meeting with you last week, and learning a little bit about the Scotia Community Services District. Our firm would certainly be interested in working with you if the opportunity presents itself. Based on our conversation, we are pleased to submit this general accounting and consulting services proposal in connection with ways we might be able to assist the District through various accounting, consulting and other reporting services that our firm could provide.

We are pleased to offer this proposal to provide general accounting and consulting services, or other general reporting and business assistance services for the District. At this time, our proposal is based primarily on our conversation with you last week, and our understanding of the services being requested by the District.

## General Accounting Services

Our firm has staff with extensive experience with the general accounting standards applicable to your organization, as well as various specialized standards and matters specific to California Special Districts, including, but not limited to, various reporting requirements for the State Controller's Office.

We have found that in most organizations, there are frequently opportunities to improve the quality and efficiency of the financial accounting and reporting function. This can take many forms, including assisting with the development or enhancement of accounting processes or systems, providing more management-level accounting and reporting, and/or improving the design of QuickBooks financial reports to provide better opportunities for analysis or to respond to the needs of potential funding sources.

### **Other Consulting Services**

Our firm is available as well for other accounting and business related consulting services. These engagements could include, but are not limited to, such things as general business planning, special planning or reporting projects, benefit plan consulting and numerous other areas.

### **Rate Schedule**

Unless otherwise agreed to as part of a separate or special engagement, our fees for any services will be based on the time expended at our standard hourly rates for the individuals involved. We are enclosing a copy of our most current Hourly Rate Schedule. We anticipate that, given the nature of the engagement, most of our time would be performed by a combination of a partner, manager and junior accountant.

### **Time Estimates**

Our preliminary estimate consists of the time required in assisting with the set-up of your accounting system and records, and is as reflected on the attached summary page.

### **General**

Our firm was founded in 1943 and currently is comprised of two partners and eight team members (3 professionals, 3 paraprofessionals and 2 clerical). Our primary office is located in Fortuna, California. As with most local accounting firms, our services include general accounting, audit, review, compilation, and diversified tax services. Our professional objective is to provide the finest quality service on a timely basis. We strive to achieve a mutually beneficial relationship that continues throughout the year rather than an association limited to year-end contact.

### **References -Available Upon Request**

### **Professional Expertise and Education**

Our staff has performed numerous audits of governmental organizations and special districts like yours, nonprofit, private commercial entities as well as reviews and agreed upon procedures, primarily for private commercial companies.

Our firm maintains a continuing education program to comply with requirements of professional standards. All audit and review staff have met the continuing education and training requirements required by professional standards.

We also possess an extensive library that contains the most recent not-for-profit and governmental accounting and auditing standards, and Single Audit Act pronouncements.



Scotia Community Services District  
May 12, 2017  
Page 3

### **Quality Control**

Firms performing financial audits are required by the American Institute of Certified Public Accountants (AICPA) to undergo peer reviews every three years. Anderson, Lucas, Somerville & Borges is a member of the AICPA and underwent peer review in the summer of 2015. Our firm received a positive opinion on our quality control standards, a copy of which is attached to this proposal. This is our ninth successive positive opinion on our quality control standards.

### **Independence**

Under AICPA regulations, Anderson, Lucas, Somerville and Borges is independent with regard to the Scotia Community Services District.

### **Availability**

Our firm's policy is to always avail ourselves to questions from our clients. We strive to help our clients find practical solutions to issues that are important to them. We believe our firm personnel possess the skill and expertise to accomplish this.

We are committed to working with your company to meet all necessary deadlines.

We appreciate the opportunity to provide a proposal to your company. We would look forward to further discussion of these or any other matters should you have any further questions or desire any additional information.

Very truly yours,  
**ANDERSON, LUCAS, SOMERVILLE & BORGES**

  
Keith Borges  
Certified Public Accountant

**BIOGRAPHICAL SKETCH OF  
KEY PERSONNEL**

Keith Borges, C.P.A., attended California State University, Chico, where he received a B.S. degree in Business Administration - Accounting Emphasis. Keith joined John F. Forbes & Co., a regional accounting firm, in 1979. As a senior accountant, Keith gained experience in general accounting, taxes and auditing of private commercial and governmental entities. In 1982, he came to Anderson, Lucas, Somerville, & Borges. Since that time, Mr. Borges has performed numerous audits of local government entities. He became a partner in the firm in May 1986. Keith is a member of the American Institute of C.P.A.'s and the California State Society of C.P.A.'s.

Barbara Guest, C.P.A., attended the University of Hawaii and has a Master's degree in accounting. She is a licensed C.P.A. in the States of California and Hawaii. Her experience in accounting and tax includes holding the position of Audit Manager for the past five years where she performed audits and attestation engagements of various organizations in a wide range of industries. She is a member of the American Institute of Certified Public Accountants and CalCPA.

### **Estimated Tasks and Hours**

Assist with set-up of accounting General Ledger for District

Assist with set-up of monthly or periodic financial reports

Assist with selection and implementation of customer utility billing software

Assist with set-up of payroll reporting and processing

Assist with preparation and filing of State Controller's Office Reports:

Annual Compensation Report

Annual Financial Transactions Report

Assist with other accounting related matters as necessary

Estimated Total Hours for above Tasks **40**

Estimated Staff Performing Tasks:

Partner	10	\$182.50	\$1,825
Manager	20	\$141.50	\$2,830
Junior	<u>10</u>	\$ 71.50	<u>\$ 715</u>
Estimated Total Cost	<b><u>40</u></b>		<b><u>\$5,370</u></b>

**Anderson, Lucas, Somerville & Borges, LLP**  
**Fee Rate Schedule as of: May 1, 2016**  
**Hourly Rate Schedule**

<b><u>Staff Level</u></b>	<b>Accounting Bookkeeping &amp; Auditing</b>	<b>Income Taxes</b>	<b>Litigation &amp; Court Appearance</b>	<b>Quickbooks Computer Consulting</b>	<b><u>Other</u></b>
<b><u>Fees for Services</u></b>					
Partner	\$ 182.50	\$ 220.00	\$ 275.00	\$ 70.00	\$ 115.00
Manager	\$ 141.50	\$ 195.00	\$ 225.00	\$ 70.00	\$ -
Senior Accountant	\$ 115.00	\$ 140.00	\$ 175.00	\$ 70.00	\$ -
Junior Accountant	\$ 71.50	\$ 91.75	\$ -	\$ 70.00	\$ -
Enrolled Agent	\$ 82.50	\$ 105.00	\$ -	\$ 70.00	\$ -
Bookkeeper	\$ 55.00	\$ 65.00	\$ -	\$ 70.00	\$ -
Clerical and Administrative	\$ 37.50	\$ -	\$ -	\$ -	\$ 30.00

**Other Fees and Charges**

Travel	Mileage: Charged at current IRS rate
Supplies	Actual cost of supplies
Postage & Shipping	Actual cost of postage or shipping
Outside Data Processing	When applicable, actual cost of outside data processing fees



**WALL & WALL, PC** Certified Public Accountants

750 Central Avenue, Suite 102 • Coos Bay, OR 97420

541.269.1358 • FAX 541.269.0202

### System Review Report

August 27, 2015

To the Partners of  
Anderson, Lucas, Somerville & Borges, LLP  
and the Peer Review Committee of the California Society of CPAs

We have reviewed the system of quality control for the auditing and accounting practice of Anderson, Lucas, Somerville & Borges, LLP (the firm) in effect for the year ended February 28, 2015. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary).

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards*.

In our opinion, the system of quality control for the accounting and auditing practice of Anderson, Lucas, Somerville & Borges, LLP in effect for the year ended February 28, 2015, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Anderson, Lucas, Somerville & Borges, LLP has received a peer review rating of *pass*.

*J. Robert Wall, CPA*

Wall & Wall, P.C., Certified Public Accountants

GENE A. EKLUND, CPA  
 JO ANN HUNT, CPA  
 ROBERT W. SUTTER, CPA  
 LARRY E. WOOD, CPA  
 BRYAN D. REESER, CPA  
 BRADLEY S. WILLIAMSON, CPA  
 RAGEN S. TILZEY, CPA  
 KAYLA M. JOHNSTON, CPA  
 DAVID K. MONROE, EA  
 BETTY J. HUNT, EA  
 MELODY J. COOK, EA  
 SCOTT D. GORDON, EA  
 RACHEL M. DAMME, EA



1680 SUTTER ROAD  
 MCKINLEYVILLE, CA 95519  
 (707) 822-4835  
 FAX (707) 822-6219  
 www.jacksonandeklund.com

WILLIAM F. JACKSON, CPA 1919 - 2006

May 10, 2017

Scotia Community Services District  
 PO Box 104  
 Scotia, CA 95565-0104

Dear Management:

This purpose of this letter is to provide a cost estimate to provide contracted accounting services to the newly established Scotia Community Services District. Based upon discussions with management, the District's need for the following accounting services were identified:

**One-Time (Nonrecurring) Services:**

- Accounting System Set-Up & Staff Training
- Internal Control Implementation

**Recurring Services:**

- Monthly Trial Balance Review & Accounting Staff Support
- Preparation of Monthly Financial Reports for Management
- Year-End Accounting & Audit Support Services
- Annual Preparation of State Controller's Report

Given the lack of the District's operating history and a previously operational accounting system, a cost range to provide the above accounting services has been estimated below. The estimated cost of these accounting services is based upon an hourly discounted billing rate of \$105 (normal billing rate = \$115).

**One-Time (Nonrecurring) Services**

Accounting System Set-up & Staff Training  
 Internal Control Implementation  
 Total One-Time (Nonrecurring Services)

Hours	Total Cost	
40 - 60 Total	\$ 4,200	\$ 6,300
20 - 30 Total	\$ 2,100	\$ 3,150
	\$ 6,300	\$ 9,450

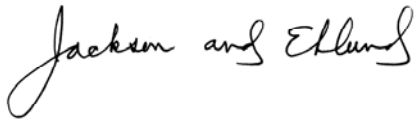
**Recurring Services**

Monthly Trial Balance Review & Accounting Staff Support  
 Preparation of Monthly Financial Reports for Management  
 Year-End Accounting & Audit Support Services  
 Annual Preparation of State Controllers Report  
 Total Recurring Services

Hours	Annual Cost	
4 - 8 Monthly	\$ 5,040	\$ 10,080
3 - 6 Monthly	\$ 3,780	\$ 7,560
24 - 32 Annually	\$ 2,520	\$ 3,360
5 - 10 Annually	\$ 525	\$ 1,050
	\$ 11,865	\$ 22,050

Scotia Community Services District  
May 10, 2017  
Page 2

Respectfully,

A handwritten signature in cursive script that reads "Jackson and Eklund".

Jackson and Eklund, An Accountancy Corporation

BOOKKEEPING\SCOTIA COMMUNITY SERVICES\Accounting Services Proposal



# Scotia Community Services District

## Staff Report

DATE: May 18, 2017

TO: Scotia Community Services District Board of Directors

FROM: Tracy M. Boobar, Special Counsel

SUBJECT: Resolution 2017-06: Establishing an Alternative Depository of District Funds in Addition to County Treasury

---

### **RECOMMENDATION:**

Special Counsel recommends that the Board approve the First Reading of Ordinance No. 2017-06 authorizing the Establishment of an Alternative Depository for the District Funds in Addition to the County Treasury.

### **ACTION:**

Consider approval of Resolution 2017-06.

### **DISCUSSION:**

The Scotia Community Services District intends to begin providing services to the community of Scotia. This will require purchases and the timely payment for those purchases. The District has opened an account with the Humboldt County Treasury. However, the District has been informed payment of claims for monies could take up to thirty (30) days. This may prevent timely payment and would certainly limit the flexibility of staff to complete necessary tasks.

In an effort to solve this concern, the staff has initiated the opening of a local bank account. Since the County Treasurer will not be performing oversight on this local bank account, the state requires a number of fiscal safeguards to prevent fraud and embezzlement. Resolution 2017-06 outlines the safeguards required by the state and our methods of meeting each of these requirements. They consist of safeguards such as



standard accounting principles, a District treasurer to oversee accounts, a bond (like an insurance policy) for the District treasurer, and financial policies already established by the SCSD in its Financial Management Policy. This Resolution also appoints the General Manager as the Treasurer.

In addition to the requirements above, staff recommends monthly review of checking account statements for Board review and a limited amount of money to be available in the checking account each month. The amount should be limited to expected outlay for the month with some additional amount for error. This amount would be transferred to the checking account monthly and should be adjusted by the Board as necessary.

**FISCAL IMPACT:**

The addition of a local bank will require the District to pay for a bond for the Treasurer. There may be some additional bank fees required. However, the use of a local, additional bank account will provide a timely method for the District to submit payment to the community.

RESOLUTION NO. 2017-06

A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE  
SCOTIA COMMUNITY SERVICES DISTRICT  
ESTABLISHING AN ALTERNATIVE DEPOSITORY OF DISTRICT FUNDS  
IN ADDITION TO COUNTY TREASURY

WHEREAS, the Board of Directors of the Scotia Community Services District (“SCSD” or the “District”) finds as follows:

- A. The SCSD is a community services district organized and operating pursuant to California Government Code Section 61000 et seq.
- B. Pursuant to Government Code Sections 61050(b) and 61052(b), the Humboldt County Treasurer is required to serve as the Treasurer of the SCSD and be the depository and maintain custody of all the SCSD’s money, unless the District establishes an alternative depository pursuant to Government Code Section 61053.
- C. In order for the District to establish an alternative depository pursuant to Government Code Section 61053, the District’s Board of Director’s (“the Board”) must appoint a District Treasurer to serve in addition to the County Treasurer in accordance with Government Code Sections 61050(b) and 61053(b).
- D. Pursuant to Gov’t Code Section 61050(c), the Board may appoint the same person to serve as the General Manager and as the Treasurer of the District.
- E. The Board wishes to adopt this Resolution pursuant to Gov’t Code Section 61053(c) to establish an alternative depository of District funds in place of the County Treasury.

THEREFORE, THE BOARD OF DIRECTORS of the Scotia Community Services District does hereby resolve as follows:

1. Pursuant to Gov’t Code Section 61053(c)(1), the Board formally states its intention to withdraw money from the County Treasury.
2. The Board hereby appoints the General Manager or his designee to also serve as the District’s Treasurer, in addition to the County Treasurer.
3. Pursuant to Gov’t Code Section 61050(f), 61053(c)(2), and 61066, the Board hereby requires the District Treasurer, and all the other District employees who are responsible for handling the District’s finances, to be bonded. The amount of the bonds shall be set at a minimum of ten (10%) of the District’s yearly budget but shall not be less than the average savings amount on deposit. The Board may adjust this amount as necessary. The District shall pay the costs of the bonds.

4. Pursuant to Gov't Code Section 61053(c)(3), in October of 2016, the Board adopted a Financial Management Policy that included a system of accounting and auditing and is incorporated herein by this reference. The District's system of accounting and auditing shall completely and at all times show the District's financial condition and adhere to generally accepted accounting principles.
5. Pursuant to Gov't Code Section 61053(c)(4), in October of 2016, the Board adopted a Financial Management Policy that included a procedure for drawing and signing checks that adhere to accepted accounting principles.
6. Pursuant to Gov't Code Section 61053(c)(5), the Board hereby designates \_\_\_\_\_ Bank as an additional depository of the District's money.
7. Pursuant to Gov't Code Section 61053(e), in implementing this Resolution, the District shall comply with all applicable provisions of the Gov't Code Section 53600, et seq., and Government Code Section 53630, et seq.
8. Pursuant to Government Code Section 61053(f), the District Treasurer shall provide monthly reporting to the Board, as the Board shall determine, regarding the receipts and disbursements and balance in the accounts controlled by the District Treasurer. The District Treasurer shall sign the reports and file them with the District's General Manager.
9. The provisions of this Resolution shall take effect immediately upon adoption.

