



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

Thursday, June 15, 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 SCSO 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.

- Pg 4 1. Approval of Previous Meeting Minutes – Regular Meeting May 18, 2023
Pg 8 2. Approval of Previous Meeting Minutes – Special Meeting June 8, 2023
Pg 12 3. Approval of RCB Check Registers May 1-31, 2023
Pg 18 4. Approval of Umpqua Check Registers May 1-31, 2023
Pg 20 5. Approval of RCB Mastercard Statement – April Statement
Pg 22 6. Approval of Umpqua Visa Statement – May Statement
Pg 23 7. Approval of Planwest Partners Invoice — May 2023
8. Board Member Stipends

- D. PUBLIC COMMENT & WRITTEN COMMUNICATION** Regularly scheduled meetings provide an opportunity for members of the public to directly address the SCSO 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 re General Manager Recruitment
4. Closed Session Discussion

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

G. PUBLIC HEARING –

Pg 29 1. Consider Adoption of Resolution 2023-9 A Resolution of the Scotia Community Services District to Adopt Final Budget for Fiscal Year 2023 -2024

Pg 36 2. Benefits Assessments Annual Reports

- a. Storm Drainage
- b. Streets and Street Lighting
- c. Parks & Recreation

H. BUSINESS

1. New Business -

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

Pg 50 b. Adopt Resolution 2023-10 A Resolution of the Scotia Community Services District Amending the Master Fee Schedule

c. Approve SDRMA annual invoice for SDRMA Property and Liability Insurance

Pg 64 d. Review SHN Consulting Engineers & Geologists Inc (SHN) Services Agreement Addendum with Scotia Community Services District

Pg 73 e. Adopt Resolution 2023-11 accepting Easements from the Town of Scotia, LLC located on Lots 131 and 132, as more fully described in the Grant Deeds attached as Exhibits A and B to the proposed resolution, for linear utility infrastructure access, location, routing, installation, use, maintenance, improvement, service, repair, replacement, and operation, and authorizing the execution and recordation of Certificates of Acceptance.

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

AGENDA FOR A MEETING OF THE SCSD BOARD OF DIRECTORS

June 15, 2023

POSTED at 400 Church St and on the SCSD Website at: 4:00 pm June 8th, 2023.

Packet Page_2

[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, May 18th, 2023 at 5:30 P.M.

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

Paul Newmaker, President– Present

Diane Black, Vice President – Present

Delia Ansted, Director – Present

Susan Pryor, Director – Present

Nina Sellen, Director – Present

Julie Hawkins, Board Clerk; Amber Sandum, SCSD Administrative Assistant; Scott MacLeran, District Legal Counsel; Jeff Laikam, District Engineer; George Williamson, Planwest Partners; Mike Foget, SHN

B. SETTING OF THE AGENDA

Move Closed Session until after new business (G1a)

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

Pull Planwest Partners Invoice from consent calendar for discussion.

No Public Comment

Motion: To Approve the Consent Calendar Items C1-C6

Motion: Black **Second:** Pryor

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

Board Discussed the Planwest Partners Invoice. Director Sellen inquired as to who is listed on the invoice and what work was completed for the District. Mr. Williamson of Planwest Partners explained. Board discussed.

No Public comment.

Motion: To Approve the Planwest Partners Invoice

Motion: Sellen **Second:** Black

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

D. PUBLIC COMMENT & WRITTEN COMMUNICATION –

No written public comment received prior to the meeting. No public comment.

E. ADJOURN TO CLOSED SESSION at 7:18 PM: GC §54957 Public Employment – Matter involving public employment.

1.Call to Order

2.Roll Call

Paul Newmaker, President– Present

Diane Black, Vice President – Present

Delia Ansted, Director – Present

Susan Pryor, Director – Present

Nina Sellen, Director – Present

3. Government Code **GC §54957 Public Employment** –Personnel discussion and direction to staff

4. Closed Session Discussion

F. ADJOURN TO OPEN SESSION at 8:00 PM

a. Report out of closed session:

Public Comment: None

Direction was given to staff.

Action: Recruitment will be reopened for an additional 10 days.

G. BUSINESS

New Business –

1. New Business -

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

President Newmaker introduced and reviewed the staff report. Mike Foget presented an update on the River Pumps Project to the Board. Board discussed. No public comment.

b. SCSD Draft Budget for FY 2023-24

President Newmaker introduced. Ms. Sandum presented the staff report and presented the draft budgets. The board reviewed two budgets, one that shows the budget with a CPI increase of 6.2% (3% for Benefits Assessments) and one budget that shows no changes to account for inflation. Brandon Wishneff reported on the enormous rise in costs for chlorine and polymer (up 300-400%).

Public comment received from Renee Abrams:

The first 5 years – 1.5% rise is reasonable. Inflation is dropping. The feds are working to bring inflation down. The 7% and 6% from the last two years is a reflection of our economy. We're hoping it will go down. Prices are going down.

No Action Required

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

Presidnet Newmaker introduced, George Williamson presented the staff report. The CPI increase is well documented. The CPI increase will although not erase the deficit, will reduce the deficit and will be an appropriate action for the board.

Board discussed. The question came up from VP Black as to whether rates can be reduced when inflation goes down. This is possible - there are rare, but possible periods of negative inflation. The hope is that inflation will equalize.

Board discussed reducing the CPI increase from 6.2% to a lower percentage – the District has to do some increase and cannot continue to operate at a deficit. Mr. Williamson cautions the board that the CPI is a real, grounded and well-documented number. Any reduced percentage rate does not have any documentation to back it up and is difficult to justify.

Board directed staff to research alternate CPI rate increase less than 6.2% that are grounded and justifiable. Board tabled this item until a special meeting on June 8th to consider different rates.

No public comment

d. Update on Highway 101 Utility Easement

President Newmaker presented. Scott McLeran provided an update to the board. Spoke with Russ Ganz, TOS legal counsel. Ability to access HWY 101 easement impaired because we did not have easement from B Street that allowed access to the easement. TOS provided us with a proposed easement that would provide access through 131 and 132 that would provide access. That proposed easement is being reviewed to see if any other gaps need to be considered.

Dept of transportation and Caltrans' position is that we need an encroachment permit to access and maintain the utility infrastructure under the highway, however, SM believes that there is an easement that TOS has become the successor for that is a better property interest than a permit, that can be revoked. Need clarification from the state that they would honor this easement and if they do require a permit, need clarification on what their requirements are.

Public comment provided from Renee Abrams: What is the utility easement used for?

Brandon Wishneff provided that it is used for Water.

Recess: 7:13 PM – 7:18 PM

H. REPORTS –

1. **President's Report: None**
2. **Board Director Reports:** Pedro worked very hard in the museum plaza. All the plants are in. Please go by and see.
3. **General Manager's Report:** Cal OES grant for \$300,000 Allocates funds to purchase items that qualify as emergency relief items. (Lights, blankets, generators, etc.)
4. **Board Clerk's Report: None**
5. **District Counsel's Report: None**
6. **Engineer's Report:**

-Museum PG&E will install a gas line. The easement already existed and the contract was approx. \$5000

-Theatre: if no public meeting is requested design review will be on 5/25. We will be submitting a building permit in June.

-Phase 4 update provided

-Mill A is anticipated to be done in late June.

-Tesla battery backup: finished and will no longer be happening unfortunately.

-MMP project need to a create a final report and submit to the water board for approval

I. BOARD TRAINING

J. ADJOURNMENT at 8:08 PM

Approved:

Paul Newmaker, President

Board of Directors

Scotia Community Services District

Date

Attest:

Board Clerk

Scotia Community Services District

Date

Minutes of the Special Board Meeting for the
Scotia Community Services District
Thursday, June 8th, 2023 at 5:30 P.M.

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

Paul Newmaker, President– Present

Diane Black, Vice President – Present

Delia Ansted, Director – Present

Susan Pryor, Director – Present

Nina Sellen, Director – Present

Julie Hawkins, Board Clerk; Amber Sandum, SCSD Administrative Assistant; Scott MacLeran,
District Legal Counsel; Jeff Laikam, District Engineer

B. SETTING OF THE AGENDA

Move Closed Session until after New Business

C. PUBLIC COMMENT & WRITTEN COMMUNICATION –

Written public comment received prior to the meeting – full text attached to these minutes. No public comment received for this item. Public comment reserved for the discussion of a specific agenized item.

D. ADJOURN TO CLOSED SESSION at 6:52 PM: GC §54957 Public Employment – Matter involving public employment.

1.Call to Order

2.Roll Call

Paul Newmaker, President– Present

Diane Black, Vice President – Present

Delia Ansted, Director – Present

Susan Pryor, Director – Present

Nina Sellen, Director – Present

3. Government Code **GC §54957 Public Employment** –Personnel discussion and direction to staff

4. Closed Session Discussion

E. ADJOURN TO OPEN SESSION at 7:25 PM

a. Report out of closed session:

Public Comment: None

Direction was given to staff w/ regard to GM recruitment.

F. BUSINESS

New Business –

1. New Business -

- a. 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. Ms. Sandum reviewed the staff report. Board entertained a motion by Director Ansted to begin discussion. VP Black seconded. Board Discussed. Following Discussion Director Ansted withdrew the motion.

Public Comment:

Nicholas Lyvers: District anticipated being in a deficit and that water rates would never go down. What will rates look like in ten years? How do the unsold houses impact rates? There have to be another way to lower these rates. High rates will cause people to move away.

Kimberly Schiebehut: If the board has no other choice than increasing rates there should be a community give back. Hard to deal with the constant price increase. There needs to be a give and take.

Todd Sanborn, can we table this issue until there is a general manager in place that has the tools to navigate these issues? Ferndale was in debt until their new facilities were installed.

Chere Sanborn: Asked the board to consider a lower rate increase if the rate needs to increase. Lawns cannot be watered if rates go up and this will be a detriment to the community.

Allison Isaacson: There was a high water bill when she moved but when compared it with other communities she was appalled because the rates are extremely high. Stated that an interim general manager is not qualified the general manager needs to be experienced. Being charged for parks and rec that she cannot use. Stated that in her opinion, it will make more people want to sell. Agrees it should be tabled.

Desiree Espinoza: requests this be tabled until at least next month. Stated that per the law, if 50% of residents are against the rate increase the community can stop this from happening. Would like the opportunity to do that. Stated that rates are ¼ of her mortgage payments. Compared rates to those of other counties board members stated that Scotia is different than Orange County and should not be compared as such. Would like to build community support to oppose the rates to come before the board.

Chere Sanborn: If all of the houses were sold, would that be able to fund the systems in Scotia?

Board discussed throughout with commenters.

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

Motion: Ansted **Second:** Black

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

G. REPORTS – None

H. BOARD TRAINING:

I. ADJOURNMENT at 7:25 PM

Approved:

Paul Newmaker, President

Date

Board of Directors

Scotia Community Services District

Attest:

Board Clerk

Date

Scotia Community Services District

Hi Amber!

I'd like to make the following comments/submit the following questions regarding the proposed rate increase. I have a long-standing previous commitment for Thurs at 530pm (short notice for the special meeting!), that I might not be able to reschedule, so might you or someone else be willing to read my comments aloud during the Public Comments session and distribute them to the Board and Public attending in person?

