



**SCOTIA COMMUNITY SERVICE DISTRICT
NOTICE IS HEREBY GIVEN THAT A
SPECIAL MEETING
OF THE BOARD OF DIRECTORS**

**WILL BE HELD AT:
122 MAIN STREET
SCOTIA, CALIFORNIA**

**Thursday, May 28, 2015
Special Meeting at 6:30 P.M.**

AGENDA

- A. CALL TO ORDER** The Presiding officer will call the meeting to order and call the roll of members to determine the presence of a quorum.

ROLL CALL (DIRECTORS IN ATTENDANCE)

PLEDGE OF ALLEGIANCE

- B. SETTING OF AGENDA**

The Board may adopt/ revise the order of the agenda as presented.

- C. CONSENT CALENDAR**

**1. APPROVAL/DISAPPROVAL OF MINUTES FROM PREVIOUS MEETINGS
April 16, 2015**

- D. PUBLIC COMMENTS & WRITTEN COMMUNICATIONS**

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

- E. PUBLIC HEARING**

No public hearing.

- F. REPORTS**

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

Board and Staff Reports

- 1. President's Report:**
- 2. Interim Manager's Report:**
- 3. Special Counsel's Report:**
- 4. Engineer's Report:**
- 5. Fire Chief's Status Report:**

G. CONTINUED AND NEW BUSINESS

1. New Business –

- a. Consider Amendment of Agreement Between The Scotia Community Services District and Planwest Partners, Inc. For Professional Services, with attachment.**

2. Continued Business –

- a. Preliminary Budget Update for 2015-2016**
 - i. Budget Presentation**
 - ii. Preliminary Questions on Budget**
- b. Working group Report on ordinance review.**

H. ADJOURNMENT

Next Regular Meeting of the SCSD will be June 18, 2015 at 6:30 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.

DRAFT
Minutes of the Regular Meeting of
The Scotia Community Services District
Thursday, April 16 - 6:30 pm
122 Main St., Scotia, CA

B. CALL TO ORDER/ ROLL CALL

The regular meeting of the Board of Directors of the Scotia Community Services District convened at 6:35 pm with the following directors in attendance:

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

C. SETTING OF AGENDA

Additions/revisions to the agenda: None

D. CONSENT CALENDAR

1. APPROVAL/DISAPPROVAL OF MINUTES FROM PREVIOUS MEETINGS

March 5, 2015

March 19, 2015

Motion: Motion to approve the consent calendar.

Motion: S Pryor	Second: G McKnight
Motion Vote: Ayes - All	Opposed - None

Friendly Amendment: Motion to amend the minutes to show that Diane Bristol was present at March 5th Special Meeting of the Board.

Motion: S Pryor	Second: G McKnight
Motion Vote: Ayes - All	Opposed - None

E. PUBLIC COMMENTS & WRITTEN COMMUNICATIONS

CFCC Funding Fair for infrastructure for drinking and wastewater, June 3rd Eureka, no cost. Board will be contacted to RSVP to determine if more than two board members will attend.

F. PUBLIC HEARING

Public Hearing: None

G. REPORTS

Board and Staff Reports

1. President's Report: *Measure T information and impartial analysis.*

Review of Measure T Impartial Analysis.

2. Interim Manager's Report: *Revisit Facilities Plan, Special Meeting April 30 on Rate Study?*

T Boobar notified board that the special meeting may need to be pushed back to May 7th. Board asked to hold Thursday evenings open for potential ongoing special meetings in the next few months to prepare for starting operations. Boobar reiterated need to review/update facilities plan for the waste water and drinking water treatment plants and develop facilities plan/capital improvement plan that is then reflected in future budgets. F Bacik noted that there is an extensive MDPES report on the WWTF and can be reviewed at a future meeting.

3. Special Counsel's Report: *Governor's Executive Order.*

Governor of California initiated an Executive Order B-2915 restricts potable water usage by 25% from year 2013. Curtailment of water right is possible and/or water may not be available from the river. Recommend that the CSD consider the lack of revenue from reduced water use and increase the CSD reserve fund. F Bacik reported that Scotia currently has an estimated 25% reduction in the water use as a result of the power plant not being in operation, ongoing lineal infrastructure improvements and conservation efforts.

