



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, April 21, 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

March 17, 2016

April 7, 2016

- D. PUBLIC COMMENTS & WRITTEN COMMUNICATIONS**

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

- E. PUBLIC HEARING- None**

- F. BUSINESS**

F1. New Business –

a. Preliminary Approval of:

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

AGENDA FOR MEETING OF THE SCSD BOARD OF DIRECTORS

April 21, 2016

POSTED at 2:00 PM April 18, 2016

- **Combined User Fee and Benefit Assessment Reports Summary**
- b. Consider adoption of Resolution 2016-4 Scotia Community Services District Board of Directors Calling for a Mail Ballot Assessment Proceeding**
- c. Initiating 218 Proceedings:**
 - **Consider adoption of Resolution 2016-5**
 - **Consider adoption of Resolution 2016-6**
 - **Finalize Draft 218 Ballots and Direct staff to send to landowners**
- d. FY 2016-2017 Budget Workshop – approve Draft Final Budget and direct staff to notice budget**
- e. SCSD Board Vacancy – Application deadline May 2, 2016 by 2:00pm, Appointment of Board Vacancy or Call for an Election on May 12, 2016 at 5:30pm**
- f. LAFCo Election- Vote for Candidate and Direct staff to return ballot**

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:** CSDA Training in McKinleyville: Board and Staff Relations - \$25 CSDA Members, \$50 for non-members.

H. ADJOURNMENT

Next Regular Meeting of the SCSD will be May 19, 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, March 17, 2016
Regular Meeting at 5:30 P.M.

Agenda Item C1

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 5:32 pm with the following directors in attendance:

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

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

B. SETTING OF AGENDA

Additions/revisions to the agenda: Move Item F1c Budget Workshop after G7 Reports

C. CONSENT CALENDAR

C1. Approval of Minutes from Previous Meetings

February 18, 2016

Motion: Motion to approve the minutes from 2/18/16.

Motion: Pryor Second: Bristol

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

D. PUBLIC COMMENTS & WRITTEN COMMUNICATIONS

Cyndi Fasio of Mason McDuffy, a lender for TOS sales introduced herself to Board and public. Invited all to an open house March 18, 2016 from 5:00 – 7:00 p.m.

Put LAFCo Official ballot on April Agenda for action

John Broadstock submitted letter of resignation from the SCSD Board of Directors, effective immediately.

E. PUBLIC HEARING- None

F. BUSINESS

F1. New Business –

a. Second reading and consider adoption of Ordinance 2016-1 Scotia Community Services District Authorizes the Use of Mail Ballots for the Election per Election Code §4000

Introduced by T. Boobar. Placing into law SCSD's ability to use mail ballots. No public comment.

Motion: Motion to pass by title only

Motion: McKnight Second: Pryor

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

Motion: Motion to adopt Ordinance 2016-1 Scotia Community Services District Authorizes the Use of Mail Ballots for the Election per Election Code §4000

Motion: Bristol Second: McKnight

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

b. Consider adoption of Resolution 2016-2 Scotia Community Services District Conflict of Interest Code

Introduced by T. Boobar. No Public Comment.

Motion: Motion to adopt Resolution 2016-2 Scotia Community Services District Conflict of Interest Code

Motion: Pryor Second: Bristol

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

c. FY 2016-2017 Budget Workshop (Moved to after G7)

Director McKnight recused herself. S. Tyler introduced. Asked Board to direct staff to proceed with budgeting for contract staff. First reading of Draft budget at April 21st meeting.

F2. Old Business –

a. Rate Study – review, discuss, and accept final User Fee and Benefit Assessment Analysis.

S. Davidson said reports will be introduced at April 21st meeting. S. Tyler worked to confirm a special meeting at the beginning of April, just in case. Board scheduled special meeting for April 7, 2016 at 5:30pm.

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: none
4. Special Counsel’s Report: reminded Board if they perceive any conflicts of interest to contact her.
5. Engineer’s Report: none
6. Fire Chief’s Status Report: none, next quarterly in April
7. Board Clerk Report: Eel River Groundwater Meeting, reminder of need for quorum at future meetings, given one vacant seat.

H. ADJOURNMENT

Meeting adjourned at 6:29 pm by Board President Rick Walsh.

Minutes of the Special Board Meeting of the
Scotia Community Services District
Thursday, April 7, 2016
Special Meeting at 5:30 P.M.

Agenda Item C1

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
Susan Pryor	Director – absent, arrived at 5:46 p.m.
Rick Walsh	President – present
Vacant	Director – n/a

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

B. SETTING OF AGENDA

Additions/revisions to the agenda: None

C. PUBLIC COMMENTS & WRITTEN COMMUNICATIONS

Derek Anderson from the Mt. Tamalpais Organization and Conservation Club came to speak to the Board and express interest in the engine and accoutrements, and offered to remove, restore, and house engine.

D. PUBLIC HEARING- None

E. BUSINESS

E1. New Business –

a. Engineers Reports

Staff introduced reports. Board discussed. Average User Rates \$231 - \$246 per month over 5 year period. Water and Wastewater drafts will be finalized by the April 21, 2016 meeting.

Public Comment:

R. Abrams asked: 1) how unmetered houses will be charged. 2) Will TOS be given a break on cost, given the amount of properties owned? Staff Addressed.

Wastewater - \$2.26 for residential only. Commercial based on 3 factors: base, flow, strength. Eel River Brewery wants their EDU based on actual use, not industry standard. R. Abrams asked how the BOD and TSS household average was assessed.

Discussed CPI Increase.

F. ADJOURNMENT

Meeting adjourned at 6:45 pm by Board President Rick Walsh.

*Board Clerk reminder, no meeting next week. Next regular meeting April 21, 2016. Special Meeting on May 12, 2016. LAFCo Budget and Election will be addressed on the April 21st agenda.

