



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

Thursday, October 19th, 2023, at 5:30 P.M.
HYBRID In Person and Via Zoom

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=OFkvcjJNUFkzcjJZQjJJbE9lZloQT09> 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 accommodation.

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
Pg 7
Pg 9
Pg 15
Pg 17
Pg 20
Pg 22
1. Approval of Previous Meeting Minutes – Regular Meeting September 21st, 2023
 2. Approval of Special Meeting Minutes-Special Meeting October 10th,2023
 3. Approval of RCB Check Registers September 1-30, 2023.
 4. Approval of Umpqua Check Registers September 1-30, 2023
 5. Approval of RCB Mastercard Statement – August Statement
 6. Approval of Umpqua Visa Statement – September Statement
 7. Approval of Planwest Partners Invoice— September 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. CLOSED SESSION –**

1. Call to Order
2. Roll Call

3. Government Code §54956.9-Significant Exposure to Litigation-one matter

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 24 **a.** Presentation by Mary Bullwinkle on the Museum Archiving Project

Pg 25 **b.** Review and authorize the General Manager to sign and execute the LIHWAP Agreement Extension on behalf of the Scotia Community Services District.

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 November 16th, 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.¹

Minutes of the Regular Board Meeting for the
Scotia Community Services District
Thursday, September 21st, 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

Steve Coppini, District General Manager; Julie Hawkins, Board Clerk; Amber Sandum, Administrative Assistant; Scott McLeran, District Legal Counsel; Jeff Laikam, District Engineer;

B. SETTING OF THE AGENDA

Resolution 2023-16 & 2023-17 have minor clerical edits

Training is tabled indefinitely.

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 August 17th, 2023
2. Approval of Special Meeting Minutes-Special Meeting September 14th,2023
3. Approval of RCB Check Registers August 1-31, 2023.
4. Approval of Umpqua Check Registers August 1-31, 2023
5. Approval of RCB Mastercard Statement – July Statement
6. Approval of Umpqua Visa Statement – August Statement
7. Approval of Planwest Partners Invoice— August 2023

No public comment

Motion: To Approve the Consent Calendar

Motion: Pryor **Second:** Sellen

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

D. PUBLIC COMMENT & WRITTEN COMMUNICATION –

None received prior to the meeting, no public comment provided at meeting.

E. ADJOURN TO CLOSED SESSION: None

F. PUBLIC HEARING – None

G. BUSINESS

1. New Business -

a. Presentation by Mary Bullwinkle on the Museum Archiving Project

President Newmaker introduced. Mary was unable to attend. Amber Sandum read an emailed update on the Museum progress. Board discussed.

Question asked about liability for volunteers. It was explained that background checks and fingerprinting will be required for volunteers. Need to be approved to do finger printing by DOJ.

b. Presentation by Community Member Jane Hartford

President Newmaker introduced. Jane Hartford presented to the board. Board discussed. Staff directed to look into these ideas.

Public comment received that these are great ideas and are a good place to start – a family member sold land to save the redwoods and that land is now available for public use.

Question asked about using income towards parks & rec benefits assessments fees. These will have to be researched.

Question asked about benefits assessments billing and why this is billed annually. Amber explained that additional payments can be paid monthly. Reason for annual billing is the alternative is billing through property taxes and there may be a delay in receiving funds from the county. Discussion continued about billing.

Comment received regarding the environment and noise pollution from local factory. Commenter stated that the local factory should be paying more for local services.

Comment received that the mill has been fined by the water board.

Question asked about restroom for the park – can porta pottys be used? Board explained that they are not the ideal choice for the park. We will be getting permanent restrooms soon.

c. Consider motor vehicle damage claim against the Scotia Community Services and make a determination in accordance with Ordinance 2020-1 – Title IX Claims Ordinance

President Newmaker introduced. GM Steve Coppini presented staff report and started discussion. Initial recommendation is that the SCSD reimburse for the tire and rim. No pictures. Board discussed. Legal counsel explained that there is a timeline that must be adhered to and explained that there is a different process used with a public agency.