4. Engineer's Report: None

5. Fire Chief's Status Report: *Quarterly Report*

Fire Chief Broadstock reported on the number of calls and respondent man hours for the quarter. 2 fire calls included the hardware store in Scotia and the fire on Main St. in Fortuna.

H. CONTINUED AND NEW BUSINESS

H1. New Business

a. Consider Approval Assignment of Contract Obligations related to Legal Services Contract between Scotia CSD and Law Offices of Nancy Diamond.

T Boobar notified the board that the specific document is not ready to be approved and will be revisited at the May 7th meeting. F Bacik and T Boobar will meet to discuss terms of contract. F Bacik requested that Board President Rick Walsh send letter acknowledging review and approval of billing detail when submitting bill total to TOS for payment.

b. Consider Approval of Agreement Between The Scotia Community Services District and Planwest Partners, Inc. For Professional Services.

This is an agreement for professional services which allows the CSD to provide an interim clerk and additional professional expertise.

Motion: Motion to approve an agreement between the Scotia Community Services District and Planwest Partners.

Motion: S Pryor Second: D Bristol
Motion Vote: Ayes - All Opposed - None

c. Consider Approval Assignment of Contract Obligations related to Professional Clerk Services Contract between Scotia CSD and Planwest Partners.

T Boobar will negotiate with F Bacik and reintroduce at May 7th meeting.

d. Capital Improvement Responsibilities – *presented by Frank Bacik*

F Bacik responded to a question at the previous month board meeting about a spreadsheet brought to the board listing North Ct. and Williams St paving/repairs as the responsibility of the CSD. F Bacik acknowledged that the CSD was never expected to pay for these expenses.

e. Consider Adopting Resolution 2015-2: *Establishing a Depository of District Money for the SCSD and Appointment of a Treasurer.*

Motion: Moved to establish a depository of district money for the Scotia Community Services District and appointment of a Treasurer.

Motion: D Bristol Second: G McKnight
Motion Vote: Ayes - All Opposed - None

f. Consider Adoption of Resolution 2015-3: *Establishing signatory assignments for the SCSD.*

g. Motion: Moved to approve resolutions 2015 – 3, establishing signatory assignments for the Scotia Community Services District.

Motion: J Broadstock Second: S Pryor
Motion Vote: Ayes - All Opposed - None

H2. Continued Business

a. Update on Preliminary Budget for 2015-2016

i. Ron Stillmaker/Steve Davidson Budget

T Boobar noted that the updated budget presented in board packet was worked on by Ron Stillmaker at SHN as part of the rate study being updated.

ii. Preliminary Questions on Budget

T Boobar led a discussion on the list of preliminary questions, provided in board packet, regarding the updated budget submitted to SCSD on 3/30/15. Primary areas of concern include cash flow/start-up funding for contract services, adequate reserves, adding debt service to budget, increased electrical costs for water plants.

b. Establish working group to review ordinances.

Board members and district engineer were invited to participate in a review of ordinances to then present to the board for approval. D McCorkle will attend meeting as representative for TOS. Meeting tentatively scheduled for Thursday, April 23.

I. ADJOURNMENT

Meeting adjourned at 8:38 pm by Board President Rick Walsh.

Next Regular Meeting of the SCSD will be May 21, 2015 at 6:30 PM.

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.

Hello Friends:

Thank you for the email notice of the Special Meeting of the Scotia CSD Board next week. I will try to attend.

At the recently cancelled Regular meeting, and now at the next-scheduled Special Meeting, I had intended to make a brief report on a water quality testing "alert" or threshold exceedance which recently occurred at the Scotia Wastewater Treatment Plant (WWTF).

In light of the delay, and since there is already circulated an agenda for the next meeting, I will make that brief report here, and you may wish to consider it as Correspondence at your next meeting. (See the summary attached "Recent Toxicity Test Results.")

I provide the information in chronologic detail because it presents an excellent example of how the WWTF permit under the National Pollution Discharge Elimination System (NPDES) works. This NPDES permit, approved by Order of the North coast Regional Water Quality Control Board in 2013 for a five year term, was specifically crafted in anticipation of transfer to the Scotia CSD.

