



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 19, 2016
Regular Meeting at 5:30 P.M.
Closed Session to follow

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**

C1. Approval of Minutes from Previous Meetings

April 21, 2016

May 12, 2016

- D. PUBLIC COMMENTS & WRITTEN COMMUNICATIONS**

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**

F1. New Business –

- a. Consider adoption of Resolution 2016-8 Scotia Community Services District Board of Directors Granting Easement for Streets**
- b. Consider adoption of Resolution 2016-9 Scotia Community Services District Board of Directors Granting Easement for Storm Drainage**
- c. Scotia CSD Street Lighting**
- d. Draft Final Budget FY 2016-2017**
- e. SDRMA Insurance Quote**

AGENDA FOR MEETING OF THE SCSD BOARD OF DIRECTORS

May 19, 2016

POSTED at 5:00 PM May 16, 2016

f. Property Tax Exchange Agreement Letter to Humboldt County Administrative Office

g. Adopt and Sign:

- **Water User Rates Analysis and Recommendations,**
- **Wastewater User Rates Analysis and Recommendations,**
- **Fire Protection Engineer's Reports for Assessment of Benefits,**
- **Parks and Recreation Engineer's Reports for Assessment of Benefits,**
- **Streets and Street Lighting Engineer's Reports for Assessment of Benefits,**
- **Storm Drainage Engineer's Reports for Assessment of Benefits; and**
- **Combined User Fee and Benefit Assessment Reports Summary**

F2. Old Business – NONE

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. ADJOURN TO CLOSED SESSION

H1. Call to Order

H2. Roll Call

H3. Government Code §54956.8 Real Property Negotiations. Agency Negotiators: Tracy M Boobar & President Rick Walsh. Negotiating Parties: Scotia Community Services District & Town of Scotia Company LLC.

H4. Closed Session Discussion

I. ADJOURN TO OPEN SESSION

II. Report out of Closed Session

J. ADJOURNMENT

Next Regular Meeting of the SCSD will be June 16, 2016 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 Special Board Meeting of the
Scotia Community Services District
Thursday, April 21, 2016
Regular Meeting 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 – late, arrived at 5:37pm
Susan Pryor	Director – present
Rick Walsh	President – present
Vacant	Director – n/a

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

B. SETTING OF AGENDA

Additions/revisions to the agenda: none

C. CONSENT CALENDAR

C1. Approval of Minutes from Previous Meetings

March 17, 2016

April 7, 2016

Motion: Motion to approve the Consent Calendar

Motion: Pryor **Second:** Bristol

Motion Vote: Ayes - 3 Opposed – 0 Absent - 1 Abstain - 0

D. PUBLIC COMMENTS & WRITTEN COMMUNICATIONS

S. Tyler introduced a map from SHN

No other public comment

E. PUBLIC HEARING- None

F. BUSINESS

F1. New Business –

a. Preliminary Approval of:

- Water User Rates Analysis and Recommendations,
- Wastewater User Rates Analysis and Recommendations,
- Fire Protection Engineer's Reports for Assessment of Benefits,
- Parks and Recreation Engineer's Reports for Assessment of Benefits,
- Streets and Street Lighting Engineer's Reports for Assessment of Benefits,
- Storm Drainage Engineer's Reports for Assessment of Benefits; and
- Combined User Fee and Benefit Assessment Reports Summary

Board discussed with staff the final documents, and potential minor changes.

Board directed staff to ask TOS for a draft transition agreement. Closed session in May for Property Negotiation Discussion related to the Transition Agreement.

Public Comment: R. Abrams asked for clarification on what residents will be charged by TOS. SCSD will be charging TOS approximately \$231 per household depending on usage. Also asked for clarification of option for higher rate to include capital costs. Board President discussed. R. Abrams asked who will pay for industrial user testing. Staff replied that it will depend, and the Board will decide in the fee schedule. No public comment on assessments.

Motion: Motion to accept Water User Rates Analysis and Recommendations, Wastewater User Rates Analysis and Recommendations, Fire Protection Engineer's Reports for Assessment of Benefits, Parks and Recreation Engineer's Reports for Assessment of Benefits, Streets and Street Lighting Engineer's Reports for Assessment of Benefits, Storm Drainage Engineer's Reports for Assessment of Benefits; and Combined User Fee and Benefit Assessment Reports Summary

Motion: Bristol **Second:** Pryor

Motion Vote: Ayes - 4 Opposed – 0 Absent - 0 Abstain - 0

<Break 6:45-6:58pm>

b. Consider adoption of Resolution 2016-4 Scotia Community Services District Board of Directors Calling for a Mail Ballot Assessment Proceeding

T. Boobar introduced

Motion: Motion to adopt Resolution 2016-4 Scotia Community Services District Board of Directors Calling for a Mail Ballot Assessment Proceeding

Motion: McKnight **Second:** Pryor

Motion Vote: Ayes - 4 Opposed – 0 Absent - 0 Abstain - 0

c. Initiating 218 Proceedings:

- **Consider adoption of Resolution 2016-5: A Resolution of the Scotia Community Services District Board of Directors Adopting Proposition 218 Procedures for Assessment Ballot Proceedings**

T. Boobar introduced and read through.

Motion: Motion to adopt Resolution 2016-5: A Resolution of the Scotia Community Services District Board of Directors Adopting Proposition 218 Procedures for Assessment Ballot Proceedings

Motion: Bristol **Second:** McKnight

Motion Vote: Ayes - 4 Opposed – 0 Absent - 0 Abstain - 0

- **Consider adoption of Resolution 2016-6: A Resolution of the Scotia Community Services District Board of Directors Adopting Proposition 218 Procedures for User Fee Ballot Proceedings**

T. Boobar introduced and read through.

Motion: Motion to adopt Resolution 2016-6: A Resolution of the Scotia Community Services District Board of Directors Adopting Proposition 218 Procedures for User Fee Ballot Proceedings

Motion: McKnight **Second:** Pryor

Motion Vote: Ayes - 4 Opposed – 0 Absent - 0 Abstain - 0

- **Finalize Draft 218 Ballots and Direct staff to send to landowners**

Change title of “Wastewater Notice” (says water now)

d. FY 2016-2017 Budget Workshop – approve Draft Final Budget and direct staff to notice budget

S. Tyler introduced. Board and staff discussed the draft budget layout and staffing estimates. Board approved and directed staff to notice the Budget.

e. SCSD Board Vacancy – Application deadline May 2, 2016 by 2:00pm, Appointment of Board Vacancy or Call for an Election on May 12, 2016 at 5:30pm

March 17, 2016 a seat became vacant on the Board of directors. Renee A. asked that the vacancy notice reflect the new office hours.

f. LAFCo Election- Vote for Candidate and Direct staff to return ballot

Board Discussed and voted, directed staff to return ballot.

F2. Old Business – NONE

G. REPORTS

- 1. President’s Report:** Spoke on future negotiations. President Walsh will be gone June 29th – July 14th.
- 2. Board Director Reports:** None.
- 3. Interim Manager’s Report:** Recommended closed session for negotiations. Consider second special meeting on June 23 to possibly cover the final budget and transition agreement. Closed session on May 19th meeting.
- 4. Special Counsel’s Report:** None.
- 5. Engineer’s Report:** None.
- 6. Fire Chief’s Status Report:** Submitted handout for Fire Chief’s Report.
- 7. Board Clerk Report:** CSDA Training in McKinleyville: Board and Staff Relations - \$25 CSDA Members, \$50 for non-members, Insurance Update.

Eel River Groundwater Meeting April 25, 2016

H. ADJOURNMENT

Meeting adjourned at 8:16 pm by Board President Rick Walsh.

These minutes were approved by the Board of Directors of the Scotia Community Services District on May 19, 2016 at its duly-noticed regular meeting in Scotia, CA.

APPROVED:

Rick Walsh, President
Board of Directors
Scotia Community Services District

Date

ATTEST:

Leslie Marshall, Board Clerk
Scotia Community Services District

Date

Minutes of the Special Board Meeting of the
Scotia Community Services District
Thursday, May 12, 2016
Special Meeting 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
Susan Pryor	Director – present
Rick Walsh	President – present
Vacant	Director – n/a

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

B. SETTING OF AGENDA

Additions/revisions to the agenda: None

C. PUBLIC HEARING – NONE

D. BUSINESS

D1. Scotia CSD Board Vacancy Appointment –OR– Call for Election pursuant to the California Elections Code and District Notice of Board Vacancy

- Review of submitted Vacancy Applications

One application was submitted for the Board Vacancy, by Paul Newmaker

- Interviews

Each Board member asked an interview question, and the candidate responded.

- Board Appointment

The Board moved to consider the following resolution:

- Consider adoption of Resolution 2016-7 A Resolution of the Scotia Community Services District Board of Directors Filling the Vacancy on the Board of Directors

Motion: Motion to adopt Resolution 2016-7 A Resolution of the Scotia Community Services District Board of Directors Filling the Vacancy on the Board of Directors with addition of Appointee name Paul Newmaker and election date of November 8, 2016.

Motion: Pryor **Second:** Bristol

Motion Vote: Ayes - 4 Opposed – 0 Absent - 0 Abstain - 0

- Oath of Office/ Swearing In

Board Clerk administered the Oath of Office, and had the Board fill out a new Roster for the Office of Elections.

E. ADJOURNMENT

Meeting adjourned at 5:45 pm by Board President Rick Walsh.

These minutes were approved by the Board of Directors of the Scotia Community Services District on May 19, 2016 at its duly-noticed regular meeting in Scotia, CA.

APPROVED:

Rick Walsh, President
Board of Directors
Scotia Community Services District

Date

ATTEST:

Leslie Marshall, Board Clerk
Scotia Community Services District

Date

Item F1a
Resolution 2016-08 To Follow

Item F1b
Resolution 2016-09 To Follow

**Scotia Community Services District
Staff Report**

Date: May 12, 2016
To: Scotia CSD Board of Directors
From: Stephen Davidson, PE
Bayside Civil Consultants
Contract District Engineer
Subject: Street Lighting

RECOMMENDATION:

Information only.

ACTION:

Review & discussion.

DISCUSSION:

At a previous meeting, the Board raised several questions regarding street lighting. The District will be assuming financial responsibility for two different street lighting systems.

Decorative Historic Lights - The District will own and maintain approximately 20 historic decorative lights that primarily front Main Street. These light will be owned and maintained by District staff or a sub-contractor (not PG&E). The Decorative light are separately metered and the District will pay PG&E the electric charge per the LS-3 PG&E rate schedule.

Cobra Head Lights - These 23 lights are owned and maintained by PG&E and spread throughout the residential streets. The District only pays the electric charge per the LS-1 PG&E rate schedule (currently approximately \$522/month), which includes any maintenance.

Both lighting systems costs have been accounted for in the SHN Rate Study.

FISCAL IMPACT:

None.

Scotia Community Services District Staff Report

DATE: May 19, 2016
TO: Scotia Community Services District Board of Directors
FROM: Steve Tyler, Interim District Manager
SUBJECT: SCSD FY 2016/17 Draft Final Budget

RECOMMENDATION:

The Administrative staff recommends that the Board review the Draft Final Budget for FY 2016/17 and provide staff with any comments or questions.

ACTION:

Direct staff to prepare the SCSD FY 2016/17 Final Budget, for the Public Hearing and consider adoption on June 16, 2016.

DISCUSSION:

The FY 2016/17 Draft Final Budget (draft budget) was developed, by staff, utilizing information contained in the March 2016 SHN Engineers & Geologists (SHN) Combined User Fee and Benefit Assessment Reports Summary. The SCSD Board, at the March 17, 2016 meeting, directed staff to develop a draft budget that included Personnel Services costs for contracted services *only* for FY 2016/17. The contracted services costs are divided into three (3) categories; Maintenance/Operations Staff, Administrative Staff and Other Staff. The Contracted Personnel Services costs are included in the draft budget and the account code spreadsheets for Funds, Revenues and Expenditures are attached. The draft budget does *not* include any debt financing or any tax refund/revenue from the County. The draft budget *does* include \$439,875 to be transferred to the Capital Reserve Fund (account 510), \$123,160 to be transferred to the Equipment Replacement Fund (account 520) and an Unexpended Fund Balance of \$93,574.

Staff is working with the Town of Scotia (TOS) to develop a draft "Transition Agreement" (Agreement) between the District (SCSD) and (TOS) for the first FY 2016/17 *only* of SCSD operations. The Agreement will define the process to transfer ownership and operations of specific assets from TOS to SCSD. The Agreement will also provide contract services and support for essential SCSD operations (fire protection, treated water and wastewater). The Agreement will be presented to the Board for review and approval, as soon as possible.

The FY 2016/17 Final Budget (budget) is required, by law, to be approved and adopted, by Resolution, prior to September 1, 2016. Staff recommends that the Board consider adoption of the budget on June 16, 2016.

