

**SPALDING COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
REGULAR MEETING
November 13, 2025
Minutes – Approved 11-13-25**

APPROVED BY DIRECTORS

Kathy Claytor _____
 Ellen Stallings _____
 Jerald Oliver _____
 Glyne Johnson _____
 Scott Hagen _____

1. CALL TO ORDER by Kathy Claytor at 4:00 pm

2. <u>ROLL CALL</u>	<u>Present</u>	<u>Not Present</u>
Kathy Claytor	_ x _	
Ellen Stallings	_ x _	
Glyne Johnson		_ x _
Jerald Oliver	_ x _	

3. PLEDGE OF ALLEGIANCE

Recital of the pledge of Allegiance, led by Chairwoman Claytor.

4. APPROVAL OF THE AGENDA

Motion: To approve the agenda for November 13, 2025.

First: Director Oliver

Second: Chairwoman Claytor

Roll Call: Ayes – Kathy Claytor, Ellen Stallings, Jerald Oliver

Absent – Glyne Johnson

Public Comment: None

Board Comment: None

5. PUBLIC COMMENT

R. Williams inquired about the payoff for the sewer bond. The payoff will be in 2047 because the bond was refinanced in 2017. Chairwoman Claytor will get the 2017 minutes regarding the sewer bond refinance to Williams.

S. Alvernaz spoke on closed session items and suggested members of the community could be subpoenaed.

6. CLOSED SESSION

Chairwoman Claytor announced the items to be discussed in closed session.

- a. Conference with Legal Counsel-Existing Litigation (Paragraph (1) of subdivision (d) of Section 54956.9) Name of case: Barbara C. deLeon v. Spalding Community Services District et al., Lassen County Superior Court Case No 2025CV-76783
- b. Conference with Legal Counsel-Existing Litigation (Paragraph (1) of subdivision (d) of section 54956.9) Name of case: LoBue/Spalding Community Services Case Number: 202408-25806314
- c. Conference with Legal Counsel-Anticipated Litigation Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: one potential case

Public Comment: **T. LoBue** inquired why no one was listed in item 6c. Chairwoman Claytor explained, per the attorney, potential parties were not named to protect the district.

Chairwoman Claytor adjourned the meeting at 1:10 pm to go into closed session.

Chairwoman Claytor reconvened the regular meeting at 1:42 pm.

The attorney reported action taken in closed session:

- 6a. it was voted 3-0 to authorize defense of claim
- 6b. no action taken
- 6c. no action taken

7. FIREWISE PRESENTATION

Tanya Smith from Lassen Fire Safe Council spoke to the Board on the status of the Firewise program explaining because of lack of funding CalFire may take over fire protection for the Spalding community. She complimented the community for their efforts to clean properties. The district received certification for next year having met all the Firewise conditions. Linda and John Hembree are the district's contacts.

Public Comment: **S. Alvernaz** asked how other communities use Firewise. Smith explained that it was different for every community.

Board Comment: None

8. APPROVAL OF MINUTES

Motion: Approve the minutes for 2-13-2025

- First: Director Stallings
Second: Chairwoman Claytor

Roll Call: Ayes – Kathy Claytor, Ellen Stallings, Jerald Oliver
Absent – Glyne Johnson

Motion: Approve the minutes for 3-13-2025

First: Director Oliver

Second: Director Stallings

Roll Call: Ayes – Kathy Claytor, Ellen Stallings, Jerald Oliver
Absent – Glyne Johnson

Motion: Approve the minutes for 3-17-2025

First: Chairwoman Claytor

Second: Director Oliver

Roll Call: Ayes – Kathy Claytor, Ellen Stallings, Jerald Oliver
Absent – Glyne Johnson

Motion: Approve the minutes for 4-1-25

First: Director Stallings

Second: Chairwoman Claytor

Roll Call: Ayes – Kathy Claytor, Ellen Stallings, Jerald Oliver
Absent – Glyne Johnson

Motion: Approve the minutes for 4-10-25

First: Chairwoman Claytor

Second: Director Oliver

Roll Call: Ayes – Kathy Claytor, Ellen Stallings, Jerald Oliver
Absent – Glyne Johnson

Motion: Approve the minutes for 7-10-25

First: Director Stallings

Second: Chairwoman Claytor

Roll Call: Ayes – Kathy Claytor, Ellen Stallings, Jerald Oliver
Absent – Glyne Johnson

