



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

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*Thursday, July 20, 2023, at 5:30 P.M.*  
*In Person with Remote Public Participation Option*

### **AGENDA**

- A. CALL TO ORDER/ ROLL CALL/ PLEDGE OF ALLEGIANCE** The Presiding Officer will call the meeting to order and the Board Clerk will call the roll of members to determine the presence of a quorum. **PLEASE REMEMBER TO SILENCE ALL CELL PHONES**
- This meeting may be accessed by using the following call-in number: 1 669 900 6833. When prompted enter the meeting i.d. 843-8336-2340 and the following password 499055.**
- Or Via Zoom Video Conferencing via URL <https://us02web.zoom.us/j/84383362340?pwd=OFkvcjJNUFkzcnJZQjJJbE9lLzloQT09> **meeting i.d. 843-8336-2340 and the following password 499055.**
- Please submit public comments in writing 24 hours ahead of the meeting, if possible. If anyone wishes to teleconference the meeting and has ADA access needs, please call the SCSD Administrative Office not less than 24 hours in advance of the meeting time to make accommodations.
- All publicly posted documents on the District website are also available for inspection at the District office during regular business hours: 400 Church Street, Scotia CA 95565, Monday-Thursday 9:00am – 4:00pm.
- B. SETTING OF THE AGENDA** The Board may adopt/revise the order of the agenda as presented.
- C. CONSENT CALENDAR** Consent Calendar items are routine, to be acted upon by the Board of Directors at one time without discussion. If any Board member, staff member, or interested person requests that an item be removed from the Consent Calendar, it shall be moved so that it may be acted upon separately in business.
- Pg. 3 1. Approval of Previous Meeting Minutes – Regular Meeting June 15, 2023
- Pg. 5 2. Approval of Previous Meeting Minutes – Special Meeting June 23, 2023
- Pg.10 3. Approval of RCB Check Registers June 1-30, 2023
- Pg. 16 4. Approval of Umpqua Check Registers June 1-30, 2023
- Pg. 18 5. Approval of RCB Mastercard Statement – May Statement
- Pg. 20 6. Approval of Umpqua Visa Statement – June Statement
- Pg. 24 7. Approval of Planwest Partners Invoice — June 2023
- D. PUBLIC COMMENT & WRITTEN COMMUNICATION** Regularly scheduled meetings provide an opportunity for members of the public to directly address the SCSD Board Members on any action item that has been described in the agenda for the meeting, before or during consideration of that item, or on matters not identified on the agenda within the Board jurisdiction. Comments are not generally taken on non-action items such as reports or information. **COMMENTS SHOULD BE LIMITED TO THREE MINUTES**
- E. ADJOURN TO CLOSED SESSION-**
1. Call to Order
  2. Roll Call
  3. Government Code-§54956.9 -Significant Exposure to Litigation-
  4. Closed Session discussion

**F. ADJOURN TO OPEN SESSION**

**a. Report out of closed session**

**G. PUBLIC HEARING-None**

**H. BUSINESS**

**1. New Business -**

- Pg. 26      **a.** Presentation by Town of Scotia LLC. to the SCSD Board on River Pumps Project Status
- Pg. 27      **b.** Approve SDRMA annual invoice for SDRMA Property and Liability Insurance
- Pg. 29      **c.** Consider Authorizing the Reengagement of Anderson, Lucas, Somerville, and Borgess for the FY 22/23 Annual Audit.
- Pg. 30      **d.** Approving a Joint Letter with the Town Of Scotia to The Scotia Union School District Requesting an Easement for Water and Sewer Services to the School District and Scotia Water and Sewer Customers
- Pg. 33      **e.** Approving a Joint Letter with the Town of Scotia to Owner of Garage Lot 71 Requesting an Easement for Water and Sewer Services to Scotia Water and Sewer Customers

**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 – CSDA Training Module**

**K. ADJOURNMENT**

Next Regular Meeting of the SCSD will be August 17, 2023 at 5:30 PM. A Special meeting may be held prior to that.

Notice regarding the Americans with Disabilities Act: The District adheres to the [Americans with Disabilities Act](#). Persons requiring special accommodations or more information about accessibility should contact the District Office. Notice regarding Rights of Appeal: Persons who are dissatisfied with the decisions of the SCSD Board of Directors have the right to have the decision reviewed by a State Court. The District has adopted [Section 1094.6](#) of the [Code of Civil Procedure](#) which generally limits the time within which the decision may be judicially challenged to 90 days.

Minutes of the 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 5:30 PM**

Paul Newmaker, President– Present

Diane Black, Vice President – Absent

Delia Ansted, Director – Present

Susan Pryor, Director – Present

Nina Sellen, Director – Present

Amber Sandum, SCSD Administrative Assistant; Scott McLeran, District Legal Counsel;

**B. SETTING OF THE AGENDA**

**C. PUBLIC COMMENT & WRITTEN COMMUNICATION**

**D. ADJOURN TO CLOSED SESSION at 5:33PM: GC §54957 Public Employment – Interview of candidate for SCSD General Manager position.**

1.Call to Order

2.Roll Call

Paul Newmaker, President– Present

Diane Black, Vice President – Absent

Delia Ansted, Director – Present

Susan Pryor, Director – Present

Nina Sellen, Director – Present

3. Government Code **GC §54957 Public Employment** –Interview of candidate for SCSD General Manager Position

4. Closed Session Discussion

**E. ADJOURN TO OPEN SESSION at 6:33 PM**

- a. Report out of closed session: A motion was made to vote to make an offer to Mr. Coppini subject to passing the required pre-employment requirements. A starting date of July 17<sup>th</sup>, 2023 was decided.

