



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, April 19, 2018**  
**Regular Meeting at 5:30 P.M.**

**AGENDA**

- A. CALL TO ORDER/ ROLL CALL/ PLEDGE OF ALLEGIANCE** The Presiding officer will call the meeting to order and call the roll of members to determine the presence of a quorum.
- B. SETTING OF AGENDA**  
The Board may adopt/ revise the order of the agenda as presented.
- C. CONSENT CALENDAR**
- 1. Approval of Previous Meetings Minutes**
- March 15, 2018 p. 3
- March 29, 2018 p. 6
- 2. Approval of March 1, 2018 – March 31, 2018 Check Registers** p. 7
- 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. FY 2018-19 Draft Budget Review #1** p. 11
- b. Special District Risk Management Authority Workers Compensation** p. 17
- **Adopt Resolution 2018-4: A Resolution of the Board of Directors Approving the Form of and Authorizing the Execution of a Sixth Amended and Restated Joint Powers Agreement and Authorizing Participation in the Special District Risk Management Authority Workers' Compensation Program**
  - **Complete State of California Application and Adopt Resolution 2018-5: Approval and completion of the State of California Application for a Public Entity Certificate of Consent to Self-Insure**
- c. Adopt Resolution 2018-6: Approving Regular Membership in the Humboldt Area Chapter of the California Special Districts Association** p. 31

- **Approve obtaining Certificate of Insurance Naming Humboldt Area Chapter of CSDA as Additionally Insured**

**d. Upcoming CSDA Training (s)**

p. 35

**2. Old Business – None**

**G. REPORTS**

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

- 1. President's Report:**
- 2. Board Director Reports:**
- 3. General Manager's Report:**
- 4. Special Counsel's Report:**
- 5. Engineer's Report:**
- 6. Fire Chief's Status Report:**
- 7. Board Clerk Report:**

**a. Website**

**H. ADJOURNMENT**

Next Regular Meeting of the SCSD will be May 17<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, March 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 5:31 pm with the following directors in attendance:

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

Staff Present: L. Marshall, S. Tyler, J. Thomas

**B. SETTING OF AGENDA**

Corrected Resolution 2018-3 - Name should be changed from “Accepting a Sealed Bid for Surplus Property” to “Accepting a Sealed Bid for Heisler Engine #9 and associated logging equipment Surplus Property”

**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**

**No public comment**

**Motion: Approve Consent Calendar**

**Motion: Pryor      Second: Pitcairn**

**Motion Vote: Ayes -5 Bristol, Newmaker, Pitcairn, Pryor Walsh    Opposed – 0    Absent – 0 Abstain - 0**

**D. PUBLIC COMMENT & WRITTEN COMMUNICATION**

No Written Communication

No public comment

**E. PUBLIC HEARING – NONE**

**F. BUSINESS**

**1. New Business –**

**a. Opening of Sealed Bid Auction Bids for Heisler Engine #9 and Associated Logging Equipment**

Board Clerk introduced. GM presented sealed bids to President Walsh.

Public comment from Timber Heritage Association’s immediate past-President Pete Johnston was heard. Mr. Johnston shared his feelings that the locomotive should stay local and put forth an offer to take other items in the bid that may not be wanted with the Heisler Engine #9.

Fred Runner of Friends of No. 9 explained the history of the Heisler Engine No. 9 and its value to Mt.

Tam. He shared the story of Mr. Howard Faulker and introduced Mr. Faulker's daughter, who was present. Following public comment, President Walsh opened the bids. Bidders and amounts are:

1. Hull-Oakes Lumber Co. \$26,000
2. Mr. Alexander DeCarli: \$36,001
3. Willits Redwood Co.: \$52,650
4. Humboldt Redwood Co.: \$25,001 – No cashier's check submitted with bid. Bid Disqualified.
5. Mid-Mtn Excavating LTD: \$31,555
6. Friends of No. 9: \$56,240 Highest Bid

Note: Some details were changed to reflect what should have been reported during the meeting. The bid received from Humboldt Redwood Company was not a qualified bid (no cashier's check received with the bid.)

No additional public comment

**b. Consider Adopting 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**

Board clerk introduced. President Walsh read the full resolution aloud. And accepted the bid from the Friends of No. 9 in the amount of \$56,240.

Public comment was received from a member of the Friends of No. 9. He mentioned that all the history of the Engine is important to remember, including its time in Scotia.

President Walsh thanked everyone for their bids and for coming to the meeting.

No additional public comment

**Motion:** To Adopt 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

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

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

**G. REPORTS**

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

**1. President's Report:**

President Walsh requests that the roads leading to the Ball park need to be graded and re-graveled. Board discussed the problem of speeding drivers in town.

**2. Board Director Reports: None**

**3. General Manager's Report:**

- a. Recruitment Information: Staff is working on getting medical insurance, retirement benefits and worker's compensation set up prior to posting for job openings. Hoping to have all complete and hire between April and June. A special meeting will be held on March 29, 2018 to sign a resolution for SDRMA benefits.
- b. Fire Tank Drawdown: GM explained the drawdown. Met with HRC regarding how to plan for potential future similar incidents.
- c. Dam Seepage: Gregory discussed this item in his Engineer's Report. Heavier vegetation removal is necessary, considering alternatives such as a donkey or goats.

- d. Dam inspection: Completed inspection with Gregory Hufford.
- e. NPDES Inspection: Met w/ Justin McSmith District is administratively extending the NPDES permit 6-12 mos for time to incorporate pretreatment standards and enforce required levels within the permit. New monitoring requirements in the new permit – copper, lead, zinc, and ammonia will need to be monitored. There is a possibility that monitoring points will be changed to separate the District from HRC.
- f. Escrow Update: President Walsh signed the updated Purchase and Sale Agreements. We have not received the disclosures yet. Escrow closes 30 days after we entered – which was March 2<sup>nd</sup> so escrow will close on or around April 2, 2018. ADA upgrades will be required for the new facility – District will work with Gregory Hufford to determine those needs.

GM reported on updated census data from the state that determined that the District qualifies as a Disadvantaged Community which qualifies the District for water and wastewater grants. GM suggested to do water and wastewater projects at the same time

#### **4. Special Counsel's Report: None**

**5. Engineer's Report:** Steve Davidson reported that phase II is wrapping up – currently reviewing Phase II parcel maps and cleaning up ordinances for alleys. District is not responsible for private property or for stairs and stairways to alleys. Reported that work is being done on corridor design and will hopefully begin construction this summer.

Gregory Hufford (GH) reports that next TOS project is replacing intake pump and replacing 1<sup>st</sup> 1000ft of line to corridor area to pass booster pumps. Water and sewer need to be completed before Phase III.

Sewer laterals remain to be completed for Phase II, then as-builts and maps need to be completed. President Walsh asked what will happen with the booster pumps, GH explained that they have a lot of build up (brought a sample of build-up to show the Board) and recommended that the District no longer put effort towards fixing fire booster pumps and suggests using the bypass to go around using the polymer that is used when the MGT overflows to fill the fire tanks. Soonest to get river pump going is approx. 12 weeks. Gregory to talk to TOS regarding bypass. Auto control company can arrive w/in approximately 2 weeks for installation.

Discussed two master valves @ HRC that would shut off the entire system in the event that a water drawdown event occurs. HRC. GM explained drawdown of fire tanks due to HRC leak. HRC to be billed for water, staff, and electricity.

