

Minutes of the REGULAR Board Meeting for the
Scotia Community Services District
Thursday, February 18, 2021 at 5:30 P.M.

A. CALL TO ORDER/ ROLL CALL/ PLEDGE OF ALLEGIANCE at 5:39 pm

Paul Newmaker, President – Present

Diane Black, Vice President – Present

Delia Ansted, Director – Present

Susan Pryor, Director – Present

Nina Sellen, Director – Present

Leslie Marshall, General Manager; Julie Hawkins, Board Clerk; Amanda Urhammer, Legal Counsel; Chuck Swanson, SHN Project Manager

B. SETTING OF AGENDA

-Adding a corrected item to the consent calendar.

-Moved item H1b to before H1a

-Tabling item H1e Mid-Year budget and amendment

C. CONSENT CALENDAR

1. Approval of Previous Meeting Minutes—Regular Meeting January 21, 2020

2. Approval of RCB Check Registers January 1-31, 2020

3. Approval of Umpqua Check Registers January 1-31, 2020

4. Approval of RCB Mastercard Statement – February 5, 2021

5. Approval of Umpqua Visa Statement— Statement Date January 31, 2021

6. Approval of Planwest Partners Invoice— January 2020

A duplicate report was generated – the included correct report was provided to the board prior to the meeting. The packet will be corrected on the website.

VP Black requested that Amazon purchases be noted on statement.

Umpqua CC rebate received.

Motion: To Approve Consent Calendar

Motion: Black **Second:** Pryor

Motion Vote: Ayes All – Ansted, Black, Newmaker, Pryor, Sellen **Opposed:** None **Absent:** None

Abstain: None

D. PUBLIC COMMENT & WRITTEN COMMUNICATION - None

E. ADJOURN TO CLOSED SESSION at 5:45 pm

1. Call to Order

2. Roll Call

Paul Newmaker, President– Present

Diane Black, Vice President – Present

Susan Pryor, Director – Present
Nina Sellen, Director – Present
Delia Ansted, Director – Present

3. Government Code §54956.9; Discuss pending litigation with District Legal Counsel
4. Closed session discussion

F. ADJOURN TO OPEN SESSION at 6:20 pm

1. Report out of closed session

Direction was given to staff.

G. PUBLIC HEARING - None

H. BUSINESS

1. New Business

- a. First Reading of Ordinance 2021 – 1: An Ordinance of the Scotia Community Services District Board of Directors Amending Ordinance 2017-1 Title V – Streets and Street Lighting

LM introduced, Board discussed.

No Public Comment

Motion: To Approve a Second Reading of Ordinance 2021-1: An Ordinance of the Scotia Community Services District Board of Directors Amending Ordinance 2017-1 Title V – Streets and Street Lighting

Motion: Black **Second:** Newmaker

Motion Vote: Ayes All – Ansted, Black, Newmaker, Pryor, Sellen **Opposed:** None **Absent:** None

Abstain: None

- b. First Reading of Ordinance 2021 – 2: An Ordinance of the Scotia Community Services District Board of Directors Adopting the Commercial and Industrial Wastewater Regulations

*Item moved to before item H1a.

LM introduced, SHN Project Manager Chuck Swanson presented the local limits study which evaluates the treatment plant. Board discussed.

No Public Comment

Motion: To Approve a Second Reading of Ordinance 2021 – 2: An Ordinance of the Scotia Community Services District Board of Directors Adopting the Commercial and Industrial Wastewater Regulations

Motion: Newmaker **Second:** Black

Motion Vote: Ayes All – Ansted, Black, Newmaker, Pryor, Sellen **Opposed:** None **Absent:** None

Abstain: None

- c. First Reading of Ordinance 2021 – 3: An Ordinance of the Scotia Community Services District Board of Directors Amending Ordinance 2020-2 Title II Water Service

LM introduced, board discussed.

No Public Comment

Motion: To Approve a Second Reading of Ordinance 2021 – 3: An Ordinance of the Scotia Community Services District Board of Directors Amending Ordinance 2020-2 Title II Water Service

Motion: Newmaker **Second:** Ansted

Motion Vote: Ayes All – Ansted, Black, Newmaker, Pryor, Sellen **Opposed:** None **Absent:** None

Abstain: None

- d. Adopt Resolution 2021 – 4: A Resolution of the Scotia Community Services District Board of Directors Amending the Personnel Policies and Procedures

LM introduced and board discussed the changes made to sections 2.7.5b and 2.7.6 a & b.

No public comment.

Motion: To Adopt Resolution 2021 – 4: A Resolution of the Scotia Community Services District Board of Directors Amending the Personnel Policies and Procedures

Motion: Pryor **Second:** Black

Motion Vote: Ayes All – Ansted, Black, Newmaker, Pryor, Sellen **Opposed:** None **Absent:** None

Abstain: None

- e. Mid- Fiscal Year 2020/21 Budget Review and Amendment

TABLED Until March 18, 2021 meeting

- f. Authorize Excavator Purchase via Auction Bid from Humboldt CSD and Loan Acquisition from Redwood Capital Bank to fund purchase

LM introduced and discussed the item and the attachments included with the staff report. Director Black has experience with these types of equipment – she asked several questions that Utility Operator Brandon Wishneff would likely be able to answer. After discussion the board decided it is best to hold a special meeting wherein Brandon Wishneff can attend and answer questions.

LM presented two financing options to the board and asked them which financing option they would prefer in the event that they decide to move forward with the bid. LM contacted Redwood Capital Bank regarding financing. Their standard equipment loans cover 90% of the value of new equipment, 80% of used equipment, 7 years fixed at 5.125%, or 5 years at 4.875%. They also offer savings secured loans for 95% of the value at 2% for 5 years, no pre-payment penalty. The board decided that they would like to move forward with the savings secured loan if they decide to move forward.

Motion: To schedule a special meeting at 12:00 PM on Wednesday, February 24, 2021 to discuss the sealed bid auction.

Motion: Newmaker **Second:** Black

Motion Vote: Ayes All – Ansted, Black, Newmaker, Pryor, Sellen **Opposed:** None **Absent:** None

Abstain: None

2. Old Business - None

I. REPORTS

(5 minutes each)

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

2. President's Report: None

3. Board Director Reports: None

4. General Manager's Report:

-Not much progress has been made on corridor project or river pumps project. Will send letter to Rex Bohn at the beginning of March if progress is not made.

-Tesla site alternative potentially not meeting their seismic standard. Recommended retaining wall option or location change to downslope near Fireman's Park which will require fencing and a new pad.

-PG&E meter at WTP: still no update

-Log Pond dam had seepage at Williams St. It was determined by SHN and Div. of Dam Safety that it is a seepage. Div. of Dam Safety is writing a report and proposing options for repair. District is concurrently working with Humboldt County and CALOES on emergency notification system in the event of a dam failure. Likely will reclassify the dam once repairs are made which will likely reduce our insurance cost. The money for dam repairs will come from the wastewater reserve fund.

-LM is working with Legal Counsel to draft a letter to the Regional Water Quality Control Board & HRC regarding NPDES permit preferred alternatives.

-Submitted WW annual report

-Significant vandalism near polishing ponds. Looking into eviction process for tenants. Siding has been removed to gain access to the garages.

-Theater roof: bat exclusion starting March 22nd with the new roof install to follow.

-Carpenter roof: asbestos abatement continues. Electricity costs are high due to the fans that have been used to dry the shop when the crew failed to tarp the roof before it rained.

-Baseball restrooms: Soils analysis looks good – report coming out soon. Whitchurch approved the existing concrete pad. The current restroom will be demolished.

-Penny landscaping will be doing landscaping around the museum.

-Kick off meeting planned for the museum ADA upgrades

-Soccer Field Bid: DCI was the lowest bid, \$500 under the cost of the project.

-Baseball field cameras caught people using drugs

-LM will respond to the Reaching for Independence people regarding their request for reassessment.

-Construction phase III on target for mid-June wrap up then to the County for the final approval.

-Phase IV (Williams St. and Pond Ave & 7th and 8th St): finalizing Mill A improvements - need to be completed before that can be sold. Needs to resolve fire code issues.

-Phone call received from Rio Dell Fire Protection District to downsize their water meter. Mike Foget requested that they do a fixture inventory.

4. Board Clerk's Report:

-Please fill out and return Annual Form 700s.

-Please return originals to SCSD office. Ethics training is due – I will send the FPCC link. It must be completed

no later than March 1st.

5. District Counsel's Report:

6. Engineer's Report:

7. Fire Chief's Report:

J. BOARD TRAINING: None

K. ADJOURNMENT @ 8:02 PM

Approved:

Paul Newmaker

Paul Newmaker, President

Board of Directors

Scotia Community Services District

Date

3/19/21

Attest:

[Signature]

Board Clerk

Scotia Community Services District

for Julie Hawkins

Date

3/19/21