

**SPALDING COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING
January 12, 2011**

APPROVED BY DIRECTORS:
Approved 2/09/11

MEETING PLACE: EAGLE LAKE COMMUNITY CENTER, SPALDING.
BOARD MEMBERS/STAFF PRESENT: JOHN MONTICELLI CHAIRPERSON,
LARRY DOSS, TRINA MARQUIS, RANDALL AUBREY. *ABSENT:* BILL KELLER
ALSO PRESENT CHRIS GALLAGHER, SEC/GENERAL MANAGER.

MEETING CALLED TO ORDER AT 2:00 PM by John Monticelli
PLEDGE OF ALLEGIANCE

RANDALL AUBREY OATH OF OFFICE
Oath of Office given to Randall Aubrey by Chris Gallagher

FIRE CHIEF REPORT TO BOARD

1. Incidents:

3 incidents (2 medical, 1 vehicle accident).

2. Keys: No change.

3. Communications: (Pagers, Handi-Talkies, Mobiles)

I have requested bids from 6 companies to replace/augment our existing equipment.
Only 2 companies have responded. (see attached documents)

4. Firefighter Roster: No change.

We currently have a roster of 13 Firefighters.
10 of these are year round residents.
2 are EMTs, 6 have training in Basic First Aid.
We have 4 Firefighters licensed to drive all our Vehicles.
We are training 2 Firefighters for a Class "B" Firefighter driver's license.

5. Status of Vehicles:

Water Tender 1224.
Door has arrived at Lassen Auto Body and will be installed when we deliver the vehicle.
Currently weather/road conditions are an issue. Temporary "door" has been installed.
Life Support unit has been chained (tires) to ensure service in icy road conditions.
All other vehicles are in service.

6. Upcoming Meetings:

Firefighter meetings are the 2nd and 4th Wednesday of every month.
1 Saturday per month for prolonged training when available.

7. Training:

We are scheduled to train with Susanville Fire Department On Saturday January 29th, 2011.
We'll take 1 Engine company to Susanville, leaving 1 Engine company here to cover.

8. ISO rating:

I have been researching our ISO rating. I believe we can improve it.
I have received a copy of the FSRS (Fire Suppression Rating Schedule) from ISO.

Conclusion: Thank you for this opportunity to serve our community.
John Rasnic – Fire Chief

Fire Chief Report Addendum

Total # of incidents for 2010.

We had a total of 42 incidents in 2010 .

32 Medical calls

4 Fire Calls

Public Assists

Hazard/Electrical

Average Response time 8:25 minutes

Percent of response time under 5 minutes: 62.16 %

Percent of response time under 10 minutes: 72.97 %

Board Discussion on procedures and testing requirements for lowering our ISO Rating.
Randall Aubrey requests copy of ISO Rating information.

CONSENT CALENDAR

- a. **Approval of January 12, 2011 Bills**
(Payment of operating bills for the District, which are, approved expenditures in current budgets.)
- b. **Approval of Minutes, Reg. Mtg. 12/7/10.**

See attached for January 12, 2011 Bills.

Board Discussion on item a:

Frontier cost for telephone lines to the ponds, SCADA, lift stations and office. USDA Forest Service easement fees, Jetson Precast simplex panel replacement. Mike Crawford's fees.

Randall Aubrey requests more explanation on bills.

Vicky Scott: Is the sewer system able to support itself without USDA funds?

Chris Gallagher: The sewer is an enterprise fund and is maintaining itself.

Larry Doss: **Motion to approve bills as presented.**

John Monticelli: **Seconds Motion.**

Board Polled: **Unanimous Vote-Yes**

Discussion on item b:

Trina Marquis: **Motion to Approve 12/7/10 Reg. Mtg. Minutes.**

Larry Doss: **Seconds Motion.**

Board Polled: **Unanimous Vote-Yes**

CONTINUING BUSINESS

- a. **Audit presentation for fiscal years: 2006/2007, 2007/2008, 2008/2009.**

Presentation given by Clay Singleton of Haws, Theobald & Auman.

