



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, September 17, 2015
Regular Meeting at 5:30 P.M

AGENDA

- A. CALL TO ORDER/ ROLL CALL** The Presiding officer will call the meeting to order and call the roll of members to determine the presence of a quorum.
- PLEDGE OF ALLEGIANCE**
- B. SETTING OF AGENDA**
The Board may adopt/ revise the order of the agenda as presented.
- C. CONSENT CALENDAR**
C1. Approval of Minutes from Previous Meetings
August 20, 2015
- 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.
CSCC Free Funding Fair- September 23, 2015. Webcast available.
- E. PUBLIC HEARING- None**
- F. NEW AND OLD BUSINESS**
F1. New Business –
a. Consider adoption of Resolution 2015-10: A Resolution of the Board of Directors of the Scotia Community Services District to Adopt the Scotia Community Services District Purchasing and Procurement Policy
b. Presentation of the Draft Forest Management Plan for Scotia CSD Lot 247 by Baldwin, Blomstrom Wilkinson and Associates
c. Report on Existing Building Surveys, Condition Drawings and ADA Accessibility Upgrades & Schematic Design Drawings for the Winema Theater, Scotia Museum and Day Care Buildings in the Town of Scotia

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:** CSDA Presentation de-brief
- 2. Board Director Reports:**
- 3. Interim Manager's Report:**
- 4. Special Counsel's Report:** Transition Agreement Update, Attendance at North Coast Environmental Law Conference
- 5. Engineer's Report:** User Fee and Benefit Assessment Analysis Update, Water Quality Update
- 6. Fire Chief's Status Report:**
- 7. Board Clerk Report:** Election Update, Working Group Report, CSDA Board Clerk Conference

J. ADJOURNMENT

Next Regular Meeting of the SCSD will be October 15, 2015 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.

*AGENDA FOR MEETING OF THE SCSD BOARD OF DIRECTORS
September 17, 2015
POSTED at 2:00 PM September 14, 2015*

**Minutes of the Regular Board Meeting of
Scotia Community Services District
Thursday, August 20, 2015 - 5:30 P.M.
122 Main Street, Scotia, CA**

A. CALL TO ORDER/ ROLL CALL

The regular meeting of the Board of Directors of the Scotia Community Services District convened at 5:30 pm with the following directors in attendance:

Diane Bristol	Director - present
John Broadstock	Director - present
Gayle McKnight	Director – present
Susan Pryor	Director – arrived at 5:39 pm (Munibilling presentation)
Rick Walsh	President - present

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

B. SETTING OF AGENDA

Additions/revisions to the agenda: move F2b before the consent calendar

Motion: Motion to move F2b before the consent calendar

Motion: McKnight Second: Bristol
Motion Vote: Ayes - 4 Opposed – 0 Absent - 1

C. CONSENT CALENDAR

C1. Approval/Disapproval of Minutes from Previous Meetings

July 16, 2015- reflect changes requested by Eel River Brewery (ERB)

August 6, 2015- no changes

Motion: Motion to accept consent calendar with amendments.

Motion: McKnight Second: Bristol
Motion Vote: Ayes - 5 Opposed – 0

D. PUBLIC COMMENTS & WRITTEN COMMUNICATIONS

Ronan Colver submitted written communication regarding metering requirements for the school. ERB commented on looking forward to working with the board and thanking the working group for attending the brewery tour. The ERB is awaiting more information on rates and methodology.

E. PUBLIC HEARING

E1. Discussion on the adoption of the Scotia CSD FY 2015-2016 Final Budget

Public asked about a line item for grant writing expenses, which are accounted for in next fiscal year's professional services. Public asked about a deadline for budget changes. Staff explained that there is not one, a budget can be amended at any time. This meeting (8/20) is the deadline for submission of the Final Budget to the County. Public Hearing closed.

F. NEW AND OLD BUSINESS

F1. New Business –

a. Consider adoption of Resolution 2015-9: A Resolution of the Board of Directors of the Scotia Community Services District to Adopt the Scotia Community Services District Final Budget for Fiscal Year 2015-2016.

Motion: Motion to adopt Resolution 2015-9: A Resolution of the Board of Directors of the Scotia Community Services District to Adopt the Scotia Community Services District Final Budget for Fiscal Year 2015-2016.

Motion: McKnight Second: Broadstock

Motion Vote: Ayes – Bristol, Broadstock, McKnight, Pryor, Walsh Opposed – 0

b. Consider adoption of Resolution 2015-8: A Resolution of the Board of Directors of the Scotia Community Services District to Adopt the Scotia Community Services District Final Injury and Illness Prevention Program

Motion: Motion to adopt Resolution 2015-8: A Resolution of the Board of Directors of the Scotia Community Services District to Adopt the Scotia Community Services District Final Injury and Illness Prevention Program

Motion: Bristol Second: McKnight

Motion Vote: Ayes - Bristol, Broadstock, McKnight, Pryor, Walsh Opposed – 0

BREAK IN MEETING 6:54PM TO 7:04 PM

c. Consider approval of Letter to Accept TOS Funds

S. Tyler introduced a letter from TOS regarding transfer of TOS funds to SCSD (contingency and start-up funds), submitted to the District prior to the meeting. T. Boobar introduced the timeline of events, topic, and letter from the Law Offices of Nancy Diamond on behalf of SCSD to accept TOS funds. S. Tyler spoke further on a meeting with F. Bacik regarding the letter. D. McCorkle spoke on behalf of TOS regarding the ramp-up budget.

Motion: Motion to approve the sending of the letter to Town of Scotia LLC.

Motion: Broadstock Second: Bristol

Motion Vote: Ayes - Bristol, Broadstock, McKnight, Pryor, Walsh Opposed – 0

F2. Old Business –

a. Scotia Community Services District Insurance Quote Update

S. Tyler introduced, Board Clerk added detail.

b. Scotia Community Services District Accounting Update

Presentation by Munibilling, questions followed. Board asked staff to look into other CSD's locally using these companies. Public asked about meters. Staff expressed that every home will be getting new meters, provided by TOS. There will be a hook-up fee.

c. User Fee and Benefit Assessment Analysis Workshop Scenarios Update

S. Davidson absent. S. Tyler discussed that more information will be available on this at the September 17th meeting.

G. REPORTS

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

- 1. President's Report:** None
- 2. Board Director Reports:** None
- 3. Interim Manager's Report:** Water plant/quality update. Discussed filter media replacement. Updated on Purchasing and Procurement Policy and Personnel Policies, which is projected to come to the board in October.
- 4. Special Counsel's Report:** Beginning Transition Agreement
- 5. Engineer's Report:** None
- 6. Fire Chief's Status Report:** Submitted handout and presented the SVFD Incident Report for May 1 – August, 2015
- 7. Board Clerk Report:** Update on calendar dates (meetings, holidays, etc.) and Insurance

H. ADJOURN TO CLOSED SESSION: Time: 8:03 pm

H1. Call to Order

H2. Roll Call

Diane Bristol	Director - present
John Broadstock	Director - present
Gayle McKnight	Director – present
Susan Pryor	Director – present
Rick Walsh	President - present

H3. Government Code §54957(b)(1) Closed Session Regarding Employee Evaluation – Interim Manager Steve Tyler

H4. Government Code §54957(b)(1) Closed Session Regarding Employee Evaluation – Interim District Clerk Leslie Marshall

H5. Closed Session Discussion

I. ADJOURN TO OPEN SESSION: Time: 8:55 pm

II. Report out of Closed Session

The Board evaluated the Interim General Manager's performance. The Board evaluated the Board Clerk's performance.

J. ADJOURNMENT

With no further business to come before the Board, the August 20, 2015 Regular Board Meeting was adjourned at 8:56 pm by Board President Rick Walsh.

Respectfully submitted,
Leslie Marshall, Board Clerk

These minutes were approved by the Board of Directors of the Scotia Community Services District on September 17, 2015 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

Scotia Community Services District

Staff Report

DATE: September 17, 2015

TO: Scotia Community Services District Board of Directors

FROM: Steve Tyler, Interim District Manager

SUBJECT: SCSD Purchasing and Procurement Policy

RECOMMENDATION:

The Administrative staff recommends that the Board receive a staff report on the SCSD Purchasing and Procurement Policy ("PPP").

