



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, November 16th, 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=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 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.
1. Approval of Previous Meeting Minutes – Regular Meeting October 19th, 2023
  2. Approval of RCB Check Registers October 1-31, 2023.
  3. Approval of Umpqua Check Registers October 1-31, 2023
  4. Approval of RCB Mastercard Statement – September Statement
  5. Approval of Umpqua Visa Statement – October Statement
- 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 – None**
- F. PUBLIC HEARING – None**
- G. BUSINESS**
1. **New Business**

- a. Evaluate the date of the December Board Meeting for Holiday Conflicts

*AGENDA FOR A MEETING OF THE SCSD BOARD OF DIRECTORS*

*November 16th, 2023*

*POSTED at 9:30 am PM November 13th, 2023.*

Packet Page\_\_1

## **2. Old Business –None**

### **H. 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**

### **I. BOARD TRAINING – None**

### **J. ADJOURNMENT**

Next Regular Meeting of the SCSD will be December 21, 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.<sup>1</sup>

Minutes of the Regular Board Meeting for the  
Scotia Community Services District  
Thursday, October 19th, 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 – Absent

Susan Pryor, Director – Present

Nina Sellen, Director – Present

Steve Coppini, District General Manager; Amber Sandum, Administrative Assistant; Scott McLeran, District Legal Counsel; Jeff Laikam, District Engineer; Mary Bullwinkle Museum Archivist, Public Members-Regina Taylor, and Gordon Clatworthy

**B. SETTING OF THE AGENDA** Move closed session after Business.

**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 September 21st, 2023
2. Approval of Special Meeting Minutes-Special Meeting October 10<sup>th</sup>,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

No Public Comment

**Motion:** To Approve the Consent Calendar

**Motion:** Black **Second:**Pryor

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

**D. PUBLIC COMMENT & WRITTEN COMMUNICATION** –None received prior to the meeting, no public comment provided at meeting.

**E. CLOSED SESSION –**

1. Call to Order at 5:55 p.m.

2. Roll Call

Paul Newmaker, President– Present

Diane Black, Vice President – Present

Delia Ansted, Director – Absent

Susan Pryor, Director – Present

Nina Sellen, Director – Present

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

4. Closed Session Discussion

**F. ADJOURN TO OPEN SESSION at 6:06 p.m.**

1. a. Report out of closed session. Legal Counsel reported out of closed session that there was no reportable action.

**G. PUBLIC HEARING – None**

**H. BUSINESS**

**1. New Business -**

- a. Presentation by Mary Bullwinkle on the Museum Archiving Project-

President Newmaker introduced Mary Bullwinkle

Mary Bullwinkle introduced herself and thanked the Board for letting her be a part of getting the Museum back up and running. Continued efforts on archiving over 100 years of documents and artifacts at the Museum.

Plans and Ideas:

Need to rethink which exhibits are to be set up.

Create a public brochure for the Museum.

Exhibits could be both Pacific Lumber Company and Scotia History

Suggested setting of a TV/monitor to show video of the old mill tour

Move forward with a Grand Reopening, suggested to open from Memorial Day to Labor Day

Discussed utilizing High School students and ideas for future staffing of the Museum.

Suggested new signage in the interior and a gate or something blocking the stairs up to the second floor.

The Historical Society is having an event in February at the Scotia Lodge, would like to coordinate something if Museum is opened.

Public comments were made regarding how to access the video of the Mill tour. President Newmaker commented we are in the process of finalizing the volunteer policy.

The Board requested a walkthrough of the Museum; staff will schedule a walkthrough at a later date when the Museum is completed.

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

**Motion:** Authorize the General Manager to sign and execute the LIHWAP Agreement Extension on behalf of the Scotia Community Services District.

Staff report was introduced to the Board. The agreement was authorized by the Board to be signed and executed by the General Manager.