BUDGET/FISCAL IMPACT: Attached

Scotia Community Services District Proposed Fiscal Year 2016-2017 Operating Budget									
Revenues									
Fund Type	Account #	Treated Water	Raw Water	Wastewater	Streets & Street Lighting	Storm	Parks & Recreation	Fire Department	Total All Services
Available Cash on Hand	210	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest Earnings	220	\$300	\$0	\$400	\$200	\$100	\$100	\$200	\$1,300
Property Tax ¹	230	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Contingency Fund Contribution	240	\$28,000	\$12,000	\$44,000	\$15,000	\$14,000	\$5,000	\$17,000	\$135,000
Office Equipment/Furniture Capital Contribution	250	\$6,500	\$500	\$6,000	\$3,000	\$3,000	\$1,000	\$0	\$20,000
Fire Department Capital Contribution	260	\$0	\$0	\$0	\$0	\$0	\$0	\$766,000	\$766,000
SCSD Office Purchase Loan	265	\$102,600	\$5,400	\$108,000	\$13,500	\$13,500	\$13,500	\$13,500	\$270,000
Special Use Income	270	\$0	\$0	\$0	\$0	\$0	\$500	\$0	\$500
User Fee Revenues Necessary to Balance Budget	280	\$366,478	\$33,550	\$566,575	\$67,450	\$50,184	\$151,958	\$208,180	\$1,444,375
Miscellaneous	290	\$100	\$0	\$100	\$100	\$100	\$0	\$0	\$400
Revenues Sub-Total		\$503,978	\$51,450	\$725,075	\$99,250	\$80,884	\$172,058	\$1,004,880	\$2,637,575
TOTAL CAPITAL EXPENDITURE REVENUES		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL REVENUES		\$503,978	\$51,450	\$725,075	\$99,250	\$80,884	\$172,058	\$1,004,880	\$2,637,575
Expenditures									
		Treated Water	Raw Water	Wastewater	Streets & Street Lighting	Storm	Parks & Recreation	Fire Department	Total All Services
Personnel Services									
Attorney	300	\$15,200	\$800	\$16,000	\$2,000	\$2,000	\$2,000	\$2,000	\$40,000
Auditor (Annual Audit)	310	\$4,560	\$240	\$4,800	\$600	\$600	\$600	\$600	\$12,000
Board Stipend	320	\$2,280	\$120	\$2,400	\$300	\$300	\$300	\$300	\$6,000
Bookkeeping/CPA Consultant	330	\$1,900	\$100	\$2,000	\$50	\$50	\$500	\$400	\$5,000
IT Services	335	\$5,700	\$300	\$6,000	\$150	\$150	\$1,500	\$1,200	\$15,000
Engineering	340	\$5,400	\$600	\$6,000	\$0	\$0	\$0	\$0	\$12,000
Operations/Maintenance Staff (Salaries & Benefits)	350	\$56,718	\$2,622	\$59,340	\$8,970	\$8,970	\$47,265	\$85,215	\$269,100
Administrative Services	360	\$95,327	\$6,116	\$101,443	\$10,070	\$10,070	\$10,070	\$10,070	\$243,166
TOTAL PERSONNEL SERVICES		\$187,085	\$10,898	\$197,983	\$22,140	\$22,140	\$62,235	\$99,785	\$602,266
Materials and Services									
Bond, Dues, Publications	400	\$2,000	\$500	\$2,500	\$200	\$200	\$100	\$2,000	\$7,500
General Supplies, Lab, Permitting & Monitoring	410	\$14,000	\$500	\$55,000	\$500	\$2,000	\$4,500	\$6,200	\$82,700
Utilities- water, sewer, Assess., communications	420	\$2,200	\$500	\$4,800	\$4,000	\$2,500	\$4,800	\$1,200	\$20,000
General Maintenance & Repair	430	\$14,000	\$1,000	\$10,000	\$6,000	\$1,000	\$5,000	\$7,000	\$44,000
Liability Insurance	440	\$15,000	\$5,000	\$30,000	\$5,000	\$500	\$1,000	\$5,000	\$61,500
Electrical	450	\$19,000	\$14,000	\$25,000	\$4,500	\$0	\$1,000	\$5,000	\$68,500
Contracted Maintenance Services	460	\$9,000	\$1,000	\$7,500	\$1,000	\$0	\$1,000	\$500	\$20,000
Construction Management Services	470								\$0
TOTAL MATERIALS AND SERVICES		\$75,200	\$22,500	\$134,800	\$21,200	\$6,200	\$17,400	\$26,900	\$304,200
TOTAL O&M		\$262,285	\$33,398	\$332,783	\$43,340	\$28,340	\$79,635	\$126,685	\$906,466
Other Expenditures									
Annual Debt Service on Capital Improvement Loans	500	\$7,030	\$370	\$7,400	\$925	\$925	\$925	\$925	\$18,500
Transfer to Capital Reserve Fund	510	\$103,748	\$0	\$214,555	\$21,575	\$18,459	\$66,183	\$15,355	\$439,875
Transfer to Equipment Replacement Reserve Fund	520	\$12,860	\$2,080	\$33,620	\$3,000	\$3,750	\$3,750	\$64,100	\$123,160
TOTAL OTHER EXPENDITURES		\$123,638	\$2,450	\$255,575	\$25,500	\$23,134	\$70,858	\$80,380	\$581,535
Capital Outlay									
Fire Apparatus and personnel Gear Upgrade	600	\$0	\$0	\$0	\$0	\$0	\$0	\$766,000	\$766,000
Office Equipment/furnishings Start-up	610	\$6,500	\$500	\$6,000	\$3,000	\$3,000	\$1,000	\$0	\$20,000
SCSD Office Building	620	\$102,600	\$5,400	\$108,000	\$13,500	\$13,500	\$13,500	\$13,500	\$270,000
Winema Theater Roof	630								\$0
TOTAL CAPITAL EXPENDITURES		\$109,100	\$5,900	\$114,000	\$16,500	\$16,500	\$14,500	\$779,500	\$1,056,000
TOTAL EXPENDITURES		\$495,023	\$41,748	\$702,358	\$85,340	\$67,974	\$164,993	\$986,565	\$2,544,001
Unexpended Fund Balance		\$8,955	\$9,702	\$22,717	\$13,910	\$12,910	\$7,065	\$18,315	\$93,574
EXPENDITURES + UFB		\$503,978	\$51,450	\$725,075	\$99,250	\$80,884	\$172,058	\$1,004,880	\$2,637,575
(Recommended Operating Contingency)		(operating contingency is recommended to be set at 2-months operating costs, or approx. 16% of O&M Costs This line item will not be initially funded)							

v. 3/29/2016

SCOTIA COMMUNITY SERVICES DISTRICT
ACCOUNT CODES

FUNDS

TREATED WATER	10
RAW WATER	20
WASTEWATER	30
STREETS & STREET LIGHTING	40
STORM SEWERS	50
PARKS & RECREATION	60
FIRE DEPARTMENT	70
TREATED WATER RESERVE	15
RAW WATER RESERVE	25
WASTEWATER RESERVE	35
STREETS & STREET LIGHTING RESERVE	45
STORM SEWERS RESERVE	55
PARKS & RECREATION RESERVE	65
FIRE DEPARTMENT RESERVE	75

RESOURCES

Available Cash on Hand	210
Interest Earnings	220
Property Tax ¹	230
Contingency Funding Contribution	240
Office Equipment/Furniture Capital Contribution	250
Fire Department Capital Contribution	260
SCSD Office Purchase Loan	265
Special Use Income	270
User Fee Revenues Necessary to Balance Budget	280
Miscellaneous	290

EXPENDITURES

Personnel Services

Attorney	300
Auditor (Annual Audit)	310
Board Stipend	320
Bookkeeping/CPA Consult	330
IT Services	335
Engineering	340
Operations/Maintenance Staff (Salaries & Benefits)	350
Administrative Services	360

Materials and Services

Bond, Dues, Publications	400
General Supplies, Lab, Permitting & Monitoring	410
Utilities- water, sewer, Assess., communications	420
General Maintenance & Repair	430
Liability Insurance	440
Electrical	450
Contracted Maintenance Services	460
Contracted Management Services	470

Other Expenditures

Annual Debt Service on Capital Improvement Loans	500
Transfer to Capital Reserve Fund	510
Transfer to Equipment Replacement Reserve Fund	520

Capital Outlay

Fire Apparatus and Personnel Gear Upgrade	600
Office Equipment/furnishings Start-up	610

SCSD 1st Level Wages (UFBA)			
Maintenance/Operations Staff			
Position/Title	Salary	Benefits 38%	Total
Fire Chief	\$65,000	\$24,700	\$89,700
Utility Operations Lead	\$50,000	\$19,000	\$69,000
Utility Worker	\$45,000	\$17,100	\$62,100
Maintenance Worker	\$35,000	\$13,300	\$48,300

SCSD 1st Level Wages			
Contract Administrative Staff			
Position/Title	Salary	Benefits 0%	Total
District Manager	\$41,760		\$41,760
Clerk	\$83,520		\$83,520
Engineer	\$41,760		\$41,760
Operations Supervisor	\$27,840		\$27,840
Office Manager/Staff	\$33,408		\$33,408
GIS	\$14,880		\$14,880

SCSD 1st Level Wages (UFBA)			
Contract Other Staff			
Position/Title	Salary	Benefits 0%	Total
Legal Counsel	\$40,000		\$40,000
Auditor (Annual Audit)	\$12,000		\$12,000
Board Stipend	\$6,000		\$6,000
CPA/Bookkeeping	\$5,000		\$5,000
Engineering/Ops Consult	\$12,000		\$12,000
IT Services	\$15,000		\$15,000

Scotia Community Services District

Budget Recap

ACCOUNT CODE	USE DESCRIPTION	PROPOSED 2016-17 REVENUES	PROPOSED 2015-16 EXPENDITURES	PROPOSED 2015-16 RESERVES
10	Treated Water	\$503,978	\$495,023	\$8,955
20	Raw Water	\$51,450	\$41,748	\$9,702
30	Wastewater	\$725,075	\$702,358	\$22,717
40	Streets & Street Lighting	\$99,250	\$85,340	\$13,910
50	Storm Sewers	\$80,884	\$67,974	\$12,910
60	Parks & Recreation	\$172,058	\$164,993	\$7,065
70	Fire Department	\$1,004,880	\$986,565	\$18,315
TOTAL BUDGET		\$2,637,575	\$2,544,003	\$93,572

cells linked to rev/exp totals in ea. indiv. Sheet

Scotia Community Services District

Expenditure Recap

ACCOUNT CODE	EXPENDITURE DESCRIPTION	ADOPTED BUDGET 2015-16	ACTUAL 2015-16	PROPOSED BUDGET 2016-17	COMMITTEE APPROVED 2016-17	ADOPTED BUDGET 2016-17
Personnel Services				<i>linked</i>		
10	Treated Water	\$ 176,440	\$ -	\$ 187,085		
20	Raw Water	\$ 9,240	\$ -	\$ 10,898		
30	Wastewater	\$ 185,700	\$ -	\$ 197,983		
40	Streets & Street Lighting	\$ 21,200	\$ -	\$ 22,140		
50	Storm Sewers	\$ 21,200	\$ -	\$ 22,140		
60	Parks & Recreation	\$ 65,800	\$ -	\$ 62,235		
70	Fire Department	\$ 102,300	\$ -	\$ 99,785		
TOTAL PERSONNEL SERVICES		\$ 581,880	\$ -	\$ 602,268		
Materials and Services						
10	Treated Water	\$ 75,200	\$ -	\$ 75,200		
20	Raw Water	\$ 22,500	\$ -	\$ 22,500		
30	Wastewater	\$ 134,800	\$ -	\$ 134,800		
40	Streets & Street Lighting	\$ 21,200	\$ -	\$ 21,200		
50	Storm Sewers	\$ 6,200	\$ -	\$ 6,200		
60	Parks & Recreation	\$ 17,400	\$ -	\$ 17,400		
70	Fire Department	\$ 26,900	\$ -	\$ 26,900		
TOTAL MATERIALS AND SERVICES		\$ 304,200	\$ -	\$ 304,200		
Other						
10	Treated Water	\$ 12,920	\$ -	\$ 123,638		
20	Raw Water	\$ 2,030	\$ -	\$ 2,450		
30	Wastewater	\$ 33,620	\$ -	\$ 255,575		
40	Streets & Street Lighting	\$ 3,000	\$ -	\$ 25,500		
50	Storm Sewers	\$ 3,750	\$ -	\$ 23,134		
60	Parks & Recreation	\$ 3,750	\$ -	\$ 70,858		
70	Fire Department	\$ 64,100	\$ -	\$ 80,380		
TOTAL OTHER		\$ 123,170	\$ -	\$ 581,535		

Scotia Community Services District

TREATED WATER FUND - 10

ACCOUNT CODE	REVENUE DESCRIPTION	ADOPTED BUDGET 2015-16	ACTUAL 2015-16	PROPOSED BUDGET 2016-17	COMMITTEE APPROVED 2016-17	ADOPTED BUDGET 2016-17
				<i>linked</i>		
10-210	Available Cash on Hand	\$ -	\$ -	\$ -		
10-220	Interest Earnings	\$ 300	\$ -	\$ 300		
10-230	Property Tax ¹	\$ -	\$ -	\$ -		
10-240	Contingency Fund Contribution	\$ 28,000	\$ -	\$ 28,000		
10-250	Office Equipment/Furniture Capital Contribution	\$ 6,500	\$ -	\$ 6,500		
10-260	Fire Department Capital Contribution	\$ -	\$ -	\$ -		
10-265	SCSD Office Purchase Loan			\$ 102,600		
10-270	Special Use Income	\$ -	\$ -	\$ -		
10-280	User Fee Revenues Necessary to Balance Budget	\$ 271,150	\$ -	\$ 366,478		
10-290	Miscellaneous	\$ 100	\$ -	\$ 100		
TOTAL		\$ 306,050	\$ -	\$ 503,978		

Scotia Community Services District

RAW WATER FUND - 20

ACCOUNT CODE	REVENUE DESCRIPTION	ADOPTED BUDGET 2015-16	ACTUAL 2015-16	PROPOSED BUDGET 2016-17	COMMITTEE APPROVED 2016-17	ADOPTED BUDGET 2016-17
				<i>linked</i>		
20-210	Available Cash on Hand	\$ -	\$ -	\$ -		
20-220	Interest Earnings	\$ -	\$ -	\$ -		
20-230	Property Tax ¹	\$ -	\$ -	\$ -		
20-240	Contingency Fund Contribution	\$ 12,000	\$ -	\$ 12,000		
20-250	Office Equipment/Furniture Capital Contribution	\$ 500	\$ -	\$ 500		
20-260	Fire Department Capital Contribution	\$ -	\$ -	\$ -		
20-265	SCSD Office Purchase Loan			\$ 5,400		
20-270	Special Use Income	\$ -	\$ -	\$ -		
20-280	User Fee Revenues Necessary to Balance Budget	\$ 34,098	\$ -	\$ 33,550		
20-290	Miscellaneous	\$ -	\$ -	\$ -		
	TOTAL	\$ 46,598	\$ -	\$ 51,450		

Scotia Community Services District

WASTEWATER FUND - 30

ACCOUNT CODE	REVENUE DESCRIPTION	ADOPTED BUDGET 2015-16	ACTUAL 2015-16	PROPOSED BUDGET 2016-17	COMMITTEE APPROVED 2016-17	ADOPTED BUDGET 2016-17
				<i>linked</i>		
30-210	Available Cash on Hand	\$ -	\$ -	\$ -		
30-220	Interest Earnings	\$ 400	\$ -	\$ 400		
30-230	Property Tax ¹	\$ -	\$ -	\$ -		
30-240	Contingency Fund Contribution	\$ 44,000	\$ -	\$ 44,000		
30-250	Office Equipment/Furniture Capital Contribution	\$ 6,000	\$ -	\$ 6,000		
30-260	Fire Department Capital Contribution	\$ -	\$ -	\$ -		
30-265	SCSD Office Purchase Loan			\$ 108,000		
30-270	Special Use Income	\$ -	\$ -	\$ -		
30-280	User Fee Revenues Necessary to Balance Budget	\$ 360,978	\$ -	\$ 566,575		
30-290	Miscellaneous	\$ 100	\$ -	\$ 100		
	TOTAL	\$ 411,478	\$ -	\$ 725,075		

