

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 21<sup>st</sup> 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 18<sup>th</sup>.

-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 it is not vandalized.

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

Paul Newmaker, President

Board of Directors

Scotia Community Services District

7/16/20

Date

Attest:

[Signature]

Board Clerk

Scotia Community Services District

7/16/2020

Date