



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, June 16th, 2026, 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.** 828-1036-8924 **and the following password** 329588.

Or Via Zoom Video Conferencing via URL <https://us02web.zoom.us/j/82810368924?pwd=j844hPk4rSNpdJZfAAIJ5EfysAQ7ur.1> **meeting i.d.** 828-1036-8924 **and the following password** 329588.

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.
1. Approval of Previous Meeting Minutes – Regular Meeting May 19th, 2026
  2. Approval of RCB Check Registers May 1-31, 2026.
  3. Approval of Columbia Bank Check Registers May 1-31, 2026
  4. Approval of RCB Mastercard Statement – April Statement
  5. Approval of Columbia Bank Visa Statement – May Statement
  6. Approve Board Stipends
- D. PUBLIC COMMENT & WRITTEN COMMUNICATION** Regularly scheduled meetings provide an opportunity for members of the public to directly address the SCSD Board Members on any action item that has been described in the agenda for the meeting, before or during consideration of that item, or on matters not identified on the agenda within the Board jurisdiction. Comments are not generally taken on non-action items such as reports or information. **COMMENTS SHOULD BE LIMITED TO THREE MINUTES**
- E. Closed Session-None**

**F. PUBLIC HEARING –**

1. Consider Adoption of Resolution 2026-2 A Resolution of the Scotia Community Services District to Adopt Final Budget for Fiscal Year 2026 -2027
2. Benefits Assessments Annual Reports
  - a. Storm Drainage
  - b. Streets and Street Lighting
  - c. Parks & Recreation

**G. BUSINESS**

1. **New Business –**
  - a. Review and authorize the General Manager to sign the SHN Consulting Engineers & Geologists Inc (SHN) Services Agreement Addendum with Scotia Community Services District for FY 26/27
  - b. Review and authorize President Newmaker to sign Amendment to the Tesla SGIP Energy Products Purchase Agreement
  - c. Review website proposals to update current CSD website and provide direction to staff

**H. Old Business – None**

**I. 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**

**J. BOARD TRAINING – None**

**K. ADJOURNMENT:**

Next Regular Meeting of the SCSD will be July 21st, 2026, 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  
Tuesday May 19th, 2026, at 5:30 P.M.

**A. CALL TO ORDER/ ROLL CALL/ PLEDGE OF ALLEGIANCE at 5:30 PM**

Paul Newmaker, President– Present

Delia Ansted, Director – Present

Nina Sellen, Director – Present

Susan Pryor Vice President- Present

Andrew Perkins -Present

Steve Coppini General Manager, Amber Sandum Board Clerk, Scott McLeran District Legal Counsel,

Public Members- Renee Abrams, Steve Abrams, Desiree Espinosa

**B. SETTING OF THE AGENDA -No Changes**

**C. CONSENT CALENDAR**

1. Approval of Previous Meeting Minutes – Regular Meeting April 21st, 2026
2. Approval of RCB Check Registers April 1-30, 2026
3. Approval of Columbia Bank Check Registers April 1-30, 2026
4. Approval of RCB Mastercard Statement – March Statement
5. Approval of Columbia Bank Visa Statement – April Statement

No public comment

**Motion:** To Approve Consent Calendar

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

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

**Public Comment:** Renee Abrams comments on the previous minutes, Reviewing the minutes from last month's meeting, I'm sorry, it was about town. I knew it was going to be a well-attended meeting. There was something that stood out in the minutes, and it was under new business page four, and near the bottom of the first paragraph our general manager is responding to the draft budget, and I have highlighted here the DFA is now pushing for consolidation studies, and that stood out. What's the DFA? I see it comes under the State Water Resources Control Board, it's well down through that. I can pull up fact sheets under drinking water grants, and that includes definitions, criteria for qualifying research grant. There's 17 pages, you know, about exhibit A guidelines, definitions, types of consolidation and consolidation projects, which includes surrendering its domestic water supply permit, and generally cease operating through waters that last big alarms for me. We had a special election we voted to be an independent CSD by 85 registered voters. It was consolidation consideration. I'm not for it. I think we should not give up our water rights. They will never come back. So, in order to protect our investment in our homes and our business ownership in this community,

I think we need to maintain the value expressed in those waterways and if we need to seek funding look for something else hope were not already in the process.

Motion Carries

**D. PUBLIC COMMENT & WRITTEN COMMUNICATION: NONE**

**E. CLOSED SESSION: NONE**

**F. PUBLIC HEARING – None**

**G. BUSINESS**

**1. New Business –**

**a. SCSD Draft Budget FY 26/27**

Board discussed

Renee Abrams commented that last year's revenue and expenditures were higher, particularly higher than this year's, and not quite sure if that will be go down not sure what's anticipated. Another thing that I wanted to bring up from the minutes from the last meeting, the general manager did say that the boil water notice, he highlights the financial impact of boil water notice, noting that district's income is down and expenditures are rising. He also said at the same meeting on the same topic, general manager commented that the only real expenditure was overtime in the district is absorbing the cost. Let's hope we don't have tragedies, but you never know, and I just want to reiterate, I bought into this community with every one of us who was a homeowner or businessman has bought into lead by the CSD, and we appreciate the five members of our board and those on staff who are protecting all of our interests, and that's what I want to encourage at this point, because my notes, it's been four years since we've had a rate increase. I think right now I've seen numbers as high as 4% from inflation rates, I don't know if we can afford the wait. Let me be the last in line to want to raise rates. We have a vested interest here, and you know, when it comes to rates being raised, we cry, we scream, that's what we're good at, but we also took on this infrastructure. We have the responsibility to ourselves and our future. So I'm just saying, I'm picking up on what the manager is saying, I'm looking at the projection, which I'm not really good at understanding the budget not sure if the budget is okay.

Board Discussed

Legal Counsel advised more than a 5% increase annually would go to the voters for a 218 vote. You can raise rates up to 5%. You can choose to raise rates annually. Usually around June will look into it further. Doesn't have to be 5% it can be up to.

Director Ansted asked if it could be done at any time.

Legal Counsel- Usually done at certain time of year, will look into it.

Public Member Desiree commented on the Boil Water Notice, was advised that it was discussed in last month's meeting. Director Ansted encouraged her to look at last month's minutes.

Direction was given to proceed with Final Budget in June.

## 2. Old Business – None

### H. REPORTS –

1. **President's Report:** President reported he had spoke to a gentleman that was concern about the cost of what the customers pay in Scotia. He assumed the bills were horrendous. He thought everyone was paying \$300 to \$400 which is not correct. He lives where they pay a \$50 flat rate and that CSD is in the red because of the rates.
2. **Board Director Reports:** Director Sellen and Director Ansted went to a plant sale and got plants. Pedro dug holes and they put them in. The garden looks great.
3. **General Manager's Report:** Working with SHN to update the Emergency Response Plan.  
**Water Plant:** SHN and myself have requested and received a meeting for this Thursday with representatives from Division of Drinking Water and DFA, and we've got some questions that we quite honestly need answers to that I can't answer tonight. I won't have them until I meet with them, but first and foremost, you know, if they're going to make us go through this process, and it's determined that, okay, it's cheaper for them to fund us merging or consolidating, however they want to put it. What happens if our neighbors still say no, and if they can't force them into that. Why are we wasting the time doing that? That is my stance. These are questions I want answers to, and we're going to push for that. It's my understanding it's strictly coming from the funding agency. They're basically their whole push statewide is consolidation, because it's cheaper, and so they're basically telling us we need to take another look. I have brought up votes in the past. I have brought up this has been studied. They think it needs to be studied again, and so we're going to meet with them on Thursday. I told them I'm not going to take anything to the board without these answers, and they said, well, you need to do this study so you can have these answers from your board. It's just, it's a circle, it makes no sense. So, anyway, I want you to be aware. At the last meeting, I thought it was strictly wastewater. They're pushing it forward on lean drinking water side as well, I've expressed our concerns about that, pushing back our project and getting updated water plant, and they noted my concern wasn't essentially what they said, so hopefully we'll get some more answers on that, I. But again, I don't have the answer for you right now. These are several questions that are going to be asked, along with how, who is who's forcing this decision. Is it something we necessarily have to do in order to get funded? Hopefully I'll have some answers.

**Dog Park:** Veranda is done, rotten trees are down. Park was rented out last weekend and there were a lot of people at the dog park.

**Ballpark:** Was approached about Wildwood days and doing a men's softball tournament down there. That will be the first weekend in August. Will be ran independently, the CSD will just supply the field and have it ready for them. The youth have started practicing, and don't have a schedule yet.

**Tesla:** Will have boots on the ground approximately June 1<sup>st</sup>. The schedule is two to three weeks.

**Theater:** Not much happening at the Theater. Did figure out the plumbing issue. Ramp is done, trim need to be done. Runway lights work, the sound system will need to be upgraded.

**Museum:** .

4. **Board Clerk's Report:** Working on getting quotes and proposals to update the CSD website
5. **District Legal Counsel's Report:** had a chance to look at the government code on the issue of the statutory increases that we talked about earlier, and just to update the board briefly, Government Code 53 756 is the statute that authorizes this. It is through a schedule of fees that the board would adopt for up to a period of five years. After five years, you would have to go through the process again, but it doesn't have a specific timeline for when you have to do this during the year, but because it's going to be tied into the budget, I think that most districts would include that in their budget, which then you know would take effect July one, or it could be the calendar year, depending on how the board wanted to handle that, but it effectively allows the board to increase rates based on the CPI and other other costs that have gone up as well, so it's something we definitely could talk about more, but when I said I think that it was capped at 5% many districts will cap it at an amount, but when I looked at the statute, it actually didn't have a cap, although I would say that most districts do rely on the CPI as a, as the basis for determining the, you know, the increase in costs, but again it also accounts for other increases in costs that aren't necessarily tied to inflation, and I know we've done it before, it's just been a number of years, so it's something that I'll follow up with Steve and Amber on that, and dust off the old resolutions to see when the last time it was, and what the increase was, there would be a protest vote available. We'd have to provide notice to the customers. They would have an opportunity to come in and submit written protests. If the written protests exceeded 50% of all customers, then the pass through would not be authorized.
6. **Engineer's Report: None**

I. **BOARD TRAINING:** None

J. **ADJOURNMENT at 6:13 PM**

Approved:

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Paul Newmaker, President

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Date

Board of Directors

Scotia Community Services District

Attest:

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Board Clerk

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Date

Scotia Community Services District

## Scotia Community Services District Account QuickReport As of May 31, 2026

Type	Date	Num	Name	Memo	Amount	Balance
<b>10000 - RCB Checking 28239</b>						580,205.66
Check	05/01/2026	ACH	Redwood Capital Ba...		-2,793.31	577,412.35
Deposit	05/05/2026			Deposit	2,871.38	580,283.73
Deposit	05/07/2026			Deposit	2,146.49	582,430.22
Liability Check	05/11/2026	E-pay	EDD	093-5926-6 QB Tracking # ...	-14.91	582,415.31
Bill Pmt -Check	05/11/2026	53108	Alternative Business...	Inv#MA26042352	-61.40	582,353.91
Bill Pmt -Check	05/11/2026	53109	Anderson, Lucas, S...	Inv#57752	-275.00	582,078.91
Bill Pmt -Check	05/11/2026	53110	Fortuna Ace		-87.56	581,991.35
Bill Pmt -Check	05/11/2026	53111	Recology Eel River	20214	-204.90	581,786.45
Bill Pmt -Check	05/11/2026	53112	Wyckoff Plumbing	Inv#2604-210059	-12.03	581,774.42
Check	05/11/2026	ACH	Columbia Bank VIS...		-2,323.12	579,451.30
Bill Pmt -Check	05/12/2026	ACH	PG&E		-1,273.59	578,177.71
Bill Pmt -Check	05/12/2026	ACH	PG&E	0990281861-7 04.26	-253.06	577,924.65
Liability Check	05/13/2026		QuickBooks Payroll ...	Created by Payroll Service ...	-9,605.59	568,319.06
Deposit	05/13/2026			Deposit	4,989.45	573,308.51
Deposit	05/13/2026			Deposit	14,345.20	587,653.71
Paycheck	05/14/2026	EFTDD	Adam R Farland	Direct Deposit	0.00	587,653.71
Paycheck	05/14/2026	EFTDD	Brandon W Wishneff	Direct Deposit	0.00	587,653.71
Paycheck	05/14/2026	EFTDD	Kathleen A Sandum	Direct Deposit	0.00	587,653.71
Paycheck	05/14/2026	EFTDD	Katie Hubbard	Direct Deposit	0.00	587,653.71
Paycheck	05/14/2026	EFTDD	Mary A Bullwinkel	Direct Deposit	0.00	587,653.71
Paycheck	05/14/2026	EFTDD	Steven L Coppini	Direct Deposit	0.00	587,653.71
Paycheck	05/14/2026	EFTDD	William F Pedro Jr	Direct Deposit	0.00	587,653.71
Liability Check	05/14/2026	E-pay	EDD	093-5926-6 QB Tracking # ...	-730.88	586,922.83
Liability Check	05/14/2026	E-pay	United States Treas...	82-1570573 QB Tracking #...	-3,368.24	583,554.59
Check	05/14/2026	53113	John Hancock USA	PARS #86360	-1,792.86	581,761.73
Check	05/14/2026	53114	Nina L Sellen	Reimbursement for plants ...	-68.00	581,693.73
Bill Pmt -Check	05/14/2026	53115	Blue Star Gas	Inv#746786	-152.24	581,541.49
Bill Pmt -Check	05/14/2026	53116	Eureka Ready Mix	Inv#25746	-758.51	580,782.98
Bill Pmt -Check	05/14/2026	53117	PARS	SCO020	-300.00	580,482.98
Bill Pmt -Check	05/14/2026	53118	Valley Pacific Petrol...	Inv#CL 26-981037	-1,262.64	579,220.34
Bill Pmt -Check	05/14/2026	ACH	PG&E	5776604566-0 4.26	-15,259.54	563,960.80
Deposit	05/14/2026			Deposit	22,522.11	586,482.91
Bill Pmt -Check	05/15/2026		AT&T		-10.95	586,471.96
Bill Pmt -Check	05/15/2026		PG&E	3952156072-8 04.26	-169.67	586,302.29
Deposit	05/19/2026			Deposit	45,493.42	631,795.71
Bill Pmt -Check	05/20/2026	53119	Advanced Security, I...	Inv#782128	-702.00	631,093.71
Bill Pmt -Check	05/20/2026	53120	Prentice, Long PC	Inv#8619	-1,700.00	629,393.71
Bill Pmt -Check	05/20/2026	53121	SDRMA	7724	-4,264.20	625,129.51
Bill Pmt -Check	05/20/2026	53122	Steves Septic	Inv#37420	-800.00	624,329.51
Bill Pmt -Check	05/20/2026	53123	Whitchurch Enginee...	SCD-267781	-687.30	623,642.21
Deposit	05/26/2026			Deposit	3,888.63	627,530.84
Check	05/26/2026	53125	Robin Ronay	Credit on Account 1426-1	-24.14	627,506.70
Deposit	05/26/2026			Deposit	11,589.30	639,096.00
Liability Check	05/27/2026		QuickBooks Payroll ...	Created by Payroll Service ...	-9,783.03	629,312.97
Deposit	05/27/2026			Deposit	6,739.20	636,052.17
Paycheck	05/28/2026	EFTDD	Adam R Farland	Direct Deposit	0.00	636,052.17
Paycheck	05/28/2026	EFTDD	Brandon W Wishneff	Direct Deposit	0.00	636,052.17
Paycheck	05/28/2026	EFTDD	Kathleen A Sandum	Direct Deposit	0.00	636,052.17