Very briefly, the observed threshold exceedance described in the summary appears to have been due to a temporary Log Pond "turnover" event, not related to any wastewater treatment plant deficiencies, and no further actions are recommended. Additional monitoring of the log pond chemistry is recommended this summer and fall, followed by further testing this upcoming fall or early winter, as noted.

I will provide additional relevant materials and information, answer questions or provide a presentation if and when the Board may think appropriate.

Frank

Frank Shaw Bacik

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Recent Toxicity Test Results

Chronic toxicity sampling was conducted at the Log Pond discharge location (M-003) in early March 2015 in accordance with the current NPDES permit requirements. Pacific EcoRisk, a NELAP-certified laboratory located in Fairfield, California completed the whole effluent toxicity (WET)

"Toxicity" is a largely **qualitative** condition, a true "canary-in-the-coal-mine" evaluation. Instead of sampling or testing for a particular contaminant or constituent, treated effluent is simply exposed to live organisms, and the *biological impact on the organism* is quantified.

- The March 2015 chronic toxicity test results indicated **100% survival** for all test species; however,
- the "sub-lethal" toxicity tests exhibited **reproduction effects** for the **water flea** (*Ceriodaphnia dubia*). *This means they didn't reproduce as fast as might be expected.*
 - The water flea reproduction test resulted in a value of **1.3** chronic toxicity units (TUC).
 - The "further testing" threshold under our NPDES permit is **1.0** TUC.

The *biological effect* is quantified based on the calculation:

$$TUC = 100/NOEC$$

where NOEC is the "**No Observed Effect Concentration**"

In accordance with the current NPDES permit requirements, we initiated "accelerated monitoring" within 14 days of receipt of the sample results indicating that the trigger of 1.0 TUC was exceeded.

Two rounds of accelerated tests were completed with water fleas.

- The First round of monitoring was conducted using samples collected on April 13, 15 and 17; and
- the Second round of monitoring was conducted using samples collected on April 20, 22, and 24.
 - The results of the **first round** of accelerated monitoring exhibited similar patterns to the initial round of sampling conducted in March;
 - the test results indicated **100% survival** for the water flea; however, the sub-lethal toxicity tests for the water flea continued to exhibit **reproduction effects** (TUC = 1.3).

TOS and SHN were notified of the accelerated monitoring test #1 results on April 24, 2015.

- At that time, the **second round** of accelerated monitoring was already underway

- The results of the **second round** of accelerated monitoring indicated **100% survival** for the water flea; **and**, this time the sub-lethal toxicity tests for the water flea did **not exhibit chronic reproduction effects** (TUC = 1.0).

In accordance with the current NPDES permit requirements, if the results of **any** accelerated monitoring test exceeds the chronic toxicity trigger, then the Discharger is required to cease the accelerated monitoring and initiate a **Toxicity Reduction Evaluation (TRE)** to investigate the cause of, and identify corrective actions to reduce or eliminate effluent toxicity. Based on the results of the first round of accelerated monitoring, accelerated tests #3 and #4 were cancelled and we initiated a TRE.

SHN is in the process of developing the **TRE Action Plan** that describes the steps taken to investigate and identify corrective actions to reduce the observed toxicity. Based on the results of the second accelerated monitoring test, which exhibited **no toxicity**, it appears the observed toxicity (reduced water flea reproduction) was **temporary** and may have been caused by the following conditions:

- Review of the log pond water chemistry data showed a decrease in the levels of dissolved oxygen and an increase in the levels of ammonia in the log pond during the testing period, which indicates the temporary toxicity may have been due to a **turn-over event** in the log pond, where the water in the bottom of the log pond mixed suddenly with water on the top of the log pond.
- Turn-over events are typically caused by **seasonal changes in temperature** and these events can temporarily re-suspend material that has settled out on the bottom of a pond, including decaying and decomposing materials.

Discharges from the log pond to the Eel River have since ceased during the annual summer discharge prohibition period, and will not resume again until the late fall or early winter.