ACTION:

Adopt the SCSD PPP, by Resolution

DISCUSSION:

The State of California, Department of General Services, Procurement Division, requires all Community Services Districts develop and adopt a Purchasing and Procurement Policy.

The SCSD PPP was developed utilizing information obtained from other agencies and organizations PPPs. The SCSD Working Group has assisted the administrative staff in developing and editing the PPP. The PPP establishes the best practices to assure that the District's assets are safeguarded against loss from unauthorized use or disposition and to control the purchases of goods and services, before the District is obligated to pay for them.

The SCSD General Manager has the authority and responsibility for implementing the PPP. This includes training all SCSD employees and updating the PPP as required to determine compliance with all State regulations.

FISCAL IMPACT:

None

RESOLUTION NO. 2015-10

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE SCOTIA COMMUNITY SERVICES DISTRICT
TO ADOPT THE SCOTIA COMMUNITY SERVICES DISTRICT
PURCHASING AND PROCUREMENT POLICY**

WHEREAS, the Scotia Community Services District (“Scotia CSD”) is organized and operates pursuant to the California Government Code Section 61000, *et seq.*; and

WHEREAS, California Government Code Section 61045(g) requires the Board to adopt administrative policies for the operation of the Scotia Community Services District; and

WHEREAS, to ensure the appropriate safeguards against loss are made, that transactions are executed and recorded properly and to control purchases before the Scotia CSD is obligated to pay, it is necessary to adopt a purchasing and procurement policy.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Scotia Community Service District as follows:

Section 1: The Recitals set forth above are incorporated herein and made an operative part of this Resolution.

Section 2: The Scotia Community Services District Purchasing and Procurement Policy, dated September 17, 2015, attached hereto as Exhibit “A” and by this reference made a part hereof, is hereby adopted as the official purchasing and procurement policy of this District.

This resolution shall be effective upon its adoption.

Dated: _____, 20__

APPROVED:

Rick Walsh, Board President, Scotia CSD

ATTEST:

Board Clerk, Scotia CSD

CLERK'S CERTIFICATE

I hereby certify that the foregoing is a true and correct copy of Resolution No. 2015-10, passed and adopted at a regular meeting of the Board of Directors of the Scotia Community Service District, County of Humboldt, State of California, held on the _____ day of _____, 20____, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Board Clerk, Scotia CSD



PURCHASING AND PROCUREMENT POLICY

OF THE

SCOTIA COMMUNITY SERVICES DISTRICT

September 10, 2015

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Appendix B – SCSD Training and Travel Expense Form

Appendix C – SCSD Credit Cardholder Use Agreement

I. INTRODUCTION

The SCSD Purchasing and Procurement Policy (PPP) is intended to provide reasonable assurance that assets are safeguarded against loss from unauthorized use or disposition and that transactions are executed in accordance with the Board's authorization and recorded properly.

The intent of the District is to control purchases before the District is obligated to pay for goods or services. This PPP is designed to accomplish this goal while providing a clearly documented record of the entire process.

II. PURCHASING CLASSIFICATION

The control mechanism and method of documentation for purchases are determined by the type of expenditure. The District recognizes the following expenditure classifications:

1. Purchase Order

All purchases of goods which require a purchase order.

2. Contract

All formal contracts for services or goods and informal contracts for services.

3. Recurring

All utilities, payroll taxes & benefits, employee health insurance, monthly rental payments and cash transfers between accounts.

4. Debt Payments

All interest and principal payments on bond issues, lease-purchase payments (including those related to issuance of certificates of participation by other entities), transfers to fiscal or paying agents and any other long-term indebtedness.

5. Travel

All advances and reimbursements for travel, mileage reimbursement for use of personal automobiles and local meal expenses.

6. Petty Cash

All reimbursements of purchases from the petty cash fund and increases in petty cash or change funds.

7. Customer Refunds

All utility billing deposit refunds and overpayment refunds to customers.

8. Other

All other purchases which cannot be classified in one of the above categories.

III. CONTROL PROCEDURES

Purchasing shall be controlled according to their classification as indicated in Section II by the following procedures:

1. Purchase Order

The purchase of all supplies, materials and capital assets in excess of \$50.00 shall require a purchase order. Vendors from whom the District is likely to order several small items shall be issued blanket purchase orders.

2. Contract

Control procedures for non-budgeted contract purchases shall be further classified as: Contract Construction, Professional Services, or Other Services. For all classifications, contract purchases below \$5,000 require a purchase order, and will follow purchase order procedures. Contract purchases between \$5,000 and \$25,000 require a formal contract, approved and signed by the General Manager. Any purchase above \$25,000 requires a formal contract approved by the Board, and signed by the General Manager, and, if the contract purchase is a contract for construction, shall require formal bidding procedures. Sole source contracts shall require board determination and approval.

3. Recurring

These purchases shall be controlled by the budget. The Board shall adopt an annual budget which shall include, but is not limited to, line items for electricity/natural gas, telephone, telemetry, employer payroll taxes, retirement contributions, each type of employee benefit, insurance, each type of on-going rental, equipment and software maintenance and support contracts.

The General Manager shall monitor the relationship of year-to-date Purchases in these line items to the adopted budget. Purchases which exceed the budgeted amount but are not more than ten percent (10%) or \$5,000 greater, shall be approved by the General Manager.

Transfers of cash between accounts for recurring purchases exceeding \$5,000 shall be approved by the Board.

Monthly budget statements shall be presented to the Board detailing monthly and year-to-date purchases. Unusual or large variances will be explained to the Board.

All other recurring payments shall be approved by the General Manager.

4. Debt Payments

These purchases shall be controlled by the amortization schedules created by the debt instruments. All such payments shall be approved by the General Manager. Any demand for payments not contemplated in the debt instruments shall be approved by the Board.

5. Travel

These purchases shall be controlled as delineated in Section V.

6. Petty Cash

These purchases shall be approved by the General Manager. Total Petty Cash Fund shall be limited to \$250.00 per quarter. The amounts of the petty cash or change funds shall be changed only by Board action. No single expenditure from the petty cash fund shall exceed \$50.00. Reimbursements shall be for the specific amount of payments made. Any overage or shortage in petty cash shall be taken into account in the reimbursement amount to insure that the balance of the fund does not exceed or fall below the amount as authorized by the Board. The General Manager shall monitor any overages/shortages on a continuing basis.

7. Customer Refunds

- a. Utility Account Deposits - These purchases shall be controlled by the utility billing system. Normally, closing bills will be prepared which may show a balance due to the customer. Such refunds shall be approved by the General Manager.
- b. Inspection Deposit Refunds - These purchases shall be approved by a District designee.
- c. Other Deposits - Occasionally other deposits will be refunded. These shall be approved by the General Manager.

8. Credit Card Use

Credit card purchases shall be classified in the expenditure category which best suits the type of goods or services procured. The Board shall approve application for any credit cards.

All credit cards shall be physically controlled by the General Manager and Supervisor, who shall have custodial responsibility for them. All purchases on these cards shall be subject to the same controls which would apply if the District had a normal open account at specific stores (i.e. purchase order/blanket purchase order).

The Renner Petroleum card is intended primarily for retail fuel purchases. It may be used from time to time for out-of-town personal automobile use while on District business. The General Manager shall physically control the card and have custodial responsibility for it. When used for out of town travel, all of the normal travel controls shall be observed.

Credit cards (VISA) may be issued to any District employee as determined by the General Manager. The card will be in the employee's name. The primary purpose of the credit card is as a payment method for staff travel, however, the card can be used to pay for any purchase when it is the most efficient method. Purchases made with a credit card must comply with all approval requirements set forth in this expenditure policy. Before receiving a credit card, employees must sign a "credit cardholder use agreement" setting forth their obligations under this program.

