SPALDING COMMUNITY SERVICES DISTRICT

**REGULAR BOARD MEETING**

**October 19, 2018**

*Draft*

***APPROVED BY DIRECTORS:***

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***MEETING PLACE*: EAGLE LAKE COMMUNITY CENTER, SPALDING.**

*BOARD MEMBERS/STAFF PRESENT:* MIKE ARNOLD CHAIRPERSON, TED THOMAS, VICE-CHAIRPERSON, LARRY DOSS, DARREN READ *ABSENT:* ED LAWSON

MEETING CALLED TO ORDER BY MIKE ARNOLD AT 3:00 PM

PLEDGE OF ALLEGIANCE

There were no corrections or changes to the agenda.

**CONSENT AGENDA**

3.01 APPROVAL OF MINUTES

1. Minutes from regular meeting of September 21, 2018

Tabled for lack of quorum of board members at the meeting.

3.02 APPROVAL OF EXPENDITURES

 a. District expenditures for the end of September and first half of October

**Motion: Approve expenditures for the end of September and first half of October**

**First: Mike Arnold Second: Darren Read**

**Ayes: 4**

**Nays: 0**

**REGULAR BUSINESS**

4.01 No items were removed from the consent agenda for Board consideration and action

4.02 FIRE CHIEFS REPORT

Cliff Spediacci reported there were 10 calls since the last board meeting. The new doors for the firehouse were installed and the broken window replaced. Chief Spediacci is looking into getting the man door replaced.

* 1. BOARD MEMBER/ COMMITTEE REPORTS/ BOARD MEMBER COMMENTS
1. Darren Read reported that a use permit for the Kiosk off Spalding Road has been submitted to the US Forest Service. There was discussion about the other 2. It was thought that they belong to the county and may not need ongoing permits.
2. Ted Thomas reported he is still working on fuel tank drawings and asked that this item be placed on the November agenda.
3. Mike Arnold reported on the broadband width. He is working with a company in Auburn to see if a wireless router would work here. He asked that this item be placed on the November agenda. The software for the sewer system is close to being up and running.
4. Gary Davis reported for the **Cleanup Committee.** He estimates that about 25% of the lots have been cleaned. The green waste pile at the district office has been favorably received by the community and has motivated people to clean their lots. The US Forest Service inspected the pile and signed off on it. A petition is being circulated in the community for people in favor of continuing the green waste pile regardless of how it is removed. Honey Lake may be interested in shredding it and hauling it off to their facility at no cost. There was discussion about when the next letter should go out to keep the momentum going. It was agreed that it should be a reminder letter from the Board with the January sewer bills. The mandatory letter from the Board should go out around April but before this happens the Board will need to review the ordinance and timelines as well as financing for mandatory clean-up. It was suggested that small batches of mandatory letters should go out to landowners that chronically do not clean their lots. Mike Garcia spoke to the Air Pollution Control office regarding burning the pile. They cannot give their permission but if there are no complaints it will be OK. Complaints will trigger them to shut it down unless there are more residence in favor of it. This is the reason for the petition. The Board and community members thanked Gary and Judy Davis for all their work on this project.

4.04 GENERAL MANAGER UPDATE/ CURRENT ISSUES/ DISTRICT BUDGET UPDATE

a. Mike Arnold is waiting to hear from an interim general manager. This person comes with a lot of experience and would be an asset to hiring a full-time GM as well as streamlining the office. Mike is purposing a 3-4 day contract at $150 an hour plus transportation and housing. Larry Doss will contact someone he knows to see if they can assist in the search.

b. Mike Arnold reported that the budget is currently in compliance. And the CPA is working to get everything in shape with the county.

4.05 APPROVAL OF THE FIRE DEPARTMENT’S FIRE CAPITAL EQUIPMENT & FACILITIES IMPROVEMENT PLAN FOR THE FISCAL YEARS 2018-19 THROUGH 2027-28 (FCEFIP)

 The Fire Capital Equipment and Facility Improvement Plan (FCEFIP) is a planning and budgeting tool for the Spalding Fire Department facility infrastructure and mobile equipment improvements for the next ten years. The FCEFIP is funded from various funding sources each of which has unique limitations as to how they can be used. Funding for the fire department comes from the voter approved Fire Suppression Assessment Fee, Lassen County Board of Supervisors approved Development Impact Fees (Fire Capital Impact Fee), donations from the community and various grant funds. Five projects are anticipated to be completed within the FCEFIP planning period; 1) replace Ambulance/Rescue; 2) replace Fire Chief’s pickup; 3) purchase a 2,000 gallon water tender; 4) remodel existing Fire Station; and 5) replace existing Type 1 Fire Engine. The Board thanked Darren Read for his work on this.

**Motion: Approve the Capital Equipment & Facilities Improvement Plan**

**First: Mike Arnold Second: Ted Thomas**

**Ayes: 4**

**Nays:** 0

4.06 APPROVAL OF THE PURCHASE OF A NEW RESCUE

The fire Department recommends approval to purchase a new 2017, Ford F350, North Star, type 1 Ambulance (Rescue). The new Rescue is a demo unit and would replace the current 1994 Recue that is no longer operationally sound to serve the community. The Rescue would be funded using a combination of Fire Parcel Assessment fees and community donations. The total cost of the new Rescue is less than $160,000. They can take delivery in 2-3 weeks. The new Rescue would come with a Stryker Cot Mount and a cot safety hook. The purchase of the Rescue is in line with the Fire Capital Equipment & Facilities Improvement Plan.

**Motion: Approve the purchase of a new 2017, Ford F350, North Star, type 1 Ambulance (Rescue)**

**First: Ted Thomas Second: Larry Doss**

**Ayes: 4**

**Nays: 0**

4.07 APPROVAL OF THE PURCHASE OF A NEW GURNEY

The Fire Department recommends approval to purchase a new Striker Gurney for the new Rescue. The gurney is electric and will prevent future back injuries to firefighterS as 90% of the Fire Departments requests for service are EMS related. The gurney would be funded using a combination of Fire Pacel Assessment Fees and community donations. The total cost of the gurney is $15,357.07.

**Motion: Approve the purchase of a Striker gurney for the new Rescue.**

**First: Mike Arnold Second: Darren Read**

**Ayes: 4**

**Nays: 0**

4.08 DISCUSSION ABOUT THE FUEL SYSTEM IN THE DISTRICT YARD

Ted Thomas shared that the building department wants engineering on the slap and electrical for the fuel tanks at the district office. Chief Spediacci has spoken to the owners of the RV park and they are willing to let Fire Department and Service District use their gas at a cost savings. The Board was in favor of this if there is a written agreement. Darren Read will find a sample contract for the Board. This item will be placed on the November agenda.

4.09 DISCUSSION AOBUT CHANGING THE DAYS THE DISTRIC OFFICE IS OPEN TO THE PUBLIC

Mike Arnold felt this is an internal decision that the general manager would be making, therefore it does not need board approval. Mike Arnold gave his approval as Board Chairman. WINTER HOURS (Oct 15 – May 15): The office will be open 2 days per week SUMMER HOURS (May 16 – Oct 14): The office will be open three days a week. There was discussion on having the office open half day on Saturdays during summer hours.

4.10 DISCUSSION ABOUT A NEW DISTRICT CREDIT CARD

There has been a problem with the current credit card company. Sharon Moats has been working with UMPQUA Bank. They have a program designed for special districts.

**Motion: Approve Resolution 2018-10 Authorizing Agreement with UMPQUA Bank to Participate in the CSDA District Purchasing Card Program.**

**First: Ted Thomas Second: Mike Arnold**

**Roll Call: Larry Doss – yes; Darren Read – yes; Mike Arnold – yes; Ted Thomas – yes**

**Ayes: 4**

**Nays: 0**

**PUBLIC HEARING AND TIMED ITEMS**

 None

**BOARD OF DIRECTORS PUBLIC COMMENT**

 None

**BOARD OF DIRECTORS CLOSED SESSION**

The regular meeting was adjourned at 4:53 pm. The Board met in closed session for personnel issues. They had nothing to report out.

**ADJOURN**

**Motion: Adjourn meeting at 6:07**

**First: Larry Doss Second: Mike Arnold**

**Ayes: 4**

**Nays: 0**

**Next regular meeting scheduled for November 16, 2018 at 3:00pm**

Respectfully submitted by: Sharon Moats