SHN is proposing to conduct additional log pond monitoring during the summer and early fall to evaluate the log pond chemistry and document any changing conditions prior to the next discharge season. SHN is also recommending that chronic toxicity tests be conducted this fall or early winter once the log pond discharges to the Eel River have resumed.

In summary,

- the observed toxicity appears to be due to a **temporary turn-over event** in the log pond
- the condition **does not appear to be related to any wastewater treatment plant deficiencies.**
- **No further actions are recommended** with the exception of
 - additional monitoring of the log pond chemistry this summer and fall,
 - followed by further toxicity testing this upcoming fall or early winter, as noted above.



COUNTY OF HUMBOLDT
Office of Elections & Voter Registration

Agenda Item D2

3033 H Street, Room 20
Eureka, CA 95501
(707)445-7481

DATE: April 20, 2015

TO: **Scotia Community Services District**
FROM: Rachel N. Stewart, Office of Elections
RE: November 3, 2015, Uniform District Election

The Office of Elections, in preparation for the Uniform District Election (UDEL) to be held on November 3, 2015, requests your assistance.

Please complete and return this form to the Office of Elections no later than **June 1, 2015**.

1. Please confirm the number of positions and lengths of term of the governing board positions to be filled in the election. Our records show the following:

Positions:	Length of Terms:	Person Currently Holding Office:	Corrections and Notes:
2	4 Years	Diane Bristol	
		Susan Pryor	

If your records disagree with the information above, please indicate what we need to correct in our records in the Corrections and Notes column.

2. Please indicate whether the district or the candidate is to pay for the publication of a candidate statement: ☐ Candidate ☐ District

3. Please indicate your district's preference as to the length of a candidate statement.
☐ 200 words maximum ☐ 400 words maximum

4. Have you had a change in the borders of your district in the last 2 years?
☐ Yes ☐ No

If yes, please attach a new map of the district for our records.

Name of person completing this form

Title

Signature

Date

District Candidate Calendar November 3, 2015

The contents of this calendar and any legal interpretations are not to be relied upon as being correct either factually or as legal opinion. Reliance on the content without prior submission to and approval of your appropriate public counsel is at the reader's risk.

All references are to the California Elections Code unless noted otherwise.

<p>Jul 13–Aug 7 (E-113 – E-88)</p>	<p>Candidate Nomination Period</p> <p>Candidates for special and school district boards obtain and file their declarations of candidacy along with their candidate statements of qualifications if they choose to submit one. Forms are obtained from and filed with the Humboldt County Elections Office at 3033 H Street, Rm 20, Eureka.</p> <p style="text-align: right;">§10510, 13307, 13311</p>
<p>Aug 8–12 (E-87 – E-83)</p>	<p>Extension of Nomination Period</p> <p>If an incumbent member of a special or school district board does not file a declaration of candidacy by 5PM on August 7, any person other than the incumbent may file a declaration of candidacy by 5PM on August 12. This provision does not apply if there is no incumbent eligible to be elected. Any candidate who has filed may withdraw his or her declaration of candidacy up until 5PM on the last day to file.</p> <p style="text-align: right;">§10225, 10407, 10516(b), 10603</p>
<p>August 12 (E-83)</p>	<p>Insufficient Number of Nominees</p> <p>Special Districts: If by 5PM on this day, no one has been nominated or an insufficient number of persons has been nominated to fill an office or offices, and a petition signed by 10% or 50 voters (whichever is the smaller number) has not been submitted, the elections official shall certify this fact to the Board of Supervisors. A person who has filed a declaration of candidacy shall be appointed by the Board of Supervisors at a regular or special meeting held prior to the first Monday before the first Friday in December.</p> <p>If no one filed, another qualified person shall be appointed by the Board of Supervisors, and shall take office and serve as if elected.</p> <p style="text-align: right;">§10515</p> <p>Districts must take action to make applications available to persons interested in serving on the board. The names of the applicants for board membership must be delivered to the elections official by October 1. Appointments will be made by the Board of Supervisors.</p> <p>If a district fails to submit applications to fill the vacancy, a vacancy will exist when the term begins on December 4. The special district board then has 60 days to either fill the vacancy or call a special election. Any person appointed to fill the vacancy shall hold the seat until the next regularly</p>

