



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

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*Thursday, August 19, 2021 at 5:30 P.M.*

**AGENDA**

- A. CALL TO ORDER/ ROLL CALL/ PLEDGE OF ALLEGIANCE** 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. 846 0613 0560 and the following password 853795.** 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.
- B. SETTING OF THE 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—Regular Meeting July 15, 2021 pp. 3
  2. Approval of RCB Check Registers July 1-31, 2021 pp. 7
  3. Approval of Umpqua Check Registers July 1-31, 2021 pp. 13
  4. Approval of RCB Mastercard Statement – June Statement pp. 18
  5. Approval of Umpqua Visa Statement – June Statement pp. 25
  6. Approval of Planwest Partners Invoice— July 2021 pp. 28
  7. Fiscal 20/21 Year End Financial Statements pp. 31
- 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. Government Code §54956.9; Discuss anticipated litigation with District Legal Counsel
  5. Closed session discussion
- F. ADJOURN TO OPEN SESSION**

- a. Report out of closed session

**G. PUBLIC HEARING – None**

**H. BUSINESS**

**1. New Business -**

- a. First Reading and Consider Adoption of Ordinance 2021-7: An Ordinance of the Scotia Community Services District Amending Ordinance 2021-1 Title V Streets & Street Lighting pp. 45
- b. First Reading and Consider Adoption of Ordinance 2021-8: An Ordinance of the Scotia Community Services District Amending Ordinance 2021-4 Title VI Storm Drainage pp.57
- c. Adopt Resolution No. 2021-10 Approving a Remote Board Clerk for Board Meetings pp. 68
- d. Adopt Resolution No. 2021-11 Updating the Master Fee Schedule pp. 71

**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.

- 1. **President’s Report:**
- 2. **Board Director Reports:**
- 3. **General Manager’s Report:** TOS River Pumps New Schedule, Crew Leader Position
- 4. **Board Clerk’s Report:**
- 5. **District Counsel’s Report:**
- 6. **Engineer’s Report:**
- 7. **Fire Chief’s Report:**

**J. BOARD TRAINING – None**

**K. ADJOURNMENT**

Next Regular Meeting of the SCSD will be September 16, 2021 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, July 15, 2021 at 5:30 P.M.

**A. CALL TO ORDER/ PLEDGE OF ALLEGIANCE at 5:33 PM**

**ROLL CALL**

Paul Newmaker, President– Present

Diane Black, Vice President – Present

Delia Ansted, Director – Absent

Susan Pryor, Director – Present

Nina Sellen, Director – Present

**B. SETTING OF THE AGENDA**

Tabled Closed Session Item

**C. CONSENT CALENDAR**

1. Approval of Previous Meeting Minutes—Regular Meeting June 17, 2021
2. Approval of Previous Meeting Minutes – Special Meeting June 24, 2021
3. Approval of Previous Meeting Minutes – Special Meeting July 8, 2021
4. Approval of RCB Check Registers June 1-30, 2021
5. Approval of Umpqua Check Registers June 1-30, 2021
6. Approval of RCB Mastercard Statement – May Statement
7. Approval of Umpqua Visa Statement – May Statement
8. Approval of Planwest Partners Invoice— June 2021

Minor edits to minutes from 7/8/21

No Public Comment

**Motion:** To Approve Consent Calendar with minor edits to the minutes from 7/8/21

**Motion:** Black **Second:** Newmaker

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

**Abstain:** None

**D. PUBLIC COMMENT & WRITTEN COMMUNICATION**

None submitted prior to the meeting.

**E. ADJOURN TO CLOSED SESSION**

Item Tabled

1. Call to Order
2. Roll Call

Paul Newmaker, President–

Diane Black, Vice President –

Delia Ansted, Director –

Susan Pryor, Director –

Nina Sellen, Director –

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

**F. ADJOURN TO OPEN SESSION**

Item Tabled

- a. Report out of closed session

**G. PUBLIC HEARING – None**

**H. BUSINESS**

**1. New Business -**

- a. Consider authorizing the reengagement of Anderson, Lucas, Somerville and Borgess for the FY 20/21 Annual Audit

LM introduced. Board Discussed.

No public comment.

**Motion:** Authorize the reengagement of Anderson, Lucas, Somerville and Borgess for the FY 20/21 Annual Audit

**Motion:** Sellen **Second:** Pryor

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

**Abstain:** None

- b. Approve a Resolution Number Change for “Resolution 2021-6: A Resolution of the Scotia Community Services District Board of Directors to Adopt the Final Budget for Fiscal Year 2021-2022” to “Resolution 2021-9: A Resolution of the Scotia Community Services District Board of Directors to Adopt the Final Budget for Fiscal Year 2021-22”

Board Clerk, JH, introduced. Board Discussed.

No Public Comment

**Motion:** Approve a Resolution Number Change for “Resolution 2021-6: A Resolution of the Scotia Community Services District Board of Directors to Adopt the Final Budget for Fiscal Year 2021-2022” to “Resolution 2021-9: A Resolution of the Scotia Community Services District Board of Directors to Adopt the Final Budget for Fiscal Year 2021-22”

**Motion:** Pryor **Second:** Sellen

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

**Abstain:** None

**c. SHN Annual Services Contract FY 2021-2022**

LM introduced and presented the staff report which includes the SHN contract. Board Discussed  
No public comment.

**Motion:** Authorize the General Manager to sign the attached SHN Services Agreement Addendum(Agreement)

**Motion:** Black **Second:** Newmaker

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

**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.

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

-Met on river pumps project nothing to report. There is discussion about submittals and how to document and submit items on Pro Core.

-Tesla project is moving forward. Tesla filling out PG&E paperwork and we received information stating that we have moved to next step in project processing.

-Log Pond Dam seepage: Draft plan received from SHN including the state’s comments and recommendation. LM has a comment/recommendation that will be submitted this week.

-NPDES: No update

-Theater: Rat exclusion pushed back due to lack of materials.

-Baseball Field: Forward progress is being made; still working on county level on the flood proofing issue.

-ADA museum: Received the budget estimate back. We are moving away from the original plan to build a retrofitted staircase. The old staircase will be removed and built onto exterior of building; still coming in under budget.

-Soccer ADA project is complete. District may be planning on purchasing large boulders to discourage driving through to the park.

-Phase III Construction is moving forward, punch list and cleanup work is being done.

-Mill A: postponed planning until they figure out what is going on with phase III. Still trying to figure out how to reroute the gas service out of Pond Ave because it conflicts with the water and sewer lines. May be working with PG&E to make those home electricity only or may have to figure out a different solution to provide gas to those home.

-Phase IV still in planning and design stages.

**4. Board Clerk's Report: None**

**5. District Counsel's Report:**

**6. Engineer's Report:**

**7. Fire Chief's Report:**

**J. BOARD TRAINING – None**

**K. ADJOURNMENT at 5:51 PM**

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 July 31, 2021

| Type                              | Date       | Num      | Name                     | Memo                         | Amount     | Balance    |
|-----------------------------------|------------|----------|--------------------------|------------------------------|------------|------------|
| <b>10000 - RCB Checking 28239</b> |            |          |                          |                              |            | 536,500.29 |
| Bill Pmt -Check                   | 07/01/2021 | 51650    | SDRMA                    | 7724                         | -7,049.33  | 529,450.96 |
| Bill Pmt -Check                   | 07/01/2021 | 51651    | SDRMA                    | 7724                         | -85,193.20 | 444,257.76 |
| Paycheck                          | 07/01/2021 | DD1161   | Brandon W Wishneff       | Direct Deposit               | 0.00       | 444,257.76 |
| Paycheck                          | 07/01/2021 | DD1162   | Jason E Manning          | Direct Deposit               | 0.00       | 444,257.76 |
| Paycheck                          | 07/01/2021 | DD1163   | Julie A Hawkins          | Direct Deposit               | 0.00       | 444,257.76 |
| Paycheck                          | 07/01/2021 | DD1164   | Kathleen A Sandum        | Direct Deposit               | 0.00       | 444,257.76 |
| Check                             | 07/01/2021 | 51652    | John Hancock USA         | PARS #86360                  | -624.52    | 443,633.24 |
| Deposit                           | 07/06/2021 |          |                          | VOID: Deposit                | 0.00       | 443,633.24 |
| Deposit                           | 07/06/2021 |          |                          | Deposit                      | 3,784.69   | 447,417.93 |
| Liability Check                   | 07/06/2021 | 10000... | United States Treas...   | 82-1570573                   | -4.85      | 447,413.08 |
| General Journal                   | 07/06/2021 | 0721-... |                          | FUTA Adjustment (Payroll ... | 4.85       | 447,417.93 |
| Bill Pmt -Check                   | 07/07/2021 | EFT      | Umpqua Bank VISA ...     | 06.21 Stmt                   | -600.00    | 446,817.93 |
| Bill Pmt -Check                   | 07/07/2021 | EFT      | AT&T                     |                              | -1,397.99  | 445,419.94 |
| Bill Pmt -Check                   | 07/07/2021 | 51653    | Alternative Business...  | MA2106316                    | -57.86     | 445,362.08 |
| Bill Pmt -Check                   | 07/07/2021 | 51654    | Eureka Times Stand...    | Stmt#0001300757              | -326.41    | 445,035.67 |
| Bill Pmt -Check                   | 07/07/2021 | 51655    | Fortuna Ace              | Inv#329924                   | -65.09     | 444,970.58 |
| Bill Pmt -Check                   | 07/07/2021 | 51656    | North Coast Laborat...   | 06.21 STMT                   | -1,895.00  | 443,075.58 |
| Bill Pmt -Check                   | 07/07/2021 | 51657    | SDRMA                    | 7724                         | -1,376.08  | 441,699.50 |
| Bill Pmt -Check                   | 07/07/2021 | 51658    | Wildwood Saw             | Inv#33583                    | -69.41     | 441,630.09 |
| Bill Pmt -Check                   | 07/07/2021 | 51659    | Downey Brand LLP         | Inv# 562183                  | -972.00    | 440,658.09 |
| Bill Pmt -Check                   | 07/07/2021 | 51660    | SHN Consulting Eng...    | INV#109661                   | -2,596.25  | 438,061.84 |
| Deposit                           | 07/08/2021 |          |                          | Deposit                      | 638.90     | 438,700.74 |
| Liability Check                   | 07/12/2021 | E-pay    | EDD                      | 093-5926-6 QB Tracking # ... | -284.83    | 438,415.91 |
| Liability Check                   | 07/12/2021 | E-pay    | United States Treas...   | 82-1570573 QB Tracking #...  | -1,578.08  | 436,837.83 |
| Liability Check                   | 07/12/2021 | E-pay    | EDD                      | 093-5926-6 QB Tracking # ... | -59.02     | 436,778.81 |
| Bill Pmt -Check                   | 07/12/2021 | EFT      | PG&E                     | 4470205658-9 06.21           | -24.64     | 436,754.17 |
| Bill Pmt -Check                   | 07/13/2021 | EFT      | PG&E                     |                              | -1,009.83  | 435,744.34 |
| Bill Pmt -Check                   | 07/13/2021 | EFT      | Suddenlink Business      | 07.21 stmt                   | -226.37    | 435,517.97 |
| Bill Pmt -Check                   | 07/14/2021 | 51662    | Planwest Partners Inc.   | INV#21-226-06                | -14,900.50 | 420,617.47 |
| Bill Pmt -Check                   | 07/14/2021 | 51663    | Penny's Creations &...   | Inv#080217-905               | -135.00    | 420,482.47 |
| Bill Pmt -Check                   | 07/14/2021 | 51664    | Prentice, Long PC        | Inv#4393                     | -1,700.00  | 418,782.47 |
| Bill Pmt -Check                   | 07/14/2021 | 51665    | Recology Eel River       | 20214                        | -151.62    | 418,630.85 |
| Bill Pmt -Check                   | 07/14/2021 | 51666    | Valley Pacific Petrol... | Inv#CL-21-386990             | -840.68    | 417,790.17 |
| Bill Pmt -Check                   | 07/14/2021 | 51667    | Whitchurch Enginee...    |                              | -5,591.10  | 412,199.07 |
| Paycheck                          | 07/15/2021 | EFTDD    | Kathleen A Sandum        |                              | -949.40    | 411,249.67 |
| Paycheck                          | 07/15/2021 | EFTDD    | Julie A Hawkins          |                              | -262.05    | 410,987.62 |
| Paycheck                          | 07/15/2021 | EFTDD    | Brandon W Wishneff       |                              | -1,604.25  | 409,383.37 |
| Paycheck                          | 07/15/2021 | EFTDD    | Jason E Manning          |                              | -1,578.28  | 407,805.09 |
| Check                             | 07/15/2021 | 51661    | John Hancock USA         | PARS #86360                  | -653.54    | 407,151.55 |
| Bill Pmt -Check                   | 07/15/2021 | 51668    | Penny's Creations &...   | Inv#080217-911               | -210.00    | 406,941.55 |
| Bill Pmt -Check                   | 07/15/2021 | 51669    | Steves Septic            | Inv#28193                    | -750.00    | 406,191.55 |
| Deposit                           | 07/15/2021 |          |                          | Deposit                      | 1,100.33   | 407,291.88 |
| Bill Pmt -Check                   | 07/16/2021 | EFT      | PG&E                     | 3952156073-8 06.21           | -95.25     | 407,196.63 |
| Deposit                           | 07/19/2021 |          |                          | Deposit                      | 38,194.82  | 445,391.45 |
| Deposit                           | 07/19/2021 |          |                          | Deposit                      | 5,519.45   | 450,910.90 |
| Check                             | 07/19/2021 | ACH      | Intuit                   | check reorder RCB            | -199.31    | 450,711.59 |
| Deposit                           | 07/20/2021 |          |                          | Deposit                      | 1,690.72   | 452,402.31 |
| Bill Pmt -Check                   | 07/21/2021 | 51670    | Industrial Electric      | Inv#IN40317                  | -113.58    | 452,288.73 |
| Bill Pmt -Check                   | 07/21/2021 | 51671    | McMurray & Sons, I...    | Inv#114122                   | -600.00    | 451,688.73 |
| Bill Pmt -Check                   | 07/22/2021 | 51672    | SHN Consulting Eng...    | Inv#109758                   | -361.25    | 451,327.48 |
| Bill Pmt -Check                   | 07/22/2021 | 51673    | Steves Septic            | Inv#28306                    | -750.00    | 450,577.48 |
| Deposit                           | 07/22/2021 |          |                          | Deposit                      | 1,663.53   | 452,241.01 |

**Scotia Community Services District**  
**Account QuickReport**  
As of July 31, 2021

| Type                             | Date       | Num   | Name                   | Memo                         | Amount            | Balance           |
|----------------------------------|------------|-------|------------------------|------------------------------|-------------------|-------------------|
| Deposit                          | 07/22/2021 |       |                        | Deposit                      | 980.24            | 453,221.25        |
| Bill Pmt -Check                  | 07/26/2021 | EFT   | Redwood Capital Ba...  |                              | -909.21           | 452,312.04        |
| Deposit                          | 07/26/2021 |       |                        | Deposit                      | 1,645.99          | 453,958.03        |
| Deposit                          | 07/26/2021 |       |                        | Deposit                      | 5,246.07          | 459,204.10        |
| Deposit                          | 07/26/2021 |       |                        | Deposit                      | 39,169.82         | 498,373.92        |
| Liability Check                  | 07/27/2021 | E-pay | EDD                    | 093-5926-6 QB Tracking # ... | -281.30           | 498,092.62        |
| Liability Check                  | 07/27/2021 | E-pay | United States Treas... | 82-1570573 QB Tracking #...  | -1,551.78         | 496,540.84        |
| Liability Check                  | 07/27/2021 | E-pay | EDD                    | 093-5926-6 QB Tracking # ... | -53.89            | 496,486.95        |
| Bill Pmt -Check                  | 07/27/2021 | EFT   | Microsoft Office 365   | Annual 07/26/2021            | -99.99            | 496,386.96        |
| Deposit                          | 07/28/2021 |       |                        | Deposit                      | 368.15            | 496,755.11        |
| Paycheck                         | 07/29/2021 | EFTDD | Kathleen A Sandum      |                              | -940.76           | 495,814.35        |
| Paycheck                         | 07/29/2021 | EFTDD | Julie A Hawkins        |                              | -148.13           | 495,666.22        |
| Paycheck                         | 07/29/2021 | EFTDD | Jason E Manning        |                              | -1,468.69         | 494,197.53        |
| Paycheck                         | 07/29/2021 | EFTDD | Brandon W Wishneff     |                              | -1,699.38         | 492,498.15        |
| Check                            | 07/29/2021 | 51674 | John Hancock USA       | PARS #86360                  | -701.76           | 491,796.39        |
| Bill Pmt -Check                  | 07/29/2021 | 51675 | Hummel Tire            | Inv#257444                   | -9.71             | 491,786.68        |
| Bill Pmt -Check                  | 07/29/2021 |       | PG&E                   | QuickBooks generated zer...  | 0.00              | 491,786.68        |
| Deposit                          | 07/29/2021 |       |                        | Deposit                      | 14,314.90         | 506,101.58        |
| Deposit                          | 07/31/2021 |       |                        | Deposit                      | 4,569.92          | 510,671.50        |
| Total 10000 · RCB Checking 28239 |            |       |                        |                              | -25,828.79        | 510,671.50        |
| <b>TOTAL</b>                     |            |       |                        |                              | <b>-25,828.79</b> | <b>510,671.50</b> |



**Scotia Community Services District**  
**Account QuickReport**  
 As of July 31, 2021

| Type                                 | Date       | Num | Name | Memo     | Split              | Amount      | Balance           |
|--------------------------------------|------------|-----|------|----------|--------------------|-------------|-------------------|
| <b>12150 · RCB Clarifier savings</b> |            |     |      |          |                    |             | 167,642.69        |
| Deposit                              | 07/30/2021 |     |      | Interest | 40210 · Interes... | 8.54        | 167,651.23        |
| Total 12150 · RCB Clarifier savings  |            |     |      |          |                    | 8.54        | 167,651.23        |
| <b>TOTAL</b>                         |            |     |      |          |                    | <b>8.54</b> | <b>167,651.23</b> |

**Scotia Community Services District**  
**Account QuickReport**  
 As of July 31, 2021

| Type  | Date       | Num | Memo     | Original Amount | Paid Amount   | Balance          |
|---|------------|-----|----------|-----------------|---------------|------------------|
| <b>12100 · RCB Cust Deposit Savings 10797</b> |            |     |          |                 |               |                  |
| Deposit                                       | 07/26/2021 |     | Deposit  | 100.00          | 100.00        | 16,402.05        |
| Deposit                                       | 07/30/2021 |     | Interest | 0.84            | 0.84          | 16,502.89        |
| Total 12100 · RCB Cust Deposit Savings 10797  |            |     |          |                 | 100.84        | 16,502.89        |
| <b>TOTAL</b>                                  |            |     |          |                 | <b>100.84</b> | <b>16,502.89</b> |

**Scotia Community Services District**  
**Account QuickReport**  
 As of July 31, 2021

| Type                                   | Date       | Num | Name | Memo     | Split              | Amount      | Balance           |
|--|------------|-----|------|----------|--------------------|-------------|-------------------|
| <b>12001 - RCB Sav Generator Grant</b> |            |     |      |          |                    |             | 300,004.69        |
| Deposit                                | 07/30/2021 |     |      | Interest | 40210 · Interes... | 2.55        | 300,007.24        |
| Total 12001 - RCB Sav Generator Grant  |            |     |      |          |                    | 2.55        | 300,007.24        |
| <b>TOTAL</b>                           |            |     |      |          |                    | <b>2.55</b> | <b>300,007.24</b> |

**Scotia Community Services District**  
**Account QuickReport**  
 As of July 31, 2021

| Type                             | Date       | Num | Name | Memo     | Original Amount | Paid Amount  | Balance           |
|----------------------------------|------------|-----|------|----------|-----------------|--------------|-------------------|
| <b>12000 · RCB Savings 10367</b> |            |     |      |          |                 |              | 501,161.19        |
| Deposit                          | 07/30/2021 |     |      | Interest | 25.54           | 25.54        | 501,186.73        |
| Total 12000 · RCB Savings 10367  |            |     |      |          |                 | 25.54        | 501,186.73        |
| <b>TOTAL</b>                     |            |     |      |          |                 | <b>25.54</b> | <b>501,186.73</b> |

**Scotia Community Services District**  
**Account QuickReport**  
 As of July 31, 2021

| Type                             | Date | Num | Name | Memo | Split | Amount | Balance          |
|----------------------------------|------|-----|------|------|-------|--------|------------------|
| 12153 · Umpqua CD Drainage       |      |     |      |      |       |        | 36,234.17        |
| Total 12153 · Umpqua CD Drainage |      |     |      |      |       |        | 36,234.17        |
| <b>TOTAL</b>                     |      |     |      |      |       |        | <b>36,234.17</b> |

**Scotia Community Services District**  
**Account QuickReport**  
 As of July 31, 2021

| Type  | Date | Num | Name | Memo | Split | Amount | Balance           |
|---|------|-----|------|------|-------|--------|-------------------|
| 12154 · Umpqua CD Streets & Streetlight       |      |     |      |      |       |        | 108,325.05        |
| Total 12154 · Umpqua CD Streets & Streetlight |      |     |      |      |       |        | 108,325.05        |
| <b>TOTAL</b>                                  |      |     |      |      |       |        | <b>108,325.05</b> |

**Scotia Community Services District**  
**Account QuickReport**  
 As of July 31, 2021

| Type                               | Date | Num | Name | Memo | Split | Amount | Balance           |
|------------------------------------|------|-----|------|------|-------|--------|-------------------|
| 12155 · Umpqua CD Wastewater       |      |     |      |      |       |        | 202,930.01        |
| Total 12155 · Umpqua CD Wastewater |      |     |      |      |       |        | 202,930.01        |
| <b>TOTAL</b>                       |      |     |      |      |       |        | <b>202,930.01</b> |

Scotia Community Services District  
**Account QuickReport**  
As of July 31, 2021

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| Type                                  | Date       | Num | Name | Memo     | Split              | Amount       | Balance           |
|---------------------------------------|------------|-----|------|----------|--------------------|--------------|-------------------|
| 12152 · Umpqua Checking BT Loan       |            |     |      |          |                    |              | 938,598.51        |
| Deposit                               | 07/31/2021 |     |      | Interest | 40210 · Interes... | 23.91        | 938,622.42        |
| Total 12152 · Umpqua Checking BT Loan |            |     |      |          |                    | 23.91        | 938,622.42        |
| <b>TOTAL</b>                          |            |     |      |          |                    | <b>23.91</b> | <b>938,622.42</b> |

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**Scotia Community Services District**  
**Account QuickReport**  
 As of July 31, 2021

| Type   | Date       | Num | Name | Memo     | Split              | Amount      | Balance           |
|--|------------|-----|------|----------|--------------------|-------------|-------------------|
| <b>12151 · Umpqua Park &amp; Rec Savings</b> |            |     |      |          |                    |             | 272,968.42        |
| Deposit                                      | 07/31/2021 |     |      | Interest | 40210 · Interes... | 2.32        | 272,970.74        |
| Total 12151 · Umpqua Park & Rec Savings      |            |     |      |          |                    | 2.32        | 272,970.74        |
| <b>TOTAL</b>                                 |            |     |      |          |                    | <b>2.32</b> | <b>272,970.74</b> |



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 8, 2021 to June 7, 2021

SUMMARY OF ACCOUNT ACTIVITY

PAYMENT INFORMATION

|                    |          |
|--------------------|----------|
| Previous Balance   | \$416.84 |
| - Payments         | \$800.72 |
| - Other Credits    | \$0.00   |
| + Purchases        | \$554.09 |
| + Cash Advances    | \$0.00   |
| + Fees Charged     | \$0.00   |
| + Interest Charged | \$0.00   |
| = New Balance      | \$170.21 |

|                      |              |
|----------------------|--------------|
| New Balance:         | \$170.21     |
| Minimum Payment Due: | \$25.00      |
| Payment Due Date:    | July 2, 2021 |

Account Number XXXX XXXX XXXX 0143  
Credit Limit \$27,000.00  
Available Credit \$26,829.00  
Statement Closing Date June 7, 2021  
Days in Billing Cycle 31

TRANSACTIONS

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

| Tran Date              | Post Date | Reference Number  | Transaction Description       | Amount    |
|------------------------|-----------|-------------------|-------------------------------|-----------|
| 05/14                  | 05/14     | F1127004600CHGDDA | AUTOMATIC PAYMENT - THANK YOU | \$383.88- |
| 05/28                  | 05/28     | F1127004L00CHGDDA | AUTOMATIC PAYMENT - THANK YOU | \$416.84- |
| TOTAL XXXXXXXXXXXX0143 |           |                   | \$800.72-                     |           |

Transactions continued on next page

Please see reverse side of page 1 for important information.

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PAGE 1 of 2

15 1127 4709 VB5 01AB5762

8180

REDWOOD CAPITAL BANK  
1550 N BROWN RD 150  
LAWRENCEVILLE GA 30043



Account Number: XXXX XXXX XXXX 0143  
New Balance: \$170.21  
Minimum Payment Due: \$25.00  
Payment Due Date: July 2, 2021

Please use enclosed envelope to remit payment.

Amount Enclosed: \$

Indicate name or address change on reverse side and check here.

