



SPALDING COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS

TELEPHONIC
SPECIAL MEETING AGENDA
JULY 31, 2020
3:00 PM

MEMBERS OF THE BOARD
MIKE ARNOLD, BOARD CHAIR
TED THOMAS, BOARD VICE CHAIR
LARRY DOSS, DIRECTOR
ED LAWSON, DIRECTOR
DARREN READ, DIRECTOR

MEETING ACCESS:
PURSUANT TO GOVERNOR'S ORDER N-29-20
THIS MEETING WILL BE CONDUCTED VIA TELECONFERENCE
THE PUBLIC MAY ELECTRONICALLY ATTEND THE MEETING
VIA TELEPHONE: (701)779-9724
VIA WEB: [HTTP://JOIN.FREECONFERENCECALL.COM/EAGLELAKESCSD](http://join.freeconferencecall.com/eaglelakescscd)
ONLINE MEETING ID: EAGLELAKESCSD

Welcome to the SCSD Board Meeting! Members of the public may provide public comment on any item on the Board's agenda. A person seeking to address the Board may submit their comments via email to generalmanager@spaldingcscd.org or via telephone at 530-825-3258 at least two hours prior to the start of the meeting. The Board Secretary will read all timely received comments during the board meeting. If your comment is directed to a particular agenda item, please note the item number in your email. Public comments are limited to five (5) minutes, unless the Chairperson of the Board grants a longer period of time. A group representative addressing the Board is limited to fifteen (15) minutes, or longer, as the Chairperson deems necessary. Comments by members of the public on an item that appears on the agenda will only be allowed during consideration of the item by the Board.

THIS MEETING IS BEING HELD IN ACCORDANCE WITH THE BROWN ACT AS CURRENTLY IN EFFECT UNDER THE STATE EMERGENCY SERVICES ACT, THE GOVERNOR'S EMERGENCY DECLARATIONS RELATED TO COVID-19, AND THE GOVERNOR'S EXECUTIVE ORDER N-29-20 ISSUED ON MARCH 17, 2020 THAT ALLOWS ATTENDANCE BY MEMBERS OF THE DISTRICT, DISTRICT STAFF, AND THE PUBLIC TO PARTICIPATE AND CONDUCT THE MEETING BY TELECONFERENCE, VIDEOCONFERENCE, OR BOTH.

PUBLIC COMMENTS ON AGENDIZED ITEMS MAY BE SUBMITTED VIA EMAIL TO GENERALMANAGER@SPALDINGCSD.ORG OR VIA TELEPHONE AT 530-825-3258 AT LEAST TWO HOURS PRIOR TO THE START OF THE MEETING.

CALL TO ORDER

ROLL CALL

___ Mike Arnold

___ Ted Thomas

___ Larry Doss

___ Ed Lawson

___ Darren Read

1. **PLEDGE OF ALLEGIANCE**

2. **APPROVAL OF THE AGENDA**

3. **PUBLIC COMMENT** – Any person may submit a comment on any topic that is not listed on this agenda via email at generalmanager@spaldingcsd.org or via telephone at 530-825-3258 at least two hours prior to the start of the meeting. Please note, any topic that requires action will be referred to staff for a report and action at a subsequent meeting. Please wait to speak to items listed on the agenda until their time for discussion. Presentations are subject to a five-minute limit.

4. **PUBLIC HEARINGS**

a. **District's Budget for Fiscal Year 2020-2021**

This meeting will be held in accordance with the Brown Act as currently in effect under the State Emergency Services Act, The Governor's Emergency Declarations related to COVID-19, and the Governor's Executive Order N-29-20 issued on March 17, 2020 that allows attendance by members of the District, District Staff, and the Public to participate and conduct the meeting by teleconference, videoconference or both. This meeting will be conducted via teleconference.

5. **NEW BUSINESS**

a. **Adopt Resolution 2020-2 Ordering An Election, Requesting County Elections To Conduct the Election And Requesting Consolidation – See attached resolution**

Action requested – ADOPT RESOLUTION 2020-2 ORDERING AN ELECTION, REQUESTING COUNTY ELECTIONS TO CONDUCT THE ELECTION AND REQUESTING CONSOLIDATION AND AUTHORIZE THE BOARD MEMBERS PRESENT TO SIGN

b. **Consider approval of a permanent barrier in back of the district office**

Action requested – APPROVE A PERMANENT BARRIER IN BACK OF THE DISTRICT OFFICE.

c. **Employment Contract for General Manager**

After conducting several interviews for the General Manager position, the interview team recommends entering into a new employment contract with Ken Coffey for the position of General Manager. The term of the contract is from July 31, 2020 through July 30, 2021. The proposed annual salary is \$44,928.

