

Minutes of the Regular Board Meeting for the  
Scotia Community Services District  
Thursday, October 20, 2022 at 5:30 P.M.

**A. CALL TO ORDER/ ROLL CALL/ PLEDGE OF ALLEGIANCE at 5:31 PM**

Paul Newmaker, President– Absent

Diane Black, Vice President – Present

Delia Ansted, Director – Present

Susan Pryor, Director – Present

Nina Sellen, Director – Present

Leslie Marshall, GM; Julie Hawkins, Board Clerk; Scott MacLeran, District Legal Counsel

Member(s) of the Public: Member of the public arrived after item H1a introduced and left at approximately 6:10 pm.

**B. SETTING OF THE AGENDA**

Table Items H1h & H1i to the next Regular Meeting & Table Board Training (Item J) until a Special Meeting on November 3, 2022 at 5:30PM

**C. CONSENT CALENDAR**

1. Approval of Previous Meeting Minutes – Regular Meeting September 15, 2022
2. Approval of Previous Meeting Minutes – Special Meeting September 22, 2022
3. Approval of RCB Check Registers September 1-30, 2022
4. Approval of Umpqua Check Registers September 1-30, 2022
5. Approval of RCB Mastercard Statement – August Statement
6. Approval of Umpqua Visa Statement – August Statement
7. Approval of Planwest Partners Invoice — September 2022

No Public Comment

**Motion:** To Approve Consent Calendar

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

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

**D. PUBLIC COMMENT & WRITTEN COMMUNICATION –**

None received prior to the meeting. No public comment provided at time of meeting.

**E. ADJOURN TO CLOSED SESSION - NONE**

1. Call to Order
2. Roll Call
3. Government Code §54956.9; Discuss anticipated litigation with District Legal Counsel

4. Closed session discussion

**F. ADJOURN TO OPEN SESSION - NONE**

a. Report out of closed session

**G. PUBLIC HEARING – None**

**H. BUSINESS**

**New Business –**

**1. New Business -**

- a. First Reading and Consider Adopting Ordinance 2022-6 An Ordinance of the Scotia Community Services District Board of Directors Amending Ordinance 2022-3 Title II – Water Service

Vice Chair Black introduced. Ms. Marshall explained the staff report and recommended changes to the ordinance.

Dir. Sellen notes that the footnotes in this version are not updated and need to be changed.

No public comment.

**Motion:** Introduce and waiving further reading of Ordinance 2022-6 An Ordinance of the Scotia Community Services District Board of Directors Amending Ordinance 2022-3 Title II – Water Service

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

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

Recess from 6:02 pm to 6:08 pm to communicate with member of the public requesting to make comments on non-agendized items.

- b. First Reading and Consider Adopting Ordinance 2022-7 An Ordinance of the Scotia Community Services District Board of Directors Amending Ordinance 2021-6 Title III – Wastewater Service

Vice Chair Black introduced. Ms. Marshall explained the staff report and recommended changes to the ordinance.

Board Discussed.

No public comment.

**Motion:** Introduce and waiving further reading of Ordinance 2022-7 An Ordinance of the Scotia Community Services District Board of Directors Amending Ordinance 2021-6 Title III – Wastewater Service

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

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

- c. Adopt Resolution No. 2022-15: A Resolution of the Scotia Community Services District Board of Directors Amending the FY 2022/2023 Master Fee Schedule

Vice President Black introduced. Ms. Marshall explained the staff report and recommended changes to the master fee schedule.

Board Discussed

No public comment

**Motion:** Adopt Resolution No. 2022-15: A Resolution of the Scotia Community Services District Board of Directors Amending the FY 2022/2023 Master Fee Schedule

**Motion:** Ansted **Second:** Sellen

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

**d. Release Scotia Museum ADA Upgrades and HVAC Project for Bid**

Vice Chair Black introduced and Ms. Marshall reviewed the staff report.

Board Discussed and Director Sellen noted a typo under an image of the museum that states that the owner is TOS. A point of information was raised requesting information about the past heating system in the building. LM explained that it had been steam heating and following that, space heaters. LM also explained that the SCSD plans to connect the museum to PG&E gas service but that is separate from this project. Whether we have to go to bid for that project depends on several factors, most importantly cost.

No Public Comment

**Motion:** To approve and Release the SCSD Museum ADA Upgrades and HVAC Project for Bid

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

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

**e. Presentation by Directors Ansted and Sellen Regarding the Museum Landscaping Project, Reporting out on meeting with landscaping groups, discussion of project development, and Direction to Staff**

Vice Chair Black introduced and Board received a presentation regarding the Museum Landscaping Project.

