



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

WILL BE HELD AT: 122  
MAIN STREET  
SCOTIA, CALIFORNIA

**Thursday, March 15, 2018**  
**Regular 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. CONSENT CALENDAR**

**1. Approval of Minutes from Previous Meetings**

**February 15, 2018**

**March 1, 2018**

**2. Approval of February 1, 2018 – February 28, 2018 Check Registers**

- D. PUBLIC COMMENT & WRITTEN COMMUNICATION**

Regularly scheduled meetings provide an opportunity for members of the public to directly address the SCSD Board Members 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 jurisdiction. Comments are not generally taken on non-action items such as reports or information. Comments should be limited to three minutes.

- E. PUBLIC HEARING – NONE**

- F. BUSINESS**

**1. New Business –**

- a. Opening of Sealed Bid Auction Bids for Heisler Engine #9 and associated logging equipment** p. 9

- b. Announcement of Board Decision and consider Adoption of Resolution 2018-3 A Resolution of the Scotia Community Services District Accepting a Sealed Bid for Heisler Engine #9 and associated logging equipment Surplus Property.** p. 13

**2. Old Business – None**

- G. REPORTS**

No specific action is required on these items, but the Board may briefly discuss any particular item raised.

*AGENDA FOR MEETING OF THE SCSD BOARD OF  
DIRECTORS  
March 15, 2018  
POSTED at 5:00 PM March 8, 2018*

- 1. President's Report:**
- 2. Board Director Reports:**
- 3. General Manager's Report:**
  - a. Recruitment Information
  - b. Fire Tank drawdown
  - c. Dam seepage
  - d. Dam Inspection
  - e. Wastewater Treatment Inspection
  - f. NPDES Inspection
  - g. Escrow Update
- 4. Special Counsel's Report:**
- 5. Engineer's Report:**
- 6. Fire Chief's Status Report:**
- 7. Board Clerk Report:**

## **H. ADJOURNMENT**

Next Regular Meeting of the SCSD will be April 19<sup>th</sup>, 2018 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.

Minutes of the REGULAR Board Meeting for the  
Scotia Community Services District  
Thursday, February 15, 2018 at 5:30 P.M.

**A. CALL TO ORDER/ ROLL CALL/PLEDGE OF ALLEGIANCE**

The regular meeting of the Board of Directors of the Scotia Community Services District convened at 5:34 pm with the following directors in attendance:

Diane Bristol	Director - Absent
Paul Newmaker	Director – Present
Scott Pitcairn	Director – Present
Susan Pryor	Director – Absent
Rick Walsh	President – Present

Staff: Leslie Marshall, General Manager; Steve Tyler, Assistant General Manager; Julie Thomas, Board Clerk; and Traci Cannon, Executive Assistant (left after item H1a).

**B. SETTING OF AGENDA**

Strike closed session – Response received from TOS, but not enough time to review.

Table Item H2F\_Resolution 2018-2: A Resolution of the Scotia Community Services District Board of Directors Accepting Counter Offer from Town of Scotia LLC. For Lot 33 (APN 205-411-005) and Lot 34 (APN 205-411-006)

Items H1B and H1C do not need to be approved by resolution. They are covered under Resolution 2016-1, Personnel Policies and Procedures.

**C. CONSENT CALENDAR**

**1. Approval of Minutes from Previous Meetings**

**January 18, 2018**

**2. Approval of January 1, 2018 – January 31, 2018 Check Registers**

No public comment

**Motion:** Approve Consent Calendar

**Motion:** Newmaker                      **Second:** Pitcairn

**Motion Vote:** Ayes -3 Newmaker, Pitcairn, Walsh      **Opposed – 0**      **Absent – 2** Pryor, Bristol **Abstain - 0**

**D. PUBLIC COMMENT & WRITTEN COMMUNICATION**

No public comment

**E. ADJOURN TO CLOSED SESSION – Item tabled until next meeting.**

**1.** Call to Order - \_\_ pm

**2.** Roll Call

**3.** Government Code §54956.8 Real Property Negotiations. Agency Negotiators: Stephen C Tyler, Leslie Marshall, Susan Pryor, Tracy M Boobar. Negotiating Parties: Scotia Community Services District & Town of Scotia Company LLC.

**4.** Closed Session Discussion

**F. ADJOURN TO OPEN SESSION \_\_PM**

*AGENDA FOR MEETING OF THE SCSD BOARD OF  
DIRECTORS  
February 15, 2018  
POSTED at 5:00 PM February 8, 2018*

**1. Report out of Closed Session**

Nothing to report – tabled until next meeting.