Discussed log pond level – Dam Safety wants level reduced three feet in total due to seepage issue. Susan Pryor asked about vegetation removal – attempted to contact Mercer Frasier to use their equipment for vegetation removal.

Director Bristol asked about handicap parking, GH explained handicap parking requirements.

#### **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.

### **H. ADJOURNMENT 6:52 PM By President Rick Walsh**

Minutes of the Special Board Meeting for the  
Scotia Community Services District  
Thursday, March 29, 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 12:13 pm with the following directors in attendance:

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

Staff Present: L. Marshall,

**B. SETTING OF AGENDA**

**C. PUBLIC COMMENT & WRITTEN COMMUNICATION**

No Written Communication  
No public comment

**D. PUBLIC HEARING – NONE**

**E. BUSINESS**

**1. New Business – Wastewater Treatment Plant Emergency Generator Compliance**

GM Introduced and explained that the Wastewater Treatment Plant Emergency Diesel Generator is not in compliance with Airborne Toxic Control Measures for stationary Compression Ignition Engines (ATCM) and the permit application for its use has been denied by the North Coast Unified Air Quality Management District. The Asset Transfer Agreement with TOS states that they are required to keep the WTP and WWTP “operational and in compliance with any and all Federal State or local permits in effect as of the Effective Date of [the] agreement. Staff brought this to the attention of TOS and they have agreed to pay to make the necessary repairs, upgrades or replacements in order to bring the generator into compliance. There is no cost to the District at this time, but there is a possibility of a fiscal impact of approximately \$600.

The Board approved to have TOS bring the WWTP Emergency Generator into compliance and directed staff to move forward.

**2. Old Business – None**

**F. ADJOURNMENT 12:23 PM By President Rick Walsh**

Next Regular Meeting of the SCSD will be April 19<sup>th</sup>, 2018 at 5:30 PM.

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3:07 PM

## Scotia Community Services District

04/10/18

## Account QuickReport

Accrual Basis

As of March 31, 2018

Type	Date	Num	Name	Memo	Amount	Balance
<b>10000 · RCB Checking 8239</b>						
Deposit	03/01/2018			UBMax A/R	9,674.08	538,790.87
Check	03/01/2018	50193	Fidelity National Title ...	400 Church Street, Scotia CA...	-5,000.00	543,464.95
Check	03/01/2018	50194	Fidelity National Title ...	Lot 33 Scotia, CA Earnest Mo...	-2,500.00	540,964.95
Deposit	03/06/2018			UBMax A/R	11,317.80	552,282.75
Deposit	03/06/2018			UBMax A/R	26,487.24	578,769.99
Deposit	03/06/2018			UBMax A/R	1,818.58	580,588.57
Deposit	03/08/2018			UBMax A/R	671.66	581,260.23
Deposit	03/09/2018			Deposit HRC ACH	3,710.48	584,970.71
Deposit	03/13/2018			UBMax A/R	351.27	585,321.98
Bill Pmt -Check	03/13/2018	50197	Planwest Partners		-13,074.32	572,247.66
Bill Pmt -Check	03/13/2018	50198	Griswold Industries	Altitude Valve R&R	-3,640.32	568,607.34
Bill Pmt -Check	03/13/2018	50199	Johnson's Mobile Hom...	Temp fence around train equip	-235.33	568,372.01
Bill Pmt -Check	03/13/2018	50200	North Coast Laborator...		-2,302.00	566,070.01
Bill Pmt -Check	03/13/2018	50201	NTU Technologies	275 gal tote polymer	-3,505.50	562,564.51
Bill Pmt -Check	03/13/2018	50202	Precision Intermedia	Website increase upload limit	-23.75	562,540.76
Bill Pmt -Check	03/13/2018	50203	Recology Eel River	Screen removal load	-104.40	562,436.36
Bill Pmt -Check	03/13/2018	50204	Renner Petroleum	49589	-260.17	562,176.19
Bill Pmt -Check	03/13/2018	50205	Sequoia Personnel	Three weeks T. Cannon	-836.75	561,339.44
Check	03/15/2018	DC	Expedia.com	Brandon Wishneff Davis, CA ...	-103.36	561,236.08
Deposit	03/18/2018			Deposit TOS reimb electr	2,273.92	563,510.00
Deposit	03/20/2018			UBMax A/R	1,102.75	564,612.75
Check	03/20/2018	DC	Enterprise Rent-A-Car	Brandon Wishneff Travel to D...	-159.69	564,453.06
Bill Pmt -Check	03/22/2018	50206	Recology Eel River		-7.05	564,446.01
Deposit	03/27/2018			UBMax A/R	9,066.51	573,512.52
Deposit	03/27/2018			Deposit Wahlund	122.82	573,635.34
Transfer	03/27/2018			Transf Cornerstone/Wise #10...	-100.00	573,535.34
Bill Pmt -Check	03/29/2018	50207	ASAP Lock & Key	WWTP New Locks	-476.00	573,059.34
Bill Pmt -Check	03/29/2018	50208	AT&T		-203.67	572,855.67
Bill Pmt -Check	03/29/2018	50209	Fortuna Ace	Various invoices	-58.14	572,797.53
Bill Pmt -Check	03/29/2018	50210	PG&E		-15,536.51	557,261.02
Bill Pmt -Check	03/29/2018	50211	Precision Intermedia	Monthly web hosting	-30.00	557,231.02
Bill Pmt -Check	03/29/2018	50212	Sequoia Personnel	Two Weeks T. Cannon	-559.00	556,672.02
Bill Pmt -Check	03/29/2018	50213	Steves Septic	Pump/transport 2500 gals to ...	-750.00	555,922.02
Bill Pmt -Check	03/29/2018		Thatcher Company	QuickBooks generated zero a...	0.00	555,922.02
Deposit	03/29/2018			UBMax A/R	3,311.66	559,233.68
Total 10000 · RCB Checking 8239					20,442.81	559,233.68
<b>TOTAL</b>					<b>20,442.81</b>	<b>559,233.68</b>

3:09 PM

04/10/18

Cash Basis

**Scotia Community Services District**  
**Account QuickReport**  
As of March 31, 2018

Type	Date	Num	Name	Memo	Original Amount	Paid Amount	Balance
<b>12000 · RCB Savings 0367</b>							
General Journal	05/23/2017	0501		Opening Entry	50,000.00	50,000.00	50,000.00
Deposit	05/31/2017			Interest	0.11	0.11	50,000.11
Deposit	06/30/2017			Interest	3.51	3.51	50,003.62
Deposit	07/31/2017			Interest	4.25	4.25	50,007.87
Deposit	08/31/2017			Interest	4.25	4.25	50,012.12
Deposit	09/30/2017			Interest	4.11	4.11	50,016.23
Deposit	10/31/2017			Interest	4.25	4.25	50,020.48
Deposit	11/30/2017			Interest	4.11	4.11	50,024.59
Deposit	12/31/2017			Interest	4.25	4.25	50,028.84
Deposit	01/31/2018			Interest	4.25	4.25	50,033.09
Deposit	02/28/2018			Interest	3.84	3.84	50,036.93
Deposit	03/18/2018			Deposit of Bid...	56,240.00	56,240.00	106,276.93
Deposit	03/31/2018			Interest	6.80	6.80	106,283.73
Total 12000 · RCB Savings 0367						106,283.73	106,283.73
<b>TOTAL</b>						<b>106,283.73</b>	<b>106,283.73</b>