Make Check Payable to:

CARD SERVICE CENTER  
PO BOX 569100  
DALLAS TX 75356-9100

SCOTIA COMM SVCS DIST 8180  
PO BOX 104  
SCOTIA CA 95565-0104



559061470970014300002500000170214

**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 BBCS, 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: BBCS, 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, P.O. 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 \_\_\_\_\_



**TRANSACTIONS (continued)**

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

| Tran Date               | Post Date | Reference Number  | Transaction Description  | Amount   |
|-------------------------|-----------|-------------------|--|----------|
| 05/17                   | 05/18     | 02305374A00GPM3HP | USPS PO 0570740678 SCOTIA CA <i>ga</i>                               | \$70.00  |
| 05/24                   | 05/25     | 55458854GLQMGXFVJ | USCELL RECURRING 1111111111 IL <i>ga</i>                             | \$374.53 |
| 05/27                   | 05/28     | 55432864K5SNWR61N | INTUIT *PAYROLLEE USAG 833-830-9255 CA <i>ga</i>                     | \$10.00  |
| 06/02                   | 06/02     | 55432864T5V47M429 | CLEARPATHGPS, INC. 805-979-3442 CA <i>ga</i>                         | \$65.00  |
| LESLIE D MARSHALL       |           |                   |  |          |
| TOTAL XXXXXXXXXXXXX1117 |           |                   |  | \$519.53 |
| 05/12                   | 05/13     | 02305374500HQA282 | USPS PO 0570740678 SCOTIA CA <i>ga</i>                               | \$3.60   |
| 05/19                   | 05/20     | 55417344B7WR6A4P2 | 101 AUTO PARTS RIO DELL CA - <i>End Wrench - 30 - Supplies</i>       | \$23.90  |
| 05/25                   | 05/26     | 55417344H7WTZT152 | 101 AUTO PARTS RIO DELL CA - <i>Blinker Bulb - ga Vehicle Maint.</i> | \$7.06   |
| BRANDON W WISHNEFF      |           |                   |  |          |
| TOTAL XXXXXXXXXXXXX1133 |           |                   |  | \$34.56  |

**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                           | 31                    | \$0.00          |
| Cash Advances   | 14.24% (v)                   | \$0.00                           | 31                    | \$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](http://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.

1-2

BHH



LESLIE D MARSHALL  
Account Number: XXXX XXXX XXXX 1117

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  
June 7, 2021

SUMMARY OF ACCOUNT ACTIVITY

|                    |        |
|--------------------|--------|
| Previous Balance   | \$0.00 |
| - Payments         | \$0.00 |
| - Other Credits    | \$0.00 |
| + Purchases        | \$0.00 |
| + Cash Advances    | \$0.00 |
| + Fees Charged     | \$0.00 |
| + Interest Charged | \$0.00 |
| = New Balance      | \$0.00 |

PAYMENT INFORMATION

|                      |              |
|----------------------|--------------|
| New Balance:         | \$0.00       |
| Minimum Payment Due: | \$0.00       |
| Payment Due Date:    | July 2, 2021 |

Account Number XXXX XXXX XXXX 1117  
Credit Limit \$15,000.00  
Available Credit \$15,000.00  
Statement Closing Date June 7, 2021  
Days in Billing Cycle 0

TRANSACTIONS

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

| Tran. Date | Post Date | Reference Number  | Transaction Description                | Amount   |
|------------|-----------|-------------------|--|----------|
| 05/17      | 05/18     | 02305374A00GPM3HP | USPS PO 0570740678 SCOTIA CA           | \$70.00  |
| 05/24      | 05/25     | 55458854GLQMGXFVJ | USCELL RECURRING 1111111111 IL         | \$374.53 |
| 05/27      | 05/28     | 55432864K5SNWR61N | INTUIT *PAYROLLEE USAG 833-830-9255 CA | \$10.00  |
| 06/02      | 06/02     | 55432864T5V47M429 | CLEARPATHGPS, INC. 805-979-3442 CA     | \$65.00  |
| 06/07      | 06/07     | 000000000000COMPC | TOTAL PURCHASES \$519.53               |          |
|            |           |                   | TOTAL                                  | \$519.53 |

Please see reverse side of page 1 for important information.

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REDWOOD CAPITAL BANK  
1550 N BROWN RD 150  
LAWRENCEVILLE GA 30043



Account Number: XXXX XXXX XXXX 1117  
New Balance: \$0.00  
Minimum Payment Due: \$0.00  
Payment Due Date: July 2, 2021

Please use enclosed envelope to remit payment.

Amount Enclosed: \$

Indicate name or address change on reverse side and check here.

Make Check Payable to:

CARD SERVICE CENTER  
PO BOX 569100  
DALLAS TX 75356-9100

LESLIE D MARSHALL 8181  
SCOTIA COMM SVCS DIST  
PO BOX 104  
SCOTIA CA 95565-0104



5590614709701117000000000000000003



BRANDON W WISHNEFF  
 Account Number: XXXX XXXX XXXX 1133

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  
 June 7, 2021

SUMMARY OF ACCOUNT ACTIVITY

|                    |        |
|--------------------|--------|
| Previous Balance   | \$0.00 |
| - Payments         | \$0.00 |
| - Other Credits    | \$0.00 |
| + Purchases        | \$0.00 |
| + Cash Advances    | \$0.00 |
| + Fees Charged     | \$0.00 |
| + Interest Charged | \$0.00 |
| = New Balance      | \$0.00 |

PAYMENT INFORMATION

|                      |              |
|----------------------|--------------|
| New Balance:         | \$0.00       |
| Minimum Payment Due: | \$0.00       |
| Payment Due Date:    | July 2, 2021 |

Account Number XXXX XXXX XXXX 1133  
 Credit Limit \$1,000.00  
 Available Credit \$1,000.00  
 Statement Closing Date June 7, 2021  
 Days in Billing Cycle 0

TRANSACTIONS

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

| Tran Date | Post Date | Reference Number  | Transaction Description      | Amount  |
|-----------|-----------|-------------------|------------------------------|---------|
| 05/12     | 05/13     | 02305374500HQA282 | USPS PO 0570740678 SCOTIA CA | \$3.60  |
| 05/19     | 05/20     | 55417344B7WR6A4P2 | 101 AUTO PARTS RIO DELL CA   | \$23.90 |
| 05/25     | 05/26     | 55417344H7WTZT152 | 101 AUTO PARTS RIO DELL CA   | \$7.06  |
| 06/07     | 06/07     | 000000000000COMPC | TOTAL PURCHASES \$34.56      |         |
|           |           |                   | TOTAL \$34.56                |         |

Please see reverse side of page-1 for important information.

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PAGE 1 of 2

15 1127 4709 VB5 D1AB5762

8182

REDWOOD CAPITAL BANK  
 1550 N BROWN RD 150  
 LAWRENCEVILLE GA 30043



Account Number: XXXX XXXX XXXX 1133  
 New Balance: \$0.00  
 Minimum Payment Due: \$0.00  
 Payment Due Date: July 2, 2021

Please use enclosed envelope to remit payment.

Amount Enclosed: \$

Indicate name or address change on reverse side and check here.

Make Check Payable to:

CARD SERVICE CENTER  
 PO BOX 569100  
 DALLAS TX 75356-9100

BRANDON W WISHNEFF 8182  
 SCOTIA COMM SVCS DIST  
 PO BOX 104  
 SCOTIA CA 95565-0104



5590614709701133000000000000000000

**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



BRANDON W WISHNEFF  
 Account Number: XXXX XXXX XXXX 1133

**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                           | 0                     | \$0.00          |
| Cash Advances   | 14.24% (v)                   | \$0.00                           | 0                     | \$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](http://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.

1-2

BHH

Please see reverse side of page 1 for important information.





UMPQUA BANK

BL ACCT 00002823-20000001

SCOTIA CSD

Account Number: #### #### #### 3769

Page 1 of 3



Pd Online 7/17/21

Account Summary

|                       |   |              |
|-----------------------|---|--------------|
| Billing Cycle         |   | 06/30/2021   |
| Days In Billing Cycle |   | 30           |
| Previous Balance      |   | \$15,075.66  |
| Purchases             | + | \$600.00     |
| Cash                  | + | \$0.00       |
| Balance Transfers     | + | \$0.00       |
| Special               | + | \$0.00       |
| Credits               | - | \$0.00       |
| Payments              | - | \$15,075.66- |
| Other Charges         | + | \$0.00       |
| Finance Charges       | + | \$0.00       |

NEW BALANCE \$600.00

Credit Summary

|                         |             |
|-------------------------|-------------|
| Total Credit Line       | \$40,000.00 |
| Available Credit Line   | \$39,400.00 |
| Available Cash          | \$0.00      |
| Amount Over Credit Line | \$0.00      |
| Amount Past Due         | \$0.00      |
| Disputed Amount         | \$0.00      |

Account Inquiries



Call us at: (866) 777-9013  
Lost or Stolen Card: (866) 839-3485



Go to www.umpquabank.com



Write us at PO BOX 1952, SPOKANE, WA  
99210-1952

Payment Summary

|                  |            |
|------------------|------------|
| NEW BALANCE      | \$600.00   |
| MINIMUM PAYMENT  | \$600.00   |
| PAYMENT DUE DATE | 07/25/2021 |

NOTE: Grace period to avoid a finance charge on purchases, pay entire new balance by payment due date. Finance charge accrues on cash advances until paid and will be billed on your next statement.

POSTED  
JUL 07 4:46

Corporate Activity

TOTAL CORPORATE ACTIVITY \$15,075.66-

| Trans Date | Post Date | Reference Number | Transaction Description | Amount       |
|------------|-----------|------------------|-------------------------|--------------|
| 06/11      | 06/11     | 2364416          | INTERNET PMT-THANK YOU  | \$15,075.66- |

Cardholder Account Summary

| LESLIE D MARSHALL<br>#### #### #### 3777 | Payments & Other<br>Credits<br>\$0.00 | Purchases & Other<br>Charges<br>\$600.00 | Cash Advances<br>\$0.00 | Total Activity<br>\$600.00 |
|--|---------------------------------------|--|-------------------------|----------------------------|
|--|---------------------------------------|--|-------------------------|----------------------------|

Cardholder Account Detail

| Trans Date | Post Date | Plan Name | Reference Number        | Description                          | Amount   |
|------------|-----------|-----------|-------------------------|--------------------------------------|----------|
| 06/02      | 06/03     | PPLN01    | 24906411153122707661725 | Dropbox*M3TPGKRHSMJQ db.tt/cchelp DE | \$600.00 |

50470 99

PLEASE DETACH COUPON AND RETURN PAYMENT USING THE ENCLOSED ENVELOPE - ALLOW UP TO 7 DAYS FOR RECEIPT

UMPQUA BANK  
PO BOX 1952  
SPOKANE WA 99210-1952



UMPQUA BANK

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<br>Payment Due | Payment Due Date |
| 06/30/21     | \$600.00    | \$600.00                     | 07/25/21         |

\$

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



22245

MAKE CHECK PAYABLE TO:



UMPQUA BANK  
PO BOX 2310  
SPOKANE WA 99210-2310



**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 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 on the date the transaction posted to your account. The Finance Charge on Cash Advances begins on the date you obtained the cash advance, or the first day of the billing cycle within which it is posted to your account, whichever is later. There is no grace period.

The Finance Charges for a billing cycle are computed by applying the Periodic Rate to the "average daily balance" of your account. To get the average daily balance, we take the beginning balance of your account each day, add any new purchases or cash advances, and subtract any payments, credits, non-accruing fees, and unpaid finance charges. 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.

**Method E - Average Daily Balance (excluding current transactions):** To avoid incurring an additional Finance Charge on the balance of purchases (and cash advances if Method E is specified as applicable to cash advances) reflected on your monthly statement, you must pay the New Balance shown on your monthly statement on or before the Payment Due Date. The grace period for the New Balance of purchases extends to the Payment Due Date.

The Finance Charges for a billing cycle are computed by applying the Periodic Rate to the "average daily balance" of purchases (and if applicable, cash advances). To get the average daily balance, we take the beginning balance of your account each day and subtract any payments, credits, non-accruing fees, and unpaid finance charges. We do not add in any new purchases or cash advances. 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.

**Method G - Average Daily Balance (including current transactions):** To avoid incurring an additional Finance Charge on the balance of purchases (and cash advances, if Method G is specified as applicable to cash advances) reflected on your monthly statement and, on any new purchases (and if applicable, cash advances) appearing on your next monthly statement, you must pay the New Balance, shown on your monthly statement, on or before the Payment Due Date. The grace period for the New Balance of purchases extends to the Payment Due Date.

The Finance Charges for a billing cycle are computed by applying the Periodic Rate to the "average daily balance" of purchases (and if applicable, cash advances). To get the average daily balance, we take the beginning balance of your account each day, add any new purchases or cash advances, and subtract any payments, credits, non-accruing fees, and unpaid finance charges. 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.

**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 to the account specified on the payment coupon as of the date of receipt. Payments received at a different location 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, a full refund. Submit your request to the Account Inquiries address on the front of this statement.

By sending your check, you are authorizing the use of the information on your check to make a one-time electronic debit from the account on which the check is drawn. This electronic debit, which may be posted to your account as early as the date your check is received, will be only for the amount of your check. The original check will be destroyed and we will retain the image in our records. If you have questions please call the customer service number on the front of this billing statement.

**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. Submit your request to the Account Inquiries address on the front of this statement. 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 agency if you fail to fulfill the terms of your credit obligations.

**BILLING RIGHTS SUMMARY**

**In Case of Errors or Inquiries About Your Bill:** If you suspect there is an error on your account or you need information about a transaction on your bill, send your written inquiry to the Account Inquiries address on the front of this statement within 60 days of the date of the statement containing the transaction in question. You may telephone us, however a written request is required to preserve your rights.

In your letter, give us the following information:

- ◆ Your name and account number.
- ◆ The dollar amount of the suspected error.
- ◆ Describe the error and explain, if you can, why you believe there is an error. If you need more information, describe the item you are unsure about.

You do not have to pay any amount in question while we are investigating, but you are still obligated to pay the parts of your bill that are not in question. While we investigate your question, we cannot report you as delinquent or take any action to collect the amount you question.

Please provide a legal document evidencing your name change, such as a court document.  
Please use blue or black ink to complete form

**NAME CHANGE**

Last

First  Middle

**ADDRESS CHANGE**

Street

City  State  ZIP Code

Home Phone (  )  -  Business Phone (  )  -

Cell Phone (  )  -  E-mail Address

**SIGNATURE REQUIRED TO AUTHORIZE CHANGES** Signature \_\_\_\_\_



BL ACCT 00002823-20000001

SCOTIA CSD

Account Number: #### #### #### 3769

Page 3 of 3

| Finance Charge Summary / Plan Level Information  |                  |                  |                       |                 |                   |                 |                              |               |                |
|--|------------------|------------------|-----------------------|-----------------|-------------------|-----------------|------------------------------|---------------|----------------|
| Plan Name  | Plan Description | FCM <sup>1</sup> | Average Daily Balance | Periodic Rate * | Corresponding APR | Finance Charges | Effective APR Fees **        | Effective APR | Ending Balance |
| <b>Purchases</b>   |                  |                  |                       |                 |                   |                 |                              |               |                |
| PPLN01<br>001  | PURCHASE         | E                | \$0.00                | 0.06024%(D)     | 21.9900%          | \$0.00          | \$0.00                       | 0.0000%       | \$600.00       |
| <b>Cash</b>  |                  |                  |                       |                 |                   |                 |                              |               |                |
| CPLN01<br>001  | CASH             | A                | \$0.00                | 0.06572%(D)     | 23.9900%          | \$0.00          | \$0.00                       | 0.0000%       | \$0.00         |
| * Periodic Rate (M)=Monthly (D)=Daily  |                  |                  |                       |                 |                   |                 | Days In Billing Cycle: 30    |               |                |
| ** includes cash advance and foreign currency fees   |                  |                  |                       |                 |                   |                 | APR = Annual Percentage Rate |               |                |
| <sup>1</sup> FCM = Finance Charge Method   |                  |                  |                       |                 |                   |                 |                              |               |                |
| (V) = Variable Rate If you have a variable rate account the periodic rate and Annual Percentage Rate (APR) may vary. |                  |                  |                       |                 |                   |                 |                              |               |                |

**INVOICE**

**DATE:** August 13, 2021  
**TO:** Paul Newmaker, Board President  
Scotia Community Services District

**INVOICE #** 21-226-07

Approved for Payment

**PROJECT:** Scotia Community Services District Staffing Services for July 2021

**Task 1 – Administrative Duties**

**1.1 Administrative Duties**

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

**1.2 Policies, Procedures, Ordinances**

Reviewed Personnel Policies, Financial Management Policy.

**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 on agenda.

**1.5 Bookkeeping, Billing, Invoicing, and Banking**

Accounts receivable and payable. 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**

Mid-Year budget review. Journal Entry corrections. Reclassifications.

**1.8 Grant Research and Writing**

Continued correspondence with SHN on water and wastewater planning grant applications. Reached out regarding Cal OES grant application.

**1.9 Personnel**

Management and coordination of personnel, scheduling, policy review, etc.

**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, required annual agency reporting, local limits study, log pond vegetation removal, park rentals, etc.



**Services July 2021**

|  |                                 |                     |
|--|---------------------------------|---------------------|
| Senior Planner                         | 0 hours @ \$94.76 per hour      | \$ 0.00             |
| General Manager*                       | 131.25 hours @ \$80.34 per hour | \$ 10,860.94        |
| Asst. GM                               | 32 hours @ \$59.74 per hour     | \$ 1,968.96         |
| W/WW Operations Superintendent**       | 11.25 hours @ \$59.74 per hour  | \$ 692.21           |
| GIS Analyst                            | 0 hours @ \$74.16 per hour      | \$ 0.00             |
| Asst. Planner/Clerk*                   | 0 hours @ \$63.86 per hour      | \$ 0.00             |
| Mileage Expenses                       | 0 miles @ \$ 0.575/ mile        | \$ 0.00             |
| <b>AMOUNT THIS INVOICE # 21-226-07</b> |                                 | <b>\$ 13,522.11</b> |

\* time and activities may include travel.

\*\* Ops Superintendent hours now include license stipend hours and other licensure reimbursements.

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

**Scotia CSD: Planwest Partners Staffing - July 2021**

| Task   | Budget                   | Planwest Partners Inc. |                    |             |                        |                |                  | Month Total        | Year to Date Total | Remaining Budget    |
|--|--------------------------|------------------------|--------------------|-------------|------------------------|----------------|------------------|--------------------|--------------------|---------------------|
|  |                          | Senior Planner         | General Manager LM | Asst. GM ST | Ops Super-intendent BG | GIS Analyst JB | Expense          |                    |                    |                     |
|  | Rate <b>\$180,000.00</b> | \$97.60                | \$82.75            | \$61.53     | \$61.53                | \$76.38        |                  |                    |                    |                     |
| <b>Task 1 - Administrative Duties</b>  | <b>\$108,000.00</b>      |                        |                    |             |                        |                |                  | <b>\$8,494.04</b>  | <b>\$8,494.04</b>  | <b>\$99,505.96</b>  |
| 1.1 Administrative Duties  |                          |                        | 15.75              | 2.00        | 8.00                   |                | \$0.00           | \$1,918.61         | \$1,918.61         |                     |
| 1.2 Policies, Procedures, Ordinances   |                          |                        | 9.00               | 1.00        |                        |                |                  | \$806.28           | \$806.28           |                     |
| 1.3 Community Meetings prep & attendance   |                          |                        | 8.00               |             |                        |                |                  | \$662.00           | \$662.00           |                     |
| 1.4 CSD Board Meeting (Prep & Attendance, Minutes)   |                          |                        | 10.00              | 3.00        |                        |                |                  | \$1,012.09         | \$1,012.09         |                     |
| 1.5 Bookkeeping, Banking, Billing, and Invoicing   |                          |                        | 30.50              |             |                        |                |                  | \$2,523.88         | \$2,523.88         |                     |
| 1.6 Website/Emails/File Management   |                          |                        | 12.50              |             |                        |                |                  | \$1,034.38         | \$1,034.38         |                     |
| 1.7 Budgeting  |                          |                        | 2.00               |             |                        |                |                  | \$165.50           | \$165.50           |                     |
| 1.8 Grant Research and Writing   |                          |                        | 1.50               | 2.00        |                        |                |                  | \$247.19           | \$247.19           |                     |
| 1.9 Personnel  |                          |                        | 1.50               |             |                        |                |                  | \$124.13           | \$124.13           |                     |
| <b>Task 2 - Operations/Management</b>  | <b>\$72,000.00</b>       |                        |                    |             |                        |                |                  | <b>\$5,028.07</b>  | <b>\$5,028.07</b>  | <b>\$66,971.93</b>  |
| 2.1 Treated Water, Raw Water, and Distribution   |                          |                        | 10.75              | 12.00       | 1.75                   |                |                  | \$1,735.60         | \$1,735.60         |                     |
| 2.2 Wastewater Collection, Treatment, Discharge, NPDES                                     |                          |                        | 20.75              | 9.00        | 1.50                   |                |                  | \$2,363.13         | \$2,363.13         |                     |
| 2.3 Stormwater and Drainage  |                          |                        | 0.00               | 1.00        |                        |                |                  | \$61.53            | \$61.53            |                     |
| 2.4 CSD Streets & Alleys, Street Lighting  |                          |                        | 4.50               | 1.00        |                        |                |                  | \$433.91           | \$433.91           |                     |
| 2.5 Parks Recreation: Community Forest, Theater, Museum, Carpenter shop, Parks Landscaping |                          |                        | 3.00               | 1.00        |                        |                |                  | \$309.78           | \$309.78           |                     |
| 2.6 Land & Easements   |                          |                        | 1.50               |             |                        |                |                  | \$124.13           | \$124.13           |                     |
| <b>Staff Hours</b>   |                          | 0.00                   | 131.25             | 32.00       | 11.25                  | 0.00           | <b>Total Hrs</b> | <b>174.50</b>      |                    |                     |
| <b>Total</b>   | <b>\$180,000.00</b>      | \$0.00                 | \$10,860.94        | \$1,968.96  | \$692.21               | \$0.00         | \$0.00           | <b>\$13,522.11</b> | <b>\$13,522.11</b> | <b>\$166,477.89</b> |

| Monthly Expenses                      | Expense       |
|---------------------------------------|---------------|
| Mileage: 25.80 @ \$0.575/mile (miles) | \$0.00        |
| <b>Monthly Expense Total</b>          | <b>\$0.00</b> |