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

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

**F. REPORTS – None**

**G. BOARD TRAINING:**

**H. ADJOURNMENT at 6:35 PM**

Approved:

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Paul Newmaker, President

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Date

Board of Directors

Scotia Community Services District

Attest:

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Board Clerk

Scotia Community Services District

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Date

Minutes of the Regular Board Meeting for the  
Scotia Community Services District  
Thursday, June 15th, 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 – Present

Delia Ansted, Director – Present

Susan Pryor, Director – Present

Nina Sellen, Director – Present

Julie Hawkins, Board Clerk; Scott McLeran, District Legal Counsel; Jeff Laikam, District Engineer;

George Williamson, Planwest Partners

**B. SETTING OF THE AGENDA**

Table Item H1a Adopting Resolution 2023-6 Adopting a Consumer Price Index Rate Increase for FY 23/24

Remove Item H1c approving the annual invoice for SDRMA property and liability insurance

Move Closed Session until after new business (H1a)

**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 May 18, 2023

2. Approval of Previous Meeting Minutes – Special Meeting June 8, 2023

3. Approval of RCB Check Registers May 1-31, 2023

4. Approval of Umpqua Check Registers May 1-31, 2023

5. Approval of RCB Mastercard Statement – April Statement

6. Approval of Umpqua Visa Statement – May Statement

7. Approval of Planwest Partners Invoice — May 2023

8. Board Member Stipends

No public comment

**Motion:** To Approve the Consent Calendar

**Motion:** Pryon      **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.

Question regarding rate increases: that has been removed from the agenda

**E. ADJOURN TO CLOSED SESSION at 6:34 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** – Matter involving public employment

4. Closed Session Discussion

**F. ADJOURN TO OPEN SESSION at 7:08 PM**

- a. Report out of closed session: the board met to discuss general manager recruitment and direction was given to members of the staff.  
No public comment

**G. PUBLIC HEARING –**

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

President Paul Newmaker introduced George Williamson presented item to the board. There have been no changes since the board first saw item in May.

Renee Abrams brought up questions about the rate increases.

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

**Motion:** Black **Second:** Newmaker

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

Motion carries

2. Benefits Assessments Annual Reports

President Paul Newmaker introduced this item. Board clerk Julie Hawkins presented reports on each benefit assessment.

Public comment: Would benefits assessments be affected by rate increases?

What are the benefits assessments? Explained by the board

No action

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

## **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

Item Tabled

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

President Paul Newmaker introduced third item. Board clerk Julie Hawkins presented the staff report. Board discussed.

Renee Abrams: brought board's attention to page 57. Discussed her initial security deposit made to PG&E of \$100. She believes that if you can provide PG&E with a letter showing credit worthiness your \$100 security deposit should be waived.

**Motion:** To Adopt Resolution 2023-10 A Resolution of the Scotia Community Services District Amending the Master Fee Schedule

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

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

Motion carries

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

Item Removed

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

President Paul Newmaker introduced item Board clerk Julie Hawkins presented on behalf of Leslie Marshall. Board requested totals for previous year to see if the numbers are the same.

No public comment

**Motion:** To authorize the General Manager to sign the SHN Services Agreement, for fiscal year 2023/2024

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

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

Motion carries

- e. Adopt Resolution 2023-11 accepting Easements for Utility Corridor Lots 131 Exhibit A and Lots 132 Exhibit B from the Town of Scotia, LLC, Authorizing the execution and recordation of Certificates of Acceptance.

President Paul Newmaker introduced this item. District legal counsel Scott McLeran reviewed staff report. Board discussed

Public commented that the action on the staff report erroneously cites Resolution number 2022-11

**Motion:** To Adopt Resolution 2023-11 accepting Easements for Utility Corridor Lots 131 Exhibit A and Lots 132 Exhibit B from the Town of Scotia, LLC, Authorizing the execution and recordation of Certificates of Acceptance.

**Motion:** Pryon **Second:** Sellen

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

Motion carries

**Recess 6:26-6:34**

**H. REPORTS –**

**1. President's Report: None**

**2. Board Director Reports:**

-Duplex on Main Street owned by Kent Sawatzky looks horrible and is a fire hazard. Ask staff to follow up and report back. They are able to call county code enforcement or fire district. Staff was asked to address this issue and follow up at a later time.

-Town of Scotia was not present to report on pumps and warranties. Ansted expressed that she was worried about the timing.

-Brandon obtained a 20kw generator, so the office will not lose power. There are 3 light towers that light 7 acres a piece and they have their own power sources. And finally two sign boards.

**3. General Manager's Report: None**

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

**5. District Counsel's Report:**

-Tuesday had a phone call with Russ Ganz and California transportation to discuss the highway 101 easement. They received the grant deed and there is no issues with easement but will still require a permit. Will do a quick claim deed for accepting the easement from TOS.

**6. Engineer's Report:**

-Submitted application for gas line connected for the museum and waiting for PG&E to provide the drawing that allows the trench to be dug.

-Passed design review and finalizing architectural plans for the Winema Theater

-Submitted park bathroom to the county after the previous meeting and waiting for a response.

-Have not seen any plans in phase 4 they wanted to break ground in August but is not sure when that will actually happen.

-Mill A is supposed to be finished June 20<sup>th</sup> but they were having a hard time obtaining the parts. Now looking to shoot for mid-July.

-Received a letter from PG&E about the tesla battery backup but it was very conditional so need to look into it.

-Final report on MMP upcoming.

-No update on storm discharge from the log pond

**I. BOARD TRAINING - None**

**J. ADJOURNMENT at 7:40 PM**

Approved:

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Paul Newmaker, President

Board of Directors

Scotia Community Services District

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Date

Attest:

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Board Clerk

Scotia Community Services District

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Date

12:04 PM

07/06/23

Accrual Basis

# Scotia Community Services District

## Account QuickReport

As of June 30, 2023

Type	Date	Num	Name	Memo	Amount	Balance
<b>10000 - RCB Checking 28239</b>						1,282,300.23
Paycheck	06/01/2023	EFTDD	Adam R Farland		-1,438.00	1,280,862.23
Paycheck	06/01/2023	EFTDD	Brandon W Wishneff		-2,026.68	1,278,835.55
Paycheck	06/01/2023	EFTDD	Julie A Hawkins		-200.03	1,278,635.52
Paycheck	06/01/2023	EFTDD	Kathleen A Sandum		-1,187.46	1,277,448.06
Paycheck	06/01/2023	EFTDD	William F Pedro Jr		-584.43	1,276,863.63
Liability Check	06/01/2023	E-pay	EDD	093-5926-6 QB Tracking # ...	-286.76	1,276,576.87
Liability Check	06/01/2023	E-pay	United States Treas...	82-1570573 QB Tracking #...	-1,767.46	1,274,809.41
Liability Check	06/01/2023	E-pay	EDD	093-5926-6 QB Tracking # ...	-80.12	1,274,729.29
Deposit	06/01/2023			Deposit	940.96	1,275,670.25
Check	06/05/2023	EFT	Umpqua Bank VISA ...	May Statement	-14,986.39	1,260,683.86
Bill Pmt -Check	06/06/2023	EFT	AT&T		-988.98	1,259,694.88
Bill Pmt -Check	06/06/2023		PG&E	QuickBooks generated zer...	0.00	1,259,694.88
Bill Pmt -Check	06/07/2023	52293	101 Auto Parts	10036,10057,10064	-56.80	1,259,638.08
Bill Pmt -Check	06/07/2023	52294	Alternative Business...	Inv#MA23053046	-57.71	1,259,580.37
Bill Pmt -Check	06/07/2023	52295	Anderson, Lucas, S...	Inv#61534	-150.00	1,259,430.37
Bill Pmt -Check	06/07/2023	52296	CA Dept. Water Res...	Inv#1800155966	-6,777.00	1,252,653.37
Bill Pmt -Check	06/07/2023	52297	Parker Hall	Soccer Field	-300.00	1,252,353.37
Bill Pmt -Check	06/07/2023	52298	Prentice, Long PC	Inv#5899	-1,700.00	1,250,653.37
Bill Pmt -Check	06/07/2023	52299	Recology Eel River	20214	-159.79	1,250,493.58
Bill Pmt -Check	06/07/2023	52300	SDRMA	7724	-778.68	1,249,714.90
Bill Pmt -Check	06/07/2023	52301	Wyckoff Plumbing		-275.67	1,249,439.23
Deposit	06/12/2023			Deposit	2,653.10	1,252,092.33
Liability Check	06/12/2023	E-pay	EDD	093-5926-6 QB Tracking # ...	-94.36	1,251,997.97
Bill Pmt -Check	06/13/2023	EFT	PG&E	5776604566-0 05.23	-14,773.60	1,237,224.37
Check	06/13/2023	52302	Adam Farland	Reimbursement for Diaphr...	-62.50	1,237,161.87
Bill Pmt -Check	06/13/2023	EFT	PG&E		-1,309.98	1,235,851.89
Bill Pmt -Check	06/14/2023	52304	Fortuna Ace	Inv#359529,#36038	-104.12	1,235,747.77
Bill Pmt -Check	06/14/2023	52305	North Coast Laborat...		-2,870.00	1,232,877.77
Bill Pmt -Check	06/14/2023	52306	Valley Pacific Petrol...	Inv#CL-23-635664	-1,545.87	1,231,331.90
Bill Pmt -Check	06/14/2023	52307	Whitchurch Enginee...		-15,649.40	1,215,682.50
Bill Pmt -Check	06/14/2023	EFT	PG&E	3952156073-8 05.23	-130.40	1,215,552.10
Paycheck	06/15/2023	EFTDD	Adam R Farland		-1,480.98	1,214,071.12
Paycheck	06/15/2023	EFTDD	Brandon W Wishneff		-2,065.85	1,212,005.27
Paycheck	06/15/2023	EFTDD	Julie A Hawkins		-451.53	1,211,553.74
Paycheck	06/15/2023	EFTDD	Kathleen A Sandum		-1,203.57	1,210,350.17
Paycheck	06/15/2023	EFTDD	Mary A Bullwinkel		-128.03	1,210,222.14
Paycheck	06/15/2023	EFTDD	William F Pedro Jr		-584.43	1,209,637.71
Liability Check	06/15/2023	E-pay	EDD	093-5926-6 QB Tracking # ...	-302.79	1,209,334.92
Liability Check	06/15/2023	E-pay	United States Treas...	82-1570573 QB Tracking #...	-1,871.60	1,207,463.32
Check	06/15/2023	52303	John Hancock USA	PARS #86360	-482.32	1,206,981.00
Bill Pmt -Check	06/15/2023	52308	Planwest Partners Inc.	Inv#23-226-05	-5,765.47	1,201,215.53
Deposit	06/15/2023			Deposit	2,069.95	1,203,285.48
Deposit	06/20/2023			Deposit	28,935.85	1,232,221.33
Deposit	06/20/2023			Deposit	5,542.77	1,237,764.10
Deposit	06/21/2023			Deposit	25,503.94	1,263,268.04
Check	06/21/2023	52309	Diane Black	Board Stipend Dec 2022-M...	-500.00	1,262,768.04
Check	06/21/2023	52310	Susan Pryor	Board Stipend Dec 2022-M...	-600.00	1,262,168.04
Check	06/21/2023	52311	Nina Sellen	Board Stipend Dec 2022-M...	-600.00	1,261,568.04

12:04 PM

07/06/23

Accrual Basis

# Scotia Community Services District

## Account QuickReport

As of June 30, 2023

Type	Date	Num	Name	Memo	Amount	Balance
Check	06/21/2023	52312	Delia Ansted	Board Stipend Dec 2022-M...	-600.00	1,260,968.04
Check	06/21/2023	52313	Paul Newmaker	Board Stipend Dec 2022-M...	-600.00	1,260,368.04
Bill Pmt -Check	06/21/2023	52314	Governor's Office of ...	CalOes Grant Closeout Gr...	-19,968.71	1,240,399.33
Bill Pmt -Check	06/21/2023	52315	gWorks	Inv#2019-17475	-950.00	1,239,449.33
Bill Pmt -Check	06/21/2023	52316	PARS	SCO020	-600.00	1,238,849.33
Bill Pmt -Check	06/21/2023	52317	Rogers Machinery	Inv#1367971	-922.88	1,237,926.45
Bill Pmt -Check	06/21/2023	52318	Steves Septic	Inv#31411	-800.00	1,237,126.45
Transfer	06/21/2023			Funds Transfer Cal Oes Gr...	19,968.71	1,257,095.16
Deposit	06/22/2023			Deposit	26,232.59	1,283,327.75
Deposit	06/26/2023			Deposit	712.33	1,284,040.08
Deposit	06/27/2023			Deposit	5,674.89	1,289,714.97
Check	06/27/2023	EFTDD	Redwood Capital Ba...	05.09.23 thru 06.07.23	-376.87	1,289,338.10
Bill Pmt -Check	06/28/2023	52320	SHN Consulting Eng...	Inv#117587	-1,911.25	1,287,426.85
Bill Pmt -Check	06/28/2023	52321	SHN Consulting Eng...	INV#117589	-14,018.15	1,273,408.70
Paycheck	06/29/2023	EFTDD	Adam R Farland		-845.82	1,272,562.88
Paycheck	06/29/2023	EFTDD	Brandon W Wishneff		-2,054.43	1,270,508.45
Paycheck	06/29/2023	EFTDD	Julie A Hawkins		-262.94	1,270,245.51
Paycheck	06/29/2023	EFTDD	Kathleen A Sandum		-1,156.43	1,269,089.08
Paycheck	06/29/2023	EFTDD	Mary A Bullwinkel		-64.02	1,269,025.06
Paycheck	06/29/2023	EFTDD	William F Pedro Jr		-584.43	1,268,440.63
Liability Check	06/29/2023	E-pay	EDD	093-5926-6 QB Tracking # ...	-248.27	1,268,192.36
Liability Check	06/29/2023	E-pay	United States Treas...	82-1570573 QB Tracking #...	-1,571.94	1,266,620.42
Liability Check	06/29/2023	E-pay	EDD	093-5926-6 QB Tracking # ...	-60.59	1,266,559.83
Check	06/29/2023	52319	John Hancock USA	PARS #86360	-486.34	1,266,073.49
Deposit	06/29/2023			Deposit	5,643.70	1,271,717.19
Deposit	06/30/2023			Deposit	8,568.92	1,280,286.11
Total 10000 · RCB Checking 28239					-2,014.12	1,280,286.11
<b>TOTAL</b>					<b>-2,014.12</b>	<b>1,280,286.11</b>