## Scotia Community Services District Account QuickReport As of May 31, 2026

Type	Date	Num	Name	Memo	Amount	Balance
Paycheck	05/28/2026	EFTDD	William F Pedro Jr	Direct Deposit	0.00	636,052.17
Paycheck	05/28/2026	EFTDD	Mary A Bullwinkel	Direct Deposit	0.00	636,052.17
Paycheck	05/28/2026	EFTDD	Katie Hubbard	Direct Deposit	0.00	636,052.17
Paycheck	05/28/2026	EFTDD	Steven L Coppini	Direct Deposit	0.00	636,052.17
Liability Check	05/28/2026	E-pay	EDD	093-5926-6 QB Tracking # ...	-749.60	635,302.57
Liability Check	05/28/2026	E-pay	United States Treas...	82-1570573 QB Tracking #...	-3,435.40	631,867.17
Liability Check	05/28/2026	E-pay	EDD	093-5926-6 QB Tracking # ...	-16.38	631,850.79
Check	05/28/2026	53124	John Hancock USA	PARS #86360	-1,721.27	630,129.52
Deposit	05/28/2026			Deposit	3,716.20	633,845.72
Transfer	05/29/2026			Funds Transfer to ICS Acc...	-100,000.00	533,845.72
Deposit	05/31/2026			Deposit	15,936.79	549,782.51
Total 10000 · RCB Checking 28239					-30,423.15	549,782.51
<b>TOTAL</b>					<b>-30,423.15</b>	<b>549,782.51</b>

# QuickBooks Payroll Services

Sent: 05/26/2026

Subject: Details of Funds to be Withdrawn

Actual funds to be withdrawn:  
Direct Deposit \$9783.03  
-----  
Total payment \$9783.03

to be withdrawn from RCB Checking 28239.

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Payroll Run Summary for 05/28/2026:

Paychecks		Direct Deposit
Total		9,783.03
EFTDD	Adam R Farland	1,455.98
EFTDD	Brandon W Wishneff	2,376.25
EFTDD	Kathleen A Sandum	1,378.56
EFTDD	Katie Hubbard	582.72
EFTDD	Mary A Bullwinkel	127.47
EFTDD	Steven L Coppini	2,556.30
EFTDD	William F Pedro Jr	1,305.75

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# QuickBooks Payroll Services

Sent: 05/11/2026

Subject: Details of Funds to be Withdrawn

Actual funds to be withdrawn:	
Direct Deposit	\$9605.59
	-----
Total payment	\$9605.59

to be withdrawn from RCB Checking 28239.

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## Payroll Run Summary for 05/14/2026:

Paychecks		Direct Deposit
Total		9,605.59
EFTDD	Adam R Farland	1,445.88
EFTDD	Brandon W Wishneff	2,293.85
EFTDD	Kathleen A Sandum	1,363.50
EFTDD	Katie Hubbard	582.72
EFTDD	Mary A Bullwinkel	63.74
EFTDD	Steven L Coppini	2,556.32
EFTDD	William F Pedro Jr	1,299.58

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8:31 AM

06/03/26

Accrual Basis

**Scotia Community Services District**  
**Account QuickReport**  
As of May 31, 2026

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Type	Date	Num	Name	Memo	Split	Amount	Balance	
<b>12001 · ICS RCB Savings Account 10367</b>							2,701,622.57	
Transfer	05/29/2026			Funds Transf...	10000 · RCB C...	100,000.00	2,801,622.57	
Deposit	05/29/2026			Interest	40210 · Interes...	2,073.18	2,803,695.75	
Total 12001 · ICS RCB Savings Account 10367							102,073.18	2,803,695.75
<b>TOTAL</b>							<b>102,073.18</b>	<b>2,803,695.75</b>

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12:30 PM

06/01/26

Cash Basis

**Scotia Community Services District**  
**Account QuickReport**  
As of May 31, 2026

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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>						17,603.92
Deposit	05/05/2026		Deposit	100.00	100.00	17,703.92
Deposit	05/19/2026		Deposit	100.00	100.00	17,803.92
Deposit	05/29/2026		Interest	9.04	9.04	17,812.96
Total 12100 · RCB Cust Deposit Savings 10797					209.04	17,812.96
<b>TOTAL</b>					<b>209.04</b>	<b>17,812.96</b>

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1:19 PM

06/01/26

Cash Basis

**Scotia Community Services District**  
**Account QuickReport**  
As of May 31, 2026

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Type	Date	Num	Name	Memo	Original Amount	Paid Amount	Balance
12000 · RCB Savings 10367							302,906.42
Deposit	05/29/2026			Interest	218.75	218.75	303,125.17
Total 12000 · RCB Savings 10367						218.75	303,125.17
<b>TOTAL</b>						<b>218.75</b>	<b>303,125.17</b>

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1:20 PM

06/01/26

Accrual Basis

**Scotia Community Services District**  
**Account QuickReport**  
As of May 31, 2026

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<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Split</u>	<u>Amount</u>	<u>Balance</u>
12151 · Columbia Bank Parks & Rec Savin							273,100.47
Deposit	05/31/2026			Interest	40210 · Interes...	2.32	273,102.79
Total 12151 · Columbia Bank Parks & Rec Savin						2.32	273,102.79
<b>TOTAL</b>						<b>2.32</b>	<b>273,102.79</b>

1:19 PM

06/01/26

Accrual Basis

**Scotia Community Services District**  
**Account QuickReport**  
As of May 31, 2026

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Type	Date	Num	Name	Memo	Split	Amount	Balance
12152 · Columbia Bank Checking BT Loan							183,644.42
Deposit	05/31/2026			Interest	40210 · Interes...	1.56	183,645.98
Total 12152 · Columbia Bank Checking BT Loan						1.56	183,645.98
<b>TOTAL</b>						<b>1.56</b>	<b>183,645.98</b>

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**Cardholder Name and Account Number**

SCOTIA COMM SVCS DIST  
 PO BOX 104  
 XXXX-XXXX-XXXX-7419



**Account Information**

Statement Closing Date 05/08/2026  
 Credit Limit \$27,000.00  
 Available Credit \$25,672.00  
 Cash Credit Limit \$2,700.00  
 Available Cash \$2,700.00  
 Amount Over Credit Limit \$0.00

**Account Summary**

Previous Balance \$2,793.31  
 - Payments and Credits \$2,793.31  
**+/- Finance Charge(net) \$0.00**  
 + Purchases \$1,327.89  
 + Cash Advances \$0.00  
 + Other Charges \$0.00  
**= New Balance \$1,327.89**

**Payment Information**

Payment Due Date: 06/02/2026 Minimum Payment Due: \$39.84 New Balance: \$1,327.89

Transactions				
Post Date	Trans Date	Reference	Description	Amount
			TOTAL FEES FOR THIS PERIOD	
			TOTAL INTEREST FOR THIS PERIOD	
05/01	05/01	F879700G900CHGDDA	AUTOMATIC PAYMENT - THANK YOU	-\$2,793.31
			TOTAL XXXXXXXXXXXX7419 \$2,793.31-	
			STEVEN COPPINI	
04/08	04/07	5543286FH5WMB26A6	AMAZON MKTPL*BC0012N30 SEATTLE WA 50470-99	\$84.33
04/14	04/13	8702130FREHM6B65E	FERNDALETECH FERNDAL CA 50471-99	\$40.00
04/26	04/24	5545885G225MBZ4AA	USCELL RECURRING CHICAGO IL 50180-99	\$246.85
04/26	04/25	5543286G362EZDMXB	VZWRLSS*APOCC VISB LAKE MARY FL 50420-99	\$595.63
04/28	04/27	5543286G56375Y40G	INTUIT *QBOOKS ONLINE SAN DIEGO CA 50471-99	\$57.50
04/28	04/27	5543286G56375Y40R	INTUIT *QBOOKS LIVE SAN DIEGO CA	\$29.50
04/28	04/27	5543286G56375Y408	INTUIT *QBOOKS PAYROLL SAN DIEGO CA	\$67.00
04/29	04/28	5543286G663FKL6T5	INTUIT *QBOOKS/PROLINE SAN DIEGO CA	\$56.00
04/30	04/29	5543286G75SKTD5X1	AMAZON MKTPL*BS555BK0 SEATTLE WA 50410-99	\$55.12
05/03	05/02	5543687GA5J2YE0LK	GPS INSIGHT SCOTTSDALE AZ 50420-99	\$95.96
			TOTAL XXXXXXXXXXXX8612 \$1,327.89	

*OFFICE Supplies*  
*New Equip*  
*Museum supplies*

**Remit Payment to:**  
 CARD SERVICE CENTER  
 PO BOX 569100 DALLAS, TX 75356-9100

**Mail Inquiries To:**  
 CARD SERVICE CENTER, PO BOX 569120, DALLAS,  
 TX 75356

**Questions?**  
 Call Customer Service: 800-367-7576  
 Lost or Stolen Card: 800-367-7576

**Refer to Credit Card Information page for important details.**

REDWOOD CAPITAL BANK  
 1550 N BROWN RD 150  
 LAWRENCEVILLE GA 30043

Account Number XXXX-XXXX-XXXX-7419  
 New Balance \$1,327.89  
 Minimum Payment Due \$39.84

Payment Due Date						
June						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

CARD SERVICE CENTER  
 PO BOX 569100  
 DALLAS, TX 75356-9100

SCOTIA COMM SVCS DIST  
 PO BOX 104  
 SCOTIA CA 95565-0104

**Cardholder Name and Account Number**

SCOTIA COMM SVCS DIST  
 PO BOX 104  
 XXXX-XXXX-XXXX-7419



Transactions (continued)				
Post Date	Trans Date	Reference	Description	Amount
\$0 - \$1,327.89 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 06/02/26. THE AUTOMATIC PAYMENT AMOUNT WILL BE REDUCED BY ALL PAYMENTS POSTED ON OR BEFORE THIS DATE.				

Finance Charge Calculation				
Annual Percentage Rate (APR) is the annual interest rate on your account.				
Type of Balance	APR %	Average Daily Balance	Finance Charge	Remaining Balance
Purchases	17.74% (V)	\$0.00	\$0.00	\$1,327.89
Cash Advances	17.74% (V)	\$0.00	\$0.00	\$0.00
Days in Billing Cycle: 31		(V) = Variable Rate		
Refer to Credit Card Information page for important details.			Website: <a href="http://www.cardmanager.net">www.cardmanager.net</a>	

**Notes of Interest**

Register online today - go to [WWW.CARDMANAGER.NET](http://WWW.CARDMANAGER.NET)  
 to check activity, to setup payments, and manage statements.



BL ACCT 00002823-20000001

SCOTIA CSD

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

Page 1 of 3



**Account Summary**

Billing Cycle		05/31/2026
Days In Billing Cycle		31
Previous Balance		\$2,323.12
Purchases	+	\$585.29
Cash	+	\$0.00
Balance Transfers	+	\$0.00
Special	+	\$0.00
Credits	-	\$0.00
Payments	-	\$2,323.12-
Other Charges	+	\$0.00
Finance Charges	+	\$0.00

**NEW BALANCE \$585.29**

**Credit Summary**

Total Credit Line	\$40,000.00
Available Credit Line	\$39,414.71
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 ColumbiaBank.com

Write us at PO BOX 35142 - LB1181, SEATTLE, WA 98124-5142

**Payment Summary**

NEW BALANCE	\$585.29
MINIMUM PAYMENT	\$585.29
PAYMENT DUE DATE	06/25/2026

*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				\$2,323.12-
Trans Date	Post Date	Reference Number	Transaction Description	Amount
05/10	05/10	7480725612811111111111	AUTO PMT FROM ACCT 2000028239	\$2,323.12-

**Cardholder Account Summary**

STEVEN COPPINI #### ## 5170	Payments & Other Credits \$0.00	Purchases & Other Charges \$585.29	Cash Advances \$0.00	Total Activity \$585.29
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**Cardholder Account Detail**

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
05/20	05/21	PPLN01	24323006140312758001777	DISCOUNTCELL 952-890-6669 MN	\$585.29

PLEASE DETACH COUPON AND RETURN PAYMENT USING THE ENCLOSED ENVELOPE - ALLOW UP TO 7 DAYS FOR RECEIPT

COLUMBIA 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

Closing Date	New Balance	Total Minimum Payment Due	Payment Due Date
05/31/26	\$585.29	\$585.29	06/25/26

\$

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

e-Statement



MAKE CHECK PAYABLE TO:

COLUMBIA BANK  
PO BOX 35142 - LB1181  
SEATTLE WA 98124-5142

50420-919 Router & set up for WTP & WWTP

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 [grid]
First [grid] Middle [grid]

ADDRESS CHANGE

Street [grid]

City [grid] State [grid] ZIP Code [grid]

Home Phone ( [grid] ) [grid] - [grid] Business Phone ( [grid] ) [grid] - [grid]

Cell Phone ( [grid] ) [grid] - [grid] E-mail Address [grid]

SIGNATURE REQUIRED TO AUTHORIZE CHANGES

Signature \_\_\_\_\_

**Additional Information About Your Account**

IT IS NOT NECESSARY TO MAIL YOUR PAYMENT. YOUR ACCOUNT WILL BE AUTOMATICALLY PAID THROUGH A DIRECT DEBIT OF YOUR CHECKING OR SAVINGS ACCOUNT ON 06/10/26 PER YOUR AGREEMENT WITH US. THE DEBIT AMOUNT THIS MONTH IS \$585.29

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%	\$585.29
<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.									

