



Notice is hereby given that a
REGULAR MEETING
Of the Board of Directors will be held at:
122 Main Street, Scotia, CA 95565

Thursday, June 21, 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 Previous Meeting Minutes p. 3
May 17, 2018
 2. Approval of May 1, 2018 – May 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**
1. Consider adoption of Resolution 2018-7 A Resolution of the Board of Directors of the Scotia Community Services District to Adopt FY 2018-2019 Final Budget p.11
- F. BUSINESS**
1. New Business –
 - a. Consider adoption of Resolution 2018-8: A Resolution of the Scotia Community Services District Board of Directors Adopting the FY 2018-2019 Appropriations Limit p. 17
 - b. Approve SDRMA Insurance invoice for payment p. 20
 - c. Consider approval of service agreement with Planwest Partners for contract staffing services p. 22
 - d. Review received Legal Services Proposals for General Legal Counsel from *Prentice, Long and Epperson* and *Lozano Smith* and consider extending invitations for interviews. p. 30
 - e. Review SHN Consulting Engineers & Geologists Inc. (SHN) Services Agreement Addendum with Scotia Community Services District p. 32
 - f. Consider Adopting Phase 2 Resolutions Accepting Phase 2 Infrastructure p. 36

AGENDA FOR A MEETING OF THE SCSD BOARD OF DIRECTORS

June 21, 2017

POSTED at 5:00 PM June 14, 2017

- i. **Resolution No. 2018-9: A Resolution of the Board of Directors of the Scotia Community Services District to accept dedicated ownership, financial responsibility and maintenance for all non-County or private streets and alleyways in Town of Scotia Phase 2 Development**
- ii. **Resolution 2018-10: A Resolution of the Board of Directors of the Scotia Community Services District to accept dedicated ownership, financial responsibility and maintenance for all non-County or private drainage in Town of Scotia Phase 2 Development**

2. Old Business – NONE

G. ADJOURNMENT

Next Regular Meeting of the SCSD will be July 19, 2017 at 5:30 PM. A Special meeting may be held prior to that.

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, May 17, 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 5:30 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: Leslie Marshall, GM; Julie Thomas, Board Clerk; Steve Davidson, District Engineer; Tracy Boobar, District Legal Counsel

B. SETTING OF AGENDA

No changes

C. CONSENT CALENDAR

1. Approval of Previous Meetings Minutes

April 19, 2018

2. Approval of April 1, 2018 – April 30, 2018 Check Registers

No public comment

Motion: To Approve Consent Calendar

Motion: Newmaker **Second:** Bristol

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

D. PUBLIC COMMENT & WRITTEN COMMUNICATION

District received a Notice of Violation from North Coast Unified Air Quality Management District regarding the generator. LM called Frank Bacik of TOS to address issue.

Jane Harford addressed the Board and staff regarding safety and security of the community as well as the CSD office. She referred to potentially dangerous homeowners. President Walsh assured Ms. Hartford that the District is aware and so is the Sheriff's Department. Staff to follow-up with Sheriff.

E. PUBLIC HEARING –

1. Benefit Assessments Annual Reports

GM introduced and explained 218 approvals, rates and step- increases. Board discussed. Member of public requested that notice be given ahead of time for benefits assessments. Staff responded that notices of upcoming assessments have gone out with the most recent utility bills.

a. Storm Drainage

No public comment

b. Streets and Street Lighting

No public comment

c. Parks & Recreation

No public comment

F. BUSINESS

1. New Business –

a. Scotia Community Services District Legal Representation Request for Proposals for Fiscal Year 2018-19

GM introduced and GM and current Legal Counsel Tracy Boobar explained the value of going out to review all legal options for the best fit. Staff to release public notice and will send RFP out to appropriate firms.

No public comment. No action taken.

b. Brown Act Training

Legal Counsel Tracy Boobar introduced and provided staff with Brown Act training. The training material is from the League of California Cities.

No public comment. No action taken.

c. Playground Equipment Sale

LM introduced matter of playground equipment. It is not ADA compliant and should be declared surplus property and sold. Staff recommends selling it for \$200 or better offer. We have an interested party. Waiver and release of liability will be required. Staff to publish a public notice

No public comment

Motion: To declare playground equipment as surplus property.

Motion: Pryor **Second:** Newmaker

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

d. Redwood Log Cut Loan

GM introduced and explained that the log cut is a climb and fall hazard and if left in place, would have to be fenced off. GM went on to explain that the intention is to loan the log cut to the HRC logging exhibition site. HRC would need to sign a waiver and release of liability. The plaque will be moved to the landscaped area for display. GM to discuss with the Friends of the #9 if they would be willing to move it at the same time that they are planning to move the engine.

No public comment

Motion: Loan Redwood Log Cut to HRC for display in their interpretive exhibit.

Motion: Bristol **Second:** Pryor

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

2. Old Business –

a. FY 2018-19 Draft Budget Review #2

GM introduced for the second time. Item was initially introduced at the last meeting of the Board on April 19th, 2018. Staff to post a notice of public hearing prior to next meeting on June 21, 2018. GM explained the details listed in staff report.

Changes: The Log Pond maintenance highlighted in yellow should be green, that item will be budgeted for in 2018/19. The appropriations limit, Planwest Partners contract and legal contract will be addressed at the June 21st meeting.

Public comment: Jane Hartford asked how much TOS pays for utilities for the houses that are not sold yet. GM explained that metered houses are paid according to SCSD rates.

G. REPORTS

1. President's Report: None

2. Board Director Reports: Director Bristol informed staff and the Board that she has heard that some people may not want to purchase homes in Scotia due to the high rates for water and wastewater.

3. General Manager's Report:

SDRMA Insurance Invoice Due July 15th. The bill is greater than the GM limit of \$50,000. It covers all District and assets. Staff will bring to Board at June 21, 2018 for approval.

CAL-ARP Chlorine gas inspection took place today (5/17/18). No major issues, some minor issues addressed and will be completed prior to next year such as Ops Manuals, Self-audits, completed logs. The chlorine detector needs to be calibrated.

Staff expects that District operations will move to the daycare building in approximately July. Looking into issue with flies and bees inside the building.

GM met with Frank Bacik. Moving out of the carpenter shop and into the aqua dam facility. SCSD offered space in the carpenter shop to the school to park busses. Need to give school quote for parking. There would still be room for other tenants to lease the space. Leak at the theater is being fixed. There is a potential for a lease-back agreement with the TOS for the theater and parks.

GM submitted water annual report and met with SHN for funding. Scotia is considered a disadvantaged community. USDA has grant funding that the District needs to apply for for water plant. Funding is needed for plant replacement. For the Wastewater treatment facility, funding is needed for planning & design. Exploring options and costs for water system upgrades. State funding is available for wastewater plant – design, planning construction and site prep. Funding discussions continue with SHN but moving forward with applications.

Mt. Tam hazmat reports completed. Approximately June 18th cleaning bearings and prep for moving begins. SCT and LM working on contract and release of liability. They have until 8/18/18 per the surplus property bid requirements.

Scotia Offices are now open Tuesdays, Wednesdays, and Thursdays, 10am to 4pm.

4. Special Counsel's Report: None

5. Engineer's Report:

Phase 2 construction is almost complete. Final map is at the county for review. Steve Davidson and SHN worked on final map. Approval by the County expected by June or July. Corridor project expected to start this fall. Gregory trying to push river pump project through for July.

Public comment: Jane Hartford asked about street names being corrected on maps. Also asked about starting a Homeowners Association. Staff and board responded that Ms. Hartford would need to start HOA and enforce it. JH believes it would help sell houses.

6. Fire Chief's Status Report: None

7. Board Clerk Report:

New website is up! Same web address as the old Scotia website. Please visit it!

Job Postings are up as well. SCT, LM and Bruce Gehrke are the hiring team.

H. ADJOURNMENT: 7:27 PM By President Walsh

Next Regular Meeting of the SCSD will be June 21, 2018 at 5:30 PM.

