

**SPALDING COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
REGULAR MEETING
November 8, 2024
Minutes - DRAFT**

APPROVED BY DIRECTORS:

Ted Thomas _____
 Larry Doss _____
 Frank Muse _____
 Kathy Claytor _____

1. CALL TO ORDER 3:00 P.M. by Ted Thomas

2. <u>Roll Call</u>	<u>Present</u>	<u>Not Present</u>
Ted Thomas	x	_____
Larry Doss	x	_____
Frank Muse	x	_____
Kathy Claytor	x	_____

3. PLEDGE OF ALLEGIANCE

Recital of the Pledge of Allegiance, led by Chairman Thomas was spoken.

4. PUBLIC COMMENT

Gen. Mgr. – advised public of recording and broadcast via zoom, discussed procedure for item-specific public comment versus board comment, etiquette and cordiality, and preparation of the meeting minutes.

T. Driggs: Registered a complaint regarding an old mobile home on Bamboo Way. She believes the septic tank was installed by previous landowners who had no permit to build to the best of her knowledge. She adds it appears to have water, but no electricity. She requests that a representative from the District inquire with the county as to the status. Kathy indicates she will follow up next week to clarify the requirements for leaving the mobile home on the property. Ted directs Gen. Mgr. to follow up on the status of their sewer hookup, whether there is a legal hookup or not.

5. APPROVAL OF THE AGENDA

Motion: Approve the Regular Meeting Agenda

1: Larry Doss

2: Frank Muse

Roll Call: Aye – Ted Thomas, Larry Doss, Frank Muse, Kathy Claytor.

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6. APPROVAL OF MINUTES

Submitted for approval are the Minutes for the:

- Special Meeting, July 29th, 2024

Public Comment:

None.

Board Comment:

None.

Motion: Approve the special meeting minutes from July 29, 2024.

1: Frank Muse

2: Ted Thomas

Roll Call: Aye – Ted Thomas, Larry Doss, Frank Muse.

- Regular Meeting – September 13th, 2024

Public Comment:

S. Alvernaz - states that at the previous meeting (October) she was requested to provide additional context she felt missing from the September meeting minutes. She has written them up and provided them to the Board Chairperson and feel they constitute important information not captured previously in the minutes.

Board Comment:

Dir. Thomas - notes in light of the updates provided by S. Alvarez, he would like to table the approval of the September minutes until the December meeting when changes have been incorporated.

Motion: Motion to table approval of minutes until December meeting.

1: Ted Thomas

2: Frank Muse

Roll Call: Aye – Ted Thomas, Larry Doss, Frank Muse, Kathy Claytor.

- Regular Meeting, October 11th, 2024.

Public Comment:

None.

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Board Comment:

Dir. Thomas - notes on page 7, 'Lassen' is missing the 'en'.

Motion: Approve the regular meeting minutes from October 11th, as amended.

1: Ted Thomas

2: Frank Muse

Roll Call: Aye – Ted Thomas, Larry Doss, Frank Muse, Kathy Claytor.

7. FIRE CHIEF REPORT TO BOARD

The Fire Chief provided an overview of the calls received since the previous meeting. He notes there was one medical call and one fire call, the latter of which they were unable to respond to due to staffing and call location– CAL FIRE provided response. He adds training is going well and continues this evening.

Public Comment:

None.

Board Comment:

None.

8. GENERAL MANAGER'S REPORT:

Gen. Mgr. Rogers provides a report to the board and the attending public.

- Strategic Planning: Gen. Mgr. Rogers reports no substantive update on strategic planning progress - expressed desire to prioritize planning efforts in this vein.
- Fiscal Health: Gen. Mgr. Rogers explains that Kelly has gathered a list of available CPAs able to conduct a forensic audit, as has Director Muse. He will generate an RFP (request for proposal) and circulate with available firms.
- Governance: Gen. Mgr. Rogers circulated with the county a Conflict of Interest Policy as well as the articles and the language contained within the ordinance which will be reviewed. Recommendations will be provided if they decide the policy is in need of updating. Gen. Mgr. Rogers notes he is available to support newly elected officers in fulfilling their duties and obligations.
- Elections: An oath of office will tentatively follow the certification of new board members at the regular board meeting scheduled for December 13, 2024. Materials will be provided in the new year in an effort to orient incoming board members on the background with respect to the district.

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- Officers: Discussion of officers is tabled until Director Thomas' report.
- Operations: An engineers opinion has been received regarding the lift station. Gen. Mgr. Rogers notes that David has been working to winterize facilities as winter approaches. In the new year, Gen. Mgr. Rogers aims to focus on capital improvement planning.
- Regulatory Affairs: Gen. Mgr. Rogers reports that he and David met recently with the State Water Board, Water Quality Division to review Q2 and looks forward to continuing the cooperation to improve compliance and water quality.
- Risk Management: no substantive update.
- Budget: no substantive update. Gen. Mgr. Rogers reports he is working closely with the bookkeeper to set up tracking and create a shared understanding of how the budget was previously managed and how it will be managed going forward.
- Financial Management: Gen. Mgr. Rogers reports he is working with the bookkeeper to resume regular standard financial reporting.
- Customer Relations: Gen. Mgr. Rogers reports that he is working with the bookkeeper to review the customer list and ensure proper application of payments and correct payment histories. He notes the previous billing cycle endured some hiccups as a result of new staff on the side of the bookkeeper.
- Staffing Resources: Gen. Mgr. Rogers reports he is looking to initiate a recruitment process for additional operations and administrative staff.
- Fire: Gen. Mgr. Rogers notes he is attending training along with the Fire Chief to provide additional capacity to the district and a better understanding of the true costs and maintenance needs of the district's fire equipment.
- Bond: Gen. Mgr. Rogers met recently with the Bond Administrators to breakdown a calendar of activities; how we collect assessment payoffs and guidance on handling bond calls.
- Records Management: Gen. Mgr. Rogers is working with and training staff on moving the district files into secure cloud storage and necessary redundancies.

