



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

Thursday, December 28, 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. 846 0613 0560 and the following password 853795.
Or Via Zoom Video Conferencing via URL: <https://us02web.zoom.us/j/84606130560?pwd=Qkhkb1lvYy9icEZiZXJSUVB5b3A2UT09> meeting i.d. 846 0613 0560 and the following password 853795.
Please submit public comments in writing 24 hours ahead of the meeting, if possible. If anyone who 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 – 3:30 pm.
- 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 November 16th, 2023
Pg 6 2. Approval of Special Meeting Minutes-Special Meeting November 21st, 2023
Pg 8 3. Approval of RCB Check Registers November 1-30, 2023.
Pg 14 4. Approval of Umpqua Check Registers November 1-30, 2023
Pg 16 5. Approval of RCB Mastercard Statement – October Statement
Pg 19 6. Approval of Umpqua Visa Statement – November Statement
Pg 22 7. Approve Board Member Stipends
- 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 -

- Pg 23 a. Election of Board Officers per GC §61043(a) and Appointment of Signatory(s)
- Pg 24 b. Consider Adopting Resolution 2023-20: A Resolution of the Scotia Community Services District (SCSD) Board of Directors Amending the SCSD Bylaws.
- Pg 37 c. Approve 2024 Board Meeting Calendar
- Pg 39 d. Review 2024 Elections Board Member Terms

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 January 18th, 2024, 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 Regular Board Meeting for the
Scotia Community Services District
Thursday, November 16th, 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

Steve Coppini, District General Manager; Julie Hawkins, Board Clerk; Amber Sandum, Administrative Assistant and Carolyn Walker, District Legal Counsel

B. SETTING OF THE AGENDA

No Changes

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

No public comment

Motion: To Approve the Consent Calendar

Motion: Black **Second:** Pryor

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

Board changed the date of the December meeting from December 21, 2023, to December 28, 2023 at 5:30PM

No public comment.

2. Old Business – None

H. REPORTS –

1. President's Report: None

2. Board Director Reports:

Director Ansted asked about creating a project matrix to track District projects with weekly/monthly updates.

Director Ansted inquired about Jane Hartford's presentation items.

Discussed museum opening; waiting on a desk to be delivered.

Historical Society Mtg on February 4, 2024. Possibility of taking them on a tour of the Museum.

3. General Manager's Report: Looking into a rate study, Board discussed. Forensic Engineer Report loaded to Board tablets. Delia asked if the report could be summarized.

Steve read the Engineer's report for Jeff Laikam as he was not present at the meeting.

- **drawings of useum Remodel and ADA Improvements-** One item remains on the project drawings a transaction counter. Colors have been picked (mahogany) and it should be in progress.
- **Winema Theater ADA Improvements** – Comments received from the County; we are in process responding to comments with the designer. Expected resubmittal late November, early December.
- **Carpenter's Park Bathroom ADA-** Site visit completed with contractor late October- contractor unsure about the reuse of the existing slab. Construction is supposed to start soon.
- **Town of Scotia Subdivision Phase 4-** Town of Scotia is in the process of value engineering the project. Final approvals not in process yet.
- **Tesla Battery Backup-** Easements are in the process of being finalized with HRC. Tesla has provided their input. A special meeting for easement approval is scheduled for November 21st.
- **Corridor/River Pumps-** Pumps have been functioning since March. Project is complete.
- Amber has submitted the application for approval for fingerprinting to the FBI. It is a lengthy process. It will be at least 6 months for completion. The Board and Legal Counsel discussed if fingerprinting is necessary.

4. Board Clerk's Report: Julie Hawkins reported that she took a new position, and this will be here last meeting with the SCSD.

5. District Counsel's Report: Carolyn Walker introduced herself. Took over on November 1st. Scott will be present at the Special Meeting. Happy to be here.

6. Engineer's Report: Read by the General Manager

I. BOARD TRAINING – None

J. ADJOURNMENT at: 6:30PM

Approved:

Paul Newmaker, President

Date

Board of Directors

Scotia Community Services District

Attest:

Board Clerk

Scotia Community Services District

Date

Minutes of the Special Board Meeting for the
Scotia Community Services District
Tuesday, November 21, 2023, at 12:00 P.M.

CALL TO ORDER/ ROLL CALL/ PLEDGE OF ALLEGIANCE at 12:00 PM

Paul Newmaker, President– Present

Diane Black, Vice President – Present

Delia Ansted, Director – Present

Susan Pryor, Director – Present

Nina Sellen, Director – Absent

Amber Sandum, SCSD Administrative Assistant; Scott McLeran, District Legal Counsel; Steve Coppini General Manager, Brandon Wishneff, Crew Leader, Renee Abrams, Public Member

A. SETTING OF THE AGENDA:. No Changes

B. PUBLIC COMMENT & WRITTEN COMMUNICATION None

C. CLOSED SESSION-NONE

D. Business

1. Requesting approval of an amended and restated easement between the Humboldt Sawmill Company, LLC and the Scotia Community Services District pertaining to utility infrastructure and directing the Board Chair to sign the amended easement agreement and certificate of acceptance in substantially the same form attached hereto

Scott McLeran Legal Counsel briefly discussed the easement and has worked with John Curry on the amended easement and all the proposed changes requested by Tesla all changes were agreed upon by all parties. Director Ansted asked if there were any financial obligations Legal Counsel stated there were none. Renee Abrams asked for clarification on the easement in regards to the map.

