

SPALDING COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS

MEETING AGENDA

June 16, 2023

3:00 PM

MEMBERS OF THE BOARD
MIKE ARNOLD, BOARD CHAIR
LARRY DOSS, BOARD VICE CHAIR
RANDALL AUBREY, DIRECTOR
ED LAWSON, DIRECTOR
TED THOMAS, DIRECTOR



MEETING LOCATION

EAGLE LAKE COMMUNITY CENTER

502-907 MAHOGANY WAY, SUSANVILLE, CA 96130

530-825-3258

WWW.SPALDINGCSD.ORG

WELCOME TO THE SCSD BOARD MEETING - PLEASE SIGN IN

Welcome to the SCSD Board Meeting! Members of the public may provide public comment 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 Chairman of the Board grants a longer period of time).

CALL TO ORDER

ROLL CALL

___ Mike Arnold ___ Randy Aubrey ___ Larry Doss
___ Ed Lawson ___ Ted Thomas

1. PLEDGE OF ALLEGIANCE
2. PUBLIC COMMENT - Members of the public may provide public comment 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 Chairman of the Board grants a longer period of time).
3. APPROVAL OF THE AGENDA
4. APPROVAL OF MINUTES
 - A. Submitted for approval are the minutes from May 19, 2022 Board of Directors Meeting

5. FIRE CHIEF REPORT TO BOARD

- The Fire Department went on 2 calls in May; Volunteers continued with their training.
- The Fire Department was recognized with a certificate of appreciation from Nor-Cal EMS.
- SEMSA and CalFire helicopters will be coming up to the District for Volunteer training on how to work around helicopter transport.
- REMINDER: There will be a Independence Day Weekend Pancake Breakfast on Sunday, July 2nd from 7:00am to 11:00am. The Memorial Day Weekend Pancake Breakfast was very successful; 135 people showed up for breakfast!!

6. GENERAL MANAGER REPORT TO BOARD

- A. Staff Report on Property at Marina
- B. Staff Report on Lahontan meeting for Marina
- C. May, 2023 Financial Reports

7. SEWER DEPARTMENT REPORT

- A. See attached report

8. BOARD MEMBER REPORTS / BOARD MEMBER COMMENTS

9. CONTINUING BUSINESS

- A. SCSD Sewer Rate Study from NorthStar – No new business.

10. NEW BUSINESS

- A. Resolution 2023-006 – Resolution Amending Policy 5060 Providing For The Removal Of The Requirement For District Audio Tape Recordings.

12. ADJOURN

Next Regular Board Meeting is scheduled for July 21, 2023 AT 3:00 PM

APPROVAL OF MINUTES

SPALDING COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING
May 19, 2023

APPROVED BY DIRECTORS:

1. MEETING CALLED TO ORDER: Mike Arnold called the meeting to order at 3:00 pm

<u>Roll Call</u>	<u>Present</u>	<u>Not Present</u>
Mike Arnold	<u> X </u>	<u> </u>
Larry Doss	<u> X </u>	<u> </u>
Randy Aubrey	<u> </u>	<u> X </u>
Ed Lawson	<u> </u>	<u> X </u>
Ted Thomas	<u> X </u>	<u> </u>

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was spoken.

3. PUBLIC COMMENT

- A. Jim Stalk had questions concerning ownership of the marina.
- B. Scott Hagen spoke about how the fire station/American Legion had adopted a highway and welcomed any volunteers for highway cleanup.

4. APPROVAL OF THE AGENDA

Motion: Approve the Agenda

First: Larry Doss moved to approve the agenda

Second: Mike Arnold second

Roll Call: Yes: Mike Arnold, Larry Doss, Ed Lawson

Not Present: Randy Aubrey, Ted Thomas

5. APPROVAL OF MINUTES

Motion: Approve the minutes from May 19, 2023 Board of Directors meeting.

First: Mike Arnold moved to approve the minutes

Second: Ed Lawson second

Roll Call: Yes: Mike Arnold, Larry Doss, Ed Lawson

Not Present: Randy Aubrey, Ted Thomas

6. FIRE CHIEF REPORT TO BOARD

- A. The Fire Chief reported the community had one medical call for the month.
- B. It was mentioned that CalFire's Substation Grasshopper would be staffed as of Memorial Weekend.
- C. Tammy LoBue questioned what type of training the Volunteer Firefighters were doing. The Fire Chief provided further information regarding Volunteer Training.
- D. Reminder that there would be a pancake breakfast over Memorial Day weekend.

7. GENERAL MANAGER REPORT TO BOARD

There was some discussion regarding the financial reports.

SPALDING COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING
May 19, 2023

8. SEWER DEPARTMENT REPORT

The Board was impressed with David's report.

9. BOARD MEMBER REPORTS / BOARD MEMBER COMMENTS

Mike Arnold commented on the excessive requests from the community for public records under the Freedom Of Information Act. He stated that many of the requests seemed frivolous and mentioned how costly and time consuming it had become to the district.

10. NEW BUSINESS

No new business

11. CONTINUING BUSINESS

SCSD Sewer Rate Study from NorthStar - there was no discussion.

12. ADJOURN

Motion: Motion to adjourn

First: Mike Arnold moved to adjourn

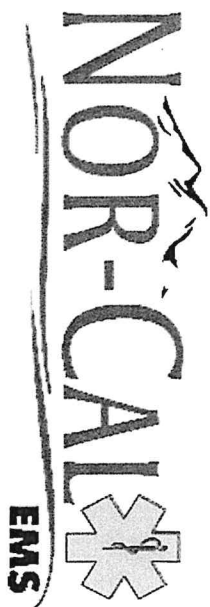
Second: Larry Doss second

Roll Call: Yes: Mike Arnold, Larry Doss, Ed Lawson

Not Present: Randy Aubrey, Ted Thomas

The meeting was adjourned at 4:00 pm.

FIRE CHIEF REPORT



EMS Week May 21-27, 2023

*Certificate of Appreciation for serving your
community and your dedication to Emergency
Medical Care*

Spalding Volunteer Fire Department

Donna Stone

*Donna Stone
Chief Executive Officer*

Jeffrey G. Kepple MD

*Dr. Jeffrey Kepple
Medical Director*

GENERAL MANAGER

TO: The Board of Directors
SPALDING COMMUNITY SERVICES DISTRICT

FROM: Marlane Morse
GENERAL MANAGER

DATE: June 16, 2023

RE: Ownership of Spalding Marina Property

DISCUSSION:

As requested at the May 19, 2023 Board of Directors meeting, Spalding staff researched the question of whether Spalding CSD actually owns the property that takes up the parking area and dock storage of the Marina.

Technically, the State of California owns the property. Nevertheless, per the State Lands Commission, as part of the lease agreement with the State to develop and run the Spalding Marina, the State required the District to agree to a "Quick Claim" deed, where the District would get a grant to put in a marina, and then would be responsible for any maintenance work that might be required for upkeep of the marina. The deed would be rescinded upon termination of the lease.

TO: The Board of Directors
SPALDING COMMUNITY SERVICES DISTRICT

FROM: Marlane Morse
GENERAL MANAGER

DATE: June 16, 2023

RE: Spalding CSD meeting with Lahanton RE: Marina

DISCUSSION:

I met with Jennifer Callihan from Lahontan (Regional Water Board) on May 24, 2023. The meeting was very informative and she was extremely helpful with ideas and possibilities.

RESULTS:

Ultimately, Jennifer felt that there were some possibilities in contacting the 4 agencies who originally contributed to the development of the marina. She is going to be putting together some suggestions, as well as contacts, for the District to consider.

She suggested going forward with submitting the two permits that are required to begin the process of getting approval to dredge or change the dimensions of the marina. This will include submitting the permit to the Corps of Engineers. We can then move forward with strategy on how to keep the marina funded and maintained in the future. It's not going to be an easy solution...

