



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

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***Thursday, December 20, 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 (5 Minutes)**
- 1. Approval of Previous Meeting Minutes p.3  
November 15, 2018
  - 2. Approval of November 1, 2018 – November 30, 2018 Check Registers p.6
  - 3. Approval of Planwest Partners Invoice p.10
- D. PUBLIC COMMENT & WRITTEN COMMUNICATION (5 Minutes)**
- 1. 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.  
  
Board Member stipends
- E. BUSINESS**
- 1. New Business –
    - a. Election of Board Officers and Appointment of Signatory(s) for checks and Redwood Capitol Bank p.12  
(10 Minutes)
    - b. Draft Audit Presentation by Keith Borges of Anderson, Lucas, Somerville & Borges, LLP (20 Minutes) p.13
    - c. SHN Addendum No. 7 Flood Inundation Mapping and Log Pond Bathymetric and Topographic Survey p.55  
(10 Minutes)
    - d. Winema Theater Roof Historical Assessment contract with William Rich & Associates p.57  
(10 Minutes)
    - e. SDRMA Occupational Safety & Health Program Inspection Report Review (10 Minutes) p.61

- f. **Museum Plaza: Post Locomotive Move & Visioning Workshop Introduction/Discussion** p.157  
**(10 Minutes)**
- g. **Proposed Disc Golf Course in Community Forest** p.170  
**(15 Minutes)**

**2. Old Business – None**

**F. REPORTS (5 minutes each)**

The Board may briefly discuss any particular item raised, no action will be taken on these items.

1. **President's Report:**
2. **Board Director Reports:**
3. **General Manager's Report:**  
SHN Addendum #6  
WWTP Emergency Backup Generator  
Waterline Break/ Corridor Update  
Staffing Update
4. **Special Counsel's Report:**
5. **Engineer's Report:**
6. **Fire Chief's Status Report:**
7. **Board Clerk Report:**

**G. Board Training – None. Happy Holidays**

**H. ADJOURNMENT**

Next Regular Meeting of the SCSD will be January 17, 2019 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, November 15, 2018 at 5:30 P.M.

**A. CALL TO ORDER/ ROLL CALL/PLEDGE OF ALLEGIANCE** The regular meeting of the Board of Directors of the Scotia Community Services District convened at 5:31 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; Margaret Long, Legal Counsel; Steve Davidson, District Engineer; Julie Hawkins, Board Clerk

**B. SETTING OF AGENDA**

The Board may adopt/revise the order of the agenda as presented.

No Changes

**C. CONSENT CALENDAR**

1. Approval of Previous Meeting Minutes

September 20, 2018

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

3. Approval of October 1, 2018- October 31, 2018 Check Registers

4. Approval of Planwest Partners Invoice

**Motion: To Approve the Consent Calendar**

**Motion:** Bristol **Second:** Pitcairn

**Motion Vote:** Ayes- 5 Bristol, Newmaker, Pitcairn, Pryor **Opposed:** 0

**Absent:** 0 **Abstain:** 0

**D. PUBLIC COMMENT & WRITTEN COMMUNICATION**

None

**E. BUSINESS**

1. Old Business –

a. Second reading and adoption of Ordinance 2018-2 Water Ordinance Update

Brief Review

In the interest of time, the Board decided to adopt by reading of title only.

**Motion: To Adopt Ordinance by title only**

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

**Motion Vote:** Ayes-5 Bristol, Newmaker, Pitcairn, Pryor **Opposed -** 0

**Absent -** 0 **Abstain -** 0

**Motion: To Adopt Ordinance 2018-2 Water Ordinance Update**

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

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

**2. New Business –**

**a. Potter Valley Dam Removal Presentation by Craig Tucker, of Suits and Signs Consulting, LLC.**

No presentation – will be rescheduled.

**b. Consider adoption of Resolution 2018-18 A Resolution of the Scotia CSD amending the Personnel Policies and Procedures.**

Brief review

No public comment

**Motion: To Adopt Resolution 2018-18: A Resolution of the Scotia CSD amending the Personnel Policies and Procedures.**

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

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

**c. Consider adoption of Resolution 2018-19 Revising the Master Fee Schedule**

Brief Review.

Strike language in item #7, page 1 of 7. Should say “shall be as shown” instead of “shall be the total of Section 8A and 8b below”

No Public Comment

**Motion: To Adopt Resolution 2018-19 Revising the Master Fee Schedule – as amended.**

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

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

**d. Road Maintenance Agreement Between Humboldt Redwood Company LLC and Scotia CSD**

GM introduced, brief discussion.

No public comment.

**Motion: To approve the Road Maintenance Agreement Between Humboldt Redwood Company LLC and Scotia CSD**

**Motion:** Pryor **Second:** Newmaker

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

**e. Approve and Sign Addendum to and Extension of Transition Services Agreement for Fire Chief John Broadstock**

GM introduce, brief discussion

**Motion: To approve and sign Addendum to and Extension of Transition Services Agreement for Fire Chief John Broadstock**

**Motion:** Pitcairn **Second:** Bristol

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

## **f. Review and Approve Water Hauler Agreement amendments**

GM introduced, and board discussed. Bullet point 2 in the second section should be amended as follows:

Strike: “for 600 gallons per load” to read: “The fee is \$45 load fee + \$0.03/gallon *OR* the current treated water flow rate for potable water Fees will be invoiced monthly per load log and meter read, and payment to the district and payment to the District is to be made prior to the invoice due date. Late payment of invoice may result in 10 % late penalty and/or suspension of privileges.”

**Motion: To Approve the Water Hauler Agreement Amendments, as amended.**

**Motion:** Pitcairn **Second:** Bristol

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

**F. REPORTs:** The Board may briefly discuss any particular item raised, no action will be taken on these items.

**1. President’s Report: None**

**2. Board Director Reports: None**

**3. General Manager’s Report:**

Locomotive move has been postponed, again, to the week after Thanksgiving. November 26-28<sup>th</sup>.

River pump was installed, electrical connection to be installed next week.

REC Solar Update: Potential for electricity storage using batteries.

William Rich and Associates will be doing the historical analysis and design review for the Winema Theater Roof repair. Sanders will be doing patchwork on the roof to prevent further damage from rain this winter.

Water System Grant Update: The Water System project has been designated as a Grade F project by the state. Still awaiting a response on the WWTP grants.

A presentation/proposal for funding options during the December or January board meeting.

**4. Assistant General Manager: None**

**5. Special Counsel’s Report: None**

**6. Engineer’s Report: None**

**7. Fire Chief’s Status Report: None**

**8. Board Clerk Report:** Reported on Board Clerk Conference 10/22-10/24 in South Lake Tahoe

Confirm Date of December Board Meeting

**G. Board Training: Sexual Harassment training** – Provided by Legal Counsel Margaret Long of Prentice, Long & Epperson

President Walsh and Director Pitcairn released early, Vice President Newmaker selected to adjourn the meeting in the absence of President Walsh.

**H. ADJOURNMENT at 8:20 PM by Vice President Paul Newmaker**

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2:48 PM

12/11/18

Accrual Basis

# Scotia Community Services District

## Account QuickReport

As of November 30, 2018

| Type                              | Date       | Num      | Name                       | Memo                                | Amount           | Balance           |
|-----------------------------------|------------|----------|----------------------------|-------------------------------------|------------------|-------------------|
| <b>10000 · RCB Checking 28239</b> |            |          |                            |                                     |                  | 918,071.21        |
| Check                             | 11/01/2018 | 50506    | Town of Scotia             |                                     | -1,049.21        | 917,022.00        |
| Deposit                           | 11/01/2018 |          |                            | Deposit                             | 2,097.21         | 919,119.21        |
| Deposit                           | 11/01/2018 |          |                            | CC Deposit                          | 192.10           | 919,311.31        |
| Check                             | 11/05/2018 | AUTO ... | AT&T                       | 707-764-5470 & 707-764-5186         | -183.15          | 919,128.16        |
| Check                             | 11/05/2018 | AUTO ... | AT&T                       | 707-764-5486                        | -154.72          | 918,973.44        |
| Check                             | 11/05/2018 | AUTO ... | AT&T                       | 400 Church                          | -125.22          | 918,848.22        |
| Bill Pmt -Check                   | 11/06/2018 | 50515    | ASAP Lock & Key            | Front door lock 400 Church          | -113.08          | 918,735.14        |
| Bill Pmt -Check                   | 11/06/2018 | 50516    | Thatcher Company           | 402298                              | -1,502.77        | 917,232.37        |
| Liability Check                   | 11/07/2018 |          | QuickBooks Payroll S...    | Created by Payroll Service on...    | -1,745.46        | 915,486.91        |
| Deposit                           | 11/07/2018 |          |                            | Deposit                             | 1,112.32         | 916,599.23        |
| Check                             | 11/07/2018 | 50518    | John Hancock USA           | PARS #86360                         | -545.07          | 916,054.16        |
| Paycheck                          | 11/08/2018 | DD1007   | Brandon W. Wishneff        | Direct Deposit                      | 0.00             | 916,054.16        |
| Paycheck                          | 11/08/2018 | 50517    | Owen K. Farmer             |                                     | -1,853.51        | 914,200.65        |
| Check                             | 11/09/2018 |          | QuickBooks Payroll S...    | Created by Direct Deposit Ser...    | -1.75            | 914,198.90        |
| Check                             | 11/13/2018 | DIR DEP  | Julie Thomas               | Direct Deposit - reimb travel e...  | -190.94          | 914,007.96        |
| Deposit                           | 11/13/2018 |          |                            | Deposit                             | 599.15           | 914,607.11        |
| Check                             | 11/13/2018 | AUTO ... | AT&T                       | Final bill Main Street office       | -102.21          | 914,504.90        |
| Liability Check                   | 11/13/2018 | E-pay    | EDD                        | 093-5926-6 QB Tracking # -1...      | -293.70          | 914,211.20        |
| Liability Check                   | 11/14/2018 | E-pay    | United States Treasury     | 82-1570573 QB Tracking # -1...      | -1,235.34        | 912,975.86        |
| Bill Pmt -Check                   | 11/14/2018 | 50519    | Alternative Business C...  | toner cartriges + routine service   | -838.79          | 912,137.07        |
| Bill Pmt -Check                   | 11/14/2018 | 50520    | EAN Services LLC           | Julie car rental to clerk confer... | -326.31          | 911,810.76        |
| Bill Pmt -Check                   | 11/14/2018 | 50521    | Fortuna Ace                | keys +                              | -35.70           | 911,775.06        |
| Bill Pmt -Check                   | 11/14/2018 | 50522    | Johnson's Mobile Rent...   | Temp fence engine #9                | -235.33          | 911,539.73        |
| Bill Pmt -Check                   | 11/14/2018 | 50523    | Jonathon Penny             | Routine mowing, landscape ...       | -210.00          | 911,329.73        |
| Bill Pmt -Check                   | 11/14/2018 | 50524    | Keenan Supply              | W173498                             | -372.24          | 910,957.49        |
| Bill Pmt -Check                   | 11/14/2018 | 50525    | North Coast Laborator...   |                                     | -1,510.00        | 909,447.49        |
| Bill Pmt -Check                   | 11/14/2018 | 50526    | Planwest Partners          |                                     | -16,662.49       | 892,785.00        |
| Bill Pmt -Check                   | 11/14/2018 | 50527    | Redi-Rents                 |                                     | -208.87          | 892,576.13        |
| Bill Pmt -Check                   | 11/14/2018 | 50528    | Renner Petroleum           | 49589                               | -762.29          | 891,813.84        |
| Bill Pmt -Check                   | 11/14/2018 | 50529    | SDRMA                      | 7724                                | -1,168.92        | 890,644.92        |
| Bill Pmt -Check                   | 11/14/2018 | 50530    | Sequoia Personnel          |                                     | -973.50          | 889,671.42        |
| Bill Pmt -Check                   | 11/14/2018 | 50531    | Town of Scotia             | TOS labor billing                   | -1,904.00        | 887,767.42        |
| Bill Pmt -Check                   | 11/14/2018 | 50532    | Wyckoff Plumbing           | Hose clamps, pvc items for #...     | -23.09           | 887,744.33        |
| Deposit                           | 11/15/2018 |          |                            | CC Deposit                          | 210.39           | 887,954.72        |
| Bill Pmt -Check                   | 11/15/2018 | 50533    | Anderson, Lucas, So...     | Progress billing #3                 | -7,000.00        | 880,954.72        |
| Bill Pmt -Check                   | 11/19/2018 | 50537    | Jonathon Penny             | Weed & rake Church st yard          | -200.00          | 880,754.72        |
| Liability Check                   | 11/19/2018 | E-pay    | EDD                        | 093-5926-6 QB Tracking # -9...      | -243.87          | 880,510.85        |
| Liability Check                   | 11/19/2018 | E-pay    | United States Treasury     | 82-1570573 QB Tracking # -9...      | -1,112.78        | 879,398.07        |
| Deposit                           | 11/19/2018 |          |                            | Deposit                             | 1,042.34         | 880,440.41        |
| Liability Check                   | 11/20/2018 |          | QuickBooks Payroll S...    | Created by Payroll Service on...    | -1,765.59        | 878,674.82        |
| Check                             | 11/20/2018 | 50536    | California Dept. of Tax... | 7/1/18-6/30/19 Water Rights         | -309.76          | 878,365.06        |
| Paycheck                          | 11/21/2018 | DD1008   | Brandon W. Wishneff        | Direct Deposit                      | 0.00             | 878,365.06        |
| Paycheck                          | 11/21/2018 | 50535    | Owen K. Farmer             |                                     | -1,669.28        | 876,695.78        |
| Check                             | 11/26/2018 | AUTO ... | AT&T                       | Church Street Uverse                | -40.00           | 876,655.78        |
| Deposit                           | 11/27/2018 |          |                            | Deposit                             | 1,719.86         | 878,375.64        |
| Deposit                           | 11/27/2018 |          |                            | Deposit                             | 12,456.44        | 890,832.08        |
| Deposit                           | 11/27/2018 |          |                            | Deposit                             | 48,310.36        | 939,142.44        |
| Deposit                           | 11/28/2018 |          |                            | Deposit                             | 1,446.15         | 940,588.59        |
| Deposit                           | 11/28/2018 |          |                            | CC Deposit                          | 189.94           | 940,778.53        |
| Bill Pmt -Check                   | 11/29/2018 | 50539    | Fortuna Ace                | Nitrile gloves, chain               | -132.13          | 940,646.40        |
| Bill Pmt -Check                   | 11/29/2018 | 50540    | Jonathon Penny             | Routine mowing                      | -210.00          | 940,436.40        |
| Bill Pmt -Check                   | 11/29/2018 | 50541    | PG&E                       |                                     | -18,290.67       | 922,145.73        |
| Bill Pmt -Check                   | 11/29/2018 | 50542    | Precision Intermedia       | Monthly web hosting                 | -30.00           | 922,115.73        |
| Bill Pmt -Check                   | 11/29/2018 | 50543    | Prentice, Long & Eppe...   |                                     | -1,700.00        | 920,415.73        |
| Bill Pmt -Check                   | 11/29/2018 | 50544    | Recology Eel River         | 496525 & 505547                     | -144.17          | 920,271.56        |
| Bill Pmt -Check                   | 11/29/2018 | 50545    | Sequoia Personnel          |                                     | -592.75          | 919,678.81        |
| Bill Pmt -Check                   | 11/29/2018 | 50546    | Steves Septic              | 2500 Gal to Ferndale                | -750.00          | 918,928.81        |
| Bill Pmt -Check                   | 11/29/2018 | 50547    | Stewart Telecom            | Reset ext.108 for polycom           | -65.00           | 918,863.81        |
| Deposit                           | 11/29/2018 |          |                            | ACH Deposit                         | 26,077.51        | 944,941.32        |
| Bill Pmt -Check                   | 11/29/2018 | 50548    | Telstar Instruments        | Chlor sys maintenance               | -4,582.42        | 940,358.90        |
| Total 10000 · RCB Checking 28239  |            |          |                            |                                     | 22,287.69        | 940,358.90        |
| <b>TOTAL</b>                      |            |          |                            |                                     | <b>22,287.69</b> | <b>940,358.90</b> |

2:50 PM

12/11/18

Cash Basis

**Scotia Community Services District**  
**Account QuickReport**  
**As of November 30, 2018**

| Type                             | Date       | Num | Name | Memo     | Original Amount | Paid Amount  | Balance           |
|----------------------------------|------------|-----|------|----------|-----------------|--------------|-------------------|
| <b>12000 · RCB Savings 10367</b> |            |     |      |          |                 |              | 106,319.38        |
| Deposit                          | 07/31/2018 |     |      | Interest | 13.55           | 13.55        | 106,332.93        |
| Deposit                          | 08/31/2018 |     |      | Interest | 13.55           | 13.55        | 106,346.48        |
| Deposit                          | 09/30/2018 |     |      | Interest | 13.11           | 13.11        | 106,359.59        |
| Deposit                          | 10/31/2018 |     |      | Interest | 13.55           | 13.55        | 106,373.14        |
| Deposit                          | 11/30/2018 |     |      | Interest | 13.12           | 13.12        | 106,386.26        |
| Total 12000 · RCB Savings 10367  |            |     |      |          |                 | 66.88        | 106,386.26        |
| <b>TOTAL</b>                     |            |     |      |          |                 | <b>66.88</b> | <b>106,386.26</b> |

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12/11/18

Cash Basis

**Scotia Community Services District**  
**Account QuickReport**  
**As of November 30, 2018**

| Type  | Date       | Num | Memo             | Original Amount | Paid Amount     | Balance         |
|---|------------|-----|------------------|-----------------|-----------------|-----------------|
| <b>12100 · RCB Cust Deposit Savings 10797</b> |            |     |                  |                 |                 | 4,401.59        |
| Deposit                                       | 07/02/2018 |     | 211 Mill Street  | 135.00          | 135.00          | 4,536.59        |
| Deposit                                       | 07/02/2018 |     | 354 Eddy Street  | 100.00          | 100.00          | 4,636.59        |
| Deposit                                       | 07/11/2018 |     | Transfer A/R ... | -35.00          | -35.00          | 4,601.59        |
| Deposit                                       | 07/31/2018 |     | Interest         | 0.39            | 0.39            | 4,601.98        |
| Deposit                                       | 08/22/2018 |     | 422 Church N...  | 100.00          | 100.00          | 4,701.98        |
| Deposit                                       | 08/31/2018 |     | Interest         | 0.39            | 0.39            | 4,702.37        |
| Deposit                                       | 09/26/2018 |     | 215 Mill Deposit | 100.00          | 100.00          | 4,802.37        |
| Deposit                                       | 09/30/2018 |     | Interest         | 0.39            | 0.39            | 4,802.76        |
| Transfer                                      | 10/16/2018 |     | Funds Transf...  | -100.00         | -100.00         | 4,702.76        |
| Deposit                                       | 10/17/2018 |     | 500 B Deposit    | 100.00          | 100.00          | 4,802.76        |
| Deposit                                       | 10/18/2018 |     | 132 Main Dep...  | 100.00          | 100.00          | 4,902.76        |
| Deposit                                       | 10/31/2018 |     | Interest         | 0.41            | 0.41            | 4,903.17        |
| Deposit                                       | 11/08/2018 |     | 607 1st Kosak... | 100.00          | 100.00          | 5,003.17        |
| Deposit                                       | 11/27/2018 |     | 506 B ST Dep...  | 100.00          | 100.00          | 5,103.17        |
| Deposit                                       | 11/27/2018 |     | 137 MAIN De...   | 100.00          | 100.00          | 5,203.17        |
| Deposit                                       | 11/27/2018 |     | 129 MAIN De...   | 100.00          | 100.00          | 5,303.17        |
| Deposit                                       | 11/27/2018 |     | 624 2ND ST ...   | 100.00          | 100.00          | 5,403.17        |
| Deposit                                       | 11/29/2018 |     | 601 1st Street   | 100.00          | 100.00          | 5,503.17        |
| Deposit                                       | 11/30/2018 |     | Interest         | 0.41            | 0.41            | 5,503.58        |
| Total 12100 · RCB Cust Deposit Savings 10797  |            |     |                  |                 | 1,101.99        | 5,503.58        |
| <b>TOTAL</b>                                  |            |     |                  |                 | <b>1,101.99</b> | <b>5,503.58</b> |



2:47 PM

12/11/18

Accrual Basis

## Scotia Community Services District

## Account QuickReport

As of November 30, 2018

| Type                        | Date       | Num | Name | Memo              | Amount       | Balance          |
|-----------------------------|------------|-----|------|-------------------|--------------|------------------|
| <b>11000 · RCB CD 10929</b> |            |     |      |                   |              | 50,125.15        |
| Deposit                     | 06/30/2018 |     |      | Deposit Intere... | 12.36        | 50,137.51        |
| Deposit                     | 07/30/2018 |     |      | Monthlhy Inter... | 12.36        | 50,149.87        |
| Deposit                     | 08/31/2018 |     |      | Interest          | 12.78        | 50,162.65        |
| Deposit                     | 09/30/2018 |     |      | Int earned        | 12.78        | 50,175.43        |
| Deposit                     | 10/30/2018 |     |      | Deposit of Int... | 12.38        | 50,187.81        |
| Deposit                     | 11/30/2018 |     |      | Int earned        | 12.78        | 50,200.59        |
| Total 11000 · RCB CD 10929  |            |     |      |                   | 75.44        | 50,200.59        |
| <b>TOTAL</b>                |            |     |      |                   | <b>75.44</b> | <b>50,200.59</b> |



## INVOICE

**DATE:** November 30, 2018  
**TO:** Rick Walsh, Board President  
Scotia Community Services District

**INVOICE #** 18-226-11

Approved for Payment

**PROJECT:** Scotia Community Services District Staffing Services for November 2018

**Task 1 – General Board Secretary/Clerk/Interim General Manager Duties**

**1.1 Administrative Duties**

General Admin tasks- organizing files, researching and formatting documents, staff meetings, travel for meetings/staffing, responded and re-directed all incoming correspondence. Checked SCSD e-mail, mail, phone messages.

**1.2 Policies, Procedures, Ordinances**

Preliminary review of Ordinances. Prepared Water Ordinance, Fee Schedule, Water Hauling Agreement, Personnel Policies

**1.3 Community Meetings Preparation and Attendance**

Met with parties on various District matters. Attended the Terra Gen Open House at the Winema Theater

**1.4 CSD Board Meeting Preparation**

Prepared agenda and board packet and attended regular meeting on November 15<sup>th</sup>.

**1.5 Bookkeeping, Billing, Invoicing, and Banking**

General billing and invoicing. QuickBooks and financial accounting. Banking. Audit Prep.

**1.6 Website Postings, Emails, File Management**

Regular website maintenance and development. Website posting and document publishing.

**1.7 Budgeting**

General ongoing budget review.

**1.8 Grant Research and Writing**

Continued correspondence with SHN on water and wastewater planning grant applications.

**1.9 Personnel**

Management and coordination of personnel, including finalization of benefits, scheduling, policy review, etc.

**Task 2 – Operations/Management of District Assets**

Continued operations for water, wastewater, parks and recreation, streets and street lighting, and storm drainage. Locomotive removal. Water Line Repair/Coordination. Clarifier Repair. Valve Repair. Assistance with State Reporting. Water Rights Research.



**SERVICES November 2018**

|  |                               |                    |
|--|-------------------------------|--------------------|
| Principal*                             | 0 hours @ \$108 per hour      | \$ 0.00            |
| General Manager*                       | 126.50 hours @ \$62 per hour  | \$ 7,843.00        |
| Asst. GM*                              | 20 hours @ \$58 per hour      | \$ 1,160.00        |
| District Engineer**                    | 0 hours @ \$58 per hour       | \$ 00.00           |
| W/WW Operations Superintendent         | 16.75 hours @ \$58 per hour   | \$ 971.50          |
| GIS Analyst                            | 1.0 hours @ \$62 per hour     | \$ 62.00           |
| Planning Tech/Clerk*                   | 67.25 hours @ \$50 per hour   | \$ 3,362.50        |
| Mileage Expenses                       | 637.20 miles @ \$ 0.545/ mile | \$ 347.27          |
| Times Standard Legal Notice            |                               | <u>\$ 360.48</u>   |
| <b>AMOUNT THIS INVOICE # 18-226-11</b> |                               | <b>\$14,106.75</b> |

\*General Manager, Asst. GM, Clerk & Principal time and activities include travel.

\*\*November hours to be included on December invoice.

Please make check payable to: Planwest Partners  
P.O. Box 4581  
Arcata, CA 95518  
Tax Identification Number: 90-0262382

## **Scotia Community Services District Staff Report**

DATE: December 20, 2018  
TO: Scotia Community Services District Board of Directors  
FROM: Leslie Marshall, General Manager  
SUBJECT: Election of Board Officers per GC §61043(a) and Appointment of Signatory(s)  
for checks and Redwood Capital Bank

---

### **RECOMMENDATION:**

The Administrative staff recommends that the Board elect officers for the Scotia Community Services District Board of Directors and appoint a signatory(s).

### **ACTION:**

Elect Board Officers and appoint signatory(s) by 2 separate motions

### **DISCUSSION:**

Per GC §61043(a), within 45 days after each general district or unopposed election, the board of directors shall meet and elect the officers of the board of directors. A board of directors may elect the officers of the board of directors annually. The officers of a board of directors are a president and a vice president. The president shall preside over meetings of the board of directors and the vice president shall serve in the president's absence or inability to serve. A board of directors may create additional offices and elect members to those offices, provided that no member of a board of directors shall hold more than one office.

Per the Scotia CSD Financial Management policies, the SCSD shall have two signatories, the General Manager and one Board Member designated by the Board of Directors. The Board President is a de facto signatory.

### **FISCAL IMPACT:**

None

## **Scotia Community Services District Staff Report**

DATE: December 20, 2018  
TO: Scotia Community Services District Board of Directors  
FROM: Leslie Marshall, General Manager  
SUBJECT: SCSD Draft Audit May 2017-June 30, 2018

---

### **RECOMMENDATION:**

The Administrative staff recommends that the Board review and approve the Draft Audit for May 2017-June 30, 2018 for the Scotia Community Services District.

### **ACTION:**

Approve the Draft Audit for May 2017-June 30, 2018 for the Scotia Community Services District for finalization

### **DISCUSSION:**

Per GC §61118(a) the board of directors shall provide for regular audits of the district's accounts and records pursuant to GC §26909. Scotia CSD has contracted with Anderson, Lucas, Somerville and Borges, LLP from Fortuna, CA to conduct the District's first annual audit. A draft of this Audit has been submitted for Board review and approval.

### **FISCAL IMPACT:**

Cost of the Audit thus far: \$16,250, expected to be approximately \$20,000.



# ANDERSON, LUCAS, SOMERVILLE & BORGES, LLP

## CERTIFIED PUBLIC ACCOUNTANTS

ART STEWART (1945-1964)  
RICHARD RODRIGUE (1950-1985)  
DAVID J. SOMERVILLE (1971-1982)  
DONALD J. HARRIS (1962-1994)  
EUGENE B. LUCAS (1950-2013)  
JAMES M. ANDERSON (1964-2001)

1338 MAIN STREET  
FORTUNA, CALIFORNIA 95540  
(707) 725-4483 & (707) 725-4442  
Toll Free: 800-794-1643  
FAX: (707) 725-6340  
E-mail: [team@alsb.com](mailto:team@alsb.com)  
[www.alsb.com](http://www.alsb.com)

KEITH D. BORGES  
BARBARA J. GUEST

RITA CHISM  
VANESSA ANDERSON, E.A.

DAVID A. SOMERVILLE, INACTIVE

November 27, 2018

Leslie Marshall  
General Manager  
Scotia Community Services District  
P.O. Box 104  
Scotia, CA 95565

Dear Leslie:

Enclosed are the following:

1. **Draft copy** of the June 30, 2018 audited financial statements for the District. Please review and let me know if you have any questions or comments.
2. A **draft copy** of the annual Representation Letter. After review, please copy onto District letterhead, sign and return to our office.
3. **Draft copies** of additional communications which need to be made as part of the annual audit. They represent communications made directly to "those charged with governance", and include certain required and recommended items directly related to the recently completed audit:

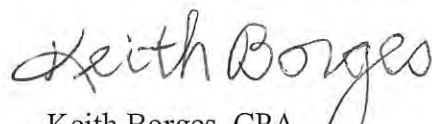
- \*) SAS 114 Letter
- \*) SAS 115 Letter
- \*) Management Letter

After you and Traci have reviewed the financial statements and related documents, let me know if there are any questions.

We will be able to issue the final reports upon the District's review and upon receipt of the signed Representation Letter.

