



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 22, 2016
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 25, 2016

- D. **PUBLIC COMMENT & WRITTEN COMMUNICATION**

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

- E. **PUBLIC HEARING - NONE**

- F. **BUSINESS**

F1. New Business –

- a. **Draft Parks and Recreation Ordinance**
- b. **Insurance Update (Additional Quote projected for October)**

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. ADJOURNMENT

Next Regular Meeting of the SCSD will be October 20, 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, August 25, 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 5:30 pm with the following directors in attendance:

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

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

B. SETTING OF AGENDA – none

C. CONSENT CALENDAR

C1. Approval of Minutes from Previous Meetings

July 28, 2016

August 4, 2016

Motion: Motion to approve the consent calendar

Motion: Bristol **Second:** Newmaker

Motion Vote: Ayes - 5 Opposed - 0 Absent - 0 Abstain - 0

D. PUBLIC COMMENT & WRITTEN COMMUNICATION –

Written Communication: Notice of Preparation for Subsequent Environmental Impact Report for Humboldt Redwood Company’s Demolition of Industrial Structures. Comment period to the County through September 9, 2016.

E. ADJOURN TO CLOSED SESSION – 5:38pm

E1. Call to Order – 5:44pm

E2. Roll Call

E3. Government Code §54956.8 Real Property Negotiations. Agency Negotiators: Tracy M Boobar, Stephen C Tyler, and President Rick Walsh. Negotiating Parties: Scotia Community Services District & Town of Scotia Company LLC

E4. Closed Session Discussion

F. ADJOURN TO OPEN SESSION – 6:29pm

F1. Report out of Closed Session

Board has directed staff to revise the transition agreement and deliver to Town of Scotia.

G. PUBLIC HEARING - NONE

H. BUSINESS

H1. New Business –

a. SHN Presentation on the Corridor Project and Water Treatment Plant

SHN staff presented a PowerPoint on the Corridor project, water treatment plant updates, and distribution updates. Board engaged and asked a variety of questions. Staff asked to be kept in the loop in the event of any major changes.

b. Review State Correspondence on Water Treatment Plant (e-mail sent by Mike Foget)

Board briefly discussed. No Action Taken.

c. Planwest Partners Contract Extension

Motion: Motion to accept Planwest Partners Contract Extension

Motion: McKnight **Second:** Pryor

Motion Vote: Ayes - 5 **Opposed** – 0 **Absent** - 0 **Abstain** - 0

d. Consider moving the September Regular meeting from the 15th to the 22nd

Board moved the September regular meeting to September 22, 2016 at 5:30pm

e. Consider Draft SCSD Mission Statement

President directed staff to change the mission statement as presented in the packet.

f. SDRMA Insurance Quote – Deadline October 12, 2016

Board directed staff to pursue additional insurance quotes.

g. Discussion and Consideration of the Transition Agreement

No Action, see closed session report out.

H2. Old Business – None

I. REPORTS

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

- 1. President's Report:** Reported out about a meeting with Humboldt County CAO on property taxes. Will meet with CAO again in the near future.
- 2. Board Director Reports:** none
- 3. Interim Manager's Report:** QuickBooks Update
- 4. Special Counsel's Report:** none
- 5. Engineer's Report:** none
- 6. Fire Chief's Status Report:** none
- 7. Board Clerk Report:** Board Clerk will be attending a grant writing workshop and Board Clerk Conference in November

J. ADJOURNMENT

Meeting adjourned at 8:56 pm by Board President Rick Walsh.

These minutes were approved by the Board of Directors of the Scotia Community Services District on September 22, 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

Scotia Community Services District Staff Report

DATE: September 22, 2016
TO: Scotia CSD Board of Directors
FROM: Steve Tyler, Interim General Manager
SUBJECT: DRAFT SCSD Parks and Recreation Ordinance

RECOMMENDATION:

Review the Draft Parks and Recreation Ordinance and associated fee schedule, provide feedback on content, formatting, etc.

DISCUSSION:

The SCSD must adopt Ordinances for each service the District provides. SCSD has adopted water and wastewater ordinances, and will adopt additional ordinances for parks and recreation, streets and street lighting, and storm drainage in preparation of providing those services in the near future.

The purpose here is to review draft content of the Parks and Recreation Ordinance. Staff will incorporate any additions or changes provided by the board and public, and bring another draft or final ordinance (at Board's direction) for Board review and adoption.

ACTION:

Direct Board Staff to incorporate any changes, and bring back for additional Board review.

FISCAL IMPACT:

None at this time

ARTICLE IV – PARKS AND RECREATION

CHAPTER 1 –PURPOSE

SEC. 1.01. PURPOSE AND POLICY.

CHAPTER 2. – ENFORCEMENT

SEC. 2.01. VIOLATIONS.
SEC. 2.02. FINES.
SEC. 2.02. VANDALISM.