**Spalding Fire Finances - May 2023
Revenue**

	225 Fire Fund			22/23 FY
		22/23	22/23	YTD
Account #	Balances and Income	Budget	to date	Budget
0100000	Cash Balance		172,717.37	172,717.37
2011200	Rental Income (chairs, tables, building)			
2011200	Rental Income (Directory Signs)			
2011200	Fire Apparatus Rental			
2011200	Misc Income -Donations, Equip., Sales, Etc.		60.00	60.00
2012200	Operating Transfers In (from Dixie Fire Settlement)		70,120.00	70,120.00
2000904	Fire Parcel Assessment Fee (225 Fund)	36,635	35,087.16	1,547.84
2000905	Fire Parcel Assessment Fee Prior Year		612.91	612.91
2003000	Interest Income	1,000	2,513.68	2,513.68
2006200	State Grants			
2007200	Federal Grants			
2012200	Capital Improvement (Dev Imp Fees)			
2008106	Sewer Service Fees			
2010600	Sewer Operations/Maint. Assessments			
2000600	Other Charges Current Services			
2001300	Annual Parking Permits			
2001300	Day Use Fees			
2001300	Dock Permit & Slip Sales			
2020000	Revenue - Special Districts			
	Revenue, Transfers In & Cash	37,635.00	281,111.12	247,571.80

**Spalding Fire Finances -May2023
EXPENSES**

		225 Fire Fund		22/23 FY
Account #	Balances and Income	22/23 Budget	22/23 to date	Remaining Budget
3000100	Wages and Taxes	13,000.00		13,000.00
3000100	Volunteer Firefighter Stipend			
3000211	Special District Benefits	360.00		360.00
3001100	Clothing and Personal	200.00	335.59	-135.59
3001200	Communications	4,500.00	2,559.82	1,940.18
3001300	Food	200.00		200.00
3001400	Household Expenses			
3001500	Insurance (workers Comp/auto/Liability)	14,000.00	8,848.00	5,152.00
3001700	Maintenance - Equipment	1,300.00	1,233.50	66.50
3001701	Maintenance Vehicles & Fuel	8,000.00	6,895.54	1,104.46
3001800	Maintenance Building/Improvements	2,000.00	931.00	1,069.00
3001900	Medical Supplies	100.00	320.68	-220.68
3002000	Memberships			
3002200	Office Expenses	125.00	55.12	69.88
3002201	Postage			
3002205	Grant Expenditures			
3002300	Professional and Specialized Services	0.00	2,466.66	2,466.66
3002400	Publications and Legal Notices			
3002500	Rents and Leased Equipment			
3002700	Small Tools and Minor Equipment	1,100.00	131.34	968.66
3002800	Special Department Expense			
3002900	Transportation and Travel	500.00	574.50	-74.50
3002901	Conferences and Training	250.00		250.00
3003000	Utilities	2,000.00	32.02	1,967.98
3006100	Buildings/Improvements - Capital Improv.			
3006200	Equipment	150,000.00	122,151.05	27,848.95
3007000	Administrative Allocation - Transfer Out			
3008500	Bond/Solar (Special Items)			
Total Expenses & Input to Reserve Accounts		197,635.00	146,534.82	51,100.18
Budget Balance (Revenue Minus Total Expenses)			134,576.30	

Spalding Community Services District
Reconciliation Summary
1.225 - 225 Fire - Cash Account, Period Ending 05/31/2023

	<u>May 31, 23</u>
Beginning Balance	129,944.85
Cleared Transactions	
Checks and Payments - 5 items	-6,579.55
Deposits and Credits - 1 item	11,211.00
Total Cleared Transactions	<u>4,631.45</u>
Cleared Balance	<u>134,576.30</u>
Uncleared Transactions	
Checks and Payments - 7 items	-12,504.82
Deposits and Credits - 1 item	110.00
Total Uncleared Transactions	<u>-12,394.82</u>
Register Balance as of 05/31/2023	<u>122,181.48</u>
New Transactions	
Deposits and Credits - 2 items	530.00
Total New Transactions	<u>530.00</u>
Ending Balance	<u>122,711.48</u>