**G. PUBLIC HEARING – NONE**

**H. BUSINESS**

**1. New Business –**

**a. FY 2017/18 Mid-Year Budget Review**

GM introduced and explained budget amendment. The proposed amendment is a conservative estimate and uses the YTD amounts to project to the end of the FY.

Board discussed.

No public comment

**b. Consider Adopting Resolution 2018-3: A Resolution of the Scotia Community Services District Board of Directors Establishing Job Classifications and Salary Schedules**

Board clerk explained that this item and the following item (H1C) do not need to be approved as resolutions. They fall under Resolution 2016-1 Adopting Personnel Policies and Procedures.

Asst. GM introduced the job classifications and salary schedule and explained that Section 3.3 of the SCSD Personnel Policies and Procedures requires that the Board of Directors adopt job classifications and a salary schedule. Board discussed.

No public comment.

Fiscal Impact is demonstrated in the adopted table.

**Motion:** To approve the Job Classifications and Salary Schedule as presented.

**Motion:** Newmaker                      **Second:** Pitcairn

**Motion Vote:** Ayes - 3 Newmaker, Pitcairn, Walsh **Opposed – 0 Absent – 2 Pryor, Bristol** **Abstain - 0**

**c. Consider Adopting Resolution 2018-4: A Resolution of the Scotia Community Services District Board of Directors Establishing a Five Step Pay Range**

Asst. GM introduced and explained that Section 3.3 of the SCSD Personnel Policies and Procedures requires that the Board of Directors adopt a Five-Step Pay Range. Board discussed.

No public comment

**Motion:** To establish a five-step Pay Range with a 2% increase for each step.

**Motion:** Newmaker                      **Second:** Pitcairn

**Motion Vote:** Ayes - 3 Newmaker, Pitcairn, Walsh **Opposed – 0 Absent – 2 Bristol, Pryor** **Abstain - 0**

**d. Complete Form 700's for 2018**

Board Clerk introduced and reminded the Board that Form 700's must be completed annually. Newmaker, Pitcairn and Walsh completed and submitted forms to Board Clerk.

No public comment

**e. Reminder for Ethics Certificates**

Board Clerk introduced and reminded Board that ethics training must be completed every two years. Board members were instructed to submit certificates upon completion

**f. Announcement of Sealed Bid Auction for Surplus Property**

GM explained the sealed bid auction timeline. Board discussed that money from the auction goes back to Parks and Recreation improvement.

No public comment.

**2. Old Business –**

- a. Consider Adopting Resolution 2018-2: A Resolution of the Scotia Community Services District Board of Directors Accepting Counter Offer from Town of Scotia LLC. For Lot 33 (APN 205-411-005) and Lot 34 (APN 205-411-006)**

ITEM TABLED.

**I. REPORTS**

No specific action is required on these items, but the Board may briefly discuss any particular item raised.

**1. President’s Report:**

President asked what the status is with the sodium hypochlorite. Staff and board discussed the various options and the consideration to switch from chlorine gas to sodium hypochlorite.

President Walsh asked about the status of the reported that the copper spools have been delivered but cannot be installed until May. They are being stored securely in the meantime.

**2. Board Director Reports:**

Director Pitcairn asked at what pressure the water is set. GM to check and report back to Director Pitcairn

**3. General Manager’s Report:**

CALARP Training complete– Document needs updating, primarily contact information. CAL-ARP personnel appeared satisfied with wastewater treatment plant operations.

GM informed Board of the dam seepage that was reported. Observations led to the assumption that it is the log pond dam this is seeping – log pond subsequently lowered by 12 inches which resulted in cessation of the seepage. SHN is looking at options to repair this portion of the dam.

SCSD was notified of HRC surface runoff discharge near the water intake. Notified HRC – awaiting response. If no response from HRC, a formal complaint to the Water Quality Control Board will need to be made.

Work is being done on fire pump pipes.

Gregory Hufford continues to work on possible bypass for the fire tanks.

Tank Inspection: Steve Davidson recommends strongly against it at this time. Purchase of sonic metal thickness tester may be an option.

The district is considering purchasing new chlorine scales for the WWTP.

**4. Special Counsel’s Report: None**

**5. Engineer’s Report: None**

**6. Fire Chief’s Status Report: None**

**7. Board Clerk Report:** Special meeting scheduled for March 1, 2018. Gave update on the status of the website – the web design is complete

**J. ADJOURNMENT 6:52 PM By President Rick Walsh**

Next Regular Meeting of the SCSD will be March 15<sup>th</sup>, 2018 at 5:30 PM.