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

Type	Date	Num	Name	Memo	Split	Amount	Balance
12150 · RCB Clarifier savings							168,075.23
Deposit	06/30/2023			Interest	40210 · Interes...	103.64	168,178.87
Total 12150 · RCB Clarifier savings						103.64	168,178.87
TOTAL						103.64	168,178.87

12:13 PM

07/06/23

Cash Basis

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

Type	Date	Num	Memo	Original Amount	Paid Amount	Balance
<b>12100 · RCB Cust Deposit Savings 10797</b>						18,661.57
Deposit	06/06/2023		Deposit	100.00	100.00	18,761.57
Deposit	06/21/2023		Deposit	100.00	100.00	18,861.57
Deposit	06/21/2023		Deposit	100.00	100.00	18,961.57
Deposit	06/22/2023		Deposit	100.00	100.00	19,061.57
Deposit	06/30/2023		Interest	7.73	7.73	19,069.30
Total 12100 · RCB Cust Deposit Savings 10797					407.73	19,069.30
<b>TOTAL</b>					<b>407.73</b>	<b>19,069.30</b>

12:14 PM

07/06/23

Accrual Basis

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

Type	Date	Num	Name	Memo	Split	Amount	Balance
<b>12001 - RCB Sav Generator Grant</b>							20,672.87
Transfer	06/21/2023			Funds Transf...	10000 · RCB C...	-19,968.71	704.16
Deposit	06/30/2023			Interest	40210 · Interes...	5.76	709.92
Total 12001 - RCB Sav Generator Grant						-19,962.95	709.92
<b>TOTAL</b>						<b>-19,962.95</b>	<b>709.92</b>

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

Type	Date	Num	Name	Memo	Original Amount	Paid Amount	Balance
12000 · RCB Savings 10367							502,498.61
Deposit	06/30/2023			Interest	309.85	309.85	502,808.46
Total 12000 · RCB Savings 10367						309.85	502,808.46
TOTAL						309.85	502,808.46

12:15 PM

07/06/23

Accrual Basis

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

Type	Date	Num	Name	Memo	Split	Amount	Balance
12152 · Umpqua Checking BT Loan							490,471.59
Bill Pmt -Check	06/07/2023	5006	ACGC, INC	request #4 Sc...	20000 · Accou...	-24,371.70	466,099.89
Deposit	06/30/2023			Interest	40210 · Interes...	3.97	466,103.86
Total 12152 · Umpqua Checking BT Loan						-24,367.73	466,103.86
TOTAL						-24,367.73	466,103.86

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

Type	Date	Num	Name	Memo	Split	Amount	Balance
12151 · Umpqua Park & Rec Savings							273,020.78
Deposit	06/30/2023			Interest	40210 · Interes...	2.25	273,023.03
Total 12151 · Umpqua Park & Rec Savings						2.25	273,023.03
TOTAL						2.25	273,023.03



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  
May 9, 2023 to June 7, 2023

SUMMARY OF ACCOUNT ACTIVITY

Previous Balance	\$953.84
- Payments	\$953.84
- Other Credits	\$0.00
+ Purchases	\$376.87
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$376.87

PAYMENT INFORMATION

New Balance:	\$376.87
Minimum Payment Due:	\$25.00
Payment Due Date:	July 2, 2023

Account Number	XXXX XXXX XXXX 0143
Credit Limit	\$27,000.00
Available Credit	\$26,594.00
Statement Closing Date	June 7, 2023
Days in Billing Cycle	30

MESSAGES

GREAT NEWS!

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

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

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

TRANSACTIONS

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

Tran Date	Post Date	Reference Number	Transaction Description	Amount
05/31	05/31	85431894P00XV3M75	PAYMENT - THANK YOU	\$953.84-
				Transactions continued on next page

REDWOOD CAPITAL BANK  
1550 N BROWN RD 150  
LAWRENCEVILLE GA 30043



Account Number: XXXX XXXX XXXX 0143  
New Balance: \$376.87  
Minimum Payment Due: \$25.00  
Payment Due Date: July 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	\$953.84-
05/25	05/26	55458854HLQMYVY8T	USCELL RECURRING CHICAGO IL	\$286.89
06/02	06/02	55432864T5XPVPYZ0	CLEARPATHGPS, INC. 805-979-3442 CA	\$85.00
			LESLIE D MARSHALL	
			TOTAL XXXXXXXXXXXXX1117	\$371.89
05/09	05/11	054101942EY1SSLNZ	PALCO PHARMACY00166595 SCOTIA CA	\$4.98
			BRANDON W WISHNEFF	
			TOTAL XXXXXXXXXXXXX1133	\$4.98

**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	19.24% (v)	\$0.00	30	\$0.00
Cash Advances	19.24% (v)	\$0.00	30	\$0.00

(v) - variable

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

Exciting news! Go online today and check out the all-new enhancements to the Card Service Center website. E-statements, additional payment options, links to Preferred Points website, and other helpful sites. Visit us today at [www.cardaccount.net](http://www.cardaccount.net) to enroll your credit card account(s) on the newly enhanced website.