CHAPTER 10. -RECREATION AND PARK **SYSTEM-WIDE REGULATIONS**

SEC. 10.01. RECREATIONAL USE DEFINED.
SEC. 10.02. OVERNIGHT USE PROHIBITED
SEC. 10.03. FIRES
SEC. 10.04. GLASS
SEC. 10.05 PETS.
SEC. 10.06. CONDUCT - ALCOHOLIC BEVERAGES.
SEC. 10.07. INJURY TO OR MISUSE OF RECREATION AND PARKS SYSTEM PROPERTY.
SEC. 10.08. POLLUTING WATERS OR DUMPING REFUSE PROHIBITED.
SEC. 10.09. OPERATION OF MOTORIZED VEHICLES-PROHIBITED ACTS.
SEC. 10.10. OPERATION OF NON-MOTORIZED VEHICLES--PROHIBITED ACTS.

CHAPTER 3. - OPERATION OF WINEMA THEATER

SEC. 3.01. HOURS OF OPERATION.
SEC. 3.02. FACILITY CAPACITY.
SEC. 3.03 DECORATIONS.
SEC. 3.04. AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE.
SEC. 3.05. WINEMA THEATER POCKET PARK.

CHAPTER 4. - OPERATION OF SCOTIA MUSEUM

SEC. 4.01. HOURS OF OPERATION.
SEC. 4.02. MUSEUM FEES.
SEC. 4.03. FACILITY CAPACITY.
SEC. 4.04. RESTROOM FACILITIES.
SEC. 4.05. EXHIBITS.
SEC. 4.06. MUSEUM POCKET PARK.

CHAPTER 5. - OPERATION OF FIREMAN’S PARK

SEC. 5.01. GROUP BARBECUE COMPLEX.
SEC. 5.02. PICNIC TABLES/BARBECUES.
SEC. 5.03. RESTROOM FACILITIES.
SEC. 5.04. OVERNIGHT USE PROHIBITED.
SEC. 5.05. FIRES.
SEC. 5.06. PETS.
SEC. 5.07. AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE.

CHAPTER 6. - OPERATION OF BASEBALL PARK

- SEC. 6.01. LIGHTING.
- SEC. 6.02. GROUP BASEBALL PARK USE.
- SEC. 6.03. RESTROOM FACILITIES.
- SEC. 6.04. OVERNIGHT USE PROHIBITED.
- SEC. 6.05. HORSESHOE PITS.
- SEC. 6.06. AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE.

CHAPTER 7. - OPERATION OF SOCCER FIELD

- SEC. 7.01. BLEACHERS.
- SEC. 7.02. RESTROOM FACILITIES.
- SEC. 7.03. OVERNIGHT USE PROHIBITED.

CHAPTER 8. - OPERATION OF COMMUNITY FOREST

- SEC. 8.01. RIVER ACCESS.
- SEC. 8.02. UNAUTHORIZED TAKE FROM THE COMMUNITY FOREST, INCLUDING THE RIVER BAR.

CHAPTER 9. - PERMITS, FEES AND DEPOSITS

- SEC. 9.01. FACILITY USE PERMITS REQUIRED.
- SEC. 9.01.a. EVENT TYPE DEFINITIONS.
- SEC. 9.02. FACILITY USE PERMIT PROCESS.
- SEC. 9.03. FACILITY USE FEES.
- SEC. 9.03.a FEE STRUCTURE DEFINITIONS.
- SEC. 9.03.b. FACILITY USE FEES.
- SEC. 9.03.c. EVENT SERVICES FEES.
- SEC. 9.03.d. RECREATION PROGRAM FEES.
- SEC. 9.04. DEPOSIT.
- SEC. 9.04.a. FACILITY USE DEPOSIT FEES.
- SEC. 9.05. INSURANCE.

- SEC. 9.06. PERMITS FOR USE OF FACILITIES.
- SEC. 9.07. USE OF SOUND AMPLIFICATION SYSTEM.
- SEC. 9.08. SALE OR SERVICE OF ALCOHOLIC BEVERAGES.
- SEC. 9.09. USE OF DISTRICT-OWNED EQUIPMENT.
- SEC. 9.10. APPEALS.

ORDINANCE NO. 2016 - 2

**AN ORDINANCE OF THE BOARD OF DIRECTORS
OF THE
SCOTIA COMMUNITY SERVICES DISTRICT
ADOPTING TITLE IV – PARKS AND RECREATION**

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

Section 1: Title IV (Parks and Recreation) is hereby adopted as follows:

TITLE IV - PARKS AND RECREATION

CHAPTER 1 –PURPOSE

SEC. 1.01. PURPOSE AND POLICY. This article sets forth the standards, processes and fees associated with open space maintenance services. The District desires to encourage the long-term maintenance of undeveloped or recreational land under District ownership where the maintenance is either required by Humboldt County or requested by residents of a specific area. This article is intended to implement the provisions of the Landscaping and Lighting Act of 1972 (Streets and Highway Code Section 22500 et seq.) herein referred to as the "Act."

