

**SPALDING COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS  
REGULAR MEETING  
April 10, 2025  
Minutes - DRAFT**

APPROVED BY DIRECTORS

Kathy Claytor \_\_\_\_\_  
Ellen Stallings \_\_\_\_\_  
Jerald Oliver \_\_\_\_\_  
Glyne Johnson \_\_\_\_\_  
Larry Doss \_\_\_\_\_

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	<u>  x  </u>	
Larry Doss	<u>  x  </u>	
Ellen Stallings	<u>  x  </u>	
Glyne Johnson	<u>  x  </u>	
Jerald Oliver	<u>  x  </u>	

3. PLEDGE OF ALLEGIANCE

Recital of the pledge of Allegiance, led by Chairwoman Claytor was spoken

4. APPROVAL OF THE AGENDA

**Motion: To approve the agenda for the April 10, 2025, meeting.**

First: Director Doss

Second: Director Oliver

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

Abstained – Glyne Johnson

*Public Comment:* None

*Board Comment:* None

5. PUBLIC COMMENT

**T. LaBue** reported that annual audits for 2021-2022 and 2022-2023 were already done and on the website. LaBue asked if GM Rogers has been bonded. Chairwoman Claytor said they were working with the attorney to have this happen

**M. Scallon**, Lassen County District 1 Supervisor, made himself available to the district.

**S. Hagen**, Neighborhood Watch President, would like the \$2,000 back that Neighborhood Watch donated to the district to buy a new stove for the community center. Chairwoman Claytor will check on it.

## 6. CLOSED SESSION

### 1. Public Employee Performance Evaluation (Government code 54957)

Chairwoman Claytor adjourned the meeting at 4:10 p.m. to move to closed session.

Chairwoman Claytor called the meeting back to order at 4:50 p.m.

The district counselor reported that the Board directed Chairwoman Claytor to meet with GM Rogers to discuss goals and contract.

*Public Comment:* **T. LaBue** asked when the evaluation form was approved by the Board. Chairwoman Claytor reported the evaluation form came from another district and was approved by the Board during closed session.

## 7. CONSENT AGENDA

### 7.1 Minutes

#### 7.1.i Minutes – Regular Meeting of March 13, 2025

Tabled

#### 7.1.ii Minutes – Regular Meeting of March 17, 2025

Tabled

*Public Comment:* T. LaBue was told after the meeting of February 13, 2025, that Zoom participants could not participate and the FPPC letter was provided to Chairwoman Claytor at the at that meeting.

#### 7.1.iii Minutes – Special Meeting April 1, 2025

### **Motion: To approve the minutes for the April 1, 2025, meeting.**

First: Director Doss

Second: Director Oliver

Roll Call: Ayes – Kathy Claytor, Ellen Stallings, Larry Doss, Jerald Oliver  
Abstained – Glyne Johnson

## 7.2 Financials

7.2 Accounts Payable - Invoices for approval

**Motion: To approve Purchase Order # 2025-04-07-01-001: Fire Risk Management Services – Invoice # FRMSf00261**

First: Director Doss

Second: Director Stallings

Roll Call: Ayes – Kathy Claytor, Ellen Stallings, Larry Doss, Jerry Oliver  
Abstained – Glyne Johnson

*Public Comment:* **T. LaBue** asked if this was a current bill and if it included all fire personnel or just volunteers. LaBue also asked if the district had been cancelled or acquired late fees.

**GM Rogers** shared that additional work needs to be done in this area to ensure workmen's comp bills are being paid out of the appropriate funds. Government Fire Fighters across the state, contract workman's comp cost out.

## 8. FIRE CHIEF REPORT

Fire Chief Frank Muse reported 4 medical aid calls, 1 lost person, 1 investigation and 1 vehicle collusion that resulted in a death. Chief Muse reminded the public to call 911 first in an emergency. The spaghetti dinner raised \$923 in donations. Burn permits are available online and go into effect May 1<sup>st</sup>.

## 9. BOARD MEMBER REPORTS

GM Rogers asked that any amendments to Board policies be brought to his attention for discussion. He suggested that there were several items worth revisiting if the Board would like to make changes. Director Johnson requested Resolution 2024-04 from May 17, 2024 needs to be amended to have Roberts Rule of Order used for Board meetings to align with policy 202-060. The new State law, AB648 from January 1, 2024, outlines new procedures for teleconferencing meetings. There was discussion on whether the district needed to provide teleconferencing for their meetings. Director Johnson would also like to see Board Policy 4048/4049 updated and Resolution 2022-03 amended so all Board members would have the right to talk to counsel.

## 10. NEW BUSINESS

10.1 Expenditure Authorization

**Resolution 2025-05: Policy 3135: Expense Authorization**

**Motion: To approve Resolution 2025-05: Policy 3135: Expense**

**Authorization to include all 5 Board Members as signers**

First: Chairwoman Claytor

Second: Director Oliver

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

**GM Rogers** has established some new controls related to the function of the banking system. Rogers has also included a multi-level spending limit for Board authorization.

*Public comment:* **T. LaBue** asked if the policy includes credit cards. **GM Rogers** explained that the district currently only has one credit card set up by the previous administration and it is not being used.

*Board Comment :* The Board discussed the advantage of having all 5 Board members able to sign off on Expenses.

A five-minute recess was called by Chairwoman Claytor.

## **11. CONTINUING BUSINESS**

### 11.1 Ad Hoc Committee for Recruitment

Chairwoman Claytor and Director Johnson volunteered to be on the committee.

**GM Rogers** thank Chairwoman Claytor and Director Johnson. Rogers has flown the Administrative Assistant position, and it will close 4-25-2025.

*Board comment* – There was discussion on the Wastewater Operator position and what the district needs to be compliant. GM Rogers explained that the Wastewater Operator job description is for a part-time employee in training.

### 11.2 Strategic Plan

**Motion: To approve the Strategic Plan based on the compliant assurance letter from the consultant that the district ADA compliant allowing for transcription of \$7.00 per page of core documents to be transcribed for the blind.**

First: Director Stallings  
Second: Director Doss  
Roll Call: Ayes – Kathy Claytor, Ellen Stallings, Larry Doss, Jerald Oliver  
Abstained – Glyne Johnson

Public Comment: **T. LaBue** reported that the online documents could not be read by a blind person therefore the district was not in ADA compliance.

**A. Hagen** suggested that the consultant letter should be valid to move forward until the Board can review the complaint and correct the situation.

Board Comment: Director Stallings reported that the Board is striving to be compliant, and the Strategic Plan is a living document that will require changes and updating.

#### **11. ADJOURN 6:35 p.m.**

##### **Motion: To adjourn the meeting**

First: Director Oliver  
Second: Director Doss  
Roll Call: Ayes – Kathy Claytor, Ellen Stallings, Larry Doss, Glyne Johnson, Jerald Oliver