**Motion:** Pryor **Second:** Sellen

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

## 2. Old Business – None

### I. REPORTS –

1. **President’s Report:** Nothing to report.
2. **Board Director Reports: Director** Sellen apologized she misspoke regarding setting of the rates/Benefit Assessments. Explained the 218 process is on the SCSD website.
3. **General Manager’s Report:** Bruce Gehrke will be working directly with CSD no longer with Planwest. Adam will be returning to work on Monday. Moving forward with both the Wastewater/Water Plants.
4. **Board Clerk’s Report:** Nothing to report.
5. **District Counsel’s Report:** The District is moving in the right direction.
6. **Engineer’s Report:**

**Scotia Museum remodel and ADA improvements-** a couple of items remain.

**Winema Theater** comments were received from the County, we are in process responding to comments with designer.

**Carpenter’s Park Bathroom ADA** – Construction to begin the week of 10/23/2023.

**Town of Scotia Subdivision Phase 4-** Final signatures needed. Construction expected to begin in November.

**TOS Subdivision Mill A-** Construction complete.

**Tesla Battery Backup-** Easements are being confirmed.

**Corridor/River Pumps-** pumps have functioning since March 2023. Project basically complete.

### J. BOARD TRAINING –

### K. ADJOURNMENT at: \_\_\_\_ PM

Approved:

\_\_\_\_\_  
Paul Newmaker, President

Board of Directors

Scotia Community Services District

\_\_\_\_\_  
Date

Attest:

Board Clerk

Date

Scotia Community Services District

8:42 AM

11/06/23

Accrual Basis

# Scotia Community Services District

## Account QuickReport

### As of October 31, 2023

Type	Date	Num	Name	Memo	Amount	Balance
<b>10000 - RCB Checking 28239</b>						1,068,674.65
Deposit	10/02/2023			Deposit	4,830.33	1,073,504.98
Deposit	10/02/2023			Deposit	4,266.95	1,077,771.93
Deposit	10/02/2023			Deposit	4,032.36	1,081,804.29
Paycheck	10/05/2023	EFTDD	Brandon W Wishneff		-2,504.03	1,079,300.26
Paycheck	10/05/2023	EFTDD	Kathleen A Sandum		-1,205.93	1,078,094.33
Paycheck	10/05/2023	EFTDD	William F Pedro Jr		-1,149.09	1,076,945.24
Paycheck	10/05/2023	EFTDD	Julie A Hawkins	Direct Deposit	-148.60	1,076,796.64
Paycheck	10/05/2023	EFTDD	Steven L Coppini		-2,881.75	1,073,914.89
Liability Check	10/05/2023	E-pay	EDD	093-5926-6 QB Tracking # ...	-680.51	1,073,234.38
Liability Check	10/05/2023	E-pay	United States Treas...	82-1570573 QB Tracking #...	-2,916.24	1,070,318.14
Liability Check	10/05/2023	E-pay	EDD	093-5926-6 QB Tracking # ...	-4.88	1,070,313.26
Check	10/05/2023	EFTDD	Redwood Capital Ba...		-1,269.82	1,069,043.44
Bill Pmt -Check	10/05/2023	52394	314Intermedia	Inv#4956	-360.00	1,068,683.44
Bill Pmt -Check	10/05/2023	52395	Alternative Business...	Inv#MA23092857	-56.77	1,068,626.67
Bill Pmt -Check	10/05/2023	52396	gWorks	Inv#2019-17840&17906	-758.00	1,067,868.67
Bill Pmt -Check	10/05/2023	52397	Keenan Supply	W173498	-1,227.01	1,066,641.66
Bill Pmt -Check	10/05/2023	52398	PACE supply	3292-00	-1,617.97	1,065,023.69
Bill Pmt -Check	10/05/2023	52399	Piersons	4002	-37.12	1,064,986.57
Bill Pmt -Check	10/05/2023	52400	Wahlund Constructi...	Inv#2212004	-8,506.89	1,056,479.68
Check	10/05/2023	52393	John Hancock USA	PARS #86360	-537.08	1,055,942.60
Bill Pmt -Check	10/06/2023	EFT	AT&T		-796.98	1,055,145.62
Bill Pmt -Check	10/10/2023	EFT	PG&E	5776604566-0 09.23	-17,642.57	1,037,503.05
Bill Pmt -Check	10/10/2023	EFT	Optimum Business	09.23	-129.95	1,037,373.10
Deposit	10/11/2023			Deposit	3,339.41	1,040,712.51
Transfer	10/11/2023			Funds Transfer #1379,#1380	200.00	1,040,912.51
Bill Pmt -Check	10/11/2023	52401	PACE supply	3292-00	-172.84	1,040,739.67
Bill Pmt -Check	10/11/2023	52402	Prentice, Long PC	Inv#6156	-1,700.00	1,039,039.67
Bill Pmt -Check	10/11/2023	52403	Recology Eel River	20214	-185.10	1,038,854.57
Bill Pmt -Check	10/11/2023	52404	Valley Pacific Petrol...	Inv#C 23-685273	-972.64	1,037,881.93
Bill Pmt -Check	10/11/2023	52405	Whitchurch Enginee...		-8,314.40	1,029,567.53
Bill Pmt -Check	10/12/2023		PG&E	QuickBooks generated zer...	0.00	1,029,567.53
Deposit	10/16/2023			Deposit	4,103.14	1,033,670.67
Deposit	10/16/2023			Deposit	28,499.60	1,062,170.27
Deposit	10/16/2023			Deposit	42,159.39	1,104,329.66
Bill Pmt -Check	10/16/2023	EFT	PG&E	9297561150-7 09.23	-869.26	1,103,460.40
Bill Pmt -Check	10/16/2023	EFT	PG&E	3952156073-8 09.23	-53.61	1,103,406.79
Bill Pmt -Check	10/16/2023	EFT	PG&E	3912565129-7 09.23	-166.88	1,103,239.91
Deposit	10/18/2023			Deposit	4,696.29	1,107,936.20
Bill Pmt -Check	10/18/2023		PG&E	QuickBooks generated zer...	0.00	1,107,936.20
Bill Pmt -Check	10/18/2023	52407	Blue Star Gas		-807.48	1,107,128.72
Bill Pmt -Check	10/18/2023	52408	California Special Di...	Membership#41521	-2,204.00	1,104,924.72
Bill Pmt -Check	10/18/2023	52409	Kelly-O'Hern Associ...	Inv#2895	-300.00	1,104,624.72
Bill Pmt -Check	10/18/2023	52410	North Coast Laborat...	September Statement	-1,500.00	1,103,124.72
Bill Pmt -Check	10/18/2023	52411	PARS	SCO020	-600.00	1,102,524.72
Bill Pmt -Check	10/18/2023	52412	SDRMA	7724	-1,508.34	1,101,016.38
Bill Pmt -Check	10/18/2023	52413	SHN Consulting Eng...		-16,322.25	1,084,694.13
Bill Pmt -Check	10/18/2023	52414	Steves Septic	Inv#31994	-800.00	1,083,894.13
Paycheck	10/19/2023	EFTDD	Brandon W Wishneff		-2,101.12	1,081,793.01

