

**SPALDING COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
SPECIAL MEETING
MAY 24, 2024**

APPROVED BY DIRECTORS:

1. MEETING CALLED TO ORDER: Chairman Thomas called the meeting to order at 1:00 p.m.

2. <u>ROLL CALL:</u>	<u>PRESENT</u>	<u>ABSENT</u>
Ted Thomas	<u> x </u>	<u> </u>
Ed Lawson	<u> x </u>	<u> </u>
Larry Doss	<u> x </u>	<u> </u>
Barbara Willard	<u> x </u>	<u> </u>
Frank Muse	<u> x </u>	<u> </u>

3. PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance, led by Chairman Thomas was spoken.

4. APPROVAL OF THE AGENDA:

Motion: Approve the Special Meeting Agenda.

First: Director Muse.

Second: Director Lawson.

Voice Vote: Ayes -Ted Thomas, Larry Doss, Ed Lawson, Barbara Willard and Frank Muse.

Motion carried.

5. NEW BUSINESS:

a. Manager Graton read Resolutions of Commendation for Shirley Spediacci and Fire Chief Cliff Spediacci upon their retirement.

Manager Graton provided background on the Volunteer Fire Chief position and outlined the next steps for the Board.

Board discussion included changes to the policy that need to be made. Cliff Spediacci recommended Frank Muse as Interim Volunteer Fire Chief.

Public Comment: Kristine Read commented on the medical response needs for the community and expressed her thanks for Cliff and Shirley Spediacci for their years of service. Ken Rowe provided information on the house fire response. Mike Arnold commented that medical response experience is necessary.

Manager Graton encouraged the Board to appoint an Interim Fire Chief and provide staff with direction to return to the Board with updated policies and procedures for the Fire Chief position.

The Board discussed further the interim appointment and any conflict of interests.

Motion: The Board made a motion to appoint Frank Muse as Interim Fire Chief.

First: Ed Lawson

Second: Larry Doss

Roll Call: Ayes - Larry Doss, Ed Lawson, Ted Thomas and Barbara Willard

Abstain – Frank Muse

Motion carried.

The Board discussed direction to staff regarding updating the policy and procedures for Volunteer

Fire Chief, the development of an application and appointment process for the position.

Motion: A motion to direct staff to review and update the policy and procedures for the Volunteer Fire Chief, job description, position application and appointment process.

First: Chairman Thomas

Second: Director Willard

Roll Call: Ayes – Larry Doss, Ed Lawson, Ted Thomas, Barbara Willard and Frank Muse.

Motion carried.

- b. Resolution 2024-05 establishing a revised job description for the position of General Manager. Manager Graton provided a brief description of the need for this action and read the proposed resolution.

Public Comment: None.

The Board discussed the need for grammatical corrections to the provided Policy 2950.

Motion: A motion to approve Resolution 2024-05 and Policy 2950 as amended.

First: Chairman Thomas

Second: Director Willard

Roll Call: Ayes- Larry Doss, Ed Lawson, Ted Thomas, Barbara Willard and Frank Muse.

Motion carried.

- c. Resolution 2024-06 establishing a new job position of Administrative Assistant. Manager Graton reviewed the staff report, the need for the position, the job description for the Policy handbook at 2903 and the classification of the position as open.

Public Comment: None.

The Board discussed the need for the position, the experience required and the potential pay rate.

Manager Graton read Resolution 2024-06 with a correction to the date of approval and signing.

Motion: A motion to approve Resolution 2024-06 as amended.

First: Director Muse

Second: Director Doss

Roll Call: Ayes - Larry Doss, Ed Lawson, Ted Thomas, Barbara Willard and Frank Muse

Motion carried.

- d. Recommendation to amend Ordinance #8, Annual Sewer Operations & Maintenance (O&M) payment procedure. Manager Graton reviewed the issues creating confusion regarding annual payment and the need to allow annual payments at the beginning of the Fiscal Year only. The Board discussed the need for the amendment and the need to provide clarification for the customers.

Public Comment: None.

The Board directed staff to return with an amendment to Ordinance #8 reflecting the clarification for annual payments to the O & M billings.

6. ADJOURN:

Motion: Motion to adjourn to the next Regular Meeting on June 14, 2024 at 3:00 p.m.

First: Director Doss

Second: Director Muse

Voice Vote: All Ayes.

Motion carried.

Meeting adjourned at 10:45 a.m..