



Notice is hereby given that a
REGULAR MEETING
Of the Board of Directors will be held at:
400 Church Street, Scotia, CA 95565

Thursday July 16, 2020
Regular Meeting at 5:30 P.M.

AGENDA

- A. CALL TO ORDER/ ROLL CALL** The Presiding Officer will call the meeting to order and the Board Clerk will call the roll of members to determine the presence of a quorum. **PLEASE REMEMBER TO SILENCE ALL CELL PHONES**

In accordance with the Governor's Executive Orders N-25-20 and N-29-20 SCSD Board of Directors shall conduct the District's business via teleconference as the Board chambers are closed at this time. **This meeting may be accessed by using the following call-in number: 1 669 900 6833. When prompted enter the meeting i.d. 813 4311 0300 and the following password 744468.** Please submit public comments in writing 24 hours ahead of the meeting, if possible. If anyone who wishes to teleconference the meeting and has ADA access needs, please call the SCSD Administrative Office not less than 24 hours in advance of the meeting time to make accommodations.

PLEDGE OF ALLEGIANCE

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

- C. CONSENT CALENDAR** Consent Calendar items are routine, to be acted upon by the Board of Directors at one time without discussion. If any Board member, staff member, or interested person requests that an item be removed from the Consent Calendar, it shall be moved so that it may be acted upon separately in business.

1. Approval of Previous Meeting Minutes—June 18, 2020 pp. 3
2. Approval of June 1 – June 30, 2020 RCB Check Registers pp. 9
3. Approval of June 1 – June 30, 2020 Umpqua Check Registers pp. 14
4. Approval of RCB Mastercard Statement—May 9 – June 7, 2020 pp. 19
5. Approval of Umpqua Visa Statement— June 1 – June 30, 2020 pp. 22
6. Approval of Planwest Partners Invoice—June 2020 pp. 25

- D. PUBLIC COMMENT & WRITTEN COMMUNICATION** Regularly scheduled meetings provide an opportunity for members of the public to directly address the SCSD Board Members on any action item that has been described in the agenda for the meeting, before or during consideration of that item, or on matters not identified on the agenda within the Board jurisdiction. Comments are not generally taken on non-action items such as reports or information.
COMMENTS SHOULD BE LIMITED TO THREE MINUTES

- E. ADJOURN TO CLOSED SESSION**

1. Call to Order
2. Roll Call
3. Government Code §54956.9; Discuss pending litigation with District Legal Counsel
4. Closed session discussion

F. ADJOURN TO OPEN SESSION

- 1. Report out of closed session**

G. PUBLIC HEARING - None

H. BUSINESS

1. New Business

- a. Second Reading and Adoption of Water Supply Cross Connection Control Ordinance 2020-4:
An Ordinance of the Scotia Community Services District Board of Directors Adopting
Ordinance 2020-4 Water Supply Cross Connection Control pp. 28
- b. Review Conflict of Interest Code and consider adopting Resolution 2020-10 Amending
Resolution 2016-2 Conflict of Interest Code Policy pp. 34
- c. Consider authorizing the reengagement of Anderson, Lucas, Somerville and Borgess for the
FY 19/20 Annual Audit pp. 41
- d. Discuss the billing and classification for Eel River Brewing Co. at 600k Bridge St. Scotia. Ca.
pp. 42

2. Old Business

I. REPORTS

(5 minutes each)

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

II. BOARD TRAINING – None

III. ADJOURNMENT

Next Regular Meeting of the SCSD will be August 20, 2020 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.

Minutes of the REGULAR Board Meeting for the
Scotia Community Services District
Thursday June 18, 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 **5:32** PM 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, Julie Hawkins, Board Clerk

B. SETTING OF AGENDA

No Changes

C. CONSENT CALENDAR

1. Approval of Previous Meeting Minutes—May 21, 2020
2. Approval of May 1, 2020—May 31, 2020 RCB Check Registers
3. Approval of May 1, 2020—May 31, 2020 Umpqua Check Registers
4. Approval of RCB Mastercard Statement—April 8- May 8, 2020
5. Approval of Umpqua Visa Statement—May 1-May 31, 2020
6. Approval of Planwest Partners Invoice—May 2020

No public comment

Motion: To Approve Consent Calendar

Motion: Pitcairn **Second:** Pryor

Motion Vote: Ayes (5) Black, Pitcairn, Pryor, Sellen, Newmaker Opposed: None Absent: None

Abstain: None

D. PUBLIC COMMENT & WRITTEN COMMUNICATION

Ted Vivatson of Eel River Brewery requested to be put on the July board meeting agenda to discuss billing and classification.

E. Adjourn to Closed Session

1. Call to Order
2. Roll Call
3. Government Code §54956.9; Discuss pending litigation with District Legal Counsel
4. Closed session discussion

F. Adjourn to Open Session

1. Legal Counsel reported out of closed session and direction to staff was given

G. Public Hearing

1. Consider adoption of Resolution 2020-9 Scotia Community Services District Board of Directors to Adopting FY 2020-2021 Final Budget

The final budget presented is the same as the budget presented at the May 21st Board Meeting.

No public comment.

Motion: To adopt Resolution 2020-9 Scotia Community Services District Board of Directors to Adopting FY 2020-2021 Final Budget

Motion: Black **Second:** Pitcairn

Motion Vote: Ayes (5) Black, Pitcairn, Pryor, Sellen, Newmaker Opposed: None Absent: None

Abstain: None

2. Benefit Assessments Annual Reports

a. Storm Drainage

b. Streets and Street Lighting

c. Parks & Recreation

GM introduced and explained that this is the last year of rate increases per the benefits assessments rate structure which is included in the packet. The Board has the option to increase rates in the future based on the consumer price index. The included Profit & Loss Statements show net income for all benefits assessment accounts. Revenue is planned to be used for future projects in each specific area.

No public comment.

Motion: To Adopt the Rate Increase As Set Forth in the Rate Schedule and Engineers Report

Motion: Pryor **Second:** Black

Motion Vote: Ayes (5) Black, Pitcairn, Pryor, Sellen, Newmaker Opposed: None Absent: None

Abstain: None

H. BUSINESS

1. New Business –

a Second Reading and Adoption of Water Ordinance 2020-2: An Ordinance of the Scotia Community Services District Board of Directors Amending Ordinance 2019-2 Title II – Water Service

GM introduced and Board discussed. There are no changes since the first reading of the Ordinance which took place during the May 21, 2020 Board Meeting.

No Public Comment

Motion: To Adopt Ordinance 2020-2 An Ordinance of the Scotia Community Services District Board of Directors Amending Ordinance 2019-2 Title II – Water Service *by reading of title only*

Motion: Sellen **Second:** Newmaker

Motion Vote: Ayes (5) Black, Pitcairn, Pryor, Sellen, Newmaker Opposed: None Absent: None

Abstain: None

Motion: To Adopt Ordinance 2020-2 An Ordinance of the Scotia Community Services District Board of Directors Amending Ordinance 2019-2 Title II – Water Service.

Motion: Pitcairn **Second:** Pryor

Motion Vote: Ayes (5) Black, Pitcairn, Pryor, Sellen, Newmaker Opposed: None Absent: None

Abstain: None

- b. Second Reading and Adoption of the Wastewater Ordinance 2020-3: An Ordinance of the Scotia Community Services District Board of Directors Amending Ordinance 2015-3 Title III – Wastewater Service

GM introduced and Board discussed. There are no changes since the first reading of the Ordinance which took place during the May 21, 2020 Board Meeting.

No Public Comment

Motion: To Adopt Ordinance 2020-3: An Ordinance of the Scotia Community Services District Board of Directors Amending Ordinance 2015-3 Title III – Wastewater Service *by reading of title only*

Motion: Black **Second:** Pitcairn

Motion Vote: Ayes (5) Black, Pitcairn, Pryor, Sellen, Newmaker Opposed: None Absent: None

Abstain: None

Motion: To Adopt Ordinance 2020-3: An Ordinance of the Scotia Community Services District Board of Directors Amending Ordinance 2015-3 Title III – Wastewater Service.

Motion: Pitcairn **Second:** Newmaker

Motion Vote: Ayes (5) Black, Pitcairn, Pryor, Sellen, Newmaker Opposed: None Absent: None

Abstain: None

- c. First Reading of Water Supply Cross Connection Control Ordinance 2020-4: An Ordinance of the Scotia Community Services District Board of Directors Adopting Ordinance 2020-4 Water Supply Cross Connection Control

GM introduced and Board discussed. Ordinance 2020-4 is an amendment of 2017-3 and includes clarification of definitions and requirements for a Cross Connection Control.

No public comment

- d. Review SHN Consulting Engineers & Geologists Inc. (SHN) Services Agreement Addendum with Scotia Community Services District

GM introduced item and explained that the SHN contract is an annual agreement. Each task, of which there are

five, is defined in the staff report. This is addendum #14. Board Discussed.

No Public Comment

Motion: To Authorize SHN Consulting Engineers & Geologists Inc. (SHN) Services Agreement Addendum No. 14 with Scotia Community Services District

Motion: Pitcairn **Second:** Pryor

Motion Vote: Ayes (5) Black, Pitcairn, Pryor, Sellen, Newmaker Opposed: None Absent: None

Abstain: None

b. Planwest Contract Updated Budget (No action) Just discussion

GM introduced and explained that the Planwest contract is a 3-yr contract. There is a 3% increase for this fiscal year. This item is informational only and no board action is required. Board discussed.