Comments/Questions

1. I think the proposed rate hike is too much for Scotia homeowners who can't even afford to turn on their heat in winter — much less another rate hike for SCSD's basic services. I've been told there are many homeowners in this category. Isn't this the second rate hike in a row? Homeowners are moving away from Scotia because the SCSD rates are so high and keep getting higher. **This isn't good for for the ToS/Marathon selling the rest of the homes in Scotia—and that's bad news for current homeowners in terms of our property values.**

2. How much are we planning to pay the new General Manager? How much are we still paying the Arcata consultant? The SCSD reportedly paid the consultant \$65k a year out of the \$125k for Leslie Marshall's position for almost six years. Is that right? How much is the Consultant in Arcata paid now? What is the Consultant doing for the SCSD now? **Might the SCSD Board be able to find a General Manager to fill the position who can do the job without the assistance of the Arcata Consultant? If so, the SCSD could save money that way.**

3. **I also propose that the SCSD try to partner with Rio Dell's water & sewage services to reduce our rates (cheaper rates if we partner with the town next door with a larger population ?). I also propose that we try to off-load the Scotia Park & Field to the Scotia School District and sell the Winema Theater to a private org who will make better use of it —and use the proceeds to help pay for any rising costs that are absolutely necessary.**

Thanks so much for your consideration,

Sincerely,

Jane Hartford
Scotia Homeowner

10:26 AM

06/05/23

Accrual Basis

Scotia Community Services District

Account QuickReport

As of May 31, 2023

Type	Date	Num	Name	Memo	Amount	Balance
10000 - RCB Checking 28239						1,223,353.69
Deposit	05/01/2023			Deposit	7,452.66	1,230,806.35
Deposit	05/03/2023			Deposit	1,716.71	1,232,523.06
Deposit	05/03/2023			Deposit	47,252.81	1,279,775.87
Check	05/03/2023	52261	Nina Sellen		-34.30	1,279,741.57
Bill Pmt -Check	05/03/2023	52262	Brian McNeill	Inv#861561	-2,340.00	1,277,401.57
Bill Pmt -Check	05/03/2023	52263	EAN Services, LLC	Inv#32822413	-190.17	1,277,211.40
Bill Pmt -Check	05/03/2023	52264	Fortuna Ace	Inv#358196,#359095	-247.34	1,276,964.06
Bill Pmt -Check	05/03/2023	52265	Mad River Communi...	Acct#A0114828	-105.00	1,276,859.06
Bill Pmt -Check	05/03/2023	52266	Wahlund Constructi...	Inv#2212003	-2,547.69	1,274,311.37
Paycheck	05/04/2023	EFTDD	Brandon W Wishneff		-2,200.09	1,272,111.28
Paycheck	05/04/2023	EFTDD	Kathleen A Sandum		-1,136.11	1,270,975.17
Paycheck	05/04/2023	EFTDD	Julie A Hawkins	Direct Deposit	-102.89	1,270,872.28
Paycheck	05/04/2023	EFTDD	Mary A Bullwinkel		-36.58	1,270,835.70
Paycheck	05/04/2023	EFTDD	William F Pedro Jr		-584.44	1,270,251.26
Liability Check	05/04/2023	E-pay	EDD	093-5926-6 QB Tracking # ...	-252.11	1,269,999.15
Liability Check	05/04/2023	E-pay	United States Treas...	82-1570573 QB Tracking #...	-1,439.30	1,268,559.85
Liability Check	05/04/2023	E-pay	EDD	093-5926-6 QB Tracking # ...	-24.77	1,268,535.08
Check	05/04/2023	52260	John Hancock USA	PARS #86360	-549.36	1,267,985.72
Check	05/05/2023	EFT	Umpqua Bank VISA ...	Visa Payment April Statem...	-15,956.88	1,252,028.84
Bill Pmt -Check	05/05/2023	EFT	AT&T		-913.43	1,251,115.41
Bill Pmt -Check	05/09/2023	EFT	Optimum Business		-222.57	1,250,892.84
Deposit	05/11/2023			Deposit	1,906.49	1,252,799.33
Bill Pmt -Check	05/11/2023	52267	Alternative Business...	Inv#MA23042744	-57.60	1,252,741.73
Bill Pmt -Check	05/11/2023	52268	Recology Eel River	20214	-159.79	1,252,581.94
Bill Pmt -Check	05/11/2023	52269	Steves Septic	Inv#31048	-800.00	1,251,781.94
Bill Pmt -Check	05/11/2023	52270	Valley Pacific Petrol...	Inv#CL-23-625096	-833.25	1,250,948.69
Bill Pmt -Check	05/11/2023	52271	Whitchurch Enginee...		-9,707.20	1,241,241.49
Bill Pmt -Check	05/11/2023	52272	SDRMA	7724	-1,557.36	1,239,684.13
Bill Pmt -Check	05/15/2023	EFT	PG&E		-271.01	1,239,413.12
Liability Check	05/15/2023	E-pay	EDD	093-5926-6 QB Tracking # ...	-77.41	1,239,335.71
Deposit	05/15/2023			Deposit	25,252.81	1,264,588.52
Bill Pmt -Check	05/16/2023	EFT	PG&E		-1,172.92	1,263,415.60
Bill Pmt -Check	05/17/2023	EFT	PG&E	3952156073-8 04.23	-246.81	1,263,168.79
Bill Pmt -Check	05/17/2023		PG&E	QuickBooks generated zer...	0.00	1,263,168.79
Check	05/17/2023	52273	John Hancock USA	PARS #86360	-549.36	1,262,619.43
Paycheck	05/18/2023	EFTDD	Adam R Farland		-1,455.00	1,261,164.43
Paycheck	05/18/2023	EFTDD	Brandon W Wishneff		-2,293.98	1,258,870.45
Paycheck	05/18/2023	EFTDD	Julie A Hawkins		-68.60	1,258,801.85
Paycheck	05/18/2023	EFTDD	Kathleen A Sandum		-1,129.05	1,257,672.80
Paycheck	05/18/2023	EFTDD	Mary A Bullwinkel		-27.43	1,257,645.37
Paycheck	05/18/2023	EFTDD	William F Pedro Jr		-584.43	1,257,060.94
Liability Check	05/18/2023	E-pay	EDD	093-5926-6 QB Tracking # ...	-334.36	1,256,726.58
Liability Check	05/18/2023	E-pay	United States Treas...	82-1570573 QB Tracking #...	-1,909.88	1,254,816.70
Deposit	05/18/2023			Deposit	6,954.40	1,261,771.10
Deposit	05/18/2023			Deposit	9,502.97	1,271,274.07
Bill Pmt -Check	05/18/2023	52274	Industrial Electric	Inv#IN47218	-1,207.63	1,270,066.44
Bill Pmt -Check	05/18/2023	52275	North Coast Laborat...	04.23 Statement	-3,230.00	1,266,836.44
Bill Pmt -Check	05/18/2023	52276	Planwest Partners Inc.	Inv#23-226-04	-7,464.72	1,259,371.72

10:26 AM

06/05/23

Accrual Basis

Scotia Community Services District

Account QuickReport

As of May 31, 2023

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	05/18/2023	52277	Prentice, Long PC	Inv#5834	-1,700.00	1,257,671.72
Deposit	05/22/2023			Deposit	7,694.94	1,265,366.66
Deposit	05/22/2023			Deposit	810.29	1,266,176.95
Deposit	05/22/2023			Deposit	27,595.25	1,293,772.20
Transfer	05/24/2023			Generator Grant funds tran...	3,227.79	1,296,999.99
Check	05/24/2023	Debit ...	Costco	Cal Oes Grant Fund Emerg...	-362.52	1,296,637.47
Transfer	05/24/2023			Cal Oes Emergency Grant ...	362.52	1,296,999.99
Transfer	05/24/2023			Cal Oes Emergency Grant ...	2,738.73	1,299,738.72
Transfer	05/24/2023			Cal Oes Emergency Grant ...	241,200.00	1,540,938.72
Transfer	05/24/2023			Cal Oes Emergency Grant ...	24,050.00	1,564,988.72
Transfer	05/24/2023			Cal Oes Emergency Grant ...	3,851.06	1,568,839.78
Bill Pmt -Check	05/24/2023	52278	Advanced Security, I...	Inv#65033	-550.50	1,568,289.28
Bill Pmt -Check	05/24/2023	52279	Mobley Construction...	Inv#2843	-650.00	1,567,639.28
Bill Pmt -Check	05/24/2023	52280	Owsley Electric	Cal Oes Grant Fund Equip...	-241,200.00	1,326,439.28
Bill Pmt -Check	05/24/2023	52281	PACE supply	3292-00	-1,214.83	1,325,224.45
Bill Pmt -Check	05/24/2023	52282	SHN Consulting Eng...		-18,353.95	1,306,870.50
Bill Pmt -Check	05/24/2023	52283	SILKE	Ord#SO-25000356	-2,738.73	1,304,131.77
Bill Pmt -Check	05/24/2023	52284	Wildwood Saw	Inv#36737	-3,227.79	1,300,903.98
Bill Pmt -Check	05/24/2023	52285	Owsley Electric	Cal Oes Grant Fund Equip...	-24,050.00	1,276,853.98
Bill Pmt -Check	05/24/2023	52286	Wildwood Saw	Inv#36630	-121.49	1,276,732.49
Check	05/24/2023	52287	Nina Sellen	Reimbursement for soil at ...	-10.30	1,276,722.19
Bill Pmt -Check	05/24/2023	52288	RMI Outdoors	Inv#349335 Cal Oes Grant ...	-3,851.06	1,272,871.13
Deposit	05/25/2023			Deposit	5,210.96	1,278,082.09
Deposit	05/25/2023			Deposit	959.95	1,279,042.04
Bill Pmt -Check	05/25/2023	52289	Blue Star Gas	Inv#1472412-IN	-4,601.19	1,274,440.85
Transfer	05/25/2023			Cal Oes Grant Fund Transf...	4,601.19	1,279,042.04
Deposit	05/30/2023			Deposit	2,219.78	1,281,261.82
Deposit	05/30/2023			Deposit	3,374.40	1,284,636.22
Check	05/31/2023	EFT	Redwood Capital Ba...	May Statement	-953.84	1,283,682.38
Check	05/31/2023	52290	John Hancock USA	PARS #86360	-549.36	1,283,133.02
Bill Pmt -Check	05/31/2023	52291	Pacific EcoRisk, Inc.	Inv#19018	-3,001.76	1,280,131.26
Bill Pmt -Check	05/31/2023	52292	PG&E	Contract#50082018 V1	-5,494.01	1,274,637.25
Deposit	05/31/2023			Deposit	7,662.98	1,282,300.23
Total 10000 · RCB Checking 28239					58,946.54	1,282,300.23
TOTAL					58,946.54	1,282,300.23

Scotia Community Services District
Account QuickReport
As of May 31, 2023

Type	Date	Num	Name	Memo	Split	Amount	Balance
12150 · RCB Clarifier savings							167,968.20
Deposit	05/31/2023			Interest	40210 · Interes...	107.03	168,075.23
Total 12150 · RCB Clarifier savings						107.03	168,075.23
TOTAL						107.03	168,075.23

Scotia Community Services District
Account QuickReport
As of May 31, 2023

Type	Date	Num	Memo	Original Amount	Paid Amount	Balance
12100 · RCB Cust Deposit Savings 10797						18,553.67
Deposit	05/11/2023		Deposit	100.00	100.00	18,653.67
Deposit	05/31/2023		Interest	7.90	7.90	18,661.57
Total 12100 · RCB Cust Deposit Savings 10797					107.90	18,661.57
TOTAL					107.90	18,661.57

10:28 AM

06/05/23

Accrual Basis

Scotia Community Services District Account QuickReport As of May 31, 2023

Type	Date	Num	Name	Memo	Split	Amount	Balance
12001 - RCB Sav Generator Grant							300,559.75
Transfer	05/24/2023			Cal Oes Emer...	10000 · RCB C...	-3,227.79	297,331.96
Transfer	05/24/2023			Cal Oes Emer...	10000 · RCB C...	-362.52	296,969.44
Transfer	05/24/2023			Cal Oes Emer...	10000 · RCB C...	-2,738.73	294,230.71
Transfer	05/24/2023			Cal Oes Emer...	10000 · RCB C...	-241,200.00	53,030.71
Transfer	05/24/2023			Cal Oes Emer...	10000 · RCB C...	-24,050.00	28,980.71
Transfer	05/24/2023			Cal Oes Emer...	10000 · RCB C...	-3,851.06	25,129.65
Transfer	05/25/2023			Cal Oes Gran...	10000 · RCB C...	-4,601.19	20,528.46
Deposit	05/31/2023			Interest	40210 · Interes...	144.41	20,672.87
Total 12001 - RCB Sav Generator Grant						-279,886.88	20,672.87
TOTAL						-279,886.88	20,672.87

Scotia Community Services District
Account QuickReport
As of May 31, 2023

Type	Date	Num	Name	Memo	Original Amount	Paid Amount	Balance
12000 · RCB Savings 10367							502,178.63
Deposit	05/31/2023			Interest	319.98	319.98	502,498.61
Total 12000 · RCB Savings 10367						319.98	502,498.61
TOTAL						319.98	502,498.61

Scotia Community Services District
Account QuickReport
As of May 31, 2023

Type	Date	Num	Name	Memo	Split	Amount	Balance
12152 · Umpqua Checking BT Loan							490,467.42
Deposit	05/31/2023			Interest	40210 · Interes...	4.17	490,471.59
Total 12152 · Umpqua Checking BT Loan						4.17	490,471.59
TOTAL						4.17	490,471.59

Scotia Community Services District
Account QuickReport
As of May 31, 2023

Type	Date	Num	Name	Memo	Split	Amount	Balance
12151 · Umpqua Park & Rec Savings							273,018.47
Deposit	05/31/2023			Interest	40210 · Interes...	2.31	273,020.78
Total 12151 · Umpqua Park & Rec Savings						2.31	273,020.78
TOTAL						2.31	273,020.78



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
April 8, 2023 to May 8, 2023

SUMMARY OF ACCOUNT ACTIVITY

Previous Balance	\$3,346.44
- Payments	\$3,346.44
- Other Credits	\$0.00
+ Purchases	\$953.84
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$953.84

Account Number XXXX XXXX XXXX 0143
Credit Limit \$27,000.00
Available Credit \$26,045.00
Statement Closing Date May 8, 2023
Days in Billing Cycle 31

PAYMENT INFORMATION

New Balance: \$953.84
Minimum Payment Due: \$28.62
Payment Due Date: June 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 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
04/25	04/25	85431893K00XSRMM5	PAYMENT - THANK YOU	\$3,346.44-

Transactions continued on next page

REDWOOD CAPITAL BANK
1550 N BROWN RD 150
LAWRENCEVILLE GA 30043



Account Number: XXXX XXXX XXXX 0143
New Balance: \$953.84
Minimum Payment Due: \$28.62
Payment Due Date: June 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 XXXXXXXXXXXXX0143				\$3,346.44-
04/08	04/09	5531020322DZS9DHT	AMZN MKTP US*HS1Y57BK2 AMZN.COM/BILL WA	\$204.90
04/13	04/14	5531020382DL2R6H0	AMAZON.COM*HJ2RW2XK2 A AMZN.COM/BILL WA	\$43.09
04/20	04/21	55432863E5VQ8WLBL	AMZN MKTP US*HV8JJ2R30 AMZN.COM/BILL WA	\$121.65
04/23	04/24	55458853HLQPG1GHK	USCELL RECURRING CHICAGO IL	\$285.67
04/27	04/27	55432863M5X6Z98T7	INTUIT *PAYROLLEE USAG CL.INTUIT.COM CA	\$35.00
05/01	05/02	55432863T5YEBQQFW	AMZN MKTP US*HM58V1PS1 AMZN.COM/BILL WA	\$57.02
05/02	05/02	55432863S5YG8XZAA	CLEARPATHGPS, INC. 805-979-3442 CA	\$85.00
LESLIE D MARSHALL				
TOTAL XXXXXXXXXXXXX1117				\$832.33
05/03	05/05	85450933WWGRG69MT	STITCH WITCH FORTUNA CA	\$13.02
05/03	05/05	02305373X00K9A502	TRACTOR SUPPLY CO #179 FORTUNA CA	\$108.49
BRANDON W WISHNEFF				
TOTAL XXXXXXXXXXXXX1133				\$121.51

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	31	\$0.00
Cash Advances	18.99% (v)	\$0.00	31	\$0.00

(v) - variable

To avoid additional interest charges, pay your New Balance in full on or before the Payment Due Date.

