



# SPALDING COMMUNITY SERVICES DISTRICT

## BOARD OF DIRECTORS

**TELEPHONIC**  
**REGULAR MEETING AGENDA**  
**APRIL 17, 2020**  
**3:00 PM**

**MEMBERS OF THE BOARD**  
MIKE ARNOLD, BOARD CHAIR  
TED THOMAS, BOARD VICE CHAIR  
LARRY DOSS, DIRECTOR  
ED LAWSON, DIRECTOR  
DARREN READ, DIRECTOR

**MEETING ACCESS:**  
**PURSUANT TO GOVERNOR'S ORDER N-29-20**  
THIS MEETING WILL BE CONDUCTED VIA TELECONFERENCE  
THE PUBLIC MAY ELECTRONICALLY ATTEND THE MEETING  
VIA TELEPHONE: (701)779-9724  
VIA WEB: [HTTP://JOIN.FREECONFERENCECALL.COM/EAGLELAKESCS](http://join.freeconferencecall.com/eaglelakescsd)  
ONLINE MEETING ID: EAGLELAKESCS

Welcome to the SCSD Board Meeting! Members of the public may provide public comment on any item on the Board's agenda. A person seeking to address the Board may submit their comments via email to [eaglelakescsd@citlink.net](mailto:eaglelakescsd@citlink.net) or via telephone at 530-825-3258 at least two hours prior to the start of the meeting. The Board Secretary will read all timely received comments during the board meeting. If your comment is directed to a particular agenda item, please note the item number in your email. Public comments are limited to five (5) minutes, unless the Chairperson of the Board grants a longer period of time. A group representative addressing the Board is limited to fifteen (15) minutes, or longer, as the Chairperson deems necessary. 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.

THIS MEETING IS BEING HELD IN ACCORDANCE WITH THE BROWN ACT AS CURRENTLY IN EFFECT UNDER THE STATE EMERGENCY SERVICES ACT, THE GOVERNOR'S EMERGENCY DECLARATIONS RELATED TO COVID-19, AND THE GOVERNOR'S EXECUTIVE ORDER N-29-20 ISSUED ON MARCH 17, 2020 THAT ALLOWS ATTENDANCE BY MEMBERS OF THE DISTRICT, DISTRICT STAFF, AND THE PUBLIC TO PARTICIPATE AND CONDUCT THE MEETING BY TELECONFERENCE, VIDEOCONFERENCE, OR BOTH.

**PUBLIC COMMENTS ON AGENDIZED ITEMS MAY BE SUBMITTED VIA EMAIL TO [EAGLELAKESCS@CITLINK.NET](mailto:EAGLELAKESCS@CITLINK.NET) OR VIA TELEPHONE AT 530-825-3258 AT LEAST TWO HOURS PRIOR TO THE START OF THE MEETING.**

CALL TO ORDER

ROLL CALL

\_\_\_ Mike Arnold

\_\_\_ Ted Thomas

\_\_\_ Larry Doss

\_\_\_ Ed Lawson

\_\_\_ Darren Read

1. PLEDGE OF ALLEGIANCE
2. APPROVAL OF THE AGENDA
3. GENERAL MANAGER REPORT TO BOARD
  - a. Staff Report Attached (GM Wilson)
4. FIRE CHIEF REPORT TO BOARD
  - a. Staff Report Attached (Chief Spediacci)
5. PUBLIC COMMENT – Any person may submit a comment on any topic that is not listed on this agenda via email at [eaglelakescsd@citlink.net](mailto:eaglelakescsd@citlink.net) or via telephone at 530-825-3258 at least two hours prior to the start of the meeting. Please note, any topic that requires action will be referred to staff for a report and action at a subsequent meeting. Please wait to speak to items listed on the agenda until their time for discussion. Presentations are subject to a five-minute limit.
6. APPROVAL OF MINUTES
  - a. Submitted for approval are the minutes from the February 21, 2020 Board of Directors meeting.  
  
Action requested – APPROVE BOARD MINUTES FOR FEBRUARY 21, 2020, AND AUTHORIZE THE BOARD MEMBERS PRESENT TO SIGN (Ted Thomas, Ed Lawson, Larry Doss, Darren Read) (Admin)
7. APPROVAL OF BILLS
  - a. Approval of Paid District Expenditures for February March April – Submitted for approval are the Districts expenditures for the end of February, March and the first half of April 2020.  
  
Action Requested -APPROVE DISTRICT EXPENDITURES AND AUTHORIZE THE BOARD MEMBERS TO SIGN (Admin)
8. CONSENT CALENDAR

All matters listed under the Consent Calendar are considered to be routine by the Board of Directors. There will be no separate discussion on these items. Any member of the public or the Board of Directors may request removal of an item from the consent calendar to be considered separately.