Scotia Community Services District
STREETS & STREET LIGHTING FUND - 40

ACCOUNT CODE	REVENUE DESCRIPTION	ADOPTED BUDGET 2015-16	ACTUAL 2015-16	PROPOSED BUDGET 2016-17	COMMITTEE APPROVED 2016-17	ADOPTED BUDGET 2016-17
				<i>linked</i>		
40-210	Available Cash on Hand	\$ -	\$ -	\$ -		
40-220	Interest Earnings	\$ 200	\$ -	\$ 200		
40-230	Property Tax ¹	\$ -	\$ -	\$ -		
40-240	Contingency Fund Contribution	\$ 15,000	\$ -	\$ 15,000		
40-250	Office Equipment/Furniture Capital Contribution	\$ 3,000	\$ -	\$ 3,000		
40-260	Fire Department Capital Contribution	\$ -	\$ -	\$ -		
40-265	SCSD Office Purchase Loan			\$ 13,500		
40-270	Special Use Income	\$ -	\$ -	\$ -		
40-280	User Fee Revenues Necessary to Balance Budget	\$ 45,284	\$ -	\$ 67,450		
40-290	Miscellaneous	\$ 100	\$ -	\$ 100		
TOTAL		\$ 63,584	\$ -	\$ 99,250		

Scotia Community Services District

STORM SEWERS FUND -50

ACCOUNT CODE	REVENUE DESCRIPTION	ADOPTED BUDGET 2015-16	ACTUAL 2015-16	PROPOSED BUDGET 2016-17	COMMITTEE APPROVED 2016-17	ADOPTED BUDGET 2016-17
				<i>linked</i>		
50-210	Available Cash on Hand	\$ -	\$ -	\$ -		
50-220	Interest Earnings	\$ 100	\$ -	\$ 100		
50-230	Property Tax ¹	\$ -	\$ -	\$ -		
50-240	Contingency Fund Contribution	\$ 14,000	\$ -	\$ 14,000		
50-250	Office Equipment/Furniture Capital Contribution	\$ 3,000	\$ -	\$ 3,000		
50-260	Fire Department Capital Contribution	\$ -	\$ -	\$ -		
50-265	SCSD Office Purchase Loan			\$ 13,500		
50-270	Special Use Income	\$ -	\$ -	\$ -		
50-280	User Fee Revenues Necessary to Balance Budget	\$ 31,134	\$ -	\$ 50,184		
50-290	Miscellaneous	\$ 100	\$ -	\$ 100		
	TOTAL	\$ 48,334	\$ -	\$ 80,884		

Scotia Community Services District

PARKS & RECREATION FUND - 60

ACCOUNT CODE	REVENUE DESCRIPTION	ADOPTED BUDGET 2015-16	ACTUAL 2015-16	PROPOSED BUDGET 2016-17	COMMITTEE APPROVED 2016-17	ADOPTED BUDGET 2016-17
				<i>linked</i>		
60-210	Available Cash on Hand	\$ -	\$ -	\$ -		
60-220	Interest Earnings	\$ 100	\$ -	\$ 100		
60-230	Property Tax ¹	\$ -	\$ -	\$ -		
60-240	Contingency Fund Contribution	\$ 5,000	\$ -	\$ 5,000		
60-250	Office Equipment/Furniture Capital Contribution	\$ 1,000	\$ -	\$ 1,000		
60-260	Fire Department Capital Contribution	\$ -	\$ -	\$ -		
60-265	SCSD Office Purchase Loan			\$ 13,500		
60-270	Special Use Income	\$ 500	\$ -	\$ 500		
60-280	User Fee Revenues Necessary to Balance Budget	\$ 95,548	\$ -	\$ 151,958		
60-290	Miscellaneous	\$ -	\$ -	\$ -		
TOTAL		\$ 102,148	\$ -	\$ 172,058		

Scotia Community Services District

FIRE DEPARTMENT FUND - 70

ACCOUNT CODE	REVENUE DESCRIPTION	ADOPTED BUDGET 2015-16	ACTUAL 2015-16	PROPOSED BUDGET 2016-17	COMMITTEE APPROVED 2016-17	ADOPTED BUDGET 2016-17
				<i>linked</i>		
70-210	Available Cash on Hand	\$ -	\$ -	\$ -		
70-220	Interest Earnings	\$ 200	\$ -	\$ 200		
70-230	Property Tax ¹	\$ -	\$ -	\$ -		
70-240	Contingency Fund Contribution	\$ 17,000	\$ -	\$ 17,000		
70-250	Office Equipment/Furniture Capital Contribution	\$ -	\$ -	\$ -		
70-260	Fire Department Capital Contribution	\$ 766,000	\$ -	\$ 766,000		
70-265	SCSD Office Purchase Loan			\$ 13,500		
70-270	Special Use Income	\$ -	\$ -	\$ -		
70-280	User Fee Revenues Necessary to Balance Budget	\$ 194,572	\$ -	\$ 208,180		
70-290	Miscellaneous	\$ -	\$ -	\$ -		
	TOTAL	\$ 977,772	\$ -	\$ 1,004,880		

Scotia Community Services District

TREATED WATER - 10

ACCOUNT CODE	EXPENDITURE DESCRIPTION	ADOPTED BUDGET 2015-16	ACTUAL 2015-16	PROPOSED BUDGET 2016-17	COMMITTEE APPROVED 2016-17	ADOPTED BUDGET 2016-17
Personnel Services				<i>linked</i>		
10-300	Attorney	\$ 7,600	\$ -	\$ 15,200		
10-310	Auditor (Annual Audit)	\$ 4,560	\$ -	\$ 4,560		
10-320	Board Stipend	\$ 2,280	\$ -	\$ 2,280		
10-330	Bookkeeping/CPA Consult	\$ 1,900	\$ -	\$ 1,900		
10-335	IT Services	\$ 5,700	\$ -	\$ 5,700		
10-340	Engineering	\$ 5,400	\$ -	\$ 5,400		
10-350	Operations/Maintenance Staff (Salaries & Benefits)	\$ 149,000	\$ -	\$ 56,718		
10-360	Administrative Services			\$ 95,327		
TOTAL PERSONNEL SERVICES		\$ 176,440	\$ -	\$ 187,085		
Materials and Services						
10-400	Bond, Dues, Publications	\$ 2,000	\$ -	\$ 2,000		
10-410	General Supplies, Lab, Permitting & Monitoring	\$ 14,000	\$ -	\$ 14,000		
10-420	Utilities- water, sewer, Assess., communications	\$ 2,200	\$ -	\$ 2,200		
10-430	General Maintenance & Repair	\$ 14,000	\$ -	\$ 14,000		
10-440	Liability Insurance	\$ 15,000	\$ -	\$ 15,000		
10-450	Electrical	\$ 19,000	\$ -	\$ 19,000		
10-460	Contracted Maintenance Services	\$ 9,000	\$ -	\$ 9,000		
10-470	Construction Management Services			\$ -		
TOTAL MATERIALS AND SERVICES		\$ 75,200	\$ -	\$ 75,200		
Other Expenditures						
10-500	Annual Debt Service on Capital Improvement Loans			\$ 7,030		
10-510	Transfer to Capital Reserve Fund			\$ 103,748		
10-520	Transfer to Equipment Replacement Reserve Fund	\$ 12,920	\$ -	\$ 12,860		
TOTAL OTHER EXPENDITURES		\$ 12,920	\$ -	\$ 123,638		
Capital Outlay						
10-600	Fire Apparatus and Personal Gear Upgrade			\$ -		
10-610	Office Equipment/Furnishings Start-up	\$ 6,500	\$ -	\$ 6,500		
10-620	SCSD Office Building	\$ 6,990	\$ -	\$ 102,600		
10-630	Winema Theater Roof	\$ -	\$ -	\$ -		
TOTAL CAPITAL EXPENDITURES		\$ 13,490	\$ -	\$ 109,100		
TOTAL ALL EXPENDITURES		\$ 278,050	\$ -	\$ 495,023		

Scotia Community Services District

RAW WATER - 20

ACCOUNT CODE	EXPENDITURE DESCRIPTION	ADOPTED BUDGET 2015-16	ACTUAL 2015-16	PROPOSED BUDGET 2016-17	COMMITTEE APPROVED 2016-17	ADOPTED BUDGET 2016-17
Personnel Services				<i>linked</i>		
20-300	Attorney	\$ 400	\$ -	\$ 800		
20-310	Auditor (Annual Audit)	\$ 240	\$ -	\$ 240		
20-320	Board Stipend	\$ 120	\$ -	\$ 120		
20-330	Bookkeeping/CPA Consult	\$ 100	\$ -	\$ 100		
20-335	IT Services	\$ 300	\$ -	\$ 300		
20-340	Engineering	\$ 600	\$ -	\$ 600		
20-350	Operations/Maintenance Staff (Salaries & Benefits)	\$ 7,480	\$ -	\$ 2,622		
20-360	Administrative Services			\$ 6,116		
TOTAL PERSONNEL SERVICES		\$ 9,240	\$ -	\$ 10,898		
Materials and Services						
20-400	Bond, Dues, Publications	\$ 500	\$ -	\$ 500		
20-410	General Supplies, Lab, Permitting & Monitoring	\$ 500	\$ -	\$ 500		
20-420	Utilities- water, sewer, Assess., communications	\$ 500	\$ -	\$ 500		
20-430	General Maint & Repair	\$ 1,000	\$ -	\$ 1,000		
20-440	Liability Insurance	\$ 5,000	\$ -	\$ 5,000		
20-450	Electrical	\$ 14,000	\$ -	\$ 14,000		
20-460	Contracted Maintenance Services	\$ 1,000	\$ -	\$ 1,000		
20-470	Construction Management Services			\$ -		
TOTAL MATERIALS AND SERVICES		\$ 22,500	\$ -	\$ 22,500		
Other Expenditures						
20-500	Annual Debt Service on Capital Improvement Loans			\$ 370		
20-510	Transfer to Capital Reserve Fund			\$ -		
20-520	Transfer to Equipment Replacement Reserve Fund	\$ 2,030	\$ -	\$ 2,080		
TOTAL OTHER EXPENDITURES		\$ 2,030	\$ -	\$ 2,450		
Capital Outlay						
20-600	Fire Apparatus and Personal Gear Upgrade			\$ -		
20-610	Office Equipment/Furnishings Start-up	\$ 500	\$ -	\$ 500		
20-620	SCSD Office Building	\$ 368	\$ -	\$ 5,400		
20-630	Winema Theater Roof	\$ -	\$ -	\$ -		
TOTAL CAPITAL EXPENDITURES		\$ 868	\$ -	\$ 5,900		
TOTAL ALL EXPENDITURES		\$ 34,638	\$ -	\$ 41,748		

Scotia Community Services District

WASTEWATER - 30

ACCOUNT CODE	EXPENDITURE DESCRIPTION	ADOPTED BUDGET 2015-16	ACTUAL 2015-16	PROPOSED BUDGET 2016-17	COMMITTEE APPROVED 2016-17	ADOPTED BUDGET 2016-17
Personnel Services				<i>linked</i>		
30-300	Attorney	\$ 8,000	\$ -	\$ 16,000		
30-310	Auditor (Annual Audit)	\$ 4,800	\$ -	\$ 4,800		
30-320	Board Stipend	\$ 2,400	\$ -	\$ 2,400		
30-330	Bookkeeping/CPA Consult	\$ 2,000	\$ -	\$ 2,000		
30-335	IT Services	\$ 6,000	\$ -	\$ 6,000		
30-340	Engineering	\$ 6,000	\$ -	\$ 6,000		
30-350	Operations/Maintenance Staff (Salaries & Benefits)	\$ 156,500	\$ -	\$ 59,340		
30-360	Administrative Services			\$ 101,443		
TOTAL PERSONNEL SERVICES		\$ 185,700	\$ -	\$ 197,983		
Materials and Services						
30-400	Bond, Dues, Publications	\$ 2,500	\$ -	\$ 2,500		
30-410	General Supplies, Lab, Permitting & Monitoring	\$ 55,000	\$ -	\$ 55,000		
30-420	Utilities- water, sewer, Assess., communications	\$ 4,800	\$ -	\$ 4,800		
30-430	General Maint & Repair	\$ 10,000	\$ -	\$ 10,000		
30-440	Liability Insurance	\$ 30,000	\$ -	\$ 30,000		
30-450	Electrical	\$ 25,000	\$ -	\$ 25,000		
30-460	Contracted Maintenance Services	\$ 7,500	\$ -	\$ 7,500		
30-470	Construction Management Services			\$ -		
TOTAL MATERIALS AND SERVICES		\$ 134,800	\$ -	\$ 134,800		
Other Expenditures						
30-500	Annual Debt Service on Capital Improvement Loans			\$ 7,400		
30-510	Transfer to Capital Reserve Fund			\$ 214,555		
30-520	Transfer to Equipment Replacement Reserve Fund	\$ 33,620	\$ -	\$ 33,620		
TOTAL OTHER EXPENDITURES		\$ 33,620	\$ -	\$ 255,575		
Capital Outlay						
30-600	Fire Apparatus and Personal Gear Upgrade			\$ -		
30-610	Office Equipment/furnishings Start-up	\$ 6,000	\$ -	\$ 6,000		
30-620	SCSD Office Building	\$ 7,358	\$ -	\$ 108,000		
30-630	Winema Theater Roof			\$ -		
TOTAL CAPITAL EXPENDITURES		\$ 13,358	\$ -	\$ 114,000		
TOTAL ALL EXPENDITURES		\$ 367,478	\$ -	\$ 702,358		