Thank you for the opportunity to serve your credit card needs. Should your future plans include travel, please contact us at 1-800-367-7576.



**UMPQUA BANK**

BL ACCT 00002823-20000001

SCOTIA CSD

Account Number: ##### 3769

Page 1 of 3



### Account Summary

Billing Cycle		06/30/2023
Days In Billing Cycle		30
Previous Balance		\$14,986.39
Purchases	+	\$23.49
Cash	+	\$0.00
Balance Transfers	+	\$0.00
Special	+	\$0.00
Credits	-	\$0.00
Payments	-	\$14,986.39
Other Charges	+	\$0.00
Finance Charges	+	\$0.00

**NEW BALANCE** **\$23.49**

### Credit Summary

Total Credit Line	\$40,000.00
Available Credit Line	\$39,976.51
Available Cash	\$0.00
Amount Over Credit Line	\$0.00
Amount Past Due	\$0.00
Disputed Amount	\$0.00

### Account Inquiries



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



Go to [www.umpquabank.com](http://www.umpquabank.com)



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

### Payment Summary

<b>NEW BALANCE</b>	<b>\$23.49</b>
<b>MINIMUM PAYMENT</b>	<b>\$23.49</b>
<b>PAYMENT DUE DATE</b>	<b>07/25/2023</b>

*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				\$14,986.39-
Trans Date	Post Date	Reference Number	Transaction Description	Amount
06/05	06/05	3633329	INTERNET PMT-THANK YOU	\$14,986.39-

### Cardholder Account Summary

BRANDON W WISHNEFF #### 3785	Payments & Other Credits \$0.00	Purchases & Other Charges \$23.49	Cash Advances \$0.00	Total Activity \$23.49
---------------------------------	---------------------------------------	---	-------------------------	---------------------------

### Cardholder Account Detail

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
06/07	06/09	PPLN01	24137463160001593206709	TRACTOR SUPPLY CO #1795 FORTUNA CA	\$23.49

*Wrong Card  
Used in error*

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**

06/30/23

**New Balance**

\$23.49

**Total Minimum  
Payment Due**

\$23.49

**Payment Due Date**

07/25/23

\$

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

09 0004 3769 0000 0000 00000000 00000000 0

Packet Page 20



Finance Charge Summary / Plan Level Information									
Plan Name	Plan Description	FCM <sup>1</sup>	Average Daily Balance	Periodic Rate *	Corresponding APR	Finance Charges	Effective APR Fees **	Effective APR	Ending Balance
<b>Purchases</b>									
PPLN01001	PURCHASE	E	\$0.00	0.06024%(D)	21.9900%	\$0.00	\$0.00	0.0000%	\$23.49
<b>Cash</b>									
CPLN01001	CASH	A	\$0.00	0.06572%(D)	23.9900%	\$0.00	\$0.00	0.0000%	\$0.00
* Periodic Rate (M)=Monthly (D)=Daily							Days In Billing Cycle: 30		
** includes cash advance and foreign currency fees							APR = Annual Percentage Rate		
<sup>1</sup> FCM = Finance Charge Method									
(V) = Variable Rate If you have a variable rate account the periodic rate and Annual Percentage Rate (APR) may vary.									

#### **CREDITING OF PAYMENTS**

- All payments received by 5:00 PM during the Card issuer's normal business day at the address indicated on the reverse side of this statement will be credited to your account as of the date of receipt of the payment. If payment is made at any location other than that address, credit of the payment may be delayed up to 5 days.

#### **BILLING RIGHTS SUMMARY**

##### ***What to do if You Think You Find a Mistake on Your Statement***

If you think there is an error on your statement, write to us at BBCS, Attn: Dispute Department, 1550 North Brown Road, Suite 150, Lawrenceville, GA 30043 as soon as possible. In your letter, give us the following information: your name and account number; the dollar amount of the suspected error; and if you think there is an error on your bill, describe what you believe is wrong and why you believe it is a mistake.

You must contact us within 60 days after the error appeared on your statement. You must notify us of any potential errors in writing. You may call us, but if you do we are not required to investigate any potential errors and you may have to pay the amount in question.

While we investigate whether or not there has been an error, the following are true:

- We cannot try to collect the amount in question, or report you as delinquent on that amount.
- The charge in question may remain on your statement, and we may continue to charge you interest on that amount. But, if we determine that we made a mistake, you will not have to pay the amount in question or any interest or other fees related to that amount.
- While we do not have to pay the amount in question, you are responsible for the remainder of your balance.
- We can apply any unpaid amount against your credit limit.

##### ***Your Rights if You are Dissatisfied with Your Credit Card Purchases***

If you are dissatisfied with the goods or services that you have purchased with your credit card, and you have tried in good faith to correct the problem with the merchant, you may have the right not to pay the remaining amount due on the purchase. To use this right, all of the following must be true:

- The purchase must have been made in your home state or within 100 miles of your current mailing address, and the purchase price must have been more than \$50. (Note: Neither of these are necessary if your purchase was based on an advertisement we mailed to you, or if we own the company that sold you the goods or services.)
- You must have used your credit card for the purchase. Purchases made with cash advances from an ATM or with a check that accesses your credit card account do not qualify.
- You must not yet have fully paid for the purchase. If all of the criteria above are met and you are still dissatisfied with the purchase, contact us in writing at: BBCS, Attn: Dispute Department, 1550 North Brown Road, Suite 150, Lawrenceville, GA 30043.

While we investigate, the same rules apply to the disputed amount as discussed above. After we finish our investigation, we will tell you our decision. At that point, if we think you owe an amount and you do not pay we may report you as delinquent.

#### **EXPLANATION OF INTEREST CHARGES**

The Interest Charge shown on the front is the sum of the Interest Charges computed by applying the Periodic Rate(s) to the Average Daily Balance and adding any applicable transaction charge authorized in the Cardholder Agreement. The method for computing the balance subject to Interest Charge is an average daily balance (including new purchases) method.

We figure the interest charge on your account by applying the periodic rate(s) to the "average daily balance" of your account (including in some instances current transactions). To get the "average daily balance", we take the beginning balance of your account each day, add any new cash advances and subtract any payments or credits and any unpaid interest charges. If you paid in full the Previous Balance shown on this statement by the payment due date shown on the previous statement, we subtract from each day's beginning balance the amount of such Previous Balance included in that beginning balance and also do not add in any new purchases. Otherwise the amount of the Previous Balance is not subtracted and we add in any new purchases. This gives us the daily balance. Then we add all the daily balances for the billing cycle and divide the total by the number of days in the billing cycle. This gives us the "average daily balance."