CHAPTER 2. - ENFORCEMENT

SEC. 2.01. VIOLATIONS. Any violation of these sections and chapters relating to the use of District facilities located within the recreation and parks system is a misdemeanor, punishable by law.

SEC. 2.02. FINES. The cost of any damage to SCSD property or facilities shall be charged to the violator.

SEC. 2.02. VANDALISM.

CHAPTER 10. -RECREATION AND PARK **SYSTEM-WIDE REGULATIONS**

SEC. 10.01. RECREATIONAL USE DEFINED. Recreational use is considered any area open for safe public use that contains trails, improved footpaths, parks, tot lots, playgrounds, or those areas having access to scenic views or open space.

SEC. 10.02. OVERNIGHT USE PROHIBITED. There is to be no camping or loitering on the grounds or in public buildings or structures between sunset and sunrise unless a Facility Use Permit are first obtained from the District.

SEC. 10.03. FIRES. Open fires are prohibited. Cooking fires will be allowed on grounds only in those areas equipped with District provided equipment designated for the containment of cooking fires.

SEC. 10.04. GLASS. Glass may be used in designated areas only, subject to General Manager approval. An additional deposit may be required for glass to be used at special events.

SEC. 10.05 PETS. Pets may be off leash at outdoor facilities in designated areas and facilities only. Pets must be under voice control at all times. Animal owners are responsible for removal of animal excrement from the facilities. **PENALTY**

SEC. 10.06. CONDUCT - ALCOHOLIC BEVERAGES.

- (a) Patrons may use alcoholic beverages with meals in designated areas at recreation and parks system facilities, provided they conduct themselves in an orderly manner;
- (b) Alcoholic beverages may be served or may be sold with California Department of Alcoholic Beverage Control (“ABC”) permit only at designated recreation and parks system facilities where sales are not prohibited, and provided a Facility Use Permit have been secured (see SEC. 28.08 for further details);
- (c) No person shall be under the influence of intoxicating substances as provided in Section 647 (f) of the California Penal Code;
- (d) The District may withdraw the privilege to use alcoholic beverages at any time if the Sections and Chapters as are contained in this ordinance are not abided by;
- (e) Use of illegal substances other than alcohol is prohibited.
- (f) Use of tobacco shall be in designated smoking areas only.

SEC. 10.07. INJURY TO OR MISUSE OF RECREATION AND PARKS SYSTEM PROPERTY.

NO PERSON SHALL:

- (a) Willfully mark, deface, injure, tamper with, displace, or remove any buildings, bridges, tables, benches, fireplaces, railings, bleachers, ball fields, water lines, paving or paving materials or other public utilities or parts thereof, signs, notices or placards, whether temporary or permanent, monuments, stakes, posts or other boundary markers, or other structures or equipment, or recreation and parks system property or appurtenances whatsoever, either real or personal.
- (b) Litter, soil or defile buildings, structures, grounds, equipment or other recreation and parks system property or appurtenances whatsoever. Trash, litter and other debris must be deposited into the proper receptacles.
- (c) Remove any soil, rock, stones, turf, trees, shrubs, or plants, down timber or other wood or materials or make any excavations by tool, equipment or any other means or agency.
- (d) Construct or erect any building or structure of whatever kind, whether permanent or temporary in character, or run or string any public utility into, upon or across such land except by District permit.
- (e) Trespass upon any area where prohibited.
- (f) Hunt, molest, or otherwise harm wildlife and plant life within the recreation and parks system.
- (g) Announce, advertise or call the public attention in any way to any article or service for sale or hire, except by District permit.
- (h) Paste, glue, tack or otherwise post any sign, placard, advertisement, or inscription, nor shall any person erect or cause to be erected any sign whatever within the recreation and parks system without permission from the District.
- (i) Use any system for amplifying sounds, whether for speech or music or otherwise within the recreation and parks system unless a Facility Use Permit is first secured from the District.

- (j) Discharge any weapon of any type within the recreation and park system boundaries for any reason.
- (k) Make fires of any type for any reason in any area that is not properly equipped and designated to contain a fire.
- (l) Use model rockets and remote control model airplanes or drones in Scotia Parks and Open Space without prior written approval from the District's General Manager.

PENALTY

SEC. 10.08. POLLUTING WATERS OR DUMPING REFUSE PROHIBITED.

NO PERSON SHALL:

- (a) Throw, discharge, or otherwise place or cause to be placed in the waters of any fountain, pond, stream or any other body of water in or adjacent to any component of the recreation and park system or any tributary, stream, storm sewer or drain flowing into such waters any substance, matter or things, liquid or solid, which will or may result in the pollution of said waters.
- (b) Dump, deposit, or leave any trash not created within the boundaries of the recreation and park system.