**Scotia Community Services District**  
**Profit & Loss Detail**  
 July 2020 through June 2021

| Type  | Date       | Num         | Name                  | Memo   | Class        | Amount     | Balance    |
|---|------------|-------------|-----------------------|--|--------------|------------|------------|
| <b>Ordinary Income/Expense</b>              |            |             |                       |  |              |            |            |
| <b>Income</b>                               |            |             |                       |  |              |            |            |
| <b>Revenue</b>                              |            |             |                       |  |              |            |            |
| <b>40250 · Park Rental</b>                  |            |             |                       |  |              |            |            |
| Invoice                                     | 07/16/2020 | 10433       | Dayna Kendall         | August 13th 2021 Rehearsal Dinner 3:30-5:30 ...  | 60 Parks ... | 0.00       | 0.00       |
| Invoice                                     | 07/16/2020 | 10433       | Dayna Kendall         | August 14th 2021 Wedding 7AM-12AM (All-day)      | 60 Parks ... | 0.00       | 0.00       |
| Invoice                                     | 07/16/2020 | 10433       | Dayna Kendall         | Processing Fee                                   | 60 Parks ... | 0.00       | 0.00       |
| Invoice                                     | 07/16/2020 | 10433       | Dayna Kendall         | Refundable Deposit                               | 60 Parks ... | 0.00       | 0.00       |
| Total 40250 · Park Rental                   |            |             |                       |  |              | 0.00       | 0.00       |
| <b>40260 · Special Use Income</b>           |            |             |                       |  |              |            |            |
| Invoice                                     | 07/09/2020 | 10449       | SUSD Carpernter's ... | Carpenter's Shop Rental                          | 60 Parks ... | 420.75     | 420.75     |
| Invoice                                     | 12/24/2020 | 10461       | SUSD Carpernter's ... | September 2020 Carpenter Shop Rental             | 60 Parks ... | 420.75     | 841.50     |
| Invoice                                     | 12/24/2020 | 10461       | SUSD Carpernter's ... | October 2020 Carpenter Shop Rental               | 60 Parks ... | 420.75     | 1,262.25   |
| Invoice                                     | 12/24/2020 | 10461       | SUSD Carpernter's ... | November 2020 Carpenter Shop Rental              | 60 Parks ... | 420.75     | 1,683.00   |
| Invoice                                     | 12/24/2020 | 10461       | SUSD Carpernter's ... | December 2020 Carpenter Shop Rental PRO-R...     | 60 Parks ... | 94.99      | 1,777.99   |
| Invoice                                     | 04/12/2021 | 10472       | SUSD Carpernter's ... | Remainder of 12/2020 Carpenter Shop rental a...  | 60 Parks ... | 325.68     | 2,103.67   |
| Invoice                                     | 04/12/2021 | 10472       | SUSD Carpernter's ... | January 2021 Carpenter Shop Rental               | 60 Parks ... | 420.75     | 2,524.42   |
| Invoice                                     | 04/12/2021 | 10472       | SUSD Carpernter's ... | February 2021 Carpenter Shop Rental              | 60 Parks ... | 420.75     | 2,945.17   |
| Invoice                                     | 04/12/2021 | 10472       | SUSD Carpernter's ... | March 2021 Carpenter Shop Rental                 | 60 Parks ... | 420.75     | 3,365.92   |
| Invoice                                     | 06/08/2021 | 10477       | SUSD Carpernter's ... | April 2021 Carpenter Shop Rental                 | 60 Parks ... | 420.75     | 3,786.67   |
| Invoice                                     | 06/08/2021 | 10477       | SUSD Carpernter's ... | May 2021 Carpenter Shop Rental                   | 60 Parks ... | 420.75     | 4,207.42   |
| Total 40260 · Special Use Income            |            |             |                       |  |              | 4,207.42   | 4,207.42   |
| <b>40280 · Benefit Assessment</b>           |            |             |                       |  |              |            |            |
| General Journal                             | 07/31/2020 | AR8132020   |                       | Adjustment                                       | 60 Parks ... | -1,060.75  | -1,060.75  |
| General Journal                             | 07/31/2020 | AR8132020   |                       | Parks & Rec                                      | 60 Parks ... | 161,446.15 | 160,385.40 |
| General Journal                             | 08/31/2020 | AR9162020   |                       | Adjustments Park & Rec                           | 60 Parks ... | -2,484.05  | 157,901.35 |
| General Journal                             | 08/31/2020 | AR9162020   |                       | PR   | 60 Parks ... | 999.00     | 158,900.35 |
| General Journal                             | 08/31/2020 | AR9162020   |                       | PR   | 60 Parks ... | 848.60     | 159,748.95 |
| General Journal                             | 09/30/2020 | AR10.07.20  |                       | PR   | 60 Parks ... | 212.15     | 159,961.10 |
| General Journal                             | 09/30/2020 | AR10.07.20  |                       | Adj PR \$636.45                                  | 60 Parks ... | -636.45    | 159,324.65 |
| General Journal                             | 10/31/2020 | AR11.12.20  |                       | P R 1246 Error BA billed                         | 60 Parks ... | 212.15     | 159,536.80 |
| General Journal                             | 10/31/2020 | AR11.12.20  |                       | Refund by Check- 1135, 1143, 1234 TOS/HSC...     | 60 Parks ... | 226.64     | 159,763.44 |
| General Journal                             | 10/31/2020 | AR11.12.20  |                       | Customer Credit 1246 Error BA billed             | 60 Parks ... | -212.15    | 159,551.29 |
| General Journal                             | 12/31/2020 | AR1.13.2... |                       | P R 1266 error                                   | 60 Parks ... | 212.15     | 159,763.44 |
| General Journal                             | 01/31/2021 | 02/10/2021  |                       | P&R  | 60 Parks ... | 212.15     | 159,975.59 |
| General Journal                             | 01/31/2021 | 02/10/2021  |                       | Adj P/R  | 60 Parks ... | -212.15    | 159,763.44 |
| General Journal                             | 02/28/2021 | AR3.10.2... |                       | Adjustment Park & Rec (erroneously billed @ a... | 60 Parks ... | -212.15    | 159,551.29 |
| Total 40280 · Benefit Assessment            |            |             |                       |  |              | 159,551.29 | 159,551.29 |
| <b>40281 · SCSD Benefit Assessment Adj.</b> |            |             |                       |  |              |            |            |
| General Journal                             | 08/31/2020 | AR9162020   |                       | Park & rec WO                                    | 60 Parks ... | -6,576.65  | -6,576.65  |
| Total 40281 · SCSD Benefit Assessment Adj.  |            |             |                       |  |              | -6,576.65  | -6,576.65  |
| Total Revenue                               |            |             |                       |  |              | 157,182.06 | 157,182.06 |
| Total Income                                |            |             |                       |  |              | 157,182.06 | 157,182.06 |
| Gross Profit                                |            |             |                       |  |              | 157,182.06 | 157,182.06 |

**Scotia Community Services District**  
**Profit & Loss Detail**  
**July 2020 through June 2021**

| Type  | Date       | Num          | Name                    | Memo   | Class        | Amount     | Balance    |
|---|------------|--------------|-------------------------|--|--------------|------------|------------|
| <b>Expense</b>                                |            |              |                         |  |              |            |            |
| <b>Capital Expenditures</b>                   |            |              |                         |  |              |            |            |
| <b>80602 · Museum Plaza Upgrade</b>           |            |              |                         |  |              |            |            |
| Bill  | 09/21/2020 | 356299       | Colin Ott Masonry       | Brickwork at Museum Plaza                            | 60 Parks ... | 3,600.00   | 3,600.00   |
| Bill  | 09/21/2020 | 356300       | Colin Ott Masonry       | Brickwork at Museum Plaza                            | 60 Parks ... | 700.00     | 4,300.00   |
| Bill  | 09/21/2020 | 1563         | Mobley Construction...  | Hauled Soil  | 60 Parks ... | 250.00     | 4,550.00   |
| Bill  | 10/01/2020 | 16752        | Wes Green Landscap...   | Top soil Museum Plaza                                | 60 Parks ... | 1,156.16   | 5,706.16   |
| Bill  | 10/13/2020 | 042020-76    | Penny's Creations & ... | top soil, weed barrier, mini chips etc. Museum ...   | 60 Parks ... | 861.91     | 6,568.07   |
| Total 80602 · Museum Plaza Upgrade            |            |              |                         |  |              | 6,568.07   | 6,568.07   |
| <b>80609 · Baseball ADA Upgrade/Bathrooms</b> |            |              |                         |  |              |            |            |
| Bill  | 01/19/2021 | 1716         | Mobley Construction...  | Delivery of 313, 2 days                              | 60 Parks ... | 1,800.00   | 1,800.00   |
| Bill  | 02/04/2021 | SCD-2115...  | Whitchurch Engineer...  | Site visit,Soils Report, Demolition Permit , ADA ... | 60 Parks ... | 1,290.30   | 3,090.30   |
| Bill  | 03/04/2021 | SCD-2117...  | Whitchurch Engineer...  | ADA Restrooms & Parking Lot Improvement De...        | 60 Parks ... | 2,450.00   | 5,540.30   |
| Bill  | 03/22/2021 | 715          | Brunelle & Clark Co...  | Asbestos Survey, Paint Sampling for lead, & Le...    | 60 Parks ... | 1,075.00   | 6,615.30   |
| Bill  | 04/01/2021 | SCD-2118...  | Whitchurch Engineer...  | Bid Package, Demolition Permit Package ADA ...       | 60 Parks ... | 3,562.75   | 10,178.05  |
| Bill  | 04/14/2021 | SCD-2119...  | Whitchurch Engineer...  | ADA Restrooms & Parking Lot Improvement De...        | 60 Parks ... | 1,962.00   | 12,140.05  |
| Bill  | 05/05/2021 | SCD-2119...  | Whitchurch Engineer...  | Baseball ADA Bid Assist                              | 60 Parks ... | 2,322.50   | 14,462.55  |
| Bill  | 06/03/2021 | Inv# SCD-... | Whitchurch Engineer...  | Inv# SCD-212108                                      | 60 Parks ... | 1,689.40   | 16,151.95  |
| Total 80609 · Baseball ADA Upgrade/Bathrooms  |            |              |                         |  |              | 16,151.95  | 16,151.95  |
| <b>80612 · Soccer Field ADA Upgrades</b>      |            |              |                         |  |              |            |            |
| Bill  | 07/08/2020 | SCD-2005...  | Whitchurch Engineer...  | Bid Specs ADA Soccer Field                           | 60 Parks ... | 580.00     | 580.00     |
| Bill  | 08/07/2020 | SCD-2007...  | Whitchurch Engineer...  | Bid Specs, ADA Soccer Field                          | 60 Parks ... | 2,220.00   | 2,800.00   |
| Bill  | 08/07/2020 | SCD-2007...  | Whitchurch Engineer...  | Support Infrastructure turnover                      | 60 Parks ... | 781.90     | 3,581.90   |
| Bill  | 08/31/2020 | scot20-6     | Windy Point Fence       | soccer field main gate                               | 60 Parks ... | 700.00     | 4,281.90   |
| Bill  | 10/12/2020 | SCD-2010...  | Whitchurch Engineer...  | ADA Soccer Field                                     | 60 Parks ... | 1,302.50   | 5,584.40   |
| Bill  | 11/09/2020 | SCD-2012...  | Whitchurch Engineer...  | Site Survey, Review Historic building Report, D...   | 60 Parks ... | 2,315.00   | 7,899.40   |
| Bill  | 11/10/2020 | SCD-2011...  | Whitchurch Engineer...  | Accessibility Designs @ Soccerfield                  | 60 Parks ... | 210.00     | 8,109.40   |
| Bill  | 12/03/2020 | SCD-2013...  | Whitchurch Engineer...  | ADA Improvement Plans, coordination with Co...       | 60 Parks ... | 1,895.00   | 10,004.40  |
| Bill  | 01/07/2021 | SCD-2114...  | Whitchurch Engineer...  | Demolition Permitting, Site Plan Creation, ADA ...   | 60 Parks ... | 1,377.50   | 11,381.90  |
| Bill  | 02/04/2021 | SCD-2115...  | Whitchurch Engineer...  | Bid Document Assistance, Accessibikity Design...     | 60 Parks ... | 1,511.90   | 12,893.80  |
| Bill  | 03/04/2021 | SCD-2117...  | Whitchurch Engineer...  | Bid assistance, Soccer Field ADA                     | 60 Parks ... | 675.00     | 13,568.80  |
| Bill  | 05/05/2021 | SCD-2119...  | Whitchurch Engineer...  | Engineer Coordination                                | 60 Parks ... | 386.90     | 13,955.70  |
| Bill  | 05/25/2021 | 70294        | DCI Builders            | Soccer Field ADA Final Bill                          | 60 Parks ... | 15,390.00  | 29,345.70  |
| Bill  | 06/03/2021 | Inv# SCD-... | Whitchurch Engineer...  | Inv# SCD-212106                                      | 60 Parks ... | 375.00     | 29,720.70  |
| Bill  | 06/16/2021 | Inv#70310    | DCI Builders            | Inv#70310 project 21148 Retainer fee                 | 60 Parks ... | 810.00     | 30,530.70  |
| Total 80612 · Soccer Field ADA Upgrades       |            |              |                         |  |              | 30,530.70  | 30,530.70  |
| <b>80620 · Winema Theater Roof</b>            |            |              |                         |  |              |            |            |
| Bill  | 09/10/2020 | BATEX1       | 707 Pest Solutions      | Bat Exclusion Downpayment                            | 60 Parks ... | 4,300.00   | 4,300.00   |
| Bill  | 01/06/2021 | 4976         | Sanders Roofing         | 20 % Progress Bill for partial materials only        | 60 Parks ... | 15,800.00  | 20,100.00  |
| Bill  | 03/01/2021 | 4160 3.20... | 707 Pest Solutions      | Bat Exclusion Final Payment                          | 60 Parks ... | 10,135.00  | 30,235.00  |
| Bill  | 04/22/2021 | 5060         | Sanders Roofing         | Winema Theter Roof Replacement                       | 60 Parks ... | 79,135.00  | 109,370.00 |
| Total 80620 · Winema Theater Roof             |            |              |                         |  |              | 109,370.00 | 109,370.00 |
| <b>80621 · Museum ADA Upgrades</b>            |            |              |                         |  |              |            |            |
| Bill  | 03/04/2021 | SCD-2117...  | Whitchurch Engineer...  | Remodel & ADA Improvement Drawings Museum            | 60 Parks ... | 3,111.90   | 3,111.90   |
| Bill  | 05/05/2021 | SCD-2120...  | Whitchurch Engineer...  | Museum ADA   | 60 Parks ... | 4,516.00   | 7,627.90   |
| Bill  | 06/03/2021 | INV#SCD-...  | Whitchurch Engineer...  | INV#SCD-212110                                       | 60 Parks ... | 3,385.55   | 11,013.45  |



**Scotia Community Services District**  
**Profit & Loss Detail**  
**July 2020 through June 2021**

| Type   | Date       | Num            | Name                    | Memo   | Class        | Amount     | Balance    |
|--|------------|----------------|-------------------------|--|--------------|------------|------------|
| Total 80621 · Museum ADA Upgrades                  |            |                |                         |  |              | 11,013.45  | 11,013.45  |
| <b>80622 · Carpenter Shop Roof Replacement</b>     |            |                |                         |  |              |            |            |
| Bill   | 10/20/2020 | 150373-000     | McMurray & Sons, Inc.   | Maintenance Shop excluding back porch & met...   | 60 Parks ... | 79,310.00  | 79,310.00  |
| Credit   | 03/17/2021 | 908566         | McMurray & Sons, Inc.   | Credit for PG&E usage (New Life Services runn... | 60 Parks ... | -1,173.41  | 78,136.59  |
| Bill   | 06/28/2021 | Inv#114122     | McMurray & Sons, Inc.   | Dry rot repairs                                  | 60 Parks ... | 600.00     | 78,736.59  |
| Total 80622 · Carpenter Shop Roof Replacement      |            |                |                         |  |              | 78,736.59  | 78,736.59  |
| <b>80625 · Winema Theater Foundation Rep</b>       |            |                |                         |  |              |            |            |
| Bill   | 06/08/2021 |                | 707 Pest Solutions      | inv Rodent Exclusion work Winema Theater         | 60 Parks ... | 7,561.70   | 7,561.70   |
| Total 80625 · Winema Theater Foundation Rep        |            |                |                         |  |              | 7,561.70   | 7,561.70   |
| Total Capital Expenditures                         |            |                |                         |  |              | 259,932.46 | 259,932.46 |
| <b>Materials &amp; Services</b>                    |            |                |                         |  |              |            |            |
| <b>50400 · Permits, Licenses, Dues &amp; Publi</b> |            |                |                         |  |              |            |            |
| Bill   | 01/31/2021 | 00012825...    | Eureka Times Stand...   | Notice to bid Soccer Field                       | 60 Parks ... | 174.88     | 174.88     |
| Bill   | 05/11/2021 | 293134-0...    | Eureka Times Stand...   | Ordinance Notice, ADA Restroom Bid Notice        | 60 Parks ... | 691.25     | 866.13     |
| Bill   | 06/30/2021 | Stmt#000...    | Eureka Times Stand...   | Stmt#0001300757                                  | 60 Parks ... | 151.98     | 1,018.11   |
| Total 50400 · Permits, Licenses, Dues & Publi      |            |                |                         |  |              | 1,018.11   | 1,018.11   |
| <b>50410 · Supplies</b>                            |            |                |                         |  |              |            |            |
| Bill   | 09/30/2020 | 92291          | Forbusco Lumber         | Acct # 0640                                      | 60 Parks ... | 37.55      | 37.55      |
| Bill   | 10/14/2020 | 32531          | Wildwood Saw            | 2 Stihl Face & Hearing Protection, Diamond Ed... | 60 Parks ... | 67.26      | 104.81     |
| Bill   | 10/31/2020 | 100838         | Forbusco Lumber         | Epoxy, Anchors                                   | 60 Parks ... | 59.28      | 164.09     |
| Bill   | 11/02/2020 |                | Fortuna Ace             | Bolts, FROGG TOGGS, Drill bit                    | 60 Parks ... | 93.20      | 257.29     |
| Bill   | 11/02/2020 |                | Fortuna Ace             | Garbage Bags                                     | 60 Parks ... | 69.41      | 326.70     |
| Bill   | 12/31/2020 | 12/2020 S...   | Fortuna Ace             | Padlock  | 60 Parks ... | 26.03      | 352.73     |
| Bill   | 12/31/2020 | 12/2020 S...   | Fortuna Ace             | Padlock  | 60 Parks ... | 35.79      | 388.52     |
| Bill   | 03/01/2021 | 02/2021 S...   | Fortuna Ace             | Screws, (Tank stand)                             | 60 Parks ... | 36.99      | 425.51     |
| Bill   | 03/01/2021 | 02/2021 S...   | Fortuna Ace             | Hedge Shears                                     | 60 Parks ... | 37.96      | 463.47     |
| Bill   | 04/30/2021 | April State... | Fortuna Ace             | invoice 327677 4/15/21                           | 60 Parks ... | 96.88      | 560.35     |
| Credit Card Charge                                 | 05/14/2021 |                | Tractor Supply Co       | weed spray                                       | 60 Parks ... | 32.53      | 592.88     |
| Bill   | 05/31/2021 | 10598 Ma...    | Fortuna Ace             | invoices 328451,329449 trash can bags            | 60 Parks ... | 65.07      | 657.95     |
| Bill   | 06/01/2021 | M210659        | Mendes Supply Co        | trash bags                                       | 60 Parks ... | 81.58      | 739.53     |
| Bill   | 06/07/2021 | 33595          | Wildwood Saw            | new weed eater                                   | 60 Parks ... | 191.68     | 931.21     |
| Total 50410 · Supplies                             |            |                |                         |  |              | 931.21     | 931.21     |
| <b>50420 · Utilities &amp; Communications</b>      |            |                |                         |  |              |            |            |
| Credit Card Charge                                 | 07/03/2020 | 45371228       | Arlo Technologies       | Camera equipment                                 | 60 Parks ... | 32.50      | 32.50      |
| Check  | 07/06/2020 | Autopay        | AT&T                    | Parks Phone                                      | 60 Parks ... | 102.69     | 135.19     |
| Bill   | 07/13/2020 | 1702 07.2...   | AT&T                    | 1702 07.2020                                     | 60 Parks ... | 103.70     | 238.89     |
| Bill   | 08/13/2020 | 70776417...    | AT&T                    | 7077641702                                       | 60 Parks ... | 103.96     | 342.85     |
| Bill   | 09/02/2020 | 532771         | Advanced Security, I... | Theater  | 60 Parks ... | 121.50     | 464.35     |
| Bill   | 09/02/2020 | 532762         | Advanced Security, I... | Museum   | 60 Parks ... | 196.50     | 660.85     |
| Bill   | 09/13/2020 | 70776417...    | AT&T                    | 7077641702                                       | 60 Parks ... | 103.66     | 764.51     |
| Bill   | 10/13/2020 |                | AT&T                    | 764-1702 11/2020                                 | 60 Parks ... | 104.26     | 868.77     |
| Bill   | 11/13/2020 | 1702           | AT&T                    | 1702 11/2020 Statement                           | 60 Parks ... | 105.93     | 974.70     |
| Bill   | 11/16/2020 | 543833         | Advanced Security, I... | Theater Security                                 | 60 Parks ... | 121.50     | 1,096.20   |
| Bill   | 11/16/2020 | 543830         | Advanced Security, I... | Museum Security                                  | 60 Parks ... | 196.50     | 1,292.70   |
| Bill   | 12/13/2020 | 1702 12.2...   | AT&T                    | 1702 12.2020                                     | 60 Parks ... | 105.58     | 1,398.28   |

**Scotia Community Services District**  
**Profit & Loss Detail**  
**July 2020 through June 2021**

| Type                                     | Date       | Num          | Name                     | Memo  | Class        | Amount    | Balance   |
|--|------------|--------------|--------------------------|---|--------------|-----------|-----------|
| Bill                                     | 01/13/2021 | 764-1702     | AT&T                     | 01/2021   | 60 Parks ... | 106.29    | 1,504.57  |
| Bill                                     | 02/13/2021 | 1702.2.21    | AT&T                     | 1702.2.21   | 60 Parks ... | 106.15    | 1,610.72  |
| Bill                                     | 02/25/2021 | 2.25.21      | Recology Eel River       | Gen Debris dump                                   | 60 Parks ... | 16.80     | 1,627.52  |
| Bill                                     | 03/01/2021 | 554855       | Advanced Security, I...  | Commercial Alarm                                  | 60 Parks ... | 196.50    | 1,824.02  |
| Bill                                     | 03/02/2021 | 554858       | Advanced Security, I...  | Commercial monitoring, Cellular alarm             | 60 Parks ... | 121.50    | 1,945.52  |
| Bill                                     | 03/19/2021 | 20214_3....  | Recology Eel River       | General Debris, Restroom remodel debris           | 60 Parks ... | 84.00     | 2,029.52  |
| Bill                                     | 04/06/2021 | 1702 03.2... | AT&T                     | 1702 03.2021                                      | 60 Parks ... | 168.78    | 2,198.30  |
| Bill                                     | 04/13/2021 | 1702. 4.2... | AT&T                     | 1702-533 4.13.2021                                | 60 Parks ... | 169.03    | 2,367.33  |
| Bill                                     | 05/13/2021 | 70776417...  | AT&T                     | Theater   | 60 Parks ... | 190.92    | 2,558.25  |
| Bill                                     | 06/02/2021 | 565678       | Advanced Security, I...  | Museum  | 60 Parks ... | 196.50    | 2,754.75  |
| Bill                                     | 06/02/2021 | 565680       | Advanced Security, I...  | Theater   | 60 Parks ... | 121.50    | 2,876.25  |
| Bill                                     | 06/13/2021 | 70776417...  | AT&T                     | Theatre   | 60 Parks ... | 190.92    | 3,067.17  |
| Bill                                     | 06/30/2021 | 26971903     | Recology Eel River       | Recycling   | 60 Parks ... | 5.25      | 3,072.42  |
| Total 50420 · Utilities & Communications |            |              |                          |   |              | 3,072.42  | 3,072.42  |
| <b>50430 · Maintenance &amp; Repairs</b> |            |              |                          |   |              |           |           |
| Bill                                     | 07/31/2020 | 101409       | Johnson's Mobile Re...   | Temp fencing 8/01/2020-8/31/2020                  | 60 Parks ... | 235.22    | 235.22    |
| Bill                                     | 08/07/2020 | 9110B        | Humboldt Fence           | Fence repair from impact, awaiting claim reimb... | 60 Parks ... | 460.00    | 695.22    |
| Deposit                                  | 08/25/2020 | 07181421...  | AAA                      | Reimbursement check for fence damage. Hum...      | 60 Parks ... | -460.00   | 235.22    |
| Bill                                     | 08/31/2020 | 103238       | Johnson's Mobile Re...   | Temp fencing 12X6 (8/01/2020-8/31/2020)           | 60 Parks ... | 235.44    | 470.66    |
| Bill                                     | 09/09/2020 | 460165       | Eureka Oxygen            | fire extinguisher service Theater                 | 60 Parks ... | 319.93    | 790.59    |
| Bill                                     | 09/09/2020 | 459676       | Eureka Oxygen            | fire extinguisher service Carp Shop               | 60 Parks ... | 150.00    | 940.59    |
| Bill                                     | 09/09/2020 | 460166       | Eureka Oxygen            | fire extinguisher service Museum                  | 60 Parks ... | 34.00     | 974.59    |
| Bill                                     | 09/30/2020 | 104938       | Johnson's Mobile Re...   | Temporary Fencing 12X6 (9/01/2020-9/21/2020)      | 60 Parks ... | 164.73    | 1,139.32  |
| Bill                                     | 09/30/2020 | 3309837      | United Rentals, Inc.     | Excavator rental (9/22/2020-9/29/2020)            | 60 Parks ... | 1,323.23  | 2,462.55  |
| Bill                                     | 10/01/2020 | 319256       | Fortuna Ace              | nozzle, cement edger, garden hose, wheelbarr...   | 60 Parks ... | 253.25    | 2,715.80  |
| Bill                                     | 02/08/2021 | 32988        | Wildwood Saw             | Misc. shop fluids & replacement gas               | 60 Parks ... | 39.37     | 2,755.17  |
| Bill                                     | 02/26/2021 | 11074568...  | Sunbelt Rentals, Inc     | Hedge Trimmer Gas                                 | 60 Parks ... | 75.50     | 2,830.67  |
| Bill                                     | 03/04/2021 |              | Wildwood Saw             | Stihl Ultra mix oil                               | 60 Parks ... | 52.03     | 2,882.70  |
| Bill                                     | 03/25/2021 | 11162889...  | Sunbelt Rentals, Inc     | Submersible Trash Pump                            | 60 Parks ... | 44.82     | 2,927.52  |
| Bill                                     | 04/27/2021 | 21204        | ASAP Lock & Key          | Re-key Buildings                                  | 60 Parks ... | 66.00     | 2,993.52  |
| Bill                                     | 05/01/2021 | april stmt   | Wildwood Saw             | invoice 33305                                     | 60 Parks ... | 37.50     | 3,031.02  |
| Total 50430 · Maintenance & Repairs      |            |              |                          |   |              | 3,031.02  | 3,031.02  |
| <b>50434 · Fuel</b>                      |            |              |                          |   |              |           |           |
| Bill                                     | 07/31/2020 | CL 20-264... | Renner Petroleum         | VOID:   | 60 Parks ... | 0.00      | 0.00      |
| Bill                                     | 07/31/2020 | CL 20-264... | Valley Pacific Petrol... | BW Fue  | 60 Parks ... | 255.05    | 255.05    |
| Total 50434 · Fuel                       |            |              |                          |   |              | 255.05    | 255.05    |
| <b>50440 · Insurance, Bonds</b>          |            |              |                          |   |              |           |           |
| Bill                                     | 07/01/2020 | 68194        | SDRMA                    | Trailers  | 60 Parks ... | 12,444.27 | 12,444.27 |
| Total 50440 · Insurance, Bonds           |            |              |                          |   |              | 12,444.27 | 12,444.27 |
| <b>50450 · Electrical</b>                |            |              |                          |   |              |           |           |
| Bill                                     | 07/10/2020 | 081020-9...  | PG&E                     | Williams St-Soccer Field 7433349765-4             | 60 Parks ... | 9.53      | 9.53      |
| Bill                                     | 07/10/2020 | 081020-1...  | PG&E                     | Winema Theater-0990281861-7                       | 60 Parks ... | 179.91    | 189.44    |
| Bill                                     | 07/10/2020 | 081020-5...  | PG&E                     | Williams St Carpenter Field West 4470205658-9     | 60 Parks ... | 23.82     | 213.26    |
| Bill                                     | 07/10/2020 | 081020-3...  | PG&E                     | Williams St-Firemans park 9999103557-9            | 60 Parks ... | 44.64     | 257.90    |
| Check                                    | 07/14/2020 | EFT          | PG&E                     | Fireman's Park 9999103557-9                       | 60 Parks ... | 43.60     | 301.50    |
| Check                                    | 07/14/2020 | EFT          | PG&E                     | Carpenter Field 4470205658-9                      | 60 Parks ... | 24.64     | 326.14    |
| Check                                    | 07/14/2020 | EFT          | PG&E                     | Carpenters Shop 3912565129-7                      | 60 Parks ... | 135.68    | 461.82    |