	<p>scheduled election, November 2017, at which time the 2-year term would be up for election.</p> <p>If the district fails to fill the vacancy or call an election within 60 days, the Board of Supervisors has an additional 30 days to fill the vacancy.</p> <p>If within 90 days the vacancy remains, the special district must call a special election to fill the vacancy at the next available election date.</p> <p style="text-align: right;">Gov Code 1780</p>
<p>Sept 7– Oct 20</p> <p>(E-57 – E-14)</p>	<p>Statement of Write-in Candidacy and Nomination Papers</p> <p>During this period write-in candidates must file their statements of write-in candidacy and nomination papers with the county elections official.</p> <p style="text-align: right;">§8601</p>
<p>Nov 3</p> <p>(E)</p>	<p>General Election Day</p> <p>Polls open at 7AM and close at 8PM.</p> <p style="text-align: right;">§1000, 14212</p>
<p>Dec 3</p> <p>E+30</p>	<p>Statement of Vote to Board of Supervisors – Certificates of Election Prepared</p> <p>The county elections official shall prepare a certified statement of the results of the election and submit it to the Board of Supervisors.</p> <p>The Board of Supervisors shall declare the winners for each office and the results of each measure under its jurisdiction. The county elections official shall make and deliver to each person elected a Certificate of Election.</p> <p style="text-align: right;">§15372, 15400-15401</p>
<p>Within 5 Days after Canvass</p>	<p>Recount May Be Requested</p> <p>Within five (5) days after the completion of the official canvass, any voter may request a recount by filing a written request with the elections official and specifying that candidates and/or measures are to be recounted. The request may specify the order of the precincts for the recount, and the petitioning voter shall, before commencement of each day's recount, deposit such sum as the election official requires to cover costs.</p> <p style="text-align: right;">§15620 - 15634</p>

The full election calendar for the November 3, 2015, election can be viewed at:
<http://www.humboldt.gov/Elections>

Proposed Scope of Work – May 2015

For: Interim General Manager and Administrative Staff Planwest Partners

The following tasks must be completed for Scotia CSD Operations initiation:

Task 1- Prepare Governance Policies, Procedures, and Programs

1.1 Policies & Procedures Manual (includes Board training)

Develop policies that describe board procedures, responsibilities, restrictions or guidelines for the conduct of meetings and other district business. Policies also address special considerations, such as board member codes of ethics, compensation, training, education and conferences. A Draft Scotia CSD Board Policies manual has been prepared from the policies employed by another district.

Rules and Regulations will be adopted, applied and enforced with more detailed provisions which set out standards by which the district will operate, offer and supply utility and other civic services to members of the community. These are the "Rules and Regulations" (sometimes called "Ordinances") of the agency. Scotia CSD Draft Rules and Regulations are derived from those in use by the McKinleyville Community Services District. It is the intention of the Scotia CSD Board to use these Draft Rules and Regulations as a starting point, to adopt and revise these provisions as necessary and appropriate to serve the Scotia community. These provisions will be addressed as an agenda item at the regular meetings of the Board Members-Elect, and public comment, testimony and input is invited at those meetings and in written correspondence for consideration by the Members-Elect. Currently, the Draft Ordinance No. 2015-3 Adopting Title III- Sewer Service is being developed.

1.2 Purchasing & Procurement Code

Develop a Purchasing and Procurement Code consistent with CA Law. Consult the Department of General Services, Procurement Division (contact info below) in developing the policies and procedures regarding purchasing for the CSD. Also, consult with CSDA, which provides assistance to special districts in purchasing and procurement.

Department of General Services, Procurement Division
Office of Small Business and Disabled Veteran Business Enterprise Services (OSDS)
707 Third Street, 1st Floor, Room 400, West Sacramento, CA 95605
PHONE: (916) 375-4940 FAX: 916-375-4950 Email: OSDCHelp@dgs.ca.gov

CSDA Alliance- the CSDA Alliance is a coalition comprised of the California Special Districts Association, the Special District Risk Management Authority, and the CSDA Finance Corporation. The Alliance covers all the needs of special districts, ranging from legislative advocacy, educational workshops, risk management, workers' compensation, property liability and health coverages, and financing options for major purchases or projects.

CSDA Finance Corporation- the Finance Corporation is a non-profit public benefit corporation formed by CSDA to assist special districts and other public agencies with acquiring highly competitive, tax-exempt financing for all type of major capital improvement projects, land acquisitions, and equipment purchases.

Scotia CSD may also consider using other District's Purchasing Manuals as guides for developing their own.

1.3 Injury & Illness Prevention Program

Develop an Injury and Illness Prevention (IIP), Program pursuant to the California Occupational Safety and Health Act of 1973. Follow the "Guide to Developing Your Workplace Injury and Illness Prevention Program with checklists for self-inspection" in developing the IIP Program, available at http://www.dir.ca.gov/dosh/dosh_publications/iipp.html. This manual describes the employers' responsibilities in establishing, implementing, maintaining, an IIP Program. It also outlines steps that can be taken to develop an effective Program that helps assure the safety and health of employees while on the job.

If needed, Cal/ OSHA Consultation Service provides professional assistance from the on any of the issues or activities described in the above manual. Cal/OSHA consultants help employers by:

- Identifying actual and potential safety or health hazards in the workplace and finding solutions to eliminate or control them.
- Identifying sources of help for employers if further technical assistance is needed.
- Providing a written report summarizing the finding of any consultation visit.
- Interpreting applicable safety and health standards.
- Helping establish or improve worksite Injury and Illness Prevention Programs.
- Helping develop and/or conduct safety and health training of both supervisory and non-supervisory personnel.

All services of the Cal/OSHA Consultation Service are entirely separate and distinct from the enforcement activities of the Division of Occupational Safety and Health (DOSH). Consultants do not issue citations or assess penalties, and they do not inform DOSH of their work with an employer. Any employer who has had a wall-wall survey performed by the Cal/OSHA Consultation Service, and has an effective Injury and Illness Prevention Program in operation, will greatly re-duce the likelihood of citations or penalties if inspected by DOSH.

Employers with fixed worksites and 250 or fewer employees at a specific worksite, can now become exempt from a DOSH discretionary compliance inspection by participating in a voluntary compliance program.

Obtain assistance or information from the Cal/OSHA Consultation Service by contacting any of its offices.

1.4 Personnel Code/Labor Relations Policy

Develop a Policy for Management Rights; Employees' Rights; Employer-Employee Relations; Discrimination in Employment; Benefits and Authorized Leave; Salaries and Other Associated Compensation and Reimbursements including Supplemental Pay; Days and Hours of Work and Overtime; Employment Classifications and Descriptions; Retirement; Training and Education; Workers' Compensation and Employee Safety; Evaluations and Personnel Files; Layoffs; Grievance Procedures; Disciplinary Actions; and Entire Agreement.

1.5 Public Records Policy

Develop a Public Records Policy consistent with CA GC §6250-6270, which includes written guidelines* pertaining to, but not exclusive to, the following: who the request should be made to, where the request should be sent (contact info), what the request should include, when public records are available (usually during business hours), time period in which the information will be provided, costs associated with providing information (duplication/production, shipping costs), and distribution of policy procedures.

Example:

<http://www.cacommunities.org/policies-and-fees/public-access-to-records-policy/>

Develop other records procedures including: noticing procedures in accordance with the Brown Act; procedures for website management including posting meeting agendas and minutes, board policies and procedures, and relevant projects and associated documents, as well as archiving procedures for old documents; storage and maintenance of paper records; procedures for reporting district financials, as well as the salary and compensation of all staff and board members, to the State Controller every year; and procedures for regular audits, performed by a county auditor or a certified public accountant, to be filed with the State Controller's Office, as well as the County Auditor/Controller.

*"Local bodies shall establish written guidelines for accessibility of records. A copy of these guidelines shall be posted in a conspicuous public place at the offices of these bodies, and a copy of the guidelines shall be available upon request free of charge to any person requesting that body's records"

Task 2 - Operational Items – CSD Managing Procedures and Property Transfer:

2.1 Drinking Water Treatment and Distribution

Prepare agreements and terms for Transfer and management of:

Eel River water intake structure and associated appurtenances and piping; and raw water supply for fire-fighting located on the east side of Highway 101, including the fire-fighting water storage and associated appurtenances and piping, as shown in Exhibit D1, through assignment by easement deed.