Scotia Community Services District

Account QuickReport

As of May 31, 2018

Type	Date	Num	Name	Memo	Amount	Balance
10000 · RCB Checking 8239						453,268.34
Deposit	05/01/2018			HRC ACH UBMax dep	25,943.07	479,211.41
Deposit	05/02/2018			UBMax Water/Sewer dep	551.25	479,762.66
Check	05/03/2018	50240	Town of Scotia	400 Church Street payment #1	-1,049.21	478,713.45
Bill Pmt -Check	05/04/2018	50241	Alternative Business C...	3 color toner cartidges	-581.81	478,131.64
Bill Pmt -Check	05/04/2018	50242	ASAP Lock & Key	1 deadbolt + rekey	-102.23	478,029.41
Bill Pmt -Check	05/04/2018	50243	AT&T	Office phone & net	-103.33	477,926.08
Bill Pmt -Check	05/04/2018	50244	Dave's Auto Electric	Clear engine light/R&R cams...	-174.63	477,751.45
Bill Pmt -Check	05/04/2018	50245	Industrial Electric		-736.53	477,014.92
Bill Pmt -Check	05/04/2018	50246	Johnson's Mobile Rent...	Temp fence rental Engine #9	-235.33	476,779.59
Bill Pmt -Check	05/04/2018	50247	North Coast Laborator...		-2,297.00	474,482.59
Bill Pmt -Check	05/04/2018	50248	Pacific EcoRisk	NPDES Tox testing	-1,615.00	472,867.59
Bill Pmt -Check	05/04/2018	50249	PG&E		-14,744.52	458,123.07
Bill Pmt -Check	05/04/2018	50250	Precision Intermedia	Monthly hosting + Security up...	-53.75	458,069.32
Bill Pmt -Check	05/04/2018	50251	Sequoia Personnel		-979.13	457,090.19
Bill Pmt -Check	05/04/2018	50252	USA Blue Book		-325.31	456,764.88
Bill Pmt -Check	05/04/2018	50253	Wildwood Saw	Husky rider mower repair	-431.53	456,333.35
Check	05/04/2018	DC	Palco Pharmacy	Meter reader batteries	-15.05	456,318.30
Deposit	05/07/2018			HRC ACH Deposit	2,939.71	459,258.01
Bill Pmt -Check	05/10/2018	50254	PG&E		-378.13	458,879.88
Bill Pmt -Check	05/10/2018	50255	Renner Petroleum	49589	-189.86	458,690.02
Deposit	05/10/2018			UBMax Water Sewer Pmts	2,345.80	461,035.82
Deposit	05/10/2018			Deposit TOS phone credits	62.48	461,098.30
Deposit	05/15/2018			UBMax Water/Sewer dep	405.60	461,503.90
Bill Pmt -Check	05/17/2018	50257	Brian McNeill	Backflow testing	-1,620.00	459,883.90
Bill Pmt -Check	05/17/2018	50258	Fortuna Ace	Brass Padlock	-14.09	459,869.81
Bill Pmt -Check	05/17/2018	50259	Industrial Electric	Labor to wash & bake 15hp m...	-571.86	459,297.95
Bill Pmt -Check	05/17/2018	50260	Precision Intermedia	Enhancements for new web s...	-118.75	459,179.20
Bill Pmt -Check	05/17/2018	50261	Rogers Machinery	Shallow well pump repair	-1,359.35	457,819.85
Bill Pmt -Check	05/17/2018	50262	Sequoia Personnel	T. Cannon WE 5.6.2018	-486.75	457,333.10
Bill Pmt -Check	05/17/2018	50263	Softline Data, Inc.	UBMax Annual Support & Re...	-550.00	456,783.10
Bill Pmt -Check	05/17/2018	50264	Steves Septic	2500 gal pump/dump	-750.00	456,033.10
Bill Pmt -Check	05/17/2018	50265	USA Blue Book	Utility Lock 7/8" shackle	-195.59	455,837.51
Deposit	05/24/2018			UBMax water/sewer pmts	8,681.10	464,518.61
Deposit	05/24/2018			Deposit - TOS Unsub	168,468.84	632,987.45
Check	05/29/2018	50256	1038 Deana Thompson	Refund 2017/18 Benefit Asse...	-279.33	632,708.12
Check	05/29/2018	50266	1037 Johnny Valencia	Refund 2017/18 Benefit Asse...	-279.33	632,428.79
Check	05/29/2018	50267	1055 TOS 27 Garage ...	Refund 2017/18 Benefit Asse...	-279.33	632,149.46
Check	05/29/2018	50268	1074 TOS 46 Garage ...	Refund 2017/18 Benefit Asse...	-279.33	631,870.13
Deposit	05/29/2018			UBPay CC payment	193.46	632,063.59
Deposit	05/29/2018			UBPay CC payment	103.15	632,166.74
Deposit	05/30/2018			UBMax payments	1,927.64	634,094.38
Bill Pmt -Check	05/30/2018	50270	Advanced Security	3 months monitoring at 169 M...	-76.50	634,017.88
Bill Pmt -Check	05/30/2018	50271	AT&T		-307.21	633,710.67
Bill Pmt -Check	05/30/2018	50272	Fortuna Ace		-42.77	633,667.90
Bill Pmt -Check	05/30/2018	50273	Humb Co Sheriff		-75.00	633,592.90
Bill Pmt -Check	05/30/2018	50274	Jonathon Penny		-420.00	633,172.90
Bill Pmt -Check	05/30/2018	50275	NTU Technologies	(1) 275 Gal Tote Polymer	-3,505.50	629,667.40
Bill Pmt -Check	05/30/2018	50276	Pacific EcoRisk	Trout testing	-738.83	628,928.57
Bill Pmt -Check	05/30/2018	50277	PG&E		-18,108.88	610,819.69
Bill Pmt -Check	05/30/2018	50278	Precision Intermedia	Monthly web hosting	-30.00	610,789.69
Bill Pmt -Check	05/30/2018	50279	Recology Eel River	Recycle Bin/Service	-7.05	610,782.64
Bill Pmt -Check	05/30/2018	50280	SDRMA	7724	-7,325.13	603,457.51
Bill Pmt -Check	05/30/2018	50281	Sequoia Personnel		-900.38	602,557.13
Bill Pmt -Check	05/30/2018	50282	Thatcher Company	402298	-1,171.24	601,385.89
Bill Pmt -Check	05/30/2018	50283	Town of Scotia	April labor billing	-11,527.10	589,858.79
Bill Pmt -Check	05/30/2018	50284	Visa		-3,226.93	586,631.86
Bill Pmt -Check	05/30/2018	50285	Wyckoff Plumbing		-228.66	586,403.20
Deposit	05/31/2018			HRC ACH Deposit	31,407.26	617,810.46
Bill Pmt -Check	05/31/2018	50286	Home Network Pest C...	Pest Work 400 Church Street...	-4,170.00	613,640.46
Bill Pmt -Check	05/31/2018	50287	Sequoia Personnel	T. Cannon WE 5.27.2018	-498.00	613,142.46
Deposit	05/31/2018			ERB water/sewer pmt	8,606.72	621,749.18
Deposit	05/31/2018			Deposit - Kevin repay	2.60	621,751.78
Deposit	05/31/2018			UBMax water/sewer pmts	760.30	622,512.08
Total 10000 · RCB Checking 8239					169,243.74	622,512.08
TOTAL					169,243.74	622,512.08

11:08 AM

06/13/18

Cash Basis

Scotia Community Services District

Account QuickReport

As of May 31, 2018

Type	Date	Num	N...	Memo	Original Amount	Paid Amount	Balance
12000 · RCB Savings 0367							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 on #9	56,240.00	56,240.00	106,276.93
Deposit	03/31/2018			Interest	6.80	6.80	106,283.73
Deposit	04/30/2018			Interest	10.48	10.48	106,294.21
Deposit	05/31/2018			Interest	12.06	12.06	106,306.27
Total 12000 · RCB Savings 0367						56,277.43	106,306.27
TOTAL						56,277.43	106,306.27

11:07 AM

Scotia Community Services District

06/13/18

Account QuickReport

Cash Basis

As of May 31, 2018

Type	Date	Num	Memo	Original Amount	Paid Amount	Balance
12100 · RCB Cust Deposit Savings 0797						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
Deposit	04/05/2018		424 Church S...	100.00	100.00	3,900.77
Deposit	04/06/2018		VOID: Duplicate	0.00	0.00	3,900.77
Deposit	04/20/2018		408 Church S...	100.00	100.00	4,000.77
Deposit	04/20/2018		413 Church S...	100.00	100.00	4,100.77
Deposit	04/30/2018		Interest	0.20	0.20	4,100.97
Deposit	05/30/2018		426 Church D...	100.00	100.00	4,200.97
Deposit	05/31/2018		Interest	0.27	0.27	4,201.24
Total 12100 · RCB Cust Deposit Savings 0797					1,500.91	4,201.24
TOTAL					1,500.91	4,201.24

11:05 AM

06/13/18

Accrual Basis

Scotia Community Services District

Account QuickReport

As of November 30, 2017

Type	Date	Num	Name	Memo	Amount	Balance
11000 · RCB CD 0929						
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
Total 11000 · RCB CD 0929					50,062.70	50,062.70
TOTAL					50,062.70	50,062.70

Scotia Community Services District

Staff Report

DATE: June 21, 2018
TO: Scotia Community Services District Board of Directors
FROM: Leslie Marshall, General Manager; Steve Tyler, Assistant General Manager
SUBJECT: SCSD FY 2018/19 Final Budget

RECOMMENDATION:

The Administrative staff recommends that the Board review and adopt the Fiscal Year 2018/19 Final Budget.

ACTION:

Adopt Fiscal Year 2018/19 Final Budget

DISCUSSION:

Each year the District must prepare and adopt a budget for the coming Fiscal Year. The FY 2018/19 Draft 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:

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

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

The budget includes personnel services costs for contracted services *and* full-time benefitted staff for FY 2018/19. Staff has recruited, interviewed, and offered jobs for 2 permanent SCSD staff (Lead Operator and Operator I/II).

Anticipated Capital Improvement Projects for the upcoming fiscal year have been outlined and total \$215,500. Some Capital Improvement Projects are carrying over from FY 2017/2018 and have already been budgeted for in FY 2018/2018 (i.e. River Pump Controls).

The budget line item for Contract Services was amended since last meeting from \$175,000 to \$192,000 to reflect an incremental increase in rates. These rates are expected to rise next year as well to a total cost of approximately \$210,000.

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 and the start of the Town of Scotia LLC. Corridor Project, but the budget continues to reflect current electricity charges as the construction completion time-line is unclear. 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 savings 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 has developed a 2018/19 *Final* Budget for Board review and adoption, required, by law, to be adopted by Resolution prior to June 30, 2018. Staff prepared and circulated a Notice of Public Hearing for Adoption of the FY 2017 /18 Final Budget for this June meeting.

FISCAL IMPACT:

Attached Fiscal Year 2018/19 Final Budget

Resolution 2018-7 A Resolution of the Scotia Community Services District Board of Directors to adopt the Final Budget for Fiscal Year 2018-2019

RESOLUTION NO. 2018-7

A RESOLUTION OF THE SCOTIA COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS TO ADOPT THE FINAL BUDGET FOR FISCAL YEAR 2018-2019

WHEREAS, the Scotia Community Services District (“Scotia CSD”) is organized and operates pursuant to the California Government Code Section 61000, *et seq.*; and

WHEREAS, the Board of Directors of the Scotia CSD is required by California Government Code Section 61110(f) to adopt a final budget on or before July 1st of each year; and

WHEREAS, the Fiscal Year 2018-2019 Draft Budget was made available to the public, and public meetings were held on April 19, 2018 and May 17, 2018 to discuss and receive public comment on the Draft Budget; and

WHEREAS, the Scotia CSD Fiscal Year 2018-2019 Final Budget for the fiscal year beginning July 1, 2018, as presented by the General Manager, has been reviewed and revised by the Board of Directors, and represents a responsible and balanced financial approach for the reliable operation and maintenance of the infrastructure and programs under its jurisdiction; and

WHEREAS, a public notice was published in a local newspaper (Times Standard), stating the time and place within the District that the Fiscal Year 2018-2019 Final Budget is available for inspection; and noticing a public hearing stating the date, time and place where the Board of Directors will meet to adopt the Fiscal Year 2018-2019 Final Budget and that any person may appear and be heard regarding any item in the budget; and

WHEREAS, the public notice was published 14 days before the hearing in at least one newspaper of general circulation in the District pursuant to Government Code Section 6061; and

WHEREAS, a public hearing was held by the Scotia CSD Board of Directors on June 21, 2018 at 5:30 p.m. to finalize and adopt the Fiscal Year 2018-2019 Final Budget.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Scotia Community Services District as follows:

Section 1: The Recitals set forth above are incorporated herein and made an operative part of this Resolution.

Section 2: The budget for Fiscal Year 2018-2019 is hereby adopted as set forth in Exhibit A: “Scotia Community Services District Fiscal Year 2018-2019 Final Budget” and is attached hereto and incorporated herein.

Section 3: Modifications and amendments to the 2018-2019 Scotia Community Services District Final Budget shall be allowed during the 2018-2019 fiscal year, when in conformance with Board Policies and state law.

Section 4: This resolution shall be effective upon adoption.

Attached: Exhibit A - Fiscal Year 2018/2019 Final Budget

Dated: June 21, 2018

APPROVED:

Rick Walsh, Board President, Scotia CSD

ATTEST:

Julie Thomas, Board Clerk, Scotia CSD

CLERK'S CERTIFICATE

I hereby certify that the foregoing is a true and correct copy of Resolution No. 2018-7, passed and adopted at a regular meeting of the Scotia Community Services District Board of Directors, County of Humboldt, State of California, held on the 21st day of June, 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Julie Thomas, Board Clerk, Scotia CSD

Scotia Community Services District
Fiscal Year 2018-2019 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 ¹	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
TOTAL REVENUES		\$ 460,300	\$ 35,700	\$ 628,900	\$ 63,800	\$ 26,700	\$ 145,700	\$ 500	\$ 1,361,600

Expenditures

		Treated Water	Raw Water	Wastewater	Streets & Street Lighting	Storm Drainage	Parks & Recreation	Admin	Total All Services
Personnel Services									
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	\$ 76,800	\$ 9,600	\$ 76,800	\$ 4,800	\$ 4,800	\$ 9,600	\$ 9,600	\$ 192,000
SCSD Permanent Benefitted Staff	360	\$ 76,734	\$ 9,592	\$ 76,734	\$ 4,796	\$ 4,796	\$ 9,592	\$ 9,592	\$ 191,835
TOTAL PERSONNEL SERVICES		\$ 203,034	\$ 22,692	\$ 216,534	\$ 13,346	\$ 11,096	\$ 22,942	\$ 21,192	\$ 510,835
Materials and Services									
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
TOTAL MATERIALS AND SERVICES		\$ 72,550	\$ 148,600	\$ 319,250	\$ 27,900	\$ 3,300	\$ 9,100	\$ 17,200	\$ 597,900
TOTAL O&M		\$ 275,584	\$ 171,292	\$ 535,784	\$ 41,246	\$ 14,396	\$ 32,042	\$ 38,392	\$ 1,108,735

Other Expenditures										
Annual Debt Service on Capital Improvement Loans	500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,200	\$ 13,200	
Transfer to Capital Reserve Fund	510	\$ 6,000	\$ 750	\$ 6,000	\$ 375	\$ 375	\$ 750	\$ 750	\$ 15,000	
Transfer to Equipment Replacement Reserve Fund	520	\$ 3,000	\$ 300	\$ 4,000	\$ 500	\$ 200	\$ 1,000	\$ -	\$ 9,000	
TOTAL OTHER EXPENDITURES		\$ 9,000	\$ 1,050	\$ 10,000	\$ 875	\$ 575	\$ 1,750	\$ 13,950	\$ 37,200	
Capital Outlay										
SCSD Office Building ADA Upgrades	610	\$ 10,500	\$ 500	\$ 11,000	\$ 1,250	\$ 500	\$ 1,250	\$ -	\$ 25,000	
SCSD Office Building Renovation	611	\$ 3,150	\$ 150	\$ 3,300	\$ 375	\$ 150	\$ 375	\$ -	\$ 7,500	
Ball Park ADA Upgrades	612	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,000	\$ -	\$ 8,000	
Winema Theater Roof Replacement	620	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,000	\$ -	\$ 80,000	
Museum ADA Upgrades	621	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ -	\$ 40,000	
WWTP Sedimentation Ponds 1-3 Solids Removal	660	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000	
Log Pond Maintenance	671	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000	
TOTAL CAPITAL EXPENDITURES		\$ 13,650	\$ 650	\$ 69,300	\$ 1,625	\$ 650	\$ 129,625	\$ -	\$ 215,500	
TOTAL EXPENDITURES		\$ 298,234	\$ 172,992	\$ 615,084	\$ 43,746	\$ 15,621	\$ 163,417	\$ 52,342	\$ 1,361,435	
Unexpended Fund Balance		\$ 162,066	\$ (137,292)	\$ 13,816	\$ 20,054	\$ 11,079	\$ (17,717)	\$ (51,842)	\$ 165	
EXPENDITURES + UFB + Prev. Rev.		\$ 460,300	\$ 35,700	\$ 628,900	\$ 63,800	\$ 26,700	\$ 145,700	\$ 500	\$ 1,361,600	
Recommended Operating Contingency 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: June 21, 2018
TO: Scotia CSD Board of Directors
FROM: Leslie Marshall, General Manager
SUBJECT: Resolution 2018-8: A Resolution of the Scotia Community Services District Board of Directors Establishing the Fiscal Year 2018/19 Appropriations Limit

RECOMMENDATION:

Staff recommends establishing the appropriations limit for FY 2018/19 at \$1,361,600 by adopting Resolution No. 2018-8.

ACTION:

Adopt Resolution No. 2018-8 of the Scotia Community Services District Board of Directors Establishing the Fiscal Year 2018/19 Appropriations Limit.

DISCUSSION:

California Government Code §61113 requires the District to adopt a resolution establishing its appropriations limit, if any, and make necessary determinations for the following fiscal year pursuant to Article XIIB of the California Constitution, on or before July 1 of each year.

