

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

A. CALL TO ORDER/ ROLL CALL/ PLEDGE OF ALLEGIANCE

Paul Newmaker, President– Present
Diane Black, Vice President – Present
Delia Ansted, Director – Present
Susan Pryor, Director – Present
Nina Sellen, Director – Present

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

No Changes

C. CONSENT CALENDAR

1. Approval of Previous Meeting Minutes—Regular Meeting February 18, 2021
2. Approval of Previous Meeting Minutes—Special Meeting February 24, 2021
3. Approval of RCB Check Registers February 1-28, 2021
4. Approval of Umpqua Check Registers February 1-28, 2021
5. Approval of RCB Mastercard Statement – February 2021
6. Approval of Umpqua Visa Statement—February 28, 2021
7. Approval of Planwest Partners Invoice— February 2021

No Public Comment

Motion: To Approve Consent Calendar

Motion: Black **Second:** Pryor

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

Abstain: None

D. PUBLIC COMMENT & WRITTEN COMMUNICATION

None

E. ADJOURN TO CLOSED SESSION at 5:40 pm

1. Call to Order
2. Roll Call

Paul Newmaker, President– Present
Diane Black, Vice President – Present
Delia Ansted, Director – Present
Susan Pryor, Director – Present
Nina Sellen, Director – Present

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

4. Closed session discussion

F. ADJOURN TO OPEN SESSION at 5:44 pm

1. Report out of closed session

Direction was given to staff

G. PUBLIC HEARING – None

H. BUSINESS

1. New Business -

- a. First Reading and Consider Adoption of Ordinance 2021-4: An Ordinance of the Scotia Community Services District Board of Directors Amending Ordinance 2017-2 Title VI Storm Drainage

LM introduced & board discussed. Ordinance update is in response to a recent letter from Reaching for Independence regarding reassessing benefits assessments. This ordinance update reflects the same language used for other recent ordinance updates. The update includes a section for benefits assessment interpretation and provides a method for appeals.

No Public Comment

Motion: To Approve a Second Reading of Ordinance 2021-4: An Ordinance of the Scotia Community Services District Board of Directors Amending Ordinance 2017-2 Title VI Storm Drainage

Motion: Newmaker **Second:** Black

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

Abstain: None

- b. First Reading and Consider Adoption of Ordinance 2021-5: An Ordinance of the Scotia Community Services District Board of Directors Amending Ordinance 2019-1 Title IV Parks and Recreation

LM introduced. Ordinance update is in response to a recent letter from Reaching for Independence regarding reassessing benefits assessments. This ordinance update reflects the same language used for other recent ordinance updates. The update includes a section for benefits assessment interpretation and provides a method for appeals. Board discussed several points in the ordinance update.

No public comment

Motion: To Approve a Second Reading of Ordinance 2021-5: An Ordinance of the Scotia Community Services District Board of Directors Amending Ordinance 2019-1 Title IV Parks and Recreation

Motion: Pryor **Second:** Sellen

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

Abstain: None

- c. First Reading and Consider Adoption of Ordinance 2021-6: An Ordinance of the Scotia Community Services District Board of Directors Amending Ordinance 2020-3 Title III Wastewater

LM introduced and board discussed. The wastewater ordinance includes language specific to the new local limits study that was completed recently and presented to the Board at the February 2021 board meeting.

No Public Comment

Motion: To Approve a Second Reading of Ordinance 2021-6: An Ordinance of the Scotia Community Services District Board of Directors Amending Ordinance 2020-3 Title III Wastewater

Motion: Sellen **Second:** Newmaker

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

Abstain: None

d. Adopt Resolution 2021-5 Authorizing the Addition Of Unpaid Utility Bills On The Annual Humboldt County Property Tax Bills Through The Humboldt County Auditor

LM introduced and explained the details in the staff report. This resolution enables the district to put unpaid balances on the Humboldt County tax role and lien the debts to the property of the unpaid accounts. Delinquent account balance must reach a threshold which will be between \$1,000-\$2,000 but the exact number is yet to be determined. The district is mimicking the process that the McKinleyville Community Services District uses to handle delinquent accounts. Written notice will be given to property owners and the fee to file with the county will be charged to the property owner.

Board discussed.

No public comment

Motion: To Adopt Resolution 2021-5 Authorizing the Addition Of Unpaid Utility Bills On The Annual Humboldt County Property Tax Bills Through The Humboldt County Auditor

Motion: Pryor **Second:** Black

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

Abstain: None

e. Release the Baseball Field Restroom Improvements Bid Package for Bidding and Quotations

LM introduced. This project will be funded through Brandis Tallman loan. The facility will be a precast restroom plumbed into existing plumbing. This will be a sealed bid process.

Board discussed

No public comment

Motion: To Approve Plans and Bid Specifications, and Authorize Bid Advertisement for the Baseball Field Restroom Improvement Project.

Motion: Newmaker **Second:** Pryor

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

Abstain: None

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

LM introduced and presented to the board. LM went through the staff report which details the mid-fiscal year budget review and proposed amendment. Board discussed.

Motion: To proceed with Budget Amendment, with changes incorporated, at the April 15, 2021

Motion: Black **Second:** Sellen

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

Abstain: None

****Recess from 6:55-7:00 PM****

2. Old Business –

- a. Second Reading and Adoption of Ordinance No. 2021-1: An Ordinance of the Scotia Community Services District Board of Directors Amending Ordinance 2017-1 Title V, Streets and Street Lighting.

This ordinance was presented to the board at the February 18, 2021 meeting. No changes since last presented. Posted at SCSD office and noticed in the Times Standard.

No public comment.

Motion: To Adopt Ordinance by Reading of Title Only

Motion: Newmaker **Second:** Black

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

Abstain: None

Motion: To Adopt Ordinance No. 2021-1: An Ordinance of the Scotia Community Services District Board of Directors Amending Ordinance 2017-1 Title V, Streets and Street Lighting.

Motion: Black **Second:** Pryor

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

Abstain: None

- b. Second Reading and Adoption of Ordinance No. 2021- 2: An Ordinance of the Scotia Community Services District Board of Directors Adopting Commercial and Industrial Wastewater Regulations

This ordinance was presented to the board at the February 18, 2021 meeting. No changes since last presented. Posted at SCSD office and noticed in the Times Standard.

No public comment

Motion: To Adopt Ordinance by Reading of Title Only

Motion: Pryor **Second:** Newmaker

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

Abstain: None

Motion: To Adopt Ordinance No. 2021- 2: An Ordinance of the Scotia Community Services District Board of Directors Adopting Commercial and Industrial Wastewater Regulations

Motion: Black **Second:** Pryor

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

Abstain: None

- c. Second Reading and Adoption of Ordinance No. 2021- 3: An Ordinance of the Scotia Community Services District Board of Directors Amending Ordinance 2020-2 Title II Water Service

This ordinance was presented to the board at the February 18, 2021 meeting. No changes since last presented. Posted at SCSD office and noticed in the Times Standard.

No public comment

Motion: To Adopt Ordinance by Reading of Title Only

Motion: Newmaker **Second:** Ansted

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

Abstain: None

Motion: To Adopt Ordinance No. 2021- 3: An Ordinance of the Scotia Community Services District Board of Directors Amending Ordinance 2020-2 Title II Water Service

Motion: Pryor **Second:** Black

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

Abstain: None

I. REPORTS

(5 minutes each)

1. President's Report: None

2. **Board Director Reports:** Director Ansted asked about the Inn sale and whether the new use will increase our water and wastewater revenue and asked if they could possibly go around the district for water – possibly by having it trucked in. LM explained that we don't prohibit them from bringing in water to fill pools and spa.

3. General Manager's Report:

-The Tesla project that was billed as "no cost" to the district is turning into a \$50,000 project. We were told to excavate - but really we needed to build out more and add a retaining wall. The area now needs to be backfilled and the retaining wall will require permitting. LM proposing an alternative location to Tesla and will present to the board prior to presenting to Tesla.

-Corridor – Auto cleanout at the Y strainer at meeting station to resolve pressure issues. Still working on separate pressure relief valves to log pressure events to determine where the pressure is coming from and will record the events.

- Meeting on the river pumps took place last week. Continuing to coordinate install. Fine tuning electrical components. Progress is being made so letter has not been sent to Rex Bohn but will if progress stalls.
- Log pond dam seepage – received a letter from the state. LM will be meeting with engineers to determine options and costs. Following the meeting LM will present to the board. Likely cost is between \$100,000-\$200,000 for repairs. The Emergency Response System will be in place soon – LM released for 30 day response period.
- NPDES permit: Final comments have been received from legal counsel. LM will send a letter to HRC and the state with these comments.
- Wastewater annual report is done.
- Water rights report will be done next week.
- Drinking water annual report is due May 15, 2021
- Million gallon raw water tank draining, cleaning & measurements as requested by SHN will be done by May 15, 2021
- Bat exclusion complete at the theater. Reroofing to begin next week.
- Baseball field is out to bid.
- Museum landscaping was done.
- ADA upgrades plans are in progress.
- Soccer Field: DCI should be starting the project soon.
- Rio Dell FD changing their water meter size at the fire hall.
- Reviewing plans for Phase 4, Williams St. Traffic plan has been presented to the Co. LM has a few comments on that. District will be involved with that planning process.
- Working on Mill A improvement plans as well.

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

5. **District Counsel's Report: None**

6. **Engineer's Report: None**

Fire Chief's Report: John Broadstock is unable to attend due to scheduled trainings on Thursday evenings.

SCOTIA FIRE DEPARTMENT RESPONSES FOR JAN 1 2020 TO SEPT 27TH 2020

Structure Fires	1
Veg Fires	2
Vehicle Fires	1
Debris Fires	4
Medical Aids	28
Vehicle Accidents	3
Public Assist	1
False Alarms	6
Total Calls in Scotia Response Area	46

Mutual Aid Calls – Rio Dell-Stafford-Shivley-Redcrest-Larabee Area’s

All Fires	8
Medical Aids	18
False Alarms	2
Vehicle Accidents	3
Total Mutual Aid Calls	31
Total Responses	77

This report for calls is Jan 1 to Sept 27th 2020 – Next years report will be segregated for all new District Fire Depts – Rio Dell – Scotia – Redcrest & Shivley

7.

J. BOARD TRAINING – None

K. ADJOURNMENT @ 7:46

Approved:

Paul Newmaker

Paul Newmaker, President

Board of Directors

Scotia Community Services District

4/15/21

Date

Attest:

J. Mull

Board Clerk for Jolie Hawkins

Scotia Community Services District

4/15/2021

Date