Motion: Pryor **Second:** Black

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

Motion Carries

2. Adopt Resolution No.2023-19 A Resolution of the Scotia Community Services District Board of Directors Accepting an Amended and Restated Agreement for Utility Corridor from Humboldt Sawmill Company, LLC and Authorizing the Execution and Recordation of a Certificate of Acceptance

Motion: Black **Second:** Newmaker

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

Motion carries

No Public Comment

3. REPORTS – None

4. BOARD TRAINING:

5. ADJOURNMENT at 12:20 p.m.

Approved:

Paul Newmaker, President

Board of Directors

Scotia Community Services District

Date

Attest:

Board Clerk

Scotia Community Services District

Date

1:00 PM

12/05/23

Accrual Basis

Scotia Community Services District

Account QuickReport

As of November 30, 2023

Type	Date	Num	Name	Memo	Amount	Balance
10000 - RCB Checking 28239						1,111,179.28
Bill Pmt -Check	11/01/2023	52416	EAN Services, LLC	Inv#33843272	-191.67	1,110,987.61
Bill Pmt -Check	11/01/2023	52417	Humboldt County D...		-1,349.16	1,109,638.45
Bill Pmt -Check	11/01/2023	52419	Humboldt County Sh...	Permit Fee for 124 Main St	-50.00	1,109,588.45
Bill Pmt -Check	11/01/2023	52420	Storey Kenworthy / ...	Inv#PINV1129867	-151.06	1,109,437.39
Bill Pmt -Check	11/01/2023	52421	Fortuna Ace	Inv#367614	-10.41	1,109,426.98
Check	11/01/2023	EFT	Redwood Capital Ba...		-25.00	1,109,401.98
Paycheck	11/02/2023	EFTDD	Brandon W Wishneff		-2,331.50	1,107,070.48
Paycheck	11/02/2023	EFTDD	Kathleen A Sandum		-1,174.58	1,105,895.90
Paycheck	11/02/2023	EFTDD	William F Pedro Jr		-1,149.09	1,104,746.81
Paycheck	11/02/2023	EFTDD	Adam R Farland		-840.21	1,103,906.60
Paycheck	11/02/2023	EFTDD	Julie A Hawkins	Direct Deposit	-22.85	1,103,883.75
Paycheck	11/02/2023	EFTDD	Steven L Coppini		-2,784.42	1,101,099.33
Liability Check	11/02/2023	E-pay	EDD	093-5926-6 QB Tracking # ...	-664.85	1,100,434.48
Liability Check	11/02/2023	E-pay	United States Treas...	82-1570573 QB Tracking #...	-2,960.70	1,097,473.78
Liability Check	11/02/2023	E-pay	EDD	093-5926-6 QB Tracking # ...	-0.75	1,097,473.03
Check	11/02/2023	52418	John Hancock USA	PARS #86360	-557.18	1,096,915.85
Bill Pmt -Check	11/06/2023	EFT	AT&T		-1,789.51	1,095,126.34
Check	11/07/2023	EFT	Umpqua Bank VISA ...	October Statement Charges	-406.02	1,094,720.32
Bill Pmt -Check	11/08/2023	EFT	Optimum Business		-129.95	1,094,590.37
Deposit	11/09/2023			Deposit	5,130.58	1,099,720.95
Bill Pmt -Check	11/09/2023	52422	Alternative Business...	Inv#MA23103057	-56.99	1,099,663.96
Bill Pmt -Check	11/09/2023	52423	Anderson, Lucas, S...	Inv#62216	-7,000.00	1,092,663.96
Bill Pmt -Check	11/09/2023	52424	North Coast Laborat...	October Statement	-2,955.00	1,089,708.96
Bill Pmt -Check	11/09/2023	52425	Recology Eel River	20214	-718.50	1,088,990.46
Bill Pmt -Check	11/09/2023	52426	Whitchurch Enginee...		-6,443.20	1,082,547.26
Bill Pmt -Check	11/09/2023	52427	Wildwood Saw	Inv#37640	-130.18	1,082,417.08
Bill Pmt -Check	11/09/2023	52428	Wyckoff Plumbing	#2310-104711&104733	-175.90	1,082,241.18
Bill Pmt -Check	11/13/2023	EFT	PG&E		-223.74	1,082,017.44
Liability Check	11/14/2023	E-pay	EDD	093-5926-6 QB Tracking # ...	-20.70	1,081,996.74
Deposit	11/14/2023			Deposit	3,600.77	1,085,597.51
Bill Pmt -Check	11/14/2023	EFT	PG&E		-1,089.12	1,084,508.39
Bill Pmt -Check	11/14/2023		PG&E	QuickBooks generated zer...	0.00	1,084,508.39
Bill Pmt -Check	11/15/2023	EFT	PG&E	3952156073-8 10.23	-113.71	1,084,394.68
Paycheck	11/16/2023	EFTDD	Brandon W Wishneff		-2,251.43	1,082,143.25
Paycheck	11/16/2023	EFTDD	Kathleen A Sandum		-1,275.38	1,080,867.87
Paycheck	11/16/2023	EFTDD	William F Pedro Jr		-1,422.90	1,079,444.97
Paycheck	11/16/2023	EFTDD	Adam R Farland		-1,652.87	1,077,792.10
Paycheck	11/16/2023	EFTDD	George Bruce Gehrke		-549.42	1,077,242.68
Paycheck	11/16/2023	EFTDD	Mary A Bullwinkel		-36.58	1,077,206.10
Paycheck	11/16/2023	EFTDD	Steven L Coppini		-2,910.94	1,074,295.16
Liability Check	11/16/2023	E-pay	EDD	093-5926-6 QB Tracking # ...	-765.88	1,073,529.28
Liability Check	11/16/2023	E-pay	United States Treas...	82-1570573 QB Tracking #...	-3,548.04	1,069,981.24
Check	11/16/2023	52429	John Hancock USA	PARS #86360	-1,006.90	1,068,974.34
Deposit	11/16/2023			Deposit	61,421.37	1,130,395.71
Bill Pmt -Check	11/16/2023	52430	PARS	SCO020	-300.00	1,130,095.71
Bill Pmt -Check	11/16/2023	52431	Prentice, Long PC	Inv#6233	-1,700.00	1,128,395.71
Bill Pmt -Check	11/16/2023	52432	SDRMA	7724	-3,893.40	1,124,502.31
Bill Pmt -Check	11/16/2023	52433	Valley Pacific Petrol...	Inv#CL 23-695583	-1,300.24	1,123,202.07