3:08 PM

## Scotia Community Services District

04/10/18

## Account QuickReport

Cash Basis

## All Transactions

Type	Date	Num	Memo	Original Amount	Paid Amount	Balance
<b>12100 · RCB Cust Deposit Savings 0797</b>						
Deposit	08/08/2017		212 Mill St	100.00	100.00	100.00
Deposit	08/08/2017		220 Mill St	100.00	100.00	200.00
Deposit	08/08/2017		415 Church St	100.00	100.00	300.00
Deposit	08/29/2017		422 Church St	100.00	100.00	400.00
Deposit	08/29/2017		412 Church St	100.00	100.00	500.00
Deposit	08/29/2017		358 Eddy	100.00	100.00	600.00
Deposit	08/31/2017		Interest	0.01	0.01	600.01
Deposit	09/21/2017		409 Church St.	100.00	100.00	700.01
Deposit	09/21/2017		219 Mill St.	100.00	100.00	800.01
Check	09/30/2017		Service Charge	-10.00	-10.00	790.01
Deposit	09/30/2017		Interest	0.03	0.03	790.04
Transfer	10/10/2017		Funds Transf...	1,000.00	1,000.00	1,790.04
Deposit	10/10/2017		Bank Credited...	10.00	10.00	1,800.04
Deposit	10/17/2017		430 Church S...	100.00	100.00	1,900.04
Check	10/31/2017		Service Charge	-10.00	-10.00	1,890.04
Deposit	10/31/2017		Interest	0.08	0.08	1,890.12
Deposit	11/28/2017		213 Mill Street	100.00	100.00	1,990.12
Deposit	11/30/2017		217 Mill St.	100.00	100.00	2,090.12
General Journal	11/30/2017	1101	Bank refunde...	10.00	10.00	2,100.12
Deposit	11/30/2017		Interest	0.09	0.09	2,100.21
Deposit	12/05/2017		Deposit 403 C...	200.00	200.00	2,300.21
Deposit	12/14/2017		Deposit 214 ...	200.00	200.00	2,500.21
Deposit	12/28/2017		Deposit 360 E...	200.00	200.00	2,700.21
Deposit	12/31/2017		Interest	0.12	0.12	2,700.33
Deposit	01/16/2018		221 Mill Street	100.00	100.00	2,800.33
Deposit	01/31/2018		Interest	0.14	0.14	2,800.47
Deposit	02/15/2018		404 Church S...	100.00	100.00	2,900.47
Deposit	02/15/2018		401 Church S...	100.00	100.00	3,000.47
Deposit	02/15/2018		405 Church S...	100.00	100.00	3,100.47
Deposit	02/27/2018		418 Church S...	100.00	100.00	3,200.47
Deposit	02/28/2018		Interest	0.13	0.13	3,200.60
Deposit	03/08/2018		410 Church S...	100.00	100.00	3,300.60
Deposit	03/08/2018		406 Church S...	100.00	100.00	3,400.60
Transfer	03/27/2018		Transf Corner...	100.00	100.00	3,500.60
Deposit	03/27/2018		356 Eddy Street	100.00	100.00	3,600.60
Deposit	03/27/2018		428 Church St.	100.00	100.00	3,700.60
Deposit	03/29/2018		206 Mill Lane ...	100.00	100.00	3,800.60
Deposit	03/31/2018		Interest	0.17	0.17	3,800.77
Total 12100 · RCB Cust Deposit Savings 0797					3,800.77	3,800.77
<b>TOTAL</b>					<b>3,800.77</b>	<b>3,800.77</b>

2:59 PM

04/10/18

Accrual Basis

**Scotia Community Services District**  
**Account QuickReport**  
 As of March 31, 2018

Type	Date	Num	Name	Memo	Amount	Balance
<b>11000 · RCB CD 0929</b>						
General Journal	05/23/2017	0501		Opening Entry	50,000.00	50,000.00
Deposit	06/30/2017			Deposit	10.27	50,010.27
Deposit	07/30/2017			Deposit	10.28	50,020.55
Deposit	08/31/2017			Deposit	10.62	50,031.17
Deposit	09/30/2017			Monthly Interest	10.62	50,041.79
Deposit	10/30/2017			Interest Earned	10.29	50,052.08
Deposit	11/30/2017			Deposit of Int...	10.62	50,062.70
Deposit	12/30/2017			Deposit	10.29	50,072.99
Deposit	01/30/2018			Deposit	10.63	50,083.62
Deposit	02/28/2018			Deposit	9.95	50,093.57
Deposit	03/30/2018			March Interes...	10.30	50,103.87
Total 11000 · RCB CD 0929					50,103.87	50,103.87
<b>TOTAL</b>					<b>50,103.87</b>	<b>50,103.87</b>

# Scotia Community Services District

## Staff Report

DATE: April 19, 2018  
TO: Scotia Community Services District Board of Directors  
FROM: Leslie Marshall, General Manager; Steve Tyler, Assistant General Manager  
SUBJECT: SCSD Draft FY 2018/19 Budget

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### **RECOMMENDATION:**

The Administrative staff recommends that the Board review the Draft FY 2018/19 Budget, provide staff with comments, and direct staff to develop a Final FY 2018/19 Budget for Board approval in June.

### **ACTION:**

Review Draft FY 2018/19 Budget

### **DISCUSSION:**

Each year the District must prepare and adopt a budget for the coming Fiscal Year. The Draft FY 2018/19 Budget was developed by staff utilizing information from the FY 2017/18 Adopted and Mid-Year Budgets. The budget preparation process includes adjustments to the fee schedules. Through the Proposition 218 rate setting process in 2016, the Board adopted a five-year rate schedule that included annual increases to the water rates and wastewater rates by 1.5% on July 1st of each year through July 1, 2021. The residential rates for FY 2018/2019 are below:

<b>Monthly Rates FY 18/19</b>	<b>Base</b>	<b>Flow (per 100 cf)</b>	<b>BOD (per lb)</b>	<b>TSS (per lb)</b>
Water	\$64.81	\$2.74		
Wastewater	\$77.53	\$4.24	\$0.3736	\$0.5578
Raw Water		\$0.24		

<b>Annual Benefit Assessments</b>	
Storm Drainage	\$22.99
Parks and Recreation	\$205.92
Streets and Street Lighting	\$54.61

The budget and account numbers are similar to the Final FY 2017/18 Budget, with new account line items highlighted in light red.

The budget includes personnel services costs for contracted services *and* full-time benefitted staff for FY 2018/19. Staff has developed full and part-time job descriptions and a wage and benefit package in preparation for recruiting and hiring permanent SCSD staff.

Anticipated Capital Improvement Projects for the upcoming fiscal year have been outlined and color-coded for this draft budget. At this time, staff recommends cutting the red projects, and budgeting for 2/3 of the yellow projects (see attached budget). The yellow/red projects not budgeted for FY 2018/19 are proposed for next fiscal year FY 2019/20. Some Capital Improvement Projects are carrying over from FY 2017/2018 and have already been budgeted for (i.e. River Pump Controls).

Some cost-savings are expected by staff within this fiscal year. Budget line items for electricity are anticipated to decrease with the scheduled River Pump Motor Control Project, but the budget continues to reflect current electricity charges as the construction completion time-line is unclear at this time. Cost savings are also anticipated for insurance, as the District is now enrolled in a multi-program discount, with the addition of workers compensation insurance, and as staff will continue enrolling in trainings to receive more discounts the SDRMA's credit incentive program. These cost saving should result in a larger unexpended fund balance at the end of the year, which will be placed into reserve, like the previous fiscal year.

