

2020 Local Agency Biennial Notice

JUL 24 2020

HUMBOLDT COUNTY
ELECTIONS

Name of Agency: Scotia Community Services District
 Mailing Address: P.O. Box 104, Scotia, CA 95905
 Contact Person: Leslie Marshall Phone No. 707-764-3030
 Email: infoscotiacsdc@gmail.com Alternate Email: _____

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (*check one BOX*):

An amendment is required. The following amendments are necessary:

(*Check all that apply.*)

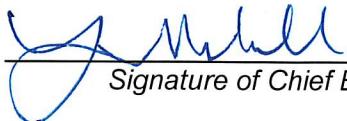
- Include new positions
 Revise disclosure categories
 Revise the titles of existing positions
 Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
 Other (*describe*) _____

The code is currently under review by the code reviewing body.

No amendment is required. (If your code is over five years old, amendments may be necessary.)

Verification (to be completed if no amendment is required)

This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.



 Signature of Chief Executive Officer

7/23/2020

 Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 1, 2020**, or by the date specified by your agency, if earlier, to:

Humboldt County Office of Elections
Attn: Lucinda Jackson
2426 6th Street, Eureka, CA 95501

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

Jackson, Lucinda

From: Scotia CSD <infoscotiacs@gmail.com>
Sent: Friday, July 31, 2020 9:46 PM
To: Jackson, Lucinda
Subject: Conflict of Interest Code Update
Attachments: Transmittal to Humboldt County_2020.docx; 1_Conflict of Interest Code Update 2020.docx; 2_Resolution No. 2020-10 Revising the Conflict of Interest Code.pdf; 3_Scotia CSD_Org Chart 7.31.20.pdf; 4_6.18.20 SCSD Regular Board Meeting Minutes Approved_Signed.pdf

Hi Lucinda,

I am currently working remotely, as many of us are, and we discovered that our signed declaration had been sent to your office without the rest of the materials required for the Conflict of Interest Code update. Those items are attached here. I'm sorry for any inconvenience. Please let me know if you have any questions or need anything further. Thank you!

Attachments:

- Transmittal
- Conflict of Interest Code with changes
- Resolution & Amended Conflict of Interest Code
- Scotia CSD Org Chart
- Recent Board Meeting Minutes

Julie Hawkins, Board Clerk
Scotia Community Services District
P.O. Box 104
400 Church Street
Scotia, CA 95565
(707) 764-3030
infoscotiacs@gmail.com



Humboldt County
Office of Elections & Voter Registration
Lucinda Jackson
2426 6th st
Eureka, CA 95501-0788

July 31, 2020

Dear Ms. Jackson,

The Scotia Community Services District reviewed the Conflict of Interest Code at their regular meeting on July 16, 2020. The updated Conflict of Interest Code was approved by Resolution 2020-10. A copy of the resolution with the Board vote is included.

The updated Conflict of Interest Code contains the following changes:

- The Executive Assistant position and Board Clerk position have been moved from the consultant category because they are now directly hired by the District.
- The disclosure categories for the Executive Assistant and Board Clerk have been changed from Category 2 to Category 1.

Sincerely,

Julie Thomas
Board Clerk

Attachments:

- Revised Conflict of Interest Code in Strikeout/Underline
- Resolution 2020-10 A Resolution of the Scotia Community Services District Board of Directors Revising the Conflict of Interest Code
- Organization Chart
- Approved Minutes from the June 18, 2020 Scotia CSD Regular Board Meeting



Conflict of Interest Code

Updated July 16, 2020

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

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

www.scotiaced.com/policies/

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

Designated Positions	Disclosure Category
• Board Member	1
• Consultant	
▪ General Manager	2
▪ Assistant General Manager	2
▪ District Engineer	2
▪ Executive Assistant	2
▪ Board Clerk	2
• Executive Assistant	1
• Board Clerk	1
• Lead Operator	1
• Operator I/II	1