9. Phone Orders

Orders for goods or services placed by telephone, fax or other electronic media shall be subject to the normal purchase order or travel controls. Purchase orders or travel authorizations shall be prepared in advance of placing the order.

10. Transfers Between Accounts

Transfers between accounts, shall be authorized by the General Manager, are not to exceed \$5,000.00, and shall be approved in advance where possible. Approval shall be by the Board or General Manager in accordance with the limits on approval of purchase orders. If it is not possible to obtain approval in advance, approval shall be upon receipt of goods or services.

IV. PURCHASE ORDER PROCEDURES

1. Requisition and Preparation

The General Manager will provide authorized users access to the purchasing software. The software system may require a vendor name, date, account number to be charged, quantity, description, and unit price. The software system may assign a consecutive number to the purchase order and print a working copy. The computer system shall print an original for signature.

2. Approval

Purchase orders for office supplies and equipment expected to be less than \$5,000 may be approved and signed by the General Manager. Purchase orders for field supplies and equipment expected to be less than \$5,000 may be approved and signed by the Supervisor. Purchase Orders for engineering supplies and equipment expected to be less than \$5,000 may be approved and signed by the General Manager or Supervisor. The General Manager may approve and sign purchase orders expected to be \$25,000 or less without Board approval. Purchase orders expected to exceed \$25,000 must be approved in advance by the Board and signed by the General Manager.

In addition, the Supervisor, with approval of the General Manager, may designate additional field employees to approve and sign for purchase orders not expected to exceed \$750. Such designation shall be in writing to the General Manager.

3. Issuance to Vendors

The purchase order number shall be provided to the vendor and a copy sent to the vendor as needed.

The signed copy shall be given to the District Clerk to match with the receiving copy and invoice.

4. Receipt of Goods

The person who receives the goods shall initial and date the receiving record (packing list). If only a partial shipment is received, the items received shall be clearly indicated and a photocopy given to the District Clerk. Upon receipt of all items, the person receiving the goods shall again initial and date the receiving record (packing list) indicating which goods were received in the final shipment then given to the District Clerk.

5. Blanket Purchase Orders

Blanket purchase orders shall be prepared for vendors from whom several small purchases are expected to be made. The blanket purchase order shall be for a period not

to exceed one year. The following additional information shall be included on all blanket purchase orders:

- Total cumulative purchases to be allowed
- Maximum amount of any one purchase
- List of persons authorized to make purchases
- Period covered by purchase order
- Notice of cancellation of previous blanket purchase orders

Cumulative purchases shall be tracked on the computer system as invoices are received. If cumulative purchases reach the maximum allowed prior to expiration of the blanket purchase order, the amount exceeding the maximum will be noted on the blanket purchase orders and approved by the General Manager, General Manager or Supervisor.

Any change in terms or persons authorized to make purchases shall result in the issuance of a new blanket purchase order and the cancellation of the old one.

Vendors shall be notified in writing of any change in the terms of a currently valid blanket purchase order.

6. Approval for Payment

The District Clerk shall match the invoice, the purchase order copy, and the receiving record of the purchase order prior to submitting the purchase order for approval. If the invoice exceeds the amount indicated on the purchase order by more than 10%, the District Clerk shall so indicate on the purchase order and the person approving the purchase order shall initial such notation indicating approval to pay the higher amount.

7. Other Purchases

It is recognized that circumstances may arise which require personnel to purchase supplies immediately while physically distant from the District office. If possible, such supplies shall be purchased from vendors to whom blanket purchase orders have been issued. When necessary, verbal, approval shall be obtained from a person authorized to sign a purchase order for the anticipated amount. The purchase shall then be documented with a vendor invoice and a standard purchase order from the employee making the purchase.

The invoice and purchase order shall be given to the person who made the verbal authorization as soon as possible. That person shall review the invoice and purchase order and counter-sign the purchase order.

V. TRAVEL EXPENDITURE PROCEDURES

1. Approval

All out of town travel and local meal purchases by Board members and staff shall be approved in advance. Local use of personal automobiles shall also be approved in advance.

Travel, local meals (ie. meals provided by the General Manager's discretion to employees during emergencies) or vehicle use to be incurred by office staff shall be approved by the General Manager. For field staff, approval shall be by the Supervisor.

For the General Manager and Board members, approval shall be by any other Board member.

2. Advance Payments

Advance payments may be made for estimated cost of pre-approved out of town travel or local meal expenses. Local personal automobile use shall be paid as reimbursement only.

Advances may be made no more than three working days before the commencement of the activity.

3. Reimbursement and Accounting

Reimbursement for out of town travel and for local meals shall be made for the actual cost less any advance payment. Reimbursement for all personal automobile use shall be made using the Internal Revenue Service approved business mileage rate.

The staff member must account to the District within ten (10) days of the end of the activity for all advances and expenses. If the documented expenses exceed advances, the difference shall be reimbursed to the staff member. If advances exceed documented expenses, the difference must be refunded to the District with the accounting.

VI. PURCHASE ORDER DOCUMENTATION SYSTEM

1. General

Documentation of compliance with the PPP shall be summarized on a purchase order form. The classification of the expenditure shall be clearly indicated on the purchase order form. The purchase order shall list all invoices or statements to be paid with one check. No payments shall be made without a properly approved purchase order form.

2. Preparation of Purchase Order

Purchase orders shall be numbered consecutively as prepared. The purchase order number shall be entered in the computer software system when the account payable is entered.

All required supporting documents shall be attached to the purchase order form prior to approval.

3. Supporting Documents Required

Required supporting documents are determined by the classification of expenditure as follows:

- a. Purchase Orders:
 - Vendor invoice or statement
 - Copy of purchase order

- Receiving document of purchase order initialed and dated by person receiving goods
- b. Contracts:
 - Vendor invoice or statement initialed and dated by person affirming that work was done
- c. Recurring Purchases:
 - Vendor invoice or statement initialed and dated by person affirming that service was received
 - No documentation required for cash transfers between accounts - purchase order must be signed by the General Manager
- d. Debt Payments:
 - No documents required - purchase order must be signed by the General Manager
- e. Travel Purchases:
 - Travel and Automobile Use Approval Form (Appendix A)
 - Travel and Automobile Use Expense Accounting Form (not required for advance payments) (Appendix B)
 - Receipts for airfare, lodging, meals in excess of \$25.00, other purchases for which a receipt is normally given
- f. Petty Cash Purchases:
 - Receipts and paid-out tags
- g. Customer Refunds:

Utility Account Deposits

The “Utility Account Deposit” may substitute as the purchase order. The list is to be initialed and dated by the District Clerk. The General Manager shall approve the utility account deposits list on a regular basis.

Inspection Deposits

For customers to receive refunds, they must have the Sewer Inspection Report with the deposit receipt number notated.

4. Other

Vendor invoice or statement initialed and dated by person affirming receipt of goods or services with a memorandum explaining nature of expenditure and why it does not fall within one of the normal classifications.

5. Purchase Order Approval

Purchase orders must be approved and signed by the designated staff person prior to preparation of a check by the District Clerk.

6. Filing of Documentation

Purchase orders and attached documentation shall be filed alphabetically by vendor promptly after issuance of a check.

Contracts, special deposit documents, and debt agreements shall be filed separately as appropriate.

VII. ISSUANCE OF CHECKS

The District checking account shall require signatures by any two of the following persons:

- General Manager (permanent and/or bonded)
- Board Members

Checks shall be issued only after the purchase order has been approved and signed by the designated staff person, and reviewed and initialed by the General Manager.

Checks shall be issued as needed to meet deadlines and take advantage of discounts. Check writing shall be batched and done weekly where possible.

Appendix A**SCOTIA COMMUNITY SERVICES DISTRICT
TRAINING AND TRAVEL APPROVAL FORM**

Employee	Date Submitted
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TYPE OF ACTIVITY

<input type="checkbox"/> Out of Town Travel	<input type="checkbox"/> Local Meal
<input type="checkbox"/> Conference	<input type="checkbox"/> Local Automobile Use
<input type="checkbox"/> Training	<input type="checkbox"/> Local Automobile Use (Emergency)

DESCRIPTION OF ACTIVITY

Location	
Dates	
Sponsor/Instructors	
Specific nature of training:	
How will this training meet the needs of the District?	
Type of transportation to be used:	
Other training functions attended this year:	

ESTIMATED COST AND ADVANCE PAYMENT REQUEST

	Estimated Cost	Advance Approved
Personal Automobile Use – ___miles RT (@\$0.565/mi)*		
Other Transportation – District Vehicle Fuel		
Lodging		
Meals – dinner 1 night		
Registration		
Other (describe)		
Totals		
Approved by:	Date:	

Appendix B**SCOTIA COMMUNITY SERVICES DISTRICT
TRAINING AND TRAVEL EXPENSE FORM**

Employee	Date Submitted
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TYPE OF ACTIVITY

<input type="checkbox"/> Out of Town Travel	<input type="checkbox"/> Local Automobile Use
<input type="checkbox"/> Local Automobile Use (Emergency)	<input type="checkbox"/> Training
<input type="checkbox"/> Conference	<input type="checkbox"/> Local Meal

DESCRIPTION OF ACTIVITY

Location	
Activity	
Dates	

ACCOUNTING

Automobile Use:					Miles: ___miles RT x \$0.565* =	
Public Transportation:						
Lodging:						
Meals	Date	Breakfast	Lunch	Dinner		
Other (explain):						
Total Expenses – (Charged to VISA <input type="checkbox"/>)						
Less Advance Received (in any)						
Due to (from) Employee						

Approved by:	Date:
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Appendix C

SCOTIA COMMUNITY SERVICES DISTRICT CREDIT CARDHOLDER USE AGREEMENT

Employee: _____

The above named employee (Cardholder) of the Scotia Community Services District has been issued a District credit card. The Cardholder has been provided with a copy of the District's Purchasing and Procurement Policy and hereby agrees to comply with all terms and conditions set forth therein, including but not limited to:

1. **Official Use Only** – District credit cards are for official use only. Charging personal expenses on District cards is not allowed under any circumstances. Doing so, even if the intent is to reimburse the District later, will result in disciplinary action, up to and including termination.
2. **Timely, Accurate, and Supported Payments** – Credit card payments will be processed on a timely basis and adequate supporting documentation (such as vendor order forms, receipts, invoices, and credit card receipts) will be retained for all charges and attached to payment purchase orders.
3. **Disputed Charges** – The vendor and issuing bank will be notified immediately by the General Manager of any disputed charges.
4. **Lost or Stolen Cards** – The issuing bank and the General Manager will be notified immediately of a lost or stolen card. Failure to do so could make the cardholder responsible for any fraudulent use of the card.
5. **Surrender Upon Request or Separation** – The credit card will be surrendered immediately upon retirement, termination, or upon request of the department head. Use of the credit card for any purpose after its surrender is prohibited.
6. **Credit Card Limit** – The credit limit of this card is \$_____
7. **Other Restrictions:** _____

Cardholder Signature

Date

Scotia Community Services District

Staff Report

DATE: September 17, 2015

TO: Scotia Community Services District Board of Directors

FROM: Steve Tyler, Interim District Manager

SUBJECT: SCSD Lot 247 Forest Management Plan Report

RECOMMENDATION:

The Administrative staff recommends that the Board receive and file the report on SCSD Lot 247 Forest management Plan.

ACTION:

No action is required

DISCUSSION:

Planwest Partners Inc. retained Baldwin, Blomstrom, Wilkinson and Associates (“BBW Associates”), a Registered Professional Foresters firm, to prepare a Forest Management Plan for SCSD Lot 247.

Lot 247, in the Town of Scotia (“TOS”), is proposed to be conveyed to the SCSD as forestland to be managed by SCSD. Lot 247 is approximately 92 acres with 40% forested in redwood and riparian hardwood.

BBW Associates Forest Management Plan for SCSD Lot 247 includes a property description and forest resource assessment, a constraint analysis, forest management considerations, potential timber value management and recommendations with supporting tables and maps.

FISCAL IMPACT:

The cost for the plan is included in Planwest’s overall staffing services contract,

ATTACHMENTS:

BBW Associates, August 31, 2015, Forest Management Plan for SCSD Lot 247

Forest Management Plan for Scotia CSD Lot 247
Prepared by Greg Blomstrom,
Baldwin, Blomstrom Wilkinson and Associates
Consulting Foresters

August 31, 2015

Overview

The Scotia Community Services District through Planwest Partners has requested that a forester prepare an estimate of timber volume and value and permitting options for the CSDs lot 247, a parcel of land lying between the Northwestern Pacific railroad ROW and the Eel River in the town of Scotia.

The approach taken by BBW Associates included obtaining a CAD file of the lot boundaries from Kelly O'Hearn and Associates. Prior to vegetation typing, a BBW forester did a reconnaissance level survey of the vegetation to assist with the digitizing of the vegetation polygons in advance of timber cruising. The timber was cruising by two BBW techs, keypunched into Excel and then imported into the FORSEE growth and yield model. FORSEE was used to calculate stocking per acre and yields by vegetation type and by species.

Planwest referred BBW to Frank Bacik who is overseeing the town of Scotia. Mr. Bacik provided a set of constraints to management that were previously a part of PALCOs habitat Conservation Plan (HCP) and which apparently must be applied to the property. These constraints are summarized later in the document and incorporated into consideration of the permit options and management recommendations.

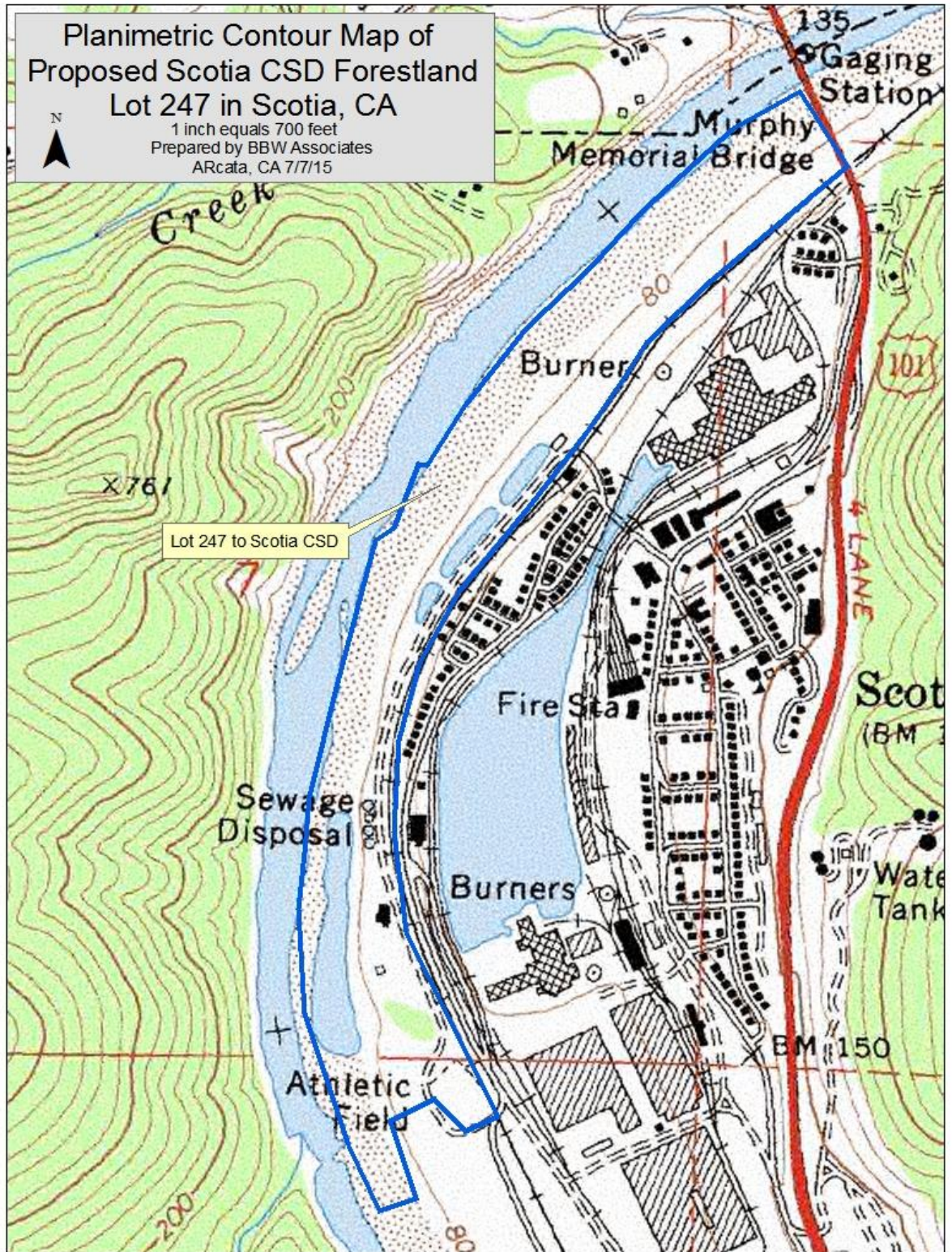
Volume and value were determined using local knowledge of the log markets and logging costs.