**County of Lassen
Auditor Controller
General Ledger**

From 5/1/2023 to 5/31/2023

Account	Date	Program	Description	Document	Debit	Credit	Balance
01-00000	05/01/2023	*****	SPAULDING CSD-FIRE		\$0.00	\$0.00	\$129,944.85
01-00000	05/03/2023		2ND SECURED 40% 22/23	JE002065	\$11,211.00	\$0.00	\$141,155.85
01-00000	05/04/2023		WARRANTS	WA050423	\$0.00	\$30.00	\$141,125.85
01-00000	05/12/2023		WARRANTS	WA051223	\$0.00	\$6,549.55	\$134,576.30
20-00000	05/31/2023	*****	REVENUE	Ending Balance:	\$11,211.00	\$6,579.55	\$134,576.30
30-00000	05/31/2023	*****	EXPENDITURES	Ending Balance:	\$0.00	\$0.00	(\$108,528.69)
75-00000	05/01/2023	*****	FUND BALANCE AVAILABLE	Ending Balance:	\$0.00	\$0.00	(\$108,528.69)
91-00000	05/31/2023	*****	ESTIMATED REVENUES	Ending Balance:	\$0.00	\$0.00	\$146,669.76
93-00000	05/31/2023	*****	APPROPRIATIONS	Ending Balance:	\$0.00	\$0.00	\$146,669.76
				Ending Balance:	\$0.00	\$0.00	(\$172,717.37)
				Ending Balance:	\$0.00	\$0.00	(\$172,717.37)
				Ending Balance:	\$0.00	\$0.00	\$37,635.00
				Ending Balance:	\$0.00	\$0.00	\$37,635.00
				Ending Balance:	\$0.00	\$0.00	(\$37,635.00)
				Ending Balance:	\$0.00	\$0.00	(\$37,635.00)

**County of Lassen
Auditor Controller
Appropriation Ledger**

From 5/1/2023 to 5/31/2023

Date	Program	Description	Warrant	Document	Appropriations	Encumbrances	Expenditures	Unencumbered
05/01/2023	*****	ACCOUNT : 30-00100 SALARIES AND WAGES			\$3,000.00	\$0.00	\$0.00	\$3,000.00
		Ending Balance			\$3,000.00	\$0.00	\$0.00	\$3,000.00
05/01/2023	*****	ACCOUNT : 30-00211 special districts benefits			\$360.00	\$0.00	\$0.00	\$360.00
		Ending Balance			\$360.00	\$0.00	\$0.00	\$360.00
		SAL & BENS Totals As of 5/1/2023			\$3,360.00	\$0.00	\$0.00	\$3,360.00
		Current Period			\$0.00	\$0.00	\$0.00	\$0.00
		Ending Balance			\$3,360.00	\$0.00	\$0.00	\$3,360.00
05/01/2023	*****	ACCOUNT : 30-01100 CLOTHING & PERSONAL			\$200.00	\$0.00	\$335.59	(\$135.59)
		Ending Balance			\$200.00	\$0.00	\$335.59	(\$135.59)
05/01/2023	*****	ACCOUNT : 30-01200 COMMUNICATIONS			\$4,500.00	\$0.00	\$0.00	\$4,500.00
		Ending Balance			\$4,500.00	\$0.00	\$0.00	\$4,500.00
05/01/2023	*****	ACCOUNT : 30-01300 FOOD			\$200.00	\$0.00	\$0.00	\$200.00
		Ending Balance			\$200.00	\$0.00	\$0.00	\$200.00
05/01/2023	*****	ACCOUNT : 30-01500 INSURANCE			\$14,000.00	\$0.00	\$8,848.00	\$5,152.00
		Ending Balance			\$14,000.00	\$0.00	\$8,848.00	\$5,152.00
05/01/2023	*****	ACCOUNT : 30-01700 MAINTENANCE-OFFICE EQUIPMENT			\$1,300.00	\$0.00	\$5,342.79	(\$4,042.79)
05/12/2023		KEN ROWE	01003216	CL836041	\$0.00	\$0.00	\$1,424.88	(\$5,467.67)
05/12/2023		RMB WATER TEND MATRLS 4/19-27 SHIRLEY SPEDIACCI	01003217	CL836042	\$0.00	\$0.00	\$622.11	(\$6,089.78)
		RMB TENDER STORAGE 4/27/23						
		Ending Balance			\$1,300.00	\$0.00	\$7,389.78	(\$6,089.78)
05/01/2023	*****	ACCOUNT : 30-01701 MAINTENANCE-COUNTY VEHICLES			\$8,000.00	\$0.00	\$5,064.17	\$2,935.83
05/12/2023		ED STAUB & SONS PETROLEUM, INC AC#11568 4/30/23	01003209	CL836033	\$0.00	\$0.00	\$2,949.24	(\$13.41)
05/12/2023		SCOTT HAGEN	01003212	CL836034	\$0.00	\$0.00	\$944.82	(\$958.23)