SEC. 10.09. OPERATION OF MOTORIZED VEHICLES-PROHIBITED ACTS.

NO PERSON SHALL:

- (a) Fail to comply with all applicable provisions of the Vehicle Code of the State of California in regard to equipment and operation of motorized vehicles together with such chapters as are contained in this ordinance.
- (b) Fail to obey all law enforcement officers and District employees who are hereafter authorized and instructed to require persons within the boundaries of the recreation and park system to adhere to the provisions of these chapters.
- (c) Fail to observe carefully all traffic signs, parking signs, and all other signs posted for the proper control of traffic and to safe guard life and property.
- (d) Operate a motorized vehicle, other than SCSD-authorized vehicles, within the boundaries of the facility except in those areas designated as driveways.

SEC. 10.10. OPERATION OF NON-MOTORIZED VEHICLES--PROHIBITED ACTS.

NO PERSON SHALL:

- (a) Non-motorized vehicles shall be defined as any form of transportation in which human or gravitational energy powers the source of transportation. Examples of such transportation include but are not limited to bicycles, skateboards, roller blades, roller skates, etc.
- (b) Fail to comply with all applicable provisions of the Vehicle Code of the State of California in regard to equipment and operation of non-motorized vehicles together with such chapters as are contained in this ordinance.
- (c) Fail to obey all law enforcement officers and District employees who are hereafter authorized and instructed to require persons within the boundaries of the recreation and park system to adhere to the provisions of these chapters.
- (d) Fail to observe carefully all traffic signs, parking signs, and all other signs posted for the proper control of traffic and to safe guard life and property.
- (e) Operate non-motorized vehicles on any sidewalks, on pathways designated for pedestrian traffic only, and within turf and landscaped areas.

CHAPTER 3. - OPERATION OF WINEMA THEATER

SEC. 3.01. HOURS OF OPERATION. All events may begin at 8:00am, and shall conclude at 10:00 p.m. Sunday-Thursday, and at Midnight on Friday and Saturday.

SEC. 3.02. FACILITY CAPACITY. The maximum overall capacity of the Winema Theater is 464 persons. This includes 278 persons in fixed seating, and 186 additional capacity for seating on the lower level main floor. Additional seating must follow the additional seating template, provided by the SCSD and Fire Chief, which follows the **California Code**, allowing for minimum of four foot (4') rows for exit. Any alternative seating templates must be approved by the Fire Chief.

SEC. 3.03 DECORATIONS. Decorations for events may NOT be secured with pins, nails, tacks, or any other materials that may leave holes or cause any damage to the facility.

SEC. 3.04. AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE. If an event at the Winema Theater is open to the public, it must comply with all current ADA regulations.

SEC. 3.05. WINEMA THEATER POCKET PARK. The Winema Theater Pocket Park will be operational during daylight hours only.

CHAPTER 4. - OPERATION OF SCOTIA MUSEUM

SEC. 4.01. HOURS OF OPERATION. The Museum hours of operation will be determined, and may be changed, at the Board of Directors discretion. Hours will be posted at the Museum, in a conspicuous location.

SEC. 4.02. MUSEUM FEES. Museum fees will be determined, and may be changed, at the Board of Directors discretion.

SEC. 4.03. FACILITY CAPACITY. TBD.

SEC. 4.04. RESTROOM FACILITIES. Restroom facilities are for Museum Patrons ONLY.

SEC. 4.05. EXHIBITS. Museum exhibits and displays are not to be handled, moved, touched, climbed on, jumped off, or any such manner of touching unless explicated stated via signage, etc. This includes the locomotive equipment in the Museum Pocket Park adjacent to the museum building.

SEC. 4.06. MUSEUM POCKET PARK. The Museum Pocket Park will be operational during daylight hours only.

CHAPTER 5. - OPERATION OF FIREMAN'S PARK

SEC. 5.01. GROUP BARBECUE COMPLEX. The group barbecue **complex is defined as the area encompassed by the gazebo located in the central portion of the park.** Individuals or

organizations desiring use of any portion of the group barbecue complex for an organized function shall obtain a Facility Use Permit.