No Public Comment

c. Approve SDRMA annual invoice for SDRMA Property and Liability Insurance

GM introduced and explained that the SDRMA invoice total is above GM's threshold. There was a 39% increase in insurance costs from last fiscal year due primarily to natural disasters, especially fires. This is within the budget for insurance and we do receive a multi-program discount.

SDRMA is looking into legislative relief to reduce the cost for special districts. Staff is exploring other options for Insurance because we have fulfilled our 3-year contract obligation. Board discussed.

No Public Comment

Motion: To Approve SDRMA annual invoice for SDRMA Property and Liability Insurance

Motion: Black **Second:** Pitcairn

Motion Vote: Ayes (5) Black, Pitcairn, Pryor, Sellen, Newmaker Opposed: None Absent: None

Abstain: None

d. Consider reopening the automated gates at the Carpenter's Shop for vehicular access with certain restrictions

GM introduced, board discussed concerns over excessive amounts of trash and vandalism.

Public comment was received via email from Kristen Roe & Denise Kratzer. Their message is below.

-

We are inquiring when there will be vehicle access to the Fireman's Park again?

We are hoping that the Fireman's Park parking area will re-open much like the state and county parking lots. We understand that the area has been vandalized. however, the closure was passed due to the Covid-19 pandemic.

We have noticed that it is on the agenda and feel that a re-opening should be decided at this board meeting.

Thank you for the work you do for the community. We appreciate the hard decisions that have to be made.

Sincerely,

Kristen Roe and Denise Kratzer
518 B St
Scotia

-

Motion: To reopen the automated gates at the Carpenter's Shop for vehicular access with certain restrictions

Motion: Pitcairn **Second:** Newmaker

Motion Vote: Ayes (5) Black, Pitcairn, Pryor, Sellen, Newmaker Opposed: None Absent: None
Abstain: None

b. Consider Proposal from Rio Dell-Scotia Chamber of Commerce Flag placement in town

GM introduced and board discussed potential locations to place flags in town. GM will work with Director Pryor to decide on number of flags and their placement.

No Public Comment

Motion: To Engage Rio Dell – Scotia Chamber of Commerce for flag placement in Scotia.

Motion: Black **Second:** Pitcairn

Motion Vote: Ayes(5) Black, Pitcairn, Pryor, Sellen, Newmaker **Opposed:** None **Absent:**None **Abstain:**
None

2. Old Business – NONE

A. REPORTS

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

1. President's Report: President Newmaker expressed gratitude for the Board's willingness to hold meetings via zoom & welcomed Board Clerk Julie Hawkins back.

2. Board Director Reports: Vice President Black asked whose responsibility the grassy knolls are on street corners – some need more regular maintenance. GM explained that they are the responsibility of the homeowners and the businesses nearest them. Streetlight near VP Black's house needs a new "photo cell" which will need to be replaced by Kozak. VP Black requested an update on the train park, GM will discuss in her report.

3. General Manager's Report:

-Corridor project is completing Phase III section near the water plant. The final tie-in will be done once Phase III construction is complete.

-River pumps blew up again due to large amp draw. SHN is doing an investigation. Pump replacement is on hold. The corridor project resulted in breaks in the fire system – SHN is investigating pressure spikes and re-automating pumps. A lot of additional staff time is needed for manually turning it on and off as well as turning on and off a valve on HRC property. GM discussed with TOS

-Julie Hawkins was rehired for vacant board clerk position

-New Admin hire starts on June 18th.

-New hire paperwork for part-time wastewater operator to help relieve Brandon. He currently is licensed only for wastewater but will take the exam for water license this fall.

-Water plant inspection with the state inspector. Brandon handled the inspection.

-Theater roof process is stuck in the county building permit process. Historical service agreement is in

place. The carpenter shop will have to follow same process as theater because it is designated as a historical structure.

- Second operator position has been advertised, a number of applications have been received, but no licensed individuals have yet applied. Hope to receive qualified candidate application soon.

-Working with SHN to get on county Hazard Mitigation Plan and Program to qualify for grant funding for seismic retrofit for water tanks.

-Boulders have been placed at the park and bridge. Brandon is doing vegetation removal at the finishing tank.

-Museum Plaza/Train update: Quotes needed for masonry work and following completion of Masonry work, soil can be added for the garden and then the fence can come down.

-New trash cans have been installed at the parks.

-Registration of the little library placed outside the SCSD office is \$40. ADA considered for placement of library at the edge of concrete near SCSD office entry. Camera placement needs to be moved to ensure

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

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

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

7. **Board Clerk Report:** VP Black form 700 and Board Election forms submitted.

J. BOARD TRAINING None

K. ADJOURNMENT at 7:12 PM by Paul Newmaker

Next Regular Meeting of the SCSD will be July 16, 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

Date

Attest:

Board Clerk

Scotia Community Services District

Date

Scotia Community Services District

Account QuickReport

As of June 30, 2020

Type	Date	Num	Name	Memo	Amount	Balance
10000 - RCB Checking 28239						954,557.94
Liability Check	06/01/2020	E-pay	EDD	093-5926-6 QB Tracking # ...	-158.24	954,399.70
Liability Check	06/01/2020	E-pay	United States Treas...	82-1570573 QB Tracking #...	-855.68	953,544.02
Check	06/01/2020	51226	John Hancock USA	PARS #86360	-346.70	953,197.32
Deposit	06/01/2020			Deposit	507.30	953,704.62
Liability Check	06/03/2020		QuickBooks Payroll ...	Created by Payroll Service ...	-2,913.07	950,791.55
Bill Pmt -Check	06/03/2020	51227	Advanced Security		-394.50	950,397.05
Bill Pmt -Check	06/03/2020	51228	Alternative Business...	June base , May meters for...	-61.56	950,335.49
Bill Pmt -Check	06/03/2020	51229	Moonstone Associat...	Project Engineer Consultin...	-1,500.00	948,835.49
Bill Pmt -Check	06/03/2020	51230	Penny's Creations &...	Monthly cleaning of the CS...	-135.00	948,700.49
Bill Pmt -Check	06/03/2020	51231	USA Blue Book	Saintizer, masks, gloves	-119.59	948,580.90
Check	06/03/2020	Autopay	AT&T	Phone for Admin Office	-324.37	948,256.53
Check	06/03/2020	Autopay	AT&T	Phone WWTP	-116.24	948,140.29
Check	06/03/2020	Autopay	AT&T	Phone WTP	-247.65	947,892.64
Deposit	06/03/2020			Deposit	442.40	948,335.04
Deposit	06/03/2020			Deposit	322.40	948,657.44
Paycheck	06/04/2020	DD1058	Brandon W Wishneff	Direct Deposit	0.00	948,657.44
Paycheck	06/04/2020	DD1059	Jennifer A McDonald	Direct Deposit	0.00	948,657.44
Deposit	06/04/2020			Deposit	197.88	948,855.32
Deposit	06/04/2020			Deposit	380.27	949,235.59
Bill Pmt -Check	06/05/2020	51232	Fortuna Ace	Torchkit / Key Crafter	-66.35	949,169.24
Bill Pmt -Check	06/05/2020	51233	Jamestown Advance...	Wildlife proof garbage rece...	-2,959.51	946,209.73
Bill Pmt -Check	06/05/2020	51234	Johnson's Mobile R...	Temporary fencing museu...	-235.33	945,974.40
Bill Pmt -Check	06/05/2020	51235	North Coast Laborat...	Wastewater Water Testing	-5,920.00	940,054.40
Bill Pmt -Check	06/05/2020	51236	NTU Technologies	Polymer tote	-3,562.50	936,491.90
Bill Pmt -Check	06/05/2020	51237	Pacific Paper	Masks / Office Supplies	-232.36	936,259.54
Bill Pmt -Check	06/05/2020	51238	Wildwood Saw	Weed Whacking Materials	-68.95	936,190.59
Deposit	06/05/2020			Deposit	2,559.39	938,749.98
Deposit	06/05/2020			Deposit	768.04	939,518.02
Liability Check	06/05/2020	E-pay	EDD	093-5926-6 QB Tracking # ...	-11.26	939,506.76
Liability Check	06/05/2020	E-pay	United States Treas...	82-1570573 QB Tracking #...	-189.28	939,317.48
Bill Pmt -Check	06/05/2020	51241	SDRMA	7724	-1,244.40	938,073.08
Deposit	06/05/2020			Deposit	200.00	938,273.08
Deposit	06/08/2020			Deposit	235.83	938,508.91
Check	06/08/2020	Autopay	Suddenlink Business		-221.37	938,287.54
Paycheck	06/09/2020	51242	Jennifer A McDonald		-925.06	937,362.48
Deposit	06/10/2020			Deposit	609.26	937,971.74
Deposit	06/10/2020			Deposit	187.76	938,159.50
General Journal	06/10/2020	NSF 2...	1227 Ernest Haden	NSF Check Account 1227	-189.67	937,969.83
Bill Pmt -Check	06/11/2020	51243	Prentice, Long PC	legal services	-1,700.00	936,269.83
Bill Pmt -Check	06/11/2020	51244	Recology Eel River	496525 & 505547	-147.19	936,122.64
Bill Pmt -Check	06/11/2020	51245	Steves Septic	pumped digester sludge	-750.00	935,372.64
Bill Pmt -Check	06/11/2020	51246	Town of Scotia	Corridor Infrastructure Cost...	-10,000.00	925,372.64
Bill Pmt -Check	06/11/2020	51247	Valley Pacific Petrol...	gas cards	-776.35	924,596.29
Deposit	06/14/2020			Deposit	67.52	924,663.81
Liability Check	06/16/2020	E-pay	EDD	093-5926-6 QB Tracking # ...	-186.14	924,477.67
Liability Check	06/16/2020	E-pay	United States Treas...	82-1570573 QB Tracking #...	-751.08	923,726.59
Liability Check	06/16/2020	E-pay	EDD	093-5926-6 QB Tracking # ...	-6.34	923,720.25
Liability Check	06/16/2020	51251	United States Treas...	VOID: 82-1570573	0.00	923,720.25

8:37 AM

07/02/20

Accrual Basis

Scotia Community Services District
Account QuickReport
As of June 30, 2020

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	06/16/2020	51250	Planwest Partners		-12,300.00	911,420.25
Deposit	06/16/2020			Deposit	4,315.43	915,735.68
Deposit	06/16/2020			Deposit	420.75	916,156.43
Check	06/16/2020	Autopay	PG&E	Street Lighting 929756115...	-672.43	915,484.00
Check	06/16/2020	Autopay	PG&E	Church St 3952156073-8	-71.48	915,412.52
Check	06/16/2020	Autopay	PG&E	Carpenters Shop 3912565...	-184.31	915,228.21
Check	06/16/2020	Autopay	PG&E	Fireman's Park 999910355...	-41.33	915,186.88
Check	06/16/2020	Autopay	PG&E	Winema 0990281861-7	-166.73	915,020.15
Check	06/16/2020	Autopay	PG&E	Carpenter Field 447020565...	-19.70	915,000.45
Liability Check	06/17/2020		QuickBooks Payroll ...	Created by Payroll Service ...	-2,097.39	912,903.06
Paycheck	06/18/2020	DD1060	Brandon W Wishneff	Direct Deposit	0.00	912,903.06
Paycheck	06/18/2020	51248	Julie A Hawkins		-165.57	912,737.49
Bill Pmt -Check	06/18/2020	51252	PARS	SCO020	-300.00	912,437.49
Bill Pmt -Check	06/18/2020	51253	Penny's Creations &...		-345.00	912,092.49
Bill Pmt -Check	06/18/2020	51254	Whitchurch Enginee...	engineering services	-770.00	911,322.49
Deposit	06/18/2020			Deposit	3,826.51	915,149.00
Deposit	06/22/2020			Deposit	200.00	915,349.00
Deposit	06/23/2020			Deposit	1,779.78	917,128.78
Deposit	06/23/2020			Deposit	3,470.49	920,599.27
Bill Pmt -Check	06/24/2020	51256	Horizon Business Pr...	Tape & Shipping of Water ...	-83.77	920,515.50
Bill Pmt -Check	06/24/2020	51257	Sequoia Personnel	Lucette Mosca Permanent ...	-2,800.00	917,715.50
Bill Pmt -Check	06/24/2020	51258	SHN		-2,570.00	915,145.50
Bill Pmt -Check	06/25/2020	51259	Penny's Creations &...	Lanscaping	-210.00	914,935.50
Deposit	06/25/2020			Deposit	9,739.45	924,674.95
Deposit	06/26/2020			Deposit	1,290.06	925,965.01
Deposit	06/26/2020			Deposit	219.83	926,184.84
Deposit	06/29/2020			Deposit	46,087.18	972,272.02
Deposit	06/29/2020			Deposit	24,258.70	996,530.72
Liability Check	06/30/2020	10001	United States Treas...	82-1570573	-1.09	996,529.63
Deposit	06/30/2020	EFT		To Correct FUT check erro...	1.09	996,530.72
Liability Check	06/30/2020	E-pay	EDD	093-5926-6 QB Tracking # ...	-161.07	996,369.65
Liability Check	06/30/2020	E-pay	United States Treas...	82-1570573 QB Tracking # ...	-785.70	995,583.95
Liability Check	06/30/2020	E-pay	EDD	093-5926-6 QB Tracking # ...	-34.41	995,549.54
Deposit	06/30/2020			Deposit	200.00	995,749.54
Deposit	06/30/2020			Deposit	150.00	995,899.54
Check	06/30/2020			Service Charge	-5.00	995,894.54
Check	06/30/2020			Service Charge	-5.00	995,889.54
Total 10000 · RCB Checking 28239					41,331.60	995,889.54
TOTAL					41,331.60	995,889.54

Scotia Community Services District
Account QuickReport
As of June 30, 2020

Type	Date	Num	Name	Memo	Split	Amount	Balance
12150 · RCB Clarifier							205,059.05
Deposit	06/30/2020			Interest	40210 · Interes...	16.81	205,075.86
Total 12150 · RCB Clarifier						16.81	205,075.86
TOTAL						16.81	205,075.86

Scotia Community Services District
Account QuickReport
As of June 30, 2020

Type	Date	Num	Memo	Original Amount	Paid Amount	Balance
12100 · RCB Cust Deposit Savings 10797						6,311.63
Deposit	06/23/2020		Deposit	135.00	135.00	6,446.63
Deposit	06/23/2020		Deposit	100.00	100.00	6,546.63
Deposit	06/24/2020		Deposit	100.00	100.00	6,646.63
Deposit	06/30/2020		Interest	0.52	0.52	6,647.15
Total 12100 · RCB Cust Deposit Savings 10797					335.52	6,647.15
TOTAL					335.52	6,647.15

Scotia Community Services District
Account QuickReport
As of June 30, 2020

Type	Date	Num	Name	Memo	Original Amount	Paid Amount	Balance
12000 · RCB Savings 10367							1,003.47
Deposit	06/01/2020			Interest	0.09	0.09	1,003.56
Total 12000 · RCB Savings 10367						0.09	1,003.56
TOTAL						0.09	1,003.56

Scotia Community Services District
Account QuickReport
As of June 1, 2020

Type	Date	Num	Name	Memo	Split	Amount	Balance
12153 · Umpqua CD Drainage							35,751.70
Total 12153 · Umpqua CD Drainage							35,751.70
TOTAL							35,751.70

Scotia Community Services District
Account QuickReport
As of June 30, 2020

Type	Date	Num	Name	Memo	Split	Amount	Balance
12154 · Umpqua CD Streets & Streetlight							106,882.68
Deposit	06/30/2020			Deposit	40210 · Interes...	572.75	107,455.43
Total 12154 · Umpqua CD Streets & Streetlight						572.75	107,455.43
TOTAL						572.75	107,455.43

Scotia Community Services District
Account QuickReport
As of June 30, 2020

Type	Date	Num	Name	Memo	Split	Amount	Balance
12155 · Umpqua CD Wastewater							200,227.95
Deposit	06/30/2020			Deposit	40210 · Interes...	1,072.95	201,300.90
Total 12155 · Umpqua CD Wastewater						1,072.95	201,300.90
TOTAL						1,072.95	201,300.90

Scotia Community Services District
Account QuickReport
As of June 30, 2020

Type	Date	Num	Name	Memo	Split	Amount	Balance
12152 · Umpqua Checking BT Loan							938,293.84
Total 12152 · Umpqua Checking BT Loan							938,293.84
TOTAL							938,293.84

Scotia Community Services District
Account QuickReport
As of June 30, 2020

Type	Date	Num	Name	Memo	Split	Amount	Balance
12151 · Umpqua Park & Rec Savings							272,820.76
Total 12151 · Umpqua Park & Rec Savings							272,820.76
TOTAL							272,820.76



SCOTIA COMM SVCS DIST
Account Number: XXXX XXXX XXXX 0143

Billing Questions:

800-367-7576

Website:

www.cardaccount.net

Send Billing Inquiries To:

Card Service Center, PO Box 569120, Dallas, TX 75356

REDWOOD CAPITAL BANK Credit Card Account Statement
May 9, 2020 to June 7, 2020

SUMMARY OF ACCOUNT ACTIVITY

Previous Balance	\$383.88
- Payments	\$383.88
- Other Credits	\$189.19
+ Purchases	\$587.22
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$398.03

Account Number XXXX XXXX XXXX 0143
Credit Limit \$27,000.00
Available Credit \$26,601.00
Statement Closing Date June 7, 2020
Days in Billing Cycle 30

PAYMENT INFORMATION

New Balance: \$398.03
Minimum Payment Due: \$25.00
Payment Due Date: July 2, 2020

TRANSACTIONS

An amount followed by a minus sign (-) is a credit unless otherwise indicated.

