

Minutes of the Regular Board Meeting for the
Scotia Community Services District
Thursday, April 20, 2023 at 5:30 P.M.

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

Paul Newmaker, President– Present

Diane Black, Vice President – Absent

Delia Ansted, Director – Present

Susan Pryor, Director – Present

Nina Sellen, Director – Present

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

B. SETTING OF THE AGENDA

No Changes

C. CONSENT CALENDAR

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

Motion: To Approve Consent Calendar

Motion: Pryor **Second:** Sellen

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

D. PUBLIC COMMENT & WRITTEN COMMUNICATION –

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

E. ADJOURN TO CLOSED SESSION - None

F. PUBLIC HEARING – None

G. BUSINESS

New Business –

1. New Business -

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

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

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

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

Motion: Sellen **Second:** Newmaker

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

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

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

Item Tabled until the May 18, 2023 Regular Board Meeting

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

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

2. Old Business – None

H. REPORTS –

1. President’s Report: None

2. Board Director Reports: Director Ansted mentioned the museum plaza needed to be mowed. This message was relayed earlier in the day. Requested new trash cans at Museum Plaza. Discussed the mess due to construction, this will be cleaned up by the contractor. Director Sellen reported that she will be going to the CR plant sale scoping out plants for the planter in the Museum Plaza

3. General Manager’s Report: Hired a new Operator.

4. Board Clerk’s Report: None

5. District Legal Counsel’s Report: Specific language regarding the General Manager will be added to the Personnel Policies and Procedures. This will be presented to the board at the next meeting.

6. Engineer’s Report:

Museum: Mike O’Hearn to do easement for gas line. Once finished, will install

Theater: No change. Haven’t heard from the county regarding when the design review meeting will take place.

Park Restrooms: Addressing plan check comments. Re-submitting to county next week. Trying to re-use the slab for the new restroom.

Phase 4: Reviewed a memorandum from SHN to TOS re: streets that the county recommends the CSD take responsibility for. In reviewing the engineers report and MSR, there are inconsistencies.

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

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

Tesla Battery Backup: No update

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

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

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

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

I. **BOARD TRAINING:** None

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

Approved:

Paul Newmaker

Paul Newmaker, President

Board of Directors

Scotia Community Services District

5/18/23

Date

Attest:

Amber Sundum

Board Clerk

Scotia Community Services District

5/18/23

Date