1:00 PM

12/05/23

Accrual Basis

Scotia Community Services District

Account QuickReport

As of November 30, 2023

Type	Date	Num	Name	Memo	Amount	Balance
Deposit	11/20/2023			Deposit	10,832.63	1,134,034.70
Deposit	11/20/2023			Deposit	31,258.99	1,165,293.69
Deposit	11/20/2023			Deposit	717.38	1,166,011.07
Bill Pmt -Check	11/21/2023	52434	CA Dept. Motor Vehi...	Inv#08243254	-10.00	1,166,001.07
Bill Pmt -Check	11/21/2023	52435	SHN Consulting Eng...	Inv#118318	-527.50	1,165,473.57
Bill Pmt -Check	11/21/2023	52436	Steves Septic	Inv#32223	-800.00	1,164,673.57
Deposit	11/21/2023			Deposit	3,020.57	1,167,694.14
Deposit	11/27/2023			Deposit	3,762.44	1,171,456.58
Deposit	11/27/2023			Deposit	5,876.76	1,177,333.34
Deposit	11/28/2023			Deposit	1,174.59	1,178,507.93
Check	11/28/2023	EFTDD	Redwood Capital Ba...		-735.02	1,177,772.91
Deposit	11/29/2023			Deposit	11,501.00	1,189,273.91
Paycheck	11/30/2023	EFTDD	Adam R Farland		-1,643.90	1,187,630.01
Paycheck	11/30/2023	EFTDD	Brandon W Wishneff		-2,436.12	1,185,193.89
Paycheck	11/30/2023	EFTDD	Kathleen A Sandum		-1,314.63	1,183,879.26
Paycheck	11/30/2023	EFTDD	William F Pedro Jr		-1,319.42	1,182,559.84
Paycheck	11/30/2023	EFTDD	Steven L Coppini		-3,035.02	1,179,524.82
Paycheck	11/30/2023	EFTDD	Julie A Hawkins	Direct Deposit	-45.73	1,179,479.09
Paycheck	11/30/2023	EFTDD	Mary A Bullwinkel		-91.45	1,179,387.64
Liability Check	11/30/2023	E-pay	EDD	093-5926-6 QB Tracking # ...	-805.09	1,178,582.55
Liability Check	11/30/2023	E-pay	United States Treas...	82-1570573 QB Tracking #...	-3,565.56	1,175,016.99
Liability Check	11/30/2023	E-pay	EDD	093-5926-6 QB Tracking # ...	-4.50	1,175,012.49
Check	11/30/2023	52437	John Hancock USA	PARS #86360	-1,039.42	1,173,973.07
Deposit	11/30/2023			Deposit	9,232.35	1,183,205.42
Total 10000 · RCB Checking 28239					72,026.14	1,183,205.42
TOTAL					72,026.14	1,183,205.42

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

Type	Date	Num	Name	Memo	Split	Amount	Balance
12150 · RCB Clarifier savings							168,604.45
Deposit	11/30/2023			Interest	40210 · Interes...	103.97	168,708.42
Total 12150 · RCB Clarifier savings						103.97	168,708.42
TOTAL						103.97	168,708.42

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

Type	Date	Num	Memo	Original Amount	Paid Amount	Balance
12100 · RCB Cust Deposit Savings 10797						19,703.96
Deposit	11/13/2023		Deposit	100.00	100.00	19,803.96
Deposit	11/13/2023		Deposit	100.00	100.00	19,903.96
Deposit	11/16/2023		Deposit	100.00	100.00	20,003.96
Deposit	11/30/2023		Interest	8.17	8.17	20,012.13
Total 12100 · RCB Cust Deposit Savings 10797					308.17	20,012.13
TOTAL					308.17	20,012.13

1:02 PM
12/05/23
Cash Basis

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

Type	Date	Num	Name	Memo	Original Amount	Paid Amount	Balance
12000 · RCB Savings 10367							1,079,741.84
Deposit	11/30/2023			Interest	665.79	665.79	1,080,407.63
Total 12000 · RCB Savings 10367						665.79	1,080,407.63
TOTAL						665.79	1,080,407.63

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

Type	Date	Num	Name	Memo	Split	Amount	Balance
12001 - RCB Sav Generator Grant							711.11
Deposit	11/30/2023			Interest	40210 · Interes...	0.29	711.40
Total 12001 - RCB Sav Generator Grant						0.29	711.40
TOTAL						0.29	711.40

