



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, August 6, 2015**  
**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 HEARING -- NONE**

- D. **BUSINESS**

**D1. Community Forest Update**

**D2. SCSD Draft Final Budget FY 2015-16**

Please have questions ready for Board Discussion. Public hearing and adoption scheduled for regular meeting on August 20, 2015.

**D3. Draft Illness & Injury Prevention Program Update**

- E. **ADJOURNMENT**

Next Regular Meeting of the SCSD will be August 20, 2015 at 5:30 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.

AGENDA FOR SPECIAL MEETING OF THE SCSD BOARD OF DIRECTORS  
August 6, 2015  
POSTED at 2:00 PM August 3, 2015

## **Scotia Community Services District Staff Report**

DATE: August 6, 2015  
TO: President Rick Walsh and Respected Board Members  
FROM: Scotia CSD Contract Staff - Planwest  
SUBJECT: Scotia Community Forest Assessment

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### **RECOMMENDATION:**

Receive and file

### **DISCUSSION:**

The Registered Professional Forester firm BBW has been retained to assess the forest resources of Lot 247 including:

- A description/assessment of the current resource - community forest and land parcel
- Any use/harvest constraints - ITPs and HCP.
- Potential revenues from the resource - harvest, others.
- Harvest plan requirements.

The work will be presented to the Scotia CSD by September 30, 2015. The following work will be done to document Forest Resources and issues, for Lot 247, Scotia, CA.

### **Overview**

Lot 247 in the proposed town of Scotia is to be conveyed to the Scotia CSD as forestland to be managed by the CSD for CSD and Town of Scotia benefits. The lot is approximately 92 acres in size of which about 40% (maybe 45 acres) is forested in redwood and riparian hardwoods.

### **Forest Resource Assessment**

BBW would inventory the forest resources on the forested part of the property by installing temporary inventory plots installed by a crew comprising an RPF and forest technician. Data would be collected on stocking, growth and site quality and observations would be made as to whether timber harvest and/or recreation are feasible. The inventory, growth, yield and site quality would be compiled using the FORSEE growth and yield model to provide the CSD with an estimate of the volume by species, board foot growth rates and site quality for the forested portions of the property. This work would take a technician 1 day to keypunch the data and 1 day of RPF time to get the data to run in FORSEE and to make projections of growth and yield.

### **Constraints**

Forest resources on the property would be constrained not just by the CA Forest Practice Rules, but also by the Incidental Take Permit and Habitat Conservation Plan limitations that PALCO entered into. These limitations can be significant and an RPF will summarize them at the lot

level which would be required if any timber harvest were to be undertaken. In addition, the FPRs require a minimum 200' wide WLPZ on the Eel River where canopy cover would need to be taken into account during any harvest operation. Also, the FPRs would require attention to spotted owl surveying, possibly marbled murrelet surveying, and any other limits that might be inferred from the FPRs.

### **Harvest Opportunities/Revenues**

Although the parcel is likely a very high productivity timber growing site, given its small size and potential constraints it is likely that periodic commercial timber harvest would be limited. No timber operation ever had a shorter log haul to the mill. An assessment of the viability of a timber operation and/or management for long term recreation and non-timber benefits would be undertaken and would build off the resource assessment and the constraints assessment.

### **Harvest Plan Requirements**

The constraints analysis and the harvest revenues analysis would be combined to determine whether a commercial timber operation could be undertaken and whether there could be a long term timber management potential for the property. Depending on the outcome, the most logical CALFIRE permit type would be recommended for either operation and a description of the requirements for one or both of these operations would be documented.

### **BUDGET/FISCAL IMPACT:**

The Contract amount is included in Planwest's overall staffing services contract.

## **Scotia Community Services District Staff Report**

DATE: August 6, 2015

TO: Scotia Community Services District Board of Directors

FROM: Steve Tyler, Interim District Manager  
Stephen M. Davidson, District Engineer

SUBJECT: SCSD FY 2015/16 Draft Final Budget

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### **RECOMMENDATION:**

The Administrative staff recommends that the Board receive a staff report on the draft final budget for FY 2015/16 and provide staff with any comments, concerns or questions.

### **ACTION:**

Consider adoption of the SCSD FY 2015/16 Draft Final Budget

### **DISCUSSION:**

The adopted FY 2015/16 Preliminary Budget and the Draft Final Budget were developed utilizing information contained in the 2015 SHN User Fee and Benefit Assessment Analysis.

Attached for the Board's review and discussion is the FY 2015/16 Draft Final Budget, which includes several pages of account code specific line item amounts for all funds with associated revenues, expenditures and reserves. The Board requested new expenditures, are identified in **bold** text.

Additionally staff is developing a "Transition Agreement" with a "Ramp-up Budget" between the District (SCSD) and the Town of Scotia (TOS) for the first year of SCSD operations. The Transition Agreement will define the process to transfer ownership and operations of specific assets from TOS to SCSD. The Ramp-up Budget will identify additional expenses not contained in the FY2015/16 Draft Final Budget and should not be included in establishing equitable utility rates. The Transition Agreement and Ramp-up Budget will be presented to the Board for review and approval in October.

The FY 2015/16 Final Budget is required, by law, to be approved and adopted, by Resolution, prior to September 1, 2015.

### **BUDGET/FISCAL IMPACT:**

Attached

<div> Scotia Community Services District DRAFT FINAL BUDGET 2015-2016 </div>								
Revenues								
Fund Type	Treated Water	Raw water	Wastewater	Streets & Street Lighting	Storm	Parks & Recreation	Fire Department	Total All Services
Available Cash on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest Earnings	\$300		\$400	\$200	\$100	\$100	\$200	\$1,300
Property Tax <sup>1</sup>								\$0
Contingency Funding Contribution	\$28,000	\$12,000	\$44,000	\$15,000	\$14,000	\$5,000	\$17,000	\$135,000
Office Equipment/Furniture Capital Contribution	\$6,500	\$500	\$6,000	\$3,000	\$3,000	\$1,000		\$20,000
Fire Department Capital Contribution							\$766,000	\$766,000
Special Use Income						\$500	\$0	\$500
User Fee Revenues Necessary to Balance Budget	\$271,150	\$34,098	\$360,978	\$45,284	\$31,134	\$95,548	\$194,572	\$1,032,764
Miscellaneous	\$100	\$0	\$100	\$100	\$100	\$0	\$0	\$400
Sub-Total Revenues	\$306,050	\$46,598	\$411,478	\$63,584	\$48,334	\$102,148	\$977,772	\$1,955,964
TOTAL CAPITAL EXPENDITURE REVENUES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL REVENUES	\$306,050	\$46,598	\$411,478	\$63,584	\$48,334	\$102,148	\$977,772	\$1,955,964
Expenditures								
Personnel Services	Treated Water	Raw water	Wastewater	Streets & Street Lighting	Storm	Parks & Recreation	Fire Dept.	Total All Services
Attorney	\$7,600	\$400	\$8,000	\$1,000	\$1,000	\$1,000	\$1,000	\$20,000
Auditor (Annual Audit)	\$4,560	\$240	\$4,800	\$600	\$600	\$600	\$600	\$12,000
Board Stipend	\$2,280	\$120	\$2,400	\$300	\$300	\$300	\$300	\$6,000
Bookkeeping/CPA Consult	\$1,900	\$100	\$2,000	\$50	\$50	\$500	\$400	\$5,000
IT Services	\$5,700	\$300	\$6,000	\$150	\$150	\$1,500	\$1,200	\$15,000
Engineering	\$5,400	\$600	\$6,000	\$0	\$0	\$0	\$0	\$12,000
Operations/Maintenance Staff (Salaries & Benefits)	\$149,000	\$7,480	\$156,500	\$19,100	\$19,100	\$61,900	\$98,800	\$511,880
TOTAL PERSONNEL SERVICES	\$176,440	\$9,240	\$185,700	\$21,200	\$21,200	\$65,800	\$102,300	\$581,880
Materials and Services								
Bond, Dues, Publications	\$2,000	\$500	\$2,500	\$200	\$200	\$100	\$2,000	\$7,500
General Supplies, Lab, Permitting & Monitoring	\$14,000	\$500	\$55,000	\$500	\$2,000	\$4,500	\$6,200	\$82,700
Utilities- water, sewer, Assess., communications	\$2,200	\$500	\$4,800	\$4,000	\$2,500	\$4,800	\$1,200	\$20,000
General Maint & Repair	\$14,000	\$1,000	\$10,000	\$6,000	\$1,000	\$5,000	\$7,000	\$44,000
Liability Insurance	\$15,000	\$5,000	\$30,000	\$5,000	\$500	\$1,000	\$5,000	\$61,500
Electrical	\$19,000	\$14,000	\$25,000	\$4,500	\$0	\$1,000	\$5,000	\$68,500
Contracted Maintenance Services	\$9,000	\$1,000	\$7,500	\$1,000	\$0	\$1,000	\$500	\$20,000
TOTAL MATERIALS AND SERVICES	\$75,200	\$22,500	\$134,800	\$21,200	\$6,200	\$17,400	\$26,900	\$304,200
TOTAL O&M	\$251,640	\$31,740	\$320,500	\$42,400	\$27,400	\$83,200	\$129,200	\$886,080
Other Expenditures								
Debt Service for Winema Theater Roof						\$7,358		\$7,358
Debt Service for Board Office Building	\$6,990	\$368	\$7,358	\$184	\$184	\$1,840	\$1,472	\$18,395
Transfer to Equipment Replacement Reserve Fund <sup>2</sup>	\$12,920	\$2,030	\$33,620	\$3,000	\$3,750	\$3,750	\$64,100	\$123,170
TOTAL OTHER EXPENDITURES	\$19,910	\$2,398	\$40,978	\$3,184	\$3,934	\$12,948	\$65,572	\$148,924
Capital Outlay								
Fire Apparatus and Personal Gear Upgrade							\$766,000	\$766,000
Office Equipment/furnishings Start-up	\$6,500	\$500	\$6,000	\$3,000	\$3,000	\$1,000		\$20,000
TOTAL CAPITAL EXPENDITURES	\$6,500	\$500	\$6,000	\$3,000	\$3,000	\$1,000	\$766,000	\$786,000
TOTAL ALL EXPENDITURES	\$278,050	\$34,638	\$367,478	\$48,584	\$34,334	\$97,148	\$960,772	\$1,821,004
Unexpended Fund Balance (UFB)	\$28,000	\$11,960	\$44,000	\$15,000	\$14,000	\$5,000	\$17,000	\$134,960
EXPENDITURES + UFB	\$306,050	\$46,598	\$411,478	\$63,584	\$48,334	\$102,148	\$977,772	\$1,955,964
<div> 1. No tax revenues are projected for this operating budget (CSD has no taxing authority at this time) 2. Transfer to a reserve account for each fund to be created by CSD for replacement </div>								

