

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**

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.

These minutes were approved by the Board of Directors of the Scotia Community Services District on March 15, 2018 at its duly-noticed regular meeting in Scotia, CA.

APPROVED:

  
Rick Walsh, President  
Board of Directors  
Scotia Community Services District

3/15/18  
Date

ATTEST:

  
Julie Thomas, Board Clerk  
Scotia Community Services District

3-15-18  
Date