



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

WILL BE HELD AT: 122
MAIN STREET SCOTIA,
CALIFORNIA

Thursday, March 30, 2017
Special 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. PUBLIC COMMENT & WRITTEN COMMUNICATION**
At every *special meeting*, the legislative body shall provide the public with an opportunity to address the body on any item described in the notice before or during consideration of that item. Comments are not generally taken on non-action items such as reports or information. Comments should be limited to three minutes.
- D. ADJOURN TO CLOSED SESSION**
1. Call to Order
 2. Roll Call
 3. Government Code §54956.8 Real Property Negotiations. Agency Negotiators: Stephen C Tyler, Tracy M Boobar, & President Rick Walsh. Negotiating Parties: Scotia Community Services District & Town of Scotia Company LLC.
 4. Closed Session Discussion
- E. ADJOURN TO OPEN SESSION**
1. Report out of Closed Session
- F. PUBLIC HEARING – NONE**
- G. BUSINESS**
- E1. New Business –**
- a. Town of Scotia Community Services District Asset Transfer Agreement (“Asset Transfer Agreement”)
 - b. Draft TOS/SCSD Staffing Agreement and Lease Agreement with TOS for All Facilities
 - c. ACWA Insurance Quote
- E2. Old Business – NONE**

H. ADJOURNMENT

Next Regular Meeting of the SCSD will be April 20, 2017 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.

Scotia Community Services District Staff Report

DATE: March 30, 2017
TO: Scotia Community Services District Board of Directors
FROM: Steve Tyler, General Manager; Tracy Boobar, Special Counsel
SUBJECT: Draft TOS/SCSD Staffing Agreement

RECOMMENDATION:

The Administrative staff recommends that the SCSD Board consider approving a staffing agreement, for services provided by TOS staff, to include operation and maintenance of the water, wastewater, storm drainage and recreational facilities.

ACTION:

Approve the attached TOS Staffing Agreement with associated costs and authorize the General Manager to sign the agreement.

DISCUSSION:

The staffing agreement will have an initial term of six (6) months, with consideration for additional six (6) month extensions. Any extensions will need to be approved by both TOS and SCSD.

Operation and maintenance services for the water, wastewater, and storm drainage facilities will be provided by TOS contract staff (two part-time state licensed water/wastewater operators) and TOS permanent staff (one full-time state licensed water operator/maintenance worker), with oversight and direction by SCSD staff (Planwest contract). TOS will be reimbursed for services provided monthly, by either credits to the TOS monthly utility bills or by SCSD monthly payments for services rendered and invoiced.

Operation and maintenance services for the recreational facilities (Winema Theatre, Fireman's Park, Baseball Field and/or Scotia Soccer Field) will be provided by TOS staff. SCSD will lease the recreational facilities back to TOS and TOS will operate, maintain and insure the recreational facilities with *no cost* to the SCSD.

The TOS/SCSD staffing agreement is required for the SCSD to provide essential services and recreational facilities to the Scotia community.

FISCAL IMPACT:

See attached TOS Staffing Agreement and cost spreadsheet.