

Minutes of the REGULAR Board Meeting for the  
Scotia Community Services District  
Thursday, April 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 **5:30** via teleconference 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**

-No changes but item F1a. was amended to read as the 3<sup>rd</sup> instead of 2<sup>nd</sup> reading of Claims Ordinance 2020-1

**C. CONSENT CALENDAR**

1. Approval of Previous Regular Meeting Minutes: March 19, 2020
2. Approval of Previous Special Meeting Minutes: March 26, 2020
3. Approval of Special Meeting Minutes: April 8, 2020
4. Approval of March 1, 2020—March 31, 2020 RCB Check Registers
5. Approval of March 1, 2020—March 31, 2020 Umpqua Check Registers
6. Approval of RCB Mastercard Statement: February 7, 2020—March 8, 2020
7. Approval of Umpqua Visa Statement: March 1, 2020—March 31, 2020
8. Approval of Planwest Partners Invoice: March 2020

**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.** Third 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.

**Public Comment** —None—

**Motion:** Adopt by title only Claims Ordinance 2020-1

**Motion:** Black **Second:** Newmaker

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

**Public Comment** —None—

**Motion:** Adopt 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 (Government Code Section 810-996.6) Adopting Title IX – Claims Ordinance

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

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

**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

**Public Comment** —None—

**Motion:** Adopt 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

**Public Comment** —None—

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

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

**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

**Motion:** Adopt Resolution 2020-3: A Resolution of the Scotia Community Services District Board of Directors to Accept the Independent Audit Report for July 1, 2018-June 30, 2019

**Public Comment** —None—

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

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

**d. SCSD draft budget for FY 20/21**

- The SCSD draft budget was presented. A second read will occur at the May meeting, and third read and adoption will occur in June for submittal to the County
- GM reported out details of the draft budget
- Informational only, no action taken

**e. NPDES Permit renewal update**

- District staff met with the RWQCB and HRC in order to discuss the plan for a NPDES permit renewal
- District has been operating on an administrative extension for almost 3 years
- Determining factors for the process moving forward will be the outcome of the log pond and if it is considered waters of the state. (If a groundwater connectivity study shows the log pond or other polishing ponds influence groundwater reaching the river, then it will be considered waters of the state)
- If the district is the primary NPDES permit holder HRC would become an industrial discharger on our permit
- If the district and HRC become co-permittees with different monitoring standards
- Separate NPDES permits both entities would discharge into the log pond and the District's final monitoring point would move
- Each of these various scenarios have advantages and disadvantages but regardless of the direction the permit takes, the RWQCB is adamant that moving forward a written agreement will be in place between the District and HRC spelling out the allowing what our requirements are for them to discharge into the log pond
- Informational only, no action taken

**f. Parks and Recreation – Consider closing park road to vehicles in response to shelter in place orders**

- Staff discussed with the Board the ongoing issues of reckless driving in the parks
- Warmer weather and kids being home from school has led to numerous people to the park and river bar where social distancing is not being observed
- While parks are closed in the interest of public health, staff will be installing reckless driver deterrents such as large boulders and increased signage

**Public Comment** —None—

**Motion:** To temporarily close the vehicle access gate to District park facilities while social distancing and shelter in place orders stand

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

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

**g. LAFCo Independent Special District Election**

**Public Comment** —None—

**Motion:** Instruct Board Clerk to cast a ballot for Debra Lake from the Fruitland Fire Protection District to sit on the Board for Humboldt LAFCo

**Motion: Pryor Second: Sellen**

**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:**

- FEMA update: Projects are transferring from FEMA to CalOES
- Staffing: Office staffing is happening on alternating days to allow for distancing
- Rio Dell annexation was pushed off due to the latest LAFCo Board meeting's cancellation over shelter in place/ distancing orders
- The Board needs to schedule a time for a special, closed session meeting regarding pending litigation

**4. Special Counsel's Report:**

**5. Engineer's Report:**

**6. Fire Chief's Status Report:**

**7. Board Clerk Report:**

**ADJOURNMENT at 6:33 PM by Paul Newmaker**

Next Regular Meeting of the SCSO will be May 21, 2020 at 5:30 PM. A Special Meeting, a closed session, will be held prior to that, on Thursday April 23, 2020 at 5:30 PM to address pending litigation.

Approved:

*Paul Newmaker*

Paul Newmaker, President

Board of Directors

Scotia Community Services District

5/21/20

Date

Attest:

*Jennifer McDonald*  
Board Clerk

Scotia Community Services District

5/21/2020

Date