<b>Date</b>	<b>Newmaker</b>	<b>Perkins</b>	<b>Ansted</b>	<b>Pryor</b>	<b>Sellen</b>
12/16/2025	absent	\$50.00	\$50.00	\$50.00	\$50.00
1/20/2026	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
2/17/2026	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
3/17/2026	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
4/21/2026	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
5/19/2026	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
<b>Total</b>	<b>\$250.00</b>	<b>\$300.00</b>	<b>\$300.00</b>	<b>\$300.00</b>	<b>\$300.00</b>

# Scotia Community Services District

## Staff Report

DATE: June 16th, 2026

TO: Scotia Community Services District Board of Directors

FROM: Steve Coppini, General Manager

SUBJECT: Resolution 2026-2 A Resolution of the Scotia Community Services District Board of Directors to Adopt the Final Budget for the Fiscal Year 2026/2027

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### **RECOMMENDATION:**

The Administrative Staff recommends that the Board of Directors review and approve the Final FY 2026/2027 Budget Resolution 2026-2.

### **ACTION:**

Review and Consider Adoption of Resolution 2026-2 A Resolution of the Scotia Community Services District Board of Directors to Adopt the Final Budget for the Fiscal Year 2026/2027.

### **DISCUSSION:**

Each year the District must prepare and adopt a budget for the coming Fiscal Year.

### **FISCAL IMPACT:**

### **ATTACHMENT:**

FY 2026/27 Draft Budget  
Resolution 2026-2

**Scotia Community Services District  
Final Budget FY 2026/2027**

Revenues									
Fund Type	Account #	Treated Water	Raw Water	Wastewater	Streets & Street Lighting	Storm Drainage	Parks & Recreation	Admin	Total All Services
Interest Earnings	40210	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ 40,000
Credit Card Rebate	40211	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 500
Grants	40221	\$ 1,100,000	\$ -	\$ 1,100,000	\$ -	\$ -	\$ -	\$ -	\$ 2,200,000
Insurance Claim Funds	40222	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BT Loan Funds	40223	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Park Rental	40250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ 1,000
Special Use Income	40260	\$ -	\$ -	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ 3,000
Late Fees/New Account Fees	40265	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000
User Fees	40270	\$ 500,000	\$ 39,000	\$ 700,000	\$ -	\$ -	\$ -	\$ -	\$ 1,239,000
SCSD User Fees Adjustment	40271	\$ (23,000)	\$ -	\$ (3,350)	\$ -	\$ -	\$ -	\$ -	\$ (26,350)
Benefit Assessments	40280	\$ -	\$ -	\$ -	\$ 75,000	\$ 28,000	\$ 165,000	\$ -	\$ 268,000
SCSD Benefit Assessments Adjustment	40281	\$ -	\$ -	\$ -	\$ (8,000)	\$ (350)	\$ (7,000)	\$ -	\$ (15,350)
System Testing Service	40285	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500
Miscellaneous	40290	\$ 100	\$ -	\$ 100	\$ 100	\$ 100	\$ -	\$ -	\$ 400
SDRMA Scholarship Reimbursement	40291	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000
<b>TOTAL REVENUES</b>		<b>\$ 1,578,600</b>	<b>\$ 39,000</b>	<b>\$ 1,799,750</b>	<b>\$ 67,100</b>	<b>\$ 27,750</b>	<b>\$ 159,000</b>	<b>\$ 51,500</b>	<b>\$ 3,722,700</b>
Expenditures									
		Treated Water	Raw Water	Wastewater	Streets & Street Lighting	Storm Drainage	Parks & Recreation	Admin	Total All Services
<b>Personnel Services</b>									
Attorney	60300	\$ 9,000.00	\$ 500	\$ 9,000	\$ 1,000	\$ 500	\$ 1,000	\$ -	\$ 21,000
Auditor (Annual Audit)	60310	\$ 7,500	\$ 500	\$ 8,500	\$ 1,250	\$ 500	\$ 1,250	\$ -	\$ 19,500
Board Stipend	60320	\$ 1,890	\$ 90	\$ 1,980	\$ 225	\$ 90	\$ 225	\$ -	\$ 4,500
Bookkeeping/CPA	60330	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
IT Services	60335	\$ 125	\$ 20	\$ 125	\$ 20	\$ 10	\$ 100	\$ 100	\$ 500
Engineering	60340	\$ 10,000	\$ 1,000	\$ 14,000	\$ -	\$ -	\$ -	\$ 7,000	\$ 32,000
Contract Admin/Operations/Maintenance Staff	60350	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SCSD Permanent Benefitted Staff	60360	\$ 162,000	\$ 15,000	\$ 162,000	\$ 9,500	\$ 9,500	\$ 45,500.00	\$ 40,000	\$ 443,500
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 190,515</b>	<b>\$ 17,110</b>	<b>\$ 195,605</b>	<b>\$ 11,995</b>	<b>\$ 10,600</b>	<b>\$ 48,075</b>	<b>\$ 47,100</b>	<b>\$ 521,000</b>
<b>Materials and Services</b>									
Permits, Licenses, Dues, Publications	50400	\$ 4,500	\$ 1,000	\$ 4,500	\$ 500	\$ 500	\$ 1,000	\$ 4,000	\$ 16,000
Travel, Training, Meetings	50401	\$ 1,000	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ 500	\$ 2,500
Regulatory Penalties	50402	\$ 10,000	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 15,000
LAFCo Apportionment	50403	\$ 750	\$ -	\$ 750	\$ -	\$ -	\$ -	\$ -	\$ 1,500
Supplies	50410	\$ 3,500	\$ 100	\$ 5,000	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 10,600
Treatment Chemicals	50411	\$ 19,000	\$ -	\$ 11,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000
Lab Testing & Monitoring	50412	\$ 2,000	\$ 1,000	\$ 21,500	\$ -	\$ -	\$ 500	\$ -	\$ 25,000
Utilities/Communications	50420	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ -	\$ 5,000	\$ 10,000	\$ 25,000
Maintenance & Repairs	50430	\$ 6,000	\$ 500	\$ 20,000	\$ 500	\$ 500	\$ 4,000	\$ 500	\$ 32,000
Log Pond Maintenance	50431	\$ -	\$ -	\$ 14,000	\$ -	\$ -	\$ -	\$ -	\$ 14,000
WWTP Sedimentation Ponds 1-3 Solids Removal	50432	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Vehicle Maintenance	50433	\$ 2,000	\$ -	\$ 2,000	\$ -	\$ -	\$ 500	\$ 500	\$ 5,000
Fuel	50434	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000
Insurance, Bonds	50440	\$ 30,200	\$ 8,600	\$ 34,000	\$ 4,750	\$ 4,750	\$ 12,700	\$ -	\$ 95,000
Electrical	50450	\$ 85,000	\$ 85,000	\$ 30,000	\$ 10,000	\$ -	\$ 12,000	\$ 3,000	\$ 225,000
Contracted Maintenance Services	50460	\$ 2,000	\$ 2,000	\$ 5,000	\$ 500	\$ -	\$ 3,000	\$ 2,500	\$ 15,000
Credit Monitoring Service Fees	50465	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office Supplies	50470	\$ 100	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,200
Software	50471	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000
Bank Fees	50480	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150	\$ 150
<b>TOTAL MATERIALS AND SERVICES</b>		<b>\$ 171,050</b>	<b>\$ 98,200</b>	<b>\$ 168,850</b>	<b>\$ 16,250</b>	<b>\$ 5,750</b>	<b>\$ 39,700</b>	<b>\$ 43,150</b>	<b>\$ 542,950</b>
<b>TOTAL O&amp;M</b>		<b>\$ 361,565</b>	<b>\$ 115,310</b>	<b>\$ 364,455</b>	<b>\$ 28,245</b>	<b>\$ 16,350</b>	<b>\$ 87,775</b>	<b>\$ 90,250</b>	<b>\$ 1,063,950</b>
<b>Other Expenditures</b>									
BT Loan Principle Payment	25030	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 36,000	\$ 10,000	\$ 46,000
BT Loan Interest Payment	90540	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,924	\$ 6,076	\$ 23,000
<b>TOTAL OTHER EXPENDITURES</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 52,924</b>	<b>\$ 16,076</b>	<b>\$ 69,000</b>
<b>Capital Outlay</b>									
M-003 Log Pond Clarifier Flow Meter	80600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
River Pump Emergency Back Up Generator	80601	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Museum Plaza Upgrade	80602	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Log Pond Seepage Repair	80604	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Parks/Rec Upgrades	80605	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Baseball ADA Upgrades/Bathrooms	80609	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New Vehicle (Truck)	80613	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
All Terrain Vehicle	80614	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Museum ADA Upgrades	80621	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Winema Theater ADA Bathrooms	80624	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 140,000	\$ -	\$ 140,000
Water Treatment Plant Replacement	80651	\$ 1,100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,100,000
Wastewater Treatment Plant Replacement	80652	\$ -	\$ -	\$ 1,100,000	\$ -	\$ -	\$ -	\$ -	\$ 1,100,000
Composite Samplers	80662	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL CAPITAL EXPENDITURES</b>		<b>\$ 1,100,000</b>	<b>\$ -</b>	<b>\$ 1,100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 140,000</b>	<b>\$ -</b>	<b>\$ 1,905,000</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 1,461,565</b>	<b>\$ 115,310</b>	<b>\$ 1,464,455</b>	<b>\$ 28,245</b>	<b>\$ 16,350</b>	<b>\$ 280,699</b>	<b>\$ 106,326</b>	<b>\$ 3,037,950</b>
Unexpended Fund Balance (Net)		\$ 117,035	\$ (76,310)	\$ 335,295	\$ 38,855	\$ 11,400	\$ (121,699)	\$ (54,826)	\$ (78,211)
<b>EXPENDITURES + UFB = Revenues</b>		<b>\$ 1,578,600</b>	<b>\$ 39,000</b>	<b>\$ 1,799,750</b>	<b>\$ 67,100</b>	<b>\$ 27,750</b>	<b>\$ 159,000</b>	<b>\$ 51,500</b>	<b>\$ 2,959,739</b>

**RESOLUTION NO. 2026-2**

**A RESOLUTION OF THE  
SCOTIA COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS  
TO ADOPT THE FINAL BUDGET FOR FISCAL YEAR 2026-2027**

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

**WHEREAS**, the Scotia Community Services District operates on a Fiscal Year beginning on July 1, and ending on June 30, of each year; and

**WHEREAS**, the Scotia Community Services District Board of Directors is required by California Government Code Section 61110(f) to adopt a final budget on or before July 1<sup>st</sup> of each year; and

**WHEREAS**, the Final Budget for the Scotia Community Services District for the fiscal year beginning July 1, 2026, as presented by the General Manager, has been reviewed, studied and revised by the Board of Directors and represents a responsible and balanced financial approach for the reliable operation and maintenance of the infrastructure and programs under its jurisdiction; and

**WHEREAS**, the Scotia CSD Board of Directors has made the Final Budget for Fiscal Year 2026-2027 available to the public, a public meeting was held on May 21st, 2026, published notice of a public hearing in a local newspaper to consider the Final Budget for FY 2026-2027, and a public hearing was held on June 16, 2026; and

**WHEREAS**, a public notice was prepared and published stating the date, time and place where the Board of Directors will meet to adopt the Final Budget Fiscal Year 2026- 2027 and that any person may appear and be heard regarding any item in the budget; and

**WHEREAS**, the notice was published 14 days before the hearing in at least one newspaper of general circulation in the District pursuant to Government Code Section 6061.

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

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

Section 2: The budget for fiscal year 2026-2027 is hereby adopted as set forth in Exhibit A: “Scotia Community Services District Fiscal Year 2026-2027 Final Budget” and is attached hereto and incorporated herein.

Section 3: Modifications and amendments to the 2026-2027 Scotia Community Services District Final Budget shall be allowed during the 2026-2027 fiscal year, when in conformance with Board Policies and state law.

Section 4: This resolution shall be effective upon adoption.

Dated: June 16, 2026

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. 2026-2, passed and adopted at a regular meeting of the Scotia Community Services District Board of Directors, County of Humboldt, State of California, held on the 16th day of June, 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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

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

DATE: June 16th, 2026  
TO: Scotia Community Services District Board of Directors  
FROM: Steve Coppini, General Manager  
SUBJECT: Benefit Assessment Annual Review

---

### **RECOMMENDATION:**

Review each Benefit Assessment

### **ACTION:**

Review each Benefit Assessment

### **DISCUSSION:**

Streets and Street Lighting, and Parks and Recreation Benefit Assessments were adopted in June 2016, Storm Drainage Benefit Assessment was adopted in February 2017.

Upcoming projects for each benefit assessment are projected within the Proposed FY 2026-2027 budget.

A profit and loss statement for each assessment is attached, with the current standing for each assessment from inception, as well as the current fiscal year. All SCSD Funds will be audited beginning July 1, 2026, for the previous fiscal year operation. The audit is estimated to be complete prior to the end of the year 2026.

The engineer's reports for each assessment are available on the District website at:  
<http://scotiaccsd.com/rate-setting/>

### **FISCAL IMPACT:**

See fiscal budget FY 2026/2027 and attached Benefit Assessment Profit and Loss Reports.

