

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 E1e., **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 agendized, 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



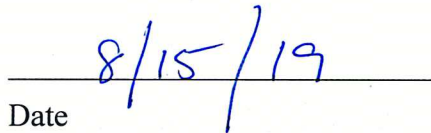
Date

ATTEST:



Jennifer McDonald, Board Clerk

Scotia Community Services District



Date