Sincerely,

ANDERSON, LUCAS, SOMERVILLE & BORGES, LLP

  
Keith Borges, CPA

encl.  
KB:mh

**SCOTIA COMMUNITY SERVICES DISTRICT**  
**BASIC FINANCIAL STATEMENTS**  
**June 30, 2018**

DRAFT

**SCOTIA COMMUNITY SERVICES DISTRICT**

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## **INDEPENDENT AUDITORS' REPORT**

Board of Directors  
Scotia Community Services District  
Scotia, California

### **Report on Financial Statements**

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Scotia Community Services District as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, as listed in the table of contents.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditors' Responsibility**

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the Minimum Audit Requirements for California Special Districts issued by the State Controller's Office. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

Board of Directors  
Scotia Community Services District

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

**Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Scotia Community Services District as of June 30, 2018 and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

**Other Matters**

*Required Supplementary Information*

Management has omitted the Management's Discussion and Analysis and budgetary comparison information that accounting principles generally accepted in the United States of America requires to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, and budgetary comparison, if provided, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

**ANDERSON, LUCAS, SOMERVILLE, & BORGES, LLP**

October 30, 2018  
Fortuna, California

## **BASIC FINANCIAL STATEMENTS**

DRAFT

**GOVERNMENT-WIDE FINANCIAL STATEMENTS**

DRAFT

**SCOTIA COMMUNITY SERVICES DISTRICT**  
**Statement of Net Position**  
June 30, 2018

|  | <b><u>Governmental</u><br/><u>Activities</u></b> | <b><u>Business-Type</u><br/><u>Activities</u></b> | <b><u>Total</u></b>  |
|--|--|---|----------------------|
| <b>ASSETS</b>  |  |   |                      |
| Current Assets   |  |   |                      |
| Cash and Cash Equivalents                                | \$ 292,495                                       | \$ 351,500  | \$ 643,995           |
| Restricted Cash  | 56,240   | 3,400   | 59,640               |
| Accounts Receivable                                      | -  | 199,714   | 199,714              |
| Prepaid Insurance  | -  | 7,325   | 7,325                |
| Deposit  | 55   | -   | 55                   |
|  | <u>348,790</u>                                   | <u>561,939</u>                                    | <u>910,729</u>       |
| Total Current Assets                                     |  |   |                      |
| Capital Assets, Net of<br>Accumulated Depreciation       |  |   |                      |
| Water Services   | -  | 3,483,534   | 3,483,534            |
| Sewer Services   | -  | 1,453,105   | 1,453,105            |
| Governmental Services                                    | 8,512,900  | -   | 8,512,900            |
|  | <u>8,512,900</u>                                 | <u>4,936,639</u>                                  | <u>13,449,539</u>    |
| Total Capital Assets, Net of<br>Accumulated Depreciation |  |   |                      |
| Total Assets   | <u>8,861,690</u>                                 | <u>5,498,578</u>                                  | <u>14,360,268</u>    |
| <b>LIABILITIES</b>                                       |  |   |                      |
| Current Liabilities                                      |  |   |                      |
| Accounts Payable   | 15,806   | 23,988  | 39,794               |
| Credit Card Payable                                      | (700)  | -   | (700)                |
| Customer Deposits  | -  | 3,400   | 3,400                |
| Current Portion of Long term debt                        | 2,171  | -   | 2,171                |
|  | <u>17,277</u>                                    | <u>27,388</u>                                     | <u>44,665</u>        |
| Total Current Liabilities                                |  |   |                      |
| Loan Payable   | 172,480  | -   | 172,480              |
|  | <u>172,480</u>                                   | <u>-</u>  | <u>172,480</u>       |
| Total Longterm Liabilities                               |  |   |                      |
| Total Liabilities  | <u>189,757</u>                                   | <u>27,388</u>                                     | <u>217,145</u>       |
| <b>NET POSITION</b>                                      |  |   |                      |
| Net Investment in Capital Assets                         | 8,338,249  | 4,936,639   | 13,274,888           |
| Restricted   | 56,240   | -   | 56,240               |
| Unrestricted   | 277,444  | 534,551   | 811,995              |
|  | <u>\$ 8,671,933</u>                              | <u>\$ 5,471,190</u>                               | <u>\$ 14,143,123</u> |
| Total Net Position                                       |  |   |                      |

The accompanying notes are an integral part of these financial statements

## SCOTIA COMMUNITY SERVICES DISTRICT

## Statement of Activities

From Inception (May 23, 2017) to June 30, 2018

| Functions/Programs               | Program Revenue                      |                      |                                    |                                  |                         | Net (Expense) Revenue and Changes in Net Position |                   |       |
|----------------------------------|--------------------------------------|----------------------|------------------------------------|----------------------------------|-------------------------|---|-------------------|-------|
|                                  | Expenses                             | Charges for Services | Operating Grants and Contributions | Capital Grants and Contributions | Governmental Activities | Total District                                    |                   | Total |
|                                  |                                      |                      |                                    |                                  |                         | Business-Type Activities                          |                   |       |
| <b>Primary Government</b>        |                                      |                      |                                    |                                  |                         |   |                   |       |
| Governmental Activities:         |                                      |                      |                                    |                                  |                         |   |                   |       |
| Streets and Lighting             | \$ 18,986                            | \$ 127,288           | \$ -                               | \$ -                             | \$ 108,302              | \$ -  | \$ 108,302        |       |
| Storm Drainage                   | 2,124                                | 30,959               | -                                  | -                                | 28,835                  | -   | 28,835            |       |
| Parks and Recreation             | 40,958                               | 291,998              | 155,000                            | 8,239,062                        | 8,645,102               | -   | 8,645,102         |       |
| General and Administrative       | 159,042                              | 342                  | -                                  | -                                | (158,700)               | -   | (158,700)         |       |
| Total Governmental Activities    | 221,110                              | 450,587              | 155,000                            | 8,239,062                        | 8,623,539               |   | 8,623,539         |       |
| Business-Type Activities:        |                                      |                      |                                    |                                  |                         |   |                   |       |
| Water Services                   | 521,916                              | 503,763              | -                                  | 3,577,650                        | -                       | 3,559,497   | 3,559,497         |       |
| Sewer Services                   | 272,737                              | 727,252              | -                                  | 1,457,178                        | -                       | 1,911,693   | 1,911,693         |       |
| Total Business-Type Activities   | 794,653                              | 1,231,015            | -                                  | 5,034,828                        | -                       | 5,471,190   | 5,471,190         |       |
| <b>Total District Activities</b> | <b>\$ 1,015,763</b>                  | <b>1,681,602</b>     | <b>\$ 155,000</b>                  | <b>\$ 13,273,890</b>             | <b>8,623,539</b>        | <b>5,471,190</b>                                  | <b>14,094,729</b> |       |
|                                  | General Revenues:                    |                      |                                    |                                  |                         |   |                   |       |
|                                  | Interest Income                      |                      |                                    |                                  | 218                     | -   | 218               |       |
|                                  | Escrow fees                          |                      |                                    |                                  | (1,751)                 | -   | (1,751)           |       |
|                                  | Interest Expense                     |                      |                                    |                                  | (6,513)                 | -   | (6,513)           |       |
|                                  | Gain on Sale of Assets               |                      |                                    |                                  | 56,440                  | -   | 56,440            |       |
|                                  | Total General Revenues and Transfers |                      |                                    |                                  | 48,394                  | -   | 48,394            |       |
|                                  | Change in Net Position               |                      |                                    |                                  | 8,671,933               | 5,471,190   | 14,143,123        |       |
|                                  | Net Position - Beginning of Year     |                      |                                    |                                  | -                       | -   | -                 |       |
|                                  | Net Position - End of Year           |                      |                                    |                                  | \$ 8,671,933            | \$ 5,471,190                                      | \$ 14,143,123     |       |

The accompanying notes are an integral part of these financial statements

**FUND FINANCIAL STATEMENTS**

DRAFT

**SCOTIA COMMUNITY SERVICES DISTRICT**  
**Balance Sheet of Governmental Funds**  
June 30, 2018

**ASSETS**

|                                       |                       |
|---------------------------------------|-----------------------|
| Cash and Cash Equivalents             | \$ 292,495            |
| Restricted Cash                       | 56,240                |
| Accounts Receivable, Net of Allowance | -                     |
| Deposits                              | <u>55</u>             |
| Total Assets                          | <u><u>348,790</u></u> |

**LIABILITIES**

|                     |               |
|---------------------|---------------|
| Accounts Payable    | 15,806        |
| Credit card Payable | <u>(700)</u>  |
| Total Liabilities   | <u>15,106</u> |

**FUND BALANCE**

|                                    |                          |
|------------------------------------|--------------------------|
| Restricted                         | 56,240                   |
| Unassigned                         | <u>277,444</u>           |
| Total Fund Balance                 | <u>333,684</u>           |
| Total Liabilities and Fund Balance | <u><u>\$ 348,790</u></u> |

The accompanying notes are an integral part of these financial statements



**SCOTIA COMMUNITY SERVICES DISTRICT**  
**Statement of Revenues, Expenditures, And Changes in Fund Balances in Governmental Funds**  
From Inception (May 23, 2017) to June 30, 2018

**OPERATING REVENUES**

|                             |                |
|-----------------------------|----------------|
| Streets and Lighting        | \$ 127,288     |
| Storm Drainage              | 30,959         |
| Parks and Recreation        | 291,998        |
| Contributions and Donations | 155,000        |
| Other Income                | <u>342</u>     |
| Total Operating Revenue     | <u>605,587</u> |

**OPERATING EXPENDITURES**

|                              |                |
|------------------------------|----------------|
| Current Expenditures:        |                |
| Services and Supplies        | 205,189        |
| Capital Expenditures:        |                |
| Office Building              | 95,000         |
| Building improvements        | 15,531         |
| Office Equipment             | <u>4,228</u>   |
| Total Operating Expenditures | <u>319,948</u> |

**EXCESS OF REVENUES OVER  
EXPENDITURES**

285,639

**NONOPERATING REVENUES (EXPENDITURES)**

|                                     |                |
|-------------------------------------|----------------|
| Payments on Debt                    | (6,862)        |
| Proceeds From Disposition of Assets | 56,440         |
| Interest Income                     | 218            |
| Escrow fees                         | <u>(1,751)</u> |

Total Nonoperating Revenues (Expenditures) 48,045

**OTHER FINANCING SOURCES (USES)**

|                    |          |
|--------------------|----------|
| Transfers (Out) In | <u>-</u> |
|--------------------|----------|

**NET CHANGE IN FUND BALANCE**

333,684

**FUND BALANCE - Beginning of Year**-**FUND BALANCE - End of Year**

\$ 333,684

The accompanying notes are an integral part of these financial statements

**SCOTIA COMMUNITY SERVICES DISTRICT**  
**Reconciliation of the Balance Sheet of Governmental Funds to the Statement of Net Position**  
June 30, 2018

**Reconciliation:**

|   |            |
|---|------------|
| Total Fund Balances of Governmental Funds (Exhibit C) | \$ 333,684 |
|---|------------|

Amounts reported for governmental activities in the statement of net position are different because:

Capital assets used in governmental activities are not current financial resources and, therefore, not reported in the governmental funds balance sheet. However, the statement of net position includes those capital assets. In the current period, these amounts were as follows:

|                          |           |
|--------------------------|-----------|
| Capital Assets           | 8,528,821 |
| Accumulated depreciation | (15,921)  |

Long-term liabilities applicable to the District are not due and payable in the current period and, accordingly, are not reported as governmental fund liabilities. All liabilities, both current and long-term, are reported in the statement of net position as follows:

|                |           |
|----------------|-----------|
| Long-term debt | (174,651) |
|----------------|-----------|

|  |                            |
|--|----------------------------|
| Net Position - Governmental Activities (Exhibit A) | <u><u>\$ 8,671,933</u></u> |
|--|----------------------------|

**SCOTIA COMMUNITY SERVICES DISTRICT**  
**Reconciliation of the Statement of Revenues, Expenditures and Changes in**  
**Fund Balances of Governmental Funds to the Statement of Activities**  
From Inception (May 23, 2017) to June 30, 2018

**Reconciliation:**

Net Change in Fund Balance - Total Governmental Funds (Exhibit D) \$ 333,684

Amounts reported for governmental activities in the statement of activities are different because:

Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense as follows:

|                            |           |
|----------------------------|-----------|
| Capital outlay expense     | 114,759   |
| Depreciation expense       | (15,921)  |
| Contributed Capital assets | 8,239,062 |

The repayment of principal of long-term debt consumes current financial resources, and therefore, is reported as debt service principal payments in the governmental funds. However, these payments have no impact on net position, and therefore, are not reported in the statement of activities as follows:

|                        |     |
|------------------------|-----|
| Debt service principal | 349 |
|------------------------|-----|

|  |              |
|--|--------------|
| Change in Net Position - Governmental Activities (Exhibit B) | \$ 8,671,933 |
|--|--------------|

## SCOTIA COMMUNITY SERVICES DISTRICT

## Statement of Net Position

## Proprietary Funds

June 30, 2018

|  | <u>Water<br/>Activities</u> | <u>Sewer<br/>Activities</u> | <u>Total</u>        |
|--|-----------------------------|-----------------------------|---------------------|
| <b>ASSETS</b>  |                             |                             |                     |
| Current Assets   |                             |                             |                     |
| Cash and Cash Equivalents                                | \$ 3,080                    | \$ 348,420                  | \$ 351,500          |
| Restricted Cash  | 3,400                       | -                           | 3,400               |
| Accounts Receivable                                      | 81,735                      | 117,979                     | 199,714             |
| Prepaid Insurance  | <u>3,662</u>                | <u>3,663</u>                | <u>7,325</u>        |
| Total Current Assets                                     | 91,877                      | 470,062                     | 561,939             |
| Total Capital Assets, Net of<br>Accumulated Depreciation | <u>3,483,534</u>            | <u>1,453,105</u>            | <u>4,936,639</u>    |
| Total Assets   | <u>3,575,411</u>            | <u>1,923,167</u>            | <u>5,498,578</u>    |
| <b>LIABILITIES</b>                                       |                             |                             |                     |
| Current Liabilities                                      |                             |                             |                     |
| Accounts Payable   | 12,514                      | 11,474                      | 23,988              |
| Customer Deposits  | 3,400                       | -                           | 3,400               |
| Total Current Liabilities                                | <u>15,914</u>               | <u>11,474</u>               | <u>27,388</u>       |
| Total Liabilities  | <u>15,914</u>               | <u>11,474</u>               | <u>27,388</u>       |
| <b>NET POSITION</b>                                      |                             |                             |                     |
| Net Investment in Capital Assets                         | 3,483,534                   | 1,453,105                   | 4,936,639           |
| Unrestricted   | <u>75,963</u>               | <u>458,588</u>              | <u>534,551</u>      |
| Total Net Position                                       | <u>\$ 3,559,497</u>         | <u>\$ 1,911,693</u>         | <u>\$ 5,471,190</u> |

The accompanying notes are an integral part of these financial statements

**SCOTIA COMMUNITY SERVICES DISTRICT**  
**Statement Of Revenues, Expenses, And Changes In Fund Net Position**  
**Proprietary Funds**  
From Inception (May 23, 2017) to June 30, 2018

|                               | <u>Water</u>              | <u>Sewer</u>              | <u>Total</u>              |
|-------------------------------|---------------------------|---------------------------|---------------------------|
| <b>OPERATING REVENUES</b>     |                           |                           |                           |
| Treated Water Sales           | \$ 459,648                | \$ -                      | \$ 459,648                |
| Raw Water Sales               | 42,662                    |                           | 42,662                    |
| Sewer Charges                 | -                         | 724,610                   | 724,610                   |
| Service Connections and Other | 185                       | 145                       | 330                       |
| Other Operating Revenue       | 2,310                     | 2,939                     | 5,249                     |
| Sales Allowances              | (1,042)                   | (442)                     | (1,484)                   |
| Total Operating Revenue       | <u>503,763</u>            | <u>727,252</u>            | <u>1,231,015</u>          |
| <b>OPERATING EXPENSES</b>     |                           |                           |                           |
| Personnel Expenses            | 76,515                    | 96,863                    | 173,378                   |
| Contractual Services          | 35,053                    | 17,613                    | 52,666                    |
| Other Contract Services       | 3,521                     | 12,990                    | 16,511                    |
| Fees and Permits              | 2,794                     | 6,653                     | 9,447                     |
| Insurance                     | 18,303                    | 25,729                    | 44,032                    |
| Office Expense                | 66                        | 148                       | 214                       |
| Operating Supplies            | 23,523                    | 19,857                    | 43,380                    |
| Chemical Supplies             | 33,619                    | 11,075                    | 44,694                    |
| Electrical                    | 222,753                   | 36,094                    | 258,847                   |
| Repairs and Maintenance       | 8,973                     | 16,380                    | 25,353                    |
| Telephone                     | 1,963                     | 1,150                     | 3,113                     |
| Depreciation                  | 94,833                    | 28,185                    | 123,018                   |
| Total Operating Expenses      | <u>521,916</u>            | <u>272,737</u>            | <u>794,653</u>            |
| Operating Income (Loss)       | (18,153)                  | 454,515                   | 436,362                   |
| Contributed Capital Assets    | <u>3,577,650</u>          | <u>1,457,178</u>          | <u>5,034,828</u>          |
| Change in Net Position        | 3,559,497                 | 1,911,693                 | 5,471,190                 |
| <b>NET POSITION</b>           |                           |                           |                           |
| Beginning of Year             | <u>-</u>                  | <u>-</u>                  | <u>-</u>                  |
| End of Year                   | <u><u>\$3,559,497</u></u> | <u><u>\$1,911,693</u></u> | <u><u>\$5,471,190</u></u> |

The accompanying notes are an integral part of these financial statements

**SCOTIA COMMUNITY SERVICES DISTRICT**  
**Statement Of Cash Flows**  
**Proprietary Funds**  
From Inception (May 23, 2017) to June 30, 2018

|   | <u>Water</u>    | <u>Sewer</u>      | <u>Total</u>      |
|---|-----------------|-------------------|-------------------|
| <b>CASH FLOWS FROM OPERATING ACTIVITIES</b>                     |                 |                   |                   |
| Cash Received from Customers and Users                          | \$ 418,366      | \$ 609,273        | \$ 1,027,639      |
| Cash Paid for Goods and Services                                | (334,654)       | (139,877)         | (474,531)         |
| Cash Paid for Contract Employees                                | (76,515)        | (96,863)          | (173,378)         |
|   | <u>7,197</u>    | <u>372,533</u>    | <u>379,730</u>    |
| <b>CASH FLOWS FROM NON-CAPITAL FINANCING ACTIVITIES</b>         |                 |                   |                   |
| Transfers To Other Funds  | -               | -                 | -                 |
|   | <u>-</u>        | <u>-</u>          | <u>-</u>          |
| Net Cash Provided by Non-Capital Financing Activities           | -               | -                 | -                 |
| <b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b> |                 |                   |                   |
| Gain on Sale of Assets  | -               | -                 | -                 |
| Acquisition of Capital Assets                                   | (717)           | (24,113)          | (24,830)          |
| Sale of Capital Assets  | -               | -                 | -                 |
|   | <u>(717)</u>    | <u>(24,113)</u>   | <u>(24,830)</u>   |
| Net Cash (Used) by Capital and Related Financing Activities     | (717)           | (24,113)          | (24,830)          |
| <b>CASH FLOWS FROM INVESTING ACTIVITIES</b>                     |                 |                   |                   |
| Interest on Investments   | -               | -                 | -                 |
|   | <u>-</u>        | <u>-</u>          | <u>-</u>          |
| Net Cash Provided by Investing Activities                       | -               | -                 | -                 |
| Net Increase (Decrease) in Cash and Cash Equivalents            | 6,480           | 348,420           | 354,900           |
| Cash and Cash Equivalents - Beginning of Year                   | -               | -                 | -                 |
| Cash and Cash Equivalents - End of Year                         | <u>\$ 6,480</u> | <u>\$ 348,420</u> | <u>\$ 354,900</u> |

The accompanying notes are an integral part of these financial statements

**SCOTIA COMMUNITY SERVICES DISTRICT**  
**Statement Of Cash Flows**  
**Proprietary Funds**  
From Inception (May 23, 2017) to June 30, 2018

|   | <u>Water</u>    | <u>Sewer</u>      | <u>Total</u>      |
|---|-----------------|-------------------|-------------------|
| <b>RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH PROVIDED BY OPERATING ACTIVITIES</b> |                 |                   |                   |
| Operating Income (Loss)   | \$ (18,153)     | \$ 454,515        | \$ 436,362        |
| Adjustment to Reconcile Operating Income (Loss) to Net Cash Provided By Operating Activities: |                 |                   |                   |
| Depreciation  | 94,833          | 28,185            | 123,018           |
| (Increase) Decrease in:   |                 |                   |                   |
| Accounts Receivable   | (81,735)        | (117,979)         | (199,714)         |
| Prepaid Expenses  | (3,662)         | (3,663)           | (7,325)           |
| Increase (Decrease) in:   |                 |                   |                   |
| Accounts Payable  | 12,514          | 11,475            | 23,989            |
| Accrued Liabilities   | -               | -                 | -                 |
| Customer Deposits   | 3,400           | -                 | 3,400             |
| Total Adjustments   | <u>25,350</u>   | <u>(81,982)</u>   | <u>(56,632)</u>   |
| Net Cash Provided by Operating Activities   | <u>\$ 7,197</u> | <u>\$ 372,533</u> | <u>\$ 379,730</u> |

The accompanying notes are an integral part of these financial statements

**NOTES TO FINANCIAL STATEMENTS**

DRAFT



**SCOTIA COMMUNITY SERVICES DISTRICT**  
**Notes to Financial Statements**  
June 30, 2018

**NOTE 1 — SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. Organization**

The Scotia Community Services District was formed in 2014 under Government Code 61000 to provide water, wastewater, parks and recreation, limited streets and street lighting, and storm drainage services to the community of Scotia.

The District is governed by a board of five directors elected at large from the area within the District's boundaries.

In May 2017, the Board approved the Asset Transfer and Transition Agreement with the Town of Scotia. Real property assets were transferred from the Town of Scotia to the District at no cost. These included the following:

- Water treatment facilities and river intake and distribution system infrastructure
- Wastewater treatment facilities and collection system and discharge infrastructure
- Parks and recreation facilities (Museum, Winema Theatre, Fireman's Park, carpenter shop, and Scotia Soccer Field and Community Forest.
- Streets and street lighting
- Storm drainage infrastructure

In addition to the real property, Town of Scotia also contributed \$155,000 for a contingency fund and purchase of office equipment. Town of Scotia also pre-paid water and sewer utilities in advance to facilitate the transfer.

The District's financial statements are prepared in accordance with generally accepted accounting principles (GAAP). The Government Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments through its pronouncements (Statements and Interpretations). Governments are also required to follow the pronouncements of the Financial Accounting Standards Board (FASB) issued through November 30, 1989 (when applicable) that do not conflict with or contradict GASB pronouncements. Although the District has the options to apply FASB pronouncements issued after that date to its business-type activities and enterprise funds, the District has chosen not to do so. The more significant accounting policies established in GAAP and used by the District are discussed below.

**SCOTIA COMMUNITY SERVICES DISTRICT**  
**Notes to Financial Statements**  
June 30, 2017 and 2016

**NOTE 1 — SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**B. Reporting Entity**

There are no significant activities or organizations over which the District has financial accountability which would require inclusion in the financial statements. Other entities operate within the District's boundaries. The following criteria were used to include or exclude other entities:

1. Simple Accountability:

The District's ability to appoint a voting majority of the other entities' governing board and, either:

- a. The District's ability to impose its will on the other entity, or
- b. The existence of a financial benefit or burden consideration between the other entity and the District

2. Fiscal dependency of the other entity upon the District.

**C. Financial Statement Measurement Focus, Basis of Accounting and Presentation**

The District is a multi-function special purpose government that uses separate funds to account for the transactions related to each of its distinct functions. Separate financial statements are presented for governmental and proprietary activities. These statements present each major fund as a separate column on the fund financial statements. The District has no non-major funds.

The District uses a governmental fund to account for the activities of its various parks and recreation properties, streets and street lighting, and storm drainage infrastructure, while it uses proprietary funds to account for its water and sewer activities.

The district-wide financial statements and the proprietary fund financial statements are reported using the economic resources measurement focus and the accrual method of accounting. Under this method of accounting, revenues are recognized when earned and measurable and expenses are recognized when the related liabilities are incurred. Grants and similar items are recognized as revenue as soon as eligibility requirements imposed by the provider are met.

Governmental fund financial statements are reported using the current financial resources measurement focus and are accounted for using the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. In general, the District considers most revenue items measurable and available only when cash is received. Typically, the revenues subject to accrual are charges for services, interest income, and intergovernmental revenues. Expenditures are recorded when the related liability is incurred.

**SCOTIA COMMUNITY SERVICES DISTRICT**  
**Notes to Financial Statements**  
June 30, 2018

**NOTE 1 — SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**D. Cash and Cash Equivalents**

Cash and cash equivalents for purposes of the statement of cash flows includes amounts in demand deposits as well as short-term investments with an original maturity date of three months or less.

**E. Capital Assets**

Capital assets, which include property, plant, equipment, vehicles and infrastructure assets, are reported in the applicable governmental or business-type activities column in the district-wide financial statements and in the fund financial statements for proprietary funds. All capital assets are recorded at cost or estimated historical cost if actual historical cost is not available. Donated assets are recorded at their fair market value on the date donated. The District has an informal capitalization threshold of \$500. Improvements are capitalized, while the cost of normal repairs and maintenance that do not add to the value of the asset or materially extend the asset's life are recorded as expenses in the period incurred. Capital assets are depreciated using the straight-line method over the following estimated useful lives:

|                            |               |
|----------------------------|---------------|
| Water System               | 40 Years      |
| Sewer System               | 40 Years      |
| Other Equipment            | 5 to 10 Years |
| Vehicles                   | 5 Years       |
| Buildings and Improvements | 40 Years      |

**F. Charges for Services**

Charges for services result from the District providing water and sewer services to District residents.

**G. Net Position**

The government-wide financial statements utilize a net position presentation. Net position categories are as follows:

- **Net Investment in Capital Assets** -Net investment in capital assets consists of capital assets, net of accumulated depreciation and amortization, and reduced by debt balances outstanding or other long-term borrowings that are attributable to the acquisition, construction, or improvement of those assets.
- **Restricted** – Restricted consists of assets that have restrictions placed upon their use by external constraints imposed either by creditors (debt covenants), grantors, contributors, or laws and regulations of other governments or constraints imposed by law through Enabling legislation.
- **Unrestricted** – Unrestricted consists of the net amount of assets, deferred outflows of resources, liabilities, and deferred inflows of resources that are not included in the determination of the net investment in capital assets or restricted components of net position.

**SCOTIA COMMUNITY SERVICES DISTRICT**  
**Notes to Financial Statements**  
June 30, 2018

**NOTE 1 — SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**H. Fund Balance**

The financial statements, governmental funds report fund balance as non-spendable, restricted, committed, assigned, or unassigned based primarily on the extent to which the District is bound to honor constraints on how specific amounts can be spent.

- **Non-spendable fund balance** -amounts that cannot be spent because they are either (a) not Spendable in form or (b) legally or contractually required to be maintained intact.
- **Restricted fund balance** – amounts with constraints placed on their use that are either (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions enabling legislation.
- **Committed fund balance** -amounts that can only be used for specific purposes determined By formal action of the District's highest level of decision-making authority (the Board of Directors) and that remain binding unless removed in the same manner. The underlying action that imposed the limitation needs to occur no later than the close of the reporting period.
- **Assigned fund balance** – amounts that are constrained by the District's intent to be used for specific purposes. The intent can be established at either the highest level of decision-making, or by a body or an official designated for that purpose.
- **Unassigned fund balance** – the residual classification for the District's general fund that includes amounts not contained in the other classifications. In other funds, the unassigned classification is used only if expenditures incurred for specific purposes exceed the amounts restricted, committed, or assigned to those purposes.

The Board of Directors established, modifies, or rescinds fund balance commitments and assignments by passage of an ordinance or resolution. This is done through adoption of the budget and subsequent budget amendments that occur throughout the year.

When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, followed by the unrestricted, committed, assigned, and unassigned resources as they are needed.

**I. Inventory**

The District does not maintain a supplies inventory. Supplies are purchased as needed and expensed when purchased.

**SCOTIA COMMUNITY SERVICES DISTRICT**  
**Notes to Financial Statements**  
June 30, 2018

**NOTE 1 — SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**J. Policy for Defining Operating and Non-operating Revenues**

Operating revenues consist of customer fees for water and sewer services and operating expenses consist of expenses related to providing such services. Non-operating revenues consist of other revenues and expenses such as interest, grants, and government support.

**K. Use of Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**L. Inter-fund Activity**

Authorized transfers between funds are treated as interfund transfers and included in the results of operations of both governmental and proprietary funds. Cash collected or payments made by one fund on behalf of another fund are treated as short-term interfund loans that affect only the statement of net assets of the funds involved. Interfund loan balances are reported in fund financial statements. Interfund loan balances between similar fund types are eliminated in the district-wide Statement of Net Position while interfund loan balances between governmental and business-type funds are reported in the district-wide Statement of Net Position.

During the fiscal year ended June 30, 2018, the District had no inter fund activity.

**NOTE 2 — CASH AND INVESTMENTS**

Cash and investments as of June 30, 2018 are classified as follows:

|                      | <u>Governmental<br/>Activities</u> | <u>Business-Type<br/>Activities</u> | <u>Total</u>      |
|----------------------|------------------------------------|-------------------------------------|-------------------|
| Cash and investments | \$ 292,495                         | 351,500                             | \$ 643,995        |
| Cash - restricted    | 56,240                             | 3,400                               | 59,640            |
|                      | <u>\$ 348,735</u>                  | <u>\$ 354,900</u>                   | <u>\$ 703,635</u> |



**SCOTIA COMMUNITY SERVICES DISTRICT**  
**Notes to Financial Statements**  
June 30, 2018

**NOTE 3 — CAPITAL ASSETS**

The following is a summary of capital assets for the year ended June 30, 2018:

|  | June 30, 2018        |                    |             |                       |                     |
|--|----------------------|--------------------|-------------|-----------------------|---------------------|
|  | Beginning<br>Balance | Additions          | Deletions   | Contributed<br>Assets | Ending Balance      |
| <u>WATER</u>                                   |                      |                    |             |                       |                     |
| Water Facility                                 | \$ -                 | \$ -               | \$ -        | \$ 504,000            | \$ 504,000          |
| Distribution Lines                             | -                    | -                  | -           | 600,000               | 600,000             |
| Office Equipment                               | -                    | 717                | -           | -                     | 717                 |
| Raw Water Tank                                 | -                    | -                  | -           | 916,200               | 916,200             |
| Treated Water Tank                             | -                    | -                  | -           | 573,000               | 573,000             |
| Fire Water Tanks                               | -                    | -                  | -           | 229,050               | 229,050             |
| River Intake Pumps                             | -                    | -                  | -           | 30,400                | 30,400              |
| River Intake Structure                         | -                    | -                  | -           | 625,000               | 625,000             |
| River Pump House                               | -                    | -                  | -           | 100,000               | 100,000             |
| Total Other Capital Assets                     | -                    | 717                | -           | 3,577,650             | 3,578,367           |
| Less: Accumulated Depreciation                 | -                    | (94,833)           | -           | -                     | (94,833)            |
| Capital Assets, Net                            | <u>\$ -</u>          | <u>\$ (94,116)</u> | <u>\$ -</u> | <u>\$ 3,577,650</u>   | <u>\$ 3,483,534</u> |
| <br>   |                      |                    |             |                       |                     |
|  | June 30, 2018        |                    |             |                       |                     |
|  | Beginning<br>Balance | Additions          | Deletions   | Contributed<br>Assets | Ending Balance      |
| <u>SEWER</u>                                   |                      |                    |             |                       |                     |
| Capital Assets Not Being Depreciated           |                      |                    |             |                       |                     |
| Land (Log Pond)                                | \$ -                 | \$ -               | \$ -        | \$ 419,197            | \$ 419,197          |
| Total Capital Assets, Not Being<br>Depreciated | -                    | -                  | -           | 419,197               | 419,197             |
| Other Capital Assets                           |                      |                    |             |                       |                     |
| Waste Disposal Facilities                      | -                    | -                  | -           | 240,700               | 240,700             |
| Fencing  | -                    | 15,342             | -           | -                     | 15,342              |
| Vehicles                                       | -                    | 7,271              | -           | 2,600                 | 9,871               |
| Collection System                              | -                    | -                  | -           | 109,720               | 109,720             |
| Wastewater Distribution Lines                  | -                    | -                  | -           | 84,960                | 84,960              |
| Distribution Lines (Phase I)                   | -                    | -                  | -           | 600,000               | 600,000             |
| Office Equipment                               | -                    | 1,500              | -           | -                     | 1,500               |
| Total Other Capital Assets                     | -                    | 24,113             | -           | 1,037,980             | 1,062,093           |
| Less: Accumulated Depreciation                 | -                    | (28,185)           | -           | -                     | (28,185)            |
| Capital Assets, Net                            | <u>\$ -</u>          | <u>\$ (4,072)</u>  | <u>\$ -</u> | <u>\$ 1,457,177</u>   | <u>\$ 1,453,105</u> |

**SCOTIA COMMUNITY SERVICES DISTRICT**  
**Notes to Financial Statements**  
June 30, 2018

**NOTE 3 — CAPITAL ASSETS (Continued)**

|  | June 30, 2018        |            |           |                       |                |
|--|----------------------|------------|-----------|-----------------------|----------------|
|  | Beginning<br>Balance | Additions  | Deletions | Contributed<br>Assets | Ending Balance |
| <u>GOVERNMENTAL</u>                            |                      |            |           |                       |                |
| Capital Assets Not Being Depreciated           |                      |            |           |                       |                |
| Land (Lot 33)                                  | \$ -                 | \$ 50,000  | \$ -      | \$ 7,768,300          | \$ 7,818,300   |
| Total Capital Assets, Not Being<br>Depreciated | -                    | 50,000     | -         | 7,768,300             | 7,818,300      |
| Other Capital Assets                           |                      |            |           |                       |                |
| Office Building                                | -                    | 220,000    | -         | -                     | 220,000        |
| Office Building Improvements                   | -                    | 15,217     | -         | -                     | 15,217         |
| Office Equipment                               | -                    | 4,227      | -         | -                     | 4,227          |
| Museum   | -                    | -          | -         | 95,020                | 95,020         |
| Museum Improvements                            | -                    | 314        | -         | -                     | 314            |
| Theatre  | -                    | -          | -         | 154,548               | 154,548        |
| Carpenter Shop                                 | -                    | -          | -         | 221,195               | 221,195        |
| Total Other Capital Assets                     | -                    | 239,758    | -         | 470,763               | 710,521        |
| Less: Accumulated Depreciation                 | -                    | (15,921)   | -         | -                     | (15,921)       |
| Capital Assets, Net                            | \$ -                 | \$ 273,837 | \$ -      | \$ 8,239,063          | \$ 8,512,900   |

Depreciation expense was charged to various functions at June 30, 2018 as follows:

## Governmental activities:

Parks and Recreation \$ 15,921

## Business-type activities:

Water Fund \$ 94,833

Wastewater Fund 28,185

Total Business-type activities \$ 123,018

Total depreciation expense \$ 138,939

**SCOTIA COMMUNITY SERVICES DISTRICT**  
**Notes to Financial Statements**  
June 30, 2018

**NOTE 4 — LONG TERM DEBT**

On April 10, 2018, the District purchased the Office building and vacant Lot 33 at 400 Church Street, Scotia from the Town of Scotia, LLC. The Office Building was \$220,000 and Lot 33 sold for \$50,000. The Town of Scotia provided an installment interest note for \$175,000 at 6% interest over 3-year period with a balloon payment due April 2021 for \$169,196. Monthly payments total \$1,049. The note is secured by the Deed of Trust to Fidelity National Title Company of California.

The following are the principal and interest requirements for the next three fiscal years:

| <u>Years Ending</u><br><u>June 30</u> | <u>Principal</u>  | <u>Interest</u>  | <u>Total</u>      |
|---------------------------------------|-------------------|------------------|-------------------|
| 2019                                  | \$ 2,171          | \$ 10,420        | \$ 12,591         |
| 2020                                  | 2,304             | 10,286           | 12,590            |
| 2021                                  | 170,176           | 8,464            | 178,640           |
|                                       | <u>\$ 174,651</u> | <u>\$ 29,170</u> | <u>\$ 203,821</u> |

**NOTE 5 — NET POSITION**

Net investment in capital assets is calculated as follows:

|  | <u>Governmental</u><br><u>Activities</u> | <u>Business-type</u><br><u>Activities</u> | <u>Total</u>         |
|--|--|---|----------------------|
| Net investment in capital assets:      |  |   |                      |
| Capital assets - not being depreciated | \$ 7,818,300                             | \$ 419,197                                | \$ 8,237,497         |
| Capital assets - being depreciated     | 694,600                                  | 4,517,442                                 | 5,212,042            |
| Long-term debt - current portion       | (2,171)                                  | -   | (2,171)              |
| Long-term debt - long-term portion     | (172,480)                                | -   | (172,480)            |
| Total Net investment in capital assets | <u>\$ 8,338,249</u>                      | <u>\$ 4,936,639</u>                       | <u>\$ 13,274,888</u> |

Restricted net position is calculated as follows:

|                              | <u>Governmental</u><br><u>Activities</u> | <u>Business-type</u><br><u>Activities</u> | <u>Total</u>     |
|------------------------------|--|---|------------------|
| Restricted:                  |  |   |                  |
| Park and Recreation projects | \$ 56,240                                | -   | \$ 56,240        |
| Total restricted             | <u>\$ 56,240</u>                         | <u>\$ -</u>                               | <u>\$ 56,240</u> |



**SCOTIA COMMUNITY SERVICES DISTRICT**  
**Notes to Financial Statements**  
June 30, 2018

**NOTE 6 — PARTICIPATION IN INSURANCE AUTHORITIES**

The District is a member of the Special District Risk Management Authority (SDRMA). SDRMA is a not-for-profit public agency formed under California Government Code and provides a full-service risk management program for California's local governments. SDRMA provides comprehensive property, liability, and workers compensation protection. Each member organization pays a premium based on the level of coverage requested. Rates and/or premiums are reviewed and established annually by SDRMA's Board of Directors. Member organizations share surpluses and deficits proportionately to their participation in the SDRMA. Each entity has an equal voice in the selection of SDRMA's Board of Directors.