Scotia Community Services District Staff Report

DATE: April 21, 2016
TO: Scotia Community Services District Board of Directors
FROM: Steve Tyler, Interim District Manager
SUBJECT: Water and Wastewater User Rate Analysis, Engineer's Reports for Assessment of Benefits; and Combined User Fee and Benefit Assessment Reports Summary

RECOMMENDATION:

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

ACTION:

Consider approval of the User Rate Analyses, the Engineer's Reports and the Reports Summary.

DISCUSSION:

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

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

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

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

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

FISCAL IMPACT: None

Scotia Community Services District
Staff Report

DATE: April 21, 2016
TO: Scotia Community Services District Board of Directors
FROM: Tracy M. Boobar, Special Counsel
SUBJECT: Resolution 2016-4: To Authorize The Use of Mail Ballot Elections for Prop 218 proceedings

RECOMMENDATION:

Special Counsel recommends that the Board approve Resolution 2016-4, authorizing the specific use of mail ballot elections in the Prop. 218 proceedings.

ACTION: Consider approval of Resolution 2016-4.

DISCUSSION:

The Scotia Community Services District intends to begin Prop. 218 proceedings in order to set rates for property-related and assessment benefit fees associated with providing water, wastewater, streets and lighting, parks and recreation, and fire services. These Prop. 218 proceedings require an ‘election’ or ballot process to determine if there are any protest votes (property related) or votes in favor (assessment benefits).

Ordinance 2016-1 creates a SCSD law which allows the Board of Directors to use “mail ballot elections” in place of the traditional polling place and formal election day proceedings. Mail ballots have been found encourage higher voter participation and to be cost effective.

The Board has made Ordinance 2016-1 a law, and a resolution is still necessary to initiate the use of mail ballot elections in this particular case. This is the reason for Resolution 2016-4. This resolution simply allows the SCSD to mail ballots for the upcoming Prop 218 proceedings. Essentially, we are getting everything in place for the Prop 218 process to begin.

FISCAL IMPACT: None. The use of mail ballot elections will provide a cost-effective method of submitting issues to the community.

RESOLUTION NO. 2016-4

**A RESOLUTION OF THE SCOTIA COMMUNITY SERVICES DISTRICT
CALLING A SPECIAL MAIL BALLOT ELECTION**

WHEREAS, the Board of Directors of the Scotia Community Services District (“Board”) believes it to be in the best interest of the community to initiate the Proposition 218 proceedings to provide revenue for the newly established community service district in order to provide safe and adequate services to the community; and

WHEREAS, the California Constitution Article XIII D, Section 4(d) requires all ballots to be mailed to all property owners within the assessment district; and

WHEREAS, Ordinance 2016-1 authorizes the Board to conduct an all mail ballot election under the terms and conditions set forth therein.

NOW, THEREFORE, the Scotia Community Services District does hereby resolve 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 shall conduct a mail ballot election and mail assessment ballot proceeding as required by the Proposition 218, Election Code Section 4000(a) and the California Constitution.

Section 3. At the mail ballot election and assessment ballot proceedings called pursuant to section one of this resolution, the attached notice, ballot, rates and assessments shall be submitted to the property owners of the Scotia Community Services District.

Section 4. The Board Clerk is hereby directed to transmit a copy of this resolution to the Special Counsel, who shall prepare an impartial analysis of the ballot. The Special Counsel is authorized to prepare the ballot title and summary of the measure, if summary is necessary.

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. 2016-4, 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

RESOLUTION NO. 2015-5

**A RESOLUTION OF THE SCOTIA COMMUNITY SERVICES BOARD
ADOPTING PROPOSITION 218 PROCEDURES FOR ASSESSMENT
BALLOT PROCEEDINGS**

WHEREAS, Proposition 218 was adopted on November 6, 1996, adding articles XIIC and XIID to the California Constitution; and

WHEREAS, article XIID of the California Constitution imposes certain procedural and substantive requirements relating to the assessments (as defined); and

WHEREAS, the Proposition 218 Omnibus Implementation Act (Government Code §53750 *et seq.*) clarifies Proposition 218; and

WHEREAS, Proposition 26 amended Cal. Const. arts. XIII A and XIIC and provided a new definition of “tax”; and

WHEREAS, article XIIC Section 1(e)(7) makes “assessments and property-related fees” an exception to the new definition of “tax”; and

WHEREAS, the Scotia Community Services District shall apply Government Code §61122 allowing community services districts to levy benefit assessments pursuant to individual assessment acts as well as “any other statutory authorization enacted on or after January 1, 2006; and

WHEREAS, under the Landscaping and Lighting Act of 1972 the Scotia Community Services District may levy annual assessments for the operation, maintenance, expansion, enhancement, construction, renovation, and rehabilitation of the parks and recreation improvements and facilities; and

WHEREAS, under the Fire Suppression Assessment of 1978 the Scotia Community Services District may levy annual assessments for the salaries and benefits to firefighting personnel and to obtain, furnish, operate, and maintain fire-fighting equipment; and

WHEREAS, under the Improvement Act of 1911, Division 7 of the Streets and Highways Code, the Scotia Community Services District may levy annual assessments for the operation, maintenance, expansion, enhancement, construction, renovation, and rehabilitation of the streets and street lighting improvements and facilities; and

WHEREAS, under the Benefit Assessment Act of 1982, Section 54703 *et seq.* of the Government Code, the Scotia Community Services District may levy annual assessments for the operation, maintenance, acquisition of land or facilities, expansion, construction and installation of the storm drainage system; and

WHEREAS, the Scotia Community Services District shall be responsible for the maintenance and operation of the fire department, storm drainage system, parks and recreation, and some streets and lighting,

WHEREAS, some of the requirements of Proposition 218 remain unclear and require judicial interpretation or legislative implementation; and

WHEREAS, the Scotia Community Services District Board of Directors (“Board”) believes it to be the best interests of the community to record its decisions regarding the implementation of the provisions of Proposition 218 relating to assessments and to provide the community with a guide to those decisions and how they have been made.