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Minutes of the SPECIAL Board Meeting for the  
Scotia Community Services District  
Thursday, March 1, 2018 at 12:00 P.M.

**A. CALL TO ORDER/ ROLL CALL/ PLEDGE OF ALLEGIANCE**

The special meeting of the Board of Directors of the Scotia Community Services District convened at 12:04 pm with the following directors in attendance:

Diane Bristol	Director – Present
Paul Newmaker	Director – Absent
Scott Pitcairn	Director – Present
Susan Pryor	Director – Present
Rick Walsh	President – Present

Staff: S. Tyler, L. Marshall

**SETTING OF AGENDA**

No public comment

**C. PUBLIC COMMENT & WRITTEN COMMUNICATION**

No public comment

**D. ADJOURN TO CLOSED SESSION 12:06 PM**

1. Call to Order
2. Roll Call

Diane Bristol	Director – Present
Paul Newmaker	Director – Absent
Scott Pitcairn	Director – Present
Susan Pryor	Director – Present
Rick Walsh	President – Present

3. Government Code §54956.8 Real Property Negotiations. Agency Negotiators: Stephen C Tyler, Leslie Marshall, Susan Pryor, Tracy M Boobar. Negotiating Parties: Scotia Community Services District & Town of Scotia Company LLC.
4. Closed Session Discussion at 12:36 pm

**E. ADJOURN TO OPEN SESSION 12:38**

1. Report out of Closed Session

Board reached consensus in moving forward to adopt Resolution 2018-2 Agreement of Purchase and Sale and Joint Escrow Instructions from Town of Scotia LLC for Lot 33 (APN 205-411-005) and Lot 34 Day Care Facility (APN 205-411-006)

**F. Public Hearing - None**

**G. Business –**

**1. New Business**

a. Consider Resolution 2018-2 Agreement of Purchase and Sale and Joint Escrow Instructions from Town of Scotia LLC for Lot 33 (APN 205-411-005) and Lot 34 Day Care Facility (APN 205-411-006)

No Public Comment

**Motion:** To Approve Resolution 2018-2 Agreement of Purchase and Sale and Joint Escrow Instructions from Town of Scotia LLC for Lot 33 (APN 205-411-005) and Lot 34 Day Care Facility (APN 205-411-006)

**Motion:** Walsh      **Second:** Pitcairn

**Motion Vote:** Ayes -4 Walsh, Pryor, Pryor, Bristol   **Opposed – 0**   **Absent – 1 - Newmaker**      **Abstain - 0**

**2. Old Business – None**

**H. ADJOURNMENT**

**Meeting adjourned at 12:42 pm by Board President Walsh.**

These minutes were approved by the Board of Directors of the Scotia Community Services District on March 15, 2017 at its duly-noticed regular meeting in Scotia, CA.

APPROVED:

\_\_\_\_\_  
Rick Walsh, President  
Board of Directors  
Scotia Community Services District

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Julie Thomas, Board Clerk  
Scotia Community Services District

\_\_\_\_\_  
Date



# Scotia Community Services District

## Staff Report

DATE: March 15, 2018  
TO: Scotia Community Services District Board of Directors  
FROM: Julie Thomas, Board Clerk  
SUBJECT: Opening of Sealed Bids

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### **RECOMMENDATION:**

The Administrative staff recommends that the SCSD Board open and examine all sealed bids to ensure that they meet the minimum requirements for consideration.

### **ACTION:**

Open all sealed bids in open-session.

### **DISCUSSION:**

At the January 18, 2018 SCSD Board meeting, the Board Adopted Ordinance 2018-1, An Ordinance of the Scotia Community Services District Board of Directors Adopting Title VIII – Surplus Property. In the Ordinance Chapter 3, Sec 3.01 (3) (b), identifies sealed bids as an appropriate method of disposal.

The sealed bid requirements are identified in the sealed bid form, attached.

### **FISCAL IMPACT:**

The minimum bid accepted will be \$25,000.00.

### **ATTACHMENTS:**

Sealed Bid Form with requirements.



## SURPLUS PROPERTY

### SEALED BID FORM

The Scotia Community Services District (CSD) will begin accepting *sealed* bids, on the below-described Train and Logging Equipment, on February 20<sup>th</sup>, 2018.

Equipment is sold in “as-is, where-is” condition with no guarantees or warranties. The Bidder is encouraged to visit the site and determine the conditions of the equipment.

#### Bid Requirements & Information:

1. All bids shall be received by the Scotia CSD by March 13<sup>th</sup>, 2018 at 3:00pm. The bids will be opened and read aloud at the regular meeting of the Scotia Community Services District Board of Directors on Thursday, March 15<sup>th</sup>, 2018 at 5:30pm and the successful bid will be announced. In the event that the District receives written bids that result in a tie, the bidders will be notified and given an opportunity to bid again. Only the highest bidders who made the same offer will be allowed to participate.
2. Bids shall be mailed to the District at P.O. Box 104 Scotia, CA 95565 **OR** submitted in person at the District Office at 122 Main Street, Scotia, CA 95565.
3. Bids shall be sealed inside an envelope marked “Sealed Bid Enclosed”. Failure to submit a bid in this manner will result in immediate disqualification of the bid.
4. The bid shall be accompanied by a certified cashier's check in the amount of the bid made out to the Scotia Community Services District. ***The minimum bid acceptable is \$25,000.00.***
5. The Bidder shall accept the Train and Logging Equipment in AS-IS condition. The Scotia CSD contracted a lead and asbestos survey for the Train and Logging Equipment in the Scotia Museum Park. Tests found presence of asbestos and lead-based paint on several of the Train and Logging Equipment parts. This report is kept by the Scotia CSD Office for review by bidders, etc. at the District Office at 122 Main Street, Scotia, CA 95565.
6. The Bidder shall completely remove all the Train and Logging Equipment described from the site at their expense, without damaging the site, ***within 180 consecutive calendar days***. All site damage shall be repaired to pre-existing condition at the Bidder’s expense. Equipment not removed within the specified time shall result in monthly storage fees, as determined by the Board, payable to the District. Additional time may be considered to allow for specific regulatory requirements.
7. The Bidder may not selectively bid each piece of equipment. The bid is for all the described equipment, which shall all be completely removed by the successful bidder from the site.
8. A condition of the bid is that the Train Engine shall be the last piece of equipment to be removed and the Steam Donkey shall be the second to last piece of equipment to be removed.
9. The Bidder is additionally responsible for the expense of equipment removal, transportation, mitigation of hazardous materials, and any permitting.



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10. Any Bid and accompanying cashier's check that is not selected will be returned to the address provided on the bid form via Certified Mail within 30 days of the close of the bid.

**Equipment description:**

1. Heisler Engine #9 Locomotive
2. Large Steam Donkey
3. Small Steam Donkey
4. Two (2) Tanks
5. Eight (8) Pulleys and Miscellaneous Equipment



**Bid submitted by:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_

E-mail \_\_\_\_\_

**MY BID AMOUNT IS \$** \_\_\_\_\_

I have read and agree to all aforementioned Bid terms and requirements.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Return bid and cashier's check in a sealed envelope, marked "Sealed Bid Enclosed", to the District Office at 122 Main Street, Scotia, CA 95565 or by mail to Post Office 104, Scotia, CA 95565, by the Bid date and time.

# Scotia Community Services District

## Staff Report

DATE: March 15, 2018  
TO: Scotia Community Services District Board of Directors  
FROM: Julie Thomas, Board Clerk  
SUBJECT: Announcement of Board Decision of Sealed Bid Auction

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### **RECOMMENDATION:**

The Administrative staff recommends the SCSD Board open and consider all bids meeting the sealed bid auction requirements and either award the winning bidder or reject all bids if there are no bids meeting minimum requirements.

### **ACTION:**

Announce Board's decision and, if applicable, the winning bidder. In the event of a winning bid, Adopt Resolution 2018-3 a Resolution of the Scotia Community Services District Board of Directors Accepting a Sealed Bid for Surplus Property.

### **DISCUSSION:**

At the January 18, 2017 SCSD Board meeting, the Board Adopted Ordinance 2018-1, An Ordinance of the Scotia Community Services District Board of Directors Adopting Title VIII – Surplus Property. Pursuant to the Ordinance, the District may dispose of surplus property through a sealed bid auction.

The sealed bid auction opened February 20<sup>th</sup> and closed March 13<sup>th</sup>, 2018 at 3:00pm.

The District Board needs to consider accepting a sealed bid, or if deemed necessary, reject all bids.

### **FISCAL IMPACT:**

### **ATTACHMENTS:**

Resolution 2018-3 a Resolution of the Scotia Community Services District Board of Directors Accepting a Sealed Bid for Surplus Property.