### **ATTACHMENTS:**

Benefit Assessment Profit and Loss Reports

**Scotia Community Services District**  
**Profit & Loss by Class**  
 July 1, 2025 through June 8, 2026

	<u>40 Streets &amp; Street Lighting</u>	<u>50 Storm Drainage</u>	<u>60 Parks &amp; Recreation</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>Revenue</b>			
40250 · Park Rental	0.00	0.00	1,596.00
40280 · Benefit Assessment	75,306.21	27,952.95	168,010.11
40281 · SCSD Benefit Assessment Adj.	-8,115.78	-346.78	-7,319.07
<b>Total Revenue</b>	<u>67,190.43</u>	<u>27,606.17</u>	<u>162,287.04</u>
<b>Total Income</b>	<u>67,190.43</u>	<u>27,606.17</u>	<u>162,287.04</u>
<b>Gross Profit</b>	67,190.43	27,606.17	162,287.04
<b>Expense</b>			
<b>Capital Expenditures</b>			
80605 · Parks and Rec Upgrades	0.00	0.00	17,679.31
80624 · Winema Theater ADA Bathrooms	0.00	0.00	5,267.13
<b>Total Capital Expenditures</b>	0.00	0.00	22,946.44
<b>Materials &amp; Services</b>			
50400 · Permits, Licenses, Dues & Publi	0.00	0.00	54.00
50403 · LAFCo Apportionment	205.02	205.02	205.02
50410 · Supplies	0.00	0.00	2,917.80
50420 · Utilities & Communications	0.00	0.00	6,918.11
50430 · Maintenance & Repairs	0.00	0.00	3,109.36
50433 · Vehicle Maintenance	0.00	0.00	543.01
50440 · Insurance, Bonds	4,590.41	4,590.41	13,771.21
50450 · Electrical	9,688.43	0.00	10,124.38
50460 · Contracted Maintenance Services	0.00	0.00	1,905.00
<b>Total Materials &amp; Services</b>	14,483.86	4,795.43	39,547.89
<b>Personnel and Professional Svcs</b>			
60360 · SCSD Permanent Benefitted Staff	0.00	0.00	53,180.50
<b>Total Personnel and Professional Svcs</b>	0.00	0.00	53,180.50
<b>Total Expense</b>	<u>14,483.86</u>	<u>4,795.43</u>	<u>115,674.83</u>
<b>Net Ordinary Income</b>	52,706.57	22,810.74	46,612.21
<b>Other Income/Expense</b>			
<b>Other Expense</b>			
<b>Other Expenditures</b>			
90540 · Interest Expense - Umpqua Loan	0.00	0.00	21,357.56
<b>Total Other Expenditures</b>	0.00	0.00	21,357.56
<b>Total Other Expense</b>	0.00	0.00	21,357.56

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06/08/26

Accrual Basis

**Scotia Community Services District**  
**Profit & Loss by Class**  
July 1, 2025 through June 8, 2026

---

	<u>40 Streets &amp; Street Lighting</u>	<u>50 Storm Drainage</u>	<u>60 Parks &amp; Recreation</u>
Net Other Income	0.00	0.00	-21,357.56
Net Income	<u>52,706.57</u>	<u>22,810.74</u>	<u>25,254.65</u>

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06/08/26

Accrual Basis

**Scotia Community Services District**  
**Profit & Loss by Class**  
 July 1, 2025 through June 8, 2026

	TOTAL
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Revenue</b>	
40250 · Park Rental	1,596.00
40280 · Benefit Assessment	271,269.27
40281 · SCSD Benefit Assessment Adj.	-15,781.63
<b>Total Revenue</b>	257,083.64
<b>Total Income</b>	257,083.64
<b>Gross Profit</b>	257,083.64
<b>Expense</b>	
<b>Capital Expenditures</b>	
80605 · Parks and Rec Upgrades	17,679.31
80624 · Winema Theater ADA Bathrooms	5,267.13
<b>Total Capital Expenditures</b>	22,946.44
<b>Materials &amp; Services</b>	
50400 · Permits, Licenses, Dues & Publi	54.00
50403 · LAFCo Apportionment	615.06
50410 · Supplies	2,917.80
50420 · Utilities & Communications	6,918.11
50430 · Maintenance & Repairs	3,109.36
50433 · Vehicle Maintenance	543.01
50440 · Insurance, Bonds	22,952.03
50450 · Electrical	19,812.81
50460 · Contracted Maintenance Services	1,905.00
<b>Total Materials &amp; Services</b>	58,827.18
<b>Personnel and Professional Svcs</b>	
60360 · SCSD Permanent Benefitted Staff	53,180.50
<b>Total Personnel and Professional Svcs</b>	53,180.50
<b>Total Expense</b>	134,954.12
<b>Net Ordinary Income</b>	122,129.52
<b>Other Income/Expense</b>	
<b>Other Expense</b>	
<b>Other Expenditures</b>	
90540 · Interest Expense - Umpqua Loan	21,357.56
<b>Total Other Expenditures</b>	21,357.56
<b>Total Other Expense</b>	21,357.56

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06/08/26

Accrual Basis

**Scotia Community Services District**  
**Profit & Loss by Class**  
July 1, 2025 through June 8, 2026

---

	<u>TOTAL</u>
Net Other Income	<u>-21,357.56</u>
Net Income	<u><u>100,771.96</u></u>

# Scotia Community Services District

## Staff Report

DATE: June 16th, 2026  
TO: Scotia Community Services District Board of Directors  
FROM: Steve Coppini, General Manager  
SUBJECT: SHN Engineering Support Services for Fiscal Year 2026/2027 for Scotia  
Community Services District

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### **RECOMMENDATION:**

The Administrative staff recommends that the SCSD Board consider authorizing the General Manager to sign the SHN Services Agreement, for fiscal year 2026/2027

### **ACTION:**

Authorize the General Manager to sign the attached SHN Services Agreement Addendum (Agreement)

### **DISCUSSION:**

The SHN Agreement includes a Scope of Services for the following four (4) services;

Task 001 – National Pollutant Discharge Elimination System (NPDES)

- Attend meetings for discussion and negotiation of NPDES permit renewal.
- Respond to RWQCB questions and comments.
- Provide technical assistance to SCSD with respect to NPDES permit requirements.

Task 003 – Hazardous materials Business Plan (HMBP) Updates

- Trainings
- Site visits
- Preparation of and updating documents
- Upload documents to the California Environmental Report System (CERS) to be certified by SCSD

Task 105 – SHN will provide support to SCSD for routine annual tasks necessary to maintain compliance with the state CalARp. This may include the following services:

- Training
- Site Visits

Task 200 –On-Call Engineering Services

- Log pond dam repair support with California Office of Environmental Services (OES) and Division of Safety of Dams (DSOD)
- Grant funding application assistance (other than existing grants SCSD has)

**FISCAL IMPACT:**

Task 001	\$5,000
Task 003	\$2,400
Task 105	\$3400
Task 200	\$19954
<b>Total</b>	<b>\$30754</b>

**ATTACHMENTS:**

Addendum No. 26 to Agreement Dated June 29, 2017: Scotia Community Services District  
Engineering Support Services for Fiscal Year 2026/2027

**Addendum No. 27 To Agreement  
Dated June 29, 2017  
Scotia Community Services District (SCSD)  
Engineering Support Services**

**1. Additional Scope of Work**

Renewal of consulting services for fiscal year 2026/2027 includes the following tasks (a schedule of SHN's fees is included as Exhibit "A"):

**Task 001—NPDES Support Services**

SHN will provide support to SCSD with the National Pollutant Discharge Elimination System (NPDES) permit compliance and renewal through the North Coast Regional Water Quality Control Board (RWQCB). This task may include the following services:

- Attend meetings for discussion and negotiation of NPDES permit renewal.
- Respond to RWQCB questions and comments.
- Provide technical assistance to SCSD with respect to NPDES permit requirements.

**Task 003—Hazardous Materials Business Plan (HMBP) Update**

SHN will provide support to SCSD for annual tasks necessary to update and maintain the SCSD's HMBP. This task may include the following services:

- Trainings
- Site visits
- Preparation of and updating documents
- Uploading documents to the California Environmental Report System (CERS) to be certified by SCSD

**Task 105—California Accidental Release Prevention Program (CalARP) Update**

SHN will provide support to SCSD for routine annual tasks necessary to maintain compliance with the state CalARP. This may include the following services:

- Trainings
- Site visits

**Task 200—On-Call Engineering Services**

This task includes on-call engineering services as needed by SCSD, which may include:

- Grant funding application assistance (other than existing grants SCSD has)
- Log Pond Dam repair support with California Office of Environmental Services (OES) and Division of Safety of Dams (DSOD).

**2. Related Costs**

A. SHN agrees to provide services covered by this Addendum on a time and expenses basis. Fees are estimated as follows:

Task	New Budget Starting 7/1/2026
001—NPDES Support Services	\$ 5,000 <sup>a</sup>
003—Hazardous Materials Business Plan (HMBP) update	\$ 2,400 <sup>a</sup>
105—California Accidental Release Program (Cal-ARP) update	\$ 3,400 <sup>a</sup>
200—On-Call Engineering Services	\$ 19,954 <sup>b</sup>
<b>Total</b>	<b>\$ 30,754</b>

<sup>a</sup> Remaining balance as of June 30, 2026, will be credited back.

<sup>b</sup> Remaining balance as of May 31, 2026; balance as of June 30, 2026, will be rolled over to FY 2026-2027 with no new increase in budget.

All other terms and conditions contained in the original Agreement shall apply to this Addendum.

In Witness Whereof, the parties have executed this Addendum to the Agreement the day and year first set forth.

**SHN Consulting Engineers & Geologists, Inc.**

Address: 812 W. Wabash Ave.  
Eureka, CA 95501-2138

**Client:**

**Scotia Community Services District**

Address: P.O. Box 104  
Scotia, CA, 95565

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

License #: \_\_\_\_\_

# **Exhibit A. SHN Fee Schedule**



## Consulting Engineers & Geologists, Inc.

### Fee Schedule

**January 1, 2026–December 31, 2026**

Hourly charge rates include payroll costs, overhead, and profit. Hourly services are billed portal to portal and are subject to a 2-hour minimum. Rates increase each year on January 1. Current rates are as follows:

Hourly Charge Rates			
Position <sup>1</sup>	Hourly Rates		
Principal	\$ 180.00	-	\$ 240.00
Senior Engineer	\$ 180.00	-	\$ 230.00
Senior Geotechnical Engineer	\$ 170.00	-	\$ 240.00
Senior Engineering Geologist	\$ 170.00	-	\$ 230.00
Senior Geologist	\$ 170.00	-	\$ 230.00
Senior Planner	\$ 160.00	-	\$ 230.00
Senior Environmental Scientist	\$ 170.00	-	\$ 230.00
Senior Land Surveyor	\$ 150.00	-	\$ 290.00 <sup>3</sup>
Project Manager	\$ 130.00	-	\$ 220.00
Project Engineer	\$ 140.00	-	\$ 180.00
Project Geologist	\$ 130.00	-	\$ 180.00
Project Land Surveyor	\$ 110.00	-	\$ 290.00 <sup>3</sup>
Associate Planner	\$ 100.00	-	\$ 150.00
Associate Environmental Scientist	\$ 130.00	-	\$ 170.00
Staff Engineer	\$ 100.00	-	\$ 160.00
Staff Geologist	\$ 100.00	-	\$ 160.00
Staff Planner	\$ 90.00	-	\$ 130.00
Staff Environmental Scientist	\$ 100.00	-	\$ 130.00
Staff Land Surveyor <sup>3</sup>	\$ 110.00	-	\$ 290.00 <sup>3</sup>
GIS/UAV Specialist	\$ 90.00	-	\$ 150.00
Construction Inspector <sup>3</sup>	\$ 120.00	-	\$ 300.00 <sup>3</sup>
Lab/Field Technician <sup>3</sup>	\$ 90.00	-	\$ 300.00 <sup>3</sup>
Survey Technician <sup>3</sup>	\$ 90.00	-	\$ 300.00 <sup>3</sup>
Engineering Technician/Draftsperson	\$ 90.00	-	\$ 160.00
Technical Writer	\$ 100.00	-	\$ 130.00
Clerical	\$ 90.00	-	\$ 120.00
Expert Witness <sup>2,4</sup>	\$ 185.00	-	\$ 285.00

1 Incidental expenses, i.e., lodging, meals, airplane tickets, etc., are billed at cost plus 15%.

2 Minimum daily charge is four hours.

3 Rates depend on the specific personnel assigned and if **prevailing wage rates are required in the area of work**.

4 Rates for Expert Witness are charged for preparation and testimony for both deposition(s) and trial(s).

## Reimbursables

The following direct charges are charged in addition to the hourly charge rates set forth above.

### Direct Charges:

CADD plots (black & white)	\$ 0.40/sq. ft.
CADD plots (color)	\$ 0.90/sq. ft.
Copies	\$ 0.15/ea.
Equipment and other expenditures (required for projects)	Cost + 15%
Iron pipe, monuments, flagging, etc.	Cost + 15%
Mylars	\$ 20.00
Services of other consultants	Cost + 15%
Stakes, hubs, lath, etc.	Cost + 15%
Subsistence, air travel, etc.	Cost + 15%
Vehicles	\$ 50.00/day

### Field Testing and Equipment:

Anchor bolt tension testing	\$ 100.00/day plus operator
CO <sub>2</sub> Meter	\$ 10.00/day
Concrete Compression Impact Hammer	\$ 50.00/day*
Core Drilling Machine	\$ 100.00/day & \$5.00/inch cored
Dissolved Oxygen Meter	\$ 58.00/day*
Echometer Bat Detector	\$ 50.00/day
Expendable Field Supplies	\$ 40.00/day
Expendable Supplies	\$ 40.00/day*
Flow meter	\$ 75.00/day
Generator	\$ 71.00/day*
Geophysical Equipment	By Quotation
Grundfos Controller & Pump	\$ 275.00/day
Hand Auger	\$ 44.00/day
Health & Safety Level D	\$ 35.00/day*
Health & Safety Level C	\$ 60.00/day*
High Pressure Controller	\$ 60.00/day*
Inclinometer	\$ 200.00/day*
Infiltrometer	\$ 40.00/unit
Laptop/Tablet	\$ 50.00/day
LEL Meter	\$ 73.00/day*
Light Meter	\$ 50.00/day
Nuclear Density Testing	\$ 100.00/day
Other equipment including drill rigs, backhoes, etc.	Cost + 15%
ORP Meter	\$ 15.00/day
OVA	\$ 145.00/day*
Peristaltic Pump	\$ 50.00/day*
pH/Conductivity Meter	\$ 71.00/day*
Pix4D Software	\$ 100.00/use
Pressure Transducer	\$ 60.00/day

\* 1/2 Day Minimum Charge.

(1) If concrete is sampled and delivered to SHN lab by outside contractor, add \$5.00/ea. for processing and curing per ASTM C-31.

**Field Testing and Equipment, Continued:**

Pumps	\$ 40.00/day*
Quad (ATV)	\$ 150.00/day
Rebar Locating Device	\$ 100.00/day plus operator
Roto-hammer	\$ 50.00/day*
Skidmore-Wilhelm Bolt Tension Calibration	\$150.00/day
Soil/Gas Purge Pumps	\$ 30.00/day*
Soil Gas Probes	\$200.00/day*
Torque Wrench (0 to 250 ft lbs)	\$ 50.00/day
Torque Wrench (250 to 1,000 ft lbs)	\$ 75.00/day
Turbidity Meter	\$ 35.00/day*
Type 1 Noise Meter (day)	\$ 200.00/unit
Type 2 Noise Meter (day)	\$ 100.00/unit
Ultrasonic Test Device	\$ 25.00/hour plus operator
Water Level Meter	\$ 60.00/day*
Water Level Indicator	\$ 44.00/day*
Well Point	\$ 50.00/day

**Survey Equipment:**

GPS Station	\$ 400.00/day*
Level	\$ 100.00/day
Resource GPS	\$ 150.00/day*
Robotic Total Station	\$ 300.00/day
Thermal Camera (UAV)	\$ 250.00/day
Total Station	\$ 7.50/hour
Total Station w/Data Collector	\$ 100.00/day
Toughbook	\$ 150.00/day*
Trimble GeoXT GPS Unit	\$ 150.00/day*
Unoccupied Aerial Vehicle (UAV)	\$ 200.00/day

**Laboratory Tests:**

Asphalt Briquette Compaction	\$ 100.00/ea. <sup>(1)</sup>
Asphalt Bulk Specific Gravity	\$ 100.00/ea.
Asphalt Content Gauge Calibration	\$ 200.00/ea.
Cleanness Value (CT 227)	\$ 100.00/ea.
Compaction Curves (ASTM D 1557 or Caltrans CT216)	\$ 325.00/test
Compaction Curve Check Point	\$ 100.00/ea.
Compression of Drilled Cores	\$ 75.00/test
Concrete Compressive Strength (CT 521 or ASTM C39)	\$ 30.00/ea. <sup>(2)</sup>
Concrete Linear Shrinkage (3 Bars)	\$ 300.00
Concrete Moisture	\$ 50.00/test (floor test)
Consolidation Test	\$ 450.00/ea.
Direct Shear, per point: (ASTM D3080)	
Consolidated-Drained (CD)	\$ 200.00/point
Unconsolidated-Undrained (UU) (Modified ASTM)	\$ 150.00/point
Consolidated-Undrained (CU) (Modified ASTM)	\$ 175.00/point
Additional cycles (each)	\$ 75.00/ea.

\* 1/2 Day Minimum Charge.

(1) If asphalt is delivered to SHN lab unmixed, add \$75.00/ea. for processing and mixing per Caltrans CT304.

(2) If concrete is sampled and delivered to SHN lab by outside contractor, add \$5.00/ea. for processing and curing per ASTM C-31.

**Laboratory Tests, Continued:**

Disposable Concrete Molds	\$ 7.00/ea.
Durability Index	\$ 100.00/ea.
Expansion Index	\$ 200.00/test
Fireproofing Density	\$ 100.00/ea.
Grout Compressive Strength	\$ 50.00/ea.
LA Rattler (abrasion resistance)	\$ 225.00/test
Liquid Limit	\$ 100.00/ea.
Masonry Block Compressive Strength	\$ 65.00/ea.
Masonry Block Linear Shrinkage	\$ 85.00/ea.
Masonry Block Prism Compressive Strength	\$ 150.00/ea.
Masonry Core Shear Test	\$ 50.00/core
Moisture Content	\$ 50.00/ea.
Moisture-Density Test	\$ 50.00/ea.
Particle Size Analysis (ASTM 422)	\$ 175.00/ea.
Percent Crushed Particles	\$ 200.00/ea.
Percent Organics	\$ 50.00/ea.
Plastic Limit	\$ 100.00/ea.
Plasticity Index	\$ 225.00/ea.
R-Value	\$ 350.00/ea.
Rice Specific Gravity of Asphalt (ASTM D2041)	\$ 175.00/ea.
Sample Disposal	\$ 5.00/unit
Sand Equivalent	\$ 125.00/ea.
Sawing Rocks and Concrete Cores	\$ 30.00/unit
Sieve Analysis--Coarse	\$ 100.00/ea.
Sieve Analysis--Fine	\$ 100.00/ea.
Sieve Analysis--Passing 200	\$ 75.00/ea.
Specific Gravity, Coarse Aggregate	\$ 100.00/ea.
Specimen Processing & Sample Prep	\$ 10.00/ea.
Stabilometer of Premixed AC	\$ 75.00/ea.
Sulfate Soundness	\$ 125.00/cycle
Swell Test	\$ 55.00/point
Triaxial Compression	
Unconsolidated Undrained (TXUU) (ASTM D2850)	\$ 125.00/point
Consolidated Undrained (TXCU) (ASTM D4767)	\$ 395.00/point
Consolidated Drained (TXCD) (ACOE)	\$ 515.00/point
Consolidated Undrained (TXCU-3 stage) (ASTM D4767)	\$1,100.00/test
Consolidated Drained (TXCD-3 stage) (ACOE)	\$1,200.00/test
Bulk Density Test	\$ 30.00/ea.
USDA Textural Suitability Test	\$ 80.00/ea.
Unconfined Compression Strength	\$ 115.00/ea.
Unit Weight of Lightweight Concrete	\$ 50.00/unit

**Notes:**

All samples of soil or rock from physical testing are discarded 30 days after submission of final report unless prior arrangements are made. Samples of soil or rock submitted for testing for hazardous substances will be returned to the Client, who is responsible for proper disposal.

This fee schedule is subject to review and adjustment, as required.

Certain services may require prevailing wages or overtime at premium pay to SHN employees. In such circumstances, fees will be adjusted to reflect increased labor costs.

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

DATE: June 16th, 2026  
TO: Scotia Community Services District Board of Directors  
FROM: Steve Coppini, General Manager  
SUBJECT: Review and authorize President Newmaker to sign amendment to the Tesla SGIP Energy Products Purchase Agreement

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**RECOMMENDATION:**

Review amendment and authorize President Newmaker to sign

**ACTION:**

Authorize President Newmaker to sign amendment

**DISCUSSION:**

**FISCAL IMPACT:**

**ATTACHMENTS:**

Tesla SGIP Energy Products Purchase Agreement



June 16<sup>th</sup>, 2026  
Scotia Community Services District  
400 Church St  
Scotia, Ca 95565

Re: Amendment to the SGIP Energy Products Purchase Agreement

Dear Paul Newmaker,

This letter (“**Amendment**”) amends the SGIP Energy Products Purchase Agreement dated as of August 28, 2020 (the “**Agreement**”) between Scotia Community Services District (“**Company**”), and Tesla, Inc. (“**Tesla**”) (each a “**Party**” and together the “**Parties**”).

The Parties hereby amend and replace the Price Sheet in the Agreement, with the Price Sheet attached below.

In addition, as a condition to this Amendment and in order to qualify for additional extensions under the SGIP Program, in particular , D.25-12-003, Company must agree to participate in an SGIP-approved Demand Response Program (DRP) for a minimum of 10 years from the date of ICF submission. Accordingly, at Company’s option, Company shall participate in either the PG&E Capacity Bidding Program (CBP) or the PG&E Peak Day Pricing Program for 10 years from the date of ICF submission.

Except as specifically modified by this Amendment, the Agreement remains in full force and effect in accordance with its terms.

Very truly yours,

TESLA, INC.

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Agreed and accepted effective as of the date first set forth above:

SCOTIA COMMUNITY SERVICES DISTRICT

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**Price Sheet**

**Buyer information**

Buyer Name: Scotia Community Services District  
Buyer Business Address: 400 Church St, Scotia, CA 95565 US  
Signatory Name: Paul Newmaker  
Signatory Phone Number: 707-764-3030

**Tesla entity**

Tesla, Inc. of 3500 Deer Creek Road, Palo Alto, CA, 94304  
888-765-2489  
CA CSLB 949283

**Energy Products and Contract Price**

<b>Energy Storage System</b>	400 kW / 2448 kWh Powerpack or Megapack System	
<b>Product Value:</b>		\$1,725,443
<b>SGIP Eligible Costs</b>		\$2,165,974
<b>SGIP Incentive</b>		\$1,900,000
<b>Contract Price (after SGIP Incentive and discounts):</b>		[CONTRACT PRICE]
<b>Job No.:</b>		JB-955180-00
<b>Installation Location:</b>		400 Church St, Scotia, CA 95565 US

**Approximate Completion Date**

60-180 days from the date of this Agreement

**Signed by**

Buyer: Scotia Community Services District

TESLA, INC.:

Your signature:

By:

\_\_\_\_\_  
Title:

\_\_\_\_\_  
Title:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Date:

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

DATE: June 16th, 2026  
TO: Scotia Community Services District Board of Directors  
FROM: Amber Sandum  
SUBJECT: Review website proposals to update current CSD website and provide direction to staff

**RECOMMENDATION:**

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Review website proposals

**ACTION:**

Direct staff

**DISCUSSION:**

**FISCAL IMPACT:**

**ATTACHMENTS:**

Website Proposals



Scotia CSD <infoscotiacsd@gmail.com>

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## Website Proposal for Scotia Community Services District

2 messages

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**kelli@ruralwaterimpact.com** <kelli@ruralwaterimpact.com>  
To: Amber Sandum <infoscotiacsd@gmail.com>

Wed, Apr 22, 2026 at 2:12 PM

Hi Amber,

Thanks for taking the time to chat today! I have attached a website proposal for Scotia Community Services District to review, along with an info flyer that highlights the features included with [Rural Water Impact](#).

Our customizable website solution makes it easy to update content, ensures top-notch security, and meets ADA compliance standards. Plus, our websites come with a built-in alert system for **text and email notifications—at no extra cost!**

It also helps to see a few other websites from CSDs we work with:

<https://shastacsd.org>

<https://clearcreekcsd.org>

<https://madisoncsd.org>

<https://frvcsd.org>

<https://quincycsd.com>

Please let me know if you or anyone has any questions! We'd love to hear what you think.

Have a great day,

Kelli Roark

[Rural Water Impact | Municipal Impact](#)

888-551-4815 ext. 11

*Officially Recommended by National Rural Water Association*

---

**2 attachments**



**rwi-flyer-2026\_compressed.pdf**

754K



**Scotia CSD Website Estimate 26-0323EHD.pdf**

72K

---

**Scotia CSD** <infoscotiacsd@gmail.com>

To: kelli@ruralwaterimpact.com

Wed, Apr 22, 2026 at 2:17 PM

Thank you Kelli!

Amber Sandum  
Administrative Assistant  
Scotia Community Services District  
PO Box 104

4/29/26, 8:34 AM

Gmail - Website Proposal for Scotia Community Services District

400 Church St  
Scotia, Ca 95565  
707-764-3030  
[infoscotiacsd@gmail.com](mailto:infoscotiacsd@gmail.com)

[Quoted text hidden]

**“I have really enjoyed and appreciated the service...  
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- Karen Thomasy, Administration Manager  
*Mustang Valley Water Supply Corporation*



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Prepared For  
 Attn: Amber Sandum  
 Scotia Community Services District  
 PO Box 104  
 Scotia, CA 95565

Estimate Date  
 05/20/2026

Estimate Number  
 26-0323EHD

Description	Rate	Qty	Line Total
RWI Tier 1 Annual Subscription - 2026 Rural Water Impact Tier 1 (0-750 connections) Annual Website Subscription. Includes Hosting, Unlimited Customer Support, All Website Software Updates, Upgrades, ADA Educational Support & One Month Free.	\$635.00	1	\$635.00
RWI Set Up Fee - 26 Website Set Up Fee - One Time Charge (Does Not Include Existing Website Content Transfer or Custom Domain)	\$499.00	1	\$499.00
Tax (if applicable) will be added per State Comptroller's Guidelines upon acceptance of estimate.			
		Subtotal	1,134.00
		Tax	0.00
		<b>Estimate Total (USD)</b>	<b>\$1,134.00</b>

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Mock-up created by Andrew Perkins as example for a developer

WEBSITE REDESIGN - BOARD BRIEF

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# Scotia CSD, rebuilt for *the people who live there.*

A scope, design direction, and developer handoff for a modern WordPress site with emergency alerts, SMS texts, and issue reporting.

Prepared for the Scotia Community Services District Board  
scotiacsd.com · 400 Church St, Scotia CA 95565

Discovery brief · For developer handoff

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# Executive summary

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**The ask:** Rebuild the Scotia CSD website with three new resident-facing tools — emergency alerts (email and SMS text messaging), an issue-reporting form, and a searchable document library — on a modern, mobile-friendly design that staff can keep updated without a developer.

**The approach:** Hire a freelance WordPress developer. Hand them this brief. Have them build on free, well-supported tools (no premium themes, no monthly software fees) so the district isn't locked in or paying recurring license costs.

## In scope for version one

- Visual redesign — earthy, redwood-inspired, mobile-first
- Emergency alert banner + email subscriptions + **SMS texting**
- Issue-reporting form (leaks, outages, broken streetlights, etc.)
- Searchable document library replacing the resolution menu sprawl
- Cleaned-up navigation and updated FAQ
- Migration of all existing content from the current site

## Intentionally not in version one

- AI chatbot (a good FAQ page does the same job for free)
- Public-facing issue tracker (staff-only logging in v1)
- Single sign-on with the billing portal (vendor coordination required)

## Cost at a glance

Item	One-time	Ongoing
Developer (freelance, estimated)	\$2,000 – \$4,000	—
Theme + plugins (Astra, MailPoet, Fluent Forms, etc.)	\$0	\$0
MailPoet (only if past 500 subscribers)	—	~\$10/mo
Twilio SMS (number + 10DLC + messages)	~\$15	~\$10–25/mo
Domain email upgrade (Google Workspace)	—	\$6/user/mo
Hosting (already paying)	—	Already paid

**Realistic total:** Roughly \$2,000–\$4,000 to launch, then \$30–50/month to operate. The largest variable is the developer's quote, which depends on who you hire and how much content migration they take on.

---

### Three decisions the board needs to make

- **Approve the scope above** as the v1 build target (or send redlines).
- **Approve a budget ceiling** for developer time. \$4,000 is a reasonable cap.
- **Pick a content owner** — one person (staff or board) who reviews and approves rewritten copy. Without this, the project drags.

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# Contents

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<b>1</b>	Where we are now	<i>p. 4</i>
<b>2</b>	What this redesign aims to fix	<i>p. 5</i>
<b>3</b>	Design direction	<i>p. 6</i>
<b>4</b>	What the homepage looks like	<i>p. 8</i>
<b>5</b>	New features in detail	<i>p. 9</i>
<b>5.1</b>	Emergency alerts (banner + email + SMS)	<i>p. 9</i>
<b>5.2</b>	Report an issue	<i>p. 11</i>
<b>5.3</b>	Document library	<i>p. 12</i>
<b>5.4</b>	FAQ (and why no chatbot in v1)	<i>p. 12</i>
<b>6</b>	Tech stack — theme and plugins	<i>p. 13</i>
<b>7</b>	Sitemap and navigation	<i>p. 14</i>
<b>8</b>	Scope of work for the developer	<i>p. 15</i>
<b>9</b>	Timeline	<i>p. 17</i>
<b>10</b>	Cost summary	<i>p. 18</i>
<b>11</b>	Open questions	<i>p. 19</i>
<b>A</b>	Appendix — content migration checklist	<i>p. 20</i>

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# 1 • Where we are now

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scotiaced.com runs on WordPress with the GovPress theme — a free, government-focused theme that was solid in 2018 but hasn't kept up. The bones are fine. The face is not.

## What's working

- Content is thorough. The site has years of resolutions, financial reports, service applications, and operational notices.
- WordPress is approachable. Office staff can update content without calling a developer.
- The billing portal at *scotiaced.currentsoftware.app* works as a third-party integration and only needs proper linking from the new site.

## What's not

- Critical alerts get buried. The recent boil-water notice sat in a wall of plain text on the homepage. Residents had to read three paragraphs to learn whether the water was safe.
- The navigation menu has eleven separate entries for resolution years alone (2015 through 2025).
- No way for residents to subscribe to outage or boil-water alerts.
- No issue-reporting form. Anything wrong in town becomes a phone call.
- The contact email is *Infoscotiaced@gmail.com* — a personal-style Gmail address for a public utility.
- Many internal links use `http://` instead of `https://`, which trips browser security warnings.
- The design is dated and not built mobile-first. Most residents use phones.

**The honest take:** the current site is functional but feels like a filing cabinet. The redesign should make it feel like a front door — the place where someone in Scotia goes first when something needs doing or something has gone wrong.

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## 2 • What this redesign aims to fix

---

Three problems, three priorities.

### **Priority 1 — Make alerts unmissable**

When the water isn't safe to drink, that information should be the first thing anyone sees. A red banner across the top of the site, an email to subscribers, a text message to anyone who opted in. No scrolling, no hunting.

### **Priority 2 — Give residents a way to report things**

A simple form: what's wrong, where, and a photo if they have one. Submissions go to staff email and get logged. No app to download, no account to create.

### **Priority 3 — Clean up the document sprawl**

Eleven years of resolutions don't need eleven menu items. A single searchable document library replaces all of it. People can filter by year, type, or keyword.

Everything else in the brief — the new look, the FAQ rewrite, the email upgrade — supports these three. If a feature doesn't make one of them easier, it probably shouldn't ship in v1.

---

## 3 • Design direction

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Scotia is the last company town in California. Built by Pacific Lumber in the 1880s on the banks of the Eel River, originally called Forestville and later renamed by lumber workers from Nova Scotia. The land was Wiyot before that. The website should feel like the place.

### The aesthetic in one sentence

*Refined, earthy, and quietly civic — like a well-kept ranger station rather than a corporate dashboard.*

### Color palette

Five working colors plus a gold accent. Dark redwood and moss carry the brand; cream and fog give the eye places to rest; gold marks what matters.

Role	Color	Hex	Where it's used
Primary	Redwood	#5C3A2E	Headers, logo, primary buttons
Secondary	Moss green	#4A6B3A	Calls to action, success states, links
Tertiary	River slate	#5C7A8C	Calmer accents, info tags
Background	Fog cream	#F4F0E6	Card backgrounds, soft sections
Background	Cream	#FAF7EE	Page background
Text	Bark	#2A1D14	Body text
Accent	Gold	#B8843D	Highlights, italic emphasis
Alert	Alert red	#8B2E1F	Emergency banners only

### Typography

Two free Google fonts. Pair a distinctive serif with a clean sans for warmth and readability without paying a license.

Font	Used for	Why
Fraunces (serif)	Headlines, mission quote, section titles	Has character and warmth without feeling fussy. Reads as civic, not corporate.
DM Sans (sans)	Body text, navigation, buttons, forms	Clean, accessible, optimized for screens. Free and well-supported.

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## Visual motifs

- **Vertical redwood trunks** as a hero backdrop — done as SVG so it loads instantly and scales without losing detail.
- **The Eel River as a horizontal band** at the bottom of dark sections, hinting at where the town sits geographically.
- **Fog as a softening overlay** — the literal Humboldt County fog, used here as a faint cream gradient.
- **Wood-grain texture** on the mission section illustration. Subtle, not skeuomorphic.

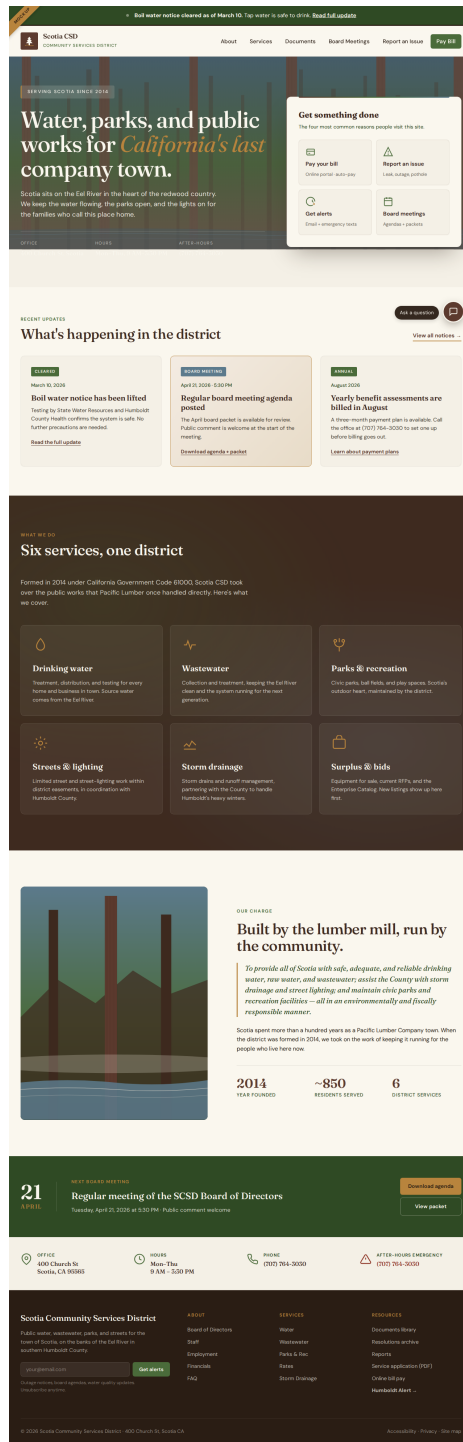
## Layout principles

- **Mobile first.** The hero stacks, action tiles drop to one column.
- **One clear thing per screenful.** A resident on their phone hits one decision point at a time: alert, then actions, then notices.
- **Generous whitespace.** The current site is dense. The redesign lets information breathe.

**What this isn't:** a tech-startup website. No purple gradients, no marketing-speak. Scotia CSD is a public utility serving 850 people. The site should look competent, warm, easy to use, not trying to sell anyone anything.

# 4 • What the homepage looks like

The interactive HTML mockup is delivered alongside this brief. The screenshot below shows the homepage at desktop width. The developer should treat this as the visual target — not a pixel-perfect spec, but a clear direction on color, type, and structure.



Full homepage mockup. Open [scotia-csd-mockup.html](#) in any browser for the live, interactive version.

---

# 5 • New features in detail

---

## 5.1 • Emergency alerts (banner + email + SMS)

### What residents see

When the district posts a notice, three things happen at once:

- **Banner appears at the top of every page** — red for emergency (boil water, contamination), amber for advisory (scheduled outage, traffic), green for cleared. Hidden when nothing's active.
- **Email goes out** to every resident who subscribed via the footer signup, sent through MailPoet.
- **SMS text goes out** to every resident who opted in for texting, sent through Twilio.

### How staff use it

One screen in WordPress. Staff write the notice once, pick a severity, and check which channels to send to. Banner appears immediately. Email and SMS go out within a minute or two. When the issue clears, staff write a follow-up and pick "send cleared notice" — banner turns green, follow-up email and text go out.

### The SMS plan in detail

Texting is the part that takes the most setup, so it gets its own section. Three things have to happen:

- 1. Set up a Twilio account.** Twilio is the standard SMS provider for small US municipalities and businesses. Pay-as-you-go, no monthly minimums.
- 2. Register for 10DLC compliance.** Since 2023, US carriers require any business or government sending SMS from a regular 10-digit number to register their brand and their messaging campaign. This is non-optional. Public utilities qualify for the low-volume tier (\$4 one-time brand registration, \$10 one-time campaign registration, ~\$2/month carrier fees).
- 3. Install the WP SMS plugin (free) and connect it to Twilio.** The plugin handles the subscribe form, double opt-in confirmation, and the WordPress side of sending.

### Cost breakdown for SMS

Item	Cost	Notes
Twilio phone number	\$1.15/month	Local 10-digit number for the district to send from
10DLC brand registration	\$4 one-time	Mandatory for US senders
10DLC campaign registration	\$10 one-time	Mandatory; covers low-volume notification use case
10DLC carrier fees	~\$2/month	Per-carrier pass-through, billed by Twilio
Per-message cost	~\$0.0079 per SMS	US standard rate

Item	Cost	Notes
WP SMS plugin	Free	Open source, integrates Twilio cleanly

### Realistic message volume and yearly cost

Assume Scotia has 8–15 notice events per year (boil water, planned outages, board reminders, water-quality updates) and 200–600 SMS subscribers.

Subscribers	Events / yr	Yearly message cost	All-in yearly cost
200	10	~\$16	~\$80
400	10	~\$32	~\$95
600	12	~\$57	~\$120
850 (max)	15	~\$100	~\$165

All-in includes the phone number, monthly carrier fees, and first-year registration amortized. Year two onward is roughly \$20 less because brand and campaign registration are one-time.

**Important — opt-in is mandatory.** US law (TCPA) requires explicit consent before sending non-emergency SMS. The subscribe form must use double opt-in: resident enters their phone, gets a text asking them to reply YES, and only then are they on the list. WP SMS handles this out of the box. Get it wrong and the district is exposed to per-message statutory damages.

### Where Humboldt Alert fits in

For genuine life-safety emergencies (fire evacuations, AMBER alerts, tsunami warnings) the county's **Humboldt Alert** system is the right tool — professionally dispatched, free for residents, uses every available channel (SMS, voice, email, NOAA radio). The Scotia site links to Humboldt Alert prominently in the footer and alerts page. Scotia's own SMS handles utility-specific notices that the county system doesn't cover.

---

## 5.2 · Report an issue

### What it is

A single-page form asking five things:

- **Type of issue** — water leak, sewer backup, broken streetlight, park damage, storm drain, other (dropdown).
- **Where it is** — Google Maps pin or typed address.
- **Short description.**
- **Optional photo** (one per submission for v1).
- **Reporter contact** — name, phone or email.

### Where reports go

Submissions email the office immediately and get logged in WordPress. Staff can mark them received, in progress, or closed. There's no public-facing tracker on day one — that adds complexity for a small district. If demand grows, a status page can come later.

### Plugin: Fluent Forms Lite (free)

Fluent Forms Lite handles the form, photo upload, conditional logic, and email routing in its free tier. WPForms Lite works too but has a more limited free version.

## 5.3 · Document library

Today's site lists every year of resolutions as a separate menu item. Eleven entries, going back to 2015. That's not a navigation strategy — that's a filing cabinet stapled to the homepage.

The new approach: one page called **Documents**, with filters for year, type (resolution, ordinance, report, plan, agenda), and a search box. Staff drag-and-drop new PDFs into the WordPress media library, tag them, and they appear automatically.

### Plugin: Document Library Lite (free)

Handles all of this with no setup beyond pointing it at a category. The free version supports search, sort, and download tracking. The paid version adds bulk upload and access control, neither of which Scotia needs on day one.

---

## 5.4 • FAQ (and why no chatbot in v1)

*Recommendation: build the FAQ page properly first, and skip the chatbot in v1.*

Scotia CSD serves about 850 people. The questions they ask are predictable and well-documented: how do I pay, when's the next board meeting, who do I call after hours, what are the rates, is the water safe. A good FAQ page with anchor links and a search bar answers all of those instantly, costs nothing to maintain, and works for residents using screen readers or older phones.

A chatbot adds another moving part. The free WordPress chatbot plugins (WPBot is the best of them) work fine for scripted flows, but to make one actually smart it needs an AI API key from OpenAI or Google Gemini, which means usage costs and a small ongoing maintenance burden. For 850 residents asking ~12 distinct questions, the math doesn't favor it.

**Door left open:** if the board wants a chatbot in v2, WPBot is the right pick. Start scripted, no AI. Wire it to point to the human contact info whenever it doesn't have an answer.

## 6 • Tech stack — theme and plugins

All free, all well-supported, no vendor lock-in.

### Theme: Astra (free)

Astra is the most-installed free WordPress theme. Fast, accessible, and works with the standard WordPress block editor (no Elementor or proprietary page builder required).

- **Why Astra over GovPress (current):** better mobile, modern typography, ongoing development. GovPress is good but losing momentum — active installs declined throughout 2024 and 2025.
- **Why Astra over Kadence:** larger free template library, more documentation aimed at non-developers.
- **Why Astra over a paid municipal theme:** paid themes lock the district into a vendor, often require a page builder, and don't add much that a custom child theme on Astra can't deliver.

### Plugin stack

Plugin	Job	Free tier covers
Fluent Forms Lite	Issue reports, signups, contact form	Everything Scotia needs
MailPoet	Email alerts to subscribers	Up to 500 subscribers
WP SMS	SMS alerts via Twilio integration	Plugin is free; Twilio billed separately
Document Library Lite	Searchable docs replacing the resolution menu	Unlimited documents
Wordfence Free	Security monitoring, login protection	Real-time firewall, malware scanning
Rank Math (free)	SEO, sitemap, schema markup	More than enough for a 50-page site
WP Mail SMTP	Reliable email delivery	Free with Gmail or SendGrid SMTP
UpdraftPlus	Automated backups	Free for local; paid for cloud storage

**MailPoet's 500-subscriber free limit:** Scotia has roughly 850 residents. If subscriber count grows past 500, MailPoet's paid tier starts around \$10/month. Mailchimp's free tier handles up to 500 contacts as an alternative, but its WordPress integration is thinner. Worth revisiting once we know how many people actually subscribe.

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## 7 • Sitemap and navigation

---

The current site has six top-level menu items, but two of them hide a sprawling drop-down. The new sitemap keeps six top-level items and pushes everything else into well-organized sub-pages.

Top-level	Sub-pages
Home	Hero, alerts, quick actions, recent notices, services overview, board meetings preview, contact
About	Mission · Board of Directors · Staff · Employment · Financials · FAQ · Surplus property
Services	Water · Wastewater · Parks & Rec · Streets & Lighting · Storm Drainage · Rates · Non-CSD services
Documents	One searchable library with filters for resolutions, ordinances, reports, plans, agendas
Board Meetings	Next meeting (with agenda + packet) · Past meetings · How to attend or comment
Report an Issue	The form. Single page. Direct route from the homepage tile.
Pay Bill	Outbound link to the Current Software portal · backup info if portal is down
Contact	Office address, hours, phone, email, after-hours emergency line, map

### What's gone from the menu

- Eleven separate *Resolutions* year entries (2015 through 2025). Folded into the Documents library with year as a filter.
- *Online Bill Pay* as a sub-item under *Accounts & Bill Pay*. Promoted to a top-level **Pay Bill** button so it's one click from anywhere.
- *Service Agreement* as a separate menu item. Lives under **Pay Bill** → **New service** or in the **Documents** library.

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## 8 • Scope of work for the developer

---

What the district expects from a freelance WordPress developer who takes this project on. Use this section as the basis for a quote request or contract addendum.

### Deliverables

- Staging environment on a subdomain (e.g. staging.scotiaccsd.com)
- Astra child theme with the design system from Section 3 (colors, fonts, spacing) implemented as CSS variables
- Homepage matching the mockup in Section 4 — all sections built and responsive on mobile
- Inner-page template applied to About, Services, Documents, Board Meetings, Contact
- All eight plugins from Section 6 installed and configured
- Issue-reporting form built in Fluent Forms, routing to staff email
- Alert system: banner mechanism, MailPoet email template, WP SMS plus Twilio integration with double opt-in
- Document Library populated with all existing district documents (see Appendix A for the full list)
- All site content migrated from the current site
- Old http:// links converted to https://
- FAQ page rewritten using existing content plus 5–10 new questions based on common phone calls (district provides)
- Pre-launch accessibility audit (WAVE or axe DevTools) with fixes
- Production launch with rollback plan
- 30 days of post-launch support for bugs and minor adjustments

### What the district provides

- WordPress admin and hosting credentials
- All existing site content (mostly migration access)
- Twilio account (or developer can set this up and bill the district)
- Google Workspace account if the email upgrade is approved
- One named content reviewer who turns around feedback within 3 business days
- Photography (or approval to use stock/SVG placeholders for v1)

### Acceptance criteria

The site is accepted as complete when:

- Every page on the current site has a working equivalent on the new site, with content migrated.
- All eight plugins are installed and configured per Section 6.
- A test alert posted by staff produces a banner, an email to a test address, and an SMS to a test number.

- 
- The issue-reporting form successfully delivers a test submission to the office email.
  - The mobile experience works on iOS Safari and Android Chrome at 375px width.
  - WAVE shows zero accessibility errors on the homepage and main templates.
  - Pages load in under 3 seconds on a 3G connection.

**Out of scope (don't quote these in v1)**

- Custom plugin development
- Public-facing issue tracker / status page
- AI chatbot (door open for v2)
- Single sign-on between the main site and the Current Software billing portal
- Native mobile app
- Online payment processing on the main site (residents continue using the existing billing portal)
- Migrating away from WordPress to a different CMS

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## 9 • Timeline

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Realistic schedule for a freelance developer working part-time (15–20 hours per week) on the project.

Week	Phase	Deliverable
1	Setup	Staging environment, hosting access confirmed, Astra installed
2–3	Build	Child theme with design system, homepage, inner-page template
4	Features	All eight plugins configured. Issue form, alert system, document library working.
5	Migration	All content migrated. Documents tagged and uploaded. Internal links cleaned up.
6	Review	Staff and board walkthrough on staging. Fixes. Accessibility audit.
7	Launch	Production deployment. Monitoring. SMS and email tested live.
8–10	Support	Bug fixes and small adjustments based on real-world use.

### Padding for reality

Add 1–2 weeks of buffer. Content reviews always take longer than expected. The first SMS test almost always exposes a 10DLC registration question. Building in slack at the front saves panic at the back.

# 10 • Cost summary

## One-time costs

Item	Estimated cost	Notes
Developer fee	\$2,000 – \$4,000	Freelance WordPress dev, ~30–50 hours work. Quote depends on hire.
Twilio setup (10DLC)	\$14	\$4 brand + \$10 campaign, both one-time
WordPress core, theme, plugins	\$0	Astra and the plugin stack are all free
Photography (optional)	\$0 – \$500	Stock or SVG covers v1; commissioned shoot optional

## Ongoing monthly costs

Item	Monthly	Notes
Hosting	\$0	Already being paid; depends on current host
Domain	~\$1	scotiabcd.com renewal, prorated from yearly
Twilio phone number	\$1.15	
Twilio 10DLC carrier fees	~\$2	Pass-through from US carriers
Twilio SMS messages	\$1 – \$10	Depends on subscribers and event count
MailPoet	\$0 – \$10	Free under 500 subscribers, then ~\$10/mo
Google Workspace email	\$6/user	Recommended; replaces the Gmail address

**Plain-English total:** Roughly \$2,000–\$4,000 to launch (mostly the developer), then about \$30–50 per month to operate. Cheap by the standards of any competing solution. A purpose-built civic platform like GOGov or Civita would run \$300–\$1,500/month and lock the district into a vendor.

---

# 11 • Open questions

---

Things the board and the developer will need to nail down. Listed in roughly the order they need answers.

## For the board

### 1. Approve scope and budget

Does the board approve the scope in Section 8 and a budget ceiling for the developer (suggest \$4,000)?

### 2. Approve the email upgrade

Move from *Infoscotiacsd@gmail.com* to *info@scotiacsd.com* via Google Workspace at \$6/user/month? Recommend yes — the change is invisible to staff (still using Gmail's interface) but makes outgoing email look official.

### 3. Pick a content owner

One person who reviews and approves rewritten content as it comes back from the developer. Without this, the project drags.

### 4. Photography

Use SVG placeholders and stock photos for v1, or fund a small Scotia-specific photography session (~\$300–500)? Both work; the first is faster, the second is better long-term.

### 5. After-hours emergency phone

Currently the same number as the main office line (707-764-3030). Confirm this is correct and current. Display prominently on the new site.

## For the developer

### 1. Hosting environment

Where is the site hosted today? Some hosts make staging trivial; others make it painful. Need to confirm before kickoff.

### 2. SMS sender identity

Twilio 10DLC registration requires the legal entity name, EIN, and the campaign use case. The developer should walk the district through this paperwork early — it can take 1–2 weeks for carrier approval.

### 3. Current Software billing portal

Confirm the portal URL is correct (*scotiacsd.currentsoftware.app*) and confirm whether it can pre-fill account info from a referrer link or always requires manual login. Affects how the Pay Bill button behaves.

### 4. Existing PDF naming conventions

If the existing resolution PDFs are well-named, migration is fast. If they're scan001.pdf, scan002.pdf, plan extra time for renaming.

# Appendix • Content migration checklist

A line-by-line accounting of what needs to move from the current site to the new one. Print this and check things off, or send it to the developer as a project tracker.

Section	What to migrate	Estimated items
About Us	Mission, district history, governance structure	1 page
Board of Directors	Member bios, contact info, terms	5–7 entries
Staff	Photos, names, roles, contact info	~5 staff
Employment	Active job listings, application info	Variable
Financials	Annual budgets, audits, CCRs	10+ docs
FAQ	Existing Q&A plus new entries from common phone calls	20–30 questions
Surplus Property	Active listings, photos	Variable
Enterprise Catalog	Existing PDF or migrate to a page	1 doc
Water service info	Service area, treatment process, CCRs, conservation	1 page + linked docs
Wastewater info	Service description, billing, complaints process	1 page
Parks & Rec	Park list, hours, reservations, photos	1 page + sub-pages
Streets & Lighting	Service description, who to call for what	1 page
Storm Drainage	Service description, after-storm reports	1 page
Non-CSD Services	What the district does NOT handle (with redirects)	1 page
Rates	Current water and wastewater rates, rate-setting history	1 page + table
Ordinances	All adopted ordinances, organized by year	20+ docs
Policies	All current policies	10+ docs
Resolutions	2015–2025, all years (this is the big one)	100+ docs
Reports	CCRs, Municipal Service Reviews, financial reports	15+ docs
Plans	Master plans, capital improvement plans	5+ docs
Service Agreement	Current PDF and summary	1 doc + page

---

Section	What to migrate	Estimated items
Online Bill Pay	Link to Current Software portal + how-to	1 page
Contact	Address, hours, phone, email, map embed	1 page

**Resolutions are the biggest job.** Eleven years of PDFs need to be tagged with year and uploaded to the document library. Budget 4–6 hours just for this. If files are already well-named (*resolution-2024-03.pdf*), it goes faster. If they're named *scan001.pdf*, plan for renaming first.

*End of brief. Questions: contact the board chair.*

MOCKUP

Boil water notice cleared as of March 10. Tap water is safe to drink. [Read full update](#)



**Scotia CSD**

COMMUNITY SERVICES DISTRICT



# Water, parks, and public works for *California's last* company town.

Scotia sits on the Eel River in the heart of the redwood country. We keep the water flowing, the parks open, and the lights on for the families who call this place home.

OFFICE

400 Church St, Scotia

HOURS

Mon–Thu, 9 AM–3:30 PM

AFTER-HOURS

(707) 764-3030



# What's happening in the district

[View all notices →](#)

## CLEARED

March 10, 2026

### **Boil water notice has been lifted**

Testing by State Water Resources and Humboldt County Health confirms the system is safe. No further precautions are needed.

[Read the full update](#)

## BOARD MEETING

April 21, 2026 · 5:30 PM

### **Regular board meeting agenda posted**

The April board packet is available for review. Public comment is welcome at the start of the meeting.

[Download agenda + packet](#)

## ANNUAL

August 2026

### **Yearly benefit assessments are billed in August**

A three-month payment plan is available. Call the office at (707) 764-3030 to set one up before billing goes out.

[Learn about payment plans](#)

WHAT WE DO

# Six services, one district

Formed in 2014 under California Government Code 61000, Scotia CSD took over the public works that Pacific Lumber once handled directly. Here's what we cover.



## Drinking water

Treatment, distribution, and testing for every home and business in town. Source water comes from the Eel River.



## Wastewater

Collection and treatment, keeping the Eel River clean and the system running for the next generation.



## Parks & recreation

Civic parks, ball fields, and play spaces. Scotia's outdoor heart, maintained by the district.





## Streets & lighting

Limited street and street-lighting work within district easements, in coordination with Humboldt County.



## Storm drainage

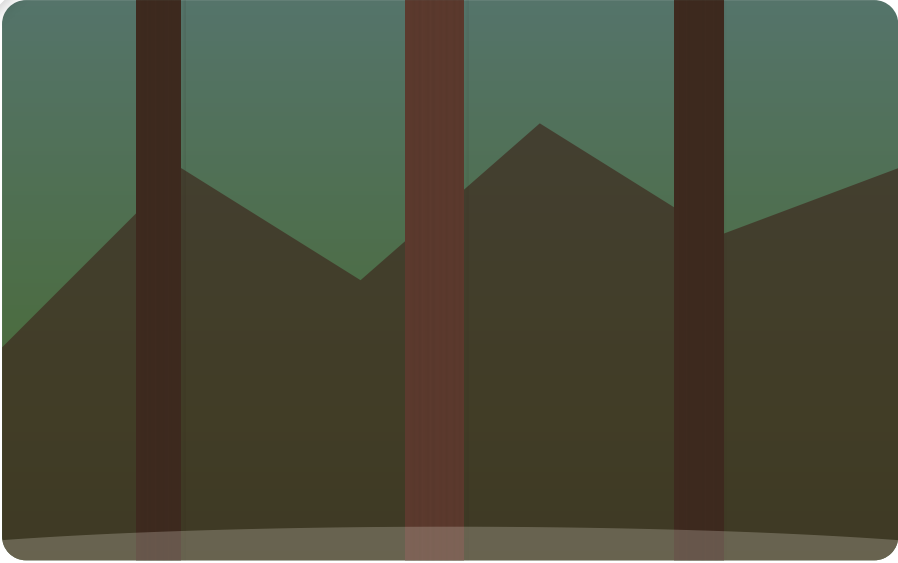
Storm drains and runoff management, partnering with the County to handle Humboldt's heavy winters.



## Surplus & bids

Equipment for sale, current RFPs, and the Enterprise Catalog. New listings show up here first.

MOCKUP



## OUR CHARGE

# Built by the lumber mill, run by the community.

*To provide all of Scotia with safe, adequate, and reliable drinking water, raw water, and wastewater; assist the County with storm drainage and street lighting; and maintain civic parks and recreation facilities — all in an environmentally and fiscally responsible manner.*

Scotia spent more than a hundred years as a Pacific Lumber Company town. When the district was formed in 2014, we took on the work of keeping it running for the people who live here now.

**2014**

YEAR FOUNDED

**~850**

RESIDENTS SERVED

**6**

DISTRICT SERVICES

**21**

APRIL

# Regular meeting of the SCSD Board of Directors

Tuesday, April 21, 2026 at 5:30 PM · Public comment welcome

[Download agenda](#)

[View packet](#)



**OFFICE**

400 Church St  
Scotia, CA 95565



**HOURS**

Mon–Thu  
9 AM – 3:30 PM



**PHONE**

(707) 764-3030



**AFTER-HOURS EMERGENCY**

(707) 764-3030

## Scotia Community Services District

Public water, wastewater, parks, and streets for the town of Scotia, on the banks of the Eel River in southern Humboldt County.

[Get alerts](#)

Outage notices, board agendas, water quality updates.  
Unsubscribe anytime.

### ABOUT

[Board of Directors](#)

[Staff](#)

[Employment](#)

[Financials](#)

[FAQ](#)

### SERVICES

W  
**MOCKUP**

Wastewater

Parks & Rec

Rates

Storm Drainage

## **RESOURCES**

Documents library

Resolutions archive

Reports

Service application (PDF)

Online bill pay

**Humboldt Alert** →

Scotia CSD

COMMUNITY SERVICES DISTRICT

SERVING SCOTIA SINCE 2014

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## Get something done

The four most common reasons people visit this site.

<p><b>Pay your bill</b> Online portal · auto-pay texts</p>	<p><b>Report an issue</b> Leak, outage, pothole</p>	<p><b>Get alerts</b> Email + emergency</p>
<p><b>Board meetings</b> Agendas + packets</p>		

# What's happening in the district

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Drinking water

Wastewater

Parks & recreation

Streets & lighting

Storm drainage

## Surplus & bids

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---

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YEAR FOUNDED

~850

RESIDENTS SERVED

6

DISTRICT SERVICES

21

APRIL

---

NEXT BOARD MEETING

# Regular meeting of the SCSD Board of Directors

Tuesday, April 21, 2026 at 5:30 PM · Public comment welcome

[Download agenda](#)

[View packet](#)

---

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[FAQ](#)

## SERVICES

[Water](#)

[Wastewater](#)

[Parks & Rec](#)

[Rates](#)

[Storm Drainage](#)

## RESOURCES

[Documents library](#)

[Resolutions archive](#)

[Reports](#)

[Service application \(PDF\)](#)

[Online bill pay](#)

[Humboldt Alert →](#)

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[Accessibility](#) · [Privacy](#) · [Site map](#)



# Rebuilding scotiacsd.com Proposal

Redwood Curtain Design  
andy@redwoodcurtaindesign.com

Scotia Community Services District  
infoscotiacsd@gmail.com

350 E St  
Suite 300  
Eureka, California, 95501  
United States

Sent: Jun 8, 2026

Accepted: -----

## Introduction

Hello Amber,

We recently spoke about your current website and your hope to both make it more modern and more reliable. We'd be happy to help out! We've been working with businesses like yours for over 9 years, and I am confident that we can help with your site as well.



## Overview and Goals

Scotia Community Services District is currently looking to modernize their website's design, functionality, and related services.

With the redesign, we aim to:

- Break from the existing design, implementing a new design and site structure
- Work with a responsive designer
- Transition to more reliable hosting services
- Increase site flexibility and ability to grow/change with the business

Redwood Curtain Design's objectives will be to:

- Build a new homepage design based on the above goals
- Enable self-service site updates, as desired by the client

The final deliverable for this project will be a new site design, accessible at [scotiacsd.com](http://scotiacsd.com)

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## A Note on Messaging Platforms

During our conversation, we spoke about options for messaging your users. In particular, we are hoping to have the ability to send emails to residents, alerting of urgent community notices. There are two main ways of accomplishing this:

1. We can send emails directly from the website, using our dedicated email servers.
2. We can use a third-party service (such as a marketing service like MailChimp or dedicated emergency communication providers)

In most cases, we recommend option 2, because their infrastructure is purpose-built for sending bulk emails and because companies such as Google and Microsoft frequently block emails from websites that send bulk emails to curb abuse. Marketing services also help manage unsubscribes and other CAN-SPAM act compliance. In your case, these services can also provide SMS messaging.

Regardless of the option that works best for you, we can help you configure it and can integrate most third-party services into your website.



## Our Services

### While Building the New Website

The websites that we build are tailor-made, ensuring that your new website works exactly as you need it to. While we use common best practices and standards, we also work with you and create a new design to best support your brand. We then build a bespoke arrangement of software and custom programming to ensure that your website meets your needs, and not the other way around.

Depending on your goals, we use a variety of tools and applications to ensure your website meets best practices like mobile compatibility, search engine visibility, and accessibility.

### After Launching the New Website

Once your website launches, we work with you to ensure that your website stays current, performant, and compliant. We can help you update content, as well as training your staff to update content directly. We also offer many services that will maintain and enhance your site, and help control your costs. Some common services for websites like yours include:

- **Managed Website Hosting**  
The website is installed on Redwood Curtain Design's secure servers, and many tasks are managed for you, such as software updates, backups, SSL security certificates, and domain renewals.
- **Monthly Maintenance**  
Once per month, key maintenance items are performed, such as verifying software updates, checking for errors and performance issues, and verifying website records
- **Website Analytics**  
We configure analytics on your site and monitor the connection to ensure it is working properly, and can optionally send you monthly reports on how your website is being used.
- **Google Business Profile Management**  
We help you claim your Business/Maps profile as yours, ensure that you have ongoing access to it and can respond to any reviews, and can update profile photos for you.

These recommendations will help your website after the site launches, and are not required to build your site. We will talk about them more in-depth as the launch of the website approaches. You can learn more about our services at [our website](#).

## Schedule & Invoicing

Larger projects like this vary widely in timelines, but we expect to break this project into 3 phases over 13 weeks. The phases are broken out here, with typical timelines listed.

Although we typically invoice at the end of the project, we are happy to break this into "milestone" payments to assist with budget planning. Typical milestone payment points and amounts are also indicated.

- Optional milestone payment (initial deposit): *50% of project budget*

**Phase 1:** Product discovery & mockups

**Typical timeline:** 4 weeks

**This phase includes:** kick-off meeting, discussion on key values, analysis of existing page design and transition needs, handoff of key assets to designer, and design of mockups with iterations.

- Optional milestone payment (beginning content creation): *25% of project budget*

**Phase 2:** Content & site design

**Typical timeline:** 6 weeks

**This phase includes:** implementation of staging site, transition from mockups to finished design, implementation of copy and content, and design iteration.

**Phase 3:** Final review & launch

**Typical timeline:** 3 weeks

**This phase includes:** final reviews and iterations, switching the site to live, handoff of key assets to client, and user training as needed.

- Milestone payment (final project invoice): *Remainder of project cost*

## Pricing Summary

## Site Creation

**\$4,742.50**

This is the estimated one-time cost to build the site based on the conversations so far, with expected review and iteration time.

*This is an estimated cost, and will vary based on a number of factors, such as amount of content created by client vs designer and number of revisions required. Similarly, stock photo and software license costs are estimates based on typical needs and conversations so far. We will work with you to control costs during this project, such as informing you before purchasing software and keeping you informed of hours used at various milestones.*

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ITEMS	QTY	PRICE	TOTAL
<b>Design &amp; Developer Time</b>	<b>24.5</b>	<b>\$125.00 / hour</b>	<b>\$3,062.50</b>

Performing the initial investigation and scoping, configuring the required infrastructure, performing sketches, and completing the site's development.

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<b>Data Entry</b>	<b>9</b>	<b>\$125.00 / hour</b>	<b>\$1,125.00</b>
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Migrating data (e.g., meeting minutes, policies) from the existing site to the new site

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<b>User Training</b>	<b>1</b>	<b>\$125.00 / hour</b>	<b>\$125.00</b>
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Performing user training sessions, either shortly before or after launching the new site.

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<b>Staging Web Server</b>	<b>3</b>	<b>\$10.00 / month</b>	<b>\$30.00</b>
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Want to develop some function of your site but aren't ready to show it to the public? Want to test a new plugin for compatibility? Clone your site to a private server for development, with the option to move it to your live site when you're done developing.

This includes:

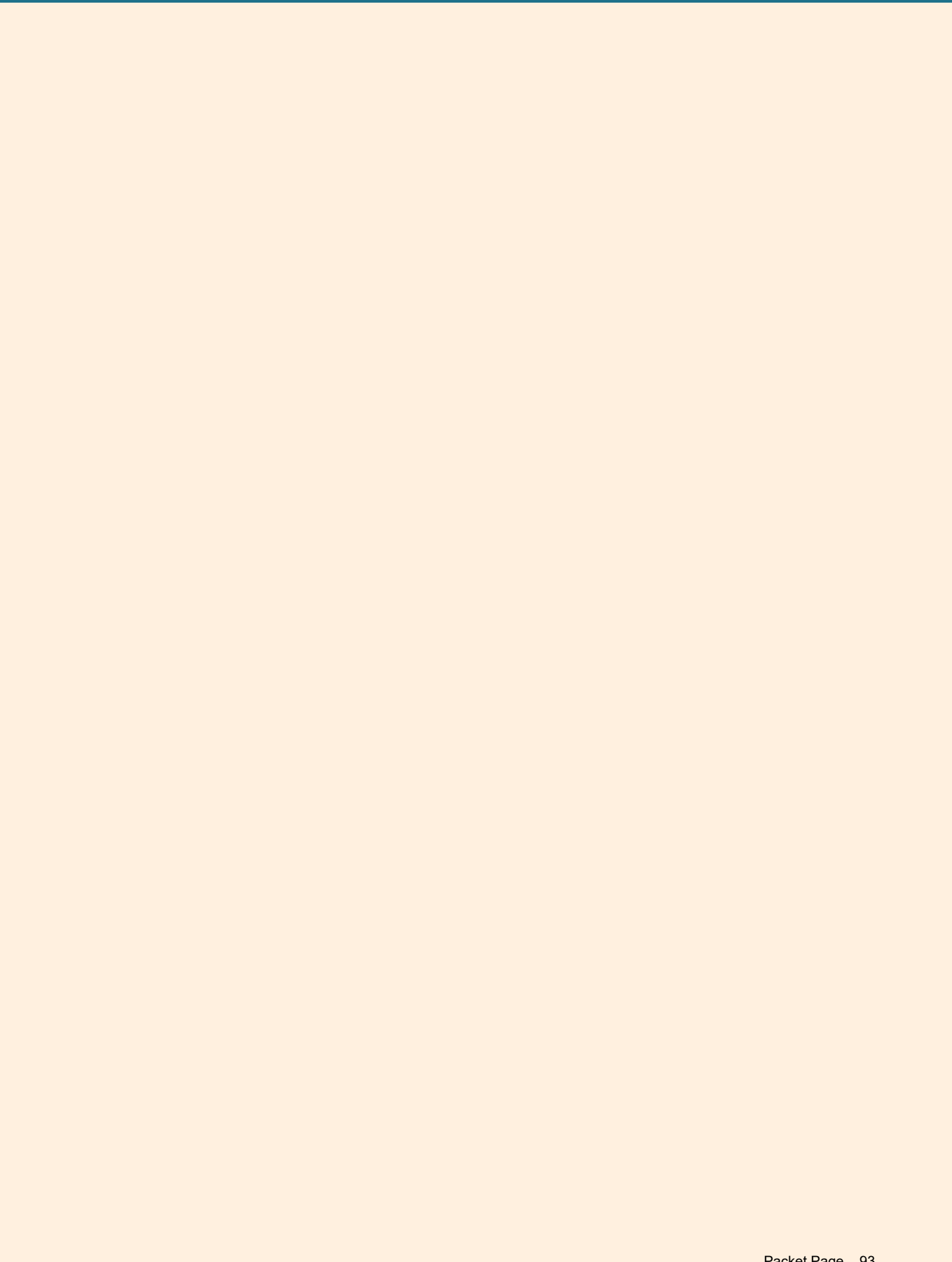
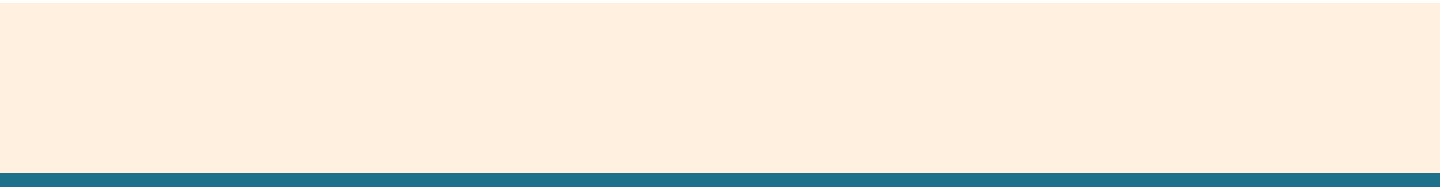
- DNS/MX records configured as needed
- Optional SSL installation
- Daily backups
- Optional password protection
- Optional enhanced email deliverability for website emails (Up to 100 emails/month.)

---

<b>Software Licenses</b>	<b>2</b>	<b>\$200.00 / year</b>	<b>\$400.00</b>
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**Total \$4,742.50**



## Why Redwood Curtain Design

As an independently-owned web design studio, we have helped numerous businesses bring their ideas to reality, with experience ranging from straightforward one-page sites to larger government-funded agencies. Some examples of our recently-launched work include:

- **Two Feathers Native American Family Services ([twofeathers-nafs.org](http://twofeathers-nafs.org))**  
Two Feathers NAFS had received a grant that enabled them to better support substance abuse in their communities. they also used that as an opportunity to rework many of their programs and rebuild/redesign their website. Using a large amount of custom development and configurations, we built a system that could be easily maintained by users of all skill levels, as well as a microsite highlighting their new program's achievements. We then created messaging to drive sign-ups to their existing MailChimp messaging platform.
- **Helicopter Training Software ([helicoptertrainingsoftware.com](http://helicoptertrainingsoftware.com))**  
Quite a few years ago, Mauna Loa Helicopters had built a custom training software program, which was managed in several "modules", using 3D graphics, videos, in-depth text, and quizzes. Over time, this software became out of date. Separately, they built a new training program that was built on apps and in VR. Mauna Loa Helicopters was looking to build a site that would promote their new software and modernize their previous training program.
- **City of Blue Lake ([bluelake.ca.gov](http://bluelake.ca.gov))**  
The City of Blue Lake was looking to improve transparency between them and their constituents, and needed a way to both display upcoming meeting info and catalog information on past meetings (e.g., minutes, board packets). We programmed custom attachments for their existing calendar system, helped them catalog their existing information and meetings, helped them configure their YouTube page so they could upload meeting recordings and connect them to their calendar system, redesigned much of the site to help catalog these meetings, and migrated them to upgraded dedicated hosting to handle massively increased traffic.

Some mentions from previous and current clients include:

I have yet to work with a designer who I trust more.

Andy sets the tone from the beginning as an obvious professional and a thorough listener, inferring the fine details of a vision and producing a laser-sharp plan of action.

If you are looking for effective, thoughtful, and reliable web design services, you will not be disappointed with Redwood Curtain Design.

- Jessica C.

*Paskenta Mad River Brewing*

I had the joy of working with Andy to rebuild our out of date website. My goals were quick turn around, functionality, and ease to make my job more efficient. Andy of Redwood Curtain Design did all of those. He was efficient, responsive, and did a wonderful job listening and delivering what he said. I loved the ideas he offered to take certain aspects of our website even better than I expected.

- Krystal A.

*Mad River Youth Soccer League*

We recently hired Redwood Curtain Design to "Remodel" our website. Being a general contractor I am not the most tech-savvy individual. I pretty much gave Andy the reigns and was completely satisfied with the results. He absolutely met and exceeded our expectations.

He communicated clearly and was responsive to all questions and requests in a timely manner. I continue to receive compliments in regards to the website appearance and I believe it has helped drive inquiries for our construction services.

Thank you again!

- Thomas B.

*Northlands Construction LLC*



## Next Steps

If you find that we're a good fit for this project, I will send you a contract to look over and approve. Once we agree on the contract details, we will begin with a kickoff meeting to start planning your goals and fine-tuning timelines.

Thank you for looking over this proposal. Please [contact us](#) if you have any questions.