Action requested – APPROVE CONTRACT AND AUTHORIZE THE BOARD CHAIR TO SIGN.

(Admin)

6. ADJOURN

Next regular meeting is scheduled for August 21, 2020 at 3:00 p.m.

Spalding CSD Budget - 2020/2021 FY DRAFT

| Account # | Balances and Income | 225 Fire Fund | | 20/21 FY | 231 Rec Fund | | 20/21/FY | 227 Sewer Fund | | 20/21 FY | 20/21 FY |
|-----------|--|---------------|----------|---------------|---------------|----------|---------------|----------------|----------|----------------|----------------|
| | | 19/20 | + / - | Fire | 19/20 | + / - | Recreation | 19/20 | + / - | Sewer | TOTAL |
| | | actual | | budget | actual | | budget | actual | | budget | BUDGET |
| 0100000 | Cash Balance | - | | - | | | - | | | - | - |
| 2011200 | Rental Income (chairs, tables, building) | | | - | - | | - | | | - | - |
| 2011200 | Rental Income (Directory Signs) | | | - | - | | - | | | - | - |
| 2011200 | Fire Apparatus Rental | | | - | | | - | | | - | - |
| 2011200 | Misc Income (Donations, Equipment Sales, Etc.) | | | - | - | | - | | | - | - |
| 2012200 | Admin Transfer Revenue from Other Dept | | | - | | | - | 2,500 | | 2,500 | 2,500 |
| 2000903 | Fire Parcel Assessment Fee (225 Fund) | 34,353 | | 34,353 | | | - | | | - | 34,353 |
| 2000903 | Fire Parcel Assessment Fee Prior Year | | | - | | | - | | | - | - |
| 2003000 | Interest | | | - | | | - | | | - | - |
| 2006200 | State Grants | - | - | - | | | - | | | - | - |
| 2007200 | Federal Grants | | | - | | | - | | | - | - |
| 2012200 | Capital Improvement (Dev Imp Fees) | | | - | | | - | | | - | - |
| 2012400 | Trust Account Transfers | | | - | | | - | | | - | - |
| 2008106 | Sewer Service Fees | | | - | | | - | | | - | - |
| 2010600 | Sewer Operations/Maintenance Assessments | | | - | | | - | 195,275 | | 195,275 | 195,275 |
| 2000600 | Other Charges Current Services | | | - | | | - | 2,996 | | 2,996 | 2,996 |
| 2001300 | Annual Parking Permits | | | - | 7,527 | | 7,527 | | | - | 7,527 |
| 2001300 | Day Use Fees | | | - | 2,346 | | 2,346 | | | - | 2,346 |
| 2001300 | Dock Permit & Slip Sales | | | - | 920 | | 920 | | | - | 920 |
| 2012200 | Operating Transfer in | | | - | | | - | | | - | - |
| | Revenue Only | 34,353 | - | 34,353 | 7,527 | - | 7,527 | 198,272 | - | 198,272 | 240,152 |
| | Revenue, Transfers In & Cash | 34,353 | - | 34,353 | 10,793 | - | 10,793 | 200,772 | - | 200,772 | 245,918 |

| Account # | Materials and Services | 225 Fire Fund | | Fire | 231 Rec Fund | | Recreation | 227 Sewer Fund | | Sewer | Total |
|---|--|----------------|----------------|----------------|--------------|--------------|---------------|-----------------|-----------------|-----------------|-----------------|
| 3000100 | Salaries and Wages | | | - | 4,463 | 1,257 | 5,720 | 101,232 | | 101,232 | 106,952 |
| 3000100 | Volunteer Firefighter Stipend | 5,000 | | 5,000 | - | - | - | - | - | - | 5,000 |
| 3000211 | Special District Benefits | | | - | 1,484 | 889 | 2,373 | 30,270 | | 30,270 | 32,643 |
| 3001100 | Clothing and Personal | 200 | - | 200 | | | - | 200 | - | 200 | 400 |
| 3001200 | Communications | | | - | | | - | 6,000 | - | 6,000 | 6,000 |
| 3001300 | Food | 2,000 | - | 2,000 | | | - | 100 | - | 100 | 2,100 |
| 3001400 | Household Expenses | 200 | | 200 | | | - | 1,000 | - | 1,000 | 1,200 |
| 3001500 | Insurance (workers Comp/auto/Liability) | 11,000 | | 11,000 | | | - | 9,000 | | 9,000 | 20,000 |
| 3001700 | Maintenance Equipment | 500 | - | 500 | | | - | 8,000 | | 8,000 | 8,500 |
| 3001701 | Maintenance Vehicles & Fuel | 5,000 | | 5,000 | | | - | 4,462 | - | 4,462 | 9,462 |
| 3001800 | Maintenance Building/Improvements | 4,000 | | 4,000 | 1,500 | | 1,500 | 14,000 | - | 14,000 | 19,500 |
| 3001900 | Medical Supplies | 500 | - | 500 | | | - | 200 | | 200 | 700 |
| 3002000 | Memberships | | | - | | | - | 4,000 | - | 4,000 | 4,000 |
| 3002200 | Office Expenses | 300 | | 300 | | | - | 6,000 | - | 6,000 | 6,300 |
| 3002201 | Postage | 100 | - | 100 | | | - | 1,500 | - | 1,500 | 1,600 |
| 3002205 | Grant Expenditures | - | - | - | | | - | - | - | - | - |
| 3002300 | Professional and Specialized Services | | | - | - | - | - | 20,000 | (10,000) | 10,000 | 10,000 |
| 3002400 | Publications and Legal Notices | | | - | | | - | 1,000 | | 1,000 | 1,000 |
| 3002500 | Rents and Leased Equipment | - | - | - | | | - | 1,500 | | 1,500 | 1,500 |
| 3002700 | Small Tools and Minor Equipment | 3,000 | | 3,000 | | | - | 2,000 | | 2,000 | 5,000 |
| 3002800 | Special Department Expense | 400 | | 400 | - | - | - | 3,830 | - | 3,830 | 4,230 |
| 3002900 | Transportation and Travel | 300 | - | 300 | | | - | 1,500 | | 1,500 | 1,800 |
| 3002901 | Conferences and Training | 300 | | 300 | | | - | 1,500 | - | 1,500 | 1,800 |
| 3003000 | Utilities | 1,200 | | 1,200 | 680 | | 680 | 16,000 | (8,000) | 8,000 | 9,880 |
| 3006100 | Buildings/Improvements - Capital Improv. | | | - | | | - | 8,095 | | 8,095 | 8,095 |
| 3006200 | Equipment | - | - | - | | | - | - | | - | - |
| 3007000 | Administrative Allocation - Transfer Out | 2,000 | | 2,000 | 500 | | 500 | - | - | - | 2,500 |
| | Bond/Solar | | | - | | | - | 4,800 | - | 4,800 | 4,800 |
| | Capital Reserves % | | | | | 25% | 25% | | | | |
| Total Expenses & Input to Reserve Accounts | | 36,000 | - | 36,000 | 8,627 | 2,146 | 10,773 | 246,189 | (18,000) | 228,189 | 274,962 |
| Budget Balance (Revenue Minus Total Expenses) | | (1,647) | | (1,647) | 2,166 | | 20 | (45,417) | | (27,417) | (29,044) |
| TRUST ACCOUNTS | | BALANCE | New Bal | | | | | | | | |
| 7603302 | Recreation Trust | 1,476 | | | | | | | | | |
| 7603383 | Capital Improvement Fees (Fire) | 18,209 | | | | | | | | | |
| 225 | Fire Parcel Assessment Fees (Fire) | 33,483 | | | | | | | | | |
| GPR | General Purpose Revenue Fund (Fire) | 65,828 | 6,919 | | | | | | | | |
| 7603405 | Capital Replacement Fund (Sewer) | 394,545 | | | | | | | | | |
| 7603374 | Bond Redemption Fund (Sewer) | 349,178 | | | | | | | | | |
| 7603376 | Bond Debt Service Reserve (Sewer) | 343,005 | | | | | | | | | |

AGENDA ITEM 5A

- Motion Only
- Public Hearing
- Resolution
- Ordinance
- Information

Action Date: July 31, 2020

BOARD OF DIRECTORS AGENDA ITEM

SUBJECT: Resolution 2020-2: Resolution Ordering an Election, Requesting County Elections to Conduct the Election and Requesting Consolidation

SUMMARY: A resolution by the Board of Directors is necessary to be filed with the Board of Supervisors of the County of Lassen and the Lassen County Elections Department whenever an election is called for to fill a Board of Director position. This resolution requests the election be held and consolidated with the statewide election on November 3, 2020. This year Spalding Community Service District has two full term Board positions (Thomas & Doss) expiring in December 2020.

