

Minutes of the REGULAR Board Meeting for the  
Scotia Community Services District  
Thursday September 17, 2020 at 5:30 P.M.

**A. CALL TO ORDER/ ROLL CALL PLEDGE OF ALLEGIANCE at 5:32 PM**

Diane Black, Vice President – Absent

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

Other persons present: Fred & Jolene Brinkley; Delia Ansted; Denise Kratzer; Kristen Roe

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

No Changes

**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—August 20, 2020
2. Approval of August 1 – August 31, 2020 RCB Check Registers
3. Approval of August 1 – August 31, 2020 Umpqua Check Registers
4. Approval of RCB Mastercard Statement—July 9 – August 7, 2020
5. Approval of Umpqua Visa Statement— August 1 – August 31, 2020
6. Approval of Planwest Partners Invoice— August 2020

Edit minutes to reflect a change in votes from the previous minutes.

**Motion:** To Approve Consent Calendar with changes

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

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

**Abstain:** None

**D. PUBLIC COMMENT & WRITTEN COMMUNICATION**

Two letters received – will be reviewed in greater detail in GM report. One letter received from a customer containing photographs and requesting more information on what the benefits assessments are used for.

**E. ADJOURN TO CLOSED SESSION at 5:45 PM:**

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 at 6:01 PM**

1. Report out of closed session

Direction was given to Staff

**G. PUBLIC HEARING – None**

**H. BUSINESS**

**1. New Business**

- a. Make a Recommendation to the Humboldt County Board of Supervisors to fill a vacancy on the Scotia Community Services District Board of Directors

GM introduced. Delia Ansted introduced herself and stated her interest in the SCSD board and how she can contribute. Board asked a number of questions. Board decided that they did not need to privately deliberate.

The Board will recommend Delia Ansted to the Humboldt County Board of Supervisors.

No Public Comment

**Motion:** To Make a Recommendation to the Humboldt County Board of Supervisors to fill a vacancy on the Scotia Community Services District Board of Directors.

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

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

Abstain: None

- b. Consider Reinstating Late fees for Water and Wastewater Services, which were administratively waived due to COVID-19

GM Introduced that due to the COVID -19 pandemic, SCSD stopped collection of late fee. Now the balace has grown to \$9,679.60. The statewide moratorium on shut-offs remains in place – when that is lifted, shut-off due to non-payment will resume. GM explained that she is working with legal counsel to draft a policy to put a lien on property if the fees reach an agreed upon threshold.

Board discussed.

Public Comment:

Delia Ansted asked about whether people on payment plans would be subject to liens due to non-payment. The board discussed and agreed that those customers who have a payment plan will not be further penalized.

**Motion:** To Consider Reinstating Late fees for Water and Wastewater Services, which were administratively waived due to COVID-19.

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

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

Abstain: None

## 2. Old Business – None

### I. REPORTS

1. **President's Report:** None
2. **Board Director Reports:** None
3. **General Manager's Report:**

-**Water:** We have not heard back from PG&E regarding back pay.

-Tesla made their first visit for the river pump battery backup. They requested assistance in digging out the area. Surveys crews will go out next week.

-River pump project has fallen by the wayside since Phase III began. LM drafted a letter, which was reviewed by legal counsel, and then sent to the state to request assistance from them on getting the backup pump installed. Winter brings concerns that our pump will fail. LM shared the letter received in response, with the board. No recourse (it seems) to get the river pump project done. Treatment inspection report was sent this week. It contains many errors regarding our system specifics. LM will be sending a letter in response to the state. President Newmaker suggested that we send a letter to Supervisor Rex Bohn. (LM will draft a letter and present it to the board).

-**Wastewater:** Clear stream will be installing the primary clarifier in late October. CALOES and FEMA extension still planned – but the new clarifier will be installed soon.

-**Parks & Recreation:** Pads for new trash cans have been poured. Recently two cars have dumped large bags of trash at the park. Hopefully the new trash cans will discourage that.

-Theater roof bat exclusion project can't be completed until January (bat hibernation period begins in Oct), staff tried to find another pest control company to do it but 707 Pest control is the only company that can do it. Sanders roofing company will do patch work in the meantime.

-Carpenter roof does not need a historical assessment.

-Baseball field restrooms: Church engineering has been engaged to help with the new restrooms. Foundation needs to be assessed to see if it is compatible with the new building.

-Quotes received for the Museum Plaza were \$7500 and \$3600. LM approved the \$3600 work and the project will move forward.

-Dan Tangney with the disc golf group reached out. They are working with the CCCs for vegetation clearing in preparation for the disc golf course.

-Still working on paintball permits

-ADA portion of the soccer field to be completed this year.

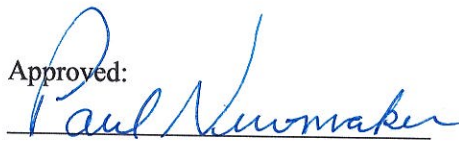
-**Administrative:** New Operator is currently in training.

-Rio Dell Fire closed on escrow on the fire station. They will begin moving in soon.

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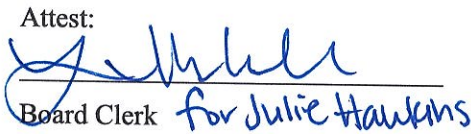
- 4. **Board Clerk's Report: None**
- 5. **District Counsel's Report: None**
- 6. **Engineer's Report: None**
- 7. **Fire Chief's Report: None**
- J. **BOARD TRAINING – None**
- K. **ADJOURNMENT at 6:59pm by Paul Newmaker**

Next Regular Meeting of the SCSD will be November 19th, 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

10/15/20  
Date

Attest:  


Board Clerk *for Julie Hawkins*  
Scotia Community Services District

10/15/2020  
Date