Claimant Elain Paige asks for full reimbursement or file a claim on the SCSD liability policy. Claimant explained the circumstances. Will provide information requested.

Board can act upon this today or can use the time allowed by law to continue this item to a different meeting in order to gather more information and investigate.

Board agreed that they could hold a special meeting ahead of the next regular meeting to try to resolve this more quickly once all information has been received.

Public comment: Renee Abrams asks if insurance rates will go up? Once the insurance is involved, they will investigate. Also asks if there is signage posted to enter the park at your own risk?

Motion: To Continue motor vehicle damage claim against the Scotia Community Services and make a determination in accordance with Ordinance 2020-1 – Title IX Claims Ordinance to a future date to be determined but no later than the next regular meeting.

Motion: Ansted **Second:** Sellen

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

- d. Adopt Resolution No. 2023-16 A Resolution of the Scotia Community Services District Accepting an Easement for water and sewer access from the Scotia Union School District and Authorizing the Execution and Recordation of Certificates of Acceptance.

President Newmaker introduced. District Legal Counsel presented.

No public comment.

Motion: Adopt Resolution No. 2023-16 A Resolution of the Scotia Community Services District Accepting an Easement for water and sewer access from the Scotia Union School District and Authorizing the Execution and Recordation of Certificates of Acceptance.

Motion: Ansted **Second:** Newmaker

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

- e. Adopt Resolution No. 2023-17 A Resolution of the Scotia Community Services District Accepting an Easement for water and sewer access from the owner of Garage Lot 71 and Authorizing the Execution and Recordation of Certificates of Acceptance.

President Newmaker introduced. GM Steve Coppini presented. No discussion.

No public comment.

Motion: Adopt Resolution No. 2023-17 A Resolution of the Scotia Community Services District Accepting an Easement for water and sewer access from the owner of Garage Lot 71 and Authorizing the Execution and Recordation of Certificates of Acceptance.

Motion: Pryor **Second:** Ansted

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

- f. Adopt Resolution No. 2023-18 A Resolution of the Scotia Community Services District Board of Directors Amending the Personnel Policies and Procedures

President Newmaker introduced. Amber Sandum presented the staff report. Board discussed.

Public comment from Renee Abrams: Asked about enrollment vs. being vested. Board explained that it is for enrollment. Vested after five years.

Motion: Adopt Resolution No. 2023-18 A Resolution of the Scotia Community Services District Board of Directors Amending the Personnel Policies and Procedures

Motion: Newmaker **Second:** Ansted

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

2. Old Business – None

H. REPORTS –

1. **President's Report:** Grateful to the community for comments.
2. **Board Director Reports:** Grateful for the community attendance and comments – we can always learn.
3. **General Manager's Report:**
-Update on Tesla project. Easement with HRC will be going ahead.

4. **Board Clerk's Report:** Clerk asked board to complete CSDA Good Governance Webinar that we were going to do at the board meeting tonight and email the district with the certificate of completion.
5. **District Counsel's Report:** Received email from Russ Ganz from TOS. Steve Deike is off for an extended period of time. Worked on the river pumps agreement – can we change the signer from Steve Deike to another TOS officer?
6. **Engineer's Report:**
 - Museum expected to be complete in October
 - Winema theater: Building inspector visiting tomorrow – project is moving forward
 - Park Restroom: Contractor has sent submittals for block and other materials. Project will start within about 6 weeks.
 - Phase 4: Completed review of response to comments. Should be coming through for signatures soon. Possibly late Oct/Nov construction will begin.
 - Mill A held up for concrete faults
 - Tesla battery backup – need confirmation from Tesla that we are addressing their space requirements.
 - Corridor/river pumps – going fine, final part is the warranty.
 - Dechlorination project: Received satisfaction of order from the state
 - Log Pond/Stormwater discharge: No update
 - Easements & Infrastructure turnover – we're done with that.

