

Minutes of the REGULAR Board Meeting for the
Scotia Community Services District
Thursday, October 17, 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 5:34 pm with the following Directors in attendance:

PLEDGE OF ALLEGIANCE

Diane Black (Bristol), Director —Present

Paul Newmaker, President— Present

Scott Pitcairn, Director— Present

Susan Pryor, Director— Present

Nina Sellen, Director— Present

Staff Present: Leslie Marshall; GM and Jennifer McDonald, BC

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

-No changes-

- C. CONSENT CALENDAR**

1. Approval of Previous Meeting Minutes; September 19, 2019
2. Approval of September 1, 2019 – September 30, 2019 Check Registers
3. Approval of Planwest Partners Invoices September, 2019

-NO PUBLIC COMMENT-

Motion: To approve the Previous Meeting Minutes

Motion: Pitcairn Second: Pryor

Motion Vote:

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

Motion Carried? YES

Motion: To approve the September 1, 2019-September 30, 2019 Check Registers

Motion: Black Second: Pitcairn

Motion Vote:

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

Motion Carried? YES

Motion: To approve the September Planwest Partners Invoice

Motion: Newmaker Second: Black

Motion Vote:

Ayes: 5—Black, 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. This document has now been received by the Division of Dam Safety.

E. NEW BUSINESS

1. New Business

- a. Receive an informational Presentation from Joe Timmerman of Rio Dell Fire Protection District (RDFPD) and Sarah West of Humboldt's Local Agency Formation Commission (LAFCo) regarding the RDFPD's proposal to annex the Volunteer Fire Department of the community of Scotia and request for "In-Kind Services" Cost Exchange.
- The SCSD was empowered with fire services upon its formation but it was later voted down by residents.
- Town of Scotia (TOS) currently provides fire services to Scotia residents at no cost. The salary of the fire chief, the new fire engine, the utilities of the station etc. are all funded by TOS. Having fire services funded through a private entity is very unusual, as well a choice that TOS is by no means mandated to make.
- TOS is a private entity and one in process of divestiture in Scotia, through subdivision and the sale of homes to private homeowners. Once TOS has divested the Scotia community will be responsible for the funding of fire services.
- The annexation proposed by RDFPD includes involving Redcrest, Shively, and Scotia as the areas they hope to bring into their sphere.
- The cost to Scotia homeowners is \$25 per unit of benefit. A single-family residence is 4 units of benefit, for example. The majority of homeowners could expect to see a \$100 charge on their county tax roll (annual property tax) billed by the RDFPD should the annexation be successful.
- The application is reviewed by Humboldt LAFCo, a five-member Board who approves or denies the annexation. The SCSD ultimately makes no decision on the approval or denial of the application to annex, however there is a protest hearing post annexation approval that would serve as the mechanism for the community to overturn the decision if that were their choice.
- RDFPD is seeking a letter of support from the SCSD, showing that our district is not protesting the deactivation of its power to provide fire services.
- The RDFPD is seeking a cost exchange for in kind services. Details of any exchange are to be further negotiated.
- The expected decision on the application to LAFCo by RDFPD is expected to be released in January 2020.
- Upcoming informational community meetings will be taking place Thursday, November 7th at the Winema Theater in Scotia (5:30-6:30 PM), in Redcrest/Shively area on Friday November 8th at the Redcrest Community Center (5:30-6:30), and in Rio Dell on Saturday November 9th at

the Rio Dell Fire Station from 12:00-3:00 PM.

-PUBLIC COMMENT-

- Community members asked a few basic questions regarding timing of decisions and outcomes if the proposal did not go through.
- If the Scotia community finds itself without official fire service at the end of TOS jurisdictional support, then the residents and businesses would be left to the services of Cal Fire and goodwill service from Rio Dell Fire Protection District (or any other nearby, available first responders). This is problematic for Scotia because in the event of multiple call outs, the RDFPD is required to service their residents before providing goodwill service anywhere else.

This item was informational only and the Board did not take any action on the matter.

b. Receive a presentation from Brian Chase of North Coast Paintball with a proposal to establish an impermanent and inflatable paintball course on the SCSD soccer field.

- North Coast Paintball is a company led by Matt Storm and Brian Chase. The two have successfully run a paintball park in Redding, California but are looking to relocate their business to Humboldt.
- The company uses Hybrid-netting that ensures the safety of spectators and passerby are protected from any rogue paintballs. The company possesses all the requisite safety equipment for participants and promotes and monitors safety of all their customers through education and regulation.
- The inflatable course known as an “airball bunker” is proposed to be set up and taken down each day it is in use. (Current proposed schedule is to operate every other weekend)
- The company is amenable to rescheduling their operations if there were any conflicts with other users of the field.
- The guns use a Polyethylene glycol comprised paintball encased in a gelatin-based shell. This is a stain free and completely biodegradable paintball that won’t leave any lasting litter behind.
- North Coast Paintball is proposing to construct a 4-foot fence (replacing the currently barbed-wire topped chain-link fence) and to store one or two 10’x20’ storage containers onsite for storing the gear and the other to use as an office.
- North Coast Paintball would like to negotiate a maintenance agreement with the SCSD.
- The company has a history of hosting fundraiser events for community purposes (i.e. teachers vs. students or fire station vs. fire station) to help those entities make raise money.
- They are willing to bring their own port-o-potty.
- The company is insured through Sadler Sports Insurance, complying with location insurability, field layout, netting requirements, safety signage, staff education and would require signage of a liability waiver by participants.

