

Minutes of the REGULAR Board Meeting for the
Scotia Community Services District
Thursday July 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 5:33 PM via teleconference with the following directors in attendance:

Diane Black, Vice President – Present

Paul Newmaker, President– Present

Scott Pitcairn, Director – Absent

Susan Pryor, Director – Present

Nina Sellen, Director – Present

Staff Present: Leslie Marshall, General Manager; Julie Hawkins, Board Clerk; Amanda Urhammer, Legal Counsel

B. SETTING OF AGENDA

The title of the Ordinance is incorrect on the Agenda. It should read: Ordinance 2020-4 An Ordinance of the Scotia Community Services District Board of Directors *Amending Ordinance 2017-3* Water Supply Cross Connection Control.

C. CONSENT CALENDAR

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

Director Pryor requested information regarding the \$10,000 payment to TOS for the corridor project. GM explained that certain costs were split with TOS for components that were above and beyond the scope of the project as initially proposed.

No public comment

Motion: To Approve Consent Calendar

Motion: Pryor **Second:** Sellen

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

Abstain: None

D. PUBLIC COMMENT & WRITTEN COMMUNICATION

DJ Cleek, local drafter, working with Trinity Southern Health sent an email regarding ADA compliance at old Hardware Facility. Trash enclosure at rear of building that *may* cross over theater property line. Cleek reached out to GM regarding the minor crossing of the property line. Cleek offered potential to share the garbage facility enclosure with the theater.

E. Adjourn to Closed Session at 5:41 PM

1. Call to Order

2. Roll Call

Diane Black, Vice President – Present

Paul Newmaker, President– Present

Scott Pitcairn, Director – Absent

Susan Pryor, Director – Present

Nina Sellen, Director – Present

3. Government Code §54956.9; Discuss pending litigation with District Legal Counsel

4. Closed session discussion

F. Adjourn to Open Session at 5:51 PM

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

Public Hearing - None

G.

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 Amending Ordinance 2017-3 Water Supply Cross Connection Control

Reviewed and updated by Steve Tyler and Julie Hawkins. The definitions section was updated, sections 2 & 5 were amended, all in redline/strikeout. The amended ordinance was noticed in the Times Standard and reviewed by legal counsel. No changes have been made since the first reading which took place at the June 18, 2020 board meeting.

No Public Comment

Motion: To Adopt Ordinance 2020-4: An Ordinance of the Scotia Community Services District Board of Directors Amending Ordinance 2017-3 Water Supply Cross Connection Control *by reading of title only*

Motion: Black **Second:** Newmaker

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

Abstain: None

Motion: To Adopt Ordinance 2020-4: An Ordinance of the Scotia Community Services District Board of Directors Amending Ordinance 2017-3 Water Supply Cross Connection Control

Motion: Newmaker **Second:** Black

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

Abstain: None

- b. Review Conflict of Interest Code and consider adopting Resolution 2020-10 Amending Resolution 2016-2 Conflict of Interest Code Policy

Board Clerk presented. The Conflict of Interest Code must be reviewed every two years and updated if necessary. The SCSD Conflict of Interest Code Policy was last updated in 2018. The 2020 update removed the Executive Assistant and the Board Clerk from Category 2, which is comprised of consultants, to Category 1, direct employees of SCSD.

No questions from the Board

No Public Comment

Motion: To Adopt Resolution 2020-10 Amending Resolution 2016-2 Conflict of Interest Code Policy.

Motion: Sellen **Second:** Black

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

Abstain: None

c. Consider authorizing the reengagement of Anderson, Lucas, Somerville and Borgess for the FY 19/20 Annual Audit

GM introduced and explained that every 3-5 years auditors must go through a bid process. We have \$22,000 in the budget for the audit; last year the audit only cost the District \$11,500. President Newmaker commented that they were happy with the audit that they did for the District last year.

Board discussed

No Public Comment

Motion: To Authorize the reengagement of Anderson, Lucas, Somerville and Bogess for the FY 19/20 Annual Audit.

Motion: Black **Second:** Sellen

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

Abstain: None

d. Discuss the billing and classification for Eel River Brewing Co. at 600 Bridge St. Scotia, CA.

GM read the correspondence addressed to Ted Vivatson (included in Board Packet). Mr. Vivatson addressed the board and staff and stated that his primary request of the board is "fair and equitable treatment". LM explained that all base rates and monthly charges are based on the engineers report. Mr. Vivatson went on to say that current base rates are unsustainable for the brewery and if things continue as they are, they may not be able to stay in Scotia. Mr. Vivatson thanked the board and staff and requested to be placed on the August 20, 2020 Board Meeting Agenda to bring materials to present to the board.

