Spalding Community Services District

Eagle Lake Community Center

502-907 Mahogany Way
Susanville, CA 96130

Directors:
Kathy Claytor: Chair
Ellen Stallings: Vice Chair
Jerald Oliver
Scott Hagen
Kathie Muse

Staff:
Mike Garcia: General Manager
Kelly Handy: Office Manager
Frank Muse: Volunteer Fire Chief
Brad Mallory: Sewer Technician
Stacey Hamm: Office Assistant

Meeting ID: 828 7776 9220
Passcode: 502907
Link:
https://us06web.zoom.us/j/82877769220?pwd=JdGDCG8mqjIrnafWTviBKp8d0Wsm1L.1

Phone Call In: (646) 568-7788
Meeting ID: 828 7776 9220#
Passcode: 502907#

Welcome to the SCSD Board Meeting

The Spalding Community Services District welcomes, appreciates and encourages participation in the District's Board Meetings. The Board requests that you limit your presentation or comment to five minutes per person so all who wish to participate may have the opportunity to do so, at the discretion of the Board Chair. The Board reserves the right to reasonably limit the total time for public comment on any particular noticed agenda item as it may deem necessary. Online and telephonic access does not guarantee the public the ability to observe the meeting in the event there is a disruption or connectivity issues that affect broadcasting. All remote attendees are expected to remain muted except for the time reserved for public comment to avoid any potential disruption of the meeting and to preserve appropriate decorum. Members of the public who want to be assured that they have the ability to observe the meeting and make comment during the meeting, should attend the meeting in person.

Agenda

Board of Directors
Regular Board Meeting (Held the SECOND Thursday of the Month)
1:00 PM

September 10th, 2026

Note For Public Comments

Members of the Public may provide public comments 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 chairperson 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.

In an effort to save time and resources Agenda Attachments can be requested in the office (.35 Cents/Page)

1. **Call to Order** – Kathy Claytor

2. **Roll Call** - Mike Garcia
   Kathy Claytor ___ Ellen Stallings ___ Jerald Oliver ___ Scott Hagen ___ Kathie Muse ___

3. **Pledge of Allegiance**
   Led by Chairperson Claytor

4. **Public Comment –** Kathy Claytor
   This is an opportunity for members of the public to address the Board on matters within the District's jurisdiction, including items not listed on the agenda. The Board may not take action on non-agendized items but may provide brief responses or refer matters for future consideration.

5. **Agenda Approval** – Kathy Claytor
   ACTION ITEM
   Vote to approve current agenda
   Supporting Documents: Agenda 9.10.26
   Public Comment
   Board Discussion
   Motion to Approve the Agenda
   Board Vote: Kathy Claytor ____ Ellen Stallings ____ Jerald Oliver _____ Scott Hagen ____
   Kathie Muse ____ Tabled ______

6. **Approval of Minutes –** Kathy Claytor
   ACTION ITEM
   Vote to approve the July and August Board Meeting Minutes
   Supporting Documents: 7-9-26 Minutes Special, 7-23-26 Minutes Special, 7-26-26 Minutes Special,8-13-26 Minutes, 8-27-26 Minutes Special
   Public Comment
   Board Discussion
   Motion
   Board Vote: Kathy Claytor ____ Ellen Stallings ____ Jerald Oliver _____ Scott Hagen ____
   Kathie Muse ____ Tabled ______

7. **General Manager Report –** Mike Garcia
   No Action to Be Taken
   Bond Treasury / ACH Process (streamlined transfer process established with U.S. Bank; first transfer completed**); Billing & Collections** (past-due accounts to begin receiving a statement, invoice, and letter for added clarity); **GM Recruitment** (position posted, outreach ongoing); **LAFCO** (productive follow-up meeting on the district's Municipal Service Review); **Legal & Regulatory** (continued work with counsel on active district matters); **Technology** (continued progress on IT infrastructure and cybersecurity).
   Supporting Documents: NA
   Public Comment
   Board Discussion

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8. **Sewer Report –** Brad Mallory
   No Action to Be Taken
   Lift Station 3 (board-approved transfer switch repair in progress; parts on order; staff continuing daily manual monitoring in the interim); **Quarterly Sampling** (completed for this period); **SSMP** (submitted to Lahontan Regional Water Board; adoption consideration this meeting)
   Supporting Documents: NA
   Public Comment
   Board Discussion

9. **Fire Report –** Frank Muse
   No Action to Be Taken
   Activity Report
   Supporting Documents: NA
   Public Comment
   Board Discussion

10. **Board Reports**
    No Action to Be Taken
    Kathy Claytor -
    Supporting Documents: NA
    Ellen Stallings –
    Supporting Documents: NA
    Jerald Oliver –
    Supporting Documents: NA
    Scott Hagen –
    Supporting Documents: NA
    Kathie Muse –
    Supporting Documents: NA

Old Business:

11. **Tractor Repair – Mike Garcia**
    No Action to be Taken
    Update: The District's tractor is being repaired and should be back to the district by this meeting.
    Supporting Documents: NA
    Public Comment
    Board Discussion

12. **Lift Station 3 Update – Mike Garcia**
    No Action to be Taken
    Update: At the time of the agenda posting we are still waiting on parts to arrive for repair. Staff is continuing to monitor the levels daily, and everything continues to function properly.
    Supporting Documents: NA
    Public Comment

Board Discussion

13. Adoption of Resolution No. 2026-05 – Sewer System Management Plan (SSMP)– Mike Garcia

ACTION ITEM

Discussion: The Board will vote on Resolution No. 2026-05, adopting the District's Sewer System Management Plan (SSMP), dated September 10, 2026, following the SSMP's 30-day public review period. The resolution directs the General Manager to certify and submit the SSMP to the State Water Resources Control Board and establishes it as a living document subject to ongoing review and updates.

Supporting Documents: Spalding CSD SSMP 2026 Draft, Resolution No. 2026-05

Public Comment

Board Discussion

Motion

Board Vote: Kathy Claytor ____ Ellen Stallings ____ Jerald Oliver _____ Scott Hagen ____
Kathie Muse ____ Tabled ______.

New Business:

14. Spalding CSD Fire Assessment Discussion – Frank Muse

No Action to be Taken

Staff will update the Board on the District's current fire assessment fee structure, the information the District is required to report to Lassen County for tax roll purposes, and the process underway to provide that information in a timely manner. Staff will also open discussion on potentially revisiting and updating the fire assessment, which has not been revised since 1997. This item is for discussion only; any changes to the assessment would require further Board action at a future meeting.

Supporting Documents: RESOLUTION 1997 5 Fire Assessment Special Tax

Public Comment

Board Discussion

15. Adoption of Resolution No. 2026-06: Supporting Special District Representation on the Lassen LAFCO Board– Mike Garcia

ACTION ITEM

Staff will present Resolution No. 2026-06 for Board consideration, supporting a countywide effort to add two special-district-appointed seats to the Lassen LAFCO Board, requiring an annual contribution of approximately $83. This vote is one of several needed districtwide to move forward and is not determinative on its own. The Board is asked to consider adoption of the attached resolution.

Supporting Documents: Invite for Membership - Lassen LAFCO, Resolution No. 2026-06

Public Comment

Board Discussion

Motion

Board Vote: Kathy Claytor ____ Ellen Stallings ____ Jerald Oliver _____ Scott Hagen ____
Kathie Muse ____ Tabled ______.

16. **Amendment to Policy No. 5010 (Board Meetings)**– Mike Garcia

ACTION ITEM

The Board will consider adopting the proposed amendment to Policy No. 5010.1, which changes the regular meeting day and time from fixed policy language to a schedule established by Board resolution, allowing future changes without amending the Policy Handbook.

Supporting Documents: **Board Policy 5010 Proposal**

Public Comment
Board Discussion
Motion
Board Vote: Kathy Claytor ____ Ellen Stallings ____ Jerald Oliver _____ Scott Hagen ____
Kathie Muse ____ Tabled ______.

17. **Adoption of Resolution No. 2026-07 – Regular Meeting Schedule**– Mike Garcia

ACTION ITEM

Pursuant to amended Policy No. 5010.1, the Board will consider Resolution No. 2026-07, establishing the District's regular meeting schedule as the second Friday of each month at 3:00 p.m., effective October 9, 2026.

Supporting Documents: **Resolution No. 2026-07**

Public Comment
Board Discussion
Motion
Board Vote: Kathy Claytor ____ Ellen Stallings ____ Jerald Oliver _____ Scott Hagen ____
Kathie Muse ____ Tabled ______.

18. **2025-2026 Lassen County Civil Grand Jury Final Report – Spalding Community Services District Findings** – Kathy Claytor

No Action to be Taken

Discussion: The 2025-2026 Lassen County Civil Grand Jury conducted a nine-month investigation of the District and found that the Board, staff, and volunteers have made "substantial headway" resolving prior audit and compliance issues, commending their "hard work, dedication and determination." The Jury further found that an "inordinate amount of time and resources" have been spent responding to resident complaints, "many of which appear to be frivolous, and irrelevant." The report will be presented to the Board and public as confirmation of the District's continued progress.

Supporting Documents: **Grand Jury Consolidated Report 25.26**

Public Comment
Board Discussion

CLOSED SESSION

19. **Conference with Legal Counsel** – Greg Maestri

CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION (Government Code Section 54956.9(d)(1)): Barbara C. DeLeon v. Spalding Community Services District et al. Case No. 2026- CV0076821

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CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION (Government Code Section 54956.9(d)(1): Barbara C. DeLeon v. Spalding Community Services District et al. Case No. 2025- CV0076783

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION (Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: One potential Case

Supporting Document: **NA**

Public Comment

Board Discussion

OPEN SESSION

20. Action Taken Regarding for CLOSED SESSION – Greg Maestri

Public Comment

Board Discussion

21. Adjourn

Motion to Adjourn the meeting

Board Vote: Kathy Claytor ____ Ellen Stallings ____ Jerald Oliver _____ Scott Hagen ____ Kathie Muse ____

Next Regular Meeting:

October 8th, 2026 1:00 p.m.

All documents for public review are on file at the District Office located at 502-907 Mahogany Way, Susanville, CA 96130 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 or from the District Office at 502-907 Mahogany Way, Susanville, CA 96130

Reasonable Accommodation

Any person with a disability who requires accommodation in order to participate in this meeting or for package materials in an alternative format should telephone the District at 530-825-3258 and request to speak to the ADA Compliance Officer, at least 48 hours prior to the meeting to make a request for disability-related modification or accommodation. All accommodation requests will be handled swiftly and resolving all doubts in favor of access.