Appropriations limits were created by Proposition 4 in 1979. The state appropriations limit (SAL) puts an upper boundary each year on the amount of monies that an agency can spend from tax proceeds. SAL increases each year based on population and a cost of living factor. SAL is also sometimes referred to as a “Gann Limit” so named after one of the original authors. This may give an upper limit to our use of tax proceeds.

To meet our statutory obligation, the SAL or Gann Limit should be set for Fiscal Year 2018/19 at \$1,361,600 by approving Resolution 2018-8.

FISCAL IMPACT: See Resolution.

RESOLUTION NO. 2018-8

**A RESOLUTION OF THE SCOTIA COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
ESTABLISHING THE FISCAL YEAR 2018-2019 APPROPRIATIONS LIMIT**

WHEREAS, the Scotia Community Services District (“Scotia CSD”) is organized and operates pursuant to the California Government Code Section 61000, *et seq.*; and

WHEREAS, the Board of Directors of the Scotia Community Services District is required by California Government Code Section 61113 to adopt a resolution establishing its appropriations limit, if any, and make necessary determinations for the following fiscal year pursuant to Article XIII B of the California Constitution, on or before July 1 of each year; and

WHEREAS, Government Code Section 7910 provides that each year the governing body of each local jurisdiction shall, by resolution, establish its appropriations limit for the following fiscal year pursuant to Article XIII B at regularly scheduled meeting or a noticed special meeting and that fifteen days prior to such meeting, documentation used to determine the appropriations limit shall be made available to the public; and

WHEREAS, the Scotia CSD Board of Directors wishes to establish the appropriations limit for the forthcoming fiscal year for the Scotia Community Services District.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Scotia Community Services District as follows:

Section 1: The Recitals set forth above are incorporated herein and made an operative part of this Resolution.

Section 2: As required by Government Code §61113, the tax appropriations limit for the Scotia CSD fiscal year 2018-2019 shall be \$1,361,600.

Section 3: It is hereby found and determined that the documentation used to establish the District’s appropriations limit for the Fiscal Year was available to the public in the Office of the District at least fifteen days prior to this date.

Section 4: This resolution shall be effective upon adoption.

Dated: June 21, 2018

APPROVED:

Rick Walsh, Board President, Scotia CSD

ATTEST:

Julie Thomas, Board Clerk, Scotia CSD

CLERK'S CERTIFICATE

I hereby certify that the foregoing is a true and correct copy of Resolution No. 2018-8, passed and adopted at a special meeting of the Scotia Community Service District Board of Directors, County of Humboldt, State of California, held on the 21st day of June, 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Julie Thomas, Board Clerk, Scotia CSD

Scotia Community Services District

Staff Report

DATE: June 21, 2018
TO: Scotia Community Services District Board of Directors
FROM: Leslie Marshall, General Manager
SUBJECT: SDRMA Insurance Invoice Payment

RECOMMENDATION:

The Administrative staff recommends that the Board review and approve the SDRMA Insurance invoice for payment.

ACTION:

Approve the SDRMA Invoice *and* direct staff to submit payment.

DISCUSSION:

The District has received the SDRMA invoice for Property/Liability Insurance for Program Year 2018/19. A 5% multi-discount program is included. The Board has authorized the General Manager to approve payments up to \$25,000 without Board approval. The invoice total exceeds the General Manager's authorization amount, at \$50,013.96. The FY 2018/2019 Final Budget amount for insurance is \$72,700, leaving a balance of \$22,686.04. This balance will cover Worker's Compensation Insurance, and any other unforeseen insurance related costs.

FISCAL IMPACT:

Invoice Total: \$50,013.96

Attachments:

SDRMA Property/Liability Package Program Invoice for Program Year 2018/19.

MAY 17 2018



Property/Liability Package Program Invoice

Program Year 2018-19

Scotia Community Services District

Post Office Box 104
Scotia, California 95565

Invoice Date: 05/15/2018
Invoice Number: 64704
Member Number: 7724

Property, Boiler/Machinery, Pollution, Cyber <i>Coverage for 8 reported item(s) valued at (including contents): \$19,769,000</i>	\$30,447.54
Mobile/Contractors Equipment <i>Coverage for 0 reported item(s) valued at: \$0</i>	0.00
General Liability*, Errors & Omissions, Employee & Public Officials Dishonesty <i>Certificates: 3 Non-Member Certificate(s)</i>	12,431.27
Auto Liability (includes \$50 charge for non-owned auto coverage) <i>Coverage for 1 reported item(s) valued at: \$4,501</i>	494.43
Auto Comp / Collision <i>Coverage for 0 reported item(s) valued at: \$0</i>	0.00
Trailers <i>Coverage for 1 reported item(s) valued at: \$7,271</i>	100.78
Special Coverages <i>Endorsements: Dam</i>	16,000.00

Gross Package Contribution	\$59,474.02
Earned CIP Credits	0.00
Longevity Distribution Credit	0.00
MemberPlus Online RQ Bonus	-75.00
Other Discounts	-6,385.06
Subtotal	\$53,013.96
5% Multi-Program Discount	-\$2,650.70

Total Contribution Amount Due by July 15

\$50,363.26

*Current Limit of Liability is \$2.5M for G/L, A/L and E&O (excluding outside excess liability limits)

Please pay in full by the due date. If not, a late charge of one percent (1%) per month, twelve percent (12%) per annum, will be assessed on all sums past due. Imposition of this charge does not extend the due date for payment.

Please return GREEN COPY with your payment. For invoice questions call the SDRMA Finance Department.

Special District Risk Management Authority
1112 I Street Suite 300, Sacramento, California 95814-2865
Tel 916.231.4141 or 800.537.7790 | Fax 916.231.4111
www.sdrma.org



Scotia Community Services District

Staff Report

DATE: June 21, 2018
TO: Scotia Community Services District Board of Directors
FROM: Leslie Marshall, General Manager
SUBJECT: Planwest Partners Inc. Professional Services Agreement, with Scotia CSD, for FY 2018/2019

RECOMMENDATION:

The Administrative staff recommends that the SCSD Board consider authorizing the Board President to sign the Planwest Partners Inc., Professional Services Agreement, for fiscal year 2018/2019.

ACTION:

Authorize the President of the SCSD Board to sign the attached Planwest Partners Inc. Professional Services Agreement (Agreement).

DISCUSSION:

The Planwest Partners Inc Agreement includes the following services which are similar to those included in extension 6, which was signed on June 15, 2017. Some tasks have been completed and have been removed from the scope such as Task 3. Technical, Managerial and Financial Report.

Other tasks have been reassigned. Task 4 National Pollution Discharge Elimination System Permit has been relocated under Task 2 Operations/Management; and Task 5 Grant Research/Writing and it has been moved under Task 1 Administrative Duties.

Task 1- Administrative Duties

Task 2- Operations/Management

FISCAL IMPACT:

See attached Planwest Partners Inc Agreement and FY 2018/2019 Budget Line Item, \$192,000.00

**EXTENSION SEVEN OF AGREEMENT BETWEEN THE
SCOTIA COMMUNITY SERVICES DISTRICT
AND
PLANWEST PARTNERS INC.
FOR PROFESSIONAL SERVICES**

THIS AGREEMENT EXTENSION for Professional Services (“Agreement”) is made by and between Planwest Partners Inc., a planning consulting firm, hereinafter referred to as “Consultant,” and the Scotia Community Services District, hereinafter referred to as “District.” This Agreement is effective as of date signed by both parties and extends the Original Agreement through June 30, 2019.

- 1. Scope of Services.** Consultant will perform professional services for District in accordance with Exhibit A, Scope of Services, attached hereto and incorporated herein.
- 2. Term.**
 - a) Commencement. No services shall be performed or furnished under this Agreement until District has provided notice to commence services to the Consultant, which shall not occur until after full execution of this Agreement by both parties and receipt by District of all insurance certificates.
 - b) Termination. Either party may terminate this Agreement upon 10 days written notice. In such event, Consultant will be entitled to invoice District for and to receive payment for all acceptable services performed or furnished under the Agreement, if applicable, and all reimbursable expenses incurred through the effective date of termination.
 - c) Time for Completion. Consultant shall complete specific tasks in accordance with time frames outlined in Exhibit A.
- 3. Compensation for Services.**
 - a) Payment. District shall pay Consultant on a time and materials basis at the rates specified in Exhibit B, Payment Schedule, attached hereto and incorporated herein.
 - b) Invoicing. Consultant shall prepare and submit its invoices to District no more than once per month and shall provide a time summary of work performed. District to pay undisputed invoices within 30 days of receipt. If District disputes an invoice, it may withhold that portion so contested and shall pay the undisputed amount.
- 4. Professional Standards.** The standard of care for all professional services performed or furnished by Consultant under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Consultant shall be responsible for the professional and technical soundness, accuracy, and adequacy of all work and materials furnished under this Agreement.
- 5. Independent Contractor Status.** Consultant is performing services as an independent contractor for District, and is neither an employee nor an agent of District. Except as otherwise provided in this Agreement, Consultant shall have sole control over the manner and method of performance of the services, and District’s only interest shall be in the results of such services. District’s liability hereunder shall be limited to payment of the compensation provided in this Agreement. Consultant agrees and acknowledges that it is not entitled to any benefits or insurance, including without limitation any medical, unemployment, or disability benefits, on District’s account. This Section shall also apply to any of Consultant’s subcontractors.

- 6. Document Submission and Title to Documents.** Consultant agrees that all data, plans, reports, maps, memoranda, manuals, letters and other written or graphic work produced in the performance of this Agreement is considered work made for hire and shall be the property of District upon delivery. District may disclose, disseminate and use in whole or in part, any final form data and information received, collected, and developed under this Agreement.
- 7. Designation of Representative.** Consultant and District shall designate specific individuals to act as representatives (“Designated Representative”), who shall have District to transmit instructions, receive information, and implement the Agreement on behalf of each respective party. Either party may change its Designated Representative or the address of its Designated Representative by giving reasonable notice to the other party.
- 8. Notice.** All notices required or permitted hereunder shall be in writing and shall be deemed to have been properly given and delivered when delivered personally (including by commercial messenger or courier or by facsimile transmission) or four (4) days after deposit in the U.S. mail with all postage or charges fully prepaid and addressed to the authorized representative of the appropriate party.

Scotia Community Services District
Rick Walsh, Board President
122 Main Street
Scotia, CA 95565

Planwest Partners Inc.
George Williamson, Principal Planner
1125 16th Street, Suite 200
Arcata, CA 95521

9. Indemnification.

When the law establishes a professional standard of care for Consultant’s services, to the fullest extent permitted by law, Consultant shall indemnify and hold harmless District and its boards, task forces, officials, employees and agents (collectively “Indemnified Parties”) from and against any and all losses, liabilities, damages, costs and expenses, including attorney’s fees and costs to the extent same are caused in whole or in part by any negligent or wrongful act, error or omission of Consultant, its officers, agents, employees or sub-contractors or any entity or individual for which Consultant shall bear legal liability in the performance of professional services under this Agreement.

10. Insurance.

a) Insurance Requirements.

- i. Prior to performing any services hereunder and until the services have been completed in accordance with this Agreement and accepted by the District, the Consultant shall maintain insurance in full compliance with all of the provisions of this Section 10. In the event the Consultant sublets or subcontracts any part of the services, each subcontractor shall be bound by the same terms and conditions concerning insurance as outlined herein and this Section 10 will be made a part of any such subcontract agreement.
- ii. As evidence of specified insurance coverage, District may, in lieu of actual policies, accept certificates issued by the insurance carrier showing such policies in force for the specified period and naming District as an additional insured thereunder, except Professional Liability Insurance and Workers Compensation.
- iii. District reserves the right at any time during the term of the Agreement to change the amounts and types of insurance required by giving the Consultant ninety (90) days advance written notice.

- b) Professional or Errors and Omissions Insurance. Consultant shall purchase and maintain such Professional or Errors and Omissions Insurance for the services performed and furnished as will provide protection from any claim arising out of any negligent act, error or omission in rendering or failing to render professional services either committed or alleged to have been committed by Consultant or by anyone employed by Consultant to perform or furnish any of the services, or by

anyone for whose acts any of them may be liable. Such coverage shall not be subject to a Self-Insured Retention (SIR) greater than \$100,000, and for not less than \$1,000,000 Single Limit, any one claim and annual aggregate.

- c) Workers' Compensation Insurance. Consultant shall purchase and maintain such Workers' Compensation covering all employees and volunteers as required by the State of California, and on a state-approved policy form.
- d) Commercial General Liability. Insurance Services Office (ISO) "Commercial General Liability" policy form CG 00 01 or equivalent. Coverage for additional insured shall not be limited to vicarious liability. Defense costs must be paid in addition to limits. Limits shall be no less than \$1,000,000 general aggregate.
- e) Automobile Liability Insurance. ISO Business Auto Coverage for CA 0001 including symbol 1 or equivalent. Limits are subject to review, but in no event to be less than \$1,000,000 per accident. If Consultant or Consultant's employees will use personal autos in the performance of any duties under this Agreement, Consultant shall provide evidence of personal auto liability coverage for each such person.

11. Dispute Resolution. The parties agree to negotiate any disputes over the performance of their respective rights and obligations under this Agreement in good faith for a period of at least 30 days after the date of notice invoking the need for dispute resolution or exercising rights under law. Neither party may initiate court action prior to such good faith negotiation and following that prior to good faith third-party mediation.

12. Governing Law, Venue. This Agreement and performance hereunder and all suits and special proceedings shall be interpreted in accordance with California law. Venue shall be fixed in Humboldt County.

13. Authority. Each party hereto warrants and represents to the other party that such party has the full right, power and District to enter into this Agreement and has obtained all necessary consents and approvals to consummate the transaction contemplated hereby.

14. Negotiated Agreement, Interpretation. This Agreement has been negotiated by the parties hereto. Each of the parties has had full opportunity to have this Agreement reviewed by an attorney acting on such party's behalf. The language of the Agreement shall not be construed for or against either party by reason of the authorship or alleged authorship of any provision hereof or by reason of the status of the respective parties.

15. Entire Agreement/Modifications and Amendments. This Agreement and all attachments constitutes the entire agreement between District and Consultant as to the subject matter hereof. It supersedes all prior communications, representations, or agreements, whether oral or written. No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties and approved as required.

16. Assignment, Subcontract. Consultant may assign its rights, interests, duties or obligations under this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement effective on the date of the last party signing.

SCOTIA COMMUNITY SERVICES DISTRICT: **Designated Representative:**

Date: _____

Name: Rick Walsh, Board President
Phone: (707) 506-3030
E-mail: rwalshca@suddenlink.net

Attest:

PLANWEST PARTNERS INC:

Designated Representative:

By Its: Principal
Date: _____

Name: George Williamson
Phone: (707) 825-8260
Fax: (707) 825-9181
E-mail: georgew@planwestpartners.com

Attach: Exhibit A, Exhibit B

EXHIBIT A

Scotia Community Services District Scope 6

The current staffing agreement ends June 30, 2018. This scope extends staffing services to June 30, 2019, at which time a new scope for the Fiscal Year 2019/2020 will be presented.

This current scope includes:

Task 1. Administrative Duties

- 1.1 Administrative Duties (Basic Services, Staff Meetings/Community Meetings)
- 1.2 Policies, Procedures, Ordinances
- 1.3 Community Meeting prep & attendance
- 1.4 CSD Board Meeting prep & attendance/minutes
- 1.5 Bookkeeping, Billing, and Invoicing/Banking
- 1.6 Website postings & management/Emails/File Management
- 1.7 Budgeting
- 1.8 Grant Research/Writing
- 1.9 Personnel

Task 2. Operations and Management

- 2.1 Treated Water, Raw Water, and Distribution

SCSD staff will be involved in the following:

- planning, management and oversight of the daily functions, operations and activities of the water treatment plant and water distribution system.
- all new water infrastructure construction projects including engineering review in coordination with SHN, TOS and Wahland Construction, on a daily and weekly basis.
- all equipment maintenance, repairs and improvements related to the existing water treatment plant and water distribution system.

SCSD staff will be responsible for the District's compliance with all regulatory agency (USEPA, CAL- EPA, SWRCB and CAL-DHS Cross Connection Control Standards) requirements, to include, policy development, monitoring, testing, reporting and training.

- 2.2 Wastewater Collection, Treatment, Discharge

SCSD staff will be involved in the following:

- planning, management and oversight of the daily functions, operations and activities of the wastewater treatment plant and wastewater collection system.
- all new wastewater infrastructure construction projects including engineering review in coordination with SHN, TOS and Wahland Construction, on a daily and weekly basis.
- equipment maintenance, repairs and improvements related to the existing wastewater treatment plant and wastewater collection system.
- National Pollutant Discharge Elimination System Permit (NPDES): **Staff will review and collaborate with SHN on the NPDES.**

SCSD staff will be responsible for the District's compliance with all regulatory agency (USEPA, CAL- EPA, SWRCB and NPDES Pretreatment Standards) requirements, to include, policy development, monitoring, testing, reporting and training.