Motion: Approve the minutes for 10-9-25

First: Chairwoman Claytor

Second: Director Oliver

Roll Call: Ayes – Kathy Claytor, Ellen Stallings, Jerald Oliver
Absent – Glyne Johnson

Motion: Approve the minutes for 10-23-2025

First: Director Oliver

Second: Chairwoman Claytor

Roll Call: Ayes – Kathy Claytor, Ellen Stallings, Jerald Oliver
Absent – Glyne Johnson

9. BOARD VACANCY

Motion: Approve applicant Scott Hagen to the Board position vacated by Tammy LoBue

First: Director Oliver

Second: Director Stallings

Roll Call: Ayes – Kathy Claytor, Ellen Stallings, Jerald Oliver
Absent – Glyne Johnson

Public Comment: None

Board Comment: None

Chairwoman Claytor issued the Oath of Office to Scott Hagen who took his seat on the Board

10. APPOINTMENT OF VOLUNTEER INTERIM GENERAL MANAGER

Chairwoman Claytor reported that the search in the Reno and Redding areas for a general manager has produced one response, but the applicant declined. Ken Ward has offered to be volunteer interim general manager until one can be hired.

Motion: Approve Ken Ward as volunteer Interim General Manager

First: Director Stallings

Second: Director Oliver

Roll Call: Ayes – Kathy Claytor, Ellen Stallings, Jerald Oliver, Scott Hagen
Absent – Glyne Johnson

Public Comment: None

Board Comment: None

11. REVISED DISTRICT POLICY NO. 3400

POLICY 3400: Consideration and Adoption of Revised Policy Regarding Use of District Facilities and Insurance Requirement

The district requires a match of insurance for organizations to use the community center. The Board is considering changing this requirement to a Release of Liability form. This item was tabled until the next meeting.

Public Comment: **S. Alvernaz** pointed out that Policy 3401 & 3402 conflict with each other

Board Comment: None

12. NEW POLICY 5090

Consideration and adoption of new policy regarding the Unruh Civil Rights Act and American with Disabilities Act

Tabled until next meeting

Public Comment: **T. LoBue** reported that before changes or new policies can be implemented a resolution is needed. LoBue also asked if the new policy is compliant.

Board Comment: None

13. RATIFY THE PARKING MAINTENANCE CONTRACT AND EXPENDITURE

The Board would like to ratify the action taken on the Parking Lot Slurry Coat and Seal Maintenance Project. Due to time constraints with the bid Eagle Lake RV Park paid for the project and at the October 23, 2025, special meeting the Board voted to reimburse them the funds.

Motion: Ratify the Parking Maintenance Contract and Expenditure

First: Chairwoman Claytor

Second: Director Stallings

Roll Call: Ayes – Kathy Claytor, Ellen Stallings, Scott Hagen

Abstained – Jerald Oliver

Absent – Glyne Johnson

Public Comment: **S. Alvernaz** questioned why this was necessary.

Board Comment: None

14. 2025-2026 BUDGET

The 2025-2026 budget was created by the bookkeeper and is based on the current rate of spending since last July.

Motion: Approve the 2025-2026 Budget as presented.

First: Chairwoman Claytor

Second: Director Stallings

Roll Call: Ayes – Kathy Claytor, Ellen Stallings, Jerald Oliver, Scott Hagen

Absent – Glyne Johnson

Public Comment: **K. Graton** asked why no narrative was attached. Graton also shared that a quarterly treasury report should be presented to the Board and community at a minimum.

Board Comment: None

15. FIRE CHIEF REPORT

The fire department responded to 4 medicals, 1 traffic and 3 fire calls including the hotel. 8 trees were reported down.

Public Comment: **S. Garcia** thanked Fire Chief Muse and his volunteers for their outstanding job controlling the hotel fire.

Board Comment: None

16. WASTEWATER REPORT

Chairwoman Claytor reported that David Handy is continuing to seek bids for the work needed on the sewer system and is hoping to get started this winter. No local bids have come in. Station 6 is now working smoothly.

Public comment: None

Board Comment: None

17. BOARD REPORTS

Kathy Claytor: None

Ellen Stallings: None

Jerald Oliver: None

Scott Hagen: None

18. MEETING ADJOURNED at 2:12 p.m.

Motion: To adjourn the meeting

First: Chairwoman Claytor

Second: Director Oliver

Roll Call: Ayes – Kathy Claytor, Ellen Stallings, Jerald Oliver, Scott Hagen
Absent - Glyne Johnson

Next meeting: December 11, 2025, at 1:00 p.m.