I. BOARD TRAINING – CSDA Webinar - Tabled

J. ADJOURNMENT at: 7:22 PM

Approved:

Paul Newmaker, President

Date

Board of Directors

Scotia Community Services District

Attest:

Board Clerk

Date

Scotia Community Services District

Minutes of the Special Board Meeting for the
Scotia Community Services District
Tuesday, October 10th, 2023, at 12:30 P.M.

CALL TO ORDER/ ROLL CALL/ PLEDGE OF ALLEGIANCE at 12:30 PM

Paul Newmaker, President– Present

Diane Black, Vice President – Present

Delia Ansted, Director – Absent

Susan Pryor, Director – Absent

Nina Sellen, Director – Present

Amber Sandum, SCSD Administrative Assistant; Scott McLeran, District Legal Counsel; Steve Coppini General Manager, Brandon Wishneff Crew Leader, Robert and Elaine Page

A. SETTING OF THE AGENDA Note that the date on the staff report was the previous date of the rescheduled meeting.

B. PUBLIC COMMENT & WRITTEN COMMUNICATION None

C. CLOSED SESSION-NONE

D. Business

1. Old Business

- a. Consider motor vehicle damage claim against the Scotia Community Services and make a determination in accordance with Ordinance 2020-1 Title IX Claims Ordinance.

Paul Newmaker introduced. Staff report was presented by Steve Coppini General Manager recommendation was made to reject the claim.

District Legal Counsel discussed the Government Code on the basis of why the recommendation was to reject the claim.

The board discussed the claim and made the decision to reject the claim.

Comments were made by Claimants Robert and Elaine Page regarding the denial of the claim.

Motion: Newmaker Second: Sellen

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

Motion carries

No Public Comment

E. REPORTS – None

F. BOARD TRAINING:

G. ADJOURNMENT at 12:44 PM

Approved:

Paul Newmaker, President

Board of Directors

Date

Scotia Community Services District

Attest:

Board Clerk

Scotia Community Services District

Date

2:04 PM

10/04/23

Accrual Basis

Scotia Community Services District

Account QuickReport

As of September 30, 2023

Type	Date	Num	Name	Memo	Amount	Balance
10000 - RCB Checking 28239						1,476,331.75
Check	09/05/2023	EFT	Umpqua Bank VISA ...	August Statement	-17,158.48	1,459,173.27
Deposit	09/05/2023			Deposit	64,557.00	1,523,730.27
Bill Pmt -Check	09/06/2023	EFT	AT&T		-796.49	1,522,933.78
Deposit	09/06/2023			Deposit	3,950.45	1,526,884.23
Bill Pmt -Check	09/06/2023	52373	Alternative Business...	Inv#MA23082852	-61.04	1,526,823.19
Bill Pmt -Check	09/06/2023	52374	EAN Services, LLC	Inv#33843272	-191.67	1,526,631.52
Bill Pmt -Check	09/06/2023	52375	Enterprise Tolls	Inv#EH149078815	-11.95	1,526,619.57
Bill Pmt -Check	09/06/2023	52376	Fortuna Ace	363935,364219,365084	-248.21	1,526,371.36
Bill Pmt -Check	09/06/2023	52377	Prentice, Long PC	Inv#6067	-1,700.00	1,524,671.36
Bill Pmt -Check	09/06/2023	52378	Recology Eel River	20214	-185.10	1,524,486.26
Bill Pmt -Check	09/06/2023	52379	RMI Outdoors	Inv#355433	-349.56	1,524,136.70
Bill Pmt -Check	09/06/2023	52380	Thatcher Company	402298	-6,712.07	1,517,424.63
Bill Pmt -Check	09/06/2023	52381	Wildwood Saw	Inv#37412	-375.58	1,517,049.05
Check	09/06/2023	52382	Town of Scotia		-305.37	1,516,743.68
Paycheck	09/07/2023	EFTDD	Brandon W Wishneff		-2,378.92	1,514,364.76
Paycheck	09/07/2023	EFTDD	Julie A Hawkins		-137.18	1,514,227.58
Paycheck	09/07/2023	EFTDD	Kathleen A Sandum		-1,524.53	1,512,703.05
Paycheck	09/07/2023	EFTDD	Steven L Coppini		-2,881.77	1,509,821.28
Paycheck	09/07/2023	EFTDD	William F Pedro Jr		-1,149.10	1,508,672.18
Liability Check	09/07/2023	E-pay	EDD	093-5926-6 QB Tracking # ...	-683.42	1,507,988.76
Liability Check	09/07/2023	E-pay	United States Treas...	82-1570573 QB Tracking #...	-2,941.68	1,505,047.08
Liability Check	09/07/2023	E-pay	EDD	093-5926-6 QB Tracking # ...	-4.50	1,505,042.58
Check	09/07/2023	52372	John Hancock USA	PARS #86360	-515.46	1,504,527.12
Transfer	09/07/2023			Funds Transfer to Savings ...	-500,000.00	1,004,527.12
Bill Pmt -Check	09/12/2023	EFT	PG&E		-1,296.57	1,003,230.55
Deposit	09/14/2023			Deposit	9,142.79	1,012,373.34
Bill Pmt -Check	09/14/2023	52383	North Coast Laborat...	August Statement	-2,000.00	1,010,373.34
Bill Pmt -Check	09/14/2023	52384	SDRMA	7724	-2,336.04	1,008,037.30
Bill Pmt -Check	09/14/2023	52385	Valley Pacific Petrol...	Inv#CL-23-675165	-1,255.70	1,006,781.60
Bill Pmt -Check	09/14/2023	52386	Whitchurch Enginee...		-9,393.80	997,387.80
Deposit	09/14/2023			Deposit	30,620.54	1,028,008.34
Bill Pmt -Check	09/14/2023	EFT	Optimum Business	September Statement	-128.87	1,027,879.47
Bill Pmt -Check	09/14/2023	EFT	PG&E	3952156073-8 08.23	-83.36	1,027,796.11
Deposit	09/19/2023			Deposit	4,097.86	1,031,893.97
Deposit	09/19/2023			Deposit	57,024.52	1,088,918.49
Transfer	09/19/2023			Funds Transfer Dep Refun...	1,000.00	1,089,918.49
Paycheck	09/21/2023	EFTDD	Brandon W Wishneff		-2,103.16	1,087,815.33
Paycheck	09/21/2023	EFTDD	Julie A Hawkins		-102.89	1,087,712.44
Paycheck	09/21/2023	EFTDD	Kathleen A Sandum		-1,146.87	1,086,565.57
Paycheck	09/21/2023	EFTDD	Mary A Bullwinkel		-36.58	1,086,528.99
Paycheck	09/21/2023	EFTDD	William F Pedro Jr		-1,149.10	1,085,379.89
Paycheck	09/21/2023	EFTDD	Steven L Coppini		-2,911.17	1,082,468.72
Liability Check	09/21/2023	E-pay	EDD	093-5926-6 QB Tracking # ...	-600.98	1,081,867.74
Liability Check	09/21/2023	E-pay	United States Treas...	82-1570573 QB Tracking #...	-2,643.04	1,079,224.70
Liability Check	09/21/2023	E-pay	EDD	093-5926-6 QB Tracking # ...	-4.57	1,079,220.13
Check	09/21/2023	52387	John Hancock USA	PARS #86360	-531.94	1,078,688.19
Bill Pmt -Check	09/21/2023	52388	PARS	SCO020	-300.00	1,078,388.19
Bill Pmt -Check	09/21/2023	52389	Planwest Partners Inc.	Inv#23-226-08	-860.56	1,077,527.63

