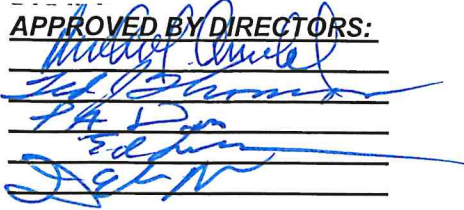


**SPALDING COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING
August 21, 2020**

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: (707) 779-9724 *OK*
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 moving item 7a from the consent agenda to new business.

First: Ed Lawson **Second:** Larry Doss
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**

Available on line under Board Meeting August 21, 2020 agenda or by request at the district office. Ken Coffey also reported that he wants to open up communication by starting or reinstating a Spalding newsletter. His business hours are M-W-F from 9:30-3:30.

4. **CHIEF’S REPORT TO THE BOARD**

Available on line under Board Meeting August 21, 2020 agenda or by request at the district office.

5. **PUBLIC COMMENT**

None

6. **APPROVAL OF MINUTES**

- a. **Approval are the minutes from the June 19, 2020 Board of Directors’ meeting.**

Motion: Approve the June 19, 2020 minutes.
First: Ed Lawson **Second:** Ted Thomas
Roll Call: Larry Doss – yes; Darren Read – yes; Mike Arnold – yes; Ted Thomas – yes;
Ed Lawson - yes

- b. **Approval are the minutes from the July 31, 2020 Board of Directors’ special meeting.**

Motion: Approve the July 31, 2020 minutes.
First: Larry Doss **Second:** Ed Lawson
Roll Call: Larry Doss – yes; Darren Read – yes; Mike Arnold – yes; Ted Thomas – yes;
Ed Lawson - yes

- c. **Approval are the minutes from the August 1, 2020 Board of special Directors' meeting.**

Motion: Approve the August 1, 2020 minutes.

First: Ted Thomas

Second: Ed Lawson

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

7. **CONSENT AGENDA**

Item 7a was moved to New Business.

8. **PUBLIC HEARING**

Mike Arnold opened the public hearing on the recommended Budget for Fiscal Year 2020-2021. This public hearing has been continued from the July 31, 2020 special meeting. Darren Read, Board member, read a statement regarding the budget (see attached).

- There was no additional discussion on the fire fees.
- Additional discussion on recreation fees: The grant the district received from Boating and Water Ways for marina improvements requires the district to set aside 25% of fiscal year income for maintenance and capital improvements. Mr. Read suggested the district contact the Boating and Water Ways to clarify language on 25% set aside. Funding a position to do regular maintenance would be a better use for this money if allowed. There was discussion on collections of day use fees. Currently day use fees are not enough to pay for the cost of maintaining the facility let alone funding capital improvements.
- Additional discussion on sewer fees: The sewer was put in in 2007. There has only been one rate increase since then. Grant money has been used to do some of the maintenance work needed on the ponds/sewer. This is not enough to keep up with the maintenance and improvements needed. The district is required to maintain the system in the same condition they received it. An extensive fee study is being conducted.

- a. District's Recommended Budget for Fiscal Year 2020-2021

Motion: Approve the District's recommended Budget for Fiscal Year 2020-2021

First: Larry Doss

Second: Ed Lawson'

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

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

- a. FEMA Road Repair Update

Ted Thomas, Board member, read a statement regarding the FEMA road repair project. (See attached)

10. **NEW BUSINESS**

- a. Non-Capital Asset Surplus – Equipment for Auction

The old radios are surplus and the fire department asks for permission to auction off the items using GovDeals (an online auction service providing services to government agencies allowing them to sell surplus assets via the internet).

Motion: Declare radios surplus to the needs of the district and authorize the fire department to auction off the radio items

First: Ted Thomas

Second: Mike Arnold

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

11. **CONTINUING BUSINESS**

There was no continuing business.

12. CLOSED SESSION

There was no closed session

ADJOURN

The meeting was adjourned at 3:56

The next regular meeting scheduled for September 18, 2020 at 3:00pm

Respectfully submitted by: Sharon Moats



Sewer- Recreation & Fire Protection

Spalding Community Services District

<https://www.spaldingcsd.org>

502-907 Mahogany Way Susanville, CA 96130 • (530) 825-3258

October 21, 2020

TO: Board of Directors

FROM: Darren Read, Board Director

SUBJECT: Recommended Budget for Fiscal Year 2020-21

I am submitting for your consideration, the Fiscal Year 20-21 Recommended Budget. The Recommended Budget is as accurate of a spending plan for the upcoming year as can be provided based on the numbers provided by Lassen County.

The District continues to face a number of future uncertainties. Some of the uncertainties include:

- Costs are increasing and revenue is not
- Collected revenue is not sufficient to plan for future capital replacement fund contingencies
- Tight budgets do not support the recruitment and retention of employees for the long term

Some of the notable budget changes for the 20-21 FY:

Miscellaneous

- All accounts are approximate and are subject to change. Our CPA is working with the County on current correct figures

Fire

- The Fire Department's annual budget is based on revenue generated through the Fire Department's parcel assessment fee
- The Fire Department had \$2000 set aside for administrative which is the departments contribution towards the direct labor hours of management, accounting and maintenance staff to process tasks for the department. Instead of moving these funds to Sewer Admin, I moved the funds to Fire employee salaries. When staff performs work for Fire, they can code their work hours to 225.
- The Fire Departments budget is not sufficient to fund the total annual needs of the department and future capital asset purchases.
- This budget does not sufficiently fund the department's annual insurance needs (workers comp/auto/liability)
- The budget does not sufficiently fund the department's annual vehicle fuel and maintenance needs
- The budget does not sufficiently fund the other department expenditures as well

Recommendation to save funds or create revenue

- Increase the annual parcel assessment for the fire department
- Get an insurance quote from a CSDA recommended insurance provider
- Cap the number of volunteer firefighters to reduce workers compensation benefit payments

MEMBERS OF THE BOARD

Mike Arnold • Ted Thomas • Larry Doss • Ed Lawson • Darren Read



Sewer- Recreation & Fire Protection

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Recreation

- The Recreation Department's budget is generated from collected parking and boat launch permit fees
- The 25% of FY income required for recreation maintenance is based on the 19-20 FY generated funds is \$2261. These funds will remain in the recreation Trust fund

Sewer

- The Sewer Department's budget is generated from collected annual and quarterly operations and maintenance fees from sewer system users
- No pay increases this FY, but there will be a required pay increase next FY due to the minimum wage increase
- The Sewer Departments budget is not sufficient to fund the total annual needs of the departments and future capital asset purchases.
- This budget does not sufficiently fund the department's annual maintenance for buildings, sewer system or improvements
- The budget does not sufficiently fund the department's annual special department expenses needs
- The budget does not sufficiently fund the other department expenditures as well

Recommendation to save funds or create revenue

- Complete the rate study and adjust the annual assessment accordingly
- Get an insurance quote from a CSDA recommended insurance provider

Reduced Revenue

- County revenue ledger shows no interest earned in 19-20 FY. Prior FY we earned \$11,496 in interest

MEMBERS OF THE BOARD

Mike Arnold • Ted Thomas • Larry Doss • Ed Lawson • Darren Read

From: General Manager
Sent: Friday, August 28, 2020 6:33 AM
To: Office 1
Subject: FW: FEMA Road Repair Report

Please add the verbiage to our Agenda notes for future knowledge and accuracy for what was discussed for this agendized item.



Ken Coffey
General Manager
Spalding Community Services District
502-907 Mahogany Way
Susanville CA 96130
530-825-3258

From: Board Member2
Sent: Thursday, August 27, 2020 4:54 PM
To: General Manager
Subject: FEMA Road Repair Report

Ken: For the minutes of Board of Directors meeting August 21, 2020 item 9a, I stated that everything has been turned into Lassen County Public Works and we had a surplus of funds in the amount of \$10,606.93. This surplus was due to all the volunteer labor, and I wanted to thank all the volunteers again for their hard work, and the project couldn't have been done without them. I don't remember if I mentioned that OES still needs to sign off on the project, but my notes showed OES with a underline so I think I did.

I hope this helps, sorry that my phone connection was so bad.

Ted Thomas

Sent from Mail for Windows 10

From: General Manager
Sent: Wednesday, September 16, 2020 9:16 AM
To: Office 1; Office 2
Subject: FW: Truck use FEMA road grant

Part of the hours to give to Peter for usage in Spalding.



Ken Coffey
General Manager
Spalding Community Services District
502-907 Mahogany Way
Susanville CA 96130
530-825-3258

From: [Board Member2](#)
Sent: Friday, August 28, 2020 11:25 AM
To: [General Manager](#)
Subject: Truck use FEMA road grant

Good Morning Ken, after looking over my calendar and some notes this is what I came up with.
The use of the SCSD 5 yard dump truck would be about 42 hrs. in the time frame from 10/25/2019 to 11/16/2019.

Hope this will help.

Thanks

Ted Thomas

Sent from [Mail](#) for Windows 10

September 2, 2020

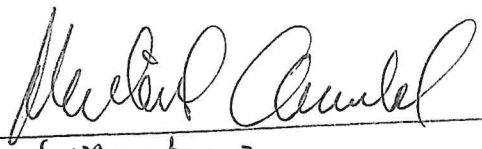
Taya Short:

Re: Secured Collections Fire Assessment;

After reviewing the records and checking the numbers I find that there is no change from last year.

I will get this on our next agenda for signatures and get it to you...

Sharon Moats

A handwritten signature in cursive script that reads "Sharon Moats".A handwritten signature in cursive script that reads "Meredith Amick".

Board Member =

RUN DATE : JUN 4, 2020 10:40:45
PERIOD: TXN 0 THRU *****

SECURED COLLECTIONS
DIRECT ASSESSMENT LISTING
AGENCY SELECTED : 508/SPALDING FIRE

TRA CODE	PARCEL NUMBER	INST. #1	INST. #2	TOTAL DUE	THIS PERIOD	YEAR-TO-DATE	TOTAL UNPAID
080009	TO 1275:	17439.00	17439.00	34914.00	32871.00	32871.00	2043.00
FUND T	1275 :	17439.00	17439.00	34914.00	32871.00	32871.00	2043.00

34914.00

Taya I'm only sending this one sheet.
Let me know if you need more.

Sharon