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

SECTION 1: All the above recitals and attached exhibits are hereby incorporated by reference.

SECTION 2: **Statement of Legislative Intent.** It is the Board’s intent in adopting this resolution, to establish assessment ballot proceedings that are consistent, and in compliance with, Articles XIIC and XIID of the California Constitution and with the Proposition 218 Omnibus Implementation Act and the provisions of other statutes authorizing the levy of assessments. It is not the intent of the Board to vary in any way from the requirements of Articles XIIC and XIID or the Proposition Omnibus Implementation Act.

SECTION 3: **Definition of Assessment.** Proposition 218 defines “assessment” as any levy or charge upon real property by an agency for a special benefit conferred upon the real property. “Assessment” includes, but is not limited to, “special assessment,” “benefit assessment,” “maintenance assessment” and “special assessment tax.” This means that an assessment that is not a charge upon real property for a special benefit conferred upon the real property is not an “assessment” but rather a “tax” for purposes of article XIID, section 2(b) of the California Constitution.

SECTION 4: Scotia Community Services District, a newly formed public agency, has no assessments at this time. In order to provide special benefits to properties within the District, the Board has determined that assessments are necessary.

SECTION 7: The Board of Directors accepts the combined “Engineer’s Report” required under California Constitution article XIID, section 4(b) including “Combined User Fee and Benefit Assessment Reports Summary” (Exhibit C) and “Streets and Street Lighting: Engineer’s Report for Assessment of Benefits”, “Storm Drainage: Engineer’s Report for Assessment of Benefits”, “Parks and Recreation: Engineer’s Report for Assessment of Benefits”, and “Fire Protection: Engineer’s Report for Assessment of Benefits.” (Exhibit D)

SECTION 6: **Assessment Ballot Proceeding.** The following procedures shall be used in an assessment ballot proceeding required by article XIID, section 4 of the California Constitution:

A. Identification of Assessment Parcels.

The Engineer’s Report has identified the parcels upon which a special benefit shall be conferred. The amount of the proposed assessment for each identified parcel shall be calculated and the record owner shall be determined by the tax roll and notified.

B. Amount of Assessment.

Only special benefits are assessable. The amount of each assessment shall be limited to each identified parcel's proportionate share of the public improvement or property-related service based upon that parcel's special benefit from the improvement or service. The amount shall be proportional to and no greater than the special benefits conferred on the property.

C. Special Benefit.

For the purposes of determining the amount of the assessment:

1. Special benefit means a particular and distinct benefit over and above general benefits conferred on real property located in the assessment district or to the public at large;
2. Special benefits are those which the assessed property receives, due to the improvement or service, in excess of the general public benefit;
3. The fact that other property within the city or within the area will be, to a greater or lesser extent, specially benefited by the improvement or service, will not have the effect of depriving assessed property of its character as a specially benefited property;
4. A special benefit is immediate and of such a character as can be seen and traced. General benefits are remote and sometimes contingent.

D. Engineer's Report.

The Board shall direct the filing of an engineer's report that shall comply with the applicable state statute authorizing the assessment and with article XIID, Section 4 of the California Constitution.

1. The detailed engineer's report (Exhibits C and D) shall be prepared by a registered professional engineer certified by the State of California.
2. The report shall describe and identify the boundaries of the District.
3. The engineer's report shall identify the improvement or service to be funded by the assessment.
4. The engineer's report shall estimate the annual cost, including all planning, administrative, and ancillary costs authorized by law to be funded by the assessment.
5. The report shall identify the entire special benefit attributable to the improvement or service, which benefit shall be separated from the general benefit, if any. Each parcel assessed shall be specially benefited by the improvement or service. The engineer's report shall also provide the evidence upon which this Board may find that a special benefit exists.
6. The engineer's report shall apportion the assessment to each parcel in the district according to its respective special benefit.
7. The report shall include an Assessment Roll containing the proposed Levy for each Assessor or Parcel Number within the District.

E. Notice.

The following guidelines shall apply to giving notice of an assessment.

1. The record owner(s) of each identified parcel to be assessed shall be determined from the last equalized property tax roll. If the property tax roll indicates more than one owner, each owner shall receive notice. Only record owners shall receive notice.
2. The form of notice is attached to this Resolution as Exhibit A.
3. The notice shall be sent at least forty-five (45) days prior to the date set for the public hearing on the assessment.
4. The notice provided by this section and in accordance with article XIID, section 4 of the California Constitution, shall supersede and be in lieu of any other statutes requiring notice to levy or increase an assessment, including but not limited to the notice required by the state statute authorizing the assessment and Government Code §54954.6.
5. Failure of any person to receive notice shall not invalidate the proceedings.
6. The cost of providing notice shall be included as a cost of the assessment.

F. Assessment Ballots.

The following guidelines shall apply to the assessment ballots:

1. Each of the four assessments (Fire Protection, Storm Drainage, Parks and Recreation, and Streets and Street Lighting) shall have a separate assessment ballot and each record owner shall have a separate vote for each assessment.
2. The ballot required by article XIID, section 4(d) of the California Constitution shall be mailed to all property owners of record within the assessment district at least forty-five (45) days prior to the date of the public hearing on the proposed assessment.
3. The form of the ballot is attached to this resolution as Exhibit B.
4. All ballots must be returned to the District Clerk by mail or in person, sealed in the envelope provided not later than the date for return of ballots stated on the notice described in section 4(D).
5. The District-provided envelopes shall be “security envelopes” which conceal the contents therein. The envelopes shall denote the property to which the ballot applies.
6. A ballot must be signed under penalty of perjury. For properties with more than one owner of record, ballots will be accepted from each owner of record. Each owner of record is entitled to vote. If more than one owner of record votes, the District Clerk shall apportion the voting rights between the owners based upon respective record interests as the Clerk deems correct, proper, and appropriate. However, if only one owner votes, the Clerk shall tabulate that vote on behalf of the entire parcel.
7. Because assessments are levied on property and tenants are not directly liable to the District for payment of assessments, a tenant of real property shall not have the power or authority to submit an assessment ballot. Any tenant that is directly

liable to the District for payment of assessments shall have the power to submit an assessment ballot. Only one ballot per property shall be counted.

8. Only ballots with original signatures, not photocopies, will be accepted. Ballots will not be accepted via email. Ballots not submitted in the security envelope provided by the District shall not be counted.
9. The District Clerk may issue a duplicate ballot to any property owner whose original ballot was lost or destroyed. Such ballots shall be clearly marked as duplicate ballots and shall be accompanied by sufficient information for the Clerk to verify the location and ownership of the property in question and the identity of the individual casting the ballot in order to verify its authenticity.
10. An assessment ballot proceeding is not an election.
11. Assessment ballots shall remain sealed until the tabulation of ballots commences at the conclusion of the public hearing. An assessment ballot may be submitted, changed, or withdrawn by the person who submitted the ballot prior to the conclusion of the public testimony on the proposed assessment at the public hearing.
12. (a) During and after the tabulation, the assessment ballots shall be treated as disclosable public records, as defined in the Government Code §6252, and equally available for inspection (e.g., by proponents or opponents of the proposed assessment), pursuant to Government Code §53750(e)(1). AND
(b) Prior to public hearing, neither the assessment ballot nor the envelope in which it is submitted shall be treated as a public record, pursuant to Government Code §6254(c) and any other applicable law, in order to prevent potential unwarranted invasions of the submitter's privacy and to protect the integrity of the balloting process.

G. Tabulating Ballots. The following guidelines shall apply to tabulating assessment ballots:

1. The Clerk shall determine the validity of the ballots. The Clerk shall accept as valid all ballots except those in the following categories:
 - a) A photocopy of the ballot which does not contain an original signature;
 - b) An unsigned ballot;
 - c) A ballot which lacks an identifiable "yes" or "no" vote;
 - d) A ballot which appears to be tampered with or otherwise invalid based upon its appearance or method of delivery or other circumstances;
 - e) A ballot which is submitted on a form which is different than the form of ballot provided by the District;
 - f) A ballot submitted to the District via email.
 - g) A ballot not returned to the District in its District-provided "security envelope."

The Clerk's decision, after consultation with the city attorney that a ballot is invalid, shall be final and may not be appealed to the Board of Directors.

2. An impartial person designated by the Board who does not have a vested interest in the outcome of the proposed assessment shall tabulate the assessment ballots submitted, and not withdrawn, in support or opposition to the proposed assessment. The impartial person may include the District Clerk. During and after tabulation, the assessment ballots shall be treated as disclosable public records, as defined in the Public Records Act, and equally available for inspection by proponents and opponents of the proposed assessment. They shall be preserved by the District Clerk for two years and be available as a public record.
3. A property owner who has submitted an assessment ballot may withdraw the ballot and submit a new or changed ballot at any time until the conclusion of the public hearing on the assessment.
4. A property owner's failure to receive an assessment ballot shall not invalidate the proceedings conducted under section 4, article XIID of the California Constitution.

H. Public Hearing.

1. At the public hearing, the Board of Directors shall hear all public testimony regarding the proposed assessment and accept ballots until the close of the public hearing which hearing may be continued from time to time.
2. The Board of Directors may impose reasonable time limits on both the length of the entire hearing and the length of each speaker's testimony.
3. At the conclusion of the hearing, the Clerk shall complete a tabulation of the ballots, including those received during the public hearing.
4. If it is not possible to tabulate the ballots on the same day as the public hearing, or if additional time is necessary for public testimony, the Board may continue the public hearing to a later date to receive additional testimony, information or to finish tabulating the ballots; or may close the public hearing and continue the item to a future meeting to finish tabulating the ballots.
5. If according to the final tabulation of the ballots, ballots submitted against the assessment exceed the ballots submitted in favor of the assessment, weighted according to the proportional financial obligation of each affected property, a "majority protest" exists and the Board shall not impose or increase the assessment.
6. If according to the final tabulation of the ballots, no majority protest exists, the Board may adopt a resolution to establish the assessment district and levy the assessments.

SECTION 7: The City Clerk shall attest and certify to the passage and adoption of this Resolution, and it shall become effective immediately upon its approval.

PASSED AND ADOPTED this _____ day of _____, 20__ by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST: _____

Board Clerk

Attachments: Exhibit A: Form of Notice

Exhibit B: Form of Assessment Ballot

Exhibit C: Combined User Fee and Benefit Assessment Reports Summary

Exhibit D: Individual Engineer's Reports for Assessment of Benefits (Parks and Recreation, Storm Drainage, Fire Protection, and Streets and Street Lighting)

DRAFT

Resolution 2016-6 to follow next week

Fire Protection Services

Official Assessment Ballot

Mail completed assessment ballot in enclosed return envelope to:
PO BOX 104, SCOTIA, CA 95565

Ballot Question: Shall the Board of Directors of the Scotia Community Services District be empowered and authorized to establish an assessment for fire protection services for an amount not to exceed \$147.00 per Equivalent Benefit Unit (EBU) per year? If passed, the assessment may be continued in future years, and may only be adjusted by an annual 1.5% escalation factor for the first 5-year period, and may be further adjusted for inflation (by an amount up to the annual change in the Consumer Price Index) and for any pass through costs.

YES, I approve the proposed assessment for Fire Protection Services

NO, I protest the proposed assessment for Fire Protection Services

Signed: _____ Date: _____
Signature of Record Property Owner, or Authorized Representative

Print Name: _____
I hereby declare, under penalty of perjury, that I am the record property owner or record property owner's authorized representative of the parcel identified on this official assessment ballot

INSTRUCTIONS FOR THE COMPLETION AND RETURN OF OFFICIAL ASSESSMENT BALLOTS

This assessment ballot may be completed by the persons or entities owning the property identified by parcel number on this ballot. An explanation of who may complete the assessment ballot on behalf of the record property owner and additional instructions are provided on the other side of this ballot.