# SCOTIA COMMUNITY SERVICES DISTRICT

## ACCOUNT CODES

### FUNDS

TREATED WATER	10
RAW WATER	20
WASTEWATER	30
STREETS & STREET LIGHTING	40
STORM SEWERS	50
PARKS & RECREATION	60
FIRE DEPARTMENT	70
TREATED WATER RESERVE	15
RAW WATER RESERVE	25
WASTEWATER RESERVE	35
STREETS & STREET LIGHTING RESERVE	45
STORM SEWERS RESERVE	55
PARKS & RECREATION RESERVE	65
FIRE DEPARTMENT RESERVE	75

### REVENUES

Available Cash on Hand	210
Interest Earnings	220
Property Tax <sup>1</sup>	230
Contingency Funding Contribution	240
Office Equipment/Furniture Capital Contribution	250
Fire Department Capital Contribution	260
Special Use Income	270
User Fee Revenues Necessary to Balance Budget	280
Miscellaneous	290

### EXPENDITURES

#### Personnel Services

Attorney	300
Auditor (Annual Audit)	310
Board Stipend	320
Bookkeeping/CPA Consult	330

#### IT Services

Engineering	340
Operations/Maintenance Staff (Salaries & Benefits)	350

#### Materials and Services

Bond, Dues, Publications	400
General Supplies, Lab, Permitting & Monitoring	410
Utilities- water, sewer, Assess., communications	420
General Maint & Repair	430
Liability Insurance	440
Electrical	450
Contracted Maintenance Services	460

#### Other Expenditures

Transfer to Equipment Replacement Reserve Fund	550
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#### Debt Service for Board Office Building

555

#### Debt Service for Winema Theater Roof

560

#### Capital Outlay

Office Equipment/furnishings Start-up	650
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## Scotia Community Services District

Draft Final Budget 2015-16 Recap

ACCOUNT CODE	USE DESCRIPTION	PROPOSED 2015-16 REVENUES	PROPOSED 2015-16 EXPENDITURES	PROPOSED 2015-16 RESERVES
10	Treated Water	\$306,050	\$278,050	\$28,000
20	Raw Water	\$46,598	\$34,638	\$11,960
30	Wastewater	\$411,478	\$367,478	\$44,000
40	Streets & Street Lighting	\$63,584	\$48,584	\$15,000
50	Storm Sewers	\$48,334	\$34,334	\$14,000
60	Parks & Recreation	\$102,148	\$97,148	\$5,000
70	Fire Department	\$977,772	\$960,772	\$17,000
TOTAL BUDGET		\$1,955,964	\$1,821,004	\$134,960

**\$40 Discrepancy Due to unaaccounted funds in Raw Water Auditor Expenses**

# Scotia Community Services District

## RECAP - ALL FUNDS

ACCOUNT CODE	EXPENDITURE DESCRIPTION	PROPOSED BUDGET 2015-16
10	Treated Water	176,440
20	Raw Water	9,240
30	Wastewater	185,700
40	Streets & Street Lighting	21,200
50	Storm Sewers	21,200
60	Parks & Recreation	65,800
70	Fire Department	102,300
	<b>TOTAL PERSONNEL SERVICES</b>	<b>581,880</b>
10	Treated Water	75,200
20	Raw Water	22,500
30	Wastewater	134,800
40	Streets & Street Lighting	21,200
50	Storm Sewers	6,200
60	Parks & Recreation	17,400
70	Fire Department	26,900
	<b>TOTAL MATERIALS AND SERVICES</b>	<b>304,200</b>
10	Treated Water	6,500
20	Raw Water	500
30	Wastewater	6,000
40	Streets & Street Lighting	3,000
50	Storm Sewers	3,000
60	Parks & Recreation	1,000
70	Fire Department	766,000
	<b>TOTAL CAPITAL OUTLAY</b>	<b>786,000</b>
10	Transfer to Treated Water Reserve Fund (15)	19,910
20	Transfer to Raw Water Reserve Fund (25)	2,398
30	Transfer to Wastewater Reserve Fund (35)	40,978
40	Transfer to Streets & Street Lighting Reserve Fund (45)	3,184
50	Transfer to Storm Sewers Reserve Fund (55)	3,934
60	Transfer to Parks & Recreation Reserve Fund (65)	12,948
70	Transfer to Fire Department Reserve Fund (75)	65,572
	<b>TOTAL OTHER</b>	<b>148,924</b>



**Scotia Community Services District**

## TREATED WATER FUND - 10

ACCOUNT CODE	REVENUE DESCRIPTION	PROPOSED BUDGET 2015-16
10-210	Available Cash on Hand	-
10-220	Interest Earnings	300
10-230	Property Tax <sup>1</sup>	-
10-240	Contingency Funding Contribution	28,000
10-250	Office Equipment/Furniture Capital Contribution	6,500
10-260	Fire Department Capital Contribution	-
10-270	Special Use Income	-
10-280	User Fee Revenues Necessary to Balance Budget	<b>271,150</b>
10-290	Miscellaneous	100
<b>TOTAL</b>		<b>306,050</b>

# Scotia Community Services District

RAW WATER FUND - 20

ACCOUNT CODE	REVENUE DESCRIPTION	PROPOSED BUDGET 2015-16
20-210	Available Cash on Hand	-
20-220	Interest Earnings	-
20-230	Property Tax <sup>1</sup>	-
20-240	Contingency Funding Contribution	12,000
20-250	Office Equipment/Furniture Capital Contribution	500
20-260	Fire Department Capital Contribution	-
20-270	Special Use Income	-
20-280	User Fee Revenues Necessary to Balance Budget	<b>34,098</b>
20-290	Miscellaneous	-
<b>TOTAL</b>		<b>46,598</b>

**Scotia Community Services District****WASTEWATER FUND - 30**

<b>ACCOUNT CODE</b>	<b>REVENUE DESCRIPTION</b>	<b>PROPOSED BUDGET 2015-16</b>
30-210	Available Cash on Hand	-
30-220	Interest Earnings	400
30-230	Property Tax <sup>1</sup>	-
30-240	Contingency Funding Contribution	44,000
30-250	Office Equipment/Furniture Capital Contribution	6,000
30-260	Fire Department Capital Contribution	-
30-270	Special Use Income	-
30-280	User Fee Revenues Necessary to Balance Budget	<b>360,978</b>
30-290	Miscellaneous	100
<b>TOTAL</b>		<b>411,478</b>

**Scotia Community Services District**  
STREETS & STREET LIGHTING - 40

ACCOUNT CODE	REVENUE DESCRIPTION	PROPOSED BUDGET 2015-16
40-210	Available Cash on Hand	-
40-220	Interest Earnings	200
40-230	Property Tax <sup>1</sup>	-
40-240	Contingency Funding Contribution	15,000
40-250	Office Equipment/Furniture Capital Contribution	3,000
40-260	Fire Department Capital Contribution	-
40-270	Special Use Income	-
40-280	User Fee Revenues Necessary to Balance Budget	<b>45,284</b>
40-290	Miscellaneous	100
<b>TOTAL</b>		<b>63,584</b>

# Scotia Community Services District

## STORM SEWERS -50

ACCOUNT CODE	REVENUE DESCRIPTION	PROPOSED BUDGET 2015-16
50-210	Available Cash on Hand	-
50-220	Interest Earnings	100
50-230	Property Tax <sup>1</sup>	-
50-240	Contingency Funding Contribution	14,000
50-250	Office Equipment/Furniture Capital Contribution	3,000
50-260	Fire Department Capital Contribution	-
50-270	Special Use Income	-
50-280	User Fee Revenues Necessary to Balance Budget	<b>31,134</b>
50-290	Miscellaneous	100
<b>TOTAL</b>		<b>48,334</b>

**Scotia Community Services District****PARKS & RECREATION - 60**

<b>ACCOUNT CODE</b>	<b>REVENUE DESCRIPTION</b>	<b>PROPOSED BUDGET 2015-16</b>
60-210	Available Cash on Hand	-
60-220	Interest Earnings	100
60-230	Property Tax <sup>1</sup>	-
60-240	Contingency Funding Contribution	5,000
60-250	Office Equipment/Furniture Capital Contribution	1,000
60-260	Fire Department Capital Contribution	-
60-270	Special Use Income	500
60-280	User Fee Revenues Necessary to Balance Budget	<b>95,548</b>
60-290	Miscellaneous	-
<b>TOTAL</b>		<b>102,148</b>

**Scotia Community Services District****FIRE DEPARTMENT - 70**

<b>ACCOUNT CODE</b>	<b>REVENUE DESCRIPTION</b>	<b>PROPOSED BUDGET 2015-16</b>
70-210	Available Cash on Hand	-
70-220	Interest Earnings	200
70-230	Property Tax <sup>1</sup>	-
70-240	Contingency Funding Contribution	17,000
70-250	Office Equipment/Furniture Capital Contribution	-
70-260	Fire Department Capital Contribution	766,000
70-270	Special Use Income	-
70-280	User Fee Revenues Necessary to Balance Budget	<b>194,572</b>
70-290	Miscellaneous	-
<b>TOTAL</b>		<b>977,772</b>

# Scotia Community Services District

## TREATED WATER FUND - 10

ACCOUNT CODE	EXPENDITURE DESCRIPTION	PROPOSED BUDGET 2015-16
<b>Personnel Services</b>		
10-300	Attorney	7,600
10-310	Auditor (Annual Audit)	4,560
10-320	Board Stipend	2,280
10-330	Bookkeeping/CPA Consult	1,900
<b>10-335</b>	<b>IT Services</b>	<b>5,700</b>
10-340	Engineering	<b>5,400</b>
10-350	Operations/Maintenance Staff (Salaries & Benefits)	149,000
<b>TOTAL PERSONNEL SERVICES</b>		<b>176,440</b>
<b>Materials and Services</b>		
10-400	Bond, Dues, Publications	2,000
10-410	General Supplies, Lab, Permitting & Monitoring	14,000
10-420	Utilities- water, sewer, Assess., communications	2,200
10-430	General Maint & Repair	14,000
10-440	Liability Insurance	15,000
10-450	Electrical	19,000
10-460	Contracted Maintenance Services	9,000
<b>TOTAL MATERIALS AND SERVICES</b>		<b>75,200</b>
<b>Other Expenditures</b>		
10-550	Transfer to Equipment Replacement Reserve Fund (15)	12,920
<b>10-555</b>	<b>Debt Service for Board Office Building</b>	<b>6,990</b>
<b>10-560</b>	<b>Debt Service for Winema Theater Roof</b>	
<b>TOTAL OTHER EXPENDITURES</b>		<b>19,910</b>
<b>Capital Outlay</b>		
10-650	Office Equipment/furnishings Start-up	6500
<b>TOTAL CAPITAL EXPENDITURES</b>		<b>6,500</b>
<b>TOTAL ALL EXPENDITURES</b>		<b>278,050</b>



# Scotia Community Services District

RAW WATER FUND - 20

ACCOUNT CODE	EXPENDITURE DESCRIPTION	PROPOSED BUDGET 2015-16
<b>Personnel Services</b>		
20-300	Attorney	400
20-310	Auditor (Annual Audit)	240
20-320	Board Stipend	120
20-330	Bookkeeping/CPA Consult	100
<b>20-335</b>	<b>IT Services</b>	<b>300</b>
20-340	Engineering	<b>600</b>
20-350	Operations/Maintenance Staff (Salaries & Benefits)	7,480
<b>TOTAL PERSONNEL SERVICES</b>		<b>9,240</b>
<b>Materials and Services</b>		
20-400	Bond, Dues, Publications	500
20-410	General Supplies, Lab, Permitting & Monitoring	500
20-420	Utilities- water, sewer, Assess., communications	500
20-430	General Maint & Repair	1,000
20-440	Liability Insurance	5,000
20-450	Electrical	14,000
20-460	Contracted Maintenance Services	1,000
<b>TOTAL MATERIALS AND SERVICES</b>		<b>22,500</b>
<b>Other Expenditures</b>		
20-550	Transfer to Equipment Replacement Reserve Fund (25)	2,030
<b>20-555</b>	<b>Debt Services for Board Office Building</b>	<b>368</b>
<b>20-560</b>	<b>Debt Services for Winema Theater Roof</b>	
<b>TOTAL OTHER EXPENDITURES</b>		<b>2,398</b>
<b>Capital Outlay</b>		
20-650	Office Equipment/furnishings Start-up	500
<b>TOTAL CAPITAL EXPENDITURES</b>		<b>500</b>
<b>TOTAL ALL EXPENDITURES</b>		<b>34,638</b>

# Scotia Community Services District

## WASTEWATER FUND - 30

ACCOUNT CODE	EXPENDITURE DESCRIPTION	PROPOSED BUDGET 2015-16
<b>Personnel Services</b>		
30-300	Attorney	8,000
30-310	Auditor (Annual Audit)	4,800
30-320	Board Stipend	2,400
30-330	Bookkeeping/CPA Consult	2,000
<b>30-335</b>	<b>IT Services</b>	<b>6,000</b>
30-340	Engineering	<b>6,000</b>
30-350	Operations/Maintenance Staff (Salaries & Benefits)	156,500
<b>TOTAL PERSONNEL SERVICES</b>		<b>185,700</b>
<b>Materials and Services</b>		
30-400	Bond, Dues, Publications	2,500
30-410	General Supplies, Lab, Permitting & Monitoring	55,000
30-420	Utilities- water, sewer, Assess., communications	4,800
30-430	General Maint & Repair	10,000
30-440	Liability Insurance	30,000
30-450	Electrical	25,000
30-460	Contracted Maintenance Services	7,500
<b>TOTAL MATERIALS AND SERVICES</b>		<b>134,800</b>
<b>Other Expenditures</b>		
30-550	Transfer to Equipment Replacement Reserve Fund (35)	33,620
<b>30-555</b>	<b>Debt Services for Board Office Building</b>	<b>7,358</b>
<b>30-560</b>	<b>Debt Services for Winema Theater Roof</b>	
<b>TOTAL OTHER EXPENDITURES</b>		<b>40,978</b>
<b>Capital Outlay</b>		
30-650	Office Equipment/furnishings Start-up	6,000
<b>TOTAL CAPITAL EXPENDITURES</b>		<b>6,000</b>
<b>TOTAL ALL EXPENDITURES</b>		<b>367,478</b>

**Scotia Community Services District**  
STREETS & STREET LIGHTING - 40

ACCOUNT CODE	EXPENDITURE DESCRIPTION	PROPOSED BUDGET 2015-16
<b>Personnel Services</b>		
40-300	Attorney	1,000
40-310	Auditor (Annual Audit)	600
40-320	Board Stipend	300
40-330	Bookkeeping/CPA Consult	50
<b>40-335</b>	<b>IT Services</b>	<b>150</b>
40-340	Engineering	-
40-350	Operations/Maintenance Staff (Salaries & Benefits)	19,100
<b>TOTAL PERSONNEL SERVICES</b>		<b>21,200</b>
<b>Materials and Services</b>		
40-400	Bond, Dues, Publications	200
40-410	General Supplies, Lab, Permitting & Monitoring	500
40-420	Utilities- water, sewer, Assess., communications	4,000
40-430	General Maint & Repair	6,000
40-440	Liability Insurance	5,000
40-450	Electrical	4,500
40-460	Contracted Maintenance Services	1,000
<b>TOTAL MATERIALS AND SERVICES</b>		<b>21,200</b>
<b>Other Expenditures</b>		
<b>40-555</b>	<b>Debt Services for Board Office Building</b>	<b>184</b>
<b>40-560</b>	<b>Debt Services for Winema Theater Roof</b>	
40-550	Transfer to Equipment Replacement Reserve Fund (45)	3,000
<b>TOTAL OTHER EXPENDITURES</b>		<b>3,184</b>
<b>Capital Outlay</b>		
40-650	Office Equipment/furnishings Start-up	3,000
<b>TOTAL CAPITAL EXPENDITURES</b>		<b>3,000</b>
<b>TOTAL ALL EXPENDITURES</b>		<b>48,584</b>

# Scotia Community Services District

## STORM SEWERS -50

ACCOUNT CODE	EXPENDITURE DESCRIPTION	PROPOSED BUDGET 2015-16
<b>Personnel Services</b>		
50-300	Attorney	1,000
50-310	Auditor (Annual Audit)	600
50-320	Board Stipend	300
50-330	Bookkeeping/CPA Consult	50
<b>50-335</b>	<b>IT Services</b>	<b>\$150</b>
50-340	Engineering	-
50-350	Operations/Maintenance Staff (Salaries & Benefits)	19,100
<b>TOTAL PERSONNEL SERVICES</b>		<b>21,200</b>
<b>Materials and Services</b>		
50-400	Bond, Dues, Publications	200
50-410	General Supplies, Lab, Permitting & Monitoring	2,000
50-420	Utilities- water, sewer, Assess., communications	2,500
50-430	General Maint & Repair	1,000
50-440	Liability Insurance	500
50-450	Electrical	-
50-460	Contracted Maintenance Services	-
<b>TOTAL MATERIALS AND SERVICES</b>		<b>6,200</b>
<b>Other Expenditures</b>		
50-550	Transfer to Equipment Replacement Reserve Fund (55)	3,750
<b>50-555</b>	<b>Debt Services for Board Office Building</b>	<b>184</b>
<b>50-560</b>	<b>Debt Services for Winema Theater Roof</b>	
<b>TOTAL OTHER EXPENDITURES</b>		<b>3,934</b>
<b>Capital Outlay</b>		
50-650	Office Equipment/furnishings Start-up	3,000
<b>TOTAL CAPITAL EXPENDITURES</b>		<b>3,000</b>
<b>TOTAL ALL EXPENDITURES</b>		<b>34,334</b>

**Scotia Community Services District**  
PARKS & RECREATION - 60

ACCOUNT CODE	EXPENDITURE DESCRIPTION	PROPOSED BUDGET 2015-16
<b>Personnel Services</b>		
60-300	Attorney	1,000
60-310	Auditor (Annual Audit)	600
60-320	Board Stipend	300
60-330	Bookkeeping/CPA Consult	500
<b>60-335</b>	<b>IT Services</b>	<b>1,500</b>
60-340	Engineering	-
60-350	Operations/Maintenance Staff (Salaries & Benefits)	61,900
<b>TOTAL PERSONNEL SERVICES</b>		<b>65,800</b>
<b>Materials and Services</b>		
60-400	Bond, Dues, Publications	100
60-410	General Supplies, Lab, Permitting & Monitoring	4,500
60-420	Utilities- water, sewer, Assess., communications	4,800
60-430	General Maint & Repair	5,000
60-440	Liability Insurance	1,000
60-450	Electrical	1,000
60-460	Contracted Maintenance Services	1,000
<b>TOTAL MATERIALS AND SERVICES</b>		<b>17,400</b>
<b>Other Expenditures</b>		
60-550	Transfer to Equipment Replacement Reserve Fund (65)	3,750
<b>60-555</b>	<b>Debt Services for Board Office Building</b>	<b>1,840</b>
<b>60-560</b>	<b>Debt Services for Winema Theater Roof</b>	<b>7,358</b>
<b>TOTAL OTHER EXPENDITURES</b>		<b>12,948</b>
<b>Capital Outlay</b>		
60-650	Office Equipment/furnishings Start-up	1,000
<b>TOTAL CAPITAL EXPENDITURES</b>		<b>1,000</b>
<b>TOTAL ALL EXPENDITURES</b>		<b>97,148</b>

# Scotia Community Services District

## FIRE DEPARTMENT - 70

ACCOUNT CODE	EXPENDITURE DESCRIPTION	PROPOSED BUDGET 2015-16
<b>Personnel Services</b>		
70-300	Attorney	1,000
70-310	Auditor (Annual Audit)	600
70-320	Board Stipend	300
70-330	Bookkeeping/CPA Consult	400
<b>70-335</b>	<b>IT Services</b>	<b>1,200</b>
70-340	Engineering	-
70-350	Operations/Maintenance Staff (Salaries & Benefits)	98,800
<b>TOTAL PERSONNEL SERVICES</b>		<b>102,300</b>
<b>Materials and Services</b>		
70-400	Bond, Dues, Publications	2,000
70-410	General Supplies, Lab, Permitting & Monitoring	6,200
70-420	Utilities- water, sewer, Assess., communications	1,200
70-430	General Maint & Repair	7,000
70-440	Liability Insurance	5,000
70-450	Electrical	5,000
70-460	Contracted Maintenance Services	500
<b>TOTAL MATERIALS AND SERVICES</b>		<b>26,900</b>
<b>Other Expenditures</b>		
70-550	Transfer to Equipment Replacement Reserve Fund (75)	64,100
<b>70-555</b>	<b>Debt Services for Board Office Building</b>	<b>1,472</b>
<b>70-560</b>	<b>Debt Services for Winema Theater Roof</b>	
<b>TOTAL OTHER EXPENDITURES</b>		<b>65,572</b>
<b>Capital Outlay</b>		
70-650	Office Equipment/furnishings Start-up	766,000
<b>TOTAL CAPITAL EXPENDITURES</b>		<b>766,000</b>
<b>TOTAL ALL EXPENDITURES</b>		<b>960,772</b>

## **Scotia Community Services District**

### **Staff Report**

DATE: August 6, 2015  
TO: Scotia Community Services District Board of Directors  
FROM: Steve Tyler, Interim District Manager  
SUBJECT: SCSD Injury and Illness Prevention Program Update

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#### **RECOMMENDATION:**

The Administrative staff recommends that the Board receive a staff report on the SCSD Injury and Illness Prevention (IIP) Program and provide staff with any comments, concerns or questions.

**ACTION:** None

#### **DISCUSSION:**

The Draft IIP Program developed by Planwest consultant Dan Faramisco, pursuant to the California Occupational Safety and Health Act of 1973, addresses health and safety risks and health hazards for District managed facilities, including but not limited to: water storage and distribution systems, wastewater collection treatment and disposal systems, storm drainage, fire services, parks and recreation, the Winema Theatre and the Scotia Museum. The IIP Program:

- Identifies actual and potential safety or health hazards in the workplace and describes measures to eliminate or control them;
- Identifies assistance available to the Scotia CSD, including sources for technical expertise;
- Includes a description of all facilities and operations subject to the program and defines applicable program elements and training for those facilities and operations;
- Interprets applicable safety and health standards;
- Establishes the worksite Injury and Illness Prevention Program for Scotia CSD; and
- Develops protocols and procedures for conducting safety, health and hazards training of supervisory and non-supervisory personnel and the Scotia CSD Board.

A draft IIP Program was received July 28, 2015, and will be presented for Board review at the next regular Board Meeting. The SCSD working group will be reviewing the document at their August 11, 2015 meeting.

#### **BUDGET/FISCAL IMPACT:**

The Contract amount is included in Planwest's overall staffing services contract.