

# SPALDING COMMUNITY SERVICES DISTRICT

## BOARD OF DIRECTORS

### SPECIAL MEETING AGENDA

March 28, 2024

3:00 PM

#### MEETING LOCATION

EAGLE LAKE COMMUNITY CENTER

502-907 MAHOGANY WAY, SUSANVILLE, CA 96130

530-825-3258

#### MEMBERS OF THE BOARD

TED THOMAS, BOARD CHAIR

ED LAWSON, BOARD VICE CHAIR

LARRY DOSS, DIRECTOR

BARBARA WILLARD, DIRECTOR

FRANK MUSE, DIRECTOR



CONFERENCE LINE FOR REMOTE ATTENDANCE: 617-829-6724

## WELCOME TO THE SCSD BOARD MEETING - PLEASE SIGN IN

Welcome to the SCSD Board Meeting! Members of the public may provide public comment on any item on the Board's agenda. Public comments are limited to five (5) minutes (unless the Chairman of the Board specifies a different period of time). 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.

1. CALL TO ORDER
2. ROLL CALL

\_\_\_ Larry Doss

\_\_\_ Ed Lawson

\_\_\_ Ted Thomas

\_\_\_ Barbara Willard

\_\_\_ Frank Muse

3. PLEDGE OF ALLEGIANCE
4. APPROVAL OF THE AGENDA
5. NEW BUSINESS

Resolution 2024-02 – a Resolution establishing the Districts check signing policy and to change policy 3140.02 to reflect the Districts new policy as adopted.

6. ADJOURN

Next Regular Meeting Is Scheduled For April 19th, 2024 AT 3:00 PM

All documents available for public review are on file at the District's office located at:  
502- 907 Mahogany Way, Susanville, CA 96130

Any person with a disability who requires accommodations in order to participate in this meeting or for package materials in an alternative format should telephone the District at 530-825-3258, at least 48 hours prior to the meeting in order to make a request for a disability-related modification or accommodation. Accommodation requests will be handled swiftly and resolve all doubts in favor of access. Copies of records provided to Board Members which relate to any agenda item to be discussed in open session may be obtained from the District at 502- 907 Mahogany Way, Susanville, CA 96130.

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# Spalding Community Service District

## POLICY HANDBOOK

POLICY TITLE: Check Processing  
POLICY NUMBER: 3140

**3140.1** All commercial obligations or requests for issuing checks shall be reviewed and approved by the General Manager or his/her designate.

**3140.2** Checks shall be processed by Lassen County for the commercial obligations. Approval for payment will be submitted to the Board for approval at a Board meeting.

# **SPALDING COMMUNITY SERVICES DISTRICT**

## **RESOLUTION 2024-02**

### **A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SPALDING COMMUNITY SERVICES DISTRICT ESTABLISHING THE DISTRICTS CHECK SIGNING POLICY**

**WHEREAS**, the Spalding Community Services District (“District”) prior Check Signing Policy was established by agreement with Lassen County; and

**WHEREAS**, California Government Code §61045(g) provides:

“The Board of Directors shall adopt policies for the operation of The District, including but not limited to, administrative policies, fiscal policies, personnel policies, and the purchasing policies required by this division”; and

**WHEREAS**, pursuant to California Government Code §61045(g) the District desires to establish its own policy for signing checks; and

**WHEREAS**, the District withdrew its former treasury from the Lassen County Auditor and established its own Treasury in US Bank; and

**WHEREAS**, the District’s current policy for check processing, 3140.02 provides:

“Checks shall be processed by Lassen County for commercial obligations. Approval for payment will be submitted to the Board for approval”; and

**WHEREAS**, the Board of Directors (“Board”) wishes to change policy 3140.2 to read “All checks over \$2,500.00 issued by the District shall contain two (2) authorized signatures and require approval of the Board.

**NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED** by the Board of Directors of the Spalding Community Service district that:

The Chairman of the Board of Directors, the General Manager, the Fire Chief and his designate are authorized to sign checks on behalf of the District.

**PASSED, APPROVED, and ADOPTED** this 28th day of March, 2024 by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

APPROVED:

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Ted Thomas, Chairman of the Board of Directors

ATTEST:

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Kari Graton, Secretary of the Board