Sealed Bid Award Form

**RESOLUTION NO. 2018-3**  
**A RESOLUTION OF THE SCOTIA COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTORS**  
**ACCEPTING A SEALED BID FOR SURPLUS PROPERTY**

**WHEREAS**, the Scotia Community Services District closed escrow on properties related to providing services, began providing services to the community of Scotia, CA, and was transferred the #9 Heisler locomotive, steam donkeys, and associated logging equipment from the Town of Scotia LLC. on May 25, 2017;

**WHEREAS**, the Scotia Community Services District Staff presented public agency related liabilities associated with the #9 Heisler locomotive, steam donkeys, and associated logging equipment, including but not limited to: lead paint, asbestos, and climb and fall hazards, to the Board of Directors on June 15, 2017;

**WHEREAS**, District Staff posted signage related to the lead paint, asbestos, and climb and fall hazards, fenced the #9 Heisler locomotive, steam donkeys, and associated logging equipment completely with chain-link construction fencing, and researched options to keep and remediate the equipment, or to dispose of the equipment through a public bid or sealed bid process;

**WHEREAS**, the Scotia Community Services District staff contracted with SHN Consulting Engineers & Geologists for an asbestos and lead survey to be done for the #9 Heisler locomotive, steam donkeys, and associated logging equipment;

**WHEREAS**, the Scotia Community Services District staff presented the results of the asbestos and lead survey for the #9 Heisler locomotive, steam donkeys, and associated logging equipment to the Board of Directors on August 17, 2017;

**WHEREAS**, in consideration of the asbestos and lead survey results, potential climb and fall hazards, and associated remediation and upkeep costs presented to the Board on September 21, 2017, the Board of Directors motioned to put the #9 Heisler locomotive, steam donkeys, and associated logging equipment up for sealed bid auction;

**WHEREAS**, the Board of Directors held a first reading of Ordinance 2018-1 An Ordinance of The Scotia Community Services District Board of Directors Adopting Title VIII – Surplus Property on December 14, 2017 and adopted Ordinance 2018-1 on January 18, 2018;

**WHEREAS**, the #9 Heisler locomotive, steam donkeys, and associated logging equipment has been identified as surplus property;

**WHEREAS**, pursuant to Ordinance 2018-1, the Board of Directors may dispose of surplus property by sealed bid auction; and

**WHEREAS**, the Scotia Community Services District Board of Directors began the

sealed bid auction on February 20<sup>th</sup>, 2018, publicly noticed the sealed bid auction in the local Times Standard from February 20<sup>th</sup> to the 23<sup>rd</sup>, 2018, and closed bidding on March 13, 2018 at 3:00pm.

**NOW, THEREFORE, BE IT RESOLVED:** the Scotia Community Services District Board of Directors does hereby accept a sealed bid and dispose of the surplus property as follows:

SECTION 1: Pursuant to Ordinance 2018-1 An Ordinance of The Scotia Community Services District Board of Directors Adopting Title VIII – Surplus Property, the Board of Directors of the Scotia Community Services District hereby accepts a bid for surplus property in the amount of \$\_\_\_\_\_.

SECTION 2: Pursuant to the bid requirements, ownership of surplus property shall be transferred to\_\_\_\_\_, upon satisfactory completion of bid form requirements.

SECTION 3: The proposed action is not considered a project under CEQA, no further action is required.

SECTION 4: This Resolution shall become effective upon adoption.

**PASSED, APPROVED AND ADOPTED** on the 15<sup>th</sup> day of March, 2018:

APPROVED:

\_\_\_\_\_  
Rick Walsh, Board President, Scotia CSD

ATTEST:

\_\_\_\_\_  
Board Clerk, Scotia CSD

CLERK'S CERTIFICATE

I hereby certify that the foregoing is a true and correct copy of Resolution No. 2018-3, passed and adopted at a regular meeting of the Scotia Community Service District Board of Directors, County of Humboldt, State of California, held on the 15<sup>th</sup> day of March 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Board Clerk, Scotia CSD

Attached: Sealed Bid Form





## Sealed Bid Award Form

On this, the 15<sup>th</sup> day of March 2018, \_\_\_\_\_ has submitted a sealed bid in the amount of \$\_\_\_\_\_ and it has been determined by the Scotia Community Services District Board of Directors as the winning bid. The winning bidder acknowledges and accepts all sealed bid auction requirements stated in the bid form.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Leslie Marshall, General Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date