Scotia Community Services District
STREETS & STREET LIGHTING - 40

ACCOUNT CODE	EXPENDITURE DESCRIPTION	ADOPTED BUDGET 2015-16	ACTUAL 2015-16	PROPOSED BUDGET 2016-17	COMMITTEE APPROVED 2016-17	ADOPTED BUDGET 2016-17
Personnel Services				<i>linked</i>		
40-300	Attorney	\$ 1,000	\$ -	\$ 2,000		
40-310	Auditor (Annual Audit)	\$ 600	\$ -	\$ 600		
40-320	Board Stipend	\$ 300	\$ -	\$ 300		
40-330	Bookkeeping/CPA Consult	\$ 50	\$ -	\$ 50		
40-335	IT Services	\$ 150	\$ -	\$ 150		
40-340	Engineering	\$ -	\$ -	\$ -		
40-350	Operations/Maintenance Staff (Salaries & Benefits)	\$ 19,100	\$ -	\$ 8,970		
40-360	Administrative Services			\$ 10,070		
TOTAL PERSONNEL SERVICES		\$ 21,200	\$ -	\$ 22,140		
Materials and Services						
40-400	Bond, Dues, Publications	\$ 200	\$ -	\$ 200		
40-410	General Supplies, Lab, Permitting & Monitoring	\$ 500	\$ -	\$ 500		
40-420	Utilities- water, sewer, Assess., communications	\$ 4,000	\$ -	\$ 4,000		
40-430	General Maint & Repair	\$ 6,000	\$ -	\$ 6,000		
40-440	Liability Insurance	\$ 5,000	\$ -	\$ 5,000		
40-450	Electrical	\$ 4,500	\$ -	\$ 4,500		
40-460	Contracted Maintenance Services	\$ 1,000	\$ -	\$ 1,000		
40-470	Construction Management Services			\$ -		
TOTAL MATERIALS AND SERVICES		\$ 21,200	\$ -	\$ 21,200		
Other Expenditures						
40-500	Annual Debt Service on Capital Improvement Loans			\$ 925		
40-510	Transfer to Capital Reserve Fund			\$ 21,575		
40-520	Transfer to Equipment Replacement Reserve Fund	\$ 3,000	\$ -	\$ 3,000		
TOTAL OTHER EXPENDITURES		\$ 3,000	\$ -	\$ 25,500		
Capital Outlay						
40-600	Fire Apparatus and Personal Gear Upgrade			\$ -		
40-610	Office Equipment/furnishings Start-up	\$ 3,000	\$ -	\$ 3,000		
40-620	SCSD Office Building	\$ 184	\$ -	\$ 13,500		
40-630	Winema Theater Roof			\$ -		
TOTAL CAPITAL EXPENDITURES		\$ 3,184	\$ -	\$ 16,500		
TOTAL ALL EXPENDITURES		\$ 48,584	\$ -	\$ 85,340		

Scotia Community Services District

STORM SEWERS - 50

ACCOUNT CODE	EXPENDITURE DESCRIPTION	ADOPTED BUDGET 2015-16	ACTUAL 2015-16	PROPOSED BUDGET 2016-17	COMMITTEE APPROVED 2016-17	ADOPTED BUDGET 2016-17
	Personnel Services			<i>linked</i>		
50-300	Attorney	\$ 1,000	\$ -	\$ 2,000		
50-310	Auditor (Annual Audit)	\$ 600	\$ -	\$ 600		
50-320	Board Stipend	\$ 300	\$ -	\$ 300		
50-330	Bookkeeping/CPA Consult	\$ 50	\$ -	\$ 50		
50-335	IT Services	\$ 150	\$ -	\$ 150		
50-340	Engineering	\$ -	\$ -	\$ -		
50-350	Operations/Maintenance Staff (Salaries & Benefits)	\$ 19,100	\$ -	\$ 8,970		
50-360	Administrative Services			\$ 10,070		
	TOTAL PERSONNEL SERVICES	\$ 21,200	\$ -	\$ 22,140		
	Materials and Services					
50-400	Bond, Dues, Publications	\$ 200	\$ -	\$ 200		
50-410	General Supplies, Lab, Permitting & Monitoring	\$ 2,000	\$ -	\$ 2,000		
50-420	Utilities- water, sewer, Assess., communications	\$ 2,500	\$ -	\$ 2,500		
50-430	General Maint & Repair	\$ 1,000	\$ -	\$ 1,000		
50-440	Liability Insurance	\$ 500	\$ -	\$ 500		
50-450	Electrical	\$ -	\$ -	\$ -		
50-460	Contracted Maintenance Services	\$ -	\$ -	\$ -		
50-470	Construction Management Services			\$ -		
	TOTAL MATERIALS AND SERVICES	\$ 6,200	\$ -	\$ 6,200		
	Other Expenditures					
50-500	Annual Debt Service on Capital Improvement Loans			\$ 925		
50-510	Transfer to Capital Reserve Fund			\$ 18,459		
50-520	Transfer to Equipment Replacement Reserve Fund	\$ 3,750	\$ -	\$ 3,750		
	TOTAL OTHER EXPENDITURES	\$ 3,750	\$ -	\$ 23,134		
	Capital Outlay					
50-600	Fire Apparatus and Personal Gear Upgrade			\$ -		
50-610	Office Equipment/furnishings Start-up	\$ 3,000	\$ -	\$ 3,000		
50-620	SCSD Office Building	\$ 184	\$ -	\$ 13,500		
50-630	Winema Theater Roof			\$ -		
	TOTAL CAPITAL EXPENDITURES	\$ 3,184	\$ -	\$ 16,500		
	TOTAL ALL EXPENDITURES	\$ 34,334	\$ -	\$ 67,974		

Scotia Community Services District

PARKS & RECREATION - 60

ACCOUNT CODE	EXPENDITURE DESCRIPTION	ADOPTED BUDGET 2015-16	ACTUAL 2015-16	PROPOSED BUDGET 2016-17	COMMITTEE APPROVED 2016-17	ADOPTED BUDGET 2016-17
	Personnel Services			<i>linked</i>		
60-300	Attorney	\$ 1,000	\$ -	\$ 2,000		
60-310	Auditor (Annual Audit)	\$ 600	\$ -	\$ 600		
60-320	Board Stipend	\$ 300	\$ -	\$ 300		
60-330	Bookkeeping/CPA Consult	\$ 500	\$ -	\$ 500		
60-335	IT Services	\$ 1,500	\$ -	\$ 1,500		
60-340	Engineering	\$ -	\$ -	\$ -		
60-350	Operations/Maintenance Staff (Salaries & Benefits)	\$ 61,900	\$ -	\$ 47,265		
60-360	Administrative Services			\$ 10,070		
	TOTAL PERSONNEL SERVICES	\$ 65,800	\$ -	\$ 62,235		
	Materials and Services					
60-400	Bond, Dues, Publications	\$ 100	\$ -	\$ 100		
60-410	General Supplies, Lab, Permitting & Monitoring	\$ 4,500	\$ -	\$ 4,500		
60-420	Utilities- water, sewer, Assess., communications	\$ 4,800	\$ -	\$ 4,800		
60-430	General Maint & Repair	\$ 5,000	\$ -	\$ 5,000		
60-440	Liability Insurance	\$ 1,000	\$ -	\$ 1,000		
60-450	Electrical	\$ 1,000	\$ -	\$ 1,000		
60-460	Contracted Maintenance Services	\$ 1,000	\$ -	\$ 1,000		
60-470	Construction Management Services			\$ -		
	TOTAL MATERIALS AND SERVICES	\$ 17,400	\$ -	\$ 17,400		
	Other Expenditures					
60-500	Annual Debt Service on Capital Improvement Loans			\$ 925		
60-510	Transfer to Capital Reserve Fund			\$ 66,183		
60-520	Transfer to Equipment Replacement Reserve Fund	\$ 3,750	\$ -	\$ 3,750		
	TOTAL OTHER EXPENDITURES	\$ 3,750	\$ -	\$ 70,858		
	Capital Outlay					
60-600	Fire Apparatus and Personal Gear Upgrade			\$ -		
60-610	Office Equipment/furnishings Start-up	\$ 1,000	\$ -	\$ 1,000		
60-620	SCSD Office Building	\$ 1,840	\$ -	\$ 13,500		
60-630	Winema Theater Roof	\$ 7,358	\$ -	\$ -		
	TOTAL CAPITAL EXPENDITURES	\$ 10,198	\$ -	\$ 14,500		
	TOTAL ALL EXPENDITURES	\$ 97,148	\$ -	\$ 164,993		

Scotia Community Services District

FIRE DEPARTMENT - 70

ACCOUNT CODE	EXPENDITURE DESCRIPTION	ADOPTED BUDGET 2015-16	ACTUAL 2015-16	PROPOSED BUDGET 2016-17	COMMITTEE APPROVED 2016-17	ADOPTED BUDGET 2016-17
	Personnel Services			<i>linked</i>		
70-300	Attorney	\$ 1,000	\$ -	\$ 2,000		
70-310	Auditor (Annual Audit)	\$ 600	\$ -	\$ 600		
70-320	Board Stipend	\$ 300	\$ -	\$ 300		
70-330	Bookkeeping/CPA Consult	\$ 400	\$ -	\$ 400		
70-335	IT Services	\$ 1,200	\$ -	\$ 1,200		
70-340	Engineering	\$ -	\$ -	\$ -		
70-350	Operations/Maintenance Staff (Salaries & Benefits)	\$ 98,800	\$ -	\$ 85,215		
70-360	Administrative Services			\$ 10,070		
	TOTAL PERSONNEL SERVICES	\$ 102,300	\$ -	\$ 99,785		
	Materials and Services					
70-400	Bond, Dues, Publications	\$ 2,000	\$ -	\$ 2,000		
70-410	General Supplies, Lab, Permitting & Monitoring	\$ 6,200	\$ -	\$ 6,200		
70-420	Utilities- water, sewer, Assess., communications	\$ 1,200	\$ -	\$ 1,200		
70-430	General Maint & Repair	\$ 7,000	\$ -	\$ 7,000		
70-440	Liability Insurance	\$ 5,000	\$ -	\$ 5,000		
70-450	Electrical	\$ 5,000	\$ -	\$ 5,000		
70-460	Contracted Maintenance Services	\$ 500	\$ -	\$ 500		
70-470	Construction Management Services			\$ -		
	TOTAL MATERIALS AND SERVICES	\$ 26,900	\$ -	\$ 26,900		
	Other Expenditures					
70-500	Annual Debt Service on Capital Improvement Loans			\$ 925		
70-510	Transfer to Capital Reserve Fund			\$ 15,355		
70-520	Transfer to Equipment Replacement Reserve Fund	\$ 64,100	\$ -	\$ 64,100		
	TOTAL OTHER EXPENDITURES	\$ 64,100	\$ -	\$ 80,380		
	Capital Outlay					
70-600	Fire Apparatus and Personal Gear Upgrade	\$ 766,000	\$ -	\$ 766,000		
70-610	Office Equipment/furnishings Start-up			\$ -		
70-620	SCSD Office Building	\$ 1,472	\$ -	\$ 13,500		
70-630	Winema Theater Roof			\$ -		
	TOTAL CAPITAL EXPENDITURES	\$ 767,472	\$ -	\$ 779,500		
	TOTAL ALL EXPENDITURES	\$ 960,772	\$ -	\$ 986,565		

Scotia Community Services District

Staff Report

DATE: May 19, 2016

TO: Scotia Community Services District Board of Directors

FROM: Steve Tyler, Interim District Manager

SUBJECT: SDRMA Insurance Application 2016

RECOMMENDATION:

The Administrative staff recommends that the Board review a new SDRMA Insurance Application, and take direct staff to send updated Application to SDRMA for a new insurance quote.

ACTION: Direct Staff to send updated Application.

DISCUSSION:

SDRMA is the insurance branch of CSDA, of which SCSD is a current member. The SCSD needs to apply for insurance based on assets to be transferred, as well as the new SCSD 2016/2017 Budget, to be covered for Insurance coverage as required.

ACTION: None.



May 13, 2016

Mr. Gregory S. Hall, ARM
Chief Executive Officer
Special District Risk Management Authority
1112 "I" Street, Suite 300
Sacramento, California 95814

Dear Mr. Hall:

Scotia Community Services District was formed in 2014 and exists to provide water, wastewater, fire protection, stormwater, parks and recreation, street lighting, and street and alley services for constituents for the census-designated place of Scotia in Humboldt County, California.

The Scotia Community Services District will be assuming ownership and management of the following services and infrastructure: Water treatment plant, linear infrastructure, Scotia Museum, Winema Theatre, Pocket parks, Scotia Volunteer Fire District, Pipe Shop, Wastewater treatment plant, Carpenter Shop, Paint Shop, Baseball Park, Community Soccer Park, Firemen's Park, and Scotia Community Forest, raw water supply, and the Dam. These services are currently owned and managed by The Town of Scotia Company, LLC. The transition process of these vital community services is currently underway, and will occur over the next few years.

Please provide a quote for the attached application.

Since formation of the District there have been no known losses. Additionally, we do not have any open claims. Please do not hesitate to call should you have any questions.

Sincerely,

Leslie Marshall
SCSD Board Clerk

Property/Liability Preliminary Questionnaire



Program Year 2015-16

Scotia Community Services District

Profile Section

Please enter all information in the space provided and ensure that it is complete, correct and current. For questions and assistance, please call Member Services at 800.537.7790.

Mailing Address 1:	Post Office Box 104
Mailing Address 2:	
Mailing City/St/Zip:	Scotia , CA 95565
Mailing County:	Humboldt
Physical Address 1:	122 Main Street
Physical Address 2:	
Physical City/St/Zip:	Scotia, CA 95565
Physical County:	Humboldt
Phone Number:	(707) 506-3030
Fax Number:	infoscotiacsd@gmail.com
Number of Board Members, Commissioners, Council Members or Trustees:	5
Method of Selection (Elected or Appointed):	Elected
If appointed, by whom:	
Population:	
Service Area (acres):	420
Office Hours:	currently Mondays and Thursdays 10am-2pm, subject to change
Year Formed:	2014

Program Year 2015-16

Scotia Community Services District

Services Section

Please select from the following list of services that your organization currently provides. For questions and assistance, please call Member Services at 800.537.7790.

