

Minutes of the REGULAR Board Meeting for the  
Scotia Community Services District  
Thursday, March 19, 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 **5:30** 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, General Manager, Jennifer McDonald, Board Clerk

**B. SETTING OF AGENDA**

Staff decided to table several items on the agenda until the April meeting due to shelter in place orders and significant concerns for the Covid-19 pandemic. The items on the agenda which the Board took action on were considered to be crucial to the momentum of basic district operations.

**C. CONSENT CALENDAR**

1. **Approval of Previous Meeting Minutes:** February 20, 2020
2. **Approval of Check Registers:** February 1 – February 29, 2020
3. **Approval of Planwest Partners Invoice:** February 2020

**Public Comment** —None—

**Motion:** To Approve Consent Calendar

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

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

**D. PUBLIC COMMENT & WRITTEN COMMUNICATION**

A Scotia resident and District customer requested that a doggie waste bag station be installed on the front lawn (vacant parcel) adjacent to and in front of the CSD Office.

**E. Public Hearing**

— None —

**F. BUSINESS**

**1. New Business –**

- a. Second Reading and Adoption of Claims Ordinance 2020-1: An Ordinance of the Scotia Community Services District Board of Directors Regulating the Filing of Claims Against the District Which Are Exempt from the Government Claims Act.

**Second Read and Adoption of SCSD Claims Ordinance:** Tabled until April

b. Resolution 2020-2: A Resolution of the Scotia Community Services District Board of Directors to Amend the Scotia Community Services District Utility Billing Adjustment Policy

**Resolution 2020-2 Amending the SCSD Utility Billing Adjustment Policy:** Tabled until April

c. Resolution 2020-3: A Resolution of the Scotia Community Services District to Accept the Independent Audit Report for July 1, 2018-June 30, 2019

**Resolution 2020-3 Accepting the Independent Audit Report for FY 18/19:** Tabled until April

d. Resolution 2020-4: A Resolution of the Scotia Community Services District to Amend the Scotia Community Services District Personnel Policy

**Public Comment** —None—

**Motion:** Adopt Resolution 2020-4: A Resolution of the Scotia Community Services District to Amend the Scotia Community Services District Personnel Policy

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

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

e. Resolution 2020-5: A Resolution of the Scotia Community Services District to Adopt the Mid-Year FY 2019-2020 Budget Amendment

**Public Comment** —None—

**Motion:** Adopt Resolution 2020-5: A Resolution of the Scotia Community Services District to Adopt the Mid-Year FY 2019/2020 Budget Amendment

**Motion:** Pryor **Second:** Sellen

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

f. Authorize the General Manager to enter into a 5-Year Lease Agreement with Eel River Kings for the use of Carpenter's Baseball Field

**Public Comment** —None—

**Motion:** Authorize the General Manager to sign a 5-Year Lease Agreement with the Eel River Kings for use of Carpenter's Baseball Field

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

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

g. Discuss Potential Services Consolidation with the City of Rio Dell for Water and Wastewater Services

- General Manager reported out

**No Action Discussion Only**

h. Select and approve a bid for the Carpenter's Shop Roof Replacement

**Public Comment** —None—

**Motion:** Approve the bid from McMurray & Sons for the Carpenter's Shop Roof Replacement

**Motion:** Sellen **Second:** Pitcairn

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

i. NPDES Permit renewal update

**NPDES Permit Renewal Update:** Tabled until April

j. Parks and Recreation - Continued safety and damages concerns

**Parks and Recreation continued safety and damages concerns:** Tabled until April

k. Consider adding Board Clerk as a signatory for check signing only.

**Public Comment** —None—

**Motion:** Approve adding Board Clerk as a signatory for check signing only with the caveat that checks will be scanned to the Board for oversight.

**Motion:** Black **Second:** Pryor

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

## 2. Old Business – NONE

### F. REPORTS

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

1. **President's Report:**
2. **Board Director Reports:**
3. **General Manager's Report:**

The SCSD needs to adopt a declaration of emergency by resolution in order to formally waive the Brown Act requirements (specifically the sections regarding holding remote meeting and meeting noticing requirements). Special meeting was scheduled for Thursday March 26, 2020 at 12:00 PM to adopt

resolution 2020-6 A Resolution of the Scotia Community Services District Board of Directors Declaration of a Local Emergency by the Scotia Community Services District Regarding Covid-19

4. **Special Counsel's Report:**
5. **Engineer's Report:**
6. **Fire Chief's Status Report:**
7. **Board Clerk Report:**

Reported on the possibility of the next regularly scheduled SCSD Board meeting potentially needing to be conducted remotely through Zoom or other online meeting service

**ADJOURNMENT** at 6:22 PM by Paul Newmaker

Next Regular Meeting of the SCSD will be April 16, 2020 at 5:30 PM. A Special meeting will be held prior to that, on Thursday March 26, 2020 at 12:00 PM to adopt resolution 2020-6.

Approved:



Paul Newmaker, President

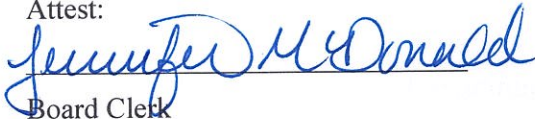
Board of Directors

Scotia Community Services District

4/16/20

Date

Attest:



Board Clerk

Scotia Community Services District

4/16/2020

Date