2:04 PM

10/04/23

Accrual Basis

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

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	09/21/2023	52390	SHN Consulting Eng...	Inv#118591	-15,406.86	1,062,120.77
Bill Pmt -Check	09/21/2023	52391	Steves Septic		-800.00	1,061,320.77
Deposit	09/25/2023			Deposit	15,888.87	1,077,209.64
Deposit	09/25/2023			Deposit	183.89	1,077,393.53
Deposit	09/25/2023			Deposit	5,150.03	1,082,543.56
Liability Check	09/25/2023	10000...	United States Treas...	82-1570573	-11.83	1,082,531.73
General Journal	09/25/2023	AS		Futa Adjustment	11.83	1,082,543.56
Deposit	09/26/2023			Deposit	18,941.00	1,101,484.56
Bill Pmt -Check	09/26/2023	52392	Umpqua Bank Loan ...	97748019077	-44,540.00	1,056,944.56
Deposit	09/27/2023			Deposit	542.31	1,057,486.87
Deposit	09/29/2023			Deposit	10,996.11	1,068,482.98
Total 10000 · RCB Checking 28239					-407,848.77	1,068,482.98
TOTAL					-407,848.77	1,068,482.98

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

Type	Date	Num	Name	Memo	Split	Amount	Balance
12150 · RCB Clarifier savings							168,393.26
Deposit	09/29/2023			Interest	40210 · Interes...	103.83	168,497.09
Total 12150 · RCB Clarifier savings						103.83	168,497.09
TOTAL						103.83	168,497.09

2:05 PM

10/04/23

Cash Basis

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

Type	Date	Num	Memo	Original Amount	Paid Amount	Balance
12100 · RCB Cust Deposit Savings 10797						19,285.31
Deposit	09/19/2023		Deposit	1,302.45	1,302.45	20,587.76
Transfer	09/19/2023		Funds Transf...	-1,000.00	-1,000.00	19,587.76
Deposit	09/20/2023		Deposit	100.00	100.00	19,687.76
Deposit	09/29/2023		Interest	7.86	7.86	19,695.62
Total 12100 · RCB Cust Deposit Savings 10797					410.31	19,695.62
TOTAL					410.31	19,695.62

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

Type	Date	Num	Name	Memo	Split	Amount	Balance
12001 - RCB Sav Generator Grant							710.52
Deposit	09/29/2023			Interest	40210 · Interes...	0.29	710.81
Total 12001 - RCB Sav Generator Grant						0.29	710.81
TOTAL						0.29	710.81

2:09 PM
10/04/23
Cash Basis

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

Type	Date	Num	Name	Memo	Original Amount	Paid Amount	Balance
12000 · RCB Savings 10367							578,450.97
Transfer	09/07/2023			Funds Transf...	500,000.00	500,000.00	1,078,450.97
Deposit	09/29/2023			Interest	603.32	603.32	1,079,054.29
Total 12000 · RCB Savings 10367						500,603.32	1,079,054.29
TOTAL						500,603.32	1,079,054.29

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

Type	Date	Num	Name	Memo	Split	Amount	Balance
12152 · Umpqua Checking BT Loan							466,111.78
Deposit	09/30/2023			Interest	40210 · Interes...	3.83	466,115.61
Total 12152 · Umpqua Checking BT Loan						3.83	466,115.61
TOTAL						3.83	466,115.61

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

Type	Date	Num	Name	Memo	Split	Amount	Balance
12151 · Umpqua Park & Rec Savings							273,027.67
Deposit	09/30/2023			Interest	40210 · Interes...	2.24	273,029.91
Total 12151 · Umpqua Park & Rec Savings						2.24	273,029.91
TOTAL						2.24	273,029.91



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
August 9, 2023 to September 7, 2023

SUMMARY OF ACCOUNT ACTIVITY

Previous Balance	\$1,127.35
- Payments	\$1,127.35
- Other Credits	\$0.00
+ Purchases	\$1,269.82
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$1,269.82

Account Number XXXX XXXX XXXX 0143
Credit Limit \$27,000.00
Available Credit \$25,730.00
Statement Closing Date September 7, 2023
Days in Billing Cycle 30

PAYMENT INFORMATION

New Balance: \$1,269.82
Minimum Payment Due: \$38.10
Payment Due Date: **October 2, 2023**

MESSAGES

PROTECT YOURSELF FROM SCAMMERS!

