



***Board Packet for
April 17, 2014
Board Meeting***



**NOTICE IS HEREBY GIVEN THAT
THE *BOARD OF DIRECTORS "ELECT"*
will be hosting our
Oath of Office- Ceremonies at
THE FIRST OFFICIAL MEETING of the
Scotia
Community Services District**

**WILL BE HELD AT:
122 MAIN STREET
SCOTIA, CALIFORNIA
THURSDAY, April 17, 2014
6:30 P.M.**

Introductions of:

Scotia Community Service District - Board of Directors:

Rick Walsh, Director 'elect'

Gayle McKnight, Director 'elect'

John Broadstock, Director 'elect'

1st District Humboldt County Supervisor Rex Bohn

**Town of Scotia Company, LLC, Frank Bacik, President
Scotia CSD - Interim General Manager, Mark Richardson**

**1st District Supervisor Rex Bohn to officiate the
"Oath of Office", pursuant to State Election Codes
*"Reception to follow First Board Meeting"***

**Scotia Community Service District
Meeting of April 17, 2014**

AGENDA

A. CALL TO ORDER

ROLL CALL of DIRECTORS

PLEDGE OF ALLEGIANCE

ADDITIONS TO THE AGENDA

Items may be added to the agenda in accordance with Section 54954.2(b)(t) of the Government Code (Brown Act). Items will be added to the agenda only on the basis that *there is a need to take immediate action* and that the *need for action came to the attention* of the Scotia Community Services District Board of Directors *after the agenda was posted*. All documentation supporting this agenda is available for public review in the District office during normal business hours.

B. SETTING OF AGENDA

C. APPROVAL/DISAPPROVAL OF MINUTES FROM PREVIOUS MEETING(S)

D. PUBLIC COMMENTS & WRITTEN COMMUNICATIONS

Regularly scheduled meetings will provide an opportunity for members of the public to directly address the SCSD Board Members-Elect 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-elect's jurisdiction. Comments are not generally taken on non-action items such as reports or information.

CORRESPONDENCE

E. PUBLIC HEARING

F. REPORTS

G. NEW BUSINESS

1. NEW BUSINESS

Future meetings for the SCSD will be established by By-Laws to be reviewed and adopted at a future meeting. In the interim period, the board may consider motions to set the next regular and next special meeting of the Board

G1-a: Consider Motion to set time and place of next **Regular meeting of the SCSD Board**. Thursday, May 15, 2014, 6:30 pm to be located at 122 Main Street Scotia California

G2-b: Consider Motion to set time and place of **Special Meeting of the SCSD Board** for Thursday, May 1, 2014, 6:30 pm to be located at 122 Main Street, Scotia California.

G1-c: Consider Motion to Post Notice to Registered Voters Residing Within the SCSD for consideration of appointment to the Scotia CSD Board of Directors. (attachment G1-c)

H. ADJOURNMENT

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 Service District
Meeting of April 17, 2014**

AGENDA ITEMS

ITEM G1-c :

VACANT BOARD OF DIRECTORS SEAT

POSTING OF NOTICE

**NOTICE/INFORMATION FROM COUNTY ELECTIONS -
"Vacancies on Special District Boards"**



G1-c

VACANT BOARD OF DIRECTORS' SEAT

NOTICE TO REGISTERED VOTERS RESIDING WITHIN THE SCOTIA COMMUNITY SERVICES DISTRICT

The Scotia Community Services District (SCSD) was conditionally approved by the Local Agency Formation Commission (LAFCo) in October 2010. This was confirmed by an election of the Scotia Community on August 30, 2011. The new SCSD is governed by a 5 member Board of Directors. Each board member serves a two or four year term. The current board membership was **elected in August 2011**, and included 5 members of the community to serve in the start-up of our brand new public agency, **Scotia Community Services District (SCSD)**.

Two of the elected board members have moved out of the District, and therefore, the Board of Directors would like to appoint two (2) members of the community to serve the balance of the terms, which will be two-year terms.

The District is in the process of initial start up activities, such as the development of departments, codes and regulations, related policies and procedures, budgeting, reviewing of water and sewer rates, and issues in the formation of a new District.

Board membership requires a contribution of time, creativity, patience, and ability to work cooperatively, and to make good decisions on behalf of the public they serve. This individual must also have a personal commitment to the SCSD's mission to provide safe drinking water, wastewater services, fire protection, development of a Parks and Recreation Department, and the management of storm water issues.

Candidates must be registered voters and reside in the districts' service area

Those interested in being considered to fill this vacancy are asked to fill out an application and prepare a brief letter of interest which explains why they want to become a SCSD Board Director and what skill sets and experience they would bring to the board.

Applications are available at the Town of Scotia Company, Legal Affairs 113 Main Street, Suite A, Scotia, CA 95565

Applications accepted until FILLED

and can be dropped off or mailed to Scotia CSD c/o Town of Scotia Co., Box 245, 113 Main Street, Suite A, Scotia, CA 95565, attention Mark Richardson, Interim General Manager.

