

**SPALDING COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS  
MINUTES of REGULAR MEETING  
March 12, 2026  
Approved April 9, 2026**

APPROVED BY DIRECTORS

Kathy Claytor \_\_\_\_\_  
Ellen Stallings \_\_\_\_\_  
Jerald Oliver \_\_\_\_\_  
Scott Hagen \_\_\_\_\_

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

2. <u>ROLL CALL</u>	<u>Present</u>	<u>Not Present</u>
Kathy Claytor	<u>  x  </u>	
Ellen Stallings	<u>  x  </u>	
Jerald Oliver	<u>  x  </u>	
Scott Hagen	<u>  x  </u>	

3. PLEDGE OF ALLEGIANCE

Chairwoman Claytor led the Pledge of Allegiance

4. APPROVAL OF THE AGENDA

**Motion: To approve the agenda for March 12, 2026.**

First: Director Stallings

Second: Director Oliver

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

5. PUBLIC COMMENT

**M. Scanlan**, Lassen County Board of Supervisors, addressed the Board to express support and availability to the community.

6. APPROVAL OF MINUTES

**Motion: To approve the minutes for February 12, 2026.**

First: Chairwoman Claytor

Second: Director Oliver

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

7. VOTE ON BOARD CHAIR

This is an item that was overlooked in January. Appointments will be retroactive to the beginning of the year.

**Motion: To appoint Kathy Claytor as Board Chair**

First: Ellen Stallings

Second: Director Oliver

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

*Board Discussion:*

**E. Stallings** appreciated Kathy Claytor’s input over the past 8-10 months when there was no staff.

*Public Comment:* None

**Motion: To appoint Ellen Stallings as Board Vice Chair**

First: Chairwoman Claytor

Second: Director Oliver

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

*Board Discussion:* None

*Public Comment:* None

8. INTERIM GENERAL MANAGER, KEN WARD RESIGNATION

*Board Discussion:*

The Board accepted the resignation of Ken Ward and expressed appreciation for his service and will create a formal letter of appreciation for him.

*Public Comment:* None

9. CONSIDERATION OF REPLACEMENT GENERAL MANAGER

**Motion: To appoint Mike Garcia as General Manager**

First: Director Stallings

Second: Director Hagen

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

*Board Discussion:*

**K. Claytor** reported that M. Garcia will be offered an employee agreement. Claytor reported that Garcia has done a phenomenal job in the short time he has been there diving into the sewer system, office politics and other issues. The board greatly appreciates him and his hard work.

*Public Comment:* None

10. GENERAL MANAGER REPORT

**Mike Garcia** presented the report in K. Ward’s absence. Highlights include:

- 1) Implemented a recurring Zoom meeting link. The same credentials are used to log in each time.
- 2) Launched You Tube channel for meeting recordings with captions. The office will be the only one to upload videos and a two-step authentication will be used. The meetings will be uploaded within a few days of the meeting.

- 3) Improved ADA website compliance through Streamline. The district is still working on audio quality. Streamline extended the district's trial period through the end of the fiscal year. Their software takes uploaded PDF files and makes them reader friendly for individuals with visual or hearing impairments to have an option for viewing.
- 4) Ongoing OES grant coordination. Weekly meetings with OES to move forward with equipment for the office. The standstill right now is taking Sheryl Alvernez off the grant as contact (per her request) and putting Garcia on. (See item 19 below)
- 5) Enabled online sewer bill payment system on the website giving the community another way to pay their bills.

*Board Discussion:* None

*Public Comment:*

A community member asked if the district still offers the current way to pay their bill. Garcia explained nothing will change as far as other means of payment, this is just an additional option.

#### 11. SEWER REPORT

**Brad Mallory**, Sewer Technician, reported in February that everything was working safely and he has been taking measures to respond to issues. Highlights include:

- 1) Emergency response plan updated with verified contacts
- 2) Contacted support vendors for sewer spill responses
- 3) Initiated mentor operator search (See item 15 below)
- 4) Addressed issue at lift station 3 with the assistants of David Handy and Jerry Oliver. The check valves needed to be exercised and reset. The station returned to normal.
- 5) Managed high pondwater levels due to weather conditions. Pond 2 was pumped into pond 3. Ponds 1 and 2 were shut off with flow diverted to pond 3.

Mallory continues to monitor the system closely

*Board Discussion:*

**Director Oliver** asked about fixing the district pump. Mallory reported that he is working on it. Director Hagen and Director Oliver offered their help. Mallory also shared that the equipment needs to be serviced and/or repaired or replaced.

*Public Comment:* None

#### 12. FIRE REPORT

**Frank Muse**, Fire Chief, reported the following calls: 1 cancelled traffic collision and no fire or medical calls. Muse is working with Linda and John Hembree on the green waste event and waiting on confirmation dates. There will be a community dinner

tonight at 5:00 p.m. Everyone is welcome. The water tender is in for service because of mechanical issues.

*Board Discussion:* None

*Public Comment:* None

### 13. RECREATION REPORT

**Mike Garcia** reported out highlights from the first recreation committee meeting.

Highlights include:

- 1) Setting up an ongoing standing committee (see item 21 below) to look at some things that can be done in the community for fun.
- 2) Ongoing cleanup efforts including docks, signage, parking area.

*Board Discussion:*

**Chairwoman Claytor** asked if the docks have been cleaned up in the marina parking area. Personal docks could be stored in the back lot until the lake comes up and the docks can be used.

*Public Comment:*

**F. Muse** knows who the docks belong to and is working on getting them removed. He is also working with several agencies to find out what signage is necessary. The district will be responsible for purchasing the signs and installing them. Muse is also working on repainting the lines.

### 14. BOARD REPORTS

**Kathy Claytor** reported that the county is providing the district with a community cleanup complaint form with the hope of getting abandoned properties cleaned, old cars towed, and fire hazards removed. The forms can be turned into the district or taken directly to the office of Public Works. M. Scalian reported that there are funds available for cleanup while funds last. Anyone who would like the form in PDF format can email Scalian and he will submit it electronically.

**Ellen Stallings** reported that the LAFCO meetings are ongoing and productive. Notices of violations have been corrected and updates on the website have been completed. They continue to offer direction to the district for compliance.

**Jerry Oliver** installed the tire stops in front of the district building.

**Scott Hagen** has been working with Mallory on pond maintenance, valve operations, and pump repair. Director Stallings asked if the district pump is repairable. Hagen thought it could. Kelly Handy asked for clarification on a reported spill. Mallory said there was no spill. A community member asked if the bladder/liner was repairable and Director Hagen assured her it was. The district needs to find someone to do the work.

## **OLD BUSINESS**

### **15. BRAD MENTOR UPDATE**

#### **Motion: To approve Kathy Stone as Mentor Operator**

First: Director Oliver

Second: Director Hagen

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

**M. Garcia** reached out to 4 people for bids. Kathy Stone, two people at Pace Engineering and one person at California Rural Water Association. He received bids from Kathy Stone and the two individuals from Pace Engineering but did not hear back from California Rural Water Association. Kathy Stone's bid was the least expensive of the two received from Pace Engineering. She seems to have more experience. After talking to her it seems like she would be a good fit. Her fee is \$150 an hour and will waive travel costs. She will work alongside Mallory one to two days a week to begin with and then drop down to one day a week for a check-in which could be a phone call. He will receive credit toward his grade one certification for all hours he worked that week. She would also help the district maintain compliance with reporting bodies. Grade one certification requires 1960 hours. It will take Mallory about 2 years to complete his grade one certification working with Stone. Garcia recommended moving forward with Stone unless the Board would like more bids.

#### *Board Discussion:*

**Director Oliver** confirmed that the district did receive two bids from Pace Engineering. Chairwoman Claytor shared that a nonresponse can also count as a bid. Director Hagen shared that the district probably wouldn't be able to find anyone cheaper and willing to work with the district. Director Stallings asked how much Stone would cost monthly. Garcia thought it would be around \$1,000 a month with adjustments according to what the budget will allow. Chairwoman Claytor felt the district could fit it in the budget even if it takes longer to get Mallory certified but the district would be moving toward compliance. The financial cost will be discussed under budget development.

*Public comment:* A community member questioned the monthly amount. Mallory suggested looking into a grant to help with costs.

### **16. STANDING SEWER COMMITTEE**

#### **Motion: To establish a standing sewer committee**

First: Chairwoman Claytor

Second: Director Oliver

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

**M. Garcia** would like to set up an ongoing committee for sewer related concerns and maintenance. This committee will include at least one board member and be open to the public. The goal of the meetings would be to get expertise input from community members to keep the sewer system functioning properly and avoiding problems. Garcia recommended moving forward with the creation of the standing sewer committee.

*Board discussion:*

**Director Oliver** thought it would be a good idea to get more expertise and voices involved. Director Stallings agreed. Director Hagen asked how often it would meet. Garcia thought as needed but at least every other week currently. Director Stallings asked about how committee members would be chosen. Garcia explained all would be welcomed. Chairwoman Claytor felt that people experienced in this area should be invited. Director Hagen volunteered to head the Standing Sewer Committee.

*Public Comment:* None

#### 17. STRATEGIC PLAN REVIEW

**M. Garcia** explained the district is 30 days into a 45-day review and asked that feedback be directed to the [GeneralManager@SpaldingCSD.org](mailto:GeneralManager@SpaldingCSD.org). Garcia also thanked Kari Graton for her work on the plan.

*Board Discussion:*

**Director Hagen** questioned the 45-day period which ends between regular Board meetings. Garcia didn't feel that a special meeting should be held so this item will be brought up at the next regular meeting.

*Public Comment:*

A community member clarified that the standing sewer committee would fall under the standing operation committee allowed for in the Strategic Plan which allows cross participation in the financial and the operation committees.

#### 18. YouTube CHANNEL UPDATE

**M. Garcia** reported that the YouTube channel has been established with videos uploaded. The channel is limited to board meetings only currently. Closed captions are functional. The goal of the channel is to bring availability to all members of our community. Garcia asked for any feedback on the channel use.

*Board Discussion:*

**Director Hagen** asked if the community could add comments. Garcia shared the only access to it is by district office and it will stay that way until the board decides otherwise. Director Stallings thought it was a good idea and helpful in the district's quest for transparency.

*Public Comment:* None

## **NEW BUSINESS**

### **19. OES GRANT MODIFICATION**

**Motion: To remove Sheryl Alvernez as contact and add Mike Garcia to the documents**

First: Director Stallings

Second: Director Oliver

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

**M. Garcia** reported that S. Alvernez (upon her request) needs to be removed by a board vote as contact and Garcia needs to be added in order to move forward with implementing the grant and getting reimbursements.

*Board Discussion:* None

*Public Comment:* None

### **20. STANDING RECREATION COMMITTEE**

**Motion: To establish a standing recreation committee**

First: Chairwoman Claytor

Second: Director Hagen

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

The purpose of the Recreation Committee will focus on preparing and maintaining district recreational facilities to ensure they are safe, functional, and ready for public use during the upcoming season. Chairwoman Claytor volunteered to head the committee.

*Board Discussion:*

**Director Stallings** reviewed the priority tasks which include sweeping the parking lot, re-striping the parking lot for improved parking organization, installing or replacing signage, replacing locks on payment lockboxes, ensuring payment envelopes are stocked and available, adjusting and reinstalling docks as needed, burning excess brush where appropriate, removing overgrown sage and vegetation, cleaning restrooms and restocking supplies, repairing fish cleaning station, inspecting and servicing vault; and replacing or cleaning filters as necessary.

The Recreation committee will review and prioritize these items and report progress and recommendation back to the Board.

*Public Comment:*

A community member suggested that work needs to be done on the picnic tables. Director Hagen reported that the Neighborhood Watch is looking into redoing the picnic tables. Chairwoman Claytor asked Director Hagen if they were considering

repairing or replacing the tables. Neighborhood Watch would replace the cement tables with metal ones for lower maintenance.

## 21. BUDGET

**M. Garcia** reported the district needs to work toward completing a yearly fiscal audit and a forensic audit to get back on schedule. The budget needs to include budgetary items in the Strategic Plan and implementation and planning for long-term expenses. Garcia has spent two months trying to access the district accounts. The attorney suggested a formal budget be ready by June for board and community input with final approval by September. Garcia would like to create a financial committee allowed for in the strategic plan. No action was taken at this time.

### *Board Discussion:*

**Chairwoman Claytor and Director Oliver** felt moving forward was a good idea. Claytor asked if the district would use the same auditor as before since there has not been an audit since 2023. Garcia shared that a fiscal audit and a forensic audit are both expensive but need to happen. Claytor felt that at least the 2025 yearly audit needs to be done. Director Stallings shared the district is required to do an audit every year.

## 22. ADJOURNMENT

### **Motion: To adjourn the meeting at 1:52 p.m.**

First: Chairwoman Claytor

Second: Director Stallings

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