By performing an audit, we sample different types of transactions and do predicative testing in order to obtain a reasonable assurance that the financial statements are free of materiality misstatements. If we find any kind of fraud, we bring those items to the District's attention.

Trina Marquis: Question regarding risk of misstatements and fraud. Has that been addressed?

Clay Singleton: That's in reference to the District not having clear documentation for employee contracts, pay raise schedules, timecards. Those issues have been addressed and corrected. Also Policies and procedures have been put in place. It was clearly evident when we came in to do the 2010 audit, that staff has worked hard to clean up the District. We were able to complete the 2010 audit in two days instead of having to work for weeks as on previous audits. The Audits are available to the public.

NEW BUSINESS

a. Review and Approve Sewer System Management Plan (SSMP)

The Spalding Community Services District, a Sanitary Sewer Collection System Agency, is required to prepare a Sewer System Management Plan (SSMP) pursuant to Section 13267 of the California Water Code. Collection Systems are the last major component of the wastewater management system yet to be regulated. Treatment plants, including pretreatment programs, have been regulated for some time. In addition, other networks have been regulated as well, such as potable water, natural gas, electricity, and liquid fuels, among others. Yet a successful regulatory program for sanitary sewer systems has not yet been developed in the San Francisco Bay Area. While the federal government has developed unpublished draft regulations (sometimes referred to as the "CMOM" program, which stands for Capacity, Management, Operations, and Maintenance), this program has not been officially implemented for a variety of reasons, and Regional Water Boards in California have decided to move forward and implement their own SSO (Sanitary Sewer Overflow) control programs now due to the growing emphasis on reducing overflows.

The attached document was created utilizing the outline format that the Regional Water Board has provided. This plan is not required to be submitted to Lahontan, but the General Manager must certify that the Board has approved the document. This document is subject to ongoing change to update any changes or improvements. The District Engineer has reviewed and approved this SSMP as presented.

I recommend that the board approve the Sewer System Management Plan.

I also discussed this with Martin Balding who has 30+ years of experience. This document is a work in progress and can be changed and updated at any time. Usually this document is only reviewed by the California Water Board during inspections by Lahontan when personnel are on site. I have sent our inspector an early version of this SSMP for review.

Larry Doss: **Motion to accept the Sewer System Management Plan as presented.**

Randall Aubrey: **Seconds Motion.**

Chris Gallagher: Request that the Board review the SSMP on an annual basis.

Board Polled: **Unanimous Vote-Yes**

SSMP to be posted on SpaldingCSD.org

BOARD MEMBER'S REPORT (FOR DISCUSSION OF CONFERENCES, WORKSHOPS AND MEETINGS ATTENDED, PLUS OTHER ACTIVITIES SCSD'S GENERAL INTEREST)

GENERAL MANAGER REPORT

a. Monthly Report

| |
|---|
| SPALDING COMMUNITY SERVICES DISTRICT MONTHLY REPORT December 2010 Wednesday January 12, 2011 |
|---|

| | 2010 | | | 2009 |
|------------------------------------|----------|---------|--------------|---------|
| No. of Wastewater Hookups | 562 | | | |
| No. of Permits Purchased | 597 | | | |
| No. of \$75 Assess. Billed per 1/4 | 665 | | | |
| No. of Parcels Taxed on Bond | 909 | | | |
| Gallons of Wastewater Flow | 305,183 | gallons | | |
| Lift Station #1 Strand | 45,125 | gallons | | |
| Lift Station #2 Marina | 130,351 | gallons | | |
| Lift Station #3 Acacia | 65,503 | gallons | | |
| Lift Station #4 Laurel | 64,204 | gallons | | |
| Water Balance Ponds | NA | gallons | | |
| Average Daily Flow | 10,173 | gallons | | |
| Total Wastewater Call-outs | 2 | | | |
| Total Income for Month | | | | |
| Admin | \$139 | | | \$2,453 |
| Sewer | \$18,604 | | | \$1,507 |
| Marina | \$167 | | | \$178 |
| Fire | \$13 | | | \$20 |
| Receivable turnover Ratio | | | | |
| Total Expenditures Month | \$13,129 | | | |
| Total Number of Employees | 4 | | | |
| Total Hours Worked | 486 | | | |
| Salaries & Benefits | \$6,564 | | \$13.51 /Hr. | |
| Paid Vehicle Parking | \$72 | | | 178 |
| Citations Paid | | | | |
| Annual Parking Permits Sold | 0 | | | 0 |
| Annual Add Veh Parking Permit | 0 | | | 0 |
| Doc Permits Sold | 0 | | | |
| Total Fire Calls | 3 | | | |

Flows are for 31 days

Notes:

Sent out letters to 25 owners who owed \$375 or more. We have gotten two responses.

Began to look into filing small claims suits against those who did not respond to letters.

Wrote the SSMP for the District.

Rob Tucker from State Water Board came and did an inspection of our facility.

Working on the annual report for Lahontan due Jan 31, 2011 and drafting reports to submit monthly.

Attended Stone's Board Meeting to discuss fire mutual aid. They are appreciative of our support.

I continue to update and make content changes on our web site

Working on creating charts for lift station and pond pump flow statistics

In Director's packets: Copy of the County Budget showing percentages spent of all four departments.

Plan to address Enplan compliance requirements at February meeting.

Statistics and charts of flow in the sewer system available and to be posted on SpaldingCSD.org

Randall Aubrey requests a list of all the people not paying O&M.
 Randall Aubrey: Question on percentage spent in Recreation Budget.

| |
|---|
| SPALDING COMMUNITY SERVICE DISTRICT 4TH QUARTER REPORT |
| Total 4th Quarter 2010 January 12, 2011 |

| | 2010 | 2009 |
|--------------------------------------|-----------|------------------------|
| No. of Wastewater Hookups | 560 | |
| No. of Permits Purchased | 597 | |
| No. of Tanks Billed per 1/4 | 644 | |
| No. of Parcels Taxed on Bond | 909 | |
| Gallons of Wastewater Flow | 1,351,205 | gallons |
| Lift Station #1 | 224,786 | gallons |
| Lift Station #2 | 546,457 | gallons |
| Lift Station #3 | 324,383 | gallons |
| Lift Station #4 | 255,579 | gallons |
| Water Balance Ponds | NA | gallons |
| Average Daily Flow | 14,687 | gallons |
| Total Wastewater Call-outs | 2 | |
| Total Income for 4 th Qtr | \$54,578 | |
| Sewer | \$59,286 | |
| Marina | \$13,796 | |
| Fire | \$213 | |
| Total Expenditures Quarter | \$545,112 | |
| Total Number of Employees | 5 | |
| Total Hours Worked | 1,603 | |
| Salaries | \$22,373 | \$13.96 Ave Salary/hr. |
| Paid Vehicle Parking | \$12,996 | |
| Annual Parking Permits Sold | 6 | |
| Annual Add Veh Parking Permit | 1 | |
| Doc Permits Sold | 0 | |
| Total Fire Calls | 3 | |

PUBLIC COMMENT

Vicky Scott: What is FASIS?

Chris Gallagher: It is the insurance for the fire fighters.

ADJOURN

Larry Doss: **Motion to Adjourn.**

Randall Aubrey: **Seconds Motion.**

Board Polled: **Unanimous Vote-Yes**

Board to Sign Approved Expenditures

Next Regular Meeting: Scheduled for February 9, 2011 at 2:00pm

Respectfully submitted by: Virginia Bruce

These minutes were transcribed from audiotape. Every effort is made to record all person's comments. Some comments may have been edited to try to get thoughts across.