Adopted this \_\_\_\_ day of May, 2017.

AYES:

NOES:

ABSTAIN:

ABSENT:

---

President, Board of Directors of SCSD



Leslie Marshall &lt;lesliem@planwestpartners.com&gt;

---

**Advantage Computer/Jayhawk Software Quotes 38302 & 38204**

1 message

**terri@jayhawksoftware.com** <terri@jayhawksoftware.com>

Wed, May 10, 2017 at 2:29 PM

To: Leslie Marshall &lt;lesliem@planwestpartners.com&gt;, Steve Davidson &lt;baysidecivilconsultants@gmail.com&gt;

Hi Leslie &amp; Steve,

Thank you for your interest in our products and services. Pursuant to your request, I have attached two quotes for your review and consideration. **Quote 38302** is for our newest billing software Solus. Lead-time to install is 6-8 **months**. **Quote 38304** is for our tried and true Jayhawk Utility Suite (JUS). This system has been in production for about 9-10 years. Lead-time to install is about 6-8 **weeks**. The best way to determine which system will be the best solution for you is a demo. I would love to get you scheduled so you can see what software can do for you.

You also asked for references and specs for our handheld meter reading devices. Below are a few references, please give them a call. I will send the spec sheets in a separate email, as I do not the limits of your email size.

City of Chapman, KS	Rich Hite	<a href="tel:785-922-6582">785-922-6582</a>
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City of Wakefield	Julie Murphy	<a href="tel:785-461-5886">785-461-5886</a>
City of Goodman	Karla McNorton	<a href="tel:417-364-7316">417-364-7316</a>

Please do not hesitate to give me a call if you have any questions, or if you are unable to open the attachments. I will follow up with you in a few days to verify that you have received this information and to answer any questions you may have.

Thank you,

**Terri Stewart** | *Sales Representative*Email: [terri@jayhawksoftware.com](mailto:terri@jayhawksoftware.com)

---

**2 attachments****Quote - 38302 - Scotia Community Services District.pdf**  
152K



**Quote 38304 - Scotia Community Service District.pdf**

138K

**Advantage Computer**

PO Box 385, 1000 W Miller Rd  
Iola, KS 66749

Phone: (620) 365-5156

Fax: (620) 365-7980

www.ac-js.com

**Quote**

No.: **38302**

Date: 5/5/2017

Prepared for:

Leslie Marshall (707) 825-8260

Acct ID:

Phone: (707) 825-8260

**Scotia Community Services District**

122 Main St

PO Box 104

Scotia, CA 95565 USA

Quantity	Item ID	Description	UOM	Discount	Sell	Total
----- Solus by Jayhawk Billing Software BALLPARK QUOTE ONLY:						
1	SOLUS B	SOLUS by Jayhawk (Single User Billing Software - 500 billable accounts) <i>High-Speed Internet required. Includes remote connectivity tool for training and support.</i> Base software package including basic tracking of property, accounts, billing, payments, and reports. Includes 20 hours of training which will be broken into smaller sessions. -----Training available M-F between the hours of 8:00 a.m. and 5:00 p.m CST.	EA	\$0.00	\$4,259.00	\$4,259.00
DOES NOT INCLUDE THE FOLLOWING:						
--- Custom programming						
--- Add-on modules						
--- Conversion from non-Jayhawk software packages						
--- Annual support contract (see estimated pricing options below)						
First release will include ability to print bills on a limited selection of card formats, so customer must be willing to use required format or full page statement that comes standard with first release. If customer chooses bill card option, laser printer with ability to handle legal size cardstock is required.						
1.00	DataConvSol	Data Conversion by Jayhawk from Excel to Solus - See Exhibit A for Details <i>Conversion conducted by Jayhawk staff to transfer data from customer's current billing software to Solus. Conversion includes basic account information such as, customer name, address, last reading and balance due. Additional fields to be converted will be outlined in more detail in a separate document prior to final quote. Does not include history. Conversion may require pre or post conversion cleanup by customer. Conversion requires preliminary copy of customer's current data, as well as a final copy just prior to date of Solus installation.</i> ----- This is a one-time conversion. Any additional customers added in the future will be manually added by SCSD.	EA	\$0.00	\$2,400.00	\$2,400.00
1.00	EP ACH BANK	ACH/NACHA File -Your Bank <i>Batch ACH Electronic File created from billing software and transferred to your bank for processing. Creates Electronic payment batch automatically to eliminate manual payment entry. Non standard file formats available with additional charge. May also have additional bank fees (monthly or transaction). Checking or Savings accounts only.</i>	EA	\$0.00	\$900.00	\$900.00
1	Sol Consol	Solus Consolidated Billing Module -----This module contingent upon demo to be sure it will work as customer expects. ----- Module for Solus not yet developed. Pricing estimated at this time. Amount paid will be applied to actual cost at time of install, and customer billed the difference, if applicable.	EA	\$0.00	\$1,000.00	\$1,000.00
1.00	SOL QB	Solus by Jayhawk - Quickbooks Interface Module <i>Interface will allow user to setup QuickBooks accounting information and General Ledger Accounts in Solus. Solus will track every transaction affecting accounting to create a summary posting file to import into QuickBooks. Interface eliminates manual entries and missed entries thereby reducing time and errors. Also includes incrementing, unique posting numbers and additional reports so easily verifiable for discrepancies and audit purposes.</i>  <i>Requires QuickBooks 2010 or newer. It is recommended that customer enable Account Numbers in QuickBooks for successful integration with Solus. Interface is based on specific recommended setup and usage of QuickBooks, which will be discussed during demo to determine if interface meets customer's needs. Does not include QuickBooks support. Customer should contact Roger Knibb at Trout, Beeman &amp; Co (913) 764-1922, or your local QuickBooks support person for pricing on QuickBooks support.</i>	EA	\$0.00	\$299.00	\$299.00

**Quote**No.: **38302**

Date: 5/5/2017

Quantity	Item ID	Description	UOM	Discount	Sell	Total
1.00	SA PREM	Premium Annual Software Updates/Support Contract (16 hours) <i>Software updates/maintenance plus 16 hours of priority support, via live operator support number and email, with 4 hour or less call back guarantee. (Additional details provided in Contract Terms document)</i> ----- Lesser cost updates/support contracts available. Contact your Jayhawk Sales Representative for details.	EA	\$0.00	\$759.00	\$759.00
1.00	Admin Disc - J	New Customer Discount	EA	\$500.00	(\$500.00)	(\$500.00)
NOTE: Estimated date of delivery is contingent upon schedule as of date of receipt of signed quote and payment from customer. Current schedule for delivery of "off the shelf" package is 6-8 weeks, while delivery of customized software, or software with conversion is estimated at 12 or more weeks, depending on customization.						

**ADDITIONAL OPTIONS AVAILABLE: (Not included in quote)**

----- Additional network user license: \$299 with initial purchase

----- Laser Bill Cards: \$300 for 3000 cards depending on format, layout and quantity ordered.

----- Laser Printers: \$400-\$1500 for HP and Lexmark laser printers

----- Off-site Backup Solution: Jayhawk Data Backup Suite - \$480 annual fee, plus one time equipment/setup fees of \$800. Provides multiple points of data recovery, including off-site via internet. Basic package includes 5GB of space.

--- Jayhawk Software is a reseller of the following keypad entry style handhelds --- Workabout Pro 4 handheld (keypad entry) with desktop cradle, rechargeable battery, and interface - \$2,082 and Meazura handheld (keypad entry) with Windows CE Version 5, USB Cable, US Charger, Hand-strap, Vehicle Charger and interface - \$985

--- Batch Adjust Account Balance - \$695: Module allows customer to apply an adjustment transaction to alter balance due for a group of accounts, based on user-selected criteria. Can be used for setting account balance to \$0 for past due accounts that are turned over to tax authority or collections agency

FUTURE MODULES: First release of software has limited add-on modules currently available (those described above). However, it is expected that these modules will be available for purchase at a later date at the following ESTIMATED cost:

--- Electronic/Online Payment Interface with Jayhawk Vendors (Pace Payments, PSN, Convenient Payments) - \$1,000

--- AMR/Handheld Meter Reading Interface with other AMR solutions - \$950

--- Postal Barcoding - \$500

--- Email Billing - \$950

--- Collections - \$500

--- Other Misc Modules (please ask your sales representative)

**Your Price:** **\$9,117.00****Total:** **\$9,117.00****Prices are firm until 6/30/2017****Terms: Cash - Prepay****Prepared by:** Terri Stewart, terri@jayhawksoftware.com**Date:** 5/5/2017**Accepted by:** \_\_\_\_\_**Date:** \_\_\_\_\_

By signing, you agree to purchase the above equipment, software, and/or services under the pricing and terms outlined herein (applicable tax may be added/updated when invoiced). Only work stated above will be performed (NO installation, travel or technical service is included for this quote or covered under equipment warranty unless specified). Prepayment, along with signed quote, required on all orders, unless previous arrangements are made. All software sales are final. Authorized returns must be

**Quote**

No.: **38302**

Date: 5/5/2017

within 15 days and subject to a 25% restocking fee.



**Advantage Computer**

PO Box 385, 1000 W Miller Rd  
Iola, KS 66749

Phone: (620) 365-5156

Fax: (620) 365-7980

www.ac-js.com

**Quote**

No.: **38304**

Date: **5/8/2017**

Prepared for:

Leslie Marshall (707) 825-8260

Acct ID:

Phone: (707) 825-8260

**Scotia Community Services District**

122 Main St

PO Box 104

Scotia, CA 95565 USA

Quantity	Item ID	Description	UOM	Discount	Sell	Total
----- Jayhawk Utility Suite (JUS) Billing Software BALLPARK QUOTE ONLY:						
1	JUS Purchase	Jayhawk Utility Suite -1 User (300 Billable Accounts) <i>Unlimited Stepped, Flat, %, and Miscellaneous Charges and Rates Includes Handheld and Radio Read AMR interface for Jayhawk Compatible solutions Laser Printer and Hi-Speed Internet w/ JLS required</i>	EA	\$0.00	\$1,950.00	\$1,950.00
1.00	DataConvJUS	Data Conversion by Jayhawk from Excell to JUS - See Exhibit A for Details <i>Conversion conducted by Jayhawk staff to transfer data from customer's current billing software to JUS. Conversion includes basic account information such as, customer name, address, last reading and balance due. Additional fields to be converted will be outlined in more detail in a separate attachment hereto. Does not include history. Conversion may require pre or post conversion cleanup by customer. Conversion requires preliminary copy of customer's current data, as well as a final copy just prior to date of JUS installation. ----- This is a one-time conversion. Any additional customers added in the future will be manually added by SCSD.</i>	EA	\$0.00	\$2,400.00	\$2,400.00
1.00	EP ACH BANK	ACH/NACHA File -Your Bank <i>Batch ACH Electronic File created from billing software and transferred to your bank for processing. Creates Electronic payment batch automatically to eliminate manual payment entry. Non standard file formats available with additional charge. May also have additional bank fees (monthly or transaction). Checking or Savings accounts only.</i>	EA	\$0.00	\$900.00	\$900.00
1.00	JUS Con Stmt	JUS Consolidated Statement/Payments Module <i>Puts selection on account tab for primary/sub-account. Normal prints on bill cards. Primary/sub-account print on full page statement (only one format currently available). The primary account has the address bill will be mailed to. The statement displays breakdown of each accounts' usage and bill. (Consolidated Bill Printing doesn't utilize any of the Owner/Landlord/Renter dual bill printing options). This module also includes consolidated payment entry for the consolidated accounts which allows a single account to be selected for payment and it will automatically apply full payment to all the related accounts -----This module contingent upon demo to be sure it will work as customer expects.</i>	EA	\$0.00	\$1,000.00	\$1,000.00
1.00	JUS QB	JUS Quickbooks Interface <i>Interface will allow user to setup QuickBooks accounting information and General Ledger Accounts in JUS. JUS will track every transaction affecting accounting to create a posting file to import into QuickBooks. Interface eliminates manual entries and missed entries thereby reducing time and errors. Also includes incrementing, unique posting numbers and additional reports so easily verifiable for discrepancies and audit purposes.  Requires QuickBooks 2010 or newer. It is recommended that customer enable Account Numbers in QuickBooks for successful integration with JUS. Interface is based on specific recommended setup and usage of QuickBooks, which will be discussed during demo to determine if interface meets customer's needs. Does not include QuickBooks support. Customer should contact Roger Knibb at Troutt, Beeman &amp; Co (913) 764-1922, or your local QuickBooks support person for pricing on QuickBooks support.</i>	EA	\$0.00	\$199.00	\$199.00
1.00	J Remote Support	Jayhawk Live Support (JLS) & Connectivity Setup <i>(The Remote Connection to Jayhawk Software that will be used for setup and support via high speed internet)</i>	EA	\$0.00	\$125.00	\$125.00
2.00	Utility Suite Training	Utility Suite Training Day - 2 days recommended <i>Remote setup and training via internet and JLS Connection (If preferred, On-site is available at a higher rate.) A minimum of two days is recommended for training. If additional days are needed after quote has been approved, customer will be billed at the rate of \$500 per day for additional remote support.</i>	EA	\$0.00	\$500.00	\$1,000.00

**Quote**  
**No.: 38304**  
**Date: 5/8/2017**

Quantity	Item ID	Description	UOM	Discount	Sell	Total
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Training hours purchased will be consumed prior to support hours being utilized. Training hours purchased must be used within 6 months of install.  
Training available M-F between the hours of 8:00 a.m. and 5:00 p.m CST.

1.00	SA PREM	Premium Annual Software Updates/Support Contract (16 hours)	EA	\$0.00	\$759.00	\$759.00
------	---------	---	----	--------	----------	----------

*Software updates/maintenance plus 16 hours of priority support, via live operator support number and email, with 4 hour or less call back guarantee. (Additional details provided in Contract Terms document)*  
----- Lesser cost updates/support contracts available. Contact your Jayhawk Sales Representative for details.

1.00	Shipping	Processing and Handling - Estimated	EA	\$0.00	\$35.00	\$35.00
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NOTE: Pricing herein is for standard package and does not include any customizations. Additional fees may apply for any needed custom programming.  
NOTE: Estimated date of delivery is contingent upon schedule as of date of receipt of signed quote and payment from customer.  
Current schedule for delivery of "off the shelf" package is 6-8 weeks, while delivery of customized software, or software with conversion is estimated at 12 or more weeks, depending on customization.

NOTE: Software lease options are also available if desired, Please contact your Jayhawk Sales Representative if you are interested in lease pricing and terms.

**ADDITIONAL OPTIONS AVAILABLE: (Not included in quote)**

----- Additional network user license: \$250 with initial purchase

----- Laser Bill Cards: \$300 for 3000 cards depending on format, layout and quantity ordered.

----- Laser Printers: \$400-\$1500 for HP and Lexmark laser printers

----- EP WEB: \$1,000- Jayhawk currently works with three payment processing vendors to provide online electronic payment processing integration with our billing software products. While each interface with Jayhawk is similar in price and function, each payment processing vendor provides a variety of services to meet the different needs of our customers. It is up to you to decide which best meets your needs in processing ACH, credit and debit cards, and online payments. Once you have selected a vendor, you will need to purchase the interface from Jayhawk for the selected vendor so that you have an integrated solution between your Jayhawk software and your payment processing solution, therefore eliminating any manual entry of payments in the Jayhawk software.