Exciting news! Go online today and check out the all-new enhancements to the Card Service Center website. E-statements, additional payment options, links to Preferred Points website, and other helpful sites. Visit us today at www.cardaccount.net 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.



UMPQUA BANK

BL ACCT 00002823-20000001
SCOTIA CSD
Account Number: #####-3769
Page 1 of 3

VISA

Account Summary

Billing Cycle	05/31/2023
Days In Billing Cycle	31
Previous Balance	\$15,956.88
Purchases	+ \$14,986.39
Cash	+ \$0.00
Balance Transfers	+ \$0.00
Special	+ \$0.00
Credits	- \$0.00
Payments	- \$15,956.88
Other Charges	+ \$0.00
Finance Charges	+ \$0.00

NEW BALANCE \$14,986.39

Credit Summary

Total Credit Line	\$40,000.00
Available Credit Line	\$25,013.61
Available Cash	\$0.00
Amount Over Credit Line	\$0.00
Amount Past Due	\$0.00
Disputed Amount	\$0.00

Account Inquiries



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



Go to www.umpquabank.com



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

Payment Summary

NEW BALANCE	\$14,986.39
MINIMUM PAYMENT	\$14,986.39
PAYMENT DUE DATE	06/25/2023

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					\$15,956.88-
Trans Date	Post Date	Reference Number	Transaction Description	Amount	
05/04	05/04	3574276	INTERNET PMT-THANK YOU	\$15,956.88-	

Payment

Cardholder Account Summary

LESLE D MARSHALL ##### 5576	Payments & Other Credits \$0.00	Purchases & Other Charges \$14,986.39	Cash Advances \$0.00	Total Activity \$14,986.39
--------------------------------	---------------------------------------	---	-------------------------	-------------------------------

Cardholder Account Detail

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
05/15	05/16	PPLN01	24692163135108502817339	PG&E/EZ-PAY 800-743-5000 CA	\$14,986.39

*DD40 - 10,201
30,12*

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	New Balance	Total Minimum Payment Due	Payment Due Date
05/31/23	\$14,986.39	\$14,986.39	06/25/23

\$

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



INVOICE

DATE: June 1, 2023

INVOICE # 23-226-05

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

General Administrative tasks- filing, messages correspondence, legal counsel coordination.

1.4 CSD Board Meeting Preparation

Prepared materials and attended May special board meetings.

1.5 Bookkeeping, Billing, Invoicing, and Banking

No activity

1.6 Website Postings, Emails, File Management

No activity.

1.7 Budgeting

Fiscal Year 2023-2024 Budget & Consumer Price Index increases.

1.9 Personnel

Preparation and posting of General Manager recruitment materials, Planning Technician registered and posted to internet job websites.

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 May 2023

Senior Advisor	11.75 hours @ \$140 per hour	\$ 1,645.00
General Manager (Contract)*	10.0 hours @ \$100 per hour	\$ 1,000.00
W/WW Operations Superintendent**	17.5 hours @ \$63.38 per hour	\$ 1,109.15
Planning Technician	4.0 hours @ \$85 per hour	\$ 340.00
Mileage Expenses	72 miles @ \$ 0.665/ mile	\$ 94.320
Recruiting Expenses	itemized below	\$ 1,577.00
AMOUNT THIS INVOICE # 23-226-05		\$ 5,765.47

**Recruiting Expenses**

Times Standard	Statement # 001379292	General Manager Posting	\$ 693.00
North Coast Journal	CA#24275043E0VZ5JY0Q	“ “ “	\$ 111.00
Indeed Jobs	TX#24793384RJBBE8FK8	“ “ “	\$ 84.00
LinkedIn Jobs`	Order ID: 8314280206	“	\$ 300.00
ZIPRECRUITER, INC.	CA#24492154SLWDJ8S7J	“ “ “	\$ 264.00
CRAIGSLIST.ORG	CA#24692164E2XTZDPGR	“ “ “	\$ 20.00
CA SPEC DIST ASSOC*	CSDA.CMD#24492163F0006VJL7	“	\$ 105.00

* time and activities may include travel.

** Ops Superintendent hours 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 - May 2023

Planwest Partners Inc.													
Task	Budget	Senior Advisor GW	PT Gen Mgr LM	Principal VB	Assoc Planner LH	Ops Super-Intendent BG	GIS Analyst JB	Asst. Planner/ Clerk	Planning Tech/Admin	Expense	Month Total	Year to Date Total	Remaining Budget
	Rate	\$205,000.00	\$100.00	\$150.00	\$100.00	\$63.38	\$100.00	\$90.00	\$85.00				
Task 1 - Administrative Duties		\$123,000.00									\$5,348.57	\$98,965.66	\$24,034.34
1.1 Administrative Duties			5.00			12.50					\$1,292.25	\$19,470.48	
1.2 Policies, Procedures, Ordinances											\$0.00	\$4,664.08	
1.3 Community Meetings prep & attendance											\$0.00	\$1,750.00	
1.4 CSD Board Meeting (Prep & Attendance, Minutes)		5.00								\$94.32	\$794.32	\$18,996.92	
1.5 Bookkeeping, Banking, Billing, and Invoicing											\$0.00	\$20,200.00	
1.6 Website/Emails/File Management											\$0.00	\$13,475.00	
1.7 Budgeting			3.00								\$300.00	\$5,426.76	
1.8 Grant Research and Writing											\$0.00	\$3,203.52	
1.9 Personnel		6.75	1.00						4.00	\$1,577.00	\$2,962.00	\$11,778.90	
Task 2 - Operations/Management		\$82,000.00									\$416.90	\$61,092.58	\$20,907.43
2.1 Treated Water, Raw Water, and Distribution						2.00					\$126.76	\$19,538.37	
2.2 Wastewater Collection, Treatment, Discharge, NPDES			1.00			3.00					\$290.14	\$20,711.61	
2.3 Stormwater and Drainage											\$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													
Total	\$205,000.00	\$1,645.00	\$1,000.00	\$0.00	\$0.00	\$1,109.15	\$0.00	\$0.00	4.00	Total Hrs	43.25		

Monthly Expenses	Expense
Mileage: 72 x 2 @ \$0.655/mile (miles) 2 board meetings	\$94.32
Recruitment Expenses - Times-Standard	\$693.00
Recruitment Expenses North Coast Journal	\$111.00
Recruitment Expenses CSDA \$105 , LinkedIn \$ 300	\$405.00
Recruitment Expenses ZipRecruiter	\$264.00
Recruitment Expenses Indeed \$ 84, CraigList \$20	\$104.00
Monthly Expense Total	\$1,671.32



Payment confirmation

We received your payment


Invoice 79714266 • Planwest Partners Inc.

Charges

Indeed Job Applies	\$84.00
Sales tax	\$0.00

Total amount: **\$84.00**

Payment method

 Payment ending in 5298

Charged on Thursday, June 1, 2023

Scotia CSD – General Manager Job Posting

Sent from Indeed's Billing team

**Times-Standard, Tri-City Weekly,
Humboldt Beacon & Redwood Times**
PO Box 8005, Willoughby, OH 44096-8005
Advertising Invoice & Statement

Return Service Requested

BILLING DATE	BILLING PERIOD	ACCOUNT NUMBER
05/31/23	5/1/2023 - 5/31/2023	2094359
TOTAL AMOUNT DUE	TERMS OF PAYMENT	STATEMENT NUMBER
\$693.00	Due Within 15 Days	0001379292

07272018

To pay the balance on this statement by credit card, please call or email your credit representative shown below.

Send payment to:

3628000316 PRESORT 318 1 AB 0.504 P1C1



PLANWEST PARTNERS - LEGAL
1125 16TH ST STE 200
ARCATA CA 95521-5585

TIMES-STANDARD, TRI-CITY WEEKLY,
HUMBOLDT BEACON & REDWOOD TIMES
PO Box 8005
Willoughby, OH 44096-8005



PLEASE DETACH AND RETURN THE UPPER PORTION WITH YOUR PAYMENT

**Times-Standard, Tri-City Weekly,
Humboldt Beacon & Redwood Times**

PO Box 8005, Willoughby, OH 44096-8005

STATEMENT OF ACCOUNT

Send payment to:
PO Box 8005
Willoughby, OH 44096-8005

BILLING DATE	BILLING PERIOD	TERMS OF PAYMENT	STATEMENT NUMBER	PAGE
05/31/23	5/1/2023 - 5/31/2023	Due Within 15 Days	0001379292	1 of 1

ACCOUNT NUMBER	ACCOUNT NAME
2094359	PLANWEST PARTNERS - LEGAL

CREDIT REPRESENTATIVE	SALES REPRESENTATIVE
Customer Support / 888-454-9588 bayadvcash@medianewsgroup.com	Robin Imholte / 707-441-0515 rimholte@times-standard.com

AGING OF PAST DUE AMOUNTS

CURRENT NET AMOUNT	30 DAYS	60 DAYS	OVER 90 DAYS	UNAPPLIED AMOUNT	TOTAL AMOUNT DUE
\$693.00	\$0.00	\$0.00	\$0.00	\$0.00	\$693.00

DATE	REFERENCE	DESCRIPTION	SIZE/UNITS	RATE	GROSS AMOUNT	NET AMOUNT
04/30/23		Balance Forward				\$174.41
05/23/23	P1072727	Payment: Check 0000001573				(\$174.41)
04/29/23 - 05/09/23	0006748544	Classified Advertising; General Manager - Scotia Community Services District; Eureka Times-Standard, Tri-City Weekly; EM Employment NC; Times Run: 8	62 Li	\$1.40	\$693.00	\$693.00
Thank you for doing business with us.						



Order ID:
8314280206

LinkedIn Corporation
1000 W. Maude Avenue, Sunnyvale, CA 94085 USA
Federal Tax ID: 47-0912023

Billed To: George Williamson
95521
United States

Date: 5/20/2023
Order Total: \$300.00
Payment Method: VISA....5298
Receipt #: 2066373956

Item	Description	Qty	Rate	Price
1	Job Posting <ul style="list-style-type: none">Job Title: District General ManagerScotia Community Services District - Scotia, California, United StatesDaily Budget: \$42.00			\$300.00
Total Purchases:				\$300.00
Sales Tax (0%):				\$0.00
Order Total:				\$300.00

Notes: ¹ You will spend no more than your daily budget on any given day.

[Customer Service](#) | [Purchase History](#) | [Terms of Sale](#)

Scotia Community Services District

Staff Report

DATE: June 15, 2023
TO: Scotia Community Services District Board of Directors
FROM: Leslie Marshall, Interim General Manager
SUBJECT: Resolution 2023-9: A Resolution of the Scotia Community Services District Board of Directors to Adopt the Final Budget for Fiscal Year 2023-2024

RECOMMENDATION:

The Administrative staff recommends that the Board review and approve the Final FY 2023/24 Budget Resolution 2023-9: A Resolution of the Scotia Community Services District Board of Directors to Adopt the Final Budget for Fiscal Year 2023-2024

ACTION:

Adopt Resolution 2023-9: A Resolution of the Scotia Community Services District Board of Directors to Adopt the Final Budget for Fiscal Year 2023-2024

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):

Monthly Rates FY 22/23	Base	Flow (per 100 cf)	BOD (per lb)	TSS (per lb)
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		

Annual Benefit Assessments FY 22/23	(1 EBU)
Storm Drainage	\$24.77
Parks and Recreation	\$221.79
Streets and Street Lighting	\$58.81

The board reviewed two budgets for FY 2023/2024. One structure kept the rates set from last year, and one budget included rates with inflation from the CPI. Neither budget accounted for pass through costs. At this time, the board has not adopted CPI rate increase, therefore rates will remain the same as FY 2022/2023.

