



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

Thursday, August 15, 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. **PLEASE REMEMBER TO SILENCE ALL CELL PHONES**
- PLEDGE OF ALLEGIANCE**
- B. SETTING OF AGENDA** The Board may adopt/revise the order of the agenda as presented
- C. CONSENT CALENDAR** Consent Calendar items are expected to be routine and non-controversial, to be acted upon by the Board of Directors at one time without discussion. If any Board member, staff member, or interested person requests that an item be removed from the Consent Calendar, it shall be removed so that it may be acted upon separately.
1. Approval of Previous Meeting Minutes: July 18, 2019 & July 25, 2019 *Packet Page 3*
 2. Approval of July 1, 2019 – July 31, 2019 Check Registers *Packet Page 11*
 3. Approval of Planwest Partners Invoice July 2019 *Packet Page 16*
 4. FY Year End Financial Statement for FY 18/19 *Packet Page 19*
- D. PUBLIC COMMENT & WRITTEN COMMUNICATION**
Regularly scheduled meetings provide an opportunity for members of the public to directly address the SCSD Board Members on any action item that has been described in the agenda for the meeting, before or during consideration of that item, or on matters not identified on the agenda within the Board jurisdiction. Comments are not generally taken on non-action items such as reports or information. Comments should be limited to three minutes.
- E. PUBLIC HEARING**
1. **Benefit Assessments Annual Reports** *Packet Page 24*
 - a. **Storm Drainage**
 - b. **Streets and Street Lighting**
 - c. **Parks & Recreation**
- F. 1. New Business**
- a. Receive a Presentation from Jeff Land of Brandis Tallman on Opportunities for debt restructuring and district improvement funding. **(20 minutes)** *Packet Page 29*
 - b. Adopt Resolution 2019-17: A Resolution of the Scotia Community Services District Approving the Form of and Authorizing the Execution of a Memorandum of Understanding *Packet Page 37 & 40*
(5 minutes)
 - c. Approve and Sign Memorandum of Understanding (MOU) between the SCSD and Special District Risk Management Authority (SDRMA) for purpose of continued enrollment in Small Group Health Benefits Program **(5 minutes)** *Packet Page 37 & 42*

d. Waive Facility Use Fees for Fortuna Union High School for the Redwood Region Resource Rally on September 26, 2019. (5 minutes) *Packet Page 46*

2. Old Business –none

G. 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. District Counsel's Report:**
- 5. Engineer's Report:**
- 6. Fire Chief's Report:**
- 7. Board Clerk's Report:**

Board Training: CSDA's Conflict of Interest Webinar

H. ADJOURNMENT

Next Regular Meeting of the SCSD will be September 19, 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, July 18, 2019 at 5:30 P.M.

- A. **CALL TO ORDER/ ROLL CALL** The regular meeting of the Board of Directors of the Scotia Community Services District convened at 5:31 pm with the following Directors in attendance:

PLEDGE OF ALLEGIANCE

Diane Bristol, Director —Present

Paul Newmaker, President—Present

Scott Pitcairn, Director—Present

Susan Pryor, Director—Present

Nina Sellen, Director—Present

Staff Present: Leslie Marshall; Jennifer McDonald, BC

- B. **SETTING OF AGENDA**, The Board may adopt/revise the order of the agenda as presented.

1. The Board moved item Ele., **Grant Scope and Fee estimate for the SCSD Water Treatment Plant Replacement Preliminary Engineering Report Proposal**, to the first order of new business.

2. From the Consent Calendar; staff received last minute notification from Humboldt County Office of Elections that the Form 470 would no longer be a requirement for the SCSD Board members, and it is therefore struck from the Consent Calendar.

- C. **CONSENT CALENDAR**

1. Approval of Previous Meeting Minutes; June 20, 2019

2. Approval of June 1, 2019 – June 30, 2019 Check Registers

3. Approval of Planwest Partners Invoices June 2019/Times Standard Legal Notices Invoice

~~4. California Form 470 Officer and Candidate Campaign Statement (see **Setting of Agenda**)~~

5. Board Member Stipends

-NO PUBLIC COMMENT-

Motion: To approve the Consent Calendar

Motion: Pitcairn Second: Newmaker

Motion Vote:

Ayes: (5) Bristol, Newmaker, Pitcairn, Pryor, Sellen, Opposed: 0, Absent: 0, Abstained: 0

Motion Carried? YES

- D. **PUBLIC COMMENT & WRITTEN COMMUNICATION**

- Josh Miraglia from Rio Dell Volunteer Fire Department (RDVFD) was in attendance to try and get the Facility Use Fees waived for Rio Dell Wildwood Days
- The item was not agendaized, therefore the Board was disallowed from taking action on the matter, per Brown Act requirements, however they agreed to meet specifically for the matter on the following Thursday.
- GM stated that in the future we will set up a Memorandum of Understanding (MOU) between SCSD

and RDVFD that will preclude the RDVFD from having to go through a fee waiving process again.

E. BUSINESS

1. New Business

e. Consider approval of Grant Scope and Fee estimate for the SCSD Water Treatment Plant Replacement Preliminary Engineering Report Proposal (requirement for the application for the USDA SEARCH Grant)

The Board reviewed an annual filter inspection report of the Water Treatment Plant and clarified some questions regarding the grant.

-NO PUBLIC COMMENT-

Motion: To approve the Grant Scope and Fee Estimate for the SCSD Water Treatment Plant Replacement Preliminary Engineering Report Proposal

Motion: Bristol **Second:** Pitcairn

Motion Vote:

Ayes: (5) Bristol, Newmaker, Pitcairn, Pryor, Sellen, **Opposed:** 0, **Absent:** 0, **Abstained:** 0

Motion Carried? YES

a. Receive a presentation from William Rich and Associates on the Winema Theater Historical Assessment

- The Town of Scotia was codified as historically significant through an Ordinance of the County of Humboldt in 2007.
- The County of Humboldt will make the decision on all significant structural changes within Scotia.
- The Winema Theater is a 100 y/o structure in need of roof replacement.
- The use of wood shingles to preserve the exact look of the current roof would be exorbitant.
- Asphalt composite shingles are being considered for safety, durability, and can as well be used with original gutters.
- District will be soliciting more current bids for the project.

-NO PUBLIC COMMENT-

Motion: To submit the Winema Theater Historical Assessment to the County of Humboldt and proceed with the application process to replace the theater roof.

Motion: Pryor **Second:** Pitcairn

Motion Vote:

Ayes: (5) Bristol, Newmaker, Pitcairn, Pryor, Sellen, **Opposed:** 0, **Absent:** 0, **Abstained:** 0

Motion Carried? YES

b. Consider adopting Resolution 2019-15: A resolution of the Scotia Community Services District (SCSD) Board of Directors Amending the SCSD Bylaws

- Annual review of our policies, shown in redline.
- These are minor changes reflecting language already adopted in our Board Policies and

reviewed by legal counsel.

-NO PUBLIC COMMENT-

Motion: To adopt Resolution 2019-15: A resolution of the Scotia Community Services District (SCSD) Board of Directors Amending the SCSD Bylaws

Motion: Pitcairn **Second:** Sellen

Motion Vote:

Ayes: (5) Bristol, Newmaker, Pitcairn, Pryor, Sellen, **Opposed:** 0, **Absent:** 0, **Abstained:** 0

Motion Carried? YES

c. Consider adopting Resolution 2019-16 FEMA Resolution from Cal OES

- After February storms a Declaration of Emergency was declared making available FEMA funding.
- Primary clarifier was damaged in the storm with approximately \$200,000 to replace the damaged parts.
- Adopting this resolution from Cal-OES allows the SCSD to proceed in applying for federal funds for necessary repairs.

-NO PUBLIC COMMENT-

Motion: To adopt Resolution 2019-16: FEMA Resolution from Cal OES

Motion: Bristol **Second:** Newmaker

Motion Vote:

Ayes: (5) Bristol, Newmaker, Pitcairn, Pryor, Sellen, **Opposed:** 0, **Absent:** 0, **Abstained:** 0

Motion Carried? YES

d. Consider adopting Prentice, Long and Epperson Legal Services Agreement

- Representative (Sofia) from the law offices of Prentice Long and Epperson attended the meeting to answer any questions regarding the agreement
- Associated contract for renewal of services.
- 3-year term maintaining \$1700 a month retainer.
- Prentice, Long and Epperson is undergoing organizational changes and will from here out be known as Prentice & Long

-NO PUBLIC COMMENT-

Motion: To adopt Prentice, Long and Epperson's Legal Services Agreement

Motion: Sellen **Second:** Bristol

Motion Vote:

Ayes: (5) Bristol, Newmaker, Pitcairn, Pryor, Sellen, **Opposed:** 0, **Absent:** 0, **Abstained:** 0

Motion Carried? YES

f. Consider authorizing the reengagement of Anderson, Lucas, Somerville and Borges and approve the FY 18/19 Audit

- Anderson, Lucas, Somerville and Borges are the accountants who completed our 1st full year of audited financials (FY 17/18).
- The firm has multiple CPAs within the firm and are the pragmatic choice to begin the process of auditing our subsequent annual financials (FY 18/19).