2.3 Stormwater and Drainage

SCSD staff will be responsible for operations and maintenance of the storm drainage infrastructure outside of the County maintained public-right-of-way

2.4 CSD designated Streets, Alleys and Streetlighting

SCSD staff will be responsible for operations and maintenance of CSD designated Streets and Alleys infrastructure outside of the County maintained public-right-of-way

2.5 Parks and Recreation:

Community Forest, Theatre, Museum, Carpenter Shop, Landscaping SCSD staff will be responsible for operations and maintenance of the Museum, which staff is projecting to update and convert some space into future District Office space. Staff is proposing a lease-back agreement with TOS for operations and maintenance of the parks and Theater facilities for the first 6 months of district operations. The Carpenter Shop will be owned by the CSD, and leased back (on "trade") for the current District office location.

2.6 Land & Easements

Staff will be responsible for oversight of all District land and easements.

These tasks are required for the SCSD staff to provide services to the community.

EXHIBIT B - PAYMENT SCHEDULE

Compensation for Scope of Services

General Manager: \$62.00 per hour

Assistant General Manager: \$58 per hour

District Engineer: \$58.00 per hour

Operations Superintendent: \$58.00 per hour

Board Clerk: \$50.00 per hour

GIS Analyst: \$62.00 per hour

Senior Planner: \$92 per hour

+ direct expenses

Scotia Community Services District

Staff Report

DATE: June 21, 2018
TO: Scotia Community Services District Board of Directors
FROM: Steve Tyler, Assistant General Manager; Leslie Marshall, General Manager
SUBJECT: Request for Proposals (RFP) for Fiscal Year 2018/2019 General Counsel Legal Services

RECOMMENDATION:

The Administrative staff recommends that the Board receive a staff report on the RFP for Fiscal year 2018/2019 General Counsel Legal Services and consider accepting the two (2) RFP's for fiscal year 2018/19 General Counsel Legal Services.

ACTION:

Consider accepting the two (2) RFP's for fiscal year 2018/19 General Counsel Legal Services *and* direct Administrative staff to set interview(s) for the next regularly scheduled Board of Directors Meeting on July 19, 2018.

DISCUSSION:

The Board of Directors approved staff to develop and send out the RFP for General Counsel Legal Services at the May 17, 2018 Board meeting.

Staff published the RFP notice in the Times Standard, posted it on the District's website, listed it with the California Special Districts Association, and sent notices to three (3) local Law firms. The District received two (2) RFP's, from out of the area Law firms and both firms are in California. Both firms have offices in Sacramento as well as offices in Central and Southern California, only one firm has an office in Northern California located in Redding.

Prentice Long & Epperson Attorneys at Law:

Prentice Long & Epperson Attorneys at Law (PL&E), have a fully staffed office in Redding California. PL&E is the smaller of the two (2) firms, they addressed all the questions and provided all information and documents requested in the RFP. They provide water and wastewater issues, legal services for Community Services Districts (CSD's). They provided a Sample Contract with *all* (including specific dollar amounts) insurance requirements in the RFP. The hourly rate for PL&E is \$180.00/hour *they will discuss a flat rate fee if the District is interested*. PL&E is accessible on a 24-hour basis including weekends, with a projected one-hour callback.

Lozano Smith Attorneys at Law:

Lozano Smith Attorneys at Law (LS), have a fully staffed office in Sacramento California. LS is the larger of the two (2) firms, they addressed all the questions and provided *most* of the information and all documents requested in the RFP. They listed *only* water issues, legal services for CSD's. They provided a Sample Contract *without* all insurance requirements (*excluding* some specific types and *all dollar* amounts) in the RFP. The hourly rate for LS is \$260 - \$295/hour and did *not* offer a flat rate. LS is accessible on a 24-hour basis (no offer of weekends) and a 24-hour callback

FISCAL IMPACT:

Prentice Long & Epperson Attorneys at Law rate is **\$180**/hour with a flat rate option

Lozano Smith Attorneys at Law rate is **\$260 - \$295**/hour *no* flat rate offer.

Scotia Community Services District

Staff Report

DATE: June 21, 2018
TO: Scotia Community Services District Board of Directors
FROM: Leslie Marshall, General Manager
SUBJECT: Engineering Services for Fiscal Year 2018/2019, Scotia Community Services District, Scotia, California

RECOMMENDATION:

The Administrative staff recommends that the SCSD Board consider authorizing the General Manager to sign the SHN Services Agreement, for fiscal year 2018/2019.

ACTION:

Authorize the General Manager to sign the attached SHN Services Agreement (Agreement).

DISCUSSION:

The SHN Agreement includes a Scope of Services for the following five (5) services;

Task 1- National Pollutant Discharge Elimination System (NPDES) compliance assistance.

- SHN will support the SCSD in reporting and submission of self-monitoring reports to the North Coast Regional Water Quality Control Board from May 2018 through the end of September 2018

Task 2- Hazardous materials Business Plan Updates

- Provide training, conduct site walk, and prepare updates to the documentation.
- Update the hazardous materials business management plan with changes.
- Upload HMBP to the California Environmental Reporting System (CERS) to be certified by SCSD.

Task 3 – Water Pump Controls

- SHN still has budget from last fiscal year. We will roll that into FY 2018/2019.

Task 4 – Inundation Mapping

- SHN will coordinate with Division of Dam Safety. SCSD is currently in the process of reclassifying the log pond as a waste impoundment versus water storage. At this time, we have \$4,464.69 remaining that we can roll into the 2018/2019 budget.
- Once Division of Dam Safety decides on the classification of the log pond, we will revise our estimate to come into compliance (if still necessary).

Task 5 – Cal-ARP Risk Management Plan Updates and Training

Additional Amendments to this Contract may be added during the next fiscal year.

FISCAL IMPACT:

Task 1	\$5,200
Task 2	\$2,200
Task 3	\$88,822.23 (Remaining from last year's budget)
Task 4	\$4,464.69 (Remaining from last year's budget)
Task 5	<u>\$3,400</u>
Total	\$10,800



Reference: 017138

June 15, 2018

Ms. Leslie Marshal
Scotia Community Service District
P.O. Box 104
Scotia, CA 95565

Subject: Engineering Services for Fiscal Year 2018/2019, Scotia Community Services District, Scotia, California

Dear Ms. Marshal:

SHN is submitting our anticipated scope and fees for fiscal year 2018/2019 in our continued efforts to support the Scotia Community Services District (SCSD).

NPDES Compliance

This task is to support SCSD in reporting and submission of self-monitoring reports to the North Coast Regional Water Quality Control Board (RWQCB) from May 2018 through the end of September 2018.

Anticipated fees are \$5,200.

Hazardous Materials Business Plan Updates

SHN will provide the following services:

- Provide training, conduct site walk, and prepare updates to the documentation.
- Update the hazardous materials business management plan with changes.
- Upload HMBP to the California Environmental Reporting System (CERS) to be certified by SCSD.

Anticipated fees are \$2,200.

Water Pump Controls

SHN still has budget from last fiscal year. We will roll that into FY 2018/2019.

Anticipated fees are \$88,822.23 (remaining from last year's budget).

Inundation Mapping

- SHN will coordinate with Division of Dam Safety. SCSD is currently in the process of reclassifying the log pond as a waste impoundment versus water storage. At this time, we have \$4,464.69 remaining that we can roll into the 2018/2019 budget.

Ms. Leslie Marshal

Engineering Services for Fiscal Year 2018/2019, Scotia Community Services District, Scotia, California

June 15, 2018

Page 2

- Once Division of Dam Safety decides on the classification of the log pond, we will revise our estimate to come into compliance (if still necessary).

Anticipated fees are \$4,464.69 (remaining from last year's budget)

California Accidental Release Prevention Program–Risk Management Plan Updates and Training

This task assumes that Scotia Volunteer Fire Department (SVFD) and SCSD will provide emergency response training records from May 2018–present and that SCSD will:

- Provide appropriate signatures and certification.
- Submit the updated Cal-ARP risk management plan to Humboldt County Department of Environmental Health (DEH).

For this task, SHN will:

- Provide training, conduct site walk, and prepare documentation.
- Update the Cal-ARP risk management plan with changes.

Anticipated fees are \$3,400.

Summary

Total anticipated additional fees for FY 2018/2019:

NPDES Compliance	\$ 5,200
HMBP Update	\$ 2,200
Cal ARP Update	\$ 3,400
Total	\$10,800

If you need any more information or have questions, please call me at 707-441-8855.

Respectfully submitted,

SHN Engineers & Geologists



Mike Foget PE

MKF/JRB:lms

Scotia Community Services District

Staff Report

Date: June 21, 2018
To: Scotia CSD Board of Directors
From: Stephen Davidson, PE Planwest Partners, Contract District Engineer
Subject: Resolution 2018-09 Streets & Alleyways; and Resolution 2018-10 Drainage

RECOMMENDATION:

Adopt Resolutions 2018-9 To Accept Dedicated Ownership, Financial Responsibility and Maintenance for All Non-County or Private Streets and Alleyways in Town of Scotia Phase 2 Development & 2018-10 To Accept Dedicated Ownership, Financial Responsibility and Maintenance for All Non-County Or Private Drainage In Town Of Scotia Phase 2 Development

ACTION:

Review, discuss, and motion to adopt.