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. 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.

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 to 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 was completed 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, as part of the infrastructure ties into the new upgraded infrastructure of the Subdivision.

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 being 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 has prepared a 2023/2024 *Final* Budget for Board review and approval, required, by law, to be approved and adopted, by Resolution, prior to June 30, 2023. Staff prepared and circulated a Notice of Public Hearing for Adoption of the FY 2023/2024 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 has a deficit of -\$317,981

ATTACHMENT:

- Resolution 2023-9: A Resolution of the Scotia Community Services District Board of Directors to Adopt the Final Budget for Fiscal Year 2023-2024
- FY 2023/24 Final Budget

RESOLUTION NO. 2023-9

A RESOLUTION OF THE SCOTIA COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS TO ADOPT THE FINAL BUDGET FOR FISCAL YEAR 2023-2024

WHEREAS, the Scotia Community Services District (“Scotia CSD”) is organized and operates pursuant to the California Government Code Section 61000, *et seq.*; and

WHEREAS, the Scotia Community Services District operates on a Fiscal Year beginning on July 1, and ending on June 30, of each year; and

WHEREAS, the Scotia Community Services District Board of Directors is required by California Government Code Section 61110(f) to adopt a final budget on or before July 1st of each year; and

WHEREAS, the Final Budget for the Scotia Community Services District for the fiscal year beginning July 1, 2023, as presented by the General Manager, has been reviewed, studied and revised by the Board of Directors and represents a responsible and balanced financial approach for the reliable operation and maintenance of the infrastructure and programs under its jurisdiction; and

WHEREAS, the Scotia CSD Board of Directors has made the Final Budget for Fiscal Year 2022-2023 available to the public, a public meeting was held on May 18, 2023, published notice of a public hearing in a local newspaper to consider the Final Budget for FY 2023-2024, and a public hearing was held on June 15, 2023; and

WHEREAS, a public notice was prepared and published stating the date, time and place where the Board of Directors will meet to adopt the Final Budget Fiscal Year 2023- 2024 and that any person may appear and be heard regarding any item in the budget; and

WHEREAS, the notice was published 14 days before the hearing in at least one newspaper of general circulation in the District pursuant to Government Code Section 6061.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Scotia Community Services District as follows:

Section 1: The Recitals set forth above are incorporated herein and made an operative part of this Resolution.

Section 2: The budget for fiscal year 2023-2024 is hereby adopted as set forth in Exhibit A: “Scotia Community Services District Fiscal Year 2023-2024 Final Budget” and is attached hereto and incorporated herein.

Section 3: Modifications and amendments to the 2023-2024 Scotia Community Services District Final Budget shall be allowed during the 2023-2024 fiscal year, when in conformance with Board Policies and state law.

Section 4: This resolution shall be effective upon adoption.

Dated: June 15, 2023

APPROVED:

Paul Newmaker, Board President, Scotia CSD

ATTEST:

Board Clerk, Scotia CSD

CLERK'S CERTIFICATE

I hereby certify that the foregoing is a true and correct copy of Resolution No. 2023-9, passed and adopted at a regular meeting of the Scotia Community Services District Board of Directors, County of Humboldt, State of California, held on the 15th day of June, 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Board Clerk, Scotia CSD

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	

v. 5/7/2023

Scotia Community Services District Staff Report

DATE: June 15, 2023
TO: Scotia Community Services District Board of Directors
FROM: Leslie Marshall, General Manager
SUBJECT: Benefit Assessment Annual Review

RECOMMENDATION:

Review each Benefit Assessment and rate schedule.

ACTION:

Review each Benefit Assessment and rate schedule.

DISCUSSION:

Streets and Street Lighting, and Parks and Recreation Benefit Assessments were adopted in June 2016, Storm Drainage Benefit Assessment was adopted in February 2017.

Upcoming projects for each benefit assessment are projected within the Proposed FY 2023-2024 budget.

A profit and loss statement for each assessment is attached, with current standing for each assessment from inception, as well as current fiscal year. All SCSD Funds will be audited beginning July 1, 2023, for the previous fiscal year operation. The audit is estimated to be complete prior to the end of year 2023.

The engineers reports for each assessment are available on the District website at:
<http://scotiacsd.com/rate-setting/>

FISCAL IMPACT:

See fiscal budget FY 2023/2024, attached Rate Schedule, and attached Benefit Assessment Profit and Loss Reports.

ATTACHMENTS:

Benefit Assessment Profit and Loss Reports
Rate Schedule 2019-2024

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06/08/23

Accrual Basis

Scotia Community Services District
Profit & Loss by Class
May 1, 2017 through June 8, 2023

	50 Storm Drainage	TOTAL
Ordinary Income/Expense		
Income		
Revenue		
40210 · Interest Earnings	-209.22	-209.22
40270 · User Fees	-413.32	-413.32
40280 · Benefit Assessment	193,308.98	193,308.98
40281 · SCSD Benefit Assessment Adj.	-1,410.15	-1,410.15
40290 · Miscellaneous	0.00	0.00
Total Revenue	191,276.29	191,276.29
40500 · Sales Allowance		
40501 · Sales Allowance - Scotia CSD	-430.35	-430.35
Total 40500 · Sales Allowance	-430.35	-430.35
Total Income	190,845.94	190,845.94
Gross Profit	190,845.94	190,845.94
Expense		
Capital Expenditures		
80613 · New Truck	0.00	0.00
80680 · Utility Line Locator	0.00	0.00
Total Capital Expenditures	0.00	0.00
Materials & Services		
50400 · Permits, Licenses, Dues & Publi	1,233.31	1,233.31
50410 · Supplies	14.10	14.10
50430 · Maintenance & Repairs	23.62	23.62
50433 · Vehicle Maintenance	4.50	4.50
50434 · Fuel	698.14	698.14
50440 · Insurance, Bonds	15,160.86	15,160.86
Total Materials & Services	17,134.53	17,134.53
Personnel and Professional Svcs		
60340 · Engineering	955.56	955.56
60350 · Admin/Operations/Maint Staff	2,233.61	2,233.61
60360 · SCSD Permanent Benefitted Staff	-2,088.46	-2,088.46
Total Personnel and Professional Svcs	1,100.71	1,100.71
Total Expense	18,235.24	18,235.24
Net Ordinary Income	172,610.70	172,610.70

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Accrual Basis

Scotia Community Services District
Profit & Loss by Class
May 1, 2017 through June 8, 2023

	<u>50 Storm Drainage</u>	<u>TOTAL</u>
Other Income/Expense		
Other Expense		
Other Expenditures		
90530 · Prior FY Revenue/Customr Refund	11.16	11.16
Total Other Expenditures	11.16	11.16
Total Other Expense	11.16	11.16
Net Other Income	-11.16	-11.16
Net Income	<u><u>172,599.54</u></u>	<u><u>172,599.54</u></u>

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06/08/23

Accrual Basis

Scotia Community Services District
Profit & Loss by Class
 July 1, 2022 through June 8, 2023

	<u>50 Storm Drainage</u>	<u>TOTAL</u>
Ordinary Income/Expense		
Income		
Revenue		
40280 · Benefit Assessment	28,089.18	28,089.18
40281 · SCSD Benefit Assessment Adj.	-346.78	-346.78
Total Revenue	<u>27,742.40</u>	<u>27,742.40</u>
Total Income	<u>27,742.40</u>	<u>27,742.40</u>
Gross Profit	27,742.40	27,742.40
Expense		
Materials & Services		
50400 · Permits, Licenses, Dues & Publi	427.52	427.52
50440 · Insurance, Bonds	4,028.28	4,028.28
Total Materials & Services	4,455.80	4,455.80
Personnel and Professional Svcs		
60350 · Admin/Operations/Maint Staff	238.38	238.38
60360 · SCSD Permanent Benefitted Staff	-2,219.78	-2,219.78
Total Personnel and Professional Svcs	<u>-1,981.40</u>	<u>-1,981.40</u>
Total Expense	<u>2,474.40</u>	<u>2,474.40</u>
Net Ordinary Income	<u>25,268.00</u>	<u>25,268.00</u>
Net Income	<u>25,268.00</u>	<u>25,268.00</u>

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Accrual Basis

Scotia Community Services District
Profit & Loss by Class
 July 1, 2022 through June 8, 2023

	40 Streets & Street Lighting	TOTAL
Ordinary Income/Expense		
Income		
Revenue		
40280 · Benefit Assessment	75,394.42	75,394.42
40281 · SCSD Benefit Assessment Adj.	-8,056.97	-8,056.97
Total Revenue	67,337.45	67,337.45
Total Income	67,337.45	67,337.45
Gross Profit	67,337.45	67,337.45
Expense		
Materials & Services		
50400 · Permits, Licenses, Dues & Publi	432.29	432.29
50440 · Insurance, Bonds	4,028.28	4,028.28
50450 · Electrical	8,662.97	8,662.97
Total Materials & Services	13,123.54	13,123.54
Personnel and Professional Svcs		
60350 · Admin/Operations/Maint Staff	280.00	280.00
Total Personnel and Professional Svcs	280.00	280.00
Total Expense	13,403.54	13,403.54
Net Ordinary Income	53,933.91	53,933.91
Net Income	53,933.91	53,933.91

Scotia Community Services District
Profit & Loss by Class
May 1, 2017 through June 8, 2023

	40 Streets & Street Lighting	TOTAL
Ordinary Income/Expense		
Income		
Revenue		
40210 · Interest Earnings	-616.40	-616.40
40270 · User Fees	-7,589.15	-7,589.15
40280 · Benefit Assessment	488,211.83	488,211.83
40281 · SCSD Benefit Assessment Adj.	-27,064.16	-27,064.16
40290 · Miscellaneous	2,273.92	2,273.92
Total Revenue	455,216.04	455,216.04
40500 · Sales Allowance		
40501 · Sales Allowance - Scotia CSD	-5,810.40	-5,810.40
Total 40500 · Sales Allowance	-5,810.40	-5,810.40
Total Income	449,405.64	449,405.64
Gross Profit	449,405.64	449,405.64
Expense		
Capital Expenditures		
80613 · New Truck	0.00	0.00
Total Capital Expenditures	0.00	0.00
Materials & Services		
50400 · Permits, Licenses, Dues & Publi	1,418.25	1,418.25
50410 · Supplies	49.36	49.36
50420 · Utilities & Communications	305.49	305.49
50430 · Maintenance & Repairs	941.09	941.09
50433 · Vehicle Maintenance	20.89	20.89
50440 · Insurance, Bonds	19,100.17	19,100.17
50450 · Electrical	55,234.93	55,234.93
Total Materials & Services	77,070.18	77,070.18
Personnel and Professional Svcs		
60350 · Admin/Operations/Maint Staff	4,854.13	4,854.13
60360 · SCSD Permanent Benefitted Staff	189.21	189.21
Total Personnel and Professional Svcs	5,043.34	5,043.34
Total Expense	82,113.52	82,113.52
Net Ordinary Income	367,292.12	367,292.12

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06/08/23

Accrual Basis

Scotia Community Services District
Profit & Loss by Class
May 1, 2017 through June 8, 2023

	<u>40 Streets & Street Lighting</u>	<u>TOTAL</u>
Other Income/Expense		
Other Expense		
Other Expenditures		
90530 · Prior FY Revenue/Customr Refund	106.02	106.02
Total Other Expenditures	106.02	106.02
Total Other Expense	106.02	106.02
Net Other Income	-106.02	-106.02
Net Income	<u><u>367,186.10</u></u>	<u><u>367,186.10</u></u>

Scotia Community Services District
Profit & Loss by Class
May 1, 2017 through June 8, 2023

	60 Parks & Recreation	TOTAL
Ordinary Income/Expense		
Income		
Revenue		
40250 · Park Rental	8,385.35	8,385.35
40255 · Heisler Museum	56,240.00	56,240.00
40260 · Special Use Income	8,414.92	8,414.92
40270 · User Fees	-7,201.02	-7,201.02
40280 · Benefit Assessment	1,099,938.15	1,099,938.15
40281 · SCSD Benefit Assessment Adj.	-23,345.27	-23,345.27
40290 · Miscellaneous	200.00	200.00
Total Revenue	1,142,632.13	1,142,632.13
40500 · Sales Allowance		
40501 · Sales Allowance - Scotia CSD	-7,303.68	-7,303.68
Total 40500 · Sales Allowance	-7,303.68	-7,303.68
Total Income	1,135,328.45	1,135,328.45
Gross Profit	1,135,328.45	1,135,328.45
Expense		
Capital Expenditures		
80602 · Museum Plaza Upgrade	4,500.00	4,500.00
80605 · Parks and Rec Upgrades	-4,500.00	-4,500.00
80609 · Baseball ADA Upgrade/Bathrooms	56,551.10	56,551.10
80612 · Soccer Field ADA Upgrades	0.00	0.00
80613 · New Truck	0.00	0.00
80620 · Winema Theater Roof	6,109.95	6,109.95
80621 · Museum ADA Upgrades	224,165.06	224,165.06
80622 · Carpenter Shop Roof Replacement	0.00	0.00
80624 · Winema Theater ADA Bathrooms	22,168.35	22,168.35
80625 · Winema Theater Foundation Rep	7,561.70	7,561.70
Total Capital Expenditures	316,556.16	316,556.16
Materials & Services		
50400 · Permits, Licenses, Dues & Publi	3,254.76	3,254.76
50410 · Supplies	4,591.57	4,591.57
50420 · Utilities & Communications	14,939.49	14,939.49
50430 · Maintenance & Repairs	28,995.32	28,995.32
50433 · Vehicle Maintenance	1,096.31	1,096.31
50434 · Fuel	1,108.67	1,108.67
50440 · Insurance, Bonds	68,306.13	68,306.13
50450 · Electrical	31,327.09	31,327.09

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06/08/23

Accrual Basis

Scotia Community Services District
Profit & Loss by Class
May 1, 2017 through June 8, 2023

	60 Parks & Recreation	TOTAL
50460 · Contracted Maintenance Services	26,323.09	26,323.09
50470 · Office Supplies	16.65	16.65
Total Materials & Services	179,959.08	179,959.08
Personnel and Professional Svcs		
60300 · Attorney	3,788.60	3,788.60
60340 · Engineering	9,138.92	9,138.92
60350 · Admin/Operations/Maint Staff	51,341.37	51,341.37
60360 · SCSD Permanent Benefitted Staff	15,384.55	15,384.55
Total Personnel and Professional Svcs	79,653.44	79,653.44
51000 · Depreciation Expense	75,776.83	75,776.83
51500 · Amortization	3,799.55	3,799.55
Total Expense	655,745.06	655,745.06
Net Ordinary Income	479,583.39	479,583.39
Other Income/Expense		
Other Expense		
Other Expenditures		
90530 · Prior FY Revenue/Customr Refund	399.76	399.76
90540 · Interest Expense - Umpqua Loan	95,134.01	95,134.01
Total Other Expenditures	95,533.77	95,533.77
Total Other Expense	95,533.77	95,533.77
Net Other Income	-95,533.77	-95,533.77
Net Income	384,049.62	384,049.62

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06/08/23

Accrual Basis

Scotia Community Services District
Profit & Loss by Class
 July 1, 2022 through June 8, 2023

	60 Parks & Recreation	TOTAL
Ordinary Income/Expense		
Income		
Revenue		
40250 · Park Rental	196.00	196.00
40280 · Benefit Assessment	168,116.82	168,116.82
40281 · SCSD Benefit Assessment Adj.	-7,097.28	-7,097.28
Total Revenue	161,215.54	161,215.54
Total Income	161,215.54	161,215.54
Gross Profit	161,215.54	161,215.54
Expense		
Capital Expenditures		
80609 · Baseball ADA Upgrade/Bathrooms	56,551.10	56,551.10
80620 · Winema Theater Roof	1,325.50	1,325.50
80621 · Museum ADA Upgrades	224,165.06	224,165.06
80624 · Winema Theater ADA Bathrooms	22,168.35	22,168.35
Total Capital Expenditures	304,210.01	304,210.01
Materials & Services		
50400 · Permits, Licenses, Dues & Publi	1,511.90	1,511.90
50410 · Supplies	1,030.86	1,030.86
50420 · Utilities & Communications	4,655.24	4,655.24
50430 · Maintenance & Repairs	3,584.07	3,584.07
50440 · Insurance, Bonds	12,132.54	12,132.54
50450 · Electrical	9,897.75	9,897.75
50460 · Contracted Maintenance Services	3,924.50	3,924.50
Total Materials & Services	36,736.86	36,736.86
Personnel and Professional Svcs		
60350 · Admin/Operations/Maint Staff	14,715.70	14,715.70
60360 · SCSD Permanent Benefitted Staff	8,385.50	8,385.50
Total Personnel and Professional Svcs	23,101.20	23,101.20
Total Expense	364,048.07	364,048.07
Net Ordinary Income	-202,832.53	-202,832.53

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06/08/23

Accrual Basis

Scotia Community Services District
Profit & Loss by Class
July 1, 2022 through June 8, 2023

	<u>60 Parks & Recreation</u>	<u>TOTAL</u>
Other Income/Expense		
Other Expense		
Other Expenditures		
90540 - Interest Expense - Umpqua Loan	17,707.23	17,707.23
Total Other Expenditures	17,707.23	17,707.23
Total Other Expense	17,707.23	17,707.23
Net Other Income	-17,707.23	-17,707.23
Net Income	<u><u>-220,539.76</u></u>	<u><u>-220,539.76</u></u>

Water User Fees

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

Wastewater User Fees

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

Benefit Assessments Billed Yearly in August

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

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: June 15, 2023
TO: Scotia Community Services District Board of Directors
FROM: Leslie Marshall, General Manager
SUBJECT: Adopt Resolution No. 2023-10 A Resolution of the Scotia Community Services District Board of Directors Amending the FY 2023/2024 Master Fee Schedule.

RECOMMENDATION:

The administrative staff recommends the Board review the Master Fee Schedule revisions and adopt Resolution No. 2023-10 A Resolution of the Scotia Community Services District Board of Directors Amending the FY 2023/2024 Master Fee Schedule.

ACTION:

Motion to adopt Resolution No. 2023-10 A Resolution of the Scotia Community Services District Board of Directors Amending the FY 2023/2024 Master Fee Schedule

DISCUSSION:

All District Resolutions are periodically reviewed, by administrative staff, for accuracy, clarification and content. The District's Master Fee Schedule was last amended and adopted on September 15, 2022.

The revised Master Fee Schedule updates charges to include rates for FY 2023/2024.

Minor administrative revisions were made as clarification in the remaining sections in the Master Fee Schedule.

FISCAL IMPACT:

None

ATTACHMENTS:

Attachment A: Resolution No. 2023-10 FY 2022/2023 Master Fee Schedule.

Attachment B: FY 2023/2024 Master Fee Schedule

RESOLUTION NO. 2023-10
A RESOLUTION OF THE SCOTIA COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
AMENDING THE FY 2023-2024 MASTER FEE SCHEDULE

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED:

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

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

PASSED, APPROVED AND ADOPTED on the 15th day of June 2023, by the following vote of the governing body:

APPROVED:

ATTEST:

Paul Newmaker 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. 2023-10, 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 15th day of June 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Board Clerk, Scotia CSD

Attached: Scotia Community Services District FY 2023/2024 Master Fee Schedule



FY 2023/2024 MASTER FEE SCHEDULE
OF THE
SCOTIA COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS

Adopted
May 18, 2017

Amended
June 15, 2023

SCOTIA COMMUNITY SERVICES DISTRICT FY 2023/2024 MASTER FEE SCHEDULE

SECTION 1. WATER SYSTEM FEES

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

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

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

2. **Splitting/Relocating Water Service.** The charge for splitting an existing water service shall be the actual charge for material, labor, and equipment not to exceed the charges for a new service. The charge for relocating an existing service shall be actual costs for materials, labor, and equipment not to exceed charges for a new service less credit for existing meter. All existing service lines that are no longer in use shall be removed, at the cost of the property owner. Any inspection fee costs will be based on the fully burdened hourly rate of a District Employee or the District's Authorized Contractor.
3. **Backflow Prevention Device Charges.** Maintenance and testing of these devices is the responsibility of the customer and shall be tested by a certified backflow tester. The customer shall submit a copy of the test results annually. Failure to provide certified back-flow test results as required shall result in the District providing the test and inspection at the customer's expense.
4. **Water Hauler Fees and Charges.** Charges for potable water shall be based on the Water Hauler Guidelines. Raw water will not be available for water hauler use or sale.
5. **Temporary Construction Meters.** A \$40.00 meter setting fee will be charged for the installation of this meter. There shall be imposed a monthly rate for the temporary service, based on meter size in the table below, and a charge for the quantity of water used at the current flow in **Section 1.7 Monthly Water Service Rates.**
6. **Meter Tests – Deposit.** If a customer desires to have the meter serving their premises tested, they shall first deposit Thirty-Five Dollars (\$35.00) and pay the actual cost to test the meter.

7. **Monthly Water Service Rates.** These utility charges shall apply to all customers within the District's limits. A monthly rate for water service provided by the District shall be as shown below.
- A. **Monthly Water Base Rate.** The monthly base rate shall be determined by size of water meter and location of service. The monthly Base Rate is a requisite service charge for all utility customers, regardless of any actual water usage or account status. If a customer's service is discontinued for non-payment, monthly Base Rates shall continue to accrue.
 - B. **Monthly Consumption Charge:** The monthly quantity charge rate shall be charged per 100 cubic feet (HCF) of water used.
 - C. **Monthly Raw Water Charge:** The Raw (non-potable) Water Rate shall be charged per 100 HCF of water used.

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

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

SECTION 2. WASTEWATER SYSTEM FEES

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

- 1. **Monthly Sewer Service Rates.** These utility charges shall apply to all customers within the District's limits and applied as follows:
 - A. A monthly Base Rate shall be imposed on all customers, per equivalent dwelling unit (EDU) regardless of any actual usage.

- B. A monthly Flow Rate based on one hundred cubic feet (100 cf) of metered water used; and
- C. A monthly Strength Fee based on per pound (lb.) of BOD and TSS.

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

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

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

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

SECTION 3. WATER AND WASTEWATER DEPOSITS AND MISCELLANEOUS CHARGES

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

Security Deposits		
Type of Service	Base Deposit	Max. Deposit
Single Family Residential		
Water & Sewer	\$100.00	\$150.00
Water only	\$ 50.00	\$ 75.00
Sewer only	\$ 50.00	\$ 75.00
Multi-family Units		
Water only/1 st Unit	\$ 35.00	\$150.00
Additional Units	\$ 20.00	\$100.00
Water & sewer/1 st Unit	\$ 50.00	\$ 75.00
Additional	\$ 40.00	\$ 60.00

Commercial	
Water & Sewer	2.5 times the Monthly Base Rate
Water Only	2.5 times the Monthly Base Rate
Sewer Only	2.5 times the Monthly Base Rate

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

paid. The District will attempt to notify the consumer in person and by leaving a Shut-Off Notice (Notice) for **water** service at the premises. **Water** service will be disconnected if the amount of the returned check and returned check charge are not paid by the due date specified on the Notice. The due date shall not be sooner than the date specified on an Overdue Notice; or if an Overdue Notice had not been previously provided, no sooner than the sixtieth (60) day after the invoice for the payment of the returned check had been made. To redeem a returned check and to pay a returned check charge, all unpaid charges will be paid by credit card, debit card, or certified funds.

8. **Returned Check as Payment for Water Service Disconnected for Nonpayment.** If the check tendered and accepted as payment which resulted in restoring **water** service to an account that had been disconnected for nonpayment is returned as non-negotiable, the District may disconnect the **water** service after a three (3) calendar day's written notice. The consumer's account may only be reinstated by receipt of all outstanding charges paid by credit card, debit card, or certified funds.

After the consumer's account has been reinstated, the account will be listed for a one-year period indicating that a non-negotiable check was issued by consumer. The only form of payment, for **water** service charges, that will be accepted for the one-year period will be credit card, debit card, or certified funds.

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

SECTION 4. WATER THEFT ADMINISTRATIVE PENALTIES

"Water theft" means an action to divert, tamper, or reconnect water utility services, as defined in Section 498 of the California Penal Code. Water theft shall require an administrative fine or penalty in accordance with the fine structure set forth in **Section 53069.45 of the California Government Code**, which shall be codified in the District's Master Fee Schedule and updated by District Resolution, as necessary, to reflect any statutory changes.

1. If the water theft is committed via meter tampering in violation of an Ordinance adopted under this section, it is punishable as follows:

- A. A fine not exceeding one hundred thirty dollars (130.00) for a **first** violation.
 - B. A fine not exceeding seven hundred dollars (700.00) for a **second** violation of the same Ordinance within one year of the first violation.
 - C. A fine not exceeding one thousand three hundred dollars (1300.00) for the **third** violation and each additional violation of the same Ordinance within one year of the first violation.
2. All other forms of water theft in violation of an Ordinance adopted under this section are punishable as follows:
- A. A fine not exceeding one thousand dollars (1000.00) for a **first** violation.
 - B. A fine not exceeding two thousand dollars (2000.00) for a **second** violation of the same Ordinance within one year.
 - C. A fine not exceeding three thousand dollars (3000.00) for each additional violation of the same Ordinance within one year.

