



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

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*Tuesday July 16<sup>th</sup>, 2024, at 5:30 P.M.*  
*In Person & 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 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 CALENDER-** 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 June 18<sup>th</sup>, 2024
2. Approval of RCB Check Registers; June 1-June 30<sup>th</sup>, 2024
3. Approval of Umpqua Check Registers: June 1-June 30<sup>th</sup>, 2024
4. Approval of RCB Mastercard Statement-May Statement
5. Approval of Umpqua Visa Statement: June 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:**

- a. Adopt Resolution 2024-4 A Resolution of the Scotia Community Services District Board of Directors to Approve the Tax Roll for Fiscal Year 2024/25 On Real Property located within the District for unpaid delinquent charges.

**G. BUSINESS**

**1. New Business:**

- a. Consider Authorizing the Reengagement of Anderson, Lucas Somerville, and Borgess for the FY 24/25 Annual Audit.
- b. Review Conflict of Interest Code and Consider Adopting Resolution 2024-5 Amending Resolution 2022-11 Conflict of Interest Code Policy
- c. Discuss SCSD Website
- d. Tractor/Mower Purchase Proposal by General Manager

**2. Old Business; NONE**

**H. REPORTS**

- 1. **Presidents Report:**
- 2. **Board Director's Report:**
- 3. **General Manager's Report:**
- 4. **Board Clerk's Report**
- 5. **District Counsel's Report**
- 6. **Engineer's Report**

**I. BOARD TRAINING**

**J. ADJOURNMENT:**

Next Regular Meeting of the SCSD will be August 20, 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. 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.

Minutes of the Regular Board Meeting for the  
Scotia Community Services District  
Tuesday June 18th, 2024, at 5:30 P.M.

**A. CALL TO ORDER/ ROLL CALL/ PLEDGE OF ALLEGIANCE at 5:32 p.m.**

Paul Newmaker, President– Present

Diane Black, Vice President – Absent

Delia Ansted, Director – Present

Susan Pryor, Director – Present

Nina Sellen, Director – Present

Steve Coppini, District General Manager; Amber Sandum, Administrative Assistant and Scott McLeran, District Legal Counsel

**B. SETTING OF THE AGENDA** Action on G1B will be changed to review and authorize the General Manager to sign the SHN Services Agreement Addendum

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 Regular Meeting Minutes-May 21st, 2024
2. Approval of RCB Check Registers May 1-31st, 2024.
3. Approval of Umpqua Check Registers May 1-31st, 2024.
4. Approval of RCB Mastercard Statement – April Statement
5. Approval of Umpqua Visa Statement – May Statement
6. Approval of Board Stipends

Director Sellen requested to pull item C4

Motion was made to approve the Consent Calendar except for C4

Director Sellen had a question on a specific CCD charge on the RCB Statement

Discussion was made by the Board regarding the specific item in question

No public comment

**Motion:** To Approve the Consent Calendar except for item C4

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

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

Motion was made after discussion to approve item C4

**Motion:** Sellen **Second:** Newmaker

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

Motion Carries

No Public Comment

**D. PUBLIC COMMENT & WRITTEN COMMUNICATION –**

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

**E. CLOSED SESSION: None**

**F. PUBLIC HEARING-**

**Public Hearing was opened to the public by the Board President**

1. Consider Adoption of Resolution 2024-3 A Resolution of the Scotia Community Services District to Adopt Final Budget for Fiscal Year 2024-2025

Staff Report was introduced by the General Manager no changes to the Budget. Board Discussed and motion was made.

**Motion:** Adopt Resolution 2024-3 A Resolution of the Scotia Community Services District to Adopt Final Budget for Fiscal Year 2024-2025

**Motion:** Pryor **Second:** Newmaker

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

No Public Comment

2. Benefits Assessments Annual Reports

- a. Storm Drainage
- b. Streets and Street Lighting
- c. Parks & Recreation

Board Discussed the Assessment Reports no action was taken, discussion only

No Public Comment

**G. Business**

1. Approve SDRMA annual invoice for SDRMA Property and Liability Insurance

President Newmaker introduced and Amber Sandum reviewed the staff report. Board Discussed, Director Ansted asked what was actually covered on line item number one on the SDRMA invoice

**Motion:** Approve SDRMA invoice and authorize staff to submit payment

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

**Motion Vote:** Ansted, Newmaker, Pryor, Sellen **Absent:** Black **Opposed:** None **Abstain:** None  
No Public Comment

2. Review and authorize the General Manager SHN Consulting Engineers & Geologists Inc (SHN) Services Agreement Addendum with Scotia Community Services District FY 24/25

Staff report was introduced by the General Manager Steve Coppini

Board Discussed, question to Legal Counsel if it is common practice for there to be Addendum instead of a new Agreement. Legal Counsel stated it is common for Companies just to have Addendums signed.

**Motion:** Authorize the General Manager to sign the SHN Services Agreement Addendum

**Motion:** Pryor **Second:** Ansted

**Motion vote:** Ansted, Newmaker, Pryor, Sellen **Opposed:** None **Absent:** Black **Abstain:** None  
No Public Comment

#### F. Old Business – None

#### E. REPORTS –

**President’s Report:** None

**Board Director Reports:** Director Ansted had a question in regard to the SCSD website. Directed staff to add to July meeting agenda for discussion

**General Manager’s Report:**

Engineer is out for a few weeks

**Carpenter’s Park Bathroom ADA-** Bathrooms are complete there is a lock issue that needs to be fixed.

**Town of Scotia Subdivision: Phase 4-** Moving along, no issues or concerns have come up.

**Tesla Battery Backup-** No new updates

**Scotia BallPark:** On July 27<sup>th</sup> a softball tournament will be held at the Ballpark. Boards have been replaced in the bleachers and work has been done getting the field ready. The snack shack needs to be cleaned still.

**Scotia Museum:** Grand Opening is set for Thursday June 20<sup>th</sup>, Rex Bohn and Michelle Bushnell will be attending. The Rio Dell/Scotia Chamber of Commerce will be there for the ribbon cutting. Refreshments will be served.

**Board Clerk’s Report:** None

**District Counsels Report:** Nothing to report.

**Engineer’s Report:** In General Manager's Report

**F. BOARD TRAINING – None**

**G. ADJOURNMENT at 6:31 p.m.**

Approved:

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Paul Newmaker, President  
Board of Directors  
Scotia Community Services District

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Date

Attest:

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Board Clerk  
Scotia Community Services District

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Date

## Scotia Community Services District Account QuickReport As of June 30, 2024

| Type                              | Date       | Num   | Name                     | Memo                          | Amount     | Balance      |
|-----------------------------------|------------|-------|--------------------------|-------------------------------|------------|--------------|
| <b>10000 - RCB Checking 28239</b> |            |       |                          |                               |            | 1,199,635.83 |
| Bill Pmt -Check                   | 06/03/2024 | 52568 | Microbac Laboratori...   | April Statement               | -3,300.00  | 1,196,335.83 |
| Bill Pmt -Check                   | 06/03/2024 | 52569 | Mobley Construction...   | Inv#3444                      | -490.00    | 1,195,845.83 |
| Bill Pmt -Check                   | 06/03/2024 | 52570 | Rogers Machinery         | Inv#1421213                   | -650.09    | 1,195,195.74 |
| Bill Pmt -Check                   | 06/03/2024 | 52571 | Steves Septic            | Inv#33234                     | -304.00    | 1,194,891.74 |
| Check                             | 06/03/2024 | EFT   | Umpqua Bank VISA ...     | May Statement charges         | -16,532.70 | 1,178,359.04 |
| Deposit                           | 06/03/2024 |       |                          | Deposit                       | 3,932.34   | 1,182,291.38 |
| Bill Pmt -Check                   | 06/05/2024 | EFT   | AT&T                     |                               | -915.78    | 1,181,375.60 |
| Bill Pmt -Check                   | 06/05/2024 | 52572 | Forbusco Lumber          | 0640                          | -1,016.58  | 1,180,359.02 |
| Bill Pmt -Check                   | 06/05/2024 | 52573 | Mendes Supply Co         | Inv#M263156                   | -88.25     | 1,180,270.77 |
| Bill Pmt -Check                   | 06/05/2024 | 52574 | Wildwood Saw             | Inv#38449                     | -97.64     | 1,180,173.13 |
| Deposit                           | 06/05/2024 |       |                          | Deposit                       | 1,911.16   | 1,182,084.29 |
| Deposit                           | 06/10/2024 |       |                          | Deposit                       | 6,460.85   | 1,188,545.14 |
| Bill Pmt -Check                   | 06/10/2024 | EFT   | Optimum Business         | May Statement                 | -129.95    | 1,188,415.19 |
| Bill Pmt -Check                   | 06/11/2024 | EFT   | PG&E                     |                               | -2,143.94  | 1,186,271.25 |
| Paycheck                          | 06/13/2024 | EFTDD | Adam R Farland           |                               | -1,424.31  | 1,184,846.94 |
| Paycheck                          | 06/13/2024 | EFTDD | Brandon W Wishneff       |                               | -2,164.31  | 1,182,682.63 |
| Paycheck                          | 06/13/2024 | EFTDD | William F Pedro Jr       |                               | -1,136.28  | 1,181,546.35 |
| Paycheck                          | 06/13/2024 | EFTDD | Kathleen A Sandum        | Direct Deposit                | -1,317.08  | 1,180,229.27 |
| Paycheck                          | 06/13/2024 | EFTDD | Mary A Bullwinkel        |                               | -118.63    | 1,180,110.64 |
| Paycheck                          | 06/13/2024 | EFTDD | Steven L Coppini         |                               | -2,559.76  | 1,177,550.88 |
| Liability Check                   | 06/13/2024 | E-pay | EDD                      | 093-5926-6 QB Tracking # ...  | -671.25    | 1,176,879.63 |
| Liability Check                   | 06/13/2024 | E-pay | United States Treas...   | 82-1570573 QB Tracking #...   | -3,095.02  | 1,173,784.61 |
| Liability Check                   | 06/13/2024 | E-pay | EDD                      | 093-5926-6 QB Tracking # ...  | -3.90      | 1,173,780.71 |
| Bill Pmt -Check                   | 06/13/2024 | 52576 | Alternative Business...  | Inv#MA24052458                | -56.42     | 1,173,724.29 |
| Bill Pmt -Check                   | 06/13/2024 | 52577 | Eureka Times Stand...    | Stmnt#0001414189              | -196.52    | 1,173,527.77 |
| Bill Pmt -Check                   | 06/13/2024 | 52578 | Microbac Laboratori...   |                               | -2,150.00  | 1,171,377.77 |
| Bill Pmt -Check                   | 06/13/2024 | 52579 | Prentice, Long PC        | Inv#MA24052458                | -1,700.00  | 1,169,677.77 |
| Bill Pmt -Check                   | 06/13/2024 | 52580 | Recology Eel River       | 20214                         | -185.10    | 1,169,492.67 |
| Bill Pmt -Check                   | 06/13/2024 | 52581 | SDRMA                    | 7724                          | -12,252.26 | 1,157,240.41 |
| Bill Pmt -Check                   | 06/13/2024 | 52582 | Valley Pacific Petrol... |                               | -1,212.58  | 1,156,027.83 |
| Bill Pmt -Check                   | 06/13/2024 | 52583 | Whitchurch Enginee...    |                               | -5,112.00  | 1,150,915.83 |
| Bill Pmt -Check                   | 06/13/2024 | 52584 | Wyckoff Plumbing         | Inv#2405-127894               | -581.33    | 1,150,334.50 |
| Check                             | 06/13/2024 | 52575 | John Hancock USA         | PARS #86360                   | -1,329.16  | 1,149,005.34 |
| Bill Pmt -Check                   | 06/13/2024 |       | PG&E                     | QuickBooks generated zer...   | 0.00       | 1,149,005.34 |
| Deposit                           | 06/13/2024 |       |                          | Deposit                       | 39,194.36  | 1,188,199.70 |
| Deposit                           | 06/13/2024 |       |                          | Deposit                       | 1,686.82   | 1,189,886.52 |
| Bill Pmt -Check                   | 06/14/2024 | EFT   | PG&E                     | 3952156073-8 05.24            | -173.17    | 1,189,713.35 |
| Deposit                           | 06/18/2024 |       |                          | Deposit                       | 3,836.66   | 1,193,550.01 |
| Deposit                           | 06/20/2024 |       |                          | Deposit                       | 3,081.21   | 1,196,631.22 |
| Check                             | 06/20/2024 | 52585 | Paul Newmaker            | Board Stipend 12/23 thru 0... | -300.00    | 1,196,331.22 |
| Check                             | 06/20/2024 | 52586 | Diane Black              | Board Stipend 12/23 thru 0... | -300.00    | 1,196,031.22 |
| Check                             | 06/20/2024 | 52587 | Delia Ansted             | Board Stipend 12/23 thru 0... | -300.00    | 1,195,731.22 |
| Check                             | 06/20/2024 | 52588 | Susan Pryor              | Board Stipend 12/23 thru 0... | -350.00    | 1,195,381.22 |
| Check                             | 06/20/2024 | 52589 | Nina Sellen              | Board Stipend 12/23 thru 0... | -350.00    | 1,195,031.22 |
| Bill Pmt -Check                   | 06/20/2024 | 52590 | SDRMA                    | 7724                          | -98,918.87 | 1,096,112.35 |
| Bill Pmt -Check                   | 06/20/2024 | 52591 | Steves Septic            | Inv#33476                     | -800.00    | 1,095,312.35 |
| Bill Pmt -Check                   | 06/20/2024 | 52592 | SHN Consulting Eng...    |                               | -22,957.92 | 1,072,354.43 |
| Deposit                           | 06/24/2024 |       |                          | Deposit                       | 40,964.06  | 1,113,318.49 |

## Scotia Community Services District Account QuickReport As of June 30, 2024

| Type                             | Date       | Num   | Name                   | Memo                         | Amount            | Balance             |
|----------------------------------|------------|-------|------------------------|------------------------------|-------------------|---------------------|
| Deposit                          | 06/24/2024 |       |                        | Deposit                      | 703.56            | 1,114,022.05        |
| Liability Check                  | 06/24/2024 | E-pay | EDD                    | 093-5926-6 QB Tracking # ... | -4.20             | 1,114,017.85        |
| Deposit                          | 06/25/2024 |       |                        | Deposit                      | 10,001.41         | 1,124,019.26        |
| Deposit                          | 06/25/2024 |       |                        | Deposit                      | 1,036.59          | 1,125,055.85        |
| Check                            | 06/26/2024 | EFTDD | Redwood Capital Ba...  | Statement Charges            | -1,024.00         | 1,124,031.85        |
| Deposit                          | 06/26/2024 |       |                        | Deposit                      | 35.00             | 1,124,066.85        |
| Paycheck                         | 06/27/2024 | EFTDD | Adam R Farland         |                              | -1,503.72         | 1,122,563.13        |
| Paycheck                         | 06/27/2024 | EFTDD | Brandon W Wishneff     |                              | -2,279.61         | 1,120,283.52        |
| Paycheck                         | 06/27/2024 | EFTDD | Kathleen A Sandum      |                              | -1,317.08         | 1,118,966.44        |
| Paycheck                         | 06/27/2024 | EFTDD | William F Pedro Jr     |                              | -1,136.30         | 1,117,830.14        |
| Paycheck                         | 06/27/2024 | EFTDD | Mary A Bullwinkel      |                              | -127.75           | 1,117,702.39        |
| Paycheck                         | 06/27/2024 | EFTDD | Steven L Coppini       |                              | -2,559.77         | 1,115,142.62        |
| Liability Check                  | 06/27/2024 | E-pay | EDD                    | 093-5926-6 QB Tracking # ... | -693.99           | 1,114,448.63        |
| Liability Check                  | 06/27/2024 | E-pay | United States Treas... | 82-1570573 QB Tracking #...  | -3,169.26         | 1,111,279.37        |
| Deposit                          | 06/27/2024 |       |                        | Deposit                      | 4,720.15          | 1,115,999.52        |
| Check                            | 06/27/2024 | 52593 | John Hancock USA       | PARS #86360                  | -1,329.16         | 1,114,670.36        |
| Deposit                          | 06/30/2024 |       |                        | Deposit                      | 9,047.55          | 1,123,717.91        |
| Total 10000 · RCB Checking 28239 |            |       |                        |                              | -75,917.92        | 1,123,717.91        |
| <b>TOTAL</b>                     |            |       |                        |                              | <b>-75,917.92</b> | <b>1,123,717.91</b> |



3:20 PM

07/01/24

Accrual Basis

**Scotia Community Services District**  
**Account QuickReport**  
As of June 30, 2024

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| Type                                 | Date       | Num | Name | Memo     | Split              | Amount        | Balance           |
|--------------------------------------|------------|-----|------|----------|--------------------|---------------|-------------------|
| <b>12150 · RCB Clarifier savings</b> |            |     |      |          |                    |               | 169,554.46        |
| Deposit                              | 06/30/2024 |     |      | Interest | 40210 · Interes... | 139.03        | 169,693.49        |
| Total 12150 · RCB Clarifier savings  |            |     |      |          |                    | 139.03        | 169,693.49        |
| <b>TOTAL</b>                         |            |     |      |          |                    | <b>139.03</b> | <b>169,693.49</b> |

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3:21 PM

07/01/24

Cash Basis

**Scotia Community Services District**  
**Account QuickReport**  
As of June 30, 2024

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| <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> |             |            |             |                        |                    | 19,886.48        |
| Deposit                                       | 06/18/2024  |            | Deposit     | 100.00                 | 100.00             | 19,986.48        |
| Deposit                                       | 06/26/2024  |            | Deposit     | 100.00                 | 100.00             | 20,086.48        |
| Deposit                                       | 06/30/2024  |            | Interest    | 12.25                  | 12.25              | 20,098.73        |
| Total 12100 · RCB Cust Deposit Savings 10797  |             |            |             |                        | 212.25             | 20,098.73        |
| <b>TOTAL</b>                                  |             |            |             |                        | <b>212.25</b>      | <b>20,098.73</b> |

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3:22 PM

07/01/24

Cash Basis

**Scotia Community Services District**  
**Account QuickReport**  
As of June 30, 2024

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| Type                             | Date       | Num | Name | Memo     | Original Amount | Paid Amount     | Balance             |
|----------------------------------|------------|-----|------|----------|-----------------|-----------------|---------------------|
| <b>12000 · RCB Savings 10367</b> |            |     |      |          |                 |                 | 1,386,416.36        |
| Deposit                          | 06/30/2024 |     |      | Interest | 1,136.86        | 1,136.86        | 1,387,553.22        |
| Total 12000 · RCB Savings 10367  |            |     |      |          |                 | 1,136.86        | 1,387,553.22        |
| <b>TOTAL</b>                     |            |     |      |          |                 | <b>1,136.86</b> | <b>1,387,553.22</b> |

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2:33 PM

07/02/24

Accrual Basis

**Scotia Community Services District**  
**Account QuickReport**  
As of June 30, 2024

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| Type                                  | Date       | Num | Name | Memo     | Split              | Amount      | Balance           |
|---------------------------------------|------------|-----|------|----------|--------------------|-------------|-------------------|
| 12152 · Umpqua Checking BT Loan       |            |     |      |          |                    |             | 198,153.44        |
| Deposit                               | 06/30/2024 |     |      | Interest | 40210 · Interes... | 1.63        | 198,155.07        |
| Total 12152 · Umpqua Checking BT Loan |            |     |      |          |                    | 1.63        | 198,155.07        |
| <b>TOTAL</b>                          |            |     |      |          |                    | <b>1.63</b> | <b>198,155.07</b> |

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2:34 PM

07/02/24

Accrual Basis

**Scotia Community Services District**  
**Account QuickReport**  
As of June 30, 2024

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| Type                                    | Date       | Num | Name | Memo     | Split              | Amount      | Balance           |
|---|------------|-----|------|----------|--------------------|-------------|-------------------|
| 12151 · Umpqua Park & Rec Savings       |            |     |      |          |                    |             | 273,048.17        |
| Deposit                                 | 06/30/2024 |     |      | Interest | 40210 · Interes... | 2.24        | 273,050.41        |
| Total 12151 · Umpqua Park & Rec Savings |            |     |      |          |                    | 2.24        | 273,050.41        |
| <b>TOTAL</b>                            |            |     |      |          |                    | <b>2.24</b> | <b>273,050.41</b> |

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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  
May 9, 2024 to June 7, 2024

SUMMARY OF ACCOUNT ACTIVITY

|                    |            |
|--------------------|------------|
| Previous Balance   | \$1,273.92 |
| - Payments         | \$1,273.92 |
| - Other Credits    | \$0.00     |
| + Purchases        | \$1,024.00 |
| + Cash Advances    | \$0.00     |
| + Fees Charged     | \$0.00     |
| + Interest Charged | \$0.00     |
| = New Balance      | \$1,024.00 |

PAYMENT INFORMATION

|                      |              |
|----------------------|--------------|
| New Balance:         | \$1,024.00   |
| Minimum Payment Due: | \$30.72      |
| Payment Due Date:    | July 2, 2024 |

Account Number XXXX XXXX XXXX 0143  
Credit Limit \$27,000.00  
Available Credit \$25,891.00  
Statement Closing Date June 7, 2024  
Days in Billing Cycle 30

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      |
|-----------|-----------|-------------------|-------------------------|-------------|
| 05/28     | 05/28     | 8543189H500XV31N3 | PAYMENT - THANK YOU     | \$1,273.92- |

Transactions continued on next page

REDWOOD CAPITAL BANK  
1550 N BROWN RD 150  
LAWRENCEVILLE GA 30043



Account Number: XXXX XXXX XXXX 0143  
New Balance: \$1,024.00  
Minimum Payment Due: \$30.72  
Payment Due Date: July 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



SCOTIA COMM SVCS DIST  
Account Number: XXXX XXXX XXXX 0143

**TRANSACTIONS (continued)**

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

| Tran Date | Post Date | Reference Number  | Transaction Description  | Amount      |
|-----------|-----------|-------------------|--|-------------|
|           |           |                   | TOTAL XXXXXXXXXXXXX0143  | \$1,273.92- |
| 05/09     | 05/10     | 8230509GJ000PW5PP | AMAZON MAR* 112-158745 SEATTLE WA <i>50410-60 window tint for MUSEUM</i>     | \$39.86     |
| 05/24     | 05/26     | 5545885H1LQLVWV83 | USCELL RECURRING CHICAGO IL <i>50420-99</i>                                  | \$268.68    |
| 05/27     | 05/27     | 5543286H45ZV4DM1H | INTUIT *PAYROLLEE USAG CL.INTUIT.COM CA <i>60360-99</i>                      | \$42.00     |
| 05/31     | 06/02     | 0543684H85SA93QDM | 4TE*HUMBOLDT CO PERMIT EUREKA CA <i>50400-60</i>                             | \$152.59    |
| 06/02     | 06/03     | 5543286HA61GYAL1E | CLEARPATHGPS, INC. 805-979-3442 CA <i>50420-99</i>                           | \$109.70    |
|           |           |                   | STEVEN COPPINI   |             |
|           |           |                   | TOTAL XXXXXXXXXXXXX1117  | \$612.83    |
| 05/14     | 05/15     | 0512671GP8PLMNS1S | NORTH COAST AIR QUALIT EUREKA CA <i>50400-99 Burn permit</i>                 | \$40.00     |
| 05/23     | 05/26     | 0230537H200LW5L31 | TRACTOR SUPPLY CO #179 FORTUNA CA <i>50410-60 sprayer, vegetation killer</i> | \$371.17    |
|           |           |                   | BRANDON W WISNEFF  |             |
|           |           |                   | TOTAL XXXXXXXXXXXXX1133  | \$411.17    |

**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](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 BBCS, Attn: Dispute Department, 1550 North Brown Road, Suite 150, Lawrenceville, GA 30043 as soon as possible. In your letter, give us the following information: your name and account number; the dollar amount of the suspected error; and if you think there is an error on your bill, describe what you believe is wrong and why you believe it is a mistake.

You must contact us within 60 days after the error appeared on your statement. You must notify us of any potential errors in writing. You may call us, but if you do we are not required to investigate any potential errors and you may have to pay the amount in question.

While we investigate whether or not there has been an error, the following are true:

- We cannot try to collect the amount in question, or report you as delinquent on that amount.
- The charge in question may remain on your statement, and we may continue to charge you interest on that amount. But, if we determine that we made a mistake, you will not have to pay the amount in question or any interest or other fees related to that amount.
- While we do not have to pay the amount in question, you are responsible for the remainder of your balance.
- We can apply any unpaid amount against your credit limit.

**Your Rights if You are Dissatisfied with Your Credit Card Purchases**

If you are dissatisfied with the goods or services that you have purchased with your credit card, and you have tried in good faith to correct the problem with the merchant, you may have the right not to pay the remaining amount due on the purchase. To use this right, all of the following must be true:

- The purchase must have been made in your home state or within 100 miles of your current mailing address, and the purchase price must have been more than \$50. (Note: Neither of these are necessary if your purchase was based on an advertisement we mailed to you, or if we own the company that sold you the goods or services.)
- You must have used your credit card for the purchase. Purchases made with cash advances from an ATM or with a check that accesses your credit card account do not qualify.
- You must not yet have fully paid for the purchase. If all of the criteria above are met and you are still dissatisfied with the purchase, contact us in writing at: BBCS, Attn: Dispute Department, 1550 North Brown Road, Suite 150, Lawrenceville, GA 30043.

While we investigate, the same rules apply to the disputed amount as discussed above. After we finish our investigation, we will tell you our decision. At that point, if we think you owe an amount and you do not pay we may report you as delinquent.

**EXPLANATION OF INTEREST CHARGES**

The Interest Charge shown on the front is the sum of the Interest Charges computed by applying the Periodic Rate(s) to the Average Daily Balance and adding any applicable transaction charge authorized in the Cardholder Agreement. The method for computing the balance subject to Interest Charge is an average daily balance (including new purchases) method.

We figure the interest charge on your account by applying the periodic rate(s) to the "average daily balance" of your account (including in some instances current transactions). To get the "average daily balance", we take the beginning balance of your account each day, add any new cash advances and subtract any payments or credits and any unpaid interest charges. If you paid in full the Previous Balance shown on this statement by the payment due date shown on the previous statement, we subtract from each day's beginning balance the amount of such Previous Balance included in that beginning balance and also do not add in any new purchases. Otherwise the amount of the Previous Balance is not subtracted and we add in any new purchases. This gives us the daily balance. Then we add all the daily balances for the billing cycle and divide the total by the number of days in the billing cycle. This gives us the "average daily balance."

HOW TO AVOID INTEREST CHARGES: You have until the payment due date shown on your periodic statement to repay your balance before an interest charge on purchases will be imposed.

**ANNUAL FEE DISCLOSURES**

If an annual fee is shown on the front of the statement, see the front for information about the following matters: the annual percentage rate for purchases, certain information regarding any variable rate feature, the amount of the annual fee, any minimum interest charge, and any transaction charges for purchases. The method for computing the balance subject to interest charge on your account is an Average Daily Balance (including new purchases) method and is explained above.

If you terminate your account within 30 days from the Closing Date shown on the front of this statement, you will not owe the annual fee (and have the right to have it credited to your account) and may use your card(s) during that 30 day period without becoming obligated for the annual fee. To terminate your account you should give us written notice sent to the address for billing inquiries as shown on the front of this statement. All cards should be cut in half and returned with your termination notice.

**CREDIT BALANCES**

Any credit balance on your account (indicated by a "-" on the front of this statement) is money we owe you. You can make charges against this amount or request and receive a full refund of this amount by writing us at: Card Service Center, PO Box 569120, Dallas, TX 75356-9120. Any amount not charged against or refunded upon request that is over \$1.00 (equal to or in excess of \$1.00 if you live in MA or any amount in NY) will be refunded automatically within six months after the credit balance was created (four billing cycles in MD).

(PLEASE SHOW YOUR CORRECT NAME AND ADDRESS)

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         | 06/30/2024         |
| Days In Billing Cycle | 30                 |
| Previous Balance      | \$16,532.70        |
| Purchases             | + \$17,357.27      |
| Cash                  | + \$0.00           |
| Balance Transfers     | + \$0.00           |
| Special               | + \$0.00           |
| Credits               | - \$17.02          |
| Payments              | - \$16,532.70      |
| Other Charges         | + \$0.00           |
| Finance Charges       | + \$0.00           |
| <b>NEW BALANCE</b>    | <b>\$17,340.25</b> |

**Credit Summary**

|                         |             |
|-------------------------|-------------|
| Total Credit Line       | \$40,000.00 |
| Available Credit Line   | \$22,659.75 |
| 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      | \$17,340.25 |
| MINIMUM PAYMENT  | \$17,340.25 |
| PAYMENT DUE DATE | 07/25/2024  |

*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**

| TOTAL CORPORATE ACTIVITY |           |                  |                         |              | \$16,532.70- |
|--------------------------|-----------|------------------|-------------------------|--------------|--------------|
| Trans Date               | Post Date | Reference Number | Transaction Description | Amount       |              |
| 06/03                    | 06/03     | 4356237          | INTERNET PMT-THANK YOU  | \$16,532.70- |              |

**Cardholder Account Summary**

|   |   |  |                                |                                   |
|---|---|--|--------------------------------|-----------------------------------|
| <b>BRANDON W WISHNEFF</b><br>#### #3785 | <b>Payments &amp; Other Credits</b><br>\$17.02- | <b>Purchases &amp; Other Charges</b><br>\$337.24 | <b>Cash Advances</b><br>\$0.00 | <b>Total Activity</b><br>\$320.22 |
|---|---|--|--------------------------------|-----------------------------------|

**Cardholder Account Detail**

| Trans Date | Post Date | Plan Name | Reference Number        | Description                             | Amount  |
|------------|-----------|-----------|-------------------------|---|---------|
| 06/03      | 06/04     | PPLN01    | 24692164155109963374227 | Amazon.com*7A94C1P63 Amzn.com/bill WA   | \$39.81 |
| 06/04      | 06/05     | PPLN01    | 24692164156100673959984 | AMZN Mktp US*851OG4FG3 Amzn.com/bill WA | \$36.88 |
| 06/05      | 06/06     | PPLN01    | 24692164157101166708556 | AMZN Mktp US*PB34H6XB3 Amzn.com/bill WA | \$17.02 |
| 06/05      | 06/06     | PPLN01    | 24692164157101365548258 | AMZN Mktp US*SB5AO07P3 Amzn.com/bill WA | \$42.96 |

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> |
| 06/30/24            | \$17,340.25        | \$17,340.25                      | 07/25/24                |

\$                     

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

50410-60  
 Supplies For Bathroom at park  
 Toilet Paper Paper-towe  
 Set-ave

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 Detail Continued |           |           |                         |  |          |
|-------------------------------------|-----------|-----------|-------------------------|--|----------|
| Trans Date                          | Post Date | Plan Name | Reference Number        | Description  | Amount   |
| 06/14                               | 06/16     |           | 74692164166108741728193 | CREDIT VOUCHER   | \$17.02- |
| 06/18                               | 06/19     | PPLN01    | 24943004171004140319663 | AMZN Mktg US Amzn.com/bill WA<br>COSTCO WHSE #0125 EUREKA CA | \$200.57 |

| Cardholder Account Summary   |  |                                       |   |                         |                               |
|------------------------------|--|---------------------------------------|---|-------------------------|-------------------------------|
| STEVEN COPPINI<br>##### 5170 |  | Payments & Other<br>Credits<br>\$0.00 | Purchases & Other<br>Charges<br>\$17,020.03 | Cash Advances<br>\$0.00 | Total Activity<br>\$17,020.03 |

| Cardholder Account Detail |           |           |                         |                             |             |
|---------------------------|-----------|-----------|-------------------------|-----------------------------|-------------|
| Trans Date                | Post Date | Plan Name | Reference Number        | Description                 | Amount      |
| 06/13                     | 06/14     | PPLN01    | 24692164165108270558496 | PG&E/EZ-PAY 800-743-5000 CA | \$17,020.03 |

*PG&E  
payment*

| 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<br>001  | PURCHASE         | E                | \$0.00                | 0.06008%(D)     | 21.9900%          | \$0.00          | \$0.00                       | 0.0000%       | \$17,340.25    |  |
| <b>Cash</b>  |                  |                  |                       |                 |                   |                 |                              |               |                |  |
| CPLN01<br>001  | CASH             | A                | \$0.00                | 0.06554%(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 |               |                |  |
| <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: July 16<sup>th</sup>, 2024  
TO: Scotia Community Services District Board of Directors  
FROM: Steve Coppini, General Manager  
SUBJECT: Resolution No. 2024-4 A Resolution of The Scotia Community Services District Board of Directors to Approve the Tax Roll for Fiscal Year 2024-2025 on Real Property Located Within the District for Unpaid Delinquent Charges

---

### **RECOMMENDATION:**

The Administrative staff recommends that the Board adopting Resolution No. 2024-4: A Resolution of The Scotia Community Services District Board of Directors to Approve the Tax Roll for Fiscal Year 2024-2025 on Real Property Located Within the District for Unpaid Delinquent Charges.

### **ACTION:**

Adopt Resolution No. 2024-4: A Resolution of The Scotia Community Services District Board of Directors to Approve the Tax Roll for Fiscal Year 2024-2025 on Real Property Located Within the District for Unpaid Delinquent Charges.

### **DISCUSSION:**

On October 16<sup>th</sup>, 2023, a shutoff notice was issued consistent with the SB998 requirements. Customer inquired via email about setting up a payment plan. We discussed the terms of the payment plan. Payment Plan was emailed and physically placed on door. The customer did not respond back after several attempts to contact the customer. There still was no response in finalizing the payment plan. Service to the address was disconnected on October 30<sup>th</sup>, 2023. A certified letter was sent to the address listed on file and was returned by The Post Office as unclaimed.

The District is placing one delinquent account on the Humboldt Count Tax Roll this year for delinquent non-payment.

| <u>APN</u>      | <u>Amount</u> | <u>Tax Code</u> |
|-----------------|---------------|-----------------|
| 205-461-004-000 | \$2,914.00    | (TO BE SET UP)  |
| Total Amount    | \$2,914.00    |                 |

The charge information must be provided by the taxing entity (Humboldt County) prior to the August 10th deadline, as mandated by California Code, or direct charges will not be added to the County's tax roll during the new year set-up process. Roll corrections may be requested after the deadline and applicable fees and charges will apply.

**FISCAL IMPACT:**

\$2,914.00 in unpaid delinquent charges.

**ATTACHMENTS:**

- Resolution NO. 2024-4: A Resolution of The Scotia Community Services District Board of Directors to Approve the Tax Roll for Fiscal Year 2024-2025 on Real Property Located Within the District for Unpaid Delinquent Charges
- Direct Charge Information Sheet Tax Year 2024 (Fiscal Year 2024/2025)

**RESOLUTION NO. 2024-4**

**A RESOLUTION OF THE SCOTIA COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS  
TO APPROVE THE TAX ROLL FOR FISCAL YEAR 2024-2025  
ON REAL PROPERTY LOCATED WITHIN THE DISTRICT FOR UNPAID  
DELINQUENT CHARGES**

WHEREAS, the Scotia Community Services District previously adopted Resolution No 2021-5 Authorizing the filing of unpaid charges to the Annual Property Tax Bill on March 18, 2021; and

WHEREAS, the Scotia Community Services District sent notices to property owner regarding delinquent accounts and opportunity to establish payment plans per SB998; and

WHEREAS, the Scotia Community Services District requests that the Humboldt County Auditor-Controller place Tax Lien on Delinquent account identified in Exhibit "A" on the property tax roll for collection by the Humboldt County Treasurer-Tax Collector for fiscal year 2024-2025 ("EXHIBIT A").

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

1. The District hereby certifies that it has, without limitation, complied with all legal procedures and requirements necessary for the lien and imposition of the identified in EXHIBIT A.
2. The District authorizes the County to recover all reasonable costs incurred for the administration of collecting these charges in accordance with the County's Fee Schedule.

PASSED AND ADOPTED by the District Board at a regular meeting held on the 16th day of July 2024, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

---

Paul Newmaker Board President

ATTEST:

---

Amber Sandum Board Clerk

**EXHIBIT A**

Exhibit A to this resolution contains a listing of the applicable amount of the delinquent unpaid charges that will be used as the guide for preparing the Scotia Community Services District tax roll.

| <u>APN</u>      | <u>Amount</u> | <u>Tax Code</u>             |
|-----------------|---------------|-----------------------------|
| 205-461-004-000 | \$2,914.00    | To Be Set Up Tax Year 24/25 |
| Total Amount    | \$2,914.00    |                             |



**AUDITOR CONTROLLER**  
**COUNTY OF HUMBOLDT**

825 5th Street, Room 126, Eureka, CA 95501-1153  
Telephone (707) 476-2452 Fax (707) 445-7449

**DIRECT CHARGE INFORMATION SHEET**  
**TAX YEAR 2024 (FISCAL YEAR 2024/2025)**

Please complete all fields below. This information is necessary to process your request to add direct charges to the County's tax roll. Incomplete fields will cause delays in processing of requests and if the information is not provided by the taxing entity prior to the August 10<sup>th</sup> deadline, as mandated by California Code, direct charges will not be added to the County's tax roll during the new year set-up process. Roll corrections may be requested after the deadline and applicable fees and charges will apply.

**Form must be filled out completely.**

District/Taxing Entity Name:Scotia Community Services District

Direct Charge Name/Description:CSD Delinquencies

Tax Code:To be set up Tax Year 24/25

Total Number of Assessments:one

Total Dollar Value of Charges:\$2,914.00

Phone Number (to be printed on tax bills):707-764-3030

Contact Information (not listed on tax bill):

Name:Amber Sandum or Steve Coppini

Phone: 707-764-3030

Email: infoscotiabcd@gmail.com

Mailing Address: PO Box 104 Scotia, Ca 95565

Form Prepared by:

Signature:

Name:

Date:



205461004000 2914.00 To be set up Tax Year 24/25

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

DATE: July 16, 2024  
TO: Scotia Community Services District Board of Directors  
FROM: Amber Sandum, Administrative Assistant  
SUBJECT: Consider authorizing the reengagement of Anderson, Lucas, Somerville and Borges to complete the SCSD's Financial Statements for the FY 23/24 Annual Audit

---

### **RECOMMENDATION:**

The Administrative staff recommends that the Board consider reengaging the accounting services of Anderson, Lucas, Somerville, and Borges (ALSB) for the Scotia Community Services District FY 23/24 Annual Audit.

### **ACTION:**

Consider authorizing the General Manager to reengage ALSB for the FY 23/24 Annual Audit.

### **DISCUSSION:**

Per GC §61118(a) the board of directors shall provide for regular audits of the district's accounts and records pursuant to GC §26909. Scotia CSD had contracted with Anderson, Lucas, Somerville and Borges, LLP from Fortuna, CA to conduct the District's annual audit. To reengage ALSB is recommended as they maintain multiple CPA's within their firm and have so far completed the auditing work for the SCSD. For these reasons, their firm would be the preferred choice for the SCSD.

### **FISCAL IMPACT:**

Budgeted: \$25,000

### **ATTACHMENTS:**

None

# Scotia Community Services District

## Staff Report

DATE: July 16<sup>th</sup>, 2024  
TO: Scotia Community Services District Board of Directors  
FROM: Amber Sandum, Administrative Asst/ Board Clerk  
SUBJECT: Scotia CSD Conflict of Interest Code

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### **RECOMMENDATION:**

Administrative staff recommends that the Board review the proposed Conflict of Interest Code revisions and approve the revised Scotia CSD Conflict of Interest Code.

### **ACTION:**

Adopt the revised Conflict of Interest Code, by Resolution.

### **DISCUSSION:**

In the Political Reform Act, Government Code Sections 81000, the State of California requires all Community Services Districts to develop and adopt a Conflict-of-Interest Code. This Code is designed to list the individuals required to disclose conflicts as well as the categories of disclosures.

The Political Reform Act requires local government agencies to review their Conflict-of-Interest code every two years and determine if revisions to the code are necessary. Any necessary revisions must be reviewed and approved by the Humboldt County Board of Supervisors. Staff determined that revisions to the Scotia CSD Conflict on Interest Code are necessary.

### **The revisions proposed include:**

- Changing General Manager and Assistant General Manager from Category 2 Consultant to Category 1

**FISCAL IMPACT:** None

### **ATTACHMENTS:**

Proposed Update to Conflict of Interest Code

Resolution 2024:5 A Resolution of the Scotia Community Services District Board of Directors revising the Conflict-of-Interest Code

**RESOLUTION NO. 2024-5**

**A RESOLUTION OF THE SCOTIA COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS REVISING THE CONFLICT-OF-INTEREST CODE**

**WHEREAS**, the Political Reform Act, Government Code §81000, et seq., requires every state or local government agency to adopt and promulgate a Conflict of Interest Code; and

**WHEREAS**, the Fair Political Practices Commission has adopted a regulation, 2 California Administrative Code (Cal. Adm. Code) §18730, which contains the terms of a standard model Conflict of Interest Code, which can be incorporated by reference, and which may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments to the Political Reform Act; and

**WHEREAS**, the Scotia Community Services District may incorporate in its Conflict of Interest Code, by reference, regulation 2 Cal. Adm. Code §18730; and

**WHEREAS**, the Scotia Community Services District has determined that the attached Conflict of Interest Code accurately sets forth the current organizational structure of departments, their designated positions and the respective categories of financial interests which should be made reportable and those boards and commissions which should be designated and the respective categories of financial interests which should be made reportable by their members.

**NOW, THEREFORE**, be it resolved by the Scotia Community Services District as follows:

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

Section 2. With the additions attached hereto as Exhibit A, the terms of 2 Cal. Adm. Code §18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and made a part of the Conflict of Interest Code of the Scotia Community Services District.

Section 3. The terms of 2 Cal. Adm. Code §18734, relating to Designated Employees and Consultants, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated by reference and made a part of the Conflict of Interest Code of the Scotia Community Services District.

Section 4. The Board Clerk will review the SCSD Conflict of Interest Code on a biennial basis as is required by Humboldt County and if changes are required will submit a revised code for Board approval, or if no changes are necessary, so notify the Board by the applicable deadline specified in the Political Reform Act.

Section 5. This Resolution shall be effective upon adoption.

Attachments:

Exhibit A- Provisions of Conflict of Interest Codes incorporated by reference, Disclosure Categories, and Designated Employees and Consultants

PASSED AND ADOPTED this 16<sup>th</sup> day of July 2024 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED: \_\_\_\_\_

Board President

ATTEST: \_\_\_\_\_

Board Clerk



**Conflict of Interest Code**

**Updated July 16<sup>th</sup>, 2024**

The Political Reform Act (Government Code §§ 81000, et seq., hereinafter referred to as the Act) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission (“FPPC”) has adopted a regulation (2 California Code of Regulations § 18730) which contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency’s code. After public notice and hearings it may be amended by the FPPC to conform to amendments in the Act. Therefore, the terms of § 18730 and any amendments to it adopted by the FPPC are hereby incorporated by reference. This regulation and the text here designating officials and employees and establishing disclosure categories shall constitute the conflict of interest code of the Scotia Community Services District (“District”).

The full text of Section 18730, together with any amendment thereto, may be found at:

*www.scotiaccsd.com/policies/*

**DESIGNATED POSITIONS:** The designated positions listed below are required to file Form 700 Statements of Economic Interests disclosing certain personal financial interests. Upon receipt of the statements, the District shall make and retain a copy and forward the original of this statement to the Humboldt County Clerk of the Board of Supervisors. Statements of Economic Interests are public records available for public inspection. These positions are required to file the applicable individual schedules to report investments, business positions, sources of income and interests in real property located in the District’s jurisdiction. The applicable schedules to be filed for each position are based on the disclosure category assigned to the designated position.

| <b>Designated Positions</b>            | <b>Disclosure Category</b> |
|--|----------------------------|
| • Board Member                         | 1                          |
| • Consultants                          |                            |
| ▪ <del>General Manager</del>           | 2                          |
| ▪ <del>Assistant General Manager</del> | 2                          |
| ▪ District Engineer                    | 2                          |
| • Administrative Assistant             | 1                          |
| • Board Clerk                          | 1                          |
| • Crew Leader/Equipment Operator       | 1                          |
| • Operator I/II                        | 1                          |
| • <u>General Manager</u>               | 1                          |
| • <u>Assistant General Manager</u>     | 1                          |

## **Disclosure Categories**

### **Category 1**

- A. Interests in real property located entirely or partly within District boundaries, or within two miles of District boundaries, or of any landed owned or used by the District.
- B. Investments or business positions in or income (including gifts, loans and travel payments) from and non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management sources that provide, plan to provide, or have provided in the last two years facilities, goods, software, hardware, or services, including consulting services, to the District, or are engaged in the acquisition of real property within the District.

### **Category 2**

- A. Consultants, including but not limited to architects, developers, contractors, sub-contractors, and materials suppliers shall disclose pursuant to the broadest disclosure category in the conflict of interest code subject to the following limitation: The District may determine in writing that a particular consultant is hired to perform a range of duties that is limited in scope and, thus, is not required to comply with the full disclosure requirements described above, but instead must comply with more tailored disclosure requirements specific to that consultant. Such a determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of the disclosure requirements.

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#### Comments:

The General Manager and Assistant General Manager were changed from Consultants Category 2 to Category 1 SCSD Staff