

# 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=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 Thursday of the Month)

1:00 PM

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

In an effort to save time and resources Agenda Attachments can be requested in the office (.45 Cents/Page)

**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. Agenda Approval** – Kathy Claytor

**ACTION ITEM**

Vote to approve current agenda

**Supporting Documents:** [Agenda 4.9.26](#)

Board Discussion

Public Comment

Motion to Approve the Agenda

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

**5. Approval of Minutes – March 12, 2026**

**ACTION ITEM**

Vote to approve last month’s meeting minutes

**Supporting Documents:** [3.12.26 Minutes](#)

Board Discussion

Public Comment

Motion

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

Tabled \_\_\_\_

**6. Ratification Of All Action Items on March Meeting** – Mike Garcia

**ACTION ITEM**

Due to concerns regarding the performance of the Zoom meeting, it was recommended by Greg (our attorney) that we allow time for any comments that were unable to be made during the meeting. Action Items from March meeting include: Approval of 2.12.26 Minutes, Renewing Kathy Claytor as Board Chair and Ellen Stallings as Vice Chair, Promoting Mike Garcia to General Manager, Moving forward with Kathy Stone as Brad Mentor, Moving forward with a standing Sewer Committee, Moving forward with a standing Recreation Committee, and replacing Sheryl Alvernez with Mike Garcia on the OES Grant as point of contact.

**Supporting Documents:** [NA](#)

Board Discussion

Public Comment

Motion

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

Tabled \_\_\_\_

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

**No Action To Be Taken**

OES Update, Admin Compliance, Sewer Committee Meeting, Recreation Committee Meeting, Website and YouTube Update, Bookkeeper Meetings working towards Fiscal Audits.

**Supporting Documents: NA**

Board Discussion  
Public Comment

**8. Sewer Report – Brad Mallory**

**No Action To Be Taken**

Standing Sewer Committee Meeting, SSMP Development including Assets, Inventory, and new Boundary Map, Check Valve Inspection, Creating Maintenance Checklist for district assets.

**Supporting Documents: YouTube Link: <https://youtu.be/fs6szVvH-Ds>**

Board Discussion  
Public Comment

**9. Fire Report – Frank Muse**

**No Action To Be Taken**

Activity Report

**Supporting Documents: NA**

Board Discussion  
Public Comment

**10. Recreation Report – Kathy Claytor**

**No Action To Be Taken**

Activity Report

**Supporting Documents: YouTube Link: <https://youtu.be/nbiiRIHhG0c>**

Board Discussion  
Public Comment

**11. Board Reports**

**No Action To Be Taken**

Kathy Claytor -

**Supporting Documents: NA**

Ellen Stallings – LAFCo Update

**Supporting Documents: NA**

Jerald Oliver –

**Supporting Documents: NA**

Scott Hagen – Additional Sewer Committee Information

**Supporting Documents: NA**

**Old Business:**

**12. Sewer Technician Mentor Update – Mike Garcia**

**ACTION ITEM**

Kathy Stone and Budget update. Asking for a starting budget (\$2,000 per month) to get moving forward with Kathy. Ideally, we seek funding to support this investment, but we would like to move forward.

**Supporting Documents: NA**

Board Discussion  
Public Comment  
Motion

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

**13. Strategic Plan Adoption – Kathy Claytor**

**ACTION ITEM**

There were some public comments regarding the Strategic Plan that we are adding to the public record and the district has created a proposed revision to be added to the Strategic Plan based on those comments.

**Supporting Documents: Comments for Public Record, Strategic Plan, Proposed Change to Strategic Plan**

Board Discussion  
Public Comment  
Motion

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

**14. Pond Liner 2 Repair – Mike Garcia**

**ACTION ITEM**

We have received bids for the pond liner repairs and we would like to vote on moving forward with these repairs. There is an update to the scope of work to include 1 full day of repairs due to mobilizing costs and 1 day minimums for work.

**Supporting Documents: COMANCO Proposal, Carson Manufacturing Proposal, Bid Summary Pond Liner**

Board Discussion  
Public Comment  
Motion

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

**New Business:**

**15. Streamline Doc Access Contract – Mike Garcia**

**ACTION ITEM**

Doc Access is compliance software for our website. It allows us to upload specific file types, and the software automatically converts them into a reader friendly version that complies with ADA standards. We are getting free service now through July 1<sup>st</sup> (Beginning of our fiscal year) contingent on moving forward with a contract. We also got a 30% discount on the monthly rate of \$250 for the first year dropping our payment to \$175/ month if we want to move forward.

**Supporting Documents: Doc Access Contract**

Board Discussion  
Public Comment  
Motion

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

Tabled \_\_\_\_\_

**16. Water Tender 1232 Repair – Frank Muse**

**ACTION ITEM**

Our water tender received damage while it was out for maintenance, and we are looking to get it repaired.

**Supporting Documents: Quote for Repairs, Bid Summary Tender Repair**

Board Discussion

Public Comment

Motion

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

Tabled \_\_\_\_\_

**17. Vote To Approve General Manager Contract – Kathy Claytor**

**ACTION ITEM**

A proposed General Manager contract for Mike Garcia has been put together and will be discussed by the board and voted on.

**Supporting Documents: General Manager Contract Mike Garcia**

Board Discussion

Public Comment

Motion

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

Tabled \_\_\_\_\_

**18. Fiscal Audits – Mike Garcia**

**No Action To Be Taken**

Update on where the district is in Fiscal Audits and how to move forward and get caught up. Do we continue to use Larry Baine who has done these for us in the past or move to a new CPA.

**Supporting Documents: NA**

Board Discussion

Public Comment

**19. CPRA Tracker on Spalding CSD Website – Mike Garcia**

**ACTION ITEM**

This idea was recommended by Jennifer at LAFCo to promote organization and transparency while avoiding duplication in efforts. We could also have page dedicated to public records where we can post items that can live on the webpage.

**Supporting Documents: NA**

Board Discussion

Public Comment

Motion

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

Tabled \_\_\_\_\_

**20. Onboarding Check List – Mike Garcia**

**ACTION ITEM**

When bringing on new Board members, office staff, or fire volunteers we could have a list of required certifications and documents that are specific to that role and who they need to be filed with. For non-personal items we can put them on the website on a Staff or Volunteer page. A renewal schedule would be helpful to maintain compliance.

**Supporting Documents:** NA

Board Discussion

Public Comment

Motion

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

Tabled \_\_\_\_

**21. Create a Budget Committee - Mike Garcia**

**ACTION ITEM**

The District may consider establishing a Budget Committee to assist with annual budgets and long-term financial planning. The committee could help review revenues, expenses, priorities, and future needs to support a strategic and transparent budget process.

**Supporting Documents:** NA

Board Discussion

Public Comment

Motion

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

Tabled \_\_\_\_

**22. Adjourn**

a. Motion to Adjourn the meeting

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

Next Regular Meeting:

**May 14, 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.