



SPALDING COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS

TELEPHONIC
MEETING AGENDA
NOVEMBER 20, 2020
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 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 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. **GENERAL MANAGER REPORT**
4. **FIRE CHIEF REPORT TO BOARD**
5. **PUBLIC COMMENT** – Any person may submit a comment on any topic that is not listed on this agenda via email at 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.

6. **APPROVAL OF MINUTES**

- a. Submitted for approval are the minutes from the October 16, 2020 Board of Directors meeting.

Action requested – APPROVE BOARD MINUTES FOR October 16, 2020 AND AUTHORIZE THE BOARD MEMBERS PRESENT TO SIGN

- b. Submitted for approval of changes to the minutes from the June 19, 2020 Board of Directors meeting.

Action requested – APPROVE CHANGES TO THE BOARD MINUTES FOR June 19, 2020 AND AUTHORIZE THE BOARD MEMBERS PRESENT TO SIGN

7. **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

8. **PUBLIC HEARINGS**

None

9. **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)

10. NEW BUSINESS

- a. Adopt Resolution 2020-3: Document Interfund Borrowing and Repayment

Action requested – ADOPT RESOLUTION 2020-3: A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SPALDING COMMUNITY SERVICES DISTRICT DOCUMENTING INTERFUND BORROWING AND REPAYMENT

11. CONTINUING BUSINESS

None

12. CLOSED SESSION

None

13. ADJOURN

Next regular meeting is scheduled for January 15, 2021 at 3:00 p.m.

There is no regular meeting in December.

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 Manger 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 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.**

**SPALDING COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING
October 16, 2020**

DRAFT

APPROVED BY DIRECTORS:

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

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

MEETING CALLED TO ORDER BY Ted Thomas at 3:00 p.m.

1. **PLEDGE OF ALLEGIANCE** - None
2. **APPROVAL OF THE AGENDA**
Ken Coffey will comment on items 9a and 9b for Mike Arnold who was not able to be present.

Motion: Approve the October 16, 2020 agenda with the above changes.

First: Ted Thomas

Second: Larry Doss

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

3. **GENERAL MANAGER'S REPORT TO THE BOARD**
The General Manager's report is attached or available by request at the district office. In addition, 21 community members have taken advantage of the septic tank filter cleaning service offered by the district for a total so far of \$735.00 in additional revenue. The bathrooms at the marina will be closed for the season as of November 1st due to colder temperatures.

4. **CHIEF'S REPORT TO THE BOARD**
There was no report this month.

5. **PUBLIC COMMENT**
Ken Coffey read 2 public comments which are attached or are available by request at the district office.

6. **APPROVAL OF MINUTES**
 - a. **Approval of the minutes from the September 18, 2020 Board of Directors' meeting.**

Motion: Approve the September 18, 2020 minutes.

First: Larry Doss

Second: Ed Lawson

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

- b. **Approval of the changes to the minutes from the June 19, 2020 Board of Directors' meeting.**

At the June 19, 2020 meeting, chairman Mike Arnold paraphrased an email from Mike Wilson at the meeting. The minutes stated that the email was available to the public at the district office. Ken Coffey was later told by the district lawyer that this email was not available to the public as it was an attorney/client privilege. Ken Coffey read a public comment regarding this issue. The email is attached or available upon request at the district office.

Motion: Approve an addendum be added to the June 19, 2020 minutes with approval at the next Board of Directors' Meeting.

First: Ed Lawson

Second: Larry Doss

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

7. CONSENT AGENDA

None.

8. PUBLIC HEARING

None

9. BOARD MEMBER / COMMITTEE REPORTS / BOARD MEMBER COMMENTS

- a. Fee Study – Ken Coffey stated that NorthStar is providing recommendations to the Board of Directors' to increase the sewer ponds fees to cover the costs of maintenance of the ponds. All board members will receive this information for review and the information will be brought back to a future board meeting for public comment and input.
- b. One Sewer Pond Closure Update - Ken Coffey has taken this project over from Mike Arnold. Mr. Coffey is working with the new personnel in Susanville. More information will be brought to a future meeting.

10. NEW BUSINESS

None

11. CONTINUING BUSINESS

None

12. CLOSED SESSION

There was no closed session

ADJOURN

The meeting was adjourned at 3:39 p.m.

The next regular meeting scheduled for November 20, 2020 at 3:00pm

Respectfully submitted by: Sharon Moats

AGENDA ITEM 5A

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

Action Date: October 16, 2020

BOARD OF DIRECTORS AGENDA ITEM

SUBJECT: General Managers Report Board Meeting Update 10-16-20

SUMMARY:

I want to provide an update of green waste progress for Spalding that I spoke about on our last Board meeting on 9-18-20 and our Spalding newsletter that was recently sent out. I am working with the Lassen County Air Quality contact Erik Edholm to secure a couple of 50-yard green waste dumpsters to remove existing debris. The plan is to also work on future green waste removal grants to secure for Spalding as well in 2021 going forward. As I clarified in my comments on the Board meeting on September 18th, 2020, we will not be using the Spalding Community Service District site for debris dumpster storage.

We are still awaiting some pricing for possible temporary fencing from Larry Doss to see if this is cost worthy to install to keep illegal dumping of green waste on District property or even if it is necessary.

Another update we are offering is a sewer septic tank filter cleaning service by the Spalding CSD which we have in place for our residents. As a reminder, your Septic Tank Filters should be cleaned at least once every year to maintain the system. We have put an announcement on our quarterly sewer billing as well and we have had a very overwhelming interest in the community to have this service provided to our residents.

We are beginning to perform sewer lines flushing of those located in the streets within Spalding. This flushing of lateral lines to our pump stations will allow proper flow to our lift station and to our sewer ponds. This is proactive maintenance step that will keep our sewer system operating efficiently. I have created a plan to go through each section of Spalding to complete this my late Spring next year in 2021, weather permitting.

A few local residents brought the concern with excessive speeding within our community. To try and help resolve some concerns around this issue, I have asked Lassen County Road Department to add some new 25 mph signage on Mahogany Way, Lakeview and the Strand. We hope that the added signage in areas will make residents and visitors more aware of our residential speed limit of 25 mph.

Ken. Coffey

SCSD General Manager (Gen Mngr).

Please Read at the Oct-16-2020
regular SCSD Board Meeting

Ref To: Agenda item # 11 - A, Permanent
barrier in back of district office.

Described as 50 Lineal Feet of 6'
high chain link fence and one gate.

Purpose: Attempt at stopping any
green waste dumping on District
property.

Cost: Current bid price of \$2945.⁰⁰.

First we would like to thank
and complement Directors Doss and
Thomas, for creating open debate
on this issue at the last board meeting.
And offering a sensible position of
reducing the communities' cost of
this barrier.

We haven't heard or read anything
about an on going problem of continued

green waste dumping.

But would like to add the following suggestions, in line with saving the people's money.

We were surprised not seeing any mention in the recent District news letter on this issue. This could have made people aware of no dumping soliciting their help and co-operation. As could the Districts web-site, both at no real cost. Contact with Stones CSD requesting an announcement to their community might also help.

Barriers as described are not fool proof or permanent. Years ago the District started a Camera Surveillance System at the District office. would it be feasible to use money for expanding the existing system, or repairs if needed?

This could help protect the storage yard, solar panels, fuel tank, and provide a permanent deterrent and identify any violator's.

Dan James
Kari

Dan James
Kari Graton

From: James Camarena
Sent: Friday, October 16, 2020 9:01 AM
To: eaglelakescsd@citlink.net
Cc: Cam - Personal
Subject: Letter to be read during SCSD Open Forum

Please read during the open forum at the Spalding Community Services District Board meeting on Friday.

SCSD Board,

My name is James Camarena and my family has owned property on Linden Way next to the former US Forest Service game refuge since the early 1970s. My grandparents purchased the property with the vision of enjoying relative isolation and space, while being able to enjoy the wide variety of wildlife that resided within the bounds of the refuge. I have learned that the USFS has since deeded the refuge to the community. Over the years I have seen continual encroachment into the former refuge area to include clearing land, building additional structures, and at one point maintaining an unlawful and potentially dangerous green waste site. Thankfully that is gone now, as it presented a huge potential fire hazard literally right across the street.

As a family, we have done our best to maintain our grounds near our structures within CalFire's 'Defensible Space' standards. Our property was assessed and given a passing score by the CalFire Inspector this past Tuesday, 13 October. The inspector was very helpful in solidifying my understanding of the standard's provisions and definitions. He also provided additional tips for caring for our property and the surrounding land. We strive to maintain these standards while preserving the natural sage/pine ecosystem that covers our remaining lots. This is sometimes difficult since we are not year-round residents. The bottom line is that my family is trying to walk the proper balance between wise and realistic fire prevention management and preserving the area's unique ecosystem. We understood the risks of living in an area where wildfires are part of the natural order of things and chose to accept those risks.

Given the ongoing fire concerns and community expansion, what I would like to know is:

- 1) Is there a long-term (5, 10, or 20 year) strategic plan for the Spalding community?
- 2) Where can citizens/property owners obtain a copy of this plan?
- 3) If no codified plan exists, what is being done to detail the long-term plans for the community?
- 4) What sorts of provisions and protections are being considered to address the fire/nature balance and community growth that are achievable, equitable, realistic and feasible for both year-round residents and seasonal residents?

We need to remember that we are all on the same team. We all want a nice, ecologically sound and aesthetically pleasing community that is as safe as can reasonably be expected...a place in which we can all take pride and find joy. Thank you for your time.

Sincerely,

James H. Camarena

From: Kari Graton
Sent: Friday, October 16, 2020 11:56 AM
To: General Manager
Subject: Comment for October 16, 2020 meeting.

Hi Ken,

Please confirm receipt of this email and attached comments for today's meeting. Thanks , Kari

Attached below to be read at October 16, 2020 meeting.

To be read into the record for the October 16, 2020 meeting for item 6a.

To: Ken Coffey, General Manager and Spalding Board of Directors.

From: Kari Graton

Subject; October 16, 2020 Meeting Agenda Item 6a, a request to change minutes from the June 19th meeting.

As you know, your Board considered the minutes of the June 19th, 2020 meeting at the August 21st, 2020 meeting. At that time each and every member of your Board voted to approve the minutes as presented, without objection or recommendations for any changes.

Today's item 6a is now requesting a change and deletion of recorded and approved descriptive narrative of the substance of the Board Chairman's actions and statements regarding his reading of an email from the previous General Manager, who he formally reported as terminated by the Board Chair just minutes before.

These actions were witnessed by other Board members, staff and the public in attendance at the meeting. Since then, multiple members of the community have requested, under the Public Records Act, copies of the email, which the Board Chair clearly indicated would be available to the public at the District Office and invited the interested public to obtain copies to further explain.

Those requests have been denied the public, with The District citing employer/employee confidence and attorney/client privilege as the reason for denial. It is also my understanding that a recording of the meeting was also denied to the public when requested.

The District is obligated under the Brown Act to hold public meetings in a transparent manner which permits and allows for full public participation in your meetings. The California Public Records Act, with few exceptions, requires The District to provide the public with all requested documents and materials related to the operations of The District, and business conducted in open meetings, in a timely manner. Denying the public requested materials that fall within those parameters severely prohibit the public from participating effectively in your Boards meetings..

Your Board should not make changes to approved minutes, which were already reviewed and approved by both your staff, and yourselves, unanimously and without objection. It seems through both your denials of records and now your change to what we all know was stated by the Board Chair, you want to remove from the record what happened and what was stated on that date at that meeting. These kinds of activities by your Board suggests ANYTHING BUT transparency and could be an egregious breach of the public trust. Issues, like this change and these denials, lend to the public's perception that your Board has an ongoing ethics issue that needs to be resolved.

A proper way to address an issue such as this would be for your Board to issue a statement of

addendum to the June 19th, 2020 minutes at today's meeting, explaining any discrepancies or adding any additional language your Board feels appropriate to clarify the June 19th, 2020 minutes, along with an explanation of why the addendum was necessary. Those changes should be reflected and recorded in today's (October 16, 2020) meeting minutes, not those already approved. A record of Aye's and Nay's of your Boards vote on this item should also be taken and recorded at today's meeting for the clarity and accountability of the public record. You need to make better efforts to live up to your Districts responsibility of transparency..

Kari Graton

**SPALDING COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING
June 19, 2020**

APPROVED BY DIRECTORS:

**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: (707) 779-9724
BOARD MEMBERS/STAFF PRESENT: MIKE ARNOLD, CHAIRPERSON, TED THOMAS, VICE-CHAIRPERSON, LARRY DOSS, DARREN READ (BY PHONE), ED LAWSON**

MEETING CALLED TO ORDER BY Mike Arnold at 3:02 p.m.

1. PLEDGE OF ALLEGIANCE

2. APPROVAL OF THE AGENDA

Motion: Approve the agenda.

First: Larry Doss

Second: Ted Thomas

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

3. GENERAL MANAGER'S REPORT TO THE BOARD

General Manager, Mike Wilson, was terminated as of today at 3:00 p.m. per Mr. Wilson's request. Mr. Arnold read an email from Mr. Wilson explaining why which is available at the district office by request.

4. FIRE CHIEF'S REPORT TO THE BOARD

Available online under Board Meeting June 19, 2020 Agenda or by request at the district office.

5. PUBLIC COMMENT

Two public comments were read by Mr. Arnold.

The meeting was adjourned at 3:21 so the lawyer could be contacted regarding whether unsigned public comments should be read to the public. The meeting was called to order at 3:22. The lawyer confirmed that unsigned public comments can be read to the public.

6. APPROVAL OF MINUTES

There was public comment about the wording used in item 13b: General Manager's Report – Green Waste Pile. Mr. Arnold requested the wording be changed to reflect the situation more accurately.

Motion: Approve the May 15, 2020 minutes with the changes.

First: Ted Thomas

Second: Mike Arnold

**Roll Call: Mike Arnold – yes; Darren Read – yes; Ted Thomas – yes; Ed Lawson - yes
Larry Doss – abstained (he was not present at the May meeting)**

8. CONSENT AGENDA

There were no items on the consent agenda.

ADJOURN

The meeting was adjourned at 4:54

The next regular meeting scheduled for July 17, 2020 at 3:00pm

Respectfully submitted by: Sharon Moats

SPALDING COMMUNITY SERVICES DISTRICT
ADDENDUM
REGULAR BOARD MEETING
June 19, 2020

Addendum:

(3) GENERAL MANAGER'S REPORT TO THE BOARD

Mr. Arnold did not read an email from Mr. Wilson explaining why he requested to be terminated; rather Mr. Arnold mentioned this email and summarized certain portions of its content. This email is not available at the district office.

Presenter: