

**SPALDING COMMUNITY SERVICES DISTRICT  
REGULAR BOARD MEETING  
December 7, 2010**

**APPROVED BY DIRECTORS:**  
**Approved 1/12/11**

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

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

**OATH OF OFFICE**  
Tabled till later in the meeting.

**FIRE CHIEF'S REPORT TO THE SCSD BOARD**  
**Fire Chief Report For November 2010**

**1. Incidents:**

1 incident (Public Assistance).

**2. Keys:**

The Fire Station has been re-Keyed. We have 20 new keys.

As of Nov 30, 2010 I have issued the following keys:

# 1- John Rasnic	# 2- Jack Glendon
# 3- Ray (Maintenance Worker)	# 4- Genni Ramos
# 5- Robert Whitworth (Bubba)	# 6- J.D. Leroy
# 7- Shirley Spediacci	# 8- Cliff Spediacci

**3. Pagers:**

We currently have 8 pagers issued to personnel.

Only 5 of these will work after the Narrow Band conversion at the end of November.

I am in the process of reprogramming these 5 pagers to Narrow Band.

We need 7 more Minitor V pagers.

**4. Radios:**

We currently have 3 Handy Talkies capable of Narrow Band. 1 in the Life Support unit, 1 in the Fire Engine, and 1 in Chief 1200s vehicle.

I am currently reprogramming these 3 HTs to Narrowband.

We need to purchase 6 H/Ts capable of Narrow Band and Digital.

We need new Radios for each vehicle - 7 total.

We need a Base Station for the Fire Station.

Total to purchase: 7 pagers, 6 H/Ts, 8 Mobiles, and 1 Base Station.

I am currently getting quotes from vendors.

**5. 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.

**6. Status of Water Tender 1224.**

Door has arrived at Lassen Auto Body and will be installed when we deliver the vehicle.

Tender may be driven without a door if a mirror is attached to the passenger side.

All other vehicles are in service.

**7. Contacts:**

I am building a list of contacts. I will submit this to the Board upon completion:

**8. Upcoming Meetings:**

Firefighter training is the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of every month.

**9. Training:**

We conduct training as a part of our regular meetings. This usually consists of Medical and Engine training.

FEMA offers some online training courses free of charge. I have requested more info from them. NCWG also offers online training; I have requested more info.

I will talk with my Firefighters about training at the Susanville Airport training tower.

I understand this is available to local Volunteer Departments.

**10. ISO rating:**

I have been researching our ISO rating. I believe we can improve it.

I have requested a copy of the FSRS (Fire Suppression Rating Schedule) through ISO.

Thank you for this opportunity to serve our community.

John Rasnic – Fire Chief

As Fire Chief, I administer a test to the drivers of fire fighter equipment. Those who pass, I certify with DMV. Beginning next year, when weather is better, Saturday training will work on obtaining the pumping of 250 gallon of water per minute sustained for two hours to try and lower our ISO rating. I am also encouraging fire fighters to take FEMA online courses.

Trina Marquis: Will the fire grant cover the cost of radios?

Chris Gallagher: It's a 50% grant. The other 50% has been budgeted, so we have enough funds to purchase the radios.

**CONSENT CALENDAR**

a. Approval of December 7, 2010 Bills (Payment of operating bills for the District which are approved expenditures in current budgets.)

b. Approval of Minutes, Reg. Mtg. 11/10/10

Salaries: NET	Admin-222	Fire-225	Sewer-227	Rec-231	
Chris: payper 11/16-11/30/10	\$ 920.75	\$ 920.75		\$ 920.75	
Linda: payper 11/16-11/30/10	\$ 643.86	\$ 643.86		\$ 643.86	
Virginia:payper 11/16-11/30/10	\$ 453.96	\$ 453.96		\$ 453.96	
Ray: payper 11/16-11/30/10	\$ 1,327.64			\$ 1,327.64	
Bubba: payper 11/16-11/30/10	\$ 328.50			\$ 328.50	
				\$ 328.50	
				\$ 328.50	
Line Items:	Bill Total	Admin-222	Fire-225	Sewer-227	Rec-231
Blue Shield of CA - Vision	\$ 80.90	\$ 80.90			\$ 80.90
paid mid-month not 1st of mo			not here yet		
Blue Shield of CA	\$ 1,089.85	\$ 1,089.85			\$ 2,097.25
<b>employee paid for dependents</b>	<b>\$ 1,007.40</b>	<b>\$ 1,007.40</b>			
Linda-Nov medical Savings	\$ 202.75	\$ 202.75			\$ 202.75
Michael Crawford	\$ 300.00			\$ 300.00	\$ 300.00
Ed Staub - Fuel	\$ 316.23	\$ 316.23			\$ 316.23
Forest Office Equipment	\$ 48.71		\$ 7.30	\$ 34.10	\$ 7.31
Frontier - ponds	\$ 362.57	\$ 362.57			\$ 362.57
Gallagher, Chris [Nov mileage]	\$ 100.00	\$ 100.00			\$ 100.00
Grainger	\$ 484.81			\$ 484.81	\$ 484.81
Haws, Theobald, Auman	\$ 3,950.00	\$ 3,950.00			\$ 3,950.00
Sauers	\$ 165.00			\$ 165.00	\$ 165.00

<b>USDA FUNDS</b>							-
							\$ -
Sauers	\$ 220.00		\$ 220.00			\$ 220.00	
Quick Space - pick up fee	\$ 325.00		\$ 325.00			\$ 325.00	
Mike Melrose	\$ 944.05		\$ 944.05			\$ 944.05	
							\$ -
<b>TRANSFERS:</b>							
Fuel Usage - Sept.						\$ -	
<b>above is mid-month bills paid</b>	<b>\$ 9,597.27</b>	<b>\$ 7,109.70</b>	<b>\$ 7.30</b>	<b>\$ 2,472.96</b>	<b>\$ 7.31</b>	<b>\$ 9,597.27</b>	

Salaries: NET		Admin-222	Fire-225	Sewer-227	Rec-231	
Chris: payper 12/1-15/10	\$ 920.75	\$ 20.75				\$ 920.75
Linda: payper 12/1-15/10	\$ 643.85	\$ 643.85				\$ 643.85
Virginia: payper 12/1-15/10	\$ 453.97	\$ 453.97				\$ 453.97
Ray: payper 123/1-15/10	\$ 1,327.63			\$ 1,327.63		\$ 1,327.63
Bubba: payper 12/1-15/10	\$ 21.89				\$ 21.89	\$ 21.89
Line Items:	Bill Total	Admin-222	Fire-225	Sewer-227	Rec-231	
Linda Beckett reimb	\$ 38.20	\$ 38.20				\$ 38.20
Airgas NCN	\$ 110.40		\$ 110.40			\$ 110.40
Eagle Lake RV Park	\$ 125.00			\$ 125.00		\$ 125.00
Ed Staub - Propane	\$ 346.56	\$ 346.56				\$ 346.56
Forest Office	\$ 49.58		\$ 7.43	\$ 34.71	\$ 7.44	\$ 49.58
Frontier	\$ 396.40	\$ 396.40				\$ 396.40
LMUD	\$ 1,147.69	\$ 1,147.69				\$ 1,147.69
Marlin Leasing	\$ 187.38		\$ 24.36	\$ 138.67	\$ 24.35	\$ 187.38
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SWRCB	\$ 3,288.00				\$ 3,288.00	\$ 3,288.00
U.S. Bank	\$ 3,962.40	\$ 1,336.21		\$ 2,296.56		
- to be allocated		\$ 329.63				\$ 3,962.40
U.S. Cellular	\$ 123.69	\$ 123.69				\$ 123.69

<b>TRANSFERS:</b>						
Diesel Usage - Oct			(\$12.71)	\$ 12.71		
Fuel Usage - Oct & Nov			(\$273.18)	\$ 273.18		
<b>USDA FUNDS</b>						
Kunsman Fence	\$14,450.00			\$ 14,450.00		\$ 14,450.00
Hat Creek Construction	\$78,954.30			\$ 78,954.30		\$ 78,954.30
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% ALLOCATION FOR OCT		\$8,494.44)	\$ 1,277.69	\$ 5,991.93	\$ 1,224.82	-

<b>Scheduled Payroll Taxes - thru Nov 2010</b>						
	<b>payroll</b>	<b>Admin-222</b>	<b>Fire-225</b>	<b>Sewer-227</b>	<b>Rec-231</b>	
IRS Payroll Taxes-September	\$ 1,291.14	\$ 588.44		\$ 592.54	\$ 110.16	\$ 1,291.14
IRS - FUTA				WE ARE EXEMPT FROM THIS		-
EDD Payroll Taxes-September	\$ 234.41	\$ 80.38		\$ 146.11	\$ 7.92	\$ 234.41
EDD-UI/ETT 3rd Qrt						\$ -
District Benefits Totals	\$ 1,525.55	\$ 668.82	0.00	\$ 738.65	\$ 118.08	\$ 1,525.55
Salaries	\$ 7,042.80	\$ 4,037.14	0.00	2,655.27	\$ 350.39	\$ 7,042.80
Line Items	\$112,776.87	\$ 2,333.64	\$1,141.29	\$104,750.02	\$ 4,551.92	\$112,776.87
<b>Total District Bills</b>	<b>\$121,345.22</b>	<b>\$ 7,039.60</b>	<b>\$1,141.29</b>	<b>\$108,143.94</b>	<b>\$5,020.39</b>	<b>\$121,345.22</b>

**Totals From District Bills Listing**

Board Discussion on Item a:

Questions regarding cost of audits, employee benefits out of pocket, fence around building and fence around generator.

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

Bill Keller: **Seconds Motion.**

No public comment.

Board Polled: **Unanimous Vote-Aye.**

Board Discussion on Item b:

Chris Gallagher: I now post a synopsis of the meeting immediately after the meeting to help keep the public informed in a timely manner.

Trina Marquis: **Motion to approve Minutes of 11/10/10.**

No public comment

Bill Keller: **Seconds Motion.**

No public comment.

Board Polled: **Unanimous Vote-Aye.**

### **NEW BUSINESS**

- a. **Public Hearing: 2<sup>nd</sup> Public Hearing to Change the Regular Board Meeting from 1<sup>st</sup> Tuesday to 2<sup>nd</sup> Wednesday of every month at 2:00pm.**
- b. **Resolution 2010-19 Authorizing an Agreement with Haws, Theobald & Auman, PC for 2009 – 2010 Fiscal Audit of the Spalding Community Service District's financial system.**

John Monticelli: Public Hearing: Open 2:25 pm.

Board Discussion on item a:

District hours in summer months will go back to open Monday, Wednesday and Friday.

John Monticelli: Public Hearing: Closed 2:28 pm.

Bill Keller: **Motion to waive the second reading and to change regular meeting from 1<sup>st</sup> Tuesday to 2<sup>nd</sup> Wednesday of every month.**

Larry Doss: **Seconds Motion.**

No public comment

Board Polled: **Unanimous Vote-Aye.**

Board Discussion on item b:

**RESOLUTION NO. 2010-19  
DECEMBER 7, 2010**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SPALDING COMMUNITY SERVICES DISTRICT FOR THE 2009 – 2010 FISCAL AUDIT**

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**WHEREAS**, California Government Code Section 26909 (b) requires that an annual audit be completed within 12 months of the end of the fiscal year for every special district, and

**WHEREAS**, the 2009 – 2010 fiscal year ended June 30, 2010, and

**WHEREAS**, Haws, Theobald & Auman, PC performed the last three year's audits.

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the Board of Directors of the Spalding Community Services District that:

SCSD will enter into an agreement with Haw, Theobald & Auman, PC to perform the 2009 – 2010 fiscal audit and will submit the District's State Controllers Report for a fee of \$8,500.

**APPROVED, PASSED AND ADOPTED** at a regular meeting of the Board of Directors of the Spalding Community Services District this 7th day of December 2010 by the following vote:

AYES _____	<u>Directors:</u>
NOES _____	John Monticelli _____
Directors Absent _____	Randall Aubrey _____
Trina Marquis _____	
Bill Keller _____	
Larry Doss _____	
ATTEST:	

\_\_\_\_\_  
Chris Gallagher, Secretary/General Manager

Chris Gallagher: Government Code 26909B requires a yearly audit. This is the same firm that completed the last three years of outstanding District audits without penalties. The proposal by Clay Singleton is for \$8,500. Presentation of those audits will be presented at a future meeting.

Trina Marquis: Do we have to have a contract for the audit every year?  
Chris Gallagher: Yes, plus gives us the opportunity to change CPA firms without breaking contract when done on an annual basis.

Bill Keller: **Motion to Approve Resolution 2010-19 Authorizing the Agreement with Haws, Theobald & Auman for 2009–2010 Fiscal Audit.**  
Larry Doss: **Seconds Motion.**  
No public comment  
Board Polled: **Unanimous Vote-Aye.**

**CONTINUING BUSINESS**

None

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

**a. Ethics Class Attendance**

Board Discussion: Question regarding the generator.

**GENERAL MANAGER REPORT**

**a. Monthly Report**

<b>SPALDING COMMUNITY SERVICES DISTRICT MONTHLY REPORT</b>		
<b>November 2010</b>		<b>December 7, 2010</b>

	2010	2009
No. of Wastewater Hookups	562	26.5
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	446,462	gallons
Lift Station #1 Strand	75,675	gallons
Lift Station #2 Marina	186,946	gallons
Lift Station #3 Acacia	104,127	gallons

Flows are for 30 days

Lift Station #4 Laurel	79,714	gallons	
Water Balance Ponds	NA	gallons	
Average Daily Flow	14,882	gallons	
Total Wastewater Call-outs	0		
Total Income for Month	\$10,229		\$9,012
Admin	\$0		\$0
Sewer	\$5,582		\$4,443
Marina	\$4,547		\$4,564
Fire	\$100		\$5
Receivable turnover Ratio			
Total Expenditures Month	\$111,626	Hat Creek Payment & Fencing	
Total Number of Employees	5		
Total Hours Worked	566		
Salaries & Benefits	\$7,329	\$12.95 /Hr.	
Paid Vehicle Parking	\$4,147	\$4,564	
Citations Paid	\$317		
Annual Parking Permits Sold	1		0
Annual Add Veh Parking Permit	1		0
Doc Permits Sold	0		
Total Hours of Fire Training			
Total Fire Calls			

Notes:

- \*To increase the fire tax, according to our attorney, it must go to a vote of the registered voters
  - \*Our Volunteer Fire Assistance Grant through CAL FIRE is complete and we can purchase radios
  - \*Web site has been extensively updated and we are having better luck uploading files in a timely manner
  - \*New server and furniture should be coming in this December
  - \*Marina winterized and closed due to weather
  - \*We have purchased new annual and temporary stickers for the 2011 Season
  - \*Audits for the past three years are complete.
  - \*Sent out collection notices for everyone who owed \$350 or more. Looking into judgments for non-pay
- Volunteer Fire Assistance grant went through Cal Fire so we are able to purchase the digital radios once three bids have been received. I have worked extensively on our web site and have made many changes, updates and added new links.

**PUBLIC COMMENT**

Discussion: Monthly food giveaway, accessibility to meeting hall and food storage.  
Office refrigerator will be made available for storage of perishables for late arrivals.  
Vicky Scott thanks to the Board for their cooperation.

Discussions: Fire Auxiliary, air and ground transport services, training for responders.  
Fines Lahontan can impose on property owners who have not hooked up.  
Forest Service plans to put a low water level launch at Gallatin, the south end of the lake.

Assignment of keys to directors.

Bob Pyle: Presentation of draft copies of two proposed letters by Lassen County Board of Supervisors to the US Forest Service and BLM that will go before the Lassen County Board of Supervisors for possible approval next Tuesday December 14, 2010.

1) *Board of Supervisors strongly recommending the US Forest Service to remove all constructive bonds and other artificial variances affecting the flow of Pine Creek.*

2) *Board of Supervisors strongly recommending that BLM revisit the sealing of Bly Tunnel.*

We realize that these proposed actions will have a very minor affect on Eagle Lake, but there are people who believe that these accumulative effects have hurt our lake. It is hard to really know, obviously, what we need is more rainfall, but the Board of Supervisors feel that the US Forest Service and BLM have just blown us off.

John Rasnic wants to explore the possibility of coordinating a small recurring medical clinic at the meeting hall. Suggested that he contact the County Health Department or the Public Health Nurse for information and regulations.

Bill Keller: Suggests we look into having a first aide clinic during the major holidays.

Oath of Office given by Chris Gallagher to John Monticelli, William Keller, Trina Marquis and Larry Doss. Randall Aubrey to be given oath at next regular meeting.

#### **ADJOURN**

Trina Marquis: **Motion to Adjourn.**

Larry Doss: **Seconds Motion.**

Board Polled: **Unanimous Vote-Aye**

**Board signed approved bills**

Next regular meeting, Wednesday, January 12, 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.