Stocking, yield, volume and value were considered in conjunction with the constraints and permitting options and a recommendation is made with regard to current and future timber management options.

Property Description

Planwest Partners was slated to provide a GIS shapefile of the property; however this task was turned over to Kelly O'Hearn and Associates who provided a CAD rendition of the property. However the CAD drawings provided had no spatial reference and so ultimately Humboldt Counties APN shapefile of Lot 247 that lies west of the railroad was created (since lot 247 is much larger than the portion of lot 247 west of the railroad ROW). For purposes of this management plan, the map depicted below is considered as the property under consideration for this management plan. For planning purposes the acreage of Lot 247 is estimated at 92.2 acres.

Figure 1 - Lot 247 Forest Management Plan



Vegetation Typing

After an initial reconnaissance of the property, the vegetation on Lot 247 was typed and then digitized into ARCGIS. The resulting vegetation map is shown Figure 2. Acreage by vegetation type is shown Table 1.

Table 1

VegType	Polygons	Acres
Cottonwood	1	19.0
Maple	1	2.9
Non-Forest	4	48.0
Redwood	4	11.2
Willow/Shrub	1	11.0

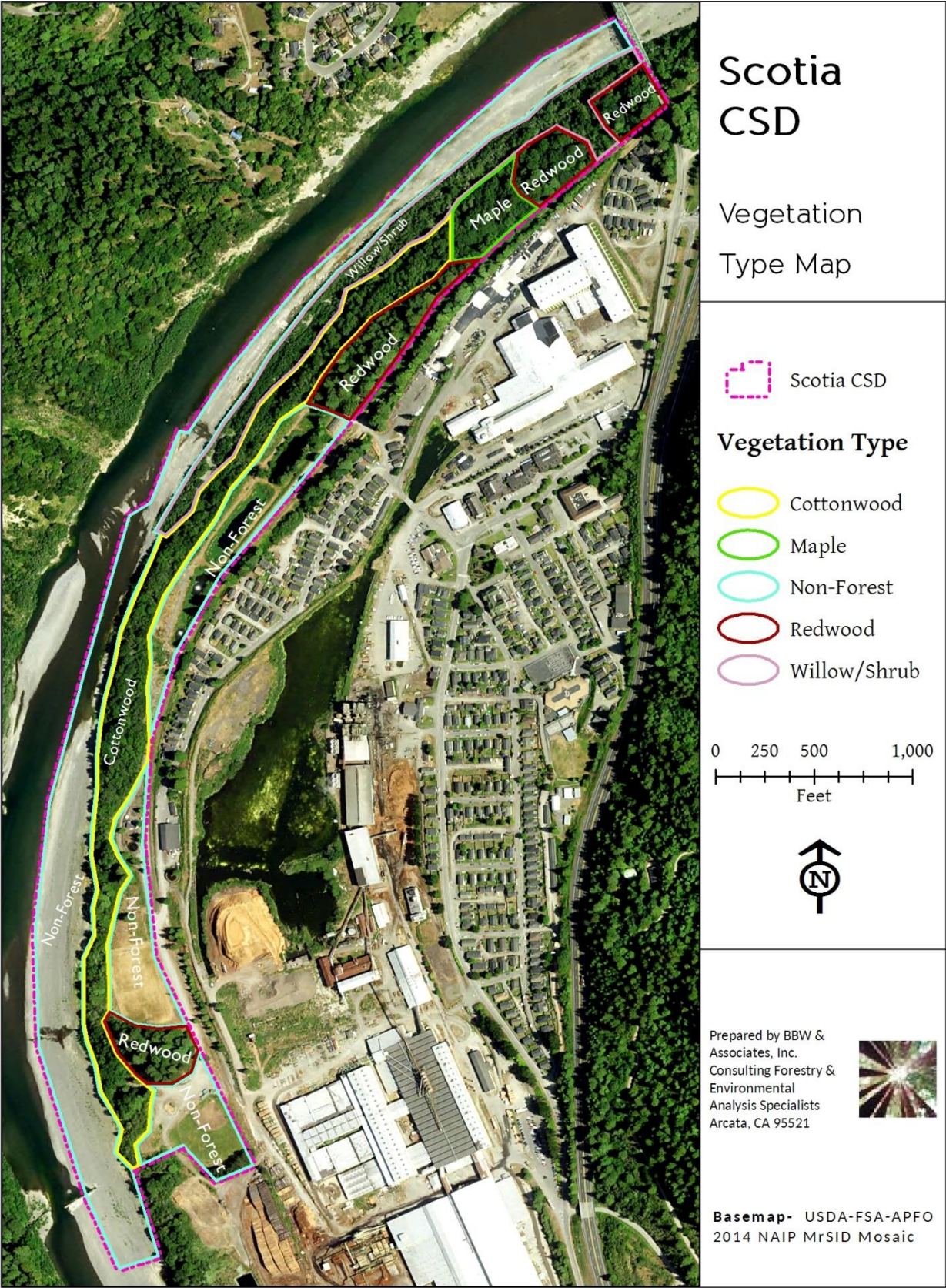
Although the cottonwood type has a few scattered redwoods, for forest management purposes, only the four redwood polygons are considered any further in this management plan. The southern most of the four redwood polygons, comprised of 2.6 acres has been developed by the Fireman's Association into a park like condition including a sign, split rail fencing, internal picnic tables and other improvements.

Plot Installation

Based on the reconnaissance visit and the timber typing, it was decided to exclude installation of inventory plots in the maple, non-forest and willow/shrub types. Both the maple and willow shrub types did not appear to contain any conifers, instead they were stocked with small (1-3" diameter) maple, willow and other riparian non-commercial species. For the cottonwood type and the redwood type, variable radius plots using a 40 factor prism were installed at random locations. All trees selected by the prism were cruised down to 1" diameter. All selected trees were measured for diameter to the nearest inch and total height in feet. Defect including trees with broken or missing tops was recorded. A total of 3 plots were put into the cottonwood type where it appeared there were only a few conifers and 7 plots were put into the 11 acres of redwood polygons. One plot each was installed in the two northern most and 1 southern most redwood polygons and 4 plots were put into the middle and largest polygon of Lot 247 which comprises almost 4 acres.

The 3 cottonwood plots averaged around 5 trees each while the 7 redwood plots averaged around 12 trees each. Data were keypunched into Excel, then uploaded into FORSEE, and compiled using standard volume equations. For this cruise, the standard FORSEE default equations for conifer volume were used which are documented in Bulletin 1907, Volume and Taper Relationships for Redwood, Douglas-fir, and Other Conifers in California's North Coast, Division of Agricultural Sciences, University of California, by Lee Wensel and Bruce Krumland, 1983.