**County of Lassen
Auditor Controller
Appropriation Ledger**

From 5/1/2023 to 5/31/2023

Date	Program	Description	Warrant	Document	Appropriations	Encumbrances	Expenditures	Unencumbered
		RMB CPR TRAINING 3/28-29/23						
		Ending Balance			\$8,000.00	\$0.00	\$8,958.23	(\$958.23)
05/01/2023	*****	ACCOUNT : 30-01800			\$2,000.00	\$0.00	\$931.00	\$1,069.00
		MAINT-BUILDINGS & IMPROVEMENTS						
05/04/2023		SHIRLEY SPEDIACCI	01003074	CL835739	\$0.00	\$0.00	\$30.00 ✓	\$1,039.00
		RMB ACE HARDWARE 4/6/23 SPALD						
		Ending Balance			\$2,000.00	\$0.00	\$961.00	\$1,039.00
05/01/2023	*****	ACCOUNT : 30-01900			\$100.00	\$0.00	\$422.02	(\$322.02)
		MEDICAL,DENTAL & LAB SUPPLIES						
		Ending Balance			\$100.00	\$0.00	\$422.02	(\$322.02)
05/01/2023	*****	ACCOUNT : 30-02200			\$125.00	\$0.00	\$0.00	\$125.00
		OFFICE EXPENSE						
		Ending Balance			\$125.00	\$0.00	\$0.00	\$125.00
05/01/2023	*****	ACCOUNT : 30-02300			\$0.00	\$0.00	\$2,466.66	(\$2,466.66)
		PROFESSIONAL & SPECIALIZED SV						
		Ending Balance			\$0.00	\$0.00	\$2,466.66	(\$2,466.66)
05/01/2023	*****	ACCOUNT : 30-02700			\$1,100.00	\$0.00	\$0.00	\$1,100.00
		SMALL TOOLS AND INSTRUMENTS						
		Ending Balance			\$1,100.00	\$0.00	\$0.00	\$1,100.00
05/01/2023	*****	ACCOUNT : 30-02800			\$0.00	\$0.00	\$0.00	\$0.00
		SPECIAL DEPARTMENTAL EXPENSE						
05/12/2023		SHIRLEY SPEDIACCI	01003217	CL836042	\$0.00	\$0.00	\$34.00 ✓	(\$34.00)
		RMB JUNIPER WAY						
		Ending Balance			\$0.00	\$0.00	\$34.00	(\$34.00)
05/01/2023	*****	ACCOUNT : 30-02900			\$0.00	\$0.00	\$34.00	(\$34.00)
		TRANSPORTATION AND TRAVEL						
05/12/2023		SCOTT HAGEN	01003212	CL836034	\$500.00	\$0.00	\$437.96	\$62.04
		RMP CPR TRAINING 3/28-29/23						
		Ending Balance			\$0.00	\$0.00	\$574.50 ✓	(\$512.46)
05/01/2023	*****	ACCOUNT : 30-02901			\$500.00	\$0.00	\$1,012.46	(\$512.46)
		CONFERENCES AND TRAINING						
		Ending Balance			\$250.00	\$0.00	\$0.00	\$250.00
05/01/2023	*****	ACCOUNT : 30-03000			\$250.00	\$0.00	\$0.00	\$250.00
		Ending Balance			\$2,000.00	\$0.00	\$32.02	\$1,967.98

