



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

*Thursday, May 18, 2023, at 5:30 P.M.*  
*In Person with Remote Public Participation Option*

### **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**

This meeting may be accessed by using the following call-in number: 1 669 900 6833. When prompted enter the meeting i.d. 843-8336-2340 and the following password 499055.

Or Via Zoom Video Conferencing via URL <https://us02web.zoom.us/j/84383362340?pwd=OFkvcjJNUFkzcnJZQjJJbE9lLzloQT09> meeting i.d. 843-8336-2340 and the following password 499055.

Please submit public comments in writing 24 hours ahead of the meeting, if possible. If anyone 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.

All publicly posted documents on the District website are also available for inspection at the District office during regular business hours: 400 Church Street, Scotia CA 95565, Monday-Thursday 9:00am – 4:00pm.

- 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 April 20, 2023
2. Approval of Previous Meeting Minutes – Special Meeting May 4, 2023
3. Approval of RCB Check Registers April 1-30, 2023
4. Approval of Umpqua Check Registers April 1-30, 2023
5. Approval of RCB Mastercard Statement – March Statement
6. Approval of Umpqua Visa Statement – April Statement
7. Approval of Planwest Partners Invoice — April 2023

- 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: GC §54957 Public Employment - Personnel discussion and direction to staff.**

1. Call to Order
2. Roll Call
3. Government Code **GC §54957 Public Employment** –Personnel discussion and direction to staff
4. Closed Session Discussion

AGENDA FOR A MEETING OF THE SCSD BOARD OF DIRECTORS

May 18, 2023

POSTED at 5:00 pm May 11th, 2023.

Packet Page \_\_\_\_ 1

**F. ADJOURN TO OPEN SESSION – a.** Report out of closed session.

**G. PUBLIC HEARING – None**

**H. BUSINESS**

**1. New Business -**

- Pg 27      **a.** Presentation by Town of Scotia LLC. to the SCSD Board on River Pumps Project Status
- Pg 29      **b.** SCSD Draft Budget for FY 2023-24
- Pg 36      **c.** Adopt Resolution 2023-6: A Resolution of the Scotia Community Services District Adopting a  
Consumer Price Index Rate Increase for FY 2023-2024
- d.** Update on Highway 101 Utility Easement

**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**
- 4. Board Clerk’s Report**
- 5. District Counsel’s Report**
- 6. Engineer’s Report**

**J. BOARD TRAINING – None**

**K. ADJOURNMENT**

Next Regular Meeting of the SCSD will be June 15, 2023 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, April 20, 2023 at 5:30 P.M.

**A. CALL TO ORDER/ ROLL CALL/ PLEDGE OF ALLEGIANCE at 5:30 PM**

Paul Newmaker, President– Present

Diane Black, Vice President – Absent

Delia Ansted, Director – Present

Susan Pryor, Director – Present

Nina Sellen, Director – Present

Leslie Marshall, GM; Julie Hawkins, Board Clerk; Amber Sandum, SCSD Administrative Assistant;  
Scott MacLeran, District Legal Counsel; Steve Deike, Mike Foget, Ryan Wahlund, George Williamson

**B. SETTING OF THE AGENDA**

No Changes

**C. CONSENT CALENDAR**

1. Approval of Previous Meeting Minutes – Regular Meeting March 16, 2023
2. Approval of Previous Meeting Minutes – Special Meeting March 23, 2023
3. Approval of Previous Meeting Minutes – Special Meeting March 30, 2023
4. Approval of Previous Meeting Minutes – Special Meeting April 6, 2023
5. Approval of Previous Meeting Minutes – Special Meeting April 13, 2023
6. Approval of RCB Check Registers March 1-31, 2023
7. Approval of Umpqua Check Registers March 1-31, 2023
8. Approval of RCB Mastercard Statement – February Statement
9. Approval of Umpqua Visa Statement – March Statement
10. Approval of Planwest Partners Invoice — March 2023

**Motion:** To Approve Consent Calendar

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

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

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

None received prior to the meeting. None received during the meeting.

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

**F. PUBLIC HEARING – None**

**G. BUSINESS**

**New Business –**

**1. New Business -**

**a.** Presentation by Town of Scotia LLC. to the SCSD Board on River Pumps Project Status  
LM introduced and reviewed the staff report. Steve Deike and Mike Foget presented an update on the River Pumps Project to the Board.

- b. Adopt Resolution 2023 – 5 Resolution of the Scotia Community Services District Amending the Personnel Policies and Procedures

President Newmaker introduced. LM reviewed the staff report. CSD follows the Federal holiday schedule – not state holidays. The Federal Government added Juneteenth, celebrated on June 19<sup>th</sup>, as a recognized Federal holiday. The Personnel Policies and Procedures are being amended to add this holiday.

**Motion:** To Adopt Resolution 2023 – 5 Resolution of the Scotia Community Services District Amending the Personnel Policies and Procedures

**Motion:** Sellen **Second:** Newmaker

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

- c. Adopt Resolution 2023-6: A Resolution of the Scotia Community Services District Adopting a Consumer Price Index Rate Increase for FY 2023-2024

President Newmaker introduced. LM reviewed the staff report. Board discussed. This is a very hard decision. Many items have increased in costs much greater than the CPI rate. Essential items including chlorine and polymer have increased substantially. Board requested to see the draft budget showing a CPI increase, as well as one without to determine how best to move forward.

Item Tabled until the May 18, 2023 Regular Board Meeting

- d. Board to Establish Interview Panel for Hiring Direct General Manager

SCSD Board discussed who to include on the new GM interview panel. Board determined that it will include: President Newmaker, Director Ansted, Brandon Wishneff, Amber Sandum, Bruce Gehrke, Jeff Laikam, & Julie Hawkins. District Legal Counsel, Scott MacLeran will oversee.

## 2. Old Business – None

## H. REPORTS –

1. **President's Report:** None
2. **Board Director Reports:** Director Ansted mentioned the museum plaza needed to be mowed. This message was relayed earlier in the day. Requested new trash cans at Museum Plaza. Discussed the mess due to construction, this will be cleaned up by the contractor. Director Sellen reported that she will be going to the CR plant sale scoping out plants for the planter in the Museum Plaza
3. **General Manager's Report:** Hired a new Operator.
4. **Board Clerk's Report:** None
5. **District Legal Counsel's Report:** Specific language regarding the General Manager will be added to the Personnel Policies and Procedures. This will be presented to the board at the next meeting.
6. **Engineer's Report:**  
Museum: Mike O'Hearn to do easement for gas line. Once finished, will install  
Theater: No change. Haven't heard from the county regarding when the design review meeting will take place.  
Park Restrooms: Addressing plan check comments. Re-submitting to county next week. Trying to re-use the slab for the new restroom.  
Phase 4: Reviewed a memorandum from SHN to TOS re: streets that the county recommends the CSD take responsibility for. In reviewing the engineers report and MSR, there are inconsistencies.

Unsure if county will request this, but we need to be prepared. This needs to be discussed with legal counsel.

Mill A: No changes, however, Mike Foget sent contract to Wahlund Construction. Once that is executed they will want to begin. Expects construction to begin in approx. 2 weeks.

Tesla Battery Backup: No update

River Pumps: Received update during regular business portion of meeting.

MMP Project: Project complete – final payment to Telstar issued.

Storm water discharge to the log pond by HRC: Reviewed SHN's memo and concurred with their recommendations.

Hwy 101 Easements: No changes/updates at this time.

**I. BOARD TRAINING:** None

**J. ADJOURNMENT at 6:48 PM**

Approved:

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Paul Newmaker, President

Board of Directors

Scotia Community Services District

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Date

Attest:

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Board Clerk

Scotia Community Services District

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Date

Minutes of the Special Board Meeting for the  
Scotia Community Services District  
Thursday, May 4th, 2023 at 5:30 P.M.

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

Paul Newmaker, President– Present

Diane Black, Vice President – Present

Delia Ansted, Director – Present

Susan Pryor, Director – Present

Nina Sellen, Director – Present

Amber Sandum, SCSD Administrative Assistant; Scott MacLeran, District Legal Counsel.

**SETTING OF THE AGENDA**

Resolution 2023-6 on the agenda has the incorrect Resolution number should read 2023-7.

**B. PUBLIC COMMENT & WRITTEN COMMUNICATION** –None received prior to the meeting.  
None received during the meeting.

**C. ADJOURN TO CLOSED SESSION** None

**D. BUSINESS**

**New Business –**

**1. New Business -**

- a. Adopt Resolution 2023-7:** Resolution of the Scotia Community Services District Amending the Personnel Policies and Procedures. Board Discussed and approved suggested changes to the Policies and Procedures. The board gave directions to staff to create a contact list for employees and Board members.

**Motion:** To Approve Amending the Personnel Policies and Procedures

**Motion:** Black **Second:** Pryor

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

- b. Adopt Resolution 2023-8 :** A Resolution of the Scotia Community Services District Board of Directors approving amendments to the General Manager Job Description.

