

**SPALDING COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS  
REGULAR MEETING  
December 11, 2025  
Minutes - DRAFT**

APPROVED BY DIRECTORS

Kathy Claytor \_\_\_\_\_  
 Ellen Stallings \_\_\_\_\_  
 Jerald Oliver \_\_\_\_\_  
 Glyne Johnson resigned prior to the meeting  
 Scott Hagen \_\_\_\_\_

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

	<u>Present</u>	<u>Not Present</u>
Kathy Claytor	_ x _	
Ellen Stallings	_ x _	
Glyne Johnson		_ x _
Jerald Oliver	_ x _	
Scott Hagen	_ x _	

Chairwoman Claytor reported that Glyne Johnson resigned.

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 December 11, 2025.**

First: Chairwoman Claytor  
 Second: Director Oliver  
 Roll Call: Ayes – Kathy Claytor, Ellen Stallings, Jerald Oliver, Scott Hagen

*Public Comment:* None

*Board Comment:* None

5. PUBLIC COMMENT  
 None
6. APPROVAL OF MINUTES

**Motion: Approve the minutes for 9-8-15 and 11-13-25 with changes.**

First: Director Oliver  
 Second: Director Hagen

Roll Call: Ayes – Kathy Claytor, Ellen Stallings, Jerald Oliver, Scott Hagen  
Public Comment: **K. Graton** asked that the comment “no one was qualified to provide a narrative” for the budget be stricken from the 11-13-25 record.

**K. Ward** corrected Director Oliver’s vote on item #13 Ratify the Parking Maintenance Contract and Expenditure on the 11-13-25 minutes from Aye to Abstain

7. REVISED DISTRICT POLICY NO. 3400

**Motion: Approve District Policy 3400**

First: Director Stallings

Second: Director Oliver

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

*Public Comment:* None

*Board Comment:* None

8. NEW POLICY 5090

This item was tabled until next meeting

*Public Comment:* **T. LoBue** reported that the policy is not ADA accessible and provided information to the Board.

*Board Comment:* **K. Claytor** reported that per Streamline it was ADA accessible but will look into LoBue’s claim.

9. BEGIN LIEN PROCESS ON DELINQUENT ACCOUNTS

**Motion: Approve Ken Ward, interim general manager, to move forward with the process of collecting on delinquent accounts.**

First: Director Oliver

Second: Director Hagen

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

**K. Ward** asked for Board approval to start the process of collecting delinquent sewer accounts. Currently there is about \$100,000 plus owed to the district on these accounts. Leins last for 10 years. Further discussion will need to happen before foreclosures take place.

*Public Comment:* None

*Board Comment:* None

10. AUDIO VIDEO UPGRADE FOR THE COMMUNITY CENTER

**Motion: Approve moving forward with the \$3,000 bid**

First: Director Stallings

Second: Director Oliver

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

**Director Oliver** reported that the bids the district received ranged from \$3,000 to \$30,000. Oliver suggested going with the \$3,000 because the company is willing to

donate their time and tech support. He also suggested looking for donations to cover the \$3,000.

*Public Comment:* None

*Board Comment:* None

11. BOOKKEEPING CHANGES for Board discussion only, no action will be taken

The quarterly billings for sewer have been done by the bookkeeper at a cost of \$1,000. The Board will be moving this project back to the district. There will be a training session with the bookkeeper on QuickBooks but Chairwoman Claytor asked for volunteers who know QuickBooks or are willing to help with the quarterly billing.

*Public Comment:* None

*Board Comment:* None

12. CURE AND CORRECT AND CALIFORNIA PUBLIC RECORDS ACT REQUESTS for Board discussion only, no action will be taken

**K. Claytor** spoke on the huge amount of time needed to address these Cure and Correct issues and asked for volunteers to help investigate and resolve these issues. **J. Oliver** also asked for volunteers because Spalding is a small community with lots to do.

**K. Ward** acknowledged that these issues are important, but regulations are geared more for large cities who have qualified resources necessary to address issues. Spalding Community Service District only have lay people which makes it hard to address issues in a timely manner. The Board has stepped up without a general manager to keep the district moving forward. Past issues are being addressed but the district needs to press forward to the future.

*Public Comment:* None

*Board Comment:* None

13. LAFCO

Chairwoman Claytor reported that the ongoing LAFCO ZOOM meetings have been very helpful to the Board in making decisions. Director Oliver said they are an amazing resource.

14. FIRE CHIEF REPORT

The fire department responded to 2 medicals, 2 traffic and 6 fire/electrical calls. Fire Chief Muse thanked the fire department volunteers, reminded the community to clear around their burn piles and be cautious about the winds, and reported that the investigation is still ongoing for the hotel fire. The holiday potluck for the community was a nice event and warned community members about the icy road conditions.

*Public Comment:* None

*Board Comment:* None

15. WASTEWATER REPORT

K. Ward shared David Handy's sewer agenda:

1. Inspect & replace Pump Station #1's emergency bypass piping
2. Replace Pump Stations check valves starting at Pump Station #2
3. Meeting with contractors to address sewer repair/replacement issues hoping the district can find someone to take over all the maintenance instead of piecemealing it out
4. Complete and submit to USAN and CIWQS a 'Sanitary Sewer System Service Area Boundary' for Spalding
5. Work on removing Notice of Violations' (NOV'S) for Lahontan Regional Water Quality Control Board and State Water Resources Control Board which takes time. Lahontan understands the district's issues.
6. Awaiting parts for the repair of SCSDs tractor
7. Conduct Wet well and Pond samples January 6, 2026 which includes testing of 'evaporation pond metals monitoring' which is conducted every 5 years.

*Public comment:* None

*Board Comment:* None

#### 16. BOARD REPORTS

**Kathy Claytor:** None

**Ellen Stallings:** Thanked volunteers, Linda & John Hembree for their work on Firewise, Sherre Garcia for the minutes and agenda, Stacy Hamm for her help in the office, Vicki Chadler for her help.

**Jerald Oliver:** Has been doing maintenance on the service trucks and getting the tractor ready for winter.

**Scott Hagen:** Getting up to speed on various projects in the district including making sure bond payments go into the right accounts, helping Director Stallings with the website and reviewing past minutes. Director Hagen also found the patch kit for the pond liner.

#### 17. GENERAL MANAGER'S REPORT

K. Ward's report included:

- considering contacting other special use districts in our area (Stone, Bieber, Aidin, Westwood) to network with for information;
- new AV system is working better;
- ADA compliant stripping on the parking lot was inspected by the county and is up to code;
- anyone needing assistance to attend the meetings please contact him or members of the Board;
- the district is trying to follow the Brown Act as this is important;

- the fiscal potential for the recreation budget by making better use of the marina. All ideas are welcomed. Suggested setting up a committee to explore ideas;
- Director Oliver donated the TV used at the meeting.

#### 18. ADJOIURNMENT

The meeting was adjourned at 1:28 p.m.

**Motion: To adjourn the meeting**

First: Director Oliver

Second: Director Hagen

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

Next meeting: January 8, 2026, at 1:00 p.m.