Public Comment:

Anonymous- Inquired as to the General Gen. Mgr.'s grant writing experience; he indicated 'yes' he has grant writing experience and offers to substantiate. Offer declined.

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Board Comment:

Director Muse - inquired as to whether or not the Bond Administrators indicated issues with our bond payment process. Gen. Mgr. Rogers reports not that they highlighted but he intends to make it a priority to understand and orient incoming board members as to the long-term debt servicing obligations of the district.

9. BOARD MEMBER REPORTS/BOARD MEMBER COMMENT

Director Thomas –

1. Reports on the appointment of Vice Chair as well as the job description, applications, and appointment process for the Fire Chief.

Motion: Director Thomas requests a motion to appoint Kathy Claytor to serve as Vice Chairman for the December meeting.

1: Ted Thomas

2: Larry Doss

Roll call: Ayes- Ted Thomas, Larry Doss, Frank Muse, Kathy Claytor.

2. Volunteer Fire Chief: Director Thomas requests that Gen. Mgr. Rogers provide a report on the volunteer fire chief job description, applications received and appointment process. Gen. Mgr. Rogers reports staff were instructed to develop an application and updated job description. He notes that the resultant resolution will need to be updated to reflect the health and safety scope of the position. Updates to the job description are highlighted in red. The procedure outlined in the resolution for appointing a volunteer fire chief includes that the chief will be appointed at a regular meeting and provides that the application period be no less than thirty days. Gen. Mgr. Rogers adds that the resolution needs to be updated to reflect Community Service District law, as opposed to Health & Safety Code. The current fire chief has been in an interim status exceeding 30 days and the application period has been open until November 1st.

Public Comment:

S. Alvarnez - requests clarification on where the position had been advertised. Director Thomas notes that this applies to future appointments.

Director Muse - recalls advertising the position on JDX & Lassen Times.

G. Johnson - Notes that by limiting the number of miles/commute, there is concern about the unintended consequence of putting the community at risk by limiting the applicant pool. He advocates for opening the position application period for 60 days as opposed to 30.

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K. Graton - explains that the recruitment process initiated in 2024, and under the law, appointment is at the discretion of the board. She appreciates the attention paid to developing process with respect to this appointment.

G. Johnson - requests tabling the discussion and reopening the application process for a minimum of 30-days. Mr. Johnson relayed his experience and understanding of the conventional organizational structure and operations of fire departments. Mr. Johnson identified that the Fire Chief description may need to be reviewed for the latest requirements for inspection services.

C. Deleone - requests due consideration be paid to the training necessary to remain OSHA compliant.

Board Comment:

Dir. Thomas - noted the application period resulted in two applications and the period closed November 1st.

Gen. Mgr. Rogers - noted that it is important for him that candidates have business or public administration acumen and positive community connections with other first responders in the region in the effort to bolster mutual aid efforts.

Motion: Motion to table the discussion till the next meeting /updated resolution.

- 1: Frank Muse
- 2: Kathy Claytor

Roll Call: Aye – Ted Thomas, Larry Doss, Frank Muse, Kathy Claytor.

Director Doss – No Report

Director Claytor – No Report

Director Muse – With respect to the keying done by Alpine Key, Director Muse reports that they forgot one of the keys (for the mailman) which he hopes to pick up in Reno before the end of the following week.

10. **NEW BUSINESS** - none.

11. **CONTINUING BUSINESS** -

Sewer System Repairs:

Gen. Mgr. Rogers - reports he has received the engineers opinion on the state of the lift station. The opinion contains sound recommendations and observations on the system. Next steps are to review the opinion, similar projects, RFPs, quotes, and proposals that David has gathered regarding the control systems which will help to

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guide a short-term capital improvement plan aimed at addressing critical repairs. Assessment of the feasibility will need to be conducted first. Funding available is from the state Safe Drinking Water fund meant to address infrastructure problems facing districts throughout the state. Because of the lean nature of the district, it is imperative to find a comprehensive engineering firm or suite of firms capable of bringing the project to completion. Compliance inspection contractors may be qualified for the use of state funds. Several qualified firms throughout the North State. Need to assess how to break the projects into phases.

Public Comment:

None.

Board Comment:

None.

Conflict of Interest Policy:

Gen. Mgr. Rogers - reports the board is required to review the COI policy bi-annually. Sees no reason to update at this time. He notes we have revised the job descriptions for General Manager, Administrative Assistant and Fire Chief. County counsel may request updates and if so, they will be brought back to the board.

12. ADJOURN

Motion: Motion to adjourn to the Regular Meeting.

First: Larry Doss

Second: Frank Muse

Roll Call: Ayes – Ted Thomas, Larry Doss, Frank Muse, Kathy Claytor.

Meeting Adjourned at 3:56 P.M. on November 8, 2024