A summary of coverage under this arrangement for the fiscal year ended June 30, 2018 is as follows:

|   |                                       |
|---|---------------------------------------|
| General liability and auto bodily injury and property damage coverage | \$2.5 million per occurrence/accident |
| Public Officials personal   | \$500,000 per occurrence              |
| Errors & Omissions  | \$2.5 million per occurrence          |
| Employee/Public Officials Dishonesty                                  | \$1 million per occurrence            |
| Property Pollution  | \$2 million per occurrence            |
| Public Officials Personal liability coverage                          | \$500,000 per occurrence              |
| Employment Practices Aliability                                       | \$2.5 million per occurrence          |
| Employment Benefits   | \$2.5 million per occurrence          |
| Property Loss   | \$1 billion per occurrence            |
| Boiler & Machinery  | \$100 million per occurrence          |

**SCOTIA COMMUNITY SERVICES DISTRICT**  
**Notes to Financial Statements**  
June 30, 2018

**NOTE 7 — SALE OF SURPLUS PROPERTY**

The District sold the Heisler train engine No. 9 for \$56,240 and designated the use of these funds for future Parks and Recreation improvements.

**NOTE 8 — SUBSEQUENT EVENTS**

Management has evaluated subsequent events through October 30, 2018 the date the financial statements were available to be issued.

The Town of Scotia, LLC is improving the infrastructure throughout the town in multiple phases. In August 2018, Phase 2 was completed and additional distribution lines with an estimated fair market value of \$1,400,000 were transferred to the District.

DRAFT



October 30, 2018

Anderson, Lucas, Somerville & Borges, LLP  
Certified Public Accountants  
1338 Main Street  
Fortuna, California 95540

This representation letter is provided in connection with your audit of the financial statements of the Scotia Community Services District, which comprise the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information as of June 30, 2018, and the respective changes in financial position and, where applicable, cash flows for the year then ended, and the related notes to the financial statements, for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

We confirm, to the best of our knowledge and belief, as of October 30, 2018, the following representations made to you during your audit.

### **Financial Statements**

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated July 25, 2018, including our responsibility for the preparation and fair presentation of the financial statements and for preparation of the supplementary information, if any, in accordance with the applicable criteria.
2. The financial statements referred to above are fairly presented in conformity with U.S. GAAP and include all properly classified funds and other financial information of the primary government and all component units required by generally accepted accounting principles to be included in the financial reporting entity.
3. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
4. We acknowledge our responsibility for the design and implementation of programs and controls to prevent and detect fraud.
5. Significant assumptions we used in making accounting estimates are reasonable.
6. Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.

7. All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed. No events, including instances of noncompliance, have occurred subsequent to the balance sheet date and through the date of this letter that would require adjustment to or disclosure in the aforementioned financial statements.
8. The effects of uncorrected financial statement misstatements summarized in the attached schedule, if any, are immaterial, both individually and in the aggregate, to the financial statements for each opinion unit.
9. The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.
10. Guarantees, whether written or oral, under which the District is contingently liable, if any, have been properly disclosed.

#### **Information Provided**

11. We have provided you with:
  - a. Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
  - b. Additional information that you have requested from us for the purpose of the audit.
  - c. Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
  - d. Minutes of the meetings of the Board of Directors or summaries of actions of recent meetings for which minutes have not yet been prepared.
12. All material transactions have been recorded in the accounting records and are reflected in the financial statements.
13. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
14. We have no knowledge of any fraud or suspected fraud affecting the entity involving:
  - a. Management,
  - b. Employees who have significant roles in internal control, or
  - c. Others where the fraud could have a material effect on the financial statements.
15. We have no knowledge of any allegations of fraud or suspected fraud affecting the entity's financial statements communicated by employees, former employees, regulators, or others.
16. We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse, whose effects should be considered when preparing financial statements.
17. We have disclosed to you all known actual or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements.
18. We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware.

**Government – Specific**

19. We have made available to you all financial records and related data.
20. There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
21. We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
22. The District has no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or equity.
23. We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts, and we have identified and disclosed to you all laws, regulations and provisions of contracts and grant agreements that we believe have a direct and material effect on the determination of financial statement amounts or other financial data significant to the audit objectives, including legal and contractual provisions for reporting specific activities in separate funds.
24. There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.
25. As part of your audit, you assisted with preparation of the financial statements and related notes. We have designated an individual with suitable skill, knowledge, or experience to oversee your services and assumed all management responsibilities. We have reviewed, approved, and accepted responsibility for those financial statements and related notes.
26. The District has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets, nor has any asset been pledged as collateral, except as made known to you and disclosed in the financial statements.
27. The District has complied with all aspects contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
28. We have followed all applicable laws and regulations in adopting, approving, and amending budgets.
29. The financial statements properly classify all funds and activities.
30. All funds that meet the quantitative criteria in GASBS Nos 34 and 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
31. Components of net position (net investment in capital assets; restricted; and unrestricted) and equity amounts are properly classified and, if applicable, approved.
32. Provisions for uncollectible receivables have been properly identified and recorded.

Anderson, Lucas, Somerville & Borges, LLP

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33. Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
34. Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
35. Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
36. Capital assets, including infrastructure and intangible assets, if any, are properly capitalized, reported, and, if applicable, depreciated.
37. We have appropriately disclosed the District's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under this policy.
38. We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of RSI.

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

October 30, 2018

To the Board of Directors  
Scotia Community Services District  
P.O. Box 104  
Scotia, CA 95565

District Board Members and Members of Management:

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Scotia Community Services District for the year ended June 30, 2018. Professional standards require that we provide you with the following information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter dated July 25, 2018. Professional standards also require that we communicate to you the following information related to our audit.

Our Responsibility under U.S. Generally Accepted Auditing Standards

As stated in our audit engagement letter, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements do not relieve you or management of your responsibilities.

Planned Scope and Timing of the Audits

We performed the audits according to the planned scope and timing previously communicated to you in our engagement letter.



Significant Audit Findings

*Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by the District are described in Note 1 to the financial statements. As described in Note 1, the District changed accounting policies related to various fund nomenclature by adopting Statement of Governmental Accounting Standards (GASB Statements) No 54 - *Fund Balance Reporting and Government Fund Type Definitions* and No 63 - *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*. We noted no transactions entered into by the District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on managements' knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected.

The most sensitive estimates affecting the financial statements were Accumulated Depreciation and Depreciation Expense.

Managements' estimate of the accumulated depreciation and related expense for the current year was based on management's estimate of the life expectancy of the fixed assets. We reviewed the capital asset listing, selected a sample and recalculated the accumulated and current year depreciation expense. We were satisfied that the calculations used were reasonable.

The disclosures in the financial statements are neutral, consistent, and clear. We noted no disclosures that were considered sensitive because of their significance to the financial statement users.

*Difficulties Encountered in Performing the Audits*

We encountered no difficulties in dealing with management in performing and completing our audits.

*Disagreements with Management*

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of the audit.



Board of Directors  
ScotiaCommunity Services District

### *Corrected and Uncorrected Differences*

Professional standards require us to accumulate all known and likely differences identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. The attached schedule summarizes uncorrected differences in the financial statements, if any. Management has determined that their effects are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. The following material differences detected as a result of audit procedures were corrected by management:

|   |               |
|---|---------------|
| 1. Record depreciation expense 6/30/18  | \$ 138,939    |
| 2. Record fair market value of contributed assets<br>from Town of Scotia, LLC | \$ 13,273,890 |

### *Management Representations*

We have requested certain representations from management that are included in the management representation letter dated October 30, 2018.

### *Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the District, financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

### *Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the District's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This information is intended solely for the use of the Board of Directors and management of the Scotia Community Services District and is not intended to be and should not be used by anyone other than these specified parties.

**ANDERSON, LUCAS, SOMERVILLE & BORGES, LLP**

Board of Directors and Senior Management  
Scotia Community Services District

In planning and performing our audit of the financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information of the Scotia Community Services District as of and for the year ended June 30, 2018, in accordance with auditing standards generally accepted in the United States of America, we considered Scotia Community Services District's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A material weakness is a deficiency or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We did not identify any deficiencies in internal control that we considered to be material weaknesses.

A significant deficiency is a deficiency, or combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

We noted other matters involving the internal control and its operation that we have reported to management of Scotia Community Services District in a separate letter dated October 30, 2018.

This communication is intended solely for the information and use of management, the Board of Directors, and others within the organization, including the Special District Risk Management Authority (SDRMA) and is not intended to be and should not be used by anyone other than these specified parties.

**Anderson, Lucas, Somerville & Borges**

October 30, 2018  
Fortuna, California

October 30, 2018

Board of Directors and Senior Management  
Scotia Community Services District

Professional standards require that we communicate certain other internal control and compliance matters to you, which includes immaterial noncompliance, control deficiencies that are not considered significant deficiencies or material weaknesses, or other matters involving internal control, unless inconsequential. This letter is intended to satisfy this requirement.

### **Current Year Comments and Recommendations**

#### **REQUIRED SUPPLEMENTAL INFORMATION**

##### **Comment**

Governmental Accounting Standard Board (GASB) No. 34 and 41 made changes in the form and content of financial statements for governmental entities. In addition to the changes in financial statement form, they also required inclusion of what is known as Management's Discussion and Analysis and budgetary comparison schedules in each annual set of audited financial statements. It is intended to provide an "objective and easily readable analysis of the government's financial activities based on currently known facts, decisions or conditions." The District has not included such information in their annual report, resulting in a qualification statement as part of the annual auditor's report.

The budgetary comparison schedules should be presented in the RSI for the general fund and for each major special revenue fund that has a legally adopted annual budget. The schedule should provide at least three separate types of information: The original budget, the final budget and the actual inflows, outflows, and balances on the same basis as the legally adopted budget. Currently, the budget includes all proprietary revenue and expenses.

**Recommendation**

We recommend the District maintain separate budgets for the proprietary accounts and the general fund. This will make it easier to compile a comparison schedule for the general fund. We recommend that the District consider providing the required Management's Discussion and Analysis (MD&A) and budgetary comparison to actual schedule as a component of their annual financial statements. If desired, we can provide the District with literature and examples to generate and produce such information. If provided, this information would enhance the overall financial information that the District makes available to the local customers and users of the District services and efforts.

**Status**

Given this was the initial audit for a newly formed Special District, much of the governmental requirements were new to the District.

**CAPITAL ASSETS AND DEPRECIATION**

**Observation**

Capital assets were acquired during the past year as well as contributed government assets. However, no annual depreciation was recorded.

**Recommendation**

Going forward, the District should begin to track all assets acquired each year, whether through direct purchase, contributions, or through alternative means, such as grants or loan financing. Ultimately, the goal would be for the District to maintain their capital asset listing for each year, as well as calculating and recording the annual depreciation expense.

**Status**

The slow transition of contributed government assets, will take a few years and several phases before it is complete.

\*\*\*\*\*

The above comments and observations are meant to be constructive suggestions for improvements in the operating and accounting system of the Scotia Community Services District. We would be pleased to discuss any of the items mentioned above with you at greater length, should you so desire.

We also want to thank management, and the accounting and administrative staff for all of their help and assistance during the course of the audit.

Anderson, Lucas, Somerville & Borges  
October 30, 2018

Reference: 017138

**Addendum No. 7 To Agreement**  
**Dated June 29, 2017**

Scotia Community Services District (SCSD) Engineering Support Services

**Additional Scope of Work**

**Task 104 -Flood Inundation Map**

Prepare a flood inundation map for the town of Scotia. Tasks include subcontracting hydraulic modeling and inundation mapping to Moonstone Associates, and bathymetric survey to Points West Survey (both scopes attached). Fees include coordination and review of subconsultant tasks.

---

**Related Costs**

- A. SHN agrees to provide services covered by this Addendum on a time and expenses/lump sum basis. Fees are estimated as follows:

|                           |    |               |
|---------------------------|----|---------------|
| <u>Inundation mapping</u> | \$ | <u>18,975</u> |
| <u>Bathymetric survey</u> | \$ | <u>20,125</u> |
| <u> </u>                  | \$ | <u> </u>      |
| <u> </u>                  | \$ | <u> </u>      |
| <u>Total</u>              | \$ | <u>39,100</u> |

All other terms and conditions contained in the original Agreement shall apply to this Addendum.

In Witness Whereof, the parties have executed this Addendum to the Agreement the day and year first set forth.

**SHN Consulting Engineers & Geologists, Inc.**  
Address: 812 W. Wabash Ave.  
Eureka, CA 95501-2138

**Client: Scotia Community Services District**  
Address: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

License #: \_\_\_\_\_

#### Schedule A. Task Order - Scope of Work

This task order includes the following scope of services for the Scotia CSD Flood Inundation Map project for the time period extending from September 24, 2018 through December 31, 2018.

1. Review existing information including existing terrain data and survey data collected to date for the Scotia Dam and downstream inundation area and identify whether additional information is required to support the inundation mapping process.
2. Conduct a site visit to the Scotia Dam to review the current dam conditions and gather field observations of the dam embankment, critical appurtenant structures, and downstream inundation areas relative to the existing information provided.
3. Prepare a technical study to support the development of the inundation maps in accordance with Section 335.12(a) of the 2018 Inundation Mapping Regulations.
4. Develop a hydraulic model that will be used to prepare the inundation maps for the Scotia Dam in accordance with the modeling requirements set forth in Section 335.12(b) of the 2018 Inundation Mapping Regulations.
5. Evaluate failure scenarios using the hydraulic model for the Scotia Dam in accordance with the requirements set forth in Section 335.12(c) of the 2018 Inundation Mapping Regulations.
6. Prepare Inundation Maps for each failure scenario in accordance with FEMA P-946 (2013) and Section 335.14 of the 2018 Inundation Mapping Regulations.

#### Schedule B. Task Order - Fee Proposal

Moonstone Associates is proposing to complete Tasks 1 through 6 on a time and materials basis.

Consulting services will be provided at a charge out rate of \$125/hour.

Approximately 132 hours have been budgeted for this work, for a total estimated fee of \$16,500.

# Scotia Community Services District

## Staff Report

DATE: December 20, 2018  
TO: Scotia Community Services District Board of Directors  
FROM: Leslie Marshall, General Manager; Steve Tyler, Asst. General Manager;  
SUBJECT: SHN Consulting Engineers & Geologists Inc. (SHN), Services Agreement, with Scotia Community Services District (SCSD), Addendum No. 7, Flood Inundation Mapping and Log Pond Bathymetric Survey

---

### **RECOMMENDATION:**

The Administrative staff recommends that the SCSD Board review the General Manager authorized the SHN Services Agreement, Addendum No. 7, Flood Inundation Mapping and Log Pond Bathymetric Survey.

### **ACTION:**

Review the SHN Services Agreement, Addendum No. 7, Flood Inundation Mapping and Log Pond Bathymetric Survey.

### **DISCUSSION:**

Review existing information including existing terrain data and survey data collected to date for the Scotia Dam and downstream inundation area and identify whether additional information is required to support the inundation mapping process.

Conduct a site visit to the Scotia Dam to review the current Dam conditions and gather field observations of the Dam embankment, critical appurtenant structures, and downstream inundation areas relative to the existing information provided.

Prepare a technical study to support the development of the inundation maps in accordance with Section 335.12(a) of the 2018 Inundation Mapping Regulations.

Develop a hydraulic model that will be used to prepare the inundation maps for the Scotia Dam in accordance with the modeling requirements set forth in Section 335.12(b) of the 2018 Inundation Mapping Regulations.

Evaluate failure scenarios using the hydraulic model for the Scotia Dam in accordance with the requirements set forth in Section 335.12(c) of the 2018 Inundation Mapping Regulations.

Prepare Inundation Maps for each failure scenario in accordance with FEMA P-946 (2013) and Section 335.14 of the 2018 Inundation Mapping Regulations.

This project had been administratively approved by the General Manager, but the Bathymetric Survey has increased the project amount above the General Manager limit for approvals, as well as the original budgeted amount for the project, and now requires Board Approval.

### **FISCAL IMPACT:**

\$39,100.00

### **ATTACHMENTS:**

SHN Services Agreement, Addendum No. 7.



## **SCOPE OF WORK**

**Scotia CSD  
Bathymetric and Topographic Survey  
Scotia, Humboldt County, CA  
Prepared for Moonstone Associates  
Dated 11/12/2018**

### **Client shall provide:**

- \* Legal and physical access to project site, including right of entry and aid in construction of boat access to log pond
- \* Information on private utility installations onsite (plans for existing water intake, water outlet structure, sewer plant, piping plans, etc.) as available

### **Consultant shall provide:**

- \* Field survey to include the following:
  - o Control survey to establish GPS control network on both existing control provided by SHN and new control, basis to be NAVD88, NAD83 based on NGS HPGN network
  - o Perimeter of existing log pond to allow calculation of pond acreage
  - o Bathymetric survey of log pond with single beam sounder, approximate 20 foot grid spacing
  - o Partial topographic survey of log pond with total station as check on bathymetric survey and sludge/silt layer within pond and hinge point location at edge of log pond
  - o Topographic survey of top and toe of berm containing log pond
  - o Survey of outlet structure, including inverts, and outlet structures such as drain inlet and outlet pile per field visit on 10/24/2018
- \* Preparation of a Site Map with improvements and existing topography as noted above, and 1 foot contours on project site. Project will be on NAD83, CCS Zone 1, US Feet, with NAVD88 elevations.
- \* Deliverables to be Autocad Civil 3D 2014 drawing and 2 hard copy plots

**Cost: Time and Materials, Estimated Fee \$17,500**

**Assumptions: Survey crew time is not subject to Prevailing Wage. No boundary ties will be made; no boundaries to be shown on final Site Map or included in deliverable drawing file. Piles, stumps, and similar items within log pond will not be located.**



# Scotia Community Services District

## Staff Report

DATE: December 20, 2018

TO: Scotia Community Services District Board of Directors

FROM: Steve Tyler, Asst. General Manager, Leslie Marshall, General Manager

SUBJECT: Winema Theater Historical Assessment Contract with William Rich & Associates

---

### **RECOMMENDATION:**

The Administrative staff recommends that the SCSD Board receive the staff report and provide staff with any comments

### **ACTION:**

None required

### **DISCUSSION:**

The County of Humboldt, Planning and Building Department requires an application for Design Review, with a Historical Assessment Report included, for the Winema Theater roof repair/replacement project.

Any and all *new* construction, *repairs*, alterations, modifications and additions to *existing* buildings within the Scotia residential and commercial area shall conform with the design guidelines for; the Secretary of Interior's Standards for the Rehabilitation of Historic Resources; all applicable County of Humboldt Ordinances, Regulations, Overlay Zones and Codes and all applicable local, State and Federal Codes and Regulations.

William Rich and Associates is a local Bayside CA consulting firm that is experienced and qualified to prepare and present (within 60 days of contract initiation) a Historical Assessment Report to the Scotia Community Services District Board of Directors, for review and comment, *and* submission to the County of Humboldt, to meet the Design Review requirements.

### **FISCAL IMPACT:**

\$4784.45

### **ATTACHMENTS:**

Winema Theater Assessment Contract with William Rich and Associates

**SCOPE OF WORK**  
**Winema Theater Roof Project-Historical Assessment**  
**Scotia, Humboldt County**  
**November 08, 2018**

William Rich and Associates is pleased to submit this proposal to the Scotia Community Services District for completion of a Preservation Planning Report (Historical Assessment Report) to address replacement of the existing roofing on the Winema Theater in Scotia, Humboldt County, California. The Winema Theater is a 104 year old classical style building with a “rustic” redwood theme. The building is unique, and represents an irreplaceable historical resource, and is listed as a primary contributing building to the historical townsite of Scotia (Takano 2007). The existing roof is clad in sawn wood shingle which is currently in an advanced state of decay, with missing shingles, weathered areas and places where water leaks into the interior of the structure. Immediate attention is needed to stabilize ongoing and potential moisture related damage associated with the poor condition of the roof covering.

The objectives of the proposed planning report would be to identify the need for a replacement of the existing wood shingle roof sheathing and to direct its replacement with an acceptable product by exploring alternatives, while ensuring minimal loss, damage or irreversible adverse effects to the historic fabric of the building. To reach this end, the proposed Preservation Planning Report will include a comprehensive description of the building, to include:

- History of the construction, alterations, owners, and significant events at the building based on physical and documentary evidence.
- Current conditions
- Document significant and character defining features of the building and how that contributes to the historical Scotia Townsite
- An evaluation of the current proposed roofing project in relation to the historic fabric of the building
- Recommendation for an overall treatment approach and specifically for the new roof sheathing
- Review of alternative roofing products with cost estimates and installation procedures

This information will establish a framework for the Scotia Community Services District, as the building owner, in which to consider physical alterations to the property, with the understanding of how the proposed work will impact the historic fabric and character. Historic building evaluation forms (DPR 523) will be completed and the historical significance articulated with reference to local, state and national register listings. Fortunately, the historical townsite of Scotia has been documented and discussed previously by Tekana (2007). Relevant elements of this report and recommendations for treatments to buildings in the District will be used.

It may be necessary to carry out an immediate and temporary stabilization effort to prevent further deterioration until research can determine how the roof should be restored or rehabilitated. A simple covering of exterior plywood or roll roofing might provide adequate protection, but any temporary covering should be applied with caution. One should be careful not to overload the roof structure, or to damage or destroy historic evidence or fabric that might be incorporated into a new roof at a later date. In this sense, repairs with caulking or bituminous patching compounds should be recognized as potentially harmful, since they are difficult to remove, and at their best, are very temporary.

A draft Preservation Planning report will be produced and provided to the Scotia Community Development District within 60 days of contract initiation.

Heritage Consultant, William Rich, M.A. will serve as Principal Investigator for preparation of this report. Team members will include Jill Macdonald, a skilled Architectural Historian. Ms. Macdonald will prepare the architectural description for the building and help prepare the discussion of significance and appropriateness of the proposed treatment. James Garrison, is a historian with local expertise who will be tasked with preparing the background historical context of the building and related townsite.

Attached is a cost estimate for \$4784.45 that was derived after careful consideration of the time and a direct cost that are anticipated to complete this proposed work (see attached). A single invoice will be billed out upon completion and delivery of the final report. This will be an itemized invoice billing only for actual time used. There could be other approaches to this project. We can talk about some alternatives if you like.

Thank you for the opportunity to work with you on this project. I can be reached at the following addresses if you should have any questions or concerns:

William Rich, Cultural Resources Consultant  
P.O. Box 184, Bayside CA 95524  
707-834-5347 cell  
wcr@williamrichandassociates.com

Thank you,

William Rich

Name: William Rich and Associates

**Historical Assessment for Winema Theater Roof Project (SCSD)**

11/8/2018

| Personnel                               |  |                  |          | Hourly<br>Rate     |                     |                    |
|---|--|------------------|----------|--------------------|---------------------|--------------------|
| Principal Investigator                  |  |                  |          | 65.00              |                     |                    |
| Research Associate                      |  |                  |          | 50.00              |                     |                    |
| <b>Project Management</b>               |  | <b>Hours</b>     | <b>n</b> | <b>Total Hours</b> | <b>Cost</b>         | <b>Subtotal</b>    |
| Principal Investigator                  |  | 2                | 1        | 2                  | 130.00              |                    |
|   |  |                  |          |                    |                     | <b>\$ 130.00</b>   |
| <b>Background Research and Outreach</b> |  |                  |          |                    |                     |                    |
| Principal Investigator                  |  | 5                | 1        | 5                  | 325.00              |                    |
| Research Associate                      |  | 20               | 1        | 20                 | 1,000.00            |                    |
|   |  |                  |          |                    |                     | <b>\$ 1,325.00</b> |
| <b>Building Assessment</b>              |  |                  |          |                    |                     |                    |
| Principal Investigator                  |  | 6                | 1        | 6                  | 390.00              |                    |
| Research Associate                      |  | 12               | 1        | 12                 | 600.00              |                    |
|   |  |                  |          |                    |                     | <b>\$ 990.00</b>   |
| <b>Report Preparation</b>               |  |                  |          |                    |                     |                    |
| Principal Investigator                  |  | 25               | 1        | 25                 | 1,625.00            |                    |
| Research Associate                      |  | 12               | 1        | 12                 | 600.00              |                    |
|   |  |                  |          |                    |                     | <b>\$ 2,225.00</b> |
|   |  |                  |          |                    | <b>Labor Total=</b> | <b>\$ 4,670.00</b> |
| <b>OTHER DIRECT COSTS</b>               |  | <b>Unit Cost</b> | <b>n</b> | <b>Cost</b>        |                     |                    |
| Mileage - CA Rate '18                   |  | 0.545            | 210      | 114.45             |                     |                    |
| <b>Total Cost</b>                       |  |                  |          |                    |                     | <b>\$ 4,784.45</b> |

## **Scotia Community Services District Staff Report**

DATE: December 20, 2018  
TO: Scotia Community Services District Board of Directors  
FROM: Leslie Marshall, General Manager  
SUBJECT: SDRMA Insurance Inspection Report

---

### **RECOMMENDATION:**

The Administrative staff recommends that the Board review the SDRMA Insurance Inspection Report.

### **ACTION:**

Review the SDRMA Insurance Inspection Report.

### **DISCUSSION:**

Alan Larson and Associates conducted an inspection of SCSD facilities on September 27, 2018. A Program Review and survey was conducted by Tim Thrift, a previously completed questionnaire was reviewed. Safety resources and reference materials were shared with the District for its use. A copy of the reports is attached, with suggestions for the District's consideration for follow up. Photos were taken and are included.

Since the inspection and receipt of the report, District staff has worked on correcting the concerns determined in the report. For example, the eyewash station has been refilled, and a lid replaced; a plate has been made for the pit at the WWTP, and the ladders at the WWTP have been outfitted with OSHA approved safety climb rail. Staff will continue to address concerns and develop policy referenced for the SCSD January and February Board meetings and forward on a completed response to SDRMA when tasks are complete.

### **FISCAL IMPACT:**

Cost of materials and staff time. Potential for insurance cost savings.

**Property & Liability Program**  
**Liability Loss Control Program Review and Hazard Identification Survey – 09/27/18**  
**SCOTIA COMMUNITY SERVICE DISTRICT**

## REPORT COMPLETION, DISTRIBUTION AND SPECIAL NOTES

### MEMBERSHIP (X)

**WORKERS' COMPENSATION PROGRAM MEMBER:**

X

**PROPERTY & LIABILITY PROGRAM MEMBER:**

X

- |  |  |  |
|--|--|--|
| <p>1. <u>Report written by:</u><br/>Tim Thrift<br/>SDRMA Safety Management Consultant<br/>Phone: 916-213-8268<br/>Email: tim@alarsonsafety.com</p> <p>2. <u>Reference Distribution</u><br/>Given September 27, 2018 to:</p> <p>3. <u>Report Distribution</u><br/>Emailed December 12, 2018 to:</p> <p>4. <u>Special Notes:</u></p> | <p><u>Report peer-reviewed by:</u><br/>Alan Larson, CSP<br/>SDRMA Safety Management Consultant<br/>Phone: 530-790-0432<br/>Email: alan@alarsonsafety.com<br/>Leslie Marshall, General Manager</p> <p>Leslie Marshall, General Manager<br/>Dennis Timoney, SDRMA Chief Risk Officer<br/>Debbie Yokota, SDRMA Claims Manager</p> | <p><u>SDRMA Headquarters:</u><br/>Dennis Timoney, ARM<br/>Chief Risk Officer<br/>Phone: 800-537-7790<br/>Email: DTimoney@sdrma.org</p> |
|--|--|--|
- a. The Program Review results are based on the Organization's answers to the questions and discussion of these answers with the Consultant during the site visit.
- b. Where answers to questions were Yes or Does Not Apply, the detail portion of the questions has been deleted to reduce the size of the report unless a Suggestion is included for clarification purposes. Where the answers were Partly, No, or Do Not Know, the detail portions of the questions have been kept in place so management can readily see what needs to be done based upon the questions being asked.
- c. Notes in the Comments column (column #4) are generally provided by the member unless otherwise specified.
- d. The Program Review process does not normally include a review of the written liability loss control related programs, policies and procedures.
- e. All observations and suggestions noted during the hazard identification survey are based upon conditions and practices observed and information available to the involved consultant. The hazard identification survey results do not purport to include the identification of all hazards or unsafe practices or to indicate other hazards or unsafe practices do not exist.
- f. SDRMA and Alan Larson & Associates, its employees and subcontractors assume no responsibility for the control or correction of conditions or practices existing within the Organization. Third-party services or products noted in the report are considered to be reasonable resources. They are included with the assumption that prior to incorporating all or part of them, the member will carefully evaluate whether the service or product fits the member's current situation. These sources of help are not approved by SDRMA, Cal-OSHA, or other agencies. They are given for the intended betterment of the member's liability loss control efforts.

**Property & Liability Program**  
***Liability Loss Control Program Review and Hazard Identification Survey – 09/27/18***  
**SCOTIA COMMUNITY SERVICE DISTRICT**

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**Property & Liability Program**  
***Liability Loss Control Program Review and Hazard Identification Survey – 09/27/18***  
**SCOTIA COMMUNITY SERVICE DISTRICT**

## **PURPOSE**

The goal of the on-site liability loss control program review and hazard identification visitation is to seek continuous improvement in the area of loss control.

## **INTRODUCTION**

1. This report is provided to you to help you in your efforts to prevent liability claims and reduce exposures to such problems. No grades or ratings are given, only encouraging and practical suggestions.
2. The report is the result of a visitation on Thursday, September 27, 2018 by Mr. Tim Thrift, SDRMA Safety Management Consultant.
3. Ms. Leslie Marshall, General Manager, was interviewed and participated in the completion of the SDRMA Liability Loss Control Program Questionnaire(s). Ms. Marshall accompanied Mr. Thrift during the hazard identification survey.
4. The Organization provides the following services:
  - a. Water
  - b. Sewer
  - c. Parks & Recreation
  - d. Street lighting
  - e. Storm drainage
5. The Organization has 5 members of the Board of Directors, 2 employees, 1 temporary employee, and no volunteers. There are no administrative employees and 3 field employees. There are 6 contract employees.
6. The Organization has the following facilities, vehicles and equipment:
  - a. Facilities: See attached list.
  - b. Vehicles & Equipment: 1 Dodge Dakota and 1 Chevrolet ¾ ton pickup
7. The Organization sustained no liability losses within the last two years:
8. The report contains a program review and a hazard identification survey for General Liability, and Parks, Recreation & Playgrounds.

## **LIFE-THREATENING HAZARDS**

The Scotia Community Services District did not have any Life-Threatening hazards identified during the liability hazard identification survey. That is excellent.