- SEC. 5.02. PICNIC TABLES/BARBECUES.** The public may use the picnic tables and barbecues in the park on a first-come first-served basis, unless otherwise reserved for a private party with a Reservation Permit. Reservation Permit Applications and rental fees are due **thirty (30) working days prior to the event.** Reservations should be made as early as possible to avoid schedule conflicts. At least 48 hours' notice of cancellation is required. Deposits will be will be returned within 30 days after the event.
- SEC. 5.03. RESTROOM FACILITIES.** Restrooms may be reserved for special events, and will require a deposit fee and non-refundable restroom cleaning fee. Restroom facilities will remain locked unless otherwise noticed. Restroom use is limited to daylight hours only. The restroom key is to be used only by the Reservation Holder and associated party. The restroom will remain clean and locked when guests are finished. Upon return of the restroom facility key to the SCSD Office, the deposit will be returned within 30 days to the applicant. The key will not be duplicated, loaned, or given to others. If the key is lost, the deposit is forfeited, and a new deposit will be required to have a key reissued. Key check out may be revoked at any time.
- SEC. 5.04. OVERNIGHT USE PROHIBITED.** All events shall conclude at 10:00 p.m. Sunday-Thursdays and at Midnight on Friday and Saturday. Overnight use is prohibited unless a Facility Use Permit is first obtained from the District.
- SEC. 5.05. FIRES.** Open fires are prohibited. Cooking fires will be allowed on grounds only in those areas equipped with District provided equipment designated and in portable barbecues designated for the containment of cooking fires.
- SEC. 5.06. PETS.** The designated off leash area is defined as the fenced area of Fireman's Park. All pet waste must be appropriately removed. Horses and other livestock are not allowed.
- SEC. 5.07. AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE.** If an event at the Fireman's Park is open to the public, it must comply with all current ADA regulations.

CHAPTER 6. - OPERATION OF BASEBALL PARK

- SEC. 6.01. LIGHTING.** Baseball Park Lighting will be available for a charge with a valid Facility Use Permit, and charged at a rate set by the Board of Directors in the Fee Schedule.
- SEC. 6.02. GROUP BASEBALL PARK USE.** The Baseball Park may be used by groups with a valid Facility Use Permit. See Fee Schedule for permit fees.
- SEC. 6.03. RESTROOM FACILITIES.** Restroom facilities will remain locked unless otherwise noticed. Restroom use is limited to daylight hours only. Restrooms may be reserved for special events, and will require a deposit fee. The restroom key is to be used only by the Reservation Holder and associated party. The restroom will remain clean and locked when guests are finished. Upon return of the restroom facility key to the SCSD Office, the deposit will be returned within 30 days to the applicant. The key will not be duplicated, loaned, or given to others. If the key is lost, the deposit is forfeited, and a new deposit will be required to have a key reissued. Key check out may be revoked at any time.
- SEC. 6.04. OVERNIGHT USE PROHIBITED.** All events shall conclude at 10:00 p.m. Sunday-Thursdays and at Midnight on Friday and Saturday. Overnight use is prohibited unless a Facility Use Permit is first obtained from the District.

SEC. 6.05. HORSESHOE PITS. The public may use the horseshoe pits on a first come basis. Any individual or organization desiring to use the horseshoe pits for an organized function must do so by obtaining a Facility Use Permit.

SEC. 6.06. AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE. If an event at the Baseball Park is open to the public, it must comply with all current ADA regulations.

CHAPTER 7. - OPERATION OF SOCCER FIELD

SEC. 7.01. BLEACHERS.

SEC.7.02. RESTROOM FACILITIES. Restrooms may be reserved for special events, and will require a deposit fee and non-refundable restroom cleaning fee. Restroom facilities will remain locked unless otherwise noticed. Restroom use is limited to daylight hours only. The restroom key is to be used only by the Reservation Holder and associated party. The restroom will remain clean and locked when guests are finished. Upon return of the restroom facility key to the SCSD Office, the deposit will be returned within 30 days to the applicant. The key will not be duplicated, loaned, or given to others. If the key is lost, the deposit is forfeited, and a new deposit will be required to have a key reissued. Key check out may be revoked at any time.

SEC. 7.03. OVERNIGHT USE PROHIBITED. All events shall conclude at 10:00 p.m. Sunday-Thursday and at Midnight on Friday and Saturday. Overnight use is prohibited unless a Facility Use Permit are first obtained from the District.

CHAPTER 8. - OPERATION OF COMMUNITY FOREST

SEC. 8.01. RIVER ACCESS. Use of motorized vehicles on the river bar is prohibited. The River bar and access road is designated for pedestrian traffic only. River access will be open Sunrise to Sunset. Camping is not authorized. The District does not provide lifeguards at the river, swim at your own risk.

SEC. 8.02. UNAUTHORIZED TAKE FROM THE COMMUNITY FOREST, INCLUDING THE RIVER BAR. Shall comply with Section 27.01(c) of this ordinance. Any unauthorized take of any natural resource from the community forest is prohibited and will be considered a violation of this ordinance and be dealt with according to **Chapter 35 Sec. 35.01.**

CHAPTER 9. - PERMITS, FEES AND DEPOSITS

SEC. 9.01. FACILITY USE PERMITS REQUIRED. A valid facility use permit is required for individuals or organizations to use any indoor facility or any outdoor facility which may include, but shall not be limited to, any of the following:

- (a) Nonspontaneous large group activities consisting of fifty (50) or more persons;
- (b) The charging of an admission or entrance fee;
- (c) The use of District facilities not ordinarily available for public use;

- (d) Regularly occurring organized team or league use of District sports fields or courts;
- (e) The sale of merchandise, food or beverages;
- (f) The sale or service of alcoholic beverages;
- (g) The setting up of booths, stages, vending carts or stands, kiosks, bleachers or similar structures;
- (h) The barricading of any District street or other street use that would impede the normal flow of traffic;
- (i) Amplified music or sound;
- (j) The need for access to District utilities;
- (k) The need for garbage collection specific to the activity or event; or
- (l) The staging or shooting of commercial motion or television pictures or still photography, exempting local businesses, filming for educational purposes, and tourism productions, as further defined by the District Board, when such activities do not otherwise require a District permit.
- (m) Any use of the Winema Theater.
- (n) The General Manager or Board of Directors may impose additional permits or permit requirements.

SEC. 9.01.a. EVENT TYPE DEFINITIONS. The District shall issue permits based on the following definition of use:

- (a) Event - defined as use with estimated attendance of less than 500 persons and no more than posted capacities at indoor facilities; for which off road and facility parking space is adequate; for which street closures are not required; and for which cancellation of approved vendor programs is not required.
 - i. *Major Event* - Major Events are classified as events drawing more than 50 people total or events that close a District street. A non-refundable application-processing fee of ~~\$150~~ must accompany the application. Applications must be submitted at least 30 days (~~60 days for events over 1000 participants~~) in advance of event date.
 - ii. *Minor Event* - Minor Events are classified as events drawing 50 people or less that do not close any streets. A non-refundable application-processing fee of ~~\$100~~ must accompany the application. Applications must be submitted at least 30 days in advance of event date.
 - iii. *Expressive Activity Event* - Expressive Activity Events are activities conducted for the sole purpose of the dissemination or communication of opinions, views and ideas. A non-refundable application-processing fee of ~~\$100~~ must accompany the application. Applications must be submitted at least thirty (30) days in advance of event date.
- (b) Large Scale Community Event - defined as use with estimated attendance of more than 500 persons but no more than posted capacities at indoor facilities or for which off-road and facility parking space is adequate; or for which street closures may be required; or for which cancellation of an approved vendor program is required. A non-refundable application-processing fee must accompany the application. Applications must be submitted at least 30 days (60 days for events over 1000 participants) in advance of event date.

- (c) Vendor Contract - defined as use by those individuals approved by the District Board of Directors, offering ongoing programs on a regular basis for no more than twelve months. Anyone wishing to sell food or goods at any park facilities, must have a current business license, insurance, and a valid Vending Permit. Please allow up to 30 days for the application process.
- (d) *Business License for Booth Sales* - Any person or organization, including a non-profit organization, who is selling food or merchandise at a special event must have a 1-day booth permit. Information only booths do not need a booth permit.
- (e) *Film Permits* – A Photography/Motion Picture Permit is required for use of SCSD parks, buildings, or grounds for the staging or shooting of commercial motion or television pictures and photography.

SEC. 9.02. FACILITY USE PERMIT PROCESS. Any individuals or organizations seeking issuance of a Facility Use Permit hereunder shall file a permit application to use District facilities on the appropriate application form provided by the District. All requests must be filed with the District along with the required [application processing fee](#), deposit, use fees, proof of appropriate insurance coverage, and fees for other services at least thirty (30) working days prior to the actual event date. The General Manager, under direction of the Board, may impose additional conditions for approval. All Event Permits shall be reviewed by the Fire Chief.

SEC. 9.03. FACILITY USE FEES. Facility use fees, as established and adopted by the District Board on an annual basis in the Fee Schedule, shall be charged for and must accompany each Facility Use Permit request required hereunder for said facility use permit request to be fully and properly executed by the District.

SEC. 9.03.a FEE STRUCTURE DEFINITIONS. The District shall identify the following fee structure definitions when charging customers for use of facilities:

- A "Non-Profit Group" shall be defined as any group or organization which can supply proof of non-profit status via the Internal Revenue Service code. Other Governmental entities shall be considered as falling within the guidelines of this definition.
- A "Vendor" shall be defined as an individual or organization, approved by the District Board of Directors, that has a fully executed vendor contract for use of District parks and recreation facilities.
- A "Private Citizen/Business" shall be defined as other potential users not fitting within the "non-profit group" or "vendor" definition.
- A "Commercial Event" shall be defined as an event being held for the purpose of private financial gain for an individual or organization.
- An "Event Host" shall be defined as a District employee who has received training regarding use of District facilities for outside events. Event hosts are required for all events at District facilities for those events sponsored by a District approved vendor.
- The "All Day Rate" shall be defined as a fee charged specifically for use of the Winema Theater and which includes access to the facility for greater than four (4) consecutive hours.
- The "Half-Day Rate" shall be defined as a fee charged specifically for use of the Winema Theater and which includes access to the facility for a maximum of four consecutive hours.