**HOW TO AVOID INTEREST CHARGES:** You have until the payment due date shown on your periodic statement to repay your balance before an interest charge on purchases will be imposed.

#### **ANNUAL FEE DISCLOSURES**

If an annual fee is shown on the front of the statement, see the front for information about the following matters: the annual percentage rate for purchases, certain information regarding any variable rate feature, the amount of the annual fee, any minimum interest charge, and any transaction charges for purchases. The method for computing the balance subject to interest charge on your account is an Average Daily Balance (including new purchases) method and is explained above.

If you terminate your account within 30 days from the Closing Date shown on the front of this statement, you will not owe the annual fee (and have the right to have it credited to your account) and may use your card(s) during that 30 day period without becoming obligated for the annual fee. To terminate your account you should give us written notice sent to the address for billing inquiries as shown on the front of this statement. All cards should be cut in half and returned with your termination notice.

#### **CREDIT BALANCES**

Any credit balance on your account (indicated by a "-" on the front of this statement) is money we owe you. You can make charges against this amount or request and receive a full refund of this amount by writing us at: Card Service Center, PO Box 569120, Dallas, TX 75356-9120. Any amount not charged against or refunded upon request that is over \$1.00 (equal to or in excess of \$1.00 if you live in MA or any amount in NY) will be refunded automatically within six months after the credit balance was created (four billing cycles in MD).

(PLEASE SHOW YOUR CORRECT NAME AND ADDRESS)

O1AB5762 - 3 - 05/25/17

Name (if incorrect on reverse side)

Street address

City

State

Zip Code

Effective Date: Month, Day, Year

Signature

Home Phone

Work Phone

**Finance Charge Calculation Methods and Computation of Average Daily Balance Subject to Finance Charge:** The Finance Charge Calculation Method applicable to your account for Cash Advances and Credit Purchases of goods and services that you obtain through the use of your card is specified on the front side of this statement and explained below:

The Finance Charges for a billing cycle are computed by applying the Periodic Rate to the "average daily balance" of your account. To get the average daily balance, we take the beginning balance of your account each day, add any new purchases or cash advances, and subtract any payments, credits, non-accruing fees, and unpaid finance charges. This gives us the daily balance. Then we add up all the daily balances for the billing cycle and divide the total by the number of days in the billing cycle.

The Finance Charges for a billing cycle are computed by applying the Periodic Rate to the "average daily balance" of purchases (and if applicable, cash advances). To get the average daily balance, we take the beginning balance of your account each day and subtract any payments, credits, non-accruing fees, and unpaid finance charges. We do not add in any new purchases or cash advances. This gives us the daily balance. Then we add up all the daily balances for the billing cycle and divide the total by the number of days in the billing cycle.

The Finance Charges for a billing cycle are computed by applying the Periodic Rate to the "average daily balance" of purchases (and if applicable, cash advances). To get the average daily balance, we take the beginning balance of your account each day, add any new purchases or cash advances, and subtract any payments, credits, non-accruing fees, and unpaid finance charges. This gives us the daily balance. Then we add up all the daily balances for the billing cycle and divide the total by the number of days in the billing cycle.

By sending your check, you are authorizing the use of the information on your check to make a one-time electronic debit from the account on which the check is drawn. This electronic debit, which may be posted to your account as early as the date your check is received, will be only for the amount of your check. The original check will be destroyed and we will retain the image in our records. If you have questions please call the customer service number on the front of this billing statement.

**Annual Fee:** If your account has been assessed an annual fee, you may avoid paying this annual fee by sending written notification of termination within 30 days following the mailing date of this bill. Submit your request to the Account Inquiries address on the front of this statement. You may use your card(s) during this 30 day period but immediately thereafter must send your card(s), which you have cut in half, to this same address.

### BILLING RIGHTS SUMMARY

In your letter, give us the following information:

- You do not have to pay any amount in question while we are investigating, but you are still obligated to pay the parts of your bill that are not in question. While we investigate your question, we cannot report you as delinquent or take any action to collect the amount you question.

Please use blue or black ink to complete form

Last

First

**Middle**

Street

City

State

ZIP Code

Home Phone (

Business Phone

Cell Phone

E-mail Address

**SIGNATURE REQUIRED**

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



## INVOICE

**DATE:** July 1, 2023

**INVOICE #** 23-226-06

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

Approved for Payment

**PROJECT:** Scotia Community Services District Staffing Services for June 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 June Regular board meeting.

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

No activity

#### **1.9 Personnel**

General Manager recruitment & selection.

### 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 June 2023**

Senior Advisor	4 hours @ \$140 per hour	\$ 560.00
General Manager (Contract)*	8.25 hours @ \$100 per hour	\$ 825.00
W/WW Operations Superintendent**	14.5 hours @ \$63.38 per hour	\$ 903.17
GIS Analyst	2.0 hours @ \$100 per hour	\$ 200.00
Mileage Expenses	72 miles @ \$ 0.665/ mile	\$ 47.16
<b>AMOUNT THIS INVOICE # 23-226-06</b>		<b>\$ 2,535.33</b>

\* 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

TEL: (707) 825-8260  
FAX: (707) 825-9181

P.O. Box 4581  
Arcata, CA 95518

planners@planwestpartners.com  
www.planwestpartners.com

**Scotia CSD: Planwest Partners Staffing - June 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	\$140.00	\$100.00	\$150.00	\$100.00	\$63.38	\$100.00	\$90.00	\$85.00				
Task 1 - Administrative Duties													
1.1 Administrative Duties													
1.2 Policies, Procedures, Ordinances													
1.3 Community Meetings prep & attendance													
1.4 CSD Board Meeting (Prep & Attendance, Minutes)													
1.5 Bookkeeping, Banking, Billing, and Invoicing													
1.6 Website/Emails/File Management													
1.7 Budgeting													
1.8 Grant Research and Writing													
1.9 Personnel													
Task 2 - Operations/Management													
2.1 Treated Water, Raw Water, and Distribution													
2.2 Wastewater Collection, Treatment, Discharge, NPDES													
2.3 Stormwater and Drainage													
2.4 CSD Streets & Alleys, Street Lighting													
2.5 Parks Rec: Comm. Forest, Theater, Museum, Shop, Parks													
2.6 Land & Easements													
Staff Hours													
Total													

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

DATE: July 20, 2023  
TO: Scotia Community Services District Board of Directors  
FROM: Amber Sandum, Administrative Assistant  
SUBJECT: Presentation by Town of Scotia LLC. to the SCSD Board on River Pumps Project Status

---

### **RECOMMENDATION:**

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

### **ACTION:**

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

### **DISCUSSION:**

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

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

**ATTACHMENTS:** None.

# Scotia Community Services District

## Staff Report

DATE: July 20, 2023  
TO: Scotia Community Services District Board of Directors  
FROM: Amber Sandum, Administrative Assistant  
SUBJECT: SDRMA Insurance Invoice Payment

---

### **RECOMMENDATION:**

The Administrative staff recommends that the Board review and approve the SDRMA Insurance invoice for payment.