Tran Date	Post Date	Reference Number	Transaction Description	Amount
05/19	05/19	8559061GWEHM687ZH	PAYMENT - THANK YOU	\$383.88-
			TOTAL XXXXXXXXXXXXX0143	\$383.88-
06/02	06/03	5543286HA5SQ4SQ5X	DROPBOX*ZQCD69NW58G8 DROPBOX.COM CREDIT	\$189.19-
05/15	05/15	5543286GR5SVZEPJ1	DROPBOX*ZQCD69NW58G8 DROPBOX.COM CA	\$199.00
05/24	05/25	5545885H1LQPP0FMZ	USCELL RECURRING 1111111111 IL	\$319.60
05/27	05/28	5543286H45SSFHNEM	INTUIT *PAYROLLEE USAG 833-830-9255 CA	\$4.00
06/02	06/02	5543286HA5V3KYHHP	CLEARPATHGPS, INC. 805-979-3442 CA	\$60.00
			LESLIE D MARSHALL	
			TOTAL XXXXXXXXXXXXX1117	\$393.41

Transactions continued on next page

REDWOOD CAPITAL BANK
1550 N BROWN RD 150
LAWRENCEVILLE GA 30043



All payments on the account must be made at the address shown on your monthly billing statement and are considered to have been made on the date received at that address.

Account Number: XXXX XXXX XXXX 0143
New Balance: \$398.03
Minimum Payment Due: \$25.00
Payment Due Date: July 2, 2020

Amount Enclosed: \$



Make Check Payable to:

CARD SERVICE CENTER
PO BOX 569100
DALLAS TX 75356-9100

SCOTIA COMM SVCS DIST
PO BOX 104
SCOTIA CA 95565-0104



SCOTIA COMM SVCS DIST
Account Number: XXXX XXXX XXXX 0143

TRANSACTIONS (continued)

An amount followed by a minus sign (-) is a credit unless otherwise indicated.

Tran Date	Post Date	Reference Number	Transaction Description	Amount
05/19	05/21	0543684GX2X5SL8YP	DOLLAR GENERAL #14839 RIO DELL CA BRANDON W WISHNEFF	\$4.62
			TOTAL XXXXXXXXXXXXXXX1133	\$4.62

INTEREST CHARGE CALCULATION

Your Annual Percentage Rate (APR) is the annual interest rate on your account

Type of Balance	Annual Percentage Rate (APR)	Balance Subject to Interest Rate	Days in Billing Cycle	Interest Charge
Purchases	14.24% (v)	\$0.00	30	\$0.00
Cash Advances	14.24% (v)	\$0.00	30	\$0.00

(v) - variable

To avoid additional interest charges, pay your New Balance in full on or before the Payment Due Date.

Exciting news! Go online today and check out the all-new enhancements to the Card Service Center website. E-statements, additional payment options, links to Preferred Points website, and other helpful sites. Visit us today at www.cardaccount.net to enroll your credit card account(s) on the newly enhanced website.

Thank you for the opportunity to serve your credit card needs. Should your future plans include travel, please contact us at 1-800-367-7576.

CREDITING OF PAYMENTS

All payments received by 5:00 PM during the Card issuer's normal business day at the address indicated on the reverse side of this statement will be credited to your account as of the date of receipt of the payment. If payment is made at any location other than that address, credit of the payment may be delayed up to 5 days.

BILLING RIGHTS SUMMARY

What to do if You Think You Find a Mistake on Your Statement

If you think there is an error on your statement, write to us at BBBS, Attn: Dispute Department, 1550 North Brown Road, Suite 150, Lawrenceville, GA 30043 as soon as possible. In your letter, give us the following information: your name and account number; the dollar amount of the suspected error; and if you think there is an error on your bill, describe what you believe is wrong and why you believe it is a mistake.

You must contact us within 60 days after the error appeared on your statement. You must notify us of any potential errors in writing. You may call us, but if you do we are not required to investigate any potential errors and you may have to pay the amount in question.

While we investigate whether or not there has been an error, the following are true:

- We cannot try to collect the amount in question, or report you as delinquent on that amount.
- The charge in question may remain on your statement, and we may continue to charge you interest on that amount. But, if we determine that we made a mistake, you will not have to pay the amount in question or any interest or other fees related to that amount.
- While we do not have to pay the amount in question, you are responsible for the remainder of your balance.
- We can apply any unpaid amount against your credit limit.

Your Rights if You are Dissatisfied with Your Credit Card Purchases

If you are dissatisfied with the goods or services that you have purchased with your credit card, and you have tried in good faith to correct the problem with the merchant, you may have the right not to pay the remaining amount due on the purchase. To use this right, all of the following must be true:

- The purchase must have been made in your home state or within 100 miles of your current mailing address, and the purchase price must have been more than \$50. (Note: Neither of these are necessary if your purchase was based on an advertisement we mailed to you, or if we own the company that sold you the goods or services.)
- You must have used your credit card for the purchase. Purchases made with cash advances from an ATM or with a check that accesses your credit card account do not qualify.
- You must not yet have fully paid for the purchase. If all of the criteria above are met and you are still dissatisfied with the purchase, contact us in writing at: BBBS, Attn: Dispute Department, 1550 North Brown Road, Suite 150, Lawrenceville, GA 30043.

While we investigate, the same rules apply to the disputed amount as discussed above. After we finish our investigation, we will tell you our decision. At that point, if we think you owe an amount and you do not pay we may report you as delinquent.

EXPLANATION OF INTEREST CHARGES

The Interest Charge shown on the front is the sum of the Interest Charges computed by applying the Periodic Rate(s) to the Average Daily Balance and adding any applicable transaction charge authorized in the Cardholder Agreement. The method for computing the balance subject to Interest Charge is an average daily balance (including new purchases) method.

We figure the interest charge on your account by applying the periodic rate(s) to the "average daily balance" of your account (including in some instances current transactions). To get the "average daily balance", we take the beginning balance of your account each day, add any new cash advances and subtract any payments or credits and any unpaid interest charges. If you paid in full the Previous Balance shown on this statement by the payment due date shown on the previous statement, we subtract from each day's beginning balance the amount of such Previous Balance included in that beginning balance and also do not add in any new purchases. Otherwise the amount of the Previous Balance is not subtracted and we add in any new purchases. This gives us the daily balance. Then we add all the daily balances for the billing cycle and divide the total by the number of days in the billing cycle. This gives us the "average daily balance."

HOW TO AVOID INTEREST CHARGES: You have until the payment due date shown on your periodic statement to repay your balance before an interest charge on purchases will be imposed.

ANNUAL FEE DISCLOSURES

If an annual fee is shown on the front of the statement, see the front for information about the following matters: the annual percentage rate for purchases, certain information regarding any variable rate feature, the amount of the annual fee, any minimum interest charge, and any transaction charges for purchases. The method for computing the balance subject to interest charge on your account is an Average Daily Balance (including new purchases) method and is explained above.

If you terminate your account within 30 days from the Closing Date shown on the front of this statement, you will not owe the annual fee (and have the right to have it credited to your account) and may use your card(s) during that 30 day period without becoming obligated for the annual fee. To terminate your account you should give us written notice sent to the address for billing inquiries as shown on the front of this statement. All cards should be cut in half and returned with your termination notice.

CREDIT BALANCES

Any credit balance on your account (indicated by a "-" on the front of this statement) is money we owe you. You can make charges against this amount or request and receive a full refund of this amount by writing us at: Card Service Center, PO Box 569120, Dallas, TX 75356-9120. Any amount not charged against or refunded upon request that is over \$1.00 (equal to or in excess of \$1.00 if you live in MA or any amount in NY) will be refunded automatically within six months after the credit balance was created (four billing cycles in MD).

O1AB5762 – 3 – 05/25/17

(PLEASE SHOW YOUR CORRECT NAME AND ADDRESS)

Name (if incorrect on reverse side)

Street address

City

State

Zip Code

Effective Date: Month, Day, Year

Signature

Home Phone

Work Phone



UMPQUA
B · A · N · K

BL ACCT 00002823-20000001
SCOTIA CSD
Account Number: ##### 3769
Closing Date: 06/30/20

Page 1 of 3



Account Inquiries



Customer Service: (866) 777-9013
Lost or Stolen Card: (866) 839-3485



Please Direct Written Inquiries to:
UMPQUA BANK
PO BOX 1952
SPOKANE, WA 99210-1952



To pay on-line:
www.umpquabank.com

Account Summary

Previous Balance	\$	15,748.82
Purchases	+	21,371.78
Cash	+	0.00
Special	+	0.00
Credits	-	0.00
Payments	-	15,748.82 -
Other Debits	+	0.00
Finance Charges	+	0.00
NEW BALANCE	\$	21,371.78

Payment Information



Total Minimum Payment Due \$21,371.78
Payment Due Date 07/25/20

Minimum Payment \$ 21,371.78

Mail Payments to: UMPQUA BANK PO BOX 2310 SPOKANE WA 99210-2310

Account Activity Since Your Last Statement

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
06/02	06/03	PPLN01	24906410154095295626071	Dropbox*4Y7BV4MJBBW6 db.lt/cchelp DE	\$ 600.00
06/09	06/10	PPLN01	24492150162637590173457	WEF CAREER CENTER HTTPSNAYLOR.C MD	250.00
06/10	06/11	PPLN01	24692160162100228832421	PG&E/EZ-PAY 800-743-5000 CA	20,000.00
Cardholder Name: LESLIE D MARSHALL					
Total Charges for Account Number: 4807250900043777					20,850.00
06/10	06/12	PPLN01	24275040163030029168865	HOBY'S MARKET SCOTIA CA	\$ 2.14
06/11	06/14	PPLN01	24275040164030029090787	HARPER MOTORS EUREKA CA	180.01
06/24	06/26	PPLN01	24137460178001278457417	TRACTOR SUPPLY CO #1795 FORTUNA CA	172.48
Cardholder Name: BRANDON W WISNEFF					
Total Charges for Account Number: 4807250900043785					354.63
06/01	06/02	PPLN01	24493980154026429676196	ZOOM.US 888-799-9666 CA	\$ 14.99
06/03	06/04	PPLN01	24137460156001100161282	USPS PO 0570740678 SCOTIA CA	91.49
06/03	06/05	PPLN01	24316050156548765036664	SHELL OIL 57446019002 FORTUNA CA	55.27
06/05	06/07	PPLN01	24137460158001231575887	USPS PO 0570740678 SCOTIA CA	5.40
Cardholder Name JENNIFER A MCDONALD					
Total Charges for Account Number: 4807250900043793					167.15
Payments, Adjustments and Others					
06/08	06/08		0000000000000000113522	PAYMENT - THANK YOU	\$ 15,748.82 -

PLEASE DETACH COUPON AND RETURN PAYMENT USING THE ENCLOSED ENVELOPE - ALLOW 5 DAYS FOR MAIL DELIVERY

UMPQUA BANK
PO BOX 1952
SPOKANE WA 99210-1952



UMPQUA
B · A · N · K

Account Number

3769

Check box to indicate
name/address change
on back of this coupon ☐

AMOUNT OF PAYMENT ENCLOSED

Closing Date	New Balance	Total Minimum Payment Due	Payment Due Date
06/30/20	\$21,371.78	\$21,371.78	07/25/20

\$

BL ACCT 00002823-20000001
SCOTIA CSD
PO BOX 104
SCOTIA CA 95565



MAKE CHECK PAYABLE TO:

UMPQUA BANK
PO BOX 2310
SPOKANE WA 99210-2310



Plan Level Information										
Plan Name	Plan Description	FCM *	Previous Balance	Average Daily Balance	Periodic Rate **	Corresponding APR	Finance Charges	Fees/Finance Charge	Effective APR	Ending Balance
Purchases										
PPLN01 001	PURCHASE	E	\$15,748.82	\$0.00	0.06008% (D)	21.9900%	\$0.00	\$0.00	0.0000%	\$21,371.73
Cash										
CPLN01 001	CASH	A	\$0.00	\$0.00	0.06554% (D)	23.9900%	\$0.00	\$0.00	0.0000%	\$0.00
Total			\$15,748.82	\$0.00			\$0.00	\$0.00	0.0000%	\$21,371.73
Days In Billing Cycle: 30 *See last page for explanation of Finance Charge Method (FCM) (V) = Variable Rate If you have a variable rate account the periodic rate and Annual Percentage Rate (APR) may vary.										
APR = Annual Percentage Rate ** Periodic Rate (M)=Monthly (D)=Daily										

NAME CHANGE

Please use blue or black ink to complete form

Last

First

Middle

ADDRESS CHANGE

Street

City

State

ZIP Code

Home Phone () -

Business Phone () -

**SIGNATURE REQUIRED
TO AUTHORIZE CHANGES**

Signature _____



UMPQUA
B • A • N • K

BL ACCT 00002823-20000001
SCOTIA CSD

Account Number: ##### 3769
Closing Date: 06/30/20

Page 3 of 3



IMPORTANT INFORMATION

Finance Charge Calculation Methods and Computation of Average Daily Balance Subject to Finance Charge. The Finance Charge Calculation Method applicable to your account for Cash Advances, Balance Transfers and Credit Purchases of goods and services that you obtain through the use of your card is specified on the front side of this statement and explained below:

Method A - Average Daily Balance (including current transactions). The Finance Charge on purchases begins from the date the transaction is posted to your account, and the Finance Charge on cash advances begins from the date you obtained the cash advance, or the first day of the billing cycle in which it is posted to your account, whichever is later. There is no grace period.

We figure a portion of the Finance Charge on your applicable balance (i.e., Cash Advance balance, Balance Transfer balance, or Purchase Balance, as the case may be) by applying the applicable periodic rate to the applicable "average daily balance" (including current Transactions). To get the "average daily balance," we take the beginning balance of your Cash Advances, Balance Transfers, or Purchases, as the case may be, each day, add any new Cash Advances, Balance Transfers, or Purchases, as the case may be, and subtract any payments or credits applicable to Cash Advance balance, Balance Transfer balance, or Purchase balance, as the case may be. This gives us the daily balance. Then we add up all the daily balances for the billing cycle and divide the total by the number of days in the billing cycle. This gives us the "average daily balance."

Payment Crediting and Credit Balance. Payments received at the location specified on the front of the statement after the phrase "MAKE CHECK PAYABLE TO" will be credited as of the date of receipt to the account specified on the payment coupon. Payments received at locations other than the address specified or payments that do not conform to the requirements set forth on or with the periodic statement (e.g. missing payment stub, payment envelope other than as provided with your statement, multiple checks or multiple coupons in the same envelope) may be subject to delay in crediting, but shall be credited within five days of receipt. If there is a credit balance due on your account, you may request in writing that such amount be paid to you. Submit your request to the address indicated on the front of this statement after the phrase "Please Direct Written Inquiries to:".

Closing Date. The closing date is the last day of the billing cycle; all transactions received after the closing date will appear on your next statement.

Annual Fee. If your account has been assessed an annual fee, you may avoid paying this annual fee by sending written notification of termination within 30 days following the mailing date of this bill, to the address found at the top of the first page of this bill under your financial institutions name. You may use your card(s) during this 30 day period but immediately thereafter must send your card(s), which you have cut in half, to this same address.

Negative Credit Reports. You are hereby notified that a negative credit report reflecting on your credit record may be submitted to a credit reporting agencies if you fail to fulfill the terms of your credit obligations.

Billing Disputes

Disputes regarding charges or billings hereunder shall be communicated in writing to Umpqua Bank at the address indicated in Section 18 of the Umpqua Bank Commercial Card Account Agreement. Communications should include the Commercial Cardholder name and Account number, the dollar amount of any dispute or suspected error, the reference number and a description of the dispute or error. Any communication regarding a dispute or suspected error must be received by Umpqua Bank within sixty (60) days of the date of the statement on which the disputed or incorrect charge first appeared or you will be deemed to have waived any objection to them. Disputed billings are categorized as, but not necessarily limited to, failure to receive goods or services charged, fraud, forgery, altered charges and charges incurred by telephone order where the authenticity of the charge is in question. Umpqua Bank will investigate disputes and billing errors, but it will not be responsible for resolving or correcting them.

INVOICE

DATE: June 30, 2020
TO: Paul Newmaker, Board President
Scotia Community Services District

INVOICE # 20-226-06

Approved for Payment

PROJECT: Scotia Community Services District Staffing Services for June 2020

Task 1 – Administrative Duties

1.1 Administrative Duties

General Admin tasks- filing, document prep, staff meetings, travel for meetings/staffing, responded to all incoming correspondence. Checked SCSD e-mail, mail, phone messages. Staff meetings, operations meetings, etc.

1.2 Policies, Procedures, Ordinances

Reviewed posting Job Description, Cross Connection Control Ordinance.

1.3 Community Meetings Preparation and Attendance

Met with parties on various District matters. Construction Meetings and continued coordination for Corridor Project/Phase 3 Subdivision plans via conference call.

1.4 CSD Board Meeting Preparation

Prepared agenda and board packet and attended regular and special board meetings. Zoom conference meetings for COVID-19. Coordinated with remote Board Clerk, Asst. GM.

1.5 Bookkeeping, Billing, Invoicing, and Banking

General billing and invoicing. QuickBooks and financial accounting. Banking. Payroll.

1.6 Website Postings, Emails, File Management

Regular website maintenance and development. Website posting and document publishing. General e-mail responses/correspondence. Filing records, etc. Email responses.

1.7 Budgeting

General budget review. Final Budget development.

1.8 Grant Research and Writing

Continued correspondence with SHN on water and wastewater planning grant applications. FEMA grant meetings, SDRMA claim. USDA Search Grant. Tasked SHN with research for funding River Pumps Emergency Back-up Generator.

1.9 Personnel

Management and coordination of personnel, scheduling, policy review, etc. Reviewed new Operator job applications. Trained new Administrative position.

Task 2 – Operations/Management of District Assets

Continued operations for water, wastewater, parks and recreation, streets and street lighting, and storm drainage. WW Board meeting/inspection NPDES review and coordination with all staff, CIWQS/Lyris reporting, local limits study, log pond vegetation removal, park rentals, etc.

Services June 2020

Principal*	0 hours @ \$108 per hour	\$ 0.00
General Manager*	145.5 hours @ \$78 per hour	\$ 11,349.00
Asst. GM	24 hours @ \$58 per hour	\$ 1,392.00
W/WW Operations Superintendent	15 hours @ \$58 per hour	\$ 870.00
GIS Analyst	5.5 hours @ \$72 per hour	\$ 396.00
Asst. Planner/Clerk*	0 hours @ \$62 per hour	\$ 0.00
Mileage Expenses	0 miles @ \$ 0.575/ mile	<u>\$ 0.00</u>
AMOUNT THIS INVOICE # 20-226-06		\$ 14,007.00

* time and activities may include travel.

Please make check payable to: Planwest Partners
P.O. Box 4581
Arcata, CA 95518
Tax Identification Number: 90-0262382

Scotia CSD: Planwest Partners Staffing - June 2020

Task				Planwest Partners Inc.								Year to Date Total		Remaining Budget	
				Senior Planner	General Manager LM	Asst. GM ST	Operations Super-intendent BG	GIS Analyst JB	Asst. Planner/ Clerk	Expense	Month Total				
				Rate	Budget	April	May								
				\$92	\$78	\$58	\$58	\$72	\$62						
Task 1 - Administrative Duties				\$169,476.00							\$9,498.50	\$118,787.57	\$50,688.43		
1.1 Administrative Duties					19.00	2.00				\$0.00	\$1,598.00	\$33,794.57			
1.2 Policies, Procedures, Ordinances					4.50	3.00					\$525.00	\$4,526.00			
1.3 Community Meetings prep & attendance					4.50						\$351.00	\$5,113.50			
1.4 CSD Board Meeting (Prep & Attendance, Minutes)					8.50						\$663.00	\$14,562.50			
1.5 Bookkeeping, Banking, Billing, and Invoicing					28.75						\$2,242.50	\$19,525.50			
1.6 Website/Emails/File Management					15.00			5.50			\$1,566.00	\$18,510.00			
1.7 Budgeting					0.50	1.00					\$97.00	\$4,771.00			
1.8 Grant Research and Writing					4.50						\$351.00	\$4,851.00			
1.9 Personnel					25.50	2.00					\$2,105.00	\$13,133.50			
Task 2 - Operations/Management				\$91,680.00							\$4,508.50	\$78,731.00	\$12,949.00		
2.1 Treated Water, Raw Water, and Distribution					21.25	5.00	7.00				\$2,353.50	\$28,974.00			
2.2 Wastewater Collection, Treatment, Discharge, NPDES					10.25	8.00	8.00				\$1,727.50	\$35,460.00			
2.3 Stormwater and Drainage					0.00						\$0.00	\$155.00			
2.4 CSD Streets & Alleys, Street Lighting					0.00						\$0.00	\$0.00			
2.5 Parks Recreation: Community Forest, Theatre, Museum, Carpenter shop, Landscaping					3.25	3.00					\$427.50	\$11,238.00			
2.6 Land & Easements					0.00						\$0.00	\$2,904.00			
Staff Hours				0.00	145.50	24.00	15.00	5.50	0.00	Total Hrs	190.00				
Total				\$261,156.00	\$12,194.50	\$12,300.00	\$0.00	\$11,349.00	\$1,392.00	\$870.00	\$396.00	\$0.00	\$14,007.00	\$197,518.57	\$63,637.43

Monthly Expenses	Expense
Mileage: 0.00 @ \$0.575/mile (miles)	\$0.00
Noticing Expenses	\$0.00
Printing Expenses	\$0.00
Postage Expenses	\$0.00
Monthly Expense Total	\$0.00

Scotia Community Services District Staff Report

DATE: July 16, 2020

TO: Scotia Community Services District Board of Directors

FROM: Leslie Marshall, General Manager

SUBJECT: Ordinance 2020-4: An Ordinance of the Scotia Community Services District Board of Directors Amending Ordinance 2017-3, Cross-Connection Control.

RECOMMENDATION:

The administrative staff recommends the second reading and adoption of Ordinance 2020-4: An Ordinance of the Scotia Community Services District Board of Directors Amending Ordinance 2017-3, Cross-Connection Control.

ACTION:

Second reading and adoption, by title only, of Ordinance 2020-4.

DISCUSSION:

All District Ordinances are periodically reviewed, by administrative staff, for accuracy, clarification and content. Ordinance 2017-3 was adopted on June 15, 2017. The second reading for Ordinance 2020-4 includes revisions for clarification and content as follows:

- **SECTION II – DEFINITION** is a newly added section that defines cross-connection control.
- **SECTION III – CROSS-CONNECTION CONTROL PROGRAM** was rewritten to clarify the requirement for a Cross-Connection Control Program.
- **SECTION V – REQUIREMENTS FOR BACKFLOW DEVICES** clarifies and defines the requirements for backflow devices.

Ordinance 2020-4 has been reviewed by the District's Legal Counsel and the State Water Resources Control Board, Division of Drinking Water. This Ordinance has been posted in the Eureka Times Standard Newspaper and on the District Office Bulletin Board, for public review.

FISCAL IMPACT: None

ATTACHMENTS:

Ordinance 2020-4: An Ordinance of the Scotia Community Services District Board of Directors Amending Ordinance 2017-3, Cross-Connection Control.

ORDINANCE 2017-43

AN ORDINANCE OF THE SCOTIA COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS

~~AMENDING ADOPTING~~ CROSS-CONNECTION CONTROL ORDINANCE 2017-3

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The Board of Directors of the Scotia Community Services District does ordain as follows:

Section 1: Cross Connection Control Ordinance is hereby adopted as follows:

SECTION I - PURPOSE

The United States Environmental Protection Agency (USEPA) requires all public water suppliers to comply with the provisions of the Safe Drinking Water Act (SDWA) of 2003. The purpose of this ordinance is to protect the public water supply system from contamination due to potential and actual cross-connections. This shall be accomplished by the establishment of a cross-connection control program as required by California State Regulations. This ordinance is adopted pursuant to Title 17, Section 7583 - 7605, inclusive, of the California Code of Regulations (CCR), entitled "Regulations Relating to Cross-Connections".

SECTION II – DEFINITION

A cross-connection is an unprotected actual or potential connection between a potable water system (used to supply water for drinking purposes) and any source or system containing unapproved water or a substance that is not or cannot be approved as safe, whole and potable. This shall include the handling of process waters and waters originating from the District water system which have been subjected to deterioration in sanitary quality.

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SECTION III – CROSS-CONNECTION CONTROL PROGRAM

Title 17, Section 7584 of the CCR requires the water supplier to protect the public water supply from contamination by implementing a cross-connection control program (CCCP). A CCCP shall include, but not be limited to, surveys to identify water use premises where cross-connections are likely to occur, and provisions of backflow protection by the water user downstream (after) the user's connection to the public water system.

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SECTION IV - WHERE PROTECTION IS REQUIRED

Each water service connection from the Scotia Community Services District ("SCSD" or "District") water system for supplying water to premises having an auxiliary water supply ~~or meets any of the criteria listed below~~ shall be protected against backflow of water from the premises into the public water system unless the auxiliary water supply is accepted as an additional source by the ~~Scotia Community Services~~ District, and is approved by the public health agency having jurisdiction.

~~Requirements for Backflow Devices:~~

SECTION V – REQUIREMENTS FOR BACKFLOW DEVICES

In accordance with Title 17, Section 7604 of the CCR, the type of protection required to prevent backflow into the public water supply is determined by the degree of hazard that exists on the consumer's property. Required backflow devices shall include, but not be limited to, Double Check Valve Assembly (DC), Reduced Pressure Principle Device (RP) and Air-gap Separation (AG). The required backflow protection device shall be determined by the District and/or the appropriate state agency.

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~~All new service installations shall be equipped with a reduced pressure principle assembly (RPP) backflow device that has passed laboratory and field evaluation tests performed by a recognized testing organization that has demonstrated their competency to perform such tests to the California Department of Public Health. Such institutions include the University of Southern California and the American Water Works Association.~~

~~A list of approved devices shall be provided upon request.~~

~~The cost of the backflow device, the installation and initial testing shall be arranged by and at the owner's expense.~~

~~The new device shall be installed directly after the outlet of the meter connection and isolated from the public meter with a private shut-off valve.~~

~~The new service shall not be put into service until the unit is tested by a certified backflow tester approved by the District and the completely filled out "Backflow Prevention Assembly Test and Maintenance Report" is submitted to the District.~~

~~All premises where an irrigation system is directly supplied from the water system into which herbicides, pesticides, or fertilizers are, or can be, injected require an RPP.~~

~~Premises where entry is denied or restricted to the degree that inspections for cross connections cannot be made with sufficient frequency or upon shall notice to ensure that SCSD ORDINANCE 2017-3 Cross Connection Control Ordinance cross connections do not exist shall require an RPP.~~

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~~Each service connection from the Scotia Community Services District water system for supplying water to any premises on which any substance is handled in such fashion as may allow its entry into the water system shall be protected against backflow of the water from the premises into the public system. This shall include the handling of process waters and waters originating from the Scotia Community Services District water system which have been subjected to deterioration in sanitary quality.~~

SECTION VI - RESPONSIBILITY

The General Manager or designee shall be responsible for implementing and enforcing the ~~cross connection control program~~ CCCCP. An appropriate backflow prevention assembly shall be installed by and at the expense of the water user at each user-connection where required to prevent backflow from the water user's premises to the domestic water system. It shall be the water user's responsibility to comply with the ~~Scotia Community Services~~ District requirements.

SECTION ~~IV~~II - CROSS-CONNECTION PROTECTION REQUIREMENTS

The type of protection that shall be required to prevent backflow into the public water supply system shall be commensurate with the degree of hazard, actual or potential, that exists on the water user's premises. Unprotected cross-connections with the public water supply are prohibited. The minimum type of backflow prevention assembly ~~that may be required to protect the public water system (listed in decreasing level of protection) includes: Air gap separation (AG), Reduced Pressure Principle Backflow Prevention Assembly (RPP), and Double Check Valve Assembly (DC).~~ The water user may choose a higher level of protection than required ~~by the water supplier.~~ The minimum type of backflow protection required to protect the approved water supply at the user's water connection will be determined by the District and/or the appropriate state agency. ~~to premises with varying degrees of hazard are listed in Table 1 of Section 7604, Title 17.~~

~~Situations that are not covered in Table 1 shall be evaluated on a case by case basis and the appropriate backflow protection shall be determined by the District. Scotia Community Service District reserves the right to assign the type of protection it deems necessary to protect the public water supply.~~

SECTION ~~V~~III - BACKFLOW PREVENTION ASSEMBLIES

Only backflow prevention assemblies which have been approved by the ~~Scotia Community Services~~ District shall be acceptable for installation by a water user. A list of approved backflow prevention assemblies will be provided upon request to any customer. Backflow prevention assemblies shall be installed in a manner prescribed in Title 17, Section 7603, of the CCR, Title 17. Location of the assemblies shall be directly after the meter connection to the premises. ~~The Scotia Community Services~~ District shall have the final authority in determining the required location of a backflow prevention assembly.

SECTION ~~VI~~X - TESTING OF BACKFLOW DEVICES

Backflow prevention assemblies must be tested at least annually and immediately after installation, relocation or repair. More frequent testing may be required if deemed necessary by the ~~Scotia Community Services~~ District. Testing shall be arranged and tested at customer expense by a state certified backflow prevention device tester.

SECTION ~~XV~~II - WATER SERVICE TERMINATION

In accordance with Per California Code of Regulations, Title 17, of the CCR when the ~~Scotia Community Services~~ District encounters water uses that represent a clear and immediate hazard to the potable water supply that cannot be immediately abated the procedure for terminating water service shall be instituted. Conditions or water uses that create a basis for water service termination shall include, but are not limited to, the following:

1. Refusal to install or test a backflow prevention assembly, or to repair or replace a faulty

backflow prevention assembly when instructed by the SCS District.

2. Direct or indirect connection between the public water system and a sewer line.
3. Unprotected direct or indirect connection between the public water system and a system or equipment containing any contaminants.
4. Unprotected direct or indirect connection between the public water system and an auxiliary water system.
5. Failure to submit a "Backflow Prevention Assembly Test and Maintenance Report" to the District within ten days of testing.

For condition 1, the ~~Scotia Community Services~~ District will terminate service to the water user's premises after proper notification has been sent. If no action is taken within the allowed time period, water service shall be eliminated.

For conditions 2, 3, 4 and 5, the ~~Scotia Community Services~~ District shall take the following steps:

1. Make reasonable effort to advise the water user of intent to ~~te~~ terminate water service.
2. Terminate water service and lock service valve. The water service shall remain inactive until correction of violations has been approved by the ~~Scotia Community Services~~ District.

Section 2: Severability. If any section, subsection, sentence, clause or phrase of this ordinance~~chapter~~ is for any reason held to be invalid or unconstitutional, the decision shall not affect the validity of the remaining portions of the ordinance~~Chapter~~. The District Board of Directors hereby declares that it would have passed this ordinance~~Chapter~~, and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared invalid under law.

Section 3: California Environmental Quality Act (CEQA) Determination. Under the Environmental Impact Report (EIR) that was completed upon the formation of the Scotia Community Services District, a determination was made that the District would not result in a significant environmental impact. This ordinance is also exempt from the California Environmental Quality Act (CEQA) Guidelines pursuant to Section 15061(b)(3) of the CEQA Guidelines.

Section 4: Limitation of Actions. Any action to challenge the validity or legality of any provision of this ordinance on any grounds shall be brought by court action commenced within ninety (90) days of the date of adoption of this ordinance.

Section 5: This ordinance will take effect thirty (30) days after the date of its adoption.

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DATE: _____, 20____

ATTEST: _____ APPROVED: _____
Clerk, Scotia Community Services District President, Scotia Community Services District

Clerk's Certificate

I hereby certify that the foregoing is a true and correct copy of Ordinance No. _____,
passed and adopted at a regular meeting of the Board of Directors of the Scotia Community
Services District, Humboldt County, California on the _____ day of
_____, 20____, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Scotia Community Services District

Staff Report

DATE: July 16, 2020
TO: Scotia Community Services District Board of Directors
FROM: Julie Hawkins, Board Clerk
SUBJECT: Scotia CSD Conflict of Interest Code

RECOMMENDATION:

Administrative staff recommends that the Board review the proposed Conflict of Interest Code revisions and approve the revised Scotia CSD Conflict of Interest Code.

ACTION:

Adopt the revised Conflict of Interest Code, by Resolution.

DISCUSSION:

In the Political Reform Act, Government Code Sections 81000, the State of California requires all Community Services Districts to develop and adopt a Conflict of Interest Code. This Code is designed to list the individuals required to disclose conflicts as well as the categories of disclosures.

The Political Reform Act requires local government agencies to review their Conflict-of-Interest code every two years and determine if revisions to the code are necessary. Any necessary revisions must be reviewed and approved by the Humboldt County Board of Supervisors. Staff determined that revisions to the Scotia CSD Conflict on Interest Code are necessary.

The revisions proposed include:

- Removing the Executive Assistant and Board Clerk positions from the consultants to direct hire positions.
- Changing the disclosure category for the Executive Assistant and Board Clerk from Category 2 – which is meant primarily for consultants.

FISCAL IMPACT: None

ATTACHMENTS:

Proposed Updates to Conflict of Interest Code

Resolution 2020-10: A Resolution of the Scotia Community Services District Board of Directors revising the Conflict of Interest Code



Conflict of Interest Code

Updated July 16, 2020

The Political Reform Act (Government Code §§ 81000, et seq., hereinafter referred to as the Act) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission ("FPPC") has adopted a regulation (2 California Code of Regulations § 18730) which contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearings it may be amended by the FPPC to conform to amendments in the Act. Therefore, the terms of § 18730 and any amendments to it adopted by the FPPC are hereby incorporated by reference. This regulation and the text here designating officials and employees and establishing disclosure categories shall constitute the conflict of interest code of the Scotia Community Services District ("District").

The full text of Section 18730, together with any amendment thereto, may be found at:

www.scotiaccsd.com/policies/

DESIGNATED POSITIONS: The designated positions listed below are required to file Form 700 Statements of Economic Interests disclosing certain personal financial interests. Upon receipt of the statements, the District shall make and retain a copy and forward the original of this statement to the Humboldt County Clerk of the Board of Supervisors. Statements of Economic Interests are public records available for public inspection. These positions are required to file the applicable individual schedules to report investments, business positions, sources of income and interests in real property located in the District's jurisdiction. The applicable schedules to be filed for each position are based on the disclosure category assigned to the designated position.

Designated Positions

Disclosure Category

• Board Member	1
• Consultant	
▪ General Manager	2
▪ Assistant General Manager	2
▪ District Engineer	2
▪ Executive Assistant	2
▪ Board Clerk	2
• <u>Executive Assistant</u>	<u>1</u>
• <u>Board Clerk</u>	<u>1</u>
• Lead Operator	1
• Operator I/II	1

Disclosure Categories

Category 1

- A. Interests in real property located entirely or partly within District boundaries, or within two miles of District boundaries, or of any landed owned or used by the District.
- B. Investments or business positions in or income (including gifts, loans and travel payments) from and non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management sources that provide, plan to provide, or have provided in the last two years facilities, goods, software, hardware, or services, including consulting services, to the District, or are engaged in the acquisition of real property within the District.

Category 2

- A. Consultants, including but not limited to architects, developers, contractors, sub-contractors, and materials suppliers shall disclose pursuant to the broadest disclosure category in the conflict of interest code subject to the following limitation: The District may determine in writing that a particular consultant is hired to perform a range of duties that is limited in scope and, thus, is not required to comply with the full disclosure requirements described above, but instead must comply with more tailored disclosure requirements specific to that consultant. Such a determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of the disclosure requirements.

Comments:

The Executive Assistant position and Board Clerk position have been moved from the consultant category because they are now directly hired by the District.

The disclosure categories for the Executive Assistant and Board Clerk have been changed from Category 2 to Category 1.

RESOLUTION NO. 2020-10
A RESOLUTION OF THE SCOTIA COMMUNITY SERVICES DISTRICT BOARD OF
DIRECTORS REVISING THE CONFLICT OF INTEREST CODE

WHEREAS, the Political Reform Act, Government Code §81000, et seq., requires every state or local government agency to adopt and promulgate a Conflict of Interest Code; and

WHEREAS, the Fair Political Practices Commission has adopted a regulation, 2 California Administrative Code (Cal. Adm. Code) §18730, which contains the terms of a standard model Conflict of Interest Code, which can be incorporated by reference, and which may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments to the Political Reform Act; and

WHEREAS, the Scotia Community Services District may incorporate in its Conflict of Interest Code, by reference, regulation 2 Cal. Adm. Code §18730; and

WHEREAS, the Scotia Community Services District has determined that the attached Conflict of Interest Code accurately sets forth the current organizational structure of departments, their designated positions and the respective categories of financial interests which should be made reportable and those boards and commissions which should be designated and the respective categories of financial interests which should be made reportable by their members.

NOW, THEREFORE, be it resolved by the Scotia Community Services District as follows:

Section 1. The Recitals and Attachments set forth are incorporated herein and made an operative part of this Resolution.

Section 2. With the additions attached hereto as Exhibit A, the terms of 2 Cal. Adm. Code §18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and made a part of the Conflict of Interest Code of the Scotia Community Services District.

Section 3. The terms of 2 Cal. Adm. Code §18734, relating to Designated Employees and Consultants, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated by reference and made a part of the Conflict of Interest Code of the Scotia Community Services District.

Section 4. The Board Clerk will review the SCSD Conflict of Interest Code on a biennial basis as is required by Humboldt County and if changes are required will submit a revised code for Board approval, or if no changes are necessary, so notify the Board by the applicable deadline specified in the Political Reform Act.

Section 5. This Resolution shall be effective upon adoption.

Attachments:

Exhibit A- Provisions of Conflict of Interest Codes incorporated by reference, Disclosure Categories, and Designated Employees and Consultants

PASSED AND ADOPTED this 16th day of July 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED: _____

Board President

ATTEST: _____

Board Clerk



Conflict of Interest Code

Updated July 16, 2020

The Political Reform Act (Government Code §§ 81000, et seq., hereinafter referred to as the Act) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission ("FPPC") has adopted a regulation (2 California Code of Regulations § 18730) which contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearings it may be amended by the FPPC to conform to amendments in the Act. Therefore, the terms of § 18730 and any amendments to it adopted by the FPPC are hereby incorporated by reference. This regulation and the text here designating officials and employees and establishing disclosure categories shall constitute the conflict of interest code of the Scotia Community Services District ("District").

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Designated Positions

Disclosure Category

- | | |
|-----------------------------|---|
| • Board Member | 1 |
| • Consultants | |
| ▪ General Manager | 2 |
| ▪ Assistant General Manager | 2 |
| ▪ District Engineer | 2 |
| • Executive Assistant | 1 |
| • Board Clerk | 1 |
| • Lead Operator | 1 |
| • Operator I/II | 1 |

Disclosure Categories

Category 1

- A. Interests in real property located entirely or partly within District boundaries, or within two miles of District boundaries, or of any landed owned or used by the District.
- B. Investments or business positions in or income (including gifts, loans and travel payments) from and non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management sources that provide, plan to provide, or have provided in the last two years facilities, goods, software, hardware, or services, including consulting services, to the District, or are engaged in the acquisition of real property within the District.

Category 2

- A. Consultants, including but not limited to architects, developers, contractors, sub-contractors, and materials suppliers shall disclose pursuant to the broadest disclosure category in the conflict of interest code subject to the following limitation: The District may determine in writing that a particular consultant is hired to perform a range of duties that is limited in scope and, thus, is not required to comply with the full disclosure requirements described above, but instead must comply with more tailored disclosure requirements specific to that consultant. Such a determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of the disclosure requirements.

Scotia Community Services District Staff Report

DATE: July 16, 2020
TO: Scotia Community Services District Board of Directors
FROM: Leslie Marshall, General Manager
SUBJECT: Consider authorizing the reengagement of Anderson, Lucas, Somerville and Borges to complete the SCSD's Financial Statements for the FY 19/20 Annual Audit

RECOMMENDATION:

The Administrative staff recommends that the Board consider reengaging the accounting services of Anderson, Lucas, Somerville, and Borges (ALSB) for the Scotia Community Services District FY 19/20 Annual Audit.

ACTION:

Consider authorizing the General Manager to reengage ALSB for the FY 19/20 Annual Audit.

DISCUSSION:

Per GC §61118(a) the board of directors shall provide for regular audits of the district's accounts and records pursuant to GC §26909. Scotia CSD had contracted with Anderson, Lucas, Somerville and Borges, LLP from Fortuna, CA to conduct the District's annual audit. To reengage ALSB is recommended as they maintain multiple CPA's within their firm and have so far completed the auditing work for two fiscal years. For these reasons their firm would be the preferred choice for the SCSD.

FISCAL IMPACT:

Budgeted: \$22,000

ATTACHMENTS:

None

Scotia Community Services District Staff Report

DATE: July 16, 2020
TO: Scotia Community Services District Board of Directors
FROM: Leslie Marshall, General Manager
SUBJECT: Discuss the Billing and Classification for Eel River Brewing Co. at 600k Bridge St. Scotia. Ca.

RECOMMENDATION:

Administrative Staff received a request from Ted Vivatson of Eel River Brewery to have an agenda item on this meeting. The Administrative staff recommends that the Board receive a presentation by Eel River Brewery and discuss the billing and classification for Eel River Brewing Co. at 600k Bridge St. Scotia. Ca.

ACTION:

Consider authorizing the General Manager to continue discussions with Eel River Brewery regarding rates.

DISCUSSION:

Administrative Staff received a request from Ted Vivatson of Eel River Brewery to have an agenda item on this meeting regarding the billing and classification for Eel River Brewing Co.

Staff has attached the most recent communication with Eel River Brewery regarding their rates and the manner in which testing will need to be done to re-assess their rates for BOD and TSS, exclusively. Language within the adopted Wastewater Ordinance is cited within the letter, as well as additional explanation referencing previous discussion and e-mail.

FISCAL IMPACT:

Potential reduction in BOD and TSS rates billed to Eel River Brewery.

ATTACHMENTS:

Letter from Staff to Eel River Brewery
E-mail from June Board Meeting Public Comment from Ted Vivatson.

July 10, 2020

Ted and Matt,

The intent of this document is to clarify the comments/concerns expressed by both you and/or Matt regarding the Eel Brewing Company (ERB) billing costs for BOD and TSS wastewater discharge into the Scotia CSD (District) wastewater infrastructure. District Staff understands there may have been perceived miscommunication or misunderstanding, in previous communications or meetings, specific to ERB wastewater discharge cost discussions.

Regarding wastewater sampling frequency and methodology, the District's Ordinance No. 2020-3 Wastewater Service (ORD. 2020-3), authorizes the District General Manager to set the type of samples required to be tested, sampling methodology, sampling frequency and the maximum allowable daily discharge limit for various pollutants including BOD and TSS. The District's ORD. 2020-3 was developed utilizing example ordinances from districts and municipalities that have breweries within their jurisdiction.

Late last year Staff met with ERB to discuss the potential to *consider* adjusting ERB's BOD and TSS discharge rates, based on actual discharge sampling results for BOD and TSS. Staff determined that six (6) monthly grab samples, for both BOD and TSS, would be required to determine if the samples were consistent and within the maximum allowable daily discharge limits set in the ORD. 2020-3. Based on ERB's five (5) submitted BOD grab sample test results, and one sample taken by SHN for the purposes of the Local Limits Study, Staff has determined that the ERB grab sample test results for BOD are *neither consistent nor within the maximum allowable daily discharge limits set in ORDINANCE 2020-3*. The ERB's five (5) submitted TSS grab sample test results are within the maximum allowable daily discharge limits.

Staff has determined that any potential future consideration for adjusting the ERB monthly sewer service charge will require ERB to have random weekly BOD and TSS samples collected by District Staff (utilizing the District's composite sampler) for a minimum of three (3) to a maximum of six (6) months, depending on the sample test results. Any future adjustment will only be for the *BOD and TSS strength rate, as previously discussed*.

As previously mentioned, Staff has received a Wastewater Treatment Facilities Local Limits Study (STUDY), completed by SHN. The Study includes grab sample test results for various pollutants (including BOD and TSS) from ten (10) commercial/industrial wastewater dischargers (including ERB) located in the District. The Study will be used by Staff to develop a Commercial/Industrial Wastewater Discharge Ordinance (to serve as a pre-treatment program), that will be reviewed by the State Water Resources Control Board (SWRCB) and District Legal Counsel, prior to presentation to the District Board of Directors and review by the public. This ordinance, after adoption, will be used to determine the type of samples required to be tested (including sample methodology, sampling frequency and maximum allowable daily discharge limits) for all ten (10) of the commercial/industrial wastewater dischargers located in the District.

Lastly, this letter is being sent to you in advance of being placed in the Board packet, as an attachment to your requested agenda item for the next Board Meeting. Please contact me if you have any questions or need additional information.

Sincerely,

Leslie Marshall

Leslie Marshall, General Manager
Scotia Community Services District



Public comment for the SCSD Board of Directors meeting of June,18th 2020:

1 message

Ted Vivatson <ted@eelriverbrewing.com>

Wed, Jun 17, 2020 at 2:41 PM

To: infoscotiabcd@gmail.com

Cc: Marissa Elias <marissa@eelriverbrewing.com>, Matt Vivatson <matt@eelriverbrewing.com>, John Bergenske <john@bpconsultingservices.com>

To the Board of Directors of SCSD

Public comment for the SCSD Board of Directors meeting of June,18th 2020:

This is to request to be put on the July, 2020 Board of Directors meeting agenda to discuss the billing and classification for Eel River Brewing Co.

600k Bridge St.

Scotia. Ca.