Board Approved amendments to the General Manager Job Description

**Motion:** To approve amendments to the General Manager Job Description

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

**E. REPORTS – None**

**F. BOARD TRAINING:** None

**G. ADJOURNMENT at 6:06 PM**

Approved:

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Paul Newmaker, President

Board of Directors

Scotia Community Services District

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Date

Attest:

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Board Clerk

Scotia Community Services District

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Date

10:20 AM

05/03/23

Accrual Basis

# Scotia Community Services District

## Account QuickReport

As of April 30, 2023

Type	Date	Num	Name	Memo	Amount	Balance
<b>10000 - RCB Checking 28239</b>						1,331,762.08
Deposit	04/04/2023			Deposit	4,061.63	1,335,823.71
Check	04/05/2023	52233	John Hancock USA	PARS #86360	-549.36	1,335,274.35
Bill Pmt -Check	04/05/2023	52234	Alternative Business...	INV#MA23032106	-55.64	1,335,218.71
Bill Pmt -Check	04/05/2023	52235	Dan Collings Tree S...	Inv#1097	-200.00	1,335,018.71
Bill Pmt -Check	04/05/2023	52236	Pacific Paper	Inv#198301	-173.53	1,334,845.18
Bill Pmt -Check	04/05/2023	52237	Stewart Telecom	VOID: Inv#63658	0.00	1,334,845.18
Bill Pmt -Check	04/05/2023	52238	Stitch Witch	Inv#5067	-13.02	1,334,832.16
Bill Pmt -Check	04/05/2023	52239	Wendt Construction....	Inv#114754	-3,391.81	1,331,440.35
Bill Pmt -Check	04/05/2023	52240	Wildwood Saw		-1,226.03	1,330,214.32
Bill Pmt -Check	04/05/2023	52241	101 Auto Parts	Inv#374062	-235.26	1,329,979.06
Bill Pmt -Check	04/05/2023	ACH	AT&T		-973.92	1,329,005.14
Paycheck	04/06/2023	EFTDD	Brandon W Wishneff		-2,064.24	1,326,940.90
Paycheck	04/06/2023	EFTDD	Kathleen A Sandum		-1,175.31	1,325,765.59
Paycheck	04/06/2023	EFTDD	Julie A Hawkins	Direct Deposit	-114.32	1,325,651.27
Paycheck	04/06/2023	EFTDD	Mary A Bullwinkel		-73.16	1,325,578.11
Paycheck	04/06/2023	EFTDD	William F Pedro Jr		-584.43	1,324,993.68
Liability Check	04/06/2023	E-pay	EDD	093-5926-6 QB Tracking # ...	-229.13	1,324,764.55
Liability Check	04/06/2023	E-pay	United States Treas...	82-1570573 QB Tracking # ...	-1,371.38	1,323,393.17
Liability Check	04/06/2023	E-pay	EDD	093-5926-6 QB Tracking # ...	-26.33	1,323,366.84
Deposit	04/06/2023			Deposit	1,190.22	1,324,557.06
Check	04/10/2023	EFT	Umpqua Bank VISA ...	March Statement	-13,601.36	1,310,955.70
Bill Pmt -Check	04/11/2023	EFT	PG&E		-305.97	1,310,649.73
Bill Pmt -Check	04/12/2023	52242	Blue Star Gas	Inv#1449527	-444.11	1,310,205.62
Bill Pmt -Check	04/12/2023	52243	North Coast Laborat...	03.23 Stmt	-2,365.00	1,307,840.62
Bill Pmt -Check	04/12/2023	52244	Recology Eel River	20214	-159.79	1,307,680.83
Bill Pmt -Check	04/12/2023	52245	Valley Pacific Petrol...	Inv#CL23-612439	-882.55	1,306,798.28
Bill Pmt -Check	04/12/2023	52246	Whitchurch Enginee...		-18,700.60	1,288,097.68
Bill Pmt -Check	04/12/2023	52247	Thatcher Company	402298	-5,127.28	1,282,970.40
Bill Pmt -Check	04/12/2023	52248	Prentice, Long PC	Inv#5772	-1,700.00	1,281,270.40
Bill Pmt -Check	04/12/2023	52249	Telstar Instruments	Inv#116235	-93,074.00	1,188,196.40
Bill Pmt -Check	04/13/2023	52250	USA Blue Book	INV#282117	-143.61	1,188,052.79
Bill Pmt -Check	04/14/2023	EFT	PG&E		-1,251.85	1,186,800.94
Deposit	04/17/2023			Deposit	4,339.34	1,191,140.28
Bill Pmt -Check	04/17/2023	EFT	PG&E	3952156073-8 03.23	-389.67	1,190,750.61
General Journal	04/17/2023	AS CK...		Returned Check #3692	-279.91	1,190,470.70
Deposit	04/19/2023			Deposit	5,222.19	1,195,692.89
Check	04/19/2023	52251	John Hancock USA	PARS #86360	-543.33	1,195,149.56
Paycheck	04/20/2023	EFTDD	Brandon W Wishneff		-2,331.51	1,192,818.05
Paycheck	04/20/2023	EFTDD	Kathleen A Sandum		-1,144.10	1,191,673.95
Paycheck	04/20/2023	EFTDD	Julie A Hawkins	Direct Deposit	-234.33	1,191,439.62
Paycheck	04/20/2023	EFTDD	Mary A Bullwinkel		-36.58	1,191,403.04
Paycheck	04/20/2023	EFTDD	William F Pedro Jr		-584.43	1,190,818.61
Liability Check	04/20/2023	E-pay	EDD	093-5926-6 QB Tracking # ...	-278.69	1,190,539.92
Liability Check	04/20/2023	E-pay	United States Treas...	82-1570573 QB Tracking # ...	-1,547.54	1,188,992.38
Liability Check	04/20/2023	E-pay	EDD	093-5926-6 QB Tracking # ...	-29.09	1,188,963.29
Bill Pmt -Check	04/20/2023	52252	Planwest Partners Inc.	Inv#23-226-03	-19,696.62	1,169,266.67
Bill Pmt -Check	04/20/2023	52253	Steves Septic	Inv#30729	-800.00	1,168,466.67
Deposit	04/20/2023			Deposit	9,503.98	1,177,970.65



10:20 AM

05/03/23

Accrual Basis

**Scotia Community Services District**  
**Account QuickReport**  
**As of April 30, 2023**

Type	Date	Num	Name	Memo	Amount	Balance
Deposit	04/24/2023			Deposit	3,643.01	1,181,613.66
Deposit	04/24/2023			Deposit	27,280.95	1,208,894.61
Deposit	04/24/2023			Deposit	704.05	1,209,598.66
Deposit	04/25/2023			Deposit	31,484.41	1,241,083.07
Check	04/25/2023	EFT	Redwood Capital Ba...		-3,346.44	1,237,736.63
Deposit	04/25/2023			Deposit	2,546.37	1,240,283.00
Bill Pmt -Check	04/26/2023	52254	Advanced Security, I...	VOID: Inv#639943	0.00	1,240,283.00
Bill Pmt -Check	04/26/2023	52255	Aqua Ben Corporation	Inv#45886	-3,009.46	1,237,273.54
Bill Pmt -Check	04/26/2023	52256	Fortuna Ace	Inv#357364, #357361	-117.39	1,237,156.15
Bill Pmt -Check	04/26/2023	52257	Horizon Business Pr...	Inv#261502, #261581	-387.03	1,236,769.12
Bill Pmt -Check	04/26/2023	52258	SHN Consulting Eng...		-20,025.61	1,216,743.51
Bill Pmt -Check	04/26/2023	52259	Advanced Security, I...	Inv#639943	-550.50	1,216,193.01
Deposit	04/27/2023			Deposit	2,854.54	1,219,047.55
Deposit	04/28/2023			Deposit	4,618.74	1,223,666.29
Total 10000 · RCB Checking 28239					-108,095.79	1,223,666.29
<b>TOTAL</b>					<b>-108,095.79</b>	<b>1,223,666.29</b>

Scotia Community Services District  
Account QuickReport  
As of April 30, 2023

Type	Date	Num	Name	Memo	Split	Amount	Balance
12150 · RCB Clarifier savings							167,871.59
Deposit	04/28/2023			Interest	40210 · Interes...	96.61	167,968.20
Total 12150 · RCB Clarifier savings						96.61	167,968.20
TOTAL						96.61	167,968.20

10:32 AM

05/03/23

Cash Basis

**Scotia Community Services District**  
**Account QuickReport**  
**As of April 30, 2023**

Type	Date	Num	Memo	Original Amount	Paid Amount	Balance
<b>12100 · RCB Cust Deposit Savings 10797</b>						18,448.68
Deposit	04/13/2023		Deposit	100.00	100.00	18,548.68
Check	04/28/2023		Service Charge	-2.00	-2.00	18,546.68
Deposit	04/28/2023		Interest	6.99	6.99	18,553.67
Total 12100 · RCB Cust Deposit Savings 10797					104.99	18,553.67
<b>TOTAL</b>					<b>104.99</b>	<b>18,553.67</b>

10:36 AM

05/03/23

Accrual Basis

**Scotia Community Services District**  
**Account QuickReport**  
**As of April 30, 2023**

Type	Date	Num	Name	Memo	Split	Amount	Balance
<b>12001 - RCB Sav Generator Grant</b>							300,388.88
Check	04/28/2023			Service Charge	80690 · Bank ...	-2.00	300,386.88
Deposit	04/28/2023			Interest	40210 · Interes...	172.87	300,559.75
Total 12001 - RCB Sav Generator Grant						170.87	300,559.75
<b>TOTAL</b>						<b>170.87</b>	<b>300,559.75</b>

Scotia Community Services District  
Account QuickReport  
As of April 30, 2023

Type	Date	Num	Name	Memo	Original Amount	Paid Amount	Balance
12000 · RCB Savings 10367							501,891.79
Check	04/28/2023			Service Charge	-2.00	-2.00	501,889.79
Deposit	04/28/2023			Interest	288.84	288.84	502,178.63
Total 12000 · RCB Savings 10367							502,178.63
TOTAL							502,178.63

10:37 AM

05/03/23

Accrual Basis

**Scotia Community Services District**  
**Account QuickReport**  
**As of April 30, 2023**

Type	Date	Num	Name	Memo	Split	Amount	Balance
<b>12152 · Umpqua Checking BT Loan</b>							530,929.32
Bill Pmt -Check	04/05/2023	5005	ACGC, INC	Req#2 Scotia ...	20000 · Accou...	-40,466.20	490,463.12
Deposit	04/30/2023			Interest	40210 · Interes...	4.30	490,467.42
Total 12152 · Umpqua Checking BT Loan						-40,461.90	490,467.42
<b>TOTAL</b>						<b>-40,461.90</b>	<b>490,467.42</b>

Scotia Community Services District  
Account QuickReport  
As of April 30, 2023

Type	Date	Num	Name	Memo	Split	Amount	Balance
12151 · Umpqua Park & Rec Savings							273,016.22
Deposit	04/30/2023			Interest	40210 · Interes...	2.25	273,018.47
Total 12151 · Umpqua Park & Rec Savings						2.25	273,018.47
TOTAL						2.25	273,018.47



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**  
March 9, 2023 to April 7, 2023

**SUMMARY OF ACCOUNT ACTIVITY**

Previous Balance	\$487.63
- Payments	\$487.63
- Other Credits	\$0.00
+ Purchases	\$3,346.44
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$3,346.44
Account Number	XXXX XXXX XXXX 0143
Credit Limit	\$27,000.00
Available Credit	\$23,653.00
Statement Closing Date	April 7, 2023
Days in Billing Cycle	30

**PAYMENT INFORMATION**

New Balance:	\$3,346.44
Minimum Payment Due:	\$100.40
Payment Due Date:	May 2, 2023

**MESSAGES**

**GREAT NEWS!**

We have upgraded the Card Service Center website and online access to your account information. It is better than ever!