Water treatment plant, as shown in Exhibit D1, located on the east side of Highway 101, including the buildings and furnishings, water storage, operational equipment, and associated appurtenances and piping by easement deed in Phase 1.

Linear underground infrastructure, as shown in Exhibit D, including water transmission and distribution system, and associated appurtenances and piping, by easement, then deed in Phase 1, once approved.

2.2 Wastewater Collection, Treatment, and Discharge

Prepare agreements, terms and schedule for transfer and management of:

Wastewater treatment plant, as shown in Exhibits D2 and D5 on lots 243 and 247, located along Railroad Avenue, including the buildings and furnishings, wetland treatment ponds, log pond, log pond clarifier, and operational equipment with preliminary easement by deed at subdivision in Phase 4.

Linear underground infrastructure including wastewater collection system, and associated appurtenances and piping, as shown in Exhibit D, by easement, then deed in Phase 1 once approved.

2.3 Stormwater and Drainage

Prepare agreement, terms and schedule for transfer and management of linear underground infrastructure including storm water drainage system, after improvements and relocation to right-of-way, and associated appurtenances and piping, as shown in Exhibit D, by easement, then deed in Phase 1 once approved.

2.4 Fire Protection services and Fire Hall

Prepare agreement, terms and schedule for transfer of Scotia Volunteer Fire District building, as shown in Exhibit D8 on lot 231, located at the intersection of Main Street and First Street, including office equipment, furniture, and fire-fighting equipment, and the Pipe Shop located in the basement with its contents by easement, then deed in Phase 3; the transfer shall also include an ADA compliance assessment.

2.5 Streets, alleys, and parking lots maintained by CSD

Verify with Humboldt County Department of Public Works the roadways they will continue to maintain. Prepare a list of streets, alleys, travelways, lanes and parking lots to be maintained by CSD and overall approach for developing a maintenance schedule.

2.6 Street Lighting and Landscaping

Prepare agreement, terms and schedule for transfer of street lighting system. Develop overall maintenance schedule and period replica lampposts.

2.7 Parks and Recreation, and Community Forest

Prepare agreement, terms and schedule for transfer and management of:

Baseball Park (a regulation irrigated and lighted baseball field with electric scoreboard, permanent bleachers, and snack bar), as shown in Exhibit D6 on lot 245, located between Williams Street and Railroad Avenue, including installations, bleachers, and parking area by easement, deed in Phase 4.

Community Soccer Park (a regulation irrigated soccer field with goals and a 60-seat bleacher system) including installations, bleachers, and parking area, as shown in

Exhibit D4 on lot 246, located between Railroad Avenue and the Eel River, south of the wastewater treatment facility and northwest of the baseball field by easement, then deed in Phase 4.

Firemen's Park picnic area., including pit barbecue, permanent tables, and restrooms, as shown in Exhibit D6 on lot 245, located in the vicinity of the Community Soccer Park by easement, then deed in Phase 4.

Pocket parks along Main Street associated with Winema Theater and Scotia Museum, as shown in Exhibits D3 and D7 on lots 29 and 31, by easement, then deed in Phase 2.

Scotia Community forest, a wooded buffer area along the Eel River, as shown in Exhibit D2 on lot 247, by easement, then deed in Phase 4.

2.8 Theatre, Museum and Carpenter Shop

Prepare agreement, terms and schedule for transfer and management of:

Winema Theater on Lot 29 at the intersection of Main Street and Bridge Street, as shown in Exhibit D3, including the building, its contents, state-of-the-art audio-visual systems and cable television, and the landscaped grounds surrounding the building, by easement, then deed in Phase 2; the transfer shall also include an assessment for ADA compliance.

Scotia Museum, as shown in Exhibit D3 on lot 31, located between Main Street, B Street, and Eddy Street, including the museum building, its contents, and the landscaped grounds, picnic area, and various railroad and logging artifacts surrounding the building, by easement, then deed in Phase 2; the transfer shall also include an assessment for ADA compliance.

