

Minutes of the REGULAR Board Meeting for the  
Scotia Community Services District  
Thursday, April 19, 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 5:31pm 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: L. Marshall, GM; S. Tyler, Assist. G M; J. Thomas; BC

**B. SETTING OF AGENDA**

No changes

**C. CONSENT CALENDAR**

**1. Approval of Previous Meetings Minutes**

**March 15, 2018**

**March 29, 2018**

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

Director Pryor inquired about UB Max A/R Deposit. GM explained that it is our billing system. Board and staff discussed the use of UB Max vs. Quickbooks. GM explained that Quickbooks is not set up for the type of billing the District does. Director Pitcairn inquired about the \$15,000.00 PG&E bill. GM explained.

No public comment

**Motion: To Approve Consent Calendar**

**Motion: Pryor Second: Bristol**

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

**D. PUBLIC COMMENT & WRITTEN COMMUNICATION**

Letter received from Dam Safety setting a new level for the log pond. Request for new level is inconsistent with the NPDES permit and does not appear to reflect the type of water body the log pond is. Following the seepage incident, the dam was reassessed from “Satisfactory” to “Poor”. A plan to address the issue related to the seepage needs to be in place by June 30<sup>th</sup> – but funds for that are not in the budget

State Dam safety has added new requirements for a safety plan by 2019 for inundation zones. Another letter from Dam Safety was received notifying the District of an increase in fees.

Board discussed that the dam within the District is more like a levee. Staff inquired with Justin McSmith of the Regional Water Quality Control Board about reclassifying the dam as a levee.

**E. PUBLIC HEARING – NONE**

**F. BUSINESS**

**1. New Business –**

**a. FY 2018-19 Draft Budget Review #1**

GM introduced item via staff report and noted that Benefits Assessments fees will be collected in June rather than December. GM discussed budget line by line. Board discussed.

Budget includes two full-time staff to be hired this FY and one part-time executive assistant to be hired next FY. Revenues are primarily from user fees.

Items highlighted in green are proposed to move forward, items in red are proposed to wait at this time.

It is recommended that the sodium hypochlorite systems for water and wastewater treatment be placed on hold. Staff cites concerns over cost and maintaining regulatory requirements.

Log pond maintenance will be used to repair dam seepage. GM explained some ideas for repairing the seepage.

Budget has a balance of \$565 – staff anticipates cost savings will increase with cost savings with electricity.

GM explained that we may be able to charge PG&E to actual user by initiating the pass-through clause for use of raw water pumps. Board discussed timeline of pump replacement by TOS – anticipating cost savings from that.

Board discussed cost of ADA upgrades for new SCSD office building – will be approximately \$3,000. Board also discussed timeline for move-in date.

Staff noted that the budget numbers are conservative.

No public comment.

**b. Special District Risk Management Authority Workers Compensation**

**• 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**

GM introduced and explained that adding this coverage will qualify the District for multi-program coverage which will result in cost savings. GM explained quotes and costs for coverage.

GM explained Credit Incentive Program (CIP) helps reduce costs.

No public comment.

No Action taken.

**Motion:** To 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

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

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

**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**

GM explained and board discussed this item with the prior item.

No public comment.

**Motion:** To Adopt Resolution 2018-5: Approval and completion of the State of California Application for a Public Entity Certificate of Consent to Self-Insure

**Motion:** Bristol      **Second:** Newmaker

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

**c. Adopt Resolution 2018-6: Approving Regular Membership in the Humboldt Area Chapter of the California Special Districts Association**

GM introduced item and explained again who CSDA is and that we are already members. The Humboldt Area Chapter provides a local venue for CSDA meetings, special district support, & training. President Walsh expressed his support.

Fiscal Impact: \$50 annually for membership; \$50 for acquisition of additional insured certificate.

No public comment

**Motion:** Adopt Resolution 2018-6: Approving Regular Membership in the Humboldt Area Chapter of the California Special Districts Association

**Motion:** Pryor      **Second:** Bristol

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

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

Action for this item included in previous item and approved in Resolution 2018-6.

No public comment

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

Board clerk introduced and Board discussed. Director Pryor asked if we could complete on-demand trainings during board meetings. Completion of trainings contribute to Credit Incentive Program savings. Board clerk directed to set a goal/plan for completing as many CIPs as possible.

Staff are attending conferences this year. GM encourages the Board to attend the sexual harassment training in McKinleville in August.

No public comment.

Informational Item – No action taken.

**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:**

President Walsh expressed concerns as to why we continue to pay for HRC's electricity use of the raw water pumps – the District is subsidizing HRC. Could use the pass-through clause to charge actual user of electricity. Another option is to go through a 218 process to increase raw water rates. This would only impact raw water users, and the only users of raw water are the District, and HRC – not residents. Residents receive finished water. HRC pays very little for raw water.

**2. Board Director Reports:**

Director Pryor asks if carpenter shop will be available for lease/sale soon? People may be interested in it. GM explained that we will likely not be looking to sell as we need the space for a corp yard for the District – but we may be interested in leasing. GM explained that SCSD owns it, TOS is using it for free in exchange for us using this current office space. Carpenter shop needs to be appraised.

Director Pryor brought in samples of plastic shakes for the theater roof replacement. SCT will bring another option to show the Board. Director Pryor asked about train equip. removal timeline. Meeting with Friends of #9 scheduled for 4/20/18.

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

GM met with State Water Resources Control Board Drinking Water Division for a site inspection. All went well. GM gave them the completed TMF binder.

GM working on the water treatment annual report.

Escrow closed on the Daycare building on April 10<sup>th</sup>, 2018

GM explained that the District has been reclassified as a DUC by RCAC.

A fire services meeting was held in Rio Dell. The Rio Dell FPD is amenable to looking into the financial/cost options to provide fire protection to SCSD.

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

**5. Engineer's Report:** LM reported on behalf of Steve Davidson (SD). A potential drainage issue on private property was determined by SD to be the private property owner's responsibility. Deed and title were resubmitted by homeowner, SD will review those and respond to the homeowner.

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

**7. Board Clerk Report:**

**a. Website:** Content is ready – we are working through a transparency checklist to ensure that certain items are included on the website.

CSDA presenting a bill to State Legislature which will require all special districts to have a website. There may be a hardship clause in the final bill which may allow some districts to continue to operate without website if they qualify for the hardship clause.

Reminder for ethics certificates for President Walsh and Director Newmaker

**H. ADJOURNMENT 7:19 PM By President Rick Walsh**

Next Regular Meeting of the SCSD will be May 17, 2018 at 5:30 PM.

These minutes were approved by the Board of Directors of the Scotia Community Services District on May 17, 2018 at its duly-noticed regular meeting in Scotia, CA.

APPROVED:

  
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Rick Walsh, President  
Board of Directors  
Scotia Community Services District

\_\_\_\_\_  
Date 5/17/18

ATTEST:

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

\_\_\_\_\_  
Date 5/17/18