Disclosure Categories

Category 1

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

Category 2

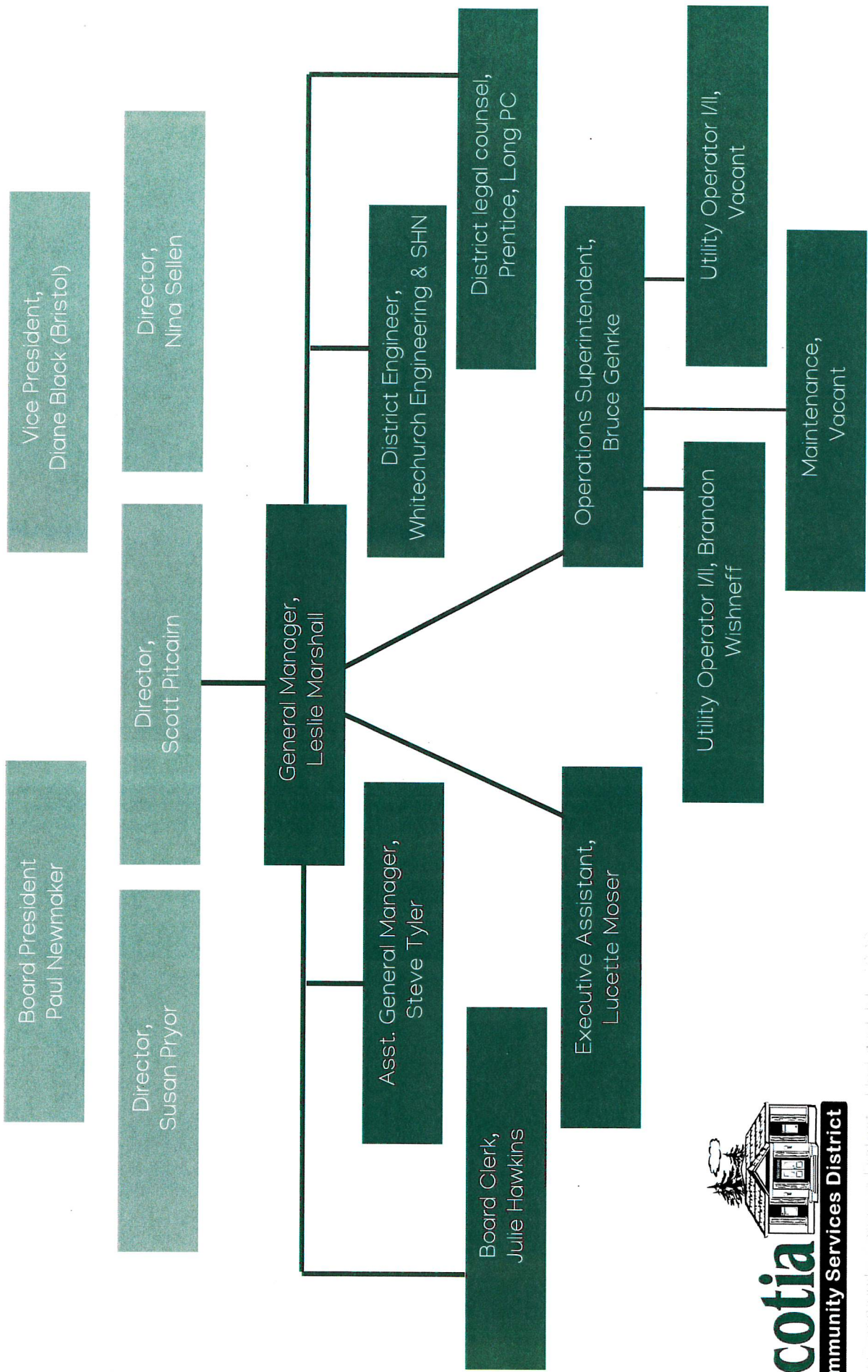
- A. Consultants, including but not limited to architects, developers, contractors, sub-contractors, and materials suppliers shall disclose pursuant to the broadest disclosure category in the conflict of interest code subject to the following limitation: The District may determine in writing that a particular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

Comments:

The Executive Assistant position and Board Clerk position have been moved from the consultant category because they are now directly hired by the District.

The disclosure categories for the Executive Assistant and Board Clerk have been changed from Category 2 to Category 1.

Board of Directors



RESOLUTION NO. 2020-10
A RESOLUTION OF THE SCOTIA COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS REVISING THE CONFLICT OF INTEREST CODE

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

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

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

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

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

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

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

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

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

Section 5. This Resolution shall be effective upon adoption.