FD: 225 SPALDING CSD - FIRE
 B/U: 2250 SPAULDING COMMUNITY SERVICE D
 C/C: NONE

**County of Lassen
 Auditor Controller
 Appropriation Ledger**

From 5/1/2023 to 5/31/2023

Date	Program	Description	Warrant	Document	Appropriations	Encumbrances	Expenditures	Unencumbered
		UTILITIES						
		Ending Balance			\$2,000.00	\$0.00	\$32.02	\$1,967.98
		SERVICES AND SUP Totals As of 5/1/2023			\$34,275.00	\$0.00	\$23,880.21	\$10,394.79
		Current Period			\$0.00	\$0.00	\$6,579.55	(\$6,579.55)
		Ending Balance			\$34,275.00	\$0.00	\$30,459.76	\$3,815.24
05/01/2023	*****	ACCOUNT : 30-06200			\$0.00	\$0.00	\$116,210.00	(\$116,210.00)
		EQUIPMENT						
		Ending Balance			\$0.00	\$0.00	\$116,210.00	(\$116,210.00)
		FIXED ASSETS Totals As of 5/1/2023			\$0.00	\$0.00	\$116,210.00	(\$116,210.00)
		Current Period			\$0.00	\$0.00	\$0.00	\$0.00
		Ending Balance			\$0.00	\$0.00	\$116,210.00	(\$116,210.00)
		Cost Center Totals As of 5/1/2023			\$37,635.00	\$0.00	\$140,090.21	(\$102,455.21)
		Current Period			\$0.00	\$0.00	\$6,579.55	(\$6,579.55)
		Ending Balance			\$37,635.00	\$0.00	\$146,669.76	(\$109,034.76)
		Budget Unit Totals As of 5/1/2023			\$37,635.00	\$0.00	\$140,090.21	(\$102,455.21)
		Current Period			\$0.00	\$0.00	\$6,579.55	(\$6,579.55)
		Ending Balance			\$37,635.00	\$0.00	\$146,669.76	(\$109,034.76)
		Fund Totals As of 5/1/2023			\$37,635.00	\$0.00	\$140,090.21	(\$102,455.21)
		Current Period			\$0.00	\$0.00	\$6,579.55	(\$6,579.55)
		Ending Balance			\$37,635.00	\$0.00	\$146,669.76	(\$109,034.76)

Spalding Sewer Finances - May, 2023
Revenue

	227 Sewer Fund			22/23 FY
		22/23	22/23	Remaining
Account #	Balances and Income	Budget	to date	Budget
0100000	Cash Balance	5,000	7,229.01	
2011200	Rental Income (chairs, tables, building)			
2011200	Rental Income (Directory Signs)			
2011200	Fire Apparatus Rental			
2011200	Misc Income (Donations, Equipment Sales, Etc.)	3,000	30.00	2,970.00
2012200	Operating Trans In (Trust Account Transfers)	32,000	35,000.00	
2000904	Fire Parcel Assessment Fee (225 Fund)			
2000905	Fire Parcel Assessment Fee Prior Year			
2003000	Interest Income	1,000	859.11	140.89
2006200	State Grants (PG&E Fire Settlement)		70,000.00	
2007200	Federal Grants			
2012200	Capital Improvement (Dev Imp Fees)			
2008106	Sewer Service Fees			
2010600	Sewer Operations/Maint. Assessments	200,000	187,460.48	12,539.52
2000600	Other Charges Current Services			
2001300	Annual Parking Permits			
2001300	Day Use Fees			
2001300	Dock Permit & Slip Sales			
2020000	Revenue - Special Districts			
	Revenue, Transfers In & Cash	241,000.00	300,578.60	15,650.41

**Spalding Sewer Finances - May, 2023
Expenses**

		227 Sewer Fund		22/23 FY
Account #	Balances and Income	22/23 Budget	22/23 to date	Remaining Budget
3000100	Salaries and Wages	105,000.00	78,450.81	26,549.19
3000211	Special District Benefits	25,000.00	25,571.83	-571.83
3001200	Communications	20,000.00	21,391.77	-1,391.77
3001500	Insurance (workers Comp/auto/Liability)	15,000.00	9,693.00	5,307.00
3001700	Maintenance - Equipment	15,000.00	1,241.02	13,758.98
3001701	Maintenance Vehicles & Fuel	8,000.00	9,920.15	-1,920.15
3001800	Maintenance Building/Improvements	4,000.00	5,360.29	-1,360.29
3002000	Memberships	2,300.00	2,096.00	204.00
3002200	Office Expenses	2,700.00	3,755.40	-1,055.40
3002201	Postage	1,500.00	738.24	761.76
3002205	Grant Expenditures			
3002300	Professional and Specialized Services	23,000.00	28,923.13	-5,923.13
3002400	Publications and Legal Notices	2,000.00	163.50	1,836.50
3002500	Rents and Leased Equipment	2,500.00	2,060.98	439.02
3002700	Small Tools and Minor Equipment	2,000.00		2,000.00
3002800	Special Department Expense		300.00	-300.00
3002900	Transportation and Travel	1,000.00		1,000.00
3002901	Conferences and Training	2,000.00		2,000.00
3003000	Utilities	10,000.00	14,589.83	-4,589.83
3006100	Buildings/Improvements - Capital Improv.			0.00
3006200	Equipment			0.00
3007000	Administrative Allocation - Transfer Out (transfer to Fire)		70,000.00	-70,000.00
3008500	Bond/Solar (Special Items)			
Total Expenses		241,000.00	274,255.95	-33,255.95
Budget Balance (Revenue Minus Total Expenses)			26,322.65	

