



# SPALDING COMMUNITY SERVICES DISTRICT

## BOARD OF DIRECTORS

**TELEPHONIC**  
**MEETING AGENDA**  
**OCTOBER 16, 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**  
**ONLINE MEETING ID: EAGLELAKESCD**

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@spaldingcsd.org](mailto:generalmanager@spaldingcsd.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](mailto: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. **GENERAL MANAGER REPORT**
4. **FIRE CHIEF REPORT TO BOARD**
5. **PUBLIC COMMENT** – Any person may submit a comment on any topic that is not listed on this agenda via email at [generalmanager@spaldingcsd.org](mailto: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.
6. **APPROVAL OF MINUTES**
  - a. Submitted for approval are the minutes from the September 18, 2020 Board of Directors meeting.  
  
**Action requested – APPROVE BOARD MINUTES FOR September 18, 2020 AND AUTHORIZE THE BOARD MEMBERS PRESENT TO SIGN**
  - b. Submitted for approval of changes to the minutes from the June 19, 2020 Board of Directors meeting.  
  
**Action requested – APPROVE CHANGES TO THE BOARD MINUTES FOR June 19, 2020 AND AUTHORIZE THE BOARD MEMBERS PRESENT TO SIGN**
7. **CONSENT CALENDAR**

All matters listed under the Consent Calendar are considered to be routine by the Board of Directors. There will be no separate discussion on these items. Any member of the public or the Board of Directors may request removal of an item from the consent calendar to be considered separately.

None
8. **PUBLIC HEARINGS**

None
9. **BOARD MEMBER REPORTS / BOARD MEMBER COMMENTS**

(Pursuant to California State law, the Board is prohibited from taking action on any item not listed on the agenda)

  - a. Fee Study – Board Member Arnold
  - b. One Sewer Pond Closure Update – Board Member Arnold

10. NEW BUSINESS

11. CONTINUING BUSINESS

12. CLOSED SESSION

None

13. ADJOURN

Next regular meeting is scheduled for November 20, 2020 at 3:00 p.m.

## Information and Procedures Concerning the Agenda and Board of Directors Meetings

### Meeting Information:

Meetings are generally held the third Friday of each month. Meetings start at 3:00 p.m. and are held in the Eagle Lake Community Center, 502-907 Mahogany Way, Susanville. At the end of each year the Board adopts a meeting schedule for the upcoming year. Meeting dates can be changed as a result of holidays or other events so please check the meeting calendar to be certain. Copies of the adopted meeting calendar for the year are available in the District Office or on the District's website.

### Agenda Information:

The agenda for every meeting of the Board is posted in front of the District Office at least 72 hours before each meeting (24 hours before a special meeting) and is also available on the District's website. A copy of the agenda and supporting materials provided to the Board of Directors members to explain each agenda item (excluding documents that are not a public record within the meaning of the Public Records Act) are available for your review at the District Office (please do not remove items from these files), and on the District website. Copies of supporting materials can be made for you at a charge to cover costs.

### Agenda Format and Meeting Order:

The agenda is usually organized into the following areas and meetings generally proceed in the following order:

1. Pledge of Allegiance.
2. Approval of Agenda.
3. General Manager Report to Board.
4. Fire Chief Report to Board.
5. Public Comment: this is the area of the agenda where members of the audience may address the Board on any matter not listed on the agenda. The Board, by law, cannot take action on any matter not listed on the agenda, but may respond to statements or questions and provide staff direction. Pursuant to Governor's Order N-29-20, public comments may be submitted via email to [generalmanager@spaldingcsd.org](mailto:generalmanager@spaldingcsd.org) or via telephone at 530-825-3258 at least two hours prior to the start of the meeting.
6. Approval of Minutes: this is the time for the board to approve the minutes from the previous board meeting.
7. Consent Calendar: these are items that are considered routine and are handled by one motion and vote of the Board. If you wish to discuss any item on the Consent Agenda you can either fill out a speaker card (located in the back of the board room) and give it to the Clerk of the Board (sitting to the left of the Board) or, when the Chair asks if there is anything anyone would like to remove from the Consent Agenda, stand and approach the podium and request the item be removed. The removed items are discussed at separately.
8. Public Hearing and Timed Items: this is where items that are required by law to be heard as a public hearing are set. This is the section where appeals before the Board are usually discussed. Hearings may start after the time listed, but will never start before the time listed.
9. Board Members Reports / Committee Reports: this is where board members can speak on any conferences, workshops, meetings or other activities SCSD General Interest including AB1234 travel reports.
10. New Business: this is where presentations to the Board and items that require full discussion are heard.
11. Continuing Business: this is where staff and board can engage on business matters on-going or previously heard.
12. General Managers Report: this is where the GM informs the board on any current activity or situation occurring in the district.
13. Closed Session: The Board is authorized, by law, to meet in a closed session in certain circumstances. This area of the agenda identifies those items that will be discussed during the closed session.

14. **ADJOURNMENT:** this is the time that the board conclude the current meeting and sets the date, time and location for the following special or regular scheduled board meeting.

**Public Participation:**

It is the policy of the Board of Directors, and a requirement of the California Open Meetings Law, to allow members of the public the opportunity to comment on all matters before the Board. Public participation is limited to matters within the subject matter jurisdiction of the Board pursuant to Government Code Section 54954.3. The Board has adopted policy and procedures to facilitate the meeting process and conduct.

The Board of Directors is committed to making its proceedings accessible to all citizens. Individuals with special needs should call the District Office at 530.825.3258, Tuesday through Friday, 9:30 a.m. to 3:30 p.m. to request disability-related modifications/accommodations or to request materials in alternate formats. All requests for special accommodations and/or alternative format documents should be made 48 hours prior to the meeting to ensure adequate time to provide the requested accommodation. **All accommodation requests will be processed swiftly and resolving any doubt in favor of accessibility.**



**SPALDING COMMUNITY SERVICES DISTRICT  
REGULAR BOARD MEETING  
September 18, 2020**

**DRAFT**

**APPROVED BY DIRECTORS:**

---

---

---

---

---

**MEETING ACCESS: EAGLE LAKE COMMUNITY CENTER, SPALDING (WITH LIMITED SEATING);  
THE MEETING WAS ALSO CONDUCTED VIA TELECONFERENCE; THE PUBIC COULD  
ELECTRONICALLY ATTEND THE MEETING VIA TELEPHONE: (707) 779-9724**

**BOARD MEMBERS/STAFF PRESENT: MIKE ARNOLD, CHAIRPERSON, TED THOMAS, VICE-  
CHAIRPERSON, LARRY DOSS, DARREN READ, ED LAWSON**

MEETING CALLED TO ORDER BY Mike Arnold at 3:00 p.m.

1. **PLEDGE OF ALLEGIANCE** - None

2. **APPROVAL OF THE AGENDA**

Agenda approved with no changes.

3. **GENERAL MANAGER'S REPORT TO THE BOARD**

Available on line under Board Meeting September 18, 2020 agenda or by request at the district office. Ken Coffey also reported that he has been working with Erik Edholm from Air Quality Control to reinstate a green waste dumpster program. More official information will follow with a procedural outline of steps that the District will need to take. Flu shots will be available to community members. Reminder these are not senior flu shots. Contact the office for date and times.

4. **CHIEF'S REPORT TO THE BOARD**

There were 5 calls for the month of August.

5. **PUBLIC COMMENT**

None

6. **APPROVAL OF MINUTES**

a. **Approval of the minutes from the August 21, 2020 Board of Directors' meeting.**

Ted Thomas reported that the phone number to access the meetings at the top of the agenda is incorrect and asked for it to be changed. Darren Read reported that the access via the internet did not work. Mike Arnold stated that there is not enough broadband width to allow the District to hold these meetings using video conferencing. Mr. Thomas asked that this be removed from future agendas.

**Motion: Approve the August 21, 2020 minutes with suggested changes.**

**First: Ted Thomas**

**Second: Larry Doss**

**Roll Call: Larry Doss – yes; Darren Read – yes; Mike Arnold – yes; Ted Thomas – yes;  
Ed Lawson - yes**

7. **CONSENT AGENDA**

None.

8. **PUBLIC HEARING**

None

9. **BOARD MEMBER / COMMITTEE REPORTS / BOARD MEMBER COMMENTS**

None

10. **NEW BUSINESS**

a. **Special Assessment for Fire Fees**

There were no changes to the assessments for Fire fees this year. This fee is adjusted when there is an adjustment to property lines such as a merger, etc.

**Motion: Approve and sign report to the county.**

**First: Mike Arnold**

**Second: Ed Lawson**

**Roll Call: Larry Doss – yes; Darren Read – yes; Mike Arnold - yes; Ted Thomas – yes; Ed Lawson – yes**

b. **Approval of \$3,486.24 to Aqua Sierra Controls, Inc.**

Aqua Sierra Controls, Inc. will supply the District with cellular antennas and accessories for the SCADA communications. Darren Read asked if this will improve our connectivity service. Mike Arnold is asking for a cost benefit analysis which has not been received to date. Mr. Arnold was not sure of what would be gained by this service. It was suggested that a booster antenna be installed at the sewer pond station as a test for other areas in the community before doing a full upgrade to the rest of the District at the cost of \$3,486.24. The tech who monitors the stations reported that the sewer pond station is the only station with connectivity issues. The booster antenna at the office was upgraded about 10 months ago and it has helped. Mr. Arnold suggested continuing this item until the next meeting when the Board should have more information including assurances that the benefit is worth the cost. Darren Read suggested that this item does not need to come back to the Board as the amount for one booster antenna falls within the General Manager's authority to make the purchase.

**Motion: Approve \$3,486.24 to Aqua Sierra Controls, Inc. cellular antennas and accessories for the SCADA communications.**

**First: Mike Arnold**

**Second: Ed Lawson**

**Roll Call: Larry Doss – no; Darren Read – no; Mike Arnold - no; Ted Thomas – no; Ed Lawson – no**

**Motion failed.**

Larry Doss brought to the attention of the General Manager that the Marina Camera is not working. Ken Coffey is working on it.

11. **CONTINUING BUSINESS**

a. **Permanent Barrier in Back of District Office**

Kunsmann Fence Company, who supplied the current fencing around the community center, submitted a bid. Ken Coffey shared with the Board that the purpose of the fencing was to curtail in dumping of green waste in that area. The bid from Kunsmann Fence Company gives the District a baseline of cost to construct a permanent barrier. This bid is for information so the Board can make a decision on how to move forward. Ken Coffey is working to get green waste dumpsters at the transfer station. Larry Doss suggested portable fencing. Mike Arnold thought this might be a good solution until the Board decides if the District should move forward with permanent fencing.

**Action Item: The Board of Directors directed Mr. Coffey to gather more information and if the cost falls within the general manager's authority (\$1,500.00) to make the purchase of either a temporary or permanent barrier to move forward with the purchase. If the cost is greater than \$1,500.00 this item will be brought back to the Board for their approval.**

**12. CLOSED SESSION**

There was no closed session

**ADJOURN**

The meeting was adjourned at 3:31

**The next regular meeting scheduled for October 16, 2020 at 3:00pm**

Respectfully submitted by: Sharon Moats

**SPALDING COMMUNITY SERVICES DISTRICT  
REGULAR BOARD MEETING  
June 19, 2020**

**APPROVED BY DIRECTORS:**

---

---

---

---

---

**MEETING ACCESS: EAGLE LAKE COMMUNITY CENTER, SPALDING (WITH LIMITED SEATING); THE MEETING WAS ALSO CONDUCTED VIA TELECONFERENCE; THE PUBIC COULD ELECTRONICALLY ATTEND THE MEETING VIA TELEPHONE: (707) 779-9724**

**BOARD MEMBERS/STAFF PRESENT: MIKE ARNOLD, CHAIRPERSON, TED THOMAS, VICE-CHAIRPERSON, LARRY DOSS, DARREN READ (BY PHONE), ED LAWSON**

MEETING CALLED TO ORDER BY Mike Arnold at 3:02 p.m.

**1. PLEDGE OF ALLEGIANCE**

**2. APPROVAL OF THE AGENDA**

**Motion: Approve the agenda.**

**First: Larry Doss**

**Second: Ted Thomas**

**Roll Call: Larry Doss – yes; Darren Read – yes; Mike Arnold – yes; Ted Thomas – yes; Ed Lawson - yes**

**3. GENERAL MANAGER’S REPORT TO THE BOARD**

General Manager, Mike Wilson, was terminated as of today at 3:00 p.m. per Mr. Wilson's request. Mr. Arnold read an email from Mr. Wilson explaining why which is available at the district office by request.

**4. FIRE CHIEF’S REPORT TO THE BOARD**

Available on line under Board Meeting June 19, 2020 Agenda or by request at the district office.

**5. PUBLIC COMMENT**

Two public comments were read by Mr. Arnold.

The meeting was adjourned at 3:21 so the lawyer could be contacted regarding whether unsigned public comments should be read to the public. The meeting was called to order at 3:22. The lawyer confirmed that unsigned public comments can be read to the public.

**6. APPROVAL OF MINUTES**

There was public comment about the wording used in item 13b: General Manager’s Report – Green Waste Pile. Mr. Arnold requested the wording be changed to reflect the situation more accurately.

**Motion: Approve the May 15, 2020 minutes with the changes.**

**First: Ted Thomas**

**Second: Mike Arnold**

**Roll Call: Mike Arnold – yes; Darren Read – yes; Ted Thomas – yes; Ed Lawson - yes  
Larry Doss – abstained (he was not present at the May meeting)**

**8. CONSENT AGENDA**

There were no items on the consent agenda.



9. **PUBLIC HEARING**

There were no public hearings.

10. **BOARD MEMBER / COMMITTEE REPORTS / BOARD MEMBER COMMENTS**

\* Ted Thomas reported that there is no update regarding the remaining money in the FEMA road grant.

\* Mike Arnold reported that the green waste pile has almost been completely removed. The district received no citation from Air Quality Control and they are happy with the removal progress.

11. **NEW BUSINESS**

- a. Consider Approval of contract with Robert W. Johnson, CPA for annual audit service scheduled for June 30, 2020 for an amount not to exceed \$8,000.00.

**Motion: Approve contract with Robert W. Johnson, CPA for the 2020 annual audit service for an amount not to exceed \$8,000.00**

**First: Ted Thomas**

**Second: Ed Lawson**

**Roll Call: Larry Doss – yes; Darren Read – yes; Mike Arnold - yes; Ted Thomas – yes; Ed Lawson – yes**

- b. Consider adoption of preliminary budget that conforms with generally accepted accounting and budgeting procedures for special districts pursuant to California Government Code 61110 (a), (b). Schedule Public Hearing for the July regular Board of Directors meeting pursuant to California Government Code 61110 (c)-(e)

**Motion: Adopt the preliminary budget, hold the Public Hearing on the budget on Friday, July 31, 2020 at 3:00 p.m.**

**First: Ted Thomas**

**Second: Mike Arnold**

**Roll Call: Larry Doss – yes; Darren Read – yes; Mike Arnold - yes; Ted Thomas – yes; Ed Lawson – yes**

- c. Consider dissolution of the Weed Abatement Commission.

**Motion: Dissolve the Weed Abatement Commission**

**First: Larry Doss**

**Second: Ed Lawson**

**Roll Call: Larry Doss – yes; Darren Read – yes; Mike Arnold - yes; Ted Thomas – yes; Ed Lawson – yes**

- d. Consider Amendment to Policy #4040.4 Duties of the Board Chairperson  
Two public comment were read and are available at the district office by request.

**Motion: Approve the amendment to Policy #4040.4 Duties of the Board Chairperson**

**First: Mike Arnold**

**Second: Larry Doss**

**Roll Call: Larry Doss – yes; Darren Read – yes; Mike Arnold - yes; Ted Thomas – yes; Ed Lawson – yes**

12. **CONTINUING BUSINESS**

There was no continuing business.

13. **GENERAL MANAGER'S REPORT**

There was no General Manager's report.

14. **CLOSED SESSION**

Open meeting was adjourned at 3:52 p.m. and the Board met in closed session to discuss Public Employment – pursuant to Government CODE 54957: General Manager

The Open meeting was called to order at 4:52 with nothing to report from closed session.

**ADJOURN**

The meeting was adjourned at 4:54

**The next regular meeting scheduled for July 17, 2020 at 3:00pm**

Respectfully submitted by: Sharon Moats