SECTION 5. WATER SHORTAGE EMERGENCY FINES AND PENALTIES

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

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

SECTION 6. ANNUAL BENEFIT ASSESSMENT FEE SCHEDULE

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

Benefit Assessments are billed annually, directly by the District. Each residence has been attributed 1 Equivalent Benefit Unit (EBU), so each rate expressed is what each single-family

residence will pay for benefit assessments. (Commercial, Industrial, and limited residential customers have EBU multipliers on their properties, found in the Engineer Assessment Report)

SECTION 7. PARKS AND RECREATION RENTAL FEES

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

APPLICATION PROCESSING FEES

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

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

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

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

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

3. FACILITY USE FEES. The District shall charge the following rates for use of a District-owned facility for each use specified below:
Rental fees are due 30 days prior to event. All-day rate applies to hours between 8 a.m. and 1 a.m., including cleanup. Requests for extended hours are subject to District approval and additional costs. Changes made to Facility Use Permit less than 30 days prior to event are subject to District approval and may require an additional charge. Any changes must be made in writing, and submitted to the District General Manager

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

WINEMA THEATER

Private Citizen/Business	\$45.00/hour	
Half Day Rate	\$176.00	(\$44.00/hr.)
All Day Rate	\$344.00	(\$43.00/hr.)
Non-Profit Groups/Vendors	\$35.00/hour	
Commercial Events*	\$450.00/day	
*Requires Event Host		

SCOTIA MUSEUM

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

FIREMAN'S PARK

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

PARKS

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

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

SPECIAL EVENT SERVICES

Event Setup

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

Event Cleanup

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

SECTION 8. STORM DRAINAGE INSPECTION FEES

1. **INSPECTION FEES.** The District is responsible for annually inspecting all private facilities for any violation of the provisions of the Storm Drainage Ordinance. Private facilities shall be responsible for all costs of the inspection and any associated inspection costs including but not limited to testing.

SECTION 9. DOCUMENT DUPLICATION AND DISTRIBUTION

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

1. **Photocopies.**
 - A. Per 8 1/2" x 11" and legal-size page:

Per 1-side page.....	\$0.10
Per 2-side page.....	\$0.20
 - B. Per 11" x 17" page:

Per 1-side page.....	\$0.20
Per 2-side page.....	\$0.40
 - C. Per 24' x 36" page: Per 1-side page..... \$3.00
 - D. Conversion of Documents to Electronic Image: \$2.00 plus \$0.10/page
2. **Copies of Video Tapes, Audio Tapes, CDs, DVDs.** \$3.00/each, plus actual cost for duplication
3. **Mailing.** \$2.00/each, plus actual postage cost

SECTION 10. ENCROACHMENT PERMIT FEES

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

The following fees will be charged for a District Permit:

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

Scotia Community Services District

Staff Report

DATE: June 15, 2023
TO: Scotia Community Services District Board of Directors
FROM: Leslie Marshall, General Manager
SUBJECT: SHN Engineering Support Services for Fiscal Year 2023/2024 for Scotia Community Services District

RECOMMENDATION:

The Administrative staff recommends that the SCSD Board consider authorizing the General Manager to sign the SHN Services Agreement, for fiscal year 2023/2024

ACTION:

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

DISCUSSION:

The SHN Agreement includes a Scope of Services for the following four (4) services;

Task 001 – National Pollutant Discharge Elimination System (NPDES)

- Attend meetings for discussion and negotiation of NPDES permit renewal.
- Respond to RWQCB questions and comments.
- Provide technical assistance to SCSD with respect to NPDES permit requirements.

Task 003 – Hazardous materials Business Plan (HMBP) Updates

- Provide support to SCSD for annual tasks necessary to update and maintain SCSD's HMBP
- Trainings , site visits , Preparation of and updating documents, Upload HMBP to the California Environmental Report System (CERS) to be certified by SCSD

Task 105 – California Accidental Release Prevention (Cal-ARP) Program Risk Management Plan Updates and Training

- Provide training, Process Hazard Analysis (PHA) and site visits.
- Update the Cal-ARP risk management plan with changes.

Task 200 – On-Call Engineering Services

- Financial assistance support and grant program applications for various projects
- Log pond dam repair support services

Additional Amendments to this Contract may be added during the next fiscal year.

Addendum No. 25 To Agreement

Dated June 29, 2017

Scotia Community Services District (SCSD) Engineering Support Services

Additional Scope of Work

Renewal of consulting services for fiscal year 2023/2024 includes the following tasks (a schedule of SHN's fees is included as Exhibit "A"):

Task 001—NPDES Support Services

SHN will provide support to SCSD with National Pollutant Discharge Elimination System (NPDES) permit compliance and renewal through the North Coast Regional Water Quality Control Board (RWQCB). This task may include the following services:

- Attend meetings for discussion and negotiation of NPDES permit renewal.
- Respond to RWQCB questions and comments.
- Provide technical assistance to SCSD with respect to NPDES permit requirements.

Task 003—Hazardous Materials Business Plan (HMBP) Update

SHN will provide support to SCSD for annual tasks necessary to update and maintain the SCSD's HMBP. This task may include the following services:

- Trainings
- Site visits
- Preparation of and updating documents
- Uploading documents to the California Environmental Report System (CERS) to be certified by SCSD

Task 105—California Accidental Release Prevention Program (CalARP) Update

SHN will provide support to SCSD for tasks necessary to maintain compliance with the state CalARP. This task may include the following services:

- Process Hazard Analysis (PHA)
- Trainings
- Site visits

This task assumes the Rio Dell Fire Department (RDFD) and SCSD will provide the following:

- Emergency response training records
- Appropriate signatures and certifications
- Submitting the updated CalARP RMP to Humboldt County Department of Environmental Health (DEH).

Exclusions:

- This scope of work and fee estimate does not include updating SCSD's Risk Management Plan (RMP). This task can be completed with an addendum to this agreement.



FISCAL IMPACT:

Task 001	\$5,000
Task 003	\$2,400
Task 105	\$3,700
Task 200	\$40,000
Total	\$51,100

ATTACHMENTS:

Addendum No. 25 to Agreement Dated June 29, 2017: Scotia Community Services District
Engineering Support Services for Fiscal Year 2023/2024

Task 200—On-Call Engineering Services

This task includes on-call engineering services as needed by SCSD, which may include:

- Financial assistance support and grant program applications for various projects
- Log pond dam repair support services

Related Costs

A. SHN agrees to provide services covered by this Addendum on a time and expenses basis. Fees are estimated as follows:

Task	New Budget Starting 7/1/2023
001—NPDES Support Services	\$ 5,000 ^a
003—Hazardous Materials Business Plan (HMBP) update	\$ 2,400 ^a
105—California Accidental Release Program (Cal-ARP) update	\$ 3,700 ^a
200—On-Call Engineering Services	\$ 40,000 ^b
Total	\$ 51,100

^a Remaining balance as of June 30, 2023, will be credited back.

^b Remaining balance as of June 30, 2023, will be rolled over to FY 23-24.

All other terms and conditions contained in the original Agreement shall apply to this Addendum. In Witness Whereof, the parties have executed this Addendum to the Agreement the day and year first set forth.

SHN Consulting Engineers & Geologists, Inc.

Address: 812 W. Wabash Ave.
Eureka, CA 95501-2138

By: _____

Title: _____

Signature: _____

Date: _____

License #: _____

Client: Scotia Community Services District

Address: P.O. Box 104
Scotia, CA, 95565

By: _____

Title: _____

Signature: _____

Date: _____



SHN Fee Schedule

A



Consulting Engineers & Geologists, Inc.

Fee Schedule January 1, 2023

When accurate definition of the proposed work is not possible, an hourly charge out rate for determining compensation shall be used. Hourly charge rates include payroll costs, overhead, and profit. Hourly services are billed portal to portal and are subject to a 2-hour minimum. Current rates are as follows:

Hourly Charge Rates			
Position ¹	Hourly Rates		
Senior Engineer	\$ 170.00	-	\$ 220.00
Senior Geotechnical Engineer	\$ 160.00	-	\$ 210.00
Senior Engineering Geologist	\$ 160.00	-	\$ 220.00
Senior Geologist	\$ 150.00	-	\$ 190.00
Senior Planner	\$ 130.00	-	\$ 190.00
Senior Environmental Scientist	\$ 150.00	-	\$ 200.00
Senior Land Surveyor	\$ 130.00	-	\$ 180.00
Project Manager	\$ 110.00	-	\$ 180.00
Project Engineer	\$ 120.00	-	\$ 160.00
Project Geologist	\$ 110.00	-	\$ 165.00
Project Land Surveyor	\$ 100.00	-	\$ 130.00
Associate Planner	\$ 90.00	-	\$ 130.00
Associate Environmental Scientist	\$ 110.00	-	\$ 150.00
Staff Engineer	\$ 90.00	-	\$ 130.00
Staff Geologist	\$ 90.00	-	\$ 130.00
Staff Planner	\$ 80.00	-	\$ 120.00
Staff Environmental Scientist	\$ 100.00	-	\$ 140.00
Staff Land Surveyor ³	\$ 90.00	-	\$ 250.00 ³
Certified Industrial Hygienist	\$ 120.00	-	\$ 170.00
GIS/UAV Specialist	\$ 80.00	-	\$ 135.00
Construction Inspector ³	\$ 90.00	-	\$ 280.00 ³
Lab/Field Technician ³	\$ 90.00	-	\$ 280.00 ³
Survey Technician ³	\$ 80.00	-	\$ 280.00 ³
Engineering Technician/Draftsperson	\$ 100.00	-	\$ 150.00
Technical Writer	\$ 90.00	-	\$ 110.00
Clerical	\$ 70.00	-	\$ 90.00
Expert Witness ^{2,4}	\$ 175.00	-	\$ 275.00

1 Incidental expenses, i.e., lodging, meals, airplane tickets, etc., are billed at cost plus 15%.

2 Minimum daily charge is four hours.

3 Rates depend on the specific personnel assigned and if **prevailing wage rates are required in the area of work.**

4 Rates for Expert Witness are charged for preparation and testimony for both deposition(s) and trial(s).

Reimbursables

The following direct charges are charged in addition to the hourly charge rates set forth above.

Direct Charges:

CADD plots (black & white)	\$ 0.40/sq. ft.
CADD plots (color)	\$ 0.90/sq. ft.
Copies	\$ 0.15/ea.
Equipment and other expenditures (required for projects)	Cost + 15%
Iron pipe, monuments, flagging, etc.	Cost + 15%
Mylars	\$ 15.00
Services of other consultants	Cost + 15%
Stakes, hubs, lath, etc.	Cost + 15%
Subsistence, air travel, etc.	Cost + 15%
Vehicles	\$ 50.00/day

Field Testing and Equipment:

Anchor bolt tension testing	\$ 80.00/day plus operator
CO ₂ Meter	\$ 10.00/day
Concrete Compression Impact Hammer	\$ 50.00/day*
Core Drilling Machine	\$ 75.00/day & \$3.00/inch cored
Dissolved Oxygen Meter	\$ 58.00/day*
Expendable Supplies	\$ 40.00/day*
Fyrite Meter	\$ 33.00/day*
Generator	\$ 58.00/day*
Geophysical Equipment	By Quotation
Grundfos Controller & Pump	\$275.00/day
Hand Auger	\$ 36.00/day
Health & Safety Level D	\$ 35.00/day*
Health & Safety Level C	\$ 60.00/day*
High Pressure Controller	\$ 60.00/day*
Inclinometer	\$200.00/day*
LEL Meter	\$ 73.00/day*
Nuclear Density Testing	\$ 25.00/hour plus operator
Other equipment including drill rigs, backhoes, etc.	Cost + 15%
ORP Meter	\$ 15.00/day
OVA	\$145.00/day*
Peristaltic Pump	\$ 50.00/day*
pH/Conductivity Meter	\$ 58.00/day*
Pumps	\$ 40.00/day*
Quad (ATV)	\$150.00/day
Rebar Locating Device	\$ 40.00/day plus operator

* 1/2 Day Minimum Charge.

(1) If concrete is sampled and delivered to SHN lab by outside contractor, add \$5.00/ea. for processing and curing per ASTM C-31.

Reimbursables, Continued	
Field Testing and Equipment, Continued:	
Roto-hammer	\$ 50.00/day*
Skidmore-Wilhelm Bolt Tension Calibration	\$150.00/day
Soil/Gas Purge Pumps	\$ 30.00/day*
Soil Gas Probes	\$200.00/day*
Torque Wrench (0 to 250 ft lbs)	\$ 25.00/day
Torque Wrench (250 to 1,000 ft lbs)	\$ 50.00/day
Turbidity Meter	\$ 29.00/day*
Ultrasonic Test Device	\$ 25.00/hour plus operator
Vapor Extraction System	\$500.00/day*
Water Level Meter	\$ 60.00/day*
Water Level Indicator	\$ 36.00/day*
Well Point	\$ 50.00/day
Survey Equipment:	
GPS Station	\$400.00/day*
Level	\$ 25.00/day*
Resource GPS	\$ 150.00/day*
Robotic Total Station	\$ 300.00/day
Total Station	\$ 7.50/hour
Total Station w/Data Collector	\$ 100.00/day
Toughbook	\$ 150.00/day*
Trimble GeoXT GPS Unit	\$ 150.00/day*
Laboratory Tests:	
Asphalt Briquette Compaction	\$100.00/ea. ⁽¹⁾
Asphalt Bulk Specific Gravity	\$ 75.00/ea.
Asphalt Content by Nuclear Method	\$ 75.00/test
Asphalt Content Gauge Calibration	\$200.00/ea.
Asphalt Extraction (% Bitumen)	On Request
Asphalt (Hveem) Mix Design	On Request
Cleanness Value (CT 227)	\$100.00/ea.
Compaction Curves (ASTM D 1557 or Caltrans CT216)	\$325.00/test
Compaction Curve Check Point	\$100.00/ea.
Concrete Compressive Strength (CT 521 or ASTM C39)	\$ 30.00/ea. ⁽²⁾
Concrete Linear Shrinkage (3 Bars)	\$300.00
Concrete Moisture	\$ 50.00/test (floor test)
Consolidation Test	\$450.00/ea.
Direct Shear, per point: (ASTM D3080)	
Consolidated-Drained (CD)	\$200.00/point
Unconsolidated-Undrained (UU) (Modified ASTM)	\$150.00/point
Consolidated-Undrained (CU) (Modified ASTM)	\$175.00/point
Additional cycles (each)	\$ 75.00/ea.
* 1/2 Day Minimum Charge.	
(1) If asphalt is delivered to SHN lab unmixed, add \$75.00/ea. for processing and mixing per Caltrans CT304.	
(2) If concrete is sampled and delivered to SHN lab by outside contractor, add \$5.00/ea. for processing and curing per ASTM C-31.	

Reimbursables, Continued	
Laboratory Tests, Continued:	
Disposable Concrete Molds	\$ 5.00/ea.
Durability Index	\$ 100.00/ea.
Expansion Index	\$ 200.00/test
Fireproofing Density	\$ 100.00/ea.
Grout Compressive Strength	\$ 40.00/ea.
LA Rattler (abrasion resistance)	\$ 225.00/test
Liquid Limit	\$ 100.00/ea.
Masonry Block Compressive Strength	\$ 65.00/ea.
Masonry Block Linear Shrinkage	\$ 85.00/ea.
Masonry Block Prism Compressive Strength	\$ 125.00/ea.
Masonry Core Shear Test	\$ 50.00/core
Moisture Content	\$ 40.00/ea.
Moisture-Density Test	\$ 50.00/ea.
Particle Size Analysis (ASTM 422)	\$ 150.00/ea.
Percent Crushed Particles	\$ 200.00/ea.
Percent Organics	\$ 50.00/ea.
Plastic Limit	\$ 100.00/ea.
Plasticity Index	\$ 200.00/ea.
R-Value	\$ 350.00/ea.
Rice Specific Gravity of Asphalt (ASTM D2041)	\$ 150.00/ea.
Sand Equivalent	\$ 125.00/ea.
Sawing Rocks and Concrete Cores	\$ 30.00/unit
Sieve Analysis--Coarse	\$ 100.00/ea.
Sieve Analysis--Fine	\$ 100.00/ea.
Sieve Analysis--Passing 200	\$ 75.00/ea.
Specific Gravity, Rock	\$ 75.00/ea.
Stabilometer of Premixed AC	\$ 75.00/ea.
Sulfate Soundness	\$ 125.00/cycle
Swell Test	\$ 55.00/point
Triaxial Compression	
Unconsolidated Undrained (TXUU) (ASTM D2850)	\$ 115.00/point
Consolidated Undrained (TXCU) (ASTM D4767)	\$ 385.00/point
Consolidated Drained (TXCD) (ACOE)	\$ 500.00/point
Consolidated Undrained (TXCU-3 stage) (ASTM D4767)	\$1,000.00/test
Consolidated Drained (TXCD-3 stage) (ACOE)	\$1,100.00/test
Bulk Density Test	\$ 30.00/ea.
USDA Textural Suitability Test	\$ 75.00/ea.
Unconfined Compression	\$ 100.00/ea.
Unit Weight of Lightweight Concrete	\$ 50.00/unit
Notes:	
All samples of soil or rock from physical testing are discarded 30 days after submission of final report unless prior arrangements are made. Samples of soil or rock submitted for testing for hazardous substances will be returned to the Client, who is responsible for proper disposal.	
This fee schedule is subject to review and adjustment, as required.	
Certain services may require prevailing wages or overtime at premium pay to SHN employees. In such circumstances, fees will be adjusted to reflect increased labor costs.	

Scotia Community Services District Staff Report

DATE: June 15th, 2023
TO: Scotia Community Services District Board of Directors
PREPARED BY: Amber Sandum, Administrative Assistant
SUBJECT: Adopt Resolution No. 2023-11: A Resolution of the Scotia Community Services District Board of Directors Accepting Easements for Utility Corridor from Town of Scotia LLC and Authorizing the Execution and Recordation of Certificates of Acceptance

RECOMMENDATION:

Consider adopting Resolution No. 2023-11: A Resolution of the Scotia Community Services District Board of Directors Accepting Easements for Utility Corridor from Town of Scotia, LLC., directing Board President to execute with a notary, and directing staff to record the executed Easements with the Humboldt County Recorder's office.

ACTION:

Motion to Adopt Resolution No. 2022-11: A Resolution of the Scotia Community Services District Board of Directors Accepting Easements for Utility Corridor from Town of Scotia, LLC and Authorizing the Execution and Recordation of a Certificate of Acceptance.

DISCUSSION:

Easements for the Utility Corridor Infrastructure are being granted to the Scotia Community Services District by the Town of Scotia, LLC, for non-exclusive easement in gross and right of way for ingress and egress across portions of Lots 131 and 132 currently owned by the Town of Scotia, LLC for the purpose of locating, routing, installation, use, maintenance, improvement, service, repair, replacement, and operation of linear utility infrastructure (e.g. pipelines, flowlines, easement access, surface and subsurface powerlines and utilities), including water and wastewater service lines, storm drainage, and electrical and other regulated utilities, and all rights corresponding to or incidental thereto as more fully described in Exhibit A and B to the Easements (legal descriptions and easement plat maps).

These easements are to be recorded with the Humboldt County Recorder's Office upon execution. These Easements will be attached to the final transfer documents for the Utility Corridor Infrastructure upon completion of the project.

FISCAL IMPACT:

None

ATTACHMENTS:

- Resolution No. 2023-11: A Resolution of the Scotia Community Services District Board of Directors Accepting Easements for Utility Corridor from Town of Scotia LLC and Authorizing the Execution and Recordation of a Certificate of Acceptance
- Easements for Utility Corridor from Town of Scotia LLC.
- Certificate of Acceptance for Easements for Utility Corridor from Town of Scotia LLC.

RESOLUTION NO. 2023-11
A RESOLUTION OF THE SCOTIA COMMUNITY SERVICES
DISTRICT BOARD OF DIRECTORS ACCEPTING
EASEMENTS FOR UTILITY CORRIDOR FROM THE TOWN OF SCOTIA, LLC,
AND AUTHORIZING THE EXECUTION AND RECORDATION OF
CERTIFICATES OF ACCEPTANCE

WHEREAS, the Board of Directors may not have deeds or grants conveying an interest in or easement upon real estate accepted for recordation without its consent evidenced by its certificate or resolution of acceptance in accordance with Section 27281 of the Government Code; and

WHEREAS, as a condition of the Scotia Subdivision, a Utility Corridor with District infrastructure is being improved and placed within Humboldt Sawmill Company, LLC, and Town of Scotia property; and

WHEREAS, easements are necessary to be recorded upon Town of Scotia property for access to certain referenced infrastructure; and

WHEREAS, the Board of Directors finds and determines that the easements, located within Lots 131 and 132 of the Town of Scotia and under the current ownership of the Town of Scotia, LLC, -for linear utility infrastructure access, location, routing, installation, use, maintenance, improvement, service, repair, replacement, and operation, as more fully described and depicted in the Easement Grant Deeds dated June 8th, 2023, copies of which are attached hereto as Exhibits A and B, respectively ("easements"), are acceptable for recordation.

NOW, THEREFORE, BE IT RESOLVED:

1. The Scotia Community Services District Board of Directors hereby accepts and approves the easements for the above-described purposes and depicted in Exhibits "A" and "B" respectively, attached hereto and incorporated herein, and the President of the Board of Directors is authorized to execute said deeds.
2. The Board President is hereby directed to execute the Certificates of Acceptance.
3. The District Board Clerk shall certify to the adoption of this resolution and shall cause a certified resolution to be filed in the District Office and shall cause the Easement Grant Deed with the executed Certificate of Acceptance to be recorded in the Humboldt County Recorder's Office.
4. This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED AND ADOPTED on the 15th day of June 2023, by the following vote of the governing body:

APPROVED:

Paul Newmaker, Board President, Scotia CSD

ATTEST:

Board Clerk, Scotia CSD

CLERK'S CERTIFICATE

I hereby certify that the foregoing is a true and correct copy of Resolution No. 2023-11, passed and adopted at a regular meeting of the Scotia Community Service District Board of Directors, County of Humboldt, State of California, held on the 15th day of June 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Board Clerk, Scotia CSD

RECORDING REQUESTED BY:

Scotia Community Services District
PO BOX 104
Scotia, CA 95565

WHEN RECORDED MAIL TO:

Scotia Community Services District
PO BOX 104
Scotia, CA 95565

Exempt from Recording Fees (Government Code § 27383)

APN: 205-451-029

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EASEMENT GRANT DEED

(Utility Easement)

Town of Scotia Company, LLC, a Delaware limited liability company ("Grantor"), grants to Scotia Community Services District, a California Community Services District formed pursuant to California Government Code §§ 61000, et seq. ("Grantee"), a non-exclusive easement in gross and right of way for ingress and egress across a portion of Grantor's real property described herein for the purpose(s) of locating, routing, installation, use, maintenance, improvement, service, repair, replacement and operation of linear utility infrastructure (e.g. pipelines, flow lines, easement access, surface and subsurface powerlines and utilities), including water and wastewater service lines, storm drainage, and electrical and other regulated utilities, and all rights corresponding or incidental thereto as described in **Exhibit A**, which is attached hereto and incorporated by reference (the "Utility Easement").

For purposes of illustration only, attached hereto as **Exhibit B** is a "Line Table" map which depicts the linear course of the centerline of the Utility Easement.

Grantor: Town of Scotia Company, LLC, a Delaware limited liability company

By:  _____

Name: Steven T. Deike

Its: President

ACKNOWLEDGEMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA)

COUNTY OF HUMBOLDT)

On 6/8, 2023, before me, K.A. Spiers, Notary Public, personally appeared Steven T. Deike, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature K.A. Spiers

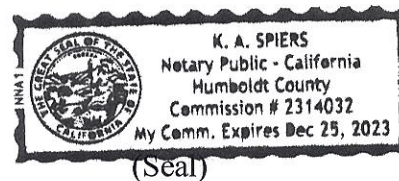


EXHIBIT A

That portion of Section 8, Township 1 North, Range 1 East, Humboldt Meridian, described as follows:

A non-exclusive easement, of varying widths, for ingress, egress and public utilities described as follows:

BEGINNING at the Southwest corner of Lot 131, as said corner is shown in Book 25 of Maps, Pages 150 through 159, Humboldt County Records;

thence along the South line of said Lot 131, North 85 degrees 28 minutes 18 seconds East, 92.30 feet, to the Southeast corner of Lot 131;

thence Northerly along the East line of said Lot 131, North 20 degrees 02 minutes 07 seconds West, 4.09 feet, to an angle point in said East line;

thence continuing Northerly along said East line, North 05 degrees 10 minutes 56 seconds West, 0.56 feet;

thence leaving said East line, South 85 degrees 28 minutes 18 seconds West, 91.20 feet, more or less, to the West line of said Lot 131;

thence Southerly along said West line, South 04 degrees 31 minutes 42 seconds East, 4.50 feet, more or less, to the POINT OF BEGINNING.

The Basis of Bearings for this description is Book 25 of Maps, Pages 150 through 159, Humboldt County Records.

