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 Kathie Muse	**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=JdGDCG8mqjIrnafWTviBKp8d0Wsm1L.1

Phone Call In: (646) 568-7788
Meeting ID: 828 7776 9220#
Passcode: 502907#

Welcome to the SCSD Board Meeting

The Spalding Community Services District welcomes, appreciates and encourages participation in the District's Board 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
Regular Board Meeting (Held the SECOND Friday of the Month)
3:00 PM

November 13, 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 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 ___ Kathie Muse ___

3. **Pledge of Allegiance**
   Led by Chairperson Claytor

4. **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.

5. **Agenda Approval** – Kathy Claytor
   ACTION ITEM
   Vote to approve current agenda
   Supporting Documents: **Agenda 11.13.26**
   Public Comment
   Board Discussion
   Motion to Approve the Agenda
   Board Vote: Kathy Claytor ____ Ellen Stallings ____ Jerald Oliver _____ Scott Hagen ____
   Kathie Muse ____ Tabled _____

6. **Approval of Minutes –** Kathy Claytor
   ACTION ITEM
   Vote to approve the September 10, 2026 and October 9, 2026 Regular Board Meeting Minutes and the October 22, 2026 Special Meeting Minutes
   Supporting Documents: **9.10.26 Minutes, 10.9.26 Minutes, 10.22.26 Minutes Special**
   Public Comment
   Board Discussion
   Motion
   Board Vote: Kathy Claytor ____ Ellen Stallings ____ Jerald Oliver _____ Scott Hagen ____
   Kathie Muse ____ Tabled _____

7. **General Manager Report –** Mike Garcia
   No Action to Be Taken
   Technology (VC3 equipment has arrived; installation being scheduled after firewall setup); **FPPC Complaint** (FPPC Enforcement Division reviewed a sworn complaint and will not pursue an enforcement action); **Finance** (reconciliation of District funds continuing with US Bank, Willdan, and the District bookkeeper); **GM Transition** (status update)
   Supporting Documents: NA
   Public Comment
   Board Discussion

8. **Sewer Report –** Brad Mallory
   No Action to Be Taken
   Vactor Truck (Vactor truck service completed); **Operations Logs** (daily logs and reporting to the Chief Plant Operator, working with the District's sewer mentors); **Compliance** (status of sewer system compliance); **System Update** (general sewer system operations)
   Supporting Documents: NA
   Public Comment
   Board Discussion

9. **Fire Report –** Frank Muse
   No Action to Be Taken
   Spalding CSD Volunteer Fire Department Activity Report
   Supporting Documents: NA
   Public Comment
   Board Discussion

10. **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
    Kathie Muse –
    Supporting Documents: NA

Old Business:

11. **Bank Accounts Update** – Mike Garcia

ACTION ITEM

Staff will report that there is no update on opening the District's new administrative and sewer accounts authorized by Resolution No. 2026-08. Staff seeks Board direction on assigning a Board member to lead the opening of the new accounts as part of the General Manager transition.

Supporting Documents: NA

Public Comment
Board Discussion
Motion
Board Vote: Kathy Claytor ____ Ellen Stallings ____ Jerald Oliver _____ Scott Hagen ____
Kathie Muse ____ Tabled _____

12. **Truck Replacement Update** – Mike Garcia

ACTION ITEM

Staff will provide an update on efforts to replace the District's utility truck. With support from the public and Board members, staff continues to look for options under the $15,000 limit previously approved by the Board. Staff seeks Board direction on assigning a Board member to work with staff to complete the truck replacement as part of the General Manager transition.

Supporting Documents: NA

Public Comment
Board Discussion
Motion
Board Vote: Kathy Claytor ____ Ellen Stallings ____ Jerald Oliver _____ Scott Hagen ____
Kathie Muse ____ Tabled _____

13. **Office Staff Hours Update** – Mike Garcia

No Action to Be Taken

Staff will report that District office hours have changed to Wednesday through Friday, 10:00 AM to 2:00 PM. The new hours are posted at the office and are being updated on the District website.

Supporting Documents: NA

Public Comment
Board Discussion

14. **Tractor Repair Update** – Mike Garcia

No Action to Be Taken

Staff will report that the tractor repair approved by the Board on August 13, 2026 is complete at a final cost of $2,718.27, under the approved bid of $4,150. The tractor is back in service and has already been used for brush clearing around the ponds.

Supporting Documents: Tractor Repair Invoice

Public Comment
Board Discussion

15. **General Manager Recruitment** – Mike Garcia

ACTION ITEM

Staff will report that the General Manager position has been posted on Indeed and through CSDA without success. Staff seeks Board direction on assigning a Board member, or forming an ad hoc committee, to lead recruitment of a new General Manager. Under the Brown Act, an ad hoc committee must have no more than two directors, include only Board members, serve one specific purpose for a limited time, and have no regular meeting schedule. The committee makes recommendations only; the full Board makes the hiring decision.

Supporting Documents: NA

Public Comment
Board Discussion
Motion
Board Vote: Kathy Claytor ____ Ellen Stallings ____ Jerald Oliver _____ Scott Hagen ____
Kathie Muse ____ Tabled _____

New Business:

16. **Adoption of Resolution No. 2026-09 – Conflict of Interest Code** – Mike Garcia

ACTION ITEM

As part of the biennial review of the District's Conflict of Interest Code required by the County, staff identified outdated and inaccurate language that needs to be updated. Staff will present Resolution No. 2026-09 adopting the revised Board Policy 1020, Conflict of Interest Code, which corrects that language and updates the instructions for how and where Form 700 statements are filed.

Supporting Documents: 1020 Conflict of Interest 2026 Proposed Revision, Resolution 2026-09 Conflict of Interest Code

Public Comment
Board Discussion
Motion
Board Vote: Kathy Claytor ____ Ellen Stallings ____ Jerald Oliver _____ Scott Hagen ____
Kathie Muse ____ Tabled _____

17. **Adoption of Resolution No. 2026-10 – FireNet Lassen JPA Agreement** – Frank Muse

ACTION ITEM

Staff will present Resolution No. 2026-10 approving the District's participation in the FireNet Lassen Joint Powers Agreement for fire dispatch services, and authorizing the Board Chair to sign the agreement on the District's behalf.

Supporting Documents: Resolution 2026-10 FireNet Lassen JPA Agreement

Public Comment
Board Discussion
Motion
Board Vote: Kathy Claytor ____ Ellen Stallings ____ Jerald Oliver _____ Scott Hagen ____
Kathie Muse ____ Tabled _____

18. Adjourn – Kathy Claytor

Motion to Adjourn the meeting

Board Vote: Kathy Claytor ____ Ellen Stallings ____ Jerald Oliver _____ Scott Hagen ____ Kathie Muse ____

Next Regular Meeting:

December 11, 2026 3:00 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 or from the District Office at 502-907 Mahogany Way, 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.

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