Please contact Mark Richardson, Interim General Manager, SCSD at 707-764-4114 or email at mrichardson@townofscotia.com for application and with any questions or comments regarding the filling of the Board Vacancy.

Posted April 17, 2014

VACANCIES ON SPECIAL DISTRICT BOARDS

Action Required by the Governing Board

The district shall notify the County Elections Office (445-7481; Judi Hedgpeth) of the vacancy no later than 15 days following either the date on which the district board is notified of the vacancy or the effective date of the vacancy, whichever is later.

The remaining district board members have 60 days immediately subsequent to either the date on which the district board is notified of the vacancy or the effective date of the vacancy whichever is later, to fill the vacancy

1. by appointment or
2. by calling a special election

Appointments to Fill Vacancies

If the district board decides to appoint someone to fill the vacancy, the board must first post a notice of the vacancy in at least three conspicuous locations in the district at least 15 days before the appointment is made.

The County Elections Office encourages district boards preparing to make appointments to provide the names and residential addresses of potential appointees so that it can be substantiated that they live in the district to whose board they may be appointed.

The board must notify the County Elections Office of the appointment no later than 15 days after the appointment is made.

The person appointed shall hold office until the next general district election that is scheduled 130 or more days after the date the district board is notified of the vacancy, and thereafter until the person elected at that election to fill the vacancy has been qualified. The person elected to fill the vacancy shall fill the balance of the unexpired term. If the term of office is due to expire following the next general district election and that election is scheduled 130 or more days after the date the County Elections Office is notified of the vacancy, the person appointed to the vacancy shall fill the balance of the unexpired term of his or her predecessor.

Government code §1780 (a)

Elections to Fill Vacancies

In lieu of making an appointment the remaining members of the board may within 60 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, call an election to fill the vacancy.

The election shall be held on the next established date that is 130 or more days after the date the district board calls an election.

Government code §1780 (a)

If the District Board Fails to Act

If the vacancy is not filled by the district board by either making an appointment or calling a special election within 60 days of the date the district is notified of the vacancy or the effective date of the vacancy, whichever is later, the following shall occur.

Within the next 30 days, the City Council of the city in which the district is wholly located, or if the district is not wholly located within a city, the Board of Supervisors of the county representing the larger portion of the district area in which the election to fill the vacancy will be held, may fill the vacancy by appointment or may order the district to call an election to fill the vacancy.

The election shall be held on the next established election date that is 130 or more days after the date the city council or board of supervisors calls the election.

Government code §1780 (b)

If the District Board Lacks a Quorum to Act Within 60 Days

If the number of remaining members of the district board falls below a quorum, at the request of the district secretary, or a remaining board member, the Board of Supervisors or the City Council, may waive the 60-day period during which time the district board is allowed to take action, but can't because there is no quorum, move directly to the 30-day period where the Board of Supervisors may take action.

Again, the board may either appoint immediately to fill the vacancy or may call an election to fill the vacancy.

The election shall be held on the next established election that is 130 or more days after the date the district calls the election.

Government code §1780 (c) 2

If the Board of Supervisors Fails to Act

If within 90 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, no action has been taken by any governing body to fill the vacancy by appointment or by calling for a special election, the district must call an election to fill the vacancy.

The election shall be held on the next established election that is 130 days or more days after the date the district board calls the election.

Government code §1780 (c)

Term of Office

A person appointed to fill a vacancy shall hold office only until the next general district election that is scheduled 130 or more days after the date the county elections official is

notified of the vacancy and thereafter until the person elected at that election to fill the vacancy has been qualified to fill the vacancy for the remainder of the unexpired term.

A person elected at an election to fill the vacancy shall hold the office for the remainder of the unexpired term.

A person elected at a regular board member election or appointed in-lieu of election takes office at noon on the first Friday in December following his or her election in November.



Scotia Community Service District

P. O. BOX 245, Scotia CA 95565

PHONE (707) 764-4114

Board of Directors Candidate Application

Name _____ Phone _____

Address _____

Relevant Experience and/or Employment _____

Why are you interested in our organization? _____

Area(s) of expertise/Contribution you feel you can make _____

Other volunteer commitments _____

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For Board Use

___ Nominee has had a personal meeting with either the District Administrator,
Board Chair, or other board member. Date _____

___ Nominee attended a board meeting. Date _____

___ Nominee interviewed by the board. Date _____

Action taken by the board _____

To All Scotia Residents:

Your Scotia Community Services District
Elected Directors will take the **Oath of Office**
In a Ceremony Officiated by
1st District Humboldt County Supervisor
Rex Bohn

Thursday, April 17, 2014 @ 6:30 pm
Scotia CSD Office @ 120 Main Street

Meet the Directors / Ask Questions / Visit Your
Scotia Museum / Winema Theater / District Offices

Reception Following Meeting (Adults Only Please)

On March 17, 2014 the Local Agency Formation
Commission (LAFCo) Certified Completion of the
CSD Conditions of Approval.

The CSD is now formally in effect, and in the weeks and
months to come will transition to become Scotia's civil
governance, providing fire protection, utilities, and parks and
recreation services for all Scotia residents.