-NO PUBLIC COMMENT-

Motion: To authorize the reengagement of Anderson, Lucas, Somerville and Borges and approve the FY 18/19 Audit

Motion: Pryor **Second:** Pitcairn

Motion Vote:

Ayes: (5) Bristol, Newmaker, Pitcairn, Pryor, Sellen, **Opposed:** 0, **Absent:** 0, **Abstained:** 0

Motion Carried? YES

g. Consider approval of creation of new reserve bank accounts for the SCSD

- Auditor has recommended the SCSD create new reserve bank accounts (with the current institution, Redwood Capital Bank) for each of the Districts' classes; Treated Water, Raw Water, Wastewater, Streets & Streetlighting, Storm Drainage, and Administration.

-NO PUBLIC COMMENT-

Motion: To approve the creation of new reserve bank accounts for the SCSD

Motion: Pitcairn **Second:** Sellen

Motion Vote:

Ayes: (5) Bristol, Newmaker, Pitcairn, Pryor, Sellen, **Opposed:** 0, **Absent:** 0, **Abstained:** 0

Motion Carried? YES

2. Old Business

a. Review the letter sent to the SCSD staff regarding Humboldt Redwood Company's (HRC) gravel extraction proposal

- HRC has rescinded their proposal to extract gravel from the Scotia Dam Bar (SCSD property).
- In the future the SCSD, if considering any gravel extraction on District property, should solicit bids for permits to extract gravel.

• **-NO PUBLIC COMMENT-**

-Informational Only. No Action-

b. Lot 33 Grant Deed

Motion: To authorize the Board president to sign Lot 33 Easement Grant Deed at a further date with Kelli Spiers of Town of Scotia for notarization.

Motion: Pitcairn **Second:** Newmaker

Motion Vote:

Ayes: (5) Bristol, Newmaker, Pitcairn, Pryor, Sellen, **Opposed:** 0, **Absent:** 0, **Abstained:** 0

Motion Carried? YES

E. REPORTS

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

- 1. President's Report:** none
- 2. Board Director Reports:** none
- 3. General Manager's Report:**

Water

- Waiting on new river pumps (TOS infrastructure improvements in the Corridor Project)
- Concrete extension on top of the current gallery is complete.

Wastewater

- Additional repairs made to the primary clarifier. Old fence is continuing to come down.
- Update on REC Solar. We are awaiting the return of the Bathymetric survey from SHN for Mike Borger to be able to supply us with a cost estimate.

Parks & Rec

- Automated gate was being manipulated to keep it open, so we had Humboldt Fence come down and relocate the emergency shut off switch to prevent that.
 - Cameras are being installed at all the Parks and Rec facilities.
 - All plumbing, pipe supplies, testing supplies etc. have been moved from the Pipe Shop into the Carpenter's Shop.
 - Corridor Project is moving forward, three quarters of the way done with anticipated completion in 3-4 weeks.
 - Updated the board on the contracts with SUSD for the use of the soccer field and Carpenter's Shop (for parking busses)
- 4. Special Counsel's Report:** none
 - 5. Engineer's Report:** none
 - 6. Fire Chief's Status Report:** none

7. Board Clerk Report: none

Board Training: Webinar briefing; CSDA's Practical Guide for Creating New Board Member Orientation

F. ADJOURNMENT by Paul Newmaker at 8:07pm

These minutes were approved by the Board of Directors of the Scotia Community Services District on August 15, 2019 at its duly noticed regular meeting in Scotia, CA.

APPROVED:

Paul Newmaker, President

Board of Directors

Scotia Community Services District

Date

ATTEST:

Jennifer McDonald, Board Clerk

Scotia Community Services District

Date

Minutes of the SPECIAL Board Meeting for the
Scotia Community Services District
Thursday, July 25, 2019 at 12:00 P.M.

A. CALL TO ORDER/ ROLL CALL/PLEDGE OF ALLEGIANCE The special meeting of the Board of Directors of the Scotia Community Services District convened at 12:15 p.m. with the following Directors in attendance

Diane Bristol, Director – Present

Scott Pitcairn, Director – Present

Susan Pryor, Director – Present

Nina Sellen, Director -Present

Newmaker, President – Present

B. SETTING OF AGENDA

None

C. PUBLIC COMMENT & WRITTEN COMMUNICATION – None

D. PUBLIC HEARING – NONE

E. BUSINESS

1. New Business –

a. Waive facility use fees for the Rio Dell Volunteer Fire Department's use of the SCSD's baseball field for the weekend of August 2-4, 2019 for the annual *Rio Dell Wildwood Days*

-No Public Comment-

Motion: To waive facility use fees for the Rio Dell Volunteer Fire Department's use of the SCSD's baseball field for the weekend of August 2-4, 2019 for the annual *Rio Dell Wildwood Day*

Motion: Pitcairn Second: Pryor

Motion Vote:

Ayes: (5) Bristol, Newmaker, Pitcairn, Pryor, Sellen Opposed:0, Absent: 0, Abstained:0

Motion Carried: YES

2. Old Business – NONE

F. ADJOURNMENT at 12:06 PM by President Newmaker

Next Regular Meeting of the SCSD will be August 15, 2019 at 5:30 PM. A Special meeting may be held prior to that.

These minutes were approved by the Board of Directors of the Scotia Community Services District on August 15, 2019 at its duly-noticed regular meeting in Scotia, CA.

APPROVED:

Diane Bristol, Vice-President
Board of Directors
Scotia Community Services District

Date

ATTEST:

Jennifer McDonald, Board Clerk
Scotia Community Services District

Date

9:31 AM

08/13/19

Accrual Basis

Scotia Community Services District

Account QuickReport

As of July 31, 2019

Type	Date	Num	Name	Memo	Amount	Balance
10000 - RCB Checking 28239						1,054,392.45
Bill Pmt -Check	07/01/2019	50842	Town of Scotia	Mortgage Payment 15 (Jul...	-1,049.21	1,053,343.24
Deposit	07/01/2019			Deposit	14,691.40	1,068,034.64
Check	07/01/2019	Autopay	Clearpath GPS	GPS Units	-60.00	1,067,974.64
Bill Pmt -Check	07/01/2019	50845	Keenan Supply	W173498	-537.38	1,067,437.26
Bill Pmt -Check	07/01/2019	50846	Recology Eel River	496525 & 505547	-139.48	1,067,297.78
Bill Pmt -Check	07/01/2019	50847	SDRMA	7724	-58,482.34	1,008,815.44
Deposit	07/01/2019			Deposit	642.83	1,009,458.27
Deposit	07/02/2019			Deposit	1,176.38	1,010,634.65
Deposit	07/02/2019			Deposit	23,258.49	1,033,893.14
Deposit	07/02/2019			Deposit	590.97	1,034,484.11
Deposit	07/02/2019			Deposit	1,033.77	1,035,517.88
Liability Check	07/02/2019	E-pay	EDD	093-5926-6 QB Tracking # ...	-284.29	1,035,233.59
Liability Check	07/02/2019	E-pay	United States Treas...	82-1570573 QB Tracking #...	-1,232.26	1,034,001.33
Check	07/02/2019	50844	John Hancock USA	PARS #86360	-515.06	1,033,486.27
Deposit	07/02/2019			Deposit	96.00	1,033,582.27
Paycheck	07/03/2019	DD1025	Brandon W. Wishneff	Direct Deposit	0.00	1,033,582.27
Paycheck	07/03/2019	50843	Owen K. Farmer		-1,863.90	1,031,718.37
Liability Check	07/03/2019		QuickBooks Payroll ...	Created by Payroll Service ...	-1,749.30	1,029,969.07
Bill Pmt -Check	07/03/2019	50848	Johnson's Mobile R...	Fence rental	-235.33	1,029,733.74
Bill Pmt -Check	07/03/2019	50849	SDRMA	7724	-5,904.00	1,023,829.74
Check	07/04/2019	Autopay	AT&T	Landline Church Street	-162.88	1,023,666.86
Check	07/05/2019	autopay	AT&T	Landline WWTP	-156.13	1,023,510.73
Check	07/05/2019	autopay	AT&T	landline WTP	-360.71	1,023,150.02
Check	07/08/2019	50865	Card Service Center		-1,704.77	1,021,445.25
Deposit	07/09/2019			Deposit	670.08	1,022,115.33
Bill Pmt -Check	07/09/2019	50850	California Rural Wat...	AWE Water Treatment O&...	-900.00	1,021,215.33
Bill Pmt -Check	07/09/2019	50851	Jonathon Penny	Weed, mulch front lawn CS...	-175.00	1,021,040.33
Bill Pmt -Check	07/09/2019	50852	North Coast Laborat...	Monthly Statement	-1,001.00	1,020,039.33
Bill Pmt -Check	07/09/2019	50853	Renner Petroleum	49589	-690.60	1,019,348.73
Bill Pmt -Check	07/09/2019	50854	SDRMA	7724	-1,203.60	1,018,145.13
Bill Pmt -Check	07/10/2019	50855	Jonathon Penny	Bi-weekly mowing & trimmi...	-210.00	1,017,935.13
Bill Pmt -Check	07/10/2019	50856	PG&E	Riverpumps, WWTP, Muse...	-22,743.75	995,191.38
Check	07/10/2019	50857	Diane Bristol	Board Stipend Jan-June 20...	-350.00	994,841.38
Check	07/10/2019	50858	Paul Newmaker	Board Stipend Jan-June 20...	-300.00	994,541.38
Check	07/10/2019	50859	Scott Pitcairn	Board Stipend Jan-June 20...	-350.00	994,191.38
Check	07/10/2019	50860	Susan Pryor	Board Stipend Jan- June 2...	-300.00	993,891.38
Check	07/10/2019	50861	Nina Sellen	Board Stipend Feb-June (+...	-250.00	993,641.38
Bill Pmt -Check	07/10/2019	50862	Redi-Rents	trailer Rental to haul boat t...	-54.25	993,587.13
Check	07/15/2019	Autopay	PG&E	Account 9297561150-7	-637.56	992,949.57
Check	07/15/2019	Autopay	PG&E	Account 9999103557-9	-13.53	992,936.04
Check	07/15/2019	Autopay	PG&E	Account 4470205658-9	-19.71	992,916.33
Check	07/15/2019	Autopay	PG&E	Account 3912565129-7	-124.95	992,791.38
Check	07/15/2019	Autopay	PG&E	Account 7433349765-4	-9.86	992,781.52
Bill Pmt -Check	07/15/2019	50871	Planwest Partners	Staffing Services	-14,803.27	977,978.25
Liability Check	07/16/2019	E-pay	EDD	093-5926-6 QB Tracking # ...	-269.77	977,708.48
Liability Check	07/16/2019	E-pay	United States Treas...	82-1570573 QB Tracking #...	-1,191.82	976,516.66
Bill Pmt -Check	07/16/2019	50864	John Hancock USA	PARS #86360	-490.56	976,026.10
Bill Pmt -Check	07/16/2019	50866	PARS	SCO020	-300.00	975,726.10

9:31 AM

08/13/19

Accrual Basis

Scotia Community Services District

Account QuickReport

As of July 31, 2019

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	07/16/2019	50867	Prentice, Long & Ep...	July Statement	-1,700.00	974,026.10
Bill Pmt -Check	07/16/2019	50868	Steves Septic	pumped full load	-750.00	973,276.10
Deposit	07/16/2019			Deposit	13,406.80	986,682.90
Liability Check	07/17/2019		QuickBooks Payroll ...	Created by Payroll Service ...	-1,650.69	985,032.21
Check	07/17/2019	Autopay	PG&E	Account 3952156073-8	-95.25	984,936.96
Check	07/17/2019	50870	Calvary Chapel Fort...		-130.00	984,806.96
Check	07/17/2019	Debit	USPO	Stamps	-70.00	984,736.96
Deposit	07/17/2019			Deposit	745.98	985,482.94
Deposit	07/17/2019			Deposit	250.00	985,732.94
Paycheck	07/18/2019	DD1026	Brandon W. Wishneff	Direct Deposit	0.00	985,732.94
Paycheck	07/18/2019	50863	Owen K. Farmer		-1,863.93	983,869.01
Check	07/18/2019	Debit	California Special Di...	Webinar for Board training	-55.00	983,814.01
Deposit	07/18/2019			Deposit	734.21	984,548.22
Bill Pmt -Check	07/18/2019	50877	Jonathon Penny	Cleaning CSD offices	-135.00	984,413.22
Deposit	07/23/2019			Deposit	31,913.66	1,016,326.88
Deposit	07/23/2019			Deposit	34,257.61	1,050,584.49
Deposit	07/23/2019			Deposit	14,530.54	1,065,115.03
Deposit	07/23/2019			Deposit	2,335.33	1,067,450.36
Check	07/24/2019	Autopay	US Cellular	Includes security camera p...	-6,866.68	1,060,583.68
Bill Pmt -Check	07/24/2019	50872	Jonathon Penny	Bi-weekly mowing and trim...	-210.00	1,060,373.68
Bill Pmt -Check	07/24/2019	50873	Precision Intermedia	Monthly web hosting	-30.00	1,060,343.68
Bill Pmt -Check	07/24/2019	50874	Stewart Telecom	Phone servicing/programmi...	-170.00	1,060,173.68
Deposit	07/24/2019			Deposit	29,524.89	1,089,698.57
Deposit	07/24/2019			Deposit	100.00	1,089,798.57
Deposit	07/24/2019			Deposit	2,015.10	1,091,813.67
Bill Pmt -Check	07/25/2019	50875	Wildwood Saw	Stihl Loop Handle Trimmer	-528.51	1,091,285.16
Bill Pmt -Check	07/25/2019	50876	Wildwood Saw	Fuel can / stroke mix	-59.61	1,091,225.55
Deposit	07/25/2019			Deposit	75.00	1,091,300.55
Deposit	07/25/2019			Deposit	163.06	1,091,463.61
Check	07/25/2019	ACH	Adobe Software	Acrobat Pro DC	-203.88	1,091,259.73
Check	07/26/2019	Autopay	AT&T	Internet	-40.00	1,091,219.73
Deposit	07/26/2019			Deposit	397.96	1,091,617.69
Check	07/26/2019	ACH	Microsoft Office 365		-99.00	1,091,518.69
Bill Pmt -Check	07/27/2019	50879	Forbusco Lumber	lumber for bleachers	-54.60	1,091,464.09
Bill Pmt -Check	07/27/2019	50880	Six Rivers Portable ...	Porto Toilets for Fireman's ...	-211.55	1,091,252.54
Bill Pmt -Check	07/30/2019	50878	Harper Motors	New Service Vehicle	-36,204.12	1,055,048.42
Bill Pmt -Check	07/30/2019	50875	Wildwood Saw	Stihl Loop Handle Trimmer	-528.51	1,054,519.91
Bill Pmt -Check	07/30/2019	50879	Forbusco Lumber	lumber for bleacher repair	-54.60	1,054,465.31
Bill Pmt -Check	07/30/2019	50880	Six Rivers Portable ...	Fireman's Park Porto Toilet	-211.55	1,054,253.76
Deposit	07/30/2019			Deposit	7,612.84	1,061,866.60
Liability Check	07/30/2019	E-pay	EDD	093-5926-6 QB Tracking # ...	-258.15	1,061,608.45
Liability Check	07/30/2019	E-pay	United States Treas...	82-1570573 QB Tracking #...	-1,163.98	1,060,444.47
Check	07/30/2019	50882	John Hancock USA	PARS #86360	-539.44	1,059,905.03
Liability Check	07/31/2019		QuickBooks Payroll ...	Created by Payroll Service ...	-1,608.47	1,058,296.56
Bill Pmt -Check	07/31/2019	50884	Alternative Business...	New Printer	-915.86	1,057,380.70
Check	07/31/2019	ACH	AT&T	Phones at WTP	-380.00	1,057,000.70
Total 10000 · RCB Checking 28239					2,608.25	1,057,000.70

Scotia Community Services District
Account QuickReport
As of July 31, 2019

	Type	Date	Num	Name	Memo	Amount	Balance
TOTAL						2,608.25	1,057,000.70

Scotia Community Services District
Account QuickReport
As of July 31, 2019

Type	Date	Num	Memo	Original Amount	Paid Amount	Balance
12100 · RCB Cust Deposit Savings 10797						5,106.29
Deposit	07/09/2019		Deposit	200.00	200.00	5,306.29
Deposit	07/24/2019		Deposit	100.00	100.00	5,406.29
Total 12100 · RCB Cust Deposit Savings 10797					300.00	5,406.29
TOTAL					300.00	5,406.29

Scotia Community Services District
Account QuickReport
As of July 31, 2019

Type	Date	Num	Name	Memo	Original Amount	Paid Amount	Balance
12000 · RCB Savings 10367							156,819.53
Total 12000 · RCB Savings 10367							156,819.53
TOTAL							156,819.53

INVOICE

DATE: July 30, 2019
TO: Paul Newmaker, Board President
Scotia Community Services District

INVOICE # 19-226-07

Approved for Payment

PROJECT: Scotia Community Services District Staffing Services for July 2019

Task 1 – Administrative Duties

1.1 Administrative Duties

General Admin tasks- filing, document prep, staff meetings, travel for meetings/staffing, responded to all incoming correspondence. Checked SCSD e-mail, mail, phone messages. Staff meetings, operations meetings, etc.

1.2 Policies, Procedures, Ordinances

Finalized update to Bylaws

1.3 Community Meetings Preparation and Attendance

Met with parties on various District matters. Construction Meetings and continued coordination for Corridor Project

1.4 CSD Board Meeting Preparation

Prepared agenda and board packet and attended regular meeting on July 18th and special meeting on July 25th.

1.5 Bookkeeping, Billing, Invoicing, and Banking

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

1.6 Website Postings, Emails, File Management

Regular website maintenance and development. Website posting and document publishing. General e-mail responses/correspondence.

1.7 Budgeting

General budget review.

1.8 Grant Research and Writing

Continued correspondence with SHN on water and wastewater planning grant applications. FEMA grant meetings. USDA Search Grant Application.

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. Continued to develop contracts for soccer field, Be.an implementing contracts for baseball field, and carpenter shop.

Services July 2019

Principal*	0 hours @ \$108 per hour	\$ 0.00
General Manager*	127.25 hours @ \$78 per hour	\$ 9,964.50
Asst. GM*	40 hours @ \$58 per hour	\$ 2,320.00
District Engineer	10 hours @ \$58 per hour	\$ 580.00
W/WW Operations Superintendent	16 hours @ \$58 per hour	\$ 928.00
GIS Analyst	1 hours @ \$72 per hour	\$ 72.00
Assistant Planner	0 hours @ \$62 per hour	\$ 0.00
Planning Tech/Admin/Clerk*	147.25 hours @ \$42 per hour	\$ 6,184.50
Times Standard Notices		\$ 0.00
Mileage Expenses	735 miles @ \$ 0.58/ mile	\$ 426.30
AMOUNT THIS INVOICE # 19-226-07		\$ 20,475.30

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

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

Scotia CSD: Planwest Partners Staffing - July 2019

			Planwest Partners Inc.										
Task		Budget	Senior Planner	General Manager LM	Asst. GM ST	Engineer SD	Operations Super-intendent BG	GIS Analyst JB	Planning Tech/Admin JM	Expense	July Total	Year to Date Total	Remaining Budget
	Rate	\$261,156.00	\$92	\$78	\$58	\$58	\$58	\$72	\$42.00				
Task 1 -Administrative Duties		\$169,476.00									\$13,461.80	\$13,461.80	\$156,014.20
1.1	Administrative Duties			18.75	4.00				41.50	\$426.30	\$3,863.80	\$3,863.80	
1.2	Policies, Procedures, Ordinances			3.50	3.00				4.75		\$646.50	\$646.50	
1.3	Community Meetings prep & attendance			6.00					3.00		\$594.00	\$594.00	
1.4	CSD Board Meeting (Prep & Attendance, Minutes)			9.50	3.00				26.75		\$2,038.50	\$2,038.50	
1.5	Bookkeeping, Banking, Billing, and Invoicing			8.50					42.00		\$2,427.00	\$2,427.00	
1.6	Website/Emails/File Management			5.00				1.00	29.25		\$1,690.50	\$1,690.50	
1.7	Budgeting				1.00						\$58.00	\$58.00	
1.8	Grant Research and Writing			5.75							\$448.50	\$448.50	
1.9	Personnel			19.50	3.00						\$1,695.00	\$1,695.00	
Task 2- Operations/Management		\$91,680.00									\$7,013.50	\$7,013.50	\$84,666.50
2.1	Treated Water, Raw Water, and Distribution			11.50	10.00	6.00	3.00				\$1,999.00	\$1,999.00	
2.2	Wastewater Collection, Treatment, Discharge, NPDES			17.00	10.00	2.00	13.00				\$2,776.00	\$2,776.00	
2.3	Stormwater and Drainage					2.00					\$116.00	\$116.00	
2.4	CSD Streets & Alleys, Street Lighting										\$0.00	\$0.00	
2.5	Parks Recreation: Community Forest, Theatre, Museum, Carpenter shop, Landscaping			9.25	4.00						\$953.50	\$953.50	
2.6	Land & Easements			13.50	2.00						\$1,169.00	\$1,169.00	
Staff Hours			0.00	127.75	40.00	10.00	16.00	1.00	147.25	Total Hrs	342.00		
Total		\$261,156.00	\$0.00	\$9,964.50	\$2,320.00	\$580.00	\$928.00	\$72.00	\$6,184.50	\$426.30	\$20,475.30	\$20,475.30	\$240,680.70

Monthly Expenses	Expense
Arcata Stationers- Board Member Name Plate	\$0.00
Mileage: 735 @ \$0.58/mile (miles)	\$426.30
Legal Notice - Times-Standard	\$0.00
Printing Expenses	\$0.00
Postage Expenses	\$0.00
Office Supply Expenses - W-2's	\$0.00
Monthly Expense Total	\$426.30

Scotia Community Services District
Balance Sheet
As of June 30, 2019

	Jun 30, 19
ASSETS	
Current Assets	
Checking/Savings	
10000 · RCB Checking 28239	1,054,392.45
12000 · RCB Savings 10367	156,819.53
12100 · RCB Cust Deposit Savings 10797	5,106.29
12199 · Petty Cash	250.00
Total Checking/Savings	1,216,568.27
Accounts Receivable	
11100 · Accounts Receivable	163.41
Total Accounts Receivable	163.41
Other Current Assets	
11101 · Accounts Receivable UBMAX	-5,013.15
12200 · Undeposited Funds	31,913.66
13100 · Prepaid Insurance	511.17
Total Other Current Assets	27,411.68
Total Current Assets	1,244,143.36
Fixed Assets	
Parks & Rec Fixed Assets	
15031 · Museum	95,020.00
150311 · Museum Land	107,000.00
1503111 · Museum Improvements	314.00
15032 · Winema Theater	154,548.00
150322 · Winema Theater Land	397,400.00
15033 · Park and Ball Field	528,950.00
15034 · Soccer Field	366,360.00
15037 · Carpenter Shop	221,195.00
150371 · Carpenter Shop Land	100,000.00
150381 · Community Forest Land	6,268,590.00
15099 · Accumulated Depreciation	-15,920.67
Total Parks & Rec Fixed Assets	8,223,456.33
Wastewater Assets	
14010 · Vehicles, Trailers	15,476.20
15000 · Accumulated Depreciation Sewer	-28,185.40
15035 · Log Pond	419,597.00
15038 · Wastewater Treatment Plant	209,175.00
150382 · Wastewater Collection System	109,720.00
150383 · Wastewater Distribution System	84,960.00
150384 · Distribution linear underground	1,400,000.00
150385 · Standby Generator/Propane Tank	31,525.00

Scotia Community Services District
Balance Sheet
As of June 30, 2019

	Jun 30, 19
15039 · Improvements to WWTP	15,342.02
Total Wastewater Assets	2,257,609.82
Water Fixed Assets	
14000 · Accumulated Depreciation Water	-94,832.90
14600 · Water Treatment Plant	504,000.00
14610 · Raw Water Steel Storage Tank	916,200.00
14625 · Treated Water Storage Tank	573,000.00
14630 · Fire Water Tanks (2)	229,050.00
14635 · River Intake Pumps	30,400.00
14640 · River Intake Structure	625,000.00
14645 · River Pump Power Building	100,000.00
14650 · Distribution linear underground	1,400,000.00
Total Water Fixed Assets	4,282,817.10
14500 · Equipment & Machinery	3,597.59
15020 · Office Building-400 Church Str	
150201 · 400 Church Street Improvements	15,216.66
150202 · Lot 33 - Land	50,000.00
15020 · Office Building-400 Church Str - Other	220,000.00
Total 15020 · Office Building-400 Church Str	285,216.66
15030 · Office Furniture & Fixtures	6,444.23
Total Fixed Assets	15,059,141.73
Other Assets	
18500 · Security Deposits	
18510 · PG&E Deposit	55.00
Total 18500 · Security Deposits	55.00
Total Other Assets	55.00
TOTAL ASSETS	16,303,340.09
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	41,200.02
Total Accounts Payable	41,200.02
Credit Cards	
22000 · RCB Mastercard	1,484.70

Scotia Community Services District
Balance Sheet
As of June 30, 2019

	<u>Jun 30, 19</u>
Total Credit Cards	1,484.70
Other Current Liabilities	
21000 · Customer Deposits	5,135.00
24000 · Payroll Liabilities	
24060 · PARS Payable	569.10
Total 24000 · Payroll Liabilities	569.10
Total Other Current Liabilities	5,704.10
Total Current Liabilities	48,388.82
Long Term Liabilities	
25020 · Note Payable - 400 Church Str	172,293.37
Total Long Term Liabilities	172,293.37
Total Liabilities	220,682.19
Equity	
32000 · Retained Earnings	869,232.97
33000 · Asset Contribution - TOS	14,879,390.00
Net Income	334,034.93
Total Equity	16,082,657.90
TOTAL LIABILITIES & EQUITY	<u>16,303,340.09</u>

Scotia Community Services District
Profit & Loss
 July 2018 through June 2019

	Jul '18 - Jun 19
Ordinary Income/Expense	
Income	
Revenue	
40210 · Interest Earnings	367.34
40265 · Late Fees, New Account Fees	1,019.50
40270 · User Fees	996,783.28
40280 · Benefit Assessment	252,775.59
40290 · Miscellaneous	11,884.75
Total Revenue	1,262,830.46
Total Income	1,262,830.46
Gross Profit	1,262,830.46
Expense	
Capital Expenditures	
80605 · Parks and Rec Upgrades	14,150.66
80610 · SCSD Office ADA Upgrade	1,969.17
80611 · SCSD Office Renovation	3,508.01
80620 · Winema Theater Roof	2,000.00
80621 · Museum ADA Upgrades	2,826.00
80660 · WWTP Sedimentation Ponds	5,100.00
Total Capital Expenditures	29,553.84
Materials & Services	
50400 · Permits, Licenses, Dues & Publi	12,510.69
50401 · Travel, Training, Meetings	973.53
50410 · Supplies	20,473.10
50411 · Treatment Chemicals	43,209.83
50412 · Lab Testing & Monitoring	23,585.72
50420 · Utilities & Communications	9,521.16
50430 · Maintenance & Repairs	42,285.99
50431 · Vehicle Maintenance	873.60
50440 · Insurance, Bonds	53,551.30
50450 · Electrical	222,453.45
50460 · Contracted Maintenance Services	14,475.00
50470 · Office Supplies	6,010.08
Total Materials & Services	449,923.45
Personnel and Professional Svcs	
60300 · Attorney	17,000.00
60310 · Auditor	19,100.00
60320 · Board Stipend	1,338.32
60330 · Bookkeeping/CPA	3,461.46
60335 · IT Services	1,084.00
60340 · Engineering	35,736.72

Scotia Community Services District
Profit & Loss
 July 2018 through June 2019

	Jul '18 - Jun 19
60350 · Admin/Operations/Maint Staff	208,774.78
60360 · SCSD Permanent Benefitted Staff	150,734.68
Total Personnel and Professional Svcs	437,229.96
Total Expense	916,707.25
Net Ordinary Income	346,123.21
Other Income/Expense	
Other Expense	
Other Expenditures	
90500 · Interest Expense 400 Church St	11,282.39
90511 · Bank Fees	100.00
90520 · PFY Workers Comp Expense	188.95
90530 · Prior FY Revenue/Customr Refund	516.94
Total Other Expenditures	12,088.28
Total Other Expense	12,088.28
Net Other Income	-12,088.28
Net Income	334,034.93

Scotia Community Services District Staff Report

DATE: August 15, 2019
TO: Scotia Community Services District Board of Directors
FROM: Leslie Marshall, General Manager
SUBJECT: Benefit Assessment Annual Review

RECOMMENDATION:

Review each Benefit Assessment and rate schedule.

ACTION:

Review each Benefit Assessment and rate schedule.

DISCUSSION:

Streets and Street Lighting, and Parks and Recreation Benefit Assessments were adopted in June 2016, Storm Drainage Benefit Assessment was adopted in February 2017. All three assessments were adopted with a 5-year rate schedule with an annual 1.5% increase (See Rates Schedule). At the end of the 5 year rate schedule, the District will continue the Assessments at the FY 2020/2021 rate. The assessment may also be increased to an amount not to exceed 3% based on the consumer price index (CPI), and further adjusted for any pass through costs. Thus far, the District has only implemented the 1.5% annual escalation factor for benefit assessments.

Upcoming projects for each benefit assessment are projected within the Proposed FY 2018/2019 budget (in June 2019 packet).

A profit and loss statement for each assessment is attached, with current standing for each assessment. All SCSD Funds will be audited beginning July 1, 2019 for the previous fiscal year operation. The audit should be complete prior to December 2019.

FISCAL IMPACT:

See fiscal budget FY 2019/2020, attached Rate Schedule, and attached Benefit Assessment Profit and Loss Report.

Scotia Community Services District
Profit & Loss by Benefit Assessment
 July 2018 through June 2019

	40 Streets & Street Lighting	50 Storm Drainage	60 Parks & Recreation	TOTAL
Ordinary Income/Expense				
Income				
Revenue				
40270 · User Fees	-7,700.01	-459.80	-7,619.04	-15,778.85
40280 · Benefit Assessment	70,113.77	26,162.62	156,499.20	252,775.59
40290 · Miscellaneous	0.00	0.00	0.00	0.00
Total Revenue	62,413.76	25,702.82	148,880.16	236,996.74
Total Income	62,413.76	25,702.82	148,880.16	236,996.74
Gross Profit	62,413.76	25,702.82	148,880.16	236,996.74
Expense				
Capital Expenditures				
80605 · Parks and Rec Upgrades	0.00	0.00	14,150.66	14,150.66
80620 · Winema Theater Roof	0.00	0.00	2,000.00	2,000.00
80621 · Museum ADA Upgrades	0.00	0.00	2,826.00	2,826.00
Total Capital Expenditures	0.00	0.00	18,976.66	18,976.66
Materials & Services				
50410 · Supplies	49.36	14.10	500.07	563.53
50420 · Utilities & Communications	0.00	0.00	546.00	546.00
50430 · Maintenance & Repairs	207.97	0.00	4,993.60	5,201.57
50440 · Insurance, Bonds	2,518.16	1,007.27	7,554.49	11,079.92
50450 · Electrical	7,694.51	0.00	587.40	8,281.91
50460 · Contracted Maintenance Services	0.00	0.00	4,440.00	4,440.00
Total Materials & Services	10,470.00	1,021.37	18,621.56	30,112.93
Personnel and Professional Svcs				
60300 · Attorney	0.00	0.00	3,788.60	3,788.60
60340 · Engineering	0.00	0.00	3,159.36	3,159.36
60350 · Admin/Operations/Maint Staff	520.00	530.00	3,144.50	4,194.50
60360 · SCSD Permanent Benefitted Staff	189.21	131.32	802.55	1,123.08
Total Personnel and Professional Svcs	709.21	661.32	10,895.01	12,265.54
Total Expense	11,179.21	1,682.69	48,493.23	61,355.13
Net Ordinary Income	51,234.55	24,020.13	100,386.93	175,641.61
Other Income/Expense				
Other Expense				
Other Expenditures				
90530 · Prior FY Revenue/Customr Refund	106.02	11.16	399.76	516.94
Total Other Expenditures	106.02	11.16	399.76	516.94

1:11 PM

08/13/19

Accrual Basis

Scotia Community Services District
Profit & Loss by Benefit Assessment
July 2018 through June 2019

	40 Streets & Street Lighting	50 Storm Drainage	60 Parks & Recreation	TOTAL
Total Other Expense	106.02	11.16	399.76	516.94
Net Other Income	-106.02	-11.16	-399.76	-516.94
Net Income	51,128.53	24,008.97	99,987.17	175,124.67

Water User Fees

Water Rates over the Initial 5-year Period					
	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21
Monthly Base Rate per Meter Size					
5/8"	\$62.91	\$63.86	\$64.81	\$65.79	\$66.77
3/4"	\$94.37	\$95.79	\$97.23	\$98.69	\$100.17
1"	\$157.28	\$159.64	\$162.03	\$164.46	\$166.93
1 1/2"	\$314.56	\$319.28	\$324.07	\$328.93	\$333.86
2"	\$503.29	\$510.84	\$518.50	\$526.28	\$534.17
3"	\$943.67	\$957.83	\$972.19	\$986.78	\$1,001.58
4"	\$1,572.78	\$1,596.37	\$1,620.32	\$1,644.62	\$1,669.29
6"	\$3,145.57	\$3,192.75	\$3,240.64	\$3,289.25	\$3,338.59
8"	\$5,032.91	\$5,108.40	\$5,185.03	\$5,262.81	\$5,341.75
Monthly Commodity Rate					
<i>Treated Water (per 100 cf water used)</i>	\$2.66	\$2.70	\$2.74	\$2.78	\$2.82
<i>Raw Water (per 100 cf water used)</i>	\$0.23	\$0.23	\$0.24	\$0.24	\$0.24

Wastewater User Fees

Wastewater Rates over the Initial 5-year Period					
	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21
Base Rate (per EDU)	\$75.25	\$76.38	\$77.53	\$78.69	\$79.87
Monthly Flow Rate					
Flow Rate (per 100 cf used)	\$4.11	\$4.18	\$4.24	\$4.30	\$4.37
Monthly Strength Rate					
BOD (per lb)	\$0.3626	\$0.3680	\$0.3736	\$0.3792	\$0.3849
TSS (per lb)	\$0.5414	\$0.5495	\$0.5578	\$0.5661	\$0.5746

Annual Benefit Assessments over the Initial 5-year Period					
	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21
Storm Drainage	\$22.32	\$22.65	\$22.99	\$23.34	\$23.69
Parks and Recreation	\$199.88	\$202.88	\$205.92	\$209.01	\$212.15
Streets and Street Lighting	\$53.01	\$53.81	\$54.61	\$55.43	\$56.26

Each residence has been attributed 1 Equivalent Benefit Unit (EBU), so each rate expressed is what each residence will pay for benefit assessments.

(See Reverse Side for example Benefit Assessment Equations)

Storm Drainage Assessment

\$22.32 (16/17) per EBU per year (*\$1.86 per month*) x Apportioned EBU's = Total Annual Cost

Parks and Recreation Assessment

\$199.88 (16/17) per EBU per year (*\$16.66 per month*) x Apportioned EBU's = Total Annual Cost

Streets and Street Lighting Assessment

\$53.01 (16/17) per EBU per year (*\$4.42 per month*) x Apportioned EBU's = Total Annual Cost

Scotia Community Services District Staff Report

DATE: August 15, 2019
TO: Scotia Community Services District Board of Directors
FROM: Leslie Marshall, General Manager
SUBJECT: Receive a Presentation by Jeff Land from Brandis Tallman LLC, Regarding Scotia Community Services District (SCSD) Potential Funding Opportunities for Debt Restructuring and Improvement Projects.

RECOMMENDATION:

The Administrative staff recommends that the SCSD Board receive a potential funding presentation by Jeff Land from Brandis Tallman LLC.

ACTION:

Provide direction to administrative staff.

DISCUSSION:

At the February 21, 2019 SCSD Board meeting Jeff Land from Brandis Tallman LLC presented, to the SCSD Board, potential funding opportunities for debt restructuring and capital improvement projects. The identified capital improvement projects included; the Winema Theater, the Museum and the existing loan on the SCSD Office Building. The amount of potential debt financing ranged from approximately \$453,000 to \$873,000. The potential costs and projects have changed since the last presentation by Jeff Land.

Administrative staff contacted Mr. Land and requested a new presentation, for the SCSD Board's consideration and direction to staff. The new presentation includes capital improvement projects for:

- Winema Theater (roof replacement and ADA requirements);
- Museum (ADA and HVAC requirements);
- Baseball Park (ADA requirements);
- Carpenter Shop (roof replacement); and
- SCSD Office Building (existing loan from TOS, refinancing).

The approximate cost for these listed projects is \$1,170,000. The total cost for potential debt restructuring and funding these projects is identified in the attached documents and are part of Mr. Land's presentation.

Brandis Tallman LLC is a full-service investment banking firm that provides bond underwriting and placement agent services to public agencies. Their investment banking department offers financial analysis and debt structuring for capital projects and they are a member of the

California Special District Association Finance Corporation (CSDAFC), Financing Team. The CSDAFC provides special districts and public agencies with financing options to help them with;

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

FISCAL IMPACT:

\$1,585,500 Approximate Total Debt Service

ATTACHMENTS:

Brandis Tallman LLC Documents

Sources and Uses of Funds
Scotia Community Services District
2019 Lease Financing (\$1,170,000 Project Fund)

Sources:

Bond Proceeds:

Par Amount	1,231,000.00
	1,231,000.00

Uses:

Project Fund Deposits:

Project Fund	1,170,000.00
--------------	--------------

Delivery Date Expenses:

Cost of Issuance	60,807.75
------------------	-----------

Other Uses of Funds:

Additional Proceeds	192.25
	1,231,000.00

Cost of Issuance	
Scotia Community Services District	
2019 Lease Financing (\$1,170,000 Project Fund)	
Cost of Issuance	Amount
Lender's Legal	10,000.00
Bond Counsel	17,500.00
CSDA Counter-Party	3,500.00
CSDA Counter-Party Legal	3,500.00
Placement Agent	22,500.00
Title	3,000.00
CDIAC	307.75
Miscellaneous	500.00
	60,807.75

Bond Summary Statistics
 Scotia Community Services District
 2019 Lease Financing (\$1,170,000 Project Fund)

Dated Date	10/1/2019
Delivery Date	10/1/2019
Last Maturity	10/1/2036
Arbitrage Yield	3.040000%
True Interest Cost (TIC)	3.040000%
Net Interest Cost (NIC)	3.040000%
All-In TIC	3.687822%
Average Coupon	3.040000%
Average Life (years)	9.473
Duration of Issue (years)	8.027
Par Amount	1,231,000.00
Bond Proceeds	1,231,000.00
Total Interest	354,494.40
Net Interest	354,494.40
Total Debt Service	1,585,494.40
Maximum Annual Debt Service	93,724.80
Average Annual Debt Service	93,264.38
Underwriter's Fees (per \$1000)	
Average Takedown	
Other Fee	

Total Underwriter's Discount	
Bid Price	100.000000

Bond Component	Par Value	Price	Average Coupon	Average Life
Bond Component	1,231,000.00	100.000	3.040%	9.473
	1,231,000.00			9.473

	TIC	All-In TIC	Arbitrage Yield
Par Value	1,231,000.00	1,231,000.00	1,231,000.00
+ Accrued Interest			
+ Premium (Discount)			
- Underwriter's Discount			
- Cost of Issuance Expense		-60,807.75	
- Other Amounts			
	-----	-----	-----
Target Value	1,231,000.00	1,170,192.25	1,231,000.00
Target Date	10/1/2019	10/1/2019	10/1/2019
Yield	3.040000%	3.687822%	3.040000%

Bond Pricing
 Scotia Community Services District
 2019 Lease Financing (\$1,170,000 Project Fund)

Bond Component	Maturity Date	Amount	Rate	Yield	Price
Bond Component:					
	10/1/2036	1,231,000	3.040%	3.040%	100.000
		1,231,000			

Dated Date	10/1/2019
Delivery Date	10/1/2019
First Coupon	4/1/2020

Par Amount	1,231,000.00
Original Issue Discount	

Production	1,231,000.00	100.000000%
Underwriter's Discount		

Purchase Price	1,231,000.00	100.000000%
Accrued Interest		

Net Proceeds	1,231,000.00
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Bond Debt Service
 Scotia Community Services District
 2019 Lease Financing (\$1,170,000 Project Fund)

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
4/1/2020	28,000	3.040%	18,711.20	46,711.20	46,711.20
10/1/2020	28,000	3.040%	18,285.60	46,285.60	
4/1/2021	29,000	3.040%	17,860.00	46,860.00	93,145.60
10/1/2021	29,000	3.040%	17,419.20	46,419.20	
4/1/2022	30,000	3.040%	16,978.40	46,978.40	93,397.60
10/1/2022	30,000	3.040%	16,522.40	46,522.40	
4/1/2023	31,000	3.040%	16,066.40	47,066.40	93,588.80
10/1/2023	31,000	3.040%	15,595.20	46,595.20	
4/1/2024	32,000	3.040%	15,124.00	47,124.00	93,719.20
10/1/2024	32,000	3.040%	14,637.60	46,637.60	
4/1/2025	32,000	3.040%	14,151.20	46,151.20	92,788.80
10/1/2025	33,000	3.040%	13,664.80	46,664.80	
4/1/2026	33,000	3.040%	13,163.20	46,163.20	92,828.00
10/1/2026	34,000	3.040%	12,661.60	46,661.60	
4/1/2027	34,000	3.040%	12,144.80	46,144.80	92,806.40
10/1/2027	35,000	3.040%	11,628.00	46,628.00	
4/1/2028	36,000	3.040%	11,096.00	47,096.00	93,724.00
10/1/2028	36,000	3.040%	10,548.80	46,548.80	
4/1/2029	37,000	3.040%	10,001.60	47,001.60	93,550.40
10/1/2029	37,000	3.040%	9,439.20	46,439.20	
4/1/2030	38,000	3.040%	8,876.80	46,876.80	93,316.00
10/1/2030	38,000	3.040%	8,299.20	46,299.20	
4/1/2031	39,000	3.040%	7,721.60	46,721.60	93,020.80
10/1/2031	39,000	3.040%	7,128.80	46,128.80	
4/1/2032	40,000	3.040%	6,536.00	46,536.00	92,664.80
10/1/2032	41,000	3.040%	5,928.00	46,928.00	
4/1/2033	41,000	3.040%	5,304.80	46,304.80	93,232.80
10/1/2033	42,000	3.040%	4,681.60	46,681.60	
4/1/2034	43,000	3.040%	4,043.20	47,043.20	93,724.80
10/1/2034	43,000	3.040%	3,389.60	46,389.60	
4/1/2035	44,000	3.040%	2,736.00	46,736.00	93,125.60
10/1/2035	45,000	3.040%	2,067.20	47,067.20	
4/1/2036	45,000	3.040%	1,383.20	46,383.20	93,450.40
10/1/2036	46,000	3.040%	699.20	46,699.20	
4/1/2037					46,699.20
	1,231,000		354,494.40	1,585,494.40	1,585,494.40

**Scotia CSD
2019 Financing
Term Sheet Dated 07.19.19**

Umpqua Bank (“Umpqua”) would like to express its interest in underwriting and obtaining credit approval for the following loan (the “Credit Facility”) for the Scotia Community Services District (the “District”) on the terms and conditions outlined below.

Preface: Umpqua’s expression of interest in underwriting and obtaining credit approval for the Credit Facility is for discussion purposes only and does not constitute a commitment from Umpqua. Any commitment to lend that we might make is subject to the fulfillment of a number of conditions that include, but are not limited to, our normal credit approval process, an in-depth investigation of the purpose of the loan, the District, and collateral the results of which are deemed satisfactory to Umpqua in our sole discretion.

Confidentiality: Except as required by law, neither this expression of interest nor its contents will be disclosed publicly or privately except to those individuals who are your officers, employees or advisors who have a need to know as a result of being involved in the proposed financing. The foregoing confidentiality provisions shall not apply to the disclosure of the federal income tax structure or treatment of the proposed financing.

Loan Amount:	Approximately \$ 1,250,000
Structure/Security:	Lease payments to be paid by the District made from any legally available sources of funds. The Agreement will be secured with a leasehold interest in an essential asset of the District (with insured value to meet or exceed the Loan Amount), and a pledge of the District’s assessment revenues.
Approx Term:	17 years (Average life to be less than 10.0-years)
Interest Rate:	Indicative BQ fixed rate: 3.04% (3.80% taxable equivalent)
Relationship Discount:	The above rates include a relationship discount that assumes the District will establish a banking relationship with Umpqua Bank inclusive of a \$500,000 average deposit balance.
Rate Lock:	3-weeks prior to closing.
COI Fees:	Documents to be prepared by the District’s Bond Counsel for review by Umpqua’s counsel Nixon Peabody, LLP. Legal fees and expenses of Nixon Peabody, LLP shall not exceed \$10,000 . All filing fees and related fees shall be paid by the District in connection with the issuance (including CDIAAC fees).
Prepayment Provision:	Prepayable at 103% of par in years 1-3, declining to 102% in years 4-6, and 101% in years 7-9. Redeemable at par beginning in year 10 and thereafter.

Additional Conditions

Periodic financial and collateral reporting by the District, as well as representations and warranties of the District regarding its status and ability to repay and related matters, taxability gross-up and covenants and conditions that are appropriate for a Credit Facility of the scope and nature proposed herein will be determined as part of Umpqua Bank’s normal underwriting and approval process. PDFs of all executed and other documents listed on the Closing Index shall be provided to the Bank no later than 24 hours before the time of the requested wire; provided, that if any documents can only be signed after receipt of the wire those documents shall be provided immediately after receipt of the wire. The proposed facility will maintain a default rate of the Interest Rate + 3.00%.

Scotia Community Services District Staff Report

DATE: August 15, 2019
TO: Scotia Community Services District Board of Directors
FROM: Leslie Marshall, General Manager
SUBJECT: Adopt Resolution No. 2019-17: A Resolution of the Board of Directors of the Scotia Community Services District Approving the Form of And Authorizing the Execution of a Memorandum of Understanding and Authorizing Participation in The Special District Risk Management Authority's Health Benefits Program

RECOMMENDATION:

The Administrative staff recommends that the SCSD Board consider Adopting Resolution No. 2019-17: A Resolution of the Board of Directors of the Scotia Community Services District Approving the Form of And Authorizing the Execution of a Memorandum of Understanding and Authorizing Participation in The Special District Risk Management Authority's Health Benefits Program; and Direct the General Manager to sign the MOU.

ACTION:

Adopt Resolution No. 2019-17: A Resolution of the Board of Directors of the Scotia Community Services District Approving the Form of And Authorizing the Execution of a Memorandum of Understanding and Authorizing Participation in The Special District Risk Management Authority's Health Benefits Program; and Direct the General Manager to sign the MOU.

DISCUSSION:

SDRMA is a public agency formed under California Government Code Section 6500, to provide a full-service risk management program for California's local governments, including property, liability, workers compensation coverages and a Health Benefits Program. The District is a participating member of SDRMA and has elected to participate in a Blue Shield Silver PPO plan for health benefits.

The District Board will need to adopt a resolution authorizing participation in a SDRMA HBP and execute a Memorandum of Understanding (MOU) with SDRMA.

FISCAL IMPACT: None

ATTACHMENTS:

Resolution No. 2019-17

Memorandum of Understanding

August 1, 2019

Ms. Leslie Marshall
General Manager
Scotia Community Services District
Post Office Box 104
Scotia, California 95565

Amended Memorandum of Understanding

Dear Ms. Marshall,

At the June 26, 2019 SDRMA Board Meeting, the SDRMA Board of Directors approved amendments to the Memorandum of Understanding (MOU) between your agency and SDRMA. The amendments were made to align the MOU with IRS guidelines, the Affordable Care Act and the CSAC-EIA pool guidelines. CSAC-EIA is the organization that provides coverage for the Health Benefits program.

Your entity participates in SDRMA's Health Benefits program and has previously executed the Memorandum of Understanding (MOU) and Resolution when your entity joined SDRMA's Health Benefits program. Included in the MOU is the following section: AMENDMENT OF MEMORANDUM. This MEMORANDUM may be amended by the SDRMA Board of Directors and such amendments are subject to approval of ENTITY's designated representative, or alternate, who shall have authority to execute this MEMORANDUM. Any ENTITY who fails or refuses to execute an amendment to this MEMORANDUM shall be deemed to have withdrawn from the PROGRAM on the next annual renewal date.

To follow the above MOU guideline your governing body must execute the enclosed MOU and Resolution and return the original MOU and Resolution to SDRMA by **November 1, 2019**. If your entity does not return the MOU and Resolution to SDRMA by **November 1, 2019** your entity will be deemed as withdrawn and benefits will be terminated effective **January 1, 2020**.

If SDRMA has not received your entity's MOU and Resolution by October 1, 2019 we will send an email to your attention inquiring when the MOU and Resolution will be sent to SDRMA.

In the MOU under section 4 it refers to SDRMA Program Administrative Guidelines. The Administrative Guidelines can be found on the SDRMA MemberPlus Portal at www.sdrma.org. If you are already registered on the MemberPlus Portal you do not need to re-register. If you are not already registered on the MemberPlus Portal, please find enclosed instructions of how to register. Once you are registered and login, the Administrative Guidelines can be found under the following pathway: Document Library>Health Benefits>Administrative Guidelines.

Please contact us at 800.537.7790 or at healthbenefits@sdрма.org if you have any questions regarding the MOU and/or Resolution. Thank you for your continued participation in the Health Benefits Program!

Sincerely,
Special District Risk Management Authority



Alana Little
Health Benefits Manager

Enclosures: Memorandum of Understanding
Resolution
MemberPlus Registration instructions
Return Address Envelope

RESOLUTION NO. 2019-17

**A RESOLUTION OF THE Board of Directors OF THE Scotia Community Services
District APPROVING THE FORM OF AND AUTHORIZING THE EXECUTION OF A
MEMORANDUM OF UNDERSTANDING AND AUTHORIZING PARTICIPATION IN
THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY'S HEALTH BENEFITS
PROGRAM**

WHEREAS, Scotia Community Services District, a public agency duly organized and existing under and by virtue of the laws of the State of California (the "ENTITY"), has determined that it is in the best interest and to the advantage of the ENTITY to participate in the Health Benefits Program offered by Special District Risk Management Authority (the "Authority"); and

WHEREAS, the Authority was formed in 1986 in accordance with the provisions of California Government Code 6500 *et seq.*, for the purpose of providing risk financing, risk management programs and other coverage protection programs; and

WHEREAS, participation in Authority programs requires the ENTITY to execute and enter into a Memorandum of Understanding which states the purpose and participation requirements for the Health Benefits Program; and

WHEREAS, all acts, conditions and things required by the laws of the State of California to exist, to have happened and to have been performed precedent to and in connection with the consummation of the transactions authorized hereby do exist, have happened and have been performed in regular and due time, form and manner as required by law, and the ENTITY is now duly authorized and empowered, pursuant to each and every requirement of law, to consummate such transactions for the purpose, in the manner and upon the terms herein provided.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE ENTITY AS FOLLOWS:

Section 1. Findings. The ENTITY's Governing Body hereby specifically finds and determines that the actions authorized hereby relate to the public affairs of the ENTITY.

Section 2. Memorandum of Understanding. The Memorandum of Understanding, to be executed and entered into by and between the ENTITY and the Authority, in the form presented at this meeting and on file with the ENTITY's Secretary, is hereby approved. The ENTITY's Governing Body and/or Authorized Officers ("The Authorized Officers") are hereby authorized and directed, for and in the name and on behalf of the ENTITY, to execute and deliver to the Authority the Memorandum of Understanding.

Section 3. Program Participation. The ENTITY's Governing Body approves participating in the Special District Risk Management Authority's Health Benefits Program.

Section 4. Other Actions. The Authorized Officers of the ENTITY are each hereby authorized and directed to execute and deliver any and all documents which are necessary in order to

consummate the transactions authorized hereby and all such actions heretofore taken by such officers are hereby ratified, confirmed and approved.

Section 5. Effective Date. This resolution shall take effect immediately upon its passage.

PASSED AND ADOPTED this _____ day of _____, 20____ by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

Name

Title

Scotia CSD **Secretary**

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING (HEREAFTER "MEMORANDUM") IS ENTERED INTO BY AND BETWEEN THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (HEREAFTER "SDRMA") AND THE PARTICIPATING PUBLIC ENTITY (HEREAFTER "ENTITY") WHO IS SIGNATORY TO THIS MEMORANDUM.

WHEREAS, on August 1, 2006, SDRMA was appointed administrator for the purpose of enrolling small public entities into the CSAC - Excess Insurance Authority Health's ("CSAC-EIA Health") Small Group Health Benefits Program (hereinafter "PROGRAM"); and

WHEREAS, the terms and conditions of the PROGRAM as well as benefit coverage, rates, assessments, and premiums are governed by CSAC-EIA Health Committee for the PROGRAM (the "COMMITTEE") and not SDRMA; and.

WHEREAS, ENTITY desires to enroll and participate in the PROGRAM.

NOW THEREFORE, SDRMA and ENTITY agree as follows:

1. **PURPOSE.** ENTITY is signatory to this MEMORANDUM for the express purpose of enrolling in the PROGRAM.
2. **ENTRY INTO PROGRAM.** ENTITY shall enroll in the PROGRAM by making application through SDRMA which shall be subject to approval by the PROGRAM's Underwriter and governing documents and in accordance with applicable eligibility guidelines.
3. **MAINTENANCE OF EFFORT.** PROGRAM is designed to provide an alternative health benefit solution to all participants of the ENTITY including active employees, retired employees (optional), dependents (optional) and public officials (optional). ENTITY public officials may participate in the PROGRAM only if they are currently being covered and their own ENTITY's enabling act, plans and policies allow it. ENTITY must contribute at least the minimum percentage required by the eligibility requirements
4. **PREMIUMS.** ENTITY understands that premiums and rates for the PROGRAM are set by the COMMITTEE. ENTITY will remit monthly premiums based upon rates established for each category of participants and the census of covered employees, public officials, dependents and retirees.

Rates for the ENTITY and each category of participant will be determined by the COMMITTEE designated for the PROGRAM based upon advice from its consultants

and/or a consulting Benefits Actuary and insurance carriers. In addition, SDRMA adds an administrative fee to premiums and rates for costs associated with administering the PROGRAM. Rates may vary depending upon factors including, but not limited to, demographic characteristics, loss experience of all public entities participating in the PROGRAM and differences in benefits provided (plan design), if any.

SDRMA will administrate a billing to ENTITY each month, with payments due by the date specified by SDRMA. Payments received after the specified date will accrue penalties up to and including termination from the PROGRAM. Premiums are based on a full month, and there are no partial months or prorated premiums. Enrollment for mid-year qualifying events and termination of coverage will be made in accordance with the SDRMA Program Administrative Guidelines.

