

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!

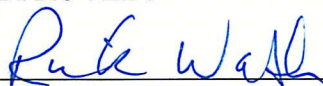
Job Postings are up as well. SCT, LM and Bruce Gehrke are the hiring team.

H. ADJOURNMENT: 7:27 PM By President Walsh

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

These minutes were approved by the Board of Directors of the Scotia Community Services District on June 21, 2018 at its duly-noticed regular meeting in Scotia, CA.

APPROVED:



Rick Walsh, President
Board of Directors
Scotia Community Services District

ATTEST:



Julie Thomas, Board Clerk
Scotia Community Services District