No Public Comment

**Motion:** To Direct Ms. Marshall to add a design presentation to the November 3<sup>rd</sup> 2022 Special Meeting.

**Motion:** Sellen **Second:** Ansted

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

**f. Adopt Resolution No. 2022-17: A Resolution of the Scotia Community Services District Board of Directors Accepting An Easement For Utility Corridor from Humboldt Sawmill Company LLC.**

Vice Chair Black introduced. Ms. Marshall reviewed the staff report. Board Discussed.

No public comment

**Motion:** Adopt Resolution No. 2022-17: A Resolution of the Scotia Community Services District Board of Directors Accepting an Easement For Utility Corridor from Humboldt Sawmill Company LLC

**Motion:** Sellen **Second:** Black

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

- g. Adopt Resolution No. 2022-18: A Resolution of the Scotia Community Services District Board of Directors Accepting An Easement For Utility Corridor from Great Redwood Trail Agency

Vice Chair Black introduced. Ms. Marshall presented the staff report. Board Discussed.

No Public Comment

**Motion:** Adopt Resolution No. 2022-18: A Resolution of the Scotia Community Services District Board of Directors Accepting An Easement For Utility Corridor from Great Redwood Trail Agency

**Motion:** Pryor **Second:** Ansted

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

- h. Review and Approve Town of Scotia Corridor Closeout Documents

- a. Irrevocable Offer of Dedication, Grant of Easement Deed, and Highway 101 Easement
- b. SCSD Certificate of Acceptance

Item Tabled

- i. Adopt Resolution 2022-xx: A Resolution of the Scotia Community Services District Accepting Corridor and River Pumps Infrastructure Ownership and Maintenance Responsibility
  - a. Final Corridor Project Record Drawings
  - b. Well Cleaning Maintenance Agreement
  - c. Wahlund Warranties

Item Tabled

- j. As a Result of a Local Emergency, Authorize Hybrid In-Person/Remote Teleconference Meetings of the Scotia Community Services District Pursuant to Brown Act Provisions (AB361)

Ms. Marshall introduced. Board discussed. No public comment.

**Motion:** As a Result of a Local Emergency, Authorize Hybrid Meetings of the Scotia Community Services District Pursuant to Brown Act Provisions (AB361)

**Motion:** Ansted **Second:** Pryor

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

## 2. Old Business – None

**I. REPORTS –**

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

**Pumps:** A forensic engineer will be reviewing all documents to determine why the river pumps/motors keep going out.

**Tesla:** Pulling the project at this time because we are at risk to lose a \$180,000 deposit. Will go back into the queue and on the waitlist. Current process is ceasing.

**Theater:** Preliminary drawings submitted for historical assessment for ADA. Once approved can submit to county for permit.

**Mill A Phase 4:** Reviewing Mill A/Phase 4 Plans (Williams St) LM providing comments.

**Trailer/Mower/Hire:** Purchased mower & Trailer. Still waiting on trailer. Will proceed with new hire for maintenance position once trailer is delivered.

**WWTP Grant:** Approved for planning grant. Several studies being done, freshwater muscle survey was negative.

**WTP Grant:** Currently in negotiations with Division of Drinking water to meet their funding limits. LM is optimistic.

**CalOES \$:** Met to discuss spending the funding allocated to us. \$300,000 worth of funding for the foundation and metal roof structure for the future, proposed, generator. Any funds leftover will be used to purchase two light towers so work can be completed at night in emergency situations.

**Park Restroom:** County is not moving away from flood certification. None of the ideas/options are meeting their flood cert requirements. Must resist hydrostatic flow, resist certain amount of debris. New plan to purchase ADA compliant restroom trailer – to be stored at Carpenter shop.

4. **Board Clerk's Report:** None
5. **District Legal Counsel's Report:** None
6. **Engineer's Report:** None

**J. BOARD TRAINING: Rosenburg's Rules of Order - Tabled**

**K. ADJOURNMENT at 7:12 PM**

Approved:



Diane Black Vice- President

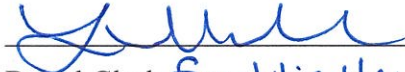
Board of Directors

Scotia Community Services District

11-17-2022

Date

Attest:

  
Board Clerk *for Julie Hawkins.*

Scotia Community Services District

11/17/2022  
Date