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

Type	Date	Num	Name	Memo	Split	Amount	Balance
12152 · Umpqua Checking BT Loan							409,332.15
Deposit	11/30/2023			Interest	40210 · Interes...	3.37	409,335.52
Total 12152 · Umpqua Checking BT Loan						3.37	409,335.52
TOTAL						3.37	409,335.52

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

Type	Date	Num	Name	Memo	Split	Amount	Balance
12151 · Umpqua Park & Rec Savings							273,032.23
Deposit	11/30/2023			Interest	40210 · Interes...	2.24	273,034.47
Total 12151 · Umpqua Park & Rec Savings						2.24	273,034.47
TOTAL						2.24	273,034.47



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
October 9, 2023 to November 7, 2023

SUMMARY OF ACCOUNT ACTIVITY

Previous Balance	\$1,025.96
- Payments	\$1,025.96
- Other Credits	\$0.00
+ Purchases	\$735.02
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$735.02

Account Number XXXX XXXX XXXX 0143
Credit Limit \$27,000.00
Available Credit \$26,264.00
Statement Closing Date November 7, 2023
Days in Billing Cycle 30

PAYMENT INFORMATION

New Balance: \$735.02
Minimum Payment Due: \$25.00
Payment Due Date: December 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
10/25	10/25	85431899A00XVJ06L	PAYMENT - THANK YOU	\$1,025.96-

Transactions continued on next page

REDWOOD CAPITAL BANK
1550 N BROWN RD 150
LAWRENCEVILLE GA 30043



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.

Account Number: XXXX XXXX XXXX 0143
New Balance: \$735.02
Minimum Payment Due: \$25.00
Payment Due Date: December 2, 2023

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				\$1,025.96-
10/20	10/22	5543286955XPGJ8PQ	INTUIT *CHECKS / FORMS CL.INTUIT.COM CA 50470-99	\$281.48
10/25	10/26	55458859ALQLZGKBB	USCELL RECURRING CHICAGO IL 50420-99	\$286.89
10/27	10/27	55432869Q5ZH7R4EP	INTUIT *PAYROLLEE USAG CL.INTUIT.COM CA 60360-99	\$30.00
11/02	11/02	55432869J613QTMH9	CLEARPATHGPS, INC. 805-979-3442 CA 50420-99	\$93.24
STEVEN COPPINI				
TOTAL XXXXXXXXXXXXXXX1117				\$691.61
10/27	10/29	02305379E00FMT73Y	TRACTOR SUPPLY CO #179 FORTUNA CA 50410-60 Premix Fuel	\$27.11
10/30	10/31	82305099F000BFXHJ	LS GREEN TO GOLD ENTER RIO DELL CA 50410-60 PVC pipe cement	\$16.30
BRANDON W WISHNEFF				
TOTAL XXXXXXXXXXXXXXX1133				\$43.41

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 BBGS, 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: BBGS, 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).

O1AB5762 - 3 - 05/25/17

(PLEASE SHOW YOUR CORRECT NAME AND ADDRESS)

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	11/30/2023
Days In Billing Cycle	30
Previous Balance	\$406.02
Purchases	+ \$16,619.30
Cash	+ \$0.00
Balance Transfers	+ \$0.00
Special	+ \$0.00
Credits	- \$0.00
Payments	- \$406.02
Other Charges	+ \$0.00
Finance Charges	+ \$0.00

NEW BALANCE \$16,619.30**Credit Summary**

Total Credit Line	\$40,000.00
Available Credit Line	\$23,380.70
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 \$16,619.30****MINIMUM PAYMENT \$16,619.30****PAYMENT DUE DATE 12/25/2023**

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				\$406.02-
Trans Date	Post Date	Reference Number	Transaction Description	Amount
11/07	11/07	3936419	INTERNET PMT-THANK YOU	\$406.02-

Payment

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
11/30/23	\$16,619.30	\$16,619.30	12/25/23

\$



BL ACCT 00002823-20000001
SCOTIA CSD
PO BOX 104
SCOTIA CA 95565

e-Statement

MAKE CHECK PAYABLE TO:

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

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:

- ◆ Your name and account number.
- ◆ The dollar amount of the suspected error.
- ◆ Describe the error and explain, if you can, why you believe there is an error. If you need more information, describe the item you are unsure about.

Please provide a legal document evidencing your name change, such as a court document.

NAME CHANGE

Last

First

Middle

ADDRESS CHANGE

Street

City

State

ZIP Code

Home Phone (| | |)

Business Phone (| |)

Cell Phone ()

E-mail Address

SIGNATURE REQUIRED

SIGNATURE REQUIRED TO AUTHORIZE CHANGES Signature _____

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

Cardholder Account Summary					
BRANDON W WISHNEFF ##### 3785			Payments & Other Credits \$0.00	Purchases & Other Charges \$233.08	Cash Advances \$0.00 Total Activity \$233.08
Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
11/01	11/02	PPLN01	24692163305104287007976	AMZN Mktp US*8L07E8DJ3 Amzn.com/bill WA	\$35.55
11/09	11/10	PPLN01	24164073313018075938335	ENTERPRISE RENT-A-CAR EUREKA CA	\$134.18
11/16	11/17	PPLN01	24011343320000052325572	SP SIMPLY BREAKERS HTTPSWWW.SIMP NY	\$63.35

*Dodge mirror
50433-1020
Billed to ccd
in error
will adjust*

Cardholder Account Summary					
STEVEN COPPINI ##### 5170			Payments & Other Credits \$0.00	Purchases & Other Charges \$16,386.22	Cash Advances \$0.00 Total Activity \$16,386.22
Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
11/10	11/12	PPLN01	24692163314101610737716	PG&E/EZ-PAY 800-743-5000 CA	\$16,386.22

*PG&E
Bill*

Finance Charge Summary / Plan Level Information									
Plan Name	Plan Description	FCM ¹	Average Daily Balance	Periodic Rate *	Corresponding APR	Finance Charges	Effective APR Fees **	Effective APR	Ending Balance
Purchases									
PPLN01 001	PURCHASE	E	\$0.00	0.06024%(D)	21.9900%	\$0.00	\$0.00	0.0000%	\$16,619.30
Cash									
CPLN01 001	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		
¹ FCM = Finance Charge Method									
(V) = Variable Rate If you have a variable rate account the periodic rate and Annual Percentage Rate (APR) may vary.									

Date	Newmaker	Black	Ansted	Pryor	Sellen	
6/15/2023	x	x	x	x	x	
6/22/2023	x	absent	x	x	x	Special
7/20/2023	x	x	x	x	x	
7/27/2023	x	x	x	absent	x	Special
8/3/2023	x	absent	x	x	x	Special
8/17/2023	x	x	x	x	x	
9/14/2023	x	absent	x	x	x	Special
9/21/2023	x	absent	x	x	x	
10/10/2023	x	x	absent	absent	x	Special
10/19/2023	x	x	absent	x	x	
11/16/2023	x	x	x	x	x	
11/21/2023	x	x	x	x	absent	Special
Total	\$600.00	\$400.00	\$500.00	\$500.00	\$550.00	

Scotia Community Services District Staff Report

DATE: December 28, 2023
TO: Scotia Community Services District Board of Directors
FROM: Steve Coppini, General Manager
SUBJECT: Election of Board Officers per GC §61043(a) and Appointment of Signatory(s)
for checks and Redwood Capital Bank and Umpqua Bank

RECOMMENDATION:

The Administrative staff recommends that the Board elect officers for the Scotia Community Services District Board of Directors and appoint a signatory(s).

ACTION:

Elect Board Officers and appoint signatory(s) by 2 separate motions.

DISCUSSION:

Per GC §61043(a), within 45 days after each general district or unopposed election, the board of directors shall meet and elect the officers of the board of directors. A board of directors may elect the officers of the board of directors annually. The officers of a board of directors are a president and a vice president. The president shall preside over meetings of the board of directors and the vice president shall serve in the president's absence or inability to serve. A board of directors may create additional offices and elect members to those offices, provided that no member of a board of directors hold more than one office.

Per the Scotia CSD Financial Management policies, the SCSD shall have two signatories, the General Manager and one Board Member designated by the Board of Directors. The Board President is a de facto signatory.

FISCAL IMPACT:

None

Scotia Community Services District

Staff Report

DATE: December 28th, 2023
TO: Scotia Community Services District Board of Directors
FROM: Steve Coppini, General Manager
SUBJECT: Consider Adopting Resolution 2023-20: A Resolution of the Scotia Community Services District (SCSD) Board of Directors Amending the SCSD Bylaws.

RECOMMENDATION:

The Administrative staff recommends that the SCSD Board consider Adopting Resolution 2023-20, Amending the SCSD Bylaws.

ACTION:

Review the Amended SCSD Bylaws and Adopt Resolution 2023-20: A Resolution of the Scotia Community Services District (SCSD) Board of Directors Amending the SCSD Bylaws.

DISCUSSION:

California Government Code §61045 (g) requires the Board to adopt administrative policies for the operation of the SCSD. The Special District Risk Management Authority (SDRMA) recommends that California Public Agencies review all existing adopted Policies, Procedures and Programs on an annual basis. SDRMA also recommends that administrative staff provide revisions for all adopted policies, procedures, and programs, to their respective Board, for consideration and adoption by resolution.

Administrative staff have completed the annual review of the SCSD Board adopted SCSD Bylaws and recommend that the Board consider the revisions to the Bylaws, for adoption by Resolution 2023-20. The Bylaws revisions follow the State and SDRMA guidelines, comply with the SCSD Board Policies and have been reviewed by Legal Counsel.

FISCAL IMPACT:

None

ATTACHMENTS:

- Resolution 2023-20: A Resolution of the Scotia Community Services District (SCSD) Board of Directors Amending the SCSD Bylaws.
- Revised Bylaws

RESOLUTION NO. 2023-20

**A RESOLUTION OF THE SCOTIA COMMUNITY SERVICES
DISTRICT BOARD OF DIRECTORS
TO AMEND THE SCOTIA COMMUNITY SERVICES DISTRICT BYLAWS**

WHEREAS, the Scotia Community Services District (“Scotia CSD”) is organized and operates pursuant to the California Government Code Section 61000, *et seq.*; and

WHEREAS, California Government Code Section 61045(g) requires the Board to adopt rules or bylaws for the proceedings of the Scotia Community Services District; and

WHEREAS, to ensure the orderly process and function of the Scotia CSD, it is necessary to adopt and periodically update bylaws which set out Board rules and governance procedures; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Scotia Community Service District as follows:

Section 1: The Recitals set forth above are incorporated herein and made an operative part of this Resolution.

Section 2: The Bylaws of the Scotia Community Services District dated December 28th, 2023, attached hereto and by this reference made a part hereof, are hereby adopted as the official Bylaws of this District.

This resolution shall be effective upon its adoption.

Dated: December 28th, 2023

APPROVED:

Paul Newmaker, Board President, Scotia CSD

ATTEST:

Board Clerk, Scotia CSD

CLERK'S CERTIFICATE

I hereby certify that the foregoing is a true and correct copy of Resolution No. 2023-20, passed and adopted at a regular meeting of the Board of Directors of the Scotia Community Service District, County of Humboldt, State of California, held on the 28th day of December 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Board Clerk, Scotia CSD



BYLAWS

OF THE

SCOTIA COMMUNITY SERVICES DISTRICT

ADOPTED

DECEMBER 17, 2015

ADMINISTRATIVELY UPDATED

December 28th, 2023~~July 18, 2019~~

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ARTICLE 1.0 DISTRICT POWERS

1.1 Powers

Subject to the limitations of laws governing community services districts, all District powers shall be exercised by or under the authority of the Board. The business and affairs of the District shall also be controlled by the Board. The express powers of the District at this time are as follows:

- (a) Select and remove all other officers, agents and employees of the District; prescribe such powers and duties for them that are consistent with law, or the Bylaws; and fix their compensation.
- (b) Conduct, manage and control the affairs and business for the District and to make rules and regulations that are consistent with state or federal law.
- (c) Change the monthly meeting place and/or time; change the principal office for the transaction of business of the District from one location to another within the same District, as provided in this document.
- (d) Represent the inhabitants of the District on any District problems with various regulatory agencies.
- (e) Supply the inhabitants of the District with water for domestic use, irrigation, sanitation, industrial use, fire protection, and recreation.
- (f) Collect, treat, and/or dispose of wastewater, and stormwater of the District and its inhabitants.
- (g) Acquire, construct, improve, maintain and operate public recreation through parks, which may include but not limited to, baseball parks, soccer fields, playgrounds, museum, theater, or other recreation facilities.
- (h) Acquire, construct, improve, maintain and operate community facilities, which may include but not limited to, community center, library, theater, and museum.
- (i) Acquire, construct, improve, maintain and operate historic street lighting.
- (j) Take or acquire real or personal property of every kind within or outside the District by condemnation, contract, deed, devise, gift, grant, lease, or purchase. To convey, dispose of, encumber, hold, manage, and occupy property, and to create a lease hold interest in the property for the benefit of the District.
- (k) Sue and be sued in all actions and proceedings in all courts and tribunals of appropriate jurisdiction in its own name.
- (l) Borrow money, incur or assume debt and issue bonds or other evidences of such debt; provided, however, that the District shall not incur any bonded debt to exceed 15% of all assessed value of all taxable property in the District at the time bonds are issued, except revenue bonds issued.
- (m) Adopt ordinances following state law, and to adopt regulations to govern the use of District facilities and property, including regulations imposing reasonable charges for their use.

- (n) Contract with any city, county, district, JPA, political subdivision, political corporation, other public agency of the state, or Private Corporation, to purchase or acquire from, or to sell to, or jointly acquire, construct, operate or maintain a water or wastewater system.
- (o) Levy and cause to be collected, user fees and benefit assessments for the purpose of carrying on the operations and paying the obligations of the District.
- (p) Enter into and perform all contracts for any and all purposes necessary and convenient for the full exercise of its powers.
- (q) Take any and all actions necessary to carry out the provisions of these powers, and any express or implied powers in the Government Code.

ARTICLE 2.0 ELECTIONS

2.1 Election Code Provisions Applicable

The provisions of the Election Code relating to the qualification of electors, the manner of voting, the duly elected officers, the canvassing of returns, and all other particulars in respect to the management of general elections so far as they may be applicable shall govern all District elections.

2.2 Nomination of Directors

Nominations for the office of director shall be made by petition of not less than ten (10), nor more than twenty (20) registered electors filed with the Humboldt County Elections Department not earlier than seventy-five (75) days nor later than 5:00 p.m. on the fiftieth (50th) day before the election. The Humboldt County Elections Department shall publish notice such petitions as may be received. Notice shall be published at least seven (7) days prior to the final date for receiving petitions.

2.3 Notice of Election

Notice of each District election shall be published by the Humboldt County Elections Department once a week for two (2) successive weeks prior to the election, as set forth in the GC §6066 of the State of California.

2.4 Cancellation of Election

If on the fiftieth (50th) day prior to a general District election one (1) person only has been nominated for each of the positions of director to be filled at that election, or if no person has been so nominated for any one or more of the officers, any petition signed by five percent (5%) of the voters requesting that the election be held has not been presented to the Board, the election shall not be held. In such case, the publication heretofore provided for shall instead of calling an election, state that no election is to be held and that the Board of Supervisors shall, in accordance with Elections Code Section 61043(a), appoint those nominated for the position of director; or if no person has been nominated for the position, the Board of Supervisors will appoint any qualified person or persons.

ARTICLE 3.0 DIRECTORS

3.1 Number of Directors

The authorized number of Directors of the District shall be five (5) until changed by election. The Directors shall be elected at large.

3.2 Election and Term of Office

Directors shall be elected for four (4) year terms on the first Tuesday after the first Monday in November in even numbered years, with terms staggered such that three (3) Directors shall be elected in a single election, and the remaining two (2) Directors elected two (2) years later, in accordance with applicable provisions of the Government Code and Elections Code.

3.3 Seating of Directors

All elected Directors shall take office on December 1, or at the regularly scheduled Board Meeting in December, following election or upon certification of the election.

3.4 Terms of Succeeding Directors

The term of office of each Director shall be four (4) years.

3.5 Vacancies

All vacancies on the Board will be filled by appointment by the remaining Directors. If the Board fails to fill a Director position, the County of Humboldt shall intercede.

3.6 Compensation of Directors

Members of the Board of Directors may receive compensation per state law for each meeting of the Board attended by him/her, or for each day's service rendered as a Director by request of the Board. A "day of service" means each meeting conducted pursuant to the Ralph M. Brown Act regardless of whether or not the meetings are held on the same day and authorized meetings as defined in the following section. The SCSD Board receives compensation in the amount of \$50.00 for a "day of service".

ARTICLE 4.0 OFFICERS AND STAFFING

4.1 Officers

The Officers of the District shall be a President and Vice President. The District shall also have a General Manager and Clerk of the Board. A Director shall not be the General Manager or Clerk of the Board; however, the General Manager and Clerk of the Board may be the same person.

4.2 Compensation

At any time, the Board may appoint, employ, fix the compensation of, and prescribe the authorities and duties of the officers, employees, attorneys, engineers, or independent contractors necessary for the business of the District.

4.3 Performance Bond

The General Manager, Clerk of the Board, and any other employee or assistant of the District, if required to do so by the Board, shall each give a bond to the District conditioned for the performance of his or her duties as the Board may require.

4.4 Board Organization

The Board shall reorganize at the regular meeting of the Board in December each year.

4.5 President of the Board

The President of the Board shall, if present, preside at all meetings of the Board and exercise and perform powers and duties as may be required by the Board or presented by the Bylaws, or the statutes governing the community services districts within the State of California. The President shall be an ex-officio member of all standing committees.

4.6 Vice President of the Board

In the absence or disability of the President, the Vice President shall perform all the duties of the President, and shall have all the powers and restrictions upon the President. The Vice President shall have the powers and duties as from time to time may be required by the Board and Bylaws, or the statutes governing the community services districts within the State of California.

4.7 General Manager

The General Manager shall serve as advisor to the President and Board, and shall, if directed by the Board, execute and direct enforcement of ordinances and resolutions passed by the Board. The General Manager shall develop information pertinent to the services to be performed by the District and report this information to the Board, and shall act as a contact between the Board and all county, city and governmental regulatory bodies. The General Manager shall carry out all orders, directions, and policies of the District. The General Manager shall (a) have full charge and control of the maintenance, construction, and the day-to-day operations of the District; (b) have full power and authority to fill all positions authorized by the Board and to discharge from such positions any employee; (c) prescribe the duties of employees; (d) keep and maintain, or cause to be kept and maintained, all financial records of the District, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital, surplus, and shares; (e) deposit all monies in such depositories as may be designated by the Board; (f) disburse funds of the District as may be ordered by the Board, and render to the President and Directors upon request, an account of all of the transactions and of the financial condition of the District; (g) perform other duties imposed by the Board; and (h) report to the Board in accordance with the rules and regulations the Board adopts.

4.8 Clerk of the Board

The Clerk of the Board shall keep or cause to be kept at the principal office, or such other place as the Board of Directors may order, a book of minutes of all meetings of directors with the time and place of meeting, whether regular or special, and if special, who authorized, the notice thereof given and the names of those present at the Director's meetings. The Clerk of the Board shall keep or cause to be kept, at the principal office any register showing the names and addresses of the directors of the service district. The

Clerk of the Board shall give or cause to be given, notice of all meetings of the Board of Directors required by the Bylaws or the laws of the State of California, and shall keep the seal of the service district in safe custody, and shall have such other powers and perform such other duties as may be prescribed by the Board of Directors or the Bylaws.

4.9 Annual Audit

The General Manager shall have a certified auditing firm audit the District's books annually at the end of each fiscal year, and as directed by the Board.

ARTICLE 5.0 DISTRICT OFFICE

5.1 Location

The district office for the transaction of business of the Scotia Community Services District (the "District") is located at 400 Church Street, Scotia, California 95565. The Board has full power and authority to change the district office from one location to another in the District. Any such change shall be noted in the Bylaws or this section may be amended by resolution to state the new location.

ARTICLE 6.0 MEETINGS

6.1 Place and Time of Meetings

Regular monthly meetings of the Board shall be held in the District office on the third ~~Tuesday~~~~Thursday~~ of each and every month, at 5:30 p.m. (unless another meeting place and/or time is set in case of necessity). The place and time of meetings may be changed by the Board by resolution.

6.2 Special Meetings

Non-emergency Special Board meetings may be called by the Board President or by a majority of the Board in accordance with the Ralph M. Brown Act.

6.3 Emergency Meetings

In the event of an emergency involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Directors may hold an emergency special meeting without complying with the twenty-four (24) hour notice required in Section 3.5.2, above. An emergency means a crippling disaster which severely impairs public health, safety, or both, as determined by a majority of the members of the Board or work stoppage or other activity which severely impairs public health, safety, or both, as determined by a majority of the members of the Board.

Newspapers of general circulation in the District, radio stations and television stations which have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) shall be notified by at least one (1) hour prior to the emergency special meeting. In the event that

telephone services are not functioning, the notice requirement of one hour is waived, but the General Manager, or his/her designee, shall notify such newspapers, radio stations, or television stations of the fact of the holding of the emergency special meeting, and of any action taken by the Board, as soon after the meeting as possible.

No closed session may be held during an emergency special meeting, and all other rules governing special meetings shall be observed with the exception of the twenty-four (24) hour notice. The minutes of the emergency special meeting, a list of persons the General Manager or designee notified or attempted to notify, a copy of the roll call vote(s), and any actions taken at such meeting shall be posted for a minimum of ten (10) days in a public place at the District office as soon after the meeting as possible.

6.4 Public Notification

All meetings, whether regular, special or emergency, shall be open and public and notice shall be given to the Board and to the public in accordance with the provisions of the Board Policies Manual and the Ralph M. Brown Act.

6.5 Form of Action

The Board shall act only by ordinance, resolution, or motion.

6.6 Quorum

A majority of the authorized number of Directors shall be necessary to constitute a quorum for the transaction of business (3 constitutes a majority). No ordinance, resolution or motion shall be passed or become effective without the affirmative vote of at least a majority of the members of the Board.

6.7 Board Policies

The Board shall establish rules for its proceedings.

ARTICLE 7.0 DISTRICT ADMINISTRATION

7.1 Depository of District Money

The Board shall designate a financial institution(s) or governmental agency(ies) for the depository of the District's money.

7.2 Inspection of District Records

Inspection of District records shall be open to inspection upon the written demand of any person in accordance with State law.

7.3 Records

All District records shall be retained, in accordance with the District's Records Retention Policy.

7.4 Methods of Payment

All methods of payment shall be made in accordance with the District's Financial Management Policy.

7.5 Contracts

All contracts shall be entered into in accordance with the Financial Management Policy.

7.6 Review of Bylaws

An updated copy of the Bylaws shall be available for review at the District Office within business hours.

7.7 Public Session

All legislative sessions of the Board shall be conducted in accordance with the Ralph M. Brown Act. Public sessions shall generally be conducted in accordance with District Bylaws and applicable statutes.

7.8 Recall of Directors

Every incumbent of the office of Director, whether elected by popular vote for a full term or appointed, may be recalled by the voters in accordance with the recall provisions of the Elections Code of the State of California.

7.9 Seal

The District may adopt a seal and alter it as the Board of Directors shall deem necessary.

7.10 Contract Bids

All contracts for the construction of any unit of work, except as otherwise statutorily provided, shall be in accordance with State law.

ARTICLE 8.0 AMENDMENTS

8.1 Amendments

These Bylaws may be altered, amended, repealed, in whole or in part, and new Bylaws may be adopted by the Board of Directors from time to time as the Board shall deem necessary. Any changes must be proposed in writing at least one regular meeting before adoption may be completed. Changes must be approved by at least a majority vote.

Scotia Community Services District Staff Report

DATE: December 28th, 2023
TO: Scotia Community Services District Board of Directors
FROM: Steve Coppini, General Manager
SUBJECT: Approve Board Meeting Time and Schedule for the 2024 Calendar Year

RECOMMENDATION:

The Administrative staff recommends that the Board discuss and approve the regular meeting time and schedule for the 2024 calendar year,

ACTION:

Motion to approve the SCSD meeting time and schedule for the 2024 calendar year.

DISCUSSION:

The SCSD regular Board meeting time for the 2023 calendar year was set as the third Thursday of each month at 5:30 PM. Staff has recommended the Bylaws be amended and changed to Tuesday's at 5:30 P.M. If this is approved by The Board of Directors the 2024 meeting schedule will reflect meetings on the Third Tuesday of each month at 5:30 P.M. If this time and schedule is not sufficient for all members of the Board, it may remain unchanged. If any members foresee conflicts in the upcoming year, then this is an opportunity to reschedule the regular meeting time.

FISCAL IMPACT:

None

Scotia



Community Services District

2024 Proposed Board Meeting Schedule

January	16th	2024	5:30 PM
February	20th	2024	5:30 PM
March	19th	2024	5:30 PM
April	16th	2024	5:30 PM
May	21st	2024	5:30 PM
June	18th	2024	5:30 PM
July	20th	2024	5:30 PM
August	16th	2024	5:30 PM
September	20th	2024	5:30 PM
October	15th	2024	5:30 PM
November	19th	2024	5:30 PM
December	17th	2024	5:30 PM

Scotia Community Services District Staff Report

DATE: December 28, 2023
TO: Scotia Community Services District Board of Directors
FROM: Steve Coppini, General Manager
SUBJECT: Review 2024 Elections Board Member Terms

RECOMMENDATION:

The Administrative staff recommends that the Board review the 2024 Review Board Member Terms

ACTION:

Review the 2024 Review Board Member Terms

DISCUSSION:

The Humboldt County Office of Elections requires candidates to fulfill certain requirements pertaining to elections according to the elections calendar, published annually. Two seats will expire in 2024. During an election year wherein terms are expiring, candidates are required to complete a declaration of candidacy on site with the Office of Elections between approximately mid-July to mid-August of the year of the election.

Current SCSD Board of Directors Terms

Board Member	Term Expiration
Diane Black	2024
Susan Pryor	2024
Paul Newmaker	2026
Nina Sellen	2026
Delia Ansted	2026

The Humboldt County Office of Elections has not published the Candidate Calendar as of December 19th, 2023.

FISCAL IMPACT: None

ATTACHMENTS: