

Minutes of the REGULAR Board Meeting for the  
Scotia Community Services District  
Thursday, January 16, 2020 at 5:30 P.M.

**A. CALL TO ORDER/ ROLL CALL/PLEDGE OF ALLEGIANCE** The regular meeting of the Board of Directors of the Scotia Community Services District convened at 5:33pm with the following directors in attendance:

Diane Black, Vice President- Present

Paul Newmaker, President- Present

Scott Pitcairn, Director – Present

Susan Pryor, Director – Present

Nina Sellen, Director – Present

Staff Present: Leslie Marshall, GM; Jennifer McDonald, Board Clerk

**B. SETTING OF AGENDA**

-No changes-

**C. CONSENT CALENDAR**

**1. Approval of Previous Meeting Minutes**

December 19, 2019

**2. Approval of December 1 – December 31, 2019 Check Registers**

**3. Approval of Planwest Partners December Invoice**

Public Comment

-NONE-

**Motion: To Approve Consent Calendar**

**Motion:** Pryor **Second:** Pitcairn

**Motion Vote:** Ayes- (5) Black, Newmaker, Pitcairn, Pryor, Sellen Opposed: 0 Absent: 0 Abstain: 0

**D. PUBLIC COMMENT & WRITTEN COMMUNICATION — NONE—**

**E. Public Hearing — NONE—**

**F. BUSINESS**

**1. New Business –**

**a. Second Reading and Adoption of Water Ordinance 2019-2 *An Ordinance of the Board of Directors of the SCSD Amending Ordinance 2015-2 Title II -Water Service* for SB 998 compliance (15 minutes)**

Public Comment— NONE—

**Motion:** Adopt by title only Water Ordinance 2019-2 An Ordinance of the Board of Directors of the SCSD Amending Ordinance 2015-2 Title II -Water Service

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

**Motion Vote:** Ayes- (5) Black, Newmaker, Pitcairn, Pryor, Sellen Opposed: 0 Absent: 0 Abstain: 0

Public Comment — NONE—

**Motion:** Adopt Water Ordinance 2019-2 An Ordinance of the Board of Directors of the SCSD Amending Ordinance 2015-2 Title II -Water Service

**Motion:**           Newmaker                                            **Second:**           Pitcairn          

**Motion Vote:** Ayes- (5) Black, Newmaker, Pitcairn, Pryor, Sellen     **Opposed:**  0 **Absent:**  0 **Abstain:**  0

**2. Old Business – NONE**

**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:**

**— Water—**

- First River Pump has been set and are awaiting electrical connection from the pumps to the block house, waiting for good weather to do the splicing and then bringing in the control panel. After that one is up and running the second pump will be installed and we will be operating with 2 brand new, automated river pumps and motors. Should last 10 years or more.
- Pumps are automated and once both installed will work in tandem with soft start up. Engineers are working with PG&E to prevent the pumps from causing flickering to the electrical grid.
- The back-up generator (to operate the river pumps in the event of power outages) is held up by acquisition of an easement from Humboldt Sawmill Company *and* funding. The cost of the generator large enough to power the river pumps is roughly \$ 100,000 to \$150,000. Pad size on HRC property (easement necessary) is still being determined. Water reserves are not currently enough to fund the generator.
- Corridor project is wrapped up. TOS is developing a punch list to summarize the work.
- Phase 3 plans are in process of receiving comments from involved parties, waiting on PG&E, AT&T, and Suddenlink comments/signatures (SCSD has already signed off) and then submitting to the County for review and approval on Phase 3 of the subdivision improvements.
- Report on Filter Inspection Report on Water Filters for annual inspection for submittal to the Water Board. The inspection revealed the need for additional anthracite in some the filter cells.

**— Wastewater—**

- Insurance adjuster from SDRMA was out in early January to assess the damages to the primary clarifier.
- Clearstream Environmental will be out in late January to take measurements of the infrastructure to design its replacement. Mobley Construction will have a vac truck to empty the clarifier and a bypass will be conducted in preparation for this.
- The District received a check from CalOES for the initial labor costs to the District involved with Clarifier’s breakdown. A new savings account was created with Redwood Capital Bank to deposit this check.
- The Log Pond Inundation Map has been completed by SHN. Map and accompanying data have been submitted to the Division of Dam Safety pending their approval we will begin development of the Emergency Action Plan (also in conjunction with SHN)

- Feb 27<sup>th</sup> NPDES Permit renewal meeting has been set after many rescheduling delays. Involved parties include the SCSD, HRC and the State.
- Mike Forget of SHN has spoken with the District about smoke testing a couple of lines in Phase 3 on HRC property because it's possible one of the storm drains is linked into the Wastewater streams. Both HRC and TOS storm drains empty into the gully near Fireman's Park.

— **Parks and Recreation** —

- North Coast Paintball submitted their business license to the County and are now required to do some ADA upgrades inclusive of a designated ADA parking pad and signage as well as a cement pathway to the bleachers.
- Carpenter's Shop Roof replacement is complicated by old asbestos roofing below latest roof. The whole thing needs to be taken apart and abated before the new roof can be installed. We are in the process of getting quotes for abatement and reroof project, likely to be brought before the Board at the March meeting.
- Museum Plaza. New fencing around the log cut has been installed by Windy Point Fencing. Took a first load of brick out of there. We are getting contractor quotes for the masonry work to make the old train pad into a brick planter.
- New fence at the soccer field being installed with pedestrian access gate and a gate for trucks to enter for delivery of necessary storage containers for Paintball operations.
- The District had to replace a part on the garage door at the Carpenter's Shop where the SUSD parks their busses. The mechanism failed and the busses were unable to exit for a day.

— **Administration** —

- The District hired Jennifer McDonald (formerly a contracted employee of Planwest Partners) as the Administrative Assistant and Board Clerk for the SCSD. Her first day as an official employee will be January 27<sup>th</sup>.
- A resolution to divest the Scotia CSD of the power to provide fire services will be brought to the Board at the February meeting as the Rio Dell FPD annexation process is completing through the LAFCo process.
- Bringing a mid-year budget to the Board soon.
- EcoGreen Solutions is not going to be followed through on because the WWTP is going to be replaced in 5 years and the improvements they make function as a loan and would only be able to be paid back over a longer period than that.
- The REC Solar Project as well is on hold as the terms for the floating solar were not as achievable as first believed due to the relatively young nature of the technology. For this reason, a PPA is not looking feasible and the only way the District could proceed would be to own the infrastructure outright. This is not an avenue that management is comfortable with due to the very limited nature of staff with District and the potential labor and maintenance something like that could incur. It is possible that we could put the job out to bid to see if there is another solar company that might be able to finance a PPA for the District.

4. **Special Counsel's Report:** None

5. **Engineer's Report:** None

6. **Fire Chief's Status Report:** None

7. **Board Clerk Report:** Update on next month's meeting:

- ALSB for Audit Presentation
- Mid-year Budget Review
- Rio Dell FPD LAFCo annexation
- Local Limits Study by SHN.

**Board Training:** CSDA Webinar, "Exercising Legislative Authority"

**ADJOURNMENT at 7:29 PM by President Paul Newmaker**

Next Regular Meeting of the SCSD will be February 20, 2020 at 5:30 PM. A Special meeting may be held prior to that.

Approved:



Paul Newmaker, President

Board of Directors

Scotia Community Services District

2/20/20

Date

Attest:



Board Clerk

Scotia Community Services District

2/20/2020

Date