Spalding Community Services District

Eagle Lake Community Center 502-907 Mahogany Way Susanville, CA 96130	**Directors:** Kathy Claytor: Chair Ellen Stallings: Vice Chair Jerald Oliver Scott Hagen Kathie Muse	**Staff:** Mike Garcia: General Manager Kelly Handy: Office Manager Frank Muse: Volunteer Fire Chief Brad Mallory: Sewer Technician Stacey Hamm: Office Assistant

Meeting ID: 828 7776 9220
Passcode: 502907
Link:
https://us06web.zoom.us/j/82877769220?pwd=JdGDCG8mqjIrnafWTviBKp8d0Wsm1L.1

Phone Call In: (646) 568-7788
Meeting ID: 828 7776 9220#
Passcode: 502907#

Welcome to the SCSD Board Meeting

The Spalding Community Services District welcomes, appreciates and encourages participation in the District's Board Meetings. The Board requests that you limit your presentation or comment to five minutes per person so all who wish to participate may have the opportunity to do so, at the discretion of the Board Chair. The Board reserves the right to reasonably limit the total time for public comment on any particular noticed agenda item as it may deem necessary. Online and telephonic access does not guarantee the public the ability to observe the meeting in the event there is a disruption or connectivity issues that affect broadcasting. All remote attendees are expected to remain muted except for the time reserved for public comment to avoid any potential disruption of the meeting and to preserve appropriate decorum. Members of the public who want to be assured that they have the ability to observe the meeting and make comment during the meeting, should attend the meeting in person.

Agenda

Board of Directors
Regular Board Meeting (Held the SECOND Thursday of the Month)
1:00 PM

August 13, 2026

Note For Public Comments

Members of the Public may provide public comments on any item on the Board's agenda or on any item that is within the subject matter jurisdiction of this Board. Public comments are limited to five (5) minutes (unless the chairperson of the Board specifies a different period of time). 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.

1. **Call to Order** – Kathy Claytor

2. **Roll Call** - Mike Garcia
   Kathy Claytor ___ Ellen Stallings ___ Jerald Oliver ___ Scott Hagen ___ Kathie Muse ___

3. **Pledge of Allegiance**
   Led by Chairperson Claytor

4. **Public Comment –** Kathy Claytor
   This is an opportunity for members of the public to address the Board on matters within the District's jurisdiction, including items not listed on the agenda. The Board may not take action on non-agendized items but may provide brief responses or refer matters for future consideration.

5. **Agenda Approval** – Kathy Claytor
   ACTION ITEM
   Vote to approve current agenda
   Supporting Documents: Agenda 8.13.26
   Public Comment
   Board Discussion
   Motion to Approve the Agenda
   Board Vote: Kathy Claytor ____ Ellen Stallings ____ Jerald Oliver _____ Scott Hagen ____
   Kathie Muse ____ Tabled ______

6. **Approval of Minutes –** Kathy Claytor
   ACTION ITEM
   Vote to approve the July Board Meeting Minutes
   Supporting Documents: Special Meeting 7-9-26 Minutes Special, 7-23-26 Minutes Special, 7-26-26 Minutes Special
   Public Comment
   Board Discussion
   Motion
   Board Vote: Kathy Claytor ____ Ellen Stallings ____ Jerald Oliver _____ Scott Hagen ____
   Kathie Muse ____ Tabled ______

7. **General Manager Report –** Mike Garcia
   No Action to Be Taken
   OES Grant Update (new equipment, no-cost extension filed; reimbursement process update pending 8/10 call with Cal OES); **Bond Payment Update** (Lift Station 3 reimbursement processed through the Renew/Replace account); **Bookkeeping Update** (pursuing three audit bids; exploring improved QuickBooks invoicing options); **Delinquency Collections Update** (continued outreach on past-due balances); **County Resolution Update**

Supporting Documents: NA
Public Comment
Board Discussion

8. **Sewer Report –** Brad Mallory
No Action to Be Taken
Update on the current sewer system; development of new daily/monthly checklists for the lift stations, generators, and evaporation ponds; SSMP submitted to Lahontan and reviewed by the district's operator mentors, awaiting feedback; completed operator certification testing through Sacramento State.
Supporting Documents: NA
Public Comment
Board Discussion

9. **Fire Report –** Frank Muse
No Action to Be Taken
Activity Report
Supporting Documents: NA
Public Comment
Board Discussion