FISCAL IMPACT: The District will be responsible for any cost associated with the election. There has been no cost to the district in the past.

ACTION REQUESTED: By motion adopt Resolution 2020-2: Resolution Ordering an Election, Requesting County Elections to Conduct the Election and Requesting Consolidation

**RESOLUTION NO. 2020-2
JULY 31, 2020**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SPALDING COMMUNITY SERVICES DISTRICT
ORDERING AN ELECTION, REQUESTING COUNTY
ELECTIONS TO CONDUCE THE ELECTION AND
REQUESTING CONSOLIDATION OF THE ELECTION.**

WHEREAS, pursuant to Elections Code 10002, the governing body of any city or district may, by resolution, request the Board of Supervisors of the county to permit the county elections official to render specified services to the city of district relating to the conduct of an election; and

WHEREAS, the resolution of the governing body of the city or district shall specify the services requested; and

WHEREAS, pursuant to Elections Code 10002, the city or district shall reimburse the county in full for the services performed upon presentation of a bill to the city or district; and

WHEREAS, pursuant to Elections Code 10400, whenever two or more elections including bond elections, of any legislative or congressional district, public district, city, county, or other political subdivision are called to be held on the same day, in the same territory, or in territory that is in part the same, they may be consolidated upon the order of the governing body or bodies or officer or officers calling the elections; and

WHEREAS, pursuant to Elections Code 10400 such election for cities and special districts may be either completely or partially consolidated; and

WHEREAS, pursuant to Elections Code 10403, whenever an election called by a district, city or other political subdivision for the submission of any question, proposition, or office to be filled is to be consolidated with a statewide election, and the question, proposition, or office to be filled is to appear upon the same ballot as that provided for that statewide election, the district, city or other political subdivision shall, at least 88 days prior to the date of the election, file with the board of supervisors, and a copy with the elections official, a resolution of its governing board requesting the consolidation, and setting forth the exact form of any question, proposition, or office to be voted upon at the election, as it is to appear on the ballot. Upon such request, the Board of Supervisors may order the consolidation; and

WHEREAS, the resolution requesting the consolidation shall be adopted and filed at the same time as the adoption of the ordinance, resolution, or order calling the election; and

WHEREAS, various district, county, state and other political subdivision elections may be or have been called to be held on **November 3, 2020**; a

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the governing body of the Spalding Community Service District hereby orders an election be called and consolidated with any and all elections also called to be held on **November 3, 2020**, insofar as said elections are to be held in the same territory or in territory that is in part the same as the territory of the Lassen

County, Sate of California, requests the Board of Supervisors of the County of Lassen to order such consolidation under Election Code 10401 and 10403.

BE IT FURTHER RESOLVED AND ORDERED that said governing body hereby requests the Board of Supervisors permit the Lassen County Elections Department to provide any and all services necessary for conducting the election and agrees to pay for said services, and

BE IT FURTHER RESOLVED AND ORDERED that the Lassen County Elections Department conduct the election for the following offices on the **November 3, 2020**, ballot

2 Full Terms (Thomas & Doss)

Expiring 12/4/2020

PASSED, APPROVED and ADOPTED this 31st day of July, 2020, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

APPROVED:

Secretary

Chairman of said Governing Board

AGENDA ITEM 5B

- Motion Only
- Public Hearing
- Resolution
- Ordinance
- Information

Submitted by: Ed Lawson, Board Member

Action Date: July 31, 2020

BOARD OF DIRECTORS AGENDA ITEM

SUBJECT: Consider a permanent barrier at the back of the district office

SUMMARY: Currently the district uses a rope between two collapsible sawhorses to keep people out. Mr. Lawson is requesting a permanent barrier be erected.

FISCAL IMPACT: TBD

ACTION REQUESTED: By motion approve a permanent barrier behind the district office.