## Scotia Community Services District Profit & Loss Detail July 2020 through June 2021

| Type  | Date       | Num          | Name | Memo   | Class        | Amount   | Balance  |
|-------|------------|--------------|------|--|--------------|----------|----------|
| Check | 07/14/2020 | EFT          | PG&E | Winema 0990281861-7                            | 60 Parks ... | 179.82   | 641.64   |
| Bill  | 07/23/2020 | 57766045...  | PG&E | Museum   | 60 Parks ... | 125.12   | 766.76   |
| Bill  | 07/24/2020 | 081020-5...  | PG&E | 848 Williams St Carpenter Shop 3912565129-7    | 60 Parks ... | 129.32   | 896.08   |
| Bill  | 08/24/2020 | 57766045...  | PG&E | 122 Main St Museum                             | 60 Parks ... | 139.46   | 1,035.54 |
| Bill  | 08/24/2020 | 74334976...  | PG&E | 743349765-4 SOCCER FIELD                       | 60 Parks ... | 10.51    | 1,046.05 |
| Bill  | 08/24/2020 | 09902818...  | PG&E | 0990281861-7 8.2020 THEATER                    | 60 Parks ... | 194.02   | 1,240.07 |
| Bill  | 08/24/2020 | 44702056...  | PG&E | 4470205658-9 8.2020 CARPENTER FIELD            | 60 Parks ... | 26.28    | 1,266.35 |
| Bill  | 08/25/2020 | 99991035...  | PG&E | 9999103557-9 FIREMAN'S PARK                    | 60 Parks ... | 45.37    | 1,311.72 |
| Bill  | 08/25/2020 | 39125651...  | PG&E | 3912565129-7 8.2020 CARPENTER'S SHOP           | 60 Parks ... | 120.07   | 1,431.79 |
| Bill  | 09/23/2020 | 57766045...  | PG&E | Museum   | 60 Parks ... | 133.13   | 1,564.92 |
| Bill  | 09/23/2020 | 74334976...  | PG&E | 743349765-4 9.2020 SOCCER FIELD                | 60 Parks ... | 9.86     | 1,574.78 |
| Bill  | 09/23/2020 | 09902818...  | PG&E | 0990281861-7 9.2020 THEATER                    | 60 Parks ... | 323.22   | 1,898.00 |
| Bill  | 09/23/2020 | 39125651...  | PG&E | 3912565129-7 9.2020 CARPENTER'S SHOP           | 60 Parks ... | 124.83   | 2,022.83 |
| Bill  | 09/23/2020 | 44702056...  | PG&E | 4470205658-9 9.2020 CARPENTER FIELD            | 60 Parks ... | 24.64    | 2,047.47 |
| Bill  | 09/24/2020 | 99991035...  | PG&E | 9999103557-9 9.2020 FIREMAN'S PARK             | 60 Parks ... | 45.37    | 2,092.84 |
| Bill  | 10/23/2020 | 57766045...  | PG&E | Museum   | 60 Parks ... | 139.43   | 2,232.27 |
| Bill  | 10/23/2020 | 57766045...  | PG&E | Garage/ W/End                                  | 60 Parks ... | 10.51    | 2,242.78 |
| Bill  | 10/23/2020 | 74334976...  | PG&E | 743349765-4 10.2020 soccer field               | 60 Parks ... | 10.51    | 2,253.29 |
| Bill  | 10/23/2020 | 09902818...  | PG&E | 0990281861-7 10.2020 THEATER                   | 60 Parks ... | 163.89   | 2,417.18 |
| Bill  | 10/23/2020 | 39125651...  | PG&E | 3912565129-7 10.2020 CARPENTER'S SHOP          | 60 Parks ... | 150.25   | 2,567.43 |
| Bill  | 10/23/2020 | 44702056...  | PG&E | 4470205658-9 10.2020 CARPENTER FIELD           | 60 Parks ... | 26.28    | 2,593.71 |
| Bill  | 10/26/2020 | 99991035...  | PG&E | 9999103557-9 10.2020 FIREMAN'S PARK            | 60 Parks ... | 55.66    | 2,649.37 |
| Bill  | 11/23/2020 | 57766045...  | PG&E | Museum   | 60 Parks ... | 104.59   | 2,753.96 |
| Bill  | 11/23/2020 | 74334976...  | PG&E | 743349765-4 11.2020 soccer field               | 60 Parks ... | 9.53     | 2,763.49 |
| Bill  | 11/23/2020 | 09902818...  | PG&E | 0990281861-7 11.2020 THEATER                   | 60 Parks ... | 144.80   | 2,908.29 |
| Bill  | 11/23/2020 | 44702056...  | PG&E | 4470205658-9 11.2020 CARPENTER FIELD           | 60 Parks ... | 23.82    | 2,932.11 |
| Bill  | 11/24/2020 | 99991035...  | PG&E | 9999103557-9 11.2020 FIREMAN'S PARK            | 60 Parks ... | 48.40    | 2,980.51 |
| Bill  | 11/24/2020 | 39125651...  | PG&E | 3912565129-7 11.2020 CARPENTER'S SHOP          | 60 Parks ... | 164.71   | 3,145.22 |
| Bill  | 12/23/2020 | 04566-0 1... | PG&E | Museum   | 60 Parks ... | 120.84   | 3,266.06 |
| Bill  | 12/23/2020 | 74334976...  | PG&E | 743349765-4 12.2020 soccer field               | 60 Parks ... | 9.86     | 3,275.92 |
| Bill  | 12/23/2020 | 09902818...  | PG&E | 0990281861-7 12.2020 THEATER                   | 60 Parks ... | 287.26   | 3,563.18 |
| Bill  | 12/23/2020 | 39125651...  | PG&E | 3912565129-7 12.2020 CARPENTER'S SHOP          | 60 Parks ... | 471.63   | 4,034.81 |
| Bill  | 12/23/2020 | 44702056...  | PG&E | 4470205658-9 12.2020 CARPENTER FIELD           | 60 Parks ... | 24.64    | 4,059.45 |
| Bill  | 12/24/2020 | 99991035...  | PG&E | 9999103557-9 12.2020 FIREMAN'S PARK            | 60 Parks ... | 49.32    | 4,108.77 |
| Bill  | 01/25/2021 | 12/2020      | PG&E | Main St Museum                                 | 60 Parks ... | 130.29   | 4,239.06 |
| Bill  | 01/25/2021 | 74334976...  | PG&E | 743349765-4 01.2021 soccer field               | 60 Parks ... | 10.84    | 4,249.90 |
| Bill  | 01/25/2021 | 99991035...  | PG&E | 9999103557-9 01.2021 FIREMAN'S PARK            | 60 Parks ... | 56.00    | 4,305.90 |
| Bill  | 01/25/2021 | 09902818...  | PG&E | 0990281861-7 12.2020 THEATER                   | 60 Parks ... | 330.07   | 4,635.97 |
| Bill  | 01/25/2021 | 39125651...  | PG&E | 3912565129-7 01.2021 CARPENTER'S SHOP          | 60 Parks ... | 1,151.78 | 5,787.75 |
| Bill  | 01/25/2021 | 44702056...  | PG&E | 4470205658-9 01.2021 CARPENTER FIELD           | 60 Parks ... | 27.10    | 5,814.85 |
| Bill  | 02/25/2021 | 39125651...  | PG&E | Carpenters                                     | 60 Parks ... | 1,374.65 | 7,189.50 |
| Bill  | 03/02/2021 | 02/2021 S... | PG&E | Museum   | 60 Parks ... | 49.55    | 7,239.05 |
| Bill  | 03/16/2021 | 99999103...  | PG&E | Williams St. Fireman's Park                    | 60 Parks ... | 50.54    | 7,289.59 |
| Bill  | 03/16/2021 | 09902818...  | PG&E | Winema Theater                                 | 60 Parks ... | 149.27   | 7,438.86 |
| Bill  | 03/16/2021 | 44702056...  | PG&E | Williams Carpenter Field West                  | 60 Parks ... | 24.64    | 7,463.50 |
| Bill  | 03/25/2021 | 03/2021 S... | PG&E | Museum   | 60 Parks ... | 24.69    | 7,488.19 |
| Bill  | 03/29/2021 | 99999103...  | PG&E | 99999103557-9 3.21 William's St Fireman's Park | 60 Parks ... | 48.71    | 7,536.90 |
| Bill  | 03/29/2021 | 09902818...  | PG&E | 0990281861-7 3.21 Winema Theater               | 60 Parks ... | 241.94   | 7,778.84 |
| Bill  | 03/29/2021 | 5129-7 3.... | PG&E | Carpenter's Shop                               | 60 Parks ... | 211.06   | 7,989.90 |
| Bill  | 03/29/2021 | 6658-9 3.... | PG&E | Carpenter Field                                | 60 Parks ... | 23.81    | 8,013.71 |
| Bill  | 04/26/2021 | 04/2021 S... | PG&E | MUSEUM   | 60 Parks ... | 27.25    | 8,040.96 |
| Bill  | 04/26/2021 | 09902818...  | PG&E | Winema Theater                                 | 60 Parks ... | 139.01   | 8,179.97 |
| Bill  | 04/26/2021 | 44702056...  | PG&E | Carpenter Field                                | 60 Parks ... | 26.28    | 8,206.25 |

## Scotia Community Services District Profit & Loss Detail July 2020 through June 2021

| Type   | Date       | Num          | Name                    | Memo  | Class        | Amount    | Balance   |
|--|------------|--------------|-------------------------|---|--------------|-----------|-----------|
| Bill   | 04/26/2021 | 74333497...  | PG&E                    | Soccer Field - bill                               | 60 Parks ... | 10.51     | 8,216.76  |
| Credit   | 04/26/2021 | 74333497...  | PG&E                    | Soccer Field                                      | 60 Parks ... | -70.29    | 8,146.47  |
| Bill   | 04/27/2021 | 39125651...  | PG&E                    | Carpenters Shop                                   | 60 Parks ... | 174.83    | 8,321.30  |
| Bill   | 04/27/2021 | 99991035...  | PG&E                    | Firemans Park                                     | 60 Parks ... | 47.04     | 8,368.34  |
| Bill   | 05/25/2021 | 57766045...  | PG&E                    | Museum  | 60 Parks ... | 24.37     | 8,392.71  |
| Bill   | 05/25/2021 | 44702056...  | PG&E                    | 3952156073-8 05.21                                | 60 Parks ... | 23.82     | 8,416.53  |
| Bill   | 05/25/2021 | 09902818...  | PG&E                    | 0990281861-7 05.21                                | 60 Parks ... | 120.29    | 8,536.82  |
| Bill   | 05/25/2021 | 74333497...  | PG&E                    | 7433349765-4 05.21                                | 60 Parks ... | 9.53      | 8,546.35  |
| Bill   | 05/26/2021 | 99991035...  | PG&E                    | 9999103557-9 05.21                                | 60 Parks ... | 43.72     | 8,590.07  |
| Bill   | 06/24/2021 | 74333497...  | PG&E                    | 7433349765-4 06.21                                | 60 Parks ... | 9.86      | 8,599.93  |
| Bill   | 06/24/2021 | 09902818...  | PG&E                    | 0990281861-7 06.21                                | 60 Parks ... | 133.23    | 8,733.16  |
| Bill   | 06/24/2021 | 57766045...  | PG&E                    | Museum  | 60 Parks ... | 26.31     | 8,759.47  |
| Bill   | 06/25/2021 | 99991035...  | PG&E                    | 9999103557-9 06.21                                | 60 Parks ... | 48.89     | 8,808.36  |
| Bill   | 06/25/2021 | 39125651...  | PG&E                    | 3912565129-7 06.21                                | 60 Parks ... | 158.29    | 8,966.65  |
| Total 50450 · Electrical                       |            |              |                         |   |              | 8,966.65  | 8,966.65  |
| <b>50460 · Contracted Maintenance Services</b> |            |              |                         |   |              |           |           |
| Bill   | 07/07/2020 | 080217-597   | Penny's Creations & ... | Lanscaping  | 60 Parks ... | 157.50    | 157.50    |
| Bill   | 07/30/2020 | 080217-605   | Penny's Creations & ... | Lanscaping  | 60 Parks ... | 157.50    | 315.00    |
| Bill   | 08/13/2020 | 080217-618   | Penny's Creations & ... | Lanscaping  | 60 Parks ... | 157.50    | 472.50    |
| Bill   | 08/27/2020 | 080217-623   | Penny's Creations & ... | csd, museum, theater                              | 60 Parks ... | 157.50    | 630.00    |
| Bill   | 09/27/2020 | 080217-633   | Penny's Creations & ... | bi-weekly mowing and trimming                     | 60 Parks ... | 157.50    | 787.50    |
| Bill   | 09/30/2020 | 080217-631   | Penny's Creations & ... | Debris removal park area only                     | 60 Parks ... | 420.00    | 1,207.50  |
| Bill   | 09/30/2020 | 080217-632   | Penny's Creations & ... | Fireman's Park every 3 week trimming, mowing...   | 60 Parks ... | 250.00    | 1,457.50  |
| Bill   | 10/13/2020 | 080217-644   | Penny's Creations & ... | Bi-Weekly Mowing and trimming museum, CSD         | 60 Parks ... | 157.50    | 1,615.00  |
| Bill   | 11/04/2020 | 082017-645   | Penny's Creations & ... | Fireman's Park Mow, Trim, GW removal (3wee...     | 60 Parks ... | 250.00    | 1,865.00  |
| Bill   | 11/04/2020 | 080217-653   | Penny's Creations & ... | Bi-Weekly Mowing and trimming museum, CSD         | 60 Parks ... | 157.50    | 2,022.50  |
| Bill   | 11/20/2020 | 080217-0...  | Penny's Creations & ... | Bi-Weekly Mowing and trimming museum, CSD         | 60 Parks ... | 157.50    | 2,180.00  |
| Bill   | 11/25/2020 | 080217-661   | Penny's Creations & ... | Fireman's Park 3 week, mowing, trimming, GW ...   | 60 Parks ... | 250.00    | 2,430.00  |
| Bill   | 12/21/2020 | 080217-668   | Penny's Creations & ... | Bi-Weekly Mowing and trimming museum, CSD         | 60 Parks ... | 157.50    | 2,587.50  |
| Bill   | 12/22/2020 | 080217-675   | Penny's Creations & ... | Fireman's Park Every 3 week mowing, trimming...   | 60 Parks ... | 250.00    | 2,837.50  |
| Bill   | 01/12/2021 | 080217-680   | Penny's Creations & ... | Bi-Weekly Mowing and trimming museum, CSD         | 60 Parks ... | 157.50    | 2,995.00  |
| Bill   | 01/20/2021 | 080217-681   | Penny's Creations & ... | Fireman's Park Every 3 weeks mowing               | 60 Parks ... | 250.00    | 3,245.00  |
| Bill   | 02/02/2021 | 080217-2...  | Penny's Creations & ... | Bi-Weekly Mowing and trimming museum, CSD         | 60 Parks ... | 157.50    | 3,402.50  |
| Bill   | 03/02/2021 | 080217-767   | Penny's Creations & ... | Biweekly mowing and trimming, Museum & CSD        | 60 Parks ... | 157.50    | 3,560.00  |
| Bill   | 03/02/2021 | 080217-768   | Penny's Creations & ... | Every 3 weeks Trimming etc. Fireman's Park        | 60 Parks ... | 250.00    | 3,810.00  |
| Bill   | 03/31/2021 | 080217-775   | Penny's Creations & ... | Biweekly mowing and trimming behind office, m...  | 60 Parks ... | 157.50    | 3,967.50  |
| Bill   | 04/03/2021 | 080217-777   | Penny's Creations & ... | Fireman's Park Every 3 weeks mowing               | 60 Parks ... | 250.00    | 4,217.50  |
| Bill   | 04/09/2021 | 080217-796   | Penny's Creations & ... | Bi-weekly mowing Back lots, office, landscape ... | 60 Parks ... | 152.50    | 4,370.00  |
| Bill   | 04/23/2021 | 080217-818   | Penny's Creations & ... | Museum, Theater                                   | 60 Parks ... | 157.50    | 4,527.50  |
| Bill   | 05/03/2021 | 080217-846   | Penny's Creations & ... | Fireman's Park                                    | 60 Parks ... | 250.00    | 4,777.50  |
| Bill   | 05/07/2021 | 080217-833   | Penny's Creations & ... | Museum/Theater                                    | 60 Parks ... | 157.50    | 4,935.00  |
| Bill   | 05/29/2021 | 080217-859   | Penny's Creations & ... | Theater/Museum Landscape                          | 60 Parks ... | 157.50    | 5,092.50  |
| Bill   | 06/21/2021 | Inv#08021... | Penny's Creations & ... | Inv#080217-871                                    | 60 Parks ... | 157.50    | 5,250.00  |
| Total 50460 · Contracted Maintenance Services  |            |              |                         |   |              | 5,250.00  | 5,250.00  |
| Total Materials & Services                     |            |              |                         |   |              | 34,968.73 | 34,968.73 |
| <b>Personnel and Professional Svcs</b>         |            |              |                         |   |              |           |           |
| <b>60350 · Admin/Operations/Maint Staff</b>    |            |              |                         |   |              |           |           |
| Bill   | 07/31/2020 | 20-226-07    | Planwest Partners Inc.  |   | 60 Parks ... | 400.67    | 400.67    |
| Bill   | 08/31/2020 | 20-226-08    | Planwest Partners Inc.  |   | 60 Parks ... | 1,001.16  | 1,401.83  |

## Scotia Community Services District Profit & Loss Detail July 2020 through June 2021

| Type   | Date       | Num          | Name                   | Memo                       | Class        | Amount   | Balance  |
|--|------------|--------------|------------------------|----------------------------|--------------|----------|----------|
| Bill   | 09/30/2020 | 20-226-09    | Planwest Partners Inc. | Scotia CSD Staffing 09/202 | 60 Parks ... | 760.66   | 2,162.49 |
| Bill   | 11/30/2020 | 20-226-10    | Planwest Partners Inc. |                            | 60 Parks ... | 761.17   | 2,923.66 |
| Bill   | 05/13/2021 | 21-226-03    | Planwest Partners Inc. | March 2021 Invoice         | 60 Parks ... | 741.08   | 3,664.74 |
| Bill   | 05/19/2021 | 21-226-04    | Planwest Partners Inc. |                            | 60 Parks ... | 1,444.06 | 5,108.80 |
| Bill   | 06/14/2021 | Inv#21-22... | Planwest Partners Inc. | Inv#21-226-05              | 60 Parks ... | 760.14   | 5,868.94 |
| Total 60350 · Admin/Operations/Maint Staff     |            |              |                        |                            |              | 5,868.94 | 5,868.94 |
| <b>60360 · SCSD Permanent Benefitted Staff</b> |            |              |                        |                            |              |          |          |
| Paycheck                                       | 07/02/2020 | DD1061       | Brandon W Wishneff     | Direct Deposit             | 60 Parks ... | 36.05    | 36.05    |
| Paycheck                                       | 07/02/2020 | DD1061       | Brandon W Wishneff     | Direct Deposit             | 60 Parks ... | -1.11    | 34.94    |
| Paycheck                                       | 07/02/2020 | DD1061       | Brandon W Wishneff     | Direct Deposit             | 60 Parks ... | 2.96     | 37.90    |
| Paycheck                                       | 07/02/2020 | DD1061       | Brandon W Wishneff     | Direct Deposit             | 60 Parks ... | 0.00     | 37.90    |
| Paycheck                                       | 07/02/2020 | DD1061       | Brandon W Wishneff     | Direct Deposit             | 60 Parks ... | 2.42     | 40.32    |
| Paycheck                                       | 07/02/2020 | DD1061       | Brandon W Wishneff     | Direct Deposit             | 60 Parks ... | 0.57     | 40.89    |
| Paycheck                                       | 07/02/2020 | DD1061       | Brandon W Wishneff     | Direct Deposit             | 60 Parks ... | 0.00     | 40.89    |
| Paycheck                                       | 07/30/2020 | DD1066       | Brandon W Wishneff     | Direct Deposit             | 60 Parks ... | 12.02    | 52.91    |
| Paycheck                                       | 07/30/2020 | DD1066       | Brandon W Wishneff     | Direct Deposit             | 60 Parks ... | -0.38    | 52.53    |
| Paycheck                                       | 07/30/2020 | DD1066       | Brandon W Wishneff     | Direct Deposit             | 60 Parks ... | 1.02     | 53.55    |
| Paycheck                                       | 07/30/2020 | DD1066       | Brandon W Wishneff     | Direct Deposit             | 60 Parks ... | 0.00     | 53.55    |
| Paycheck                                       | 07/30/2020 | DD1066       | Brandon W Wishneff     | Direct Deposit             | 60 Parks ... | 0.81     | 54.36    |
| Paycheck                                       | 07/30/2020 | DD1066       | Brandon W Wishneff     | Direct Deposit             | 60 Parks ... | 0.19     | 54.55    |
| Paycheck                                       | 07/30/2020 | DD1066       | Brandon W Wishneff     | Direct Deposit             | 60 Parks ... | 0.00     | 54.55    |
| Paycheck                                       | 08/13/2020 | DD1069       | Brandon W Wishneff     | Direct Deposit             | 60 Parks ... | 48.06    | 102.61   |
| Paycheck                                       | 08/13/2020 | DD1069       | Brandon W Wishneff     | Direct Deposit             | 60 Parks ... | -1.46    | 101.15   |
| Paycheck                                       | 08/13/2020 | DD1069       | Brandon W Wishneff     | Direct Deposit             | 60 Parks ... | 3.88     | 105.03   |
| Paycheck                                       | 08/13/2020 | DD1069       | Brandon W Wishneff     | Direct Deposit             | 60 Parks ... | 0.00     | 105.03   |
| Paycheck                                       | 08/13/2020 | DD1069       | Brandon W Wishneff     | Direct Deposit             | 60 Parks ... | 3.22     | 108.25   |
| Paycheck                                       | 08/13/2020 | DD1069       | Brandon W Wishneff     | Direct Deposit             | 60 Parks ... | 0.75     | 109.00   |
| Paycheck                                       | 08/13/2020 | DD1069       | Brandon W Wishneff     | Direct Deposit             | 60 Parks ... | 0.00     | 109.00   |
| Paycheck                                       | 08/27/2020 | DD1072       | Brandon W Wishneff     | Direct Deposit             | 60 Parks ... | 24.03    | 133.03   |
| Paycheck                                       | 08/27/2020 | DD1072       | Brandon W Wishneff     | Direct Deposit             | 60 Parks ... | -0.58    | 132.45   |
| Paycheck                                       | 08/27/2020 | DD1072       | Brandon W Wishneff     | Direct Deposit             | 60 Parks ... | 1.55     | 134.00   |
| Paycheck                                       | 08/27/2020 | DD1072       | Brandon W Wishneff     | Direct Deposit             | 60 Parks ... | 0.00     | 134.00   |
| Paycheck                                       | 08/27/2020 | DD1072       | Brandon W Wishneff     | Direct Deposit             | 60 Parks ... | 1.59     | 135.59   |
| Paycheck                                       | 08/27/2020 | DD1072       | Brandon W Wishneff     | Direct Deposit             | 60 Parks ... | 0.37     | 135.96   |
| Paycheck                                       | 08/27/2020 | DD1072       | Brandon W Wishneff     | Direct Deposit             | 60 Parks ... | 0.00     | 135.96   |
| Paycheck                                       | 09/24/2020 | DD1079       | Jason E Manning        | Direct Deposit             | 60 Parks ... | 47.12    | 183.08   |
| Paycheck                                       | 09/24/2020 | DD1079       | Jason E Manning        | Direct Deposit             | 60 Parks ... | 0.05     | 183.13   |
| Paycheck                                       | 09/24/2020 | DD1079       | Jason E Manning        | Direct Deposit             | 60 Parks ... | 2.92     | 186.05   |
| Paycheck                                       | 09/24/2020 | DD1079       | Jason E Manning        | Direct Deposit             | 60 Parks ... | 0.68     | 186.73   |
| Paycheck                                       | 09/24/2020 | DD1079       | Jason E Manning        | Direct Deposit             | 60 Parks ... | 0.28     | 187.01   |
| Paycheck                                       | 09/24/2020 | DD1079       | Jason E Manning        | Direct Deposit             | 60 Parks ... | 1.60     | 188.61   |
| Paycheck                                       | 09/24/2020 | DD1078       | Brandon W Wishneff     | Direct Deposit             | 60 Parks ... | 48.06    | 236.67   |
| Paycheck                                       | 09/24/2020 | DD1078       | Brandon W Wishneff     | Direct Deposit             | 60 Parks ... | -1.56    | 235.11   |
| Paycheck                                       | 09/24/2020 | DD1078       | Brandon W Wishneff     | Direct Deposit             | 60 Parks ... | 2.75     | 237.86   |
| Paycheck                                       | 09/24/2020 | DD1078       | Brandon W Wishneff     | Direct Deposit             | 60 Parks ... | 4.13     | 241.99   |
| Paycheck                                       | 09/24/2020 | DD1078       | Brandon W Wishneff     | Direct Deposit             | 60 Parks ... | 0.00     | 241.99   |
| Paycheck                                       | 09/24/2020 | DD1078       | Brandon W Wishneff     | Direct Deposit             | 60 Parks ... | 3.24     | 245.23   |
| Paycheck                                       | 09/24/2020 | DD1078       | Brandon W Wishneff     | Direct Deposit             | 60 Parks ... | 0.76     | 245.99   |
| Paycheck                                       | 09/24/2020 | DD1078       | Brandon W Wishneff     | Direct Deposit             | 60 Parks ... | 0.00     | 245.99   |
| Paycheck                                       | 10/22/2020 | DD1086       | Brandon W Wishneff     | Direct Deposit             | 60 Parks ... | 168.21   | 414.20   |
| Paycheck                                       | 10/22/2020 | DD1086       | Brandon W Wishneff     | Direct Deposit             | 60 Parks ... | -5.11    | 409.09   |

**Scotia Community Services District**  
**Profit & Loss Detail**  
 July 2020 through June 2021

| Type     | Date       | Num    | Name               | Memo           | Class        | Amount | Balance  |
|----------|------------|--------|--------------------|----------------|--------------|--------|----------|
| Paycheck | 10/22/2020 | DD1086 | Brandon W Wishneff | Direct Deposit | 60 Parks ... | 13.59  | 422.68   |
| Paycheck | 10/22/2020 | DD1086 | Brandon W Wishneff | Direct Deposit | 60 Parks ... | 0.00   | 422.68   |
| Paycheck | 10/22/2020 | DD1086 | Brandon W Wishneff | Direct Deposit | 60 Parks ... | 11.27  | 433.95   |
| Paycheck | 10/22/2020 | DD1086 | Brandon W Wishneff | Direct Deposit | 60 Parks ... | 2.64   | 436.59   |
| Paycheck | 10/22/2020 | DD1086 | Brandon W Wishneff | Direct Deposit | 60 Parks ... | 0.00   | 436.59   |
| Paycheck | 10/22/2020 | DD1087 | Jason E Manning    | Direct Deposit | 60 Parks ... | 117.80 | 554.39   |
| Paycheck | 10/22/2020 | DD1087 | Jason E Manning    | Direct Deposit | 60 Parks ... | 0.12   | 554.51   |
| Paycheck | 10/22/2020 | DD1087 | Jason E Manning    | Direct Deposit | 60 Parks ... | 7.30   | 561.81   |
| Paycheck | 10/22/2020 | DD1087 | Jason E Manning    | Direct Deposit | 60 Parks ... | 1.71   | 563.52   |
| Paycheck | 10/22/2020 | DD1087 | Jason E Manning    | Direct Deposit | 60 Parks ... | 0.71   | 564.23   |
| Paycheck | 10/22/2020 | DD1087 | Jason E Manning    | Direct Deposit | 60 Parks ... | 4.00   | 568.23   |
| Paycheck | 11/05/2020 | DD1091 | Jason E Manning    | Direct Deposit | 60 Parks ... | 47.12  | 615.35   |
| Paycheck | 11/05/2020 | DD1091 | Jason E Manning    | Direct Deposit | 60 Parks ... | 0.04   | 615.39   |
| Paycheck | 11/05/2020 | DD1091 | Jason E Manning    | Direct Deposit | 60 Parks ... | 2.92   | 618.31   |
| Paycheck | 11/05/2020 | DD1091 | Jason E Manning    | Direct Deposit | 60 Parks ... | 0.68   | 618.99   |
| Paycheck | 11/05/2020 | DD1091 | Jason E Manning    | Direct Deposit | 60 Parks ... | 0.26   | 619.25   |
| Paycheck | 11/05/2020 | DD1091 | Jason E Manning    | Direct Deposit | 60 Parks ... | 1.46   | 620.71   |
| Paycheck | 11/19/2020 | DD1094 | Brandon W Wishneff | Direct Deposit | 60 Parks ... | 48.06  | 668.77   |
| Paycheck | 12/03/2020 | DD1099 | Jason E Manning    | Direct Deposit | 60 Parks ... | 70.68  | 739.45   |
| Paycheck | 12/17/2020 | DD1103 | Jason E Manning    | Direct Deposit | 60 Parks ... | 47.12  | 786.57   |
| Paycheck | 12/31/2020 | DD1107 | Jason E Manning    | Direct Deposit | 60 Parks ... | 23.56  | 810.13   |
| Paycheck | 01/14/2021 | DD1111 | Jason E Manning    | Direct Deposit | 60 Parks ... | 47.12  | 857.25   |
| Paycheck | 02/11/2021 | DD1119 | Brandon W Wishneff | Direct Deposit | 60 Parks ... | 75.00  | 932.25   |
| Paycheck | 02/11/2021 | DD1119 | Brandon W Wishneff | Direct Deposit | 60 Parks ... | -2.37  | 929.88   |
| Paycheck | 02/11/2021 | DD1119 | Brandon W Wishneff | Direct Deposit | 60 Parks ... | 5.25   | 935.13   |
| Paycheck | 02/11/2021 | DD1119 | Brandon W Wishneff | Direct Deposit | 60 Parks ... | 6.30   | 941.43   |
| Paycheck | 02/11/2021 | DD1119 | Brandon W Wishneff | Direct Deposit | 60 Parks ... | 0.03   | 941.46   |
| Paycheck | 02/11/2021 | DD1119 | Brandon W Wishneff | Direct Deposit | 60 Parks ... | 5.04   | 946.50   |
| Paycheck | 02/11/2021 | DD1119 | Brandon W Wishneff | Direct Deposit | 60 Parks ... | 1.18   | 947.68   |
| Paycheck | 02/11/2021 | DD1119 | Brandon W Wishneff | Direct Deposit | 60 Parks ... | 1.02   | 948.70   |
| Paycheck | 02/11/2021 | DD1120 | Cameron L Miller   | Direct Deposit | 60 Parks ... | 94.24  | 1,042.94 |
| Paycheck | 02/11/2021 | DD1120 | Cameron L Miller   | Direct Deposit | 60 Parks ... | 6.60   | 1,049.54 |
| Paycheck | 02/11/2021 | DD1120 | Cameron L Miller   | Direct Deposit | 60 Parks ... | 0.09   | 1,049.63 |
| Paycheck | 02/11/2021 | DD1120 | Cameron L Miller   | Direct Deposit | 60 Parks ... | 5.84   | 1,055.47 |
| Paycheck | 02/11/2021 | DD1120 | Cameron L Miller   | Direct Deposit | 60 Parks ... | 1.37   | 1,056.84 |
| Paycheck | 02/11/2021 | DD1120 | Cameron L Miller   | Direct Deposit | 60 Parks ... | 0.57   | 1,057.41 |
| Paycheck | 02/11/2021 | DD1120 | Cameron L Miller   | Direct Deposit | 60 Parks ... | 3.20   | 1,060.61 |
| Paycheck | 03/11/2021 | DD1129 | Brandon W Wishneff | Direct Deposit | 60 Parks ... | 50.00  | 1,110.61 |
| Paycheck | 03/11/2021 | DD1129 | Brandon W Wishneff | Direct Deposit | 60 Parks ... | -1.52  | 1,109.09 |
| Paycheck | 03/11/2021 | DD1129 | Brandon W Wishneff | Direct Deposit | 60 Parks ... | 3.50   | 1,112.59 |
| Paycheck | 03/11/2021 | DD1129 | Brandon W Wishneff | Direct Deposit | 60 Parks ... | 4.03   | 1,116.62 |
| Paycheck | 03/11/2021 | DD1129 | Brandon W Wishneff | Direct Deposit | 60 Parks ... | 0.00   | 1,116.62 |
| Paycheck | 03/11/2021 | DD1129 | Brandon W Wishneff | Direct Deposit | 60 Parks ... | 3.35   | 1,119.97 |
| Paycheck | 03/11/2021 | DD1129 | Brandon W Wishneff | Direct Deposit | 60 Parks ... | 0.78   | 1,120.75 |
| Paycheck | 03/11/2021 | DD1129 | Brandon W Wishneff | Direct Deposit | 60 Parks ... | 0.00   | 1,120.75 |
| Paycheck | 03/11/2021 | DD1130 | Cameron L Miller   | Direct Deposit | 60 Parks ... | 282.72 | 1,403.47 |
| Paycheck | 03/11/2021 | DD1130 | Cameron L Miller   | Direct Deposit | 60 Parks ... | 19.79  | 1,423.26 |
| Paycheck | 03/11/2021 | DD1130 | Cameron L Miller   | Direct Deposit | 60 Parks ... | 0.28   | 1,423.54 |
| Paycheck | 03/11/2021 | DD1130 | Cameron L Miller   | Direct Deposit | 60 Parks ... | 17.53  | 1,441.07 |
| Paycheck | 03/11/2021 | DD1130 | Cameron L Miller   | Direct Deposit | 60 Parks ... | 4.10   | 1,445.17 |
| Paycheck | 03/11/2021 | DD1130 | Cameron L Miller   | Direct Deposit | 60 Parks ... | 1.70   | 1,446.87 |
| Paycheck | 03/11/2021 | DD1130 | Cameron L Miller   | Direct Deposit | 60 Parks ... | 9.61   | 1,456.48 |
| Paycheck | 03/11/2021 | DD1131 | Jason E Manning    | Direct Deposit | 60 Parks ... | 70.68  | 1,527.16 |

**Scotia Community Services District**  
**Profit & Loss Detail**  
 July 2020 through June 2021

| Type  | Date       | Num    | Name             | Memo           | Class        | Amount     | Balance    |
|---|------------|--------|------------------|----------------|--------------|------------|------------|
| Paycheck                                      | 03/11/2021 | DD1131 | Jason E Manning  | Direct Deposit | 60 Parks ... | 4.95       | 1,532.11   |
| Paycheck                                      | 03/11/2021 | DD1131 | Jason E Manning  | Direct Deposit | 60 Parks ... | 7.06       | 1,539.17   |
| Paycheck                                      | 03/11/2021 | DD1131 | Jason E Manning  | Direct Deposit | 60 Parks ... | 0.00       | 1,539.17   |
| Paycheck                                      | 03/11/2021 | DD1131 | Jason E Manning  | Direct Deposit | 60 Parks ... | 4.82       | 1,543.99   |
| Paycheck                                      | 03/11/2021 | DD1131 | Jason E Manning  | Direct Deposit | 60 Parks ... | 1.13       | 1,545.12   |
| Paycheck                                      | 03/11/2021 | DD1131 | Jason E Manning  | Direct Deposit | 60 Parks ... | 0.00       | 1,545.12   |
| Paycheck                                      | 03/11/2021 | DD1131 | Jason E Manning  | Direct Deposit | 60 Parks ... | 0.00       | 1,545.12   |
| Paycheck                                      | 03/25/2021 | DD1135 | Cameron L Miller | Direct Deposit | 60 Parks ... | 188.48     | 1,733.60   |
| Paycheck                                      | 03/25/2021 | DD1135 | Cameron L Miller | Direct Deposit | 60 Parks ... | 13.19      | 1,746.79   |
| Paycheck                                      | 03/25/2021 | DD1135 | Cameron L Miller | Direct Deposit | 60 Parks ... | 0.06       | 1,746.85   |
| Paycheck                                      | 03/25/2021 | DD1135 | Cameron L Miller | Direct Deposit | 60 Parks ... | 11.69      | 1,758.54   |
| Paycheck                                      | 03/25/2021 | DD1135 | Cameron L Miller | Direct Deposit | 60 Parks ... | 2.73       | 1,761.27   |
| Paycheck                                      | 03/25/2021 | DD1135 | Cameron L Miller | Direct Deposit | 60 Parks ... | 0.36       | 1,761.63   |
| Paycheck                                      | 03/25/2021 | DD1135 | Cameron L Miller | Direct Deposit | 60 Parks ... | 2.01       | 1,763.64   |
| Paycheck                                      | 03/25/2021 | DD1136 | Jason E Manning  | Direct Deposit | 60 Parks ... | 23.56      | 1,787.20   |
| Paycheck                                      | 03/25/2021 | DD1136 | Jason E Manning  | Direct Deposit | 60 Parks ... | 1.65       | 1,788.85   |
| Paycheck                                      | 03/25/2021 | DD1136 | Jason E Manning  | Direct Deposit | 60 Parks ... | 2.11       | 1,790.96   |
| Paycheck                                      | 03/25/2021 | DD1136 | Jason E Manning  | Direct Deposit | 60 Parks ... | 0.00       | 1,790.96   |
| Paycheck                                      | 03/25/2021 | DD1136 | Jason E Manning  | Direct Deposit | 60 Parks ... | 1.59       | 1,792.55   |
| Paycheck                                      | 03/25/2021 | DD1136 | Jason E Manning  | Direct Deposit | 60 Parks ... | 0.37       | 1,792.92   |
| Paycheck                                      | 03/25/2021 | DD1136 | Jason E Manning  | Direct Deposit | 60 Parks ... | 0.00       | 1,792.92   |
| Paycheck                                      | 03/25/2021 | DD1136 | Jason E Manning  | Direct Deposit | 60 Parks ... | 0.00       | 1,792.92   |
| Paycheck                                      | 04/08/2021 | DD1140 | Cameron L Miller | Direct Deposit | 60 Parks ... | 164.92     | 1,957.84   |
| Paycheck                                      | 04/08/2021 | DD1140 | Cameron L Miller | Direct Deposit | 60 Parks ... | 11.54      | 1,969.38   |
| Paycheck                                      | 04/08/2021 | DD1140 | Cameron L Miller | Direct Deposit | 60 Parks ... | 0.00       | 1,969.38   |
| Paycheck                                      | 04/08/2021 | DD1140 | Cameron L Miller | Direct Deposit | 60 Parks ... | 10.23      | 1,979.61   |
| Paycheck                                      | 04/08/2021 | DD1140 | Cameron L Miller | Direct Deposit | 60 Parks ... | 2.39       | 1,982.00   |
| Paycheck                                      | 04/08/2021 | DD1140 | Cameron L Miller | Direct Deposit | 60 Parks ... | 0.00       | 1,982.00   |
| Paycheck                                      | 04/08/2021 | DD1140 | Cameron L Miller | Direct Deposit | 60 Parks ... | 0.00       | 1,982.00   |
| Paycheck                                      | 04/22/2021 | DD1145 | Cameron L Miller | Direct Deposit | 60 Parks ... | 70.68      | 2,052.68   |
| Paycheck                                      | 04/22/2021 | DD1145 | Cameron L Miller | Direct Deposit | 60 Parks ... | 4.95       | 2,057.63   |
| Paycheck                                      | 04/22/2021 | DD1145 | Cameron L Miller | Direct Deposit | 60 Parks ... | 0.00       | 2,057.63   |
| Paycheck                                      | 04/22/2021 | DD1145 | Cameron L Miller | Direct Deposit | 60 Parks ... | 4.38       | 2,062.01   |
| Paycheck                                      | 04/22/2021 | DD1145 | Cameron L Miller | Direct Deposit | 60 Parks ... | 1.02       | 2,063.03   |
| Paycheck                                      | 04/22/2021 | DD1145 | Cameron L Miller | Direct Deposit | 60 Parks ... | 0.00       | 2,063.03   |
| Paycheck                                      | 04/22/2021 | DD1145 | Cameron L Miller | Direct Deposit | 60 Parks ... | 0.00       | 2,063.03   |
| Paycheck                                      | 05/20/2021 | DD1152 | Jason E Manning  | Direct Deposit | 60 Parks ... | 70.68      | 2,133.71   |
| Paycheck                                      | 05/20/2021 | DD1152 | Jason E Manning  | Direct Deposit | 60 Parks ... | 4.60       | 2,138.31   |
| Paycheck                                      | 05/20/2021 | DD1152 | Jason E Manning  | Direct Deposit | 60 Parks ... | 6.98       | 2,145.29   |
| Paycheck                                      | 05/20/2021 | DD1152 | Jason E Manning  | Direct Deposit | 60 Parks ... | -2.62      | 2,142.67   |
| Paycheck                                      | 05/20/2021 | DD1152 | Jason E Manning  | Direct Deposit | 60 Parks ... | 6.98       | 2,149.65   |
| Paycheck                                      | 05/20/2021 | DD1152 | Jason E Manning  | Direct Deposit | 60 Parks ... | 0.00       | 2,149.65   |
| Paycheck                                      | 05/20/2021 | DD1152 | Jason E Manning  | Direct Deposit | 60 Parks ... | 5.25       | 2,154.90   |
| Paycheck                                      | 05/20/2021 | DD1152 | Jason E Manning  | Direct Deposit | 60 Parks ... | 1.23       | 2,156.13   |
| Paycheck                                      | 05/20/2021 | DD1152 | Jason E Manning  | Direct Deposit | 60 Parks ... | 0.00       | 2,156.13   |
| Paycheck                                      | 05/20/2021 | DD1152 | Jason E Manning  | Direct Deposit | 60 Parks ... | 0.00       | 2,156.13   |
| Total 60360 · SCSD Permanent Benefitted Staff |            |        |                  |                |              | 2,156.13   | 2,156.13   |
| Total Personnel and Professional Svcs         |            |        |                  |                |              | 8,025.07   | 8,025.07   |
| Total Expense                                 |            |        |                  |                |              | 302,926.26 | 302,926.26 |

## Scotia Community Services District Profit & Loss Detail July 2020 through June 2021

| Type  | Date       | Num         | Name                 | Memo                     | Class        | Amount             | Balance            |
|---|------------|-------------|----------------------|--------------------------|--------------|--------------------|--------------------|
| Net Ordinary Income                           |            |             |                      |                          |              | -145,744.20        | -145,744.20        |
| <b>Other Income/Expense</b>                   |            |             |                      |                          |              |                    |                    |
| <b>Other Expense</b>                          |            |             |                      |                          |              |                    |                    |
| <b>Other Expenditures</b>                     |            |             |                      |                          |              |                    |                    |
| <b>90535 · BT Loan PMT See Acct 25030</b>     |            |             |                      |                          |              |                    |                    |
| Bill  | 09/16/2020 | 97748019... | Umpqua Bank Loan ... | Loan Statement 9/16/2020 | 60 Parks ... | 22,950.00          | 22,950.00          |
| Bill  | 03/17/2021 | 97480190... | Umpqua Bank Loan ... |                          | 60 Parks ... | 23,800.00          | 46,750.00          |
| Total 90535 · BT Loan PMT See Acct 25030      |            |             |                      |                          |              | 46,750.00          | 46,750.00          |
| <b>90540 · Interest Expense - Umpqua Loan</b> |            |             |                      |                          |              |                    |                    |
| Bill  | 09/16/2020 | 97748019... | Umpqua Bank Loan ... | Loan Statement 9/16/2020 | 60 Parks ... | 14,523.38          | 14,523.38          |
| Bill  | 03/17/2021 | 97480190... | Umpqua Bank Loan ... |                          | 60 Parks ... | 14,161.37          | 28,684.75          |
| Total 90540 · Interest Expense - Umpqua Loan  |            |             |                      |                          |              | 28,684.75          | 28,684.75          |
| Total Other Expenditures                      |            |             |                      |                          |              | 75,434.75          | 75,434.75          |
| Total Other Expense                           |            |             |                      |                          |              | 75,434.75          | 75,434.75          |
| Net Other Income                              |            |             |                      |                          |              | -75,434.75         | -75,434.75         |
| <b>Net Income</b>                             |            |             |                      |                          |              | <b>-221,178.95</b> | <b>-221,178.95</b> |



**Scotia Community Services District**  
**Profit & Loss Detail**  
 July 2020 through June 2021

| Type   | Date       | Num         | Name                   | Memo  | Class        | Amount    | Balance   |
|--|------------|-------------|------------------------|---|--------------|-----------|-----------|
| <b>Ordinary Income/Expense</b>                     |            |             |                        |   |              |           |           |
| <b>Income</b>                                      |            |             |                        |   |              |           |           |
| <b>Revenue</b>                                     |            |             |                        |   |              |           |           |
| <b>40280 · Benefit Assessment</b>                  |            |             |                        |   |              |           |           |
| General Journal                                    | 07/31/2020 | AR8132020   |                        | Storm drainage                                    | 50 Storm ... | 18,075.47 | 18,075.47 |
| General Journal                                    | 07/31/2020 | AR8132020   |                        | Adjustment  | 50 Storm ... | -118.45   | 17,957.02 |
| General Journal                                    | 08/31/2020 | AR9162020   |                        | Storm Drain                                       | 50 Storm ... | 9,019.07  | 26,976.09 |
| General Journal                                    | 08/31/2020 | AR9162020   |                        | Stormdrain  | 50 Storm ... | 94.76     | 27,070.85 |
| General Journal                                    | 08/31/2020 | AR9162020   |                        | Misc. debit acct 1238 SD BA's to be corrected ... | 50 Storm ... | 23.69     | 27,094.54 |
| General Journal                                    | 08/31/2020 | AR9162020   |                        | Adjustments Storm Drain                           | 50 Storm ... | -301.15   | 26,793.39 |
| General Journal                                    | 09/30/2020 | AR10.07.20  |                        | Stormdra  | 50 Storm ... | 23.69     | 26,817.08 |
| General Journal                                    | 09/30/2020 | AR10.07.20  |                        | Adj SD \$71.07                                    | 50 Storm ... | -71.07    | 26,746.01 |
| General Journal                                    | 10/31/2020 | AR11.12.20  |                        | Storm-drain 1246 Error BA billed                  | 50 Storm ... | 23.69     | 26,769.70 |
| General Journal                                    | 10/31/2020 | AR11.12.20  |                        | Refund by Check- 1135, 1143, 1234 TOS/HS...       | 50 Storm ... | 226.64    | 26,996.34 |
| General Journal                                    | 10/31/2020 | AR11.12.20  |                        | Customer Credit 1246 Error BA billed              | 50 Storm ... | -23.69    | 26,972.65 |
| General Journal                                    | 12/31/2020 | AR1.13.2... |                        | Stormdrain 1266 error                             | 50 Storm ... | 23.69     | 26,996.34 |
| General Journal                                    | 01/31/2021 | 02/10/2021  |                        | Stormdra  | 50 Storm ... | 23.69     | 27,020.03 |
| General Journal                                    | 01/31/2021 | 02/10/2021  |                        | Adj S/D   | 50 Storm ... | -23.69    | 26,996.34 |
| General Journal                                    | 02/28/2021 | AR3.10.2... |                        | Adjustment Storm Drainage (erroneously billed...  | 50 Storm ... | -23.69    | 26,972.65 |
| Total 40280 · Benefit Assessment                   |            |             |                        |   |              | 26,972.65 | 26,972.65 |
| <b>40281 · SCSD Benefit Assessment Adj.</b>        |            |             |                        |   |              |           |           |
| General Journal                                    | 08/31/2020 | AR9162020   |                        | SCSD BA StormdrnWO                                | 50 Storm ... | -307.97   | -307.97   |
| Total 40281 · SCSD Benefit Assessment Adj.         |            |             |                        |   |              | -307.97   | -307.97   |
| Total Revenue                                      |            |             |                        |   |              | 26,664.68 | 26,664.68 |
| Total Income                                       |            |             |                        |   |              | 26,664.68 | 26,664.68 |
| Gross Profit                                       |            |             |                        |   |              | 26,664.68 | 26,664.68 |
| <b>Expense</b>                                     |            |             |                        |   |              |           |           |
| <b>Materials &amp; Services</b>                    |            |             |                        |   |              |           |           |
| <b>50400 · Permits, Licenses, Dues &amp; Publi</b> |            |             |                        |   |              |           |           |
| Bill   | 05/11/2021 | 293134-0... | Eureka Times Stand...  | Ordinance Notice                                  | 50 Storm ... | 409.65    | 409.65    |
| Total 50400 · Permits, Licenses, Dues & Publi      |            |             |                        |   |              | 409.65    | 409.65    |
| <b>50440 · Insurance, Bonds</b>                    |            |             |                        |   |              |           |           |
| Bill   | 07/01/2020 | 68194       | SDRMA                  | Auto Comp/Collision                               | 50 Storm ... | 4,148.07  | 4,148.07  |
| Total 50440 · Insurance, Bonds                     |            |             |                        |   |              | 4,148.07  | 4,148.07  |
| Total Materials & Services                         |            |             |                        |   |              | 4,557.72  | 4,557.72  |
| <b>Personnel and Professional Svcs</b>             |            |             |                        |   |              |           |           |
| <b>60350 · Admin/Operations/Maint Staff</b>        |            |             |                        |   |              |           |           |
| Bill   | 07/31/2020 | 20-226-07   | Planwest Partners I... |   | 50 Storm ... | 0.00      | 0.00      |
| Total 60350 · Admin/Operations/Maint Staff         |            |             |                        |   |              | 0.00      | 0.00      |
| Total Personnel and Professional Svcs              |            |             |                        |   |              | 0.00      | 0.00      |

**Scotia Community Services District**  
**Profit & Loss Detail**  
July 2020 through June 2021

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| Type                | Date | Num | Name | Memo | Class | Amount           | Balance          |
|---------------------|------|-----|------|------|-------|------------------|------------------|
| Total Expense       |      |     |      |      |       | 4,557.72         | 4,557.72         |
| Net Ordinary Income |      |     |      |      |       | 22,106.96        | 22,106.96        |
| <b>Net Income</b>   |      |     |      |      |       | <b>22,106.96</b> | <b>22,106.96</b> |

## Scotia Community Services District Profit & Loss Detail July 2020 through June 2021

| Type   | Date       | Num         | Name                  | Memo   | Class        | Amount    | Balance   |
|--|------------|-------------|-----------------------|--|--------------|-----------|-----------|
| <b>Ordinary Income/Expense</b>                     |            |             |                       |  |              |           |           |
| <b>Income</b>                                      |            |             |                       |  |              |           |           |
| <b>Revenue</b>                                     |            |             |                       |  |              |           |           |
| <b>40280 · Benefit Assessment</b>                  |            |             |                       |  |              |           |           |
| General Journal                                    | 07/31/2020 | AR8132020   |                       | Streets & Street lighting                          | 40 Street... | 72,294.10 | 72,294.10 |
| General Journal                                    | 07/31/2020 | AR8132020   |                       | Adjustment   | 40 Street... | -281.30   | 72,012.80 |
| General Journal                                    | 08/31/2020 | AR9162020   |                       | Street Light                                       | 40 Street... | 208.86    | 72,221.66 |
| General Journal                                    | 08/31/2020 | AR9162020   |                       | Streetlight  | 40 Street... | 225.04    | 72,446.70 |
| General Journal                                    | 08/31/2020 | AR9162020   |                       | Misc. debit acct 1238 SSL BA's to be correcte...   | 40 Street... | 56.26     | 72,502.96 |
| General Journal                                    | 08/31/2020 | AR9162020   |                       | Adjustments Street Light                           | 40 Street... | -602.68   | 71,900.28 |
| General Journal                                    | 09/30/2020 | AR10.07.20  |                       | Strligh  | 40 Street... | 56.26     | 71,956.54 |
| General Journal                                    | 09/30/2020 | AR10.07.20  |                       | Adj SL \$168.78                                    | 40 Street... | -168.78   | 71,787.76 |
| General Journal                                    | 10/31/2020 | AR11.12.20  |                       | Refund by Check- 1135, 1143, 1234 TOS/HS...        | 40 Street... | 226.64    | 72,014.40 |
| General Journal                                    | 10/31/2020 | AR11.12.20  |                       | Street-light 1246 Error BA billed                  | 40 Street... | 56.26     | 72,070.66 |
| General Journal                                    | 10/31/2020 | AR11.12.20  |                       | Customer Credit 1246 Error BA billed               | 40 Street... | -56.26    | 72,014.40 |
| General Journal                                    | 12/31/2020 | AR1.13.2... |                       | Streetlight 1266 error                             | 40 Street... | 56.26     | 72,070.66 |
| General Journal                                    | 01/31/2021 | 02/10/2021  |                       | Strtlight  | 40 Street... | 56.26     | 72,126.92 |
| General Journal                                    | 01/31/2021 | 02/10/2021  |                       | Adj S/L  | 40 Street... | -56.26    | 72,070.66 |
| General Journal                                    | 02/28/2021 | AR3.10.2... |                       | Adjustment Street Lighting (erroneously billed ... | 40 Street... | -56.26    | 72,014.40 |
| Total 40280 · Benefit Assessment                   |            |             |                       |  |              | 72,014.40 | 72,014.40 |
| <b>40281 · SCSD Benefit Assessment Adj.</b>        |            |             |                       |  |              |           |           |
| General Journal                                    | 08/31/2020 | AR9162020   |                       | SCSD StreetsWO                                     | 40 Street... | -7,651.36 | -7,651.36 |
| Total 40281 · SCSD Benefit Assessment Adj.         |            |             |                       |  |              | -7,651.36 | -7,651.36 |
| Total Revenue                                      |            |             |                       |  |              | 64,363.04 | 64,363.04 |
| Total Income                                       |            |             |                       |  |              | 64,363.04 | 64,363.04 |
| Gross Profit                                       |            |             |                       |  |              | 64,363.04 | 64,363.04 |
| <b>Expense</b>                                     |            |             |                       |  |              |           |           |
| <b>Materials &amp; Services</b>                    |            |             |                       |  |              |           |           |
| <b>50400 · Permits, Licenses, Dues &amp; Publi</b> |            |             |                       |  |              |           |           |
| Bill   | 03/31/2021 | 3813596     | Eureka Times Stand... | Ordinance No. 2021-1                               | 40 Street... | 216.28    | 216.28    |
| Bill   | 05/11/2021 | 293134-0... | Eureka Times Stand... | Ordinance Notice                                   | 40 Street... | 211.37    | 427.65    |
| Total 50400 · Permits, Licenses, Dues & Publi      |            |             |                       |  |              | 427.65    | 427.65    |
| <b>50440 · Insurance, Bonds</b>                    |            |             |                       |  |              |           |           |
| Bill   | 07/01/2020 | 68194       | SDRMA                 | Auto Liability                                     | 40 Street... | 4,148.07  | 4,148.07  |
| Total 50440 · Insurance, Bonds                     |            |             |                       |  |              | 4,148.07  | 4,148.07  |
| <b>50450 · Electrical</b>                          |            |             |                       |  |              |           |           |
| Bill   | 07/23/2020 | 081020-1... | PG&E                  | Street Lighting 9297561150-7                       | 40 Street... | 704.93    | 704.93    |
| Bill   | 08/23/2020 | 92975611... | PG&E                  | 9297561150-7 STREET LIGHTING                       | 40 Street... | 677.20    | 1,382.13  |
| Bill   | 09/25/2020 | 92975611... | PG&E                  | 9297561150-7 STRET LIGHTING                        | 40 Street... | 675.86    | 2,057.99  |
| Bill   | 10/23/2020 | 92975611... | PG&E                  | 9297561150-7 10.2020 STREET LIGHTING               | 40 Street... | 688.81    | 2,746.80  |
| Bill   | 11/24/2020 | 92975611... | PG&E                  | 9297561150-7 11.2020 STREET LIGHTING               | 40 Street... | 682.55    | 3,429.35  |
| Bill   | 12/24/2020 | 92975611... | PG&E                  | 9297561150-7 12.2020 STREET LIGHTING               | 40 Street... | 690.95    | 4,120.30  |
| Bill   | 01/25/2021 | 92975611... | PG&E                  | 9297561150-7 01.2021 STREET LIGHTING               | 40 Street... | 714.24    | 4,834.54  |
| Bill   | 03/16/2021 | 92975611... | PG&E                  | Street Lightling                                   | 40 Street... | 681.09    | 5,515.63  |

**Scotia Community Services District  
Profit & Loss Detail  
July 2020 through June 2021**

| Type  | Date       | Num         | Name                   | Memo                              | Class        | Amount           | Balance          |
|---|------------|-------------|------------------------|-----------------------------------|--------------|------------------|------------------|
| Bill  | 03/29/2021 | 92975615... | PG&E                   | 929756150-7 03.2021 Street Lights | 40 Street... | 677.74           | 6,193.37         |
| Bill  | 04/27/2021 | 92975611... | PG&E                   | Streetlights                      | 40 Street... | 685.84           | 6,879.21         |
| Bill  | 05/26/2021 | 92975611... | PG&E                   | 9297561150-7 05/21                | 40 Street... | 669.67           | 7,548.88         |
| Bill  | 06/24/2021 | 92975611... | PG&E                   | 9297561150-7 06.21                | 40 Street... | 669.42           | 8,218.30         |
| Total 50450 · Electrical                    |            |             |                        |                                   |              | 8,218.30         | 8,218.30         |
| Total Materials & Services                  |            |             |                        |                                   |              | 12,794.02        | 12,794.02        |
| <b>Personnel and Professional Svcs</b>      |            |             |                        |                                   |              |                  |                  |
| <b>60350 · Admin/Operations/Maint Staff</b> |            |             |                        |                                   |              |                  |                  |
| Bill  | 09/30/2020 | 20-226-09   | Planwest Partners I... | Scotia CSD Staffing 09/202        | 40 Street... | 2,034.56         | 2,034.56         |
| Total 60350 · Admin/Operations/Maint Staff  |            |             |                        |                                   |              | 2,034.56         | 2,034.56         |
| Total Personnel and Professional Svcs       |            |             |                        |                                   |              | 2,034.56         | 2,034.56         |
| Total Expense                               |            |             |                        |                                   |              | 14,828.58        | 14,828.58        |
| Net Ordinary Income                         |            |             |                        |                                   |              | 49,534.46        | 49,534.46        |
| <b>Net Income</b>                           |            |             |                        |                                   |              | <b>49,534.46</b> | <b>49,534.46</b> |

## **Scotia Community Services District Staff Report**

DATE: August 19, 2021  
TO: Scotia Community Services District Board of Directors  
FROM: Leslie Marshall, General Manager  
SUBJECT: First Reading of Ordinance No. 2021-7; An Ordinance of the Scotia Community Services District Board of Directors Amending Ordinance 2021-1 Title V, Streets and Street Lighting

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### **RECOMMENDATION:**

The administrative staff recommends the Board review, and approve a Second Reading and Adoption, by title only, Ordinance 2021-7; An Ordinance of the Scotia Community Services District Board of Directors, Amending Ordinance 2021-1 Title V, Streets and Street Lighting.

### **ACTION:**

First Reading, by title only, of Ordinance No. 2021-7, An Ordinance of the Scotia Community Services District Board of Directors, Amending Ordinance 2021-1 Title V, Streets and Street Lighting. Review and approve a Second Reading and Adoption, by title only, at the next Board meeting.

### **DISCUSSION:**

All District Ordinances are periodically reviewed, by administrative staff, for accuracy, clarification, and content. The District's Ordinance 2021-1 Title V, Streets and Street Lighting was last amended and adopted on March 18, 2021.

The revised Ordinance adds one (1) new item, in **Chapter 2-District Designated Streets, alleys, and Lighting, in Sec. 2.02 Designated Lighting item D.**, which address requests for new streetlights. **Chapter 3 - General Provisions**, includes one (1) new section **Sec. 3.05. Encroachment Permit**, which defines encroachment permits required for all District right-of-way areas. Additional revisions were made for accuracy and clarification within the Ordinance.

Other changes have been made for clarification and administrative purposes.

Ordinance No. 2021-1 revisions has been reviewed by District Legal Counsel.

### **FISCAL IMPACT:**

See Master Fee Schedule

### **ATTACHMENTS:**

Attachment A: Ordinance No. 2021-7 An Ordinance of the Scotia Community Services District Board of Directors, Amending Ordinance 2021-1 Title V, Streets and Street Lighting. (with revisions).

**ORDINANCE NO. 2021 - ~~74~~**

**AN ORDINANCE OF THE SCOTIA COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS  
AMENDING ORDINANCE ~~2017~~2021-71 TITLE V – STREETS AND STREET LIGHTING**

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

**Section 1:** Title V (Streets and Street Lighting) is hereby adopted as follows:

**TITLE V - STREETS AND STREET LIGHTING**

**CHAPTER 1 – BASIS OF AUTHORITY AND PURPOSE**

**SEC. 1.01. BASIS OF AUTHORITY.** Ordinance 2017 – 1 dated 2/16/2017, Amended with Ordinance 2021-1 dated March 18, 2021.

**SEC. 1.02. PURPOSE AND POLICY.** This article sets forth the standards, processes and fees associated with streets and street lighting services. The District desires to encourage the long-term maintenance of streets and street lighting under District ownership where the maintenance is either required by the Humboldt County Board of Supervisors (County) or requested by residents of a specific area under the responsibility of the District. This article is intended to implement the provisions of the Improvement Act of 1911 (Division 7 of the Streets & Highways Code §5000 *et seq.*) herein referred to as the "Act."

**CHAPTER 2 – DISTRICT DESIGNATED STREETS, ALLEYS, AND LIGHTING**

**SEC. 2.01. DESIGNATED STREETS AND ALLEYS.** The streets and alleys of District responsibility are defined by resolution and approved by the Board of Directors of the District and designated on maps of the District, as prepared and compiled by SHN Engineers and Geologists (SHN) or another organization and are on file in the District office. Any additions to the District responsibility which have been accepted and approved by ~~the County~~the County and the District Board of Directors in future phases of subdivision will be adopted in the same manner.

**SEC. 2.02. DESIGNATED LIGHTING.**

A. The lights of District responsibility are defined by resolution and approved by the Board of Directors of the District and designated on maps of the District, as prepared and compiled by SHN or another organization, and are on file in the District office. Any additions to the District responsibility which have been accepted and approved by the ~~County and~~County and District Board of Directors in future phases of subdivision will be adopted in the same manner.

- B. The District owns and maintains approximately twenty (20) historic decorative lights that primarily front Main Street. These lights are maintained by District staff or a sub-contractor, at the District's discretion. The historic decorative lights are separately metered and the ~~District pays~~District pays associated electric charges to PG&E.
- C. The District is responsible for payment of the electric charges associated with lights that PG&E ownsLights, which includes any maintenance costs. These PG&E Lights are owned and maintained by PG&E and located throughout the residential streets in Scotia.
- ~~C.D.~~ Any property owner requesting installation of any additional street light, on or adjacent to their property, shall be required to pay for the cost of installing the street light and the cost to maintain the street light.

### CHAPTER 3 - GENERAL PROVISIONS

SEC 3.01. RULES, REGUALTIONS, AND RATES. The Board reserves the right and power to from time to time by resolution adopt rules and regulations for the operation and maintenance of the streets and street lighting facilities of the District, and may likewise by resolution establish and modify the rates, charges, and penalties, consistent with , the Engineer's Report for Assessment of Streets and Street Lighting Benefits completed by SHN Engineers and Geologists, which is on file in the District office and on the website.

SEC 3.02. FEE CHARGE FIXED BY RESOLUTION. The District Board shall, by resolution, adopt an annual Master Fee Schedule of service charges and fees which enable the District to operate and maintain District facilities including the streets and street lighting system. The charges/fees shall be levied against the owner or tenant of any developed parcel of property that is served by the District's streets and street lighting system.

SEC 3.03. BILLING. The regular billing period will be for each calendar month, or bimonthly, as determined by the Board. Benefit Assessments, such as the Streets and Street Lighting Assessment, is billed on an annual basis, typically on the August bill. Opening and closing bills for less than the normal billing period shall be prorated on a daily-use basis. Bills for service shall be rendered at the beginning of each billing period and are payable upon presentation and due within 30 days.

**SEC. 3.01. VANDALISIM OF STREET LAMPS.** No person shall vandalize, break, or damage any lamppost or public lamp; nor extinguish any public light or any light maintained at any place for public convenience or safety, except when ~~he is~~ authorized to do so; nor remove, or cause the removal of, any portion from any public lamp or post; nor obliterate, deface, destroy or interfere with the lights.

**SEC. 3.02. FENCE PROHIBITIONS.** No person shall place, use or maintain any fence, blockage, etc. within a public easement or right of way.



**SEC. 3.03. BARBED WIRE PROHIBITED.** No person shall place, use or maintain any barbed wire on any fence, etc. thereof, fronting on a public lane, alley, avenue, street, highway, sidewalk, crosswalk, park or place.

**SEC. 3.04. WATER DISCHARGE FROM PRIVATE PROPERTY.** No person shall cause or permit water from private property to be discharged in or to flow into or on any District street, alley or easement or cause erosion problems.

**SEC. 3.05. ENCROACHMENT PERMIT.** A District Encroachment Permit (Permit) is required for any activities, materials, and equipment which will occupy the District's right-of-way, including but not limited to, alleys, sidewalks, and streets. The Permit is required for any excavation within the District's right-of-way.

An encroachment shall include, but ~~are~~is not limited to, any tower, pole, pipeline, private pipe, private pipeline, non-standard driveway, private road, fence, billboard, stand or building, or any structure or object of any kind, which is placed in, under, or over any portion of the District's right-of-way.

The Permit provides the necessary regulation for the encroachment process, to safeguard the public interests in the District roadway facilities, and pedestrian access areas for the safety and convenience of the traveling public.

The Permit ~~is~~constitutes written permission, from the District, to ~~excavate or~~ encroach within the District's right-of-way as set forth in the Permit. A Permit may be granted, by the District, to a property owner, a contractor, or a public utility. A Permit for a property owner shall specify whether the work is to be performed by the property owner or a contractor. Any property owner, contractor, or public utility, performing work within the District's right-of-way, shall provide the District with the required Certificate(s) of Insurance and Endorsement(s) as identified in the District's Application for Encroachment Permit form. The applicant(s) shall also provide additional project and design information as required by the District's Application for Encroachment Permit form.

All Permits, other than those issued to public agencies or a public utility with legal authority to occupy the public road right-of-way, are revocable on five (5) days' notice. The encroachment must be removed or relocated, as specified by the District General Manager. Encroachments not removed within the specified time shall be removed by the District, or their authorized contractor, at the cost of the property owner. Any encroachment determined, by the District, to obstruct or prevent public use of the District right-of-way, consisting of refuse, causing a traffic hazard, or impeding pedestrian access shall be removed immediately.

Costs associated with Encroachment Permits shall be reflected in the District's Master Fee Schedule. Encroachment violation fees will be charged to the property owner in addition to an encroachment permit for investigation of unpermitted construction at actual cost to the District.

**SEC. 3.06. WHEELED DEVICES IN POSTED AREAS.** No person shall bicycle, roller skate, skateboard or use any other wheeled device propelled, in whole or in part, by human power in any District public area posted against such activities or uses. The

provisions of this section shall not apply to wheeled devices which are reasonably necessary to assist those with a temporary or permanent disability.

## CHAPTER 4 - OBSTRUCTION OF STREETS AND SIDEWALKS

### SEC. 4.01. OBSTRUCTION OF STREETS AND SIDEWALKS PROHIBITIONS AND — EXCEPTIONS.

A. It is declared a nuisance and is unlawful for any person to place an obstruction of any kind in a District street or alley, or to authorize, procure or permit any obstruction to be placed therein or thereon; provided that businesses, merchants and others receiving and delivering goods, whose premises are not served by an alley, shall be allowed two (2) hours from the time such goods are deposited on a sidewalk or parkway until they are removed. ~~A space~~ A space five (5) feet in width shall at all times be kept clear for a combination of persons passing. Each day any such obstruction is maintained or permitted in any such street or alley shall be deemed a separate offense.

B. The provisions of this section shall not apply to:

1. The temporary obstruction of streets or alleys while buildings or structures are being moved from one place to another.
2. Temporary obstructions for which encroachment permits have first been obtained from the District General Manager.
3. Potted shrubs, plants, or other landscaping, clocks, drinking fountains and public telephones placed or maintained upon a public parkway or sidewalk within the District by any person who has first obtained an encroachment permit in writing to do so from the District General Manager.

**SEC. 4.02. GATES.** It is unlawful to place or leave any gate extended across or upon any District street, alleyway or easement resulting in an obstruction to persons passing thereon.

**SEC. 4.03. STORING PRIVATE PROPERTY.** No person shall store private property upon any District street, alley, or easement or other public place in the District, so as to obstruct the free use of these areas, as determined by the District General Manager. Items prohibited include, but are not limited to, appliances, inoperable vehicles, firewood, construction materials, wagons, bikes, scooters, trampolines, basketball hoops, trash, garbage, compost piles, cans, or debris. Operable vehicles may be parked, in the District right-of-way, no longer than 24 hours. Long term operable vehicle parking is prohibited and subject to tow away per the California Vehicle Code and as determined by the District General Manager.

## CHAPTER 5 - WIRES OVER STREETS

**SEC. 5.01. PERMIT REQUIRED.** No one without an existing easement shall run, stretch or maintain through, along or across any District street, alley or easement any wire, cable, rope or cord, on poles or otherwise, without first obtaining a District Permit to do so from the District General Manager.

**SEC. 5.02. ELECTRIC OR NON-ELECTRICAL WIRES.** Any person now holding, or who may hereafter obtain, ~~an~~ easement permitting the use of public streets, avenues, alleys, highways or public places in the District for the purpose of running or stretching wires therein, shall comply with the regulations set out in this section concerning the running or stretching of such wires. All wires used for the purpose of conducting an electric current or electricity for the purpose of producing electric light or non-electrical shall be run or stretched at least thirty feet above the ground and all other wires shall be placed at least two feet below the electric light or non-electrical wires.

## CHAPTER 6 – EXCAVATIONS

**SEC. 6.01. LIGHTING DANGEROUS PLACES.** Any District approved person ~~by whom makes dangerous excavation on~~ a public street, avenue, alley, sidewalk, public ~~park~~, or place that may be determined ~~made~~ dangerous shall require ~~do~~ the following:

- A. Obtain a District Permit ~~n appropriate permit from the District~~; and
- B. Erect adequate lighting, as nd, so long as the danger may continue, and maintain an appropriate and substantial barrier approved by District around the portion ~~thereof~~ sof the project made dangerous, ~~– as long as the danger may continue~~ an appropriate substantial barrier approved by District; and
- C. ~~Cause to be~~ Lighting and barriers shall be maintained during every night, from sunset to daylight, suitable warning lights at the ends of every portion of the area so made dangerous, and at every side of a street crossing so made dangerous.

**SEC. 6.02. PROPERTY OWNER RESPONSIBILITY FOR MAINTENANCE.**

- A. The District may permit a property owner to maintain trees within a District alley easement, provided the type of tree planted therein is approved by the District General Manager.
- B. All trimming and other maintenance work upon such trees shall be done by a licensed tree trimmer or by the owner under the general supervision ~~of District of~~ District staff and in accordance with this chapter.

**SEC. 6.03. PROPERTY OWNER RESPONSIBILITY FOR REMOVAL.**

- A. ~~The District General Manager,~~ The District General Manager may permit a property owner to remove trees from District property or easement adjoining or within ~~their~~ property ~~their property~~.

**SEC. 6.04. NUISANCE ON PRIVATE PROPERTY.**

- A. Whenever any tree adjacent to or overhanging any District street, alley or public area is in such condition as to constitute a hazard or impediment to public travel, it shall be declared a public nuisance.
- B. If the owner of the private property on which the tree is located does not correct or remove the nuisance within ten (10) days after receipt of written notice thereof from the District General Manager, the District shall cause the nuisance to be corrected or removed and the cost thereof shall be assessed to the owner.
- C. Property owners are prohibited from using any pesticide or herbicide within District streets, alleys or easements and shall control such usage on private property from encroaching on District property, easement or public space.

**SEC. 6.05. LIABILITY.** Nothing contained in this chapter shall be deemed to impose any liability upon the District, its officers or employees, nor to relieve the owner of private property from the duty to keep any tree on his property from constituting a public nuisance.

**SEC. 6.06. EXCAVATION APPEAL.**

- A. Any person aggrieved by the action or proposed action of the District acting under this chapter may appeal the decision to the District Board of Directors, whose decision shall be final.
- B. Such person shall file a notice of appeal, in writing, with the District ~~Clerk~~ within seven (7) business days after the action or proposed action of the District.

**SEC. 6.07. UTILITY MAINTENANCE.** Any person owning, maintaining or operating any gas pipes, or mains beneath the surface or any District planting strip, street, easement or public area shall properly maintain such utilities to prevent damage to District property or easement. If such person neglects to provide proper maintenance of such utilities and such neglect results in damage to District property or easement, the full cost of repair shall be borne by such person

**CHAPTER 7 – BENEFIT ASSESSMENT INTERPRETATION AND APPEAL**

**SEC. 7.01. INTERPRETATION.** The Streets and Street Lighting Benefit Assessment (Assessment) uses a weighted method of apportionment, known as an Equivalent Benefit Unit (EBU) methodology, which uses a single-family home as the basic unit of assessment. One EBU is equivalent to ten (10) trips/day, representative of traffic generated by a single-family dwelling unit, based upon land use driven trip generation. Further details may be found in the SHN Engineer’s Report.

The Assessment was established with an annual 1.5% escalation factor to account for cost-of-living increases for an initial five (5) year period, beginning in fiscal year 2016/2017. The Assessment may also be increased, annually, to an amount not to exceed 3.0% based on the consumer price index (CPI) if approved by the District Board of Directors.

Additionally, proposed changes to the Assessment may also occur based on “pass through” costs, which include the purchase of uncontrolled, mandatory services (such as, utility costs). Further details and explanation may be found in the SHN Engineer’s Report.

Any new or increased Assessment, above the allowed CPI increase or “pass through” costs, would require a Proposition 218 proceeding and property owner approval.

**SEC. 7.02. APPEALS.** Any property owner who claims that the Assessment levied on their property is in error as a result of inaccurate or incorrect information being used to apply the method of assessment, may file a written appeal with the District General Manager. Any appeal is limited to the current fiscal year (July 1<sup>st</sup> through June 30<sup>th</sup>). The District General Manager will review the appeal and determine what information will be required, by the District, from the property owner. The required information may include, but is not limited to, the number of employees, an engineering firm analysis, floor plans, property parcel maps, the number of vehicles used, and the type of business. All costs for the required information will be paid by the property owner.

Any Assessment dispute over the decision of the District General Manager shall be referred to the District Board of Director’s. The decision of the District Board of Director’s shall be final.

Any approved changes to the Assessment, by the District Manager or the District Board of Director’s, ; within the current fiscal year, will be refunded by the District.

## CHAPTER 8. – ENFORCEMENT

**SEC. 8.01 AUTHORITY.** California Government Code Section 61064(a) states the “violation of any rule, regulation, or ordinance adopted by a board of directors is a misdemeanor punishable pursuant to Section 19 of the Penal Code.” California Government Code Section 61064(b) allows any citation issued by the District for the violation of a rule, regulation, or ordinance adopted by the Board “may be processed as an infraction pursuant to subdivision (d) of Section 17 of the Penal Code.” Finally, Cal. Gov’t Code 61064(c) allows the Board to confer on “designated uniformed district employees the power to issue citations for misdemeanor and infraction violations of state law, city or county ordinances, or district rules, regulations, or ordinances when the violation is committed within a facility and in the presence of the employee issuing the citation.

District employees shall issue citations pursuant to Chapter 5C (commencing with Section 853.5) of Title 3 of Part 2 of the Penal Code.”

**SEC. 8.02 DESIGNATED EMPLOYEES.** A violation of this section is punishable as a misdemeanor or infraction, chargeable at the District General Manager’s or District Legal Counsel’s discretion. Each act that violates this Streets and Street Lighting Ordinance is a violation of the District’s laws and shall constitute a separate offense.

**SEC. 8.03 PENALTY.**

- A. It shall be unlawful for any person to violate any provision or to fail to comply with any of the requirements of this ordinance or the provisions of any ordinance adopted by reference by this ordinance. Any person violating any of such provisions or failing to comply with any of the mandatory requirements of this ordinance shall be guilty of a misdemeanor. Any person convicted of a misdemeanor under the provisions of this ordinance shall be punishable by a fine of not more than \$1,000 or by imprisonment in the county jail for a period not exceeding six (6) months, or by both such fine and imprisonment. Each such person shall be guilty of a separate offense for every day during any portion of which any violation of any provision of this ordinance, or the provisions of any ordinance adopted by reference by this ordinance, is committed, continued, or permitted by such person and shall be punishable accordingly. Any violation of this ordinance which is declared to be a misdemeanor shall be considered and treated as an infraction subject to the procedures described in Cal. Penal Code §§ 19.6 and 19.7, when:
1. The District General Manager or District Legal Counsel files a complaint charging the offense as an infraction unless the defendant, at the time he is arraigned, after being informed of his rights, elects to have the case proceed as a misdemeanor; or
  2. The court, with the consent of the defendant, determines that the offense is an infraction in which event the case shall proceed as if the defendant had been arraigned on an infraction complaint.
- B. In addition to the penalties provided by this section, any condition caused or permitted to exist in violation of any of the provisions of this ordinance, or the provisions of any ordinance adopted by reference by this ordinance, shall be deemed a public nuisance and may be summarily abated by this District, and each day such condition continues shall be regarded as a new and separate offense.
- C. Each violation of this ordinance expressly declared to be an infraction is punishable by:
1. A fine not exceeding \$50 for the first violation;
  2. A fine not exceeding \$100 for the second violation of the same ordinance within one year;
  3. A fine not exceeding \$250 for each additional violation of the same ordinance within one year.



**Section 2: Severability.** If any section, subsection, sentence, clause or phrase of this chapter is for any reason held to be invalid or unconstitutional, the decision shall not affect the validity of the remaining portions of the Chapter. The Board of Directors hereby declares that it would have passed this 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 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.

DATE: \_\_\_\_\_, 2021

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. 2021-~~71~~, passed and adopted at a regular meeting of the Board of Directors of the Scotia Community Services District, Humboldt County, California on the ~~18<sup>th</sup>~~ 16<sup>th</sup> day of ~~March~~ September, 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

\_\_\_\_\_  
Board Clerk, Scotia Community Services District



## **Scotia Community Services District Staff Report**

DATE: August 19, 2021  
TO: Scotia Community Services District Board of Directors  
FROM: Leslie Marshall, General Manager  
SUBJECT: First Reading of Ordinance No. 2021- 8; An Ordinance of the Scotia Community Services District Board of Directors Amending Ordinance 2021-4 Title VI, Storm Drainage.

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### **RECOMMENDATION:**

The administrative staff recommends the Board review, and approve a Second Reading and Adoption, by title only, Ordinance 2021- 8; An Ordinance of the Scotia Community Services District Board of Directors, Amending Ordinance 2021-4 Title VI, Storm Drainage.

### **ACTION:**

First Reading, by title only, of Ordinance No. 2021- 8, An Ordinance of the Scotia Community Services District Board of Directors, Amending Ordinance 2021-4 Title VI, Storm Drainage. Review and approve a Second Reading and Adoption, by title only, at the next Board meeting.

### **DISCUSSION:**

All District Ordinances are periodically reviewed, by administrative staff, for accuracy, clarification, and content. The District's Ordinance 2021-4 Title VI, Storm Drainage was last amended and adopted on April 15, 2021.

The revised Ordinance in **Chapter 3 – General Provisions, Sec. 3.05** changes the section title from **Permit Required** to **Encroachment Permit** which defines and identifies the requirements for an encroachment permit to perform any work in the District's right-of-way. Additional revisions were made for accuracy and clarification within the Ordinance.

Other changes have been made for clarification and administrative purposes.

Ordinance No. 2021-8 revisions has been reviewed by District Legal Counsel.

### **FISCAL IMPACT:**

See Master Fee Schedule.

### **ATTACHMENTS:**

Attachment A: Ordinance No. 2021- 8 An Ordinance of the Scotia Community Services District Board of Directors, Amending Ordinance 2021-4 Title VI, Storm Drainage (with revisions).

**ORDINANCE NO. 2021 - 8**  
**AN ORDINANCE OF THE SCOTIA COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS**  
**AMENDING ORDINANCE 2021-4 ADOPTING TITLE VI – STORM DRAINAGE**

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

**Section 1:** Title VI (Storm Drainage) is hereby adopted as follows:

**TITLE VI - STORM DRAINAGE**

**CHAPTER 1 – BASIS OF AUTHORITY AND PURPOSE**

**SEC. 1.01. BASIS OF AUTHORITY.** Ordinance 2017 – 2 dated 2/16/2017. ~~UPDATED April 15, 2021;~~ Amended with Ordinance 2021-4 dated 4/15/21.-

**SEC. 1.02. PURPOSE AND POLICY.** The purpose of this ordinance is to provide for the ongoing operation, maintenance, expansion, enhancement, construction, renovation, and rehabilitation of the District storm drainage improvements and facilities that provide special benefits to properties within the District, including incidental expenses and debt services for any bond(s), loans, or other repayment plans incurred to finance capital improvements. This article is intended to implement the provisions of Article 4 of Chapter 6.4, of the Benefit Assessment Act of 1982, [Act] of the California Government Code (State of California, 1982) herein referred to as the "Act." Pursuant to the Act, the District is the legislative body for the Storm Drainage District and may levy annual assessments and act as the governing body for the operations and administration of the District. This title sets forth the standards, processes and fees associated with storm drainage services, adequate regulation of use, construction, and maintenance; and to provide procedures for complying with the requirements placed upon the District by other regulatory agencies.

**CHAPTER 2 – DISTRICT DESIGNATED STORM DRAINAGE**

**SEC 2.01. STORM DRAINAGE RESPONSIBILITY AND DEFINITION.** The District will own and maintain all dedicated storm drainage as adopted by resolution of the District. Storm drainage facilities are defined as the system of ditches, pipes, catch basins, gutters, drain inlets, manholes, outfalls, and all other associated infrastructure owned and/or operated by the District, which carries stormwater and surface waters or groundwater and drainage, but excludes wastewater and polluted industrial wastewater.

**CHAPTER 3 - GENERAL PROVISIONS**

**SEC 3.01. RULES, REGULATIONS, AND RATES.** The Board reserves the right and power to from time to time by resolution adopt rules and regulations for the operation and maintenance of the storm drainage facilities of the District, and may likewise by resolution

establish and modify the rates, charges, and penalties, consistent with ~~District SHN Engineers and Geologists Engineer's Geologists, the Engineer's~~ Report for Assessment of Storm Drainage Benefits completed by SHN Engineers and Geologists, which is on file in the District office and on the website.

**SEC 3.02. FEE CHARGE FIXED BY RESOLUTION.** The District Board shall, by resolution, adopt an annual Master Fee Schedule of service charges and fees which enable the District to operate and maintain District facilities including the storm drainage system. The charges/fees shall be levied against the owner or tenant of any developed parcel of property that discharges stormwater runoff into the District's drainage system.

**SEC 3.03. BILLING.** The regular billing period will be for each calendar month, or bimonthly, as determined by the Board. Benefit Assessments, such as the Storm Drainage Assessment, is billed on an annual basis, typically on the August bill. Opening and closing bills for less than the normal billing period shall be prorated on a daily-use basis. Bills for service shall be rendered at the beginning of each billing period and are payable upon presentation and due within 30 days.

**SEC 3.04. VANDALISM.** No person shall maliciously, willfully, or negligently break, damage, destroy, uncover, deface or tamper with any structure, appurtenance or equipment which is part of the District's storm drainage system. Any person violating this provision shall be subject to the penalties provided by law.

**SEC 3.05. ENCROACHMENT PERMIT REQUIRED.** A District Encroachment Permit (Permit) is required for any activities, materials, and equipment which will occupy the District's right-of-way, including but not limited to, alleys, sidewalks, and streets. The Permit is required for any excavation within the District's right-of-way.

~~An encroachment shall include, but not beis not limited to, any tower, pole, pipeline, private pipe, private pipeline, non-standard driveway, private road, fence, billboard, stand or building, or any structure or object of any kind, which is placed in, under, or over any portion of the District's right-of-way.~~

The Permit provides the necessary regulations for the encroachment process, to safeguard the public interests in the District roadway facilities, and pedestrian access areas for the safety and convenience of the traveling public.

The Permit ~~isconstitutes~~ written permission, from the District, to ~~excavate or~~ encroach within the District's right-of-way as set forth in the Permit. A Permit may be granted, by the District, to a property owner, a contractor, or a public utility. A Permit for a property owner shall specify whether the work is to be performed by the property owner or a contractor. Any property owner, contractor, or public utility, performing work within the District's right-of-way, shall provide the District with the required Certificate(s) of Insurance and Endorsement(s) as identified in the District's Application for Encroachment Permit form. The applicant(s) shall also provide additional project and design information as required by the District's Application for Encroachment Permit form.

All Permits, other than those issued to public agencies or a public utility with legal authority to occupy the public road right-of-way, are revocable on five (5) days' notice. The encroachment must be removed or relocated, as specified by the District General Manager. Encroachments not removed within the specified time shall be removed by the District, or their authorized contractor, at the cost of the property owner. Any encroachment determined, by the District, to obstruct or prevent public use of the District's right-of-way, consisting of refuse, causing a traffic hazard, or impeding pedestrian access shall be removed immediately.

No unauthorized person shall uncover, make any connection with or opening into, use, alter, regrade, or disturb any portion of the District's storm drainage system or appurtenances or perform any work on any portion of the system without first obtaining a written ~~P~~ permit from the District.

Costs associated with Encroachment Permits shall be reflected in the District's Master Fee Schedule. Encroachment violation fees will be charged to the property owner in addition to an encroachment permit for investigation of unpermitted construction at actual cost to the District.

### **SEC 3.06. DISCHARGE OF POLLUTANTS.**

- A. The discharge of non-stormwater into storm drains is prohibited. All discharges of material other than stormwater must comply with a National Pollutant Discharge Elimination System (NPDES) permit issued by the North Coast Regional Water Quality Control Board (RWQCB) for the discharge.
- B. Exceptions to Discharge Prohibition. The following discharges are exempt from the prohibition set forth in subsection (A) of this section:
  1. The prohibition on discharges shall not apply to any discharge regulated under a NPDES permit issued to the discharger and administered by the RWQCB under authority of the United States Environmental Protection Agency (EPA); provided, that the discharger is in full compliance with all requirements of the permit and other applicable laws or regulations.
  2. Discharges from the following activities will not be considered a source of pollutants to waters of the United States when properly managed: water line flushing and other discharges from potable water sources, landscape irrigation and lawn watering, irrigation water, diverted stream flows, rising ground waters, infiltration to storm drains, uncontaminated pumped ground water, foundation and footing drains, water from crawl space pumps, air conditioning condensation, springs, individual residential car washing, fundraising car washing that does not exceed two consecutive days, flows from riparian habitats and wetlands, flows from firefighting, or permitted use of reclaimed water.

**SEC 3.07. DISCHARGE IN VIOLATION OF PERMIT.** The ~~RWQCB~~may~~may~~ issue an NPDES permit for stormwater discharges to the District. Any discharge that would result in or contribute to a violation of that permit and any amendment, revision or

re-issuance thereof, either separately considered or when combined with other discharges, is prohibited. Liability for any such discharge shall be the responsibility of the person(s) so causing or responsible for the discharge, and such persons shall defend, indemnify and hold harmless the District in any administrative or judicial enforcement action relating to such discharge.

**SEC 3.08. UNAUTHORIZED DISCHARGE AND UNAUTHORIZED CONNECTIONS.**

The establishment, use, maintenance, or continuance of unauthorized connections into the District storm drains, and/or the commencement or continuance of unauthorized discharges into the District storm drains is prohibited. This prohibition is expressly retroactive and applies to connections made in the past, regardless of whether made under a permit or other authorization or whether permissible under the law or practices applicable or prevailing at the time of the connection.

**SEC 3.09. REDUCTION OF POLLUTANTS.** Any person engaged in activities which will or may result in pollutants entering the District storm drains shall undertake all practicable measures to cease such activities, and/or eliminate or reduce such pollutants. Such activities shall include, but are not limited to, ownership and use of parking lots, gasoline stations, agricultural facilities, industrial facilities, commercial facilities, restaurants, and stores fronting District streets or runoff into any District ~~watercourse.~~ infrastructure.

- A. Littering. Except for pollutants lawfully disposed of by way of containers or at a licensed dumping ground, no person shall throw, deposit, leave, maintain, keep, or permit to be thrown, deposited, placed, left or maintained, including but not limited to, any refuse, rubbish, garbage, yard waste, automotive waste, or other discarded or abandoned objects, articles, and accumulations, in or upon any street, alley, sidewalk, storm drain, inlet, catch basin, conduit or other drainage structures, business place, or upon any public or private lot of land or other premises in the District, so that the same might be or become a pollutant discharged to any watercourse.
- B. Standard for Parking Lots and Similar Structures. Persons owning or operating a parking lot, gas station, area of pavement, or similar impervious structure shall remove pollutants and litter as frequently and thoroughly as practicable in a manner that does not result in discharge of pollutants to the District storm drains.
- C. All construction plans and applications for building permits shall consider the potential for erosion and sedimentation ~~runoff—from~~ runoff from the construction site and shall include appropriate erosion and sedimentation controls. Appropriate controls shall be determined in accordance with the guidance provided in the CALTRANS handbook or similar technical manual and may include site planning considerations, construction staging and timing, and installation of temporary detention ponds or other treatment facilities.

Prior to and/or during construction, the District General Manager or authorized designee may establish controls on the volume and rate of stormwater runoff from new construction as may be appropriate to minimize peak flows or total runoff volume. These controls may include limits on impervious or area provisions for detention and retention of runoff on site.

### SEC 3.10. WATERCOURSE PROTECTION.

- A. Every person owning, occupying, leasing, renting, or in control of premises through which a watercourse passes shall:
1. Keep and maintain that part of the watercourse within the property reasonably free of trash, debris, excessive vegetation, and other obstacles which would and/or could pollute, contaminate, or significantly hinder the flow of water through the watercourse;
  2. Protect and prevent deterioration of existing privately owned structures within or adjacent to a watercourse, so that such structures will not become a hazard to the use, function, or physical integrity of the watercourse; and
  3. Shall not remove healthy bank vegetation without District approval.
- B. No person shall commit or cause to be committed any of the following acts, unless a written ~~P~~ permit has first been obtained from the District General Manager:
1. Discharge into or connect any pipe or channel to a watercourse;
  2. Modify the natural flow of water in a watercourse;
  3. Deposit in, plant in, or remove any material from a watercourse including its banks, except as required for necessary maintenance;
  4. Construct, alter, enlarge, connect to, change, or remove any structure in a watercourse; or
  5. Place any loose or unconsolidated material adjacent to or within a watercourse to cause a diversion of the flow, or to cause a probability of such material being carried away by stormwater passing through such watercourse.

**SEC. 3.11. ANNUAL INSPECTION OF PRIVATE FACILITIES.** The District General Manager or authorized designee has the duty and the responsibility to annually inspect all private facilities for any violation of the provisions of this ordinance.

The District General Manager or authorized designee may, within the limitations of the law, enter such building or premises at reasonable times to inspect the same for violations of this ordinance or to perform any duty imposed upon the District General Manager or authorized designee by this ordinance; provided, that the District General Manager or authorized designee presents proper credentials to, and obtains consent from, the owner or occupant to enter.

In the event the owner and/or occupant refuse entry, the District General Manager shall request assistance of the District Legal Counsel to obtain an administrative warrant for the premises, pursuant to the provisions of California State Law.

Private facilities shall be responsible for the cost of inspection and any associated inspection costs including but not limited to testing. Inspection costs shall be determined by the District by resolution of the Board.

## **CHAPTER 4 – BENEFIT ASSESSMENT INTERPRETATION and APPEALS**

**SEC. 4.01. INTERPRETATION.** The Storm Drainage Benefit Assessment (Assessment) uses a weighted method of apportionment, known as an Equivalent Benefit Unit (EBU) methodology, which uses a single-family home as the basic unit of assessment. The average structural area for residential properties in the District is represented by one EBU, which is calculated as 1500 square feet. The EBU methodology for assigning proportionality of benefit assessment was chosen because a majority of structures located within the District are of similar wood frame construction and all installed within a similar time period. Other land uses are converted to a weighted EBU based on an assessment formula that equates the properties specific characteristics associated with density factors to compare proportional benefit of each property as compared to a single-family home. Further details may be found in the SHN Engineer’s Report.

The Assessment was established with an annual 1.5% escalation factor to account for cost-of-living increases for an initial five (5) year period, beginning in fiscal year 2016/2017. The Assessment may also be increased, annually, to an amount not to exceed 3.0% based on the consumer price index (CPI) if approved by the District Board of Directors (BOARD).

Additionally, proposed changes to the Assessment may also occur based on “pass through” costs, which include the purchase of uncontrolled, mandatory services (such as, utility costs). Further details and an explanation may be found in the SHN Engineer’s Report.

Any new or increased Assessment, above the allowed CPI increase or “pass through” costs, would require a Proposition 218 proceeding and property owner approval.

**SEC. 4.02. APPEALS.** Any property owner who claims that the Assessment levied on their property is in error as a result of inaccurate or incorrect information being used to apply the method of assessment, may file a written appeal with the District General Manager. Any appeal is limited to the current fiscal year (July 1<sup>st</sup>, through June 30<sup>th</sup>). The District General Manager will review the appeal and determine what information will be required, by the District, from the property owner. The required information may include, but is not limited to, an engineering firm analysis, floor plans, and a property parcel map. All costs for the required information will be paid by the property owner.

Any assessment dispute over the decision of the District General Manager shall be referred to the District Board. The decision of the District Board shall be final. Any approved changes, by the District General Manager or District Board, to the Assessment, within the current fiscal year, will be refunded by the District.

## CHAPTER 5– ENFORCEMENT

**SEC. 5.01. AUTHORITY.** California Government Code Section 61064(a) states the “violation of any rule, regulation, or ordinance adopted by a board of directors is a misdemeanor punishable pursuant to Section 19 of the Penal Code.” California Government Code Section 61064(b) allows any citation issued by the District for the violation of a rule, regulation, or ordinance adopted by the Board “may be processed as an infraction pursuant to subdivision (d) of Section 17 of the Penal Code.” Finally, Cal. Gov’t Code 61064(c) allows the Board to confer on “designated uniformed District employees the power to issue citations for misdemeanor and infraction violations of state law, city or county ordinances, or District rules, regulations, or ordinances when the violation is committed within a facility and in the presence of the employee issuing the citation. District employees shall issue citations pursuant to Chapter 5C (commencing with Section 853.5) of Title 3 of Part 2 of the Penal Code.”

**SEC. 5.02. DESIGNATED EMPLOYEES.** Each act that violates this Storm Drainage Ordinance is a violation of the Scotia Community Services District’s rules and shall constitute a separate offense. A violation of this section is punishable as a misdemeanor or infraction, chargeable at the District General Manager’s or District’s Legal Counsel’s discretion.

**SEC. 5.03. VIOLATIONS, ABATEMENT, RESOLUTION.** Any condition caused or allowed to exist in violation of any of the provisions of this ordinance constitutes a threat to the public health, safety and welfare, and is deemed and declared to be a public nuisance. This public nuisance may be summarily abated, and/or the property restored to its original condition, and/or enjoined or otherwise be compelled to cease and desist, by the District General Manager or authorized designee, or by actions taken by the District Legal Counsel.

### A. Inspections and Sampling – Authority and Procedure.

1. The General Manager or authorized designee has the duty and the responsibility to inspect all locations for any violation of the provisions of this ordinance. The General Manager or authorized designee may, within the limitations of law, enter such building or premises at reasonable times to inspect the same for violations of this ordinance or to perform any duty imposed upon the District General Manager or authorized designee by this ordinance; provided, that the District General Manager or authorized designee presents proper credentials to, and obtains consent from, the owner or occupant to enter. In the event the owner and/or occupant refuse entry, the District General Manager shall request assistance of the District Legal Counsel to obtain an administrative warrant for the premises, pursuant to the provisions of state law.
2. The District General Manager or authorized designee has the right to and shall conduct routine sampling and monitoring on or adjacent to the premises under review. The cost of such routine sampling and/or monitoring activities, including test reports and results, shall be paid for by the property owner. The District General Manager or authorized designee may, within the limitations of law, enter



such premises at reasonable times to conduct sampling and monitoring operations; provided, that the District General Manager or authorized designee presents proper credentials to, and obtains consent from, the owner or occupant to enter. In the event the owner and/or occupant refuse entry, the District General Manager shall request assistance of the District Legal Counsel to obtain an administrative warrant for the premises, pursuant to the provisions of state law.

3. Whenever the General Manager or authorized designee has reasonable cause to believe that the owner and/or occupant of a premises is engaged in an activity and/or operating a facility that is causing or contributing to stormwater pollution or contamination, unauthorized discharges, and/or the discharge of non-stormwater or other unlawful material to the storm drains, the District General Manager or authorized designee may require the owner and/or occupant to conduct sampling and/or monitoring activities on the premises, and to furnish such test results and reports as the District General Manager or authorized designee may determine. The burden and cost of undertaking such sampling and monitoring activities, including test results and reports, shall be paid for by the owner of the premises under review. The type and method of sampling and monitoring shall bear a reasonable relationship to the need for testing and monitoring and to the benefits to be obtained, as determined by the enforcement of the District General Manager or authorized designee.
4. Exigent Circumstances. Whenever a condition is found to exist in violation of this ordinance that presents an immediate and present danger to the public health, safety and welfare requiring immediate remedial action to prevent injury to persons or property, the District General Manager or authorized designee shall take whatever reasonable and appropriate action is necessary to neutralize the danger, including, but not limited to, entry upon private premises for inspection, sampling and monitoring, and abatement.

#### **SEC. 5.04. PENALTY.**

- A. It shall be unlawful for any person to violate any provision or to fail to comply with any of the requirements of this ordinance or the provisions of any ordinance adopted by reference by this ordinance. Any person violating any of such provisions or failing to comply with any of the mandatory requirements of this ordinance shall be guilty of a misdemeanor. Any person convicted of a misdemeanor under the provisions of this ordinance shall be punishable by a fine of not more than \$1,000 or by imprisonment in the county jail for a period not exceeding six (6) months, or by both such fine and imprisonment. Each such person shall be guilty of a separate offense for each and every day during any portion of which any violation of any provision of this ordinance, or the provisions of any ordinance adopted by reference by this ordinance, is committed, continued, or permitted by such person and shall be punishable accordingly. Any violation of this ordinance which is declared to be a misdemeanor shall be considered and treated as an infraction subject to the procedures described in Cal. Penal Code §§ 19.6 and 19.7, when:

1. The District General Manager or District Legal Counsel files a complaint charging the offense as an infraction unless the defendant, at the time he/she is arraigned, after being informed of his/her rights, elects to have the case proceed as a misdemeanor; or
  2. The court, with the consent of the defendant, determines that the offense is an infraction in which event the case shall proceed as if the defendant had been arraigned on an infraction complaint.
- B. In addition to the penalties provided by this section, any condition caused or permitted to exist in violation of any of the provisions of this ordinance, or the provisions of any ordinance adopted by reference by this ordinance, shall be deemed a public nuisance and may be summarily abated by this District, and each day such condition continues shall be regarded as a new and separate offense.
- C. Each violation of this ordinance expressly declared to be an infraction is punishable by:
1. A fine not exceeding \$100 for the first violation;
  2. A fine not exceeding \$200 for the second violation of the same ordinance within one year;
  3. A fine not exceeding \$500 for each additional violation of the same ordinance within one year.

**Section 2: Severability.** If any section, subsection, sentence, clause or phrase of this chapter is for any reason held to be invalid or unconstitutional, the decision shall not affect the validity of the remaining portions of the Chapter. The Board of Directors hereby declares that it would have passed this 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 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.

DATE: \_\_\_\_\_, 2021

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. 2021-~~8-4~~, passed and adopted at a regular meeting of the Board of Directors of the Scotia Community Services District, Humboldt County, California on the ~~16th~~<sup>15</sup>~~th~~ day of ~~September~~ ~~April~~, 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

\_\_\_\_\_  
Clerk, Scotia Community Services District

# Scotia Community Services District

## Staff Report

DATE: August 19, 2021  
TO: Scotia Community Services District Board of Directors  
FROM: Leslie Marshall, General Manager  
SUBJECT: Resolution 2021-10 Approving a Remote Board Clerk

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### **RECOMMENDATION:**

The administrative staff recommends the board approve Resolution 2021-10 Approving a Remote Board Clerk

### **ACTION:**

Approve Resolution 2021-10 Approving a Remote Board Clerk

### **DISCUSSION:**

In March 2020, following the State of Emergency Declaration issued by the State of California, and the passage of Executive Order N-25-20 by Governor Newsom, the CSD has held meetings virtually to slow the spread of the coronavirus. Executive Order N-25-20 waived any requirements in the Brown Act that required the “physical presence of members, the clerk or other personnel of the body or of the public as a condition of participation in or quorum for a public meeting.”

In June 2021 Governor Gavin Newsome issued Executive Order N-08-21 which sets a date of October 1<sup>st</sup>, 2021 for public agencies to transition back to public meetings held in full compliance with the Brown Act. The Board Clerk currently resides outside of Humboldt Co and will not be able to attend in person meetings.

If the Board of Directors would like to retain the services of the Board Clerk, it is recommended that “Resolution 2021-10 Approving a Remote Board Clerk” is passed.

### **FISCAL IMPACT:**

None

### **ATTACHMENTS:**

Resolution – 2021 – 10 Approving a Remote Board Clerk

**RESOLUTION NO. 2020-10**

**A RESOLUTION OF THE  
SCOTIA COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS  
APPROVING A REMOTE BOARD CLERK FOR BOARD MEETINGS**

**WHEREAS**, on March 4, 2020, Governor Gavin Newsom declared a state of emergency in the State of California due to the number of confirmed cases of COVID-19 in the State;

**WHEREAS**, Governor Gavin Newsom relaxed the requirements for Regular and Special Board meetings, and Board Meetings were held via teleconference beginning in March 2020;

**WHEREAS**, Governor Gavin Newsom issued Executive Order N-08-21 on June 11, 2021, which sets a date of October 1<sup>st</sup>, 2021 for public agencies to transition back to public meetings held in full compliance with the Brown Act;

**WHEREAS**, The Board Clerk of the Scotia Community Service District currently resides outside of Humboldt County and will not be able to attend meetings in person; and,

**WHEREAS**, The Scotia Community Service District Board of Directors would like to continue to retain services of Board Clerk remotely.

**NOW, THEREFORE, BE IT RESOLVED:**

**SECTION 1:** The Scotia Community Service District Board of Directors will continue to retain the services of the Board Clerk remotely.

**SECTION 2:** The Recital set forth above are incorporated herein and made an operative part this Resolution.

**SECTION 3:** This Resolution shall become effective upon its adoption.

APPROVED:

\_\_\_\_\_  
Paul Newmaker, Board President, Scotia CSD

ATTEST:

\_\_\_\_\_  
Julie Hawkins, Board Clerk, Scotia CSD

The foregoing Declaration was introduced and adopted at a regular meeting held on August 19th, 2021, by the following vote:

CLERK'S CERTIFICATE

I hereby certify that the foregoing is a true and correct copy of Resolution No. 2021-10, passed and adopted at a regular meeting of the Scotia Community Services District Board of Directors, County of Humboldt, State of California, held on the 19<sup>th</sup> day of August, 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

---

Julie Hawkins, Board Clerk, Scotia CSD

# Scotia Community Services District Staff Report

DATE: August 19, 2021  
TO: Scotia Community Services District Board of Directors  
FROM: Leslie Marshall, General Manager  
SUBJECT: Adopt Resolution No. 2021-11; A Resolution of the Scotia Community Services District Board of Directors Amending the 2021/2022 Master Fee Schedule.

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## **RECOMMENDATION:**

The administrative staff recommends the Board review the Master Fee Schedule revisions and adopt Resolution No. 2021-11; A Resolution of the Scotia Community Services District Board of Directors Amending the 2021/2022 Master Fee Schedule.

## **ACTION:**

Motion to adopt Resolution No. 2021-11; A Resolution of the Scotia Community Services District Board of Directors, Amending 2021/2022 Master Fee Schedule.

## **DISCUSSION:**

All District Resolutions are periodically reviewed, by administrative staff, for accuracy, clarification, and content. The District's Master Fee Schedule was last amended and adopted on January 21, 2021.

The revised Master Fee Schedule adds one (1) new section, **Section 9 Encroachment Permit Fees**. This new section is required for the *new* revisions in the District's Storm Drainage and Streets and Street Lighting Ordinances. Additional revisions were made for accuracy and clarification within the Resolution.

Resolution No. 2021-11 revisions has been reviewed by District Legal Counsel.

## **FISCAL IMPACT:**

See Master Fee Schedule

## **ATTACHMENTS:**

Attachment A: Resolution No. 2021-11; 2021/2022 Master Fee Schedule.  
Attachment B: 2021/2022 Master Fee Schedule (with revisions).

**RESOLUTION NO. 2021-11**  
**A RESOLUTION OF THE SCOTIA COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTORS**  
**AMENDING THE FY 2021-2022 MASTER FEE SCHEDULE**

**WHEREAS**, in an effort to achieve recovery of staff costs, it is necessary to establish fees charged by the Scotia Community Services District to provide services without adversely impacting the District's service funds; and

**WHEREAS**, in order to recover these costs, and communicate these with the public, it is necessary to establish new fees through the Master Fee Schedule; and

**WHEREAS**, as required by Article XIID Sections 4 and 6(b) of the California Constitution, Districts can only charge rates or fees that are equal to or less than the reasonably anticipated costs of providing the service, conferring a benefit, granting a privilege, performing regulatory duties, enforcing laws, or as a condition of property development; and

**WHEREAS**, the Scotia Community Services District Master Fee Schedule will be reviewed on an annual basis and adjusted accordingly; and

**WHEREAS**, the Board of Directors has determined that it is in the best interest of the District to adopt fees for District services.

**NOW, THEREFORE, BE IT RESOLVED:**

1. The Scotia Community Services District Board of Directors hereby approves establishing fees for District services pursuant to the Master Fee Schedule attached hereto as Exhibit "A" and made a part hereof by this reference.

2. This Resolution shall take effect immediately upon its adoption.

**PASSED, APPROVED AND ADOPTED** on the 19<sup>th</sup> day of August 2021, by the following vote of the governing body:

APPROVED:

ATTEST:

\_\_\_\_\_  
Paul Newmaker, Board President, Scotia CSD

\_\_\_\_\_  
Board Clerk, Scotia CSD



CLERK'S CERTIFICATE

I hereby certify that the foregoing is a true and correct copy of Resolution No. 2021-11, passed and adopted at a regular meeting of the Board of Directors of the Scotia Community Service District, County of Humboldt, State of California, held on the 19th day of August 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

---

Board Clerk, Scotia CSD

Attached: Scotia Community Services District FY 2021/22 Master Fee Schedule

**SCOTIA COMMUNITY SERVICES DISTRICT  
FY 2021/2022 MASTER FEE SCHEDULE**

**SECTION 1. WATER SYSTEM FEES**

The following water system fees are applicable to the Scotia Community Services District (District).

- Existing Water Service Connection.** Where the Developer has installed the new water service line and the District will merely be installing a new meter, the fee shall be as follows:

| New Meter Fees            |               |
|---------------------------|---------------|
| 5/8 Inch (meter set only) | \$201.35      |
| 3/4 Inch (meter set only) | \$266.04      |
| 1 Inch (meter set only)   | \$305.82      |
| Greater Than 1 Inch       | Special Quote |

- Splitting/Relocating Water Service.** The charge for splitting an existing water service shall be the actual charge for material, labor, and equipment not to exceed the charges for a new service. The charge for relocating an existing service shall be actual costs for materials, labor, and equipment not to exceed charges for a new service less credit for existing meter. All existing service lines that are no longer in use shall be removed, at the cost of the property owner. Any related-inspection costs fee costs will be based on the fully burdened hourly rate of a District Employee or the District’s Authorized Contractor. will be charged on a time and materials basis.
- Backflow Prevention Device Charges.** Maintenance and testing of these devices is the responsibility of the customer and shall be tested by a certified backflow tester. The customer shall submit a copy of the test results annually. Failure to provide certified back-flow test results as required shall result in the District providing the test and inspection at the customer’s expense.
- Water Hauler Fees and Charges.** Charges for potable water shall be based on ~~the~~ Waterthe Water Hauler Guidelines. Raw water will not be available for water hauler use or sale.
- Temporary Construction Meters.** A \$40.00 meter setting fee will be charged for the installation of this meter. There shall be imposed a monthly rate for the temporary service, based on meter size in the table below, and a charge for the quantity of water used at the current flow in **Section 1.7 Monthly Water Service Rates.**

6. **Meter Tests – Deposit.** If a customer desires to have the meter serving their premises tested, they shall first deposit Thirty-Five Dollars (\$35.00) and pay the actual cost to test the meter.
7. **Monthly Water Service Rates.** These utility charges shall apply to all customers within the District’s limits. A monthly rate for water service provided by the District shall be as shown below.
- A. **Monthly Water Base Rate.** The monthly base rate shall be determined by size of water meter and location of service. The monthly Base Rate is a requisite service charge for all utility customers, regardless of any actual water usage or account status. If a customer’s service is discontinued for non-payment, monthly Base Rates shall continue to accrue.
- B. **Monthly Consumption Charge:** The monthly quantity charge rate shall be charged per 100 ~~cubic feet~~cubic feet (HCF) of water used.
- C. **Monthly Raw Water Charge:** The Raw (non-potable) Water Rate shall be charged per 100 HCF of water used.

The rates and minimum water service charges are billed monthly to customers within the service area of the District shall be as follows:

| <b>Water Rates over the Initial 5-year Period</b> |                 |                 |                 |                 |                 |                 |
|---|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
|   | <b>FY 16/17</b> | <b>FY 17/18</b> | <b>FY 18/19</b> | <b>FY 19/20</b> | <b>FY 20/21</b> | <b>FY 21/22</b> |
| Monthly Base Rate per Meter Size                  |                 |                 |                 |                 |                 |                 |
| <b>5/8”</b>                                       | \$62.91         | \$63.86         | \$64.81         | \$65.79         | \$66.77         | \$67.77         |
| <b>3/4”</b>                                       | \$94.37         | \$95.79         | \$97.23         | \$98.69         | \$100.17        | \$101.67        |
| <b>1”</b>   | \$157.28        | \$159.64        | \$162.03        | \$164.46        | \$166.93        | \$169.42        |
| <b>1 1/2”</b>                                     | \$314.56        | \$319.28        | \$324.07        | \$328.93        | \$333.86        | \$338.87        |
| <b>2”</b>   | \$503.29        | \$510.84        | \$518.50        | \$526.28        | \$534.17        | \$542.18        |
| <b>3”</b>   | \$943.67        | \$957.83        | \$972.19        | \$986.78        | \$1,001.58      | \$1,016.60      |
| <b>4”</b>   | \$1,572.78      | \$1,596.37      | \$1,620.32      | \$1,644.62      | \$1,669.29      | \$1,694.33      |
| <b>6”</b>   | \$3,145.57      | \$3,192.75      | \$3,240.64      | \$3,289.25      | \$3,338.59      | \$3,388.67      |
| <b>8”</b>   | \$5,032.91      | \$5,108.40      | \$5,185.03      | \$5,262.81      | \$5,341.75      | \$5,421.88      |
| Monthly Commodity Rate                            |                 |                 |                 |                 |                 |                 |
| <i>Treated Water (per 100 cf water used)</i>      | \$2.66          | \$2.70          | \$2.74          | \$2.78          | \$2.82          | \$2.86          |
| <i>Raw Water (per 100 cf water used)</i>          | \$0.23          | \$0.23          | \$0.24          | \$0.24          | \$0.24          | 0.24            |

**SECTION 2. WASTEWATER SYSTEM FEES**

The following sewer system fees are applicable to the Scotia Community Services District.

1. **Monthly Sewer Service Rates.** These utility charges shall apply to all customers within the District's limits and applied as follows:
  - A. A monthly Base Rate shall be imposed on all customers, per equivalent dwelling unit (EDU) regardless of any actual usage.
  - B. A monthly Flow Rate based on one hundred cubic feet (100 cf) of metered water used; and
  - C. ~~A~~ monthly Strength Fee based on per pound (lb.) of BOD and TSS.

The monthly base rate is a requisite service charge for all utility customers within the District's limits, regardless of actual usage or account status. If a customer's service is discontinued for non-payment, the monthly Base Rate shall continue to accrue.

The rates and minimum sewer service charges billed monthly to customers within the service area of the District shall be as follows:

| <b>Wastewater Rates over the Initial 5-year Period</b> |                 |                 |                 |                 |                 |                 |
|--|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
|  | <b>FY 16/17</b> | <b>FY 17/18</b> | <b>FY 18/19</b> | <b>FY 19/20</b> | <b>FY 20/21</b> | <b>FY 21/22</b> |
| <b>Base Rate (per EDU)</b>                             | \$75.25         | \$76.38         | \$77.53         | \$78.69         | \$79.87         | \$81.07         |
| Monthly Flow Rate                                      |                 |                 |                 |                 |                 |                 |
| <b>Flow Rate (per 100 cf used)</b>                     | \$4.11          | \$4.18          | \$4.24          | \$4.30          | \$4.37          | \$4.44          |
| Monthly Strength Rate                                  |                 |                 |                 |                 |                 |                 |
| <b>BOD (per lb.)</b>                                   | \$0.3626        | \$0.3680        | \$0.3736        | \$0.3792        | \$0.3849        | \$0.3906        |
| <b>TSS (per lb.)</b>                                   | \$0.5414        | \$0.5495        | \$0.5578        | \$0.5661        | \$0.5746        | \$0.5832        |

2. **Special Sewer Discharge Permit.** A \$250.00 fee shall be collected on each special sewer discharge permit that is processed and issued. There will be an additional charge for actual gallons discharged to the public sewer system based on strength of discharged wastewater.

### **SECTION 3. WATER AND WASTEWATER DEPOSITS AND MISCELLANEOUS CHARGES**

1. **Security Deposits** The following deposits shall be collected if a customer fails to meet the District's guidelines for creditworthiness:

| <b>Security Deposits</b>        |                     |                     |
|---------------------------------|---------------------|---------------------|
| <b>Type of Service</b>          | <b>Base Deposit</b> | <b>Max. Deposit</b> |
| Single Family Residential       |                     |                     |
| Water & Sewer                   | \$100.00            | \$150.00            |
| Water only                      | \$ 50.00            | \$ 75.00            |
| Sewer only                      | \$ 50.00            | \$ 75.00            |
| Multi-family Units              |                     |                     |
| Water only/1 <sup>st</sup> Unit | \$ 35.00            | \$150.00            |

|                                    |                                 |          |
|------------------------------------|---------------------------------|----------|
| Additional Units                   | \$ 20.00                        | \$100.00 |
| Water & sewer/1 <sup>st</sup> Unit | \$ 50.00                        | \$ 75.00 |
| Additional                         | \$ 40.00                        | \$ 60.00 |
| <b>Commercial</b>                  |                                 |          |
| Water & Sewer                      | 2.5 times the Monthly Base Rate |          |
| Water Only                         | 2.5 times the Monthly Base Rate |          |
| Sewer Only                         | 2.5 times the Monthly Base Rate |          |

2. **Security Deposit - Guidelines for Creditworthiness.** A customer must meet one of the following criteria to meet the District's guideline for creditworthiness when considering an alternative to the collection of a security deposit:
  - A. Prior service within the District showing timely payments within the previous two (2) years, or
  - B. Produce a letter of credit from PG&E, or another Humboldt County utility company showing timely payments for a period of one (1) year.
  
3. **Monthly Billing.** Utility accounts are billed monthly and are due and payable upon presentation and must be paid in full by the due date on the bill, 15 days from the billing date. Any payment postmarked by the due date will be accepted as timely. If not paid in full, the bill becomes delinquent 20 days (5-day grace period) after the billing date and will be charged a **10% penalty**. A disconnect warning will be mailed indicating a service disconnection date if payment has not been received within 53 days past the billing date. If payment in full is not received within 60 days of the billing date (40-day grace period), a final warning notice will be delivered/mailed/telephoned, at least forty-eight (48) hours prior to disconnection, indicating the service disconnection date for non-payment is imminent. Payment to restore service will include all past due charges, current charges, late fee penalties, and a reconnection fee (plus penalties) will be made and collected prior to renewing the service following a disconnection. Customers that demonstrate a household annual income that is 200 percent below the federal poverty level will have any interest charges waived.
  
4. **Account Initiation Charge.** There shall be an initiation charge of Thirty-Five Dollars (\$35.00) to set up an account for a new customer or change a location for a current customer.
  
5. **Reconnection Charge.** A reconnection charge of Fifty Dollars (\$50.00) for the first reconnection and Sixty-Five Dollars (\$65.00) thereafter plus penalties will be made and collected prior to renewing the service following a discontinuance. Reconnection fees shall not exceed the actual cost of reconnection for customers that demonstrate an annual household income more than 200 percent below the federal poverty level.
  
6. **Returned Checks.** If a check tendered as payment for any rate or charge is returned to the District uncollected, there shall thereupon become due an additional charge of Thirty Dollars (\$30.00).

7. **Broken Lock Fee.** If a service is locked and the lock is broken, a charge of Thirty Dollars (\$30.00) shall be assessed to the customer in addition to any other fees or penalties.
8. **Tampering Fee.** If a service, including but not limited to the curb stop, gates, meter, ~~valves~~valves, or any other part of the District’s water system, is tampered with a charge of Two Hundred and Fifty Dollars (250.00) shall be assessed to the customer in addition to any other fees or penalties specific to damage caused by tampering. The water service may be disconnected until the situation has been resolved.
9. **Fire Hydrant Testing.** When a property owner requests that a District fire hydrant be tested, for any reason, a charge of Three Hundred and Fifty Dollars (350.00) shall be assessed to the property owner.

**SECTION 4. WATER SHORTAGE EMERGENCY FINES AND PENALTIES**

1. **Fines and Penalties.** Except as otherwise provided by Board action, violations of any provision of the District’s Water Ordinance Code pertaining to water shortage emergency fines and penalties shall be fined as follows:

| <b>Fines and Penalties</b>  |                       |                |
|---|-----------------------|----------------|
| <b>Violation</b>  | <b>Classification</b> | <b>Penalty</b> |
| First violation   | Infraction            | \$ 10.00       |
| Second violation  | Infraction            | \$ 30.00       |
| Third violation and subsequent violations within a 6-month period | Misdemeanor           | \$ 100.00      |

**SECTION 5. ANNUAL BENEFIT ASSESSMENT FEE SCHEDULE**

| <b>Annual Benefit Assessments</b>  |                 |                 |                 |                 |                 |                 |
|------------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
|                                    | <b>FY 16/17</b> | <b>FY 17/18</b> | <b>FY 18/19</b> | <b>FY 19/20</b> | <b>FY 20/21</b> | <b>FY 21/22</b> |
| <b>Storm Drainage</b>              | \$22.32         | \$22.65         | \$22.99         | \$23.34         | \$23.69         | \$24.05         |
| <b>Parks and Recreation</b>        | \$199.88        | \$202.88        | \$205.92        | \$209.01        | \$212.15        | \$215.33        |
| <b>Streets and Street Lighting</b> | \$53.01         | \$53.81         | \$54.61         | \$55.43         | \$56.26         | \$57.10         |

Benefit Assessments are billed annually, directly by the District. Each residence has been attributed 1 Equivalent Benefit Unit (EBU), so each rate expressed is what each ~~single family~~single-family residence will pay for benefit assessments. (Commercial, Industrial, and limited residential customers have EBU multipliers on their properties, found in the each Engineer Assessment Report)

**SECTION 6. PARKS AND RECREATION RENTAL FEES**

**1. APPLICATION PROCESSING FEES.** The District shall charge a fee to process all applications for events as defined in the Parks and Recreation Ordinance.

APPLICATION PROCESSING FEES

Application Processing Fees cover Staff time to Process Facility Use Permits. Application Processing Fees are non-refundable and must be submitted at the time a Facility Use Permit application is turned in, at least 30 days prior to the event. See event definitions in Title IV Chapter 9 Section 9.01.a. of the Parks and Recreation Ordinance.

|                             |       |
|-----------------------------|-------|
| Large Scale Community Event | \$150 |
| Major Event                 | \$150 |
| Minor Event                 | \$100 |
| Expressive Event            | \$100 |

**2. FACILITY USE DEPOSIT FEES.** The District shall charge a deposit for events which qualify and are defined as special events and require a Facility Use Permit as follows:

- Events WITHOUT Alcohol - \$250 deposit
- Events WITH Alcohol - \$500 deposit
- Concert Rentals - \$1,000 deposit

Deposits are refundable provided there are not damages to the facility and the facility is clean, and consistent with the Parks and Recreation Ordinance. Deposits will not be refunded if the reservation is cancelled less than 1 month prior to event. Half of the deposit will be returned if the District is able to re-rent ~~book~~ the facility.

**3. FACILITY USE FEES.** The District shall charge the following rates for use of a District-owned facility for each use specified below:

Rental fees are due 30 days prior to event. All-day rate applies to hours between 8 a.m. and 1 a.m., including cleanup. Requests for extended hours are subject to City District approval and additional costs. Changes made to Facility Use Permit less than 30 days prior to event are subject to City District approval and may require an additional charge. Any changes must be made in writing, and submitted to the District General Manager-

The “All Day Rate” shall be defined as a fee charged specifically for use of the Winema Theater and which includes access to the facility for greater than four (4) consecutive hours.

The “Half-Day Rate” shall be defined as a fee charged specifically for use of the Winema Theater and which includes access to the facility for a maximum of four consecutive hours.

WINEMA THEATER

|                          |              |                            |
|--------------------------|--------------|----------------------------|
| Private Citizen/Business | \$45.00/hour |                            |
| Half Day Rate            | \$176.00     | (\$44.00/ <del>hr</del> .) |
| All Day Rate             | \$344.00     | (\$43.00/ <del>hr</del> .) |

|                           |              |
|---------------------------|--------------|
| Non-Profit Groups/Vendors | \$35.00/hour |
| Commercial Events*        | \$450.00/day |
| *Requires Event Host      |              |

SCOTIA MUSEUM

|                           |              |
|---------------------------|--------------|
| Private Citizen/Business  | \$35.00/hour |
| Non-Profit Groups/Vendors | \$25.00/hour |

FIREMAN’S PARK

|                           |              |                            |
|---------------------------|--------------|----------------------------|
| Private Citizen/Business  | \$25.00/hour |                            |
| Half Day Rate             | \$96.00      | (\$24.00/ <del>hr</del> .) |
| All Day Rate              | \$184.00     | (\$23.00/ <del>hr</del> .) |
| Non-Profit Groups/Vendors | \$15.00/hour |                            |
| Commercial Events*        | \$250.00/day |                            |
| *Requires Event Host      |              |                            |

PARKS

|                |                  |
|----------------|------------------|
| Soccer Field   | \$28.00/hour     |
| Baseball Park  |                  |
| Baseball Field | \$28.00/hour     |
| Horseshoe Pit  | \$20 for 2 hours |
| Lighting       | \$26.00/hour     |

4. **EVENT SERVICES FEES.** The District shall charge a fee of \$35 per hour (unless District Employee overtime is required wages apply) for an event host for those events requiring such a host. The minimum charge shall be two hours. Other event service fees shall be determined each year and are based on the direct expense associated with providing said service. Such event fees shall be established and adopted by the Board.

SPECIAL EVENT SERVICES

Event Setup

|                                   |          |
|-----------------------------------|----------|
| Events with less than 100 persons | \$50.00  |
| Events with 101-200 persons       | \$80.00  |
| Events with more than 200 persons | \$105.00 |

Event Cleanup

|                                   |          |
|-----------------------------------|----------|
| Events with less than 100 persons | \$100.00 |
| Events with 101-200 persons       | \$125.00 |
| Events with more than 200 persons | \$150.00 |

**SECTION 7. STORM DRAINAGE INSPECTION FEES**

1. **INSPECTION FEES.** The District is responsible ~~for~~ annually inspecting all private facilities for any violation of the provisions of the Storm Drainage



Ordinance. Private facilities shall be responsible for ~~the~~ all costs of ~~the~~ inspection and any associated inspection costs including but not limited to testing.

## SECTION 8. DOCUMENT DUPLICATION AND DISTRIBUTION

The following charges are hereby established for the photocopying and mailing of printed material (not applicable to news media and not applicable to allied agencies in case of police reports for investigative purposes):

### 1. Photocopies.

- A. Per 8 1/2" x 11" and ~~legal-size~~legal-size page:
  - Per 1-side page..... \$0.10
  - Per 2-side page..... \$0.20
- B. Per 11" x 17" page: Per 1-side page..... \$0.20  
Per 2-side page..... \$0.40
- C. Per 24' x 36" page: Per 1-side page..... \$3.00
- D. Conversion of Documents to Electronic Image: \$2.00 plus \$0.10/page

2. **Copies of Video Tapes, Audio Tapes, CDs, DVDs.** \$3.00/each, plus actual cost for duplication

3. **Mailing.** \$2.00/each, plus actual postage cost

## SECTION 9. ENCROACHMENT PERMIT FEES

A District Encroachment Permit (Permit) is required for any activities, materials, and equipment which will occupy the District's right-of-way, including but not limited to, alleys, sidewalks, and streets, and storm drainage facilities. A Permit is required for any excavation within the District's right-of-way.

The following fees will be charged for a District Permit:

- 1. A standard Permit fee is \$279.00
- 2. All commercial, utility, and major project Permits, will include the standard Permit fee, plus an inspection fee based on the fully burdened hourly rate of a District Employee or the District's Authorized Contractor. A \$500.00 deposit is required for this permit.
- 3. Encroachment violation fees will be charged to the property owner, in addition to an encroachment permit, for investigation of unpermitted construction at actual cost to the District.