



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

Thursday, January 17, 2019
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
December 20, 2018
 2. Approval of December 1, 2018 – December 31, 2018 Check Registers p. 6
 3. Approval of Planwest Partners Invoice p. 11
- D. PUBLIC COMMENT & WRITTEN COMMUNICATION**
Regularly scheduled meetings provide an opportunity for members of the public to directly address the SCSD Board Members on any action item that has been described in the agenda for the meeting, before or during consideration of that item, or on matters not identified on the agenda within the Board jurisdiction. Comments are not generally taken on non-action items such as reports or information. Comments should be limited to three minutes.
- E. BUSINESS**
1. New Business –
 - a. Receive Presentation from Mike Lommori of Eel River Kings Baseball (15 minutes)
 - b. SCSD Board Vacancy – Application Deadline January 10, 2019 by 4:00 PM, appointment p. 13
of Board Vacancy (30 minutes)
 - i. Schedule for Filling Vacant Seat
 - ii. Consider Adopting Resolution 2019-1 A Resolution of the Scotia Community Services District Board of Directors Filling a Vacancy on the Board of Directors
 - iii. Swear in appointed Board Member
 - c. Consider Adopting Resolution 2019-2 A Resolution of the Scotia Community Services District Board of Directors Recognizing, Honoring and Commending John Broadstock for His Service as A Director for the Scotia Community Services District p. 18
(5 minutes)

- d. **Consider Adopting Resolution 2019-3 A Resolution of the Scotia Community Services District Board of Directors Recognizing, Honoring and Commending Gayle McKnight for Her Service as A Director for the Scotia Community Services District** (5 minutes) p. 20
- e. **Consider Adopting Resolution 2019-4 A Resolution of the Scotia Community Services District Board of Directors Recognizing, Honoring and Commending Rick Walsh for His Service as A Director for the Scotia Community Services District** (5 minutes) p. 23
- f. **Consider Adopting Resolution 2019-5 A Resolution of the Scotia Community Services District Board of Directors Amending the Injury & Illness Prevention Program** (15 minutes) p. 25
- g. **Consider Adopting Resolution 2019-6 A Resolution of the Scotia Community Services District Board of Directors Adopting A Debt Management Policy** (15 minutes) p.52

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:**
- 4. **Special Counsel’s Report:**
- 5. **Engineer’s Report:**
- 6. **Fire Chief’s Status Report: Annual Report**
- 7. **Board Clerk Report: Museum Plaza Visioning Workshop scheduled for February Board Meeting 2/21/19**

G. Board Training: Board Policy Review for New and Returning Directors (45 minutes)

H. ADJOURNMENT

Next Regular Meeting of the SCSD will be February 21, 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, December 20, 2018 at 5:30 P.M.

A. CALL TO ORDER/ ROLL CALL/PLEDGE OF ALLEGIANCE The regular meeting of the Board of Directors of the Scotia Community Services District convened at 5:30 pm with the following Directors in attendance.

Diane Bristol, Director – Present

Paul Newmaker, Director – Present

Scott Pitcairn, Director – Present

Susan Pryor, Director – Present

Rick Walsh, President – Present

Staff Present: Leslie Marshall, GM; Steve Davidson, District Engineer; Julie Hawkins, Board Clerk

B. SETTING OF AGENDA

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

Move item E1g to after E1a

C. CONSENT CALENDAR

1. Approval of Previous Meeting Minutes

November 15, 2018

2. Approval of November 1, 2018-November 30, 2018 Check Registers

3. Approval of Planwest Partners Invoice

No Comment

Motion: To Approve the Consent Calendar

Motion: Newmaker **Second:** Pitcairn

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

D. PUBLIC COMMENT & WRITTEN COMMUNICATION

Board Clerk Distributed Board member stipends

No Public Comment

E. BUSINESS

1. New Business –

a. Election of Board Officers and Appointment of Signatory(s) for checks and Redwood Capitol Bank

Current President Walsh nominated Paul Newmaker for Board President. Susan Pryor nominated Diane Bristol for Vice President. The board moved to keep Susan Pryor as additional signatory for checks and Redwood Capitol Bank.

Motion: To appoint Paul Newmaker as President

Motion: Pitcairn **Second:** Pryor

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

Motion: To appoint Diane Bristol as Vice President

Motion: Newmaker **Second:** Pryor

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

b. Draft Audit Presentation by Keith Borges of Anderson, Lucas, Somerville & Borges, LLP

The Board received the audit presentation by Keith Borges.

No Public Comment

No Action Required

c. SHN Addendum No. 7 Flood Inundation Mapping and Log Pond Bathymetric and Topographic Survey

LM introduced and discussed. Board discussed.

Motion: To Adopt SHN Addendum No. 7 Flood Inundation Mapping and Log Pond Bathymetric and Topographic Survey

Motion: Pitcairn **Second:** Pryor

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

d. Winema Theater Roof Historical Assessment contract with William Rich & Associates

LM presented and board discussed. Following the historical assessment, there may be good argument for composite shingles as many homes now have composite shingles.

No public comment.

No action required.

e. SDRMA Occupational Safety & Health Program Inspection Report Review

LM introduced and discussed with Board. Remaining items identified in the SDRMA report will be fixed and a final report will be submitted to the Board and SDRMA.

Injury and Illness Prevention Program will be brought to the Board for approval in January.

****Board Recess 6:43 PM to 6:47PM****

f. Museum Plaza: Post Locomotive Move & Visioning Workshop Introduction/Discussion

Staff introduced the Museum Plaza Visioning Workshop. Board directed staff to proceed with planning the workshop.

g. Proposed Disc Golf Course in Community Forest

(Agenda item moved after item E1a)

LM introduced Dan Tangney (Fortuna School Teacher) and Caleb Gribi (Innova) who proposed installing a disc golf course in the community forest. Labor & installation would be done by the disc golf organization. Installation would involve brush clearing, several small cement pads, and the leveling of a throwing pad. It may be an asset for the community, it reduces the number of transients. Design and environmental documents may be completed by several people involved in the disc golf organization. There is a potential for tournaments to bring people in. The next steps are to complete the course design which will be brought to the board to discuss further. The Board is interested and supportive.

2. Old Business – None

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

1. President’s Report:

President Walsh tendered his resignation effective 12/31/18 and will not complete his term. Staff to notify the county of elections and will advertise the vacancy.

2. Board Director Reports:

Directors expressed their gratitude for President Walsh’s service to the District and the Board.

3. General Manager’s Report:

SHN addendum #6 was administratively approved for NPDES compliance.

GM explained the waterline break in the corridor that occurred in late November.

Corridor Project: The pump has ben installed, the remainder of the project will commence construction in 2019.

Staffing Updates: Traci Cannon’s last day of work was today (12/20/18), Jenn McDonald of Planwest Partners has been training with Traci and will take over her position.

4. Assistant General Manager: None

5. Special Counsel’s Report: None

6. Engineer’s Report:

7. Fire Chief’s Status Report: None

8. Board Clerk Report: Staff are considering purchasing tablets for board members to use to view the packets because the packets have been approximately 150 pages or more and there is a large cost associated with toner and paper associated with those. The Board was supportive. Staff will proceed with the purchase.

G. Board Training: No training held at this meeting.

H. ADJOURNMENT at 7:20 PM by President Rick Walsh

Approved:

Paul Newmaker, President
Board of Directors
Scotia Community Services District

Date

Attest:

Julie Hawkins, Board Clerk
Scotia Community Services District

Date

Scotia Community Services District
Account QuickReport
 As of December 31, 2018

Type	Date	Num	Name	Memo	Amount	Balance
10000 - RCB Checking 28239						
Check	12/01/2018	50534	Town of Scotia	Payment #8	-1,049.21	940,358.90
Deposit	12/01/2018			CC Deposit	182.74	939,309.69
Deposit	12/02/2018			CC Deposit	100.33	939,492.43
Deposit	12/02/2018			Deposit	1,359.25	940,952.01
Check	12/03/2018	50549	Scott Pitcairn		-250.00	940,702.01
Check	12/03/2018	50550	Diane Bristol		-250.00	940,452.01
Check	12/03/2018	50551	Rick Walsh		-250.00	940,202.01
Check	12/03/2018	50552	Susan Pryor		-250.00	939,952.01
Check	12/03/2018	50553	Paul Newmaker		-250.00	939,702.01
Check	12/04/2018	1034	Abraxas	Purchase of used front cou...	-150.00	939,552.01
Check	12/05/2018	AUTO...	AT&T	707-764-5470 & 764-5186	-183.06	939,368.95
Check	12/05/2018	AUTO...	AT&T	707-764-3030	-124.77	939,244.18
Check	12/05/2018	AUTO...	AT&T	707-764-5486	-154.64	939,089.54
Liability Check	12/05/2018			QuickBooks Payroll ...	-2,354.96	936,734.58
Paycheck	12/06/2018	DD1009	Brandon W. Wishneff	Direct Deposit	0.00	936,734.58
Paycheck	12/06/2018	50554	Owen K. Farmer		-2,270.87	934,463.71
Paycheck	12/06/2018	50556	Brandon W. Wishneff	VOID: Missed Pars, will rei...	0.00	934,463.71
Bill Pmt -Check	12/06/2018	50557	Advanced Security	Dec, Jan, Feb alarm monit...	-76.50	934,387.21
Bill Pmt -Check	12/06/2018	50558	ASAP Lock & Key	5 Theater keys	-16.28	934,370.93
Bill Pmt -Check	12/06/2018	50559	North Coast Laborat...		-1,000.00	933,370.93
Bill Pmt -Check	12/06/2018	50560	NTU Technologies	Tote polymer	-3,505.50	929,865.43
Bill Pmt -Check	12/06/2018	50561	Pacific Paper		-557.20	929,308.23
Bill Pmt -Check	12/06/2018	50562	Renner Petroleum	49589	-69.17	929,239.06
Bill Pmt -Check	12/06/2018	50563	Sanders Roofing	Work complete contr# 7771	-1,800.00	927,439.06
Bill Pmt -Check	12/06/2018	50564	Sequoia Personnel	T. Cannon WE 12.2.2018	-486.75	926,952.31
Bill Pmt -Check	12/06/2018	50565	USA Blue Book	Hatch, gloves, buffer pack	-212.28	926,740.03
Liability Check	12/10/2018	E-pay	EDD	093-5926-6 QB Tracking # ...	-460.97	926,279.06
Liability Check	12/10/2018	E-pay	United States Treas...	82-1570573 QB Tracking #...	-1,644.30	924,634.76
Check	12/10/2018	50555	John Hancock USA	PARS #86360	-592.19	924,042.57
Liability Check	12/10/2018	E-pay	EDD	093-5926-6 QB Tracking # ...	-1.06	924,041.51
Liability Check	12/10/2018	E-pay	United States Treas...	82-1570573 QB Tracking #...	-16.20	924,025.31
Deposit	12/11/2018			Deposit	2,960.69	926,986.00
Check	12/11/2018	50566	CA Dept. Motor Vehi...	Pull notice fee x 2	-10.00	926,976.00
Liability Check	12/12/2018			QuickBooks Payroll ...	-90.50	926,885.50
Bill Pmt -Check	12/12/2018	50567	Anderson, Lucas, S...	Audit progress billing #4	-2,500.00	924,385.50
Bill Pmt -Check	12/12/2018	50568	Donald Cleek	400 Church draft revision	-32.50	924,353.00
Bill Pmt -Check	12/12/2018	50569	Johnson's Mobile R...	Fence rental #9 park	-235.33	924,117.67
Bill Pmt -Check	12/12/2018	50570	Prentice, Long & Ep...		-1,700.00	922,417.67
Bill Pmt -Check	12/12/2018	50571	Renner Petroleum	49589	-943.23	921,474.44
Bill Pmt -Check	12/12/2018	50572	SDRMA	7724	-1,203.60	920,270.84
Bill Pmt -Check	12/12/2018	50573	Sequoia Gas Co.		-1,280.37	918,990.47
Bill Pmt -Check	12/12/2018	50574	Sequoia Personnel	T. Cannon WE 12.9.18	-424.88	918,565.59
Bill Pmt -Check	12/12/2018	50575	SHN	Various projects	-6,018.28	912,547.31
Paycheck	12/13/2018	DD1010	Brandon W. Wishneff	Direct Deposit	0.00	912,547.31
Deposit	12/13/2018			Deposit	300.00	912,847.31
Transfer	12/13/2018			Funds Transfer of custome...	1,300.00	914,147.31
Deposit	12/14/2018			CC Deposit	204.90	914,352.21
Bill Pmt -Check	12/17/2018	50590	High Rock Conserva...		-1,170.00	913,182.21