### **ACTION:**

Approve the SDRMA Invoice *and* direct staff to submit payment.

### **DISCUSSION:**

The District has received the SDRMA invoice for Property/Liability Insurance for Program Year 2023/24. A 5% multi-discount program is included. The Insurance increased from \$80,565.57 to \$94,012.55, the original estimated amount was \$77,000.00. The FY 2023/2024 Final Budget amount for insurance was \$98,000.00. This does not include Worker's Compensation Insurance, which is accounted for in SCSD Permanent Benefitted Staff Costs.

Program Costs have increased yet again from this year's original estimate of \$\$89,240 to \$91,460.00. The initial program renewal estimates were projected to be a 15%-20% increase in early 2023. Since then, the market renewal pricing for public entities has increased between 35-70% due to the natural disasters, global losses, inflation, and limited carriers providing coverage within the State of California.

#### Inflation & Financial Results

\*2022 was the eighth consecutive year where the U.S. suffered at least 10 catastrophes causing over a billion dollars in losses.

\*A.M. Best noted auto, and homeowners incurred an estimated underwriting loss of \$34.9 billion in 2022, nearly tripling the prior-year level and driving an industry five-year high underwriting loss.

\*The price of residential home construction materials have climbed 33.9 % since the start of the pandemic, while trade services are up to 27 percent.

\*The U.S. property casualty insurance industry's policyholder's surplus fell 9.4% in 2022, according to A.M. Best, and is likely to be the largest drop since early 2009, according to S & P.

### **FISCAL IMPACT:**

Invoice Total: \$94,012.55

### **ATTACHMENTS:**

SDRMA Property/Liability Package Program Invoice for Program Year 2023/24.

## Property/Liability Package Program Invoice



Program Year 2023-24

### Scotia Community Services District

Post Office Box 104  
Scotia, California 95565

Invoice Date: 06/19/2023  
Invoice Number: 74053  
Member Number: 7724

Property, Boiler/Machinery, Pollution, Cyber <i>Coverage for 7 reported item(s) valued at (including contents): \$16,773,219</i>	\$67,335.92
Mobile/Contractors Equipment <i>Coverage for 0 reported item(s) valued at: \$0</i>	0.00
General Liability*, Errors & Omissions, Employee & Public Officials Dishonesty <i>Certificates: 3 Non-Member Certificate(s)</i>	9,202.80
Auto Liability (includes \$50 charge for non-owned auto coverage) <i>Coverage for 4 reported item(s) valued at: \$88,095</i>	2,281.53
Auto Comp / Collision <i>Coverage for 4 reported item(s) valued at: \$88,095</i>	3,428.52
Trailers <i>Coverage for 2 reported item(s) valued at: \$10,701</i>	237.33
Special Coverages <i>Endorsements: Dam Failure Liability</i>	16,800.00

<b>Gross Package Contribution</b>	<b>\$99,286.10</b>
Earned CIP Credits (3)	-325.52
Longevity Distribution Credit	0.00
MemberPlus Online RQ Bonus	0.00
Other Discounts	0.00
<b>Subtotal</b>	<b>\$98,960.58</b>
<b>5% Multi-Program Discount</b>	<b>-\$4,948.03</b>

**Total Contribution Amount Due by 30 Days** **\$94,012.55**

*\*Current Limit of Liability is \$2.5M for G/L, A/L and E&O (excluding outside excess liability limits)*

Please pay in full by the due date. If not, a late charge of one percent (1%) per month, twelve percent (12%) per annum, will be assessed on all sums past due. Imposition of this charge does not extend the due date for payment.

#### Remit Payment to:

Special District Risk Management Authority  
P.O. Box 15677, Sacramento, California 95852

For invoice questions contact the SDRMA Finance Department at [accounting@sdrma.org](mailto:accounting@sdrma.org) or 800.537.7790

Special District Risk Management Authority  
1112 I Street Suite 300, Sacramento, California 95814-2865  
Tel 916.231.4141 or 800.537.7790 | Fax 916.231.4111  
[www.sdrma.org](http://www.sdrma.org)

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

DATE: July 20, 2023  
TO: Scotia Community Services District Board of Directors  
FROM: Amber Sandum, Administrative Assistant  
SUBJECT: Consider authorizing the reengagement of Anderson, Lucas, Somerville and Borges to complete the SCSD's Financial Statements for the FY 22/23 Annual Audit

---

### **RECOMMENDATION:**

The Administrative staff recommends that the Board consider reengaging the accounting services of Anderson, Lucas, Somerville, and Borges (ALSB) for the Scotia Community Services District FY 22/23 Annual Audit.

### **ACTION:**

Consider authorizing the General Manager to reengage ALSB for the FY 22/23 Annual Audit.

### **DISCUSSION:**

Per GC §61118(a) the board of directors shall provide for regular audits of the district's accounts and records pursuant to GC §26909. Scotia CSD had contracted with Anderson, Lucas, Somerville and Borges, LLP from Fortuna, CA to conduct the District's annual audit. To reengage ALSB is recommended as they maintain multiple CPA's within their firm and have so far completed the auditing work for four fiscal years. For these reasons, their firm would be the preferred choice for the SCSD.

### **FISCAL IMPACT:**

Budgeted: \$25,000

### **ATTACHMENTS:**

None

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

DATE: July 20<sup>th</sup>, 2023  
TO: Scotia Community Services District Board of Directors  
PREPARED BY: Scott McLeran, District Legal Counsel  
SUBJECT: Approving a Joint Letter with the Town Of Scotia to the Scotia Union School District Requesting an Easement for Water and Sewer Services to the School District and Scotia Water and Sewer Customers

---

### **RECOMMENDATION:**

Consider approving a Joint Letter with the Town of Scotia to the Scotia Union School District Requesting an Easement for Water and Sewer Services to the School District and Scotia Water and Sewer Customers

### **ACTION:**

Motion to Approve a Joint Letter with the Town Of Scotia to the Scotia Union School District Requesting an Easement for Water and Sewer Services to the School District and Scotia Water and Sewer Customers

### **DISCUSSION:**

Russ Gans, Legal Counsel for the Town of Scotia, composed a letter to the Scotia Union School District requesting an easement deed for use and maintenance of a water treatment plant backwash line located on the School District property. It is necessary to obtain the easement deed for service of water and sewer services to the Scotia Union School District and as well as to the rest of the community. As it is expected that the requested easement will ultimately be transferred to the SCSD in furtherance of the continued provision of water and sewer services to the School District and other SCSD customers, the proposed letter expresses the joint request of the Town of Scotia and SCSD to obtain the easement from the School District.

### **FISCAL IMPACT:**

None

### **ATTACHMENTS:**

Joint TOS & SCSD Letter to the Scotia Union School District



## THE MITCHELL LAW FIRM, LLP

CLIFFORD B. MITCHELL (1927 - 2010)

PAUL A. BRISSO\*  
RUSSELL S. GANS  
NICHOLAS R. KLOEPEL  
RYAN T. PLOTZ  
AMY A. HUNT  
KAREN J. ROEBUCK, Senior Associate

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Established 1915

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JOHN M. VRIEZE (Retired)  
EMERY F. MITCHELL (1896 - 1991)  
WALTER J. CARTER (1949 - 1993)  
R.C. DEDEKAM (1929 - 2011)  
NANCY K. DELANEY (1950 - 2022)  
\* Of Counsel

July 6, 2023

**Via Regular Mail and Email to: AGossien@scotiaschool.org**

Scotia Union School District  
Amy Gossien, Superintendent  
417 Church Street  
P.O. Box 217  
Scotia, CA 95565

**Re: Easement Request  
Town of Scotia Company, LLC and Scotia Community Services  
District**

Dear Ms. Gossien:

My name is Russell S. Gans, our law firm, The Mitchell Law Firm, LLP, represents the Town of Scotia Company, LLC. We are requesting, on behalf of the Town of Scotia Company, LLC and the Scotia Community Services District to obtain an easement deed from the Scotia Union School District for the use and maintenance of the water treatment plant backwash line located on School District property. For the purposes of illustration only, attached hereto as Exhibit A is a draft Utility Easement and Exhibit B is an Easement Plat Map which depicts the linear course of the proposed Utility Easement. The Town of Scotia Company, LLC and the Scotia Community Services District by way of this easement deed would use, maintain and operate the line in the future.

Obtaining an easement deed for this line is necessary for service of water and sewer services to the Scotia Union School District property, as well as to the rest of the community. The directionally drilled line exists "subsurface" and replaces the previous above-ground backwash discharge. The directionally drilled line has a useful life expectancy of 20 years, and is newly installed and constructed, presenting minimal burden to the School District property and located away from the existing improvements.

Please contact me following your review about presentation of this request to your Board and easement completion.

Thank you for your time and attention to this correspondence.

Very truly yours,

THE MITCHELL LAW FIRM, LLP

Russell S. Gans

RSG/kb

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

DATE: July 20<sup>th</sup>, 2023  
TO: Scotia Community Services District Board of Directors  
PREPARED BY: Scott McLeran, District Legal Counsel  
SUBJECT: Approving a Joint Letter with the Town of Scotia to Owner of Garage Lot 71 Requesting an Easement for Water and Sewer Services to Scotia Water and Sewer Customers

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### **RECOMMENDATION:**

Consider approving a Joint Letter with the Town of Scotia to Owner of Garage Lot 71 Requesting an Easement for Water and Sewer Services to Scotia Water and Sewer Customers

### **ACTION:**

Motion to Approve a Joint Letter with the Town Of Scotia to Owner of Garage Lot 71 Requesting an Easement for Water and Sewer Services to Scotia Water and Sewer Customers

### **DISCUSSION:**

Russ Gans, Legal Counsel for the Town of Scotia, composed a letter to the owner of garage lot 71 requesting an easement deed for use and maintenance of a water treatment plant backwash line located on the property. It is necessary to obtain the easement deed for service of water and sewer services to the community. As it is expected that the requested easement will ultimately be transferred to the SCSD in furtherance of the continued provision of water and sewer services to SCSD customers, the proposed letter expresses the joint request of the Town of Scotia and SCSD to obtain the easement from the School District.

### **FISCAL IMPACT:**

None

### **ATTACHMENTS:**

Joint TOS & SCSD Letter to Owner of Garage Lot 71



## THE MITCHELL LAW FIRM, LLP

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NANCY K. DELANEY (1950 - 2022)

\* Of Counsel

July 6, 2023

**Via Regular Mail**

Tara Johnson  
2161 Briarwood Circle  
Eureka, CA 95503

**Re: Garage Lot 71 Easement Request  
Town of Scotia Company, LLC and Scotia Community Services  
District**

Dear Ms. Johnson:

My name is Russell S. Gans, our law firm, The Mitchell Law Firm, LLP, represents the Town of Scotia Company, LLC. We are requesting, on behalf of the Town of Scotia Company, LLC and the Scotia Community Services District to obtain an easement deed from you for the use and maintenance of the water treatment plant backwash line located on your property. For the purposes of illustration only, attached hereto as Exhibit A is a draft Utility Easement and Exhibit B is an Easement Plat Map which depicts the linear course of the proposed Utility Easement. The Town of Scotia Company, LLC and the Scotia Community Services District by way of this easement deed would use, maintain and operate the line in the future.

Obtaining an easement deed for this line is necessary for service of water and sewer services for the Scotia community. The directionally drilled line exists “subsurface” and replaces the previous above-ground backwash discharge. The directionally drilled line has a useful life expectancy of 20 years, and is newly installed and constructed, presenting minimal burden to your garage lot 71 (APN #205-451-001) property, and located away from the existing improvements.

Please contact me following your consideration of this requested easement.

Thank you for your time and attention to this correspondence.

Very truly yours,

THE MITCHELL LAW FIRM, LLP

Russell S. Gans

RSG/kb