8:42 AM

11/06/23

Accrual Basis

# Scotia Community Services District

## Account QuickReport

As of October 31, 2023

Type	Date	Num	Name	Memo	Amount	Balance
Paycheck	10/19/2023	EFTDD	Julie A Hawkins		-45.73	1,081,747.28
Paycheck	10/19/2023	EFTDD	Kathleen A Sandum		-1,150.43	1,080,596.85
Paycheck	10/19/2023	EFTDD	Mary A Bullwinkel		-27.44	1,080,569.41
Paycheck	10/19/2023	EFTDD	Steven L Coppini		-2,881.77	1,077,687.64
Paycheck	10/19/2023	EFTDD	William F Pedro Jr		-1,149.10	1,076,538.54
Liability Check	10/19/2023	E-pay	EDD	093-5926-6 QB Tracking # ...	-600.57	1,075,937.97
Liability Check	10/19/2023	E-pay	United States Treas...	82-1570573 QB Tracking #...	-2,631.94	1,073,306.03
Liability Check	10/19/2023	E-pay	EDD	093-5926-6 QB Tracking # ...	-2.40	1,073,303.63
Check	10/19/2023	52406	John Hancock USA	PARS #86360	-498.46	1,072,805.17
Bill Pmt -Check	10/19/2023	52415	Planwest Partners Inc.	Inv#23-226-09	-760.56	1,072,044.61
Bill Pmt -Check	10/19/2023	EFT	PG&E	0990281861-7 09.23	-203.62	1,071,840.99
Deposit	10/23/2023			Deposit	4,121.77	1,075,962.76
Deposit	10/23/2023			Deposit	732.19	1,076,694.95
Deposit	10/24/2023			Deposit	12,806.37	1,089,501.32
Deposit	10/24/2023			Deposit	16,410.77	1,105,912.09
Check	10/25/2023	EFTDD	Umpqua Bank VISA ...		-16,101.13	1,089,810.96
Check	10/25/2023	EFT	Redwood Capital Ba...	10.8.23 Statement	-1,025.96	1,088,785.00
Deposit	10/26/2023			Deposit	4,076.16	1,092,861.16
Deposit	10/26/2023			Deposit	6,092.40	1,098,953.56
Deposit	10/30/2023			Deposit	3,642.88	1,102,596.44
Deposit	10/31/2023			Deposit	8,582.84	1,111,179.28
Total 10000 · RCB Checking 28239					42,504.63	1,111,179.28
<b>TOTAL</b>					<b>42,504.63</b>	<b>1,111,179.28</b>



