



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

---

*Tuesday, January 16, 2024, 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. 826-7014-1472 and the following password 001654.**

Or Via Zoom Video Conferencing via URL <https://us02web.zoom.us/j/82670141472?pwd=VXIKKzN0d1IyeWQ5TG5ta0c1Qlo5Zz09> meeting i.d. 826-7014-1472 and the following password 001654.

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 – 3:30pm.

- 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 December 28, 2023
- Pg 6 2. Approval of RCB Check Registers December 1-31, 2023.
- Pg 12 3. Approval of Umpqua Check Registers December 1-31, 2023
- Pg 17 4. Approval of RCB Mastercard Statement – November Statement
- Pg 20 5. Approval of Umpqua Visa Statement – December 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 –**

Pg 25-27

- a. Adopt Resolution 2024-1 A Resolution Authorizing the Scotia Community Services District to access State and Federal Level Summary Criminal History for Employment with Scotia Community Services District (Including Volunteers and Contract Employees).
- b. Discussion on Museum regarding the Exhibits and the preparation of the Museum to be Open to the Public.

**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 February 20th, 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, December 28th, 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; Amber Sandum, Administrative Assistant and Carolyn Walker, District Legal Counsel

**B. SETTING OF THE AGENDA**

On the minutes for 11/16/2023 there is a clerical error that states Vice-President was absent on the motion vote. She was present at the meeting. On the minutes for 11/21/2023 there is a minor typo that will be fixed absent is missing the (t).

No Public Comment

**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 November 16th, 2023
2. Approval of Previous Meeting Minutes-Special Meeting November 21<sup>st</sup>, 2023
3. Approval of RCB Check Registers November 1-30, 2023.
4. Approval of Umpqua Check Registers November 1-30, 2023
5. Approval of RCB Mastercard Statement – October Statement
6. Approval of Umpqua Visa Statement – November Statement
7. Approval of Board Stipends

No public comment

**Motion:** To Approve the Consent Calendar

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

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

Motion Carries

**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. Election of Board Officers Peer GC 61043 (a) and Appointment of Signatory (s)

Paul Newmaker introduced. Board Discussed that the positions would stay the same until the elections in November 2024 since there are two Board Members that terms will be expiring.

**Motion:** to elect Paul Newmaker to President

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

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

**Motion:** To elect Diane Black to Vice-President

**Motion** Newmaker **Second:** Ansted

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

The Board discussed signers; Signatory (s) were just changed when the New General Manager came on Board with the CSD. No changes were made.

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

President Newmaker introduced. Staff report was introduced by Steve Coppini. The board discussed the date of the Regular Board Meetings to be the Third Tuesday of every Month. Approved in Previous Business item.

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

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

- c. Approve 2024 Board Meeting Calendar

Staff introduced the 2024 Board Meeting Calendar, there is no conflict with the new day.

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

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

- d. Review 2024 Elections Board Member Terms.

Paul Newmaker introduced. Staff report read by Amber Sandum, informed the Board that there will be further communication from The Humboldt County Elections Office. Board discussed. No public comment.

**2. Old Business – None**

**H. REPORTS –**

1. **President’s Report:** Hopes everyone had a good Holiday. Proud of what the Board has accomplished this year.

2. **Board Director Reports:**

Nina had a question about the Baseball Field in regard to some rods sticking out of the ground, The General Manager said he will be answering that in his report.

**3. General Manager’s Report:**

Engineers Report read by General Manager

1. **Scotia Museum-** Project Complete
2. **Winema Theater ADA Improvements-** Plan check comments have been addressed and the drawings are being reviewed for compliance between architectural and engineering. Anticipated resubmittal January 2024.
3. **Carpenter’s Shop Bathroom Ada-**Contractor has started construction and epoxy rods for anchorage to the existing slab have been installed.
4. **Town of Scotia Subdivision-** TOS is in the process of vale engineering the project. The Department of Drinking Water has approved the changes. Final revisions to the drawings are in the process then the final approvals with be forthcoming.
5. **Tesla Battery Backup-**Easements have been finalized with HRC. Tesla is contacting the County to determine requirements for building permit renewal which will be performed by Tesla.
6. **Corridor/River Pumps-** Pumps are functioning with no problems.

General Manager Report

1. Started looking into feasibility of a Rate Study.
2. In regard to Phase 4 there has been limited correspondence from Town of Scotia, sounds like they’re close to Beginning construction.
3. Awaiting results from Aeromod for design of the WWTP. Progress on schedule.

- 4 . **Board Clerk’s Report:** Draft Audit is completed. Barbara was unable to attend the meeting. Board directed staff to schedule a Special Meeting for a presentation.
- 5 **District Counsels Report:** Hopes everyone has a good Holiday. No new Business.
- 6 **Engineer’s Report:** Read the General Manager’s report.

**I. BOARD TRAINING – None**

**J. ADJOURNMENT at 6:07 PM**

Approved:

\_\_\_\_\_  
 Paul Newmaker, President  
 Board of Directors  
 Scotia Community Services District

\_\_\_\_\_  
 Date

Attest:

\_\_\_\_\_  
 Board Clerk  
 Scotia Community Services District

\_\_\_\_\_  
 Date

## Scotia Community Services District Account QuickReport As of December 31, 2023

Type	Date	Num	Name	Memo	Amount	Balance
<b>10000 - RCB Checking 28239</b>						1,183,205.42
Bill Pmt -Check	12/04/2023	52438	Alternative Business...		-54.51	1,183,150.91
Bill Pmt -Check	12/04/2023	52439	California Dept. of T...	LetterID#L0023555416	-426.55	1,182,724.36
Bill Pmt -Check	12/04/2023	52440	Recology Eel River	20214	-185.10	1,182,539.26
Bill Pmt -Check	12/04/2023	52441	Rogers Machinery	Inv#1395818	-385.52	1,182,153.74
Bill Pmt -Check	12/04/2023	52442	Shelton's Auto Lub...	Inv#43468	-65.57	1,182,088.17
Bill Pmt -Check	12/04/2023	52443	SHN Consulting Eng...		-24,342.72	1,157,745.45
Bill Pmt -Check	12/04/2023	52444	Wildwood Saw	Inv#37738	-59.66	1,157,685.79
Bill Pmt -Check	12/04/2023	52445	Wyckoff Plumbing		-279.93	1,157,405.86
Bill Pmt -Check	12/04/2023	52446	Industrial Electric	Inv#IN49022	-1,149.10	1,156,256.76
Deposit	12/05/2023			Deposit	2,669.36	1,158,926.12
Check	12/06/2023	EFT	Umpqua Bank VISA ...	November Charges	-16,619.30	1,142,306.82
Bill Pmt -Check	12/06/2023	EFT	AT&T	707764-5486 11.23	-136.92	1,142,169.90
Bill Pmt -Check	12/11/2023	EFT	Optimum Business		-129.95	1,142,039.95
Bill Pmt -Check	12/12/2023	52448	Anderson, Lucas, S...	Inv#62309	-9,500.00	1,132,539.95
Bill Pmt -Check	12/12/2023	52449	Industrial Electric	Inv#IN49098	-818.87	1,131,721.08
Bill Pmt -Check	12/12/2023	52450	North Coast Laborat...	November Statement	-2,020.00	1,129,701.08
Bill Pmt -Check	12/12/2023	52451	Prentice, Long PC	Inv#6286	-1,700.00	1,128,001.08
Bill Pmt -Check	12/12/2023	52452	Valley Pacific Petrol...	Inv#CL-23-705679	-1,610.81	1,126,390.27
Bill Pmt -Check	12/12/2023	52453	Whitchurch Enginee...		-13,418.10	1,112,972.17
Bill Pmt -Check	12/12/2023	EFT	PG&E		-220.57	1,112,751.60
Bill Pmt -Check	12/12/2023	52454	Industrial Electric	Inv#48888	-1,443.54	1,111,308.06
Deposit	12/13/2023			Deposit	4,832.25	1,116,140.31
Paycheck	12/14/2023	EFTDD	Adam R Farland		-1,263.54	1,114,876.77
Paycheck	12/14/2023	EFTDD	Brandon W Wishneff		-2,085.62	1,112,791.15
Paycheck	12/14/2023	EFTDD	George Bruce Gehrke		-467.98	1,112,323.17
Paycheck	12/14/2023	EFTDD	Kathleen A Sandum		-1,309.33	1,111,013.84
Paycheck	12/14/2023	EFTDD	Steven L Coppini		-2,569.70	1,108,444.14
Paycheck	12/14/2023	EFTDD	William F Pedro Jr		-1,149.10	1,107,295.04
Liability Check	12/14/2023	E-pay	EDD	093-5926-6 QB Tracking # ...	-659.45	1,106,635.59
Liability Check	12/14/2023	E-pay	United States Treas...	VOID: 82-1570573 QB Tra...	0.00	1,106,635.59
Liability Check	12/14/2023	E-pay	EDD	093-5926-6 QB Tracking # ...	-16.50	1,106,619.09
Liability Check	12/14/2023	E-pay	United States Treas...	VOID: 82-1570573 QB Tra...	0.00	1,106,619.09
Liability Check	12/14/2023	E-pay	United States Treas...	82-1570573 QB Tracking #...	-3,205.66	1,103,413.43
Check	12/14/2023	52447	John Hancock USA	PARS #86360	-1,381.32	1,102,032.11
Bill Pmt -Check	12/14/2023	EFT	PG&E	3952156073-8 11.23	-154.11	1,101,878.00
Bill Pmt -Check	12/15/2023	EFT	PG&E		-1,165.25	1,100,712.75
Deposit	12/18/2023			Deposit	3,826.75	1,104,539.50
Deposit	12/18/2023			Deposit	34,096.36	1,138,635.86
Deposit	12/19/2023			Deposit	45,141.93	1,183,777.79
Check	12/20/2023	52455	Regina Parrott	Notary Services	-40.00	1,183,737.79
Bill Pmt -Check	12/20/2023		PG&E	QuickBooks generated zer...	0.00	1,183,737.79
Bill Pmt -Check	12/20/2023	52456	PARS	SC0020	-300.00	1,183,437.79
Bill Pmt -Check	12/20/2023	52457	SDRMA	7724	-2,694.48	1,180,743.31
Bill Pmt -Check	12/20/2023	52458	SHN Consulting Eng...		-14,103.54	1,166,639.77
Bill Pmt -Check	12/20/2023	52459	Steves Septic	Inv#32515	-300.00	1,166,339.77
Bill Pmt -Check	12/20/2023	52460	Advanced Security, I...		-1,108.50	1,165,231.27
Deposit	12/26/2023			Deposit	2,563.66	1,167,794.93
Deposit	12/26/2023			Deposit	742.99	1,168,537.92

## Scotia Community Services District Account QuickReport As of December 31, 2023

Type	Date	Num	Name	Memo	Amount	Balance
Check	12/26/2023	EFT	Redwood Capital Ba...		-723.49	1,167,814.43
Deposit	12/26/2023			Deposit	3,620.26	1,171,434.69
Deposit	12/26/2023			Deposit	45,176.43	1,216,611.12
Bill Pmt -Check	12/27/2023		Blue Star Gas	QuickBooks generated zer...	0.00	1,216,611.12
Paycheck	12/28/2023	EFTDD	Adam R Farland		-1,430.15	1,215,180.97
Paycheck	12/28/2023	EFTDD	Brandon W Wishneff		-2,077.03	1,213,103.94
Paycheck	12/28/2023	EFTDD	Kathleen A Sandum		-1,305.68	1,211,798.26
Paycheck	12/28/2023	EFTDD	Mary A Bullwinkel		-82.30	1,211,715.96
Paycheck	12/28/2023	EFTDD	Steven L Coppini		-2,554.77	1,209,161.19
Paycheck	12/28/2023	EFTDD	William F Pedro Jr		-1,134.16	1,208,027.03
Liability Check	12/28/2023	E-pay	EDD	093-5926-6 QB Tracking # ...	-646.73	1,207,380.30
Liability Check	12/28/2023	E-pay	United States Treas...	82-1570573 QB Tracking #...	-3,082.58	1,204,297.72
Liability Check	12/28/2023	E-pay	EDD	093-5926-6 QB Tracking # ...	-2.70	1,204,295.02
Deposit	12/28/2023			Deposit	3,614.70	1,207,909.72
Check	12/28/2023	52461	Paul Newmaker	Board Stipend 06/23 thru 1...	-600.00	1,207,309.72
Check	12/28/2023	52462	Diane Black	Board Stipends 06/23 thru ...	-400.00	1,206,909.72
Check	12/28/2023	52463	Delia Ansted	Board Stipends 06/23 thru ...	-500.00	1,206,409.72
Check	12/28/2023	52464	Susan Pryor	Board Stipends 06/23/ thru ...	-500.00	1,205,909.72
Check	12/28/2023	52465	Nina Sellen	Board Stipends 06/23 thru ...	-550.00	1,205,359.72
Check	12/28/2023	52466	John Hancock USA	PARS #86360	-1,345.66	1,204,014.06
Bill Pmt -Check	12/28/2023	52467	Advanced Security, I...	Inv#674559	-456.57	1,203,557.49
Bill Pmt -Check	12/28/2023	52468	Thatcher Company	402298	-3,376.40	1,200,181.09
Deposit	12/31/2023			Deposit	7,017.16	1,207,198.25
Total 10000 · RCB Checking 28239					23,992.83	1,207,198.25
<b>TOTAL</b>					<b>23,992.83</b>	<b>1,207,198.25</b>

11:42 AM

01/04/24

Accrual Basis

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

---

Type	Date	Num	Name	Memo	Split	Amount	Balance
<b>12150 · RCB Clarifier savings</b>							168,708.42
Deposit	12/29/2023			Interest	40210 · Interes...	143.35	168,851.77
Total 12150 · RCB Clarifier savings						143.35	168,851.77
<b>TOTAL</b>						<b>143.35</b>	<b>168,851.77</b>

---



11:43 AM

01/04/24

Cash Basis

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

---

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>	<u>Balance</u>
<b>12100 · RCB Cust Deposit Savings 10797</b>						20,012.13
Deposit	12/11/2023		Deposit	100.00	100.00	20,112.13
Deposit	12/29/2023		Interest	12.79	12.79	20,124.92
Total 12100 · RCB Cust Deposit Savings 10797					112.79	20,124.92
<b>TOTAL</b>					<b>112.79</b>	<b>20,124.92</b>

11:44 AM

01/04/24

Accrual Basis

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

---

Type	Date	Num	Name	Memo	Split	Amount	Balance
<b>12001 - RCB Sav Generator Grant</b>							711.40
Deposit	12/29/2023			Interest	40210 · Interes...	0.30	711.70
Total 12001 - RCB Sav Generator Grant						0.30	711.70
<b>TOTAL</b>						<b>0.30</b>	<b>711.70</b>

11:02 AM

01/10/24

Accrual Basis

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

---

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Split</u>	<u>Amount</u>	<u>Balance</u>
<b>12001 - RCB Sav Generator Grant</b>							711.40
Deposit	12/29/2023			Interest	40210 · Interes...	0.30	711.70
Total 12001 - RCB Sav Generator Grant						0.30	711.70
<b>TOTAL</b>						<b>0.30</b>	<b>711.70</b>

---

9:01 AM

01/08/24

Accrual Basis

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

Type	Date	Num	Name	Memo	Split	Amount	Balance	
<b>12152 · Umpqua Checking BT Loan</b>							409,335.52	
Bill Pmt -Check	12/12/2023	5008	ACGC, INC	Museum Req...	20000 · Accou...	-49,495.47	359,840.05	
Check	12/20/2023			Service Charge	50480 · Bank F...	-5.00	359,835.05	
Deposit	12/31/2023			Interest	40210 · Interes...	3.30	359,838.35	
Total 12152 · Umpqua Checking BT Loan							-49,497.17	359,838.35
<b>TOTAL</b>							<b>-49,497.17</b>	<b>359,838.35</b>

12:10 PM

01/04/24

Accrual Basis

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

---

Type	Date	Num	Name	Memo	Split	Amount	Balance
<b>12151 · Umpqua Park &amp; Rec Savings</b>							273,034.47
Deposit	12/31/2023			Interest	40210 · Interes...	2.32	273,036.79
Total 12151 · Umpqua Park & Rec Savings						2.32	273,036.79
<b>TOTAL</b>						<b>2.32</b>	<b>273,036.79</b>

12:04 PM

01/04/24

Accrual Basis

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

---

Type	Date	Num	Name	Memo	Split	Amount	Balance
12153 · Umpqua CD Drainage							54,967.34
Deposit	12/31/2023			Interest	40210 · Interes...	60.50	55,027.84
Total 12153 · Umpqua CD Drainage						60.50	55,027.84
<b>TOTAL</b>						<b>60.50</b>	<b>55,027.84</b>

12:05 PM

01/04/24

Accrual Basis

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

---

Type	Date	Num	Name	Memo	Split	Amount	Balance
12154 · Umpqua CD Streets & Streetlight							184,920.69
Deposit	12/31/2023			Interest	40210 · Interes...	203.52	185,124.21
Total 12154 · Umpqua CD Streets & Streetlight						203.52	185,124.21
<b>TOTAL</b>						<b>203.52</b>	<b>185,124.21</b>

12:06 PM

01/04/24

Accrual Basis

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

---

Type	Date	Num	Name	Memo	Split	Amount	Balance
<b>12155 · Umpqua CD Wastewater</b>							406,913.86
Deposit	12/31/2023			Interest	40210 · Interes...	447.83	407,361.69
Total 12155 · Umpqua CD Wastewater						447.83	407,361.69
<b>TOTAL</b>						<b>447.83</b>	<b>407,361.69</b>





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**  
November 8, 2023 to December 8, 2023

**SUMMARY OF ACCOUNT ACTIVITY**

Previous Balance	\$735.02
- Payments	\$735.02
- Other Credits	\$0.00
+ Purchases	\$723.49
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$723.49

**PAYMENT INFORMATION**

New Balance:	\$723.49
Minimum Payment Due:	\$25.00
Payment Due Date:	January 2, 2024

Account Number XXXX XXXX XXXX 0143  
Credit Limit \$27,000.00  
Available Credit \$26,276.00  
Statement Closing Date December 8, 2023  
Days in Billing Cycle 31

**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
11/27	11/27	8543189AB00XSXH3	PAYMENT - THANK YOU	\$735.02- <i>Payment</i>

Transactions continued on next page

REDWOOD CAPITAL BANK  
1550 N BROWN RD 150  
LAWRENCEVILLE GA 30043



Account Number: XXXX XXXX XXXX 0143  
New Balance: \$723.49  
Minimum Payment Due: \$25.00  
Payment Due Date: January 2, 2024

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



**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				\$735.02-
11/13	11/14	55131589YW09MGNPQ	ERAC TOLL 1S890G * 8778601258 CA <i>Toll fee 50401-99</i>	\$0.50
11/24	11/26	5545885A8LQNPND1	USCELL RECURRING CHICAGO IL <i>50420-99 cellphone</i>	\$287.09
11/27	11/28	5543286AB5WBJ6TXA	INTUIT *PAYROLLEE USAG CL.INTUIT.COM CA <i>60360-99 Payroll</i>	\$36.00
12/02	12/03	5543286AG5XSRJNVZ	CLEARPATHGPS, INC. 805-979-3442 CA <i>50420-99 GPS</i>	\$93.24
12/07	12/08	0543684AM8PM02SMA	WWP*ACCURATE TERMITE & FORTUNA CA <i>50460-99 Trucks</i> STEVEN COPPINI <i>Rest Control</i>	\$85.00
TOTAL XXXXXXXXXXXXXXX1117				\$501.83
11/20	11/21	5543286A45SFS76XX	AMZN MKTP US*GL7NM4013 AMZN.COM/BILL WA <i>50410 - Deep Well Panel Lights</i>	\$180.30
11/29	11/30	0543684AEEHTS3LLM	DOLLAR GENERAL #14839 RIO DELL CA <i>50470-99 Batteries</i>	\$20.66
11/30	12/03	0230537AG00L3L8L8	TRACTOR SUPPLY CO #179 FORTUNA CA <i>50410-19 Burn Firelogs Pike</i> BRANDON W WISHEFF	\$20.70
TOTAL XXXXXXXXXXXXXXX1133				\$221.66

**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 BBCCS, 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: BBCCS, 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

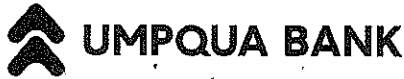
Name (if incorrect on reverse side)

Street address

City State Zip Code

Effective Date: Month, Day, Year Signature

Home Phone Work Phone



BL ACCT 00002823-20000001

SCOTIA CSD

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

Page 1 of 3



**Account Summary**

Billing Cycle	12/31/2023
Days In Billing Cycle	31
Previous Balance	\$16,619.30
Purchases	+ \$15,659.72
Cash	+ \$0.00
Balance Transfers	+ \$0.00
Special	+ \$0.00
Credits	- \$0.00
Payments	- \$16,619.30
Other Charges	+ \$0.00
Finance Charges	+ \$0.00

**NEW BALANCE \$15,659.72**

**Credit Summary**

Total Credit Line	\$40,000.00
Available Credit Line	\$24,340.28
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**

NEW BALANCE	\$15,659.72
MINIMUM PAYMENT	\$15,659.72
PAYMENT DUE DATE	01/25/2024

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**

Trans Date	Post Date	Reference Number	Transaction Description	Amount
12/06	12/06	4013553	INTERNET PMT-THANK YOU	\$16,619.30-

*Payment*

**Cardholder Account Summary**

BRANDON W WISHNEFF ####-####-####-3785	Payments & Other Credits \$0.00	Purchases & Other Charges \$42.99	Cash Advances \$0.00	Total Activity \$42.99
---	------------------------------------	--------------------------------------	-------------------------	---------------------------

**Cardholder Account Detail**

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
12/07	12/10	PPLN01	24137463343001809459175	TRACTOR SUPPLY CO #1795 FORTUNA CA	\$24.43
12/23	12/24	PPLN01	24943003358898000040930	COSTCO WHSE #0125 EUREKA CA	\$18.56

*50410-10  
50410-99  
Batteries*

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



**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>
12/31/23	\$15,659.72	\$15,659.72	01/25/24

\$

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

09 0004 3769 0000 0000 00000000 00000000 0

IMPORTANT INFORMATION

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:

Method A - Average Daily Balance (including current transactions): The Finance Charge on purchases begins on the date the transaction posted to your account. The Finance Charge on Cash Advances begins on the date you obtained the cash advance, or the first day of the billing cycle within which it is posted to your account, whichever is later. There is no grace period.

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.

Method E - Average Daily Balance (excluding current transactions): To avoid incurring an additional Finance Charge on the balance of purchases (and cash advances if Method E is specified as applicable to cash advances) reflected on your monthly statement, you must pay the New Balance shown on your monthly statement on or before the Payment Due Date. The grace period for the New Balance of purchases extends to the Payment Due Date.

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.

Method G - Average Daily Balance (including current transactions): To avoid incurring an additional Finance Charge on the balance of purchases (and cash advances, if Method G is specified as applicable to cash advances) reflected on your monthly statement and, on any new purchases (and if applicable, cash advances) appearing on your next monthly statement, you must pay the New Balance, shown on your monthly statement, on or before the Payment Due Date. The grace period for the New Balance of purchases extends to the Payment Due Date.

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.

Payment Crediting and Credit Balance: Payments received at the location specified on the front of the statement after the phrase "MAKE CHECK PAYABLE TO" will be credited to the account specified on the payment coupon as of the date of receipt. Payments received at a different location or payments that do not conform to the requirements set forth on or with the periodic statement (e.g. missing payment stub, payment envelope other than as provided with your statement, multiple checks or multiple coupons in the same envelope) may be subject to delay in crediting, but shall be credited within five days of receipt. If there is a credit balance due on your account, you may request in writing, a full refund. Submit your request to the Account Inquiries address on the front of this statement.

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.

Closing Date: The closing date is the last day of the billing cycle; all transactions received after the closing date will appear on your next 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.

Negative Credit Reports: You are hereby notified that a negative credit report reflecting on your credit record may be submitted to a credit reporting agency if you fail to fulfill the terms of your credit obligations.

BILLING RIGHTS SUMMARY

In Case of Errors or Inquiries About Your Bill: If you suspect there is an error on your account or you need information about a transaction on your bill, send your written inquiry to the Account Inquiries address on the front of this statement within 60 days of the date of the statement containing the transaction in question. You may telephone us, however a written request is required to preserve your rights.

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.

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

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

Please use blue or black ink to complete form

NAME CHANGE

Last
First Middle

ADDRESS CHANGE

Street

City State ZIP Code

Home Phone ( ) - Business Phone ( ) -

Cell Phone ( ) - E-mail Address

SIGNATURE REQUIRED TO AUTHORIZE CHANGES

Signature

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

Cardholder Account Summary				
STEVEN COPPINI ##### 5170	Payments & Other Credits \$0.00	Purchases & Other Charges \$15,616.73	Cash Advances \$0.00	Total Activity \$15,616.73

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
12/11	12/12	PPLN01	24692163345108485802627	PG&E/EZ-PAY 800-743-5000 CA	\$15,616.73

*PG&E  
10,30,60 Bymer*

Finance Charge Summary / Plan Level Information									
Plan Name	Plan Description	FCM <sup>1</sup>	Average Daily Balance	Periodic Rate *	Corresponding APR	Finance Charges	Effective APR Fees **	Effective APR	Ending Balance
<b>Purchases</b>									
PPLN01 001	PURCHASE	E	\$0.00	0.06024%(D)	21.9900%	\$0.00	\$0.00	0.0000%	\$15,659.72
<b>Cash</b>									
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: 31		
** includes cash advance and foreign currency fees							APR = Annual Percentage Rate		
<sup>1</sup> FCM = Finance Charge Method									
(V) = Variable Rate. If you have a variable rate account the periodic rate and Annual Percentage Rate (APR) may vary.									

# **Scotia Community Services District Staff Report**

DATE: January 16<sup>th</sup>, 2024  
TO: Scotia Community Services District Board of Directors  
FROM: Steve Coppini, General Manager  
SUBJECT: Adopt Resolution No. 2024-1: A Resolution of the Scotia Community Services District to Access State and Federal Level Summary Criminal History for Employment with Scotia Community Services District (Including Volunteers and Contract Employees)

---

## **RECOMMENDATION:**

Consider Adopting Resolution No. 2024-1: A Resolution of the Scotia Community Services District to Access State and Federal Level Summary Criminal History for Employment with Scotia Community Services District (Including Volunteers and Contract Employees)

## **ACTION:**

Motion to Adopt Resolution No. 2024-1: A Resolution of the Scotia Community Services District to Access State and Federal Level Summary Criminal History for Employment with Scotia Community Services District (Including Volunteers and Contract Employees).

**DISCUSSION:** Penal Code Sections 11105(b)(11) and 13300(b)(11) authorize cities, counties, districts, and joint powers authorities to access state and local summary criminal history information for employment (including volunteers and contract employees, if applicable). The board voted on a Volunteer Policy which requires background checks. The FBI requires a Resolution to be adopted by the Board of Directors to finalize approval.

## **FISCAL IMPACT:**

None

## **ATTACHMENTS:**

SCOTIA COMMUNITY SERVICES DISTRICT

RESOLUTION NO. 2024-1

A RESOLUTION AUTHORIZING THE SCOTIA COMMUNITY SERVICES DISTRICT TO ACCESS STATE AND FEDERAL LEVEL SUMMARY CRIMINAL HISTORY FOR EMPLOYMENT WITH SCOTIA COMMUNITY SERVICES DISTRICT (INCLUDING VOLUNTEERS AND CONTRACT EMPLOYEES)

WHEREAS Penal Code Sections 11105(b)(11) and 13300(b)(11) authorize cities, counties, districts, and joint powers authorities to access state and local summary criminal history information for employment (including volunteers and contract employees, if applicable); and

WHEREAS Penal Code Section 11105(b)(11) authorizes cities, counties, districts, and joint powers authorities to access federal level criminal history information by transmitting fingerprint images and related information to the Department of Justice to be transmitted to the Federal Bureau of Investigation; and

WHEREAS Penal Code Sections 11105(b)(11) and 13300(b)(11) require that there be a requirement or exclusion from employment (including volunteers and contract employees, if applicable) based on specific criminal conduct on the part of the subject of the record; and

WHEREAS Penal Code Sections 11105(b)(11) and 13300(b)(11) require the city council, board of supervisors, governing body of a city, county or district or joint powers authority to specifically authorize access to summary criminal history information for employment (including volunteers and contract employees, if applicable).

NOW THEREFORE, BE IT RESOLVED, that the Scotia Community Services District is hereby authorized to access state and federal level summary criminal history information for employment with Scotia Community Services District (including volunteers and contract employees) and may not disseminate the information to a private entity; and

BE IT FURTHER RESOLVED that the Scotia Community Services District shall not consider a person who has been convicted of a violent or serious felony or misdemeanor eligible for employment (including volunteers and contract employees, if applicable).

The Clerk of the Scotia Community Services District shall certify as to the adoption of this Resolution.

PASSED, APPROVED, AND ADOPTED this \_\_\_\_\_.

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 2024-1, passed and adopted at a regular meeting of the Scotia Community Service District Board of Directors, County of Humboldt, State of California, held on the \_\_\_<sup>th</sup> day of \_\_\_\_\_ 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

\_\_\_\_\_ Board Clerk, Scotia CSD