DISCUSSION:

The County of Humboldt Public Works Department has requested that the District provide a Resolution as to the ownership, maintenance and financial responsibility for non-County drainage, streets and alleyways, before they will approve the Final Map. This condition will help both the County and District by delineating the limits of each agency's responsibility (attached Exhibit A).

Attached to each resolution are the figures for the storm drain line and the streets & alley responsibilities. These figures are also part of the record drawing set.

FISCAL IMPACT:

The costs associated with the adoption of the resolutions are contained within the proposed benefit assessment fees and associated budget.

RESOLUTION NO. 2018-9

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE SCOTIA COMMUNITY SERVICES DISTRICT
TO ACCEPT DEDICATED OWNERSHIP, FINANCIAL RESPONSIBILITY AND
MAINTENANCE FOR ALL NON-COUNTY OR PRIVATE STREETS AND
ALLEYWAYS IN TOWN OF SCOTIA PHASE 2 DEVELOPMENT**

WHEREAS, the Town of Scotia currently owns the non-County streets and alleyways;
and

WHEREAS, the Town of Scotia is subdividing the Town in phases in accordance with
the Subdivision Map Act; and

WHEREAS, for each subdivided phase, the Town of Scotia intends to dedicate to the
Scotia Community Services District (“District”), by easement or parcel map dedication, all
streets and alleyways as described in Exhibit A; and

WHEREAS, the subdivision final parcel map for each subdivided phase will delineate
the separate County of Humboldt public right of way and Scotia Community Services District
street and alleyway easements; and

WHEREAS, the County of Humboldt (“County”) has requested a Resolution by the
Scotia Community Services District memorializing the separation of street and alleyway
ownership, responsibility and maintenance.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Scotia
Community Services District as follows:

Section 1: The Recitals set forth above and the Exhibit A attached are incorporated herein
and made an operative part of this Resolution.

Section 2: The Scotia Community Services District will own and maintain all dedicated
streets and alleyways as described in Exhibit A.

Section 3: This resolution shall be effective upon adoption.

Attached: Exhibit A - Sheets G-11 & G12 of the Scotia Infrastructure Improvements – Phase 2:
Proposed Station Lines and Right-of-Way

Dated: June 21, 2018

APPROVED:

ATTEST:

Rick Walsh, Board President, Scotia CSD

Board Clerk, Scotia CSD

CLERK'S CERTIFICATE

I hereby certify that the foregoing is a true and correct copy of Resolution No. 2018-9, passed and adopted at a regular meeting of the Board of Directors of the Scotia Community Service District, County of Humboldt, State of California, held on the June 21, 2018 by the following vote:

AYES:

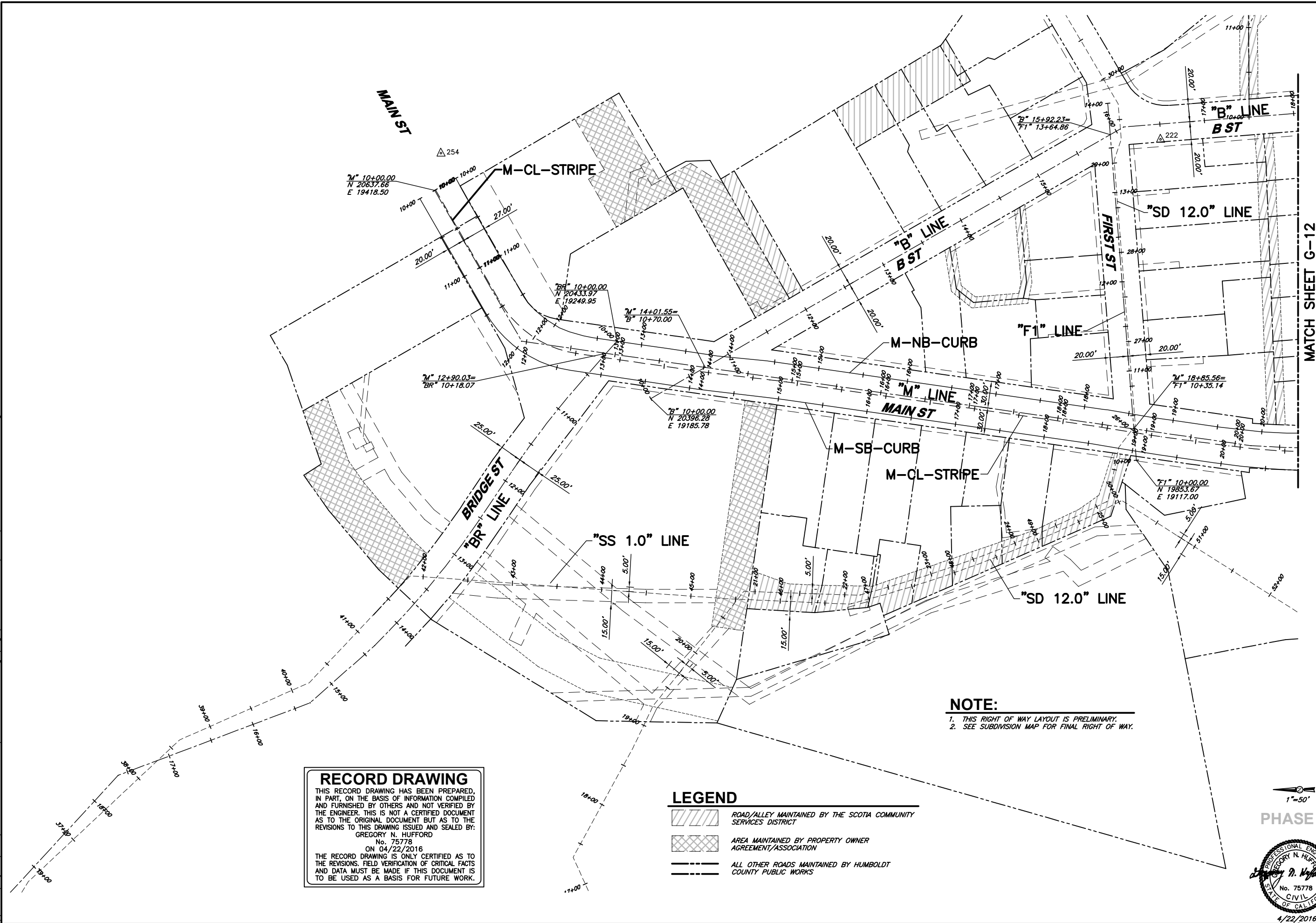
NOES:

ABSENT:

ABSTENTIONS:

Board Clerk, Scotia CSD

SAVED: 5/25/2018 10:56 AM CNEWELL, PLOTTED: 5/25/2018 2:52 PM CHRIS D. NEWELL
\\Leureka\Projects\2005\005161-ScotiaMasterPlan\411-South-Town-Design\Draws\RECORD-DRAWINGS\Phase2\005161-411-PLINES-CLINES.dwg



NOTE:
1. THIS RIGHT OF WAY LAYOUT IS PRELIMINARY.
2. SEE SUBDIVISION MAP FOR FINAL RIGHT OF WAY.

RECORD DRAWING
THIS RECORD DRAWING HAS BEEN PREPARED, IN PART, ON THE BASIS OF INFORMATION COMPILED AND FURNISHED BY OTHERS AND NOT VERIFIED BY THE ENGINEER. THIS IS NOT A CERTIFIED DOCUMENT AS TO THE ORIGINAL DOCUMENT BUT AS TO THE REVISIONS TO THIS DRAWING ISSUED AND SEALED BY:
GREGORY N. HUFFORD
No. 75778
ON 04/22/2016
THE RECORD DRAWING IS ONLY CERTIFIED AS TO THE REVISIONS. FIELD VERIFICATION OF CRITICAL FACTS AND DATA MUST BE MADE IF THIS DOCUMENT IS TO BE USED AS A BASIS FOR FUTURE WORK.

