

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

Thursday, June 11, 2015 - 5:30 pm

122 Main St., Scotia, CA

A. CALL TO ORDER/ ROLL CALL

The special meeting of the Scotia Community Services District Board of Directors convened at 5:34 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 – absent/late- arrived at 6:32 PM

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

B. SETTING OF AGENDA

Additions/revisions to the agenda:

Revise Order of Business Items as follows: 1) Draft Preliminary Budget, 2) SDRMA Insurance, 3) Humboldt County Auditor Account for SCSD Funds, 4) Board Policies Manual.

Motion: Motion to revise the agenda order (made after discussion of draft preliminary budget).

Motion: McKnight

Second: Bristol

Motion Vote: Ayes - 4

Opposed - 0

Absent: 1

C. BUSINESS

C1. Consider adoption of the Scotia CSD FY 2015-2016 Draft Preliminary Budget

S. Davidson presented the Draft Preliminary Budget and discussed additional line items- consulting costs, insurance, wholesale pass thru clause, ramp-up budget, cost of living increase clause, and equipment replacement reserve fund.

L. Marshall and T. Boobar discussed the inclusion of additional line items, as discussed by the working group- rent/building purchase, \$10,000 for office equipment/maintenance/supplies, billing services costs, costs for operations and maintenance of Museum and Theater. Board discussed the need to account for ADA compliance costs as well.

Discussed the opportunity the board will have to revise the budget after the preliminary budget is adopted; the Board may revise the budget at any time. Preliminary budget will be on agenda for a second time on June 18th, and is set for adoption on June 26th. The Final budget will be adopted in September 2015.

T. Boobar also mentioned that the board will be adopting an appropriations limit when they adopt the preliminary budget.

C2. Board Review of Draft Scotia Community Services District Board Policies Manual - Introduction and Discussion

Discussion opened by President Walsh. Policies regarding audio recordings of board meetings discussed- decided to continue recording meetings, and maintaining audio recordings for two (2)

years, but not to post on the website. Discussed acquisition of fire-proof safe to store important documents, developing a document library at the current Scotia CSD office.

C3. Special District Risk Management Authority (SDRMA) Insurance – Report

T. Boobar presented, Staff and Board suggested changes/additions to the insurance quote questionnaire, and agreed more additions may be needed before submittal. Changes were noted by staff. Questionnaire will be completed and submitted by Planwest Partners. Public Comment was solicited- no public comment made.

C4. Humboldt County Auditor Account for SCSD Funds – Report

T. Boobar presented. Board and staff discussed need for legal agreement or letter of understanding between SCSD and TOS before accepting funds. Legal counsel recommended not moving on this item at the meeting, Board agreed. Concern that the funds are supposed to be part of the contingency fund- set aside for setting up the CSD office, etc.

Direction to Staff: Draft up Agreement before acceptance of funds (T. Boobar, S. Tyler): no other obligations or acceptance of other terms, only acceptance of funds.

Public Comment: inquired about protocol for CSD to account for the start-up funds. Board and Staff discussed.

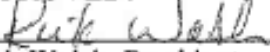
D. ADJOURNMENT

With no further business to come before the Board, the June 11, 2015 Special Board Meeting was adjourned at 6:58 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 June 18, 2015 at its duly-noticed regular meeting in Scotia, CA.

APPROVED:


Rick Walsh, President
Board of Directors
Scotia Community Services District

6/18/2015
Date

ATTEST:


Leslie Marshall, Board Clerk
Scotia Community Services District

6/18/15
Date