To be tabulated, assessment ballots **MUST** be received before the end of the public input portion of the public hearing scheduled for **Thursday, June 16, 2016, at 5:30 p.m. at the Scotia Community Services District Office, located at 122 Main Street, Scotia, California.**

You are invited to attend the public hearing. You may return your assessment ballot in the following ways:

1. Mail your assessment ballot to the address shown on the enclosed return envelope. Ballots are due on June 16, 2016 by 5:30 p.m.
2. Deliver it in person at the June 16, 2016 public hearing by 5:30 p.m.

FOLD SO THAT THIS SIDE IS ON THE INSIDE OF THE FOLD BEFORE PLACING THIS BALLOT IN THE RETURN ENVELOPE

Who May Complete This Official Assessment Ballot

1. If the property is owned by an individual, the individual may sign.
2. If the property is held by more than one person, any one may sign for all.
3. If the property is owned by a corporation, the assessment ballot may be signed for the corporation by an officer or officers authorized to make contracts or by resolution of the corporation's Board of Directors.
4. If the property is owned by another legal entity, the assessment ballot may be signed by any person authorized by law to make contracts for the entity.
5. If the property is owned by a public agency, the assessment ballot may be signed by any person authorized by law to make contracts for the agency or by resolution of the agency's Governing Board.

Please see other side to complete this assessment ballot

Upon request, Notices and Ballots in languages other than English may be provided.

Steps for Completing the Official Assessment Ballot

1. Verify that the record owner name and parcel number(s) listed on the assessment ballot are correct. If they are not correct, please call (707) 506-3030 or email infoscotiacsd@gmail.com.
2. Fill in or clearly mark the box next to the word "YES" or "NO" to approve or protest the proposed assessment.
3. Sign and date the assessment ballot. Only official assessment ballots which are signed and marked with the property owner's approval or protest will be counted. **After marking your vote, simply FOLD the assessment ballot so that your vote is on the inside of the fold. Then place the assessment ballot in the return envelope provided.**
4. If you make a mistake in completing your assessment ballot or wish to change or withdraw your assessment ballot, please call (707) 506-3030.

(See enclosed notice for further information)

Parcel Information

Owner of Record: <<Assessee_Name>>

Parcel Number: <<Parcel_Number>>

Equivalent Benefit Units (EBU): <<Units_of_Benefit>>

Cost per EBU per Year: <<Cost_per_EBU_per_Year>>

Annual Cost: <<Annual_Cost>>

Formula: $EBU \times \text{Cost per EBU per Year} = \text{Annual Cost}$

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Fire Protection Services Assessment District

Scotia Community Services District

Notice of Public Hearing and Proposed Assessment

Why did you receive this ballot?

You are a record property owner to be served by the Scotia Community Services District (SCSD) and are being asked to vote on a proposed funding measure to establish and maintain fire protection services for the community of Scotia.

The enclosed ballot is your opportunity to participate in deciding whether local funding will be approved for continued fire protection, fire prevention, and emergency response services. Your vote is important because only returned ballots will be counted.

Who is the Scotia Community Services District?

Scotia was built in the 1880s and has been maintained since then as a true company town located in the heart of California redwood country. Today Scotia is owned and operated by the Town of Scotia Company, LLC (TOS) which owns and leases out all residences and most businesses. However, the Town of Scotia is in the process of subdividing the properties and selling them into private ownership. To facilitate this transition to private ownership, the SCSD was formed to provide the town with essential services including fire protection.

Why is a funding measure needed?

The Scotia Volunteer Fire Department has served Scotia since 1908 and provides fire suppression and emergency medical services. The Scotia Volunteer Fire Department has been privately funded by TOS and in the process of being transferred to the SCSD to be funded by the community.

The SCSD is proposing to establish a benefit assessment for the express purpose of funding the ongoing operation and maintenance of fire protection equipment, supporting volunteer firefighters and fire services facilities for the community, and improving fire and life safety within the SCSD. A funding measure is needed to establish a long-term community-based revenue source to support the continued delivery of structural fire protection and emergency response services to the community, through the SCSD.

The Fire Department's future would be at risk if a consistent source of funding cannot be established through the SCSD. Any funds collected from the benefit assessment shall be expended **only** for fire protection and emergency response services provided by the SCSD. Any unexpended funds remaining at the end of the fiscal year shall be carried over for use for the same purpose in the next fiscal year.

What would this measure provide?

This will provide a stable revenue source to fund the ongoing operations, maintenance, renovation, and potential debt service of the SCSD fire protection facilities and apparatus that provide special benefits to properties within the SCSD. The continued operations and maintenance of fire protection services will allow distinct ownership of separate lots.

A more detailed description of the proposed improvements, budget and assessment can be found in the District's Engineer's Report, which is available for public inspection at the SCSD office. According to Community Services District law, assessments may only be levied to recover the actual cost of providing services. The District will conduct annual financial audits to ensure that revenues are expended as authorized.

What are the benefits to the community?

- To support the ongoing delivery of fire protection, fire prevention, and other fire and emergency response activities.
- Enhanced fire and life safety within the community.
- Provide property owners with a higher level of service by fire personnel.
- Maintain a reliable and efficient volunteer fire department for years to come through implementation of modern and cost-effective programs, and expanded opportunities for our volunteers.
- Opportunity for distinct ownership of separate lots through the subdivision process.

How much is the proposed assessment?

The proposed assessment amount to be levied against your parcel is printed in the accompanying Assessment Ballot. Assessments were calculated on the following basis:

\$147 per Equivalent Benefit Unit (EBU) per year (\$12.25 per month) x Apportioned EBU's = Total Annual Cost

The proposed assessment uses a weighted method of apportionment, known as an Equivalent Benefit Unit (EBU) methodology, which uses a single-family home as the basic unit of assessment. The average structural area for residential properties in the District is represented by one EBU, which is calculated as 1,500 square feet (ft²). The EBU methodology for assigning proportionality of benefit assessments was chosen because a majority of structures located within the District are of similar wood frame construction and all installed within a similar time period.

The total amount of fire protection assessments proposed to be collected from identified parcels within the SCSD for fiscal year 2016-2017 is \$208,380. If approved, the first annual assessment will appear on your 2016/2017 property tax bills. The proposed assessments will be levied for fiscal year 2016-17 and continued every year thereafter.

Will this assessment increase in the future?

The District's proposed assessments are established with an annual 1.5% escalation factor to account for cost of living increases for an initial five-year period. The proposed assessments may also be increased up to 3% based on the consumer price index (CPI).

Additionally, proposed changes to assessments may also occur based on "pass through" costs, which include the purchase of uncontrolled, mandatory services (such as, utility costs). Further details and explanations are in the District's Engineer's Report.

Any new or increased benefit assessments above the allowed CPI increase would require another Proposition 218 proceeding and property owner approval.

If I have questions, concerns, or want to turn in my ballot personally, where can I go?

On **Thursday, June 16, 2016, at 5:30 p.m.**, the Board of Directors of the SCSD will hold a **noticed public hearing** on the proposed assessment at the SCSD Office, located at 122 Main Street, Scotia, California.

At the hearing, the Board will consider oral and written testimony (and written objections and protests) regarding the proposed assessments. The enclosed assessment ballot may be returned to the SCSD at the public hearing prior to the end of public comment period, or may be mailed or hand delivered to the SCSD prior to the public hearing.

In tabulating the ballots, the ballots will be weighted according to the proportional financial obligation of the affected property (i.e. the amount of the assessment). Upon the conclusion of the public hearing, the Board will not impose the assessment if there is a majority protest.

If you have questions about this notice or the proposed assessment, please contact SCSD at **(707) 506-3030** Mondays and Thursdays from 1:00 p.m. to 5:00 p.m. or at **infoscotiacsds@gmail.com**. Completed Assessment Ballots, as well as written comments and protests for the Board's consideration at the hearing, can be delivered to the SCSD Office or mailed to PO Box 104, Scotia, CA 95565.

Water Services

Official Ballot

Mail completed ballot in enclosed return envelope to:
PO BOX 104, SCOTIA, CA 95565

Ballot Question: Shall the Board of Directors of the Scotia Community Services District be empowered and authorized to establish water rates for the community of Scotia? If passed, the water rates would be established for a 5-year period with an annual 1.5% escalation factor, and may be further adjusted for any pass through costs.

YES, I approve the water rates proposed to be established by the Scotia Community Services District

NO, I protest the water rates proposed to be established by the Scotia Community Services District

Signed: _____ Date: _____
Signature of Record Property Owner, or Authorized Representative

Print Name: _____
I hereby declare, under penalty of perjury, that I am the record property owner or record property owner's authorized representative of the parcel identified on this official ballot

INSTRUCTIONS FOR THE COMPLETION AND RETURN OF OFFICIAL BALLOTS

This ballot may be completed by the persons or entities owning the property identified by parcel number on this ballot. An explanation of who may complete the ballot on behalf of the record property owner and additional instructions are provided on the other side of this ballot.

To be tabulated, ballots **MUST** be received before the end of the public input portion of the public hearing scheduled for **Thursday, June 16, 2016, at 5:30 p.m. at the Scotia Community Services District Office, located at 122 Main Street, Scotia, California.**

You are invited to attend the public hearing. You may return your ballot in the following ways:

1. Mail your ballot to the address shown on the enclosed return envelope. Ballots are due on June 16, 2016 by 5:30 p.m.
2. Deliver it in person at the June 16, 2016 public hearing by 5:30 p.m.

FOLD SO THAT THIS SIDE IS ON THE INSIDE OF THE FOLD BEFORE PLACING THIS BALLOT IN THE RETURN ENVELOPE

Who May Complete This Official Ballot

1. If the property is owned by an individual, the individual may sign.
2. If the property is held by more than one person, any one may sign for all.
3. If the property is owned by a corporation, the ballot may be signed for the corporation by an officer or officers authorized to make contracts or by resolution of the corporation's Board of Directors.
4. If the property is owned by another legal entity, the ballot may be signed by any person authorized by law to make contracts for the entity.
5. If the property is owned by a public agency, the ballot may be signed by any person authorized by law to make contracts for the agency or by resolution of the agency's Governing Board.

Please see other side to complete this Official Ballot

Upon request, Notices and Ballots in languages other than English may be provided.

Steps for Completing the Official Ballot

1. Verify that the record owner name and parcel number(s) listed on the ballot are correct. If they are not correct, please call (707) 506-3030 or email infoscotiacsd@gmail.com.
2. Fill in or clearly mark the ballot to support or protest the proposed water rate.
3. Sign and date the ballot. Only official ballots which are signed and marked with the property owner's protest will be counted. **After marking your protest, simply FOLD the ballot so that your protest is on the inside of the fold. Then place the ballot in the return envelope provided.**
4. If you make a mistake in completing your ballot or wish to change or withdraw your ballot, please call (707) 506-3030.

(See enclosed notice for further information)

Parcel Information

Owner of Record: <<Assessee_Name>>

Parcel Number: <<Parcel_Number>>

Formula: _____

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Water Services

Scotia Community Services District

Notice of Public Hearing and Proposed Water Rates

Why did you receive this ballot?

You are a record property owner to be served by the Scotia Community Services District (SCSD) and are being asked to vote on a proposed funding measure to establish and maintain water services for the community of Scotia.

The enclosed ballot is your opportunity to participate in deciding whether local funding will be approved for continued water treatment and distribution services, as well as the provision of raw water. Your vote is important because only returned ballots will be counted.

Who is the Scotia Community Services District?

Scotia was built in the 1880s and has been maintained since then as a true company town located in the heart of California redwood country. Today Scotia is owned and operated by the Town of Scotia Company, LLC (TOS) which owns and leases out all residences and most businesses. However, the Town of Scotia is in the process of subdividing the properties and selling them into private ownership. To facilitate this transition to private ownership, the SCSD was formed to provide the town with essential services including water services.

Why is a funding measure needed?

The express purpose for establishing water rates is to allow the SCSD to fund ongoing operations, maintenance, repairs, debt payments, infrastructure costs, and capital projects for water service.

The principle reasons for establishing the proposed water rates:

- Ensure revenue sufficiency to meet the operation and maintenance (O&M) and capital needs of the water treatment and distribution system.
- Plan for revenue stability to provide for adequate operating reserve and capital reserve.
- Provide a system to ensure fairness and equity in the user fees.
- Minimize rate impacts to reduce financial hardship on customers.
- Maintain simplicity for ease of administration and implementation, as well as customer understanding.

How are the rates calculated?

The rate structure is designed to ensure that users pay only their proportionate share of costs. Rates include a service charge (base rate) and a commodity rate (water usage based on volume). The base rate is categorized into customers with similar service requirements and demand patterns, or in this case, meter sizes.

Typical Monthly Residential Rate

The rates represent an **average** individual residential user charge of approximately \$80/month per residential use, based upon the **example** calculation depicted below:

EXAMPLE:

$$\begin{aligned} & \text{5/8-inch meter} = \$47.69 \text{ Base Fee} \\ & \qquad \qquad \qquad + \\ & \text{1,236 cubic feet of water used per month} \div 100 = 12.36 \text{ units} \times \$2.63 = \$32.51 \text{ Commodity Fee} \\ & \qquad \qquad \qquad = \\ & \text{\$80.20/month water charge} \\ & \text{For Average Residence} \end{aligned}$$

How much are the proposed water rates?

Proposed Water Base Fee

The following table shows the proposed Base Fee (meter charge) for water customers. A base is a cost recovery mechanism that generally is included in the rate structure to recover meter, customer and public fire protection related costs (i.e., costs related to maintaining hydrants), which provides a stable source of revenue independent of water consumption. Therefore, customer costs related to meter reading, billing, and hydrant maintenance are recovered through the base rate.

Proposed Monthly Base Rate FY 2016-2017	
Meter Size (inches)	Monthly Base Fee
5/8"	\$47.69
3/4"	\$71.54
1"	\$119.23
1 1/2"	\$238.46
2	\$381.54
3	\$715.38
4	\$1,192.30
6	\$2,384.60
8	\$3,815.36

Proposed Water Commodity Fee

The following illustrates the proposed Commodity Fee for water customers. The commodity fee is water usage based on volume that will recover the SCSD's variable volume-related costs. Because a portion of the revenues required from each customer is to be recovered through uniform monthly base rates, commodity rates are designed to recover only revenues expended for the cost for additional water and other associated costs (for example, electricity to pump the additional water).

Proposed commodity rate is \$2.63 per 100 cubic feet (cf) of water used.

Proposed Raw Water Rate

The SCSD will be supplying raw water, diverted from the raw water feed line to a few irrigation and other industrial use customers. The raw water rate is based upon the cost of pumping (electrical cost/cf + Pump Replacement Cost).

Proposed Raw Water Rate is \$0.22 per 100 cf of water used.

Will the water rates increase in the future?

As a "start-up" district, the projected expenses are based upon industry standards and guided estimates. The District must establish its operations to see the actual revenues and expenditures, on which future rates may be more accurately based. Revenues and expenses will have to be monitored throughout the next several years and adjustments made in the user rates when necessary and practical.

Per State law, revenues generated from the proposed water rates must only be used to fund the actual costs of providing water services, including the cost of debt to finance capital improvement projects by the SCSD, such as a new water treatment facility.

Revenues collected in the first few years are projected to exceed estimated O&M, debt service and replacement expenses. During the first few years, revenues that exceed O&M, debt service and equipment replacement costs may be placed in a capital reserve fund to offset any debt financing requirements for future capital improvements, and to offset increases due to inflation, or will be carried over for use for the same purpose in the next fiscal year.

The District's proposed water rates are established with an annual 1.5% escalation factor to account for cost of living increases for an initial five-year period. The proposed water rates may also be increased up to 3% based on the consumer price index (CPI).

Additionally, proposed changes to water rates may also occur based on "pass through" costs, which include the purchase of uncontrolled, mandatory services (such as, utility costs). Further details and explanations are in the District's Engineer's Report.

Any new or increased water rates above the allowed CPI increase would require another Proposition 218 proceeding and record property owner approval.

See the table below which details the anticipated water rates over the next 5 years.

Water Rates over the Initial 5-year Period					
	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21
Monthly Base Rate per Meter Size					
$\frac{5}{8}$ "	\$47.69	\$48.52	\$49.14	\$49.96	\$50.79
$\frac{3}{4}$ "	\$71.54	\$72.78	\$73.71	\$74.95	\$76.19
1	\$119.23	\$121.29	\$122.84	\$124.91	\$126.97
1 1/2"	\$238.46	\$242.59	\$245.69	\$249.82	\$253.94
2"	\$381.54	\$388.15	\$393.10	\$399.71	\$406.32
3"	\$715.38	\$727.77	\$737.06	\$749.45	\$761.83
4"	\$1,192.30	\$1,212.95	\$1,228.43	\$1,249.08	\$1,269.72
6"	\$2,384.60	\$2,425.89	\$2,456.86	\$2,498.15	\$2,539.44
8"	\$3,815.36	\$3,881.43	\$3,930.98	\$3,997.04	\$4,063.11
Monthly Commodity Fee					
<i>Treated Water</i> (per 100 cf water used)	\$2.63	\$2.68	\$2.71	\$2.76	\$2.80
<i>Raw Water</i> (per 100 cf water used)	\$0.22	\$0.22	\$0.23	\$0.23	\$0.23

The above schedule shows the approximate rate schedule over the next 5-year period. These numbers do not account for pass through costs, or inflation above the 1.5% built in CPI.

