

**Minutes of the Special Board Meeting of  
Scotia Community Services District**

Friday, June 26, 2015 - 5:30 P.M.

122 Main Street, Scotia, CA

**A. CALL TO ORDER/ ROLL CALL**

The special meeting of the Board of Directors of the Scotia Community Services District convened at 5:30 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

Staff: S. Tyler, T. Boobar, G. Williamson (standing in for L. Marshall)

**B. SETTING OF AGENDA**

Additions/revisions to the agenda:

Board Review and Approval of Diamond Law Contract with SCSD moved by motion from Item D3 to Item F2 on agenda

**C. PUBLIC HEARING**

**C1. Discussion on the adoption of the Scotia CSD FY 2015-2016 Preliminary Budget**

Public Hearing opened and budget introduced. Board members spoke of continued concerns regarding: costs not reflective of true costs to customers in order to cover actual expenses of CSD (could be extraordinarily expensive), not all labor costs were represented, lack of time for revisions before final budget is due.

Discussed additional working group meetings and special meetings to update what will be the final budget. Adopt the Final Budget before September 1, per state law. Legal counsel presented Resolution 2015-4, which explained statute deadlines.

IDM Steve Tyler, reiterated that this preliminary document being adopted is a place holder, and will change before being finalized.

General discussion about if there will be services by September 1, 2015, Gantt Chart- Board requested copies by next regular meeting July 16, 2015. Staff expressed that it was feasible to produce the week prior to the meeting

Board expressed preferring agendas before the Friday prior to meetings, and discussion about the timing challenges presented by the number of meetings being held and how it affects timing of agendas.

Steve Tyler described budget account list, which will provide more detail in the final budget process.

Public Comment: Renee Abrams spoke on concerns of affordability of Rate Study. Researched Census/ACS Average Income numbers- 2014: \$53,333 average income for

Scotia, current: \$52,853. Board responded: this issue will be addressed more accurately in the Rate Study, and will inform the final budget.

Closed Public Hearing- moved to Business Items

#### **D. BUSINESS**

##### **D1. Consider adoption of Resolution 2015-4: A Resolution of the Board of Directors of the Scotia Community Services District to Adopt the Preliminary Scotia Community Services District Budget for Fiscal Year 2015-2016.**

Tracy Boobar explained preference for adopting documents such as budgets by resolution. Steve Tyler also weighed in on advantage of keeping a paper trail.

**Motion:** Motion by Resolution Title only to adopt Resolution 2015-4: A Resolution of the Board of Directors of the Scotia Community Services District to Adopt the Preliminary Scotia Community Services District Budget for Fiscal Year 2015-2016.

Motion: McKnight                      Second: Pryor

Motion Vote: Ayes – 5              Opposed - 0

##### **D2. Consider adoption of Resolution 2015-5: A Resolution of the Board of Directors of the Scotia Community Services District Establishing an Appropriations Limit for Fiscal Year 2015-2016.**

Tracy Boobar introduced Appropriations Limit (Gann limit) by staff report. Limit given by LAFCo- \$250,000. For this year, projected to have no fiscal impact. SCSD is more likely to see fee-based rather than tax based income. Legal Staff recommends establishing Appropriations Limit of \$250,000 by adopting Resolution 2015-5.

Board question regarding spending and receiving tax dollars. Staff explained that taxes will not be allocated if over appropriations limit. Expectation of approximately \$90,000 maximum from the county. Because that amount is under the Appropriations Limit, it can all be spent. Chances of exceeding \$250,000 is not likely for SCSD.

Public Comment- Renee Abrams- will money received be based on property taxes? Board response- yes, SCSD will receive less than 8% of what the County receives. The greatest amount that one can get from the County is 15%. SCSD has to apply for the amount received, and has not yet done so. Property values will be assessed upon sale.

Tracy Boobar noted that the \$250,000 limit was established by LAFCo during the SCSD formation, and may not be changed this year. Next year it may be changed through a cost of living increase, etc.

Frank Bacik, of TOS, spoke about negotiations of Gann Limit and Activation of Latent Powers to SCSD. County Treasurer expressed that SCSD may not be allocated very much tax money.

**Motion:** Motion to approve the Resolution of the Board of Directors of the Scotia Community Services District Establishing an Appropriations Limit for Fiscal Year 2015-2016.