None
9. PUBLIC HEARINGS

None

10. **BOARD MEMBER / COMMITTEE REPORTS / BOARD MEMBER COMMENTS**  
(Pursuant to California State law, the Board is prohibited from taking action on any item not listed on the agenda)
11. **NEW BUSINESS**
  - a. **Consider Approval of Resolution No. 2020-01**  
A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SPALDING COMMUNITY SERVICES DISTRICT CONFIRMING EMERGENCY REGULATIONS FOR PUBLIC MEETINGS TO MITIGATE TRANSMISSION OF COVID-19 (ROLL CALL VOTE)
12. **CONTINUING BUSINESS**
  - a. **Fuel Tanks**
  - b. **Grant for Weather Station and pond closure**
  - c. **Sewer Pond Grant Update**
  - d. **Fee Study Update**
  - e. **Marina Camera and Weather Station Update**
13. **GENERAL MANAGER'S REPORTS**
  - a. **COVID-19 Updates**
  - b. **Ordinance; 6.02 WEEDS, RUBBISH AND DEBRIS ABATEMENT Updates**
  - c. **Vegetation Pile**
14. **CLOSED SESSION**  
None
15. **ADJOURN**  
Next regular meeting is scheduled for May 15, 2020 at 3:00 p.m.

### **Information and Procedures Concerning the Agenda and Board of Directors Meetings**

#### **Meeting Information:**

Meetings are generally held the third Friday of each month. Meetings start at 3:00 p.m. and are held in the Eagle Lake Community Center, 502-907 Mahogany Way, Susanville. At the end of each year the Board adopts a meeting schedule for the upcoming year. Meeting dates can be changed as a result of holidays or other events so please check the meeting calendar to be certain. Copies of the adopted meeting calendar for the year are available in the District Office or on the District's website.

#### **Agenda Information:**

The agenda for every meeting of the Board is posted in front of the District Office at least 72 hours before each meeting (24 hours before a special meeting) and is also available on the District's website. A copy of the agenda and supporting materials provided to the Board of Directors members to explain each agenda item (excluding documents that are not a public record within the meaning of the Public Records Act) are available for your review at the District Office (please do not remove items from these files), and on the District website. Copies of supporting materials can be made for you at a charge to cover costs.

**Agenda Format and Meeting Order:**

The agenda is usually organized into the following areas and meetings generally proceed in the following order:

1. Pledge of Allegiance.
2. Approval of Agenda.
3. General Manger Report to Board.
4. Fire Chief Report to Board.
5. Public Comment: this is the area of the agenda where members of the audience may address the Board on any matter not listed on the agenda. The Board, by law, cannot take action on any matter not listed on the agenda, but may respond to statements or questions and provide staff direction. Pursuant to Governor's Order N-29-20, public comments may be submitted via email to eaglelakescsd@citlink.net or via telephone at 530-825-3258 at least two hours prior to the start of the meeting.
6. Approval of Minutes: this is the time for the board to approve the minutes from the previous board meeting.
7. Approval of Bills: this is the time for the board to approve the expenditures that have occurred since the previous board meeting.
8. Consent Calendar: these are items that are considered routine and are handled by one motion and vote of the Board. If you wish to discuss any item on the Consent Agenda you can either fill out a speaker card (located in the back of the board room) and give it to the Clerk of the Board (sitting to the left of the Board) or, when the Chair asks if there is anything anyone would like to remove from the Consent Agenda, stand and approach the podium and request the item be removed. The removed items are discussed at separately.
9. Public Hearing and Timed Items: this is where items that are required by law to be heard as a public hearing are set. This is the section where appeals before the Board are usually discussed. Hearings may start after the time listed, but will never start before the time listed.
10. Board Members Reports / Committee Reports: this is where board members can speak on any conferences, workshops, meetings or other activities SCSD General Interest including AB1234 travel reports.
11. New Business: this is where presentations to the Board and items that require full discussion are heard.
12. Continuing Business: this is where staff and board can engage on business matters on-going or previously heard.
13. General Managers Report: this is where the GM informs the board on any current activity or situation occurring in the district.
14. Closed Session: The Board is authorized, by law, to meet in a closed session in certain circumstances. This area of the agenda identifies those items that will be discussed during the closed session.
15. ADJOURNMENT: this is the time that the board conclude the current meeting and sets the date, time and location for the following special or regular scheduled board meeting.

**Public Participation:**

It is the policy of the Board of Directors, and a requirement of the California Open Meetings Law, to allow members of the public the opportunity to comment on all matters before the Board. Public participation is limited to matters within the subject matter jurisdiction of the Board pursuant to Government Code Section 54954.3. The Board has adopted policy and procedures to facilitate the meeting process and conduct.