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01/10/19

Accrual Basis

Scotia Community Services District Account QuickReport As of December 31, 2018

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	12/17/2018	50591	Northern California ...		-125.00	913,057.21
Bill Pmt -Check	12/17/2018	50592	NTU Technologies		-3,505.50	909,551.71
Bill Pmt -Check	12/17/2018	50593	PG&E		-143.61	909,408.10
Bill Pmt -Check	12/17/2018	50594	USA Blue Book		-212.75	909,195.35
Bill Pmt -Check	12/18/2018	50577	Planwest Partners		-14,106.75	895,088.60
Deposit	12/18/2018			Deposit	5,586.44	900,675.04
Liability Check	12/19/2018		QuickBooks Payroll ...	Created by Payroll Service ...	-1,607.57	899,067.47
Paycheck	12/20/2018	DD1011	Brandon W. Wishneff	Direct Deposit	0.00	899,067.47
Paycheck	12/20/2018	50578	Owen K. Farmer		-1,959.34	897,108.13
Check	12/20/2018	50579	John Hancock USA	PARS #86360	-565.41	896,542.72
Bill Pmt -Check	12/20/2018	50596	Fortuna Ace	VOID:	0.00	896,542.72
Bill Pmt -Check	12/20/2018	50581	Horizon Business Pr...	Ship samples to Pacific Ec...	-336.94	896,205.78
Bill Pmt -Check	12/20/2018	50582	Jonathon Penny	Bi-weekly mowing and trim...	-210.00	895,995.78
Bill Pmt -Check	12/20/2018	50583	Keenan Supply	VOID: Missed the credit R...	0.00	895,995.78
Bill Pmt -Check	12/20/2018	50584	Recology Eel River	496525 & 505547	-144.17	895,851.61
Bill Pmt -Check	12/20/2018	50585	Sequoia Personnel	T Cannon WeekendDate: 1...	-486.75	895,364.86
Bill Pmt -Check	12/20/2018	50586	Steves Septic	2500 gallons to Ferndale	-750.00	894,614.86
Bill Pmt -Check	12/20/2018	50587	Keenan Supply	W173498	-111.69	894,503.17
Deposit	12/20/2018			Deposit	888.25	895,391.42
Check	12/20/2018	50595	Petty Cash	replenish petty cash box	-2.80	895,388.62
Liability Check	12/21/2018	E-pay	EDD	093-5926-6 QB Tracking # ...	-290.42	895,098.20
Liability Check	12/21/2018	E-pay	United States Treas...	82-1570573 QB Tracking #...	-1,224.90	893,873.30
Check	12/27/2018	AUTO...	AT&T	Church Street U Verse	-40.00	893,833.30
Liability Check	12/30/2018	E-pay	EDD	093-5926-6 QB Tracking # ...	-269.80	893,563.50
Liability Check	12/30/2018	E-pay	United States Treas...	82-1570573 QB Tracking #...	-1,190.94	892,372.56
Liability Check	12/30/2018	E-pay	EDD	093-5926-6 QB Tracking # ...	-174.53	892,198.03
Liability Check	12/30/2018	E-pay	United States Treas...	82-1570573 QB Tracking #...	-29.92	892,168.11
Check	12/31/2018	50589	John Hancock USA	PARS #86360	-579.24	891,588.87
Total 10000 · RCB Checking 28239					-48,770.03	891,588.87
TOTAL					-48,770.03	891,588.87

1:04 PM
01/10/19
Cash Basis

Scotia Community Services District
Account QuickReport
As of December 31, 2018

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>	<u>Balance</u>
12000 - RCB Savings 10367							106,386.26
Deposit	12/30/2018			Interest	13.55	13.55	106,399.81
Total 12000 - RCB Savings 10367						13.55	106,399.81
TOTAL						13.55	106,399.81

1:05 PM

01/10/19

Cash Basis

Scotia Community Services District
Account QuickReport
As of December 31, 2018

Type	Date	Num	Memo	Original Amount	Paid Amount	Balance
12100 - RCB Cust Deposit Savings 10797						
Transfer	12/13/2018		Funds Transf...	-1,300.00	-1,300.00	5,503.58
Deposit	12/19/2018		601 1st Street	100.00	100.00	4,203.58
Deposit	12/30/2018		Interest	0.40	0.40	4,303.98
Total 12100 - RCB Cust Deposit Savings 10797					-1,199.60	4,303.98
TOTAL					-1,199.60	4,303.98

1:08 PM

01/10/19

Accrual Basis

Scotia Community Services District
Account QuickReport
As of December 31, 2018

Type	Date	Num	Name	Memo	Amount	Balance
11000 - RCB CD 10929						50,200.59
Deposit	12/30/2018			Int Earned	12.38	50,212.97
Total 11000 - RCB CD 10929					12.38	50,212.97
TOTAL					12.38	50,212.97



INVOICE

DATE: December 31, 2018
TO: Paul Newmaker, Board President
Scotia Community Services District

INVOICE # 18-226-12

Approved for Payment

PROJECT: Scotia Community Services District Staffing Services for December 2018

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

1.1 Administrative Duties

General Admin tasks- filing, document prep, 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

Began work on Injury and Illness Prevention Plan updates after SDRMA Insurance Inspection.

1.3 Community Meetings Preparation and Attendance

Met with parties on various District matters. Met with John Kuhry, HRC, on road maintenance agreement, water rights, terragen, parks and rec.

1.4 CSD Board Meeting Preparation

Prepared agenda and board packet and attended regular meeting on December 20th.

1.5 Bookkeeping, Billing, Invoicing, and Banking

General billing and invoicing. QuickBooks and financial accounting. Banking. Audit Review. Training on HR, Payroll, etc. for new Admin staff

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, 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. Valve and Pump Repair. Assistance with State Reporting. Bathroom Remodel.



SERVICES December 2018

Principal*	0 hours @ \$108 per hour	\$ 0.00
General Manager*	114.50 hours @ \$62 per hour	\$ 7,099.00
Asst. GM*	32 hours @ \$58 per hour	\$ 1,856.00
District Engineer**	24 hours @ \$58 per hour	\$ 1,392.00
W/WW Operations Superintendent	15.25 hours @ \$58 per hour	\$ 884.50
GIS Analyst	0.5 hours @ \$62 per hour	\$ 31.00
Assistant Planner/Clerk*	70 hours @ \$50 per hour	\$ 3,500.00
Planning Tech/Admin	29 hours @ \$50 per hour	\$ 587.25
Mileage Expenses	778.80 miles @ \$ 0.545/ mile	\$ 424.45
Office Supply Expenses		\$ 4.07
AMOUNT THIS INVOICE # 18-226-12		\$ 15,778.27

*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: January 17, 2019
TO: Scotia CSD Board of Directors
FROM: Leslie Marshall, General Manager and Julie Hawkins, Board Clerk
SUBJECT: Director Appointment Process and consider adoption of Resolution 2019-1
Filling Vacancy on the Board of Directors

- The appointment process is transparent and conducted in an open and public meeting.
- At the beginning of the meeting, if there is more than one Applicant, the Applicants not being interviewed will be asked to wait outside of the Board meeting so that no Applicant has an advantage of hearing the questions from the Board during the other Applicant's interview.
- The order of the Applicants shall be picked randomly.
- Each Applicant shall have 5 minutes to address the Board followed by the Board member questions.
- Upon completion of interviews, the Board will appoint and choose an Applicant to appoint to fill the vacancy.
- When an Applicant has been chosen, the Board will consider adoption of Resolution 2019-1 Filling Vacancy on the Board of Directors.
- Once the Resolution is passed, the Board Clerk will administer the Oath of Office swearing in the new Director.