If I have questions, concerns, or want to turn in my ballot personally, where can I go?

On **Thursday, June 16, 2016, at 5:30 p.m.**, the Board of Directors of the SCSD will hold a **noticed public hearing** on the proposed water rates at the SCSD Office, located at 122 Main Street, Scotia, California.

At the hearing, the Board will consider oral and written testimony (as well as written objections and protests) regarding the proposed water rates. The enclosed ballot may be returned to the SCSD at the public hearing prior to the end of public comment period, or may be mailed or hand delivered to the SCSD prior to the public hearing.

The Board will not impose the water rate if, upon the conclusion of the public hearing, a majority of the record property owners file written protests opposing the rates before the end of the public hearing. Only one written protest per affected property will be counted towards the majority protest.

If you have questions about this notice or the proposed water rates, please contact SCSD at **(707) 506-3030** Mondays and Thursdays from 1:00 p.m. to 5:00 p.m., or at **infoscotiacsd@gmail.com**. Completed Water rates Ballots, as well as written comments and protests for the Board's consideration at the hearing, can be delivered to the SCSD Office or mailed to PO Box 104, Scotia, CA 95565.

Staff Report

DATE: April 21, 2016
TO: Scotia Community Services District Board of Directors
FROM: Steve Tyler, Interim District Manager
SUBJECT: SCSD FY 2016/17 Draft Final Budget

RECOMMENDATION:

The Administrative staff recommends that the Board receive a staff report on the Draft Final Budget for FY 2016/17.

ACTION:

Consider approving the SCSD FY 2016/17 Draft Final Budget and direct staff to notice the budget.

DISCUSSION:

The Draft Final Budget was developed, by staff, utilizing information contained in the March 2016 SHN Engineers & Geologists (SHN) Combined User Fee and Benefit Assessment Reports Summary. The SCSD Board, at the March 17, 2016 meeting, directed staff to develop a draft budget that included Personnel Services costs for contracted services *only* for FY 2016/17. The contracted services costs are divided into three (3) categories; Maintenance/Operations Staff, Administrative Staff and Other Staff. The Contracted Personnel Services costs are included in the FY 2016/17 Draft Final Budget and the three category cost sheet is attached.

Additionally, staff is working with the Town of Scotia (TOS) to develop a “Transition Agreement” (Agreement) between the District (SCSD) and (TOS) for the first FY 2016/17 *only* of SCSD operations. The Agreement will define the process to transfer ownership and operations of specific assets from TOS to SCSD. The Agreement will also identify TOS staff positions and costs associated to contract for maintenance/operations services. The Agreement will be presented to the Board for review and approval with the FY 2016/17 Final Budget. The FY 2016/17 Final Budget is required, by law, to be approved and adopted, by Resolution, prior to September 1, 2016.

BUDGET/FISCAL IMPACT:

Attached

Scotia Community Services District
Proposed Fiscal Year 2016-2017 Operating Budget

Revenues

Fund Type	Account #	Treated Water	Raw Water	Wastewater	Streets & Street Lighting	Storm	Parks & Recreation	Fire Department	Total All Services
Available Cash on Hand	210	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest Earnings	220	\$300	\$0	\$400	\$200	\$100	\$100	\$200	\$1,300
Property Tax ¹	230	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Contingency Fund Contribution	240	\$28,000	\$12,000	\$44,000	\$15,000	\$14,000	\$5,000	\$17,000	\$135,000
Office Equipment/Furniture Capital Contribution	250	\$6,500	\$500	\$6,000	\$3,000	\$3,000	\$1,000	\$0	\$20,000
Fire Department Capital Contribution	260	\$0	\$0	\$0	\$0	\$0	\$0	\$766,000	\$766,000
SCSD Office Purchase Loan	265	\$102,600	\$5,400	\$108,000	\$13,500	\$13,500	\$13,500	\$13,500	\$270,000
Special Use Income	270	\$0	\$0	\$0	\$0	\$0	\$500	\$0	\$500
User Fee Revenues Necessary to Balance Budget	280	\$366,478	\$33,550	\$566,575	\$67,450	\$50,184	\$151,958	\$208,180	\$1,444,375
Miscellaneous	290	\$100	\$0	\$100	\$100	\$100	\$0	\$0	\$400
Revenues Sub-Total		\$503,978	\$51,450	\$725,075	\$99,250	\$80,884	\$172,058	\$1,004,880	\$2,637,575
TOTAL CAPITAL EXPENDITURE REVENUES		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL REVENUES		\$503,978	\$51,450	\$725,075	\$99,250	\$80,884	\$172,058	\$1,004,880	\$2,637,575

Expenditures

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

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

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

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



NOTICE OF VACANCY

Scotia Community Service District Board Member

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

Scotia Community Services District
Board of Directors – One Position

The selected person will complete a 4-year term ending December 2017

Pick up an application Monday & Thursday 10:00 AM – 2:00 PM
Scotia Community Services District Office
122 Main Street (P.O. Box 104) • Scotia, CA 95565

OR

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

Applications are due by: Monday May 2, 2016

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

Pursuant to Government Code §1780, this notice will be posted for 15 days in 3 or more conspicuous locations in the districts from March 21, 2016 to April 4, 2016.



APPLICATION FOR APPOINTMENT TO SCOTIA COMMUNITY SERVICES DISTRICT VACANCY

Qualifications:

Candidates must:

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

Term:

Beginning: May 12, 2016

End of Current Term: December 2017

Time Commitment:

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

Current District Activity:

The District is in the process of developing water and sewer rates and benefit assessments, codes and regulations, related policies and procedures, budgeting, district operations and asset transfer, etc.

Instructions:

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

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

Date Due: Monday May 2, 2016 by 2:00 pm.

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



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

Education			
Institution	Major	Degree	Year

Work/Volunteer Experience				
Organization	City	Position	From	To

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

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

 Signature

 Date