

# 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  
Vacancy

## 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=JdGDCG8mqjlrnafWTviBKp8d0Wsm1L.1>**

**Phone Call In: (646) 568-7788**

**Meeting ID: 828 7776 9220#**

**Passcode: 502907#**

## Welcome to the SCSD Meeting

The Spalding Community Services District welcomes, appreciates and encourages participation in the District's 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

## Special Meeting

1:05 PM

**July 9, 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

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

public on an item that appears on the agenda will only be allowed during consideration of the item by the Board.

**1. Call to Order** – Kathy Claytor

**2. Roll Call** - Mike Garcia

Kathy Claytor \_\_\_\_\_ Ellen Stallings \_\_\_\_\_ Jerald Oliver \_\_\_\_\_ Scott Hagen \_\_\_\_\_

**3. Pledge of Allegiance**

Led by Chairperson Claytor

**4. Oath of Office** – Kathy Claytor

Administration of the Oath of Office for our Newly Appointed Board Member Kathie Muse

**5. 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.

**6. Agenda Approval** – Kathy Claytor

**ACTION ITEM**

Vote to approve current agenda

**Supporting Documents: Agenda 7-9-26**

Public Comment

Board Discussion

Motion to Approve the Agenda

Board Vote: Kathy Claytor \_\_\_\_\_ Ellen Stallings \_\_\_\_\_ Jerald Oliver \_\_\_\_\_ Scott Hagen \_\_\_\_\_

Kathie Muse \_\_\_\_\_ Tabled \_\_\_\_\_

**7. Approval of Minutes – June 11, 2026**

**ACTION ITEM**

Vote to approve the June Board Meeting Minutes

**Supporting Documents: June 11, 2026 Minutes**

Public Comment

Board Discussion

Motion

Board Vote: Kathy Claytor \_\_\_\_\_ Ellen Stallings \_\_\_\_\_ Jerald Oliver \_\_\_\_\_ Scott Hagen \_\_\_\_\_

Kathie Muse \_\_\_\_\_ Tabled \_\_\_\_\_

**8. General Manager Report** – Mike Garcia

**No Action to Be Taken**

The General Manager will provide an update on District operations, including progress on budget preparation, policy compliance, sewer system planning, OES grant update, billing, and other ongoing projects and activities.

**Supporting Documents: NA**

Public Comment  
Board Discussion

**9. Sewer Report – Brad Mallory**

**No Action to Be Taken**

The Sewer Technician will provide an update on system operations, preventative maintenance, lift station performance, SSMP development, regulatory reporting, capital improvement planning, and other ongoing sewer system activities.

**Supporting Documents: NA**

Public Comment  
Board Discussion

**10. Fire Report – Frank Muse**

**No Action to Be Taken**

Activity Report

**Supporting Documents: NA**

Public Comment  
Board Discussion

**11. 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**

**Old Business:**

**12. Board Policy 3105 Budget Preparation (Second Reading) – Mike Garcia**

**ACTION ITEM**

Board Policy 3105 Budget Preparation has been updated to align the district policy with State requirements and deadlines. The updated policy is being presented for adoption.

**Supporting Documents: Board Policy 3105 Budget Preparation**

Public Comment  
Board Discussion  
Motion

Board Vote: Kathy Claytor \_\_\_\_ Ellen Stallings \_\_\_\_ Jerald Oliver \_\_\_\_ Scott Hagen \_\_\_\_  
Kathie Muse \_\_\_\_ Tabled \_\_\_\_\_

**13. Spalding CSD 26-27 Budget Update**

**No Action to Be Taken**

The SCSD 26-27 budget is being presented for adoption. This is a living document and will be updated as needed.

**Supporting Documents: NA**

Public Comment  
Board Discussion

**New Business:**

**14. Spare Pump**

**ACTION ITEM**

Consideration of authorizing the General Manager to purchase one replacement lift station pump for District inventory in an amount not to exceed \$2,650, plus applicable shipping, to maintain operational readiness and minimize downtime in the event of a pump failure.

**Supporting Documents: NA**

Public Comment  
Board Discussion  
Motion

Board Vote: Kathy Claytor \_\_\_\_ Ellen Stallings \_\_\_\_ Jerald Oliver \_\_\_\_ Scott Hagen \_\_\_\_  
Kathie Muse \_\_\_\_ Tabled \_\_\_\_\_

**15. Email Migration Quote VC3**

**ACTION ITEM**

Discussion and consideration of migrating the District's email system from a .org domain to a .gov domain to enhance cybersecurity, strengthen public trust, improve identity verification, and support the District's ongoing cybersecurity initiatives under the Cal OES grant.

**Supporting Documents: VC3 Quote Email Migration**

Public Comment  
Board Discussion  
Motion

Board Vote: Kathy Claytor \_\_\_\_ Ellen Stallings \_\_\_\_ Jerald Oliver \_\_\_\_ Scott Hagen \_\_\_\_  
Kathie Muse \_\_\_\_ Tabled \_\_\_\_\_

**16. Board Policy 2067 Grievance**

**No Action to Be Taken**

Review and First Reading of Proposed Board Policy Revisions to Maintain Compliance with Cal OES Grant Requirements

**Supporting Documents: PR.2067.Grievance.ProposedRevision**

Public Comment  
Board Discussion

**17. Board Policy 2800 Equal Opportunity**

**No Action to Be Taken**

Review and First Reading of Proposed Board Policy Revisions to Maintain Compliance with Cal OES Grant Requirements

**Supporting Documents: PR.2800.EqualOpportunity.PrposedRevision**

Public Comment  
Board Discussion

**18. Board Policy 2805 Affirmative Action**

**No Action to Be Taken**

Review and First Reading of Proposed Board Policy Revisions to Maintain Compliance with Cal OES Grant Requirements

**Supporting Documents: [PR.2805.NonDiscrimination.ProposedRevision](#)**

Public Comment  
Board Discussion

**19. Board Policy 2806 Limited English Proficiency (LEP)**

**No Action to Be Taken**

Review and First Reading of Proposed Board Policy Revisions to Maintain Compliance with Cal OES Grant Requirements

**Supporting Documents: [PR.2806.LimitedEnglishProficiency.PrposedRevision](#)**

Public Comment  
Board Discussion

**20. Employment Application Template**

**No Action to Be Taken**

Review and First Reading of Proposed Employment Application Revision to Maintain Compliance with Cal OES Grant Requirements

**Supporting Documents: [PR.EmploymentApplicationTemplate.ProposedRevision](#)**

Public Comment  
Board Discussion

**CLOSED SESSION**

**21. Conference with Legal Counsel – Kathy Claytor**

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**

**22. Action Taken Regarding Item 19 in CLOSED SESSION – Kathy Claytor**

Public Comment  
Board Discussion

**23. Adjourn**

Motion to Adjourn the meeting

Board Vote: Kathy Claytor \_\_\_\_ Ellen Stallings \_\_\_\_ Jerald Oliver \_\_\_\_ Scott Hagen \_\_\_\_  
Kathie Muse \_\_\_\_

Next Regular Meeting:  
**August 13, 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](http://spaldingcsd.org) or from the District Office at 502-907 Mahogany Cay, 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.