We will never call, text, or email and ask you for your personal information. Some scammers will call and pretend to be from the Card Service Center. We will never call or text you and ask for sensitive information such as account or card number information, passwords or user names, or social security numbers. Please **DO NOT** give out that information.

If you feel pressured or concerned about a phone call, please hang up and call us at 800-367-7576 (the phone number located on the back of your credit card). Our Card Service Center team is always glad to check and can verify the information.

TRANSACTIONS

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

Tran Date	Post Date	Reference Number	Transaction Description	Amount
08/29	08/29	85431897H00XV0KJ0	PAYMENT - THANK YOU	\$1,127.35

Transactions continued on next page

REDWOOD CAPITAL BANK
1550 N BROWN RD 150
LAWRENCEVILLE GA 30043



Account Number: XXXX XXXX XXXX 0143
New Balance: \$1,269.82
Minimum Payment Due: \$38.10
Payment Due Date: **October 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				\$1,127.35-
08/23	08/24	55458857BLQTAGWH8	USCELL RECURRING CHICAGO IL	\$286.89
08/27	08/27	55432867F60YW45YM	INTUIT *PAYROLLEE USAG CL.INTUIT.COM CA	\$30.00
08/27	08/29	75369437G9M9BGX0J	THE BULLDOG SPORTS PUB MONTEREY CA	\$37.68
08/27	08/29	85369437G9JJY4AN5	HOTEL ABREGA MONTEREY CA	\$265.05
		CHECK-IN 08/26/23	FOLIO #0039193356	
09/02	09/03	55432867M62H7254T	CLEARPATHGPS, INC. 805-979-3442 CA	\$85.00
STEVEN COPPINI				
TOTAL XXXXXXXXXXXXX1117				\$704.62
08/08	08/09	55417346X4P28N1S8	SPORTSMANS WAREHOUSE 1 EUREKA CA	\$43.68
08/10	08/11	55432866Y5WANXR62	AMZN MKTP US*TA9WG59Q1 AMZN.COM/BILL WA	\$20.82
08/24	08/27	02305377D5SB9NQV8	AUTOZONE #4142 FORTUNA CA	\$16.26
08/30	09/01	85438397KWGNMQ2AL	HARPER MOTORS EUREKA CA	\$484.44
BRANDON W WISHNEFF				
TOTAL XXXXXXXXXXXXX1133				\$565.20

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	19.49% (v)	\$0.00	30	\$0.00
Cash Advances	19.49% (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 to enroll your credit card account(s) on the newly enhanced website.

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

CREDITING OF PAYMENTS

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

BILLING RIGHTS SUMMARY

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

If you think there is an error on your statement, write to us at 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)

01AB5762 - 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



UMPQUA BANK

BL ACCT 00002823-20000001

SCOTIA CSD

Account Number: #####-####-3769

Page 1 of 3

VISA

Account Summary

Billing Cycle	09/29/2023
Days In Billing Cycle	29
Previous Balance	\$17,158.48
Purchases	+ \$20.75
Cash	+ \$0.00
Balance Transfers	+ \$0.00
Special	+ \$0.00
Credits	- \$0.00
Payments	- \$17,158.48
Other Charges	+ \$0.00
Finance Charges	+ \$0.00

NEW BALANCE \$20.75

Credit Summary

Total Credit Line	\$40,000.00
Available Credit Line	\$39,979.25
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	\$20.75
MINIMUM PAYMENT	\$20.75
PAYMENT DUE DATE	10/25/2023

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					\$17,158.48-
Trans Date	Post Date	Reference Number	Transaction Description		Amount
09/05	09/05	3816534	INTERNET PMT-THANK YOU		\$17,158.48-