Carpenter Shop, including the portions of the building known as the Paint Shop, the parking and yard areas, and associated tools and equipment, to be used as a corporation yard, as shown in Exhibit D9 on lot 248, by preliminary easement, license, or by agreement, and finally by deed in Phase 4.

2.9 Land and Easements

List Transfers

Task 3 – Services Procurement:

3.1 *Secure Insurance* Aqua JPA, CSDA (risk management authority), etc.

3.2 *Contract for Bookkeeping and Accounting Services*

3.3 *Contract for Billing Services -* Water

3.4 *Staffing and personnel*

Scotia Community Services District (CSD) Start Up Schedule

Updated May 14, 2015

Completed Items-

- Legal Review and consult to Board - LAFCO Resolution 10-09 (Diamond Law);
- Legal Review and consult to Board - Covenant and Agreement to Dedicate Property and Convey other Assets to the CSD (Diamond Law);
- Legal Review and consult to Board - Financial Assessment Report - regulatory compliance for proposed water/sewer service rate structure (Prop 218 & 26). Includes proposed CSD start-up budget. (Diamond Law);
- CSDA Membership (Town of Scotia LLP);
- Office set-up - phone service, supply services (copy machine); and
- Water billing services -request to HBMWD (Planwest).

May – October 2015

- Organizational & staffing chart review – General Manager Services Contract;
- Financial/Accounting Policy and Procedures review. Consult CPA- annual audit compliance and enterprise accounts establishment;
- Establish Bank account with US BANK - by CSD resolution;
- Insurance (SDRMA);
- Prepare and Adopt Regulations: Article I Definitions; II Water Service; III Sewer;
- Contract services options for bookkeeping service: accounts payable/receivable, billing and related financial management. Board Review;
- Financial/Accounting Policy and Procedures (Board Resolution);
- Board appointment of Interim General Manager, Treasure, Secretary;
- Board confirm policy for time and place of regular Board meetings. (annual);
- Water Service -initial public hearing, 45 day notice & ballots. Proposition 218;
- Sewer Service -initial public hearing, 45 day notice & ballots. Proposition 218 ;
- State Water Resource Board consultation - Drinking Water ownership transfer, TMF requirements;
- NPDES permit transfer RWQCB consultation;
- Water and Sewer Service Rate Structure adoption by resolution Prop 218 (separate findings);
- TOS Contingency and Start-up funding acceptance;
- IRS Status - exemption application;

- FY 2015-16 Budget (July 1, 2015 to June 30, 2016 Board review);
- initial bookkeeping services hire;
- Capital Improvements Plan and funding Board review and acceptance of Fire Department capital funding;
- FY 2015 -16 Budget (July 1, 2015 to June 30, 2016). Board review;
- Accounting/bookkeeping software purchase;
- Assets and easements, transfer of pursuant to "Covenant and Agreement to Dedicate Property and Convey other Assets to the SCSD;
- FY 2015-16 Budget (July 1, 2015-June 30, 2016) rate structures and fee schedules;
- County Roads –List of County maintained roads within CSD boundary; and
- FY 2015-16 Budget Board adoption.

Budget and Admin Committee Meeting to Review Water Ordinance

Scotia Community Services District

Thursday, April 23, 2015 • 10:00 am – 1:00 pm

Report for SCSD Board

Present:

Rick Walsh
Tracy Boobar
Doug McCorkle
Steve Davidson
Renee Abrams
Kathy Miller

The Budget and Admin Committee reviewed Draft Ordinance NO. 2015 – 2 Water Services. The team made recommendations for adding to and deleting language in ordinance template to customize for the Scotia CSD. Per the team's request, Steve Davidson will be removing sections of the ordinances related to a rate schedule. Steve will rewrite the sections and create a rate schedule template which may be adopted separately as a resolution of the board. During the review, the team identified definitions that needed to be added to Draft Ordinance NO. 2015 – 1 Definitions. Tracy Boobar will be integrating the existing, and absent definitions, into a broader ordinance for general provisions.

Next committee meeting scheduled for Thursday, April 30, 2015 at 10:00. The team will review Draft Ordinance NO. 2015 -3 Sewer Services.