Figure 2 Vegetation Types of Lot 247



FORSEE work

Volume calculation was done using the FORSEE growth and yield program (CAGYM, 2011), version 3.0, build 28 of 2/16/2015 which was developed by Lee Wensel and Bruce Krumland when they were at the University of California at Berkeley. As noted above, conifer volumes come from their Bulletin 1907 work. No suitable site trees were found, but judging from stand condition, stocking and other factors it was estimated that the average site index of the redwood stand was 120' at 50 year base age.

Stocking and Yield

Volume per acre and total stocking across each of the vegetative types is shown in Table 2 below. BA is basal area/acre in sq. ft., QMD is the quad mean diameter of the species in inches of diameter at breast height, NVOL is the net board foot Scribner volume to a 6" top by species, SE is standard error at one standard deviation and TSE is the standard error of the total volume for a particular species. Table 2 shows that the redwood type contains 96,612 bf/acre \pm 20,069 bf/acre for a total volume of 1,082 MBF of redwood on 11 acres. None of the other species are considered commercial, so are not included in any further calculation of timber value. Note that the average cottonwood tree size is only 6" DBH in the cottonwood type, while it is 28" DBH in the redwood type, however there are only 10 such trees/acre in the redwood type while there are 680 cottonwood/acre in the cottonwood type.

Table 2

Stand Type	Acres	Species	TPA	BA	QMD	NVOL	SE_NVOL	SE_TPA	SE_BA	T_NVOL	TSE_NVOL
Cottonwood	18.9	Cottonwood	679.0	146.67	6.3	22,206	\pm	11,855	653.3	81.10	419,684 \pm 224,067
		Maple	8.6	13.33	16.9	794	\pm	794	8.6	13.33	14,997 \pm 14,997
		Hardwoods	693.1	173.33	6.8	23,317	\pm	11,708	659.1	81.10	440,685 \pm 221,277
		Totals	693.1	173.33	6.8	23,317	\pm	11,708	659.1	81.10	440,685 \pm 221,277
Redwood	11.2	Cottonwood	10.0	28.57	22.9	6,901	\pm	2,619	6.7	11.43	77,297 \pm 29,334
		Maple	292.1	45.71	5.4	4,163	\pm	2,095	265.6	18.37	46,626 \pm 23,466
		YG Redwood	49.8	400.00	38.4	96,612	\pm	20,069	13.2	79.52	1,082,056 \pm 224,778
		Conifers	49.8	400.00	38.4	96,612	\pm	20,069	13.2	79.52	1,082,056 \pm 224,778
		Hardwoods	309.6	91.43	7.4	13,396	\pm	3,988	262.8	22.62	150,034 \pm 44,660
		Totals	359.4	491.43	15.8	110,008	\pm	19,784	265.7	76.95	1,232,091 \pm 221,581
Non forest	48.0										
Maple	2.9										
Willow/Shrub	11.0										
Total	92.0										

Based on the standard error of the total volume there are between 858 MBF and 1,306 MBF of redwood on Lot 247.

Volume by diameter class is shown in Table 3. Note the volume of redwood by diameter class.

Table 3 Volume by Diameter Class by Species in Redwood Type Only

SpGP	DClass	TPA	BA	NVol	T_NVol
Cottonwood	2 - 8				
Cottonwood	8 - 16	6.2	5.71	478	5,354
Cottonwood	16 - 24	2.0	5.71	994	11,133
Cottonwood	24 - 32				
Cottonwood	32 - 40	1.5	11.43	3,665	41,052
Cottonwood	40 - 48				
Cottonwood	48 - 56				
Cottonwood	56 - 64	0.3	5.71	1,764	19,757
Cottonwood	64+				
Maple	2 - 8	261.9	5.71	0	0
Maple	8 - 16	17.5	17.14	1,745	19,541
Maple	16 - 24	12.6	22.86	2,418	27,084
Maple	24 - 32				
Maple	32 - 40				
Maple	40 - 48				
Maple	48 - 56				
Maple	56 - 64				
Maple	64+				
YGRD	2 - 8				
YGRD	8 - 16	5.4	5.71	834	9,340
YGRD	16 - 24	5.7	11.43	1,880	21,059
YGRD	24 - 32	9.9	40.00	5,669	63,493
YGRD	32 - 40	10.5	68.57	14,471	162,077
YGRD	40 - 48	8.9	91.43	25,140	281,568
YGRD	48 - 56	4.4	62.86	16,881	189,062
YGRD	56 - 64	3.2	62.86	17,403	194,912
YGRD	64+	1.9	57.14	14,334	160,545

Constraint Analysis

According to Mr. Bacik, the PALCO HCP restrictions would have to be followed if any sort of timber harvest were planned. PALCO completed the watershed assessment for the Lower Eel and Eel River Delta Planning Unit (LEED). The PALCO LEED watershed assessment established slope limitations that require cable yarding in the Scotia sub basin on slopes greater than 40% instead of tractor yarding. However, other than inner gorge requirements near class II and class III streams, all of the redwood type could be logged using tractors because all of the slopes are less than 40%.

Figure 3 shows the location of the class I (Eel River), class II and III watercourses on the property. In addition, the Eel River at Scotia is classified as a wild and scenic river (WSR), and in this stretch is considered as scenic. As a result, there is a 200' wide special treatment zone that extends from the watercourse and lake transition line east towards the railroad tracks. The watercourse and lake transition line begins at the inflection point between the gravel bar and the upland vegetation on the east side of the river.

Figure 3

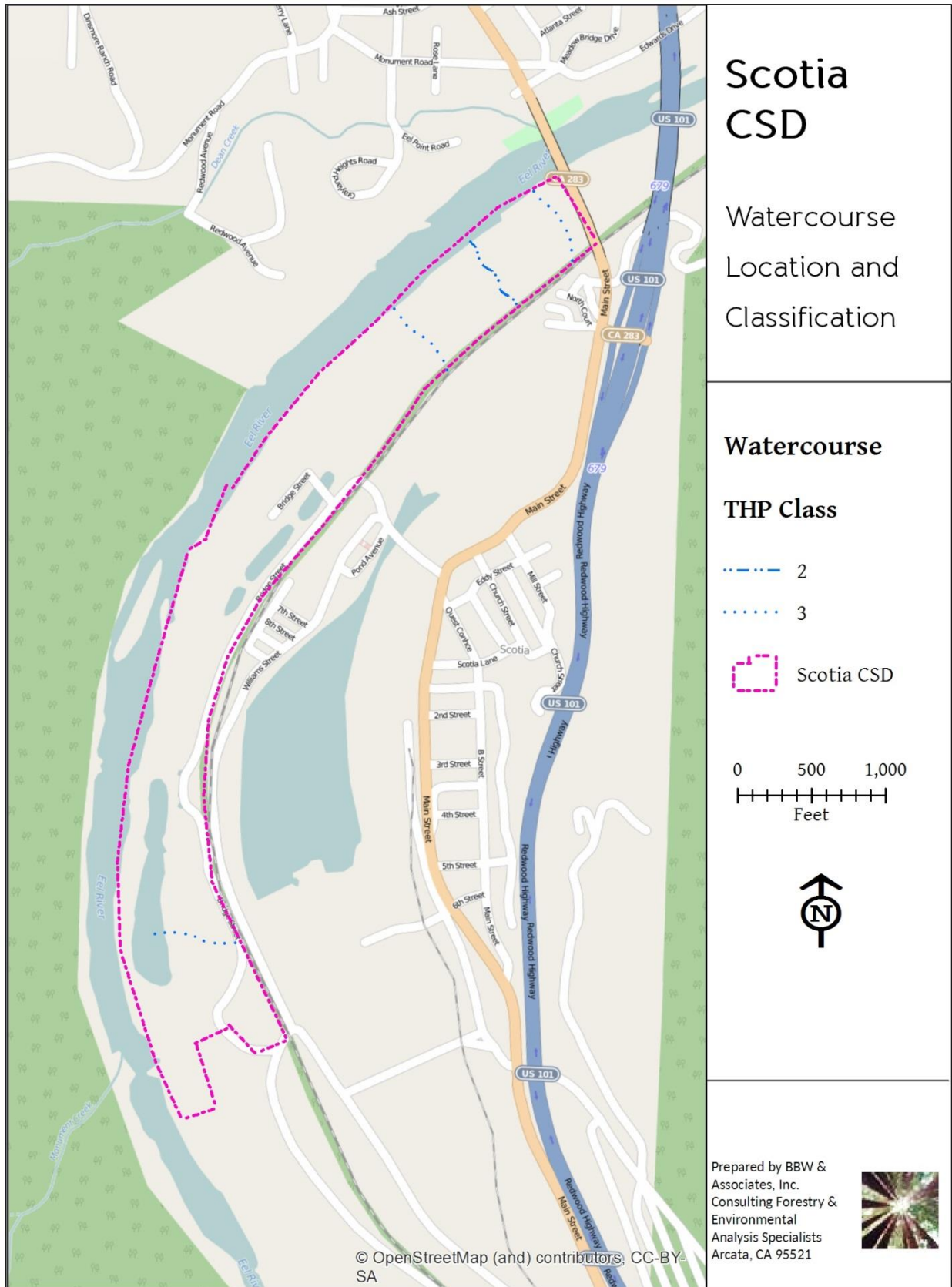


Table 4 shows the proportion of the four redwood polygons that might be affected by either the Wild and Scenic designation or by the Watercourse and Lake Protection Zone (WLPZ) designation assigned to the Eel River which is considered as a Class I watercourse with a channel migration zone. In this instance, the LEED assessment establishes an inner core no cut zone on slopes < 50% that is 100' wide beginning at the inflection point between the upland vegetation and the gravel bar. In addition, there is an inner zone that is an additional 50' where canopy cover would have to be maintained at 50% or more and the 13 largest trees/acre would have to be left. These restrictions compare to the standard WLPZ restrictions where there is an inner 30' no cut core area and an additional 70-120' inner zone where timber harvest is restricted to maintaining 80% canopy cover or more.

Table 4

VegType	Acres	Location	STZ - WSR Selection	WLPZ > 80% canopy retention
Redwood	1.84	At bridge	1/2 is within 200'	Very bot is in inner zone
Redwood	2.41	2nd poly S of Bridge	~ 1/3 is within 200',	Very bot is in inner zone
Redwood	4.44	Near Ponds	beyond 200'	Out of WLPZ
Redwood	2.59	Fireman's Grove	1/2 is within 200'	Very bot is in inner zone

Standard northern spotted owl (NSO) and marbled murrelet surveying would need to be completed prior to timber harvest which would require a minimum of 7 visits in each of 2 years of surveying, unless an owl was detected in an earlier visit. It is unlikely that NSOs or murrelet are utilizing these stands given the proximity to the mill and the highway. Whether surveying could be eliminated or reduced due to the amount of heavy equipment, whistles, and other noise associated with the mill and highway is not known at this time.

For the class II watercourse that drains the 2nd redwood polygon south of the bridge, there would be a 50' no harvest core zone on both sides of the watercourse and an additional inner zone that was approximately 75' each side (depending on slope) beyond the 50' zone where canopy cover would have to exceed 60% after operations and the RPF would have to leave the 13 largest trees/acre. .

Around the three class III watercourses there would be a 75' each side equipment limitation zone where all of the timber could be removed, but tractors could not operate except on designated skid trails or at designated crossings.

The LEED Hillslope Management Checklist would need to be filled out by the RPF conducting operations on any of the four redwood polygons. At a minimum, there is a headwall cutting slope failure at the point where the class II watercourse meets the railroad ROW. This appears also to be the outlet for a storm drain shown on the utility shapefile provided by PlanWest. This feature would need to be buffered out and a geologic review conducted according to the LEED prescription by a licensed geologist.

The HCP required extensive streamside landslide monitoring – whether this would be in effect due to the headwall slope failure is not known. The HCP requires extensive class II watercourse temperature monitoring which we assumed Humboldt Redwood Company is completing and the Scotia CSD would not be responsible for. A disturbance index calculation likely would be required if a THP is filed on lot 247.

Scotia CSD would not have to adhere to the Marbled Murrelet Conservation Plan, as none of the harvest area is near any of the designated MMCAs as noted above. As noted above, it is unclear due to noise and disturbance factors whether marbled murrelet surveying would be required.

The Scotia CSD would have to comply with the NSO conservation plan, but most of these restrictions are tied to operations that take place during the breeding season. As a result, other than the surveying required (if necessary), most timber harvest on Lot 247 could be conducted such that there would not likely be limitations placed on harvest. This of course would not be true if a nesting pair of owls is located on the subject property, however the likelihood of this is considered low due to noise and disturbance at the mill.

PALCO (and HRC) have already complied with the watershed analysis requirements in the HCP so Scotia CSD would not have to complete such work, though it appears that it would have to comply with any requirements established therein and as noted above.

No roads would be constructed or reconstructed (all harvest would take place by skidding logs to the railroad and then shipping such logs on railcars several thousand feet to the log yard) as a result, the CSD would not incur any liabilities associated with HCP requirements tied to roads.

The CSD would have to comply with the hillslope management requirements of 6.3.3.7 of the HCP, however most of these are practices are associated with management in and near watercourses and would already be accounted for when designing the WLPZ zones and limitations.

The CSD will benefit from HRCs complying with the HCP requirements associated with the Bald Eagle, Peregrine Falcon and Snowy Plover plans. The Snowy Plover plan might restrict operations if snowy plovers have been found north and east of the 101 bridge on the Eel River gravel bars. If found north of the bridge then additional surveys are required within 1 mile of such sightings.

It is likely that HRCs operations already cause compliance with the Pacific Fisher, red tree vole and amphibian and reptile management plans such that the CSD would not have to comply with these HCP requirements, outside of the standard FPR requirements for these species.

It appears that the CSD would have to meet the structural habitat requirements for snags and down wood in the HCP, although as long as even-aged management were not implemented, any leave trees associated with selection management would likely meet these requirements. It appears that the CSD would have to meet the sensitive plant requirements in the HCP, but these are not much different than the current rules which require surveying for sensitive plants.

Prior to preparation of any permit application by the CSD to CALFIRE, the RPF should thoroughly review the Habitat Conservation Plan for the Properties of The Pacific Lumber Company, Scotia Pacific Holding Company, and Salmon Creek Corporation Under the ownership and management of Humboldt Redwood Company, LLC, As of July 2008, Established February 1999, Revised 31 March 2014 and the Pacific Lumber Company (PALCO) Prescriptions Based on Watershed Analysis for Lower Eel and Eel Delta, California, 17 June 2004.

Forest Management Considerations

Due to proximity to the river, the fact that the Eel River is a designated wild and scenic river and in consideration of flood potential, no management of the cottonwood, willow/shrub or maple types is proposed. Besides the above factors, none of these vegetative types contains any conifer volume. As such, any future income would need to come as a result of a rehabilitation harvest which would replace the current non-commercial species with redwood. However, this redwood would not have commercial value for at least 30-35 years and during that time would potentially be at risk from catastrophic flooding. The cottonwood and willow/shrub types are below the 80' contour line while both the redwood polygons and HRCs tree farm are located on ground that is between 80 to 120' elevation and generally out of the flood zone. For all of these reasons, no management is proposed for the cottonwood, willow/shrub or maple types.

Conversely, the 12 acres of redwood type which has around 96 MBF/acre does have commercial potential, notwithstanding the fact that it is only 12 acres in size. However, due to its small size, the potential to conduct long term commercial timber management is quite limited. Generally, the CSD could undertake custodial management consistent with maintaining the recreational potential of all of the parcels by removing dead and dying trees periodically at relatively low cost. The CSD could also begin a program of planned timber harvest to increase revenue, but that could come at the expense of diluting the recreational value of the 12 acres. If the CSD decided to conduct a one-time timber harvest there are several different options in the Forest Practice Rules that would allow removal of up to around 70% of the timber volume on the parcels. These options could generate substantial revenue, but as harvest intensity increased so would likely conflict.

Permit Options

Generally the CSD could look at a) no management, b) periodic custodial management (remove dead and dying trees), c) file an Non-Industrial Management Plan (NTMP) and manage for the long term by initially removing approximately 60% of the timber, d) file a one- time THP and

remove the bulk of the unconstrained timber (around 70% of the timber), or e) file a Modified THP and remove perhaps 35%-50% of the timber.

There are four permit applications that might be undertaken to manage the property to generate timber harvest revenue:

1. File a 10% dead and dying exemption periodically to remove dead and dying redwoods. These can be filed year after year and are low cost. The timber resulting from such operations can legally be sold to recoup harvest and slash clean-up costs.
2. File a long-term Non Industrial Timber Management Plan on the property and harvest periodically which would a) exclude harvest in the Fireman's Grove, b) could harvest 1.2 acres in WLPZs to 300 sq. ft. in an initial entry and c) cut the remaining 7.4 acres to 75 sq. ft. for the first entry. A subsequent entry could be made 20 years in the future to remove growth on the 7.4 acres cut to 75 sq. ft. this entry.
3. File a onetime THP that a) excludes harvesting in the Fireman's Grove, b) cuts 2.1 acres to 75 sq. ft., c) cuts 1.2 acres to 300 sq. ft. and d) cuts 5.3 acres to a clearcut.
4. File a modified THP (MTHP) that a) excludes harvest in the Fireman's Grove, b) cuts 1.2 acres to 300 sq. ft. and c) in the balance of the 7.4 acre harvestable area cuts to 50% canopy retention (around 200 sq. ft.)

Because the Fireman's grove already has improvements and appears managed as a "park", no harvest is proposed for this polygon. With limitations and in consideration of WSR and WLPZ requirements, 2.1 acres in the two northern polygons could be harvested to 75 sq. ft. to maintain WSR characteristics and 1.2 acres in the 2nd polygon south of the bridge could be harvested to a residual overstory canopy of at least 80% which in this case is probably a thin from below to a residual basal area of around 300 sq. ft. The balance of the property at 5.3 acres could potentially be "clearcut" but for reasons cited below we recommend a different permitting approach. A summary of the harvest prescription by permit type for each area of the 11.2 acres of redwood type is shown below along with the proposed basal area harvest.

Table 5

Area	NTMP	THP	MTHP
WSR area	cut 325, leave 75	cut 325, leave 75	cut 325, leave 75
Inner zone WLPZ	cut 100, leave 300	cut 100, leave 300	cut 100, leave 300
no restriction	cut 325, leave 75	cut 400, leave 0	cut 200, leave 200
Firemans Grove	no cut, leave 400	no cut, leave 400	no cut, leave 400

An NTMP cannot prescribe even-aged harvest (hence the requirement to leave 75 sq. ft. in the no restriction zone) but is a long term permit good for essentially 50 years plus that locks in the current state forest practice regulations. This permit type costs approximately the same as a THP. Instead of an NTMP, the CSD could file a THP. While this option allows for clearcutting in the no restriction zone, it carries the greatest potential to stir up conflict. In addition, it would "lock in" a 40 year commitment to manage the clearcut timber stand to maturity. The MTHP is a less costly permit alternative to an NTMP or THP because in exchange for limiting removal to 50% canopy cover on parcels 41-160 acres in size the RPF is not required to submit a cumulative

effects analysis as part of the timber harvest plan (though the CSD would likely still have to calculate the disturbance index per the HCP requirements). The MTHP could leave a relatively well stocked stand in the no restriction area that visually would look as though not much took place instead of the bare earth look that a THP would leave.

Possible Timber Value from Management

Because of the volume/acre and the size of the redwood timber, our estimate of current delivered log prices runs to the high side in today's market compared to many projects. Based on bids received on reasonably large redwood from June 1, we estimate that the camp run (all diameters) value of the redwood on the 11.2 acres is between \$750 and \$800/MBF. Both the NTMP and the MTHP would likely generate a slightly lower (\$750 range) value because both of these permit types would tend to apply a marking prescription that was thin from below (that is mark the smallest trees and leave the biggest trees). While the THP would apply a mark that harvests everything, including small trees, there would be ample large trees harvested driving the average log size up (in comparison to the other two permit types) and leading to a somewhat higher camp run price (\$800 range).

Permit costs are lower for an MTHP. Surveying, if required, for NSO and marbled murrelets should be relatively low cost given the good road access and location next to HRCs wildlife department. The same is true for the plant surveys. Because of the volume/acre and size of timber being removed, the on board truck logging costs are likely to be relatively low at \$150/MBF. This price is higher than if the project were more rural, as it reflects the fact that in the "no restriction" zone, there are buried main sewer lines, and in at least one of the two polygons near the bridge there are storm drains that empty into the polygon.

Rail cars are proposed for the haul - the logger would load rail cars with decked redwood which would make the 6,500' haul to the log yard. This assumes that the rail line is free and clear of impediments. Based on the above, the Table 6 summarizes the volume being removed by restriction type and permit type and the associated costs and benefits from logging Lot 247:

Table 6

Harvest Area	Acres	Volume of Redwood MBF		
		NTMP	THP	MTHP
WSR area	2.1	164	164	164
Inner zone WLPZ	1.2	29	29	29
no restriction	5.3	415	511	255
Firemans Grove	2.6	-	-	-
Total	11.2	609	704	449
Delivered Log		\$ 750	\$ 800	\$ 750
Delivered Log	\$ 750	\$ 456,394	\$ 563,458	\$ 336,647
OBT	\$ 150	\$ 91,279	\$ 105,648	\$ 67,329
Haul	\$ 20	\$ 12,171	\$ 14,086	\$ 8,977
Stumpage	\$ 580	\$ 352,900	\$ 443,700	\$ 260,300
Permit Cost		\$ 50,000	\$ 50,000	\$ 25,000
NSO, MM Survey Yr 1 & 2		\$ 6,000	\$ 6,000	\$ 6,000
Plant survey		\$ 1,500	\$ 1,500	\$ 1,500
Slash cleanup		\$ 10,000	\$ 10,000	\$ 7,500
Net Income		\$ 285,400	\$ 376,200	\$ 220,300

Recommendation

We recommend either using the custodial approach which continues relatively hands off management except for the occasional filing of a 10% dead and dying exemption to reduce dead or dying hazard trees OR filing an MTHP to harvest substantial value from the property while still maintaining the recreational value that these polygons provide to the community of Scotia. As noted above, no harvest is proposed for the Fireman's Grove

The CSD should also track down the reason for the unstable area at the headwall swale on the class II watercourse at the RR tracks, and determine if there is a reasonable fix to stop further erosion.

We currently do not see an opportunity to implement a California Forest Improvement (CFIP) project on the property given the size and maturity of the timber on the redwood parcels. The State will fund CFIP projects on private lands through CALFIRE to help landowners abate fuel hazard situations, thin precommercial stands, reforest, etc. However as noted we do not see an opportunity to do any of these types of projects on the property.

Scotia Community Services District

Staff Report

DATE: September 17, 2015

TO: Scotia Community Services District Board of Directors

FROM: Steve Tyler, Interim District Manager

SUBJECT: Report on Building Surveys, Condition Drawings and ADA Accessibility Upgrades & Schematic Design Drawings for the Winema Theater, Scotia Museum and Day Care Buildings in Scotia

RECOMMENDATION:

The Administrative staff recommends that the Board receive a staff report on the Building Surveys, Condition Drawings and ADA Accessibility Upgrades & Schematic Design Drawings for the Winema Theater, Scotia Museum and Day Care Buildings

ACTION:

No Action

DISCUSSION:

Cleek Co., a building design and drafting company based in Eureka, as expressly requested by DCI Builders, will be conducting Building Surveys, Condition Drawings and ADA Accessibility Upgrades & Schematic Design Drawings for the Winema Theater, Scotia Museum and Day Care Buildings in Scotia. This work will be completed within three weeks of authorization, and will help DCI Builders present an accurate estimate on building repairs and renovations. Upon completion of DCI Builders estimate, the cost will be incorporated into the User Fee and Benefit Assessment Analysis.

FISCAL IMPACT:

None to SCSD, part of Planwest Contract Services