-PUBLIC COMMENT-

- A community member asked about potential traffic impacts
- A discussion about the rates for participants was raised

Motion: To authorize staff to develop a rental contract/lease agreement with North Coast Paintball. Any agreements will be reviewed by legal counsel.

Motion: Pitcairn **Second:** Sellen

Motion Vote:

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

Motion Carried? YES

c. Review the proposals received in response to the RFQ issued on September 13, 2019 for Professional Surveyor Services and Licensed Engineer On-call Services and authorize the General Manager to negotiate a contract. (Legal will review all contracts).

- The SCSD lost the services of our District Engineer Steve Davidson last month and is seeking to fulfill the opening with a qualified applicant or firm who will serve to assist the District with engineering services for the Town of Scotia LLC subdivision and construction processes. The SCSD is also pursuing the services of a surveyor or surveying firm for an as needed and project basis.
- The Board members reviewed three submitted proposals and decided upon Whitchurch Civil Engineers, based out of Fortuna based on favorable experiences with the firm and a solid local reputation.

-PUBLIC COMMENT-

None.

Motion: To approve and authorize the General Manager to negotiate a contract with Professional Surveyor Services and Licensed Engineer On-call services for the Whitchurch Engineering firm.

Motion: Black **Second:** Pryor

Motion Vote:

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

Motion Carried? YES

d. Approve a Funds Transfer from Redwood Capital Bank to Umpqua Bank for banking relationship requirement related to Brandis Tallman financing.

- The SCSD recently closed on financing with Brandis Tallman for Parks and Recreation facilities improvements. The interest rate offered in the term sheet presented by Umpqua Bank is 2.98% and is contingent on the establishment of a banking relationship with Umpqua.
- \$500,000 must be maintained in an account with Umpqua in order to keep this rate.
- Because of a good relationship with our current banking institution, Redwood Capital Bank, staff is hesitant to move all of the District's funds to Umpqua and instead will open a savings with them for Parks and Recreation reserve funding.

-PUBLIC COMMENT-

None

Motion: To approve the transfer of funds (not less than \$500,000 from Redwood Capital Bank to Umpqua Bank.

Motion: Sellen **Second:** Newmaker

Motion Vote:

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

Motion Carried? YES

2. Old Business

- a. Approve for signing the USDA Special Evaluation Assistance for Rural Communities and Households (SEARCH) Grant's Rural Utility Service (RUS) Bulletin 1780-12, Water and Waste System Grant Agreement.

-Public Comment-

None.

Motion: To approve the RUS Bulletin 1780-12 template and signature by the General Manager once finalized by USDA Staff and reviewed by legal counsel.

Motion: Black **Second:** Pryor

Motion Vote:

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

Motion Carried? YES

- b. **Adopt Resolution No. 2019-19, AUTHORIZING APPLICATION FOR USDA SEARCH GRANT FOR PRELIMINARY ENGINEERING REPORT FOR WATER TREATMENT PLANT REPLACEMENT**

-Public Comment-

None.

Motion: Adopt Resolution 2019-19, AUTHORIZING APPLICATION FOR USDA SEARCH GRANT FOR PRELIMINARY ENGINEERING REPORT FOR WATER TREATMENT PLANT REPLACEMENT

Motion: Pitcairn **Second:** Sellen

Motion Vote:

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

Motion Carried? YES

- c. Review the solicited Statements of Quotation (SOQs) received by deadline on 10/10/19 in

response to the District's Primary Clarifier No. 1 Rehabilitation and Control Box replacement project.

- The District needs to replace the primary clarifier and needs to select a manufacturer for the construction of the machinery. FEMA is paying for the replacement of this clarifier and requires the district go with the lowest qualified bidder.
- The District was presented with the quotations from three firms; ClearStream Environmental, Rebuild-It Services, LLC and MISCOWater.
- The Board felt unprepared to make a selection at this time and instead decided to schedule a special meeting to give time for the proposals to be reviewed by SHN Engineering.

-PUBLIC COMMENT-

Will the eventual reconstruction of the wastewater treatment plant utilize this primary clarifier that is about to be replaced?

GM responded that rebuilding of the entire plant is at least 5 years away and there is no way to avoid replacing the clarifier.

Motion: To table the discussion and selection of the preferred applicant for the rebuilding of the primary clarifier pending consult with SHN on the choices (Special Meeting scheduled for Thursday, October 24, 2019 at 12:00pm).

Motion: Newmaker **Second:** Pitcairn

Motion Vote:

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

Motion Carried? YES

d. Consider approving a Winema Theater Roof Replacement Proposal

- The Winema Theater Roof has been leaking (in several locations) over the past few winters. The Board approved the fiscal year 2019/20 budget, which included a replacement roof for the Winema Theater.
- Staff requested proposals from three (3) licensed local roofing firms. The firms are Alves INC., McMurray & Sons, INC., and Sanders Roofing INC. All three (3) firms provided costs for removing the old roofing and installing new 40 year, algae resistant, laminated, class A fire rated, composition shingles.
- Sander's Roofing is the company that does all the work for the Town of Scotia updating and improving the homes to prepare them for the subdivision process.
- The Board was unanimously in favor of Sanders Roofing based off of their reputation in the community, their familiarity with Scotia, and the fairness of their pricing.

-Public Comment-

None.

Motion: To approve one (1) (Sanders Roofing) of the three (3) Winema Theater Roof Replacement Proposals

Motion: Black **Second:** Newmaker

Motion Vote:

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

Motion Carried? YES

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:**

Parks and Recreation

- Water leak under the theater bathroom. TOS will supply the work and we will pay for it (it is a capital cost). TOS will only charge for the cost of repairs and not for labor.
- We are working with Advanced Display and Signs producing additional signage for the parks to address things like overnight camping and other prohibited uses.
- Fred Runner (Friends of No. 9) is working with DCI Builders for the sidewalk repair at the museum plaza. (From the removal of the Heisler Engine).
- Lead abatement on the museum plaza is being contested still. SHN did their assessment based off residential thresholds and the museum plaza should be considered a commercial land use. The threshold for residential lead levels is more stringent than that of commercial parcels and the district is working with the county to get the situation figured out. SHN used the county website to determine the residential status, therefore it seems the parcel is mislabeled and needs to be corrected.

Water

- No back-up generators for the river pumps. When the tanks up on the hill empty, (3 days max without pumps) we would have to resort to trucked in water if the outage lasted more than 3-days.
- That is the reason for the Water Conservation notices sent out with the Public Safety Power Shutoff (PSPS) that took place October 9. PG&E provided very short notice and told us to be prepared for 24 hours-5 days of outage.
- The Million-gallon tank (raw water), Finish tank is 366,000 gallons (filtered and treated) and there are two (2) additional 366,000-gallon raw, non-potable water tanks that serve the mill and for fire suppression.
- We are working with HRC to get an easement approved at the block building at the log pond

(control room for the river pumps) to be able to lay a pad of concrete that we could then put an emergency generator on that is substantial in power and capable of operating the river pumps in the event of any power outages.

- Humboldt County Office of Emergency Services (OES) put together a county wide emergency plan that did not include the SCSD because of the timing of our formation. We are attempting to get ourselves added to this list of entities by way of an addendum.

Corridor Project

- Project is 85-90% completed
- Lines are almost all passing pressure testing
- Replaced a broken line
- Finishing up a storm drain line at Fireman's Park (HRC & TOS)
- River pump replacement is delivered but waiting on some electrical components

Cleaning of the Million Gallon Tank

- Food grade polymer used to settle out silts and solids and builds up at the bottom of the tank
- Tank is drained, build-up of polymer removed, interior of the tank scrubbed and then refilled.

Vegetation Removal

- The district rented an excavator for the removal of vegetation around the log pond. It was an overdue process and we are going to now move that to an every 6-month maintenance cycle.
-

NPDES Permit

- The planned meeting with Humboldt Redwood Company, the State Regional Water Quality Control Board, and the SCSD was scheduled for discussion and potential solutions for challenges created by a shared NPDES permit. (HRC & SCSD). A Public Safety (PSPS) by PG&E coincided with the scheduled meeting and the discussion and meeting have yet to be rescheduled.

Staffing changes

- Kevin Farmer is no longer working for the SCSD. The District has reached out by the way of a Request for Qualification (RFQ) for Engineering and Surveying Services for an as needed or project basis. The City of Ferndale is now contracting with us for the services of their Chief Operator, Steve Coppini.

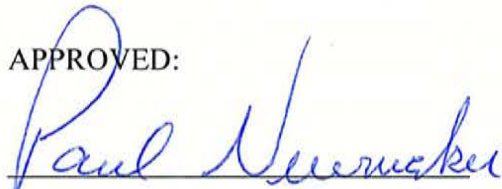
4. **District Counsel's Report:** none
5. **Engineer's Report:** none
6. **Fire Chief's Report:** none
7. **Board Clerk's Report:** none

H. ADJOURNMENT at 8:07 PM by President Newmaker

Next regular meeting of the SCSD will be held on November 21, 2019 at 5:30 PM. A special meeting will be held prior to that on Thursday, October 24, 2019 at 12:00 PM.

These minutes were approved by the Board of Directors of the Scotia Community Services District on November 21, 2019 at its duly-noticed regular meeting in Scotia, CA.

APPROVED:



Paul Newmaker, President

Board of Directors

Scotia Community Services District

11/21/19
Date

ATTEST:



Jennifer McDonald, Board Clerk

Scotia Community Services District

11/21/19
Date

