

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 14<sup>th</sup>,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 SCS D 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 Elaine Paige asks for full reimbursement or file a claim on the SCS D 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

Paul Newmaker, President  
 Board of Directors  
 Scotia Community Services District

10/18/23

Date

Attest: Julie Thomas

Board Clerk Julie Thomas  
 Scotia Community Services District

10/19/23

Date