

Minutes of the REGULAR Board Meeting for the  
Scotia Community Services District  
Thursday, September 19, 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 5:32 pm with the following Directors in attendance:

**PLEDGE OF ALLEGIANCE**

Diane Black, 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.

-Moved Agenda item 2a *Receive a Presentation by Brandis Tallman, LLC Regarding Scotia Community Services District (SCSD) Updated Funding for Debt Restructuring and Improvement Projects* up front to New Business (directly proceeding 1a) so the representative presenting the item could leave the meeting in a timelier manner to travel a significant distance home.

- C. **CONSENT CALENDAR**

1. Approval of Previous Meeting Minutes; August 15, 2019
2. Approval of August 1, 2019 – August 31, 2019 Check Registers
3. Approval of Planwest Partners Invoices August 2019

**-NO PUBLIC COMMENT-**

**Motion: To approve the Consent Calendar**

**Motion: Pitcairn Second: Pryor**

**Motion Vote:**

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

**Motion Carried? YES**

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

**-NO PUBLIC COMMENT-**

GM discussed the *Division of Dam Safety's Notice Regarding Required Inundation Map; Scotia Log Pond Dam, No. 205*. SHN Engineers has drafted a response to the required documents detailing a timeline of impending submittal of inundation mapping and an Emergency Action Plan (EAP) per State requirements

- E. **NEW BUSINESS**

**1. New Business**

- a. Lee Knowles of Eco Green Solutions presenting PG&E funding opportunities including available rebates, incentives, and financing to save on PG&E costs.

- The California Public Utilities Commission ( a regulatory agency that regulates privately owned public utilities in the state of California for the purpose of protecting consumers, safeguards for the environment and assurance of California's access to safe and reliable utility infrastructure and services) is the recipient of the dollar amounts imposed in a line item on everyone's PG&E bill. It is labeled *Other Programs and Services* or *Public Purpose Program*, and this is the source of funds used by companies such as Eco Green Solutions to implement potentially costly upgrades improve energy efficiency for a given entity.
- There are zero fees, interest, or upfront costs imposed on the District.
- After energy upgrades have been made, while less energy will be being consumed, our bill will stay at its normal rate until the money Eco Green invested in the upgrades has been paid back. After they are reimbursed the financial savings will be realized for the District.
- It is a minimally involved process for the CSD. Application, installation and support are handled by Eco-Green. We provide Eco Green with an energy bill and they conduct an energy audit of all the CSD's facilities the results of which are submitted to a PG&E third party to process the application. Demos for the actual upgrades are then developed and On Bill Financing (OBF) is signed off by PG&E. At the District's approval the upgrades are installed.
- The presentation was informational only and no formal action was taken. The Board did direct staff to proceed with the application process, which holds no binding obligations. Staff will bring the item to the Board at a later date to approve any official authorization to proceed with the loan procurement.

## 2. Old Business

- a. Receive a Presentation by Brandis Tallman LLC, Regarding Scotia Community Services District (SCSD) Updated Funding for Debt Restructuring and Improvement Projects (*This item was moved to the second order of business to allow presenters to leave earlier*).

Jeff Land of Brandis Tallman was present for the Board to ask any questions regarding the lease financing through Brandis Tallman. Adopting Resolution 2019-18 authorizes the Board President to sign off on the following documents:

- i. September 9, 2019 Lease (\$1,170M Project Fund) 7-31-19
- ii. September 6, 2019 Umpqua Bank Term Sheet
- iii. October 1, 2019 Lease Agreement
- iv. October 1, 2019 Memorandum of Lease Agreement
- v. October 1, 2019 Site Lease
- vi. Resolution 2019-18: RESOLUTION OF THE SCOTIA COMMUNITY SERVICES DISTRICT APPROVING A SITE LEASE, AND A LEASE AGREEMENT; MAKING CERTAIN DETERMINATIONS RELATING THERETO; AND AUTHORIZING CERTAIN OTHER ACTIONS IN CONNECTION THEREWITH

### - PUBLIC COMMENT-

A community member questioned how the district would be able to afford paying back the lease payments for this financing and was concerned that the money owed would be expected from the residents through assessments or rate increases. General Manager responded explaining that the funds are already procured for repayment and in reserve for that purpose. No increases to the

customers of the SCSD would be passed along.

**Motion: To adopt Resolution 2019-18:** RESOLUTION OF THE SCOTIA COMMUNITY SERVICES DISTRICT APPROVING A SITE LEASE, AND A LEASE AGREEMENT; MAKING CERTAIN DETERMINATIONS RELATING THERETO; AND AUTHORIZING CERTAIN OTHER ACTIONS IN CONNECTION THEREWITH

**Motion:** Black    **Second:** Pitcairn

**Motion Vote:**

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

**Motion Carried?** YES

### 1. New Business (continued)

b. General Manager's discussion of security and safety within Parks & Recreation facilities. Approve the letter written by the GM for distribution of the letter to residents of Scotia.