All three vendors provide the option of having all transaction/processing fees passed directly on to the City/District's customer, or having them billed to the City/District as an expense you pay.

For more information on what each payment processing vendor offers, please contact:

PACE Payment Systems - Chad Galloway - cgalloway@paceps.com - (661) 425-8674 - www.pacepayment.com  
Convenient Payments - Casey LeLux - casey.lelux@convenientpayments.com - (801)787-8850 - www.convenientpayments.com  
Payment Service Network - Tim Duhr - tduhr@paymentservicenetwork.com - (866)917-7368 ext 5113 - www.paymentservicenetwork.com

----- Jayhawk Payment Receipting Bundle: \$1009 - Includes software module, steel cash drawer with lock & mini receipt printer, cables, manual & cd-rom. Software only available for \$500 w/ JUS purchase. Additional training required with purchase

----- Collections Export with AMS or Aberdeen: \$500

----- Email Billing Module: \$950 - Includes option to send Bills and/or Past Due Notices to selected customer accounts via e-mail and adds a customer email report. Can email an individual bill or all bills together. Customer accounts not selected for email billing will print a card or paper statement.

----- AMR Solutions: Jayhawk Software is a reseller of the following keypad entry style handhelds --- Workabout Pro 4 handheld (keypad entry) with desktop cradle, rechargeable battery, and interface - \$2,082 and Meazura handheld (keypad entry) with Windows CE Version 5, USB Cable, US Charger, Hand-strap, Vehicle Charger and interface - \$985

JUS can also interface with touchread, drive-by, or cellular read meter reading solutions with most major meter software companies (Badger, Hersey, Itron, Master Meter, Metron, Neptune, Sensus, and others). For more information or if you do not see yours listed, please contact your Jayhawk Software Sales Representative.

**Quote**  
No.: **38304**  
Date: 5/8/2017

Quantity	Item ID	Description	UOM	Discount	Sell	Total
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----- Off-site Backup Solution: Jayhawk Data Backup Suite - \$480 annual fee, plus one time equipment/setup fees of \$800. Provides multiple points of data recovery, including off-site via internet. Basic package includes 5GB of space.

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**Your Price:** \$8,368.00

**Total:** \$8,368.00

**Prices are firm until 6/30/2017**

Terms: Cash - Prepay

**Prepared by:** Terri Stewart, terri@jayhawksoftware.com

**Date:** 5/8/2017

**Accepted by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

By signing, you agree to purchase the above equipment, software, and/or services under the pricing and terms outlined herein (applicable tax may be added/updated when invoiced). Only work stated above will be performed (NO installation, travel or technical service is included for this quote or covered under equipment warranty unless specified). Prepayment, along with signed quote, required on all orders, unless previous arrangements are made. All software sales are final. Authorized returns must be within 15 days and subject to a 25% restocking fee.

**Exhibit A – Conversion**  
**Scotia Community Services District (SCSD)**

**Jayhawk will convert the following from SCSD Billing List Excel Spreadsheet to Jayhawk Billing Software:**

- Will create new Account and Premise Numbers as the Fee Parcel Number is too long
- Name
- Mailing address
- City
- State
- Zip code
- Service address from Notes field
- Notes - if not an address then it will be put in notes.
- Meter Serial Number
- Meter Size
- Units field in to Status
- V = Vacant
- nm (No Meter) = Do Not Read
- Charges
- Rates
- No money will be converted
- EDU into Units
- Readings
- 2nd Meter Type for Raw Water
- Fee Parcel Number to the Lot# on the Premise/Property
- Charges
- Treated Water

----- Raw Water

----- Waste Water – Will be the combination of a usage calculation of:

Treated Water (Flow Fee) +

Minimum is EDU (units) X rate (Base Fee) +

BOD fee is lbs BOD (units) X rate +

TSS fee is lbs TSS (units) X rate

These combined charges will show as one on the bill card/full-page statement as Waste Water.

----- Parks and Rec

----- Street Light

----- Storm Drainage

**Sheets that will not be converted:**

----- Prelim Budget Sheet







----- Projected Expenditures

----- HumCo\_APN\_List

**Note:** This is a one-time conversion. Any additional customers added in the future will be manually added by SCSD.



### MEZ1500 Handheld Specifications

Description	Specification														
<b>Operating System</b>	Garnet OS 5.4 Windows CE 5.0														
<b>Microprocessor</b>	400Mhz Samsung S3C2440														
<b>Memory</b>	<table> <tr> <td>Volatile</td><td>64MB SDRAM (Not all available for user)</td></tr> <tr> <td>Non - Volatile</td><td>128MB Flash (Not available for user)</td></tr> <tr> <td>Expansion</td><td>MZIO, Secure Digital (SD Standard)</td></tr> </table>	Volatile	64MB SDRAM (Not all available for user)	Non - Volatile	128MB Flash (Not available for user)	Expansion	MZIO, Secure Digital (SD Standard)								
Volatile	64MB SDRAM (Not all available for user)														
Non - Volatile	128MB Flash (Not available for user)														
Expansion	MZIO, Secure Digital (SD Standard)														
<b>LCD Display</b>	<table> <tr> <td>Type</td><td>TFT - High Brightness + touchscreen</td></tr> <tr> <td>Resolution</td><td>240 x 320 pixels</td></tr> <tr> <td>Aspect</td><td>3:4</td></tr> <tr> <td>Viewable Area</td><td>3.5"</td></tr> <tr> <td>Backlighting</td><td>LED</td></tr> </table>	Type	TFT - High Brightness + touchscreen	Resolution	240 x 320 pixels	Aspect	3:4	Viewable Area	3.5"	Backlighting	LED				
Type	TFT - High Brightness + touchscreen														
Resolution	240 x 320 pixels														
Aspect	3:4														
Viewable Area	3.5"														
Backlighting	LED														
<b>Communications</b>	USB, Serial (RS232) and other wireless options														
<b>Battery</b>	<table> <tr> <td>Type</td><td>Custom rechargeable Lithium-Ion</td></tr> <tr> <td>Voltage</td><td>7.4V Nominal</td></tr> <tr> <td>Capacity</td><td>1700mAh (12.5Wh)</td></tr> <tr> <td>Protection</td><td>Overcharge, discharge and thermal</td></tr> <tr> <td>Charging</td><td>Via cradle or communications cable input</td></tr> <tr> <td>Charging Current</td><td>1.2A (maximum)</td></tr> <tr> <td>Charging Input Voltage</td><td>12V DC nominal - use only charger supplied</td></tr> </table>	Type	Custom rechargeable Lithium-Ion	Voltage	7.4V Nominal	Capacity	1700mAh (12.5Wh)	Protection	Overcharge, discharge and thermal	Charging	Via cradle or communications cable input	Charging Current	1.2A (maximum)	Charging Input Voltage	12V DC nominal - use only charger supplied
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Charging Input Voltage	12V DC nominal - use only charger supplied														
<b>Mechanical</b>	<table> <tr> <td>Dimensions (L x W x H)</td><td>151mm x 95mm x 42mm (excluding Module)</td></tr> <tr> <td>Weight</td><td>378 grams</td></tr> </table>	Dimensions (L x W x H)	151mm x 95mm x 42mm (excluding Module)	Weight	378 grams										
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Weight	378 grams														
<b>Current Consumption</b>	<table> <tr> <td>Power On</td><td>130mA typical</td></tr> <tr> <td>Sleep Mode</td><td>7mA typical</td></tr> </table>	Power On	130mA typical	Sleep Mode	7mA typical										
Power On	130mA typical														
Sleep Mode	7mA typical														
<b>Environmental</b>	<table> <tr> <td>Operating Temperature</td><td>-10°C to 60°C</td></tr> <tr> <td>Storage Temperature</td><td>-20°C to 65°C</td></tr> <tr> <td>Humidity</td><td>5% to 90% relative humidity (non-condensing)</td></tr> <tr> <td>RFI / EMC</td><td>BS EN 550 22/BS EN 55024, CISPR22/CISPR24 - RF Emissions and ESD Immunity</td></tr> <tr> <td></td><td>  Part 15, Class B </td></tr> <tr> <td></td><td>  EU EMC Directive </td></tr> <tr> <td>Sealing</td><td>Water and dustproof to IP67 (Ingress Protection)</td></tr> </table>	Operating Temperature	-10°C to 60°C	Storage Temperature	-20°C to 65°C	Humidity	5% to 90% relative humidity (non-condensing)	RFI / EMC	BS EN 550 22/BS EN 55024, CISPR22/CISPR24 - RF Emissions and ESD Immunity		 Part 15, Class B		 EU EMC Directive	Sealing	Water and dustproof to IP67 (Ingress Protection)
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	 Part 15, Class B														
	 EU EMC Directive														
Sealing	Water and dustproof to IP67 (Ingress Protection)														

## RUGGED & RELIABLE

The MEZ1500 combines rugged durability and powerful computing power with operating system flexibility. The MEZ1500 is an ideal solution for use within an environment that needs more ruggedness than that found in a normal consumer device. With water and dust proofing up to IP67 standards and concrete drop test sturdiness, the MEZ1500 is the solution for industrial handheld needs.

The versatility of the MEZ1500 is second to none in the market, given its ability to run both Garnet OS 5 (formerly Palm OS 5) and Windows CE 5.0. This flexibility allows the MEZ1500 to be easily customized for literally thousands of applications. The MEZ1500 is also a developers dream, as it comes with the MZIO™ expansion bus, which supports multiple communication protocols with the system microprocessor, facilitating the customization of solutions rapidly.

Aceeca has assisted many developers worldwide by providing the necessary files and information to make development simple and fast to market.

Examples of customized applications that have been developed with the Meazura products are;

- Automotive Diagnostics
- Biological Analysis
- Asset Tracking
- Utilities (Power Meter Reading Automation)
- Data Capture (Barcode Scanning, RFID, Camera)
- Cave Mapping
- Wood Quality/Density (For Forestry Applications)
- And many more.

The Meazura platform is truly a versatile and flexible device that will suits virtually all enterprise and industrial applications that need a handheld computing solution.





EQUIPPED FOR TODAY. ADAPTABLE FOR TOMORROW.

# WORKABOUT PRO 4

Mobile workers inside and outdoors all have one thing in common: in order to achieve maximum efficiency, they need on-the-go access to business information. Since business needs are always changing and mobile technologies are ever-evolving, choosing a mobile computer that can keep up is challenging. Introducing the Workabout Pro 4, the mobile computer with the flexibility you need to meet your requirements, today and tomorrow. Buy the features you need now, yet easily add practically any feature you can imagine, whenever you want — right in your own facility. Start with Wi-Fi and add WWAN. Swap scan engines to support new types of bar codes. Swap end caps to support voice picking applications. Add a high-resolution camera to document proof of delivery. Add support for almost any type of RFID tag, or choose from a wide variety of ready-to-use modules from our partners to add highly-specialized features. And since the Workabout brand has been serving businesses for over 20 years, you can choose the Workabout Pro 4 with confidence. Every day, Workabout Pro mobile computers help all types of enterprises around the world improve workforce productivity and customer service. The Workabout Pro 4. The mobile computer with virtually limitless options, ready for any job.



## Impressive modularity for an extraordinary life cycle and a low TCO

The Workabout Pro is built using modular design principles, enabling you to choose the features you need today and upgrade almost all key features tomorrow by simply changing the modules. Add a new scan engine; a camera; LF, HF or UHF RFID as well as Wi-Fi, cellular and GPS, plus a wide variety of additional options available through our partners.

## Boost productivity with superior application performance

With triple the Flash, double the RAM and almost double the processing speed of the prior generation, you get extraordinary performance on all applications.

## The fastest wireless connections

Whether your workers are using the Wi-Fi or cellular wireless network, with support for 802.11a/b/g/n and HSPA+, they can count on the fastest speeds possible.

## A high-resolution color 8 MP camera for a world of new applications

With the ability to take sharp, detailed photos, workers can capture indisputable proof of delivery, document damaged product, confirm repair completion and obtain on-the-job assistance from a remote product expert or assistance ordering the right parts.

## Comprehensive support for speech-enabled applications

Supports speech-enabled applications, boosting productivity and accuracy in warehousing applications.

## Industry leading scanning performance on virtually any bar code

Four powerful scan engines are available to meet virtually any scanning need and can capture even damaged and poorly printed codes on the first scan.

## Built to handle all day use — indoors and outside

With a robust 6 ft./1.8 m drop specification, wide operating temperature and IP65 sealing, the Workabout Pro 4 can survive drops on concrete, heavy rain, freezing cold and more — the rugged durability you need for workers who spend the day in the field or outdoor yards.

## An easy-to-read display in every lighting condition

The large bright screen is just as easy to read inside as well as outdoors in bright sunlight, with plenty of space to present the data workers need to get the job done.

## The flexibility to choose the right model for every job

Choose the size that best fits the job as well as each worker — short or long. Workers can easily attach a pistol grip to bring comfort to scan intensive tasks, such as inventory cycle counts.

## Backwards compatibility with accessories


All of your existing Workabout Pro charging accessories and a majority of the partner modules will work with the Workabout Pro 4, allowing you to easily and cost-effectively upgrade to the latest mobile technologies.

**WORKABOUT PRO 4 — EVERYTHING YOU NEED TO MEET YOUR BUSINESS NEEDS TODAY,  
WITH THE ADAPTABILITY TO MEET THE NEEDS OF TOMORROW.**

For more information, visit [www.motorolasolutions.com/workaboutpro4](http://www.motorolasolutions.com/workaboutpro4) or access our  
global contact directory at [www.motorolasolutions.com/contactus](http://www.motorolasolutions.com/contactus)

# SPECIFICATIONS CHART

## PHYSICAL CHARACTERISTICS

Dimensions	LONG: 8.78 in. x 2.95 in./3.94 in. x 1.22 in./1.65 in. (223 mm x 75/100 mm x 31/42 mm) SHORT: 7.87 in. x 2.95 in./3.94 in. x 1.22 in./1.65 in. (200 mm x 75/100 mm x 31/42 mm)
Weight	Short: 16.2 oz./461 g; Long: 18.6 oz./526 g
Display	3.7 in. VGA/QVGA (640x480) Transflective color; touch display Sunlight visibility with 240 cd/m <sup>2</sup> brightness
Keyboard	Alpha Numeric (long models) QWERTY or Numeric (short models) High reliability keypad ultra-white backlight
Expansion Ports	Micro SD slot; 100 Pin Expansion Interface; dedicated USB port; audio port; Scanner Interface
Camera	Optional color, 8 MP, autofocus, 4X digital zoom, Bright LED flash, video capable
Power	 PowerPrecision Li-Ion batteries Two options: High Capacity 4400 mAh or Standard Capacity 2760 mAh

## PERFORMANCE CHARACTERISTICS

CPU	Sitara™ AM37x ARM Cortex™-A8 1GHz processor
Memory	512 MB RAM/ 4 GB Flash
Operating System	Microsoft® Windows® Embedded CE6.0 Microsoft® Windows® Embedded Handheld 6.5
Bundled Applications	Internet Explorer® 6; Wordpad®; ActiveSync®; Microsoft Office (WEHH 6.5 only)
Additional Software	Kiosk; MobiControl; Total Recall/TweakIt/Dr. Debug; A.R.C.; Windows® Mobile Device Center
Terminal Emulation	TekTerm; Stay-Linked Terminal Emulation; Naurtech CTerm and Industrial Web Browser; Wavelink TE

## BARCODE SCANNER OPTIONS

1D standard range laser<sup>1</sup>; 1D extended range laser<sup>2</sup>; 1D standard range linear imager; 2D imager. NOTE: All scan engines are available factory configured or user installable as either an end cap or slim pod.