The following are pertinent dates for filling the vacancy:

For Appointment in January:

Resignation effective: December 31, 2018 (first half of term)

Post Notice of Vacancy: January 2 – January 17, 2018 (15 days before appt., 5 locations: SCSD office, USPS office, Hoby's, TOS Office, SCSD website)

Deadline to notice the Elections Office: January 15, 2019

Vacancy Application Deadline: Thursday January 10, 2019

Appointment/Call for Election: January 17, 2019 (regular meeting)

Appointment/Call for Election Deadline: March 1, 2019 (60 days)

Notice County Office of Election of Appointment: February 1, 2019

If appointment not made, and election called:

Call for Election: January 17, 2019 (regular meeting)

Election: Tuesday, November 5, 2019

If Board does not appoint, nor call for an election:

Humboldt County Board of Supervisors may appoint to fill the vacancy within 90 days of December 31, 2018: Deadline: March 31, 2019.

RESOLUTION NO. 2019-1
A RESOLUTION OF THE SCOTIA COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
FILLING VACANCY ON THE BOARD OF DIRECTORS

WHEREAS, a vacancy exists on the Board of Directors of the Scotia Community Services District for the office formerly held by Rick Walsh; and

WHEREAS, pursuant to Government Code §1780, the Board of Directors may appoint a Director to fill the vacancy.

NOW, THEREFORE, the Scotia Community Services District Board of Directors does hereby resolve as follows:

SECTION 1: Pursuant to §1780 of the Government Code, the Board of Directors of the Scotia Community Services District hereby appoints _____ to serve on the Board of Directors for the remainder of the term until the general election to be held on November 2, 2021.

SECTION 2: The Board Clerk of the Scotia Community Services District is hereby directed to deliver forthwith one (1) certified copy of this resolution to the Clerk of the Board of Supervisors of the County of Humboldt.

SECTION 3: This Resolution shall become effective upon adoption.

Dated: January 17, 2019

APPROVED:

Paul Newmaker, Board President, Scotia CSD

ATTEST:

Julie Hawkins, Board Clerk, Scotia CSD

CLERK'S CERTIFICATE

I hereby certify that the foregoing is a true and correct copy of Resolution No. 2019-1, passed and adopted at a regular meeting of the Scotia Community Service District Board of Directors, County of Humboldt, State of California, held on the 17th day of January 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Julie Hawkins, Board Clerk, Scotia CSD

DIRECTOR - SPECIAL DISTRICT

NOTICE OF APPOINTMENT

Elections Code 10515

NOTICE IS HEREBY GIVEN that on January 17, 2019 _____ was appointed to the office of Governing Board Member of the **Scotia Community Services District**, County of Humboldt, by the Governing Board of the above district. The remaining term of this 4-year office is ending on the first Friday of December, 2021.

Dated: _____

Kelly Sanders
County Registrar of Voters

By _____

Deputy Clerk

OATH OF OFFICE

Govt Code Sections 1360-1363, inclusive,
3105 Section 3, Article XX, State Constitution

I, _____, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

(Signed) _____

(Dated) _____

(Address) _____

Signature of person administering oath

Original of this form to be returned to Humboldt County Elections Office at 3033 H Street, Eureka, CA 95501

Scotia Community Services District Staff Report

DATE: January 17, 2019
TO: Scotia CSD Board of Directors
FROM: Leslie Marshall, General Manager and Julie Hawkins, Board Clerk
SUBJECT: Resolutions of Appreciation for

RECOMMENDATION:

Review and adopt Resolutions 2019-2; Resolution 2019-3; and Resolution 2019-4

DISCUSSION:

It is with gratitude that staff submits, for the public record, the District's gratitude to John Broadstock, Gayle McKnight, and Richard Walsh for their service on the SCSD Board of Directors. Their unwavering support of the mission of the Scotia CSD has helped provide a solid foundation for the future of the District and the Community.

ATTACHMENTS:

Resolution 2019-2: A Resolution of The Scotia Community Services District Board of Directors Recognizing, Honoring and Commending John Broadstock for His Service as a Director for the Scotia Community Services District

Resolution 2019-3: A Resolution of The Scotia Community Services District Board of Directors Recognizing, Honoring and Commending Gayle McKnight for His Service as a Director for the Scotia Community Services District

Resolution 2019-4: A Resolution of The Scotia Community Services District Board of Directors Recognizing, Honoring and Commending Richard Walsh for His Service as a Director for the Scotia Community Services District

RESOLUTION NO. 2019-2

A RESOLUTION OF THE SCOTIA COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS RECOGNIZING, HONORING AND COMMENDING JOHN BROADSTOCK FOR HIS SERVICE AS A DIRECTOR FOR THE SCOTIA COMMUNITY SERVICES DISTRICT

WHEREAS, from March 17, 2014 to March 16, 2016 John Broadstock served as a Director on the Scotia Community Services District (CSD) Board of Directors; and

WHEREAS, throughout his years of services, Mr. Broadstock showed great commitment and dedication to the community, the fire service, his colleagues, and his family; and

WHEREAS, during his tenure, Mr. Broadstock showed vision and patience, while skillfully navigating the complexities of the establishment of the Scotia CSD; and

WHEREAS, Mr. Broadstock fostered collaboration and embodied the highest standards of leadership while serving as a Director on the Scotia CSD Board of Directors; and

NOW, THEREFORE, the Scotia CSD of Directors does hereby resolve as follows:

SECTION 1: The Scotia CSD expresses sincere gratitude, honor, commendation and recognition to Mr. Broadstock for his dedication, commitment and service to the community and the Board of Directors.

SECTION 2: This Resolution shall become effective upon adoption.

Dated: January 17, 2019

APPROVED:

Paul Newmaker, Board President, Scotia CSD

ATTEST:

Julie Hawkins, Board Clerk, Scotia CSD

CLERK'S CERTIFICATE

I hereby certify that the foregoing is a true and correct copy of Resolution No. 2019-2, passed and adopted at a regular meeting of the Scotia Community Service District Board of Directors, County of Humboldt, State of California, held on the 17th day of January 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Julie Hawkins, Board Clerk, Scotia CSD

RESOLUTION NO. 2019-3

A RESOLUTION OF THE SCOTIA COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS RECOGNIZING, HONORING AND COMMENDING GAYLE MCKNIGHT FOR HER SERVICE AS A DIRECTOR FOR THE SCOTIA COMMUNITY SERVICES DISTRICT

WHEREAS, from March 17, 2014 to November 20, 2018 Gayle McKnight served the Scotia Community Services District (CSD); and

WHEREAS, during her tenure on the Board, Mrs. McKnight served as Vice President on the Scotia CSD Board of Directors; and

WHEREAS, during her tenure, Mrs. McKnight showed vision and patience, while skillfully navigating the complexities of the establishment of the Scotia CSD; and

WHEREAS, Mrs. McKnight fostered collaboration and embodied the highest standards of leadership while serving as a Director on the Scotia CSD Board of Directors; and

NOW, THEREFORE, the Scotia CSD Board of Directors does hereby resolve as follows:

SECTION 1: The Scotia CSD expresses sincere gratitude, honor, commendation and recognition to Mrs. McKnight for her dedication, commitment and service to the community and the Board of Directors.

SECTION 2: This Resolution shall become effective upon adoption.

Dated: January 17, 2019

APPROVED:

Paul Newmaker, Board President, Scotia CSD

ATTEST:

Julie Hawkins, Board Clerk, Scotia CSD

CLERK'S CERTIFICATE

I hereby certify that the foregoing is a true and correct copy of Resolution No. 2019-3, passed and adopted at a regular meeting of the Scotia Community Service District Board of Directors, County of Humboldt, State of California, held on the 17th day of January 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Julie Hawkins, Board Clerk, Scotia CSD

RESOLUTION NO. 2019-4

A RESOLUTION OF THE SCOTIA COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS RECOGNIZING, HONORING AND COMMENDING RICHARD WALSH FOR HIS SERVICE AS A DIRECTOR FOR THE SCOTIA COMMUNITY SERVICES DISTRICT

WHEREAS, from March 17, 2014 to December 31, 2018 Richard Walsh served the Scotia Community Services District (CSD); and

WHEREAS, during his tenure, Mr. Walsh served as President of the Scotia CSD; and

WHEREAS, throughout his years of services, Mr. Walsh showed great commitment and dedication to the community, his colleagues, and his family; and

WHEREAS, Mr. Walsh, during his tenure, showed vision and patience, while skillfully navigating the complexities of the establishment of the Scotia CSD; and

WHEREAS, Mr. Walsh fostered collaboration and embodied the highest standards of leadership while serving as President of the Board of Directors; and

NOW, THEREFORE, the Scotia CSD Board of Directors does hereby resolve as follows:

SECTION 1: The Scotia CSD expresses sincere gratitude, honor, commendation and recognition to Mr. Walsh for his dedication, commitment and service to the community and the Board of Directors.

SECTION 2: This Resolution shall become effective upon adoption.

Dated: January 17, 2019

APPROVED:

Paul Newmaker, Board President, Scotia CSD

ATTEST:

Julie Hawkins, Board Clerk, Scotia CSD

CLERK'S CERTIFICATE

I hereby certify that the foregoing is a true and correct copy of Resolution No. 2019-4, passed and adopted at a regular meeting of the Scotia Community Service District Board of Directors, County of Humboldt, State of California, held on the 17th day of January 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Julie Hawkins, Board Clerk, Scotia

Scotia Community Services District

Staff Report

DATE: January 17, 2019

TO: Scotia Community Services District Board of Directors

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

SUBJECT: Consider Adopting Resolution 2019-5: A Resolution of the Scotia Community Services District (SCSD) Board of Directors Amending the Injury & Illness Prevention Program.

RECOMMENDATION:

The Administrative staff recommends that the SCSD Board consider Adopting Resolution 2019-5 Amending the Injury & Illness Prevention Program (IIPP).

ACTION:

Review the Amendment and Adopt Resolution 2019-5

DISCUSSION:

The Special District Risk Management Authority (SDRMA), our insurance agency, recommends that California Public Agencies, review all existing adopted Policies, Procedures and Programs on an annual basis. SDRMA also recommends that administrative staff provide revisions for all adopted policies, procedures and programs, to their respective Board, for consideration and adoption by resolution.

Administrative staff and SDRMA subcontractor have completed the annual review of the SCSD Board adopted IIPP and recommend that the Board consider the revisions to the IIPP. The IIPP revisions are based partially on the SDRMA *Occupational Safety & Health Program Review and Hazard Identification Survey Report*. The *Review and Report* were conducted in late September 2018 with SCSD staff participation. SCSD was provided a template IIPP, which we've merged and updated with our own. Administrative staff received the final documents in mid-December 2018 and draft documents are to be reviewed and approved by the Board.

All revisions have been reviewed and/or provided by Legal Counsel and follow the SDRMA and applicable OSHA requirements.

Approximately 40 pages of forms have been removed from the main IIPP document and updated forms will be administratively adopted for use.

FISCAL IMPACT:

None

ATTACHMENTS:

Resolution 2019-5 with the revised Injury & Illness Prevention Program.

RESOLUTION NO. 2019-5
A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SCOTIA COMMUNITY SERVICES DISTRICT
TO AMEND THE SCOTIA COMMUNITY SERVICES DISTRICT INJURY ILLNESS AND PREVENTION PROGRAM

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

WHEREAS, California Government Code Section 61045(g) requires the Board to adopt administrative policies for the operation of the Scotia Community Services District; and

WHEREAS, to be compliant with Cal OSHA, Special District Risk Management Authority's policies, and ensure the health and safety of the employees of the Scotia CSD, it is necessary to adopt an injury illness and prevention program.

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

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

Section 2: The Injury Illness and Prevention Program of the Scotia Community Services District dated January 17, 2019, attached hereto and by this reference made a part hereof, is hereby adopted as the official injury illness and prevention program of this District.

This resolution shall be effective upon its adoption.

Dated: January 17, 2019

APPROVED:

Paul Newmaker, Board President, Scotia CSD

ATTEST:

Julie Hawkins, Board Clerk, Scotia CSD

CLERK'S CERTIFICATE

I hereby certify that the foregoing is a true and correct copy of Resolution No. 2019-5, passed and adopted at a regular meeting of the Board of Directors of the Scotia Community Service District, County of Humboldt, State of California, held on the 17th day of January 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Julie Hawkins, Board Clerk, Scotia CSD

Scotia



Community Services District

INJURY AND ILLNESS PREVENTION PROGRAM

FOR THE

SCOTIA COMMUNITY SERVICES DISTRICT

ADOPTED

~~AUGUST 20, 2015~~ January 17, 2018

**SCOTIA COMMUNITY SERVICES DISTRICT
INJURY & ILLNESS PREVENTION PROGRAM**

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Scotia Community Services District

INJURY & ILLNESS PREVENTION PROGRAM

Safety Policy

No function at Scotia Community Services District (SCSD) is so critical as to require or justify a compromise of safety and health.

SCSD benefits from a safe and healthy work environment. SCSD is committed to maintaining a safe workplace and to complying with applicable laws and regulations governing safety.

To achieve this goal, SCSD has adopted an **Injury & Illness Prevention Program** (the IIPP). This IIPP is everyone's responsibility as we work to identify and eliminate conditions, practices, policies and procedures compromising safety.

The General Manager, supervisors and employees have the responsibility and the authority to take action to prevent mishaps.

It takes positive and genuine effort to assure a safe work environment. The alternative is wasted money and wasted time due to occupational injuries and illnesses and their associated pain and suffering.

SCSD expectations are everyone will:

1. Do the right thing the first time.
2. Seek to integrate safety into all tasks.
3. Avoid taking short cuts.
4. Take time to assure a safe workplace.
5. Have a safe and healthy work experience.

1.0 PURPOSE

- A. ~~The Injury and Illness Prevention Program (“IIPP”) is one of the eight part safety program for the State of California. Every California employer is required and must establish, implement and maintain a written IIPP, and a copy must be maintained at the main office and each department office for the Scotia Community Services District (“SCSD” or “District”). The requirements for establishing, implementing and maintaining an effective written IIPP are contained in Title 8 of the California Code of Regulations, Section 3203.~~
- B. ~~There are a variety of different exposures to the employees at the SCSD, and these exposures present safety and health risks, which require proper training and following the safety rules to prevent injuries from occurring. This IIPP established the best practices for training and injury prevention at SCSD.~~

1. Safety Program Goals:

- a. ~~The safety program of SCSD is intended to:~~
- ~~(1) Reduce the potential for human suffering as a result of an occupational accident or disease in the workplace.~~
 - ~~(2) Eliminate or control conditions that pose a threat to employee safety.~~
 - ~~(3) Control unsafe acts by employees through education and supervision.~~
 - ~~(4) Seek and appreciate employees’ communication of safety improvements in the workplace environment, processes, machinery and procedures.~~
 - ~~(5) Investigate all workplace accidents and provide corrective actions if possible.~~
 - ~~(6) Return the employee to work as soon as possible after an occupational injury or disease.~~
 - ~~(7) Reinforce management support for ongoing safety activities.~~
 - ~~(8) Audit and revise safety program to meet changing circumstances, processes and machinery.~~
 - ~~(9) Meet the laws and regulations pertaining to employee safety.~~

2. Responsibilities

- a. ~~General Manager~~
- ~~(1) Ensure managers and supervisors have all the financial, educational and administrative assets necessary to implement an effective District safety program.~~

~~(2) Provide the authority and ensure accountability to managers or supervisors for District safety activities.~~

~~(3) Ensure all laws and regulations followed as required by authorities having jurisdiction.~~

~~b. Managers/Supervisors~~

~~(1) Ensure employees are aware of their job duties, safe work procedures and hazard recognition and mitigation.~~

~~(2) Ensure employees are following safe work procedures.~~

~~(3) Investigate and report all accidents to appropriate personnel.~~

~~(4) Maintain good communication with employees by encouraging safety improvement suggestions and safety committee participation.~~

~~(5) Communicate to management resources needed to improve workplace conditions.~~

~~c. All Employees~~

~~(1) Follow safe work procedures including maintaining good housekeeping and use of required personal protective equipment (“PPE”).~~

~~(2) Report all unsafe action or conditions witnessed at the workplace.~~

~~(3) Report all accidents immediately to manager or supervisor.~~

~~(4) Participate in safety programs and committees as requested.~~

1.0 SCOPE

The requirements of the IIPP apply to all SCSD employees.

3.0 DEFINITIONS

~~A. **IIPP Administrator:** the General Manager acts as the IIPP Administrator and has the authority and responsibility for implementing and maintaining this IIPP for the SCSD. A copy of this IIPP is available at the District Office, and from the General Manager.~~

~~B. **Hazards:** conditions or activities that have the potential to produce adverse or harmful consequences such as injury or illness. Hazards include, but are not limited to: electricity, chemicals, and working in an elevated area.~~

- ~~C. **Unsafe conditions or unsafe acts:** conditions or acts that have the potential to produce adverse or harmful consequences such as injury or illness. Unsafe conditions must be reported.~~
- ~~D. **Immediately Dangerous to Life and Health (“IDLH”):** conditions are any situation where a person is exposed to a hazard that poses an immediate threat to life, would cause irreversible adverse health effects, or would impair an individual’s ability to escape from the hazardous situation and must be reported.~~
- ~~E. **Imminent hazard:** a situation where immediate action must be taken to ensure that people are not exposed to a hazard capable of causing death, major injuries or irreversible adverse health effects.~~
- ~~F. **Safety Officer:** The Safety Officer shall be the General Manager or specified designee, and has the authority and responsibility for implementing and maintaining this IIPP for the SCSD.~~

2.0 RESPONSIBILITIES

- ~~A. For the purpose of the IIPP, the General Manager has the authority and responsibility for implementing the IIPP, as the program administrator. All managers and supervisors are responsible for implementing and maintaining the IIPP in their work areas and for answering any employee questions about the IIPP.~~

A. GENERAL MANAGER

- ~~B. The GM is responsible for overseeing that the IIPP is implemented and has the following responsibilities:~~

- ~~(1) Ensure supervisors have all the financial, educational and administrative assets necessary to implement an effective District safety program.~~
- ~~(2) Provide the authority and ensure accountability to supervisors for District safety activities.~~
- ~~(3) Ensure all laws and regulations are followed as required by authorities having jurisdiction.~~
- ~~(4) The GM, as IIPP Administrator, has the responsibility for maintaining and updating the IIPP.~~

B. Managers & Supervisors

~~Supervisors have the responsibility of providing a safe place to work including facilities, equipment, standards and procedures, adequate supervision and recognition for a job done properly. They are responsible for training all of their employees to perform their jobs properly and safely. They teach, demonstrate, observe, and enforce compliance with established safety standards.~~

C. Employees

~~Employees have the responsibility of performing their tasks properly and safely. They are to assure themselves they know how to do the job properly, and ask for additional training or assistance when they feel there is a gap in their ability, knowledge, or training.~~

They should never undertake any task, job, or operation unless they are able to perform it safely.

