

**SPALDING COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING
May 4, 2010**

APPROVED BY DIRECTORS:
Approved 6/1/2010

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

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

FIRE CHIEF'S REPORT TO THE SCSD BOARD

Fire Department's new phone number: 530 825-3303.

Larry Frack: Two medical, one fire call. Training on 1221 and 1223. Repair on life support unit. Large storage unit cleaned out and old, expired equipment donated Susanville Fire. Storage unit reorganized and inventoried. Pancake breakfast changes are noted on the web site spaldingcsd.org.
Driver training scheduled for new driver May 12th in Susanville. Forest Service will be here on the 12th to cover any possible emergency.
Firewood from the tree cut down behind the District will be raffled off with proceeds donated to the Fire Department. Thanks to everyone for your support during this difficult time, it is appreciated.

Bill Keller: Thanks to Larry and all who responded to Carol's injury. All were professional and worked well as a team.

CONSENT CALENDAR

Approval of May 4, 2010 Bills

(Payment of operating bills for the District which are approved expenditures in current budgets.)

Brd Approval - May 4, 2010

Salaries: NET		Fire-225	Sewer-227	Rec-231	Bldg-233	
Chris: payperiod 4/1-4/30/10	\$ 1,631.82	\$ 92.35	\$ 1,151.60	\$ 166.23	\$ 221.64	\$ 1,631.82
Linda: payperiod 4/1-4/30/10	\$ 1,111.43	\$ 44.32	\$ 828.86	\$ 155.14	\$ 83.11	\$ 1,111.43
Virginia: payperiod 4/1-4/30/10	\$ 718.87	\$ -	\$ 709.64	\$ 9.23	\$ -	\$ 718.87
Ray: payperiod 4/1-4/30/10	\$ 2,610.29	\$ -	\$ 2,610.29	\$ -	\$ -	\$ 2,610.29

Line Items:	Bill Total	Fire-225	Sewer-227	Rec-231	Bldg-233	
B & B Auto	\$ 660.93	\$ 660.93				\$ 660.93
Michael Crawford	\$ 300.00		\$ 300.00			\$ 300.00
Doss, Larry - trailer	\$ 500.00		\$ 500.00			\$ 500.00
Forest Office Equipment						\$ -
Frontier	\$ 304.99		\$ 304.99			\$ 304.99
Gallagher, Chris [Apr mileage]	\$ 100.00		\$ 100.00			\$ 100.00
LRSWA - local trash	\$ 30.00		\$ 30.00			\$ 30.00
Sauers Engineering, Inc.	\$ 935.00		\$ 935.00			\$ 935.00
Fuel usage Mar - gas	\$ 120.08		\$ 120.08			\$ 120.08
USDA FUNDS						
Sauers Engineering, Inc	\$ 165.00		\$ 165.00			\$ 165.00
TOTAL BILLS PROCESSED						
MID MONTH	\$ 3,116.00	\$ 660.93	\$ 2,455.07	\$ -	\$ -	\$ 3,116.00

Line Items:	Bill Total	Fire-225	Sewer-227	Rec-231	Bldg-233	
C&CFence-mo by mo contract	\$ 700.00			\$ 700.00		\$ 700.00
Eagle Lake RV Park - storage	\$ 125.00		\$ 125.00			\$ 125.00
Ed Staub & Sons - fuel						\$ -
Feather Publishing	\$ 60.00	\$ 9.00	\$ 42.00	\$ 9.00		\$ 60.00