10. **Board Reports**
No Action to Be Taken
Kathy Claytor -
Supporting Documents: NA
Ellen Stallings –
Supporting Documents: NA
Jerald Oliver –
Supporting Documents: NA
Scott Hagen –
Supporting Documents: NA
Kathie Muse –
Supporting Documents: NA

Old Business:

11. **Board Policy 3105 Budget Preparation (Second Reading) –** Mike Garcia
ACTION ITEM
Board Policy 3105 Budget Preparation has been updated to align the district policy with State requirements and deadlines. The updated policy is being presented for adoption.
Supporting Documents: Board Policy 3105 Proposed Revision
Public Comment
Board Discussion
Motion
Board Vote: Kathy Claytor ____ Ellen Stallings ____ Jerald Oliver _____ Scott Hagen ____
Kathie Muse ____ Tabled ______

12. **Spalding CSD 26-27 Budget Approval** - Mike Garcia

ACTION ITEM

The Board will discuss and consider approval of the FY 2026-27 budget, as proposed at the June meeting. The budget was published in accordance with California Government Code requirements, with publication completed at least two weeks prior to this meeting.

Supporting Documents: Public Notice for Spalding CSD Budget 7.29.26, Public Notice for Spalding CSD Budget 8.5.26

Public Comment
Board Discussion
Motion
Board Vote: Kathy Claytor ____ Ellen Stallings ____ Jerald Oliver _____ Scott Hagen ____
Kathie Muse ____ Tabled ______.

13. **Board Policy 2067 Grievance (Second Reading) –** Mike Garcia

ACTION ITEM

Review of Proposed Board Policy Revisions to Maintain Compliance with Cal OES Grant Requirements

Supporting Documents: PR.2067.Grievance.ProposedRevision

Public Comment
Board Discussion
Motion
Board Vote: Kathy Claytor ____ Ellen Stallings ____ Jerald Oliver _____ Scott Hagen ____
Kathie Muse ____ Tabled ______.

14. **Board Policy 2800 Equal Opportunity (Second Reading) –** Mike Garcia

ACTION ITEM

Review of Proposed Board Policy Revisions to Maintain Compliance with Cal OES Grant Requirements

Supporting Documents: PR.2800.EqualOpportunity.PrposedRevision

Public Comment
Board Discussion
Motion
Board Vote: Kathy Claytor ____ Ellen Stallings ____ Jerald Oliver _____ Scott Hagen ____
Kathie Muse ____ Tabled ______.

15. **Board Policy 2805 Affirmative Action (Second Reading) –** Mike Garcia

ACTION ITEM

Review of Proposed Board Policy Revisions to Maintain Compliance with Cal OES Grant Requirements

Supporting Documents: PR.2805.NonDiscrimination.ProposedRevision

Public Comment
Board Discussion
Motion
Board Vote: Kathy Claytor ____ Ellen Stallings ____ Jerald Oliver _____ Scott Hagen ____
Kathie Muse ____ Tabled ______.

16. **Board Policy 2806 Limited English Proficiency (LEP) (Second Reading) –** Mike Garcia
ACTION ITEM
Review of Proposed Board Policy Revisions to Maintain Compliance with Cal OES Grant Requirements
Supporting Documents: PR.2806.LimitedEnglishProficiency.PrposedRevision
Public Comment
Board Discussion
Motion
Board Vote: Kathy Claytor ____ Ellen Stallings ____ Jerald Oliver _____ Scott Hagen ____
Kathie Muse ____ Tabled ______.

17. **Employment Application Template (Second Reading) –** Mike Garcia
ACTION ITEM
Review of Proposed Employment Application Revision to Maintain Compliance with Cal OES Grant Requirements
Supporting Documents: PR.EmploymentApplicationTemplate.ProposedRevision
Public Comment
Board Discussion
Motion
Board Vote: Kathy Claytor ____ Ellen Stallings ____ Jerald Oliver _____ Scott Hagen ____
Kathie Muse ____ Tabled ______.

18. **General Manager Bonding vs Crime Insurance Update** – Mike Garcia
No Action to Be Taken
Update: Confirmation has been received from the District's insurance carrier that the existing crime coverage meets and exceeds the protection that would be provided by a standalone bond policy for the General Manager position, negating the need to obtain a separate bond.
Supporting Documents: Spalding Crime Letter
Public Comment
Board Discussion

New Business:

19. **Spalding Volunteer Fire Restricted Duty Status /Update** – Frank Muse
ACTION ITEM
The Board will receive an update on the Volunteer Fire Department's current restricted duty status, which resulted from an OSHA and Cal OES miscommunication. The Board will discuss reinstating the Department to full duty and determine next steps, pending additional documentation.
Supporting Documents: OSHA Violation Letter 8.4.26, OSHA Informal Conference Request Letter
Public Comment
Board Discussion
Motion
Board Vote: Kathy Claytor ____ Ellen Stallings ____ Jerald Oliver _____ Scott Hagen ____
Kathie Muse ____ Tabled ______

20. Tractor Repair – Mike Garcia

ACTION ITEM

Update/Action: The District's tractor needs repair. Three bids have been obtained for review and consideration. The tractor supports winter plowing, vegetation clearing around the evaporation ponds, and general use for sewer department and district operations as needed.

Supporting Documents: Tractor Bids

Public Comment
Board Discussion
Motion
Board Vote: Kathy Claytor ____ Ellen Stallings ____ Jerald Oliver _____ Scott Hagen ____
Kathie Muse ____ Tabled ______

21. Future of Sewer, Recreation, and Budget Committee Meetings - Mike Garcia

ACTION ITEM

Discussion: The Board will discuss the future of the District's standing committee meetings — Sewer, Recreation, and Financial — as outlined in the District's Strategic Plan. Discussion will include the current usefulness of these meetings, whether they should continue, and whether a monthly meeting cadence is appropriate. Staff recommends the Board cancel the standing Budget Committee Meeting; a motion and vote on this recommendation will be taken as part of this item. The Sewer and Recreation Committee meetings will be discussed but are not subject to action at this time.

Supporting Documents: NA

Public Comment
Board Discussion
Motion
Board Vote: Kathy Claytor ____ Ellen Stallings ____ Jerald Oliver _____ Scott Hagen ____
Kathie Muse ____ Tabled ______

22. Create a Standing Financial Committee – Mike Garcia

ACTION ITEM

Discussion/Action: The Board will consider establishing an ongoing Standing Financial Committee, made up of a maximum of two Board members to be voted on to lead the committee. Full committee responsibilities will be discussed at the meeting, but generally the committee would review District finances, help ensure the District remains on track with the budget, assist with the annual budgeting process, and report on the District's ongoing financial status to the public.

Supporting Documents: NA

Public Comment
Board Discussion
Motion
Board Vote: Kathy Claytor ____ Ellen Stallings ____ Jerald Oliver _____ Scott Hagen ____
Kathie Muse ____ Tabled ______

23. SSMP Discussion for Adoption – Mike Garcia

No Action to Be Taken

Discussion: The Board will discuss the adoption process for the District's Sewer System Management Plan (SSMP). Staff recommends a 30-day public review period prior to a vote at the next regular meeting. While not a strict requirement, this period is recommended given the length and complexity of the SSMP, allowing the Board and public adequate time for review, and providing an opportunity for additional feedback from Lahontan Regional Water Board and the District's operator mentors.

Supporting Documents: **Spalding CSD SSMP 2026 Draft**

Public Comment

Board Discussion

24. General Manager Update – Mike Garcia

No Action to Be Taken

Discussion: It is with a heavy heart that General Manager Mike Garcia announces his resignation, as he and his family will not be relocating to Spalding on a full-time basis. Staff requests the Board begin the search for a new General Manager. The goal is a smooth transition through the October meeting, with a possible temporary remote-work arrangement to serve as a short-term bridge if a successor has not yet been identified by that time.

Supporting Documents: **NA**

Public Comment

Board Discussion

25. Adjourn

Motion to Adjourn the meeting

Board Vote: Kathy Claytor ____ Ellen Stallings ____ Jerald Oliver _____ Scott Hagen ____ Kathie Muse ____

Next Regular Meeting:

September 10, 2026 1:00 p.m.

All documents for public review are on file at the District Office located at 502-907 Mahogany Way, Susanville, CA 96130 Copies of records provided to Board Members which relate to any agenda item to be discussed in open session may be obtained online at spaldingcsd.org or from the District Office at 502-907 Mahogany Cay, Susanville, CA 96130

Reasonable Accommodation

Any person with a disability who requires accommodation in order to participate in this meeting or for package materials in an alternative format should telephone the District at 530-825-3258 and request to speak to the ADA Compliance Officer, at least 48 hours prior to the meeting to make a request for disability-related modification or accommodation. All accommodation requests will be handled swiftly and resolving all doubts in favor of access.

In an effort to save time and resources Agenda Attachments can be requested in the office (.35 Cents/Page)