<input checked="" type="checkbox"/>	Fire
<input checked="" type="checkbox"/>	Parks/Recreation
<input checked="" type="checkbox"/>	Sewer
<input checked="" type="checkbox"/>	Streetlighting
<input checked="" type="checkbox"/>	Streets/Roads
<input checked="" type="checkbox"/>	Water
<input type="checkbox"/>	Air Pollution Control
<input type="checkbox"/>	Airport
<input type="checkbox"/>	Cemetery
<input checked="" type="checkbox"/>	Dam
<input checked="" type="checkbox"/>	Drainage Pond
<input type="checkbox"/>	Electric
<input type="checkbox"/>	Emergency Communications Center
<input type="checkbox"/>	Fairs/Parades
<input type="checkbox"/>	Firing Ranges
<input type="checkbox"/>	Flood Control
<input type="checkbox"/>	Garbage
<input type="checkbox"/>	Golf Course
<input type="checkbox"/>	Healthcare
<input type="checkbox"/>	Irrigation
<input type="checkbox"/>	JPA
<input type="checkbox"/>	Lakes/Reservoirs
<input checked="" type="checkbox"/>	Levees/Dikes/Canals/Ditches
<input type="checkbox"/>	Library
<input type="checkbox"/>	Local Agency Formation Commissions
<input type="checkbox"/>	Marina/Dock
<input type="checkbox"/>	Police/Law Enforcement
<input type="checkbox"/>	Resource Conservation
<input type="checkbox"/>	Solid Waste Management
<input checked="" type="checkbox"/>	Stadium
<input type="checkbox"/>	Vector/Pest Control

Program Year 2015-16

Scotia Community Services District

Contacts Section

Please enter your organization's contact information and ensure that it is complete, correct and current. For any questions or assistance, please call Member Services at 800.537.7790.

Contact	Title	Phone	Email
Leslie Marshall	Board Clerk	(707) 825 - 8260	lesliem@planwestpartners.com
		() -	

Contact Roles

Primary Contact:	Leslie Marshall, Board Clerk
General Manager:	Steve Tyler
Board President:	Rick Walsh
Finance Officer:	
Safety Officer:	
Broker/Agent:	
Business Name:	
Address:	
City/St/Zip:	
Phone:	
Fax:	
Email:	

Property/Liability Preliminary Questionnaire



Program Year 2015-16

Scotia Community Services District

General Information Section

Please enter all information in the space provided and ensure that it is complete, correct and current. For questions and assistance, please call Member Services at 800.537.7790.

Underwriting Questions

1. Are you a government agency?
Yes
2. Is an attorney present at each of your Board meetings?
Yes
3. How often is an outside (independent) financial audit performed? (annually, every two years etc.)
annually
4. For which fiscal year was the last audit completed?
N/A
5. What is the name of the firm performing your financial audit?

6. Does a committee, or the full Board, discuss the audit report and any audit findings directly with the auditor?
No
7. Has your agency had in the last five years, any suits or claims filed against your Board? (If yes, please forward a copy to SDRMA with this questionnaire).
No
8. Has your agency had in the last five years, defaults on any debt payments?
No
9. Has your agency had in the last five years, any employee strikes or work stoppages?
No
10. Has your agency had in the last five years, any employee-filed suits/claims against your agency other than Workers' Compensation claims? (If yes, please forward a copy to SDRMA with this questionnaire).
No
11. Has your agency had in the last five years, any Grand Jury investigations or recall proceedings? (If yes, please forward a copy to SDRMA with this questionnaire - also provide a copy of your agency's response if applicable)
No
12. Has your agency had in the last five years, indictments of any public officials?
No
13. Does your agency have any physical IT security procedures in place? (including procedures relating to mobile devices such as laptops and PDA's)

14. Does your agency have risk management procedures/policies relating to media, privacy and network security?

15. Has your agency had any claims relating to network security breaches and/or outages?

Agency Management

1. Number of Full-Time Employees
0, all contracted staff
2. Number of Part-Time Employees
0, all contracted staff
3. Does your Agency have Licensed or Certified Positions on Staff? (For example: engineers, accountants, attorneys, etc.)
Yes
4. Does your Agency have a volunteer/auxiliary association? (If yes, please fax or mail detailed information)
Yes
5. What type of internet access do you have? (None, Dial Up, Cable/DSL, Broadband)
Broadband

Program Year 2015-16

Scotia Community Services District

General Information Section

Please enter all information in the space provided and ensure that it is complete, correct and current. For questions and assistance, please call Member Services at 800.537.7790.

Present Coverage

1. Do you have any locations where more than 50 Employees work in one building?	No
2. Primary Carrier	None, new entity
3. Excess Carrier	
4. Policy Liability Limits	
5. Expiration Date	
6. Expiring Annual Premium	
7. Renewal Annual Premium	
8. How many 'Additional Insureds' do you have on your current policy?	
9. During the past three (3) years has insurance been declined, canceled, or not renewed?	No
10. Are there any pending claims or lawsuits against your agency?	No

Property/Liability Preliminary Questionnaire



Program Year 2015-16

Scotia Community Services District

Services Information Section

Please enter all information in the space provided and ensure that it is complete, correct and current. For questions and assistance, please call Member Services at 800.537.7790.

Fire

S03-01	Area of firehouse(s) (sq. ft.)	30,000
S03-03	Total number of responses during past year	120
S03-04	Number of ambulance transports in past year	0
S03-05	Total budgeted operating expenditures	\$ 126,685
S03-06	Number of certified Advance Life Support personnel (i.e. EMT II and Paramedics)	1 paramedic, 1 EMT, 6 first responders
S03-07	Number of ambulance attendants (not Advanced Life Support Certified)	0
S03-08	How many employees are designated Peace Officers and carry firearms while on duty?	

Parks/Recreation

S05-01	Area of buildings (sq.ft.)	
S05-02	Number of parks/playgrounds	5
S05-03	Total area of parks/playgrounds (acres)	30
S05-04	Number of pools	0
S05-05	Number of swimming areas (excluding pools)	1
S05-06	Number of supervised swimming areas	0
S05-07	Number of sponsored events/activities during past year	0
S05-08	Estimated number of participants in sponsored events	
S05-09	Number of campgrounds	0
S05-10	Miles of trail	2
S05-11	Miles of beach	1
S05-12	Number of equestrian arenas	0
S05-13	Number of horse boarding stalls	
S05-14	Total budgeted operating expenditures (see instructions)	\$79,635
S05-15	Total number of parks/playgrounds less than 1 acre	2
S05-16	Total number of parks/playgrounds between 1-5 acres	2
S05-17	Total number of parks/playgrounds greater than 5 acres	1

Sewer

S02-01	Capacity of treatment plant (million gal/day)	1
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Property/Liability Preliminary Questionnaire



Program Year 2015-16

Scotia Community Services District

Services Information Section

Please enter all information in the space provided and ensure that it is complete, correct and current. For questions and assistance, please call Member Services at 800.537.7790.

Sewer

S02-02	Percentage of treatment plant in use	75
S02-03	Number of service connections/hookups	317
S02-04	Length of mains (miles)	5
S02-05	Number of pump stations	2
S02-06	Method of effluent disposal	Summer-evaporation; Winter- river discharge
S02-07	Is a discharge or runoff permit required	Yes
S02-08	Number of permit violations during past year	0
S02-09	Budgeted sewage collection expenditures	
S02-10	Budgeted sewage treatment expenditures	
S02-11	Budgeted solids handling (disposal) expenditures	(contracted) \$10,000
S02-12	Does your agency generate heat or power with gas diesel or hydro?	no
S02-13	If yes, is the heat or power used by your own agency or is it sold?	
S02-14	Total payroll (excluding clerical and administrative)	\$59,340
S02-15	Total budgeted operating expenditures (see instructions)	collection & treatment \$ 332,783

Streetlighting

S19-01	Number of lights	50
S19-02	Total budgeted operating expenditures (see instructions)	combined with streets in budget

Streets/Roads

S04-01	Miles of roadway	1
S04-02	Total budgeted operating expenditures (see instructions)	w/ streetlighting \$43,340
S04-03	Street cleaning payroll (excluding clerical and administrative)	
S04-04	Snow plowing payroll (excluding clerical and administrative)	
S04-05	Other maintenance payroll (excluding clerical and administrative)	w/ streetlighting \$8,970

Water

S01-01	Capacity of treatment plant (million gal/day)	1
S01-02	Percentage of treatment plant in use	30
S01-03	Number of reservoirs	0
S01-04	Number of fenced reservoirs	0

Program Year 2015-16

Scotia Community Services District

Services Information Section

Please enter all information in the space provided and ensure that it is complete, correct and current. For questions and assistance, please call Member Services at 800.537.7790.

Water

S01-05	Number of tanks	4
S01-06	Number of fenced tanks	2
S01-07	Length of mains (miles)	7
S01-08	Number of service connections/meters	317
S01-09	Number of permit violations during past year	0
S01-10	Consumption by commercial customers in prior year (ac. ft.)	
S01-11	Consumption by residential customers in prior year (ac. ft.)	5
S01-12	Revenue from reclaimed water sales in prior year	n/a
S01-13	Wholesale water sales in prior year (ac. ft.)	
S01-14	Revenue from ground water replacement in prior year	
S01-15	Does your agency generate heat or power with gas, diesel or hydro?	no
S01-16	if yes, is the heat or power used by your own agency or is it sold?	
S01-17	Total budgeted operating expenditures (see instructions)	including raw water \$295,683
S01-18	Total payroll (excluding clerical and administrative)	including raw water \$59,340

Total Operating Budget

X01-01	Total Annual Operating Budget Including All Departments/Services	Total above services: \$877,841 + stormwater \$28,340 = \$906,466
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Annual Agency budget includes all departments for the current fiscal year. Please exclude capital expenditures, reserves and principal/interest payments on long-term debt. In addition, only grants and pass through funding NOT used to support operations (risk transferred) should be excluded - therefore, grant funding used to support agency operations such as payroll and other administrative expenses should be included.

Program Year 2015-16

Scotia Community Services District

Property Inventory Section

Please list all property owned, leased or occupied by your District/Agency. By listing the property in this section, you are warranting and representing on behalf of your District/Agency and its Employees, Officer and Board Members that to the best of your knowledge, the information contained below is complete and correct and includes all property owned, leased or occupied by the District.

Please list additions in the spaces provided below:

Property Description:	SCOTIA COMMUNITY SERVICES DISTRICT OFFICE
Address:	122 Main Street
City/St/Zip:	Scotia, California 95565
County:	Humboldt
Construction Type*:	Wood-frame
Roof Type**:	Other
Area (sq. ft.):	780
Fire Rating:	n/a
Year Built:	1960
Year of Last Major Renovation:	
Renovation Cost:	
Renovation Description***:	
Last Appraisal:	
Number of Floors:	one
Auto Sprinklers (Y/N):	YES
Percent (%) Sprinklered:	100%
Earthquake Coverage (Y/N):	
Building Bolted to Foundation (Y/N):	Yes
Building Value:	\$340,000
Contents Value:	

***Construction Types**

Joisted Masonry
Metal
Non-Combustible
Wood Frame
Other

****Roof Types**

Shake
Tile
Metal
Non-Combustible
Other

*****Structural Renovations**

Electrical
Plumbing
Seismic retrofitting
Square footage
additions
Roof replacements
Auto sprinklers
Other (describe)

Program Year 2015-16

Scotia Community Services District

Property Inventory Section

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Please list additions in the spaces provided below:

Property Description:	<u>POTABLE WATER TREATMENT FACILITY</u>
Address:	<u>Access Easement Road (east side of US 101)</u>
City/St/Zip:	<u>Scotia, California 95565</u>
County:	<u>Humboldt</u>
Construction Type*:	<u>Wood</u>
Roof Type**:	<u>Non-combustable</u>
Area (sq. ft.):	<u>2,108 sq. ft.</u>
Fire Rating:	<u>n/a</u>
Year Built:	<u>1955</u>
Year of Last Major Renovation:	<u>1966</u>
Renovation Cost:	<u></u>
Renovation Description***:	<u></u>
Last Appraisal:	<u></u>
Number of Floors:	<u>one</u>
Auto Sprinklers (Y/N):	<u>YES</u>
Percent (%) Sprinklered:	<u>100%</u>
Earthquake Coverage (Y/N):	<u></u>
Building Bolted to Foundation (Y/N):	<u></u>
Building Value:	<u>\$ 300,000</u>
Contents Value:	<u>\$12,000,000</u>

***Construction Types**

Joisted Masonry
Metal
Non-Combustible
Wood Frame
Other

****Roof Types**

Shake
Tile
Metal
Non-Combustible
Other

*****Structural Renovations**

Electrical
Plumbing
Seismic retrofitting
Square footage
additions
Roof replacements
Auto sprinklers
Other (describe)

Program Year 2015-16

Scotia Community Services District

Property Inventory Section

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Please list additions in the spaces provided below:

Property Description:	<u>WASTE-WATER TREATMENT PLANT</u>
Address:	<u>Williams Street</u>
City/St/Zip:	<u>Scotia, California 95565</u>
County:	<u>Humboldt</u>
Construction Type*:	<u>Non-combustable</u>
Roof Type**:	<u>Other</u>
Area (sq. ft.):	<u>1,000 sq. ft,</u>
Fire Rating:	<u>n/a</u>
Year Built:	<u>1950</u>
Year of Last Major Renovation:	<u></u>
Renovation Cost:	<u></u>
Renovation Description***:	<u></u>
Last Appraisal:	<u></u>
Number of Floors:	<u>one</u>
Auto Sprinklers (Y/N):	<u>NO</u>
Percent (%) Sprinklered:	<u>n/a</u>
Earthquake Coverage (Y/N):	<u></u>
Building Bolted to Foundation (Y/N):	<u></u>
Building Value:	<u>\$ 50,000</u>
Contents Value:	<u>\$5,000,000</u>

***Construction Types**

Joisted Masonry
Metal
Non-Combustible
Wood Frame
Other

****Roof Types**

Shake
Tile
Metal
Non-Combustible
Other

*****Structural Renovations**

Electrical
Plumbing
Seismic retrofitting
Square footage
additions
Roof replacements
Auto sprinklers
Other (describe)

Program Year 2015-16

Scotia Community Services District

Property Inventory Section

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Please list additions in the spaces provided below:

Property Description:	<u>FIRE HALL and PIPE SHOP</u>
Address:	<u>Main Street</u>
City/St/Zip:	<u>Scotia, California 95565</u>
County:	<u>Humboldt</u>
Construction Type*:	<u>Wood-frame</u>
Roof Type**:	<u>Non-combustable</u>
Area (sq. ft.):	<u>9,930 sq ft</u>
Fire Rating:	<u>n/a</u>
Year Built:	<u>1956</u>
Year of Last Major Renovation:	<u>1985</u>
Renovation Cost:	<u></u>
Renovation Description***:	<u></u>
Last Appraisal:	<u></u>
Number of Floors:	<u>Two including a full basement accessed by garage doors and stairway</u>
Auto Sprinklers (Y/N):	<u>YES</u>
Percent (%) Sprinklered:	<u>100%</u>
Earthquake Coverage (Y/N):	<u></u>
Building Bolted to Foundation (Y/N):	<u>Yes</u>
Building Value:	<u>\$530,000</u>
Contents Value:	<u>1,000,000</u>

***Construction Types**

Joisted Masonry
Metal
Non-Combustible
Wood Frame
Other

****Roof Types**

Shake
Tile
Metal
Non-Combustible
Other

*****Structural Renovations**

Electrical
Plumbing
Seismic retrofitting
Square footage
additions
Roof replacements
Auto sprinklers
Other (describe)

Program Year 2015-16

Scotia Community Services District

Property Inventory Section

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Please list additions in the spaces provided below:

Property Description:	<u>WINEMA THEATER</u>
Address:	<u>Main Street</u>
City/St/Zip:	<u>Scotia, California 95565</u>
County:	<u>Humboldt</u>
Construction Type*:	<u>Wood-frame</u>
Roof Type**:	<u>Shake</u>
Area (sq. ft.):	<u>6,800 sq. ft.</u>
Fire Rating:	<u>n/a</u>
Year Built:	<u>1920</u>
Year of Last Major Renovation:	<u></u>
Renovation Cost:	<u></u>
Renovation Description***:	<u></u>
Last Appraisal:	<u></u>
Number of Floors:	<u>One with a projection booth above the front lobby</u>
Auto Sprinklers (Y/N):	<u>YES</u>
Percent (%) Sprinklered:	<u>100% Fully sprinklered below the floor, main hall and attic spaces</u>
Earthquake Coverage (Y/N):	<u></u>
Building Bolted to Foundation (Y/N):	<u>Yes</u>
Building Value:	<u>\$650,000</u>
Contents Value:	<u>\$ 49,000</u>

***Construction Types**

Joisted Masonry
Metal
Non-Combustible
Wood Frame
Other

****Roof Types**

Shake
Tile
Metal
Non-Combustible
Other

*****Structural Renovations**

Electrical
Plumbing
Seismic retrofitting
Square footage
additions
Roof replacements
Auto sprinklers
Other (describe)

Program Year 2015-16

Scotia Community Services District

Property Inventory Section

Please list all property owned, leased or occupied by your District/Agency. By listing the property in this section, you are warranting and representing on behalf of your District/Agency and its Employees, Officer and Board Members that to the best of your knowledge, the information contained below is complete and correct and includes all property owned, leased or occupied by the District.

Please list additions in the spaces provided below:

Property Description:	<u>SCOTIA MUSEUM</u>
Address:	<u>Main Street</u>
City/St/Zip:	<u>Scotia, California 95565</u>
County:	<u>Humboldt</u>
Construction Type*:	<u>Wood-frame</u>
Roof Type**:	<u>Shake</u>
Area (sq. ft.):	<u>2,920 sq. ft.</u>
Fire Rating:	<u>n/a</u>
Year Built:	<u>1920</u>
Year of Last Major Renovation:	<u></u>
Renovation Cost:	<u></u>
Renovation Description***:	<u></u>
Last Appraisal:	<u></u>
Number of Floors:	<u>One with a storeroom above the rear restroom areas</u>
Auto Sprinklers (Y/N):	<u>NO</u>
Percent (%) Sprinklered:	<u>n/a</u>
Earthquake Coverage (Y/N):	<u></u>
Building Bolted to Foundation (Y/N):	<u>Yes</u>
Building Value:	<u>\$400,000</u>
Contents Value:	<u>Priceless</u>

***Construction Types**

Joisted Masonry
Metal
Non-Combustible
Wood Frame
Other

****Roof Types**

Shake
Tile
Metal
Non-Combustible
Other

*****Structural Renovations**

Electrical
Plumbing
Seismic retrofitting
Square footage
additions
Roof replacements
Auto sprinklers
Other (describe)

Program Year 2015-16

Scotia Community Services District

Property Inventory Section

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Please list additions in the spaces provided below:

Property Description:	<u>SOCCER FIELD AND FIREMAN'S PARK: NO STRUCTURES</u>
Address:	<u></u>
City/St/Zip:	<u>Scotia, California 95565</u>
County:	<u>Humboldt</u>
Construction Type*:	<u>n/a</u>
Roof Type**:	<u>n/a</u>
Area (sq. ft.):	<u>Soccer Field = 836,352 sq ft</u>
Fire Rating:	<u>n/a</u>
Year Built:	<u></u>
Year of Last Major Renovation:	<u>n/a</u>
Renovation Cost:	<u>n/a</u>
Renovation Description***:	<u>n/a</u>
Last Appraisal:	<u></u>
Number of Floors:	<u>n/a</u>
Auto Sprinklers (Y/N):	<u>n/a</u>
Percent (%) Sprinklered:	<u>n/a</u>
Earthquake Coverage (Y/N):	<u>n/a</u>
Building Bolted to Foundation (Y/N):	<u>n/a</u>
Building Value:	<u></u>
Contents Value:	<u></u>

***Construction Types**

Joisted Masonry
Metal
Non-Combustible
Wood Frame
Other

****Roof Types**

Shake
Tile
Metal
Non-Combustible
Other

*****Structural Renovations**

Electrical
Plumbing
Seismic retrofitting
Square footage
additions
Roof replacements
Auto sprinklers
Other (describe)

Program Year 2015-16

Scotia Community Services District

Property Inventory Section

Please list all property owned, leased or occupied by your District/Agency. By listing the property in this section, you are warranting and representing on behalf of your District/Agency and its Employees, Officer and Board Members that to the best of your knowledge, the information contained below is complete and correct and includes all property owned, leased or occupied by the District.

Please list additions in the spaces provided below:

Property Description:	<u>BASEBALL FIELD: BLEACHERS AND BATHROOMS</u>
Address:	<u>Williams Street</u>
City/St/Zip:	<u>Scotia, California 95565</u>
County:	<u>Humboldt</u>
Construction Type*:	<u>Wood frame bleachers & Non-combustible bathrooms</u>
Roof Type**:	<u>Non-combustible bathroom roof</u>
Area (sq. ft.):	<u>1,600 sq ft bleachers & 180 sq ft bathrooms</u>
Fire Rating:	<u>n/a</u>
Year Built:	<u>Unknown</u>
Year of Last Major Renovation:	<u></u>
Renovation Cost:	<u></u>
Renovation Description***:	<u></u>
Last Appraisal:	<u></u>
Number of Floors:	<u>one</u>
Auto Sprinklers (Y/N):	<u>NO</u>
Percent (%) Sprinklered:	<u>n/a</u>
Earthquake Coverage (Y/N):	<u></u>
Building Bolted to Foundation (Y/N):	<u>YES</u>
Building Value:	<u>\$100,000</u>
Contents Value:	<u>n/a</u>

***Construction Types**

Joisted Masonry
Metal
Non-Combustible
Wood Frame
Other

****Roof Types**

Shake
Tile
Metal
Non-Combustible
Other

*****Structural Renovations**

Electrical
Plumbing
Seismic retrofitting
Square footage
additions
Roof replacements
Auto sprinklers
Other (describe)

Program Year 2015-16

Scotia Community Services District

Property Inventory Section

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Please list additions in the spaces provided below:

Property Description:	CARPENTER AND PAINT SHOP BUILDING
Address:	Williams Street
City/St/Zip:	Scotia, California 95565
County:	Humboldt
Construction Type*:	Wood-frame
Roof Type**:	Noncombustible
Area (sq. ft.):	+/- 5,000 sq. ft.
Fire Rating:	n/a
Year Built:	1950
Year of Last Major Renovation:	
Renovation Cost:	
Renovation Description***:	
Last Appraisal:	
Number of Floors:	One
Auto Sprinklers (Y/N):	YES
Percent (%) Sprinklered:	100%
Earthquake Coverage (Y/N):	
Building Bolted to Foundation (Y/N):	Yes
Building Value:	\$450,000
Contents Value:	\$ 30,000

*Construction Types

Joisted Masonry
Metal
Non-Combustible
Wood Frame
Other

**Roof Types

Shake
Tile
Metal
Non-Combustible
Other

***Structural Renovations

Electrical
Plumbing
Seismic retrofitting
Square footage
additions
Roof replacements
Auto sprinklers
Other (describe)

Program Year 2015-16

Scotia Community Services District

Vehicle Inventory Section

Please list all vehicles owned, leased or occupied by your District/Agency. By listing the vehicles in this section, you are warranting and representing on behalf of your District/Agency and its Employees, Officer and Board Members that to the best of your knowledge, the information contained below is complete and correct and includes all vehicles owned, leased or occupied by the District.

Please list additions in the space provided below:

Fire Department

VIN	Year	Make/Model	Type*	Use	Original Cost	GVW	Deductible Program**
			1956 Ford Service Truck (Parade Vehicle)				
			1977 International Van Pelt Type II Pumper- 750 gal tank- 1000 gpm pump				
			1990 Chevy Suburban Medical Response Vehicle				
			1985 Pierce Type I Pumper- 1000 gal tank- 1500 gpm pump				
			1997 Ford Mini Type III Pumper- 200 gal tank- 250 gpm pump				
			2004 Chevy 3/4 ton Fire Chief's Pick-up (Command)				
			1990 Kawasaki ATV Quad				
			2014 Polaris Side X Side ATV Rescue Unit (river bar & logging area access)				

*Vehicle Types

Auto Emergency (non-fire)	Heavy Truck
Auto Non-Emergency	Light Truck
Bus (0-8 Passengers)	Medium Truck
Extra Heavy Truck	Motor Bike
Fire	Other
Fire Ambulance	Pick-Up Truck
Fire Auto	Tractor
Fire Pick-Up or Light Truck	Van (0-8 Passengers)
Fire Truck	Van (9-14 Passengers)
Fire Van	Van (15+ Passengers)

**Deductible Programs

Declined	No Comprehensive/No Collision
\$250	\$250 Comp Deductible/No Collision
\$250/\$500	\$250 Comp/\$500 Coll Deductible
\$500	\$500 Comp Deductible/No Collision
\$500/\$1000	\$500 Comp/\$1000 Coll Deductible

Note: You may elect to take comprehensive coverage without collision, but if you take collision coverage, you must take comprehensive coverage.

Important: Fire vehicles may be eligible for an additional discount if all vehicles are included in the deductible program.

Program Year 2015-16

Scotia Community Services District

Driver Information Section

Please enter your organization's driver information and ensure that it is complete, correct and current. For any questions or assistance, please call Member Services at 800.537.7790.

Name	DL Number	Date Of Birth	Position	Class	Vehicle Driven	
					Agency	Own
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>

Program Year 2015-16

Scotia Community Services District

Trailer Inventory Section

Please list all trailers owned, leased or occupied by your District/Agency. By listing the trailers in this section, you are warranting and representing on behalf of your District/Agency and its Employees, Officer and Board Members that to the best of your knowledge, the information contained below is complete and correct and includes all trailers owned, leased or occupied by the District.

Please list additions in the space provided below:

VIN	Year	Make/Model	Use	Homemade	GVW	Original Cost
		2 enclosed- Fire Department				
		1 Flatbed- Fire Department				

Program Year 2015-16

Scotia Community Services District

Equipment Floater Inventory Section

Please list all equipment owned, leased or occupied by your District/Agency. By listing the equipment in this section, you are warranting and representing on behalf of your District/Agency and its Employees, Officer and Board Members that to the best of your knowledge, the information contained below is complete and correct and includes all equipment owned, leased or occupied by the District.

Please list additions in the space provided below:

Description	Serial Number	Original Cost	Current Replacement Cost

Program Year 2015-16

Scotia Community Services District

Please review all information to ensure that it is complete, accurate and current. Be advised that any misrepresentation contained in this renewal questionnaire could potentially void coverages for your Agency and its Employees, Officers and Board Members. For questions and/or assistance, please call Member Services at 800.537.7790.

ATTEST

I have reviewed the attached Preliminary Questionnaire and warrant that to the best of my knowledge, the information contained herewithin is complete and correct and as the signer I am authorized on behalf of our Agency and its Employees, Officers and Board Members to attest to its accuracy.