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:

2. Board Director Reports:

-Director Black requested that the fence around the new fence be removed to allow access to the walkway. LM explained that we received a quote from a masonry company for \$7500 and the District is still planning to get more quotes. Penny may be able to do the landscaping in the plaza with native plants. LM also reported that some safety concerns have been removed.

-Director Pryor reported that the free library has been installed and is full of books!

3. General Manager's Report:

-The corridor project is 97% complete. River pump issue still exists. All components have been sent away and are being reviewed and examined to see what the problem is. There are consistent pressure issues between new and old system and HRC power plant and mill; LM met with HRC and discussed the purchase of pressure relief valves to place on HRC property to help buffer systems from each other. Surges typically come from power plant.

- Wastewater clarifier replacement: Received submittals. Still need CA Professional Engineer's stamp for bridge component. Engaged with Chruch engineering for their stamp of approval. Once that is complete, fabricators in UT will begin fabricating new clarifier – for installation in September or October.

- Trash cans have been purchased for installation at Fireman's park & other incorporated in the Soccer Field ADA project.

-Paintball project has gone through county and ADA plans have been submitted. Sign off on that is expected soon. They have received their business license and they just need an approved County Covid 19 plan. LM has encouraged them to move forward with that.

-LM had to explain to Eel River Kings that the District cannot support Covid 19 plan as submitted. It was submitted as a Day Camp plan rather than a team sport plan. That was not the intent of the original board decision. They will need to get approval as a sports team moving forward.

-SCT is working with LM on the bathrooms at the park/new restroom facility. Steve Lazar at county is helping determine if we can use the existing concrete slabs that exist there already and whether we need to go through CEQA and building permit process. Restrooms are prefab. They are concrete buildings with all stainless steel appliances. Easi-Set has many different plan options, currently we are planning to do 2-unit, unisex ADA compliant facility.

-Theater roof project: still waiting on the building permit from the county. Sanders roofing is ready to begin work once we receive the permits. Carpenter Shop roof project has been submitted to Bill Rich and Associates for historical assessment.

- LM looking to install a doggy bag station as well as a bench next to free library.

-Walland re-graded where construction had been done by Fireman's park. That same night there were people at the park afterhours spinning donuts down by the river. LM explained other issues that she has witnessed with people driving recklessly down by the river. LM suggested changing closing time of the park to an hour earlier. LM looking into speed bumps at the gate to deter people from speeding.

-Streets and Street lighting: Storm drainage manhole "collar" was cracked. Public works determined that it was their jurisdiction but we would have to wait a long time to have it repaired. Walland ended up fixing it for free.

-Sinkhole near bridge at the pond will need to be backfilled with concrete. John Broadstock placed cones at the site. It is currently patched.

-Phase III construction is starting soon.

-Next month may have multiple PG&E charges. Splitting up payments on credit cards. Using the credit cards to receive the 1% cash back reward.

-New Admin person is setting up Benefits Assessments. Those will be billed next month. LM discovered that some properties had benefits assessments set up incorrectly. Unfortunately \$14,000 was not collected on those accounts due to that error, but the correction has been made. Account holders are notified that their bills will be going up but they will not be back billing.

-New Operator interviews set up for July 28th and 29th. In person interviews will take place Aug. 4th. Nine applicants. Three had no license and didn't have one in progress. Six applicants will be interviewed. There will be an interview panel made up of LM, SCT, Brandon Wishneff, Bruce Gherke, & Steve Coppini of Ferndale.

-Developing a policy with legal counsel regarding outstanding balances due to non-payment of account balances.

-As of July 1st, the final step rate increase was implemented. The board can decide to implement a consumer price index increase, however, any additional increases will have to go through the prop 218 process.

4. **Special Counsel's Report:** None
5. **Engineer's Report:** None
6. **Fire Chief's Status Report:** None
7. **Board Clerk Report:** Provided an update on the upcoming election.

J. BOARD TRAINING None

K. ADJOURNMENT at 7:01 PM by Paul Newmaker

Next Regular Meeting of the SCSD will be September 17th, 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

8/25/2020

Date

Attest:



Board Clerk

Scotia Community Services District

for Julie Hawkins

8/25/2020

Date