Staff will develop a 2018/19 *Final* Budget for Board review and approval, required, by law, to be approved and adopted, by Resolution, prior to June 30, 2018. Staff will prepare and circulate a Notice of Public Hearing for Adoption of the FY 2017 /18 Budget for the June meeting.

**FISCAL IMPACT:**

Attached FY 2018/19 Draft Budget

**Scotia Community Services District**  
**Fiscal Year 2017-2018 Operating Budget**

**Revenues**

Fund Type	Account #	Treated Water	Raw Water	Wastewater	Streets & Street Lighting	Storm Drainage	Parks & Recreation	Admin	Total All Services
Interest Earnings	210	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 500
Property Tax <sup>1</sup>	220	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contingency Fund Contribution	230	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office Equipment/Furniture Capital Contribution	240	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SCSD Facilities Purchase/Loan	250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special Use Income	260	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ 500
2018/2019 User Fee Revenues	270	\$ 460,200	\$ 35,700	\$ 628,800	\$ -	\$ -	\$ -	\$ -	\$ 1,124,700
2018/2019 Benefit Assessment Revenues	280	\$ -	\$ -	\$ -	\$ 63,700	\$ 26,600	\$ 145,200	\$ -	\$ 235,500
Miscellaneous	290	\$ 100	\$ -	\$ 100	\$ 100	\$ 100	\$ -	\$ -	\$ 400
<b>TOTAL REVENUES</b>		<b>\$ 460,300</b>	<b>\$ 35,700</b>	<b>\$ 628,900</b>	<b>\$ 63,800</b>	<b>\$ 26,700</b>	<b>\$ 145,700</b>	<b>\$ 500</b>	<b>\$ 1,361,600</b>

**Expenditures**

		Treated Water	Raw Water	Wastewater	Streets & Street Lighting	Storm Drainage	Parks & Recreation	Admin	Total All Services
<b>Personnel Services</b>									
Attorney	300	\$ 8,400	\$ 400	\$ 8,800	\$ 1,000	\$ 400	\$ 1,000	\$ -	\$ 20,000
Auditor (Annual Audit)	310	\$ 5,040	\$ 240	\$ 5,280	\$ 600	\$ 240	\$ 600	\$ -	\$ 12,000
Board Stipend	320	\$ 5,460	\$ 260	\$ 5,720	\$ 650	\$ 260	\$ 650	\$ -	\$ 13,000
Bookkeeping/CPA Consultant	330	\$ 6,300	\$ 300	\$ 6,600	\$ 750	\$ 300	\$ 750	\$ -	\$ 15,000
IT Services	335	\$ 6,300	\$ 300	\$ 6,600	\$ 750	\$ 300	\$ 750	\$ -	\$ 15,000
Engineering	340	\$ 18,000	\$ 2,000	\$ 30,000	\$ -	\$ -	\$ -	\$ 2,000	\$ 52,000
Contract Admin/Operations/Maintenance Staff	350	\$ 70,000	\$ 8,750	\$ 70,000	\$ 4,375	\$ 4,375	\$ 8,750	\$ 8,750	\$ 175,000
SCSD Permanent Benefitted Staff	360	\$ 76,734	\$ 9,592	\$ 76,734	\$ 4,796	\$ 4,796	\$ 9,592	\$ 9,592	\$ 191,835
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 196,234</b>	<b>\$ 21,842</b>	<b>\$ 209,734</b>	<b>\$ 12,921</b>	<b>\$ 10,671</b>	<b>\$ 22,092</b>	<b>\$ 20,342</b>	<b>\$ 493,835</b>
<b>Materials and Services</b>									
Permits, Licenses, Dues, Publications	400	\$ 2,000	\$ 1,500	\$ 2,500	\$ 200	\$ 200	\$ 600	\$ 3,000	\$ 10,000
Travel, Training, Meetings, Professional Development	401	\$ 1,000	\$ -	\$ 1,500	\$ -	\$ -	\$ -	\$ 3,000	\$ 5,500
Regulatory Penalties	402	\$ 5,000	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 35,000
LAFCo Apportionment	403	\$ 750	\$ -	\$ 750	\$ -	\$ -	\$ -	\$ -	\$ 1,500
Lab Testing & Monitoring	410	\$ 4,000	\$ -	\$ 8,000	\$ -	\$ -	\$ -	\$ -	\$ 12,000
Treatment Chemicals	411	\$ 20,000	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 40,000
General Supplies	412	\$ 5,000	\$ 100	\$ 10,000	\$ 1,200	\$ 2,000	\$ 2,000	\$ 500	\$ 20,800
Utilities, Communications	420	\$ 2,200	\$ 500	\$ 1,200	\$ -	\$ -	\$ 1,000	\$ 1,600	\$ 6,500
General Maintenance & Repair	430	\$ 7,500	\$ 500	\$ 15,000	\$ 500	\$ 500	\$ 1,500	\$ 1,000	\$ 26,500
Insurance, Bonds	440	\$ 20,000	\$ 5,000	\$ 40,000	\$ 5,000	\$ 600	\$ 2,000	\$ 100	\$ 72,700
Electrical	450	\$ 2,000	\$ 140,000	\$ 170,000	\$ 20,000	\$ -	\$ 1,000	\$ 2,000	\$ 335,000
Contracted Maintenance Services	460	\$ 3,000	\$ 1,000	\$ 20,000	\$ 1,000	\$ -	\$ 1,000	\$ -	\$ 26,000
Office Supplies	470	\$ 100	\$ -	\$ 300	\$ -	\$ -	\$ -	\$ 6,000	\$ 6,400
<b>TOTAL MATERIALS AND SERVICES</b>		<b>\$ 72,550</b>	<b>\$ 148,600</b>	<b>\$ 319,250</b>	<b>\$ 27,900</b>	<b>\$ 3,300</b>	<b>\$ 9,100</b>	<b>\$ 17,200</b>	<b>\$ 597,900</b>
<b>TOTAL O&amp;M</b>		<b>\$ 268,784</b>	<b>\$ 170,442</b>	<b>\$ 528,984</b>	<b>\$ 40,821</b>	<b>\$ 13,971</b>	<b>\$ 31,192</b>	<b>\$ 37,542</b>	<b>\$ 1,091,735</b>



<b>Other Expenditures</b>											
Annual Debt Service on Capital Improvement Loans	500	\$	-	\$	-	\$	-	\$	-	\$	13,200
Transfer to Capital Reserve Fund	510	\$	12,000	\$	2,000	\$	14,000	\$	1,200	\$	400
Transfer to Equipment Replacement Reserve Fund	520	\$	3,000	\$	300	\$	4,000	\$	500	\$	200
<b>TOTAL OTHER EXPENDITURES</b>		\$	15,000	\$	2,300	\$	18,000	\$	1,700	\$	600
<b>Capital Outlay</b>											
SCSD Office Building ADA Upgrades	610	\$	10,500	\$	500	\$	11,000	\$	1,250	\$	500
SCSD Office Building Renovation	611	\$	3,150	\$	150	\$	3,300	\$	375	\$	150
Ball Park ADA Upgrades	612	\$	-	\$	-	\$	-	\$	-	\$	-
Winema Theater Roof Replacement	620	\$	-	\$	-	\$	-	\$	-	\$	-
Museum ADA Upgrades	621	\$	-	\$	-	\$	-	\$	-	\$	-
Carpenter Shop Roof Replacement	622	\$	-	\$	-	\$	-	\$	-	\$	-
Water Tank Inspection/Maintenance/Repair	623	\$	-	\$	-	\$	-	\$	-	\$	-
WTP Sodium Hypochlorite System	650	\$	-	\$	-	\$	-	\$	-	\$	-
WWTP Sedimentation Ponds 1-3 Solids Removal	660	\$	-	\$	-	\$	30,000	\$	-	\$	-
WWTP Sodium Hypochlorite System	670	\$	-	\$	-	\$	-	\$	-	\$	-
Log Pond Maintenance	671	\$	-	\$	-	\$	25,000	\$	-	\$	-
<b>TOTAL CAPITAL EXPENDITURES</b>		\$	13,650	\$	650	\$	69,300	\$	1,625	\$	650
<b>TOTAL EXPENDITURES</b>		\$	297,434	\$	173,392	\$	616,284	\$	44,146	\$	15,221
<b>Unexpended Fund Balance</b>		\$	162,866	\$	(137,692)	\$	12,616	\$	19,654	\$	11,479
<b>EXPENDITURES + UFB + Prev. Rev.</b>		\$	460,300	\$	35,700	\$	628,900	\$	63,800	\$	26,700
<b>Recommended Operating Contingency</b> operating contingency is recommended to be set at 2-months operating costs, or approx. 16% of O&M Costs											

v. 4/16/2018

Reserve Fund Balance

16/17 Unexpended Fund Balance Start	\$	199,229	\$	(179,512)	\$	205,851	\$	137,312	\$	37,429	\$	357,175	\$	(196,645)	\$	560,837
End																



# Scotia Community Services District

## Staff Report

DATE: April 19, 2018  
TO: Scotia Community Services District Board of Directors  
FROM: Leslie Marshall, General Manager; Steve Tyler, Assistant General Manager  
SUBJECT: Special District Risk Management Authority Worker's Compensation Program

---

### **RECOMMENDATION:**

The Administrative staff recommends that the Board adopt Resolutions 2018-4 and 2018-5 pertaining to SDRMA Worker's Compensation Program.

### **ACTION:**

Adopt Resolution 2018-4 Approving the Form of and Authorizing the Execution of a Sixth Amended and Restated Joint Powers Agreement and Authorizing Participation in the SDRMA Worker's Compensation Program. And adopt Resolution 2018-5 Approval of the State Application for a Certificate to Self-Insure.

### **DISCUSSION:**

Special District Risk Management Authority offers a workers' compensation program for special districts and other public agencies. Established in 1982, this program has a proven reputation for stable, competitive rates, actuarially based fiscal management and sound underwriting practices. Moreover, responsive claims management and cost containment, combined with tailored safety and loss prevention, provides members an unequaled full-service workers' compensation program. SDRMA offers multi-program discounts and also reward members through longevity distributions.

#### **COVERAGE**

- Statutory Workers' Compensation Limits
- \$5 Million Employer's Liability
- Zero Member Deductible
- SDRMA maintains a Self-Insured Retention that is periodically adjusted based on market conditions

#### **CLAIMS MANAGEMENT PROGRAM**

Our primary objective is to prevent employee injuries and positively impact the overall cost of workers' compensation coverage, as well as provide employees and employers fair and equitable claims management and resolution. Under the supervision of Special District Risk Management Authority Chief Risk Officer, York Risk Services Group, Inc. (York) provides members efficient claims management.

SDRMA takes a very proactive approach to claims management. We believe claims management and handling are critical components of risk management and are the strength of our program. Our philosophy and established practice is to work with and on behalf of our members to satisfactorily resolve claims, not only within the self-insured retention level, but also with the excess insurance carrier.

#### MEMBERPLUS SERVICES

Members participate in a complimentary safety management program including:

- Personalized On-line Member Resources – MemberPlus Online™
- State-of-the-Art On-line Safety Training - TargetSolutions™
- Telephone Based Nurse Triage Program – Company Nurse
- Loss Prevention Allowance Fund for Reimbursement of Safety Equipment up to \$1,000 per year
- On-Site Loss Control Visits and Risk Analysis
- Training Workshops (safety, loss prevention)
- Safety, Claims Handling and Risk Reduction Training
- Comprehensive Safety & Risk Management Multimedia Library
- Contribution-reduction Credit Incentive Program (CIP)
- Occupational Safety & Health Program
- Safety & Claims Policy Manual
- Monthly Review of Claims Loss Reports
- Monthly Safety Management Meeting Materials
- Ergonomic Evaluations of Work Areas

#### CREDIT INCENTIVE PROGRAM

Members are able to reduce their workers' compensation premiums through Special District Risk Management Authority Workers' Compensation Credit Incentive Program. Credit incentives up to 15% of the workers' compensation annual contribution amount can be earned for completion of approved program criteria guidelines.

#### ELIGIBILITY REQUIREMENTS

SDRMA's eligibility requirements provide that member agencies:

- Must be a public agency formed under the California Government Code
- Execute the SDRMA Joint Powers Agreement
- Commit to an initial three program year member enrollment (thereafter coverage may be renewed annually)
- Have at least one full-time employee on staff
- Maintain annual membership in California Special Districts Association (CSDA)

#### CONTRIBUTION AND PAYMENT TERMS

SDRMA's workers' compensation program policy period for all accounts is July 1 through June 30. Invoices are billed annually based on estimated payroll provided by the member each year.

#### **FISCAL IMPACT:**

Attached Worker's Compensation Quote 2017-18, and 2018-19 with Multiple Program Discount

**RESOLUTION NO. 2018-4**

**A RESOLUTION OF THE SCOTIA COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS APPROVING THE FORM OF AND AUTHORIZING THE  
EXECUTION OF A SIXTH AMENDED AND RESTATED JOINT POWERS  
AGREEMENT AND AUTHORIZING PARTICIPATION IN THE SPECIAL DISTRICT  
RISK MANAGEMENT AUTHORITY WORKERS' COMPENSATION PROGRAM**

**WHEREAS**, Scotia Community Services District, a special district duly organized and existing under and by virtue of the laws of the State of California (the "Agency"), has determined that it is in the best interest and to the advantage of the Agency to participate for at least three full years in the workers' compensation program offered by the Special District Risk Management Authority (the "Authority"); and

**WHEREAS**, California Government Code Section 6500 et seq., provides that two or more public agencies may by agreement jointly exercise any power common to the contracting parties; and

**WHEREAS**, Special District Risk Management Authority was formed in 1986 in accordance with the provisions of California Government Code 6500 et seq., for the purpose of providing its members with risk financing and risk management programs; and

**WHEREAS**, California Government Code Section 990.4 provides that a local public entity may self-insure, purchase insurance through an authorized carrier, or purchase insurance through a surplus lines broker, or any combination of these; and

**WHEREAS**, participation in Special District Risk Management Authority programs requires the Agency to execute and enter into a Sixth Amended and Restated Joint Powers Agreement (the "Amended and Restated JPA Agreement"); which states the purpose and powers of the Authority; and

**WHEREAS**, all acts, conditions and things required by the laws of the State of California to exist, to have happened and to have been performed precedent to and in connection with the consummation of the transactions authorized hereby do exist, have happened and have been performed in regular and due time, form and manner as required by law, and the Agency is now duly authorized and empowered, pursuant to each and every requirement of law, to consummate such transactions for the purpose, in the manner and upon the terms herein provided.