Our enhanced site features easier-to-navigate pages, additional payment functionality, and new self-serve account update options. A **NEW MOBILE APP** is also available to manage your card on the go!

**The New Site and Mobile App are available NOW!** To take advantage of these exciting features go to [www.cardaccount.net](http://www.cardaccount.net) to download the mobile app or click "ACCOUNTS" and choose "CREDIT CARD ACCOUNTS" to log in now.

**TRANSACTIONS**

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

Tran Date	Post Date	Reference Number	Transaction Description	Amount
03/28	03/28	85431892P00XVELT2	PAYMENT - THANK YOU	\$487.63-

Transactions continued on next page

REDWOOD CAPITAL BANK  
1550 N BROWN RD 150  
LAWRENCEVILLE GA 30043



Account Number: XXXX XXXX XXXX 0143  
New Balance: \$3,346.44  
Minimum Payment Due: \$100.40  
Payment Due Date: May 2, 2023

All payments on the account must be made at the address shown on your monthly billing statement and are considered to have been made on the date received at that address.

**Amount Enclosed: \$**



Make Check Payable to:

CARD SERVICE CENTER  
PO BOX 569100  
DALLAS TX 75356-9100

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





SCOTIA COMM SVCS DIST  
Account Number: XXXX XXXX XXXX 0143

# TRANSACTIONS (continued)

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

Tran Date	Post Date	Reference Number	Transaction Description	Amount
TOTAL XXXXXXXXXXXXXXX0143				\$487.63-
03/08	03/10	0543684248PLE02EV	✓ OPC*HUMBOLDT BLDG PERM 515-332-5205 CA	\$1,449.00
03/08	03/10	0543684248PLE02HE	✓ OPC MSC*SERVICE FEE 02 800-487-4567 NE	\$34.05
03/10	03/12	554328625631LHYTJ	✓ AMZN MKTP US*H54P07YK2 AMZN.COM/BILL WA	\$53.86
03/10	03/12	5531020252DKP2Q4R	✓ AMZN MKTP US*HG9JJ06D0 AMZN.COM/BILL WA	\$14.62
03/13	03/14	5531020282DLMKKAD	✓ AMZN MKTP US*HG9MD2QE1 AMZN.COM/BILL WA	\$60.28
03/13	03/14	0230537288PN2A6H9	✓ USPS PO 0570740678 SCOTIA CA	\$9.00
03/14	03/14	5543286295SJE99LW	✓ CLEARPATHGPS, INC. 805-979-3442 CA	\$132.02
03/26	03/27	55458852MLQT9S4BD	✓ USCELL RECURRING 1111111111 IL	\$285.67
03/27	03/27	55432862N5Y3T3DF3	INTUIT *PAYROLL CL.INTUIT.COM CA	\$500.00
03/28	03/28	55432862P5YQWS4EP	INTUIT *QUICKBOOKS CL.INTUIT.COM CA	\$538.50
04/02	04/02	55432862W5ZLB80X2	✓ CLEARPATHGPS, INC. 805-979-3442 CA	\$85.00
LESLIE D MARSHALL				
TOTAL XXXXXXXXXXXXXXX1117				\$3,162.00
03/25	03/27	02305372N00GVDFZA	✓ TRACTOR SUPPLY CO #179 FORTUNA CA	\$184.44
BRANDON W WISHNEFF				
TOTAL XXXXXXXXXXXXXXX1133				\$184.44

## 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	18.99% (v)	\$0.00	30	\$0.00
Cash Advances	18.99% (v)	\$0.00	30	\$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.

#### **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 BBCCS, 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: BBCCS, 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



**UMPQUA BANK**

BL ACCT 00002823-20000001

SCOTIA CSD

Account Number: ##### 3769

Page 1 of 3



### Account Summary

Billing Cycle		04/30/2023
Days In Billing Cycle		30
Previous Balance		\$13,601.36
Purchases	+	\$15,956.88
Cash	+	\$0.00
Balance Transfers	+	\$0.00
Special	+	\$0.00
Credits	-	\$0.00
Payments	-	\$13,601.36
Other Charges	+	\$0.00
Finance Charges	+	\$0.00

**NEW BALANCE \$15,956.88**

### Credit Summary

Total Credit Line	\$40,000.00
Available Credit Line	\$24,043.12
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](http://www.umpquabank.com)



Write us at PO BOX 35142 - LB1181, SEATTLE, WA 98124-5142

### Payment Summary

**NEW BALANCE \$15,956.88**

**MINIMUM PAYMENT \$15,956.88**

**PAYMENT DUE DATE 05/25/2023**

*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.*

### Corporate Activity

TOTAL CORPORATE ACTIVITY				\$13,601.36-
Trans Date	Post Date	Reference Number	Transaction Description	Amount
04/10	04/10	3521971	INTERNET PMT-THANK YOU	\$13,601.36-

### Cardholder Account Summary

BRANDON W WISHNEFF #### 3785	Payments & Other Credits \$0.00	Purchases & Other Charges \$58.83	Cash Advances \$0.00	Total Activity \$58.83
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### Cardholder Account Detail

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
04/06	04/07	PPLN01	24765013097200000000313	HOBY'S MARKET SCOTIA CA	\$13.59
04/10	04/11	PPLN01	24765013101200000000374	HOBY'S MARKET SCOTIA CA	\$4.98
04/10	04/11	PPLN01	24765013101200000000473	HOBY'S MARKET SCOTIA CA	\$4.98

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

UMPQUA BANK  
PO BOX 35142 - LB1181  
SEATTLE WA 98124-5142



**UMPQUA BANK**

**Account Number**

##### 3769

Check box to indicate  
name/address change ☐  
on back of this coupon

AMOUNT OF PAYMENT ENCLOSED

**Closing Date**

04/30/23

**New Balance**

\$15,956.88

**Total Minimum  
Payment Due**

\$15,956.88

**Payment Due Date**

05/25/23

\$

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



MAKE CHECK PAYABLE TO:



UMPQUA BANK COMMERCIAL CARD OPS  
PO BOX 35142 - LB1181  
SEATTLE WA 98124-5142



## 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**

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





Cardholder Account Detail Continued					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
04/15	04/17	PPLN01	24943003106722991372299	HYATT PLACE VACAVILLE VACAVILLE CA	\$35.28

50412-30

Cardholder Account Summary				
LESLIE D MARSHALL ##### 5576	Payments & Other Credits \$0.00	Purchases & Other Charges \$15,898.05	Cash Advances \$0.00	Total Activity \$15,898.05

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
04/13	04/14	PPLN01	24692163103102949348147	PG&E/EZ-PAY 800-743-5000 CA	\$15,898.05

50412-30  
10/20/30  
60

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
Purchases									
PPLN01001	PURCHASE	E	\$0.00	0.06024%(D)	21.9900%	\$0.00	\$0.00	0.0000%	\$15,956.88
Cash									
CPLN01001	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:** May 1, 2023

**INVOICE #** 23-226-04

**TO:** Paul Newmaker, Board President  
Scotia Community Services District

Approved for Payment

**PROJECT:** Scotia Community Services District Staffing Services for April 2023

### **Task 1 – Administrative Duties**

#### **1.1 Administrative Duties**

GM hours through 4-7 2023: General Administrative tasks- filing, phone messages correspondence, staff meetings.

#### **1.4 CSD Board Meeting Preparation**

Prepared materials and attended April special board meetings for General Manager Recruitment.

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

GM hours through 4-7 2023: Accounts receivable and payable. QuickBooks financial accounting

#### **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**

Continued preparing Mid-Year Fiscal Year 2022-2023 Budget Amendment.

#### **1.9 Personnel**

Preparation and posting of General Manager recruitment materials, including brochure and ads to local media outlets, local CSDA Chapter and State CSDA Website.

### **Task 2 – Operations/Management of District Assets**

#### **2.1 Treated Water, Raw Water, and Distribution**

Water and raw water system oversight.

#### **2.2 NPDES Permit**

NPDES Permit Application review and coordination with staff.



**Services April 2023**

Senior Advisor	15.5 hours @ \$140 per hour	\$ 2,170.00
General Manager*	29.5 hours @ \$100 per hour	\$ 2,950.00
Principal Planner	2 hours @ 150.00 per hour	\$ 300.00
W/WW Operations Superintendent**	11.75 hours @ \$63.38 per hour	\$ 744.72
GIS Analyst	5 hours @ \$100 per hour	\$ 500.00
Assoc Planner	8 hours @ \$100 per hour	\$ 800.00
Mileage Expenses	0 miles @ \$ 0.625/ mile	\$ 0.00
<b>AMOUNT THIS INVOICE # 23-226-04</b>		<b>\$ 7,464.72</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 - April 2023 - Revised**

Planwest Partners Inc.											
Task	Budget	Senior Advisor GW	PT Gen Mgr LM	Principal VB	Assoc Planner LH	Ops Super-intendent BG	GIS Analyst JB	Expense	Month Total	Year to Date Total	Remaining Budget
	Rate										
Task 1 - Administrative Duties		\$205,000.00							\$6,427.04	\$93,617.09	\$29,382.91
1.1 Administrative Duties			3.00	2.50	2.00				\$1,477.04	\$18,178.23	
1.2 Policies, Procedures, Ordinances						8.00			\$0.00	\$4,664.08	
1.3 Community Meetings prep & attendance									\$0.00	\$1,750.00	
1.4 CSD Board Meeting (Prep & Attendance, Minutes)			4.00	8.00					\$1,360.00	\$18,202.60	
1.5 Bookkeeping, Banking, Billing, and Invoicing				3.50					\$350.00	\$20,200.00	
1.6 Website/Emails/File Management				2.50			5.00		\$750.00	\$13,475.00	
1.7 Budgeting				1.00					\$100.00	\$5,126.76	
1.8 Grant Research and Writing									\$0.00	\$3,203.52	
1.9 Personnel			8.50	4.00		8.00			\$2,390.00	\$8,816.90	
Task 2 - Operations/Management		\$82,000.00							\$1,037.68	\$60,675.67	\$21,324.33
2.1 Treated Water, Raw Water, and Distribution				2.00					\$279.23	\$19,411.61	
2.2 Wastewater Collection, Treatment, Discharge, NPDES				6.00			1.25		\$758.45	\$20,421.47	
2.3 Stormwater and Drainage							2.50		\$0.00	\$238.38	
2.4 CSD Streets & Alleys, Street Lighting									\$0.00	\$0.00	
2.5 Parks Rec: Comm. Forest, Theater, Museum, Shop, Parks									\$0.00	\$14,675.70	
2.6 Land & Easements									\$0.00	\$5,928.52	
Staff Hours			15.50	29.50	2.00	8.00	11.75	5.00	71.75		
Total		\$205,000.00	\$2,170.00	\$2,950.00	\$300.00	\$800.00	\$744.72	\$500.00	\$7,464.72	\$154,292.76	\$50,707.24

Monthly Expenses	
Expense	\$0.00
Mileage: 0 @ \$0.655/mile (miles)	\$0.00
Monthly Expense Total	\$0.00



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

DATE: May 18th, 2023  
TO: Scotia Community Services District Board of Directors  
FROM: Amber Sandum, Administrative Assistant  
SUBJECT: Presentation by Town of Scotia LLC. to the SCSD Board on River Pumps Project Status

---

### **RECOMMENDATION:**

The Administrative staff recommends that the Board receives a Presentation by Town of Scotia LLC. to the SCSD Board on River Pumps Current Project Status.

### **ACTION:**

Receive a Presentation by Town of Scotia LLC. to the SCSD Board on River Pumps Project Status

### **DISCUSSION:**

Town of Scotia LLC. has been requested by the SCSD Board to give a presentation on the River Pumps Current Project Status.

TOS Intake pumps minutes from Meeting held on 05/08/2023

1. Update O & M manual
  - a. Foget reports that staff is working updates to O&M and Warranty List/Table for specific water intake equipment, maintenance schedules, logs, etc.
2. Replace Pressure Transducer (PT) Raw Water Tank
  - a. Foget reports PT was installed last week.
  - b. Wishneff reports system is working well.
  - c. SHN pending RFI to Wahlund for mounting junction box at raw water tank for the PT.
3. Auto Flush/Pressure Reducing Valve
  - a. Wishneff has completed training for auto flush valves and alarm settings on PLC.
- 5.2 Pump and Motor Combo.
  - a. System is running well. Alternating pumps since last Thursday (4/27). 30-day clock has begun.
- 6.1 Supplemental Motor Protection
  - a. Hufford reports Quinten will have quote by end of this week.
- 6.2 Supplemental Motor Protection Installation TBD.
- 6.3 Programing modifications to PLC Control Panel.
  - a. Lenny programmed the system last week.

7.1 Revised Intake Pump Warranty in progress.

7.2 Wet well Agreement Revisions in progress (maintenance logs, technical data sheets, etc.). Lenny to provide documentation on programming updates.

8. Cal Trans Deed/Encroachment pending SCSD attorney review. Provided draft of Cal Trans Encroachment Permit/Change of Ownership form 4/27/23.

9. Irrevocable Offer of Dedication pending TOS & SCSD attorney finalization. SCSD staff will need documents by 5/10/23 to be included in the next board meeting.

New Business: No New Business

Other Business:

Laikam inquired about Mill A construction start date. Preconstruction Meeting tomorrow. Will provide timeline to SCSD as soon as known.

Phase 4 Plans to be back to SCSD next week.

**FISCAL IMPACT:** None at this time.

**ATTACHMENTS:** None.

Scotia Community Services District										
Fiscal Year 2023-2024 DRAFT with CPI Increase Budget										
Revenues										
Fund Type	Account #	Treated Water	Raw Water	Wastewater	Streets & Street Lighting	Storm Drainage	Parks & Recreation	Admin	Total All Services	
Interest Earnings	40210	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500	\$ 1,500	
Credit Card Rebate	40211	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500	\$ -	
Grants	40221	\$ 500,000	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000	
Insurance Claim Funds	40222	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
BT Loan Funds	40223	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Park Rental	40250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ 1,000	
Special Use Income	40260	\$ -	\$ -	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ 2,000	
Late Fees/New Account Fees	40265	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000	
User Fees	40270	\$ 488,520	\$ 41,418	\$ 749,241	\$ -	\$ -	\$ -	\$ -	\$ 1,279,179	
SCSD User Fees Adjustment	40271	\$ (23,000)	\$ -	\$ (3,350)	\$ -	\$ -	\$ -	\$ -	\$ (26,350)	
Benefit Assessments	40280	\$ -	\$ -	\$ -	\$ 75,225	\$ 28,084	\$ 165,495	\$ -	\$ 268,804	
SCSD Benefit Assessments Adjustment	40281	\$ -	\$ -	\$ -	\$ (8,000)	\$ (350)	\$ (7,000)	\$ -	\$ (15,350)	
System Testing Service	40285	\$ 1,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,250	
Miscellaneous	40290	\$ 100	\$ -	\$ 100	\$ 100	\$ 100	\$ -	\$ -	\$ 400	
TOTAL REVENUES		\$ 966,870	\$ 41,418	\$ 1,247,991	\$ 67,325	\$ 27,834	\$ 159,495	\$ 5,000	\$ 2,514,433	
Expenditures										
		Treated Water	Raw Water	Wastewater	Streets & Street Lighting	Storm Drainage	Parks & Recreation	Admin	Total All Services	
Personnel Services										
Attorney	60300	\$ 10,500	\$ 500	\$ 11,000	\$ 1,250	\$ 500	\$ 1,250	\$ -	\$ 25,000	
Auditor (Annual Audit)	60310	\$ 10,500	\$ 500	\$ 11,000	\$ 1,250	\$ 500	\$ 1,250	\$ -	\$ 25,000	
Board Stipend	60320	\$ 1,890	\$ 90	\$ 1,980	\$ 225	\$ 90	\$ 225	\$ -	\$ 4,500	
Bookkeeping/CPA	60330	\$ 420	\$ 20	\$ 440	\$ 50	\$ 20	\$ 50	\$ -	\$ 1,000	
IT Services	60335	\$ 210	\$ 10	\$ 220	\$ 25	\$ 10	\$ 25	\$ -	\$ 500	
Engineering	60340	\$ 15,000	\$ 1,000	\$ 30,000	\$ -	\$ -	\$ 1,700	\$ 35,000	\$ 82,700	
Contract Admin/Operations/Maintenance Staff	60350	\$ 10,000	\$ 1,250	\$ 10,000	\$ 625	\$ 625	\$ 1,250	\$ 1,250	\$ 25,000	
SCSD Permanent Benefitted Staff	60360	\$ 152,000	\$ 19,000	\$ 152,000	\$ 9,500	\$ 9,500	\$ 19,000	\$ 19,000	\$ 380,000	
TOTAL PERSONNEL SERVICES		\$ 200,520	\$ 22,370	\$ 216,640	\$ 12,925	\$ 11,245	\$ 24,750	\$ 55,250	\$ 543,700	
Materials and Services										
Permits, Licenses, Dues, Publications	50400	\$ 7,000	\$ 1,000	\$ 7,000	\$ 500	\$ 500	\$ 2,000	\$ 4,000	\$ 22,000	
Travel, Training, Meetings	50401	\$ 500	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ 2,000	\$ 3,500	
Regulatory Penalties	50402	\$ 5,000	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 40,000	
LAFCo Apportionment	50403	\$ 750	\$ -	\$ 750	\$ -	\$ -	\$ -	\$ -	\$ 1,500	
Supplies	50410	\$ 3,500	\$ 100	\$ 6,000	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 11,600	
Treatment Chemicals	50411	\$ 20,000	\$ -	\$ 11,000	\$ -	\$ -	\$ -	\$ -	\$ 31,000	
Lab Testing & Monitoring	50412	\$ 2,000	\$ 1,000	\$ 30,000	\$ -	\$ -	\$ 500	\$ -	\$ 33,500	
Utilities/Communications	50420	\$ 7,000	\$ 500	\$ 7,000	\$ -	\$ -	\$ 5,000	\$ 12,000	\$ 31,500	
Maintenance & Repairs	50430	\$ 6,000	\$ 500	\$ 20,000	\$ 500	\$ 500	\$ 4,000	\$ 500	\$ 32,000	
Log Pond Maintenance	50431	\$ -	\$ -	\$ 14,000	\$ -	\$ -	\$ -	\$ -	\$ 14,000	
WWTP Sedimentation Ponds 1-3 Solids Removal	50432	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000	
Vehicle Maintenance	50433	\$ 2,000	\$ -	\$ 2,000	\$ -	\$ -	\$ 500	\$ 500	\$ 5,000	
Fuel	50434	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000	
Insurance, Bonds	50440	\$ 29,400	\$ 9,800	\$ 34,300	\$ 4,900	\$ 4,900	\$ 14,700	\$ -	\$ 98,000	
Electrical	50450	\$ 80,000	\$ 80,000	\$ 30,000	\$ 10,000	\$ -	\$ 12,000	\$ 2,500	\$ 214,500	
Contracted Maintenance Services	50460	\$ 2,000	\$ 2,000	\$ 10,000	\$ 500	\$ -	\$ 5,000	\$ 4,000	\$ 23,500	
Credit Monitoring Service Fees	50465	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200	\$ 200	
Office Supplies	50470	\$ 100	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ 4,500	\$ 4,700	
Software	50471	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,200	\$ 1,200	
Bank Fees	50480	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150	\$ 150	
TOTAL MATERIALS AND SERVICES		\$ 165,250	\$ 94,900	\$ 218,150	\$ 16,400	\$ 5,900	\$ 44,700	\$ 42,550	\$ 587,850	
TOTAL O&M		\$ 365,770	\$ 117,270	\$ 434,790	\$ 29,325	\$ 17,145	\$ 69,450	\$ 97,800	\$ 1,131,550	
Other Expenditures										
BT Loan Principle Payment	25030	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 46,400	\$ 11,600	\$ 58,000	
BT Loan Interest Payment	90540	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,305	\$ 6,076	\$ 30,381	
TOTAL OTHER EXPENDITURES		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,705	\$ 17,676	\$ 88,381	
Capital Outlay										
M-003 Log Pond Clarifier Flow Meter	80600	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000	
River Pump Emergency Back Up Generator	80601	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Museum Plaza Upgrade	80602	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000	
Log Pond Seepage Repair	80604	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000	
Parks/Rec Upgrades	80605	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000	
Baseball ADA Upgrades/Bathrooms	80609	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ 150,000	
New Vehicle (Truck)	80613	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Museum ADA Upgrades	80621	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Winema Theater ADA Bathrooms	80624	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ 300,000	
Water Treatment Plant Replacement	80651	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000	
Wastewater Treatment Plant Replacement	80652	\$ -	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000	
Composite Samplers	80662	\$ -	\$ -	\$ 12,000	\$ -	\$ -	\$ -	\$ -	\$ 12,000	
TOTAL CAPITAL EXPENDITURES		\$ 500,000	\$ -	\$ 567,000	\$ -	\$ -	\$ 470,000	\$ -	\$ 1,537,000	
TOTAL EXPENDITURES		\$ 865,770	\$ 117,270	\$ 1,001,790	\$ 29,325	\$ 17,145	\$ 610,155	\$ 115,476	\$ 2,756,931	
Unexpended Fund Balance (Net)		\$ 101,100	\$ (75,852)	\$ 246,201	\$ 38,000	\$ 10,689	\$ (450,660)	\$ (110,476)	\$ (242,498)	
EXPENDITURES + UFB = Revenues		\$ 966,870	\$ 41,418	\$ 1,247,991	\$ 67,325	\$ 27,834	\$ 159,495	\$ 5,000	\$ 2,514,433	

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Scotia Community Services District Fiscal Year 2023-2024 DRAFT Budget										
Revenues										
Fund Type	Account #	Treated Water	Raw Water	Wastewater	Streets & Street Lighting	Storm Drainage	Parks & Recreation	Admin	Total All Services	
Interest Earnings	40210	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500	\$ 1,500	
Credit Card Rebate	40211	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500	\$ -	
Grants	40221	\$ 500,000	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000	
Insurance Claim Funds	40222	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
BT Loan Funds	40223	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Park Rental	40250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ 1,000	
Special Use Income	40260	\$ -	\$ -	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ 2,000	
Late Fees/New Account Fees	40265	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000	
User Fees	40270	\$ 460,000	\$ 39,000	\$ 705,500	\$ -	\$ -	\$ -	\$ -	\$ 1,204,500	
SCSD User Fees Adjustment	40271	\$ (23,000)	\$ -	\$ (3,350)	\$ -	\$ -	\$ -	\$ -	\$ (26,350)	
Benefit Assessments	40280	\$ -	\$ -	\$ -	\$ 75,000	\$ 28,000	\$ 165,000	\$ -	\$ 268,000	
SCSD Benefit Assessments Adjustment	40281	\$ -	\$ -	\$ -	\$ (8,000)	\$ (350)	\$ (7,000)	\$ -	\$ (15,350)	
System Testing Service	40285	\$ 1,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,250	
Miscellaneous	40290	\$ 100	\$ -	\$ 100	\$ 100	\$ 100	\$ -	\$ -	\$ 400	
TOTAL REVENUES		\$ 938,350	\$ 39,000	\$ 1,204,250	\$ 67,100	\$ 27,750	\$ 159,000	\$ 5,000	\$ 2,438,950	
Expenditures										
		Treated Water	Raw Water	Wastewater	Streets & Street Lighting	Storm Drainage	Parks & Recreation	Admin	Total All Services	
Personnel Services										
Attorney	60300	\$ 10,500	\$ 500	\$ 11,000	\$ 1,250	\$ 500	\$ 1,250	\$ -	\$ 25,000	
Auditor (Annual Audit)	60310	\$ 10,500	\$ 500	\$ 11,000	\$ 1,250	\$ 500	\$ 1,250	\$ -	\$ 25,000	
Board Stipend	60320	\$ 1,890	\$ 90	\$ 1,980	\$ 225	\$ 90	\$ 225	\$ -	\$ 4,500	
Bookkeeping/CPA	60330	\$ 420	\$ 20	\$ 440	\$ 50	\$ 20	\$ 50	\$ -	\$ 1,000	
IT Services	60335	\$ 210	\$ 10	\$ 220	\$ 25	\$ 10	\$ 25	\$ -	\$ 500	
Engineering	60340	\$ 15,000	\$ 1,000	\$ 30,000	\$ -	\$ -	\$ 1,700	\$ 35,000	\$ 82,700	
Contract Admin/Operations/Maintenance Staff	60350	\$ 10,000	\$ 1,250	\$ 10,000	\$ 625	\$ 625	\$ 1,250	\$ 1,250	\$ 25,000	
SCSD Permanent Benefitted Staff	60360	\$ 152,000	\$ 19,000	\$ 152,000	\$ 9,500	\$ 9,500	\$ 19,000	\$ 19,000	\$ 380,000	
TOTAL PERSONNEL SERVICES		\$ 200,520	\$ 22,370	\$ 216,640	\$ 12,925	\$ 11,245	\$ 24,750	\$ 55,250	\$ 543,700	
Materials and Services										
Permits, Licenses, Dues, Publications	50400	\$ 7,000	\$ 1,000	\$ 7,000	\$ 500	\$ 500	\$ 2,000	\$ 4,000	\$ 22,000	
Travel, Training, Meetings	50401	\$ 500	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ 2,000	\$ 3,500	
Regulatory Penalties	50402	\$ 5,000	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 40,000	
LAFCo Apportionment	50403	\$ 750	\$ -	\$ 750	\$ -	\$ -	\$ -	\$ -	\$ 1,500	
Supplies	50410	\$ 3,500	\$ 100	\$ 6,000	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 11,600	
Treatment Chemicals	50411	\$ 20,000	\$ -	\$ 11,000	\$ -	\$ -	\$ -	\$ -	\$ 31,000	
Lab Testing & Monitoring	50412	\$ 2,000	\$ 1,000	\$ 30,000	\$ -	\$ -	\$ 500	\$ -	\$ 33,500	
Utilities/Communications	50420	\$ 7,000	\$ 500	\$ 7,000	\$ -	\$ -	\$ 5,000	\$ 12,000	\$ 31,500	
Maintenance & Repairs	50430	\$ 6,000	\$ 500	\$ 20,000	\$ 500	\$ 500	\$ 4,000	\$ 500	\$ 32,000	
Log Pond Maintenance	50431	\$ -	\$ -	\$ 14,000	\$ -	\$ -	\$ -	\$ -	\$ 14,000	
WWTP Sedimentation Ponds 1-3 Solids Removal	50432	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000	
Vehicle Maintenance	50433	\$ 2,000	\$ -	\$ 2,000	\$ -	\$ -	\$ 500	\$ 500	\$ 5,000	
Fuel	50434	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000	
Insurance, Bonds	50440	\$ 29,400	\$ 9,800	\$ 34,300	\$ 4,900	\$ 4,900	\$ 14,700	\$ -	\$ 98,000	
Electrical	50450	\$ 80,000	\$ 80,000	\$ 30,000	\$ 10,000	\$ -	\$ 12,000	\$ 2,500	\$ 214,500	
Contracted Maintenance Services	50460	\$ 2,000	\$ 2,000	\$ 10,000	\$ 500	\$ -	\$ 5,000	\$ 4,000	\$ 23,500	
Credit Monitoring Service Fees	50465	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200	\$ 200	
Office Supplies	50470	\$ 100	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ 4,500	\$ 4,700	
Software	50471	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,200	\$ 1,200	
Bank Fees	50480	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150	\$ 150	
TOTAL MATERIALS AND SERVICES		\$ 165,250	\$ 94,900	\$ 218,150	\$ 16,400	\$ 5,900	\$ 44,700	\$ 42,550	\$ 587,850	
TOTAL O&M		\$ 365,770	\$ 117,270	\$ 434,790	\$ 29,325	\$ 17,145	\$ 69,450	\$ 97,800	\$ 1,131,550	
Other Expenditures										
BT Loan Principle Payment	25030	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 46,400	\$ 11,600	\$ 58,000	
BT Loan Interest Payment	90540	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,305	\$ 6,076	\$ 30,381	
TOTAL OTHER EXPENDITURES		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,705	\$ 17,676	\$ 88,381	
Capital Outlay										
M-003 Log Pond Clarifier Flow Meter	80600	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000	
River Pump Emergency Back Up Generator	80601	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Museum Plaza Upgrade	80602	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000	
Log Pond Seepage Repair	80604	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000	
Parks/Rec Upgrades	80605	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000	
Baseball ADA Upgrades/Bathrooms	80609	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ 150,000	
New Vehicle (Truck)	80613	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Museum ADA Upgrades	80621	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Winema Theater ADA Bathrooms	80624	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ 300,000	
Water Treatment Plant Replacement	80651	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000	
Wastewater Treatment Plant Replacement	80652	\$ -	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000	
Composite Samplers	80662	\$ -	\$ -	\$ 12,000	\$ -	\$ -	\$ -	\$ -	\$ 12,000	
TOTAL CAPITAL EXPENDITURES		\$ 500,000	\$ -	\$ 567,000	\$ -	\$ -	\$ 470,000	\$ -	\$ 1,537,000	
TOTAL EXPENDITURES		\$ 865,770	\$ 117,270	\$ 1,001,790	\$ 29,325	\$ 17,145	\$ 610,155	\$ 115,476	\$ 2,756,931	
Unexpended Fund Balance (Net)		\$ 72,580	\$ (78,270)	\$ 202,460	\$ 37,775	\$ 10,605	\$ (451,155)	\$ (110,476)	\$ (317,981)	
EXPENDITURES + UFB = Revenues		\$ 938,350	\$ 39,000	\$ 1,204,250	\$ 67,100	\$ 27,750	\$ 159,000	\$ 5,000	\$ 2,438,950	

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Scotia Community Services District Fiscal Year 2023-2024 DRAFT with CPI Increase Budget										
Revenues										
Fund Type	Account #	Treated Water	Raw Water	Wastewater	Streets & Street Lighting	Storm Drainage	Parks & Recreation	Admin	Total All Services	
Interest Earnings	40210	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500	\$ 1,500	
Credit Card Rebate	40211	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500	\$ -	
Grants	40221	\$ 500,000	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000	
Insurance Claim Funds	40222	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
BT Loan Funds	40223	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Park Rental	40250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ 1,000	
Special Use Income	40260	\$ -	\$ -	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ 2,000	
Late Fees/New Account Fees	40265	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000	
User Fees	40270	\$ 488,520	\$ 41,418	\$ 749,241	\$ -	\$ -	\$ -	\$ -	\$ 1,279,179	
SCSD User Fees Adjustment	40271	\$ (23,000)	\$ -	\$ (3,350)	\$ -	\$ -	\$ -	\$ -	\$ (26,350)	
Benefit Assessments	40280	\$ -	\$ -	\$ -	\$ 75,225	\$ 28,084	\$ 165,495	\$ -	\$ 268,804	
SCSD Benefit Assessments Adjustment	40281	\$ -	\$ -	\$ -	\$ (8,000)	\$ (350)	\$ (7,000)	\$ -	\$ (15,350)	
System Testing Service	40285	\$ 1,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,250	
Miscellaneous	40290	\$ 100	\$ -	\$ 100	\$ 100	\$ 100	\$ -	\$ -	\$ 400	
TOTAL REVENUES		\$ 966,870	\$ 41,418	\$ 1,247,991	\$ 67,325	\$ 27,834	\$ 159,495	\$ 5,000	\$ 2,514,433	
Expenditures										
		Treated Water	Raw Water	Wastewater	Streets & Street Lighting	Storm Drainage	Parks & Recreation	Admin	Total All Services	
Personnel Services										
Attorney	60300	\$ 10,500	\$ 500	\$ 11,000	\$ 1,250	\$ 500	\$ 1,250	\$ -	\$ 25,000	
Auditor (Annual Audit)	60310	\$ 10,500	\$ 500	\$ 11,000	\$ 1,250	\$ 500	\$ 1,250	\$ -	\$ 25,000	
Board Stipend	60320	\$ 1,890	\$ 90	\$ 1,980	\$ 225	\$ 90	\$ 225	\$ -	\$ 4,500	
Bookkeeping/CPA	60330	\$ 420	\$ 20	\$ 440	\$ 50	\$ 20	\$ 50	\$ -	\$ 1,000	
IT Services	60335	\$ 210	\$ 10	\$ 220	\$ 25	\$ 10	\$ 25	\$ -	\$ 500	
Engineering	60340	\$ 15,000	\$ 1,000	\$ 30,000	\$ -	\$ -	\$ 1,700	\$ 35,000	\$ 82,700	
Contract Admin/Operations/Maintenance Staff	60350	\$ 10,000	\$ 1,250	\$ 10,000	\$ 625	\$ 625	\$ 1,250	\$ 1,250	\$ 25,000	
SCSD Permanent Benefitted Staff	60360	\$ 152,000	\$ 19,000	\$ 152,000	\$ 9,500	\$ 9,500	\$ 19,000	\$ 19,000	\$ 380,000	
TOTAL PERSONNEL SERVICES		\$ 200,520	\$ 22,370	\$ 216,640	\$ 12,925	\$ 11,245	\$ 24,750	\$ 55,250	\$ 543,700	
Materials and Services										
Permits, Licenses, Dues, Publications	50400	\$ 7,000	\$ 1,000	\$ 7,000	\$ 500	\$ 500	\$ 2,000	\$ 4,000	\$ 22,000	
Travel, Training, Meetings	50401	\$ 500	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ 2,000	\$ 3,500	
Regulatory Penalties	50402	\$ 5,000	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 40,000	
LAFCo Apportionment	50403	\$ 750	\$ -	\$ 750	\$ -	\$ -	\$ -	\$ -	\$ 1,500	
Supplies	50410	\$ 3,500	\$ 100	\$ 6,000	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 11,600	
Treatment Chemicals	50411	\$ 20,000	\$ -	\$ 11,000	\$ -	\$ -	\$ -	\$ -	\$ 31,000	
Lab Testing & Monitoring	50412	\$ 2,000	\$ 1,000	\$ 30,000	\$ -	\$ -	\$ 500	\$ -	\$ 33,500	
Utilities/Communications	50420	\$ 7,000	\$ 500	\$ 7,000	\$ -	\$ -	\$ 5,000	\$ 12,000	\$ 31,500	
Maintenance & Repairs	50430	\$ 6,000	\$ 500	\$ 20,000	\$ 500	\$ 500	\$ 4,000	\$ 500	\$ 32,000	
Log Pond Maintenance	50431	\$ -	\$ -	\$ 14,000	\$ -	\$ -	\$ -	\$ -	\$ 14,000	
WWTP Sedimentation Ponds 1-3 Solids Removal	50432	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000	
Vehicle Maintenance	50433	\$ 2,000	\$ -	\$ 2,000	\$ -	\$ -	\$ 500	\$ 500	\$ 5,000	
Fuel	50434	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000	
Insurance, Bonds	50440	\$ 29,400	\$ 9,800	\$ 34,300	\$ 4,900	\$ 4,900	\$ 14,700	\$ -	\$ 98,000	
Electrical	50450	\$ 80,000	\$ 80,000	\$ 30,000	\$ 10,000	\$ -	\$ 12,000	\$ 2,500	\$ 214,500	
Contracted Maintenance Services	50460	\$ 2,000	\$ 2,000	\$ 10,000	\$ 500	\$ -	\$ 5,000	\$ 4,000	\$ 23,500	
Credit Monitoring Service Fees	50465	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200	\$ 200	
Office Supplies	50470	\$ 100	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ 4,500	\$ 4,700	
Software	50471	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,200	\$ 1,200	
Bank Fees	50480	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150	\$ 150	
TOTAL MATERIALS AND SERVICES		\$ 165,250	\$ 94,900	\$ 218,150	\$ 16,400	\$ 5,900	\$ 44,700	\$ 42,550	\$ 587,850	
TOTAL O&M		\$ 365,770	\$ 117,270	\$ 434,790	\$ 29,325	\$ 17,145	\$ 69,450	\$ 97,800	\$ 1,131,550	
Other Expenditures										
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BT Loan Interest Payment	90540	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,305	\$ 6,076	\$ 30,381	
TOTAL OTHER EXPENDITURES		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,705	\$ 17,676	\$ 88,381	
Capital Outlay										
M-003 Log Pond Clarifier Flow Meter	80600	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000	
River Pump Emergency Back Up Generator	80601	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Museum Plaza Upgrade	80602	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000	
Log Pond Seepage Repair	80604	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000	
Parks/Rec Upgrades	80605	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000	
Baseball ADA Upgrades/Bathrooms	80609	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ 150,000	
New Vehicle (Truck)	80613	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Museum ADA Upgrades	80621	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Winema Theater ADA Bathrooms	80624	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ 300,000	
Water Treatment Plant Replacement	80651	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000	
Wastewater Treatment Plant Replacement	80652	\$ -	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000	
Composite Samplers	80662	\$ -	\$ -	\$ 12,000	\$ -	\$ -	\$ -	\$ -	\$ 12,000	
TOTAL CAPITAL EXPENDITURES		\$ 500,000	\$ -	\$ 567,000	\$ -	\$ -	\$ 470,000	\$ -	\$ 1,537,000	
TOTAL EXPENDITURES		\$ 865,770	\$ 117,270	\$ 1,001,790	\$ 29,325	\$ 17,145	\$ 610,155	\$ 115,476	\$ 2,756,931	
Unexpended Fund Balance (Net)		\$ 101,100	\$ (75,852)	\$ 246,201	\$ 38,000	\$ 10,689	\$ (450,660)	\$ (110,476)	\$ (242,498)	
EXPENDITURES + UFB = Revenues		\$ 966,870	\$ 41,418	\$ 1,247,991	\$ 67,325	\$ 27,834	\$ 159,495	\$ 5,000	\$ 2,514,433	

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# Scotia Community Services District

## Staff Report

DATE: May 18, 2023  
TO: Scotia Community Services District Board of Directors  
FROM: Leslie Marshall, Interim General Manager  
SUBJECT: Scotia Community Services District Draft FY 2023-24 Budget

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### **RECOMMENDATION:**

The Administrative staff recommends that the Board review the Draft FY 2023/24 Budget, provide staff with comments, and direct staff to develop a Final FY 2023/24 Budget for Board approval and adoption in June 2023.

### **ACTION:**

Review and comment on Draft FY 2023/24 Budget.

### **DISCUSSION:**

Each year the District must prepare and adopt a budget for the coming Fiscal Year. The Draft FY 2023/24 Budget was developed by staff utilizing revenue and expenditure information from the FY 2022/23 Adopted and Mid-Year Budgets, and 8-month actual expenditures reported from QuickBooks.

### **Overall Rates**

Through the Proposition 218 rate setting process in 2016, the Board adopted a five-year rate schedule that included annual increases to the rates by 1.5% on July 1st of each year through July 1, 2021. The current residential rates for FY 2022/23 are below (5/8" water meter only, see complete rate schedule for additional rates):

<b>Monthly Rates FY 21/22</b>	<b>Base</b>	<b>Flow (per 100 cf)</b>	<b>BOD (per lb)</b>	<b>TSS (per lb)</b>
Water (5/8" meter rate only)	\$72.58	\$3.06		
Wastewater (1 EDU)	\$86.83	\$4.76	\$0.4183	\$0.6246
Raw Water		\$0.26		

<b>Annual Benefit Assessments FY 21/22</b>	<b>(1 EBU)</b>
Storm Drainage	\$24.77
Parks and Recreation	\$221.79
Streets and Street Lighting	\$58.81

The District's rates were established with an annual 1.5% escalation factor to account for cost-of-living increases for the initial five-year period, which ended June 2021. The rates may also be increased based on the consumer price index (CPI), if approved by the SCSD. Additionally,

proposed changes to rates may also occur based on “pass through” costs, which include the purchase of uncontrolled, mandatory services (such as, utility costs). Further details and explanations are in the District’s User Rate Analysis. Any new or increased water rates above the allowed CPI increase would require another Proposition 218 proceeding and record property owner approval. There are two budgets that account for proposed rates for FY 2023/24. One structure keeps the rates set from last year, and one budget includes rates with inflation from the CPI. Neither budgets account for pass through costs.

The Board may consider adopting an increase of all rates (fees and assessments) going forward to account for inflation (measured by consumer price index (CPI)), not to exceed 3% in any given year for Benefit Assessments (Parks & Recreation, Streets & Lighting, Storm Drainage), and at CPI for User Fees (Water and Wastewater). The 2022 annual Consumer Price Index for the West Region rose 6.2 percent. The Board may adopt a 6.2% increase for Water and Wastewater, and a 3% increase for Parks & Recreation, Streets & Lighting, Storm Drainage by Resolution at the May or June meetings, to be reflected in the final budget. Staff has developed *two* Draft Budgets (attached here) that reflect both a budget with current rates remaining the same, and reflecting the increase in revenue if the Board adopts a CPI rate increase. The proposed rates with the proposed CPI increase are as follows:

<b>CPI Increase Monthly Rates FY 23/24</b>	Base	Flow (per 100 cf)	BOD (per lb)	TSS (per lb)
Water ( <i>5/8" meter rate only</i> )	\$77.08	\$3.25		
Wastewater ( <i>1 EDU</i> )	\$92.21	\$5.06	\$0.4442	\$0.6633
Raw Water		\$0.28		

<b>CPI Increase Annual Benefit Assessments FY 23/24</b>	( <i>1 EBU</i> )
Storm Drainage	\$25.51
Parks and Recreation	\$228.44
Streets and Street Lighting	\$60.57

Last year inflation rose across the board, impacting many areas of District expenditures. State permitting fees all rose, cost for treatment chemicals continues to increase, PG&E is looking at further rate increases, and other costs of goods such as fuel, building materials, construction costs, etc also increased drastically. Some of these costs are expected to continue to increase over the next year, due to supply issues as well as continued increases in inflation.

Due to unforeseen actual costs of utilities being much higher than anticipated in the original rates, the Board may consider initiating the pass thru clause in the future for utilities, including but not limited to electricity costs.

## Revenues

The District saw 85% of projected revenues for water and wastewater this last fiscal year (FY 22/23), likely due to a large number of vacant parcels in Phase 3 of the subdivision. The 2023/24 Draft Budget estimates a conservative revenue for this upcoming fiscal year for these accounts based off last year’s actual revenues (the second draft budget taking into account a CPI increase).

Benefit Assessment revenues have come in on target and are largely remaining the same in this Draft budget, with the exception of Storm Drainage, which was inflated last year due to billing an industrial customer for discharge into the District system for 5 years without payment (the second draft budget also reflects a CPI increase to the Benefit Assessments, capped at 3%).

There are no new revenue sources projected in the Draft budget at this time, though staff are pursuing various grant funds for a backup generator, and other parks projects as gap funding for loan-funded projects, due to a rise in inflation. Unexpended Brandis Tallman Loan Funds (Parks and Rec Upgrades/Replacements and Office Building Mortgage) are now in reserve for future projected projects.

### **Personnel**

The Board has decided to direct-hire a General Manager position, and as such the contract with Planwest Partners in contract personnel services has been significantly reduced for the next year for total of \$25,000 as a placeholder, as it is yet to be determined how the contract will proceed (Line Item 60350). This amount will need to be updated.

### **Insurance**

SDRMA issued a letter estimating an increase in the insurance premium between \$90,379 to \$92,630.00, which is a result of cost increases in Property/Liability Program Year 2022-23.

### **Permits, Licenses, etc.**

Licensing fees across the board have increased for water and wastewater, including for the dam.

### **Water/Wastewater**

Specific Capital Outlay line items added last year for wastewater including Log Pond seepage repair, have yet to be expended. The seepage repair was an unbudgeted repair/project mandated by the Division of Safety of Dams to be completed by December 2021, extended to June 2022, will be funded out of wastewater reserves. Part of the repair is expected to take place prior to May 15, 2022, and additional repairs are expected to be phased and monitored over the next calendar year (spanning fiscal years). The second phase of this project is meant to be completed once Phase 4 of the TOS Subdivision commences.

### **Parks and Recreation**

Remaining Capital Expenditures Projects in the draft budget funded by the Brandis Tallman loan the District obtained through Umpqua Bank include:

- Ball Park ADA bathroom reconstruction at \$250,000 (80609)
- Winema Theater ADA/HVAC project, at \$300,000 (80624)

It was projected last year, based on project estimates at the time that the Baseball Field ADA Restroom project would likely also come in under budget, so staff reduced the expenditure down to \$150,000 in the Draft Budget. Unfortunately, with additional permitting requirements, and the project bring in the 100-year flood plain, the project could cost the original \$250,000 loan amount. However, any funds left over from this project will also go to reserve for the other projects (museum/theater ADA).



The museum project is currently under construction, and PGE application for gas utility service is in progress, so expenditures have started in this current year, and will progress through the coming fiscal year. Museum ADA/HVAC project approved bid at \$272,000 (80621), approximately 50% of the budget has been expended thus far.

The Winema Theater project drawings and bid documents are currently under review at the County, expenditures will increase over the next fiscal year or the project.

Staff will develop a 2023/24 *Final* Budget for Board review and approval, required, by law, to be approved and adopted, by Resolution, prior to June 30, 2022. Staff will prepare and circulate a Notice of Public Hearing for Adoption of the FY 2023/24 Budget for the June meeting.

**FISCAL IMPACT:**

Three funds this year are operating out of reserve. This is largely due to increased costs due to inflation, and continued projects pulling revenues from previous years that have been put into reserve, such as the parks and rec fund, as loan funding for most capital projects was acquired in previous fiscal years but are already funded. The District has sufficient reserves at this time to cover all budgeted expenses.

The budget without the CPI increase has a deficit of -\$317,981, and with the CPI increase the deficit decreased down to -\$242,498.

**ATTACHMENT:**

FY 2023/24 Draft Budget excluding CPI increase

FY 2023/24 Draft Budget including CPI increase

# Scotia Community Services District

## Staff Report

DATE: May 18, 2023  
TO: Scotia Community Services District Board of Directors  
FROM: Leslie Marshall, General Manager  
SUBJECT: Resolution 2023-6: A Resolution of the Scotia Community Services District Adopting a Consumer Price Index Rate Increase in Fees of 6.2% and Assessments of 3% for FY 2023/2024

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### **RECOMMENDATION:**

The Administrative staff recommends that the Board approve and Adopt Resolution 2023- 6: A Resolution of The Scotia Community Services District Board of Directors Adopting a Consumer Price Index Rate Increase in of 6.2% and Assessments of 3% for FY 2023/2024.

### **ACTION:**

Adopt Resolution 2023-6: A Resolution of The Scotia Community Services District Board of Directors Adopting a Consumer Price Index Rate Increase in Fees of 6.2% and Assessments of 3% for FY 2022/2023.

### **DISCUSSION:**

Through the Proposition 218 rate setting process in 2016, the Board adopted a five-year rate schedule that included annual increases to the rates by 1.5% on July 1st of each year through July 1, 2021.

The District's rates were established with an annual 1.5% escalation factor to account for cost-of-living increases for the initial five-year period, ending June 2021. The rates may also be increased based on the consumer price index (CPI), if approved by the SCSD. Any new or increased water rates above the allowed CPI increase (not to exceed 3% per year for benefit assessments) would require another Proposition 218 proceeding and record property owner approval.

The table below from the Bureau of Labor statistics reflects the CPI increases over the last year 2022:

**Table A. West region CPI-U 1-month and 12-month percent changes, all items index, not seasonally adjusted**

Month	2019		2020		2021		2022		2023	
	1-month	12-month	1-month	12-month	1-month	12-month	1-month	12-month	1-month	12-month
January	0.2	2.7	0.3	2.9	0.2	1.4	0.9	7.7	0.9	6.3
February	0.2	2.4	0.4	3.1	0.5	1.6	0.8	8.1	0.5	6.0
March	0.4	2.4	-0.2	2.5	0.7	2.4	1.3	8.7	0.5	5.1
April	0.8	2.9	-0.4	1.3	1.0	3.9	0.7	8.3		
May	0.5	2.9	0.1	0.8	0.8	4.7	0.8	8.3		
June	0.0	2.7	0.4	1.2	0.9	5.1	1.2	8.8		
July	0.0	2.7	0.5	1.7	0.6	5.2	0.1	8.3		
August	0.1	2.6	0.3	1.9	0.2	5.0	0.0	8.1		
September	0.3	2.6	0.0	1.6	0.2	5.3	0.3	8.3		
October	0.5	2.8	0.2	1.2	0.8	6.0	0.7	8.1		
November	-0.1	2.8	0.0	1.4	0.5	6.5	-0.4	7.1		
December	-0.2	2.8	-0.1	1.5	0.4	7.1	-0.4	6.2		

The Board may consider adopting an increase of all rates (fees and assessments) going forward to account for inflation (measured by consumer price index (CPI)), not to exceed 3% in any given year for benefits assessments. The 2022 annual Consumer Price Index for the West Region rose 6.2%. The Board may adopt this increase by Resolution to be reflected in the final budget. The rates with the CPI increase are as follows (for residential rates, see master fee schedule for additional rates):

<b>CPI Increase Monthly Rates FY 23/24</b>	Base	Flow (per 100 cf)	BOD (per lb)	TSS (per lb)
Water (5/8" meter rate only)	\$77.08	\$3.25		
Wastewater (1 EDU)	\$92.21	\$5.06	\$0.4442	\$0.6633
Raw Water		\$0.28		

<b>CPI Increase Annual Benefit Assessments FY 22/23</b>	(1 EBU)
Storm Drainage	\$25.51
Parks and Recreation	\$228.44
Streets and Street Lighting	\$60.57

The full rate schedule (all meter sizes) with the CPI increase is also attached.

### **FISCAL IMPACT:**

The CPI increase will be reflected in the draft FY 2023/2024 budget.

### **ATTACHMENTS:**

- Resolution 2023-6: A Resolution of the Scotia Community Services District Adopting a Consumer Price Index Rate Increase in Fees of 6.2% and Assessments of 3% for FY 2023/2024
- SCSD Rate Schedule 2019-2024

**RESOLUTION NO. 2023-6**  
**A RESOLUTION OF THE SCOTIA COMMUNITY SERVICES DISTRICT BOARD OF**  
**DIRECTORS ADOPTING THE CONSUMER PRICE INDEX RATE INCREASE IN**  
**FEES OF 6.2% AND ASSESSMENTS OF 3% FOR FY 2023/2024**

**WHEREAS**, the Board of Directors, of the Scotia Community Services District, a political subdivision of and special district in the State of California, sees the need to implement a Consumer Price Index rate increase in fees of 6.2% and assessments of 3% (capped) for FY 2023/2024; and

**WHEREAS**, the rates for the Scotia Community Services District were established through a 218 process in 2016 which set a five-year rate schedule that included annual increases to the rates by 1.5% on July 1st of each year through July 1, 2021; and

**WHEREAS**, the Board of Directors can adopt an increase in fees & assessments to account for inflation as measured by the Consumer Price Index, not to increase above 3% in any given year for benefits assessments; and

**WHEREAS**, the 2022 annual Consumer Price Index for the West Region rose 6.2% for Pacific Cities And U. S. City Average; and

**WHEREAS**, the Board of Directors analyzed a budget without the CPI increase with a deficit of -\$317,981 and with the CPI increase the deficit decreased down to -\$242,498.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors, Scotia Community Services District does hereby adopt the Consumer Price Index rate increase of 6.2% for fees and 3% for assessments for FY 2023-2024.

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

**PASSED, APPROVED AND ADOPTED** on the 18<sup>th</sup> day of May 2023, 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. 2023-6, 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 18th day of May 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Board Clerk, Scotia CSD

**Water User Fees**

<b>Water Rates (over 5-year Period)</b>					
	<b>FY 19/20</b>	<b>FY 20/21</b>	<b>FY 21/22</b>	<b>FY 22/23</b>	<b>FY 23/24</b>
<b>Monthly Base Rate per Meter Size</b>					
<b>5/8"</b>	\$65.79	\$66.77	\$67.77	\$72.58	\$77.08
<b>3/4"</b>	\$98.69	\$100.17	\$101.67	\$108.89	\$115.64
<b>1"</b>	\$164.46	\$166.93	\$169.42	\$181.45	\$192.70
<b>1 1/2"</b>	\$328.93	\$333.86	\$338.87	\$362.93	\$385.43
<b>2"</b>	\$526.28	\$534.17	\$542.18	\$580.67	\$616.67
<b>3"</b>	\$986.78	\$1,001.58	\$1,016.60	\$1,088.78	\$1,156.28
<b>4"</b>	\$1,644.62	\$1,669.29	\$1,694.33	\$1,814.63	\$1,927.14
<b>6"</b>	\$3,289.25	\$3,338.59	\$3,388.67	\$3,629.27	\$3,854.28
<b>8"</b>	\$5,262.81	\$5,341.75	\$5,421.88	\$5,806.83	\$6,166.85
<b>Monthly Commodity Rate</b>					
<i>Treated Water (per 100 cf water used)</i>	\$2.78	\$2.82	\$2.86	\$3.06	\$3.25
<i>Raw Water (per 100 cf water used)</i>	\$0.24	\$0.24	0.24	0.26	\$0.28

**Wastewater User Fees**

<b>Wastewater Rates (over 5-year Period)</b>					
	<b>FY 19/20</b>	<b>FY 20/21</b>	<b>FY 21/22</b>	<b>FY 22/23</b>	<b>FY 23/24</b>
<b>Base Rate (per EDU)</b>	\$78.69	\$79.87	\$81.07	\$86.83	\$92.21
<b>Monthly Flow Rate</b>					
<b>Flow Rate (per 100 cf used)</b>	\$4.30	\$4.37	\$4.44	\$4.76	\$5.06
<b>Monthly Strength Rate</b>					
<b>BOD (per lb.)</b>	\$0.3792	\$0.3849	\$0.3906	\$0.4183	\$0.4442
<b>TSS (per lb.)</b>	\$0.5661	\$0.5746	\$0.5832	\$0.6246	\$0.6633

**Benefit Assessments Billed Yearly in August**

<b>Annual Benefit Assessments (over 5-Year Period)</b>					
	<b>FY 19/20</b>	<b>FY 20/21</b>	<b>FY 21/22</b>	<b>FY 22/23</b>	<b>FY 23/24</b>
<b>Storm Drainage</b>	\$23.34	\$23.69	\$24.05	\$24.77	\$25.51
<b>Parks and Recreation</b>	\$209.01	\$212.15	\$215.33	\$221.79	\$228.44
<b>Streets and Street Lighting</b>	\$55.43	\$56.26	\$57.10	\$58.81	\$60.57

Each residence has been attributed 1 Equivalent Benefit Unit (EBU), so each rate expressed is what each residence will pay for benefit assessments. (Commercial, Industrial, and limited residential customers have EBU multipliers on their properties, found in each Engineer Assessment Report)

*(See below for example Benefit Assessment Equations)*

**Storm Drainage Assessment**

\$24.77 (22/23) per EBU per year x Apportioned EBU's = Total Annual Cost

**Parks and Recreation Assessment**

\$221.79 (22/23) per EBU per year x Apportioned EBU's = Total Annual Cost

**Streets and Street Lighting Assessment**

\$58.81 (22/23) per EBU per year x Apportioned EBU's = Total Annual Cost

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

DATE: May 18th, 2023  
TO: Scotia Community Services District Board of Directors  
FROM: Amber Sandum Administrative Assistant  
SUBJECT: Project update provided by Chuck Swanson from SHN

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### **RECOMMENDATION:**

The Administrative staff recommends that the Board review project updates that SHN currently are working on.

### **ACTION:**

Review project updates provided by Chuck Swanson from SHN

### **DISCUSSION:**

Here is a summary and status update for each active project I am currently managing with the CSD:

#### 017138.001 NPDES Support Services

This is typically an annual service that we provide the District to assist with wastewater discharge compliance monitoring and reporting (for the NPDES permit). The District does most of the monitoring and reporting now, so this is generally limited to answering questions or reviewing data that will be uploaded to the state website.

This task also includes support assistance to the District for the new/upcoming NPDES permit. In 2016 we prepared the application for the District's new permit. The current permit expired in 2017 but is ongoing until the Regional Water Board writes a new one. We have met with the Regional Water Board and Humboldt Sawmill Company multiple times to discuss the issue of co-permittee status and how to potentially resolve that with the new permit. The Regional Water Board has not provided a new draft permit for us to review, and I have not received an update on the status of this. I believe the current plan is for the District to obtain the new NPDES discharge permit as the sole permittee, and then the HSC cogen facility would continue to discharge to the Log Pond as an Industrial User through a local discharge permit issued by the District.

The Regional Water Board has indicated they would like the District and HSC to come up with an agreement in writing that would generally define the relationship and responsibilities between the two entities. However, there has been no movement on this front.

#### 017138.003 Hazardous Materials Business Plan (HMBP)

This is an annual service that we provide the District to maintain compliance with storage, handling, and emergency plans for the chlorine gas used and stored at the wastewater and water treatment facilities. We have completed our annual facility walk-through and CERS (California Environmental Reporting System) update (due March 1 each year). No action is required on this task until next year.



#### 017138.104 Log Pond Emergency Action Plan (EAP)

We just submitted another revision of the EAP to CalOES addressing their comments. This was the third or fourth round of comments from them, and we may receive more. Each time they provide comments, they are on items not commented on previously, so it has been taking much longer than anticipated to address their comments. Apparently this is typical for these. We have been completing a contract addendum to increase the budget for SHN to respond to comments each time we receive another round from CalOES FYI.

#### 017138.105 CalARP (California Accidental Release Program)

This is an annual service that we provide the District to maintain compliance with chlorine usage and storage (similar to the HMBP). This task includes annual operator trainings that are required as part of CalARP.

Every 3 years the District is required to undergo a compliance audit (review of compliance documentation, facility inspections, operator interviews, etc.). SHN completed the most recent compliance audit in 2022. This task also includes updating the District's Risk Management Program (RMP) every 3 years. We are currently under contract for this year to update the District's Risk Management Program (RMP) which is underway.

#### 017138.109 River Pumps Backup Generator (CalOES grant-funded)

In 2021 we assisted the District in obtaining a \$300,000 grant through the California Office of Emergency Services (CalOES) "Community Power Resiliency Allocation to Special Districts Program" to design, purchase, and install a new backup generator for the river pumps. It was around this time that the problems with the river pumps began. At that point we determined that the cost for the new generator would likely exceed the grant budget, and we were not able to complete the design and specification for the new generator due to the complexities of the problems that occurred with the river pumps power supply and controls.

This grant expires on May 31, 2023. CalOES indicated the funds could be spent on ancillary items other than a backup generator. However, I am not aware of any items that were identified to spend the funds on.

#### 017138.200 On Call Services

This is an annual task created at the District's request for SHN to provide on-call support services. Most recently this has included geotechnical and engineering support for repairs to the Log Pond dam required by the state Division of Safety of Dams (DSOD) due to a leak that was detected in the toe of the embankment. SHN is still actively coordinating with DSOD on the proposed repair.

#### 017138.900 HSC Cogen Facility Stormwater Inspection

This task came about due to a request from HSC to re-evaluate their stormwater benefit assessment. HSC submitted a memo from another engineering firm describing improvements that they had made to divert stormwater runoff from their facility to their own stormwater drainage system. SHN conducted a site inspection, documented improvements, and made recommendations for additional improvements prior to reassessing their benefit. Jeff Laikam with Whitchurch reviewed our memo of findings and recommendations, and we submitted to HSC on 4/14. I have not heard anything since then.

#### 018147 WWTP

This project is the state water board grant-funded project to replace the WWTP. We are currently working on the preliminary engineering report which we are scheduled to complete the Draft by June 30, 2023. This will be a fairly large report laying out the plan for the new WWTP and will require District review and input prior to finalizing. We are currently working with Brandon Wishneff with respect to the details included in the report.

We just received authorization from the state water board to proceed with the environmental studies for the project. We plan to begin the biological field investigations starting 4/27 (immediately).

This project also includes a groundwater study that has already started and will be ongoing through the end of the year to collect data to determine if the log pond and lower treatment ponds may be connected to the Eel River via groundwater (i.e. if the ponds are leaching into groundwater). This could potentially have a large impact on the new WWTP design and new NPDES permit if the ponds are found to be connected to the River.

Our current schedule is to complete the planning grant scope of work by March 31, 2024 at which time we will submit the funding application for full design and construction to the state water board.

#### 018127 WTP

We have been working with the District to complete the funding application for this project since 2018. The state water board has made multiple requests for significant changes to the project scope which we have accommodated. I believe we are now past all of that, and the water board is in the process of finalizing the grant financing agreement to get this project going. The last update was that the financing agreement should be completed by June or July this year.

Note that due to the issues with the river pumps backup generator, and the timeline restriction on the CalOES grant, we included the backup generator in this project. So we would no longer require the CalOES grant funding to complete the backup generator design and installation.

FISCAL IMPACT: None at this time.

ATTACHMENTS: None.