

Minutes of the REGULAR Board Meeting for the
Scotia Community Services District
Thursday, June 21, 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 – Absent

Rick Walsh President – Present

Staff Present: Leslie Marshall, GM; Steve Tyler, Asst. GM; Julie Thomas, BC; Steve Davidson, District Engineer; Colette Metz, Senior Planner, Planwest Partners

B. SETTING OF AGENDA

The reports section did not make it on the agenda so those items will be reported on under the written communication section.

C. CONSENT CALENDAR

1. Approval of Previous Meetings Minutes

May 17, 2018

2. Approval of May 1, 2018 – May 31, 2018 Check Registers

Board Discussed

No public comment

Motion: To Approve Consent Calendar

Motion: Newmaker Second: Pitcairn

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

D. PUBLIC COMMENT & WRITTEN COMMUNICATION

President's Report: President Walsh to be gone on vacation from 6/27/18 to 7/10/18

Director's Report: Director Bristol heard that people from the community would be in attendance to protest the utility rates. Board and staff discussed. Comments from member of the public explained that many residents are frustrated with rates and have mentioned bringing a petition to the board. Further specifics of the petition were unknown.

District Engineer's Report: Corridor project is moving forward. SHN is applying for grants on our behalf. Preliminary quote for water and wastewater applications is approximately \$15,000. Staff anticipate that costs associated with applications will not greatly exceed this \$15,000 estimate, though some additional costs may be incurred. After application is accepted, some costs may be eligible for reimbursement.

Staff will be bringing revised ordinances to Board of Directors for approval soon. Issues regarding District's willingness to pay for additional streetlighting will come to board for decisions soon. Formal requests for streetlighting need to be made in writing.

General Manager's Report: The 2017 Consumer Confidence Report has been released; posted here,

online and included URL in mailed notice with billing. The District may enter into a mutual secondment with Loleta CSD – staff will present this with more information at the next meeting, in July. Received bill from Dam Safety for \$6,000, District is paying in protest to avoid steep late fees and requesting reimbursement once Dam Safety reclassifies it as something other than a dam.

Staff attended a meeting with HRC to discuss road maintenance. District has committed to 50/50 split of maintenance to start, and then moving to 90/10 HRC taking the greater proportion moving forward.

HRC is digging a well for their fisheries exhibit.

HRC will do the Christmas tree lighting and metering.

HRC will receive the log cut for their logging exhibit. It is a liability to the District because it poses a climb and fall hazard.

HRC would like to extract gravel from the riverbed – SCSD would be responsible for any issues.

Ramp was resurfaced at the Daycare building for ADA compatibility. Need to obtain building permits for the bathroom renovation. Sidewalk slope near parking in the vacant lot does not meet ADA requirements – may be able to designate an alternate route.

District staff are planning to do an open-house event after moving in to the new office. Upgrades continue on the daycare building – anticipating a move-in in August/September.

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

GM introduced and explained some changes that are explained further in the staff report.

The budget line item increase is due to incremental increase in fees.

Still expecting savings from insurance and with automated river pumping that does pumping only during off-peak hours for electrical.

As with FY 2017/18, the unexpended fund balance will rollover to next year.

GM discussed the profits and losses and explained totals and discussed items further.

No public comment

Motion: To Adopt Resolution 2018-7 A Resolution of the Board of Directors of the Scotia Community Services District to Adopt FY 2018-2019 Final Budget.

Motion: Bristol **Second:** Pitcairn

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

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

GM introduced and explained. Board Discussed.

No Public Comment

Motion: To adopt Resolution 2018-8: A Resolution of the Scotia Community Services District Board of Directors Adopting the FY 2018-2019 Appropriations Limit

Motion: Newmaker **Second:** Pitcairn

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

b. Approve SDRMA Insurance invoice for payment

GM introduced and explained. Board discussed. President Walsh signed the authorization to pay the

invoice and directed staff to remit payment for insurance to SDRMA.

c. Consider approval of service agreement with Planwest Partners for contract staffing services

GM introduced. Colette Metz, of Planwest Partners was present and explained that Planwest has made adjustments to the SCSD rates for this fiscal year, but next fiscal year's rates will reflect fully burdened costs. Hours have been reduced for some staff, including Steve Tyler and Steve Davidson. Board Discussed. No public comment.

Motion: To Approve Service Agreement with Planwest Partners for contract staffing services

Motion: Newmaker **Second:** Pitcairn

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

d. Review received Legal Services Proposals for General Legal Counsel from *Prentice, Long and Epperson* and *Lozano Smith* and consider extending invitations for interviews.

GM and Asst. GM introduced and explained details found in staff report. The major differences noted were in the cost for services. Lozano Smith is more expensive. Staff recommended that the Board interview both, however they do not have to. The Board moved to direct staff to agendize the hiring of Prentice Long & Epperson at the next meeting and to direct staff to begin drawing up the contract and to negotiate an annual contract with an option to terminate with 30 days' notice, a flat rate fee, and teleconferencing. Board directed staff to bring this item to the July 19, 2018 meeting.

No public comment.

e. Review SHN Consulting Engineers & Geologists Inc. (SHN) Services Agreement Addendum with Scotia Community Services District

GM explained the staff report details and financial data. Board discussed. No public comment.

Motion: To approve the SHN Consulting Engineers & Geologists Inc. (SHN) Services Agreement Addendum with Scotia Community Services District

Motion: Newmaker **Second:** Bristol

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

f. Consider Adopting Phase 2 Resolutions Accepting Phase 2 Infrastructure

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

Steve Davidson introduced and stated that with the approval of the resolution the exhibits should be revise to say "Exhibit A". Board discussed and inquired about specific responsibilities of the SCSD, homeowners of SCSD and TOS. Following item is related and was discussed along with this item. No public comment.

Motion: To adopt 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

Motion: Newmaker **Second:** Pitcairn

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

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

Item discussed with previous item (F1fi). No public comment.

Motion: To adopt 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

Motion: Bristol **Second:** Newmaker

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

G. ADJOURNMENT: 7:10 PM By President Walsh

Next Regular Meeting of the SCSD will be July, 19 2018 at 5:30 PM.

These minutes were approved by the Board of Directors of the Scotia Community Services District on July 19, 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