- ~~1. Ensuring the HPP is in place,~~
- ~~2. Communicating any regulation changes to affected managers and supervisors,~~
- ~~3. Conducting an annual review of the HPP,~~
- ~~4. Maintaining the Training Program, and~~
- ~~5. When requested, providing assistance to the managers and supervisors in implementing the HPP.~~

~~C. **SAFETY OFFICER** has the following responsibilities:~~

- ~~1. Understanding the applicability of the HPP to the employees in their workplace,~~
- ~~2. Establishing a system for hazard identification, reporting and control within their facility,~~
- ~~3. Establishing a system for ensuring that all employees complete **all** safety training on schedule with required documentation,~~
- ~~4. Establishing a system to ensure that employees are trained to be aware of all of the hazards associated with their work and in the areas where they work,~~
- ~~5. Establishing and implementing safe work practices,~~
- ~~6. Establishing a system for the investigation and reporting of any work related injury and illness, including corrective actions taken to minimize the possibility of future injuries or illnesses from the same cause,~~
- ~~7. Establishing a system for evaluation of new potential hazards from the introduction of new materials, equipment, processes or other activities into the workplace,~~
- ~~8. Establishing a system for ensuring that employees follow the requirements of the HPP, applicable safe work practices, reporting unsafe acts or conditions and all other safety requirements. The system is to include rewards who demonstrate safe work practices and disciplinary actions to employees who fail to comply with safe and healthful work practices, and~~
- ~~9. Establishing a system for communicating safety information to the employees at each facility location or District department.~~

~~D. **SUPERVISORS** have the following responsibilities:~~

- ~~1. Understanding the applicability of the HPP to the employees that they supervise,~~
- ~~2. Establishing a system for conducting periodic inspections of the area and activities that they supervise for the purpose of identifying hazards, unsafe conditions and/or unsafe acts,~~

- ~~3. Using techniques such as job hazard analyses to identify and evaluate hazards and develop methods for reducing the potential for injuries and/or illnesses from the hazards,~~
- ~~4. Ensuring that all employees under their supervision complete safety training on schedule and ensuring that the training is documented, with sign in sheets or another form of documentation,~~
- ~~5. Ensuring that all employees under their supervision are trained in hazard recognition, safe work practices and use of PPE, if applicable, before they begin work in an area where hazards are present,~~
- ~~6. Requiring that all employees under their supervision are aware of the requirement that **all** work related injuries or illnesses must be reported to the manager/supervisor,~~
- ~~7. Conducting investigations of all work related injuries and illnesses in their workplace, developing and implementing corrective actions, creating and maintaining documentation, and contacting General Manager if necessary,~~
- ~~8. Evaluating all new materials, processes, equipment and activities introduced into their workplace for potential new hazards and providing safety training to their employees **prior** to allowing employees to work with any source of a new hazard,~~
- ~~9. Conducting on going observations of employee behavior to identify exemplary safe work practices and unsafe work practices,~~
- ~~10. Providing rewards for outstanding safe work practices and disciplinary action for unsafe work practices, and~~
- ~~11. Communicating safety information to the employees they supervise through periodic safety meetings.~~

~~E. **EMPLOYEES** have the following responsibilities:~~

- ~~1. Being aware of and complying with the all of the established safe work practices for their work area and job duties,~~
- ~~2. Immediately reporting any imminent hazards, unsafe conditions or unsafe actions to their supervisor,~~
- ~~3. Reporting to their supervisor any changes to materials, equipment, processes or activities, that might introduce potential new hazards into their work environment,~~
- ~~4. Prior to engaging in any work related activity where they are unsure of the safety requirements, contacting their supervisor for training in safe work practices for the activity,~~
- ~~5. Maintaining their work areas in a clean, neat and orderly condition which is conducive to their own health and safety and the health and safety of their co-employees,~~
- ~~6. Completing their training at a frequency established by the manager/supervisor until all courses are completed, and~~
- ~~7. Reporting any new workplace hazards to their supervisor as soon as they become aware of the new hazard.~~

53.0 COMPLIANCE

A. Management Responsibility

Management is responsible for ensuring organizational safety and health policies are clearly communicated and understood by employees. Supervisors are expected to enforce the rules fairly and uniformly.

B. Employee Responsibility

All employees are responsible for using safe work practices, for following directives, policies and procedures, and for assisting in maintaining a safe work environment.

C. Performance Evaluations

(1) As part of regular performance evaluations, supervisors are evaluated on what they have done to ensure a safe workplace for their respective employees. They are also evaluated on their positive or negative loss results.

(2) As part of employee regular performance reviews, they are evaluated on their compliance with safe work practices.

D. Recognition

Supervisors and employees who make a significant contribution to the maintenance of a safe workplace, as determined by their superiors, receive written acknowledgment maintained in their personnel files.

E. Employee Training

Employees who are unaware of correct safety and health procedures are trained or retrained.

F. Employee Correction

Employees who fail to follow safe work practices and/or procedures, or who violate organizational rules or directives, are subject to disciplinary action, up to and including termination in accordance with the organization's personnel-related policies and procedures.

Supervisors correct safety violations in a manner considered appropriate by organizational management.

A suggested pattern for normal correction is as follows.

- (1) First Offense - The employee is given verbal counseling.
- (2) Second Offense - The employee is given a written warning. The documentation outlines the nature of the offense, what action the employee must take to correct the problem, and warns the employee another violation will result in suspension.
- (3) Third Offense - The employee is given a one working day suspension with pay for the purpose of considering whether s/he truly wants to be part of the organization. If yes, upon return, the employee completes an action plan for correcting their behavior and working with the organization within a positive safety culture.
- (4) Termination - When an employee is terminated, specific and documented communication as outlined above must have occurred.

Notwithstanding the above, the organization reserves the right to correct in any fashion it deems appropriate, including the right to terminate an employee immediately for a safety violation.

- ~~A. Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Managers and supervisors are expected to enforce the rules fairly and uniformly.~~
- ~~B. All employees are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe work environment.~~
- ~~C. The system of ensuring that all employees comply with the rules and maintain a safe work environment includes:
 - ~~1. Informing employees of the provisions of the HPP;~~
 - ~~2. Evaluating the safety performance of all employees;~~
 - ~~3. Recognizing employees who perform safe and healthful work practices;~~
 - ~~4. Providing training to employees whose safety performance is deficient;~~
 - ~~5. Disciplining employees for failure to comply with safe and healthful work practices, or who violate safety rules and safe work practices or who create unsafe conditions or commit unsafe acts are subject to disciplinary action up to and including termination.~~~~

46.0 COMMUNICATION

~~Communication between management and staff on health and safety issues is essential to an injury free, productive workplace. The system of communication consists of one or more of the following items:~~

- ~~1. New employee orientation including a discussion of safety and health policies and procedures.~~
- ~~2. Review of the HPP.~~
- ~~3. Workplace safety and health training programs.~~
- ~~4. Regularly scheduled safety meetings.~~
- ~~5. Effective communication of safety and health concerns between employees and supervisors, including translation where appropriate.~~
- ~~6. Posted or distributed safety information.~~
- ~~7. A drop box for employees to anonymously inform management about workplace hazards.~~

A. Two-Way Communication

Management recognizes open, two-way communication between management and staff on health and safety issues is essential to an injury-free, productive workplace.

B. The Organization's System of Communication

The following system of communication is designed to facilitate a continuous flow of safety and health information between management and staff in a form readily understandable.

- (1) An orientation program is given to all new employees and includes a review of the IIPP and a discussion of policies and procedures employees are expected to follow. This program is documented on the *New Employee Safety Orientation Checklist*.
- (2) b. The organization has safety meetings where safety is freely and openly discussed by all present. Such meetings are held monthly and all employees are expected to attend and are encouraged to participate in discussion. All such meetings are documented on the *Employee Safety Training & Meeting Report Form*.
- (3) c. From time to time, written safety notifications are included with paychecks or are posted on organization bulletin boards.
- (4) d. Other methods of communicating pertinent health and safety information are used as they are identified.

C. Safety Suggestions and Hazard Reporting

- (1) All employees are encouraged to inform their supervisors, or other management personnel of any matter which they perceive to be a workplace hazard, or a potential workplace hazard. They are also encouraged to report suggestions for safety improvement.

This reporting can be done orally or preferably in writing on the *Identified Problem Report Form*. If done in writing, the notification may be given directly to the supervisor, the IIPP Administrator or other management personnel, or placed in a suggestion box.

- (1) If an employee wishes to report anonymously, a hazard, safety suggestion, or other safety problem he or she can complete an *Identified Problem Report Form*, not filling in their name.
- (2) No employee shall be retaliated against for reporting hazards or potential hazards, or for making suggestions related to safety.**
- (3) Management reviews all suggestions and hazard reports.
- (4) If employees provide their names in regard to the notification, they are informed of what is being done - within 5 working days of receipt.

7.0 HAZARD IDENTIFICATION AND EVALUATION ASSESSMENT

Inspection of the workplace is our primary tool used to identify unsafe conditions and practices. While SCSD encourages all employees to continuously identify and correct hazards and poor safety practices, certain situations require formal evaluations and documentation.

A. Periodic Safety Inspections

- (1) Internal safety inspections are conducted on an every two months basis for all shop and maintenance facilities. Safety inspections are conducted for all office areas at least annually. Hazards found are corrected as soon as possible or recommendations

are submitted for future corrections. Inspections are documented on the Safety Inspection Form/Action.

B. Additional Inspections

Inspections are also conducted in accordance with Cal-OSHA requirements:

(1) Whenever new substances, processes, procedures, or equipment present a new safety or health hazard.

A-(2) Whenever management/supervision become aware of a new or previously unrecognized hazard, either independently or by receipt of information from an employee.

~~(1) Periodic inspections to identify and evaluate workplace hazards shall be performed by the Safety Officer.~~

~~(2) Periodic inspections consist of identification and evaluation of workplace hazards utilizing applicable sections of the attached Hazard Assessment Checklist (Form 5) and any other effective methods to identify and evaluate workplace hazards (Hazard identification, Hazard evaluation, Responding to imminent or IDLH hazards, Control and mitigation of non-IDLH/imminent hazards).~~

~~(3) Periodic inspections are performed by the Safety Officer:~~

~~a. Monthly;~~

~~b. When initially establishing the HPP;~~

~~c. When new substances, processes, procedures or equipment which present potential new hazards are introduced into the workplace;~~

~~d. When new, previously unidentified hazards are recognized;~~

~~e. When occupational injuries and illnesses occur;~~

~~f. When we hire and/or reassign permanent or intermittent employees to processes, operations, or tasks for which a hazard evaluation has not been previously conducted;~~

~~— Whenever workplace conditions warrant an inspection.~~

~~B. Hazard Identification~~

~~1. Safety Inspections~~

~~a. The Safety Officer is to establish a safety inspection program within their facility.~~

~~b. Safety inspections are to follow the Safety Inspection Procedure (Appendix A). Every safety inspection is to be documented by completing the appropriate Safety Inspection Checklist (Form 1) for the type of operation being inspected. A copy of the completed checklist is to be sent to the Safety Officer.~~

~~c. Safety inspections are to be conducted quarterly.~~

~~d. Each facility or department conducting safety inspections is to review the results during the next safety meeting.~~

~~2. Employee Reports~~

- ~~a. Any employee observing an imminent hazard is to immediately inform employees in the area about the hazard, and advise them to move to safe area and then inform the Safety Officer of where the hazard was observed.~~
- ~~b. Any employee observing unsafe conditions or unsafe acts is to immediately report the observation to the Safety Officer.~~