5. **BENEFITS.** Benefits provided to ENTITY participants shall be as set forth in ENTITY's Plan Summary for the PROGRAM and as agreed upon between the ENTITY and its recognized employee organizations as applicable. Not all plan offerings will be available to ENTITY, and plans requested by ENTITY must be submitted to PROGRAM underwriter for approval.
6. **COVERAGE DOCUMENTS.** Except as otherwise provided herein, coverage documents from each carrier outlining the coverage provided, including terms and conditions of coverage, are controlling with respect to the coverage of the PROGRAM and will be provided by SDRMA to each ENTITY. SDRMA will provide each ENTITY with additional documentation, defined as the SDRMA Program Administrative Guidelines which provide further details on administration of the PROGRAM.
7. **PROGRAM FUNDING.** It is the intent of this MEMORANDUM to provide for a fully funded PROGRAM by any or all of the following: pooling risk; purchasing individual stop loss coverage to protect the pool from large claims; and purchasing aggregate stop loss coverage.
8. **ASSESSMENTS.** Should the PROGRAM not be adequately funded for any reason, pro-rata assessments to the ENTITY may be utilized to ensure the approved funding level for applicable policy periods. Any assessments which are deemed necessary to ensure approved funding levels shall be made upon the determination and approval of the COMMITTEE in accordance with the following:
 - a. Assessments/dividends will be used sparingly. Generally, any over/under funding will be factored into renewal rates.
 - b. If a dividend/assessment is declared, allocation will be based upon each ENTITY's proportional share of total premiums paid for the preceding 3 years. An ENTITY must

- be a current participant to receive a dividend, except upon termination of the PROGRAM and distribution of assets.
- c. ENTITY will be liable for assessments for 12 months following withdrawal from the PROGRAM.
 - d. Fund equity will be evaluated on a total PROGRAM-wide basis as opposed to each year standing on its own.
- 9. WITHDRAWAL. ENTITY may withdraw subject to the following condition: ENTITY shall notify SDRMA and the PROGRAM in writing of its intent to withdraw at least 90 days prior to their requested withdrawal date. ENTITY may rescind its notice of intent to withdraw. Once ENTITY withdraws from the PROGRAM, there is a 3-year waiting period to come back into the PROGRAM, and the ENTITY will be subject to underwriting approval again.
 - 10. LIAISON WITH SDRMA. Each ENTITY shall maintain staff to act as liaison with SDRMA and between the ENTITY and SDRMA's designated PROGRAM representative.
 - 11. GOVERNING LAW. This MEMORANDUM shall be governed in accordance with the laws of the State of California.
 - 12. VENUE. Venue for any dispute or enforcement shall be in Sacramento, California.
 - 13. ATTORNEY FEES. The prevailing party in any dispute shall be entitled to an award of reasonable attorney fees.
 - 14. COMPLETE AGREEMENT. This MEMORANDUM together with the related PROGRAM documents constitutes the full and complete agreement of the ENTITY.
 - 15. SEVERABILITY. Should any provision of this MEMORANDUM be judicially determined to be void or unenforceable, such determination shall not affect any remaining provision.
 - 16. AMENDMENT OF MEMORANDUM. This MEMORANDUM may be amended by the SDRMA Board of Directors and such amendments are subject to approval of ENTITY's designated representative, or alternate, who shall have authority to execute this MEMORANDUM. Any ENTITY who fails or refuses to execute an amendment to this MEMORANDUM shall be deemed to have withdrawn from the PROGRAM on the next annual renewal date.
 - 17. EFFECTIVE DATE. This MEMORANDUM shall become effective on the later of the first date of coverage for the ENTITY or the date of signing of this MEMORANDUM by the Chief Executive Officer or Board President of SDRMA.

18. EXECUTION IN COUNTERPARTS. This MEMORANDUM may be executed in several counterparts, each of which shall be an original, all of which shall constitute but one and the same instrument.

In Witness Whereof, the undersigned have executed the MEMORANDUM as of the date set forth below.

Dated: August 1, 2019

By: Laura S. Gill

Special District Risk
Management Authority

Dated: _____

By: _____

Scotia Community Services District

Scotia Community Services District Staff Report

DATE: August 15, 2019
TO: Scotia Community Services District Board of Directors
FROM: Leslie Marshall, General Manager
SUBJECT: Fortuna High School Fee Waiver for Fireman's Park Rental

RECOMMENDATION:

Consider waiving the facility use fees for Fortuna Union High School for their rental of Fireman's Park on September 26, 2019.

ACTION:

Motion to waive facility use fees for the Fortuna Union High School's annual student event and barbecue.

DISCUSSION:

Fortuna Union High School is a local Eel River Valley public school that would like to have the fees waived for this event. Fortuna Union High has utilized Fireman's Park for an annual barbecue event for the students in the past with Town of Scotia LLC. Fees for the time the school will be using the facility would total \$112.50.

FISCAL IMPACT:

\$112.50 fees waived

Fireman's Park Agreement

Scope of Agreement

This Rental Agreement is between the Scotia Community Service District, herein referred to as ("SCSD or District") and Fortuna Union High School, hereinafter referred to as ("FUHS"). The purpose of this Agreement is to define the obligations of both parties pertaining to the use of the Fireman's Park in Scotia, herein referred to as ("Event").

The event has been reserved for you for the September 26, 2019 from 7:30 a.m./p.m. to 3:00a.m./p.m. Please note that the hours assigned to your event include all set up and all clean up, including the set up and clean-up of all subcontractors that you may use. It is understood you will adhere to and follow the terms of this Agreement, and you will be responsible for any damage to the premises and site, including the behavior of your guests, invitees, agents or sub-contractors resulting from your use of event.

In addition to the Certificate of Insurance you will be providing as the FUHS, you are also responsible for providing District with valid certificates of insurance with the proper amounts of coverage for all sub-contractors that you are using for your event. These sub-contractors include, but are not limited to, caterers, valets, performers, photographers, entertainment, equipment rentals (tables/chairs/tents, etc.), florists, decorators, sound and lighting technicians, etc.

Fees and Deposits Required

The SCSD will waive rental fees and application processing fees, because the FUHS is a non-profit Public High School. FUHS is responsible for providing a deposit for each event held on SCSD Properties.

Per the SCSD Master Fee Schedule 2019-2020;

Events WITHOUT Alcohol- \$250 deposit

Events WITH Alcohol - \$500 deposit

Concert Rentals - \$1,000 deposit

(Deposits may increase/decrease based on the Master Fee Schedule, please check current rates)

A deposit is due to hold the SCSD property for the event. The deposit is due two (2) weeks from the date signed by SCSD on this Agreement. Please send your signed Agreement and deposit to;

Scotia Community Services District
P. O. Box 104
Scotia CA, 95565

Levels of Insurance Required

The FUHS is responsible for providing a Certificate of Insurance and endorsement for themselves (and separate certificates and endorsements for each sub-contractor being used) at the following minimum levels:

- 1) Commercial Liability Insurance for a minimum of \$1,000,000 per occurrence and \$2,000,000 aggregate;

- 2) Auto Liability Insurance of \$1,000,000 combined single limit (for vendors); and
- 3) Workers compensation plus \$1,000,000 minimum employer's liability limit (for vendors).
- 4) Naming "Scotia Community Service District" as additional insured is also required.

FUHS assumes full responsibility and liability for any and all damages to the District Property and surrounding site.

Indemnity

In addition, FUHS agrees to indemnify and hold harmless the District, its officers, staff and agents working on its behalf, from any and all claims, actions, suits, costs, damages, and liabilities resulting from the breach of this Agreement, the negligent actions, willful misconduct or omissions of FUHS, and FUHS's guests, invitees, agents and sub-contractors.

Event Set-up Limitations

All property belonging to FUHS, FUHS's invitees, guests, agents and sub-contractors, and all equipment shall be delivered, set up and removed on the day of the event. Should the FUHS need earlier access for set-up purposes, this can be arranged by contacting the District, two (2) weeks prior to the event. The FUHS is ultimately responsible for property belonging to the FUHS's invitees, guests, agents and subcontractors.

- ☐ All District venues are non-smoking facilities.
- ☐ No alcohol shall be served.
- ☐ No rice, rose petals, birdseed, confetti, glitter, floating sky lanterns, fire pits, tiki torches or sparklers are allowed on the premises.
- ☐ Lights or other decorations may not be attached to the trees or other landscaping.

Security

The District, at their sole discretion, may mandate that additional security personnel are assigned to your event.

Clean Up

FUHS shall be responsible for returning the District property to the state that it was provided to them. All property belonging to FUHS, FUHS's invitees, guests, agents and sub-contractors, shall be removed by the end of the event. The District is not responsible for any property left behind by FUHS, FUHS's guests, invitees, agents and sub-contractors.

The FUHS is responsible for any and all damages to the District property and surrounding site. It is the FUHS's responsibility to perform general clean-up at the conclusion of the event and the removal of all decorations.

Force Majeure

The ability to execute this Agreement by either party is subject to the Acts of God, including but not limited to hurricanes, flooding, earthquakes, fires, power outages, etc., as well as any government intervention, staff disputes and strikes, civil disorders, terrorism, or other emergencies.

Authorization

The person(s) signing the Agreement on behalf of the parties each warrant that they are authorized to make agreements and to bind their principals to this Agreement.

Acceptance

Upon signing of this Agreement, a fully executed agreement will be in force.

Termination

Either party may, by written notice, terminate all or any of this Agreement at any time and without cause by giving written notice to the other party of such termination, and specifying the effective date thereof, at least thirty (30) days before the effective date of such termination.

I/we have read the above and accept the terms therein:

FUHS Signature

Printed Name Date

District Signature

Printed Name Date