SEC. 9.03.b. FACILITY USE FEES. The District shall charge rates for use of District-owned facilities as outlined in the Fee Schedule.

SEC. 9.03.c. EVENT SERVICES FEES. The District shall charge a fee per hour for an event host for events requiring a host. The minimum charge shall be two hours. Other events service fees shall be determined each year and are based on the direct expense associated with providing said service. Such event fees shall be established and adopted by the Board in the Fee Schedule.

SEC. 9.03.d. RECREATION PROGRAM FEES. The District shall charge participants program fees based on the direct expenses associated with each individual program. Program fees shall be determined each year and as programs are added to the Fee Schedule. Program fees shall be adopted by the Board within two months of the inception or change of fees.

SEC. 9.04. DEPOSIT. A deposit, as established and adopted by the District Board in the Fee Schedule must accompany each Facility Use Permit request ~~for any Facility Use Permit required hereunder~~. The deposit shall be refunded to the applicant within thirty (30) working days if the facility is restored to pre-use conditions. If District clean-up is required to restore the facility to pre-use conditions or damage is noted to the facility, any refund will be less the expense associated with returning the facility to pre-use conditions.

SEC. 9.04.a. FACILITY USE DEPOSIT FEES. The District shall charge a deposit for events which qualify and are defined as special events or large-scale community events, as outlined in the Fee Schedule.

SEC. 9.05. INSURANCE. All events requiring a Facility Use Permit shall obtain Liability Insurance for the event; a Facility Use Permit request shall not be considered fully executed unless the individual or organization seeking issuance of a Facility Use Permit obtains and furnishes liability coverage for the event which is acceptable to the District.

Insurance is required for all Facility Use Permits except as otherwise prohibited by law or in the event an exemption is obtained from the General Manager. When required insurance must be submitted to the SCSD thirty (30) business days prior to the event, event holder will provide:

- A Certificate of Insurance of \$2,000,000 liability coverage. (General Aggregate and Each Occurrence)
- An endorsement, naming the "Scotia Community Services District, it's elected or appointed officers, officials, employees and volunteers" as additionally insured.
- The endorsement must also provide a statement that the insurance will be primary and that the insurance will not be cancelled without prior 30-day written notice given to the Scotia Community Services District.
- Liability Release Form – add language

SEC. 9.06. PERMITS FOR USE OF FACILITIES. The District shall only grant a Facility Use Permit for organized use of a facility when each of the following findings can be made:

- (a) The requested area of the recreation and parks system for which the facility is located within is available during the period for which the Facility Use Permit is requested;
- (b) **The expected attendance does not exceed the capacity of the facility or area**, as determined by the International Building Code (IBC) and National Fire Prevention Association (NFPA) standards;
- (c) The use for which the Facility Use Permit is sought complies with the use established for the facility or area requested.

SEC. 9.07. USE OF SOUND AMPLIFICATION SYSTEM. The District shall only grant permission for use of any sound amplification system when each of the following findings can be made:

- (a) The individual or organization seeking permission for use of a sound amplification system must file, with the District, a Facility Use Permit request for the facility in which use of the sound amplification system is requested.
- (b) The sound amplification system proposed will not unduly inconvenience or disturb neighboring properties or other recreation and parks system facility users, nor violate any established Noise Ordinance.
- (c) The maximum noise from use of the sound amplification system complies with **Humboldt County's Noise Regulations.**
- (d) The use for which permission is sought complies with the use established for the facility or area requested.

For those events at which sound amplification systems are utilized, the following requirements shall also be required:

- (a) A District employee, or other designee, will be assigned to be present throughout the event.

SEC. 9.08. SALE OR SERVICE OF ALCOHOLIC BEVERAGES. The District shall only grant permission for sale or service of alcoholic beverages when each of the following conditions are met:

- (a) The individual or organization seeking permission for sale or service of alcoholic beverages must file, with the District, a Facility Use Permit request for the facility in which the sale of alcoholic beverages is requested;
- (b) The individual or organization seeking permission has a valid permit from the ABC to sell alcohol;
- (c) **If applicable, the individual or organization seeking permission has secured outside security services;**
- (d) The use for which permission is sought complies with the use established for the facility or area requested.

- (a) A District employee, or other designee, will be assigned to be present throughout the event;
- (b) **Facilities will not be rented for events at which the consumption of alcoholic beverages will be a principal activity.**

The General Manager has the authority to impose additional conditions, including insurance and liability provisions, as a requirement for issuance of a fully executed Facility Use Permit. Additional Fees and Rates may be required at events that intend to sell or serve alcohol.

