

**SPALDING COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS  
SPECIAL MEETING AGENDA**



**April 1, 2024  
1:00 PM**

**MEMBERS OF THE BOARD**  
TED THOMAS, BOARD CHAIR  
ED LAWSON, BOARD VICE CHAIR  
LARRY DOSS, DIRECTOR  
BARBARA WILLARD, DIRECTOR  
FRANK MUSE, DIRECTOR

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

**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
  - a. Review of applications and consideration of appointments for an Ad Hoc committee to be assigned the task of recruiting a new permanent General Manager.
  - b. Strategic Planning Workshop: A public workshop to develop a value based vision of the future for the community and each of its departments.

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.

# Ad Hoc Recruitment Committee

To: SCADBOD

From: Kari Graton, Interim General Manager

Date: April 1 2024

Subject: Ad Hoc Recruitment Committee

## **Background**

The purpose of an ad hoc committee is to address a particular issue or problem. When a committee is created, its members are assigned specific roles and responsibilities. These roles and responsibilities vary depending on the type of committee being formed.

Sometimes an ad hoc committee is formed to serve as a sounding board. A sounding board listens carefully to others' opinions, suggestions, and concerns, then helps the committee reach a consensus by providing input and guidance. The committee may serve as a sounding board to advise The Board on specific issues and to develop alternatives to current practices for the boards consideration.

Beyond just serving as a sounding board, an ad hoc committee is called upon to devise solutions for The Boards consideration to general and specific issues.

Ad hoc committees allow organizations to solve problems quicker by appointing a group solely focused on a specific issue. In addition, they also save money since they are voluntary and temporary. SCSD employs minimal part time staff and a part time Interim General Manager. It is struggling to meet its minimum requirements of providing fire, emergency medical services, sewer and recreation

## **Financial Impacts**

Unknown savings of hours of research and outreach usually charged to the General Manager. This volunteer commitment by committee free's up the General Managers time and allows his or her focus on the administration of District operations

## **Results**

A successful recruitment campaign by the Ad Hoc committee could result in the hiring and retention of a qualified Permanent General Manager to conduct the Districts business.

## **Recommendation**

It is my recommendation that the Board appoint an Ad Hoc GM recruitment committee for the stated purpose consisting of up to 2 Board members and as many at large members of the community needed to total a minimum of 5 members overall. Each applicant should be approved by a majority vote of the Board, and only then become a sitting member of any advisory committee. This committee would be advisory only, and conduct meetings open to public attendance. Because the committee is advisory only, and temporary, it should be dissolved immediately upon the appointment of the new Permanent GM. As well, because it is temporary and advisory only, Provisions of the Brown Act do not apply.

## **CHAPTER 9. Meetings [54950 - 54963]**

*( Chapter 9 added by Stats. 1953, Ch. 1588. )*

### **54952.**

As used in this chapter, "legislative body" means:

(a) The governing body of a local agency or any other local body created by state or federal statute.

(b) A commission, committee, board, or other body of a local agency, whether permanent or temporary, decision making or advisory, created by charter, ordinance, resolution, or formal action of a legislative body. However, advisory committees, composed solely of the members of the legislative body that are less than a quorum of the legislative body are not legislative bodies, except that standing committees of a legislative body, irrespective of their composition, which have a continuing subject matter jurisdiction, or a meeting schedule fixed by charter, ordinance, resolution, or formal action of a legislative body are legislative bodies for purposes of this chapter.

# STRATEGIC PLANNING WORKSHOP

To: SCADBOD

From: Kari Graton, Interim General Manager

Date: April 1 2024

Subject: Strategic Planning Workshop

## **Background**

Strategic planning is a process of defining and achieving the long-term goals and direction of an organization. It involves five main steps:

1. Defining the organization's mission, vision, and values
2. Conducting a situational analysis of the current agency environment and strategy
3. Setting goals and objectives that align with the mission, vision, and values
4. Developing and launching an action plan that outlines the strategies and tactics to achieve the goals and objectives
5. Evaluating the results and revising the plan as needed

## **Financial Impacts**

A better focus of effort will streamline the District's staff and Board in the financial decision making process.

## **Results**

Involving the community in the strategic planning process will work to bring community members to better understand the Board's actions over the next 5 years, enhancing the quality of life in Spalding.

## **Recommendation**

Conduct today's workshop and appoint an Ad Hoc committee at the end of today's workshop to begin the process of implementing strategic planning as outlined above.