



# SPALDING COMMUNITY SERVICES DISTRICT

## BOARD OF DIRECTORS

**TELEPHONIC**  
**MEETING AGENDA**  
**MARCH 19, 2021**  
**3:00 PM**

**MEMBERS OF THE BOARD**  
MIKE ARNOLD, BOARD CHAIR  
TED THOMAS, BOARD VICE CHAIR  
LARRY DOSS, DIRECTOR  
ED LAWSON, DIRECTOR  
DARREN READ, DIRECTOR

**MEETING ACCESS:**  
**PURSUANT TO GOVERNOR'S ORDER N-29-20**  
**THIS MEETING WILL BE CONDUCTED VIA TELECONFERENCE**  
**THE PUBLIC MAY ELECTRONICALLY ATTEND THE MEETING**  
**VIA TELEPHONE: (701)779-9724**  
**ONLINE MEETING ID: EAGLELAKESCD**

Welcome to the SCSD Board Meeting! Members of the public may provide public comment on any item on the Board's agenda. A person seeking to address the Board may submit their comments via email to [generalmanager@spaldingcsd.org](mailto:generalmanager@spaldingcsd.org) or via telephone at 530-825-3258 at least two hours prior to the start of the meeting. The Board Secretary will read all timely received comments during the board meeting. If your comment is directed to a particular agenda item, please note the item number in your email. Public comments are limited to five (5) minutes, unless the Chairperson of the Board grants a longer period of time. A group representative addressing the Board is limited to fifteen (15) minutes, or longer, as the Chairperson deems necessary. 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.

THIS MEETING IS BEING HELD IN ACCORDANCE WITH THE BROWN ACT AS CURRENTLY IN EFFECT UNDER THE STATE EMERGENCY SERVICES ACT, THE GOVERNOR'S EMERGENCY DECLARATIONS RELATED TO COVID-19, AND THE GOVERNOR'S EXECUTIVE ORDER N-29-20 ISSUED ON MARCH 17, 2020 THAT ALLOWS ATTENDANCE BY MEMBERS OF THE DISTRICT, DISTRICT STAFF, AND THE PUBLIC TO PARTICIPATE AND CONDUCT THE MEETING BY TELECONFERENCE, VIDEOCONFERENCE, OR BOTH.

**PUBLIC COMMENTS ON AGENDIZED ITEMS MAY BE SUBMITTED VIA EMAIL TO [GENERALMANAGER@SPALDINGCSD.ORG](mailto:GENERALMANAGER@SPALDINGCSD.ORG) OR VIA TELEPHONE AT 530-825-3258 AT LEAST TWO HOURS PRIOR TO THE START OF THE MEETING.**

**CALL TO ORDER**

**ROLL CALL**

\_\_\_ Mike Arnold

\_\_\_ Ted Thomas

\_\_\_ Larry Doss

\_\_\_ Ed Lawson

\_\_\_ Darren Read

1. **PLEDGE OF ALLEGIANCE**

2. **APPROVAL OF THE AGENDA**

3. **STAFF REPORT**

1) **Staff Report**

4. **GENERAL MANAGER REPORT**

5. **FIRE CHIEF REPORT TO BOARD**

6. **PUBLIC COMMENT** – Any person may submit a comment on any topic that is not listed on this agenda via email at [generalmanager@spaldingcsd.org](mailto:generalmanager@spaldingcsd.org) or via telephone at 530-825-3258 at least two hours prior to the start of the meeting. Please note, any topic that requires action will be referred to staff for a report and action at a subsequent meeting. Please wait to speak to items listed on the agenda until their time for discussion. Presentations are subject to a five-minute limit.

7. **APPROVAL OF MINUTES**

- a. Submitted for approval are the minutes from the January 15, 2021 Board of Directors meeting.

**Action requested – APPROVE BOARD MINUTES FOR January 15, 2021 AND AUTHORIZE THE BOARD MEMBERS PRESENT TO SIGN**

8. **CONSENT CALENDAR**

All matters listed under the Consent Calendar are considered to be routine by the Board of Directors.

There will be no separate discussion on these items. Any member of the public or the Board of Directors may request removal of an item from the consent calendar to be considered separately.

None

9. **PUBLIC HEARINGS**

None

10. **BOARD MEMBER REPORTS / BOARD MEMBER COMMENTS**

(Pursuant to California State law, the Board is prohibited from taking action on any item not listed on the agenda)

11. **CONTINUING BUSINESS**

- 1) Sewer rate study update – Mike Arnold  
2) Marina weather Station update.

12. **CLOSED SESSION**

None

## Information and Procedures Concerning the Agenda and Board of Directors Meetings

### Meeting Information:

Meetings are generally held the third Friday of each month. Meetings start at 3:00 p.m. and are held in the Eagle Lake Community Center, 502-907 Mahogany Way, Susanville. At the end of each year the Board adopts a meeting schedule for the upcoming year. Meeting dates can be changed as a result of holidays or other events so please check the meeting calendar to be certain. Copies of the adopted meeting calendar for the year are available in the District Office or on the District's website.

### Agenda Information:

The agenda for every meeting of the Board is posted in front of the District Office at least 72 hours before each meeting (24 hours before a special meeting) and is also available on the District's website. A copy of the agenda and supporting materials provided to the Board of Directors members to explain each agenda item (excluding documents that are not a public record within the meaning of the Public Records Act) are available for your review at the District Office (please do not remove items from these files), and on the District website. Copies of supporting materials can be made for you at a charge to cover costs.

### Agenda Format and Meeting Order:

The agenda is usually organized into the following areas and meetings generally proceed in the following order:

1. Pledge of Allegiance.
2. Approval of Agenda.
3. General Manager Report to Board.
4. Fire Chief Report to Board.
5. Public Comment: this is the area of the agenda where members of the audience may address the Board on any matter not listed on the agenda. The Board, by law, cannot take action on any matter not listed on the agenda, but may respond to statements or questions and provide staff direction. Pursuant to Governor's Order N-29-20, public comments may be submitted via email to [generalmanager@spaldingcsd.org](mailto:generalmanager@spaldingcsd.org) or via telephone at 530-825-3258 at least two hours prior to the start of the meeting.
6. Approval of Minutes: this is the time for the board to approve the minutes from the previous board meeting.
7. Consent Calendar: these are items that are considered routine and are handled by one motion and vote of the Board. If you wish to discuss any item on the Consent Agenda you can either fill out a speaker card (located in the back of the board room) and give it to the Clerk of the Board (sitting to the left of the Board) or, when the Chair asks if there is anything anyone would like to remove from the Consent Agenda, stand and approach the podium and request the item be removed. The removed items are discussed at separately.
8. Public Hearing and Timed Items: this is where items that are required by law to be heard as a public hearing are set. This is the section where appeals before the Board are usually discussed. Hearings may start after the time listed, but will never start before the time listed.
9. Board Members Reports / Committee Reports: this is where board members can speak on any conferences, workshops, meetings or other activities SCSD General Interest including AB1234 travel reports.
10. New Business: this is where presentations to the Board and items that require full discussion are heard.
11. Continuing Business: this is where staff and board can engage on business matters on-going or previously heard.
12. General Managers Report: this is where the GM informs the board on any current activity or situation occurring in the district.
13. Closed Session: The Board is authorized, by law, to meet in a closed session in certain circumstances. This area of the agenda identifies those items that will be discussed during the closed session.
14. ADJOURNMENT: this is the time that the board conclude the current meeting and sets the date, time and location for the following special or regular scheduled board meeting.

### Public Participation:

It is the policy of the Board of Directors, and a requirement of the California Open Meetings Law, to allow members of the public the opportunity to comment on all matters before the Board. Public participation is limited to matters within the subject matter jurisdiction of the Board pursuant to Government Code Section 54954.3. The Board has adopted policy and procedures to facilitate the meeting process and conduct.

The Board of Directors is committed to making its proceedings accessible to all citizens. Individuals with special needs should call the District Office at 530.825.3258, Tuesday through Friday, 9:30 a.m. to 3:30 p.m. to request disability-

related modifications/accommodations or to request materials in alternate formats. All requests for special accommodations and/or alternative format documents should be made 48 hours prior to the meeting to ensure adequate time to provide the requested accommodation. **All accommodation requests will be processed swiftly and resolving any doubt in favor of accessibility.**

**March 19, 2021**

**Spalding Community Service District**

**502-907 Mahogany Way**

**Susanville, CA. 96130**

**Re: Staff Report for March 19, 2021 Board Meeting**

**From: Ken Coffey – General Manager – Spalding Community Service District**

**Discussion Items**

1. NorthStar Engineering - Sewer Fee Increase. This discussion item is under Continuing Business for this month's Board Meeting Agenda. This NorthStar contract was secured to identify similar Sewer Districts as to identify comparable fees against those for the Spalding CSD Sewer services. NorthStar has been asked to provide any and all supporting documentation to support and recommend a Sewer fee increase for the Spalding Community Service District.
2. This discussion item is under Continuing Business for this month's Board Meeting Agenda. An additional ask was to rediscuss and explain the weather station updates that were done by Western Weather several weeks back which was also shared at the February 19, 2021 Board meeting.

**Recommendations**

I recommend that we share these three items #1, #2, and then clarify and define our next steps to keep the Spalding Community and Residents up to date on these three important items of the District.

**SPALDING COMMUNITY SERVICES DISTRICT  
REGULAR BOARD MEETING  
February 19, 2021**

**DRAFT**

**APPROVED BY DIRECTORS:**

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**MEETING ACCESS: EAGLE LAKE COMMUNITY CENTER, SPALDING (WITH LIMITED SEATING);  
THE MEETING WAS ALSO CONDUCTED VIA TELECONFERENCE; THE PUBIC COULD  
ELECTRONICALLY ATTEND THE MEETING VIA TELEPHONE: (701) 779-9724**

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

MEETING CALLED TO ORDER BY Mike Arnold at 3:00 p.m.

1. **PLEDGE OF ALLEGIANCE** - None

2. **APPROVAL OF THE AGENDA**

**Motion: Approve the February 19, 2021 agenda.**

**First: Ted Thomas**

**Second: Ed Lawson**

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

3. **GENERAL MANAGER’S REPORT TO THE BOARD**

The General Manager’s report is attached or available by request at the district office.

4. **FIRE CHIEF’S REPORT TO THE BOARD**

The Fire Chief’s report is attached or available by request at the district office. Darren Read submitted a \$250,000 FEMA Assistance to Firefighters grant last Friday for the purchase of a Type 6 Wildland Fire Engine. Results may not be known until September. CalFire trying to get away from renting equipment and using staff from local fire departments. This is not a reliable funding source for planning Spalding’s Fire Department budget.

5. **PUBLIC COMMENT**

None

6. **APPROVAL OF MINUTES**

**Approval of the minutes from the January 15, 2021 Board of Directors’ meeting.**

**Motion: Approve the minutes from the January 15, 2021 Board of Directors’ meeting with no changes.**

**First: Mike Arnold**

**Second: Ted Thomas**

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

7. **CONSENT AGENDA**

None.

**8. PUBLIC HEARING**

None

**9. BOARD MEMBER / COMMITTEE REPORTS / BOARD MEMBER COMMENTS**

None

**10. CONTINUING BUSINESS**

- FEMA Road Grant Report is attached or available at the District Office.
- Ted Thomas' statement is attached or available at the District Office.
- Rate Study and Weather Station
  - Rate Study - Working with Mark Adams to get a comparable to what Spalding rates are vs like-type service districts with the same capacity of residents on a sewer system. More information will be brought back at a future meeting.
  - Weather Station – Western Weather from Chico renewed and updated the station. Everything is up except for the sensor on the pond temperature which needs fine tuning. Working on putting a link on our website to the Weather Station data.
  - Mike Arnold is finalizing closing the grant and will keep the Board updated.
  - Ken Coffey purchased and installed a cell phone repeater antenna and an external antenna to improve cell reception at the sewer ponds which is necessary for maintaining the ponds and employee safety.

**11. CLOSED SESSION**

None

**ADJOURN**

The meeting was adjourned at 3:25 p.m.

**The next regular meeting scheduled for March 19, 2021 at 3:00pm**

Respectfully submitted by: Sharon Moats

AGENDA ITEM 5A

- Motion Only
- Public Hearing
- Resolution
- Ordinance
- Information

Action Date: February 19, 2021

BOARD OF DIRECTORS AGENDA ITEM

SUBJECT: General Managers Report Board Meeting Update 2-19-21

SUMMARY:

The Spalding Volunteer Fire Department is beginning to receive some parts to their new updated aluminum flagpole. We are hoping to get the flagpole within the next few week and then begin to take steps for the final installation. This will be a gem for the District to have which will beautify and support a new flag to fly at the district soon.

The Spalding Volunteer Fire Department is also asking for your help to trim back any tree limbs and or brush that may be encroaching into your community roads. With our new larger Fire Equipment, it would very helpful to cut back these limbs and brush to provide easier accessibility to our residents in any emergency you may have on your residential streets. Laminated flyers have been posted in the Community kiosks, our District door and RV park to help notify the community with this communication.

We have purchased a new updated Marina Camera and having our IT Vendor install it this week by Friday 2-19-21. We are hopeful that the Frontier connection and broadband strength will work more efficiently with this new camera.



Fire Report - Feb.

2 - Calls Month of Jan. <sup>COVERED</sup> 2/19/21

The New Flag Pole has been delivered.

Spalding Fire ~~will~~ will be Training with Susanville City Fire 1 or 2 Nights in the next 2-3 Months.

BATTALION CHIEF  
CAL FIRE LESS RENTAL OF SPALDING EQUIPT.  
\* INCREASE FIRE FEES

## FEMA Road Grant Update: Board Meeting 2-19-21

I have discussed in previous Board Meetings that I would be formalizing the costs incurred for material and equipment that was used to repair a pot hole not listed on a very specific list supplied by FEMA. To arrive at these costs, I used an hourly rate for the equipment used as well as the material costs used to fill the pot hole.

- Material Cost were \$15.00 per yard x 5 yards for a sum of \$75.00.
- Motor Grader Rental– \$43.79 per hour
- Bomag Roller – Compactor Rental - \$44.00 per hour
- Dump Truck Rental - \$44.00 per hour
- Water Truck Rental- \$30.38 per hour

The total incurred cost for material and rental is \$237.17 for the pot hole error in question. I have shared this cost of the Districts findings with Ted Thomas to move forward with resolving this issue.

## Ted Thomas Statement: Board Meeting 2-19-21

I have taken the costs summarized by Ken today for the material and equipment used for the error I made for filling a pot hole. I have written a check for amount of \$250.00 to the Spalding CSD to be placed back into the FEMA Road Grant account. I ~~want to~~ publicly apologize for ~~my~~ <sup>THIS</sup> error ~~that I made~~ <sup>SHOULD</sup> and by my repayment of these funds, this ~~will~~ <sup>Should</sup> finalize this issue regarding the FEMA Road Grant.