SEC. 9.09. USE OF DISTRICT-OWNED EQUIPMENT. The District may make available to individuals or organizations recreation-related equipment, which can be utilized for outdoor use, as determined by the General Manager or Board of Directors. District shall only grant permission for use of District-owned equipment when each of the following findings can be made:

- (a) The individual or organization seeking permission for use of District-owned equipment must be requesting said equipment in conjunction with an event at a District facility which is being sponsored by the individual or organization;
- (b) The Individual or organization must file, with the District, a Facility Use Permit request for the facility in which the equipment will be utilized;

- (c) The requested equipment is available during the period for which use of the equipment is requested;
- (d) The individual or organization requesting use of SCSD-owned equipment furnishes the District with appropriate liability coverage.

SEC. 9.10. APPEALS. An appeal of the action of District staff on any Facility Use Permit pursuant to this chapter must be in writing and filed by or on behalf of the individual or organization seeking the Facility Use Permit, within (10) days after the action of District staff on the Facility Use Permit request. The appeal shall set forth in detail the factual and legal basis of the appeal. The Board of Directors shall consider and act on the appeal within forty-five (45) days after the appeal is filed. The individual or organization filing the appeal shall be entitled to submit oral or written evidence to the Board in support of the appeal. Action of the Board of Directors on the appeal shall be final.

SEC. 28.04.a. APPLICATION PROCESSING FEES. The District shall charge a fee to process all applications for events as defined in the Parks and Recreation Ordinance.

APPLICATION PROCESSING FEES

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

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

SEC. 28.04.a. FACILITY USE DEPOSIT FEES. The District shall charge a deposit for events which qualify and are defined as special events and require a Facility Use Permit as follows:

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

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

SEC. 28.03.b. FACILITY USE FEES. The District shall charge the following rates for use of a District-owned facility for each use specified below:

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

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

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

WINEMA THEATER

Private Citizen/Business	\$45.00/hour	
Half Day Rate	\$176.00	(\$44.00/hr)
All Day Rate	\$344.00	(\$43.00/hr)
Non-Profit Groups/Vendors	\$35.00/hour	

Commercial Events* \$450.00/day

*Requires Event Host

SCOTIA MUSEUM

Private Citizen/Business \$35.00/hour

Non-Profit Groups/Vendors \$25.00/hour

FIREMAN'S PARK

Private Citizen/Business \$25.00/hour

Half Day Rate \$96.00 (\$24.00/hr)

All Day Rate \$184.00 (\$23.00/hr)

Non-Profit Groups/Vendors \$15.00/hour

Commercial Events* \$250.00/day

*Requires Event Host

PARKS

Soccer Field \$28.00/hour

Baseball Park

Baseball Field \$28.00/hour

Horseshoe Pit \$20 for 2 hours

Lighting \$26.00/hour

SEC. 28.03.c. EVENT SERVICES FEES. The District shall charge a fee of \$35 per hour (unless overtime wages apply) for an event host for those events requiring such a host. The minimum charge shall be two hours. Other event service fees shall be determined each year and are based on the direct expense associated with providing said service. Such event fees shall be established and adopted by the Board.

SPECIAL EVENT SERVICES

Event Setup

Events with less than 100 persons \$50.00

Events with 101-200 persons \$80.00

Events with more than 200 persons \$105.00

Event Cleanup

Events with less than 100 persons \$100.00

Events with 101-200 persons \$125.00

Events with more than 200 persons \$150.00

Scotia Community Services District Staff Report

DATE: September 22, 2016
 TO: Scotia CSD Board of Directors
 FROM: Leslie Marshall, Board Clerk
 SUBJECT: SCSD Insurance Update

RECOMMENDATION:

Hear an update on Insurance.

DISCUSSION:

SCSD staff has been looking into an additional quote, to supplement the insurance quote from SDRMA. Staff has spoken with ACWA and is continuing to work on an additional quote through that agency.

SCSD's Insurance Budget is \$60,000

What we have so far:

	SDRMA, JPA	ACWA, JPIA
Required Memberships	CSDA (already member)	ACWA (fee based on rev/exp)
Risk Assessment	Case by case with insurance	Included in quote (free)
Quote	\$52,953.02	-
Liability Coverage	General, Property, Dam Failure, flood, Public officials and employee's errors and omissions & fidelity, Employee benefits liability, Employment practices liability, Auto liability & physical damage, Boiler and machinery, Cyber coverage	Based on payroll – initial \$2500 General, auto, public officials, employee pract
Coverage Limits	-General Liability: \$2.5 Million/ Occurrence (Higher limits available upon request) -Property: \$1 Billion/ Occurrence -Ancillary coverages are offered	

	on a member-by-member basis	
Initial Commitment	3 years	
Termination Notice	3 months	1 year
Additional Coverages Available	Workers comp. (no deposit), health benefits, earthquake (sep. carrier)	Workers Comp. (requires deposit)
Payment	Up front, pro-rated for any months not used.	
Bonus	Credit Incentive Program (up to 15%)	Trainings, video library

ACTION:

None at this time.

FISCAL IMPACT:

None at this time.