Attachments:

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

PASSED AND ADOPTED this 16th day of July 2020 by the following vote:

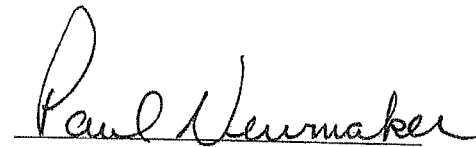
AYES: Black, Pryor, Newmaker, Sellen

NOES: None

ABSENT: Pitcairn

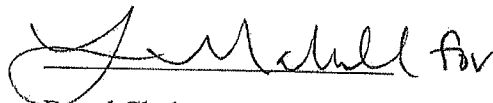
ABSTAIN: None

APPROVED:

A handwritten signature in cursive script that reads "Paul Newmaker". The signature is written in black ink and is positioned above a horizontal line.

Board President

ATTEST:

A handwritten signature in cursive script that reads "J. McNeill for". The signature is written in black ink and is positioned above a horizontal line.

Board Clerk

Exhibit A



Conflict of Interest Code

Updated July 16, 2020

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

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Designated Positions

Disclosure Category

- | | |
|-----------------------------|---|
| • Board Member | 1 |
| • Consultants | |
| ▪ General Manager | 2 |
| ▪ Assistant General Manager | 2 |
| ▪ District Engineer | 2 |
| • Executive Assistant | 1 |
| • Board Clerk | 1 |
| • Lead Operator | 1 |
| • Operator I/II | 1 |

Disclosure Categories

Exhibit A

Category 1

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

Category 2

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

Minutes of the REGULAR Board Meeting for the
Scotia Community Services District
Thursday June 18, 2020 at 5:30 P.M.

A. CALL TO ORDER/ ROLL CALL/PLEDGE OF ALLEGIANCE The regular meeting of the Board of Directors of the Scotia Community Services District convened at 5:32 PM via teleconference with the following directors in attendance:

Diane Black, Vice President – Present

Paul Newmaker, President– Present

Scott Pitcairn, Director – Present

Susan Pryor, Director – Present

Nina Sellen, Director – Present

Staff Present: Leslie Marshall, General Manager, Julie Hawkins, Board Clerk

B. SETTING OF AGENDA

No Changes

C. CONSENT CALENDAR

1. Approval of Previous Meeting Minutes—May 21, 2020
2. Approval of May 1, 2020—May 31, 2020 RCB Check Registers
3. Approval of May 1, 2020—May 31, 2020 Umpqua Check Registers
4. Approval of RCB Mastercard Statement—April 8- May 8, 2020
5. Approval of Umpqua Visa Statement—May 1-May 31, 2020
6. Approval of Planwest Partners Invoice—May 2020

No public comment

Motion: To Approve Consent Calendar

Motion: Pitcairn **Second:** Pryor

Motion Vote: Ayes (5) Black, Pitcairn, Pryor, Sellen, Newmaker Opposed: None Absent: None

Abstain: None

D. PUBLIC COMMENT & WRITTEN COMMUNICATION

Ted Vivatson of Eel River Brewery requested to be put on the July board meeting agenda to discuss billing and classification.

E. Adjourn to Closed Session

1. Call to Order
2. Roll Call
3. Government Code §54956.9; Discuss pending litigation with District Legal Counsel
4. Closed session discussion

F. Adjourn to Open Session

1. Legal Counsel reported out of closed session and direction to staff was given

G. Public Hearing

1. Consider adoption of Resolution 2020-9 Scotia Community Services District Board of Directors to Adopting FY 2020-2021 Final Budget

The final budget presented is the same as the budget presented at the May 21st Board Meeting.

No public comment.

Motion: To adopt Resolution 2020-9 Scotia Community Services District Board of Directors to Adopting FY 2020-2021 Final Budget

Motion: Black **Second:** Pitcairn

Motion Vote: Ayes (5) Black, Pitcairn, Pryor, Sellen, Newmaker Opposed: None Absent: None

Abstain: None

2. Benefit Assessments Annual Reports

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

GM introduced and explained that this is the last year of rate increases per the benefits assessments rate structure which is included in the packet. The Board has the option to increase rates in the future based on the consumer price index. The included Profit & Loss Statements show net income for all benefits assessment accounts. Revenue is planned to be used for future projects in each specific area.

No public comment.

Motion: To Adopt the Rate Increase As Set Forth in the Rate Schedule and Engineers Report

Motion: Pryor **Second:** Black

Motion Vote: Ayes (5) Black, Pitcairn, Pryor, Sellen, Newmaker Opposed: None Absent: None

Abstain: None

H. BUSINESS

1. New Business –

- a Second Reading and Adoption of Water Ordinance 2020-2: An Ordinance of the Scotia Community Services District Board of Directors Amending Ordinance 2019-2 Title II – Water Service

GM introduced and Board discussed. There are no changes since the first reading of the Ordinance which took place during the May 21, 2020 Board Meeting.