**Property & Liability Program**  
***Liability Loss Control Program Review and Hazard Identification Survey – 09/27/18***  
**SCOTIA COMMUNITY SERVICE DISTRICT**

**A THREE-STEP APPROACH**  
**To Implementing Suggested Actions**

**Take one-step at a time building your liability loss control program, and implement those actions you, your fellow employees, and the Board of Directors believe are most crucial.**

- Step 1      Correct the suggested actions for Priority LT questions/observations since the SDRMA Board of Directors expects these suggested actions to be implemented.**
- Step 2      Correct the suggested actions for Priority I questions since these actions are related to identified unsafe practices, conditions, and/or lack of programs that could cause a truly serious liability claim or are very important to correct.**
- Step 3      Take a look at all other suggestions and implement them as soon as possible.**

Property & Liability Program  
**Liability Loss Control Program Review and Hazard Identification Survey – 09/27/18**  
**SCOTIA COMMUNITY SERVICE DISTRICT**

## GENERAL LIABILITY LOSS CONTROL PROGRAM REVIEW

| KEY: PR = Priority (LT = Life Threatening, I = Urgent, II = Necessary, III = Desirable)                                       |   |     |         |                   |   |                 |     |
|---|---|-----|---------|-------------------|---|-----------------|-----|
| For Identified Hazards: \$ = Estimated Amount to Correct (L = \$0 to \$500, M = \$501 to \$1000, H = \$1001 +, T = Time Only) |   |     |         |                   |   |                 |     |
| * = To be Completed by the SDRMA Member   |   |     |         |                   | XC = Check (X) This Column When The Action Is Completed   |                 |     |
|   |   |     |         |                   | Consider the Following Suggested Actions for Enhancing the Organization's Liability Loss Control Program  |                 |     |
| 1   | 2   | 3   | 4       | 5                 | 6   | 7               | 8   |
| #   | Questions   | PR  | Answers | Comments (1.2.3.) | Suggestions (a.b.c.)  | Current Status* | XC* |
| 1.  | <b>Liability Loss Control Program (LLCP)</b><br>Is there a written LLCPP for the purpose of implementing liability loss control activities and reducing losses? | II  | No      |                   | Write a Liability Loss Control Program (LLCP). See the Model LLCPP in the provided SDRMA reference materials.   |                 |     |
| 2.  | <b>Designated In-house Liability Loss Control Person</b>  | I   | Yes     | Leslie Marshall.  | None  |                 |     |
| 3.  | <b>Premises Supervision</b><br>Is there an employee-who-supervises on premises when third parties are in or using Organizational facilities?                    | III | No      | Not with parks.   | a. To ensure the safety of third parties in or using Organizational facilities, have a responsible person present, as appropriate.  |                 |     |
|   |   |     |         |                   | b. When appropriate, ensure all special events conducted on Organizational property go through the permit process. The permit procedure would include making sure:<br>1) Proper contracts are provided and signed,<br>2) Insurance requirements are met<br>3) Management is required to sign off prior to issuing a permit. |                 |     |

**Property & Liability Program**  
**Liability Loss Control Program Review and Hazard Identification Survey – 09/27/18**  
**SCOTIA COMMUNITY SERVICE DISTRICT**

|  |  |           |                |                          |   |                        |            |
|--|--|-----------|----------------|--------------------------|---|------------------------|------------|
| KEY: PR = Priority (LT = Life Threatening, I = Urgent, II = Necessary, III = Desirable)  |  |           |                |                          |   |                        |            |
| For Identified Hazards: \$ = Estimated Amount to Correct (L = \$0 to \$500, M = \$501 to \$1000, H = \$1001 +, T = Time Only)  |  |           |                |                          |   |                        |            |
| * = To be Completed by the SDRMA Member  |  |           |                |                          | XC = Check (X) This Column When The Action Is Completed   |                        |            |
|  |  |           |                |                          | <b>Consider the Following Suggested Actions for Enhancing the Organization's Liability Loss Control Program</b> |                        |            |
| 1  | 2  | 3         | 4              | 5                        | 6   | 7                      | 8          |
| <b>#</b>   | <b>Questions</b>   | <b>PR</b> | <b>Answers</b> | <b>Comments (1.2.3.)</b> | <b>Suggestions (a.b.c.)</b>   | <b>Current Status*</b> | <b>XC*</b> |
| 4.   | Bilingual Employees to Assist Non-English Speaking Third Parties       | III       | N/A            |                          | None  |                        |            |
| If management needs legal and appropriate employment practices-related policies and procedures, consider contacting the California Special Districts Association (CSDA) to review their CSDA-Sample Policy Handbook. |  |           |                |                          |   |                        |            |
| 5.   | Employment Practices Liability Issues (American with Disabilities Act) | I         | Yes            |                          | None  |                        |            |
| 6.   | Employment Practices Liability Issues (Harassment and Discrimination)  | I         | Yes            |                          | None  |                        |            |
| 7.   | Employment Practices Liability Instruction – AB 1825                   | I         | Yes            |                          | None  |                        |            |
| 8.   | Employment Practices Liability Training – AB 1234                      | I         | Yes            |                          | None  |                        |            |
| 9.   | Employment Practices Liability Training – AB 2053                      | I         | Yes            |                          | None  |                        |            |

**Property & Liability Program**  
**Liability Loss Control Program Review and Hazard Identification Survey – 09/27/18**  
**SCOTIA COMMUNITY SERVICE DISTRICT**

| KEY: PR = Priority (LT = Life Threatening, I = Urgent, II = Necessary, III = Desirable)                                       |  |    |         |                   |  |                 |     |
|---|--|----|---------|-------------------|--|-----------------|-----|
| For Identified Hazards: \$ = Estimated Amount to Correct (L = \$0 to \$500, M = \$501 to \$1000, H = \$1001 +, T = Time Only) |  |    |         |                   |  |                 |     |
| * = To be Completed by the SDRMA Member   |  |    |         |                   | XC = Check (X) This Column When The Action Is Completed  |                 |     |
|   |  |    |         |                   | Consider the Following Suggested Actions for Enhancing the Organization's Liability Loss Control Program |                 |     |
| 1   | 2  | 3  | 4       | 5                 | 6  | 7               | 8   |
| #   | Questions  | PR | Answers | Comments (1.2.3.) | Suggestions (a.b.c.)   | Current Status* | XC* |
| 10.   | Employment Practices Liability Issues (Professional Counsel Prior to Taking Disciplinary Action)       | II | Yes     |                   | None   |                 |     |
| 11.   | Employment Practices Liability Issues (Written Progressive Discipline to Prevent Wrongful Termination) | I  | Yes     |                   | None   |                 |     |
| 12.   | Employment Practices Liability Issues (Confidential Reporting of EPL Issues)                           | I  | Yes     |                   | None   |                 |     |
| 13.   | Employment Practices Liability Issues (Maintaining Confidential Records)                               | I  | Yes     |                   | None   |                 |     |
| 14.   | Employment Practices Liability Issues (ADA Compliance for Third Parties)                               | I  | Yes     |                   | None   |                 |     |

**Property & Liability Program**  
**Liability Loss Control Program Review and Hazard Identification Survey – 09/27/18**  
**SCOTIA COMMUNITY SERVICE DISTRICT**

| KEY: PR = Priority (LT = Life Threatening, I = Urgent, II = Necessary, III = Desirable)                                       |  |    |         |                   |  |                 |     |
|---|--|----|---------|-------------------|--|-----------------|-----|
| For Identified Hazards: \$ = Estimated Amount to Correct (L = \$0 to \$500, M = \$501 to \$1000, H = \$1001 +, T = Time Only) |  |    |         |                   |  |                 |     |
| * = To be Completed by the SDRMA Member   |  |    |         |                   | XC = Check (X) This Column When The Action Is Completed  |                 |     |
|   |  |    |         |                   | Consider the Following Suggested Actions for Enhancing the Organization's Liability Loss Control Program   |                 |     |
| 1   | 2  | 3  | 4       | 5                 | 6  | 7               | 8   |
| #   | Questions  | PR | Answers | Comments (1.2.3.) | Suggestions (a.b.c.)   | Current Status* | XC* |
| 15.   | <b>Risk Transfer (Incorporation of SDRMA Procedures for Risk Transfer into Organizational Contracts)</b><br>If the Organization contracts out for services, personnel, facilities, and/or equipment, does the Organization incorporate into its contracts SDRMA's procedures for contractual transfer of risk? | I  | No      |                   | a. Conduct a comprehensive review of all contracts to ensure each contract is: <ol style="list-style-type: none"> <li>1) Properly documented.</li> <li>2) Completely defines the tasks to be performed.</li> <li>3) Designed to transfer risk effectively to the agencies and businesses with which the Organization is doing business.</li> </ol> |                 |     |
|   |  |    |         |                   | b. Consider taking advantage of SDRMA's contract review services to ensure adequate transfer of risk procedures are included in all of the Organization's contracts. Discuss this subject with SDRMA's Dennis Timoney at:<br>1-800-537-7790  |                 |     |
| 16.   | <b>Insurance for Special Events</b>  | II | Yes     |                   | None   |                 |     |

**Property & Liability Program**  
**Liability Loss Control Program Review and Hazard Identification Survey – 09/27/18**  
**SCOTIA COMMUNITY SERVICE DISTRICT**

| KEY: PR = Priority (LT = Life Threatening, I = Urgent, II = Necessary, III = Desirable)                                       |  |    |         |                                       |   |                 |     |
|---|--|----|---------|---------------------------------------|---|-----------------|-----|
| For Identified Hazards: \$ = Estimated Amount to Correct (L = \$0 to \$500, M = \$501 to \$1000, H = \$1001 +, T = Time Only) |  |    |         |                                       |   |                 |     |
| * = To be Completed by the SDRMA Member   |  |    |         |                                       | XC = Check (X) This Column When The Action Is Completed   |                 |     |
|   |  |    |         |                                       | Consider the Following Suggested Actions for Enhancing the Organization's Liability Loss Control Program  |                 |     |
| 1   | 2  | 3  | 4       | 5                                     | 6   | 7               | 8   |
| #   | Questions  | PR | Answers | Comments (1.2.3.)                     | Suggestions (a.b.c.)  | Current Status* | XC* |
| 17.   | <b>Notification of Street Closure and Blockage</b><br>Has the Organization established <u>written</u> policies, procedures, and standards for the notification of law enforcement, fire, and paramedic departments or agencies when streets or roads are obstructed or closed? | I  | Partly  | Not in writing.<br>Fire Chief called. | Establish <u>written</u> policies, procedures, and standards for the <u>notification</u> of law enforcement, fire, and paramedic departments or agencies when streets or roads are obstructed or closed within the Organization's jurisdiction. The Model LLCPP includes this notification procedure. |                 |     |
| 18.   | <b>Vehicle Security (Locking Vehicles)</b><br>Does the Organization have a written procedure requiring vehicles to be locked when not in use?  | I  | No      |                                       | Include in the Organization's <i>liability loss control program</i> a written procedure requiring vehicles be locked when not in use. The Model LLCPP in the SDRMA reference materials includes this procedure.   |                 |     |

**End of General Liability Loss Control Program Review Report**

Property & Liability Program  
 Liability Loss Control Program Review and Hazard Identification Survey – 09/27/18  
 SCOTIA COMMUNITY SERVICE DISTRICT

## PARKS, RECREATION, AND PLAYGROUNDS LIABILITY LOSS CONTROL PROGRAM REVIEW

|   |  |    |         |  |   |                     |     |
|---|--|----|---------|--|---|---------------------|-----|
| KEY: PR = Priority (LT = Life Threatening, I = Urgent, II = Necessary/Compliance, III = Desirable)                            |  |    |         |  |   |                     |     |
| For Identified Hazards: \$ = Estimated Amount to Correct (L = \$0 to \$500, M = \$501 to \$1000, H = \$1001 +, T = Time Only) |  |    |         |  |   |                     |     |
| * = To be Completed by the SDRMA Member   |  |    |         |  | XC = Check (X) This Column When The Action Is Completed   |                     |     |
|   |  |    |         |  | <b>Consider the Following Suggested Actions for Enhancing the<br/>                 Organization's Liability Loss Control Program<br/>                 For Parks, Recreation and Playgrounds</b> |                     |     |
|   | 1  | 2  | 3       | 4  | 5   | 6                   | 7   |
| #   | Questions  | Pr | Answers | Comments (1.2.3.)                        | Suggestions (a.b.c.)  | Current<br>Status * | XC* |
|   | <b><u>Parks and Recreation Facilities</u></b> (Including swimming pools, athletic fields, tennis or other courts, parking lots, picnic areas, walkways, trails, etc.)  |    |         |  |   |                     |     |
| 1.  | <b>Designed with Safety in Mind</b><br>Are these facilities and equipment designed with safety in mind, especially as it relates to third parties?   | I  | No      | Older facility.                          | Incorporate into the design of parks, playgrounds, and recreation facilities the maximum amount of safety features to ensure the health and safety of third parties.                            |                     |     |
| 2.  | <b>Documented Inspection, Repair and Maintenance</b><br>Are there <u>documented</u> inspection, repair, and maintenance of the facilities and equipment to prevent safety problems, especially as it relates to third parties? | I  | No      | Currently leased back to Town of Scotia. | a. Conduct documented inspection, repair, and maintenance of the facilities and equipment to prevent safety problems, especially as it relates to third parties.                                |                     |     |
|   |  |    |         |  | b. Conduct monthly in-house hazard inspections of all recreational facilities.  |                     |     |
|   |  |    |         |  | c. Make the documented correction of identified problems a high priority.   |                     |     |

**Property & Liability Program**  
**Liability Loss Control Program Review and Hazard Identification Survey – 09/27/18**  
**SCOTIA COMMUNITY SERVICE DISTRICT**

|   |  |           |                |                          |  |                         |            |
|---|--|-----------|----------------|--------------------------|--|-------------------------|------------|
| KEY: PR = Priority (LT = Life Threatening, I = Urgent, II = Necessary/Compliance, III = Desirable)                            |  |           |                |                          |  |                         |            |
| For Identified Hazards: \$ = Estimated Amount to Correct (L = \$0 to \$500, M = \$501 to \$1000, H = \$1001 +, T = Time Only) |  |           |                |                          |  |                         |            |
| * = To be Completed by the SDRMA Member   |  |           |                |                          | XC = Check (X) This Column When The Action Is Completed  |                         |            |
|   |  |           |                |                          | <b>Consider the Following Suggested Actions for Enhancing the Organization's Liability Loss Control Program For Parks, Recreation and Playgrounds</b>  |                         |            |
|   | 1  | 2         | 3              | 4                        | 5  | 6                       | 7          |
| <b>#</b>  | <b>Questions</b>   | <b>Pr</b> | <b>Answers</b> | <b>Comments (1.2.3.)</b> | <b>Suggestions (a.b.c.)</b>  | <b>Current Status *</b> | <b>XC*</b> |
|   |  |           |                |                          | d. The Model LLCP establishes the requirement for <u>documented</u> inspection, repair, and maintenance of these facilities and equipment. A form is provided to support this documentation. |                         |            |
|   |  |           |                |                          | e. Evaluate lease and assure that Town of Scotia is responsible for inspections, repair and maintenance.   |                         |            |
|   |  |           |                |                          | f. Consider Town has SCSD named as additionally insured.   |                         |            |
|   | <b><u>Playgrounds</u></b>  |           |                |                          |  |                         |            |
| 3.  | <b>Written Standards consistent with U.S. Consumer Product Safety Commission (CPSC) Guidelines</b> | I         | N/A            | No playgrounds.          | None   |                         |            |
| 4.  | <b>Initial Inspection by Certified Playground Safety Inspector</b>                                 | I         | N/A            |                          | None   |                         |            |
| 5.  | <b>Regular Inspections</b>   | II        | N/A            |                          | None   |                         |            |



**Property & Liability Program**  
**Liability Loss Control Program Review and Hazard Identification Survey – 09/27/18**  
**SCOTIA COMMUNITY SERVICE DISTRICT**

|   |  |     |         |                   |   |                     |     |
|---|--|-----|---------|-------------------|---|---------------------|-----|
| KEY: PR = Priority (LT = Life Threatening, I = Urgent, II = Necessary/Compliance, III = Desirable)                            |  |     |         |                   |   |                     |     |
| For Identified Hazards: \$ = Estimated Amount to Correct (L = \$0 to \$500, M = \$501 to \$1000, H = \$1001 +, T = Time Only) |  |     |         |                   |   |                     |     |
| * = To be Completed by the SDRMA Member   |  |     |         |                   | XC = Check (X) This Column When The Action Is Completed   |                     |     |
|   |  |     |         |                   | <b>Consider the Following Suggested Actions for Enhancing the<br/>         Organization's Liability Loss Control Program<br/>         For Parks, Recreation and Playgrounds</b> |                     |     |
|   | 1  | 2   | 3       | 4                 | 5   | 6                   | 7   |
| #   | Questions  | Pr  | Answers | Comments (1.2.3.) | Suggestions (a.b.c.)  | Current<br>Status * | XC* |
|   | <b><u>Postings at Public-Recreational Facilities</u></b><br><br>Has the Organization posted signs at the entrances to all of its public-recreational facilities stating: |     |         |                   |   |                     |     |
| 6.  | <b>Use of These Facilities is at the Public's Risk Postings?</b>   | III | No      |                   | Post signs at the entrances to all public-recreational facilities stating that the use of these facilities is at the public's own risk.   |                     |     |
| 7.  | <b>List of Hazards or Dangers?</b>   | III | No      |                   | Post signs at the entrances to all public-recreational facilities stating what hazards or dangers (if any) exist in each specific facility.                                     |                     |     |
| 8.  | <b>Instructions on the Correct Usage of the Facilities?</b>  | III | No      |                   | Post signs at the entrances to all public-recreational facilities giving instructions on correct usage of the facilities.   |                     |     |
| 9.  | <b>Emergency Services Available and How to Contact Them?</b>   | III | No      |                   | Post signs at the entrances to all public-recreational facilities stating what emergency services are available (if any) and how to contact them, if possible.                  |                     |     |
|   | <b><u>Resolved Security Issues at Public-Recreational Facilities</u></b>   |     |         |                   |   |                     |     |
| 10.   | <b>Security Issues Resolved</b>  | I   | N/A     |                   | None  |                     |     |

**End of Liability Loss Control Program Review Report for Parks, Recreation, and Playgrounds**

SCOTIA COMMUNITY SERVICES DISTRICT

FACILITIES LISTS

| Scotia CSD General Facilities List |               |
|------------------------------------|---------------|
| Scotia office                      | 122 Main St.  |
| New office                         | 400 Church St |
| Potable Water Treatment Facility   |               |
| Wastewater Treatment Plant         |               |
| WinemaTheater                      | leased out    |
| Scotia Museum                      |               |
| Soccer Field                       |               |
| Fireman's Park                     |               |
| Baseball Field                     |               |
| Carpenter & Paint Shop             |               |

| Water Treatment Plant Structures & Equipment  | Year Installed    |
|---|-------------------|
| Treatment Headworks                           | 1954              |
| Grinder - Muffin Monster                      | 1996              |
| Primary Clarifier                             | 1954              |
| Tricling Filter                               | 1954              |
| Secondary Clarifier                           | 1954              |
| Sludge Digester                               | 1954              |
| Chlorine Contact Basin                        | 1954              |
| 3 Treatment Ponds                             | 1960's            |
| Log Pond Clarifier                            | 1970's            |
| Shallow Well Pumps                            | 1991/2015         |
| Deep Well Pumps                               | 2004/2005         |
| Chlorine Contact Chambers 15 hp Pump          | 2006              |
| Chlorine Contact Chambers 10 hp Pump          | 1995              |
| Treatment Pond Shack Pump 40 hp               | 2004              |
| Chlorine Gas Injector                         | 2005              |
| Cholorine Cylinders                           | Replaced annually |
| Chlorine Storage Byuilding (W/1 Ton Cylinder) |                   |
| Chlorine Sensor Alarm Panel                   | 2003              |
| Control Room (Ground Floor)                   | 2003              |
| Liquid Chlorine Line                          | 2003              |
| Treatment Pond Aerator                        | 2009              |

| Parks & Recreation Facilities |                           |
|-------------------------------|---------------------------|
| Facility                      | Status                    |
| Scotia Fireman's Park         | Open                      |
| Winema Theater                | Closed for ADU upgrades   |
| Scotia Museum & Town Park     | Closed for ADU upgrades   |
| Carpenter Field               | Closed for ADU upgrades   |
| Soccer Field                  | Open - Improvement needed |

| Other Facilities Owned & Maintained by Scotia CSD |
|---|
| Storm Drainage                                    |
| Streets and Streetlighting                        |
| Carpenter & Paint Shop Building                   |



ALAN LARSON & ASSOCIATES  
Providing  
Safety Management Consultation Services

December 12, 2018

Leslie Marshall, General Manager  
Scotia Community Service District  
122 Main Street  
Scotia, CA 995565

Subject: Occupational Safety & Health Program Review  
Liability Loss Control Program Review

This is to acknowledge a visit on September 27, 2018. A Program Review and survey was conducted with the Scotia Community Service District, 122 Main Street, Scotia, CA. This review and survey was conducted by Tim Thrift, with your and Mr. Brandon Wishneff's participation. A previously completed questionnaire was reviewed.

Safety resources and reference materials were shared with the District for its' use.

A copy of the reports is attached. You will note suggestions for your consideration for follow up. The report includes a "current status" column to facilitate your documentation of your actions. Photos were taken and are included.

Thank you for the courtesy extended by you and your staff. Please contact me or Tim Thrift if you have any questions or comments.

Sincerely,

A handwritten signature in black ink that reads 'Alan Larson'. Below the signature, the letters 'maf' are printed in a small, black, sans-serif font.

maf

Alan Larson

Enclosures: two

cc: Dennis Timoney  
Debbie Yokota  
Craig Hudson

**SDRMA Workers' Compensation Program**  
**Occupational Safety & Health Program Review and Hazard Identification Survey Report – 09/27/18**  
**SCOTIA COMMUNITY SERVICE DISTRICT**

## REPORT COMPLETION, DISTRIBUTION AND SPECIAL NOTES

### MEMBERSHIP (X)

**WORKERS' COMPENSATION PROGRAM MEMBER:** ☒ **PROPERTY & LIABILITY PROGRAM MEMBER:** ☒

- |   |  |  |
|---|--|--|
| 1. <u>Report written by:</u><br>Tim Thrift<br>SDRMA Safety Management Consultant<br>Phone: 916-213-8268<br>Email: tim@alarsonsafety.com | 1. <u>Report peer-reviewed by:</u><br>Alan Larson, CSP<br>SDRMA Safety Management Consultant<br>Phone: 530-790-0432<br>Email: alan@alarsonsafety.com | 1. <u>SDRMA Headquarters:</u><br>Dennis Timoney, ARM<br>SDRMA Chief Risk Officer<br>Phone: 916-231-4141<br>Email: DTimoney@sdrma.org |
|---|--|--|
- 
- |  |   |
|--|---|
| 2. <u>Reference Distribution</u><br>Given September 27, 2018 to: | Leslie Marshall, General Manager  |
| 3. <u>Report Distribution</u><br>Emailed December 12, 2018 to:   | Leslie Marshall, General Manager<br>Dennis Timoney, SDRMA Chief Risk Officer<br>Debbie Yokota, SDRMA Claims Manager |
- 
4. Special Notes:
- a. The Program Review results are based on the Organization's answers to the questions and discussion of these answers with the Consultant during the site visit.
  - b. Where answers to questions were Yes, or Does Not Apply, the detail portion of the questions have been deleted to reduce the size of the report unless a Suggestion is included for clarification purposes. Where the answers were Partly, No, or Do Not Know, the detail portions of the questions have been kept in place so management can readily see what needs to be done based upon the questions being asked.
  - c. Notes in the Comments column (column #5) are generally provided by the member unless otherwise specified.
  - d. The Program Review process does not normally include a review of the written occupational safety & health related programs, policies and procedures.
  - e. All observations and suggestions noted during the hazard identification survey are based upon conditions and practices observed and information available to the involved consultant. The hazard identification survey results do not purport to include the identification of all hazards or unsafe practices or to indicate other hazards or unsafe practices do not exist.
  - f. SDRMA and Alan Larson & Associates, its employees and subcontractors assume no responsibility for the control or correction of conditions or practices existing within the member Organization. Third-party services or products noted in the report are considered to be reasonable resources. They are included with the assumption that prior to incorporating all or part of them, the member will carefully evaluate whether the service or product fits the member's current situation. These sources of help are not approved by SDRMA, Cal-OSHA, Alan Larson & Associates or other agencies/organizations. They are given for the intended betterment of the member's occupational safety & health efforts.

**SDRMA Workers' Compensation Program**  
**Occupational Safety & Health Program Review and Hazard Identification Survey Report – 09/27/18**  
**SCOTIA COMMUNITY SERVICE DISTRICT**

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**Occupational Safety & Health Program Review and Hazard Identification Survey Report – 09/27/18**  
**SCOTIA COMMUNITY SERVICE DISTRICT**

**EXECUTIVE SUMMARY**  
**(Life-Threatening Hazards)**

**The Consultant**

Alan Larson & Associates is the safety management consulting firm for the Special District Risk Management Authority (SDRMA). Consultants provide a variety of services that include solving safety-related problems, customizing safety programs, and conducting the on-site occupational safety & health program reviews and hazard identification surveys for members of this Program.

The SDRMA visit and this follow-up report are an attempt to provide an objective review of the SDRMA member's safety programs, identified hazards, and what is being done to remedy safety problems.

**Life-Threatening Hazards**

The SDRMA Board of Directors requires all identified Life-Threatening (LT) hazards or lack of programs that could pose a life-threatening hazard to be corrected. All identified hazards or programs not being done are important, but the LT hazards are critical.

**Below is a list of those programs and hazards that have been identified in this report as LT and must be corrected:**

**Quest.**

**No.     Identified LT Problem - Lack of:**

- 69.     Excavations-1-Compliance
- 70.     Excavations-2-Instruction
- 87.     Fall Protection (Cal-OSHA Compliance)
- 88.     Instruction on Fall Protection

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## **IMPORTANT INFORMATION**

### **A. A THREE-STEP APPROACH TO IMPLEMENT SUGGESTED ACTIONS**

Take one step at a time building your safety program, and implement those actions that you, your fellow employees, and the Board of Directors believe are most crucial.

**Step #1** Correct the suggested actions for Priority LT questions/observations since the SDRMA Board of Directors expects these suggested actions to be implemented.

**Step #2** Correct the suggested actions for Priority I questions since these actions are related to identified unsafe practices, conditions, and/or lack of programs that could cause a truly serious occupational injury or illness or are simply very important to correct.

**Step #3** Take a look at all other suggestions and implement them as soon as possible.

### **B. LEGAL NOTE**

Any safety activity not documented is considered legally not having been done. Throughout this report, the emphasis is on doing safety activities and documenting they have been completed.

### **C. SDRMA LOSS PREVENTION ALLOWANCE FUND (SAFETY GRANT)**

This fund provides up to \$1000 per member per fiscal year on a first come, first serve basis. For details, review SDRMA Policy 2012-02 included in the SDRMA Model Program and Reference Documents, provided to you by the SDRMA Safety Management Consultant.

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**PURPOSE**

This report is provided to you for the purpose of helping you in your efforts to prevent occupational injuries and illnesses, reduce exposures to such problems and make you more aware of safety issues.

**INTRODUCTION**

1. The report is the result of a visitation on Thursday, September 27, 2018 by Mr. Tim Thrift, SDRMA Safety Management Consultant. No grades or ratings are given, only encouraging and practical suggestions.
2. Ms. Leslie Marshall, General Manager, was interviewed and participated in the completion of the SDRMA Occupational Safety & Health Program Questionnaire. Ms. Marshall and Mr. Brandon Wishneff accompanied Mr. Thrift during the hazard identification survey.
3. The Organization provides the following services:
  - a. Water
  - b. Sewer
  - c. Parks & Recreation
  - d. Street lighting
  - e. Storm drainage
4. The Organization has 5 members of the Board of Directors, 2 employees, 1 temporary employee, and no volunteers. There are no administrative employees and 3 field employees. There are 6 contract employees.
5. The Organization has the following facilities, vehicles and equipment:
  - a. Facilities: See attached list.
  - b. Vehicles & Equipment: 1 Dodge Dakota and 1 Chevrolet ¾ ton pickup
6. In the last two years, management reports the Organization sustained no injuries.
7. Based upon discussion, it was concluded that the most common types of major organizational safety hazards are:
  - a. Operating heavy equipment
  - b. Working with chemicals
  - c. Confined space entry
  - d. Slips, trips & falls



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# PROGRAM REVIEW

|  |  |           |               |                 |   |                       |           |
|--|--|-----------|---------------|-----------------|---|-----------------------|-----------|
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| * = To be Completed by the SDRMA Member  |  |           |               |                 | XC = Check (X) This Column When The Action Is Completed   |                       |           |
|  |  |           |               |                 | <b>Consider the Following Suggested Actions for Enhancing the Organization's Occupational Safety &amp; Health Program</b> |                       |           |
| 1  | 2  | 3         | 4             | 5               | 6   | 7                     | 8         |
|  | <b>QUESTIONS</b>   | <b>PR</b> | <b>ANSWER</b> | <b>COMMENTS</b> | <b>SUGGESTIONS</b>  | <b>CURRENT STATUS</b> | <b>XC</b> |
| 1.   | <u><b>IIPP-1-General: Injury &amp; Illness Prevention Program (IIPP)</b></u>   | I         | Yes           |                 | None  |                       |           |
| 2  | <b>Are the following topics (questions #2 through #9) in the Organization's IIPP?</b><br><u><b>IIPP-2-Responsibilities</b></u> | I         | Yes           |                 | None  |                       |           |
| 3  | <u><b>IIPP-3-Compliance</b></u>  | I         | Yes           |                 | None  |                       |           |
| 4  | <u><b>IIPP-4-Communications</b></u>  | I         | Yes           |                 | None  |                       |           |
| 5  | <u><b>IIPP-5-Inspections: Identification &amp; Evaluation of Workplace Hazards</b></u>   | I         | Yes           |                 | None  |                       |           |
| 6  | <u><b>IIPP-6-Injury &amp; Illness Investigation</b></u>  | I         | Yes           |                 | None  |                       |           |
| 7  | <u><b>IIPP-7-Correction</b></u>  | I         | Yes           |                 | None  |                       |           |
| 8  | <u><b>IIPP-8-Associated Training</b></u>   | I         | Yes           |                 | None  |                       |           |
| 9  | <u><b>IIPP-9-Associated Recordkeeping</b></u>  | I         | Yes           |                 | None  |                       |           |
| 10a  | <u><b>Injury &amp; Illness Tracking</b></u>  | II        | Yes           |                 | None  |                       |           |
| 10b  | <u><b>Injury &amp; Illness Reporting</b></u>   | II        | Yes           |                 | None  |                       |           |

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|  | QUESTIONS   | PR  | ANSWER | COMMENTS  | SUGGESTIONS   | CURRENT STATUS | XC |
| 11   | <b><u>Injury &amp; Illness Frequency</u></b><br>What are the most frequent kinds of occupational injuries and illnesses?  |     |        | None  | <b>Good Safety Practice:</b><br>Based upon priority, target accident prevention activities first for the most frequent and severe types of occupational injuries and illnesses.   |                |    |
| 12   | <b><u>Essential Physical Functions</u></b>  | III | Yes    |   | None  |                |    |
| 13   | <b><u>Return-To-Work Medical Exams Using the Essential Physical Functions</u></b>   | III | Yes    |   | None  |                |    |
| 14   | <b><u>Modified/Light-Duty Return to Work Program</u></b><br>Does the Organization have a <u>written</u> modified/light-duty return-to-work program? Such a program brings employees back to work when physicians believe their patients (your employees) can do transitional work prior to doing all of their regular duties? This program reduces both workers' compensation and disability costs involving days away from work. It also improves morale of injured and/or sick employees because they get back to work, interact with their fellow employees, and feel a sense of accomplishment. | II  | No     |   | <b>Good Safety Practice:</b><br>Write a modified/light-duty return-to-work program. Request assistance from Dennis Timoney, SDRMA's Chief Risk Officer, at 800-537-7790 or DTimoney@sdrma.org.  |                |    |
| 15   | <b><u>Drug Screening – 1 – Prior to Placement</u></b><br>Does the Organization have an attorney-approved <u>written</u> program for conducting drug testing for all employees <b>prior to placement</b> ?   | III | No     |   | <b>Good Safety Practice:</b><br>Find out if such tests are permitted in the Organization's locale. If they are, consider creating an attorney-approved drug policy for pre-placement testing, and implement this drug screening requirement for new incoming personnel. |                |    |



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| 16   | <u><b>Drug Screening – 2 – At Any Other Time</b></u>  | III     | Yes         | Reasonable cause | None  |                     |         |
| 17   | <u><b>Volunteers in Safety Program</b></u>  | II      | N/A         |                  | None  |                     |         |
| 18   | <u><b>New Employee Safety Orientation</b></u>   | II      | Yes         |                  | None  |                     |         |
| 19   | <u><b>Fire Prevention Plan</b></u><br>Is there a written Fire Prevention Plan detailing what you do to prevent and suppress fires in accordance with the required elements stated in Cal-OSHA, Title 8, Section 3221? | I       | No          |                  | <b>Required by Cal-OSHA:</b><br>Create a written Fire Prevention Plan in accordance with Cal-OSHA, Title 8, Section 3221 that establishes what the Organization has in place to <u>prevent</u> fires from starting and to <u>suppress</u> fires <b>at its facilities</b> . See the Model Fire Prevention Plan in the SDRMA reference documents. |                     |         |
| 20   | <u><b>Emergency Action Plan</b></u><br>Is there a written Emergency Action Plan for <b>your</b> employee-related emergencies in accordance with the required elements stated in Cal-OSHA, Title 8, Section 3220?      | I       | No          |                  | <b>Required by Cal-OSHA:</b><br>Create an Emergency Action Plan for <b>employee-related</b> emergencies in accordance with the elements required for such a plan as detailed in Cal-OSHA, Title 8, Section 3220. See the Model Emergency Action Plan in the SDRMA reference documents.  |                     |         |
| 21   | <u><b>Hazardous Work-1-Two or More Employees</b></u>  | I       | Yes         |                  | None  |                     |         |
| 22   | <u><b>Hazardous Work -2-First-aid Kit</b></u>   | I       | Yes         |                  | None  |                     |         |
| 23   | <u><b>Reliable Means to Call for Assistance</b></u>   | I       | Yes         |                  | None  |                     |         |
| 24   | <u><b>Emergency Response - Timeliness</b></u>   | I       | Yes         |                  | None  |                     |         |