## USER ENVIRONMENT

Operating Temp.	-20°C to +50°C (-4°F to +122°F)
Storage Temp.	-40°C to +60°C (-40°F to +140°F)
Humidity	5% to 95% non-condensing
IP Sealing	IP65, IEC 60529
Drop Specification	1.5 m (5 ft.), 26 drops to polished concrete (powered with options and accessories); multiple 1.8 m (6 ft.) drops to polished concrete
ESD	± 8kV contact, ± 15kV air discharge

[1] Tolerant to typical artificial indoor and natural outdoor (direct sunlight) lighting conditions. Fluorescent, Incandescent, Mercury Vapor, Sodium Vapor, LED<sup>3</sup>, 450 Ft. Candles (4,844 Lux) Sunlight: 10000 Ft Candles (107,640 Lux)

[2] Tolerant to typical artificial indoor and natural outdoor (direct sunlight) lighting conditions. Fluorescent, Incandescent, Mercury Vapor, Sodium Vapor, LED<sup>3</sup>: 450 Ft. Candles (4,844 Lux) Sunlight: 8000 Ft Candles (86,111 Lux)

[3] LED lighting with high AC ripple content can impact scanning performance

[4] Available Q3 2014

Part number: SS-WAP4. Printed in USA 06/14. MOTOROLA, MOTO, MOTOROLA SOLUTIONS and the Stylized M Logo are trademarks or registered trademarks of Motorola Trademark Holdings, LLC and are used under license. All other trademarks are the property of their respective owners. ©2014 Motorola Solutions, Inc. All rights reserved.

## RFID MODULE OPTIONS

LF Module	Frequency: 125 kHz Protocols supported: EM 4x02; EM 4x05; EM 4x50; EM 4200; Q5; Hitag 1 & 2; Hitag S
UHF Module <sup>4</sup>	Frequency: 868 MHz or 915 MHz Protocols supported: EPC Class 1 Gen 2; ISO 18000-6C
HF Module	Frequency: 13.56 MHz Protocols supported: ISO14443 type A, B and C, ISO 15693; NFC "Reader to Tag" Mode; full Mifare support Data encryption: 2 SAM slots; ID1 SAM format; Class A, B and C

## WIRELESS DATA AND VOICE COMMUNICATIONS

WWAN Radio	Optional UMTS/HSPA+ WAN radio (data only in the Americas <sup>5</sup> ) with GPS receiver (supports AGPS, GLONASS and SBAS)
WLAN Radio	802.11a/b/g/n; optional diversity antenna module available
WLAN Data Rates	802.11a - up to 54 Mbps 802.11b/g - up to 54 Mbps 802.11n @ 2.4 GHz - up to 72.2 Mbps 802.11n @ 5 GHz - up to 72 Mbps
WLAN Security	WEP (40 or 104 bit); WPA/WPA2 Personal; WPA/WPA2 Enterprise – EAP-TTLS (PAP, MSCHAP, MSCHAPv2), EAP-TLS, PEAPv0- MSCHAPv2, PEAPv1-EAP-GTC, EAP-FAST, TKIP, AES
Bluetooth	Integrated Bluetooth V2.0+EDR Bluetooth coexistence (v2.1 available Q2 2014)
GPS	Optional GPS/Wi-Fi diversity antenna module (supports AGPS and SBAS)

## VOICE, SPEECH AND AUDIO

Voice over WWAN<sup>5</sup>; Push-to-talk – Voice over Wi-Fi (VoWiFi) capable<sup>5</sup>;  
optional headset adapter module to support speech picking applications;  
integrated microphone and receiver with high volume 86dBA beeper  
(95dBA beeper with extended range laser)

## ACCESSORIES

Optional single slot cradle, 4 slot cradle, 4 slot spare battery charger,  
vehicle power outlet adapter, vehicle cradle accessory, pistol grip, hand  
strap, wrist strap, holsters, protective carrying cases and rubber boots

## REGULATORY

Worldwide Safety, EMC, RF, Laser approvals; CE Mark; E Mark  
(vehicle cradles); RoHS compliant; WEEE compliant; REACH compliant

## WARRANTY

Subject to the terms of Motorola's hardware warranty statement, the  
Workabout Pro 4 is warranted against defects in workmanship and  
materials for a period of 1 (one) year from the date of shipment. For  
complete warranty statement, please visit:  
<http://www.motorolasolutions.com/warranty>

## SERVICES AND SUPPORT

Psion Primary Services

[5] In the Americas the Workabout Pro 4 is not approved to be used with any  
VoIP application using Wide Area Network (WAN) or Wireless Local Area  
Network (WLAN).

## BOOST WORKFORCE EFFICIENCY, TASK ACCURACY AND CUSTOMER SERVICE WITH THE WORKABOUT PRO 4 IN:

### Field mobility

- Field sales
- Field service
- Utilities and Energy

### Transportation and Logistics

- Air/rail/port/yard
- Courier/package delivery
- Direct store delivery (DSD)

### Manufacturing and Distribution

- Automotive manufacturing
- Food production/packaging
- Warehousing

### Retail

- Inventory management:
- Order management

### Government

- Mobile ticketing
- Identity management
- Access control
- Emergency services
- Vehicle maintenance



**Workabout Pro 4 Short**  
Shown with Numeric keypad.

(Workabout Pro 4 Long  
is shown on the  
front page with the  
Alphanumeric keypad.)



# Scotia Community Services District

## Staff Report

DATE: May 18, 2017  
TO: Scotia Community Services District Board of Directors  
FROM: Steve Tyler, General Manager  
SUBJECT: SCSD FY 2017/18 Draft Final Budget

---

### **RECOMMENDATION:**

The Administrative staff recommends that the Board review the Draft Final Budget for FY 2017/18 and provide staff with any comments or questions.

### **ACTION:**

Direct staff to prepare the SCSD FY 2017/18 Final Budget for the Public Hearing and adoption on June 15, 2017.

### **DISCUSSION:**

The Draft FY 2017/18 Budget (budget) was developed, by staff, utilizing information contained in the December 2016 SHN Engineers & Geologists (SHN) User Rate and Benefit Assessment Reports. The budget includes personnel services costs for contracted services *only* for FY 2017/18. The contracted personnel services costs are listed in Expenditures as Admin/Operations/ Maintenance Staff, Account # 350 of the budget.

The Town of Scotia (TOS) will be providing contract services (six to twelve months) for Water/Wastewater Treatment Plant Operations/Maintenance, and construction, plus electrical and general maintenance as needed. Additionally, staff will be developing full and part-time job descriptions and a wage and benefit package in preparation for recruiting and hiring permanent SCSD staff.

The budget also includes 2016/17 Benefit Assessment Fees listed in Revenues, Account # 200 of the budget. These fees will be billed, by SCSD staff, as soon as the assets are transferred from TOS to SCSD. The budget and account numbers are similar to the Final FY 2016/17 Budget that the Board approved on June 16, 2016.

The FY 2017/18 Final Budget is required, by law, to be approved and adopted, by Resolution, prior to June 30, 2017.

### **FISCAL IMPACT:**

Attached SCSD FY 2017/18 Draft Final Budget

<b>Scotia Community Services District</b> <b>Draft Fiscal Year 2017-2018 Operating Budget</b>									
<b>Revenues</b>									
	Fund Type	Account #	Treated Water	Raw Water	Wastewater	Streets & Street Lighting	Storm Drainage	Parks & Recreation	Total All Services
2016-2017 Benefit Assessment Fees		200	\$ -	\$ -	\$ -	\$ 72,359	\$ 25,347	\$ 144,713	\$ 242,419
Interest Earnings		210	\$ 600	\$ -	\$ 600	\$ 100	\$ -	\$ 100	\$ 1,400
Property Tax <sup>1</sup>		220	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contingency Fund Contribution		230	\$ 56,700	\$ 2,700	\$ 59,400	\$ 6,750	\$ 2,700	\$ 6,750	\$ 135,000
Office Equipment/Furniture Capital Contribution		240	\$ 6,500	\$ 500	\$ 6,000	\$ 3,000	\$ 3,000	\$ 1,000	\$ 20,000
SCSD Facilities Purchase/Loan		250	\$ 113,400	\$ 5,400	\$ 118,800	\$ 13,500	\$ 5,400	\$ 13,500	\$ 270,000
Special Use Income		260	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 500
2017/2018 User Fee Revenues		270	\$ 444,768	\$ 35,130	\$ 614,961	\$ -	\$ -	\$ -	\$ 1,094,859
2017/2018 SCSD User Fee Revenues		271	\$ 8,682	\$ -	\$ 4,569	\$ -	\$ -	\$ -	\$ 13,251
2017/2018 Benefit Assessment Revenues		280	\$ -	\$ -	\$ -	\$ 62,725	\$ 26,190	\$ 143,025	\$ 231,940
2017/2018 SCSD Benefit Assessment Revenues		281	\$ -	\$ -	\$ -	\$ 5,778	\$ 424	\$ 7,196	\$ 13,398
Miscellaneous		290	\$ 100	\$ -	\$ 100	\$ 100	\$ 100	\$ -	\$ 400
<b>TOTAL REVENUES</b>			<b>\$ 630,750</b>	<b>\$ 43,730</b>	<b>\$ 804,430</b>	<b>\$ 164,312</b>	<b>\$ 63,161</b>	<b>\$ 316,784</b>	<b>\$ 2,023,167</b>
<b>Expenditures</b>									
			Treated Water	Raw Water	Wastewater	Streets & Street Lighting	Storm	Parks & Recreation	Total All Services
<b>Personnel Services</b>									
Attorney		300	\$ 12,600	\$ 600	\$ 13,200	\$ 1,500	\$ 600	\$ 1,500	\$ 30,000
Auditor (Annual Audit)		310	\$ 5,040	\$ 240	\$ 5,280	\$ 600	\$ 240	\$ 600	\$ 12,000
Board Stipend		320	\$ 2,520	\$ 120	\$ 2,640	\$ 300	\$ 120	\$ 300	\$ 6,000
Bookkeeping/CPA Consultant		330	\$ 12,600	\$ 600	\$ 13,200	\$ 1,500	\$ 600	\$ 1,500	\$ 30,000
IT Services		335	\$ 6,300	\$ 300	\$ 6,600	\$ 750	\$ 300	\$ 750	\$ 15,000
Engineering		340	\$ 5,400	\$ 1,200	\$ 5,400	\$ -	\$ -	\$ -	\$ 12,000
Admin/Operations/Maintenance Staff		350	\$ 164,000	\$ 7,480	\$ 168,900	\$ 19,100	\$ 5,400	\$ 57,400	\$ 422,280
<b>TOTAL PERSONNEL SERVICES</b>			<b>\$ 208,460</b>	<b>\$ 10,540</b>	<b>\$ 215,220</b>	<b>\$ 23,750</b>	<b>\$ 7,260</b>	<b>\$ 62,050</b>	<b>\$ 527,280</b>
<b>Materials and Services</b>									
Bond, Dues, Publications		400	\$ 2,000	\$ 500	\$ 2,500	\$ 200	\$ 200	\$ 100	\$ 5,500
General Supplies, Lab, Permitting & Monitoring		410	\$ 14,000	\$ 500	\$ 55,000	\$ 500	\$ 2,000	\$ 4,500	\$ 76,500
Utilities- water, sewer, Assess., communications		420	\$ 2,200	\$ 500	\$ 4,800	\$ 4,000	\$ 2,500	\$ 4,800	\$ 18,800
General Maintenance & Repair		430	\$ 14,000	\$ 1,000	\$ 10,000	\$ 6,000	\$ 1,000	\$ 5,000	\$ 37,000
Liability Insurance		440	\$ 15,000	\$ 5,000	\$ 30,000	\$ 5,000	\$ 500	\$ 1,000	\$ 56,500
Electrical		450	\$ 19,000	\$ 14,000	\$ 25,000	\$ 4,500	\$ -	\$ 1,000	\$ 63,500
Contracted Maintenance Services		460	\$ 9,000	\$ 1,000	\$ 7,500	\$ 1,000	\$ -	\$ 1,000	\$ 19,500
<b>TOTAL MATERIALS AND SERVICES</b>			<b>\$ 75,200</b>	<b>\$ 22,500</b>	<b>\$ 134,800</b>	<b>\$ 21,200</b>	<b>\$ 6,200</b>	<b>\$ 17,400</b>	<b>\$ 277,300</b>
<b>TOTAL O&amp;M</b>			<b>\$ 283,660</b>	<b>\$ 33,040</b>	<b>\$ 350,020</b>	<b>\$ 44,950</b>	<b>\$ 13,460</b>	<b>\$ 79,450</b>	<b>\$ 804,580</b>
<b>Other Expenditures</b>									
Annual Debt Service on Capital Improvement Loans		500	\$ 7,770	\$ 370	\$ 8,140	\$ 925	\$ 370	\$ 925	\$ 18,500
Transfer to Capital Reserve Fund		510	\$ 151,150	\$ -	\$ 226,200	\$ 14,550	\$ 11,760	\$ 58,050	\$ 461,710
Transfer to Equipment Replacement Reserve Fund		520	\$ 12,920	\$ 2,020	\$ 35,120	\$ 3,000	\$ 750	\$ 3,750	\$ 57,560
2017/2018 SCSD User Fee Expenditures		530	\$ 8,682	\$ -	\$ 4,569	\$ -	\$ -	\$ -	\$ 13,251
2017/2018 SCSD Benefit Assessment Expenditures		540	\$ -	\$ -	\$ -	\$ 5,778	\$ 424	\$ 7,196	\$ 13,398
<b>TOTAL OTHER EXPENDITURES</b>			<b>\$ 180,522</b>	<b>\$ 2,390</b>	<b>\$ 274,029</b>	<b>\$ 24,253</b>	<b>\$ 13,304</b>	<b>\$ 69,921</b>	<b>\$ 564,419</b>
<b>Capital Outlay</b>									
Office Equipment/furnishings Start-up		600	\$ 6,500	\$ 500	\$ 6,000	\$ 3,000	\$ 3,000	\$ 1,000	\$ 20,000
SCSD Office Building		610	\$ 113,400	\$ 5,400	\$ 118,800	\$ 13,500	\$ 5,400	\$ 13,500	\$ 270,000
<b>TOTAL CAPITAL EXPENDITURES</b>			<b>\$ 119,900</b>	<b>\$ 5,900</b>	<b>\$ 124,800</b>	<b>\$ 16,500</b>	<b>\$ 8,400</b>	<b>\$ 14,500</b>	<b>\$ 290,000</b>
<b>TOTAL EXPENDITURES</b>			<b>\$ 584,082</b>	<b>\$ 41,330</b>	<b>\$ 748,849</b>	<b>\$ 85,703</b>	<b>\$ 35,164</b>	<b>\$ 163,871</b>	<b>\$ 1,658,999</b>
<b>Unexpended Fund Balance</b>			<b>\$ 46,668</b>	<b>\$ 2,400</b>	<b>\$ 55,581</b>	<b>\$ 78,609</b>	<b>\$ 27,997</b>	<b>\$ 152,913</b>	<b>\$ 364,168</b>
<b>EXPENDITURES + UFB</b>			<b>\$ 630,750</b>	<b>\$ 43,730</b>	<b>\$ 804,430</b>	<b>\$ 164,312</b>	<b>\$ 63,161</b>	<b>\$ 316,784</b>	<b>\$ 2,023,167</b>
<b>(Recommended Operating Contingency)</b>			(operating contingency is recommended to be set at 2-months operating costs, or approx. 16% of O&M Costs)						

v. 5/12/2017