

Minutes of the REGULAR Board Meeting for the
Scotia Community Services District
Thursday, November 21, 2019 at 5:30 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 5:32 p.m. with the following Directors in attendance

Diane Black, Director – Present

Scott Pitcairn, Director – Present

Susan Pryor, Director – Present

Nina Sellen, Director - Present

Paul Newmaker, President – Present

Staff Present—Leslie Marshall GM, Jennifer McDonald BC

B. 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 October 17, 2019
2. Approval of Previous Special Meeting Minutes: October 24, 2019
3. Approval of October 1, 2019 – October 31, 2019 Check Registers
4. Approval of Planwest Partners Invoices October 2019

Motion: To approve the Consent Calendar

Motion: Pryor Second: Pitcairn

Motion Vote:

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

Motion Carried? YES

D. PUBLIC COMMENT & WRITTEN COMMUNICATION –

- GM introduced written communication from the North Coast Regional Water Quality Control Board (Regional Water Board) dated 11.21.2019.
- Justin McSmith, the Water Resource Control Engineer for the Regional Water Board wrote this letter to make a formal statement for the Planning Commission of Humboldt County.
- The letter detailed his concerns for the use of untreated industrial process water in the Terragen Wind Project.
- The FEIR proposed usage of Humboldt Redwood Company's Cooling Tower water for construction of the wind turbines, dust suppression, backfill compaction.

E. PUBLIC HEARING – NONE

F. BUSINESS

1. New Business –

a. Lead Remediation on the Museum Plaza Update

- Lead remediation is no longer required of the Museum Plaza area where the former steam engine and steam donkey were located.
- Lead thresholds were based off of residential stipulations due to the parcel's erroneous label on County Web GIS. The parcel is a commercial designation which has higher thresholds for lead presence.

Motion: To approve SCSD staff to proceed with clean up, excavation of remaining concrete pad and brick, and re-sodding on the Scotia Museum Plaza.

Motion: Pitcairn Second: Newmaker

Motion Vote:

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

Motion Carried? YES

b. Review and authorize for signing the SHN Service Agreement for FY 2019/2020

- Annual Services include NPDES Support Services, Hazardous Materials Business Plan (HMBP) Update, California Accidental Release Prevention (Cal-ARP) Program-Risk Management Plan Updates and Training, Annual Water Treatment Plant (WTP) Filter Inspection, and on-call Engineering Services.

Motion: To approve and authorize the General Manager to sign the attached SHN Services Agreement for the Fiscal Year 2019/2020.

Motion: Black Second: Pitcairn

Motion Vote:

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

Motion Carried? YES

c. Review contract for Ferndale Staffing Secondment Agreement

- Steve Coppini is employed as the Lead Wastewater operator for the City of Ferndale and maintains a Grade III Wastewater Certificate.
- The SCSD is entering into a mutual secondment agreement to make the services of Mr. Coppini available to provide on call wastewater services.
- The agreement spells out a monthly hour limit not to exceed 20 hours per month.

Motion: To authorize the General Manager to sign the City of Ferndale Secondment

Agreement for contracted wastewater operator on-call services for the SCSD

Motion: Pryor **Second:** Sellen

Motion Vote:

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

Motion Carried? YES

d. Review contract for Whitchurch Engineering for Professional Surveyor Services and Licensed Engineer On-call Services

- The primary function of this contract is for Whitchurch to provide licensed on-call engineering services for the SCSD specific to the Scotia subdivision process.
- Additional services desired by the SCSD would require an addendum to services.

Motion: To approve and authorize the General Manager to sign the contract with Whitchurch Engineering for the on-call Professional Surveyor Services and Licensed Engineer.

Motion: Sellen **Second:** Pryor

Motion Vote:

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

Motion Carried? YES

e. Review draft contract for North Coast Paintball Services

- Staff has written a draft contract for the use of the Scotia Soccer Field by North Coast Paintball.
- The group met with Board and presented their business model at the regularly scheduled October (2019) Board meeting.
- The contract has been reviewed by district legal counsel.

Motion: To approve and authorize staff to enter into a rental Lease Agreement with North Coast Paintball.

Motion: Black **Second:** Pitcairn

Motion Vote:

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

Motion Carried? YES

f. Resolution 2019-20 Authorizing Agreement with Umpqua Bank to participate in CSDA District Purchasing Card Program

- SCSD has been approved for CSDA District Purchasing Card Program.
- This program, a VISA card, offers rewards on purchases.

- Staff will also maintain the Mastercard account with Redwood Capital Bank.

Motion: To adopt Resolution 2019-20, A Resolution of the Board of Directors Authorizing Agreement with Unpqua Bank to Participate in the CSDA District Purchasing Card Program.

Motion: Pitcairn **Second:** Newmaker

Motion Vote:

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

Motion Carried? YES

2. Old Business

a. Rio Dell Fire Protection District Annexation follow-up

- Annexation of Scotia into Rio Dell's fire jurisdiction was introduced by Humboldt LAFCo and the Rio Dell Fire Protection District at the regularly scheduled meeting in October (2019).
- Each parcel can expect to have approximately \$100 assessed on the annual property taxes issued by the County of Humboldt.
- The services of Rio Dell Fire Protection District will lower (improving) the Insurance Service Office (ISO) rating for Scotia homeowners potentially lowering home insurance rates.

This item is informational only. No action was taken.

G. REPORTS

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

1. **President's Report:**

- President Newmaker thanked the General Manager for supporting him at the meeting for the Rio Dell Fire Protection District Annexation at the town meeting that took place at the Winema theater.

2. **Board Director Reports: -none-**

3. **General Manager's Report:**

- Updates given on the corridor project (sitting at 90% completion)
- Easement on HRCs property at the Block Building (to accommodate a back-up generator for the river pumps) is still in the works.
- Three (3) companies have been solicited for quotes from companies for the purchase of a generator.
- A bypass valve is to be installed on Million Gallon tank in order to save costs on polymer.
- Each tote costs roughly \$3,500 and the bypass valve should reduce the need for as much polymer.
- The annual Filter inspection for the Water Treatment Plant is in the scope of annual services with SHN. Staff will be looking into the possibility of completing the work in house if the State Water Resource Control Board will allow the job to be completed not by an engineer.
- The SCSD Water Ordinance and the Master Fee Schedule are being updated to be compliant with SB 98 and will be brought to the Board at the December meeting.

4. **Board Clerk's Report:**

- Board Clerk updated the Board on the CSDA Board clerk conference she attended the week prior.
- Promoted the idea of taking advantage of CSDAs training and certificate programs for Board members and staff of special districts.

5. **District Counsel's Report:**

6. **Engineer's Report:**

H. BOARD TRAINING -none-

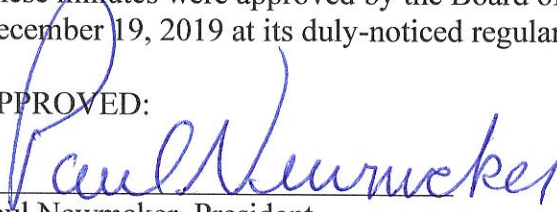
I. ADJOURNMENT At 6:58 PM by President Newmaker

Next Regular Meeting of the SCSD will December 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.

These minutes were approved by the Board of Directors of the Scotia Community Services District on December 19, 2019 at its duly-noticed regular meeting in Scotia, CA.

APPROVED:



Paul Newmaker, President
Board of Directors
Scotia Community Services District

12/19/19
Date

ATTEST:



Jennifer McDonald, Board Clerk
Scotia Community Services District

12/19/19
Date