~~C. Hazard Evaluations~~

~~1. Determination if the hazard is Immediately Dangerous to Life and Health IDLH or imminent~~

- ~~a. The hazard evaluation process determines if the hazard is an IDLH environment or is an imminent hazard. Both of these situations require **immediate** action.~~
 - ~~(1) When an employee encounters a situation that could be an IDLH situation, the employee is to take no actions that could expose them to the hazard and follow the procedures in Section D1 and D2~~
 - ~~(2) When an employee encounters a situation where a hazard appears to be imminent, the employee is to take no actions that could cause any person, including themselves, to be exposed to the hazard and follow the procedures in Section D1 and D3~~

~~2. Hazards that are **not** IDLH or Imminent Hazards~~

~~a. Evaluation of a hazard is based on:~~

- ~~(1) The potential for the hazard to cause an injury or illness~~
- ~~(2) The potential severity of the injury or illness that could be caused by the hazard~~

~~b. Simple evaluation~~

- ~~(1) A visual inspection of the area, combined with knowledge of the activities that should occur in the area.~~
- ~~(2) The results of the evaluation must be documented and placed in the department safety file.~~

~~c. Formal evaluation~~

- ~~(1) A Job Hazard Analysis is required for evaluating material handling hazards. The Job Hazard Analysis Procedure is in Appendix B.~~

~~(a) Frequency for Conducting Job Hazard Analyses:~~

- ~~i. When new substances, processes, procedures or equipment are introduced into the area that represent a potential health or safety hazard;~~
- ~~ii. When requested by an employee at any facility;~~
- ~~iii. When the presence of a new or previously unrecognized potential hazard is identified.~~

- iv. ~~For every job where there is a potential exposure to a hazard.~~
- (b) ~~Prioritizing a Job Hazard Analysis. Priority must be given to the following jobs:~~
 - i. ~~Jobs with frequent accidents.~~
 - ii. ~~Jobs that have serious injury or harm, regardless of the frequency.~~
 - iii. ~~Jobs that have the potential for causing serious injury or harm.~~
 - iv. ~~Jobs that have changed procedure, equipment, or materials, and jobs whose operation may have been affected by new regulations or standards.~~
- (c) ~~Job Hazard Analysis Requirements:~~
 - i. ~~A Job Hazard Analysis must be completed once per month for each facility by Safety Officer until all jobs in a specific location have been analyzed. Job hazard analyses are not required for the office environment. An ergonomic assessment should be conducted on office jobs where repetitive tasks are performed for more than four hours per day.~~
- (d) ~~Job Hazard Analysis Training:~~
 - i. ~~Appendix B is a reference guide for conducting a Job Hazard Analysis.~~
 - ii. ~~The Safety Officer is responsible to ensure that Job Hazard Analysis training is provided to the appropriate employees.~~

~~D. Responding to imminent or IDLH hazards~~

- 1. ~~Preventing injuries and/or illness from an IDLH or imminent hazard requires immediate action. If the hazard cannot be immediately abated without endangering people, then all people are to be moved to a safe area. Personnel remaining in the area to correct the hazardous situation must be provided with the necessary safeguards, including but not limited to PPE, the buddy system and supervision by a person knowledgeable of the hazards and proper control measures.~~
- 2. ~~Any employee who becomes aware of a possible IDLH situation is to:~~
 - a. ~~Tell the persons exposed to the IDLH environment to immediately move to a safe area, provided that this can be done without endangering themselves,~~
 - b. ~~Contact the Safety Officer immediately to report the condition as an emergency.~~
 - c. ~~Prevent people from entering the area.~~
- 3. ~~Any employee who becomes aware of a potentially imminent hazard is to:~~
 - a. ~~Inform persons in the area of the hazard.~~
 - b. ~~Contact the Safety Officer to immediately report the imminent hazard as an emergency.~~
 - c. ~~Prevent people from entering the area.~~

~~E. Control and mitigation of Non-IDLH/Imminent Hazards~~

~~1. Control and mitigation of multiple hazards~~

~~a. Determine the severity of each hazard (potential for an injury and severity of the injury)~~

~~b. Mitigation measures for hazards are based on the potential severity of the hazard.~~

~~2. It is the responsibility of the Safety Officer to evaluate hazard control measures, assess the effectiveness of the implementation and determine if they are adequate.~~

~~3. Hazard control measures are to be selected to provide the maximum practical protection for the specific hazard and work activities. Possible control measures are listed below:~~

~~a. Changes to processes~~

~~b. Changes to equipment~~

~~c. Changes to materials~~

~~d. New or revised work practices, procedures, instructions~~

~~e. Use of engineering controls~~

~~f. Use of PPE~~

~~g. Implementing the safe work practices in Appendix C~~

~~h. Training~~

~~4. Employees should contact the Safety Officer if they need assistance in selection of measures for controlling workplace hazards~~

8.0 ACCIDENT/EXPOSUREINJURY/ILLNESS INVESTIGATION

A. Reporting occupational injuries or illnesses

(1) All occupational injuries and illnesses, however slight, including minor incidents must be immediately reported to and documented by the Safety OfficerGeneral Manager.

(2) All employees must be trained to report all occupational injuries and illnesses to the Safety OfficerGeneral Manager.

(2)(3) All facts, findings, and recommendations are documented on an Investigation Report. Management reviews accident investigation reports with a view towards determining adequacy of corrective action.

B. Investigating and documenting occupational injuries and illnesses

(1) The Safety OfficerGeneral Manager must conduct an investigation of all occupational injuries and illnesses within seven working days of the initial report and complete an investigation report by following the procedure in the Appendix D – Procedure for Conducting Injury and Illness Investigations and Preparing Reports. The General

Manager must be contacted ~~F~~for All serious accidents. ~~the General Manager must be contacted.~~

- (2) ~~Procedures for investigating workplace accidents and hazardous substance exposures include:~~
- ~~a. Visiting the accident scene as soon as possible;~~
 - ~~b. Interviewing injured employees and witnesses;~~
 - ~~c. Examining the workplace for factors associated with the accident/exposure;~~
 - ~~d. Determining the cause of the accident/exposure;~~
 - ~~e. Taking corrective action to prevent the accident/exposure from reoccurring; and~~
 - ~~f. Recording the findings and corrective actions taken.~~

9.0 **HAZARD CORRECTION**

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards. When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, remove all exposed employees from the area except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition shall be provided with the necessary protection. All such actions taken and dates they are completed shall be documented on the appropriate forms.

~~Hazards shall be corrected according to the following procedures:~~

- ~~1. When observed or discovered;~~
- ~~2. When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, remove all exposed employees from the area except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition shall be provided with the necessary protection; and~~
- ~~3. All such actions taken and dates they are completed shall be documented on the appropriate forms.~~

10.0 **TRAINING and INSTRUCTION**

A. Orientation – New Employees

- (1) The General Manager or his/her designee shall conduct the initial orientation on general safety within the first two days the new employee is on the job.
- (2) The Orientation is documented on the New Employee Safety Orientation Checklist.
- (3) All employees are provided with a copy of the IIPP and sign the *Acknowledgement of Receipt of the Injury & Illness Prevention Program (IIPP)*.

(4) All new hires are given a copy of the organization's General Code of Safe Practices and sign the Acknowledgement of Receipt of the General Code of Safe Practices.

A-B. General-Initial and General On-The-Job Training Requirements

(1) All new employees, including temporary employees, receive basic safety training as part of the new employee orientation process. The General Manager or Supervisor who conducts this training must document it on the Employee Safety Training and Meeting Report Form.

(2) All employees, shall have training and instruction on general and job-specific safety and health practices. Training and instruction shall be provided as follows: The following topics are discussed by the Safety Officer and documented in the New Employee Checklist.

a. Hazard Communication Program

b. IIPP

c. Fire Safety/Emergency Evacuation

d. Current Policies and Procedures:

i. Safety Requirements

ii. Reporting Occupational Injuries and Illnesses

iii. Accident Reporting

e. In addition to the topics listed above, each facility or division may have other safety related training for all new employees.

(a) Information about chemical hazards to which employees could be exposed and other hazard communication program information.

(b) Availability of toilet, hand-washing and drinking water facilities.

(c) Provisions for medical services and first aid including emergency procedures.

1.

2. All employees, shall have training and instruction on general and job-specific safety and health practices. Training and instruction shall be provided as follows:

(1) Hazard Communication Program

(2) IIPP

(3) Fire Safety/Emergency Evacuation

(4) The following Health and Safety programs as applicable:

(1) Ergonomics Program

(2) Forklift Safety/Training

(3) Hazard Communication

(4) Blood-borne Pathogens Exposure Control Plan

(5) PPE

- ~~(6) Back Safety~~
- ~~(7) Lock Out/Block Out/Tag Out Training~~
- ~~(8) cardiopulmonary resuscitation (“CPR”)/First Aid Training~~
- ~~(9) Power Equipment Fueling and Battery Charging Training~~
- ~~(5) Current Policies and Procedures:~~
 - ~~i. Safety Requirements~~
 - ~~ii. Reporting Occupational Injuries and Illnesses~~
 - ~~iii. Accident Reporting~~
- ~~(6) In addition to the topics listed above, each facility or department may have other safety related training for all new employees.~~
 - ~~(1) Information about chemical hazards to which employees could be exposed and other hazard communication program information.~~
 - ~~(2) Availability of toilet, hand washing and drinking water facilities.~~
 - ~~(3) Provisions for medical services and first aid including emergency procedures.~~

C. Specific Organization-Wide Training

(1) Disaster Preparedness

This training includes the organization’s disaster preparation structure and how the employee fits into the structure, i.e., what the employee is to do under specific circumstances, such as fire, earthquake, medical emergency, and bomb threat.

(2) -Ergonomics

All employees receive ergonomic training for their specific jobs. As a minimum, each employee receives training on proper lifting techniques and, if necessary, computer workstation design.

All specific organization-wide training is documented on the *Employee Safety Training & Meeting Report Form*.

D. Retraining

Reasons for retraining include change of job assignment, change of operations or materials, observation of poor work habits, or update of training methods. Managers, supervisors, and the IIPP Administrator perform retraining:

(1) When an existing employee changes job functions.