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| 25   | <u><b>Fire Extinguishers-1-Monthly Inspections</b></u>  | II        | Yes           |   | None   |                       |           |
| 26   | <u><b>Fire Extinguishers-2-Annual Service</b></u>   | II        | Yes           |   | None   |                       |           |
| 27   | <u><b>Fire Extinguishers-3-Instructions</b></u>   | II        | Yes           |   | None   |                       |           |
| 28   | <u><b>Emergency Eyewash and/or Shower Units</b></u><br>If the Organization has any emergency eyewash and/or shower units, are <b>documented inspections, tests and cleanings</b> completed of all such units <b>at least monthly</b> in accordance with Cal-OSHA requirements to ensure the units are accessible, properly operate, are clean, and the water flows clear and clean from them? | II        | No            |   | <b>Required by Cal-OSHA:</b><br>a. <u>Plumbed Eye Wash/Shower Stations:</u> Ensure these units are inspected, cleaned and tested each month, and these activities are documented.<br><b>Good Safety Practice:</b><br>Document the inspection on a waterproof tag or sticker attached to or near each unit. |                       |           |

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|  | QUESTIONS | PR | ANSWER | COMMENTS | SUGGESTIONS  | CURRENT STATUS | XC |
|  |           |    |        |          | Example of a Covered Emergency Eyewash:<br><br>   |                |    |
|  |           |    |        |          | b. <u>Large Plastic Emergency Eyewash Stations:</u><br>Ensure these units are maintained in accordance with the manufacturer's requirements.   |                |    |
|  |           |    |        |          | Example of a Plastic Emergency Eyewash:<br><br>  |                |    |
|  |           |    |        |          | c. <u>Saline Solution Eyewash Bottles:</u> Ensure these bottles are only used for washing out dust from the eyes. They are not the primary source to be used as an emergency eyewash for a chemical splash. Ensure these bottles are regularly kept clean to prevent dirt from getting in an employee's eyes. Replace bottles that are out of date. Once used, discard these bottles, and replace with new ones. |                |    |

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|  |  |    |        |          | Example of a Saline Emergency Eyewash Bottles:<br>  |                |    |
| 29   | <b><u>Emergency Lighting Units (with Battery Backup) – Tests</u></b><br>If the Organization has any automatic emergency lighting units (with backup batteries installed), are <b>documented tests</b> of all such units completed <b>during</b> the conducting of the Organization's hazard identification inspections <b>or at least annually</b> ?         | II | No     |          | <b>Good Safety Practice:</b><br><u>Automatic Emergency Lighting Units</u><br>a. During the Organization's hazard inspections, conduct a <u>documented</u> test of automatic emergency lighting units to ensure they operate during a power outage.<br>b. Such a test should be done at least <u>annually</u> .<br>c. If units do not work, repair or replace them.                   |                |    |
| 30   | <b><u>Exit Lights (Illuminated) with Battery Backup – Tests</u></b><br>If the Organization has any illuminated exit lights with battery backup, are <b>documented tests</b> completed <b>during</b> the conducting of the Organization's hazard identification inspections <b>or at least annually</b> to ensure the lights will work during a power outage? | II | No     |          | <b>Good Safety Practice:</b><br><u>Illuminated Exit Lights</u><br>a. Include in hazard inspections a <u>documented</u> check to ensure all illuminated exit lights are lit.<br>b. Test any such units having battery-backup power to ensure they will work in a power outage. Such a test should be completed at least annually.<br>c. If units do not work, repair or replace them. |                |    |
| 31   | <b><u>Sufficient Number of Employees to Work Safely</u></b>  | II | Yes    |          | None   |                |    |
| 32   | <b><u>Written Responsibility &amp; Authority to Take Action</u></b>  | II | Yes    |          | None   |                |    |

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| 33   | <b><u>Designated Accountable Safety Person - Assigned Safety Responsibilities</u></b>   | I   | Yes    | Leslie Marshall   | None  |                |    |
| 34   | <b><u>Bilingual – Ability to Communicate Between Employees</u></b>  | III | N/A    |   | None  |                |    |
| 35   | <b><u>Contractors Accountability for Compliance with Cal-OSHA in Contracts</u></b><br>Are <b>contractors</b> held accountable via written contracts for <b>complying</b> with Cal-OSHA requirements?  | I   | No     |   | <b>Required by Cal-OSHA:</b><br>Hold contractors accountable for complying with Cal-OSHA requirements by inserting such language into written contracts.  |                |    |
| 36   | <b><u>Multi-Employer Worksite Compliance – Instructions</u></b><br>Have managers and/or supervisors received instructions on how to comply with Cal-OSHA's standards for working in a facility or on a site where more than one employer are currently present? | II  | No     |   | <b>Good Safety Practice:</b><br>Instruct managers and supervisors on the ramifications of having more than one employer working in a facility or on site and what must be done to protect all involved organizations and personnel. |                |    |
| 37   | <b><u>Safety Meetings – Monthly &amp; Documented</u></b>  | II  | Yes    |   | None  |                |    |
| 38   | <b><u>Tailgate Safety Meetings Every Ten Working Days for Employees Who Do Maintenance and/or Construction Activities – Documented</u></b>  | II  | N/A    |   | None  |                |    |
| 39   | <b><u>Drivers' Licenses – Valid</u></b>   | II  | Yes    |   | None  |                |    |

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| 40   | <b><u>Prior-to-Hire Driving Records</u></b><br>Have you established a system to check with the Department of Motor Vehicles for <b>driving records prior to placement?</b> | II | No     |  | <b>Good Safety Practice:</b><br>a. Ensure the Organization has a <u>written</u> requirement to check DMV records of personnel who will drive on Organization business prior to driving for the Organization <u>to ensure the Organization is not using a driver with a poor record.</u> This requirement is already integrated into the SDRMA Liability Loss Control Program (LLCP) model provided to the Organization.<br>b. This check should be for drivers who drive Organization-owned and/or personal vehicles on Organization business. |                |    |
| 41   | <b><u>Department of Transportation (DOT) Drug &amp; Alcohol Testing Program</u></b>  | I  | N/A    | The Organization does not come under Commercial Driver's License (CDL) requirements. | None   |                |    |
| 42   | <b><u>DMV Pull-Notice Program Participation via SDRMA</u></b>  | II | Yes    |  | None   |                |    |
| 43   | <b><u>Substandard Driving Corrective Actions</u></b>   | I  | Yes    |  | None   |                |    |



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| 44   | <b><u>Defensive Driving</u></b><br>Do you teach <b>defensive driving</b> to your drivers?<br><br>Note:<br>SDRMA, through www.targetsolutions.com, provides member credit incentive points.   | I  | No     |   | <b>Good Safety Practice:</b><br>a. Ensure Organization personnel who drive Organization vehicles and personal vehicles on Organization business are given information on the subject of defensive driving.<br>b. Document the receipt of the transmission of this information.<br>c. SDRMA's TargetSolutions has driving courses available.  |                |    |
| 45   | <b><u>Vehicle Safety Inspections – Prior-to-Use (such as sedans, pickup trucks, SUVs, emergency vehicles, tractor-trailer combinations, and bobtail trucks) – whether rented, leased or owned</u></b><br>Do you have a requirement for all organizational vehicles to receive a documented safety inspection <u>prior to use</u> ? Such an inspection establishes that the organization has done its <u>due diligence</u> in inspecting all vehicles in the event of a serious accident, possibly caused by a safety problem with a given vehicle. | II | No     |   | <b>Good Safety Practice for all vehicles: Required by the Department of Transportation (DOT) for Commercial Vehicles.</b><br>a. Initiate the requirement to conduct a pre-operational vehicle inspection each day each organizational vehicle is used.<br>b. Document this inspection on a small checklist targeting the safety features of each vehicle. For non-CDL vehicles, see a model for such a checklist in the SDRMA reference documents. It is entitled: <i>Pre-Trip Vehicle Inspection Checklist for Non-Commercial (Non-CDL) Vehicles</i><br>c. Maintain these checklists in Organization files on a rolling three-month basis to be able to demonstrate that such inspections are being diligently completed. |                |    |
| 46   | <b><u>Vehicle Defects – Report to Supervisors</u></b><br>Does the Organization require the <b>immediate reporting</b> of vehicle safety-related defects to supervisors?  | II | No     |   | <b>Good Safety Practice:</b><br>Document the requirement that all vehicle defects must be reported to supervisors. Such a requirement is in the SDRMA model Liability Loss Control Program (LLCP) template.  |                |    |

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| 47   | <b><u>Vehicle-Related Problems – Correcting in Priority Order</u></b>  | II | Yes    |   | None  |                |    |
| 48   | <b><u>Vehicle and Equipment Preventive Maintenance (PM) Program - Documented</u></b><br>Do you have a <b>documented vehicle and equipment preventive maintenance program</b> that meets or exceeds manufacturer's safety requirements or is equivalent to such a standard? | II | No     |   | <b>Good Safety Practice:</b><br>a. Place all Organization vehicles on a documented preventive maintenance program designed to meet or exceed manufacturer-suggested safety recommendations for parts replacement and service intervals.<br>b. Maintain these records for the life of the vehicle.<br>c. Such a requirement is in the SDRMA model Liability Loss Control Program (LLCP) template.  |                |    |
| 49   | <b><u>Traffic Control Program or Policy</u></b>  | LT | Yes    |   | None  |                |    |
| 50   | <b><u>Traffic Control-2-Instruction</u></b>  | LT | Yes    |   | None  |                |    |
| 51   | <b><u>Permit-Required Confined Space Safety-1-Written Program</u></b><br>If you have the requirement for entry into permit-required confined spaces, do you have a written Permit-Required Confined Space (PRCS) Safety Program?   | I  | No     | In process.   | Consider whether the Organization truly wants to put out the effort and funding for using employees to enter permit-required confined spaces. Also, depending on the nature of existing spaces, it may be beneficial to reconfigure spaces to allow for non-entry rescue and/or designations as "non-permit" required spaces. If employees only enter such spaces occasionally, it might make more sense to have a contractor who does this kind of work regularly and complies with Cal-OSHA's PRCS requirements, provide this service for the Organization. |                |    |
|  |  |    |        |   | If management decides to have employees enter, comply with the <b>Cal-OSHA requirements:</b><br>a. Create and implement a written comprehensive, fail-safe permit-required confined space safety program in accordance with Cal-OSHA Title 8 requirements.  |                |    |

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|  |  |           |               |                    | b. The Organization may want to use the Model Confined Space Entry Program in the SDRMA reference materials.  |                       |           |
|  |  |           |               |                    | c. If professional assistance is wanted, one such expert is <u>James Martin, CIH</u> , who can be reached at 925-899-7640 or <u><a href="mailto:martinconsultingcih@gmail.com">martinconsultingcih@gmail.com</a></u> . Mr. Martin is an independent consultant.   |                       |           |
|  |  |           |               |                    | d. Acquire the necessary equipment.   |                       |           |
|  |  |           |               |                    | e. Post signs stating <i>Permit-Required Confined Space</i> at each entry to such spaces.   |                       |           |
| 52   | <b><u>Permit-Required Confined Space Safety-2-Instruction</u></b><br>Do you provide applicable personnel with documented initial instruction, at least annual refresher instruction, and any other time required by Title 8, Section 5157 regarding the subject of permit-required confined space entry? | I         | No            |                    | <b>Required by Cal-OSHA (initial and additional instruction) and Good Safety Practice (annual):</b> Provide to all affected personnel documented initial instruction, annual refresher instruction, and any other time required by Title 8, Section 5157 regarding the subject of permit-required confined space entry based on the District's program and other related resources. |                       |           |
| 53   | <b><u>Permit-Required Confined Space Safety-3-NON-ENTRY RESCUE</u></b>   | LT        | Yes           | Working with SVFD. | None  |                       |           |
| 54   | <b><u>Permit-Required Confined Space Safety-4-ACTUAL ENTRY RESCUE</u></b>  | LT        | Yes           |                    | None  |                       |           |
| 55   | <b><u>Permit-Required Confined Space Safety-5-Rescue Instruction</u></b>   | LT        | Yes           |                    | None  |                       |           |
| 56   | <b><u>Permit-Required Confined Space Safety-6-Rescue Drills</u></b>  | LT        | Yes           |                    | None  |                       |           |

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| 57   | <u>Lockout, Blockout, Tagout-1-Program</u>   | LT        | Yes           |                               | None  |                       |           |
| 58   | <u>Lockout, Blockout, Tagout-2-Instruction</u>   | LT        | Yes           |                               | None  |                       |           |
| 59   | <u>Arc Flash Safety-1-Program, Policies and Procedures</u>   | LT        | N/A           | No live work. Contracted out. | None  |                       |           |
| 60   | <u>Arc Flash Safety-2-Instruction</u>  | LT        | N/A           |                               | None  |                       |           |
| 61   | <u>Red Tag System</u>  | II        | Yes           |                               | None  |                       |           |
| 62   | <u>Hazard Communication-1-Program</u><br>If you use hazardous chemicals, do you have a written Hazard Communication <b>Program</b> that complies with the Global Harmonization System (GHS)? | I         | No            |                               | <b>Required by Cal-OSHA:</b><br>a. Create a written Hazard Communication Program that complies with the Global Harmonization System (GHS).<br>b. Ensure all office and field personnel are covered by this program.<br>c. See the Model Hazard Communication Program included in the SDRMA reference documents. |                       |           |
| 63   | <u>Hazard Communication-2-Safety Data Sheets (SDSs)</u>  | I         | Yes           |                               | None  |                       |           |

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| 64   | <b><u>Hazard Communication-3-Instruction</u></b><br>Do you provide to affected employees documented instruction initially, annually and whenever new chemicals are going to be used on how to use and store hazardous chemicals in accordance with the Global Harmonization System (GHS)? | I         | No            |                 | <b>Required by Cal-OSHA (initial and for new hazardous chemicals) and Good Safety Practice (annual):</b><br>a. Ensure all Organization personnel:<br>1) Receive documented initial instruction on the subject of chemical safety in accordance with the Hazard Communication's Global Harmonization Standard.<br>2) Are provided documented instruction on their <u>right-to-know</u> about the chemicals they may use or may be stored in their work area.<br>3) Receive documented instruction on any new chemicals they are going to use. |                       |           |
|  |   |           |               |                 | b. Initiate annual documented refresher instruction on chemical safety to those employees who use hazardous chemicals.   |                       |           |
|  |   |           |               |                 | c. <b>Cal-OSHA established <u>June 1, 2016</u> as the date everyone should have been in compliance with the Global Harmonization System (GHS). See the SDRMA Model Hazard Communication Program for details. Ensure all training is completed.</b>   |                       |           |

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| 65   | <u>Hearing Conservation Program</u>   | II | N/A    | Organization employees are not subject to noise levels that would require the writing of a formal Hearing Conservation Program. | None   |                |    |
| 66   | <u>Split-Rim Wheels-Prohibition</u>   | LT | N/A    |   | None   |                |    |
| 67   | <u>Hoists/Cranes-1-Procedures</u>   | I  | N/A    | No cranes.  | None   |                |    |
| 68   | <u>Hoists/Cranes-2-Instruction</u>  | I  | N/A    |   | None   |                |    |
| 69   | <u>Excavations-1-Compliance</u><br>If you do excavations, do you comply with Article 6 of Cal-OSHA? | LT | No     |   | <b>Required by Cal-OSHA:</b><br>Create a written excavation safety procedure that states the Organization complies with Title 8, Article 6, Excavations. See the general code of safe practice on this subject in the SDRMA reference documents. |                |    |
|  |   |    |        |   | Be careful with excavation depths: Title 8, Article 6, Section 1541.1 provides an <u>exception</u> to providing adequate protective systems for <u>depth</u> as follows:   |                |    |

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|  |   |    |        |          | <i>Excavations that are less than five feet in depth and examination of the ground by a <u>competent person</u> provides no indication of a potential cave-in.</i>  |                |    |
|  |   |    |        |          | <b>Action:</b><br>The Organization must have a <u>trained competent person</u> (employee, consultant, or contractor) make this decision.  |                |    |
| 70   | <b>Excavation-2-Instruction</b><br>Do you provide documented initial and annual refresher instruction to affected employees on the subject of excavation safety in accordance with Article 6 of Cal-OSHA?                                     | LT | No     |          | <b>Required by Cal-OSHA (initial) and Good Safety Practice (annual):</b><br>Provide documented initial instruction and annual refresher instruction on the subject of excavation safety to affected personnel in accordance with Article 6 of Cal-OSHA.   |                |    |
| 71   | <b>Hot Work Permit Program</b>  | II | Yes    |          | None  |                |    |
| 72   | <b>Personal Protective Equipment (PPE)-1-Assessment</b><br>Have you completed a documented and certified hazard assessment as to when and where PPE must be worn and have you established a written <b>policy</b> based upon this assessment? | II | No     |          | <b>Required by Cal-OSHA:</b><br>a. Comply with the Cal-OSHA requirements for a hazard assessment to be completed to establish exactly where and when PPE is required to be worn. See Title 8, Section 3380(f) (1) thru (8). See the SDRMA model PPE hazard assessment form.<br>b. Initiate a written policy on when and where various types of personal protective equipment are required to be worn by all Organization personnel. |                |    |
|  |   |    |        |          | <b>Good Safety Practice:</b><br>c. Try a matrix format as a simple and easy method to use. See the example of a personal protective equipment matrix in the provided SDRMA model documents.   |                |    |

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|  |   |    |        |   | <b>Required by Cal-OSHA:</b><br>d. The PPE Hazard Assessment must be signed off, certified by the employee(s) doing the assessment.  |                |    |
| 73   | <b><u>Personal Protective Equipment (PPE)-2-Instruction</u></b>   | II | Yes    |   | None   |                |    |
| 74   | <b><u>Respirator Protection Program-1-Program</u></b><br>If Organization employees use respirators on the job, does the Organization have a written Respiratory Protection <b>Program</b> in accordance with Title 8, Section 5144? | I  | No     |   | <b>Required by Cal-OSHA:</b><br>a. Create a written Respirator Program in accordance with Cal-OSHA requirements.<br>b. See the Model Respirator Protection Program for Mandatory and Voluntary situations in the SDRMA reference documents.<br>c. The Program must include procedures for the use of all types of respirators used by the Organization.<br>d. Keep up to date for any new requirements for this program. |                |    |
|  |   |    |        |   | e. If professional assistance is wanted, one such expert is <u>James Martin, CIH</u> , who can be reached at 925-899-7640 or <a href="mailto:martinconsultingcih@gmail.com">martinconsultingcih@gmail.com</a> . Mr. Martin is an independent consultant.   |                |    |
| 75   | <b><u>Respiratory Protection-2-Instruction</u></b><br>Do employees receive documented initial and annual refresher instruction on the subject of the use, care and maintenance of respirators?                                      | I  | No     |   | <b>Required by Cal-OSHA:</b><br>Provide documented <b>initial</b> instruction and <b>annual</b> refresher instruction to affected personnel on the subject of the use, care and maintenance of respirators.  |                |    |



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| 76   | <b><u>Manual and Power Portable Tools-1-Policy or Procedure</u></b><br>Do you have a written <b>policy or procedure</b> on the safe inspection, use, and maintenance of manual and power portable tools? | II  | No     |   | <b>Good Safety Practice:</b><br>a. Create a code of safe practice for the safe <u>use</u> , <u>inspection</u> and <u>maintenance</u> of each type of manual and power portable tool.<br>b. Include pre-use inspections of these tools.<br>c. See the general code of safe practice on this subject in the SDRMA reference documents. |                |    |
| 77   | <b><u>Manual and Power Portable Tool Safety-2-Instruction</u></b>  | II  | Yes    |   | None   |                |    |
| 78   | <b><u>Illumination – Inspection</u></b>  | III | Yes    |   | None   |                |    |
| 79   | <b><u>Back Injury Prevention-1-Material Handling Equipment</u></b>   | II  | Yes    |   | None   |                |    |
| 80   | <b><u>Back Injury Prevention-2-Instruction</u></b>   | II  | Yes    |   | None   |                |    |
| 81   | <b><u>Ergonomics-1-Assessments</u></b>   | II  | N/A    | The Organization has <u>not</u> sustained more than one repetitive motion reportable injury in the same task classification in the last twelve months | None   |                |    |

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| 82   | <b><u>Ergonomics-2-Instruction</u></b><br>Do you provide documented initial and annual refresher instruction to <b>ALL</b> your employees on the subject of ergonomics (the prevention of overexertion and repetitive motion injuries)? | II | No     |   | <b>Required by Cal-OSHA (initial) and Good Safety Practice (annual):</b><br>a. Provide documented initial and annual refresher instruction to Organization personnel on how to:<br>1) Recognize conditions that can be ergonomically improved.<br>2) Enhance the comfort of their work station and/or task that is being done.<br>3) Avoid overexertion while performing manual tasks.<br>b. During these annual instruction sessions, determine if employees know of any improvements that should be made.<br>c. Consider using SDRMA's TargetSolutions to assist in this instruction. |                |    |
| 83   | <b><u>Slip, Trip and Fall Prevention-1-Code of Safe Practices</u></b><br>Does the Organization have a written slip, trip and fall prevention code of safe practice?   | II | No     |   | <b>Good Safety Practice:</b><br>Write a code of safe practice on the subject of slips, trips and falls. See the general code of safe practice on this topic included in the SDRMA reference documents.  |                |    |
| 84   | <b><u>Slip, Trip and Fall Prevention-2-Instruction</u></b>  | II | Yes    |   | None  |                |    |
| 85   | <b><u>Ladder Safety-1-Code of Safe Practices</u></b><br>Does the Organization have a <u>written</u> ladder code of safe practice (CSP)?   | II | No     |   | <b>Good Safety Practice:</b><br>a. Create a written code of safe practice for ladder safety that applies to all Organization personnel.<br>b. See the general code of safe practice on this topic in the SDRMA reference documents.   |                |    |

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| 1  | 2  | 3         | 4             | 5               | 6  | 7                     | 8         |
|  | <b>QUESTIONS</b>   | <b>PR</b> | <b>ANSWER</b> | <b>COMMENTS</b> | <b>SUGGESTIONS</b>   | <b>CURRENT STATUS</b> | <b>XC</b> |
|  |  |           |               |                 | <b>Required by Cal-OSHA:</b><br>c. If not already done, include the following requirements in the code of safe practices in accordance with Title 8, Section 3277 for Fixed Ladders:   |                       |           |
|  |  |           |               |                 | 1) Longer than 20 feet a cage must be installed.   |                       |           |
|  |  |           |               |                 | 2) Longer than 30 feet landing platforms must be installed.  |                       |           |
|  |  |           |               |                 | 3) Disregard 1) and 2) if ladder safety devices are installed and fall protection harnesses are worn and are <b>required</b> to be used.   |                       |           |
| 86   | <b><u>Ladder Safety-2-Instruction</u></b>  | II        | Yes           |                 | None   |                       |           |
| 87   | <b><u>Fall Protection-1-Cal-OSHA Compliance</u></b><br>If your employees have to work at heights, do you comply with Cal-OSHA standards regarding fall protection?         | LT        | No            |                 | <b>Required by Cal-OSHA:</b><br>Comply with Title 8 standards for fall protection to include the following sections, at a minimum:<br>Section 3209 Standard Guardrails<br>Section 3210 Guardrails at Elevated Locations<br>Section 3211 Wall openings<br>Section 3212 Floor openings, Floor Holes, Roofs<br>Section 1670 Personal Fall Arrest Systems, Personal Fall Restraint Systems and Positioning Devices |                       |           |
| 88   | <b><u>Fall Protection-2-Instruction</u></b><br>Do you provide documented initial and annual refresher instruction to affected employees on the subject of fall protection? | LT        | No            |                 | <b>Required by Cal-OSHA (initial) and Good Safety Practice (annual):</b><br>Based upon Title 8 standards, provide <u>documented</u> initial instruction and annual refresher instruction to affected personnel on the subject of fall protection. Consider using SDRMA's TargetSolutions to assist in this instruction.  |                       |           |

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| KEY: PR = Priority (LT = Life Threatening, I = Urgent, II = Necessary/Compliance, III = Desirable)                     |  |    |        |   |  |                |    |
|--|--|----|--------|---|--|----------------|----|
| For Identified Hazards: Estimated Cost to Correct (L = \$0 to \$500, M = \$501 to \$1000, H = \$1001 +, T = Time Only) |  |    |        |   |  |                |    |
| * = To be Completed by the SDRMA Member  |  |    |        | XC = Check (X) This Column When The Action Is Completed                     |  |                |    |
|  |  |    |        |   | Consider the Following Suggested Actions for Enhancing the Organization's Occupational Safety & Health Program |                |    |
| 1  | 2  | 3  | 4      | 5   | 6  | 7              | 8  |
|  | QUESTIONS  | PR | ANSWER | COMMENTS  | SUGGESTIONS  | CURRENT STATUS | XC |
| 89   | <u>Asbestos-1-Assessment</u>                             | LT | Yes    |   | None   |                |    |
| 90   | <u>Asbestos-2-Correction</u>                             | LT | Yes    |   | None   |                |    |
| 91   | <u>First-Aid-1-Training</u>                              | II | Yes    |   | None   |                |    |
| 92   | <u>First-Aid-2-Kits</u>                                  | II | Yes    |   | None   |                |    |
| 93   | <u>First-Aid-3-Kit Check</u>                             | II | Yes    |   | None   |                |    |
| 94   | <u>Cardiopulmonary Resuscitation (CPR) Training</u>      | II | Yes    |   | None   |                |    |
| 95   | <u>Bloodborne Pathogen (BBP)-1-Exposure Control Plan</u> | I  | N/A    | Employees do not normally have this exposure as a part of their work tasks. | None   |                |    |
| 96   | <u>Bloodborne Pathogen (BBP)-2-Training</u>              | II | N/A    |   | None   |                |    |
| 97   | <u>Bloodborne Pathogen (BBP)-3-Kits or Supplies</u>      | II | N/A    |   | None   |                |    |
| 98   | <u>Bloodborne Pathogen (BBP)-4-Kit Check</u>             | II | N/A    |   | None   |                |    |
| 99   | <u>Correction of Cal-OSHA Citations</u>                  | I  | N/A    |   | None   |                |    |

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|--|--|----|--------|---|---|----------------|----|
| For Identified Hazards: Estimated Cost to Correct (L = \$0 to \$500, M = \$501 to \$1000, H = \$1001 +, T = Time Only) |  |    |        |   |   |                |    |
| * = To be Completed by the SDRMA Member  |  |    |        | XC = Check (X) This Column When The Action Is Completed |   |                |    |
|  |  |    |        |   | Consider the Following Suggested Actions for Enhancing the Organization's Occupational Safety & Health Program  |                |    |
| 1  | 2  | 3  | 4      | 5   | 6   | 7              | 8  |
|  | QUESTIONS  | PR | ANSWER | COMMENTS  | SUGGESTIONS   | CURRENT STATUS | XC |
| 100  | <b><u>Security-1-Program</u></b>   | I  | N/A    |   | None  |                |    |
| 101  | <b><u>Security-2-Instruction</u></b>   | I  | Yes    |   | None  |                |    |
| 102  | <b><u>Heat Illness Prevention-1-Program</u></b>  | LT | N/A    |   | None  |                |    |
| 103  | <b><u>Heat Illness Prevention-2-Instruction</u></b>  | LT | N/A    |   | None  |                |    |
| 104  | <b><u>Water Safety-1-Program/Standard Operating Procedure</u></b><br>If employees have to work in or around bodies of water such as ponds, lakes, creeks, rivers, or even water treatment facilities, does the Organization have a <u>written</u> water safety program or standard operating procedure? Such a program would include the establishment of what equipment must be used to <u>prevent</u> personnel from falling into such bodies of water, what equipment must be used to <u>retrieve</u> personnel who fall into such bodies of water, and <u>procedures</u> personnel are to follow to prevent falling into the water and what to do in an emergency. | I  | No     | Working on this.  | <b>Required by Cal-OSHA's IIPP:</b> Create a written water safety program or standard operating procedure that includes the establishment of what equipment and procedures must be used to <u>prevent</u> personnel from falling into bodies of water, the <u>wearing</u> of personal flotation devices when working near or on the water to <u>prevent</u> personnel from drowning, equipment to <u>retrieve</u> personnel who fall into such bodies of water, and other actions to take in a water-related emergency. See Title 8, Section 1602: Work Over or Near Water and Section 3389: Life Rings and Personal Flotation Devices. Consider also referencing Coast Guard water safety procedures as a foundation to create this program. |                |    |
| 105  | <b><u>Water Safety-2-Instruction</u></b><br>If employees have to work in or around bodies of water, are they provided with initial and annual refresher instruction on the subject of water safety?  | I  | No     |   | <b>Required by Cal-OSHA's IIPP:</b><br>Provide documented initial and annual refresher instruction on the subject of water safety.  |                |    |


**End of Occupational Safety and Health Program Review Report**

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# HAZARD IDENTIFICATION SURVEY

| KEY: PR = Priority (LT = Life Threatening, I = Urgent, II = Necessary/Compliance, III = Desirable)                            |   |   |   |    |                     |      |
|---|---|---|---|----|---------------------|------|
| For Identified Hazards: \$ = Estimated Amount to Correct (L = \$0 to \$500, M = \$501 to \$1000, H = \$1001 +, T = Time Only) |   |   |   |    |                     |      |
| * = To be Completed by the SDRMA Member   |   |   | XC = Check (X) This Column When The Action Is Completed |    |                     |      |
| 1   | 2   | 3   | 4   | 5  | 6                   | 7    |
| Action #<br>Yr-#  | Observations (a.b.c.)   | Consider the Following Suggested Actions<br>for Mitigating Current Potential Hazards (1.2.3.)   | PR  | \$ | Current<br>Status * | XC * |
| 18-01   | <b>Office. Unsecured Vertical Files – Tip Over Hazards:</b><br>a. Vertical files were not secured.<br>b. <u>Vertical</u> file cabinets can topple forward if:<br>1) A top drawer is full and opened while the lower drawers are empty or nearly empty.<br>2) More than one top drawer is opened at a time.<br>Advised to correct. Scotia Community Services District. | 1. Establish a standard stating all vertical file cabinets are to be secured or bolted to each other or to other sturdy objects.<br>2. Post warning decals on single vertical files that cannot be secured.<br>Post: WARNING: TIP OVER HAZARD                       | II  | L  |                     |      |
| 18-02   | <b>Office. Unsecured Bookcases, Racks, Shelves, &amp; Lockers:</b> These units were unsecured and could topple over in an earthquake or if overloaded, potentially blocking exit access and/or injuring someone. Advised to correct. Scotia Community Services District.  | Secure these units to <u>other already-secure units</u> or secure them <u>to the wall</u> .   | I   | L  |                     |      |
| 18-03   | <b>Water treatment lab. Lack of Ground Fault Circuit Interrupter (GFCI) Protection:</b> GFCI electrical outlets were not installed in outlets near sinks or other water sources or in outlets installed outside, or they did not work properly, an electrical shock hazard. Advised to correct. Scotia Community Services District.                                   | 1. Ensure all electrical outlets near water sources or installed outside are GFCI protected.<br>2. Install single GFCI outlets or connect outlets to GFCI circuit breakers and post GFCI labels on the outlets.<br>3. Ensure the GFCI outlets are working properly. | I   | L  |                     |      |

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|---|---|---|---|----|---------------------|------|
| For Identified Hazards: \$ = Estimated Amount to Correct (L = \$0 to \$500, M = \$501 to \$1000, H = \$1001 +, T = Time Only) |   |   |   |    |                     |      |
| * = To be Completed by the SDRMA Member   |   |   | XC = Check (X) This Column When The Action Is Completed |    |                     |      |
| 1   | 2   | 3   | 4   | 5  | 6                   | 7    |
| Action #<br>Yr-#  | Observations (a.b.c.)   | Consider the Following Suggested Actions<br>for Mitigating Current Potential Hazards (1.2.3.)   | PR  | \$ | Current<br>Status * | XC * |
| 18-04   | <b>Wastewater. Lack of Safety Gate at Access Point:</b> At the top of the industrial stairs, no safety gate was in position, a serious fall hazard. Advised to correct. Scotia Community Services District. Photo 2506  | Install a spring-action safety gate to prevent an employee from falling in, or install structurally sound safety chains.  | I   | L  |                     |      |
|   |   | An example of such a gate can be found at:<br><a href="http://www.safetygate.com">www.safetygate.com</a><br>   |   |    |                     |      |
| 18-05   | <b>Water treatment plant. Lack of an Emergency Eyewash Station and/or an Emergency Eyewash/Shower Station:</b> There was no plumbed emergency eye wash station and/or usable eyewash/shower station in close proximity to chemicals being stored, mixed and/or used in accordance with the SDSs for each chemical. Advised to correct. Scotia Community Services District. Photo 2503 | In accordance with the SDSs for the involved chemicals, install either a plumbed emergency eye wash station or an emergency eyewash/shower station for use in the event of a spill or splash. Ensure:<br>1. The station is located within 10 seconds of where the chemicals are used, and the path to the station is not obstructed.<br>2. The station complies with Cal-OSHA, Title 8 Section 5162.<br>3. The station is cleaned, tested and inspected monthly and the inspection is recorded on a waterproof tag attached to the station. | I   | L  |                     |      |