Motion: Bristol                      Second: Broadstock

Motion Vote: Ayes – 5              Opposed - 0

### **D3. Board Review and Approval of Diamond Law Contract with CSD**

Item moved to Item F2 on agenda

**Motion:** Motion to move Board Review and Approval of Diamond Law Contract with SCSD to Item F2 on Agenda

Motion: Pryor Second: Bristol

Motion Vote: Ayes - 5 Opposed - 0

### **D4. Board Signature of Planwest Partners Inc. Contract with CSD**

Public Comment- Renee Abrams concerns about language within Contract concerning contract staffing. George Williamson explained language. Tracy Boobar also explained legality of contract terms. Discussed duration of contract and necessity of signature of contract.

**Motion:** Motion to approve the Planwest Partners Inc. Contract with SCSD and authorize the board chair to sign

Motion: McKnight Second: Pryor

Motion Vote: Ayes - 5 Opposed - 0

### **D5. Consider and Approve Regular Board Meeting Time Change**

Presented by Tracy Boobar. Discussed regular meeting time change from 6:30pm to 5:30pm. Steve Tyler explained potential for more productivity with the earlier meeting time, based on his experience with other boards.

Public Comment- Renee Abrams discussed past special meetings at 5:30 that had occurred before regular meetings at 6:30, suggested considering that moving the regular meeting may eliminate the possibility of having two meetings (regular and special) in one night. Staff explained that special meetings may be held after the regular meeting as well, or at a later date (with 24 hours of notice).

**Motion:** Motion that we move our regular meetings to 5:30 from 6:30.

Motion: Bristol Second: Pryor

Motion Vote: Ayes - 5 Opposed - 0

### **D6. Schedule Next Special Board Meeting Date for July 2015**

Introduced by President Walsh. Board and staff discussed dates. Working Group meeting for June 30, 2015. Next special meeting for July 7, 2015: potential for policies: Board Policies, Purchasing Policy, and Public Records Policy. Next regular meeting July 16, 2015. Also discussed Special Meeting for August. Special Meeting for August 6, 2015 at 5:30. Regular meeting on August 20, 2015. Flexibility for August 27<sup>th</sup>, potential for additional special meeting.

### **D7. Report on Staffing of SCSD Office**

Steve Tyler presented. Leslie Marshall staffed Monday and Thursday of this week, and Stephen Avis will be staffing office from July on. Tracy Boobar requested that Stephen Avis's hours be set (Mondays and Thursdays), and posted on website and at SCSD Office.

**E. ADJOURN TO CLOSED SESSION**

**E1. Call to Order**

**E2. Roll Call**

**E3. Evaluation of Personnel Performance (Government Code Section 54957(b)(1)) – The Law Offices of Nancy Diamond**

**E4. Closed Session Discussion**

**F. ADJOURN TO OPEN SESSION: 8:32 PM**

**F1. Report out of Closed Session**

Evaluation of performance of Legal Counsel

**F2. Board Review and Approval of Diamond Law Contract with CSD**

**Motion:** Motion to approve contract with Nancy Diamond Law Offices

Motion: McKnight Second: Broadstock

Motion Vote: Ayes – 5 Opposed - 0

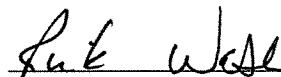
**G. ADJOURNMENT**

With no further business to come before the Board, the June 26, 2015 Special Board Meeting was adjourned at 8:48 PM by Board President Rick Walsh.

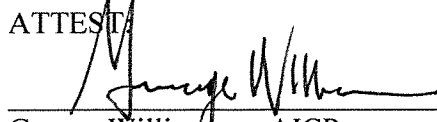
Respectfully submitted,  
Leslie Marshall, Board Clerk

These minutes were approved by the Board of Directors of the Scotia Community Services District on July 16, 2015 at its duly-noticed regular meeting in Scotia, CA.

APPROVED:

  
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Rick Walsh, President  
Board of Directors  
Scotia Community Services District

7-16-15  
\_\_\_\_\_  
Date

ATTEST  
  
\_\_\_\_\_  
George Williamson, AICP  
Planwest Partners Inc.

7-16-15  
\_\_\_\_\_  
Date