The Board of Directors is committed to making its proceedings accessible to all citizens. Individuals with special needs should call the District Office at 530.825.3258, Tuesday through Friday, 9:30 a.m. to 3:30 p.m. to request disability-related modifications/accommodations or to request materials in alternate formats. All requests for special accommodations and/or alternative format documents should be made 48 hours prior to the meeting to ensure adequate time to provide the requested accommodation. ***All accommodation requests will be processed swiftly and resolving any doubt in favor of accessibility.***

I, Michael Wilson, certify that I caused to be posted notice of regular meeting scheduled for April 17<sup>th</sup> on Tuesday, April 14<sup>th</sup> based on current requirements related to COVID-19

AGENDA ITEM 3A

Motion Only  
 Public Hearing  
 Resolution  
 Ordinance  
 Information

**Submitted by:** Mike Wilson, GM

**Action Date:** April 17, 2020

**BOARD OF DIRECTORS AGNDA ITEM**

**SUBJECT:** GM's Report

**PRESENTED BY:** Mike Wilson, GM

**SUMMARY:** Upon my arrival to the district on March 16th, I have begun the onboarding process of evaluating and making necessary changes to existing district operations to streamline our operations. One of the priorities established is to obtain and provide the District's Elected Officials and Staff with District e-mails to avoid using personal e-mail addresses for conducting district business.

We have had some technical challenges with our Frontier Internet system and are working with them to improve services including our e-mail.

We are working on recovering grant funding from the existing IRWMP Sewer Pond Grant which is administered by the City of Susanville, we currently have approximately \$20,000 in receipts in money due back to the district.

For the quarterly billing, I provided an initial greetings letter and will be following up with quarterly news letters for the district to discuss what is happening in the district.

With the COVID-19 issues, the district is working on meeting the publics needs and we have established some new protocols to allow public access to telephonic board meetings by obtaining a conference call line. The line will make it possible for the community to call in and listen to regular scheduled and special board meetings in this critical time.

We are evaluating the previous actions taken regarding proposed Resolution No. 2019-5 and existing Ordinance 6.02. As we evaluate this sensitive topic, we will be re-evaluating the process and likely bring this back to a community workshop in the future once we are past the restrictions set in place through COVID-19.

We are working with Quick Books to obtain an upgrade to our system to help prevent future glitches the system has experienced due to the age of the program. Unfortunately, the system has created some AP/AR issues that have troubled some of our customers during billing.

As we proceed forward in the next couple of months, I would request that each Board Member submit their top five (5) priorities they would like to see taken care of in the district. Once the COVID-19 is resolved we would also like to plan a goals setting workshop for the community and the board.

**ACTION REQUESTED:** Information Only

AGENDA ITEM 4A

Motion Only  
 Public Hearing  
 Resolution  
 Ordinance  
 Information

**Submitted by:** Mike Wilson, GM

**Action Date:** April 17, 2020

**BOARD OF DIRECTORS AGNDA ITEM**

**SUBJECT:** Fire Chief's Report

**PRESENTED BY:** Cliff Spediacci, Fire Chief

**SUMMARY:** The Fire Department responded to 4 calls in February and 5 calls in March.

The new radios have been delivered and should be installed by the end of April.

The Department has been in communication with the County and the CalFire Dispatch Center every two to three days for updates on COVID-19 for the Safety of Our Community and our Volunteer Firefighters.

**ACTION REQUESTED:** Information Only

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

*Draft*

**APPROVED BY DIRECTORS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MEETING PLACE: EAGLE LAKE COMMUNITY CENTER, SPALDING**

**BOARD MEMBERS/STAFF PRESENT:** TED THOMAS, VICE-CHAIRPERSON, LARRY DOSS, DARREN READ, ED LAWSON **ABSENT:** MIKE ARNOLD

MEETING CALLED TO ORDER BY Ted Thomas at 3:00 p.m.  
PLEDGE OF ALLEGIANCE

**2. CORRECTIONS AND/OR CHANGES TO THE AGENDA**

Mr. Thomas removed item 4.03 as this will be discussed during item 4.06

**Motion:** Approve the agenda with the removal of item 4.03.

**First: Larry Doss**

**Second: Darren Read**

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

**3. CONSENT AGENDA**

3.01 Approval of the minutes from January 17, 2020 and January 31, 2020.

Ted Thomas reported that there is still \$31,000 left of FEMA Road Repair funds in the bank. At least \$16,000 can be used for extra material in the spring for additional repairs. Mr. Thomas also reported that Mark Adams from NorthStar was not ready to report his findings on the Fee Study and will present at a future meeting.

**Motion:** Approve the minutes from January 17, 2020 with the changes.

**First: Ed Lawson**

**Second: Ted Thomas**

**Roll Call: Larry Doss – yes; Darren Read – yes; Ted Thomas – yes; Ed Lawson – yes**

**Motion:** Approve the minutes from January 31, 2020.

**First: Ted Thomas**

**Second: Larry Doss**

**Roll Call: Larry Doss – yes; Darren Read – yes; Ted Thomas – yes; Ed Lawson – yes**

3.02 Approval of Paid District Expenditures for the months of January and February 2020.

**Motion:** Approve district expenditures for the months of January and February 2020.

**First: Larry Doss**

**Second: Ted Thomas**

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

**4. REGULAR AGENDA**

4.01 Item 4.03 was removed from the agenda.

**4.02 Fire Chief Report**

Fire Chief Cliff Spediacci reported that there were 49 calls for 2019 calendar year. Cal Fire has been in the area burning small piles. They will not continue burning until the area gets more moisture due to fire danger. Chief Spediacci spoke to Cal Fire about burning the green waste piles at the district office. They will not burn them for 3



reasons: 1) they are too close to the solar panels; 2) there are materials in the piles that are not burnable; and 3) it is illegal to move green waste from one property to another to be burned according to Air Quality Management rules. Due to the last reason, Spalding Community Fire Department won't be involved in the burning of these piles either. There was discussion on what to do with the piles. Darren Read will look into funding for dumpsters to haul it off. This issue will be agenzized for a future meeting.