Cardholder Account Summary

BRANDON W WISHNEFF ##### 3785	Payments & Other Credits \$0.00	Purchases & Other Charges \$20.75	Cash Advances \$0.00	Total Activity \$20.75
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Cardholder Account Detail

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
09/01	09/03	PPLN01	24943003245898000015301	COSTCO WHSE #0125 EUREKA CA	\$20.75

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
09/29/23	\$20.75	\$20.75	10/25/23

\$

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



UMPQUA BANK

STEVEN COPPINI

SCOTIA CSD

Account Number: #####-####-8520

Page 1 of 3

VISA

Account Summary

Billing Cycle		09/29/2023
Days In Billing Cycle		29
Previous Balance		\$0.00
Purchases	+	\$16,080.38
Cash	+	\$0.00
Balance Transfers	+	\$0.00
Special	+	\$0.00
Credits	-	\$0.00
Payments	-	\$0.00
Other Charges	+	\$0.00
Finance Charges	+	\$0.00

NEW BALANCE \$16,080.38

Credit Summary

Total Credit Line	\$25,000.00
Available Credit Line	\$8,919.62
Available Cash	\$0.00
Amount Over Credit Line	\$0.00
Amount Past Due	\$0.00
Disputed Amount	\$0.00

Cardholder Account Summary

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
09/12	09/13	PPLN01	24692163255106586768869	PG&E/EZ-PAY 800-743-5000 CA	\$16,080.38

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	\$16,080.38
MINIMUM PAYMENT	\$16,080.38
PAYMENT DUE DATE	10/25/2023

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.

50450
PG&E
pmt.
10,2030,
60

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

#####-####-8520

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
09/29/23	\$16,080.38	\$16,080.38	10/25/23

\$

STEVEN COPPINI
SCOTIA CSD
PO BOX 104
SCOTIA CA 95565-0104

MAKE CHECK PAYABLE TO:

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

e-Statement 42662

08 0368 8520 0000 0000 00000000 00000000 0



INVOICE

DATE: October 1, 2023

INVOICE # 23-226-09

TO: Paul Newmaker, Board President
Scotia Community Services District

Approved for Payment

PROJECT: Scotia Community Services District Staffing Services for September 2023

Task 1 – Administrative Duties

1.1 Administrative Duties

Operator coordination - General Administrative tasks

1.4 CSD Board Meeting Preparation

No activity

1.5 Bookkeeping, Billing, Invoicing, and Banking

No activity

1.9 Personnel

No activity.

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 September 2023

Senior Advisor	0 hours @ \$140 per hour	\$ 0.00
General Manager (Contract)*	0 hours @ \$100 per hour	\$ 0.00
W/WW Operations Superintendent**	12.0 hours @ \$63.38 per hour	\$ 760.56
GIS Analyst	0.0 hours @ \$100 per hour	\$ 0.00
Mileage Expenses	none	
AMOUNT THIS INVOICE # 23-226-09		\$ 760.56

* 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 -September 2023

Planwest Partners Inc.															
Task	Budget		July	August	Senior Advisor GW	PT Gen Mgr LM	Ops Super- Intendent BG	GIS Analyst JB	Asst. Planner/ Clerk	Planning Tech/Admin	Expense	Month Total	Year to Date Total	Remaining Budget	
	Rate														
	\$25,000.00	\$15,000.00													
Task 1 - Administrative Duties															
1.1 Administrative Duties			\$707.04	\$733.80			10.00					\$633.80	\$2,524.64	\$12,475.36	
1.2 Policies, Procedures, Ordinances												\$0.00	\$0.00		
1.3 Community Meetings prep & attendance												\$0.00	\$0.00		
1.4 CSD Board Meeting (Prep & Attendance, Minutes)			\$250.00								\$0.00	\$0.00	\$250.00		
1.5 Bookkeeping, Banking, Billing, and Invoicing												\$0.00	\$0.00		
1.6 Website/Emails/File Management												\$0.00	\$0.00		
1.7 Budgeting												\$0.00	\$0.00		
1.8 Grant Research and Writing												\$0.00	\$0.00		
1.9 Personnel - new general manager training			\$200.00								\$0.00	\$0.00	\$200.00		
Task 2 - Operations/Management															
2.1 Treated Water, Raw Water, and Distribution			\$163.38	\$63.38			1.00					\$63.38	\$290.14		
2.2 Wastewater Collection, Treatment, Discharge, NPDES			\$50.00	\$63.38			1.00					\$63.38	\$176.76		
2.3 Stormwater and Drainage												\$0.00	\$0.00		
2.4 CSD Streets & Alleys, Street Lighting												\$0.00	\$0.00		
2.5 Parks Rec: Comm. Forest, Theater, Museum, Shop, Parks												\$0.00	\$0.00		
2.6 Land & Easements												\$0.00	\$0.00		
Staff Hours															
Total	\$25,000.00	\$1,370.42	\$860.56		\$0.00	\$0.00	\$760.56	\$0.00	\$0.00	\$0.00	Total Hrs	\$126.76	\$2,991.54	\$22,008.46	

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

Scotia Community Services District Staff Report

DATE: October 19th, 2023
TO: Scotia Community Services District Board of Directors
FROM: Steve Coppini, General Manager
SUBJECT: Presentation by Mary Bullwinkel Museum Archivist

RECOMMENDATION:

The Administrative staff recommends that the Board receives a Presentation by Mary Bullwinkel Museum Archivist

ACTION:

Receive a Presentation by Mary Bullwinkel Museum Archivist

DISCUSSION:

At the Board of Directors' request, Mary Bullwinkel was invited to conduct a presentation about the future of the Museum and answer any questions that the Board may have about the progress of the Museum.

FISCAL IMPACT: None

ATTACHMENTS:

Scotia Community Services District Staff Report

DATE: October 19th, 2023
TO: Scotia Community Services District Board of Directors
FROM: Amber Sandum, Administrative Assistant
SUBJECT: Board to Review and authorize the General Manager to sign and execute the LIHWAP Agreement Extension on behalf of the Scotia Community Services District

RECOMMENDATION:

The administrative staff recommends the Board authorize the General Manager to sign and execute the LIHWAP Agreement Extension.

ACTION:

Motion authorizing the General Manager to sign and execute Agreement.

DISCUSSION:

The California Low Income Assistance program LIHWAP has been extended to May 31, 2024. The District was previously enrolled in the LIHWAP program and a new agreement will need to be signed to continue to participate in the program. To date the District has received \$7,290.26 from the LIHWAP program. LIHWAP provides one-time payments to low-income households that are eligible for assistance.

FISCAL IMPACT:

None

ATTACHMENTS:

Attachment A: LIHWAP Agreement Extension



CALIFORNIA LOW INCOME HOUSEHOLD WATER ASSISTANCE PROGRAM (LIHWAP)

LIHWAP DIRECT PAY COMMUNICATION NO. 2023-01

To: Water and Wastewater Utilities Enrolled in LIHWAP Direct Pay

From: HORNE

Re: Modifications to the Direct Pay Agreement

Date: October 19th, 2023

The purpose of this communication is to notify Water and Wastewater Utilities who have enrolled in Direct Pay through the California Low Income Household Water Assistance Program ("LIHWAP") that Section 3.1 of the Direct Pay Agreement has been changed to extend the term of the Agreement in order to accommodate the continuation of the Program.

The below provision in the Direct Pay Agreement is hereby modified as follows:

3.1 The term of this Agreement shall be the effective date of this contract through ~~October 31, 2023~~ May 31, 2024.

Water and wastewater utilities that have executed a Direct Payment Agreement will not be required to sign a new agreement reflecting these changes, but will need to acknowledge this change below by October 31, 2023, or the direct payment agreement will terminate and the payments may be suspended.

Water System:	HORNE LLP
Name:	Name:
Signature:	Signature:
Title:	Title:
Date:	Date: