

**SPALDING COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
REGULAR MEETING
October 11, 2024
Minutes - DRAFT**

APPROVED BY DIRECTORS:

Ted Thomas _____
 Larry Doss _____
 Frank Muse _____
 Kathy Claytor _____

1. CALL TO ORDER 3:00 PM

2. <u>Roll Call</u>	<u>Present</u>	<u>Not Present</u>
Ted Thomas	X	_____
Larry Doss	X	_____
Frank Muse	_____	_____
Kathy Claytor	X	_____

3. PLEDGE OF ALLEGIANCE

Recital of the Pledge of Allegiance.

4. APPROVAL OF THE AGENDA

Dir. Thomas – Noted one correction: typo in Item 12; should reflect that this is a Regular Meeting. Dir. Thomas solicited public comment for the agenda.

Public Comment:

R. LoBue: In regard to the September 27th, 2024 meeting, inquired as to what constitutes reportable actions taken in closed session.

Director Thomas: Noted that advice was taken/given to counsel. No other reportable action was taken.

S. Alvernaz: Inquired as to the order of public comment in relation to agenda.

Director Thomas: Advised that public comment on the agenda as presented was open; comments specific to agenda items should be addressed under those items.

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K. Graton: Noted the public is entitled to comment on the agenda and specific items. Board of Directors is entitled to the privacy of closed sessions, can consult with its attorneys, and report out as advised. The Board of Directors must listen to public comment but does not have to respond to questions. Administrative questions should be handled by appointment request with staff. Recalled the time limit for public comment is five (5) minutes.

Board Comment:

None.

Motion: Approve the meeting agenda, as amended.

First: Theodore Thomas

Second: Larry Doss

Roll Call: Ayes – Ted Thomas, Larry Doss, Kathy Claytor

5. **PUBLIC COMMENT**

None.

6. **APPROVAL OF MINUTES**

Submitted for approval are the Minutes for the:

- Special Meeting, July 29th, 2024
- Regular Meeting – September 13th, 2024
- Special Meeting – September 27th, 2024

Dir. Doss – approval of the minutes for July 29th, 2024 must be postponed due to a lack of quorum present for directors present on that day.

Minutes for the Special Meeting on July 29th, 2024 would be removed from the agenda – no quorum for board members present on that day.

Dir. Claytor – inquired as to whether her appointment was on September 13th, 2024 would allow her to vote on the minutes of the Regular Meeting – September 13th, 2024.

Dir. Thomas – indicated, yes, that should be so.

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Public Comment:

S. Alvernaz: Regarding September 13th, 2024 minutes, noted inaccuracies (unspecified); recommended review of recording.

Dir. Thomas: recommended tabling approval of the minutes for the Special Meeting, July 29th, 2024 and the Regular Meeting – September 13th, 2024.

Board Comment:

None.

Motion to Approve the Minutes of September 27th, 2024

1: Doss

2: Thomas

Roll Call: Aye – Ted Thomas, Kathy Claytor, Larry Doss

7. **FIRE CHIEF REPORT TO BOARD**

No representative of the Fire Department was present to report.

8. **BOARD VACANCY**

Board Vacancy - California Gov. Code Sec. 61042 & 1780.

Director Thomas - advised that the Board of Directors did not intend to appoint and fill the vacancy on the Board of Directors at this meeting due to the close proximity of the election.

Public Comment:

G. Johnson: Inquired whether the decision not to reopen the General Manager recruitment process, as well as the decision not to appoint the most recent Board Vacancy was not following government code and parliamentary procedure. Spoke to the timing of his submission of applications and correspondence for his Board Vacancies and General Manager in the August 2024 time period and stated his wish to make them available for public records requests.

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R. Lobue: Inquired as the timing of the Board Vacancy appointment.

Dir. Thomas: Indicated that notice of vacancy and appointment were initiated upon the resignation, applications were accepted and reviewed and effort was made to fill the vacancy as soon as was feasible.

Board Comment:

None.

9. BOARD MEMBER REPORTS/BOARD MEMBER COMMENT

Director Thomas – Negotiation of Terms and Approval of the General Manager Contract

Dir. Thomas: Advised that the terms of the Employment Agreement for General Manager had been agreed upon with two minor corrections – 1) the term of the contract would be October 11th, 2024 to October 11th, 2025 and that 2) severance compensation for termination without cause would be set 24 hours per month for 2 months at the agreed upon rate.

Director Doss – No Report

Director Claytor – No Report

Public Comment:

R. Lobue: Inquired as to the status of background investigations for staff.

K. Graton: Stated that her understanding is that background investigations and employee records are typically treated as private, confidential information under the Brown Act, and are not legally acceptable to be shared. Recommended consulting attorneys on any such matters.

S. Alvernaz: Inquired as to the definition of travel expenses.

GM Rogers: Advised acceptable travel and transportation costs would be defined as commonly accepted under federal/state law and mileage expense rates, for travel for conducting the business of the district, attendance to conferences, etc. Travel to and from the office would not be included, neither would travel to and from a place of work and the employees residence, e.g., Planning Commission or Board of Supervisors meetings, etc. unless they depart from and returning to the district offices.

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R. LoBue: Spoke to the requirements under state labor laws that the district needs to ensure that employees are adequately covered by workers' compensation insurance on any paid district travel. Evidence of the coverage should be reportable.

Board Comment:

Dir. Doss – inquired as to efforts to engage more staff resources.

GM Rogers – reported as to efforts begin recruitment for additional staff resources.

Motion: Motion to approve the General Manager's contract.

First: Larry Doss

Second: Kathy Claytor

Roll Call: Ayes – Ted Thomas, Kathy Claytor, Larry Doss

10. CONFLICT OF INTEREST CODE

CONFLICT OF INTEREST CODE - Fair Political Practices Commission – Biennial Review of Conflict of Interest Code

GM Rogers: Reported that local agencies are required to review their conflict of interest policies bi-annually under the Fair Political Practices Act. Lassen County is the reviewing body. Causes for amendment include a policy not amended within the last 5 years, added/changed job descriptions, etc. Presented were the Spalding CSD conflict of interest policies from the Ordinance (ca. 2012) and Policy Handbook (ca. 2010), presumed to be the latest effective policies. Noted that it would be favorable to list the Administrative Assistant as a designated position, to afford that role certain duties and signing authority. Previously Wastewater Operators had been listed, but not foreseeable circumstances that an operator would need to be a designated position for disclosures. Advised that if the Board so wished, to direct staff to update the policies. Otherwise, we can acknowledge that the policies were reviewed and documentation would be provided to the county, with meeting minutes provided at a later date.

11. STAFF REPORTS

GM Rogers: Provided and summarized the General Manager's Staff Report. The only item for which action may have been needed was Item – 10 Conflict of Interest Code, previously discussed.

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Summarized efforts for:

- Strategic Plan - underlying tasks and timelines need to be defined and refined
- Fiscal Health - progress made onboarding bookkeeper, and the need to begin working with Lassen County Treasurer on a memorandum of understanding, assembling potential bidders contact list and sourcing RFP/RFQ samples
- Governance & Community Development - newly appointed Board Members have been provided with ethics training materials,
- Elections (oaths of office to take place in December, possibly in a Special Meeting, the first Friday of December following election, orientation for newly elected board members to take place in January,
- Infrastructure Maintenance – further inquiry required for engineers evaluation of Lift Station repairs
- Risk Management – working on improving cybersecurity practices, grants submitted (FEMA/CalOES State and Local Cybersecurity Grant), and selecting a managed service provider; grant funds for that work would help with administrative fund development, free up staff time, help with staff training, help to cut extraneous contract costs, and conserve funds for capital improvements.
- Delinquency & Foreclosures – met with attorney’s to review processes; may solicit and rely on experience of some of the Board members
- Worker’s Compensation – need to keep reporting updated and maintain a consistent fire department roster
- Budget – looking ahead to compiling actual expense data and tracking for the mid-year budget review
- Financial Management – looking at customer relations, working through unreconciled customer accounts, attempting to provide accurate billing information to customers and identify delinquent customer accounts; working the bookkeeper to move to secure, compliant cloud financial system and online billing
- Staffing – working to improve time management in the office and provide clear direction and scheduling; initiating Administrative Assistant recruitment; hoping to work with Lassen College Work Experience Program, with targeted recruitment from the Business Administration program; will open the hiring process as needed.
- Fire Department – emphasis commitment to the roster to curate institutional knowledge on department operations; grants have been secure from California Fire Foundation for personal protective equipment; roster currently is 6 or 8; open to ideas for recruitment; board directed staff to update Fire Chief description and appointment process policies in May 2024, missed the agenda for this meeting, postponed to next meeting. 2 volunteer applications have been submitted, appointment to take place in the New Year. Interim

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Volunteer Fire Chief has been doing a good job, coordinating training with Lasse College Fire Technology Program; emphasized business administration and leadership aspects of desired experience for the Fire Chief.

- Debt Service Obligation – researching and reviewing details of bond obligations; working on improving tracking and identification of delinquencies for sewer operations and assessment, more research, reading and meetings required.
- Records Management System – immediately implemented records management guidelines organized around district operations areas when onboarded as Administrative Assistant; records management is a critical administrative task, efficiencies will take time to be realized.

Public Comment:

S. Alvernaz: Thanked staff for detailed reporting. May have additional questions.

G. Johnson: Noted typo on agenda; Verified next Regular Meeting would not occur on November 11th (Veteran's Day).

Board Comment:

Director Thomas: Verified next Regular Meeting would occur at 3:00 p.m. on Friday, November 8th. Special Meeting on December 6th, may be required for appointment of the newly elected directors.

12. ADJOURN

Motion: Motion to adjourn to the meeting.

First: Larry Doss

Second: Kathy Claytor

Roll Call: Ayes – Ted Thomas, Kathy Claytor, Larry Doss.

Meeting Adjourned at 4:05 p.m, October 11, 2024.