**NOW, THEREFORE**, the Scotia Community Services District Board of Directors does hereby resolve as follows:

Section 1 Findings: The Scotia Community Services District Board of Directors hereby specifically finds and determines that the actions authorized hereby relate to the public affairs of the Scotia Community Services District.

Section 2. Sixth Amended and Restated JPA Agreement: The Amended and Restated JPA Agreement, proposed to be executed and entered into by and between the Agency and members of the Special District Risk Management Authority, in the form presented at this meeting and on file with the Agency General Manager, is hereby approved. The Agency Board and/or General Manager are hereby authorized and directed, for and in the name and on behalf of the Agency, to execute and deliver to the Authority the Amended and Restated JPA Agreement in substantially said form, with such changes therein as such officers may require or approve, such approval to be conclusively evidenced by the execution and delivery thereof.

Section 3 Program Participation.: The Agency Board of Directors approves participating for three full program years in Special District Risk Management Authority Workers' Compensation Program.

Section 4 Other Actions: The Authorized Officers of the Agency are each hereby authorized and directed to execute and deliver any and all documents which is necessary in order to consummate the transactions authorized hereby and all such actions heretofore taken by such officers are hereby ratified, confirmed and approved.

Section 5 Effective Date: This Resolution shall become effective upon adoption

**PASSED, APPROVED AND ADOPTED** on the 19<sup>th</sup> day of April 2018

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Rick Walsh, Board President, Scotia CSD

ATTEST:

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Board Clerk, Scotia CSD

### CLERK'S CERTIFICATE

I hereby certify that the foregoing is a true and correct copy of Resolution No. 2018-4, 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 19<sup>th</sup> day of April 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Board Clerk, Scotia CSD



State of California  
Department of Industrial Relations  
OFFICE OF SELF-INSURANCE PLANS

**APPLICATION FOR CERTIFICATE OF CONSENT  
TO SELF-INSURE AS A PUBLIC AGENCY EMPLOYER SELF-INSURER**

All questions must be answered. If not applicable, enter "N/A".

**To the Director of the Department of Industrial Relations:** The public agency employer identified below submits the following information to obtain a Certificate of Consent to Self-Insure the payment of workers' compensation under California Labor Code Section 3700.

**LEGAL NAME OF APPLICANT** (Show exactly as on Charter or other official documents):

\_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip + 4: \_\_\_\_\_ - \_\_\_\_\_

Federal Tax ID # of Group: \_\_\_\_\_

**CONTACT** - Who Should Correspondence Regarding This Applicant Be Addressed To:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip + 4: \_\_\_\_\_ - \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**TYPE OF PUBLIC ENTITY (Check one):**

City and/or County      School District      Police and/or Fire District      Hospital District

Joint Powers Authority      Other (describe): \_\_\_\_\_

**TYPE OF APPLICATION (Check one):**

New Application      Reapplication (Merger/Unification)      Reapplication (Name Change)

Other (describe): \_\_\_\_\_

Date Self-Insurance Program will begin: \_\_\_\_\_

---

**CURRENT WORKERS' COMPENSATION PROGRAM**

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Currently Insured with State Fund Policy # \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Currently Self Insured, Certificate # \_\_\_\_\_

Other (describe): \_\_\_\_\_

---

**CLAIMS ADMINISTRATION**

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Who will be administering your agency's workers' compensation claims? (Check one)

JPA will administer

Third Party Administrator, TPA Certificate # \_\_\_\_\_

Public entity will self-administer

Insurance Carrier will administer

Name of Third Party Administrator:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip + 4: \_\_\_\_\_ - \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

# of claims reporting locations to be used to handle Agency's claims: \_\_\_\_\_

Does applicant currently have a California Certificate of Consent to Self-Insure?      Yes      No

If yes, what is the current Certificate Number: \_\_\_\_\_

Total Number of Affiliate's California employees to be covered by Group: \_\_\_\_\_

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**AGENCY EMPLOYER**

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Current # of Agency Employees: \_\_\_\_\_ # of Public Safety Employees (police//fire): \_\_\_\_\_

If school District, # of certificated employees: \_\_\_\_\_

Will all Agency employees be covered by this self-insurance plan?      Yes      No

If 'No', explain who is not covered and how workers' compensation coverage will be provided to the excluded employees:

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**JOINT POWERS AUTHORITY**

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Will applicant be a member of a JPA for workers' compensation ?

Yes      No    (If 'yes', complete the following)

Effective date of JPA Membership: \_\_\_\_\_ JPA Certificate # \_\_\_\_\_

Name of JPA: \_\_\_\_\_

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**AGENCY SAFETY PROGRAM**

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Does the Agency have a written Injury and Illness Prevention Program (IIPP)?      Yes      No

Individual responsible for Agency workplace safety and IIPP program:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip + 4: \_\_\_\_\_ - \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

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**SUPPLEMENTAL COVERAGE**

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**1.)** Will your program be supplemented by any insurance or pooled coverage under a **STANDARD** workers' compensation insurance policy?      Yes      No    (If 'Yes', complete the following):

Name of Excess Pool/Carrier: \_\_\_\_\_

Policy #: \_\_\_\_\_ Effective Date of Coverage: \_\_\_\_\_

**2.)** Will your program be supplemented by any insurance or pooled coverage under a **SPECIFIC EXCESS** workers' compensation insurance policy?      Yes      No    (If 'Yes', complete the following):

Name of Excess Pool/Carrier: \_\_\_\_\_

Policy #: \_\_\_\_\_ Effective Date of Coverage: \_\_\_\_\_

Retention Limits: \_\_\_\_\_

**3.)** Will your program be supplemented by any insurance or pooled coverage under an **AGGREGATE EXCESS** (stop loss) specific excess workers' compensation insurance policy?      Yes      No  
(If 'Yes', complete the following):

Name of Excess Pool/Carrier: \_\_\_\_\_

Policy #: \_\_\_\_\_ Effective Date of Coverage: \_\_\_\_\_

Retention Limits: \_\_\_\_\_

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RESOLUTION FROM GOVERNING BOARD

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Attach a properly executed Governing Board Resolution. See attached sample resolution on page 5.

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CERTIFICATION

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The undersigned on behalf of the applicant hereby applies for a Certificate of Consent to Self-Insure the payment of workers' compensation liabilities pursuant to Labor Code Section 3700. The above information is submitted for the purpose of procuring said Certificate from the Director of Industrial Relations, State of California. If the Certificate is issued, the applicant agrees to comply with applicable California statutes and regulations pertaining to the payment of compensation that may become due to the applicant's employees covered by the Certificate.

X \_\_\_\_\_ DATE: \_\_\_\_\_  
SIGNED: Authorized Official / Representative

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Agency Name

RESOLUTION NO.: \_\_\_\_\_ DATED: \_\_\_\_\_

**A RESOLUTION AUTHORIZING APPLICATION  
TO THE DIRECTOR OF INDUSTRIAL RELATIONS, STATE OF CALIFORNIA  
FOR A CERTIFICATE OF CONSENT TO SELF-INSURE  
WORKERS' COMPENSATION LIABILITIES**

At a meeting of the \_\_\_\_\_  
(Enter Name of the Board)

of the \_\_\_\_\_  
(Enter Name of Public Agency, District, Etc.)

a \_\_\_\_\_ organized and existing under the  
(Enter Type of Agency, i.e., County, City, School District, etc.)

laws of the State of California, held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
the following resolution was adopted:

**RESOLVED**, that the above named public agency is authorized and empowered to make application to the Director of Industrial Relations, State of California, for a Certificate of Consent to Self-Insure workers' compensation liabilities and representatives of Agency are authorized to execute any and all documents required for such application.

IN WITNESS WHEREOF: I HAVE SIGNED AND AFFIXED THE AGENCY SEAL.

**X** \_\_\_\_\_ DATE: \_\_\_\_\_  
SIGNED: Board Secretary or Chair

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Agency Name

**Affix Seal Here**

April 12, 2018

Leslie Marshall  
General Manager  
Scotia Community Services District  
Post Office Box 104  
Scotia, California 95565

Dear Ms. Marshall,

Thank you for the opportunity to provide the Scotia Community Services District with a Workers' Compensation quotation. We are confident that our Workers' Compensation Program offers the highest level of protection and service at the lowest possible rate.

Valid for sixty (60) days from the date of this letter, the following quotation represents twelve (12) months of coverage and is subject to verification and final underwriting review. Coverage bound mid-year will be prorated based on effective dates. The Scotia Community Services District's quotation is as follows:

---

**WORKERS' COMPENSATION PROGRAM QUOTATION**

July 1, 2017 through June 30, 2018

<u>Class Code</u>	<u>Description</u>	<u>Estimated Payroll</u>	<u>Manual Rate</u>	<u>Annual Contribution</u>
7520	Waterworks	\$49,000	\$5.65	\$2,768.50
7580	Sanitation	\$60,000	\$6.94	\$4,164.00
<i>Total Estimated Annual Contribution Subtotal</i>				\$6,932.50
<i>Experience Modification Factor Adjustment 100%</i>				\$6,932.50
<i>Less: 5% Multi-Program Discount</i>				<u>(\$346.63)</u>
<i>Estimated Annual Contribution</i>				<b>\$6,585.87</b>

**PROPERTY/LIABILITY PROGRAM MULTI-PROGRAM DISCOUNT**

Estimated 5% Multi-Program Discount (based on net package contribution) -\$2,458.00

---

Special District Risk Management Authority's Credit Incentive Program (CIP) awards points up to 15% of the annual contribution for completion of approved risk management and training programs. Members can reduce future contributions each year by earning CIP points or not experiencing any paid claims.

Please note that coverage may be bound by submitting the following documentation:

- The Adoption of a Resolution by the Scotia Community Services District Board of Directors approving the form and authorizing the Execution of the Sixth Amended Joint Powers Agreement and agreeing to membership in the Special District Risk Management Authority Workers' Compensation program for an initial 3-year commitment. Members are eligible for future longevity distributions after satisfying the initial 3-year commitment.
- The Execution and delivery of the Sixth Amended Joint Powers Agreement of Special District Risk Management Authority.

Scotia Community Services District  
Page 2

- The Adoption of the Resolution and Approval of the State Application for a Certificate to Self-Insure by Scotia Community Services District.
- The Completion of the State Application for a Certificate to Self-Insure by the Scotia Community Services District.
- The Approval by Special District Risk Management Authority's Board of Directors of Scotia Community Services District membership in the Workers' Compensation program *(In the event the Scotia Community Services District requires coverage prior to approval by SDRMA's Board of Directors, the SDRMA CEO is authorized to issue a 60-day conditional binder).*
- Annual Membership in California Special Districts Association is required and is separate from this quotation.
- Upon receipt of all original membership documents, SDRMA will forward an invoice of the estimated deposit premium.

We look forward to the Scotia Community Services District's participation in the SDRMA Workers' Compensation Program. Should you have any questions or if we can provide any additional information, please do not hesitate to contact us at 800.537.7790. All necessary membership documents will be sent to you upon notification of the District's decision to proceed with membership in the program.

Sincerely,  
Special District Risk Management Authority



Ellen Mirabal Doughty, ARM  
Chief Member Services Officer

April 12, 2018

Leslie Marshall  
General Manager  
Scotia Community Services District  
Post Office Box 104  
Scotia, California 95565

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7520	Waterworks	\$49,000	\$5.20	\$2,548.00
8810	Clerical/Office Employees	\$15,600	\$0.52	\$81.12
7580	Sanitation	\$60,000	\$6.38	\$3,828.00
<i>Total Estimated Annual Contribution Subtotal</i>				\$6,457.12
<i>Experience Modification Factor Adjustment 100%</i>				\$6,457.12
<i>Less: 5% Multi-Program Discount</i>				<u>(\$322.86)</u>
<i>Estimated Annual Contribution</i>				<b>\$6,134.26</b>

**PROPERTY/LIABILITY PROGRAM MULTI-PROGRAM DISCOUNT**

Estimated 5% Multi-Program Discount (based on net package contribution) -\$2,458.00

---

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Scotia Community Services District  
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Sincerely,  
Special District Risk Management Authority



Ellen Mirabal Doughty, ARM  
Chief Member Services Officer

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

DATE: April 19, 2017  
TO: Scotia Community Services District Board of Directors  
FROM: Leslie Marshall, General Manager  
SUBJECT: California Special Districts Association Local Chapter Participation

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### **RECOMMENDATION:**

Staff recommends that the Board adopt the attached Resolution and become a participating member of the Humboldt Area Chapter of the California Special Districts Association. Staff further recommends that the Leslie Marshall, and Rick Walsh be the District's representative and alternate representative respectively to the HAC.

### **ACTION:**

Adopt Resolution 2018-6: Approving Regular Membership in the Humboldt Area Chapter of the California Special Districts Association; and approve staff to acquire an additional insured certificate through SDRMA naming Humboldt Area Chapter as additionally insured.

### **DISCUSSION:**

Our District is currently a member of the California Special Districts Association (CSDA). The CSDA is a 501c(6), not-for-profit association that was formed in 1969 to promote good governance and improved core local services through professional development, advocacy, and other services for all types of independent special districts.

For over 40 years, CSDA has been offering its members cost-efficient programs and representation at the State Capitol and boasts a membership of over 1,000 organizations throughout California. It is the only statewide association representing all types of independent special districts including: irrigation, water, park and recreation, cemetery, fire, police protection, library, utility, harbor, healthcare, and community services districts.

CSDA provides education and training, insurance programs, legal advice, industry-wide litigation and public relations support, legislative advocacy, capital improvement and equipment funding, collateral design services, and, most importantly, current information that is crucial to a special districts management and operational effectiveness.

#### **CSDA Mission**

CSDA is the voice for all special districts, providing members with the resources necessary to best serve their communities.

#### **CSDA Vision**

CSDA is the essential statewide network of all special districts.

There are currently in excess of 50 local CSDA members within Humboldt County. A group of these members are forming a Local Chapter (Humboldt Area Chapter) of the CSDA. The purpose of this Local Chapter is to propose and advocate constructive means for the improvement and functioning of Independent Special Districts within the Humboldt Area and to assist such Independent Special Districts and their governing bodies to provide an effective and efficient government that will result in benefits to the public and to cooperate with and support CSDA in fulfilling its mission.

Per the proposed bylaws, the objectives of the Humboldt Area Chapter (HAC) shall be:

- A. To provide a local forum for member districts to discuss and consider issues of importance to special districts.
- B. To establish a communication network among member districts, other chapters, and other local governmental agencies.
- C. To carry out workshops, educational seminars and programs of mutual interest and benefits to member districts.
- D. To make recommendations regarding policy, programs, services and legislation to the Board of Directors of the California Special Districts Association.
- E. To inform the public about the purpose and benefits of local special district government.
- F. To carry out joint studies which benefit the special districts in the Chapter.
- G. To serve as the forum for LAFCO Special District Selection Committee.

HAC dues are anticipated to be nominal and will be determined once the Chapter is officially formed. It is anticipated that the annual dues will be approximately \$50.00.

### **Insurance Requirement**

In accordance with the HAC bylaws Section 2.6 C:

- i. Each member district shall provide proof of insurance that covers the member district's employees while engaged in Chapter business. There shall be no liability assumed by the agency hosting any meetings.
- ii. Each Humboldt Area Chapter member shall name Humboldt Area Chapter as additionally insured.

It was determined by the HAC formation committee that securing and funding its own insurance was an unnecessary use of funds since all members would have their own district insurance.

### **FISCAL IMPACT:**

\$50 per year membership, \$50 additional insured certificate, staff time once/2 months

Attachments:

- 1. CSDA Humboldt Area Chapter bylaws
- 2. CSDA Local Chapter Affiliation Agreement
- 3. Resolution authorizing membership in the Humboldt Area Chapter of CSDA

**RESOLUTION NO. 2018-6**  
**A RESOLUTION OF THE SCOTIA COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTORS**  
**APPROVING REGULAR MEMBERSHIP IN THE HUMBOLDT AREA CHAPTER OF**  
**THE CALIFORNIA SPECIAL DISTRICTS ASSOCIATION**

**WHEREAS**, the Scotia Community Services District, is a member of the California Special Districts Association (CSDA) in good standing; and

**WHEREAS**, a local Humboldt Area Chapter of CSDA is being formed; and

**WHEREAS**, the Scotia Community Services District meets the qualifications for membership as a “Regular Member” in the Humboldt Area Chapter; and

**WHEREAS**, the Scotia Community Services District has the liability insurance to cover staff activity within the Humboldt Area Chapter of CSDA.

**NOW, THEREFORE**, the Scotia Community Services District Board of Directors does hereby resolve as follows:

Section 1: that the Scotia Community Services District hereby approves Regular membership, supports participation by staff, approves acquisition of an additional insured certificate naming the Humboldt Area Chapter of CSDA as additionally insured, and directs payment of annual dues in the local Humboldt Area Chapter of CSDA.

Section 2: This Resolution shall become effective upon adoption.

**PASSED, APPROVED AND ADOPTED** on the 19<sup>th</sup> day of April 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. 2018-6, 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 19<sup>th</sup> day of April 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Board Clerk, Scotia CSD

## Property/Liability Credit Incentive Program



Scotia Community Services District

CIP Points Earned as of: 1/17/2018

The Credit Incentive Program (CIP) is designed to encourage our Members to take a proactive approach for loss prevention administration, training and safety/risk management. In an effort to assist our Members in achieving the lowest contributions possible, we performed a review of the documents submitted to date for the CIP program year 2017-18. **The CIP points earned will be applied toward the invoice for the 2018-19 program year. However, the actual dollar credit shown as 'Earned CIP Credits' on the invoice may differ from this report due to the actual General and Auto Liability amounts on the invoice.** The following earned credits have been documented:

CIP Criteria Description*	CIPs Earned	CIP \$ Earned	Unearned CIPs	Unearned CIP \$
SDRMA Safety Specialist Certificate	0	\$0	2	\$263
Special District Administrator designation from SDLF	0	\$0	2	\$263
Staff Attendance at SDRMA Workshop	0	\$0	2	\$263
Additional Staff Attendance at SDRMA Workshop	0	\$0	1	\$131
Management Staff Attendance at CSDA Sponsored Training	0	\$0	1	\$131
Additional Management Staff Attendance at CSDA Sponsored Training	0	\$0	1	\$131
Attendance at Approved Legal Seminar	0	\$0	1	\$131
Additional Attendance at Approved Legal Seminar	0	\$0	1	\$131
TargetSolutions Online Training Program	0	\$0	3	\$394
Use of SDRMA Safety Video Library	0	\$0	2	\$263
<b>ADMINISTRATION TRACK TOTALS - 9 POINTS MAXIMUM</b>	<b>0</b>	<b>\$0</b>	<b>9</b>	<b>\$1,182</b>
SDLF District of Distinction designation	0	\$0	4	\$525
Single Board Member Attendance at SDRMA Workshop	0	\$0	1	\$131
Additional Board Member Attendance at SDRMA Workshop	0	\$0	1	\$131
Single Board Member Attendance at CSDA Training	0	\$0	1	\$131
Additional Board Member Attendance at CSDA Training	0	\$0	1	\$131
Completion of two CSDA Education / Webinar sessions	0	\$0	2	\$263
General Safety Specialist Certificate	0	\$0	1	\$131
<b>GOVERNANCE TRACK TOTALS - 4 POINTS MAXIMUM</b>	<b>0</b>	<b>\$0</b>	<b>4</b>	<b>\$525</b>
No Claims during the year	0	\$0	2	\$263
<b>CLAIMS TRACK TOTALS - 2 POINTS MAXIMUM</b>	<b>0</b>	<b>\$0</b>	<b>2</b>	<b>\$263</b>
<b>COMBINED TRACK TOTALS - 15 POINTS MAXIMUM</b>	<b>0</b>	<b>\$0</b>	<b>15</b>	<b>\$1,970</b>
<b>5 YEAR NO CLAIMS BONUS</b>	<b>0</b>	<b>\$0</b>	<b>3</b>	<b>\$394</b>
<b>TOTAL CREDIT INCENTIVE POINTS</b>	<b>0</b>	<b>\$0</b>	<b>18</b>	<b>\$2,364</b>

\*For detailed information, please see the Property/Liability CIP criteria for the applicable Program Year. For questions, please contact Dennis Timoney, Chief Risk Officer at 800.537.7790 or dtimoney@sdrma.org.

<a href="#">Date</a>	<a href="#">Title</a>
4/11/2018	<a href="#">Webinar: Advanced Training in the CA Public Records Act</a>
4/18/2018	<a href="#">Webinar: Exercising Legislative Authority</a>
4/27/2018	<a href="#">Webinar: Keys to CSDA's Sample Policy Handbook</a>
5/1/2018	<a href="#">Webinar: GASB 75 - Preparing for the Audit</a>
5/10/2018	<a href="#">Webinar: Gender Identity Issues in the Workplace</a>
5/18/2018	<a href="#">Webinar: Career Building Opportunities with CSDA</a>
5/30/2018	<a href="#">Webinar: Advanced Harassment Prevention Training</a>
6/5/2018	<a href="#">Webinar: Required Harassment Prevention Training</a>
6/12/2018	<a href="#">Webinar: Customer Service in the Public Sector</a>
7/24/2018	<a href="#">Webinar: Making Connections in CSDA's Online Communities</a>
8/10/2018	<a href="#">Webinar: Save Money, Time &amp; Effort with Value-Added Benefits</a>
10/10/2018	<a href="#">Webinar: Disaster Planning</a>
11/1/2018	<a href="#">Webinar: Legislative Round-Up</a>
11/1/2018	<a href="#">Webinar: Special Districts 101: What are Special Districts?</a>
11/13/2018	<a href="#">Webinar: Required Ethics AB 1234 Compliance Training</a>