(2) On at least an annual basis as a refresher program.

Such training includes general workplace safety, job-specific hazards, and/or hazardous materials, as applicable.

All retraining is documented on the *Employee Safety Training & Meeting Report Form*.

3. Responsibilities

- a. ~~The Safety Officer is responsible for the following:~~
 - (1) ~~The proper training is given to employees using the guide in Appendix E—Guide for Employee Safety Training Requirements;~~
 - (2) ~~Training is provided on all the safe work practices that have been developed for the facility;~~
 - (3) ~~Training is given to all new employees, including temporary employees;~~
 - (4) ~~Training is given to all employees given new job assignments for which training has not been previously received;~~
 - (5) ~~To ensure training is conducted whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;~~
 - (6) ~~To ensure training is conducted whenever the Safety Officer is made aware of a new or previously unrecognized hazard; and~~
 - (7) ~~To ensure all employees complete the annual training requirements with proper documentation/recordkeeping.~~
- b. ~~Employees are responsible for:~~
 - (1) ~~Contacting the Safety Officer if a change in their job responsibilities or location creates the potential for an exposure to a hazard where they have not had training.~~
 - (2) ~~Contacting the Safety Officer if they do not understand any part of the safety training.~~

~~B. Training~~

- 1. ~~Classroom training demonstrations, hands-on training or other forms of training may be required for various job functions. It is the responsibility of the Safety Officer to be aware of these requirements and to ensure that employees in their facility receive this additional non-computer based training.~~
- 2. ~~Specific locations training is done at each site facility.~~
 - a. ~~The Administrative Staff notifies the Safety Officer each time a new employee is hired at the SCSD.~~
 - b. ~~When a current employee is transferred to a different site location where the safety training requirements could be different than for the previous job, the Safety Officer will review the new training requirements, including Fire Safety/Emergency Evacuation.~~
- 3. ~~Responsibilities~~
 - a. ~~Safety Officer~~
 - (1) ~~It is the responsibility of each Safety Officer to complete the health and safety training for each employee in order to establish the health and safety training required.~~

~~(2) Failure to ensure that the programs are completed could result in disciplinary action.~~

~~b. Employees~~

~~(1) It is the responsibility of every employee to complete their assigned training when the classes are offered on specific dates. If training is not completed during this timeframe, an employee could be subject to disciplinary action.~~

~~(2) Employees are responsible for immediately reporting any problems, as to why any classes were not completed as assigned.~~

E. Specialized Training

(1) Supervisors are trained in their responsibilities for the safety and health of their employees. Such training includes both safety management and technical subjects.

Supervisors are trained in the hazards and risks faced by the employees under their immediate direction.

(2) Supervisors and the IIPP Administrator:

a. Determine safety-training needs

b. Implement new training programs.

c. Evaluate the effectiveness of these programs.

(3) In addition, training is provided whenever:

a. New substances, processes, procedures or equipment pose a new hazard and there is a lack of skill or knowledge to deal with the situation.

b. Supervision or the IIPP Administrator become aware of a previously unrecognized hazard and there is a lack of skill or knowledge to deal with the hazard.

All specific specialized training is documented on the *Employee Safety Meeting & Training Report Form*.

E.F. Other Health and Safety Training

(1) Training required by the insurance provider.

(2) Other training as required.

11.0 RECORD KEEPING SUMMARY

In coordination with other management, the IIPP Administrator is responsible for maintaining all documentation relating to the implementation of the IIPP:

A. For the purpose of displaying a tracking history of occupational safety and health programs and activities, all documents are maintained for a minimum of one year plus the current year, unless otherwise stated.

For example, at the end of each year, the prior year's documents are removed from the files. During the next year, current year documents are maintained along with the just-past year's documents.

B. Specific records are maintained for each of the topics within the IIPP to include, but not be limited to:

(1) Employee Recognition and Correction

(2) Safety Meetings and Other Safety Communication

Form – Employee Safety Training & Meeting Report Form

(3) Safety Suggestions and Hazard Reporting

Form – Identified Problem Report Form

(4) Hazard Identification and Correction

Form – Safety Inspection Form/Action Plan

(5) Occupational Injury & Illness Investigations

Form – Investigation Report

(6) Safety Meetings and Training

Form – New Employee Safety Orientation Checklist – for each individual employee; filed in personnel file

Form – Employee Safety Training & Meeting Report Form – for each training and/or meeting session

Form – Record of Training Form – record of all training received by each employee

(7) Receipt of IIPP and GCSP

Form – Acknowledgement of Receipt of the Injury & Illness Prevention

Form – Acknowledgement of Receipt of the General Code of Safe Practices

APPENDIX D – PROCEDURE FOR CONDUCTING INJURY AND ILLNESS INVESTIGATIONS AND PREPARING REPORTS

PURPOSE

The purpose of this procedure is to define the requirements and responsibilities for conducting investigations of occupational employee injuries and illnesses and for completion of reports:

- A. Provides a method for employees to report occupational injuries and illnesses promptly.
- B. Provides a method for conducting accident investigations and to reduce or eliminate future occurrences.

SCOPE

This procedure applies to all occupational injuries and illnesses for SCSD employees.

RESPONSIBILITIES

SAFETY OFFICERS/SUPERVISORS are is responsible for:

- A. Training the employees on how to report work-related injuries and illnesses in accordance with the established procedure.
- B. Making the proper notifications regarding an occupational injury/illness to an employee as specified by Cal-OSHA, SCSD insurance carrier, and by established procedure.
- C. Conducting and thoroughly documenting an accident investigation of occupational injuries and/or illnesses to employees, as required by local and state law, Cal-OSHA, and SCSD insurance requirements.

EMPLOYEES are responsible for the following:

- A. Reading the IIPP.
- B. Reporting all work-related injuries/illnesses.
- C. Complying with all required reporting procedures and forms.
- D. Participating in the injury/illness investigation and offering recommendations for corrective action.
- E. Complying with implemented corrective actions.

OCCUPATIONAL INJURY AND ILLNESS INVESTIGATIONS AND REPORTS

- A. Reporting occupational injuries and illnesses
 - 1. Employees are to report **all** occupational injuries or illnesses to the ~~Safety Officer~~ General Manager. ~~If the Safety Officer is not available, the employee is to report to the General Manager.~~

2. ~~The Safety Officer~~Supervisors will evaluate the occupational injury or illness and determine if the severity of the injury or illness justifies conducting an investigation and writing a report. If the Safety Officer is unsure, they are to contact the General Manager.
3. An Injury/Illness Investigation Report (See Form 3 for acute injuries) must be completed by the ~~Safety Officer~~Supervisor and submitted to the General Manager. **The report must be submitted within 24 hours (excluding weekends) of the time that the injury is reported.**

B. Investigating work related injuries and illnesses

(1) Purposes of the investigation

- a. The primary purpose of the investigation is to determine if changes can be made to eliminate or reduce the possibility of future incidents. The investigation must be conducted to meet all local and state the requirements of CCR, Title 8.

(2) The investigation process

- i.a. Interview - The interview phase serves to gather data on the circumstances and perceived causes of the incident. The person(s) interviewed should be asked open-ended questions, regarding the facts of the incident. Ask questions specific to **why, when, where, and what** actually happened to cause the injury or illness. Conclusions should be based on verifiable facts pertaining to the incident.

(1) Employees to be interviewed.

- (a) The injured employee is the first person who should be interviewed and may be the only person interviewed.
- (b) Any employees who were direct witnesses or in close proximity to the person at the time of the incident should be interviewed. Any witnesses or individuals capable of supplying direct information should be contacted and interviewed.

- b. Inspection - An inspection of tools, equipment, workstations, and a review of documentation or claims of statements made by others, should be completed. Procedures for investigating workplace accidents and hazardous substance exposures include:

i. Visiting the accident scene as soon as possible;

ii. Interviewing injured employees and witnesses;

iii. Examining the workplace for factors associated with the accident/exposure;

iv. Determining the cause of the accident/exposure;

v. Taking corrective action to prevent the accident/exposure from reoccurring; and

~~b.~~vi. Recording the findings and corrective actions taken.

- c. Analysis - All statements and physical (visually obtained) data should be used to determine what actually occurred.

- d. Summarization - The Injury/Illness Investigation Report is a summation of interviews, inspections, research and observations. Attach any notes or documentation supporting any observations to the report. Do not include conclusions in the report. Where established safety rules were clearly violated and disciplinary action taken, it should be clearly noted on the report.

Industrial Injury

Correction and Implementation - Investigations often indicate that the incident was due to one or both of two circumstances, unsafe acts or unsafe conditions. The second circumstance is usually the result of the first circumstance occurring. Corrective measures should involve training the employee on safe work practice. If the employee is a habitual offender, it may be necessary to institute disciplinary action. Providing personal protective equipment PPE with instruction on proper use and workstation/tooling modifications may be required. Physical conditions contributing to work place injuries or illnesses should be addressed. The safety inspection checklists for this procedure are used to determine the safety of the work area physical conditions.

Scotia Community Services District Staff Report

DATE: January 17, 2019

TO: Scotia Community Services District Board of Directors

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

SUBJECT: Consider Adopting Resolution 2019-6: A Resolution of the Scotia Community Services District (SCSD) Board of Directors Adopting a Debt Management Policy.

RECOMMENDATION:

The Administrative staff recommends that the SCSD Board consider Adopting Resolution 2019-6: A Resolution Adopting a Debt Management Policy.

ACTION:

Review, discuss and Adopt Resolution 2019-6

DISCUSSION:

The California Special Districts Association (CSDA) Finance Corporation provides special districts and public agencies with financing options to help them with:

- Asset Upgrades
- Building/Construction Projects
- Equipment Purchases
- Land Purchases
- Refinancing

SCSD has several assets and construction projects that will eventually require debt financing. Debt financing could enable SCSD to start and complete projects without depleting the *limited* reserve funds and allow affordable payments over several years.

A Special District's ability to enter debt financing is governed by California Statutes, specifically Government Code Section 8855. A Debt Management Policy (DMP) establishes the purposes of debt, types of debt, budget and capital improvement debt relationship, planning and objective goals related to SCSD Policy Goals and internal control procedures.

The proposed Debt Management Policy has been reviewed by Legal Counsel and meets the objectives of Government Code Section 8855.

FISCAL IMPACT:

None

ATTACHMENTS:

Resolution 2019-6 and a SCSD Debt Management Policy

RESOLUTION NO. 2019-6
A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SCOTIA COMMUNITY SERVICES DISTRICT ADOPTING A DEBT MANAGEMENT POLICY

WHEREAS, the Board of Directors (the “Board”) of the Scotia Community Services District (the “District”) recognizes that cost-effective access to the capital markets depends on prudent management of the District’s debt program; and

WHEREAS, Government Code section 8855(i) requires any issuer of public debt to provide to California Debt and Investment Advisory Commission (CDIAC) no later than 30 days prior to the sale of any debt issue a report of the proposed issuance (the “Report of Proposed Debt Issuance”), and must certify on the Report of Proposed Debt Issuance that they have adopted local debt policies concerning the use of debt and that the proposed debt issuance is consistent with those policies (the “CDIAC Requirements”); and

WHEREAS, the Board wishes to set parameters for issuing debt, managing the debt portfolio and providing guidance to decision makers; and

WHEREAS, the Board finds and determines that adoption of the attached Debt Management Policy (the “Debt Management Policy”) will help ensure that debt is issued and managed prudently in order to maintain sound fiscal policy, and is in compliance with the CDIAC Requirements; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Scotia Community Services District hereby orders and determines as follows:

Section 1. Recitals. The Board hereby specifically finds and declares that each of the recitals set forth above are true and correct and are hereby incorporated in conjunction with the respective staff report.

Section 2. Approval of the Debt Management Policy. This Board hereby declares that the proposed Debt Management Policy attached hereto, is hereby approved as the Scotia Community Services District Debt Management Policy to be effective on the date of approval.

Section 3. Authorization to Manage Debt Issuance Functions. The General Manager, or a designee thereof, is hereby authorized to manage debt issuance functions for the District in accordance with the Debt Management Policy.

Section 4. Effective Date. This Resolution shall take effect from and after the date of its passage and adoption.

This resolution shall be effective upon its adoption.

Dated: January 17, 2019

APPROVED:

Paul Newmaker, Board President, Scotia CSD

ATTEST:

Julie Hawkins, Board Clerk, Scotia CSD

CLERK'S CERTIFICATE

I hereby certify that the foregoing is a true and correct copy of Resolution No. 2019-6, passed and adopted at a regular meeting of the Board of Directors of the Scotia Community Service District, County of Humboldt, State of California, held on the 17th day of January 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Julie Hawkins, Board Clerk, Scotia CSD

Scotia



Community Services District

**DEBT MANAGEMENT POLICY
FOR THE
SCOTIA COMMUNITY SERVICES DISTRICT**

ADOPTED
January 17, 2019

SCOTIA COMMUNITY SERVICES DISTRICT

DEBT MANAGEMENT POLICY

This Debt Management Policy (the “Debt Policy”) of the Scotia Community Services District (the “District”) was approved by the Board of Directors of the District (the “Board”) on [_____], 2019. The Debt Policy may be amended by the Board as it deems appropriate from time to time in the prudent management of the debt of the District. This Debt Policy shall also apply to any improvement districts formed by the District.

The Debt Policy has been developed to provide guidance in the issuance and management of debt by the District and is intended to comply with Government Code Section 8855, effective on January 1, 2017. The main objectives are to establish conditions for the use of debt; to ensure that debt capacity and affordability are adequately considered; to minimize the District's interest and issuance costs; to maintain the highest possible credit rating; to provide complete financial disclosure and reporting; and to maintain financial flexibility for the District.

Debt, properly issued and managed, is a critical element in any financial management program. It assists in the District's effort to allocate limited resources to provide the highest quality of service to the public. The District understands that poor debt management can have ripple effects that hurt other areas of the District. On the other hand, a properly managed debt program promotes economic growth and enhances the vitality of the District for its residents and businesses.

1. FINDINGS

Unless waived by the District, this Debt Policy shall govern all debt undertaken by the District. The District hereby recognizes that a fiscally prudent debt policy is required in order to:

- Maintain the District's sound financial position.
- Ensure the District has the flexibility to respond to changes in future service priorities, revenue levels, and operating expenses.
- Protect the District's credit-worthiness.
- Ensure that all debt is structured in order to protect both current and future taxpayers, ratepayers and constituents of the District.
- Ensure that the District's debt is consistent with the District's planning goals and objectives and capital improvement program or budget, as applicable.
- Encourage those that benefit from a facility/improvement to pay the cost of that facility/improvement without the need for the expenditure of limited general fund resources.

2. POLICIES

A. Purposes For Which Debt May Be Issued

The District will consider the use of debt financing for capital improvement projects (“CIP”) primarily when the project's useful life will equal or exceed the term of the financing

and when resources are identified sufficient to fund the debt service requirements. An exception to this section's focus is the issuance of short-term instruments such as tax and revenue anticipation notes, which are to be used for prudent cash management purposes and conduit financing, as described below.

- i. Long-Term Debt. To the extent permitted by law, long-term debt may be issued to finance or refinance the construction, acquisition, and rehabilitation of capital improvements and facilities, equipment and land to be owned and/or operated by the District.
 - (a) Long-term debt financings are appropriate when the following conditions exist:
 - When the project to be financed will provide benefit to constituents over multiple years.
 - When the debt is used to refinance outstanding debt in order to produce debt service savings or to realize the benefits of a debt restructuring.
 - (b) Long-term debt financings will not generally be considered appropriate for current operating expenses and routine maintenance expenses.
 - (c) The District may use long-term debt financings subject to the following conditions:
 - The project to be financed has been or will be approved by the Board.
 - The weighted average maturity of the debt (or the portion of the debt allocated to the project) will not cause the District to violate any covenants to maintain the tax-exempt status of such debt, if applicable.
 - The District estimates that sufficient income or revenues will be available to service the debt through its maturity.
 - The District determines that the issuance of the debt will comply with the applicable requirements of state and federal law.
 - The District considers the improvement/facility to be of vital, time-sensitive need of the community and there are no plausible alternative financing sources
 - (d) Periodic reviews of outstanding long-term debt will be undertaken to identify refunding opportunities. Refunding will be considered (within federal tax law constraints, if applicable) if and when there is a net economic benefit of the refunding. Refundings which are non-economic may be undertaken to achieve District objectives relating to changes in covenants, call provisions, operational flexibility, tax status of the issuer, or the debt service profile.

In general, refundings which produce a net present value savings of at least three percent (3%) of the refunded debt will be considered economically viable. Refundings which produce a net present value savings of less than three percent (3%) or negative savings will be considered on a case-by-case basis, and are subject to Board approval.

- ii. Short-Term Debt. To the extent permitted by law, short-term borrowing may be issued to generate funding for cash flow needs in the form of Tax and Revenue Anticipation Notes (TRAN).

To the extent permitted by law, other types of short-term borrowings, such as commercial paper, and lines of credit, will be considered as an interim source of funding in anticipation of long-term borrowing. Short-term debt may be issued for any purpose for which long-term debt may be issued, including capitalized interest and other financing-related costs. Prior to issuance of the short-term debt, a reliable revenue source shall be identified to secure repayment of the debt. The final maturity of the debt issued to finance the project shall be consistent with the economic or useful life of the project and, unless the Board determines that extraordinary circumstances exist, must not exceed seven (7) years.

Short-term debt may also be used to finance short-lived capital projects; for example, the District may undertake lease-purchase financing for equipment.

B. Types of Debt

In order to maximize the financial options available to benefit the public, it is the policy of the District to allow for the consideration of issuing all generally accepted types of debt, including, but not exclusive to the following:

- General Obligation (GO) Bonds: General Obligation Bonds are suitable for use in the construction or acquisition of improvements to real property that benefit the public at large. Examples of projects include but, are not limited to: street improvements, libraries, parks, and public safety facilities. All GO bonds shall be authorized by the requisite number of voters in order to pass.
- Lease-Backed Debt/Certificates of Participation (COP): Issuance of lease-backed debt is a commonly used form of debt that allows a District to finance projects where the debt service is secured via a lease, lease/purchase agreement or installment agreement.

The District may from time to time find that other forms of debt to, the extent permitted by law, would be beneficial to further its public purposes and may approve such debt without an amendment of this Debt Policy.

To maintain a predictable debt service burden, the District will only issue debt that carries a fixed interest rate.

C. Relationship Of Debt To Capital Improvement Program And Budget

The District intends to issue debt for the purposes stated in this Debt Policy and to implement policy decisions incorporated in the District's capital budget and the capital improvement plan.

The District shall integrate its debt issuances with the goals of its capital improvement program by timing the issuance of debt to ensure that projects are available when needed in furtherance of the District's public purposes. The District shall seek to issue debt in a timely manner to avoid having to make unplanned expenditures for capital improvements or equipment from its general fund.

D. Policy Goals Related To Planning Goals And Objectives

The District is committed to financial planning, maintaining appropriate reserves levels and employing prudent practices in governance, management and budget administration. The District intends to issue debt for the purposes stated in this Debt Policy and to implement policy decisions incorporated in the District's annual operating budget.

It is a policy goal of the District to protect taxpayers, ratepayers and constituents by utilizing conservative financing methods and techniques so as to obtain the highest practical credit ratings (if applicable) and the lowest practical borrowing costs.

The District will comply with applicable state and federal law as it pertains to the maximum term of debt and the procedures for levying and imposing any related taxes, assessments, rates and charges.

E. Internal Control Procedures

When issuing debt, in addition to complying with the terms of this Debt Policy, the District shall comply with any other applicable policies regarding initial bond disclosure, continuing disclosure, post-issuance compliance, and investment of bond proceeds.

The District will periodically review the requirements of and will remain in compliance with the following:

- any continuing disclosure undertakings under SEC Rule 15c2-12;
- any federal tax compliance requirements, including without limitation arbitrage and rebate compliance, related to any prior bond issues;
- any required reporting to be filed with the California Debt and Investment Advisory Commission (CDIAC); and
- the District's investment policies as they relate to the investment of bond proceeds.

The General Manager or designee can recommend future changes to the Debt Management Policy as deemed necessary.