

SPALDING COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS

REGULAR MEETING

APRIL 19, 2024

APPROVED BY DIRECTORS:

Theodore J Thomas  
Barbara Willard  
Frank Muse  
Ed Lawson  
Frank Muse

1. MEETING CALLED TO ORDER: Chairman Thomas called the meeting to order at 3:00 p.m.

2. <u>ROLL CALL:</u>	<u>PRESENT</u>	<u>ABSENT</u>
Ted Thomas	_____X_____	_____
Ed Lawson	_____X_____	_____
Larry Doss	_____X_____	_____
Barbara Willard	_____X_____	_____
Frank Muse	_____X_____	_____

3. PLEDGE OF ALLEGIANCE:  
The Pledge of Allegiance, led by Chairman Thomas was spoken.

4. APPROVAL OF THE AGENDA:

Motion: Approve the Regular Meeting Agenda as amended to include Barbara Willard's name.  
 First: Director Willard.  
 Second: Director Lawson.  
 Roll Call: Ayes -Ted Thomas, Larry Doss, Ed Lawson, Ted Thomas, Barbara Willard and Frank Muse.  
 Motion carried.

5. PUBLIC COMMENT:

*Sheriff McGarva introduced himself and provided a brief outline of his plans for the community including potential staffing for North County area.*  
*Dan James commended efforts by volunteers to clean the marina area.*

6. APPROVAL OF THE MINUTES

a. Submitted for approval were the minutes from the February 16, 2024 Board Meeting.  
 Motion: Approve the minutes from February 16, 2024 Board Meeting  
 First: Larry Doss  
 Second: Ed Lawson  
 Roll Call: Larry Doss – Aye, Ed Lawson – Aye and Ted Thomas – Aye.  
 Motion carried.

- b. Submitted for approval were the minutes from the February 28, 2024 Special Board Meeting.  
 Motion: Approve the minutes from February 28, 2024 Special Board Meeting.  
 First: Ted Thomas  
 Second: Ed Lawson  
 Roll Call: Larry Doss – Aye, Ed Lawson – Aye and Ted Thomas – Aye.  
 Motion carried.
- c. Submitted for approval were the minutes from March 28, 2024 Special Board Meeting.  
 Motion: Approve the minutes from March 28, 2024 Special Board Meeting.  
 First: Larry Doss  
 Second: Barbara Willard  
 Roll Call: Larry Doss – Aye, Barbara Willard – Aye, Frank Muse – Aye, Ed Lawson – Aye and Ted Thomas – Aye.  
 Motion carried.
- d. Submitted for approval were the minutes from April 1, 2024 Special Board Meeting.  
 Motion: Approve the minutes from April 1, 2024 Special Board Meeting.  
 First: Frank Muse  
 Second: Larry Doss  
 Roll Call: Larry Doss – Aye, Frank Muse – Aye, Barbara Willard – Aye, Larry Doss – Aye and Ted Thomas – Aye.  
 Motion carried.

7. EDUCATIONAL PRESENTATION

Manager Graton thanked all the volunteers who have been assisting the District and introduced two educational videos - Districts Make the Difference: Special Districts 101 and Ca. Special Districts Association: Orientation for New Board Members; Applying Public Service Ethics.

8. FIRE CHIEF REPORT TO THE BOARD

The Chief reviewed the calls for the month. CPR classes have been conducted. The chief anticipates receiving awards from Lassen Fire Safe in the amount of \$2,000.00 and from Firewise in the amount of \$500.00. Cal Fire will be in the area the weekend of May 3<sup>rd</sup>.

9. GENERAL MANAGER REPORT

- a. Manager Graton reviewed the Sewer Report, upcoming activities including flushing of lines, repair of a pump, Safety training and upcoming visit from the Water Board.  
 Director Doss inquired about a vacuum lock on part of the sewer line.
- b. Manager Graton provided an update on the status of the Recreation department including the finances and an upcoming event permit.  
 Director Willard questioned potential costs associated with the event.  
*Public Comment: Sheryl Alvernaz inquired about the routes for the event.*
- c. Manager Graton shared the current account balances. Suggested the Board consider talks with Lassen County and Supervisor Gallagher regarding restoring the District's Treasury to the County Auditor. Discussion by Board regarding those talks and actions necessary to move forward including audits. The Board directed staff to prepare Requests for Qualifications (RFQ) and Requests for Proposals (RFP) for forensic audit services.  
*Public Comment: Ken Rowe expressed concerns about previous signors on accounts. Bryan Geist provided information about another potential means of contacting bank associates on Linked In.*

Motion: A motion was made directing staff to contact Lassen County and proceed with discussions regarding restoring the District's Treasury to the County Auditor.

First: Frank Muse

Second: Ed Lawson

Roll Call: Larry Doss – Aye, Barbara Willard – Aye, Frank Muse – Aye, Ed Lawson – Aye and Ted Thomas – Aye.

Motion carried.

- d. Manager Graton made a request for the Board to approve a month to month bookkeeping contract with Grace Dougan Consulting and explained the need for this service.

The Board discussed the various functions to be worked on and the need for transparency in all decisions regarding the finances.

*Public Comment: Sheryl Alvernaz spoke to the CPA contract and the need to recognize the urgency of our current financial situation.*

Motion: A motion to approve the month to month contract with Grace Dougan Consulting and proceed with Requests For Qualification (RFQ) and Requests For Proposal (RFP) processes to establish a bookkeeper for the District.

First: Ted Thomas

Second: Frank Muse

Roll Call: Frank Muse – Aye, Ted Thomas – Aye, Ed Lawson – Aye, Barbara Willard – Aye and Larry Doss – Aye.

Motion carried.

## 10. BOARD MEMBER REPORTS AND COMMENTS

- a. Director Muse reviewed the quote from Alpine Lock & Key (a licensed and bonded company). Reviewed information from other area locksmiths. The Board discussed security concerns. Manager Graton recommends proceeding with replacement of locks and keys as funding becomes available.

*Public Comment: Sheryl Alvernaz commented on previous locksmith bill. Bryon Gist questioned security on future keys, the need for sign out sheet for all keys. Dan James inquired about charges and the potential need to present to the District Attorney. Cliff Spediacci inquired about keys for fire.*

Motion: A motion to approve the keying of the buildings with Alpine Lock & Key as funds become available and the Board is to be apprised of the status.

First: Ted Thomas

Second: Barbara Willard

Roll Call: Ed Lawson – Aye, Frank Muse – Aye, Ted Thomas – Aye, Barbara Willard – Aye and Larry Doss – Aye.

Motion carried.

- b. Director Willard provided a status report on the Ad Hoc committee's work in the search for a General Manager. The committee has worked on a notice with the qualifications, places to post recruitment, job requirements and development of a score sheet for applicants.

*Sheriff McGarva reiterated his offices' availability to assist the District.*

\*INTERMISSION\*

## 11. NEW BUSINESS

- a. The Financial Audit prepared by Larry Bain was presented to the Board for review. The Board

discussed various aspects of the audit, the need for further explanation by Larry Bain, a potential special meeting for further review. The Board directed staff to contact Larry Bain, CPA and Stradling attorneys.

- b. The contract with the District counsel Stradling Yocca, Carlson & Rauth LLP was presented to the Board for review. The Board discussed the current fees being charged, the current outstanding invoices, the work being performed in pursuit of delinquent accounts and the next steps, ie: search for alternative counsel.

*Public Comment: Dan James commented on the search for another counsel and payment of current invoices. Brian Kahn commented on the foreclosure process.*

The Board directed staff to return in 6 months for another review and evaluation of District needs in Counsel.

- c. Manager Graton reviewed the status of bills paid and to be paid as presented to the Board. The Board discussed the bills and concerns about available funding.

*Public Comment: Kristine Read and Dan James regarding their concerns about the financials.*

The Board directed staff to ascertain what other legal avenue the District might have to accommodate the delinquency notices other than through the attorneys.

The Board further discussed the need to prioritize some of the bills for payment now and those for payment at a later date.

Motion: A motion was made to approve the Fire Department bills as presented over \$2,500.00.

First: Frank Muse

Second: Larry Doss

Roll Call: Ed Lawson – Aye, Frank Muse – Aye, Ted Thomas – Aye, Barbara Willard – Aye and Larry Doss – Aye.

Motion carried.

Motion: A motion was made to approve the Sewer Department bills as presented over \$2,500.00 excepting the Stradling invoices.

First: Larry Doss

Second: Frank Muse

Roll Call: Ed Lawson – Aye, Frank Muse – Aye, Ted Thomas – Aye, Barbara Willard – Aye and Larry Doss – Aye.

Motion carried.

The Board discussed the bills previously paid, questioned comments on summary regarding bills that need to be reviewed. Manager Graton explained invoices for technical services and change in provider. Director Willard inquired about the status of the budget. Further discussion regarding the need for grants to aid the District in moving forward with the needed repairs of the sewer system.

*Public Comment: Sheryl Alvernaz commented on the dues and subscriptions.*

- d. Manager Graton introduced a Code of Civility and Rosenberg’s Rule to the Board for consideration, with approval and adoption at the next meeting.

## 12. CONTINUING BUSINESS

- a. Manager Graton presented a report on the Strategic Planning to date. Phase I, the development of Values, Vision of the Future and Mission Statements is complete. This is the foundation to guide the Board and District staff to set and complete goals. Phase II, is the setting of realistic goals and plans. Director Willard suggested that future planning include the recent Municipal Service Review (MSR) report.

Motion: A motion to approve Phase I of the Community Based Strategic Planning.  
First: Barbara Willard  
Second: Ted Thomas  
Roll Call: Ed Lawson – Aye, Frank Muse – Aye, Ted Thomas – Aye, Barbara Willard  
– Aye and Larry Doss – Aye.  
Motion Carried.

Chairman Thomas stated his desire to chair the Ad Hoc Committee for Strategic Planning. Frank Muse stated his willingness to participate as well. Applications from the community include Dan James, Diane James and Ellen Stallings. Manager Graton also committed to guiding the process.

- b. Resolution 2024-003 was presented to the Board for approval setting the date, time and place of the Regular Meeting of the Spalding Community Services District. The Board discussed changing the date to the second Friday instead of the third Friday as a way to accommodate the approval of bills, a recent Cure & Correct item and the need to announce this change to the community.

Motion: A motion to approve Resolution 2024-003 setting the Regular meetings to the second Friday of the month at 3:00 p.m. in the Community Center.  
First: Frank Muse  
Second: Larry Doss  
Roll Call: Ed Lawson – Aye, Frank Muse – Aye, Ted Thomas – Aye, Barbara Willard  
– Aye and Larry Doss – Aye.  
Motion Carried.

### 13. ADJOURN

Motion: Motion to adjourn to the next Regular Meeting on May 10, 2024 at 3:00 p.m.  
First: Frank Muse  
Second: Ted Thomas  
Roll Call: Ed Lawson – Aye, Frank Muse – Aye, Ted Thomas – Aye, Barbara Willard – Aye and  
Larry Doss-Aye.

Motion carried.

Meeting adjourned at 6:42 p.m..