Frack, Larry reimbursement	\$ 60.76	\$ 60.76			\$ 60.76
Frontier - 825-3258	\$ 304.82	\$ 45.73	\$ 213.37	\$ 45.72	\$ 304.82
LMUD - faxed copies	\$ 869.08	\$ 204.50	\$ 500.69	\$ 11.40	\$ 152.49
LRSWA - local trash	\$ 7.50	\$ 7.50			\$ 7.50
Marlin Leasing	\$ 188.32	\$ 28.25	\$ 131.82	\$ 28.25	\$ 188.32
Solis, Ray	\$ 60.69		\$ 60.69		\$ 60.69
Staples	\$ 108.09	\$ 16.21	\$ 75.66	\$ 16.22	\$ 108.09
Susanville Towing - reimbursed by insur	\$ 310.00	\$ 310.00			\$ 310.00
U S Bank	\$ 3,292.23	\$ 159.48	\$ 2,066.37	\$ 914.21	\$ 152.17
U.S Cellular	\$ 144.31	\$ 52.62	\$ 91.69		\$ 144.31
Willdan Financial Services - received Mon-5/3/10	\$ 789.39		\$ 789.39		\$ 789.39
TRANSFERS:					
Rent transfers May 2010	\$ 2,453.77	\$ 368.34	\$ 1,717.09	\$ 368.34	\$ 2,453.77
					\$ -
USDA FUNDS					
Sauers	\$ 165.00		\$ 165.00		\$ 165.00
					\$ -
Scheduled Payroll Taxes		225	227	231	233
IRS Payroll Taxes	\$ 1,960.32	\$ 9.80	\$ 1,876.74	\$ 45.00	\$ 28.78
***IRS - FUTA			WE ARE EXEMPT FROM THIS		\$ -
EDD Payroll Taxes	\$ 253.88		\$ 253.88		\$ 253.88
EDD-UI/ETT 1st Qrt					\$ -
District Benefits Totals	\$ 2,214.20	\$ 9.80	\$ 2,130.62	\$ 45.00	\$ 28.78
Salaries	\$ 6,072.41	\$ 136.67	\$ 5,300.39	\$ 330.60	\$ 304.75
Line Items	\$12,754.96	\$1,923.32	\$ 8,433.84	\$ 2,093.14	\$ 304.66
Total District Bills	\$21,041.57	\$2,069.79	\$ 15,864.85	\$ 2,468.74	\$ 638.19

Totals From District Bills Listing

*****IRS - FUTA**

WE ARE EXEMPT FROM THIS - ljb 1/11/10

Larry Doss: **Motion to approve the May 4th Bills.**

Trina Marquis: **Seconds Motion**

Board Discussion

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

NEW BUSINESS

Adopt Resolution 2010-5 Acceptance of Contract with Hat Creek Construction for Building Remodel

John Monticelli: Hat Creek Construction was accepted as low bidder of \$497,708.50 at April 6th. Pre-construction walk-through completed April 30th. A contract was developed and reviewed by District Architect, Engineer, Attorney and USDA with contents approved. Hat Creek has signed the contract and now awaits Board approval.

Chris Gallagher: USDA and our attorney may make minor changes to format of contract but contents will remain the same

**SPALDING COMMUNITY SERVICES DISTRICT
502-907 MAHOGANY WAY
SUSANVILLE, CALIFORNIA 96130**

RESOLUTION NO. 2010-05

May 4, 2010

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SPALDING COMMUNITY SERVICES DISTRICT APPROVING A CONTRACT WITH HAT CREEK
CONSTRUCTION FOR THE OFFICE ADDITION/REMODEL, NEW SHOP BUILDING AND ASSOCIATED WORK,
NEW PUMP AND WELL SYSTEM**

WHEREAS, Hat Creek Construction was determined to be the low bidder with a bid of **\$497,708.50**, and

WHEREAS, the USDA, Architect and District engineer have checked and approved contract documents.

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

The Board adopts this resolution to enter into a contract with Hat Creek Construction for the Spalding Office addition/remodel, new shop building and associated work, new pump and well system.

APPROVED, PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Spalding Community Services District this 4th day of May 2010 by the following vote:

AYES _____

Directors:

NOES _____

Directors Absent _____

John Monticelli _____

Trina Marquis _____

Bill Keller _____

Larry Doss _____

ATTEST:

Chris Gallagher, Secretary/General Manager

John Monticelli: **Motion to approve the contract with recommendations and modifications**

Larry Doss: **Seconds Motion**

Larry Frack: Note: Contract changes to include the operation of the siren.

Board Polled: **Unanimous Vote-Aye**

Adopt Board Resolution 2010-6 pursuant to Labor Code § 3363.5 Volunteer Firefighters.

Chris Gallagher: In researching past documents I discovered that a resolution was not in place for workmen's comp insurance coverage for injured Volunteer of the Fire Department.

**SPALDING COMMUNITY SERVICES DISTRICT
502-907 MAHOGANY WAY
SUSANVILLE, CALIFORNIA 96130**

RESOLUTION NO. 2010-06

May 4, 2010

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SPALDING COMMUNITY SERVICES DISTRICT AUTHORIZING THE VOLUNTEERS ON THE FIRE
DEPARTMENT TO BE COVERED UNDER THE PROVISIONS OF WORKERS' COMPENSATION INSURANCE**

WHEREAS, Labor Code 3361 identifies our volunteer firefighters as employees of the District, and

WHEREAS, Labor Code 3363.5 allows these volunteers to be covered by Workers' Compensation Insurance upon adoption of a Resolution by the District, and

WHEREAS, For purposes of this section, "voluntary service without pay" shall include services performed by any person, who receives no remuneration other than meals, transportation, lodging, or reimbursement for incidental expenses.

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

The Board adopts this resolution to allow volunteer firefighters coverage under the provisions of the Workers' Compensation Chapter of the California Labor Code.

APPROVED, PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Spalding Community Services District this 4th day of May 2010 by the following vote:

AYES _____

Directors:

NOES _____

Directors Absent _____

John Monticelli _____

Trina Marquis _____

Bill Keller _____

Larry Doss _____

ATTEST:

Chris Gallagher, Secretary/General Manager

Bill Keller: **Motion to accept Resolution 2010-6 to cover our firefighters under workmen's comp.**

Trina Marquies: **Seconds Motion.**

Board Polled: **Unanimous Vote-Aye**

Public Hearing: Introduce 2010-2011 Budget, Goal Setting and Discussion.

John Monticelli: This item moved to the end of the meeting.

CONTINUING BUSINESS

Public Hearing: Amendment to Ordinance, inspection of sewer tanks.

Chris Gallagher: The first reading of the ordinance 5.07.03 was waived and discussed at the April 6th meeting. This is the second reading and public hearing to discuss changes to the annual inspection and servicing of septic tanks. Dan brought this to my attention because the wording was confusing as to whose responsibility this fell. Neither budget funding nor manpower is available to do this service for six hundred or so tanks annually.

Public Hearing open 2:21 pm.

Board and Public Discussion

Reminders and instructions for tank inspections will be mailed with Third Quarter O&M invoices. Including the option and cost if the property owner requests that the District do the inspection.

The District is not responsible for the monitoring of such inspections.

Public Hearing closed 2:26 pm.

Board and Public Discussion

John Monticelli: **Motion to accept Ordinance 5.07.03.**

Larry Doss: **Seconds Motion**

Board Polled: **Unanimous Vote-Aye**

Public Hearing: Amendment to Ordinance, Board Meeting time.

Chris Gallagher: Ordinance 2.02.010 was introduced and first reading waived at the April 6th meeting. This is the second public hearing to discuss changes of the time and date of Regular Board Meetings and recommend that we hold only one Regular Meeting a month in winter and summer months.

Public Hearing Open 2:29 pm

Board and Public Discussion: The District can hold Special Meeting if issues arise.

Frank Beckett: I recommend that the General Manager have the flexibility to change the meeting time.

Public Hearing Closed 2:32 pm.

Larry Doss: **Motion to accept the meeting time change to Ordinance 2.02.010.**

Bill Keller: **Seconds Motion**

Board Polled: **Unanimous Vote-Aye**

Public Hearing: Introduce 2010-2011 Budget, Goal Setting and Discussion.

Chris Gallagher: This preliminary budget draft is for the Board to review and make recommendations. The format will probably change as a result of the work done by the auditors. I have suggested a vision statement for approval. Goals should be determined by the Board for staff to work towards.

Public Hearing Open 2:38 pm.

Board and Public Discussion

Frank Beckett: My recommendation, as a suggested goal for the Board is to establish a five or ten year plan for the Fire Department. Processes, procedures, equipment and water resource requirements can be identified to get a lower ISO Rating to an 8.

Chris Gallagher: I would like to see a five-year plan for the entire District including a replacement plan for each department. The Nexus study has provided some income from the capital improvement fees.

Public Hearing Closed 2:44 pm.

SCSD Policy Handbook

Chris Gallagher: A Policy Handbook needs to be in place to meet the requirements of State, Federal and Government mandates associated with the District. It's a guideline on how to run the District, as the Board Directors would like to see it run and not just left up to the General Manager. It provides employees an expectation of procedures to follow.

Board Discussion: Proposed Park Ranger position, ticket issuance, bail schedule and who receives fine income.

Possible employee stiffen, vacation days, administrative head, dress code.

Open workshop to be scheduled for later this month.

The proposed SCSD Policy Handbook is available to the public upon request.

Building Remodel Update

Contract for construction states it has to be completed in 180 days. An office trailer has been ordered and delivery expected May 14th. Suggested that it be placed at the Marina.

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

GENERAL MANAGER REPORT

Monthly Report

Chris Gallagher Presents Monthly & First Quarter Reports

SPALDING COMMUNITY SERVICE DISTRICT MONTHLY REPORT	
April 2010	May 4, 2010

	2010	2009
No. of Wastewater Hookups	544	
No. of Permits Purchased	589	
No. of Tanks Billed per 1/4	644	
No. of Parcels Taxed on Bond	909	
Gallons of Wastewater Flow	296,321	
		gallons
Lift Station #1	39,059	
		gallons
Lift Station #2	119,660	
		gallons
Lift Station #3	59,456	
		gallons
Lift Station #4	78,146	
		gallons
Ponds	NA	
		gallons
Total Wastewater Call-outs	0	
Total Income for Month	\$30,501	
Sewer	\$29,206	
Marina	\$1,180	
Fire	\$115	
Receivable turnover Ratio		
Total Expenditures Month	\$20,499	
Total Number of Employees	5	
Total Hours Worked	649	
Salaries & Benefits	\$8,286	\$12.77 /Hr.
Paid Vehicle Parking	0	
Annual Parking Permits Sold	14	
Annual Add Veh Parking Permit	9	
Doc Permits Sold	0	
Total Hours of Fire Training	9.5	
Total Fire Calls	3	

Flows are for 29 days

- Notes:
- *Completed Contractor Bid for Remodel
 - *Received bid for Striping South Part of Marina Parking Lot. Will be done on 5/17/10
 - *Mobile Office will be installed on 5/10/10 and office move begin following delivery
 - *Audit has begun for FY 2008-2009. Should be complete by June
 - *New fee collection box and signs are being installed @ the Marina
 - *We just sent off a claim for Board Meetings from 2005 through 2009 for \$9177
- Ray is working on emptying the front containment pond so it can dry.
Alternative sites are being researched for dumping dirt from dredging.

SPALDING COMMUNITY SERVICE DISTRICT MONTHLY REPORT
Total 1st Quarter 2010

	2010	2009
No. of Wastewater Hookups	542	
No. of Permits Purchased	587	
No. of Tanks Billed per 1/4	644	
No. of Parcels Taxed on Bond	909	
Gallons of Wastewater Flow	793,060	gallons
Lift Station #1	133,402	gallons
Lift Station #2	328,260	gallons
Lift Station #3	148,383	gallons
Lift Station #4	183,015	gallons
Ponds	NA	gallons
Total Wastewater Call-outs	3	
Total Income for Month	\$144,498	
Sewer	\$59,791	
Marina	\$83,784	
Fire	\$923	
Total Expenditures Quarter	\$168,354	
Total Number of Employees	4	
Total Hours Worked	1,397	
Salaries	\$22,255	Ave \$15.93 Salary/hr.
Paid Vehicle Parking	0	
Annual Parking Permits Sold	24	
Annual Add Veh Parking Permit	14	
Doc Permits Sold	0	
Total Hours of Fire Training	27	
Total Fire Calls	10	

PUBLIC COMMENT

Appointment for director will be addressed at the next regular meeting. Three directors are up for election at the end of this year.

ADJOURN

Next regular meeting is scheduled for June 1, 2010 at 2:00pm.

Board to Sign Approved Expenditures

Virginia Bruce assisted transcribed these minutes. These minutes were transcribed from audio tape. Every effort was made to record all comments accurately. Some comments may have been edited to try to get thoughts across.