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

Type	Date	Num	Name	Memo	Split	Amount	Balance
12150 · RCB Clarifier savings							168,497.09
Deposit	10/31/2023			Interest	40210 · Interes...	107.36	168,604.45
Total 12150 · RCB Clarifier savings						107.36	168,604.45
TOTAL						107.36	168,604.45

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

Type	Date	Num	Name	Memo	Split	Amount	Balance
12001 - RCB Sav Generator Grant							710.81
Deposit	10/31/2023			Interest	40210 · Interes...	0.30	711.11
Total 12001 - RCB Sav Generator Grant						0.30	711.11
TOTAL						0.30	711.11

8:44 AM

11/06/23

Cash Basis

**Scotia Community Services District**  
**Account QuickReport**  
As of October 31, 2023

Type	Date	Num	Memo	Original Amount	Paid Amount	Balance
<b>12100 · RCB Cust Deposit Savings 10797</b>						19,695.62
Transfer	10/11/2023		Funds Transf...	-200.00	-200.00	19,495.62
Deposit	10/17/2023		Deposit	100.00	100.00	19,595.62
Deposit	10/23/2023		Deposit	100.00	100.00	19,695.62
Deposit	10/31/2023		Interest	8.34	8.34	19,703.96
Total 12100 · RCB Cust Deposit Savings 10797					8.34	19,703.96
<b>TOTAL</b>					<b>8.34</b>	<b>19,703.96</b>

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

Type	Date	Num	Name	Memo	Original Amount	Paid Amount	Balance
12000 · RCB Savings 10367							1,079,054.29
Deposit	10/31/2023			Interest	687.55	687.55	1,079,741.84
Total 12000 · RCB Savings 10367						687.55	1,079,741.84
TOTAL						687.55	1,079,741.84

8:49 AM

11/06/23

Accrual Basis

**Scotia Community Services District**  
**Account QuickReport**  
**As of October 31, 2023**

Type	Date	Num	Name	Memo	Split	Amount	Balance
<b>12152 · Umpqua Checking BT Loan</b>							466,115.61
Bill Pmt -Check	10/05/2023	5007	ACGC, INC	Req#5 Scotia ...	20000 · Accou...	-56,787.20	409,328.41
Deposit	10/31/2023			Interest	40210 · Interes...	3.74	409,332.15
Total 12152 · Umpqua Checking BT Loan						-56,783.46	409,332.15
<b>TOTAL</b>						<b>-56,783.46</b>	<b>409,332.15</b>

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

Type	Date	Num	Name	Memo	Split	Amount	Balance
12151 · Umpqua Park & Rec Savings							273,029.91
Deposit	10/31/2023			Interest	40210 · Interes...	2.32	273,032.23
Total 12151 · Umpqua Park & Rec Savings						2.32	273,032.23
TOTAL						2.32	273,032.23



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**  
September 8, 2023 to October 8, 2023

**SUMMARY OF ACCOUNT ACTIVITY**

Previous Balance	\$1,269.82
- Payments	\$1,269.82
- Other Credits	\$0.00
+ Purchases	\$1,025.96
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$1,025.96

Account Number XXXX XXXX XXXX 0143  
Credit Limit \$27,000.00  
Available Credit \$25,974.00  
Statement Closing Date October 8, 2023  
Days in Billing Cycle 31