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|---|---|---|---|----|---------------------|------|
| For Identified Hazards: \$ = Estimated Amount to Correct (L = \$0 to \$500, M = \$501 to \$1000, H = \$1001 +, T = Time Only) |   |   |   |    |                     |      |
| * = To be Completed by the SDRMA Member   |   |   | XC = Check (X) This Column When The Action Is Completed |    |                     |      |
| 1   | 2   | 3   | 4   | 5  | 6                   | 7    |
| Action #<br>Yr-#  | Observations (a.b.c.)   | Consider the Following Suggested Actions<br>for Mitigating Current Potential Hazards (1.2.3.)   | PR  | \$ | Current<br>Status * | XC * |
| 18-06   | <b>Water treatment plant. Hazardous Chemical Exposure:</b> Multiple hazardous cleaning chemicals were mixed, used and/or stored. There was/were no:<br>a. Current SDSs.<br>b. Plumbed emergency eye wash/shower station in close proximity to the chemicals.<br>c. Personal protective equipment.<br>d. Written procedures on how to handle each chemical.<br>e. Warning signs posted at the outside entrance doors about the presence of hazardous chemicals in this location. Scotia Community Services District. | 1. See suggested actions for Questions #62, 63 and 64 of the Program Review.<br>2. Maintain in each area the current SDS for all chemicals mixed, stored and/or used.<br>3. Install a plumbed emergency eye wash/shower station. Ensure:<br>a. This station is located within 10 seconds of where the chemicals are used, and the path to the station is not obstructed.<br>b. The station complies with Cal-OSHA standards, Title 8 Section 5162.<br>c. The station is cleaned, tested and inspected monthly.<br>d. Record this inspection on a waterproof tag attached to the eye wash/shower station.<br>4. Comply with the SDSs for the handling and maintenance of the chemicals.<br>5. Ensure the correct personal protective and handling equipment are located here.<br>6. Post warning signs on the outside of the entry door about the presence of hazardous chemicals. | I   | M  |                     |      |
| 18-07   | <b>Wastewater. Access Pit.</b> The access pit was not covered, a trip/fall hazard. Advised to correct. Scotia Community Services District. Photo 2507   | Provide a cover over this pit that is capable of handling 2 times the intended load.  | I   | L  |                     |      |
| 18-08   | <b>Wastewater. Hot Water Heater.</b> Not strapped, a potential fall hazard during an earthquake. Advised to correct. Scotia Community Services District.  | Strap water heater to wall.   | II  | L  |                     |      |



OBSERVATION

Project: Scotia CSD

Location: Wastewater

Observation: Improper fall protection

Responsible Party/Parties: Scotia CSD

Date: 09/27/18

Photo/s # 2506



# OBSERVATION

Project: Scotia CSD  
Location: Water treatment plant  
Observation: Eyewash empty and unusable  
Responsible Party/ Parties: Scotia CSD

Date: 09/27/18

Photo/s # 2503





OBSERVATION

Project: Scotia CSD

Date: 09/27/18

Location: Access pit

Observation: Hole cover needed

Responsible Party/Parties: Scotia CSD

Photo/s # 2507



SCOTIA COMMUNITY SERVICES DISTRICT

FACILITIES LISTS

| Scotia CSD General Facilities List |               |
|------------------------------------|---------------|
| Scotia office                      | 122 Main St.  |
| New office                         | 400 Church St |
| Potable Water Treatment Facility   |               |
| Wastewater Treatment Plant         |               |
| Winema Theater                     | leased out    |
| Scotia Museum                      |               |
| Soccer Field                       |               |
| Fireman's Park                     |               |
| Baseball Field                     |               |
| Carpenter & Paint Shop             |               |

| Water Treatment Plant Structures & Equipment  | Year Installed    |
|---|-------------------|
| Treatment Headworks                           | 1954              |
| Grinder - Muffin Monster                      | 1996              |
| Primary Clarifier                             | 1954              |
| Tricling Filter                               | 1954              |
| Secondary Clarifier                           | 1954              |
| Sludge Digester                               | 1954              |
| Chlorine Contact Basin                        | 1954              |
| 3 Treatment Ponds                             | 1960's            |
| Log Pond Clarifier                            | 1970's            |
| Shallow Well Pumps                            | 1991/2015         |
| Deep Well Pumps                               | 2004/2005         |
| Chlorine Contact Chambers 15 hp Pump          | 2006              |
| Chlorine Contact Chambers 10 hp Pump          | 1995              |
| Treatment Pond Shack Pump 40 hp               | 2004              |
| Chlorine Gas Injector                         | 2005              |
| Cholorine Cylinders                           | Replaced annually |
| Chlorine Storage Byuilding (W/1 Ton Cylinder) |                   |
| Chlorine Sensor Alarm Panel                   | 2003              |
| Control Room (Ground Floor)                   | 2003              |
| Liquid Chlorine Line                          | 2003              |
| Treatment Pond Aerator                        | 2009              |

| Parks & Recreation Facilities |                           |
|-------------------------------|---------------------------|
| Facility                      | Status                    |
| Scotia Fireman's Park         | Open                      |
| Winema Theater                | Closed for ADU upgrades   |
| Scotia Museum & Town Park     | Closed for ADU upgrades   |
| Carpenter Field               | Closed for ADU upgrades   |
| Soccer Field                  | Open - Improvement needed |

| Other Facilities Owned & Maintained by Scotia CSD |
|---|
| Storm Drainage                                    |
| Streets and Streetlighting                        |
| Carpenter & Paint Shop Building                   |

**SDRMA Workers' Compensation Program**  
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**a. For general information regarding Cal-OSHA, go to: [www.dir.ca.gov](http://www.dir.ca.gov)**

**b. If you need to find a specific section of Title 8 use the following web site: [www.dir.ca.gov/samples/search/query.htm](http://www.dir.ca.gov/samples/search/query.htm)**

**The following SDRMA model programs and reference documents have been provided to the Member by the involved SDRMA Safety Management Consultant:**

|     |  |
|-----|--|
| 1.  | Arc Flash - OSHA Handout   |
| 2.  | Arc Flash - Practical Solution Guide & Promotional Materials   |
| 3.  | Arc Flash - Ten Steps & Promotional Materials  |
| 4.  | BBPP-Bloodborne Pathogen Exposure Control Plan   |
| 5.  | BBPP-Bloodborne Pathogen Exposure Control Plan-Safe Steps for Removing Gloves                        |
| 6.  | California Code of Regulations (CCR), Title 8, Section 1540 Excavations-080714                       |
| 7.  | California Code of Regulations (CCR), Title 8, Section 1541 Excavations-General Requirements-080714  |
| 8.  | California Code of Regulations (CCR), Title 8, Multi-Employer Worksite Inspections - DOSH P&P-120800 |
| 9.  | Confined Space Entry Program   |
| 10. | CPSC-Public Playground Safety Handbook   |
| 11. | CSDA-Sample Policy Handbook – Table of Contents – 5 <sup>th</sup> Edition                            |
| 12. | Defensible Space Flyer - Cal Fire  |
| 13. | Emergency Action Plan  |
| 14. | Emergency Action Plan – Working with the Press & Media   |
| 15. | Fire Prevention Plan   |
| 16. | Fire Service - Occupational Safety & Health Inspection Checklist - 071515                            |
| 17. | General Code of Safe Practices:  |
|     | Cal-OSHA Serious Injury/Illness Reporting Requirements   |
|     | Cal-OSHA Inspection Procedures   |
|     | Driving Safety   |
|     | Electrical Safety  |
|     | Excavations  |
|     | Eye and Face Protection (Personal Protective Equipment)  |
|     | Fire Safety  |
|     | General Safety Practices (Top 10)  |
|     | Guarding   |
|     | Hand Tools   |
|     | Housekeeping   |
|     | Illumination   |
|     | Office Safety  |
|     | Portable Ladder Safety   |

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|     |  |
|-----|--|
|     | Portable Power Tools and Equipment   |
|     | Safety Responsibilities for<br>Managers and Supervisors (Top 10)           |
|     | Slips, Trips and Falls   |
|     | Traffic Control Policy   |
| 18. | Hazard Communication Program   |
| 19. | Hearing Conservation Program   |
| 20. | Hearing Conservation Program - Permissible Noise Exposures                 |
| 21. | Heat Illness Prevention Program  |
| 22. | Hot Work Permit Form   |
| 23. | Hot Work Permit Program  |
| 24. | Hot Work Permit Program Warning Sign                                       |
| 25. | IIPP – AAA – Injury & Illness Prevention Program                           |
| 26. | IIPP – Form – Employee Report Form   |
| 27. | IIPP – Form – Employee Training & Meeting Report Form                      |
| 28. | IIPP – Form – General Code of Safe Practices (GCSP) Receipt                |
| 29. | IIPP – Form – IIPP Receipt   |
| 30. | IIPP – Form – Inspection Form  |
| 31. | IIPP – Form – Investigation Form   |
| 32. | IIPP – Form – New Employee Safety Orientation Checklist                    |
| 33. | IIPP – Form – Record of Training Form                                      |
| 34. | Insurance Requirements for Contractors                                     |
| 35. | LLCP – AAA – Liability Loss Control Program                                |
| 36. | LLCP – Form – Inspection Form & Action Plan                                |
| 37. | LLCP – Form – Investigation Form   |
| 38. | LLCP – Form – LLCP Receipt Form  |
| 39. | LLCP – Form – New Employee Liability Loss Control Program Orientation Form |
| 40. | Lockout Blockout Tagout Program  |
| 41. | PPE Hazard Assessment Form   |
| 42. | PPE Matrix   |
| 43. | Pre-Trip Vehicle Inspection Checklist                                      |
| 44. | Respirator Protection Programs - Mandatory and Voluntary Use               |
| 45. | Safety Committee   |
| 46. | Safety Task Force  |
| 47. | SDRMA - DMV - Employer Pull Notice Information                             |

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|--|--|

|     |   |
|-----|---|
| 48. | SDRMA - Policy 2008-01 - Members' Driver Policy       |
| 49. | Target Solutions Course Catalog                       |
| 50. | Target Solutions - 2014 Water Credentials Catalog     |
| 51  | Video Catalog for SDRMA - 071515                      |
| 52. | Welding, Cutting & Allied Processes - ANSI Z49.1-2012 |

|  |  |
|--|--|
| <b><i>End of SDRMA Reference Materials</i></b> |  |
|--|--|

**SDRMA Workers' Compensation Program**  
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## QUESTION INDEX (IN ALPHA ORDER)

|     | Question Topic  |      | Question Topic   |
|-----|---|------|--|
| 59. | Arc Flash Safety-1-Program, Policies and Procedures                     | 26.  | Fire Extinguishers-2-Annual Service                                  |
| 60. | Arc Flash Safety-2-Instruction  | 27.  | Fire Extinguishers-3-Instructions                                    |
| 89. | Asbestos-1-Assessment   | 19.  | Fire Prevention Plan   |
| 90. | Asbestos-2-Correction   | 91.  | First-Aid-1-Training   |
| 79. | Back Injury Prevention-1-Material Handling Equipment                    | 92.  | First-Aid-2-Kits   |
| 80. | Back Injury Prevention-2-Instruction                                    | 93.  | First-Aid-3-Kit Check  |
| 34. | Bilingual – Ability to Communicate Between Employees                    | 62.  | Hazard Communication-1-Program                                       |
| 95. | Bloodborne Pathogen (BBP)-1-Exposure Control Plan                       | 63.  | Hazard Communication-2-Safety Data Sheets (SDSs)                     |
| 96. | Bloodborne Pathogen (BBP)-2-Training                                    | 64.  | Hazard Communication-3-Instruction                                   |
| 97. | Bloodborne Pathogen (BBP)-3-Kits or Supplies                            | 22.  | Hazardous Work -2-First-aid Kit                                      |
| 98. | Bloodborne Pathogen (BBP)-4-Kit Check                                   | 21.  | Hazardous Work-1-Two or More Employees                               |
| 94. | Cardiopulmonary Resuscitation (CPR) Training                            | 65.  | Hearing Conservation Program   |
| 35. | Contractors Accountability for Compliance with Cal-OSHA in Contracts    | 102. | Heat Illness Prevention-1-Program                                    |
| 99. | Correction of Cal-OSHA Citations  | 103. | Heat Illness Prevention-2-Instruction                                |
| 44. | Defensive Driving   | 67.  | Hoists/Cranes-1-Procedures   |
| 41. | Department of Transportation (DOT) Drug & Alcohol Testing Program       | 68.  | Hoists/Cranes-2-Instruction  |
| 33. | Designated Accountable Safety Person - Assigned Safety Responsibilities | 71.  | Hot Work Permit Program  |
| 42. | DMV Pull-Notice Program Participation via SDRMA                         | 1.   | IIPP-1-General: Injury & Illness Prevention Program (IIPP)           |
| 39. | Drivers' Licenses – Valid   | 2.   | IIPP-2-Responsibilities  |
| 15. | Drug Screening – 1 – Prior to Placement                                 | 3.   | IIPP-3-Compliance  |
| 16. | Drug Screening – 2 – At Any Other Time                                  | 4.   | IIPP-4-Communications  |
| 20. | Emergency Action Plan   | 5.   | IIPP-5-Inspections: Identification & Evaluation of Workplace Hazards |
| 28. | Emergency Eyewash and/or Shower Units                                   | 6.   | IIPP-6-Injury & Illness Investigation                                |
| 29. | Emergency Lighting Units (with Battery Backup) – Tests                  | 7.   | IIPP-7-Correction  |
| 24. | Emergency Response – Timeliness   | 8.   | IIPP-8-Associated Training   |
| 81. | Ergonomics-1-Assessments  | 9.   | IIPP-9-Associated Recordkeeping                                      |
| 82. | Ergonomics-2-Instruction  | 78.  | Illumination – Inspection  |
| 12. | Essential Physical Functions  | 11.  | Injury & Illness Frequency   |
| 70. | Excavation-2-Instruction  | 10.b | Injury & Illness Reporting   |
| 69. | Excavations-1-Compliance  | 10.a | Injury & Illness Tracking  |
| 30. | Exit Lights (Illuminated) with Battery Backup – Tests                   | 85.  | Ladder Safety-1-Code of Safe Practices                               |
| 87. | Fall Protection-1-Cal-OSHA Compliance                                   | 86.  | Ladder Safety-2-Instruction  |
| 88. | Fall Protection-2-Instruction   | 57.  | Lockout, Blockout, Tagout-1-Program                                  |
| 58. | Lockout, Blockout, Tagout-2-Instruction                                 | 47.  | Vehicle-Related Problems – Correcting in Priority Order              |
| 77. | Manual and Power Portable Tool Safety-2-Instruction                     | 17.  | Volunteers in Safety Program   |



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|      | Question Topic   |      | Question Topic                                      |
|------|--|------|---|
| 76.  | Manual and Power Portable Tools-1-Policy or Procedure  | 104. | Water Safety-1-Program/Standard Operating Procedure |
| 14.  | Modified/Light-Duty Return to Work Program   | 105. | Water Safety-2-Instruction                          |
| 36.  | Multi-Employer Worksite Compliance – Instructions  | 32.  | Written Responsibility & Authority to Take Action   |
| 18.  | New Employee Safety Orientation  |      |   |
| 51.  | Permit-Required Confined Space Safety-1- Written Program   |      |   |
| 52.  | Permit-Required Confined Space Safety-2-Instruction  |      |   |
| 53.  | Permit-Required Confined Space Safety-3-NON-ENTRY RESCUE   |      |   |
| 54.  | Permit-Required Confined Space Safety-4-ACTUAL ENTRY RESCUE  |      |   |
| 56.  | Permit-Required Confined Space Safety-6-Rescue Drills  |      |   |
| 55.  | Permit-Required Confined Space Safety-5-Rescue Instruction   |      |   |
| 72.  | Personal Protective Equipment (PPE)-1-Assessment   |      |   |
| 73.  | Personal Protective Equipment (PPE)-2-Instruction  |      |   |
| 40.  | Prior-to-Hire Driving Records  |      |   |
| 61.  | Red Tag System   |      |   |
| 23.  | Reliable Means to Call for Assistance  |      |   |
| 74.  | Respirator Protection Program-1-Program  |      |   |
| 75.  | Respiratory Protection-2-Instruction   |      |   |
| 13.  | Return-To-Work Medical Exams Using the Essential Physical Functions  |      |   |
| 37.  | Safety Meetings – Monthly & Documented   |      |   |
| 100. | Security-1-Program   |      |   |
| 101. | Security-2-Instruction   |      |   |
| 83.  | Slip, Trip and Fall Prevention-1-Code of Safe Practices  |      |   |
| 84.  | Slip, Trip and Fall Prevention-2-Instruction   |      |   |
| 66.  | Split-Rim Wheels-Prohibition   |      |   |
| 43.  | Substandard Driving Corrective Actions   |      |   |
| 31.  | Sufficient Number of Employees to Work Safely  |      |   |
| 38.  | Tailgate Safety Meetings Every Ten Working Days for Employees Who Do Maintenance and/or Construction Activities – Documented |      |   |
| 49.  | Traffic Control-1-Program or Policy  |      |   |
| 50.  | Traffic Control-2-Instruction  |      |   |
| 48.  | Vehicle and Equipment Preventive Maintenance (PM) Program – Documented   |      |   |
| 46.  | Vehicle Defects – Report to Supervisors  |      |   |
| 45.  | Vehicle Safety Inspections – Prior-to-Use  |      |   |

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**Title 8, Section 342. Reporting Work-Connected Fatalities and Serious Injuries**

(a) Every employer shall report immediately by telephone or telegraph to the nearest District Office of the Division of Occupational Safety and Health any serious injury or illness, or death, of an employee occurring in a place of employment or in connection with any employment. Immediately means as soon as practically possible **but not longer than 8 hours** after the employer knows or with diligent inquiry would have known of the death or serious injury or illness. If the employer can demonstrate that exigent circumstances exist, the time frame for the report may be made no longer than 24 hours after the incident.

Serious injury or illness is defined in section 330(h), Title 8, California Administrative Code (see below reference).

(b) Whenever a state, county, or local fire or police agency is called to an accident involving an employee covered by this part in which a serious injury, or illness, or death occurs, the nearest office of the Division of Occupational Safety and Health shall be notified by telephone **immediately** by the responding agency.

(c) When making such report, whether by telephone or telegraph, the reporting party shall include the following information, if available:

- (1) Time and date of accident.
- (2) Employer's name, address and telephone number.
- (3) Name and job title, or badge number of person reporting the accident.
- (4) Address of site of accident or event.
- (5) Name of person to contact at site of accident.
- (6) Name and address of injured employee(s).
- (7) Nature of injury.
- (8) Location where injured employee(s) was (were) moved to.
- (9) List and identity of other law enforcement agencies present at the site of accident.
- (10) Description of accident and whether the accident scene or instrumentality has been altered.

(d) The reporting in (a) and (b) above, is in addition to any other reports required by law and may be made by any person authorized by the employers, state, county, or local agencies to make such reports.

**Title 8, Section 330. Definitions**

Paragraph (h): *Serious injury or illness* means any injury or illness occurring in a place of employment or in connection with any employment which requires inpatient hospitalization for a period in excess of 24 hours for other than medical observation or in which an employee suffers a loss of any member of the body or suffers any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by the commission of a Penal Code violation, except the violation of Section 385 of the Penal Code, or an accident on a public street or highway.



ALAN LARSON & ASSOCIATES  
Providing  
Safety Management Consultation Services

December 12, 2018

Leslie Marshall, General Manager  
Scotia Community Service District  
122 Main Street  
Scotia, CA 995565

Subject: Occupational Safety & Health Program Review  
Liability Loss Control Program Review

This is to acknowledge a visit on September 27, 2018. A Program Review and survey was conducted with the Scotia Community Service District, 122 Main Street, Scotia, CA. This review and survey was conducted by Tim Thrift, with your and Mr. Brandon Wishneff's participation. A previously completed questionnaire was reviewed.

Safety resources and reference materials were shared with the District for its' use.

A copy of the reports is attached. You will note suggestions for your consideration for follow up. The report includes a "current status" column to facilitate your documentation of your actions. Photos were taken and are included.

Thank you for the courtesy extended by you and your staff. Please contact me or Tim Thrift if you have any questions or comments.

Sincerely,

A handwritten signature in black ink that reads 'Alan Larson'. Below the signature, the letters 'maf' are printed in a small, black, sans-serif font.

maf

Alan Larson

Enclosures: two

cc: Dennis Timoney  
Debbie Yokota  
Craig Hudson

**SDRMA Workers' Compensation Program  
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## REPORT COMPLETION, DISTRIBUTION AND SPECIAL NOTES

### MEMBERSHIP (X)

**WORKERS' COMPENSATION PROGRAM MEMBER:** ☒ **PROPERTY & LIABILITY PROGRAM MEMBER:** ☒

- |   |   |   |
|---|---|---|
| 1. <u>Report written by:</u><br>Tim Thrift<br>SDRMA Safety Management Consultant<br>Phone: 916-213-8268<br>Email: tim@alarsonsafety.com | <u>Report peer-reviewed by:</u><br>Alan Larson, CSP<br>SDRMA Safety Management Consultant<br>Phone: 530-790-0432<br>Email: alan@alarsonsafety.com | <u>SDRMA Headquarters:</u><br>Dennis Timoney, ARM<br>SDRMA Chief Risk Officer<br>Phone: 916-231-4141<br>Email: DTimoney@sdrma.org |
|---|---|---|
- 
- |  |   |
|--|---|
| 2. <u>Reference Distribution</u><br>Given September 27, 2018 to: | Leslie Marshall, General Manager  |
| 3. <u>Report Distribution</u><br>Emailed December 12, 2018 to:   | Leslie Marshall, General Manager<br>Dennis Timoney, SDRMA Chief Risk Officer<br>Debbie Yokota, SDRMA Claims Manager |
- 
4. Special Notes:
- a. The Program Review results are based on the Organization's answers to the questions and discussion of these answers with the Consultant during the site visit.
  - b. Where answers to questions were Yes, or Does Not Apply, the detail portion of the questions have been deleted to reduce the size of the report unless a Suggestion is included for clarification purposes. Where the answers were Partly, No, or Do Not Know, the detail portions of the questions have been kept in place so management can readily see what needs to be done based upon the questions being asked.
  - c. Notes in the Comments column (column #5) are generally provided by the member unless otherwise specified.
  - d. The Program Review process does not normally include a review of the written occupational safety & health related programs, policies and procedures.
  - e. All observations and suggestions noted during the hazard identification survey are based upon conditions and practices observed and information available to the involved consultant. The hazard identification survey results do not purport to include the identification of all hazards or unsafe practices or to indicate other hazards or unsafe practices do not exist.
  - f. SDRMA and Alan Larson & Associates, its employees and subcontractors assume no responsibility for the control or correction of conditions or practices existing within the member Organization. Third-party services or products noted in the report are considered to be reasonable resources. They are included with the assumption that prior to incorporating all or part of them, the member will carefully evaluate whether the service or product fits the member's current situation. These sources of help are not approved by SDRMA, Cal-OSHA, Alan Larson & Associates or other agencies/organizations. They are given for the intended betterment of the member's occupational safety & health efforts.

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**EXECUTIVE SUMMARY**  
**(Life-Threatening Hazards)**

**The Consultant**

Alan Larson & Associates is the safety management consulting firm for the Special District Risk Management Authority (SDRMA). Consultants provide a variety of services that include solving safety-related problems, customizing safety programs, and conducting the on-site occupational safety & health program reviews and hazard identification surveys for members of this Program.

The SDRMA visit and this follow-up report are an attempt to provide an objective review of the SDRMA member's safety programs, identified hazards, and what is being done to remedy safety problems.

**Life-Threatening Hazards**

The SDRMA Board of Directors requires all identified Life-Threatening (LT) hazards or lack of programs that could pose a life-threatening hazard to be corrected. All identified hazards or programs not being done are important, but the LT hazards are critical.

**Below is a list of those programs and hazards that have been identified in this report as LT and must be corrected:**

**Quest.**

- | <b>No.</b> | <b><u>Identified LT Problem - Lack of:</u></b> |
|------------|--|
| 69.        | Excavations-1-Compliance                       |
| 70.        | Excavations-2-Instruction                      |
| 87.        | Fall Protection (Cal-OSHA Compliance)          |
| 88.        | Instruction on Fall Protection                 |

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## **IMPORTANT INFORMATION**

### **A. A THREE-STEP APPROACH TO IMPLEMENT SUGGESTED ACTIONS**

Take one step at a time building your safety program, and implement those actions that you, your fellow employees, and the Board of Directors believe are most crucial.

**Step #1** Correct the suggested actions for Priority LT questions/observations since the SDRMA Board of Directors expects these suggested actions to be implemented.

**Step #2** Correct the suggested actions for Priority I questions since these actions are related to identified unsafe practices, conditions, and/or lack of programs that could cause a truly serious occupational injury or illness or are simply very important to correct.

**Step #3** Take a look at all other suggestions and implement them as soon as possible.

### **B. LEGAL NOTE**

Any safety activity not documented is considered legally not having been done. Throughout this report, the emphasis is on doing safety activities and documenting they have been completed.

### **C. SDRMA LOSS PREVENTION ALLOWANCE FUND (SAFETY GRANT)**

This fund provides up to \$1000 per member per fiscal year on a first come, first serve basis. For details, review SDRMA Policy 2012-02 included in the SDRMA Model Program and Reference Documents, provided to you by the SDRMA Safety Management Consultant.

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**PURPOSE**

This report is provided to you for the purpose of helping you in your efforts to prevent occupational injuries and illnesses, reduce exposures to such problems and make you more aware of safety issues.

**INTRODUCTION**

1. The report is the result of a visitation on Thursday, September 27, 2018 by Mr. Tim Thrift, SDRMA Safety Management Consultant. No grades or ratings are given, only encouraging and practical suggestions.
2. Ms. Leslie Marshall, General Manager, was interviewed and participated in the completion of the SDRMA Occupational Safety & Health Program Questionnaire. Ms. Marshall and Mr. Brandon Wishneff accompanied Mr. Thrift during the hazard identification survey.
3. The Organization provides the following services:
  - a. Water
  - b. Sewer
  - c. Parks & Recreation
  - d. Street lighting
  - e. Storm drainage
4. The Organization has 5 members of the Board of Directors, 2 employees, 1 temporary employee, and no volunteers. There are no administrative employees and 3 field employees. There are 6 contract employees.
5. The Organization has the following facilities, vehicles and equipment:
  - a. Facilities: See attached list.
  - b. Vehicles & Equipment: 1 Dodge Dakota and 1 Chevrolet ¾ ton pickup
6. In the last two years, management reports the Organization sustained no injuries.
7. Based upon discussion, it was concluded that the most common types of major organizational safety hazards are:
  - a. Operating heavy equipment
  - b. Working with chemicals
  - c. Confined space entry
  - d. Slips, trips & falls



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## PROGRAM REVIEW

|  |  |           |               |                 |   |                       |           |
|--|--|-----------|---------------|-----------------|---|-----------------------|-----------|
| KEY: PR = Priority (LT = Life Threatening, I = Urgent, II = Necessary/Compliance, III = Desirable)                     |  |           |               |                 |   |                       |           |
| For Identified Hazards: Estimated Cost to Correct (L = \$0 to \$500, M = \$501 to \$1000, H = \$1001 +, T = Time Only) |  |           |               |                 |   |                       |           |
| * = To be Completed by the SDRMA Member  |  |           |               |                 | XC = Check (X) This Column When The Action Is Completed   |                       |           |
|  |  |           |               |                 | <b>Consider the Following Suggested Actions for Enhancing the Organization's Occupational Safety &amp; Health Program</b> |                       |           |
| 1  | 2  | 3         | 4             | 5               | 6   | 7                     | 8         |
|  | <b>QUESTIONS</b>   | <b>PR</b> | <b>ANSWER</b> | <b>COMMENTS</b> | <b>SUGGESTIONS</b>  | <b>CURRENT STATUS</b> | <b>XC</b> |
| 1.   | <u><b>IIPP-1-General: Injury &amp; Illness Prevention Program (IIPP)</b></u>   | I         | Yes           |                 | None  |                       |           |
| 2  | <b>Are the following topics (questions #2 through #9) in the Organization's IIPP?</b><br><u><b>IIPP-2-Responsibilities</b></u> | I         | Yes           |                 | None  |                       |           |
| 3  | <u><b>IIPP-3-Compliance</b></u>  | I         | Yes           |                 | None  |                       |           |
| 4  | <u><b>IIPP-4-Communications</b></u>  | I         | Yes           |                 | None  |                       |           |
| 5  | <u><b>IIPP-5-Inspections: Identification &amp; Evaluation of Workplace Hazards</b></u>   | I         | Yes           |                 | None  |                       |           |
| 6  | <u><b>IIPP-6-Injury &amp; Illness Investigation</b></u>  | I         | Yes           |                 | None  |                       |           |
| 7  | <u><b>IIPP-7-Correction</b></u>  | I         | Yes           |                 | None  |                       |           |
| 8  | <u><b>IIPP-8-Associated Training</b></u>   | I         | Yes           |                 | None  |                       |           |
| 9  | <u><b>IIPP-9-Associated Recordkeeping</b></u>  | I         | Yes           |                 | None  |                       |           |
| 10a  | <u><b>Injury &amp; Illness Tracking</b></u>  | II        | Yes           |                 | None  |                       |           |
| 10b  | <u><b>Injury &amp; Illness Reporting</b></u>   | II        | Yes           |                 | None  |                       |           |

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| KEY: PR = Priority (LT = Life Threatening, I = Urgent, II = Necessary/Compliance, III = Desirable)                     |   |     |        |          |   |                |    |
|--|---|-----|--------|----------|---|----------------|----|
| For Identified Hazards: Estimated Cost to Correct (L = \$0 to \$500, M = \$501 to \$1000, H = \$1001 +, T = Time Only) |   |     |        |          |   |                |    |
| * = To be Completed by the SDRMA Member  |   |     |        |          | XC = Check (X) This Column When The Action Is Completed   |                |    |
|  |   |     |        |          | Consider the Following Suggested Actions for Enhancing the Organization's Occupational Safety & Health Program  |                |    |
| 1  | 2   | 3   | 4      | 5        | 6   | 7              | 8  |
|  | QUESTIONS   | PR  | ANSWER | COMMENTS | SUGGESTIONS   | CURRENT STATUS | XC |
| 11   | <b><u>Injury &amp; Illness Frequency</u></b><br>What are the most frequent kinds of occupational injuries and illnesses?  |     |        | None     | <b>Good Safety Practice:</b><br>Based upon priority, target accident prevention activities first for the most frequent and severe types of occupational injuries and illnesses.   |                |    |
| 12   | <b><u>Essential Physical Functions</u></b>  | III | Yes    |          | None  |                |    |
| 13   | <b><u>Return-To-Work Medical Exams Using the Essential Physical Functions</u></b>   | III | Yes    |          | None  |                |    |
| 14   | <b><u>Modified/Light-Duty Return to Work Program</u></b><br>Does the Organization have a <u>written</u> modified/light-duty return-to-work program? Such a program brings employees back to work when physicians believe their patients (your employees) can do transitional work prior to doing all of their regular duties? This program reduces both workers' compensation and disability costs involving days away from work. It also improves morale of injured and/or sick employees because they get back to work, interact with their fellow employees, and feel a sense of accomplishment. | II  | No     |          | <b>Good Safety Practice:</b><br>Write a modified/light-duty return-to-work program. Request assistance from Dennis Timoney, SDRMA's Chief Risk Officer, at 800-537-7790 or DTimoney@sdrma.org.  |                |    |
| 15   | <b><u>Drug Screening – 1 – Prior to Placement</u></b><br>Does the Organization have an attorney-approved <u>written</u> program for conducting drug testing for all employees <b>prior to placement</b> ?   | III | No     |          | <b>Good Safety Practice:</b><br>Find out if such tests are permitted in the Organization's locale. If they are, consider creating an attorney-approved drug policy for pre-placement testing, and implement this drug screening requirement for new incoming personnel. |                |    |



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|--|--|-----|--------|------------------|---|----------------|----|
| For Identified Hazards: Estimated Cost to Correct (L = \$0 to \$500, M = \$501 to \$1000, H = \$1001 +, T = Time Only) |  |     |        |                  |   |                |    |
| * = To be Completed by the SDRMA Member  |  |     |        |                  | XC = Check (X) This Column When The Action Is Completed   |                |    |
|  |  |     |        |                  | Consider the Following Suggested Actions for Enhancing the Organization's Occupational Safety & Health Program  |                |    |
| 1  | 2  | 3   | 4      | 5                | 6   | 7              | 8  |
|  | QUESTIONS  | PR  | ANSWER | COMMENTS         | SUGGESTIONS   | CURRENT STATUS | XC |
| 16   | <u>Drug Screening – 2 – At Any Other Time</u>  | III | Yes    | Reasonable cause | None  |                |    |
| 17   | <u>Volunteers in Safety Program</u>  | II  | N/A    |                  | None  |                |    |
| 18   | <u>New Employee Safety Orientation</u>   | II  | Yes    |                  | None  |                |    |
| 19   | <u>Fire Prevention Plan</u><br>Is there a written Fire Prevention Plan detailing what you do to prevent and suppress fires in accordance with the required elements stated in Cal-OSHA, Title 8, Section 3221? | I   | No     |                  | <b>Required by Cal-OSHA:</b><br>Create a written Fire Prevention Plan in accordance with Cal-OSHA, Title 8, Section 3221 that establishes what the Organization has in place to <u>prevent</u> fires from starting and to <u>suppress</u> fires <b>at its facilities</b> . See the Model Fire Prevention Plan in the SDRMA reference documents. |                |    |
| 20   | <u>Emergency Action Plan</u><br>Is there a written Emergency Action Plan for <b>your</b> employee-related emergencies in accordance with the required elements stated in Cal-OSHA, Title 8, Section 3220?      | I   | No     |                  | <b>Required by Cal-OSHA:</b><br>Create an Emergency Action Plan for <b>employee-related</b> emergencies in accordance with the elements required for such a plan as detailed in Cal-OSHA, Title 8, Section 3220. See the Model Emergency Action Plan in the SDRMA reference documents.  |                |    |
| 21   | <u>Hazardous Work-1-Two or More Employees</u>  | I   | Yes    |                  | None  |                |    |
| 22   | <u>Hazardous Work -2-First-aid Kit</u>   | I   | Yes    |                  | None  |                |    |
| 23   | <u>Reliable Means to Call for Assistance</u>   | I   | Yes    |                  | None  |                |    |
| 24   | <u>Emergency Response - Timeliness</u>   | I   | Yes    |                  | None  |                |    |