- Surveillance cameras on SCSD property has captured multiple incidences involving unsafe vehicular action in front of Fireman's Park. Drifting, spinning donuts, and speeding have been common occurrences.
- The nature of the letter was to inform residents if these actions continue the District may choose to close the park to vehicle access and only have pedestrian access remaining.
- Discussion included the idea of posting surveillance on the Scotia Neighborhood Watch Page, (a site administered by a resident not in attendance at the meeting) on Facebook.
- Public commentary included discourse on privacy concerns for residents who might have their vehicles recognized in the surveillance videos.
- The community and Board felt it would be beneficial to contact the site administrator of the Scotia Neighborhood Watch to discuss the possibility of posting the surveillance videos on that platform before sending notice to the residents.
- No action was taken on the matter at this time.

c. General Manager's NPDES permit renewal discussion.

- The SCSD's NPDES Permit is currently operating under a TOS permit from 2012.
- Permit was up for renewal in 2017 but was placed on an administrative hold to allow the involved parties to work towards a methodology for resolving the matter.
- The District is negotiating with the State (Regional Water Quality Control Board) to end the co-permittee status with Humboldt Redwood Company (HRC), an industrial discharger.
- The district will be meeting the SRWQCB and HRC on Wednesday October 9, 2019 to discuss potential outcomes and/or solutions to the situation of the NPDES permit.

d. Budgetary line item adjustment to reflect allocation of District Engineer's compensation moving from "Professional Services" to "Engineering Services".

- The SCSD has a Request for Qualifications (RFQ) for an engineer to operate on behalf of the district to provide consult and approval of the ongoing subdivision process.
- \$13,000 from “Contract Staff” on the SCSD Budget will be moved into “Engineering Services”.
- **-NO PUBLIC COMMENT-**
- **Motion: To approve a Budget Amendment to move \$13,000 of engineering expenses from Account 60350 “Contract Staff” to Account 60340 “Engineering”**
- **Motion:** Sellen **Second:** Newmaker
- **Motion Vote:**
- **Ayes:** 5—Bristol, Newmaker, Pitcairn, Pryor, Sellen **Opposed:** 0, **Absent:** 0, **Abstained:** 0
- **Motion Carried?** YES

## 2. Old Business

a. Receive a Presentation by Brandis Tallman LLC, Regarding Scotia Community Services District (SCSD) Updated Funding for Debt Restructuring and Improvement Projects.

(This item can be viewed above as it was moved under the *setting of the agenda* to directly follow agenda item E1a.).

## G. 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:**
  - Corridor Project is 90% complete.
  - New river pumps to be installed the second week of October.
  - Intake gallery halfway cleaned out and 1<sup>st</sup> new pump installed. 2<sup>nd</sup> pump to be installed soon.
  - Million-gallon tank will be cleaned out after October 15.
  - FEMA funding processing for the initial debris removal process and later for Clarifier replacement.
  - Lead remediation on the museum plaza is moving slowly while coordinating with Fred Runner and his request that the SCSD handle the coordination (not cost) for the ADA sidewalk repairs.
  - Bathymetric survey has been completed and the district can now proceed with the Solar project proposal with REC Solar.
  - Rio Dell Fire Protection District is pursuing an annexation (LAFCo application) of the Scotia Volunteer Fire Department to take over fire services in Scotia, Shively and Redcrest.
  - Currently the SCSD has the LAFCo authority to provide fire services however, a fire assessment was voted down in 2016 and the SCSD does not have the financial means to provide those services at this time.
4. **District Counsel’s Report:** none

- 5. **Engineer's Report:** none
- 6. **Fire Chief's Report:** none
- 7. **Board Clerk's Report:** none

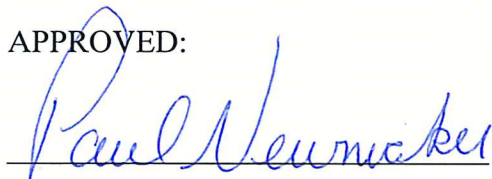
**Board Training: CSDA's Conflict of Interest Webinar**

**H. ADJOURNMENT at 8:03 PM by Diane Bristol**

Next regular meeting of the SCSD will be held on October 17, 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 October 17, 2019 at its duly-noticed regular meeting in Scotia, CA.

APPROVED:



Paul Newmaker, President

Board of Directors

Scotia Community Services District



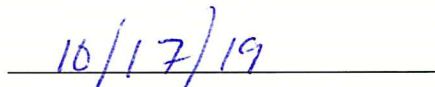
Date

ATTEST:



Jennifer McDonald, Board Clerk

Scotia Community Services District



Date