| USDA FUNDS | | | | | | | \$0.00 |
|--|--------------|--------------|------------|-------------|------------|-------------|--------|
| TRANSFERS: | | | | | | | \$0.00 |
| above is mid-month bills paid | | | | | | | |
| | \$4,968.04 | \$3,451.21 | \$139.20 | \$1,125.06 | \$252.57 | \$4,968.04 | |
| Salaries: NET | | | | | | | |
| | | Admin-222 | Fire-225 | Sewer-227 | Rec-231 | | |
| Chris: payperiod 1/1-15/11 | \$936.08 | \$936.08 | | | | \$936.08 | |
| Linda: payperiod 1/1-15/11 | \$574.86 | \$574.86 | | | | \$574.86 | |
| Virginia: payperiod 1/1-15/11 | \$432.27 | \$432.27 | | | | \$432.27 | |
| Ray: payperiod 1/1-15/11 | \$1,365.31 | | | \$1,365.31 | | \$1,365.31 | |
| Line Items: | | | | | | | |
| | Bill Total | Admin-222 | Fire-225 | Sewer-227 | Rec-231 | | |
| Axner Excavating | \$6,845.43 | | | | \$6,845.43 | \$6,845.43 | |
| Cummins West | \$680.95 | | | \$680.95 | | \$680.95 | |
| Jim Curtis | \$153.55 | \$153.55 | | | | \$153.55 | |
| Eagle Lake RV Park | \$125.00 | | | \$125.00 | | \$125.00 | |
| Ed Staub - Fuel | \$316.23 | | \$316.23 | | | \$316.23 | |
| Ed Staub - Propane | \$1,383.51 | | \$1,001.55 | \$381.96 | | \$1,383.51 | |
| FGL Environmental | \$477.00 | | | \$477.00 | | \$477.00 | |
| FASIS | \$1,769.00 | \$385.00 | \$1,194.00 | \$146.00 | \$44.00 | \$1,769.00 | |
| Forest Office | not here yet | | | | | \$0.00 | |
| Frontier | \$520.46 | \$520.46 | | | | \$520.46 | |
| Jensen Precast | \$943.39 | | | \$943.39 | | \$943.39 | |
| LMUD | \$1,172.44 | \$1,172.44 | | | | \$1,172.44 | |
| Marlin Leasing | \$164.38 | | \$25.96 | \$112.46 | \$25.96 | \$164.38 | |
| Martin Security System | \$90.00 | \$90.00 | | | | \$90.00 | |
| Mike Melrose | \$46.56 | \$46.56 | | | | \$46.56 | |
| Staples | \$137.36 | \$137.36 | | | | \$137.36 | |
| U.S. Bank | \$848.00 | \$173.39 | | \$327.61 | \$347.00 | \$848.00 | |
| U.S. Cellular | \$191.49 | \$191.49 | | | | \$191.49 | |
| Willdan | \$768.22 | | | \$768.22 | | \$768.22 | |
| TRANSFERS: | | | | | | | |
| Fuel Usage - Dec 2010 | | | (\$183.45) | \$183.45 | | \$0.00 | |
| USDA FUNDS | | | | | | | |
| % ALLOCATION FOR NOV | | (19,439.08) | \$2,923.93 | \$13,712.21 | \$2,802.94 | \$0.00 | |
| items added after 1/5/11 | | | | | | | |
| Scheduled Payroll Taxes - thru Dec 2010 payroll | | | | | | | |
| | | Admin-222 | Fire-225 | Sewer-227 | Rec-231 | | |
| IRS Payroll Taxes-Dec 2010 | \$1,298.28 | \$646.98 | | \$592.54 | \$58.76 | \$1,298.28 | |
| IRS - FUTA | | | | | | | |
| EDD Payroll Taxes-Dec 2010 | \$238.92 | \$88.57 | | \$146.12 | \$4.23 | \$238.92 | |
| EDD-UI/ETT 4th Qrt | \$80.55 | \$2.53 | | \$0.00 | \$78.02 | \$80.55 | |
| District Benefits Totals | \$1,617.75 | \$738.08 | \$0.00 | \$738.66 | \$141.01 | \$1,617.75 | |
| Salaries | \$6,526.89 | \$3,833.95 | \$0.00 | \$2,692.94 | \$0.00 | \$6,526.89 | |
| Line Items | \$14,755.58 | (13,117.62) | \$5,417.42 | \$18,983.31 | \$3,472.47 | \$14,755.58 | |
| Total District Bills | \$22,900.22 | (\$8,545.59) | \$5,417.42 | \$22,414.91 | \$3,613.48 | \$22,900.22 | |
| <i>Totals From District Bills Listing</i> | | | | | | | |