4.04 **Board Member/ Committee Reports / Board Member Comments**

\* **Sewer Pond Grant** – Ted Thomas reported for Mike Arnold that the grant is still in the processing stage to be totally approved and the money put into place.

\* **Fee Study** – The fee study is still being worked on. Mark Adams from NorthStar will report his findings at a future meeting.

\* **Marina Camera and Weather Station Update** – Ted Thomas reported that Frontier is working on the Marina camera issue. The IP addresses are not talking to each other. The Weather Station is waiting on a part to get that up and running.

4.05 **Approval of New Copy Machine Lease Agreement**

The current copy machine agreement is up in March. There are two quotes: one for a new machine which includes an eFax line and one for a used machine that does not include an eFax line. The quotes are equal monthly amounts when the cost of an additional phone line for eFax is included in the cost for the used machine. There will be an additional savings to the district if the new machine is approved when the phone line which currently is being used for eFax is eliminate.

**Motion:** Approve copy contract for the new machine with same guarantee.

**First: Larry Doss**

**Second: Darren Read**

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

4.06 **Approval Contract for General Manager**

The interview team recommends entering into an employment contract with Mike Wilson for the position of General Manager. The term of the contract is from February 21, 2020 through February 22, 2021. The proposed annual salary is \$47,424. There was discussion on the particulars of the contract which has been reviewed by the district's legal team. A five-minute recess was called for copies of the contract to be distributed to the audience for their review. After reviewing the contract the following correction was made: Item 10.2 Termination Without Cause verbiage was changed to reflect a change in the severance pay based on 2 months (8 weeks) multiplied by 24 hours per week multiplied by \$38.00 per hour. The new total is \$7,296.

**Motion:** Approve the contract for Mike Wilson for the position of General Manager as corrected.

**First: Ted Thomas**

**Second: Larry Doss**

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

5. **PUBLIC HEARING AND TIMED ITEMS**

There was no public hearing.

6. **PUBLIC COMMENT**

\* Will Turner provided the Board with information on Food and Agriculture Laws Rule 118616902 Section 16904 regarding the cattle issue at the lake. There will be a Supervisor meeting next week. Lahontan Basin Regional Water Management Group will be presenting information about Eagle Lake's water quality. Mr. Turner asked the Board to put forth a letter in approval of removing cattle access to the lake.

\* Chris Gallagher, Board of Supervisors District 1, has discussed the cattle issue with Mo Suarez from the Forest Service. Mr. Gallagher gave the Board information Mr. Suarez sent. He suggested inviting Mr. Suarez to a future meeting. Mr. Gallagher also spoke as a Spalding property owner in regard to the weed and rubbish abatement issue. He suggested taking a

step back and reevaluating how to move forward. Mr. Gallagher is using his contacts to help with getting rid of the green waste pile.

\* Dan James asked if Resolution 2019-5 will be on the March agenda. Ted Thomas thought it will be.

**ADJOURN**

The meeting was adjourned at 4:20 p.m.