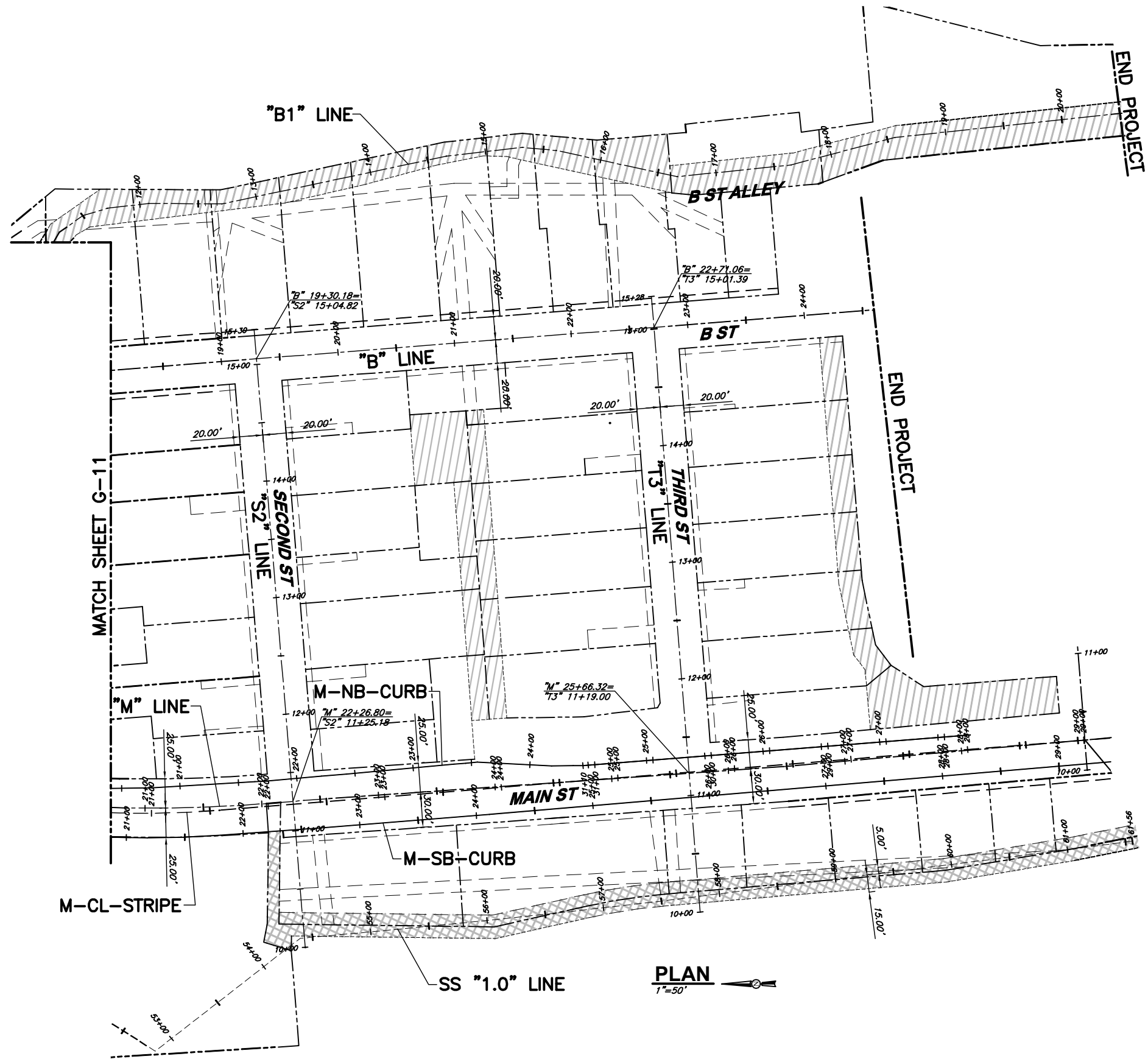
- LEGEND**
- ROAD/ALLEY MAINTAINED BY THE SCOTIA COMMUNITY SERVICES DISTRICT
 - AREA MAINTAINED BY PROPERTY OWNER AGREEMENT/ASSOCIATION
 - ALL OTHER ROADS MAINTAINED BY HUMBOLDT COUNTY PUBLIC WORKS

PHASE 2

4/22/2016

VERIFY SCALES BAS IS ONE INCH ON ORIGINAL DRAWING 0 1" IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY			
CONSULTING ENGINEERS & GEOLOGISTS, INC. WWW.SHN-ENGR.COM 812 W. WABASH AVE. EUREKA, CA 95501 707-441-8855			
		CNH BY	
RECORD DRAWINGS		REVISION	
DATE		NO.	
PP/P2/P2/P2		1	
TOWN OF SCOTIA, LLC SCOTIA INFRASTRUCTURE IMPROVEMENTS-PHASE 2 SCOTIA, CALIFORNIA		SHEET G-11	
PROPOSED STATION LINES AND RIGHT-OF-WAY		SEQ	
DATE 4/2016		PROJ. NO. 005161.411	




SAVED: 5/25/2018 10:56 AM CNEWELL, PLOTTED: 5/25/2018 2:52 PM CHRIS D. NEWELL
\\Eureka\Projects\2005\005161-ScotiaMasterPlan\411-South-Town-Design\Draws\RECORD-DRAWINGS\Phase2\005161-411-PLINES-CLINES.dwg



NOTE:

1. THIS RIGHT OF WAY LAYOUT IS PRELIMINARY.
2. SEE SUBDIVISION MAP FOR FINAL RIGHT OF WAY.

LEGEND

-  ROAD/ALLEY MAINTAINED BY THE SCOTIA COMMUNITY SERVICES DISTRICT
-  AREA MAINTAINED BY PROPERTY OWNER AGREEMENT/ASSOCIATION
-  ALL OTHER ROADS MAINTAINED BY HUMBOLDT COUNTY PUBLIC WORKS

RECORD DRAWING

THIS RECORD DRAWING HAS BEEN PREPARED, IN PART, ON THE BASIS OF INFORMATION COMPILED AND FURNISHED BY OTHERS AND NOT VERIFIED BY THE ENGINEER. THIS IS NOT A CERTIFIED DOCUMENT AS TO THE ORIGINAL DOCUMENT BUT AS TO THE REVISIONS TO THIS DRAWING ISSUED AND SEALED BY: GREGORY N. HUFFORD
No. 75778
ON 04/22/2016
THE RECORD DRAWING IS ONLY CERTIFIED AS TO THE REVISIONS. FIELD VERIFICATION OF CRITICAL FACTS AND DATA MUST BE MADE IF THIS DOCUMENT IS TO BE USED AS A BASIS FOR FUTURE WORK.

PHASE 2



TOWN OF SCOTIA, LLC
SCOTIA INFRASTRUCTURE IMPROVEMENTS-PHASE 2
SCOTIA, CALIFORNIA
PROPOSED STATION LINES AND RIGHT-OF-WAY

DESIGN	CDN
DR	CDN
CHK	MKF
APVD	

SHEET **G-12**
SEQ
DATE **4/2016**
PROJ. NO. **005161.411**

VERIFY SCALES
B&S IS ONE INCH ON ORIGINAL DRAWING
IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY

SCM
CONSULTING ENGINEERS & GEOLOGISTS, INC.
WWW.SHN-ENGR.COM
812 W. WABASH AVE.
EUREKA, CA 95501
707-441-8855

NO.	DATE	REVISION	BY
1	??/??/????	RECORD DRAWINGS	GNH

RESOLUTION NO. 2018-10
A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE SCOTIA COMMUNITY SERVICES DISTRICT
TO ACCEPT DEDICATED OWNERSHIP, FINANCIAL RESPONSIBILITY AND
MAINTENANCE FOR ALL NON-COUNTY OR PRIVATE DRAINAGE IN TOWN OF
SCOTIA PHASE 2 DEVELOPMENT

WHEREAS, the Town of Scotia currently owns and maintains all non-County drainage;
and

WHEREAS, the Town of Scotia is subdividing the Town in phases in accordance with
the Subdivision Map Act; and

WHEREAS, for each subdivided phase, the Town of Scotia intends to dedicate to the
Scotia Community Services District (“District”), by easement or parcel map dedication, all
drainage as described in Exhibit A; and

WHEREAS, the County of Humboldt (“County”) has requested a Resolution by the
Scotia Community Services District memorializing the separation of drainage ownership,
responsibility and maintenance.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Scotia
Community Services District as follows:

Section 1: The Recitals set forth above and the Exhibit A attached are incorporated herein
and made an operative part of this Resolution.

Section 2: The Scotia Community Services District will own and maintain all dedicated
drainage as described in Exhibit A.

Section 3: The Scotia Community Services District will allow County access to the
closest District drainage structure, in order to maintain County drainage responsibility.

Section 4: This resolution shall be effective upon adoption.

Attached: Exhibit A - Sheets G-6 of the Scotia Infrastructure Improvements – Phase 2

Dated: June 21, 2018

APPROVED:

ATTEST:

Rick Walsh, Board President, Scotia CSD

Board Clerk, Scotia CSD

CLERK'S CERTIFICATE

I hereby certify that the foregoing is a true and correct copy of Resolution No. 2018-10, passed and adopted at a regular meeting of the Board of Directors of the Scotia Community Services District, County of Humboldt, State of California, held on the June 21, 2018 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Board Clerk, Scotia CSD



NOTES:

- ## RECORD DRAWING

PHASE 2