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|  |   |           |               |   |  |                       |           |
|--|---|-----------|---------------|---|--|-----------------------|-----------|
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| * = To be Completed by the SDRMA Member  |   |           |               | XC = Check (X) This Column When The Action Is Completed |  |                       |           |
|  |   |           |               |   | <b>Consider the Following Suggested Actions for Enhancing the Organization's Occupational Safety &amp; Health Program</b>  |                       |           |
| 1  | 2   | 3         | 4             | 5   | 6  | 7                     | 8         |
|  | <b>QUESTIONS</b>  | <b>PR</b> | <b>ANSWER</b> | <b>COMMENTS</b>   | <b>SUGGESTIONS</b>   | <b>CURRENT STATUS</b> | <b>XC</b> |
| 25   | <u><b>Fire Extinguishers-1-Monthly Inspections</b></u>  | II        | Yes           |   | None   |                       |           |
| 26   | <u><b>Fire Extinguishers-2-Annual Service</b></u>   | II        | Yes           |   | None   |                       |           |
| 27   | <u><b>Fire Extinguishers-3-Instructions</b></u>   | II        | Yes           |   | None   |                       |           |
| 28   | <u><b>Emergency Eyewash and/or Shower Units</b></u><br>If the Organization has any emergency eyewash and/or shower units, are <b>documented inspections, tests and cleanings</b> completed of all such units <b>at least monthly</b> in accordance with Cal-OSHA requirements to ensure the units are accessible, properly operate, are clean, and the water flows clear and clean from them? | II        | No            |   | <b>Required by Cal-OSHA:</b><br>a. <u>Plumbed Eye Wash/Shower Stations:</u> Ensure these units are inspected, cleaned and tested each month, and these activities are documented.<br><b>Good Safety Practice:</b><br>Document the inspection on a waterproof tag or sticker attached to or near each unit. |                       |           |

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|  |           |    |        |          |  |                |    |
|--|-----------|----|--------|----------|--|----------------|----|
| KEY: PR = Priority (LT = Life Threatening, I = Urgent, II = Necessary/Compliance, III = Desirable)                     |           |    |        |          |  |                |    |
| For Identified Hazards: Estimated Cost to Correct (L = \$0 to \$500, M = \$501 to \$1000, H = \$1001 +, T = Time Only) |           |    |        |          |  |                |    |
| * = To be Completed by the SDRMA Member  |           |    |        |          | XC = Check (X) This Column When The Action Is Completed  |                |    |
|  |           |    |        |          | <b>Consider the Following Suggested Actions for Enhancing the Organization's Occupational Safety &amp; Health Program</b>  |                |    |
| 1  | 2         | 3  | 4      | 5        | 6  | 7              | 8  |
|  | QUESTIONS | PR | ANSWER | COMMENTS | SUGGESTIONS  | CURRENT STATUS | XC |
|  |           |    |        |          | Example of a Covered Emergency Eyewash:<br><br>   |                |    |
|  |           |    |        |          | b. <u>Large Plastic Emergency Eyewash Stations:</u><br>Ensure these units are maintained in accordance with the manufacturer's requirements.   |                |    |
|  |           |    |        |          | Example of a Plastic Emergency Eyewash:<br><br>  |                |    |
|  |           |    |        |          | c. <u>Saline Solution Eyewash Bottles:</u> Ensure these bottles are only used for washing out dust from the eyes. They are not the primary source to be used as an emergency eyewash for a chemical splash. Ensure these bottles are regularly kept clean to prevent dirt from getting in an employee's eyes. Replace bottles that are out of date. Once used, discard these bottles, and replace with new ones. |                |    |

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|  | QUESTIONS  | PR | ANSWER | COMMENTS | SUGGESTIONS   | CURRENT STATUS | XC |
|  |  |    |        |          | Example of a Saline Emergency Eyewash Bottles:<br>   |                |    |
| 29   | <b><u>Emergency Lighting Units (with Battery Backup) – Tests</u></b><br>If the Organization has any automatic emergency lighting units (with backup batteries installed), are <b>documented tests</b> of all such units completed <b>during</b> the conducting of the Organization's hazard identification inspections <b>or at least annually</b> ?         | II | No     |          | <b>Good Safety Practice:</b><br><b><u>Automatic Emergency Lighting Units</u></b><br>a. During the Organization's hazard inspections, conduct a <b>documented</b> test of automatic emergency lighting units to ensure they operate during a power outage.<br>b. Such a test should be done at least <b>annually</b> .<br>c. If units do not work, repair or replace them.                   |                |    |
| 30   | <b><u>Exit Lights (Illuminated) with Battery Backup – Tests</u></b><br>If the Organization has any illuminated exit lights with battery backup, are <b>documented tests</b> completed <b>during</b> the conducting of the Organization's hazard identification inspections <b>or at least annually</b> to ensure the lights will work during a power outage? | II | No     |          | <b>Good Safety Practice:</b><br><b><u>Illuminated Exit Lights</u></b><br>a. Include in hazard inspections a <b>documented</b> check to ensure all illuminated exit lights are lit.<br>b. Test any such units having battery-backup power to ensure they will work in a power outage. Such a test should be completed at least annually.<br>c. If units do not work, repair or replace them. |                |    |
| 31   | <b><u>Sufficient Number of Employees to Work Safely</u></b>  | II | Yes    |          | None  |                |    |
| 32   | <b><u>Written Responsibility &amp; Authority to Take Action</u></b>  | II | Yes    |          | None  |                |    |

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| 33   | <b><u>Designated Accountable Safety Person - Assigned Safety Responsibilities</u></b>   | I   | Yes    | Leslie Marshall   | None  |                |    |
| 34   | <b><u>Bilingual – Ability to Communicate Between Employees</u></b>  | III | N/A    |   | None  |                |    |
| 35   | <b><u>Contractors Accountability for Compliance with Cal-OSHA in Contracts</u></b><br>Are <b>contractors</b> held accountable via written contracts for <b>complying</b> with Cal-OSHA requirements?  | I   | No     |   | <b>Required by Cal-OSHA:</b><br>Hold contractors accountable for complying with Cal-OSHA requirements by inserting such language into written contracts.  |                |    |
| 36   | <b><u>Multi-Employer Worksite Compliance – Instructions</u></b><br>Have managers and/or supervisors received instructions on how to comply with Cal-OSHA's standards for working in a facility or on a site where more than one employer are currently present? | II  | No     |   | <b>Good Safety Practice:</b><br>Instruct managers and supervisors on the ramifications of having more than one employer working in a facility or on site and what must be done to protect all involved organizations and personnel. |                |    |
| 37   | <b><u>Safety Meetings – Monthly &amp; Documented</u></b>  | II  | Yes    |   | None  |                |    |
| 38   | <b><u>Tailgate Safety Meetings Every Ten Working Days for Employees Who Do Maintenance and/or Construction Activities – Documented</u></b>  | II  | N/A    |   | None  |                |    |
| 39   | <b><u>Drivers' Licenses – Valid</u></b>   | II  | Yes    |   | None  |                |    |

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| 40   | <b><u>Prior-to-Hire Driving Records</u></b><br>Have you established a system to check with the Department of Motor Vehicles for <b>driving records prior to placement?</b> | II | No     |  | <b>Good Safety Practice:</b><br>a. Ensure the Organization has a <u>written</u> requirement to check DMV records of personnel who will drive on Organization business prior to driving for the Organization <u>to ensure the Organization is not using a driver with a poor record.</u> This requirement is already integrated into the SDRMA Liability Loss Control Program (LLCP) model provided to the Organization.<br>b. This check should be for drivers who drive Organization-owned and/or personal vehicles on Organization business. |                |    |
| 41   | <b><u>Department of Transportation (DOT) Drug &amp; Alcohol Testing Program</u></b>  | I  | N/A    | The Organization does not come under Commercial Driver's License (CDL) requirements. | None   |                |    |
| 42   | <b><u>DMV Pull-Notice Program Participation via SDRMA</u></b>  | II | Yes    |  | None   |                |    |
| 43   | <b><u>Substandard Driving Corrective Actions</u></b>   | I  | Yes    |  | None   |                |    |



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| 44   | <b><u>Defensive Driving</u></b><br>Do you teach <b>defensive driving</b> to your drivers?<br><br>Note:<br>SDRMA, through www.targetsolutions.com, provides member credit incentive points.   | I  | No     |   | <b>Good Safety Practice:</b><br>a. Ensure Organization personnel who drive Organization vehicles and personal vehicles on Organization business are given information on the subject of defensive driving.<br>b. Document the receipt of the transmission of this information.<br>c. SDRMA's TargetSolutions has driving courses available.  |                |    |
| 45   | <b><u>Vehicle Safety Inspections – Prior-to-Use (such as sedans, pickup trucks, SUVs, emergency vehicles, tractor-trailer combinations, and bobtail trucks) – whether rented, leased or owned</u></b><br>Do you have a requirement for all organizational vehicles to receive a documented safety inspection <u>prior to use</u> ? Such an inspection establishes that the organization has done its <u>due diligence</u> in inspecting all vehicles in the event of a serious accident, possibly caused by a safety problem with a given vehicle. | II | No     |   | <b>Good Safety Practice for all vehicles: Required by the Department of Transportation (DOT) for Commercial Vehicles.</b><br>a. Initiate the requirement to conduct a pre-operational vehicle inspection each day each organizational vehicle is used.<br>b. Document this inspection on a small checklist targeting the safety features of each vehicle. For non-CDL vehicles, see a model for such a checklist in the SDRMA reference documents. It is entitled: <i>Pre-Trip Vehicle Inspection Checklist for Non-Commercial (Non-CDL) Vehicles</i><br>c. Maintain these checklists in Organization files on a rolling three-month basis to be able to demonstrate that such inspections are being diligently completed. |                |    |
| 46   | <b><u>Vehicle Defects – Report to Supervisors</u></b><br>Does the Organization require the <b>immediate reporting</b> of vehicle safety-related defects to supervisors?  | II | No     |   | <b>Good Safety Practice:</b><br>Document the requirement that all vehicle defects must be reported to supervisors. Such a requirement is in the SDRMA model Liability Loss Control Program (LLCP) template.  |                |    |

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|  | QUESTIONS  | PR | ANSWER | COMMENTS  | SUGGESTIONS   | CURRENT STATUS | XC |
| 47   | <b><u>Vehicle-Related Problems – Correcting in Priority Order</u></b>  | II | Yes    |   | None  |                |    |
| 48   | <b><u>Vehicle and Equipment Preventive Maintenance (PM) Program - Documented</u></b><br>Do you have a <b>documented vehicle and equipment preventive maintenance program</b> that meets or exceeds manufacturer's safety requirements or is equivalent to such a standard? | II | No     |   | <b>Good Safety Practice:</b><br>a. Place all Organization vehicles on a documented preventive maintenance program designed to meet or exceed manufacturer-suggested safety recommendations for parts replacement and service intervals.<br>b. Maintain these records for the life of the vehicle.<br>c. Such a requirement is in the SDRMA model Liability Loss Control Program (LLCP) template.  |                |    |
| 49   | <b><u>Traffic Control Program or Policy</u></b>  | LT | Yes    |   | None  |                |    |
| 50   | <b><u>Traffic Control-2-Instruction</u></b>  | LT | Yes    |   | None  |                |    |
| 51   | <b><u>Permit-Required Confined Space Safety-1-Written Program</u></b><br>If you have the requirement for entry into permit-required confined spaces, do you have a written Permit-Required Confined Space (PRCS) Safety Program?   | I  | No     | In process.   | Consider whether the Organization truly wants to put out the effort and funding for using employees to enter permit-required confined spaces. Also, depending on the nature of existing spaces, it may be beneficial to reconfigure spaces to allow for non-entry rescue and/or designations as "non-permit" required spaces. If employees only enter such spaces occasionally, it might make more sense to have a contractor who does this kind of work regularly and complies with Cal-OSHA's PRCS requirements, provide this service for the Organization. |                |    |
|  |  |    |        |   | If management decides to have employees enter, comply with the <b>Cal-OSHA requirements:</b><br>a. Create and implement a written comprehensive, fail-safe permit-required confined space safety program in accordance with Cal-OSHA Title 8 requirements.  |                |    |

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|  | QUESTIONS  | PR | ANSWER | COMMENTS           | SUGGESTIONS   | CURRENT STATUS | XC |
|  |  |    |        |                    | b. The Organization may want to use the Model Confined Space Entry Program in the SDRMA reference materials.  |                |    |
|  |  |    |        |                    | c. If professional assistance is wanted, one such expert is <u>James Martin, CIH</u> , who can be reached at 925-899-7640 or <u><a href="mailto:martinconsultingcih@gmail.com">martinconsultingcih@gmail.com</a></u> . Mr. Martin is an independent consultant.   |                |    |
|  |  |    |        |                    | d. Acquire the necessary equipment.   |                |    |
|  |  |    |        |                    | e. Post signs stating <i>Permit-Required Confined Space</i> at each entry to such spaces.   |                |    |
| 52   | <b><u>Permit-Required Confined Space Safety-2-Instruction</u></b><br>Do you provide applicable personnel with documented initial instruction, at least annual refresher instruction, and any other time required by Title 8, Section 5157 regarding the subject of permit-required confined space entry? | I  | No     |                    | <b>Required by Cal-OSHA (initial and additional instruction) and Good Safety Practice (annual):</b> Provide to all affected personnel documented initial instruction, annual refresher instruction, and any other time required by Title 8, Section 5157 regarding the subject of permit-required confined space entry based on the District's program and other related resources. |                |    |
| 53   | <b><u>Permit-Required Confined Space Safety-3-NON-ENTRY RESCUE</u></b>   | LT | Yes    | Working with SVFD. | None  |                |    |
| 54   | <b><u>Permit-Required Confined Space Safety-4-ACTUAL ENTRY RESCUE</u></b>  | LT | Yes    |                    | None  |                |    |
| 55   | <b><u>Permit-Required Confined Space Safety-5-Rescue Instruction</u></b>   | LT | Yes    |                    | None  |                |    |
| 56   | <b><u>Permit-Required Confined Space Safety-6-Rescue Drills</u></b>  | LT | Yes    |                    | None  |                |    |

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|  | <b>QUESTIONS</b>   | <b>PR</b> | <b>ANSWER</b> | <b>COMMENTS</b>   | <b>SUGGESTIONS</b>  | <b>CURRENT STATUS</b> | <b>XC</b> |
| 57   | <u>Lockout, Blockout, Tagout-1-Program</u>   | LT        | Yes           |   | None  |                       |           |
| 58   | <u>Lockout, Blockout, Tagout-2-Instruction</u>   | LT        | Yes           |   | None  |                       |           |
| 59   | <u>Arc Flash Safety-1-Program, Policies and Procedures</u>   | LT        | N/A           | No live work. Contracted out.                           | None  |                       |           |
| 60   | <u>Arc Flash Safety-2-Instruction</u>  | LT        | N/A           |   | None  |                       |           |
| 61   | <u>Red Tag System</u>  | II        | Yes           |   | None  |                       |           |
| 62   | <u>Hazard Communication-1-Program</u><br>If you use hazardous chemicals, do you have a written Hazard Communication <b>Program</b> that complies with the Global Harmonization System (GHS)? | I         | No            |   | <b>Required by Cal-OSHA:</b><br>a. Create a written Hazard Communication Program that complies with the Global Harmonization System (GHS).<br>b. Ensure all office and field personnel are covered by this program.<br>c. See the Model Hazard Communication Program included in the SDRMA reference documents. |                       |           |
| 63   | <u>Hazard Communication-2-Safety Data Sheets (SDSs)</u>  | I         | Yes           |   | None  |                       |           |

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|  | <b>QUESTIONS</b>  | <b>PR</b> | <b>ANSWER</b> | <b>COMMENTS</b> | <b>SUGGESTIONS</b>   | <b>CURRENT STATUS</b> | <b>XC</b> |
| 64   | <b><u>Hazard Communication-3-Instruction</u></b><br>Do you provide to affected employees documented instruction initially, annually and whenever new chemicals are going to be used on how to use and store hazardous chemicals in accordance with the Global Harmonization System (GHS)? | I         | No            |                 | <b>Required by Cal-OSHA (initial and for new hazardous chemicals) and Good Safety Practice (annual):</b><br>a. Ensure all Organization personnel:<br>1) Receive documented initial instruction on the subject of chemical safety in accordance with the Hazard Communication's Global Harmonization Standard.<br>2) Are provided documented instruction on their <u>right-to-know</u> about the chemicals they may use or may be stored in their work area.<br>3) Receive documented instruction on any new chemicals they are going to use. |                       |           |
|  |   |           |               |                 | b. Initiate annual documented refresher instruction on chemical safety to those employees who use hazardous chemicals.   |                       |           |
|  |   |           |               |                 | c. <b>Cal-OSHA established <u>June 1, 2016</u> as the date everyone should have been in compliance with the Global Harmonization System (GHS). See the SDRMA Model Hazard Communication Program for details. Ensure all training is completed.</b>   |                       |           |

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| 65   | <u>Hearing Conservation Program</u>   | II | N/A    | Organization employees are not subject to noise levels that would require the writing of a formal Hearing Conservation Program. | None   |                |    |
| 66   | <u>Split-Rim Wheels-Prohibition</u>   | LT | N/A    |   | None   |                |    |
| 67   | <u>Hoists/Cranes-1-Procedures</u>   | I  | N/A    | No cranes.  | None   |                |    |
| 68   | <u>Hoists/Cranes-2-Instruction</u>  | I  | N/A    |   | None   |                |    |
| 69   | <u>Excavations-1-Compliance</u><br>If you do excavations, do you comply with Article 6 of Cal-OSHA? | LT | No     |   | <b>Required by Cal-OSHA:</b><br>Create a written excavation safety procedure that states the Organization complies with Title 8, Article 6, Excavations. See the general code of safe practice on this subject in the SDRMA reference documents. |                |    |
|  |   |    |        |   | Be careful with excavation depths: Title 8, Article 6, Section 1541.1 provides an <u>exception</u> to providing adequate protective systems for <u>depth</u> as follows:   |                |    |

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|  |   |    |        |          | <i>Excavations that are less than five feet in depth and examination of the ground by a <u>competent person</u> provides no indication of a potential cave-in.</i>  |                |    |
|  |   |    |        |          | <b>Action:</b><br>The Organization must have a <u>trained competent person</u> (employee, consultant, or contractor) make this decision.  |                |    |
| 70   | <b>Excavation-2-Instruction</b><br>Do you provide documented initial and annual refresher instruction to affected employees on the subject of excavation safety in accordance with Article 6 of Cal-OSHA?                                     | LT | No     |          | <b>Required by Cal-OSHA (initial) and Good Safety Practice (annual):</b><br>Provide documented initial instruction and annual refresher instruction on the subject of excavation safety to affected personnel in accordance with Article 6 of Cal-OSHA.   |                |    |
| 71   | <b>Hot Work Permit Program</b>  | II | Yes    |          | None  |                |    |
| 72   | <b>Personal Protective Equipment (PPE)-1-Assessment</b><br>Have you completed a documented and certified hazard assessment as to when and where PPE must be worn and have you established a written <b>policy</b> based upon this assessment? | II | No     |          | <b>Required by Cal-OSHA:</b><br>a. Comply with the Cal-OSHA requirements for a hazard assessment to be completed to establish exactly where and when PPE is required to be worn. See Title 8, Section 3380(f) (1) thru (8). See the SDRMA model PPE hazard assessment form.<br>b. Initiate a written policy on when and where various types of personal protective equipment are required to be worn by all Organization personnel. |                |    |
|  |   |    |        |          | <b>Good Safety Practice:</b><br>c. Try a matrix format as a simple and easy method to use. See the example of a personal protective equipment matrix in the provided SDRMA model documents.   |                |    |

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| KEY: PR = Priority (LT = Life Threatening, I = Urgent, II = Necessary/Compliance, III = Desirable)                     |   |    |        |   |  |                |    |
|--|---|----|--------|---|--|----------------|----|
| For Identified Hazards: Estimated Cost to Correct (L = \$0 to \$500, M = \$501 to \$1000, H = \$1001 +, T = Time Only) |   |    |        |   |  |                |    |
| * = To be Completed by the SDRMA Member  |   |    |        | XC = Check (X) This Column When The Action Is Completed |  |                |    |
|  |   |    |        |   | <b>Consider the Following Suggested Actions for Enhancing the Organization's Occupational Safety &amp; Health Program</b>  |                |    |
| 1  | 2   | 3  | 4      | 5   | 6  | 7              | 8  |
|  | QUESTIONS   | PR | ANSWER | COMMENTS  | SUGGESTIONS  | CURRENT STATUS | XC |
|  |   |    |        |   | <b>Required by Cal-OSHA:</b><br>d. The PPE Hazard Assessment must be signed off, certified by the employee(s) doing the assessment.  |                |    |
| 73   | <b><u>Personal Protective Equipment (PPE)-2-Instruction</u></b>   | II | Yes    |   | None   |                |    |
| 74   | <b><u>Respirator Protection Program-1-Program</u></b><br>If Organization employees use respirators on the job, does the Organization have a written Respiratory Protection <b>Program</b> in accordance with Title 8, Section 5144? | I  | No     |   | <b>Required by Cal-OSHA:</b><br>a. Create a written Respirator Program in accordance with Cal-OSHA requirements.<br>b. See the Model Respirator Protection Program for Mandatory and Voluntary situations in the SDRMA reference documents.<br>c. The Program must include procedures for the use of all types of respirators used by the Organization.<br>d. Keep up to date for any new requirements for this program. |                |    |
|  |   |    |        |   | e. If professional assistance is wanted, one such expert is <u>James Martin, CIH</u> , who can be reached at 925-899-7640 or <a href="mailto:martinconsultingcih@gmail.com">martinconsultingcih@gmail.com</a> . Mr. Martin is an independent consultant.   |                |    |
| 75   | <b><u>Respiratory Protection-2-Instruction</u></b><br>Do employees receive documented initial and annual refresher instruction on the subject of the use, care and maintenance of respirators?                                      | I  | No     |   | <b>Required by Cal-OSHA:</b><br>Provide documented <b>initial</b> instruction and <b>annual</b> refresher instruction to affected personnel on the subject of the use, care and maintenance of respirators.  |                |    |



**SDRMA Workers' Compensation Program**  
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|  |  |     |        |   | Consider the Following Suggested Actions for Enhancing the Organization's Occupational Safety & Health Program   |                |    |
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|  | QUESTIONS  | PR  | ANSWER | COMMENTS  | SUGGESTIONS  | CURRENT STATUS | XC |
| 76   | <b><u>Manual and Power Portable Tools-1-Policy or Procedure</u></b><br>Do you have a written <b>policy or procedure</b> on the safe inspection, use, and maintenance of manual and power portable tools? | II  | No     |   | <b>Good Safety Practice:</b><br>a. Create a code of safe practice for the safe <u>use</u> , <u>inspection</u> and <u>maintenance</u> of each type of manual and power portable tool.<br>b. Include pre-use inspections of these tools.<br>c. See the general code of safe practice on this subject in the SDRMA reference documents. |                |    |
| 77   | <b><u>Manual and Power Portable Tool Safety-2-Instruction</u></b>  | II  | Yes    |   | None   |                |    |
| 78   | <b><u>Illumination – Inspection</u></b>  | III | Yes    |   | None   |                |    |
| 79   | <b><u>Back Injury Prevention-1-Material Handling Equipment</u></b>   | II  | Yes    |   | None   |                |    |
| 80   | <b><u>Back Injury Prevention-2-Instruction</u></b>   | II  | Yes    |   | None   |                |    |
| 81   | <b><u>Ergonomics-1-Assessments</u></b>   | II  | N/A    | The Organization has <u>not</u> sustained more than one repetitive motion reportable injury in the same task classification in the last twelve months | None   |                |    |

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|  |   |    |        |   | Consider the Following Suggested Actions for Enhancing the Organization's Occupational Safety & Health Program  |                |    |
| 1  | 2   | 3  | 4      | 5   | 6   | 7              | 8  |
|  | QUESTIONS   | PR | ANSWER | COMMENTS  | SUGGESTIONS   | CURRENT STATUS | XC |
| 82   | <b><u>Ergonomics-2-Instruction</u></b><br>Do you provide documented initial and annual refresher instruction to <b>ALL</b> your employees on the subject of ergonomics (the prevention of overexertion and repetitive motion injuries)? | II | No     |   | <b>Required by Cal-OSHA (initial) and Good Safety Practice (annual):</b><br>a. Provide documented initial and annual refresher instruction to Organization personnel on how to:<br>1) Recognize conditions that can be ergonomically improved.<br>2) Enhance the comfort of their work station and/or task that is being done.<br>3) Avoid overexertion while performing manual tasks.<br>b. During these annual instruction sessions, determine if employees know of any improvements that should be made.<br>c. Consider using SDRMA's TargetSolutions to assist in this instruction. |                |    |
| 83   | <b><u>Slip, Trip and Fall Prevention-1-Code of Safe Practices</u></b><br>Does the Organization have a written slip, trip and fall prevention code of safe practice?   | II | No     |   | <b>Good Safety Practice:</b><br>Write a code of safe practice on the subject of slips, trips and falls. See the general code of safe practice on this topic included in the SDRMA reference documents.  |                |    |
| 84   | <b><u>Slip, Trip and Fall Prevention-2-Instruction</u></b>  | II | Yes    |   | None  |                |    |
| 85   | <b><u>Ladder Safety-1-Code of Safe Practices</u></b><br>Does the Organization have a <u>written</u> ladder code of safe practice (CSP)?   | II | No     |   | <b>Good Safety Practice:</b><br>a. Create a written code of safe practice for ladder safety that applies to all Organization personnel.<br>b. See the general code of safe practice on this topic in the SDRMA reference documents.   |                |    |

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|  |  |           |               |                 |  |                       |           |
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|  |  |           |               |                 | <b>Consider the Following Suggested Actions for Enhancing the Organization's Occupational Safety &amp; Health Program</b>  |                       |           |
| 1  | 2  | 3         | 4             | 5               | 6  | 7                     | 8         |
|  | <b>QUESTIONS</b>   | <b>PR</b> | <b>ANSWER</b> | <b>COMMENTS</b> | <b>SUGGESTIONS</b>   | <b>CURRENT STATUS</b> | <b>XC</b> |
|  |  |           |               |                 | <b>Required by Cal-OSHA:</b><br>c. If not already done, include the following requirements in the code of safe practices in accordance with Title 8, Section 3277 for Fixed Ladders:   |                       |           |
|  |  |           |               |                 | 1) Longer than 20 feet a cage must be installed.   |                       |           |
|  |  |           |               |                 | 2) Longer than 30 feet landing platforms must be installed.  |                       |           |
|  |  |           |               |                 | 3) Disregard 1) and 2) if ladder safety devices are installed and fall protection harnesses are worn and are <b>required</b> to be used.   |                       |           |
| 86   | <b><u>Ladder Safety-2-Instruction</u></b>  | II        | Yes           |                 | None   |                       |           |
| 87   | <b><u>Fall Protection-1-Cal-OSHA Compliance</u></b><br>If your employees have to work at heights, do you comply with Cal-OSHA standards regarding fall protection?         | LT        | No            |                 | <b>Required by Cal-OSHA:</b><br>Comply with Title 8 standards for fall protection to include the following sections, at a minimum:<br>Section 3209 Standard Guardrails<br>Section 3210 Guardrails at Elevated Locations<br>Section 3211 Wall openings<br>Section 3212 Floor openings, Floor Holes, Roofs<br>Section 1670 Personal Fall Arrest Systems, Personal Fall Restraint Systems and Positioning Devices |                       |           |
| 88   | <b><u>Fall Protection-2-Instruction</u></b><br>Do you provide documented initial and annual refresher instruction to affected employees on the subject of fall protection? | LT        | No            |                 | <b>Required by Cal-OSHA (initial) and Good Safety Practice (annual):</b><br>Based upon Title 8 standards, provide <u>documented</u> initial instruction and annual refresher instruction to affected personnel on the subject of fall protection. Consider using SDRMA's TargetSolutions to assist in this instruction.  |                       |           |

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|  |  |    |        |   | Consider the Following Suggested Actions for Enhancing the Organization's Occupational Safety & Health Program |                |    |
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|  | QUESTIONS  | PR | ANSWER | COMMENTS  | SUGGESTIONS  | CURRENT STATUS | XC |
| 89   | <u>Asbestos-1-Assessment</u>                             | LT | Yes    |   | None   |                |    |
| 90   | <u>Asbestos-2-Correction</u>                             | LT | Yes    |   | None   |                |    |
| 91   | <u>First-Aid-1-Training</u>                              | II | Yes    |   | None   |                |    |
| 92   | <u>First-Aid-2-Kits</u>                                  | II | Yes    |   | None   |                |    |
| 93   | <u>First-Aid-3-Kit Check</u>                             | II | Yes    |   | None   |                |    |
| 94   | <u>Cardiopulmonary Resuscitation (CPR) Training</u>      | II | Yes    |   | None   |                |    |
| 95   | <u>Bloodborne Pathogen (BBP)-1-Exposure Control Plan</u> | I  | N/A    | Employees do not normally have this exposure as a part of their work tasks. | None   |                |    |
| 96   | <u>Bloodborne Pathogen (BBP)-2-Training</u>              | II | N/A    |   | None   |                |    |
| 97   | <u>Bloodborne Pathogen (BBP)-3-Kits or Supplies</u>      | II | N/A    |   | None   |                |    |
| 98   | <u>Bloodborne Pathogen (BBP)-4-Kit Check</u>             | II | N/A    |   | None   |                |    |
| 99   | <u>Correction of Cal-OSHA Citations</u>                  | I  | N/A    |   | None   |                |    |

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|  | QUESTIONS  | PR | ANSWER | COMMENTS  | SUGGESTIONS   | CURRENT STATUS | XC |
| 100  | <b><u>Security-1-Program</u></b>   | I  | N/A    |   | None  |                |    |
| 101  | <b><u>Security-2-Instruction</u></b>   | I  | Yes    |   | None  |                |    |
| 102  | <b><u>Heat Illness Prevention-1-Program</u></b>  | LT | N/A    |   | None  |                |    |
| 103  | <b><u>Heat Illness Prevention-2-Instruction</u></b>  | LT | N/A    |   | None  |                |    |
| 104  | <b><u>Water Safety-1-Program/Standard Operating Procedure</u></b><br>If employees have to work in or around bodies of water such as ponds, lakes, creeks, rivers, or even water treatment facilities, does the Organization have a <u>written</u> water safety program or standard operating procedure? Such a program would include the establishment of what equipment must be used to <u>prevent</u> personnel from falling into such bodies of water, what equipment must be used to <u>retrieve</u> personnel who fall into such bodies of water, and <u>procedures</u> personnel are to follow to prevent falling into the water and what to do in an emergency. | I  | No     | Working on this.  | <b>Required by Cal-OSHA's IIPP:</b> Create a written water safety program or standard operating procedure that includes the establishment of what equipment and procedures must be used to <u>prevent</u> personnel from falling into bodies of water, the <u>wearing</u> of personal flotation devices when working near or on the water to <u>prevent</u> personnel from drowning, equipment to <u>retrieve</u> personnel who fall into such bodies of water, and other actions to take in a water-related emergency. See Title 8, Section 1602: Work Over or Near Water and Section 3389: Life Rings and Personal Flotation Devices. Consider also referencing Coast Guard water safety procedures as a foundation to create this program. |                |    |
| 105  | <b><u>Water Safety-2-Instruction</u></b><br>If employees have to work in or around bodies of water, are they provided with initial and annual refresher instruction on the subject of water safety?  | I  | No     |   | <b>Required by Cal-OSHA's IIPP:</b><br>Provide documented initial and annual refresher instruction on the subject of water safety.  |                |    |


**End of Occupational Safety and Health Program Review Report**

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# HAZARD IDENTIFICATION SURVEY

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| 1   | 2   | 3   | 4   | 5  | 6                   | 7    |
| Action #<br>Yr-#  | Observations (a.b.c.)   | Consider the Following Suggested Actions<br>for Mitigating Current Potential Hazards (1.2.3.)   | PR  | \$ | Current<br>Status * | XC * |
| 18-01   | <b>Office. Unsecured Vertical Files – Tip Over Hazards:</b><br>a. Vertical files were not secured.<br>b. <u>Vertical</u> file cabinets can topple forward if:<br>1) A top drawer is full and opened while the lower drawers are empty or nearly empty.<br>2) More than one top drawer is opened at a time.<br>Advised to correct. Scotia Community Services District. | 1. Establish a standard stating all vertical file cabinets are to be secured or bolted to each other or to other sturdy objects.<br>2. Post warning decals on single vertical files that cannot be secured.<br>Post: WARNING: TIP OVER HAZARD                       | II  | L  |                     |      |
| 18-02   | <b>Office. Unsecured Bookcases, Racks, Shelves, &amp; Lockers:</b> These units were unsecured and could topple over in an earthquake or if overloaded, potentially blocking exit access and/or injuring someone. Advised to correct. Scotia Community Services District.  | Secure these units to <u>other already-secure units</u> or secure them <u>to the wall</u> .   | I   | L  |                     |      |
| 18-03   | <b>Water treatment lab. Lack of Ground Fault Circuit Interrupter (GFCI) Protection:</b> GFCI electrical outlets were not installed in outlets near sinks or other water sources or in outlets installed outside, or they did not work properly, an electrical shock hazard. Advised to correct. Scotia Community Services District.                                   | 1. Ensure all electrical outlets near water sources or installed outside are GFCI protected.<br>2. Install single GFCI outlets or connect outlets to GFCI circuit breakers and post GFCI labels on the outlets.<br>3. Ensure the GFCI outlets are working properly. | I   | L  |                     |      |

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| Action #<br>Yr-#  | Observations (a.b.c.)   | Consider the Following Suggested Actions<br>for Mitigating Current Potential Hazards (1.2.3.)   | PR  | \$ | Current<br>Status * | XC * |
| 18-04   | <b>Wastewater. Lack of Safety Gate at Access Point:</b> At the top of the industrial stairs, no safety gate was in position, a serious fall hazard. Advised to correct. Scotia Community Services District. Photo 2506  | Install a spring-action safety gate to prevent an employee from falling in, or install structurally sound safety chains.  | I   | L  |                     |      |
|   |   | An example of such a gate can be found at:<br><a href="http://www.safetygate.com">www.safetygate.com</a><br>   |   |    |                     |      |
| 18-05   | <b>Water treatment plant. Lack of an Emergency Eyewash Station and/or an Emergency Eyewash/Shower Station:</b> There was no plumbed emergency eye wash station and/or usable eyewash/shower station in close proximity to chemicals being stored, mixed and/or used in accordance with the SDSs for each chemical. Advised to correct. Scotia Community Services District. Photo 2503 | In accordance with the SDSs for the involved chemicals, install either a plumbed emergency eye wash station or an emergency eyewash/shower station for use in the event of a spill or splash. Ensure:<br>1. The station is located within 10 seconds of where the chemicals are used, and the path to the station is not obstructed.<br>2. The station complies with Cal-OSHA, Title 8 Section 5162.<br>3. The station is cleaned, tested and inspected monthly and the inspection is recorded on a waterproof tag attached to the station. | I   | L  |                     |      |

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| Action #<br>Yr-#  | Observations (a.b.c.)   | Consider the Following Suggested Actions<br>for Mitigating Current Potential Hazards (1.2.3.)   | PR  | \$ | Current<br>Status * | XC * |
| 18-06   | <b>Water treatment plant. Hazardous Chemical Exposure:</b> Multiple hazardous cleaning chemicals were mixed, used and/or stored. There was/were no:<br>a. Current SDSs.<br>b. Plumbed emergency eye wash/shower station in close proximity to the chemicals.<br>c. Personal protective equipment.<br>d. Written procedures on how to handle each chemical.<br>e. Warning signs posted at the outside entrance doors about the presence of hazardous chemicals in this location. Scotia Community Services District. | 1. See suggested actions for Questions #62, 63 and 64 of the Program Review.<br>2. Maintain in each area the current SDS for all chemicals mixed, stored and/or used.<br>3. Install a plumbed emergency eye wash/shower station. Ensure:<br>a. This station is located within 10 seconds of where the chemicals are used, and the path to the station is not obstructed.<br>b. The station complies with Cal-OSHA standards, Title 8 Section 5162.<br>c. The station is cleaned, tested and inspected monthly.<br>d. Record this inspection on a waterproof tag attached to the eye wash/shower station.<br>4. Comply with the SDSs for the handling and maintenance of the chemicals.<br>5. Ensure the correct personal protective and handling equipment are located here.<br>6. Post warning signs on the outside of the entry door about the presence of hazardous chemicals. | I   | M  |                     |      |
| 18-07   | <b>Wastewater. Access Pit.</b> The access pit was not covered, a trip/fall hazard. Advised to correct. Scotia Community Services District. Photo 2507   | Provide a cover over this pit that is capable of handling 2 times the intended load.  | I   | L  |                     |      |
| 18-08   | <b>Wastewater. Hot Water Heater.</b> Not strapped, a potential fall hazard during an earthquake. Advised to correct. Scotia Community Services District.  | Strap water heater to wall.   | II  | L  |                     |      |



OBSERVATION

Project: Scotia CSD

Location: Wastewater

Observation: Improper fall protection

Responsible Party/Parties: Scotia CSD

Date: 09/27/18

Photo/s # 2506



# OBSERVATION

Project: Scotia CSD  
Location: Water treatment plant  
Observation: Eyewash empty and unusable  
Responsible Party/ Parties: Scotia CSD

Date: 09/27/18

Photo/s # 2503





OBSERVATION

Project: Scotia CSD

Date: 09/27/18

Location: Access pit

Observation: Hole cover needed

Responsible Party/Parties: Scotia CSD

Photo/s # 2507



SCOTIA COMMUNITY SERVICES DISTRICT

FACILITIES LISTS

| Scotia CSD General Facilities List |               |
|------------------------------------|---------------|
| Scotia office                      | 122 Main St.  |
| New office                         | 400 Church St |
| Potable Water Treatment Facility   |               |
| Wastewater Treatment Plant         |               |
| WinemaTheater                      | leased out    |
| Scotia Museum                      |               |
| Soccer Field                       |               |
| Fireman's Park                     |               |
| Baseball Field                     |               |
| Carpenter & Paint Shop             |               |

| Water Treatment Plant Structures & Equipment  | Year Installed    |
|---|-------------------|
| Treatment Headworks                           | 1954              |
| Grinder - Muffin Monster                      | 1996              |
| Primary Clarifier                             | 1954              |
| Tricling Filter                               | 1954              |
| Secondary Clarifier                           | 1954              |
| Sludge Digester                               | 1954              |
| Chlorine Contact Basin                        | 1954              |
| 3 Treatment Ponds                             | 1960's            |
| Log Pond Clarifier                            | 1970's            |
| Shallow Well Pumps                            | 1991/2015         |
| Deep Well Pumps                               | 2004/2005         |
| Chlorine Contact Chambers 15 hp Pump          | 2006              |
| Chlorine Contact Chambers 10 hp Pump          | 1995              |
| Treatment Pond Shack Pump 40 hp               | 2004              |
| Chlorine Gas Injector                         | 2005              |
| Cholorine Cylinders                           | Replaced annually |
| Chlorine Storage Byuilding (W/1 Ton Cylinder) |                   |
| Chlorine Sensor Alarm Panel                   | 2003              |
| Control Room (Ground Floor)                   | 2003              |
| Liquid Chlorine Line                          | 2003              |
| Treatment Pond Aerator                        | 2009              |

| Parks & Recreation Facilities |                           |
|-------------------------------|---------------------------|
| Facility                      | Status                    |
| Scotia Fireman's Park         | Open                      |
| Winema Theater                | Closed for ADU upgrades   |
| Scotia Museum & Town Park     | Closed for ADU upgrades   |
| Carpenter Field               | Closed for ADU upgrades   |
| Soccer Field                  | Open - Improvement needed |

| Other Facilities Owned & Maintained by Scotia CSD |
|---|
| Storm Drainage                                    |
| Streets and Streetlighting                        |
| Carpenter & Paint Shop Building                   |

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**SDRMA REFERENCE MATERIALS - TABLE OF CONTENTS**

**a. For general information regarding Cal-OSHA, go to: [www.dir.ca.gov](http://www.dir.ca.gov)**

**b. If you need to find a specific section of Title 8 use the following web site: [www.dir.ca.gov/samples/search/query.htm](http://www.dir.ca.gov/samples/search/query.htm)**

**The following SDRMA model programs and reference documents have been provided to the Member by the involved SDRMA Safety Management Consultant:**

|     |  |
|-----|--|
| 1.  | Arc Flash - OSHA Handout   |
| 2.  | Arc Flash - Practical Solution Guide & Promotional Materials   |
| 3.  | Arc Flash - Ten Steps & Promotional Materials  |
| 4.  | BBPP-Bloodborne Pathogen Exposure Control Plan   |
| 5.  | BBPP-Bloodborne Pathogen Exposure Control Plan-Safe Steps for Removing Gloves                        |
| 6.  | California Code of Regulations (CCR), Title 8, Section 1540 Excavations-080714                       |
| 7.  | California Code of Regulations (CCR), Title 8, Section 1541 Excavations-General Requirements-080714  |
| 8.  | California Code of Regulations (CCR), Title 8, Multi-Employer Worksite Inspections - DOSH P&P-120800 |
| 9.  | Confined Space Entry Program   |
| 10. | CPSC-Public Playground Safety Handbook   |
| 11. | CSDA-Sample Policy Handbook – Table of Contents – 5 <sup>th</sup> Edition                            |
| 12. | Defensible Space Flyer - Cal Fire  |
| 13. | Emergency Action Plan  |
| 14. | Emergency Action Plan – Working with the Press & Media   |
| 15. | Fire Prevention Plan   |
| 16. | Fire Service - Occupational Safety & Health Inspection Checklist - 071515                            |
| 17. | General Code of Safe Practices:  |
|     | Cal-OSHA Serious Injury/Illness Reporting Requirements   |
|     | Cal-OSHA Inspection Procedures   |
|     | Driving Safety   |
|     | Electrical Safety  |
|     | Excavations  |
|     | Eye and Face Protection (Personal Protective Equipment)  |
|     | Fire Safety  |
|     | General Safety Practices (Top 10)  |
|     | Guarding   |
|     | Hand Tools   |
|     | Housekeeping   |
|     | Illumination   |
|     | Office Safety  |
|     | Portable Ladder Safety   |

**SDRMA Workers' Compensation Program**  
**Occupational Safety & Health Program Review and Hazard Identification Survey Report – 09/27/18**  
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**SDRMA REFERENCE MATERIALS - TABLE OF CONTENTS**

|     |  |
|-----|--|
|     | Portable Power Tools and Equipment   |
|     | Safety Responsibilities for<br>Managers and Supervisors (Top 10)           |
|     | Slips, Trips and Falls   |
|     | Traffic Control Policy   |
| 18. | Hazard Communication Program   |
| 19. | Hearing Conservation Program   |
| 20. | Hearing Conservation Program - Permissible Noise Exposures                 |
| 21. | Heat Illness Prevention Program  |
| 22. | Hot Work Permit Form   |
| 23. | Hot Work Permit Program  |
| 24. | Hot Work Permit Program Warning Sign                                       |
| 25. | IIPP – AAA – Injury & Illness Prevention Program                           |
| 26. | IIPP – Form – Employee Report Form   |
| 27. | IIPP – Form – Employee Training & Meeting Report Form                      |
| 28. | IIPP – Form – General Code of Safe Practices (GCSP) Receipt                |
| 29. | IIPP – Form – IIPP Receipt   |
| 30. | IIPP – Form – Inspection Form  |
| 31. | IIPP – Form – Investigation Form   |
| 32. | IIPP – Form – New Employee Safety Orientation Checklist                    |
| 33. | IIPP – Form – Record of Training Form                                      |
| 34. | Insurance Requirements for Contractors                                     |
| 35. | LLCP – AAA – Liability Loss Control Program                                |
| 36. | LLCP – Form – Inspection Form & Action Plan                                |
| 37. | LLCP – Form – Investigation Form   |
| 38. | LLCP – Form – LLCP Receipt Form  |
| 39. | LLCP – Form – New Employee Liability Loss Control Program Orientation Form |
| 40. | Lockout Blockout Tagout Program  |
| 41. | PPE Hazard Assessment Form   |
| 42. | PPE Matrix   |
| 43. | Pre-Trip Vehicle Inspection Checklist                                      |
| 44. | Respirator Protection Programs - Mandatory and Voluntary Use               |
| 45. | Safety Committee   |
| 46. | Safety Task Force  |
| 47. | SDRMA - DMV - Employer Pull Notice Information                             |

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| <b>SDRMA REFERENCE MATERIALS - TABLE OF CONTENTS</b> |  |
|--|--|
|--|--|

|  |   |
|--|---|
| 48.  | SDRMA - Policy 2008-01 - Members' Driver Policy       |
| 49.  | Target Solutions Course Catalog                       |
| 50.  | Target Solutions - 2014 Water Credentials Catalog     |
| 51   | Video Catalog for SDRMA - 071515                      |
| 52.  | Welding, Cutting & Allied Processes - ANSI Z49.1-2012 |
|  |   |
| <b><i>End of SDRMA Reference Materials</i></b> |   |

**SDRMA Workers' Compensation Program**  
**Occupational Safety & Health Program Review and Hazard Identification Survey Report – 09/27/18**  
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## QUESTION INDEX (IN ALPHA ORDER)

|     | Question Topic  |      | Question Topic   |
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| 59. | Arc Flash Safety-1-Program, Policies and Procedures                     | 26.  | Fire Extinguishers-2-Annual Service                                  |
| 60. | Arc Flash Safety-2-Instruction  | 27.  | Fire Extinguishers-3-Instructions                                    |
| 89. | Asbestos-1-Assessment   | 19.  | Fire Prevention Plan   |
| 90. | Asbestos-2-Correction   | 91.  | First-Aid-1-Training   |
| 79. | Back Injury Prevention-1-Material Handling Equipment                    | 92.  | First-Aid-2-Kits   |
| 80. | Back Injury Prevention-2-Instruction                                    | 93.  | First-Aid-3-Kit Check  |
| 34. | Bilingual – Ability to Communicate Between Employees                    | 62.  | Hazard Communication-1-Program                                       |
| 95. | Bloodborne Pathogen (BBP)-1-Exposure Control Plan                       | 63.  | Hazard Communication-2-Safety Data Sheets (SDSs)                     |
| 96. | Bloodborne Pathogen (BBP)-2-Training                                    | 64.  | Hazard Communication-3-Instruction                                   |
| 97. | Bloodborne Pathogen (BBP)-3-Kits or Supplies                            | 22.  | Hazardous Work -2-First-aid Kit                                      |
| 98. | Bloodborne Pathogen (BBP)-4-Kit Check                                   | 21.  | Hazardous Work-1-Two or More Employees                               |
| 94. | Cardiopulmonary Resuscitation (CPR) Training                            | 65.  | Hearing Conservation Program   |
| 35. | Contractors Accountability for Compliance with Cal-OSHA in Contracts    | 102. | Heat Illness Prevention-1-Program                                    |
| 99. | Correction of Cal-OSHA Citations  | 103. | Heat Illness Prevention-2-Instruction                                |
| 44. | Defensive Driving   | 67.  | Hoists/Cranes-1-Procedures   |
| 41. | Department of Transportation (DOT) Drug & Alcohol Testing Program       | 68.  | Hoists/Cranes-2-Instruction  |
| 33. | Designated Accountable Safety Person - Assigned Safety Responsibilities | 71.  | Hot Work Permit Program  |
| 42. | DMV Pull-Notice Program Participation via SDRMA                         | 1.   | IIPP-1-General: Injury & Illness Prevention Program (IIPP)           |
| 39. | Drivers' Licenses – Valid   | 2.   | IIPP-2-Responsibilities  |
| 15. | Drug Screening – 1 – Prior to Placement                                 | 3.   | IIPP-3-Compliance  |
| 16. | Drug Screening – 2 – At Any Other Time                                  | 4.   | IIPP-4-Communications  |
| 20. | Emergency Action Plan   | 5.   | IIPP-5-Inspections: Identification & Evaluation of Workplace Hazards |
| 28. | Emergency Eyewash and/or Shower Units                                   | 6.   | IIPP-6-Injury & Illness Investigation                                |
| 29. | Emergency Lighting Units (with Battery Backup) – Tests                  | 7.   | IIPP-7-Correction  |
| 24. | Emergency Response – Timeliness   | 8.   | IIPP-8-Associated Training   |
| 81. | Ergonomics-1-Assessments  | 9.   | IIPP-9-Associated Recordkeeping                                      |
| 82. | Ergonomics-2-Instruction  | 78.  | Illumination – Inspection  |
| 12. | Essential Physical Functions  | 11.  | Injury & Illness Frequency   |
| 70. | Excavation-2-Instruction  | 10.b | Injury & Illness Reporting   |
| 69. | Excavations-1-Compliance  | 10.a | Injury & Illness Tracking  |
| 30. | Exit Lights (Illuminated) with Battery Backup – Tests                   | 85.  | Ladder Safety-1-Code of Safe Practices                               |
| 87. | Fall Protection-1-Cal-OSHA Compliance                                   | 86.  | Ladder Safety-2-Instruction  |
| 88. | Fall Protection-2-Instruction   | 57.  | Lockout, Blockout, Tagout-1-Program                                  |
| 58. | Lockout, Blockout, Tagout-2-Instruction                                 | 47.  | Vehicle-Related Problems – Correcting in Priority Order              |
| 77. | Manual and Power Portable Tool Safety-2-Instruction                     | 17.  | Volunteers in Safety Program   |



**SDRMA Workers' Compensation Program**  
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|      | Question Topic   |      | Question Topic                                      |
|------|--|------|---|
| 76.  | Manual and Power Portable Tools-1-Policy or Procedure  | 104. | Water Safety-1-Program/Standard Operating Procedure |
| 14.  | Modified/Light-Duty Return to Work Program   | 105. | Water Safety-2-Instruction                          |
| 36.  | Multi-Employer Worksite Compliance – Instructions  | 32.  | Written Responsibility & Authority to Take Action   |
| 18.  | New Employee Safety Orientation  |      |   |
| 51.  | Permit-Required Confined Space Safety-1- Written Program   |      |   |
| 52.  | Permit-Required Confined Space Safety-2-Instruction  |      |   |
| 53.  | Permit-Required Confined Space Safety-3-NON-ENTRY RESCUE   |      |   |
| 54.  | Permit-Required Confined Space Safety-4-ACTUAL ENTRY RESCUE  |      |   |
| 56.  | Permit-Required Confined Space Safety-6-Rescue Drills  |      |   |
| 55.  | Permit-Required Confined Space Safety-5-Rescue Instruction   |      |   |
| 72.  | Personal Protective Equipment (PPE)-1-Assessment   |      |   |
| 73.  | Personal Protective Equipment (PPE)-2-Instruction  |      |   |
| 40.  | Prior-to-Hire Driving Records  |      |   |
| 61.  | Red Tag System   |      |   |
| 23.  | Reliable Means to Call for Assistance  |      |   |
| 74.  | Respirator Protection Program-1-Program  |      |   |
| 75.  | Respiratory Protection-2-Instruction   |      |   |
| 13.  | Return-To-Work Medical Exams Using the Essential Physical Functions  |      |   |
| 37.  | Safety Meetings – Monthly & Documented   |      |   |
| 100. | Security-1-Program   |      |   |
| 101. | Security-2-Instruction   |      |   |
| 83.  | Slip, Trip and Fall Prevention-1-Code of Safe Practices  |      |   |
| 84.  | Slip, Trip and Fall Prevention-2-Instruction   |      |   |
| 66.  | Split-Rim Wheels-Prohibition   |      |   |
| 43.  | Substandard Driving Corrective Actions   |      |   |
| 31.  | Sufficient Number of Employees to Work Safely  |      |   |
| 38.  | Tailgate Safety Meetings Every Ten Working Days for Employees Who Do Maintenance and/or Construction Activities – Documented |      |   |
| 49.  | Traffic Control-1-Program or Policy  |      |   |
| 50.  | Traffic Control-2-Instruction  |      |   |
| 48.  | Vehicle and Equipment Preventive Maintenance (PM) Program – Documented   |      |   |
| 46.  | Vehicle Defects – Report to Supervisors  |      |   |
| 45.  | Vehicle Safety Inspections – Prior-to-Use  |      |   |

**SDRMA Workers' Compensation Program**  
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**Title 8, Section 342. Reporting Work-Connected Fatalities and Serious Injuries**

(a) Every employer shall report immediately by telephone or telegraph to the nearest District Office of the Division of Occupational Safety and Health any serious injury or illness, or death, of an employee occurring in a place of employment or in connection with any employment. Immediately means as soon as practically possible **but not longer than 8 hours** after the employer knows or with diligent inquiry would have known of the death or serious injury or illness. If the employer can demonstrate that exigent circumstances exist, the time frame for the report may be made no longer than 24 hours after the incident.

Serious injury or illness is defined in section 330(h), Title 8, California Administrative Code (see below reference).

(b) Whenever a state, county, or local fire or police agency is called to an accident involving an employee covered by this part in which a serious injury, or illness, or death occurs, the nearest office of the Division of Occupational Safety and Health shall be notified by telephone **immediately** by the responding agency.

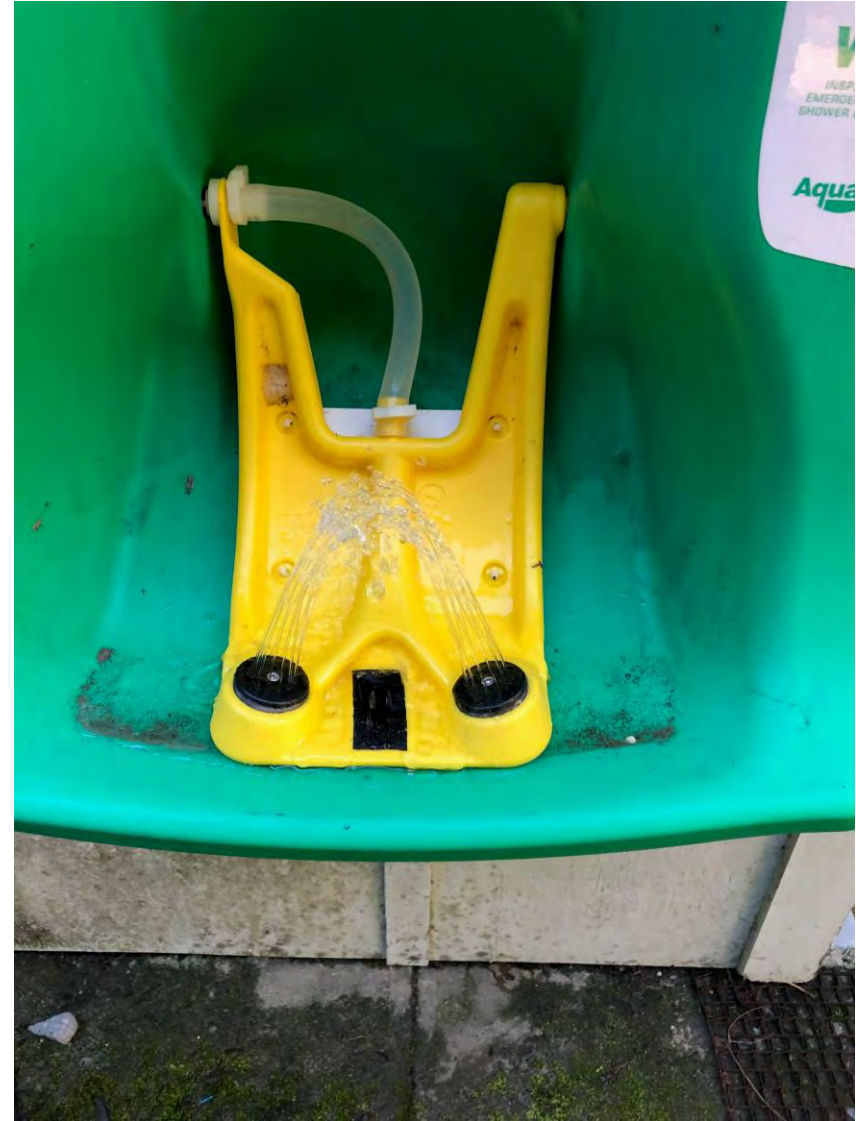
(c) When making such report, whether by telephone or telegraph, the reporting party shall include the following information, if available:

- (1) Time and date of accident.
- (2) Employer's name, address and telephone number.
- (3) Name and job title, or badge number of person reporting the accident.
- (4) Address of site of accident or event.
- (5) Name of person to contact at site of accident.
- (6) Name and address of injured employee(s).
- (7) Nature of injury.
- (8) Location where injured employee(s) was (were) moved to.
- (9) List and identity of other law enforcement agencies present at the site of accident.
- (10) Description of accident and whether the accident scene or instrumentality has been altered.

(d) The reporting in (a) and (b) above, is in addition to any other reports required by law and may be made by any person authorized by the employers, state, county, or local agencies to make such reports.

**Title 8, Section 330. Definitions**

Paragraph (h): *Serious injury or illness* means any injury or illness occurring in a place of employment or in connection with any employment which requires inpatient hospitalization for a period in excess of 24 hours for other than medical observation or in which an employee suffers a loss of any member of the body or suffers any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by the commission of a Penal Code violation, except the violation of Section 385 of the Penal Code, or an accident on a public street or highway.







## **Scotia Community Services District Staff Report**

DATE: December 20, 2018  
TO: Scotia Community Services District Board of Directors  
FROM: Leslie Marshall, General Manager and Julie Hawkins, Board Clerk  
SUBJECT: Museum Plaza: Post Locomotive Move & Visioning Workshop  
Introduction/Discussion

---

### **RECOMMENDATION:**

The Administrative staff recommends that the Board receive the staff report and discuss the various options for the Museum Plaza.

### **ACTION:**

Receive the staff report and provide direction to staff.

### **DISCUSSION:**

The locomotive and logging equipment were removed from the Museum Plaza on November 26<sup>th</sup> and 27<sup>th</sup>. During the removal, the sidewalk and curb were damaged (see attached photos). The section of sidewalk will need to be completely replaced; the curb can be patched (see correspondence from Humboldt County Public Works and Gregory Hufford, SHN). Other areas sustained expected damage and were demolished during the removal of the equipment. Staff will contact Friends of No. 9, LLC regarding the sidewalk repair.

The now vacant Museum Plaza provides the District with an opportunity to provide new Parks and Recreation services to the community. Board and staff suggestions have been recorded and include: replacing the pergola over the picnic tables; replacing the picnic tables, including adding an ADA picnic table; adding cigarette receptacles; installing flower/landscape beds; and installing ADA compliant ramps to the Museum. There are many other ideas to consider. The administrative staff recommend that the District hold a Museum Plaza Visioning Workshop to gather ideas from the board, staff, and the public to make a final decision on how to best use the space.

### **FISCAL IMPACT:**

TBD



Julie Thomas <[juliet@planwestpartners.com](mailto:juliet@planwestpartners.com)>

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## Fwd: Scotia Side Walk and Curb Damage

1 message

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**Leslie Marshall** <[lesliem@planwestpartners.com](mailto:lesliem@planwestpartners.com)>  
To: Julie Thomas <[juliet@planwestpartners.com](mailto:juliet@planwestpartners.com)>

Wed, Dec 12, 2018 at 4:25 PM

----- Forwarded message -----

From: **Freed, Ken** <[KFreed@co.humboldt.ca.us](mailto:KFreed@co.humboldt.ca.us)>

Date: Wed, Dec 12, 2018 at 11:07 AM

Subject: RE: Scotia Side Walk and Curb Damage

To: Gregory Hufford <[ghufford@shn-engr.com](mailto:ghufford@shn-engr.com)>

Cc: Leslie Marshall <[lesliem@planwestpartners.com](mailto:lesliem@planwestpartners.com)>, Frank Bacik <[FBacik@townofscotia.com](mailto:FBacik@townofscotia.com)>, Steve Tyler <[sctylertime@hotmail.com](mailto:sctylertime@hotmail.com)>

Greg

The curb can be patched and repainted. It looks the sidewalk will need to be removed and replaced.

Kenneth M. Freed

Assistant Engineer II

Humboldt County Department of Public Works – Land Use Division

3033 H Street Eureka, CA 95501

Ph (707)445-7205 Fax (707) 445-7388



---

**From:** Gregory Hufford [<mailto:ghufford@shn-engr.com>]

**Sent:** Tuesday, December 11, 2018 3:12 PM

**To:** Freed, Ken <[KFreed@co.humboldt.ca.us](mailto:KFreed@co.humboldt.ca.us)>

**Cc:** 'Leslie Marshall' <[lesliem@planwestpartners.com](mailto:lesliem@planwestpartners.com)>; 'Frank Bacik' <[FBacik@townofscotia.com](mailto:FBacik@townofscotia.com)>; 'Steve Tyler' <[sctylertime@hotmail.com](mailto:sctylertime@hotmail.com)>

**Subject:** Scotia Side Walk and Curb Damage

Hello Ken,

The Scotia CSD has sold the train and associated equipment next to the museum. It was recently removed and during the moving there was damage to the new sidewalk, curb, and ADA ramp approach. Attached are the pictures showing the damage. The ADA ramp approach is the picture showing the cracks in the corner of the concrete as it meets the sidewalk.

The Scotia CSD is working with the responsible party to have the sidewalk and ramp damage fixed, cut out damaged sections and place new concrete. Our question is does the curb need to be fixed, if so should it be cut out and replaced, or patched, or just re-painted in the area it was chipped?

**Gregory Hufford, PE, QSD/P**

Senior Civil Engineer



**SHN Engineers & Geologists**

812 W. Wabash Ave., Eureka, CA 95501-2138

T: (707) 441-8855 | C: (707) 498-3779

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[www.shn-engr.com](http://www.shn-engr.com)

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**Leslie Marshall, General Manager**

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Scotia Community Services District  
P.O. Box 104  
122 Main St.  
Scotia, CA 95565  
(707) 506-3030  
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1125 16th Street, Suite 200  
Arcata, CA 95521  
(707) 825-8260





































## **Scotia Community Services District Staff Report**

DATE: December 20, 2018  
TO: Scotia Community Services District Board of Directors  
FROM: Leslie Marshall, General Manager and Julie Hawkins, Board Clerk  
SUBJECT: Proposed Disc Golf Course in the Community Forest

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### **RECOMMENDATION:**

The Administrative staff recommends that the Board review the attached letter and receive a brief presentation from Dan Tangney

### **ACTION:**

Receive a brief presentation and provide direction to staff.

### **DISCUSSION:**

Dan Tangney, a teacher at East High in the Fortuna Union High School District sent a letter to the SCSD expressing an interest in constructing a Disc Golf Course in the Scotia Community Forest. Mr. Tangney has worked with students on a variety of community service projects and has been working with the Fortuna Parks Department for the last two years in an effort to create a disc golf course there, however, due to access issues the project is on hold. The Scotia Community Forest may provide a good alternative location.

The District has discussed the possibility of students providing some of the labor as a part of their community service project, and Humboldt Redwood Company may be interested in providing materials. Once installed, disc golf courses have low maintenance costs.

Prior to approval, SCSD will need to discuss the possibility with our insurance provider, SDRMA.

### **FISCAL IMPACT:**

The fiscal impacts are as yet unknown but may be reduced as a result of donated materials and labor.



September 7, 2018

SEP 11 2018

To: Scotia Community Services District

I am a teacher at East High which is part of the Fortuna Union High School District. For the last 21 years I have worked with our students on a variety community service projects in or near the Eel River Valley. Most recently we worked with the Bureau Of Land Management building and installing kiosks for a series of trailheads between Table Bluff and Guthrie Creek. Our students take great pleasure in this work.

In Fortuna we have been working with the Parks Department for the last two years on an effort to create a Disc Golf course here in our community. This project would not only have been great for our students to help build but it would also have provided a needed recreational outlet for our local youth. Unfortunately, despite all the enthusiasm for the project the land the City had planned for the course had an access problem they could not resolve. For now this the project is on hold.

Two years ago I took some of our students on a hike to the Scotia Bluffs. A few of the kids grew up in Scotia and asked if we could begin the hike at Fireman's Park. Walking the land from there to the 101 bridge got me thinking about what a wonderful place that would be for a Disc Golf course. If the Scotia Community Services District is responsible for that land is this something you would like to consider for your community?

If this is even a remote possibility I would like to let you know about some resources in the area that can be very helpful. Humboldt County has a Disc Golf Association called Par Infinity. They have played a very large role in the creation of most of the courses in Humboldt County. In our process with Fortuna Parks and Rec. we included Par Infinity representatives at every meeting. They really know how to help get courses built and are very interested in promoting the sport. At this point we do not have a single course in the Eel River Valley. They also know how to advise a community about the benefits and possible challenges of installing a course. You can also count on East High and our students as a labor pool to help build the project. Once installed a Disc Golf course is extremely low maintenance and will provide years of healthy outdoor activity for your community.

Best Wishes and thank you for taking the time to consider this opportunity,

A handwritten signature in blue ink, reading "Dan Tangney". The signature is stylized with a large, sweeping "D" and a long, horizontal line extending from the end of the name.

Dan Tangney, East High School