**PAYMENT INFORMATION**

New Balance: \$1,025.96  
Minimum Payment Due: \$30.78  
Payment Due Date: November 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
10/05	10/05	85431898N00XVBWWJ	PAYMENT - THANK YOU	\$1,269.82-

Transactions continued on next page

REDWOOD CAPITAL BANK  
1550 N BROWN RD 150  
LAWRENCEVILLE GA 30043



Account Number: XXXX XXXX XXXX 0143  
New Balance: \$1,025.96  
Minimum Payment Due: \$30.78  
Payment Due Date: November 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 XXXXXXXXXXXXXXX0143				\$1,269.82-
09/12	09/14	0230537808PNF02PB	USPS PO 0570740678 SCOTIA CA 50470-99	\$219.00
09/15	09/17	5531020822DZG4RWS	AMZN MKTP US*TX3723A62 SEATTLE WA 50470-99	\$132.36
09/20	09/22	0230537888PNHMA1F	USPS PO 0570740678 SCOTIA CA 50470-99	\$8.56
09/24	09/25	55458858BLQKW6DZN	USCELL RECURRING CHICAGO IL 50420-99	\$286.89
09/27	09/27	55432868E608VKQAX	INTUIT *PAYROLLEE USAG CL.INTUIT.COM CA 100360-99	\$30.00
10/02	10/02	55432868K61L3566G	CLEARPATHGPS, INC. 805-979-3442 CA 50420-99	\$93.24
STEVEN COPPINI				
TOTAL XXXXXXXXXXXXXXX1117				\$770.05
09/26	09/27	05314618E00B4B8F5	PACIFIC MOTORSPORTS EUREKA CA 50430-10,30,60	\$255.91
BRANDON W WISHNEFF				
TOTAL XXXXXXXXXXXXXXX1133				\$255.91

**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	31	\$0.00
Cash Advances	19.49% (v)	\$0.00	31	\$0.00

(v) - variable

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

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



#### **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 BBBS, 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: BBBS, 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



**UMPQUA BANK**

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

**VISA**

**Account Summary**

Billing Cycle		10/31/2023
Days In Billing Cycle		32
Previous Balance		\$20.75
Purchases	+	\$406.02
Cash	+	\$0.00
Balance Transfers	+	\$0.00
Special	+	\$0.00
Credits	-	\$0.00
Payments	-	\$20.75-
Other Charges	+	\$0.00
Finance Charges	+	\$0.00

**NEW BALANCE \$406.02**

**Credit Summary**

Total Credit Line	\$40,000.00
Available Credit Line	\$39,593.98
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>\$406.02</b>
<b>MINIMUM PAYMENT</b>	<b>\$406.02</b>
<b>PAYMENT DUE DATE</b>	<b>11/25/2023</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					\$20.75-
Trans Date	Post Date	Reference Number	Transaction Description	Amount	
10/23	10/23	3878424	INTERNET PMT-THANK YOU	\$20.75-	

**Cardholder Account Summary**

BRANDON W WISHNEFF ##### 3785	Payments & Other Credits \$0.00	Purchases & Other Charges \$406.02	Cash Advances \$0.00	Total Activity \$406.02
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**Cardholder Account Detail**

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
10/16	10/17	PPLN01	24765013290200000000870	HOBY'S MARKET SCOTIA CA	\$17.66
10/19	10/20	PPLN01	24943003293898000027091	COSTCO WHSE #0125 EUREKA CA	\$388.36

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

<b>Closing Date</b>	<b>New Balance</b>	<b>Total Minimum Payment Due</b>	<b>Payment Due Date</b>
10/31/23	\$406.02	\$406.02	11/25/23

\$

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

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

DATE: November 16, 2023  
TO: Scotia Community Services District Board of Directors  
FROM: Amber Sandum, Administrative Assistant  
SUBJECT: Evaluate the date of the December 2023 Board Meeting for Holiday Conflicts

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### **RECOMMENDATION:**

Evaluate the date of the December 2023 Board Meeting for Holiday Conflicts

### **ACTION:**

Evaluate the date of the December 2023 Board Meeting for Holiday Conflicts

### **DISCUSSION:**

Evaluate the date of the December 2023 Board Meeting for Holiday Conflicts

### **FISCAL IMPACT:**

None

### **ATTACHMENTS:**

None