No Public Comment

Motion: To Adopt Ordinance 2020-2 An Ordinance of the Scotia Community Services District Board of Directors Amending Ordinance 2019-2 Title II – Water Service *by reading of title only*

Motion: Sellen **Second:** Newmaker

Motion Vote: Ayes (5) Black, Pitcairn, Pryor, Sellen, Newmaker Opposed: None Absent: None
Abstain: None

Motion: To Adopt Ordinance 2020-2 An Ordinance of the Scotia Community Services District Board of Directors Amending Ordinance 2019-2 Title II – Water Service.

Motion: Pitcairn **Second:** Pryor

Motion Vote: Ayes (5) Black, Pitcairn, Pryor, Sellen, Newmaker Opposed: None Absent: None
Abstain: None

- b. Second Reading and Adoption of the Wastewater Ordinance 2020-3: An Ordinance of the Scotia Community Services District Board of Directors Amending Ordinance 2015-3 Title III – Wastewater Service

GM introduced and Board discussed. There are no changes since the first reading of the Ordinance which took place during the May 21, 2020 Board Meeting.

No Public Comment

Motion: To Adopt Ordinance 2020-3: An Ordinance of the Scotia Community Services District Board of Directors Amending Ordinance 2015-3 Title III – Wastewater Service *by reading of title only*

Motion: Black **Second:** Pitcairn

Motion Vote: Ayes (5) Black, Pitcairn, Pryor, Sellen, Newmaker Opposed: None Absent: None
Abstain: None

Motion: To Adopt Ordinance 2020-3: An Ordinance of the Scotia Community Services District Board of Directors Amending Ordinance 2015-3 Title III – Wastewater Service.

Motion: Pitcairn **Second:** Newmaker

Motion Vote: Ayes (5) Black, Pitcairn, Pryor, Sellen, Newmaker Opposed: None Absent: None
Abstain: None

- c. First Reading of Water Supply Cross Connection Control Ordinance 2020-4: An Ordinance of the Scotia Community Services District Board of Directors Adopting Ordinance 2020-4 Water Supply Cross Connection Control

GM introduced and Board discussed. Ordinance 2020-4 is an amendment of 2017-3 and includes clarification of definitions and requirements for a Cross Connection Control.

No public comment

- d. Review SHN Consulting Engineers & Geologists Inc. (SHN) Services Agreement Addendum with Scotia Community Services District

GM introduced item and explained that the SHN contract is an annual agreement. Each task, of which there are

five, is defined in the staff report. This is addendum #14. Board Discussed.

No Public Comment

Motion: To Authorize SHN Consulting Engineers & Geologists Inc. (SHN) Services Agreement Addendum No. 14 with Scotia Community Services District

Motion: Pitcairn **Second:** Pryor

Motion Vote: Ayes (5) Black, Pitcairn, Pryor, Sellen, Newmaker Opposed: None Absent: None

Abstain: None

- b. Planwest Contract Updated Budget (No action) Just discussion

GM introduced and explained that the Planwest contract is a 3-yr contract. There is a 3% increase for this fiscal year. This item is informational only and no board action is required. Board discussed.

No Public Comment

- c. Approve SDRMA annual invoice for SDRMA Property and Liability Insurance

GM introduced and explained that the SDRMA invoice total is above GM's threshold. There was a 39% increase in insurance costs from last fiscal year due primarily to natural disasters, especially fires. This is within the budget for insurance and we do receive a multi-program discount.

SDRMA is looking into legislative relief to reduce the cost for special districts. Staff is exploring other options for Insurance because we have fulfilled our 3-year contract obligation. Board discussed.

No Public Comment

Motion: To Approve SDRMA annual invoice for SDRMA Property and Liability Insurance

Motion: Black **Second:** Pitcairn

Motion Vote: Ayes (5) Black, Pitcairn, Pryor, Sellen, Newmaker Opposed: None Absent: None

Abstain: None

- d. Consider reopening the automated gates at the Carpenter's Shop for vehicular access with certain restrictions

GM introduced, board discussed concerns over excessive amounts of trash and vandalism.

Public comment was received via email from Kristen Roe & Denise Kratzer. Their message is below.

We are inquiring when there will be vehicle access to the Fireman's Park again?

We are hoping that the Fireman's Park parking area will re-open much like the state and county parking lots. We understand that the area has been vandalized. however, the closure was passed due to the Covid-19 pandemic.

We have noticed that it is on the agenda and feel that a re-opening should be decided at this board meeting.

Thank you for the work you do for the community. We appreciate the hard decisions that have to be made.

Sincerely,

Kristen Roe and Denise Kratzer
518 B St
Scotia

Motion: To reopen the automated gates at the Carpenter's Shop for vehicular access with certain restrictions

Motion: Pitcairn **Second:** Newmaker

Motion Vote: Ayes (5) Black, Pitcairn, Pryor, Sellen, Newmaker Opposed: None Absent: None
Abstain: None

b. Consider Proposal from Rio Dell-Scotia Chamber of Commerce Flag placement in town

GM introduced and board discussed potential locations to place flags in town. GM will work with Director Pryor to decide on number of flags and their placement.

No Public Comment

Motion: To Engage Rio Dell – Scotia Chamber of Commerce for flag placement in Scotia.

Motion: Black **Second:** Pitcairn

Motion Vote: Ayes(5) Black, Pitcairn, Pryor, Sellen, Newmaker **Opposed:** None **Absent:** None **Abstain:** None

2. Old Business – NONE

A. REPORTS

The Board may briefly discuss any particular item raised, no action will be taken on these items.

1. **President's Report:** President Newmaker expressed gratitude for the Board's willingness to hold meetings via zoom & welcomed Board Clerk Julie Hawkins back.

2. **Board Director Reports:** Vice President Black asked whose responsibility the grassy knolls are on street corners – some need more regular maintenance. GM explained that they are the responsibility of the homeowners and the businesses nearest them. Streetlight near VP Black's house needs a new "photo cell" which will need to be replaced by Kozak. VP Black requested an update on the train park, GM will discuss in her report.

3. General Manager's Report:

-Corridor project is completing Phase III section near the water plant. The final tie-in will be done once Phase III construction is complete.

-River pumps blew up again due to large amp draw. SHN is doing an investigation. Pump replacement is on hold. The corridor project resulted in breaks in the fire system – SHN is investigating pressure spikes and re-automating pumps. A lot of additional staff time is needed for manually turning it on and off as well as turning on and off a valve on HRC property. GM discussed with TOS

-Julie Hawkins was rehired for vacant board clerk position

-New Admin hire starts on June 18th.

-New hire paperwork for part-time wastewater operator to help relieve Brandon. He currently is licensed only for wastewater but will take the exam for water license this fall.

-Water plant inspection with the state inspector. Brandon handled the inspection.

-Theater roof process is stuck in the county building permit process. Historical service agreement is in

place. The carpenter shop will have to follow same process as theater because it is designated as a historical structure.

- Second operator position has been advertised, a number of applications have been received, but no licensed individuals have yet applied. Hope to receive qualified candidate application soon.

-Working with SHN to get on county Hazard Mitigation Plan and Program to qualify for grant funding for seismic retrofit for water tanks.

-Boulders have been placed at the park and bridge. Brandon is doing vegetation removal at the finishing tank.

-Museum Plaza/Train update: Quotes needed for masonry work and following completion of Masonry work, soil can be added for the garden and then the fence can come down.

-New trash cans have been installed at the parks.

-Registration of the little library placed outside the SCSD office is \$40. ADA considered for placement of library at the edge of concrete near SCSD office entry. Camera placement needs to be moved to ensure it is not vandalized.

4. **Special Counsel's Report:** None

5. **Engineer's Report:** None

6. **Fire Chief's Status Report:** None

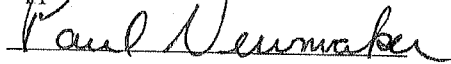
7. **Board Clerk Report:** VP Black form 700 and Board Election forms submitted.

J. BOARD TRAINING None

K. ADJOURNMENT at 7:12 PM by Paul Newmaker

Next Regular Meeting of the SCSD will be July 16, 2020 at 5:30 PM. A Special Meeting, may be held prior to that.

Approved:



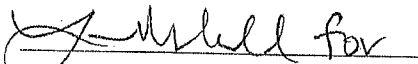
Paul Newmaker, President

Board of Directors

Scotia Community Services District

7/16/20
Date

Attest:



Board Clerk

Scotia Community Services District

7/16/2020
Date