

# SPALDING COMMUNITY SERVICES DISTRICT

## BOARD OF DIRECTORS

### MEETING AGENDA

March 15, 2024

3:00 PM

**MEMBERS OF THE BOARD**  
TED THOMAS, BOARD CHAIR  
ED LAWSON, BOARD VICE CHAIR  
LARRY DOSS, DIRECTOR  
VACANT, DIRECTOR  
VACANT, DIRECTOR



#### MEETING LOCATION

**EAGLE LAKE COMMUNITY CENTER**  
**502-907 MAHOGANY WAY, SUSANVILLE, CA 96130**  
**530-825-3258**

## WELCOME TO THE SCSD BOARD MEETING

1. CALL TO ORDER

2. ROLL CALL

\_\_\_ Ted Thomas

\_\_\_ Larry Doss

\_\_\_ Ed Lawson

\_\_\_ (Vacant)

\_\_\_ (Vacant)

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF THE AGENDA

5. PUBLIC COMMENT - Members of the public may provide public comment on any item on the Board's agenda, or on any item that is within the subject matter jurisdiction of this Board. 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.

6. APPOINTMENT OF NEW BOARD MEMBERS (2)

*Filed applications for Board membership are available upon request for review in the District Office.*

A. Review applications for two vacancies to the Board of Directors

B. Vote on appointment of two new Board members to the Board of Directors

C. Certificate of Appointment and Oath of Office

7. CLOSED SESSION

*Pursuant to Government Code section 54957(b)(1): consideration of the appointment and/or employment of public employee. Title: Interim General Manager*

8. NEGOTIATION OF TERMS AND APPROVAL OF INTERIM GENERAL MANAGER CONTRACT

9. APPROVAL OF MINUTES

A. Submitted for approval are the minutes from the February 16, 2024 Board Meeting.

B. Submitted for approval are the minutes from the February 28, 2024 Special Board Meeting.

10. FIRE CHIEF REPORT TO BOARD

- A. There were 4 medical calls for the month
- B. Fire Chief Report - Failure of Firehouse Heater – Request approval of the Board for Invoice from All Seasons Heating and AC for \$5945.75 from the Fire Department budget for replacement of Firehouse heater.

11. GENERAL MANAGER REPORT TO BOARD

- A. District Financials

12. SEWER REPORT

See Attached Report

13. BOARD MEMBER REPORTS / BOARD MEMBER COMMENTS

- A. Ed Lawson – Marina Business
  - i. Repair fee boxes. Educate public on fees for use. (will there be a yearly rate)?
  - ii. Replace "missing picnic parking" signs.
  - iii. Will restrooms & fish station be available for public use?
  - iv. Maintenance & landscaping upkeep.
- B. Larry Doss – Review of current lawyer contract – for discussion.

14. NEW BUSINESS

- A. Ratification of Actions Taken by Board of Directors at January 19, 2024 Regular Meeting

15. CONTINUING BUSINESS

- A. Second Reading of Ordinance #4 amendments with decisions:
  - i. ORDINANCE #9: An Ordinance Amending Ordinance #4, Article 2.02.012 Meetings Time And Place
  - ii. ORDINANCE #10: An Ordinance Amending Ordinance #4 Article 4.01.050 Parking And Article 4.01.080 No Camping.
- B. Board Discussion on Suggestions/Implementation of District Projects for Board Members and the Development of Committees

16. ADJOURN

The Next Board Meeting will be on April 19, 2024

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. All accommodation requests will be handled swiftly and resolving 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 online at [Spaldingcsd.org](http://Spaldingcsd.org) or from the District Office at 502- 907 Mahogany Way, Susanville, CA 96130.

# APPROVAL OF AGENDA

APPOINTMENT OF NEW  
BOARD MEMBERS

CLOSED SESSION

NEGOTIATION OF TERMS –  
APPROVAL OF  
INTERIM GENERAL MANAGER

# SPALDING COMMUNITY SERVICES DISTRICT VOLUNTARY SERVICE AGREEMENT

## VOLUNTEER INTERIM GENERAL MANAGER

This VOLUNTARY AGREEMENT (“Agreement”) is dated for reference purposes only as of March 15, 2024, and is entered into by and between Spalding Community Services District (“SCSD” or the “District”), acting through its Board of Directors (the “Board”) and \_\_\_\_\_ (Print Name Here) (“Volunteer Interim General Manager VIGM”) (hereinafter collectively referred to as “the parties”).

### RECITALS

A. The Board desires to engage the service of an individual who is qualified to act as Volunteer Interim General Manager (“VIGM”) of SCSD while SCSD actively conducts a recruitment process to permanently fill the position of General Manager.

B. The VIGM possesses the qualifications necessary to act as VIGM and is willing and able to undertake the desired service.

C. After due notice and at a regular meeting of the Board held on March 15, 2024, the Board authorized SCSD to enter into this Agreement with the VIGM.

D. The parties now desire to set forth their agreement for SCSD’s Voluntary Service of the VIGM on a part-time basis and under the terms and subject to the conditions set forth herein.

### ACCORDINGLY, THE PARTIES AGREE AS FOLLOWS:

#### 1) ASSUMPTION AND DESCRIPTION OF DUTIES

- a) Effective Date: The provisions of this Agreement, unless otherwise stated, shall become effective on the date set forth in the first paragraph of this Agreement, and continue to and including December 31, 2024. This Agreement will be otherwise terminated immediately upon the date of appointment of a Permanent General Manager by SCSD.
- b) Position and Responsibilities: The Volunteer Interim General Manager accepts Voluntary Service with the District to perform duties prescribed by the Board. The VIGM shall execute all powers and duties in accordance with the policies adopted by the Board, and in accordance with the provisions of the Government Code and all other applicable provisions of law.

#### 1) General Scope of Duties:

- i. Review and implement policies of the Board and make appropriate recommendations.
- ii. Provide for annual evaluation of staff.
- iii. Research potential sources of funding that may be available.
- iv. Prepare and submit to the Board the annual Budget and revisions thereto.
- v. Establish and maintain positive public relations and cooperative relationships with the community, District staff and other agency personnel.
- vi. Review all District operations. Define District goals and objectives for Board review.
- vii. Act as custodian of District property and resources.
- viii. Serve as a representative of the Board with respect to employer/employee matters.
- ix. To execute the Powers and Duties as set forth in the Districts Ordinance #4; 2.03.040 "Powers and Duties of The General Manager."

c) Work Hours: The Parties anticipate that SCSD's business management affairs will not obligate the VIGM to work a full 40-hour work week, taking into consideration the operating hours of the main office. Accordingly, the work hours and schedule for the VIGM are flexible. For the avoidance of doubt, the VIGM may work remotely, provided that the proper operations of SCSD are maintained. In the event that the VIGM chooses to work remotely, he/she will endeavor to provide at least two weeks' written notice to SCSD of the start of the remote work period.

## 2) **COMPENSATION**

- a) The parties recognize that this is a Volunteer Service, and there shall be no compensation other than that set forth in article 5: EXPENSE REIMBURSEMENTS below.
- b) Taxes: VIGM shall be responsible for their federal, state, local or other taxes resulting from any compensation or benefits provided to him/her by SCSD. SCSD shall withhold from any compensation or benefits provided under this Agreement all federal, state, local or other taxes as may be required pursuant to law or governmental regulation or ruling. SCSD shall not be liable for any state or federal tax consequences to VIGM or to any designated beneficiary hereunder, the heirs, administrators, executors,



successors, and assigns of the VIGM. The VIGM shall assume sole liability for any state or federal tax consequences of this Agreement or any related agreement and agrees to indemnify and hold SCSD harmless from such tax consequences.

3) **LEAVE**

a) Holiday Leave: The VGIM shall be entitled to those holidays granted to employees of SCSD by Policy 2505.2.

4) **PERIODIC PERFORMANCE EVALUATION**

The Board may periodically evaluate and assess the performance of the VIGM. The Board's evaluation will be based upon a review of the VIGM's performance as compared to goals and objectives developed by VIGM and reviewed, revised, and ratified by the Board. These goals and objectives are referred to hereafter as "goals and objectives."

5) **EXPENSE REIMBURSEMENTS**

SCSD shall reimburse the VIGM for documented, actual, and necessary expenses incurred by the VIGM within the scope of his/her employment and while representing SCSD, including transportation costs in accordance with SCSD Policy 4025. SCSD reserves the right to review and regulate the incurring of expenses, provided that it does not unduly restrict VGIM in the performance of his/her duties under this Agreement.

6) **PROFESSIONAL ACTIVITIES**

The Parties expressly acknowledge and agree that the VIGM may use SCSD's Wifi network to participate in and/or complete such online educational courses, necessary for the VIGM to conduct his/her scope of duties, in which he/she may enroll from time to time. SCSD shall supply the VIGM with a District owned Cellular Telephone and a District owned portable laptop computer, to be used by the VIGM for District business.

7) **CONFIDENTIAL INFORMATION**

The VGIM acknowledges and stipulates that in the performance of their duties, SCSD discloses and entrusts them with certain confidential information of SCSD. VGIM agrees not to directly or indirectly disclose or use at any time, during the term of his/her service by SCSD and thereafter, any such information, whether it be in the form of records, lists, data, personnel information, drawings, reports or otherwise, of a business or technical nature, which was acquired by the VGIM during his/her volunteer relationship with SCSD, unless such disclosure is authorized by SCSD in writing, is required by law, or is required in the performance of the duties of the VIGM.

8) **TERMINATION AND DISMISSAL**

a) VGIM shall serve at the will and pleasure of the Board and at their sole discretion, may terminate this agreement with or without cause.

b) Termination Without Cause. SCSD may, in its sole discretion, terminate VIGM's employment under this Agreement without cause upon an affirmative vote of at least four (4) directors of the Board.

c) Termination for "Good Cause". SCSD shall have the right to discharge the VIGM and terminate this Agreement at any time for "good cause," which is defined as follows: (1) any willful breach of duty by the VIGM in the course of his/her, (2) VIGM's habitual neglect of his/her duties, or (3) conviction of a felony or a crime involving moral turpitude. In the event of termination for "good cause", will require a majority vote by the Board.

d) Termination by VGIM. The VGIM may resign from his/her position as VIGM upon at least two weeks (or less days in the Board's sole discretion) prior written notice to the Board. Any such notice provided under this paragraph shall specifically set forth the effective date of such resignation.

e) Future Communications. In the event of termination of the VGIM, unless otherwise agreed to in writing, the parties agree to the following:

1) Only the following statement regarding the Agreement and the circumstances giving rise to termination may be communicated to anyone else:

The VGIM retired from service with SCSD as part of a reorganization of the District.

2) Hereafter, the response of SCSD to all requests for references regarding the VGIM will only include the VGIM's dates of service, the title of position held, and that he/she retired from service with SCSD.

## 9) **Indemnification.**

Beyond that required by Federal, State or Local Law, SCSD shall defend, save harmless and indemnify the VIGM against any claim, tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of the VIGM's duties, or resulting from the exercise of judgment or discretion in connection with the performance of his/her duties or responsibilities, unless the act or omission involved willful or wanton conduct. The VIGM may request and the District shall not unreasonably refuse to provide independent legal representation at the District's expense and the District may not unreasonably withhold approval. Legal representation provided by the District for the VIGM shall extend until a final determination of the legal action, including any appeals brought by either party. The District shall indemnify the VIGM against any and all losses, damages, judgments, interest, settlements, fines, court costs and other reasonable costs and expenses of legal proceedings including attorney's fees, and any other liabilities incurred by, imposed upon, or suffered by the VIGM in connection with or resulting from any claim, action, suit or proceeding, actual

or threatened, arising out of or in connections with the performance of his/her duties.

**10) NOTICES**

Any notice to the Board required or permitted under this Agreement shall be in writing, either by personal service, registered or certified mail, or postage prepaid. It will be addressed to Chairperson and Board of Directors, Spalding Community Services District at SCSD's business address. A copy of any such correspondence shall also be personally delivered, or sent by registered or certified mail to the General Counsel of SCSD, currently Stradling, Yocca, Carlson, & Rauth. Any such notice to VGIM shall be addressed to VGIM at his/her home address then shown in SCSD's files.

- a) For the purpose of determining compliance with any time limit in this Agreement, a notice shall be deemed to have been duly given (a) on the date of service, if served personally on the party to whom it is to be given, or (b) on the second business day after mailing, if mailed to the party to whom the notice is to be given in the manner provided in this paragraph.

**11) ENTIRE AGREEMENT**

The parties hereto acknowledge that they have read this Agreement, understand it, and agree to be bound by its terms. This Agreement constitutes the entire agreement between the parties. There are no oral understandings, terms, or conditions, and neither party has relied upon any representation, express or implied, not contained in this Agreement.

**12) MODIFICATION, AMENDMENT, WAIVER**

No modification or amendment of any of the provisions of this Agreement shall be effective unless approved in writing and signed by SCSD and the VIGM. The failure of the VIGM or SCSD to enforce any of the provisions of this Agreement shall in no way be construed as a waiver of such provisions and shall not affect the right of either party thereafter to enforce each and every provision hereof in accordance with its terms.

**13) GOVERNING LAW**

This Agreement shall be governed by and interpreted in accordance with the laws of the State of California to the exclusion of the law of any other jurisdiction.

**14) LEGAL COUNSEL**

Each party was given the opportunity to be represented in the preparation, negotiation, and execution of this Agreement by legal counsel of their own choice or had the opportunity to retain legal counsel.

**15) SEVERABILITY**

It is the desire of the parties that this Agreement be binding and enforceable to the maximum extent permitted by law. Should any provision of this Agreement declared or be determined by a court of law, or other tribunal of

valid jurisdiction, invalid or unenforceable, the remaining provisions hereof shall be binding and effective nevertheless.

**16) CONSTRUCTION**

This Agreement shall not be construed more strongly against either party regardless of who is responsible for its preparation.

**17) COUNTERPARTS**

This Agreement may be executed by the parties in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. The parties specifically agree that signatures on this Agreement received by facsimile or electronic transmission (i.e. a PDF version) shall be legally binding and that each party is entitled and authorized to rely on the signatures transmitted by facsimile or electronically of the other parties as if they were original signatures.

**18) PUBLIC DISCLOSURE**

Disclosure of this Agreement to the public and the procedures thereto shall be governed by applicable provisions of the laws of the State of California.

**IN WITNESS WHEREOF**, the parties have entered into this VOLUNTARY SERVICES AGREEMENT as of the date first written above.

SPALDING COMMUNITY SERVICES DISTRICT

BY: \_\_\_\_\_  
Chair of the Board of Directors DATE

VOLUNTEER INTERIM GENERAL MANAGER:  
\_\_\_\_\_(Print Name.) DATE

# APPROVAL OF MINUTES

SPALDING COMMUNITY SERVICES DISTRICT  
REGULAR BOARD MEETING  
February 16, 2024

APPROVED BY DIRECTORS:

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1. CALL TO ORDER: Larry Doss called the meeting to order at 3:02 pm.

<u>ROLL CALL</u>	<u>PRESENT</u>	<u>NOT PRESENT</u>
Ted Thomas	<u>  X  </u>	<u>      </u>
Ed Lawson	<u>  X  </u>	<u>      </u>
Larry Doss	<u>  X  </u>	<u>      </u>
Vacant	<u>      </u>	<u>      </u>
Vacant	<u>      </u>	<u>      </u>

3. PLEDGE OF ALLEGIANCE

The pledge of allegiance was spoken

4. APPROVAL OF THE AGENDA

Motion: Motion to approve the Agenda

First: Ed Lawson moved to approve the agenda

Second: Ted Thomas second

Roll Call: Approve: Ted Thomas, Ed Lawson, Larry Doss

5. PUBLIC COMMENT

A. Barbara Willard questioned Board members coming up for elections and the current vacancies. She also questioned how the District distributed notices about events that are happening in the community.

B. Kari Graton questioned the removal of the District’s “mission statement” from the website regarding the Fire Department, and stated that the District’s mission statement needed to include the Fire Department.

6. APPROVAL OF MINUTES

A. Submitted for approval were the minutes from the January 19, 2024 Board Meeting.

Motion: Approve the minutes from the January 19, 2024 Board Meeting

First: Larry Doss moved to approve the January 19, 2024 Board Minutes

Second: Ed Lawson second

Roll Call: Approve: Ted Thomas, Ed Lawson, Larry Doss

SPALDING COMMUNITY SERVICES DISTRICT  
REGULAR BOARD MEETING  
February 16, 2024

7. FIRE CHIEF REPORT TO BOARD

There was no discussion regarding the Fire Chief's report. Dan James asked if there was currently a liaison from the Board to the Fire Department. Director Thomas replied that there was not, but that he would look into creating something like that.

8. GENERAL MANAGER REPORT TO BOARD

A. District Financials

- Marly provided answers to questions regarding payments to specific vendors from the Board and questions from the audience on how the Financial reports are generated.
- Kari Graton questioned when the Board was going to plan for upgrading the sewer system.
- There was further questioning regarding the bank account for Recreation.

9. SEWER REPORT

David responded to questions regarding his sewer report. There was some further discussion regarding the process of submitting sewer samples and how the chain of custody works. It was also mentioned that work done on property owners side of the sewer needed to be billed to the property owner.

10. BOARD MEMBER REPORTS / BOARD MEMBER COMMENTS

A. Ed Lawson made a comment to the audience that the Community needed to work together to solve the problems of the District and asked for assistance from the community in recruiting new Board members and supporting different Committees.

11. NEW BUSINESS

A. Resolution 2024-02: Board of Directors meetings: Marly provided some background regarding Ordinance #4 and the requirements of the Board of Directors to have Regular Board meetings. There was some discussion between the Board and the Audience regarding Board meetings, time, and place. The Board decided to amend Ordinance #4 to better reflect their decisions on Board meetings, time, and place. Resolution 2024-02 was not considered.

B. Board Discussion: Marina Parking Lot for Camping, Amending Ordinance #4 Sections 4.01.050 and 4.01.080. There was some discussion regarding the creation of a Special Event Permit which would be controlled by the General Manager and would outline the requirements for the use of the Marina property for Special Events. It was decided that a Special Meeting will be conducted on February 28, 2024 to facilitate the first reading of this amendment to Ordinance #4.

12. CONTINUING BUSINESS

A. Board Discussion on Suggestions/Implementation of District Projects for Board Members and the Development of Committees: The Board discussed the difference between Ad Hoc Committees and Standing Committees. There was some discussion

SPALDING COMMUNITY SERVICES DISTRICT  
REGULAR BOARD MEETING  
February 16, 2024

regarding setting up an Ad Hoc Committees for General Manager recruitment and what that Committee would be responsible for with suggestions being made to incorporate an updated job description and benefits or other incentives to make the recruitment more attractive. There was also some further discussion regarding the need for the District to develop a strategic plan, how important the specific item was to the District, and how the Board could assist in the recruitment of volunteers.

13. ADJOURN

Motion: Motion to adjourn

First: Ed Lawson moved to adjourn

Second: Ted Thomas seconded

Roll Call: Approve: Ted Thomas, Ed Lawson, Larry Doss

The meeting was adjourned at 4:04 pm



SPALDING COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS  
SPECIAL MEETING  
FEBRUARY 28, 2024

APPROVED BY DIRECTORS:

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1. MEETING CALLED TO ORDER: Ted Thomas called the meeting to order at 2:00 pm.

<u>Roll Call</u>	<u>Present</u>	<u>Not Present</u>
Ted Thomas	<u>  X  </u>	<u>      </u>
Ed Lawson	<u>  X  </u>	<u>      </u>
Larry Doss	<u>  X  </u>	<u>      </u>
Vacant	<u>      </u>	<u>      </u>
Vacant	<u>      </u>	<u>      </u>

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was spoken. Ted amended the agenda by moving #4 Public Comment to be after #5 Approval of the Agenda.

4. APPROVAL OF THE AGENDA

Motion: Approve the Special Meeting Agenda as amended  
First: Ed Lawson moved to approve the Special Meeting Agenda as amended  
Second: Ted Thomas second  
Roll Call: Yes: Larry Doss, Ed Lawson, Ted Thomas

5. PUBLIC COMMENT

There were no public comments.

6. NEW BUSINESS

6.

Ordinance #9 - Resolution 2023-09 Calling for a Hearing Pursuant to Proposition 218 Regarding Proposed Adjustments to Sewer Fees.

- A. Resolution Invoice from H2O Pro: EMERGENCY – Lift Stations #1 and #2 have pumps that are either not functional or are working at a limited capacity. Amendment of Ordinance #4, section 2.02.012 – MEETINGS; TIME AND PLACE:  
Barbara Willard felt that the ordinance needed to be specific to the date, time, and place. Marly read the ordinance and explained that, as stated in the ordinance, the purpose for the amendment was to allow the Board to more easily make adjustments to the date and time of regular Board meetings by resolution. Larry stated that he did not want to change to having the Board have the ability to make meeting adjustments by resolution. Ted stated that he felt that the place for the Board meetings should stay in the resolution.

Motion: Motion to approve the first reading of Ordinance #9 as amended

SPALDING COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS  
SPECIAL MEETING  
FEBRUARY 28, 2024

First: Ted Thomas moved the first reading of Ordinance #9 as amended  
Second: Ed Lawson second  
Roll Call: Yes: Ed Lawson, Ted Thomas  
No: Larry Doss

B. Ordinance #10 – Amendment of Ordinance #4, section 4.01.050 PARKING; and section 4.01.080 CAMPING:

Ted questioned the Board for comments regarding whether to waive the reading of Ordinance #10. The Board made no comment; the Board approved waiving the reading of the Ordinance. Barbara Willard questioned whether the State Lands Commission had been contacted and whether it was allowed in the District's lease with the SLC. There was discussion regarding the various fees going to be required, and how it should go through a process. It was also questioned who would be the enforcing agency/authority for the permit. Tammy Labue, via phone, questioned if the county code for overnight camping was being upheld. There was further discussion regarding Version A and Version B of the ordinance – Version B being an amendment of the original Ordinance posted to the public. There was a motion to accept Version B as an amendment to the original Ordinance. Larry stated that he did not feel that alcohol needed to be restricted from public use property. There was some further discussion regarding the purpose of the Ordinance, and Marly explained that the purpose of the Ordinance was to approve the creation and use of a Public Event Permit. The six items mentioned in the Ordinance are those items which are required to be added into any Public Event Permit. There was further discussion regarding alcohol use on public property.

Motion: Motion to approve Ordinance #10 as amended  
First: Ed Lawson moved to approve Ordinance #10 as amended  
Second: Ted Thomas second  
Roll Call: Yes: Ed Lawson, Ted Thomas, Larry Doss

7. ADJOURN

Motion: Motion to approve Ordinance #10 as amended  
First: Ed Lawson moved to approve Ordinance #10 as amended  
Second: Ted Thomas second  
Roll Call: Yes: Ed Lawson, Ted Thomas, Larry Doss

The meeting was adjourned at 2:38 pm.

# FIRE CHIEF REPORT

Bids for furnace repair or replace for Spalding VFD 3-8-24

Below listed companies were called for a bid on furnace in Fire Department:

1 All Seasons/ J & H Heating

Susanville, California 530-257-7202 They arrived Monday 3-4-24

Bid amount after discount \$5945.79

2. Advanced Comfort Control

Standish, ca 530-254-6571 They arrived for bid on 3-8-24

Bid amount \$6992.00

3. Dennis Heating & air conditioning

Redding, Ca 530-201-5676 Will not come to Spalding

4. Cascade Comfort

Anderson. Ca 530-222-4660 \$99.00 for diagnostic and \$145.00 an hour travel time each way \$580.00 to get here. NO

# All Season Heating and Air, Inc

922 Main St.  
 Susanville, CA 96130  
 530-257-7202  
 CA Lic. # 1030669

# Estimate

Date	Estimate #
3/5/2024	4545

Name / Address
Spaulding Community Service Dist 502-907 Mahogany Way Susanville, Ca 96130

Install Location
Spaulding Fire Dept. 502-907 Mahogany Way Susanville, CA 96130

To inquire about financing please call 1-888-314-4588 for approval.		Customer phone number	P.O. Number	
<b>ESTIMATES ARE GOOD FOR 30 DAYS.</b>			24-6800	
Item	Description	Qty	Rate	Total
Inspection Out of ...	Found unit had failed heat exchanger. flames rolling out, burnt combustion air pipe, furnace and pan full of water, turned off gas and unplugged unit, unit is unsafe and needs replaced.  (Note if you go with the estimate to replace unit we will waive this inspection fee)  Fee Waived			
Parts	Rheem R951V 115.000 BTU furnace		3,885.35	3,885.35
Parts	Materials		300.00	300.00
Labor	Labor		1,500.00	1,500.00
Building Permit C...	County Permit (Price subject to change.)		257.00	257.00
Discount	Discount off labor cost		-300.00	-300.00
<i>All Credit Card purchases have a 3% processing fee. Effective August 1st 2021.</i>		<b>Subtotal</b>		\$5,642.35
Fax #	E-mail	<b>Sales Tax (7.25%)</b>		\$303.44
(530)251-5931	allseason96130@gmail.com	<b>Total</b>		\$5,945.79



**Advanced Comfort Control, Inc.**  
 470-755 County Road A3 PO Box 270668  
 Standish, CA 96128 Susanville, CA 96127  
 Phone # 530-254-6571  
 Fax # 530-254-6581  
 E-Mail: [office@advancedcomfortcontrol.com](mailto:office@advancedcomfortcontrol.com)  
 Website: [www.advancedcomfortcontrol.com](http://www.advancedcomfortcontrol.com)  
 CA License No. 901193

Proposal	
Date	Proposal No.
03/08/24	WH030824-01

DIR No: 1000050303

Name & Address	Project Address
Spaulding Community Services Dist 502-907 Mahogany Way Susanville, Ca 96130	502-907 Mahogany Way (Fire Hall) Susanville, Ca 96130

Quantity	Description
1	Bryant, 916SA66140M24, 140K Btu. 95% Gas Furnace
1	Bryant AGAGC9NPS01A Nat-LP Gas conversion Kit-ALL 90+% Condensing Furnaces
1	Stainless Steel Flexible Gas Connector, 1/2"x1/2" 24"L with Valve
2	RTS AG GFR 28, Furnace riser
4	SCH 40 PVC Fitting 3"
1	PRO1 T705 1heat/1cool Digital 7 Day or 5/1/1 Programmable thermostat
8	Install Labor
8	Apprentice Labor
1	Lassen County Building Permit
1	Add-On - (Not included in Listed Price) Furnace Surge Protection \$280.00 Yes _____ No _____
1	Add-On - (Not included in Listed Price) EcoBee Smart-Wifi Thermostat - EB-STATE3LTP-02 \$390.00 Saves up to 23% on heating and cooling over other wifi programmable thermostats through adaptive learning. Yes _____ No _____
<b>Total \$ 6,992.00</b>	

**SCOPE OF WORK**  
 Remove existing gas furnace, gas flex, and bricks and dispose of, install new Gas furnace on new riser pads and re-attach plenums and seal, install new gas flex and convert furnace to LP Gas. Cut out sag in flue pipe in the attic and repair, support pipe to prevent sag in the future, Test fire and adjust gas pressures to factory spec for elevation and call for inspection, instruct operator on its use and maintenance requirements.

I acknowledge that I have read the above scope of work and understand the listed contract price is for providing listed equipment and performing work as described in the scope of work. Any additional material or work not specifically listed in material list or scope of work is excluded from this contract and is not included in the listed price. Any and all additional material or work to be performed will only be added upon completion of a written change order (see below under Materials/Change Orders).

Customer Initials: \_\_\_\_\_

**FINANCING OPTIONS**  
 Advanced Comfort Control, Inc. is proud to offer several financing options. With approved credit you may qualify for:

Financing for with only \$0.00 down. With monthly payments of: \$ - per month.

Financing for with only \$0.00 down. With monthly payments of: \$ - per month.

Advanced Comfort Control, Inc. does not provide credit, project financing is provided by third parties and is subject to lender approval. Applications for credit must be approved and signed for before work begins.

**DUE TO THE RISING COST OF GOODS THIS PROPOSAL PRICE IS GOOD FOR 30 DAYS, IF NOT ACCEPTED WITHIN 30 DAYS A NEW PROPOSAL MAY BE NECESSARY.**

**REQUIRED MAINTENANCE AND YOUR EQUIPMENT WARRANTY** Customer Initials: \_\_\_\_\_

In order to maintain your factory supplied warranty on your equipment, manufacturers require that regular annual maintenance be performed, and maintenance records maintained. Advanced Comfort Control, Inc. is proud to offer maintenance services to help you keep your warranties in effect for their full term on all your equipment. Please call our office and see how our maintenance plans can keep your equipment running smooth and your equipment warranties in tact.

**LABOR WARRANTY** Customer Initials: \_\_\_\_\_

In addition to our standard 1 (One) year labor warranty we are proud to offer an extended 10 (Ten) year labor warranty for purchase for your installation. MANUFACTURER EQUIPMENT WARRANTIES COVER REPLACEMENT PARTS ONLY AND DO NOT COVER NECESSARY LABOR for those repairs. This means after your first year of ownership you will be responsible to pay for the labor portion of any warranty work. However, with our extended labor warranty if you need warranty work done the labor could be covered for up to 10 years. Please call us or stop by our office to discuss the warranty options available to you. Subject to labor warranty terms and conditions, see warranty documents or call for details.

**SMOKE DETECTORS AND CARBON MONOXIDE ALARMS** Customer Initials: \_\_\_\_\_

In accordance with the California Residential Code Sections R314 & R315, and California Health and Safety Code Sections 13113.7 & 13113.8 & 13260-13262, when any alteration, repair, or addition requires a permit and the cost of the proposed project exceeds one thousand dollars (\$1,000.00) the installation of Smoke Alarms (Section R314), and the installation of Carbon Monoxide Alarms (Section R315) is required. COMPLIANCE WITH THIS REQUIREMENT IS NOT INCLUDED IN THE LISTED PRICE ON THIS PROPOSAL. Installation and inspection of these alarms is required in order to have building permits signed off. To assist our customers with these requirements we carry smoke alarms and carbon monoxide alarms we can install during your project; cost is \$65.00 for each alarm installed. Customer may opt to install their own alarms in accordance with the requirements of CRC Sections R315 & R315. By initialing the initial field above and the no field below customer attests that they are aware of these requirements and will ensure alarms are properly installed and operational before work begins.

INSTALL NEEDED SMOKE AND CARBON MONOXIDE ALARMS \$65.00 PER UNIT INSTALLED: YES \_\_\_\_\_ NO \_\_\_\_\_

**CUTTING, PATCHING, AND WORKING IN AN ATTIC SPACE** Customer Initials: \_\_\_\_\_

As part of Contractor's Work cutting may be required for installation of equipment and materials. Contractor will use due diligence to ensure all cutting is done in a clean and professional manner. However, patchwork may be required to match the color, texture, and planes between existing and new materials. Contractor WILL NOT perform any patchwork not explicitly stated in the scope of work. For projects that require installation of equipment and materials in customers attic space, customer acknowledges that in the process of working in their attic space that trusses may flex resulting in cracks in their ceiling texture or paint. Contractor WILL NOT perform any patchwork on customers ceilings not explicitly stated in the scope of work. By signing this contract owner acknowledges that all patchwork is their responsibility.

**DIGGING AND TRENCHING** Customer Initials: \_\_\_\_\_

GENERAL MANAGER

**Spalding Sewer Finances - February, 2024  
Revenue**

Account #	Balances and Income	227 Sewer Fund		23/24 FY
		23/24 Budget	23/24 to date	Remaining Budget
0100000	Cash Balance	16,986	16,986.74	0.74
2011200	Rental Income (chairs, tables, building)			
2011200	Rental Income (Directory Signs)			
2011200	Fire Apparatus Rental			
2011200	Misc Income (Donations, Equipment Sales, Etc.)			
2012200	Operating Trans In (Trust/US Bank Transfers/Lassen County)	35,000	878,389.12	843,389.12
2003000	Interest Income	1,200	114.76	1,085.24
2006200	State Grants			
2007200	Federal Grants			
2012200	Capital Improvement (Dev Imp Fees)			
2008106	Sewer Service Fees			
2010600	Sewer Operations/Maint. Assessments	190,000	154,682.38	35,317.62
2000600	Other Charges Current Services (County adj to correct incorrect income placement)			
2001300	Annual Parking Permits			
2001300	Day Use Fees			
2001300	Dock Permit & Slip Sales			
2020000	Revenue - Special Districts			
	<b>Revenue, Transfers In &amp; Cash</b>	<b>243,186.00</b>	<b>1,050,173.00</b>	<b>879,792.72</b>



**Spalding Sewer Finances - February, 2024  
Expenses**

		227 Sewer Fund		23/24 FY
Account #	Balances and Income	23/24	23/24	Remaining
		Budget	to date	Budget
3000100	Salaries and Wages	100,000.00	66,093.83	33,906.17
3000211	Special District Benefits	25,000.00	15,742.84	9,257.16
3001200	Communications	20,000.00	11,784.73	8,215.27
3001500	Insurance (workers Comp/auto/Liability)	15,000.00	5,333.28	9,666.72
3001700	Maintenance - Equipment	9,000.00	4,195.28	4,804.72
3001701	Maintenance Vehicles & Fuel	10,000.00	7,279.46	2,720.54
3001800	Maintenance Building/Improvements	6,000.00	4,357.40	1,642.60
3002000	Memberships	2,300.00	1,644.00	656.00
3002200	Office Expenses	5,000.00	4,351.68	648.32
3002201	Postage	800.00	845.30	(45.30)
3002300	Professional and Specialized Services	26,786.00	42,219.87	(15,433.87)
3002400	Publications and Legal Notices	1,000.00	538.18	461.82
3002500	Rents and Leased Equipment	2,300.00	1,980.87	319.13
3002700	Small Tools and Minor Equipment	2,000.00		2,000.00
3002900	Transportation and Travel			
3002901	Conferences and Training			
3003000	Utilities	18,000.00	5,108.49	12,891.51
3006100	Buildings/Improvements - Capital Improv.			
3006110	Bank Service Charges		1,974.28	(298.67)
3006200	Equipment			
3007000	Administrative Allocation - Transfer Out (transfer to Fire/Bond Accounts)		765,334.81	
3008500	Bond/Solar (Special Items)			
<b>Total Expenses</b>		<b>243,186.00</b>	<b>938,784.30</b>	<b>71,412.12</b>
<b>Budget Balance (Revenue Minus Total Expenses)</b>			<b>111,388.70</b>	

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03/09/24

**Spalding Community Services District**  
**Reconciliation Summary**  
**Sewer US Bank Account, Period Ending 02/29/2024**

---

	<u>Feb 29, 24</u>
Beginning Balance	785,434.79
Cleared Transactions	
Checks and Payments - 29 items	-681,923.94
Deposits and Credits - 4 items	7,877.85
Total Cleared Transactions	<u>-674,046.09</u>
Cleared Balance	<u>111,388.70</u>
Uncleared Transactions	
Checks and Payments - 7 items	-11,969.64
Deposits and Credits - 36 items	8,204.76
Total Uncleared Transactions	<u>-3,764.88</u>
Register Balance as of 02/29/2024	<u>107,623.82</u>
New Transactions	
Checks and Payments - 5 items	-5,463.44
Total New Transactions	<u>-5,463.44</u>
Ending Balance	<u>102,160.38</u>



P.O. Box 1800  
Saint Paul, Minnesota 55101-0800

3823 TRN S Y ST01

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SPALDING COMMUNITY SERVICES DISTRICT  
GENERAL OPERATING ACCOUNT  
502-907 MAHOGANY WAY  
SUSANVILLE CA 96130-9237

**Business Statement**

Account Number

Statement Period

Feb 1, 2024

through

Feb 29, 2024

Page 1 of 1



To Contact U.S. Bank

Commercial Customer

Service:

877-295-2501

U.S. Bank accepts Relay Calls

Internet:

usbank.com

**MUNICIPAL INVESTOR CHECKING**

Member FDIC

U.S. Bank National Association

Account Number

**Account Summary**

	# Items				
Beginning Balance on Feb 1		\$	785,434.79	Interest Paid this Year	\$ 82.81
Customer Deposits	2		3,548.00	Number of Days in Statement Period	29
Other Deposits	2		4,329.85		
Other Withdrawals	4		650,490.04-		
Checks Paid	25		31,433.90-		
<b>Ending Balance on Feb 29, 2024</b>		<b>\$</b>	<b>111,388.70</b>		

**Customer Deposits**

Number	Date	Ref Number	Amount	Number	Date	Ref Number	Amount
	Feb 14	8612866595	139.00		Feb 23	9213227019	3,409.00
			<b>Total Customer Deposits</b>	<b>\$</b>			<b>3,548.00</b>

**Other Deposits**

Date	Description of Transaction	Ref Number	Amount
Feb 8	Consolidated Image Check	Deposit 1 Items 0000000000	\$ 4,297.00
Feb 29	Interest Paid	2900004387	32.85
			<b>Total Other Deposits</b>
			<b>\$ 4,329.85</b>

**Other Withdrawals**

Date	Description of Transaction	Ref Number	Amount
Feb 12	Electronic Withdrawal	To EMPLOYMENT DEVEL REF=240400132385290Y00 2282533055EDD EFTPMT1740782176	\$ 197.01- ✓
Feb 12	Electronic Withdrawal	To EMPLOYMENT DEVEL REF=240400132386020Y00 2282533055EDD EFTPMT1125038688	286.17- ✓
Feb 14	Analysis Service Charge	1400000000	6.86- ✓
Feb 14	Wire Debit INTERNAL	US BANK 240214B00R2X BNF=USBANK CT WIRE CLRG ATTN TTSS CASH RECON	650,000.00- ✓
			<b>Total Other Withdrawals</b>
			<b>\$ 650,490.04-</b>

**Checks Presented Conventionally**

Check	Date	Ref Number	Amount	Check	Date	Ref Number	Amount
0233	Feb 2	9214758710	467.19 ✓	0242	Feb 12	8016403719	84.00 ✓
0235*	Feb 5	8012733209	1,186.28 ✓	0243	Feb 16	9214137099	1,354.83 ✓
0236	Feb 2	9213052599	8,225.00 ✓	0244	Feb 16	9214137100	361.21 ✓
0237	Feb 5	8015301841	99.60 ✓	0245	Feb 20	8315659323	598.61 ✓
0238	Feb 7	8614511492	100.00 ✓	0246	Feb 16	9214080495	413.75 ✓
0239	Feb 8	8913759547	1,140.00 ✓	0247	Feb 20	8312475131	1,338.39 ✓
0241*	Feb 20	8315364088	968.00 ✓	0248	Feb 26	8015261254	20.50 ✓

Products and services available in U.S. only. Eligibility requirements and restrictions apply. For additional information, contact a U.S. Bank branch or call 800-872-2657.



SPALDING COMMUNITY SERVICES DISTRICT  
 GENERAL OPERATING ACCOUNT  
 502-907 MAHOGANY WAY  
 SUSANVILLE CA 96130-9237

**Business Statement**  
 Account Number

Statement Period  
 Feb 1, 2022  
 through  
 Feb 29, 2022

**MUNICIPAL INVESTOR CHECKING**

**(CONTINUED)**

U.S. Bank National Association

Account Number

**Checks Presented Conventionally (continued)**

Check	Date	Ref Number	Amount	Check	Date	Ref Number	Amount
0249	Feb 22	8914282531	744.00 ✓	0259*	Feb 27	8313537073	9,822.09 ✓
0250	Feb 20	8316654193	217.37 ✓	0260	Feb 9	9214384617	1,049.75 ✓
0251	Feb 21	8615040568	67.50 ✓	0261	Feb 8	8913724584	1,035.33 ✓
0252	Feb 22	8914261835	344.76 ✓	0263*	Feb 22	8913710781	8.66 ✓
0253	Feb 28	8614113511	139.58 ✓	0268*	Feb 29	8913453294	1,569.60 ✓
0254	Feb 23	9214129887	77.90 ✓				

\* Gap in check sequence

Conventional Checks Paid (25)

\$ 31,433.90-

**Balance Summary**

Date	Ending Balance	Date	Ending Balance	Date	Ending Balance
Feb 2	776,742.60	Feb 14	125,993.60	Feb 23	122,907.62
Feb 5	775,456.72	Feb 16	123,863.81	Feb 26	122,887.12
Feb 7	775,356.72	Feb 20	120,741.44	Feb 27	113,065.03
Feb 8	777,478.39	Feb 21	120,673.94	Feb 28	112,925.45
Feb 9	776,428.64	Feb 22	119,576.52	Feb 29	111,388.70
Feb 12	775,861.46				

Balances only appear for days reflecting change.

Spalding Community Services District

3/10/2024 2:38 PM

Register: Sewer US Bank

From 01/30/2024 through 02/29/2024

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/30/2024			-split-	Deposit		X	399.00	792,435.20
01/30/2024			O/M SCSD	Deposit to bankj		X	3,693.00	796,128.20
01/30/2024	236	Stradling Yocca Carl...	3002300 · Profession/S...	Invoice #403067	8,225.00	X		787,903.20
01/30/2024	237	Ed Staub & Sons	3001701 · Maintenanc...		99.60	X		787,803.60
01/30/2024	238	California Associatio...	3002000 · Memberships	2024 Members...	100.00	X		787,703.60
01/30/2024	239	Reppco Tech	3002300 · Profession/S...	Invoices 2606, ...	1,140.00	X		786,563.60
01/30/2024	240	Forest Office Equipm...	3002200 · Office Expe...	Return Envelop...	270.63	X		786,292.97
01/30/2024	241	NorthStar I	3002300 · Profession/S...	Final Payment ...	968.00	X		785,324.97
02/02/2024	231		-split-		1,271.12	X		784,053.85
02/02/2024	232		-split-		382.43	X		783,671.42
02/02/2024	233		-split-		467.19	X		783,204.23
02/02/2024	234		-split-		726.85	X		782,477.38
02/02/2024	235		-split-		1,186.28	X		781,291.10
02/06/2024	260	Fire Risk Manageme...	3001500 · Worker's Cp...	Cal Bank & Tr...	1,049.75	X		780,241.35
02/06/2024	261	LMUD	-split-		1,035.33	X		779,206.02
02/07/2024	242	Streamline/Digital D...	3001200 · Communica...	INvoice #8525...	84.00	X		779,122.02
02/08/2024			-split-	Deposit		X	4,297.00	783,419.02
02/08/2024	E-pay	EDD	-split-	499-0869-2 Q...	197.01	X		783,222.01
02/08/2024	E-pay	EDD	-split-	499-0869-2 Q...	286.17	X		782,935.84
02/08/2024	E-pay	United States Treasury	-split-	91-1766275 Q...	2,170.96			780,764.88
02/14/2024			O/M SCSD	Deposit		X	139.00	780,903.88
02/14/2024		US Bank 7056	3006110 · Bank Servic...	Analysis Fees	6.86	X		780,897.02
02/16/2024		US Bank Bond Acco...	Bond	Transfer of bon...	650,000.00	X		130,897.02
02/16/2024	248	Mary Cheek CPA	3002300 · Profession/S...	Efiling W2 & ...	20.50	X		130,876.52
02/16/2024	249	California Rural Wat...	3002000 · Memberships	2024 Members...	744.00	X		130,132.52
02/16/2024	250	Ed Staub & Sons	3001701 · Maintenanc...	Invoice #217447	217.37	X		129,915.15
02/16/2024	251	Richs Mobile Repair	3001701 · Maintenanc...	New Headlights	67.50	X		129,847.65
02/16/2024	252	EverBank, N.A.	3002500 · Rents/ Leas...	Copier Lease	344.76	X		129,502.89
02/16/2024	253	Susanville Ace Hard...	3001800 · Maint-Bldgs...	INvoice 522875	139.58	X		129,363.31
02/16/2024	254	NAPA Auto Parts	3001701 · Maintenanc...	INv 448360/44...	77.90	X		129,285.41
02/16/2024	243		-split-		1,354.83	X		127,930.58
02/16/2024	244		-split-		361.21	X		127,569.37
02/16/2024	245		-split-		598.61	X		126,970.76
02/16/2024	246		-split-		413.75	X		126,557.01
02/16/2024	247		-split-		1,338.39	X		125,218.62
02/22/2024	255	Lassen County Asses...	3002200 · Office Expe...	34 Page Report	18.50			125,200.12
02/22/2024	256	Verizon Wireless	3001200 · Communica...	Invoice 995648...	236.68			124,963.44
02/22/2024	257	Verizon Wireless	3001200 · Communica...	Davids new Sp...	116.12			124,847.32
02/22/2024	258	Larry Bain, CPA	3002300 · Profession/S...	2024 Audit co...	8,900.00			115,947.32
02/22/2024	259	Aqua Sierra Controls	3002300 · Profession/S...	Bond - Invoice...	9,822.09	X		106,125.23

Spalding Community Services District

3/10/2024 2:38 PM

Register: Sewer US Bank Account .  
 From 01/30/2024 through 02/29/2024  
 Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
02/22/2024	262	Silver State Analytic...	3002300 · Profession/S...	Inv RN310475 ...	365.00			105,760.23
02/22/2024	263	David W. Handy	3002200 · Office Expe...	Reimbursement...	8.66	X		105,751.57
02/23/2024			O/M SCSD	Deposti throug...		X	3,409.00	109,160.57
02/29/2024			2003000 · Interest Inco...	Interest		X	32.85	109,193.42

**Spalding Fire Finances - February, 2024  
Revenue**

Account #	225 Fire Fund			YTD Budget
	Balances and Income	23/24 Budget	23/24 to date	
0100000	Cash Balance	130,887.00	130,887.00	0.00
2011200	Rental Income (chairs, tables, building)			
2011200	Rental Income (Directory Signs)			
2011200	Fire Apparatus Rental			
2011200	Misc Income -Donations, Eq.Rent, FireNet Reim.		20,593.00	20,593.00
2012200	Operating Transfers In			
2000904	Fire Parcel Assessment Fee (225 Fund)	36,000		0.00
2000905	Fire Parcel Assessment Fee Prior Year			
2003000	Interest Income	3,000	34.45	2,965.55
2006200	State Grants			
2007200	Federal Grants			
2012200	Capital Improvement (Dev Imp Fees)			
2020000	Revenue - Special Districts			
	<b>Revenue, Transfers In &amp; Cash</b>	<b>169,887.00</b>	<b>151,514.45</b>	<b>23,558.55</b>

**Spalding Fire Finances - February, 2024**  
**EXPENSES**

Account #	225 Fire Fund			Remaining Budget
	Balances and Income	23/24 Budget	23/24 to date	
3000100	Wages and Taxes	10,000.00	0.00	10,000.00
3000211	Special District Benefits	1,200.00		1,200.00
3001100	Clothing and Personal	400.00	140.87	259.13
3001200	Communications	7,000.00		7,000.00
3001300	Food	800.00	123.92	923.92
3001500	Insurance (workers Comp/auto/Liability)	12,000.00	13,515.50	-1,515.50
3001700	Maintenance - Equipment	2,000.00	913.40	1,086.60
3001701	Maintenance Vehicles & Fuel	8,500.00	9,436.93	-936.93
3001800	Maintenance Building/Improvements	2,500.00	1,856.19	643.81
3001900	Medical Supplies	500.00		500.00
3002000	Memberships			
3002200	Office Expenses	3,000.00	617.01	2,382.99
3002201	Postage			
3002205	Grant Expenditures			
3002300	Professional and Specialized Services	5,000.00	1,367.00	3,633.00
3002400	Publications and Legal Notices			
3002500	Rents and Leased Equipment			
3002700	Small Tools and Minor Equipment	1,000.00	670.31	329.69
3002900	Transportation and Travel	500.00		500.00
3002901	Conferences and Training			
3003000	Utilities	3,000.00	121.32	2,878.68
3006100	Buildings/Improvements - Capital Improv.	40,000.00		
3006110	Bank Service Charges		113.09	-113.09
3006200	Equipment	72,487.00	9,661.09	62,825.91
3007000	Administrative Allocation - Transfer Out			
3008500	Bond/Solar (Special Items)			
<b>Total Expenses &amp; Input to Reserve Accounts</b>		<b>169,887.00</b>	<b>38,536.63</b>	<b>131,350.37</b>
<b>Budget Balance (Revenue Minus Total Expenses)</b>			<b>112,977.82</b>	



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03/09/24

**Spalding Community Services District**  
**Reconciliation Summary**  
**Fire US Bank Account 1538, Period Ending 02/29/2024**

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	<u>Feb 29, 24</u>
Beginning Balance	126,071.99
Cleared Transactions	
Checks and Payments - 5 items	-13,103.98
Deposits and Credits - 1 item	9.81
Total Cleared Transactions	<u>-13,094.17</u>
Cleared Balance	<u>112,977.82</u>
Uncleared Transactions	
Checks and Payments - 1 item	<u>-1,197.56</u>
Total Uncleared Transactions	<u>-1,197.56</u>
Register Balance as of 02/29/2024	<u>111,780.26</u>
Ending Balance	<u>111,780.26</u>



P.O. Box 1800  
Saint Paul, Minnesota 55101-0800

3823 TRN S Y ST01

106481977046863 S

SPALDING COMMUNITY SERVICES DISTRICT  
FIRE DEPARTMENT  
502-907 MAHOGANY WAY  
SUSANVILLE CA 96130-9237

**Business Statement**

Account Number

Statement Period

Feb 1, 2024

through

Feb 29, 2024

Page 1 of 1



To Contact U.S. Bank

Commercial Customer

Service: 877-295-2501

U.S. Bank accepts Relay Calls

Internet: [usbank.com](http://usbank.com)

**MUNICIPAL INVESTOR CHECKING**

Member FDIC

U.S. Bank National Association

Account Number

**Account Summary**

	# Items	\$		\$
Beginning Balance on Feb 1		126,071.99	Interest Paid this Year	19.84
Other Deposits	1	9.81	Number of Days in Statement Period	29
Other Withdrawals	2	9,689.50-		
Checks Paid	3	3,414.48-		
<b>Ending Balance on Feb 29, 2024</b>		<b>\$ 112,977.82</b>		

**Other Deposits**

Date	Description of Transaction	Ref Number	Amount
Feb 29	Interest Paid	2900004221	\$ 9.81
<b>Total Other Deposits</b>			<b>\$ 9.81</b>

**Other Withdrawals**

Date	Description of Transaction	Ref Number	Amount
Feb 14	Analysis Service Charge	1400000000	\$ 28.41-
Feb 29	Electronic Withdrawal REF=240600028646630N00	To COMMERCE TRUCK & 9215986202SALE	9,661.09-
<b>Total Other Withdrawals</b>			<b>\$ 9,689.50-</b>

**Checks Presented Conventionally**

Check	Date	Ref Number	Amount	Check	Date	Ref Number	Amount
1013	Feb 9	9214384616	2,017.00	1015	Feb 23	9214284793	1,367.00
1014	Feb 8	8913724579	30.48				
<b>Conventional Checks Paid (3)</b>							<b>\$ 3,414.48-</b>

**Balance Summary**

Date	Ending Balance	Date	Ending Balance	Date	Ending Balance
Feb 8	126,041.51	Feb 14	123,996.10	Feb 29	112,977.82
Feb 9	124,024.51	Feb 23	122,629.10		

Balances only appear for days reflecting change.

Spalding Community Services District

3/10/2024 3:51 PM

Register: Fire US Bank Account .

From 02/06/2024 through 03/20/2024

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
02/06/2024	1013	Fire Risk Manageme...	3001500 · Worker's Cp...	California Ban...	2,017.00	X		124,054.99
02/06/2024	1014	LMUD	3003000 · Utilities:300...	353455	30.48	X		124,024.51
02/14/2024			3006110 · Bank Servic...	Service Charge	28.41	X		123,996.10
02/20/2024	1015	UMPQUA Bank	Bank Card Payments	2 fire charges f...	1,367.00	X		122,629.10
02/28/2024	Wire	Commerce Truck & ...	3001700 · Maintenanc...	Sales Tax on ...	9,661.09	X		112,968.01
02/28/2024	1016	Signarama Sign	3001701 · Maintenanc...	Signage for Wa...	1,197.56			111,770.45
02/29/2024			2003000 · Interest Inco...	Interest		X	9.81	111,780.26
03/10/2024	1017	UMPQUA Bank	3001701 · Maintenanc...	Decals and part...	1,339.23			110,441.03

3:27 PM

03/09/24

**Spalding Community Services District**

**Reconciliation Summary**

**1.231 - 231 Recreation - Main Cash Acct, Period Ending 01/31/2024**

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	<u>Jan 31, 24</u>
Beginning Balance	2,446.93
Cleared Balance	2,446.93
Register Balance as of 01/31/2024	2,446.93
Ending Balance	2,446.93

# SEWER REPORT



Sewer- Recreation & Fire Protection

## Spalding Community Services District

502-907 Mahogany Way Susanville, CA 96130 • (530) 825-3258

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### SEWER - MAINTENANCE

David Handy

7 March 2024

On Feb 13, 2024, I brought in the F350 truck to Rich's Mobile Auto Repair in Susanville. They fixed the wiring for the headlights.

On Feb 16, 2024, Jon from Aqua Sierra had our SCADA system up and running. The cradle point license had expired. This created all the cradle points to factory reset. All information and programming were lost. Jon had to reinput the programs back into each cradle point. Aqua Sierra paid for the 1-year license and will forward me the bill. I will keep track of the billing period, so this does not occur again. When we go to radio communications, the cradle points will not be used, and no yearly license fee will be required.

On Feb 21, 2024, I put my work cell phone number on each Pump Station for emergency calls.

On Feb 26, 2024, DFAS for the SCADA system no longer notified me of alarms.

On Feb 27, 2024, I contacted DFAS. The DFAS has a 3-year warranty and will be repaired or replaced for free, minus shipping costs. Awaiting a loaner DFAS currently to mail them our DFAS.

On Feb 29, 2024, I replaced the cabinet heater in the Lift Station at Pump Station One.

On Mar 4, 2024, I tested the 5 batteries in the APC's back up power in each Lift Station. All tested good. I annotated the test on the top of each APC.

# BOARD MEMBER REPORTS

# NEW BUSINESS



CONTINUING BUSINESS

SPALDING COMMUNITY SERVICES DISTRICT

**ORDINANCE NO. 9**

Page 1 of 2

**AN ORDINANCE OF THE SPALDING COMMUNITY SERVICES DISTRICT AMENDING ORDINANCE NO. 4 RELATING TO ESTABLISHING THE DAY AND TIME OF REGULAR MEETINGS OF THE DISTRICT.**

WHEREAS, Ordinance No. 4 establishes the date, time and location of the regular meetings of the Spalding Community Services District (the "District");

WHEREAS, it is in the best interest of the District to allow the Board of Directors of the District to set the day and time of regular meetings of the District by Resolution;

**NOW THEREFORE, the Board of Directors of the Spalding Community Services District do ordain as follows:**

Ordinance Section One.

**Article 2.02.010 - MEETINGS-TIME AND PLACE** is amended and restated as follows:

The regular meetings of the District Board shall be held at such times as shall be specified by the Board of Directors by resolution, provided that the District Board meet a minimum of once every three months, as required by Government Code section 61044, and that the place of the meeting continues to be the Spalding CSD Community Center. If any regular meeting day falls upon a holiday, the regular meeting of the Board shall be continued until the next regularly scheduled meeting, which is not a holiday commencing at the same hour, in which event all hearings, applications, petitions and other matters before the Board shall be deemed to be and are automatically continued to the same hour on such regular meeting day which is not a holiday.

Ordinance Section Two.

This ordinance shall take effect thirty (30) days after its passage. Before the expiration of fifteen (15) days after passage of this ordinance, it shall be published once online at the District's public website and in accordance with law, with the names of the members of the Board of Directors voting for and against.

**PASSED, APPROVED, and ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2024, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

APPROVED:

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Secretary of the Board

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Chairman of the Board

# SPALDING COMMUNITY SERVICES DISTRICT

## ORDINANCE NO. 10

### **AN ORDINANCE OF THE SPALDING COMMUNITY SERVICES DISTRICT AMENDING CERTAIN SECTIONS OF CHAPTER 4 - REQUIREMENTS AND CONDITIONS FOR THE USE OF THE RECREATION AREA AT SPALDING, EAGLE LAKE**

WHEREAS, the Spalding Community Services District Ordinance currently does not allow overnight parking or camping at the Marina Day Use Area and parking lot (the "Recreation Area Property"), pursuant to Article 4.01.050 and 4.01.080;

WHEREAS, the Board of Directors of the Spalding Community Services District (the "District") has determined that during Special Events determined by the Board, camping at the Recreation Area Property should be allowed;

WHEREAS, the Board of Directors of the District believes that establishing rules governing the use of the Recreation Area Property during special events, is necessary in order to preserve the integrity, use and safety of the Recreation Area Property;

NOW THEREFORE, the Board of Directors of Spalding Community Services District ordains as follows:

**Article 4.01.050 - PARKING** is amended and restated as follows:

All vehicles, including without limitation tow vehicles and trailers, shall be parked in designated parking areas. No parking shall be allowed overnight. All vehicles must be removed from the Recreation Area Property by 11:59 pm each night. Per Vehicle Code Section 21458, green curb painted zones shall indicate 20 minute parking and shall be enforceable seven days per week. Vehicles parked outside of designated parking areas or otherwise parked in violation of this Ordinance shall be subject to citation for illegal parking in violation of this Ordinance and shall pay fines as specified herein or as may otherwise be provided by law; illegally parked vehicles shall also be subject to being removed and the towed and/or impounded at the owners expense.

During Special Events, the parking of recreational vehicles overnight at the Recreation Area Property may be permitted after the submission and approval of a Special Event Permit by the General Manager, pursuant to Article 4.01.080 below. In no event shall overnight parking of any vehicle be extended beyond the end date and time of any permitted Special Event.

**Article 4.01.080 - NO CAMPING** is amended and restated as follows:

No camping will be allowed at the Recreation Area Property without a Special Event Permit being submitted and approved by the General Manager at least 30 days in advance of the Special Event.

Whenever a person (the "Applicant") desires to reserve the Recreation Area Property for a Special Event, the Applicant shall apply for a Special Event Permit, providing the necessary supporting documentation as required by this Section and the General Manager. The Special Event Permit may authorize overnight camping (no tent camping), specifically the parking of recreational vehicles, at the Recreation Area Property limited to the dates indicated on the Special Permit. Other Special Events which do not require "Overnight Parking" will be considered on a case by case basis through the Special Event application process.

At all times, including during permitted Special Events, the District will not provide any electricity, plumbing, or trash services to the Applicant and campers. Fires are prohibited at the Recreational Area Property at all times, including during any permitted Special Event.

At least 30 days prior to the proposed date(s) of the Special Event, the Applicant shall file a Special Event permit application on such form as the General Manager may approve from time to time. All applications shall set forth the following information:

1. The name, address, and telephone number of the Applicant's contact person. (the "Special Event Coordinator").
  2. The description of the Special Event.
  3. An estimated number of the recreational vehicles expected to be using the Recreation Area Property during the Special Event.
  4. Insurance certificate(s) naming the District as an additional insured, pursuant to Section D, below.
  5. A liability release and waiver in favor of the District, pursuant to Section C below.
  6. Such additional information as the General Manager may reasonably require.
- A. Application and Rental Fees: All Special Event Permit applications shall be submitted with payment of the application fee and designated use fees, as set forth in the District Fee Resolution.
- B. Deposit and Refunds: The applicant shall deposit with the District a refundable deposit in the amount of \$500.00 up to \$1,500.00 at the discretion of the General Manager, within ten (10) days prior to the first day of the Special Event. The District shall inspect the permitted site within 24 hours of the end of each event and immediately notify the Event Coordinator of any findings of damage or expressive trash left at the event site. If such findings are not resolved by the Event Coordinator within 24 of the notification, the deposit funds shall be used by the District to remedy the damage and/or appropriately dispose of the trash. Any and all unused deposit fee's will be returned to the Event Coordinator within 30 days of the end of the Special Event.

- C. Release and Indemnification: The applicant shall execute a hold harmless and indemnification agreement, in a form approved by the General Manager, to defend, indemnify, and hold harmless the District, its officers, agents, employees, and representatives and each of them, of and from any and all claims, demands, suits, causes of action, damages, costs, expenses, losses or liability, in law or in equity, of every kind and nature arising out of or in connection with the alleged acts or omissions of the permit holder, its officers, agents, employees, representatives, participants (including campers) or any other person in connection with the Special Event Permit. The hold harmless and indemnification agreement shall be executed prior to the issuance of the Special Event Permit.
- D. Insurance: The applicant shall obtain insurance policies of the type and in the amount required by the District prior to the issuance of the Special Event Permit, including but not limited to the following minimum requirements, either:
- a. \$2,000,000 per occurrence and \$5,000,000 aggregate general liability insurance from a carrier rated BBB or better by AM Best or equivalent; OR
  - b. \$1,000,000 per occurrence and \$2,000,000 aggregate general liability insurance **PLUS** not less than \$10,000,000 umbrella insurance, each provided by a carrier rated BBB or better by AM Best or equivalent.
- E. Revocation: Special Event Permits issued pursuant to this Section may be revoked by the General Manager for failure to comply with (i) the provisions of this Section, (ii) rules and regulations promulgated by the District from time to time; and/or (iii) terms and conditions set forth in the Special Event Permit. The District's authority to revoke the Special Event Permit pursuant to this Section shall be in addition to any and all other remedies available to the District under applicable laws.
- F. No Exclusive Use: The Special Event Permit shall not provide the Applicant exclusive use of the Recreation Area Property. The Recreation Area Property shall remain open to the general public during the Special Event.
- G. Additional Requirements: Depending on the Applicant's proposed scope of the Special Event; the General Manager may require additional documentation, information and/or conditions for the consideration and/or issuance of the Special Event Permit, including but not limited to: noise abatement procedures, notification of Special Event to all residents neighboring the Recreation Area Property, Applicant-supplied private security services, delivery and removal of portable bathrooms, such other requirements necessary or appropriate based on the nature of the Special Event, the number of participants, and the proposed use of the Recreation Area Property.

Ordinance Section Two:

This ordinance shall take effect thirty (30) days after its passage. Before the expiration of fifteen (15) days after passage of this ordinance, it shall be published once online at the District's public website and in accordance with law, with the names of the members of the Board of Directors voting for and against.

**PASSED, APPROVED, and ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2024, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

APPROVED:

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Secretary of the Board

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Chairman of the Board