Prepared by:

Michael J. O'Hern

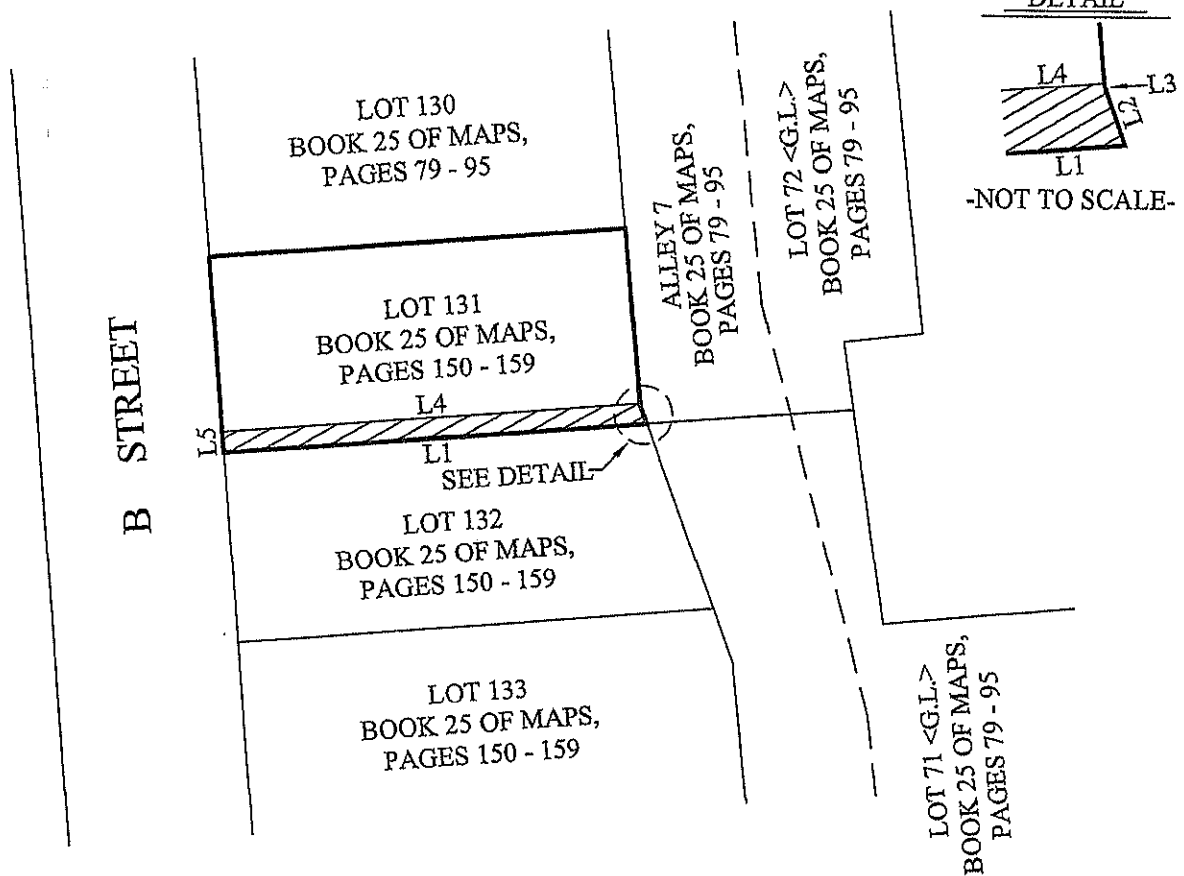
Michael J. O'Hern LS 4829

Dated: MARCH 23, 2023



BASIS OF BEARINGS:
BOOK 25 OF MAPS, PAGES 150 - 159

EXHIBIT B



LINE TABLE

	BEARING	DISTANCE
L1	N85°28'18"E	92.30
L2	N20°02'07"W	4.09
L3	N 5°10'56"W	0.56
L4	S85°28'18"W	91.20
L5	S 4°31'42"E	4.50

LEGEND



EASEMENT FOR INGRESS, EGRESS
AND PUBLIC UTILITIES

EASEMENT PLAT

FOR

TOWN OF SCOTIA COMPANY, LLC

IN

SECTION 8 T1N, R1E, HUMBOLDT MERIDIAN
IN THE UNINCORPORATED AREA OF
HUMBOLDT COUNTY

FEBRUARY 2023 SCALE 1" = 40'

HUMBOLDT COUNTY
STATE OF CALIFORNIA

KELLY-O'HERN ASSOCIATES
EUREKA, CALIFORNIA

Michael J. O'Hern
MICHAEL J. O'HERN LS 4829

DATED MARCH 23, 2023



CERTIFICATE OF ACCEPTANCE

As required under California Government Code Section 27281, this is to certify that the interest in or easement upon real estate described and conveyed by the easement grant deed dated the 8th day of June-2023 from the Town Of Scotia, LLC to the Scotia Community Services District, a California community services district is hereby accepted by order of the Board of Directors on the 15th day of June, 2023, on behalf of Scotia Community Services District pursuant to authority conferred by resolution of the Scotia Community Services District Board of Directors Resolution 2023-11 adopted on the 15th day of June, 2023, and the grantee consents to recordation thereof by its duly authorized officer, President Paul Newmaker.

Paul Newmaker-President
Scotia Community Services District

CALIFORNIA COMPLIANT Certificate

ATTACHED

RECORDING REQUESTED BY:

Scotia Community Services District
PO BOX 104
Scotia, CA 95565

WHEN RECORDED MAIL TO:

Scotia Community Services District
PO BOX 104
Scotia, CA 95565

Exempt from Recording Fees (Government Code § 27383)

APN: 205-451-030

[Space above this line for Recorder's Use Only]


EASEMENT GRANT DEED

(Utility Easement)

Town of Scotia Company, LLC, a Delaware limited liability company ("Grantor"), grants to Scotia Community Services District, a California Community Services District formed pursuant to California Government Code §§ 61000, et seq. ("Grantee"), a non-exclusive easement in gross and right of way for ingress and egress across a portion of Grantor's real property described herein for the purpose(s) of locating, routing, installation, use, maintenance, improvement, service, repair, replacement and operation of linear utility infrastructure (e.g. pipelines, flow lines, easement access, surface and subsurface powerlines and utilities), including water and wastewater service lines, storm drainage, and electrical and other regulated utilities, and all rights corresponding or incidental thereto as described in **Exhibit A**, which is attached hereto and incorporated by reference (the "Utility Easement").

For purposes of illustration only, attached hereto as **Exhibit B** is a "Line Table" map which depicts the linear course of the centerline of the Utility Easement.

Grantor: Town of Scotia Company, LLC, a Delaware limited liability company

By:  _____

Name: Steven T. Deike

Its: President

ACKNOWLEDGEMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA)

COUNTY OF HUMBOLDT)

On June 8, 2023, before me, K.A. Spiers, Notary Public, personally appeared Steven T. Deike, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature K.A. Spiers

(Seal)

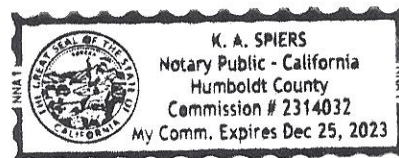


EXHIBIT A

That portion of Section 8, Township 1 North, Range 1 East, Humboldt Meridian, described as follows:

A non-exclusive easement, of varying widths, for ingress, egress and public utilities described as follows:

BEGINNING at the Northwest corner of Lot 132, as said corner is shown in Book 25 of Maps, Pages 150 through 159, Humboldt County Records;

thence along the North line of said Lot 132, North 85 degrees 28 minutes 18 seconds East, 92.30 feet, to the Northeast corner of Lot 132;

thence Southerly along the East line of said Lot 132, South 20 degrees 02 minutes 07 seconds East, 9.49 feet;

thence leaving said East line, North 83 degrees 53 minutes 25 seconds West, 25.15 feet;

thence South 85 degrees 28 minutes 18 seconds West, 70.12 feet, more or less, to the West line of said Lot 132;

thence Northerly along said West line, North 04 degrees 31 minutes 42 seconds West, 4.50 feet, more or less, to the POINT OF BEGINNING.

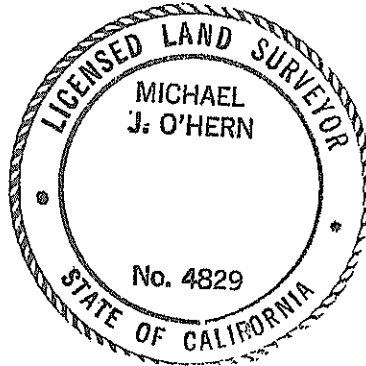
The Basis of Bearings for this description is Book 25 of Maps, Pages 150 through 159, Humboldt County Records.

Prepared by:

Michael J. O'Hern

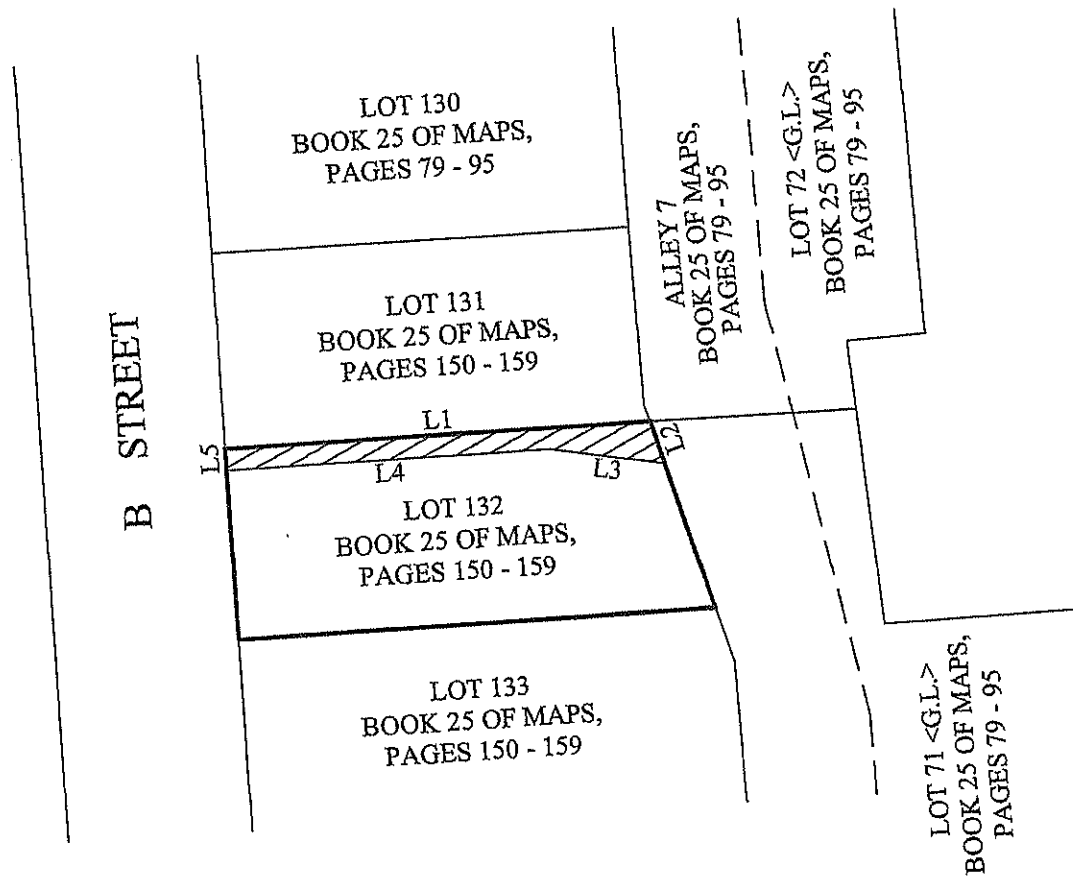
Michael J. O'Hern LS 4829

Dated: MARCH 23, 2023



BASIS OF BEARINGS:
BOOK 25 OF MAPS, PAGES 150 - 159

EXHIBIT B



LINE TABLE

	BEARING	DISTANCE
L1	N85°28'18"E	92.30
L2	S20°02'07"E	9.49
L3	N83°53'25"W	25.15
L4	S85°28'18"W	70.12
L5	N4°31'42"W	4.50

LEGEND



EASEMENT FOR INGRESS, EGRESS
AND PUBLIC UTILITIES

EASEMENT PLAT FOR TOWN OF SCOTIA COMPANY, LLC IN

SECTION 8 T1N, R1E, HUMBOLDT MERIDIAN
IN THE UNINCORPORATED AREA OF
HUMBOLDT COUNTY
FEBRUARY 2023 SCALE 1" = 40'

HUMBOLDT COUNTY
STATE OF CALIFORNIA
KELLY-O'HERN ASSOCIATES
EUREKA, CALIFORNIA

Michael J. O'Hern
MICHAEL J. O'HERN LS 4829
DATED MARCH 23, 2023



CERTIFICATE OF ACCEPTANCE

As required under California Government Code Section 27281, this is to certify that the interest in or easement upon real estate described and conveyed by the easement grant deed dated the 8th day of June 2023 from the Town Of Scotia, LLC to the Scotia Community Services District, a California community services district is hereby accepted by order of the Board of Directors on the 15th day of June, 2023, on behalf of Scotia Community Services District pursuant to authority conferred by resolution of the Scotia Community Services District Board of Directors Resolution 2023-11 adopted on the 15th day of June, 2023, and the grantee consents to recordation thereof by its duly authorized officer, President Paul Newmaker.

Paul Newmaker-President
Scotia Community Services District

CALIFORNIA COMPLIANT Certificate

ATTACHED