**The next regular meeting scheduled for March 20, 2020 at 3:00pm**

Respectfully submitted by: Sharon Moats

## Spalding Community Services District General Ledger As of April 10, 2020

Type	Date	Num	Name	Memo	Split	Amount	Balance
<b>1 - Checking at Lassen County</b>							7,836.37
<b>1.225 - 225 Fire - Main - Cash Account</b>							0.01
Check	03/27/2020	88	Shirley Spediacci		-SPLIT-	-120.57	-120.56
Deposit	03/31/2020			Interest	Property Taxes	1,444.72	1,324.16
Check	04/03/2020	89	ULINE		3002700 - Smal...	-135.64	1,188.52
Check	04/10/2020	90	Silverado Avionics Inc		3002205 - Fede...	-5,820.98	-4,632.46
Total 1.225 - 225 Fire - Main - Cash Account						-4,632.47	-4,632.46
<b>1.227 - 227 Sewer - Main Cash Account</b>							1,784.88
Paycheck	02/25/2020	pr1210...	Moats, Sharon		-SPLIT-	-661.59	1,123.29
Paycheck	02/25/2020	pr1210...	King, Robert		-SPLIT-	-368.13	755.16
Paycheck	02/25/2020	pr1210...	Whitworth, JR, Robert		-SPLIT-	-520.05	235.11
Paycheck	02/25/2020	pr1210...	Stump, Steve		-SPLIT-	-456.75	-221.64
Liability Check	02/28/2020	E-pay	EDD	499-0869-2 Q...	-SPLIT-	-75.71	-297.35
Liability Check	02/28/2020	E-pay	United States Treasury	91-1766275 Q...	-SPLIT-	-1,048.42	-1,345.77
Deposit	02/29/2020			Interest	2010600 - Sew...	3,835.80	2,490.03
General Journal	02/29/2020	cpa13			-SPLIT-	-78.00	2,412.03
General Journal	02/29/2020	cpa13			1.227 - 227 Se...	78.00	2,490.03
General Journal	02/29/2020	cpa13			1.227 - 227 Se...	-140.32	2,349.71
General Journal	02/29/2020	cpa13			1.227 - 227 Se...	140.32	2,490.03
Deposit	03/04/2020			Deposit	-SPLIT-	3,031.80	5,521.83
Paycheck	03/10/2020	pr0310...	King, Robert		-SPLIT-	-308.77	5,213.06
Paycheck	03/10/2020	pr0310...	Moats, Sharon		-SPLIT-	-418.55	4,794.51
Paycheck	03/10/2020	pr0310...	Whitworth, JR, Robert		-SPLIT-	-420.24	4,374.27
Paycheck	03/10/2020	pr0310...	Stump, Steve		-SPLIT-	-456.75	3,917.52
Payment	03/18/2020	9203	Webb Living Trust (2...		1110 - Account...	78.00	3,995.52
Check	03/19/2020	121071	UMPQUA Bank		-SPLIT-	-568.78	3,426.74
Check	03/19/2020	121072	TIAA Bank	Copier	3002500 - Rent...	-117.25	3,309.49
Check	03/19/2020	121073	LMUD		-SPLIT-	-762.44	2,547.05
Check	03/19/2020	121074	Forest Office Equipm...		3002200 - Offic...	-59.80	2,487.25
Check	03/19/2020	121076	Mary Cheek CPA		-SPLIT-	-1,000.00	1,487.25
Check	03/19/2020	121077	Guardian		3000211 - Spec...	-191.43	1,295.82
Check	03/19/2020	121078	Ed Staub & Sons		3001800 - Main...	-422.76	873.06
Check	03/19/2020	121079	California Associatio...		3002000 - Mem...	-100.00	773.06
Check	03/19/2020	121080	California Rural Wate...	Public Wtr Sys...	3002000 - Mem...	-643.00	130.06
Check	03/19/2020	121081	Willdan Financial Ser...		3002300 - Prof...	-2,402.43	-2,272.37
Check	03/19/2020	121082	Verizon Wireless		3001200 - Com...	-419.20	-2,691.57
Paycheck	03/25/2020	pr0310...	King, Robert		-SPLIT-	-486.89	-3,178.46
Paycheck	03/25/2020	pr0310...	Moats, Sharon		-SPLIT-	-636.06	-3,814.52
Paycheck	03/25/2020	pr0310...	Whitworth, JR, Robert		-SPLIT-	-531.88	-4,346.40
Paycheck	03/25/2020	pr0310...	Stump, Steve		-SPLIT-	-456.75	-4,803.15
Deposit	03/26/2020			Deposit	-SPLIT-	1,537.70	-3,265.45
Check	03/26/2020	121083	LMUD		-SPLIT-	-275.64	-3,541.09
Check	03/26/2020	121084	Billington Ace Hardw...		3002700 - Smal...	-18.43	-3,559.52
Check	03/26/2020	121085	Streamline/Digital De...		3001200 - Com...	-75.00	-3,634.52
Check	03/27/2020	121086	Lassen County Asse...	copy of county...	3002200 - Offic...	-17.00	-3,651.52
Check	03/27/2020	121088	Stradling Yocca Carls...		3002300 - Prof...	-714.00	-4,365.52
Check	03/27/2020	121089	Verizon Wireless		3001200 - Com...	-425.49	-4,791.01
Check	03/27/2020	121090	Guardian		3000211 - Spec...	-179.53	-4,970.54
Deposit	03/31/2020			Interest	2010600 - Sew...	1,665.54	-3,305.00
General Journal	03/31/2020	cpa jae			1.401 - Us bank...	156.00	-3,149.00
Check	04/03/2020	121091	Martin Security Syste...		3001700 - Main...	-96.00	-3,245.00
Check	04/03/2020	121092	NAPA Sierra		3002700 - Smal...	-127.60	-3,372.60
Check	04/03/2020	121093	Frontier Communicati...		3001200 - Com...	-1,556.13	-4,928.73
Check	04/03/2020	121094	Pitney Bowes Global ...	Can No 20697...	3002201 - Post...	-20.00	-4,948.73
Check	04/03/2020	121095	Willdan Financial Ser...		3002300 - Prof...	-826.11	-5,774.84
Check	04/03/2020	121096	Billington Ace Hardw...		3001800 - Main...	-127.03	-5,901.87
Payment	04/08/2020	DP137...	Niles Family Trust (1...		1110 - Account...	78.00	-5,823.87
Payment	04/08/2020	DP137...	Caprari, Orlando (38...		1110 - Account...	249.60	-5,574.27
Payment	04/08/2020	DP137...	Jensen, James & Na...		1110 - Account...	78.00	-5,496.27
Deposit	04/08/2020			Deposit	-SPLIT-	7,896.60	2,400.33
Deposit	04/09/2020			Deposit	-SPLIT-	4,808.50	7,208.83
Paycheck	04/10/2020	pr0310...	King, Robert		-SPLIT-	-552.21	6,656.62
Paycheck	04/10/2020	pr0310...	Moats, Sharon		-SPLIT-	-747.44	5,909.18
Paycheck	04/10/2020	pr0310...	Whitworth, JR, Robert		-SPLIT-	-481.53	5,427.65
Paycheck	04/10/2020	pr0310...	Wilson, Michael L		-SPLIT-	-905.60	4,522.05
Paycheck	04/10/2020	pr0310...	Stump, Steve		-SPLIT-	-456.75	4,065.30
Check	04/10/2020	121097	Lassen Regional Soli...		-SPLIT-	-134.34	3,930.96
Check	04/10/2020	91	Ed Staub & Sons		3001701 - Main...	-389.86	3,541.10
Check	04/10/2020	121098	Forest Office Equipm...		3002200 - Offic...	-52.25	3,488.85
Check	04/10/2020	121099	Mary Cheek CPA		3002300 - Prof...	-1,000.00	2,488.85
Check	04/10/2020	121101	UMPQUA Bank		3001700 - Main...	-3,269.70	-780.85
Deposit	04/10/2020			Deposit	-SPLIT-	2,596.80	1,815.95
Total 1.227 - 227 Sewer - Main Cash Account						31.07	1,815.95

10:32 AM

04/14/20

Accrual Basis

Spalding Community Services District  
General Ledger  
As of April 10, 2020

Type	Date	Num	Name	Memo	Split	Amount	Balance
1.231 · 231 Recreation - Main Cash Acct							6,051.48
Deposit	03/31/2020			Interest	2003000 · Inter...	0.01	6,051.49
Payment	04/08/2020	DP137...	Christensen, Kurt Ro...		1110 · Account...	257.40	6,308.89
Payment	04/08/2020	DP137...	Ryner, David & Kristi...		1110 · Account...	165.60	6,474.49
Total 1.231 · 231 Recreation - Main Cash Acct						423.01	6,474.49
Total 1 · Checking at Lassen County						-4,178.39	3,657.98
<b>TOTAL</b>						<b>-4,178.39</b>	<b>3,657.98</b>

AGENDA ITEM 11A

Motion Only  
 Public Hearing  
 Resolution  
 Ordinance  
 Information

**Submitted by:** Mike Wilson, GM

**Action Date:** April 17, 2020

**BOARD OF DIRECTORS AGNDA ITEM**

**SUBJECT:** Resolution No. 2020-01 - A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SPALDING COMMUNITY SERVICES DISTRICT CONFIRMING EMERGENCY REGULATIONS FOR PUBLIC MEETINGS TO MITIGATE TRANSMISSION OF COVID-19

**PRESENTED BY:** Mike Wilson, GM

**SUMMARY:** Due to concerns with COVID-19 and to protect our community, and to be in compliance with law and with current safety practices, the district has determined it is necessary to establish regulations for conducting public meetings.

In addition, the District has established a resolution to confirm these regulations and to document its actions.

**FISCAL IMPACT:** Establish a telephone conference line that will allow the public to call and participate in Board of Director meetings at \$15.00 per month.

**ACTION REQUESTED:** By Motion Approve Resolution No. 2020-1 and Emergency Regulations For Public Meetings to Mitigate Transmission of COVID-19

**RESOLUTION NO. 2020-1**  
**APRIL 17, 2020**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
SPALDING COMMUNITY SERVICES DISTRICT  
CONFIRMING EMERGENCY REGULATIONS FOR  
PUBLIC MEETINGS TO MITIGATE TRANSMISSION OF  
COVID-19**

WHEREAS, coronavirus disease 2019 (“COVID-19”) is a respiratory disease caused by a novel (new) coronavirus now named SARS-CoV-2; and

WHEREAS, according to a “Situation Summary” that was updated by the Centers for Disease Control (“CDC”) on March 14, 2020,

The complete clinical picture with regard to COVID-19 is not fully known. Reported illnesses have ranged from very mild (including some with no reported symptoms) to severe, including illness resulting in death. While information so far suggests that most COVID-19 illness is mild, a report out of China suggests serious illness occurs in 16% of cases. Older people and people of all ages with severe chronic medical conditions — like heart disease, lung disease and diabetes, for example — seem to be at higher risk of developing serious COVID-19 illness.

(<https://www.cdc.gov/coronavirus/2019-ncov/cases-updates/summary.html>); and

WHEREAS, also according to the CDC: (a) SARS-CoV-2, the virus that causes COVID-19, is infecting people and spreading easily from person-to-person; and (b) cases of COVID-19 have been detected in most countries worldwide and community spread is being detected in a growing number of countries; and

WHEREAS, on January 30, 2020, the International Health Regulations Emergency Committee of the World Health Organization (“WHO”) declared the COVID-19 outbreak a public health emergency of international concern; and

WHEREAS, on January 31, 2020, the United States Health and Human Services Secretary declared a public health emergency related to the COVID-19 outbreak; and

WHEREAS, on March 4, 2020, the Governor of California declared a state of emergency related to the COVID-19 outbreak; and

WHEREAS, on March 11, 2020, the WHO characterized COVID-19 as a pandemic; and

WHEREAS, on March 12, 2020, the Governor of California issued Executive Order N-25-20 (“Executive Order N-25-20”), which, in part, suspended certain requirements of the Ralph M. Brown Act, Cal. Gov’t Code §§ 54950-54963 (the “Brown Act”), to facilitate social distancing and other similar measures to mitigate transmission of COVID-19; and

WHEREAS, on March 13, 2020, the President of the United States declared the COVID-19 outbreak a national emergency; and

WHEREAS, on March 14, 2020, the CDC recommended that gatherings of 50 people or more should be canceled or postponed throughout the country.

WHEREAS, on March 16, 2020, the CDC further recommended that gatherings of 10 people or more should be canceled, postponed, or held virtually throughout the country for at least the next 15 days.

WHEREAS, on March 17, 2020, the Governor of California issued Executive Order N-29-20 (“Executive Order N-29-20”), which supersedes Executive Order N-25-20 and further suspends certain requirements of the Brown Act; and

WHEREAS, on March 19, 2020, the Governor of California issued Executive Order N-33-20 (“Executive Order N-33-20”), which, in part, requires individuals living in the State of California to stay home or at their place of residence except as needed to maintain continuity of operations of the federal critical infrastructure sectors, to further mitigate and disrupt the spread of COVID-19.

WHEREAS, on April 17, 2020, Board of Directors of the Spalding Community Services District issued “emergency regulations for public meetings to mitigate transmission of COVID-19” (the “Emergency Regulations”) based upon (a) the existing state of emergency declared by the Governor of California on March 4, 2020; (b) Executive Orders N-29-20 and N-33-20; and (c) the CDC’s recommendation to cancel, postpone, or hold virtually all gatherings of 10 or more; and

WHEREAS, the Board of Directors desires to confirm the Emergency Regulations, subject to the provisions of this Resolution.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE SPALDING COMMUNITY SERVICES DISTRICT, DO HEREBY RESOLVE, DETERMINE AND ORDER, AS FOLLOWS:

Section 1. The foregoing Recitals are incorporated in and constitute a substantive part of this Resolution.

Section 2. The Emergency Regulations attached to this Resolution as Exhibit “A” are hereby confirmed, subject to the provisions of this Resolution.

Section 3. The Board of Directors reserves the right to suspend, terminate or modify the Emergency Regulations.

Section 4. The Board Secretary shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.

PASSED, APPROVED and ADOPTED this 17th day of April, 2020, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

APPROVED:

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Chairman

**SPALDING COMMUNITY SERVICES DISTRICT  
EMERGENCY REGULATIONS FOR PUBLIC MEETINGS  
TO MITIGATE TRANSMISSION OF COVID-19**

On March 4, 2020, the Governor of California declared a State of Emergency related to coronavirus disease 2019 (“COVID-19”), which is caused by a novel coronavirus.

On March 16, 2020, the CDC recommended that gatherings of 10 people or more should be canceled, postponed, or held virtually throughout the country, for at least the next 15 days, to facilitate social distancing and other similar measures to mitigate transmission of COVID-19.

On March 17, 2020, the Governor issued Executive Order N-29-20 (“Executive Order N-29-20”) which, in part, suspends certain requirements of the Ralph M. Brown Act, Cal. Gov’t Code §§ 54950-54963 (the “Brown Act”), to facilitate social distancing and other similar measures to mitigate transmission of COVID-19.

On March 19, 2020, the Governor issued Executive Order N-33-20 (“Executive Order N-33-20”) which requires individuals of the State of California to stay home or at their place of residence, except as needed to maintain continuity of operations of the federal critical infrastructure sectors.

The emergency regulations (“Emergency Regulations”) issued by this order by the Spalding Community Services District (the “District”) are based upon (a) the existing State of Emergency declared by the Governor of California on March 4, 2020; (b) Executive Orders N-29-20 and N-33-20; and (c) recommendations by the United States Centers for Disease Control regarding social distancing.

**THE FOLLOWING EMERGENCY REGULATIONS ARE HEREBY ISSUED BY THE DISTRICT TO MITIGATE TRANSMISSION OF COVID-19:**



**1. Incorporation of Prefatory Paragraphs.** The paragraphs above, including the words and phrases defined therein, are incorporated herein and constitute a substantive part of these Emergency Regulations.

**2. Scope and Applicability.** Subject to Section 3, below, these Emergency Regulations shall apply to every meeting conducted by the District.

**3. Term; Amendment by the District.** These Emergency Regulations shall take effect immediately upon issuance and shall terminate and be of no further force or effect whatsoever upon the earliest of the following: (a) the Governor of California terminates the State of Emergency to which these Emergency Regulations relate; (b) the Governor of California rescinds, revokes or otherwise terminates Executive Orders N-29-20 and N-33-20 or they expire, terminate or for any reason become ineffective; (c) the Board of Directors terminates these Emergency Regulations; (d) the Board of Directors does not confirm these Emergency Regulations pursuant to applicable law; or (e) applicable law prohibits all or any part of these Emergency Regulations. Notwithstanding the foregoing, and subject to applicable law, the District may amend or terminate these Emergency Regulations at any time prior to the Board of Directors' confirmation.

**4. Emergency Mitigation Measures.** Notwithstanding the District's existing public meeting procedures, whether established by custom, policy, rule, resolution, ordinance, or otherwise, the District shall implement emergency measures as set forth in this Section 4 to mitigate transmission of COVID-19.

**4.1. Electronic Attendance and Participation.**

**4.1.1. Members.** A member of the Board, committee, or other body conducting a meeting may attend and participate in such meeting telephonically or otherwise electronically, to the maximum extent allowed by (and subject to the requirements and/or limitations of) of Executive Order N-29-20.

**4.1.2. Public.** The public may electronically attend a meeting by telephonic dial-in, 701-779-9724. The public may electronically participate in a meeting by sending comments to eaglelakescsd@citlink.net by email; provided, however, that any such electronic submission shall be subject to the following requirements: (a) it must indicate the date of the meeting and agenda item number to which it relates (or indicate that it does not relate to a specific agenda item); (b) in the case of an email, it must be sent to the email address the District designates to receive electronic submissions pursuant to this section; and (c) it must be actually received by the District at least two (2) hours prior to the meeting. District staff will endeavor to read aloud each electronic submission at the appropriate time during the meeting, subject to applicable time and/or other limitation(s).

District staff will not read aloud any electronic submission that (d) does not comply with the requirements of this section, (e) contains profane, vulgar or offensive language, (f) contains insults, attacks or threats directed at any person(s) or (g) relates to an issue that is beyond the subject matter jurisdiction of the board, committee, or other body conducting the meeting. There is no express or implied representation, warranty or guarantee that an electronic

submission pursuant to this section will be read aloud by District staff during the meeting. Electronic submission of comments is supplemental and in addition to the public's right to physically attend and personally offer comments at a meeting.

4.1.3. Notice of Meeting; Publicly Accessible Location. If a member of the Board, committee, or other body conducting a meeting attends and/or participates in such meeting telephonically or otherwise electronically, then, as and to the extent required Executive Order N-29-20, the following requirements apply: (a) advance notice of the meeting must be given within the timeframe required by the Brown Act; and (b) the notice must identify at least one publicly accessible location from which the public shall have the right to observe and offer comment at the meeting.

4.1.4. Suspension of Certain Meeting Requirements. The District is not required to comply with Brown Act provisions as and to the extent suspended by the Governor of California in Executive Order N-29-20.

4.2. Suspension of Other Meeting Requirements. If and to the extent other provisions of the Brown Act are suspended, whether by executive order of the Governor of California or otherwise, the District may further modify the District's public meeting procedures to implement such suspension.

4.3. Additional Measures. The District may implement additional emergency measures to mitigate transmission of COVID-19, as and to the maximum extent allowed by law, by issuing an order that supplements these Emergency Regulations.

**5. Relationship to Other Laws.** In the event of a conflict between these Emergency Regulations and the provisions of any other applicable District policy, resolution or ordinance, the more restrictive provision shall control. In the event of a conflict between these Emergency Regulations and the provisions of any other applicable state or federal law, the state or federal law shall control.

**6. Exceptions.** These Emergency Regulations shall not apply if and to the extent application would abridge the exercise of a person's rights protected under the United States Constitution, including but not limited to, the rights of free speech and peaceable assembly.

**7. Notice of Emergency Regulations.** The District shall provide notice of these Emergency Regulations by, at a minimum, the following: (a) mailing a copy of these Emergency Regulations to any person who has submitted a request pursuant to Section 54951.1 of the California Government Code; (b) making copies of these Emergency Regulations available at the District's office to any person during normal business hours; and (c) posting a copy of these Emergency Regulations adjacent to any meeting agenda posted pursuant to the Brown Act.

**8. Severability.** If any section, subsection, paragraph, sentence, clause or phrase of these Emergency Regulations is declared by a court of competent jurisdiction to be unconstitutional or otherwise invalid, such decision shall not affect the validity of the remaining portions of these Emergency Regulations. The District declares that it would have adopted these Emergency Regulations, and each section, subsection, sentence, clause, phrase or portion thereof,

irrespective of the fact that any one or more sections, subsections, phrases, or portions be declared invalid or unconstitutional.

Date Issued: April 17, 2020

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