Signature:

Title:

Date:

Scotia Community Services District Proposed Fiscal Year 2016-2017 Operating Budget										
Revenues										
	Fund Type	Account #	Treated Water	Raw Water	Wastewater	Streets & Street Lighting	Storm	Parks & Recreation	Fire Department	Total All Services
Available Cash on Hand		210	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest Earnings		220	\$300	\$0	\$400	\$200	\$100	\$100	\$200	\$1,300
Property Tax ¹		230	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Contingency Fund Contribution		240	\$28,000	\$12,000	\$44,000	\$15,000	\$14,000	\$5,000	\$17,000	\$135,000
Office Equipment/Furniture Capital Contribution		250	\$6,500	\$500	\$6,000	\$3,000	\$3,000	\$1,000	\$0	\$20,000
Fire Department Capital Contribution		260	\$0	\$0	\$0	\$0	\$0	\$0	\$766,000	\$766,000
SCSD Office Purchase Loan		265	\$102,600	\$5,400	\$108,000	\$13,500	\$13,500	\$13,500	\$13,500	\$270,000
Special Use Income		270	\$0	\$0	\$0	\$0	\$0	\$500	\$0	\$500
User Fee Revenues Necessary to Balance Budget		280	\$366,478	\$33,550	\$566,575	\$67,450	\$50,184	\$151,958	\$208,180	\$1,444,375
Miscellaneous		290	\$100	\$0	\$100	\$100	\$100	\$0	\$0	\$400
Revenues Sub-Total			\$503,978	\$51,450	\$725,075	\$99,250	\$80,884	\$172,058	\$1,004,880	\$2,637,575
TOTAL CAPITAL EXPENDITURE REVENUES			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL REVENUES			\$503,978	\$51,450	\$725,075	\$99,250	\$80,884	\$172,058	\$1,004,880	\$2,637,575
Expenditures										
			Treated Water	Raw Water	Wastewater	Streets & Street Lighting	Storm	Parks & Recreation	Fire Department	Total All Services
Personnel Services										
Attorney		300	\$15,200	\$800	\$16,000	\$2,000	\$2,000	\$2,000	\$2,000	\$40,000
Auditor (Annual Audit)		310	\$4,560	\$240	\$4,800	\$600	\$600	\$600	\$600	\$12,000
Board Stipend		320	\$2,280	\$120	\$2,400	\$300	\$300	\$300	\$300	\$6,000
Bookkeeping/CPA Consultant		330	\$1,900	\$100	\$2,000	\$50	\$50	\$500	\$400	\$5,000
IT Services		335	\$5,700	\$300	\$6,000	\$150	\$150	\$1,500	\$1,200	\$15,000
Engineering		340	\$5,400	\$600	\$6,000	\$0	\$0	\$0	\$0	\$12,000
Operations/Maintenance Staff (Salaries & Benefits)		350	\$56,718	\$2,622	\$59,340	\$8,970	\$8,970	\$47,265	\$85,215	\$269,100
Administrative Services		360	\$95,327	\$6,116	\$101,443	\$10,070	\$10,070	\$10,070	\$10,070	\$243,166
TOTAL PERSONNEL SERVICES			\$187,085	\$10,898	\$197,983	\$22,140	\$22,140	\$62,235	\$99,785	\$602,266
Materials and Services										
Bond, Dues, Publications		400	\$2,000	\$500	\$2,500	\$200	\$200	\$100	\$2,000	\$7,500
General Supplies, Lab, Permitting & Monitoring		410	\$14,000	\$500	\$55,000	\$500	\$2,000	\$4,500	\$6,200	\$82,700
Utilities- water, sewer, Assess., communications		420	\$2,200	\$500	\$4,800	\$4,000	\$2,500	\$4,800	\$1,200	\$20,000
General Maintenance & Repair		430	\$14,000	\$1,000	\$10,000	\$6,000	\$1,000	\$5,000	\$7,000	\$44,000
Liability Insurance		440	\$15,000	\$5,000	\$30,000	\$5,000	\$500	\$1,000	\$5,000	\$61,500
Electrical		450	\$19,000	\$14,000	\$25,000	\$4,500	\$0	\$1,000	\$5,000	\$68,500
Contracted Maintenance Services		460	\$9,000	\$1,000	\$7,500	\$1,000	\$0	\$1,000	\$500	\$20,000
Construction Management Services		470								\$0
TOTAL MATERIALS AND SERVICES			\$75,200	\$22,500	\$134,800	\$21,200	\$6,200	\$17,400	\$26,900	\$304,200
TOTAL O&M			\$262,285	\$33,398	\$332,783	\$43,340	\$28,340	\$79,635	\$126,685	\$906,466
Other Expenditures										
Annual Debt Service on Capital Improvement Loans		500	\$7,030	\$370	\$7,400	\$925	\$925	\$925	\$925	\$18,500
Transfer to Capital Reserve Fund		510	\$103,748	\$0	\$214,555	\$21,575	\$18,459	\$66,183	\$15,355	\$439,875
Transfer to Equipment Replacement Reserve Fund		520	\$12,920	\$2,030	\$33,620	\$3,000	\$3,750	\$3,750	\$64,100	\$123,170
TOTAL OTHER EXPENDITURES			\$123,698	\$2,400	\$255,575	\$25,500	\$23,134	\$70,858	\$80,380	\$581,545
Capital Outlay										
Fire Apparatus and Personal Gear Upgrade		600	\$0	\$0	\$0	\$0	\$0	\$0	\$766,000	\$766,000
Office Equipment/furnishings Start-up		610	\$6,500	\$500	\$6,000	\$3,000	\$3,000	\$1,000	\$0	\$20,000
SCSD Office Building		620	\$102,600	\$5,400	\$108,000	\$13,500	\$13,500	\$13,500	\$13,500	\$270,000
Winema Theater Roof		630								\$0
TOTAL CAPITAL EXPENDITURES			\$109,100	\$5,900	\$114,000	\$16,500	\$16,500	\$14,500	\$779,500	\$1,056,000
TOTAL EXPENDITURES			\$495,083	\$41,698	\$702,358	\$85,340	\$67,974	\$164,993	\$986,565	\$2,544,011
Unexpended Fund Balance			\$8,895	\$9,752	\$22,717	\$13,910	\$12,910	\$7,065	\$18,315	\$93,564
EXPENDITURES + UFB			\$503,978	\$51,450	\$725,075	\$99,250	\$80,884	\$172,058	\$1,004,880	\$2,637,575
(Recommended Operating Contingency)			(operating contingency is recommended to be set at 2-months operating costs, or approx. 16% of O&M Costs This line item will not be initially funded)							

v. 3/23/2016

Item	Transfer Method	Status
Easement, east of Highway 101, for raw water supply operation and management for fire. As shown in Exhibit D1 attached	Assignment by easement deed	Currently TOS holds easement
Easement, east of Highway 101, for water treatment plant operation and management - including buildings and furnishings. As shown in Exhibit D1 attached	Assignment by easement deed Phase 1	Currently TOS holds easement
Wastewater treatment plant located along Railroad Avenue, including the log pond, log pond clarifier, buildings and furnishings As shown in Exhibit D2 and D5, Lots 243 and 247, attached	Preliminary easement, by deed at subdivision Phase 4	Currently in operational compliance
Former Carpenter Shop, including the portions of the building known as the Paint Shop, the parking and yard areas, to be used as a corporation yard As shown in Exhibit D9, Lot 248, attached	Preliminarily by easement, license or by agreement. Finally by deed. Phase 4	Largely used for rental maintenance by TOS. Transfer to CSD over time.
Scotia Volunteer Fire District building at Main & First Streets and Pipe Shop in the basement As shown in Exhibit D8, Lot 231, attached	Easement then by deed Phase 3	In operation and good repair
Scotia Museum, at Main, B & Eddy Streets, building, landscaped grounds & picnic area As shown in Exhibit D7, Lot 31, attached	Easement then by deed Phase 2	In operation and good repair
Historic Winema Theatre, at Main & Bridge Streets, building & landscaped grounds As shown in Exhibit D3, Lot 29, attached	Easement then by deed Phase 2	In operation and good repair
Baseball Park at Williams Street and Railroad Avenue, including parking area As shown in Exhibit D6, Lot 245, attached	Easement then by deed Phase 4	In operation and good repair

Item	Transfer Method	Status
Community Soccer Park at Railroad Avenue and the Eel River, including parking area As shown in Exhibit D4, Lot 246, attached	Easement then by deed Phase 4	In operation and good repair
Firemen's Park picnic area in the vicinity of the Community Soccer Park, including restrooms As shown in Exhibit D6, Lot 245, attached	Easement then by deed Phase 4	In operation and good repair
Pocket parks located along Main Street near Winema Theater and Scotia Museum As shown in Exhibit D3 and D7, Lots 29 and 31, attached	Easement then by deed Phase 2	In operation and good repair
Scotia Community Forest, a wooded buffer area along the Eel River, including water intake As shown in Exhibit D2, Lot 247, attached	Easement then by deed Phase 4	In operation and good repair
Easements/dedications for new linear infrastructure As shown in Exhibit D	Easement then by deed once improved Phase 1	In operation and good repair

Attachments

Exhibit D Map of Parcels to be conveyed to CSD for Town of Scotia Company LLC

Exhibit D1 Map of Water Storage, Water Treatment and Access Easement

Exhibit D2 Map of Wastewater Treatment Facility and Community Forest Parcel

Exhibit D3 Map of Theatre Parcel

Exhibit D4 Map of Soccer Field Parcel

Exhibit D5 Map of Log Pond Parcel

Exhibit D6 Map of Park & Ballfield Parcel

Exhibit D7 Map of Museum Parcel

Exhibit D8 map of Fire Station Parcel

Exhibit D9 map of Carpenter Shop Parcel

EXHIBIT E

Vehicles and Equipment Schedule Organized by building or facility where located

The vehicles and equipment to be transferred are listed in the schedule below. The proposed transfer date for each of the following schedules is "On Demand," meaning as soon as the Scotia CSD is organized and authorized to accept transfer or receipt of the vehicles and/or equipment with that transfer notation, and the CSD Board or its General Manager makes that request or demand. The CSD first needs to be staffed, insured and authorized to take title, ownership or control, and to relieve TOS of equipment maintenance and repair responsibility.

As LAFCo recognized in Resolution 10-09 approving Scotia Community Services District formation, some of the vehicles or equipment listed in the following inventory may be retired from service, or possibly replaced or consolidated with comparable equipment, prior to the time that Town of Scotia Company LLC (TOS) conveys said equipment to the Scotia CSD. Therefore, failure to convey particular pieces of equipment from this list, where documented as being retired from service, will not constitute non compliance with the conditions of approval for CSD formation. (See Resolution 10-09 Attachment C page. 2) TOS LLC stands ready to make such transfer promptly as soon as requested. It is anticipated that such final transfers will be authorized, requested and completed over the course of time, through as long as a year or more following Certification of Completion.

Item	Transfer Method	Status
Scotia Museum		
Contents	Inventory List	As is
Railroad and logging artifacts	Inventory List	As is
Winema Theatre		
Contents	Inventory List	As is
Audio-visual system including Cable television	Inventory List	As is
Baseball Park		
Ballfield Installations & Bleachers	Inventory List	As is
Fully equipped snack bar & Electric scoreboard	Inventory List	As is
Community Soccer Park		
Soccer field Installations & Bleachers	Inventory List	As is
Firemen's Park		
Pit barbeque	Inventory List	As is
Permanent tables	Inventory List	As is
Fire Department Vehicles		
1956 Ford Service Truck-out of service	Title Transfer	As is
1990 GMC Suburban Medical Response Vehicle	Title Transfer	As is
2004, ¾-Ton Chevy Pick Up-Chief's Command vehicle	Title Transfer	As is

Item	Transfer Method	Status
Two Rescue Trailers: <ul style="list-style-type: none"> 2005 1 Axle; Response with confined space rescue equipment 2003 2 Axle; Response with jaws of life & high/low angle rope rescue equip. 	Title Transfer	As is
<i>Additional desired vehicles SVFD Fire Chief, has been identifying and reporting to SCSD Board.</i>	Title Transfer	To be determined
Fire Department Equipment		
1 Lifepack 500 Automated External Defibrillator	Inventory List	As is
1978 International Pumper: 1,000-GPM, 750-Gal Tank	Title Transfer	As is
1985 Pierce Lance Pumper: 1,500 GPM, 1,000-Gal Tank	Title Transfer	As is
1997 Ford F-350 Quick Attack Mini Pumper: 500-GPM, 200-Gal Tank	Title Transfer	As is
5 portable generators 2,000-watt to 6,500-watt	Inventory List	As is
Misc. supplies of extra fire hose and extinguishers	Inventory List	As is
Wildland Firefighting Clothing for 10	Inventory List	As is
Structural Firefighting Clothing for approximately 20 (increase to 30 in future) Computer	Inventory List	As is
18 Radios (vehicle mounted and portables)	Inventory List	As is
Fire Alarm Panel for Building	Inventory List	As is
Two Antique Hose Carts	Inventory List	As is
Jaws of Life Equipment	Inventory List	As is
List of replacement equipment in Proposed CSD Document.	Inventory List	As is
<i>Additional desired equipment SVFD Fire Chief, has been identifying and reporting to SCSD Board.</i>	Title Transfer	To be determined
Water Treatment Plant Equipment		
Portable diesel pump: 1,500-GPM	Inventory List	As is
Portable gas pumps: 4-Cyl 500-GMP and 6-Cyl 1,000 GPM	Inventory List	As is
Spares: 125-HP river well pump and motor and 150-HP fire booster pump	Inventory List	As is
Wastewater Treatment Plant Equipment		
Spare 10-HP Gould Shallow Well Pump & Motor	Inventory List	As is
Spare 15-HP Gould Deep Well Pump & Motor	Inventory List	As is
Spare Chlorine Contact Chamber Marlow Pump	Inventory List	As is
2007 Back-up generator; 4.5-litre John Deere; 116.4-kw	Inventory List	As is

Item	Transfer Method	Status
Pipe Shop Vehicles		
1985 Ford ½-ton truck	Title Transfer	As is
2008 Chevy ½-ton 2WD truck	Title Transfer	As is
2008 Chevy ¾-ton 4WD truck	Title Transfer	As is
Ford F450 Dump Truck	Title Transfer	As is
60-Foot Boom Truck	Title Transfer	As is
416C Cat Backhoe 4WD	Title Transfer	As is
Pipe Shop Equipment		
Pipe Fitting shop Threaders, Tools, Fittings	Inventory List	As is
Spare Valves: ½-inch to 12 inches	Inventory List	As is
Repair couplings: ½ inch to 20 inches	Inventory List	As is
3 portable generators, 4 portable water pumps & 2 portable power snakes for sewer	Inventory List	As is
Garden Shop Vehicles		
2005 F-150 Ford ½-ton Pickup truck	Title Transfer	As is
Garden Shop Equipment		
Husqvarna Riding Lawn Mower	Inventory List	As is
3 Husqvarna String Trimmer	Inventory List	As is
2 Push Lawn Mowers	Inventory List	As is
2 Homelite chain saws	Inventory List	As is
48-in. Commercial Walker riding mower	Inventory List	As is
52-in. Mulching Commercial	Inventory List	As is
2 Power trim edgers	Inventory List	As is
24-inch Stihl power hedge trimmer	Inventory List	As is
Assorted shovels, rakes, hoes, etc.	Inventory List	As is
½-HP heavy duty power grinder	Inventory List	As is
20-Gal power sprayer	Inventory List	As is
John Deere self-propelled walk-behind mower	Inventory List	As is
Honda self-propelled walk-behind mower	Inventory List	As is
John Deere Tractor-Mower	Inventory List	As is
Paint Shop Vehicles		
98 Chevy Truck	Title Transfer	
Paint Shop Equipment		
3 Extension ladders: 32', 24' and 20'	Inventory List	As is
7-foot, 5-Way Combination ladder	Inventory List	As is
4 Step ladders: 8', 6', 5' and 4'	Inventory List	As is
6-foot to 9-foot Extension Plank	Inventory List	As is
16-foot Aluminum plank	Inventory List	As is
Folding Aluminum Scaffold	Inventory List	As is
Pressure Washer	Inventory List	As is

Item	Transfer Method	Status
850I Titan Airless paint sprayer	Inventory List	As is
4.5-HP Black & Decker 3/8-inch Drill	Inventory List	As is
Vinyl Plodder	Inventory List	As is
Computer & Scanner/Printer	Inventory List	As is
Carpenter Shop Vehicles		
2008 ½-Ton Ford	Title Transfer	As is
2008 1-Ton Ford flat bed	Title Transfer	As is
1998 ¾ Ton Chevy 4WD	Title Transfer	As is
6,000-lb Hyster forklift (propane)	Title Transfer	As is
Carpenter Shop Equipment		
2 Table Saws: 12-inch and 14-inch	Inventory List	As is
2, 14-inch Band Saws	Inventory List	As is
15-inch Planer	Inventory List	As is
2, 10-inch Radial Arm Saws	Inventory List	As is
Panel saw	Inventory List	As is
Multi Step Ladders: 6-foot to 8-foot	Inventory List	As is
Multi Extension Ladders: 10-foot to 48-foot	Inventory List	As is
Honda 5,000-watt generator	Inventory List	As is
Husky chainsaw	Inventory List	As is
Echo pole saw	Inventory List	As is
Concrete tools, floats, trowels, and mixer	Inventory List	As is
Drills, skill saws, portable compressors, rakes, shovels, bars	Inventory List	As is
Rammer	Inventory List	As is
Plate compactor	Inventory List	As is
Gas Auger	Inventory List	As is
Numerous general hand tools	Inventory List	As is
Walk behind concrete saw	Inventory List	As is
Gas 14-inch cut-off saw (hand-held)	Inventory List	As is
2 Shop vacs	Inventory List	As is
Shop cyclone dust collection system	Inventory List	As is
2 drill press	Inventory List	As is
Belt and Disk sander	Inventory List	As is
Funds		
\$20,000 for initial office set-up costs	Bank wire or cashier's check	For start up
Initial CSD contingency fund of \$135,000	Bank wire or cashier's check	For CSD at start up



RESOLUTION NO. 10-09

ATTACHMENT C

The real property assets to be transferred from TOS to the Scotia CSD, at no cost to the CSD, shall include:

- the water intake structure along the Eel River and associated appurtenances and piping;
- the raw water supply for fire-fighting located on the east side of Highway 101, including the fire-fighting water storage and associated appurtenances and piping;
- the water treatment plant located on the east side of Highway 101, including the buildings and furnishings, water storage, operational equipment, and associated appurtenances and piping;
- the wastewater treatment plant located along Railroad Avenue, including the buildings and furnishings, wetland treatment ponds, log pond, log pond clarifier, and operational equipment;
- the former Carpenter Shop, including the portions of the building known as the Paint Shop, the parking and yard areas, and associated tools and equipment, to be used as a corporation yard;
- the linear underground infrastructure including water transmission and distribution system, wastewater collection system, and storm water drainage system, after improvements and relocation to right-of-way, and associated appurtenances and piping;
- the street lighting system including the period replica lampposts;
- the Scotia Volunteer Fire District building located at the intersection of Main Street and First Street, including office equipment, furniture, and fire-fighting equipment, and the Pipe Shop located in the basement with its contents;
- the Scotia Museum located between Main Street, B Street, and Eddy Street, including the museum building, its contents, and the landscaped grounds, picnic area, and various railroad and logging artifacts surrounding the building;
- the historic Winema Theatre located at the intersection of Main Street and Bridge Street, including the building, its contents, state-of-the-art audio-visual systems and cable television, and the landscaped grounds surrounding the building;
- the Baseball Park (a regulation irrigated and lighted baseball field with electric scoreboard, permanent bleachers, and a fully equipped snack bar) located between Williams Street and Railroad Avenue, including installations, bleachers, and parking area;
- the Community Soccer Park (a regulation irrigated soccer field with goals and a 60-seat bleacher system) located between Railroad Avenue and the Eel River, south of the wastewater treatment facility and northwest of the baseball field, including installations, bleachers, and parking area;



- the Firemen's Park picnic area located in the vicinity of the Community Soccer Park, including pit barbecue, permanent tables, and restrooms;
- pocket parks located along Main Street associated with the Winema Theater and the Scotia Museum; and
- the Scotia Community Forest, a wooded buffer area along the Eel River.

In addition to the real property listed above, the following will be transferred from TOS to the SCSD:

- a start-up fund of \$20,000 for initial office set-up and initial costs
- an initial CSD contingency fund of \$135,000
- easements/dedications for the new linear infrastructure
- one of the most valuable privately held water rights and licenses in California, which will be conveyed without reservation or reversion to the SCSD to put to any beneficial use allowed by law (This water right allows a diversion of up to 7.1 cubic feet per second from the Eel River 24/7 year-round for domestic and industrial uses.)
- all rights to access, employ, and use the infrastructure and collect service fees as soon as the CSD is formed, even as TOS continues to assume responsibility for the infrastructure improvements
- the rolling stock and operational equipment associated with the water and wastewater treatment facilities (see list below)
- the rolling stock and operational equipment associated with the Fire District (see list below)
- all other rolling stock operational equipment attached to road maintenance, park, and street lighting services and general CSD operations and maintenance including backhoe, pickup trucks, generators, and hand tools from the Carpenter Shop, Paint Shop, and Pipe Shop to be conveyed to the SCSD, plus equipment located in the Garden Shop which will be relocated to the Carpenter Shop (see list below) (Note that the Garden Shop building itself is not planned to be conveyed to the SCSD.)

List of Additional Equipment and Property to be Conveyed to the CSD

Note: It is recognized that some minor pieces of equipment listed in the following inventory may be retired from service, or possibly replaced with comparable equipment, prior to the time that TOS L.A.C. would be able to convey said equipment to the Scotia CSD. Therefore, the failure to convey particular pieces of equipment from this list, if documented as being retired from service, will not invalidate the overall intent to convey equipment to the CSD as it relates to completing the conditions of approval for formation of the CSD.



Fire Department

1 Lifepack 500 Automated External Defibrillator
1956 Ford Service Truck-Out of service, future restoration project
1978 International Pumper: 1,000-GPM, 750-Gal Tank
1985 Pierce Lance Pumper: 1,500 GPM, 1,000-Gal Tank
1990 GMC Suburban Medical Response Vehicle
1997 Ford F-350 Quick Attack Mini Pumper: 500-GPM, 200-Gal Tank
2004, ¾-Ton Chevy Pick Up-Chief's Command vehicle
Two Rescue Trailers:
• 2003 Tandem Axle; Response with jaws of life & high/low angle rope rescue equipment
• 2005 Single Axle; Response with confined space rescue equipment
5 portable generators 2,000-watt to 6,500-watt
Misc. supplies of extra fire hose and extinguishers
Wildland Firefighting Clothing for 10
Structural Firefighting Clothing for approx 20 (will want to increase to 30 in future)
Computer
18 Radios (vehicle mounted and portables)
Fire Alarm Panel for Building
Two Antique Hose Carts
Jaws of Life Equipment
List of replacement equipment is listed in the Proposed CSD Document.

Water Treatment Plant

Portable diesel pump: 1,500-GPM
4-Cyl Portable gas pump: 500-GMP
6-Cyl Portable gas pump: 1,000 GPM
Spare 125-HP river well pump and motor
Spare 150-HP fire booster pump

Wastewater Treatment Plant

Spare 10-HP Gould Shallow Well Pump & Motor
Spare 15-HP Gould Deep Well Pump & Motor
Spare Chlorine Contact Chamber Marlow Pump
2007 Back-up generator; 4.5-liter John Deere; 116.4-kw

Pipe Shop

Pipe Fitting shop Threaders
Tools
Fittings
Spare Valves: ½-inch to 12 inches
Repair couplings: ½ inch to 20 inches
3 portable generators
4 portable water pumps
2008 Chevy ¾-ton 4WD truck
2008 Chevy ¾-ton 2WD truck
Ford F450 Dump truck
1985 Ford ½-ton truck



60-Foot Boom Truck
416C Cat Backhoe 4WD
2 portable power snakes for sewer lines

Garden Shop

Husqvarna Riding Lawn Mower
3 Husqvarna String Trimmer
2 Push Lawn Mowers
2 Homelite chain saws
2005 F-150 Ford ½-ton Pickup truck
48-in. Commercial Walker riding lawn mower
52-in. Mulching Commercial
2 Power trim edgers
24-inch Stihl power hedge trimmer
Assorted shovels, rakes, hoes, etc.
½-HP heavy duty power grinder
20-Gal power sprayer
John Deere self-propelled walk-behind lawn mower
Honda self-propelled walk-behind lawn mower
John Deere Tractor-Mower

Paint Shop

24-foot Extension ladder
20-foot Extension ladder
32-foot Extension ladder
7-foot, 5-Way Combination ladder
8-foot Step ladder
6-foot Step ladder
5-foot Step ladder
4-foot Step ladder
6-foot to 9-foot Extension Plank
16-foot Aluminum plank
Folding Aluminum Scaffold
Pressure Washer
8501 Titan Airless paint sprayer
4.5-HP Black & Decker 3/8-inch Drill
Vinyl Plodder
Computer
Scanner/Printer
98 Chevy Truck

Carpenter Shop

2008 ½-Ton Ford
2008 1-Ton Ford flat bed
1998 ¼ Ton Chevy 4WD
6,000-lb Hyster forklift (propane)
2 Table Saws: 12-inch and 14-inch
2, 14-inch Band Saws



15-inch Planer
2, 10-inch Radial Arm Saws
Panel saw
Multi Steep Ladders: 6-foot to 8-foot
Multi Extension Ladders: 10-foot to 48-foot
Honda 5,000-watt generator
Husky chainsaw
Echo pole saw
Concrete tools, floats, trowels, and mixer
Multi- drills, skill saws, portable compressors, rakes, shovels, bars
Rammer
Plate compactor
Gas huger
Multi-hand tools
Walk behind concrete saw
Gas 14-inch cut-off saw (hand-held)
2 Shop vacs
Shop cyclone dust collection system
2 drill press
Belt and Disk sander



Item F1f

Humboldt County Administrative Office
Attn: Amy Nilsen
825 Fifth Street, Room 112
Eureka, CA, 95501

May 12, 2016

RE: Property Tax Exchange Agreement

Ms. Nilsen,

The Scotia Community Services District was officially formed in March of 2014, in response to the proposed subdivision by the Town of Scotia Company, LLC (TOS), which owns and leases all residences and most businesses in the community of Scotia. A subdivision application has been on file with Humboldt County since 2005. A tentative map was approved in November of 2009, and recordation of a final map and completion of conditions of approval for the first phase of the subdivision will be contemplated by the County in coming months. This first phase of subdivision approval will facilitate the sale of individual parcels, and provide for the transfer of assets from the TOS to the Scotia CSD. At this point, the Scotia CSD will be responsible for the provision of essential services, including water, wastewater, streets and street lighting, storm drainage, parks and recreation, and fire protection.

With the subdivision process reaching this important milestone, the District wishes to work cooperatively with the County to develop a fair and equitable approach to the sharing of real property ad valorem taxes imposed and collected as authorized by subsection (d) of Section 99 of the California Revenue and Taxation Code.

We anticipate growth in the assessed valuation of property within the District boundaries associated with the subdivision plan. There will be significant investments and improvements to public infrastructure for which the District will be responsible for operating and maintaining. We have been making substantial progress with budget forecasting, staffing plans, and rate setting processes. However, we feel strongly that the District should receive a share of property tax revenue attributable to the change in base value (i.e., property tax growth). Specifically, the base value should comprise of property taxes collected within the District's boundaries prior to subdivision approval as the base year from which to calculate the change in base value. This can be accomplished with the County's new Megabyte system.

The District would like to meet with County staff and further discuss entering into an agreement on the exchange of property tax within the District's boundaries. We want to discuss the feasibility of entering into a *master* property tax exchange agreement that can be applied to future phases of subdivision approval. Feel free to contact District staff at 707-506-3030 to discuss in more detail.

Sincerely,

A handwritten signature in blue ink that reads "Rick Walsh". The signature is fluid and cursive.

Rick Walsh, President
Scotia Community Services District

Scotia Community Services District

Staff Report

DATE: May 19, 2016
TO: Scotia Community Services District Board of Directors
FROM: Steve Tyler, Interim District Manager
SUBJECT: Water and Wastewater User Rate Analysis, Engineer's Reports for Assessment of Benefits; and Combined User Fee and Benefit Assessment Reports Summary

RECOMMENDATION:

Staff recommends that the Board adopt and sign the attached documents related to the Water and Wastewater User Rate Analysis, the Engineer's Reports for Assessment of Benefits and the Combined User Fee and Benefit Assessment Reports Summary.

ACTION:

Adopt and Sign the User Rate Analyses, the Engineer's Reports and the Reports Summary.

DISCUSSION:

At the April 7, 2016 SCSD Special Board meeting, staff introduced, for Board review and discussion; and at the April 21, 2016 Regular Board meeting the Board accepted, the following SHN Engineers & Geologists (SHN) documents;

- Water User Rates Analysis and Recommendations,
- Wastewater User Rates Analysis and Recommendations,
- Fire Protection Engineer's Reports for Assessment of Benefits,
- Parks and Recreation Engineer's Reports for Assessment of Benefits,
- Streets and Street Lighting Engineer's Reports for Assessment of Benefits,
- Storm Drainage Engineer's Reports for Assessment of Benefits; and
- Combined User Fee and Benefit Assessment Reports Summary

The SCSD Board approved monthly User Fee/Benefit Assessment Rate of \$231-\$246 for the first five (5) fiscal years that was used to develop the attached SHN Water and Wastewater User Rate Analysis and Engineer's Report for Assessment of Benefits.

The SCSD Working Group has assisted staff in reviewing and editing the SHN User Rate Analyses and Engineer's Reports. The 218 noticing and balloting process requires finalization and Board approval of these documents. Additionally, staff used these documents to develop the 2016/17 fiscal year draft final budget for Board review and discussion.

Public hard copies are available for public review at the SCSD Offices.

FISCAL IMPACT: None