1:45 PM

06/10/23

Spalding Community Services District Reconciliation Summary

1.227 · 227 Sewer - Main Cash Account, Period Ending 05/31/2023

	<u>May 31, 23</u>
Beginning Balance	43,173.48
Cleared Transactions	
Checks and Payments - 34 items	-48,152.98
Deposits and Credits - 52 items	31,302.15
Total Cleared Transactions	<u>-16,850.83</u>
Cleared Balance	<u>26,322.65</u>
Uncleared Transactions	
Checks and Payments - 30 items	-37,871.88
Deposits and Credits - 5 items	8,273.42
Total Uncleared Transactions	<u>-29,598.46</u>
Register Balance as of 05/31/2023	<u><u>-3,275.81</u></u>
New Transactions	
Checks and Payments - 15 items	-11,216.14
Deposits and Credits - 2 items	2,562.00
Total New Transactions	<u>-8,654.14</u>
Ending Balance	<u><u>-11,929.95</u></u>

County of Lassen
Auditor Controller
General Ledger

From 5/1/2023 to 5/31/2023

Account	Date	Program	Description	Document	Debit	Credit	Balance
01-00000	05/01/2023	*****	SPAULDING CSD/SEWER		\$0.00	\$0.00	\$43,173.48 ✓
01-00000	05/02/2023		Spalding on 4/27 w/ Payoff	DP157188 ✓	\$709.80	\$0.00	\$43,883.28
01-00000	05/03/2023		2ND-SECURED 40% 22/23	JE002065	\$161,024.72	\$0.00	\$204,908.00
01-00000	05/04/2023		Spalding on 5/1	DP157229 ✓	\$483.60	\$0.00	\$205,391.60
01-00000	05/04/2023		WARRANTS	WA050423	\$0.00	\$4,487.40	\$200,904.20
01-00000	05/05/2023		Spalding on 5/2	DP157253 ✓	\$100.00 ✓	\$0.00	\$201,004.20
01-00000	05/08/2023		Spalding on 5/3	DP157281 ✓	\$47.00 ✓	\$0.00	\$201,051.20
01-00000	05/09/2023		Spalding on 5/5	DP157304 ✓	\$228.00 ✓	\$0.00	\$201,279.20
01-00000	05/09/2023		O & M FEE 5/4/23	DP157318 ✓	\$3,807.00 ✓	\$0.00	\$205,086.20
01-00000	05/12/2023		5/12/23 BIWEEKLY DD NET PAY	CM001332	\$0.00	\$4,623.92	\$200,462.28
01-00000	05/12/2023		5/12/23 BIWEEKLY DD FEES	CM001334	\$0.00	\$10.00	\$200,452.28
01-00000	05/12/2023		WARRANTS	WA051223	\$0.00	\$9,600.31	\$190,851.97
01-00000	05/15/2023		Spalding on 5/10	DP157386 ✓	\$156.00 ✓	\$0.00	\$191,007.97
01-00000	05/16/2023		NSF 2969 CROWE/3379 KELLY	CM001341	\$0.00	\$234.00	\$190,773.97
01-00000	05/16/2023		5/15/23 PAYROLL TAXES	CM001348	\$0.00	\$2,284.02	\$188,489.95
01-00000	05/16/2023		Spalding on 5/12	DP157410 ✓	\$78.00 ✓	\$0.00	\$188,567.95
01-00000	05/18/2023		Spalding on 5/18	DP157467 ✓	\$2,730.00 ✓	\$0.00	\$191,297.95
01-00000	05/26/2023		5/26/23 BIWEEKLY DD NET PAY	CM001380	\$0.00	\$3,990.58	\$187,307.37
01-00000	05/26/2023		5/26/23 BIWEEKLY DD FEES	CM001382	\$0.00	\$10.00	\$187,297.37
01-00000	05/26/2023		WARRANTS	WA052623	\$0.00	\$250.00	\$187,047.37
01-00000	05/30/2023		Spalding on 5/24	DP157637 ✓	\$300.00 ✓	\$0.00	\$187,347.37
20-00000	05/31/2023	*****	REVENUE		\$0.00	\$0.00	(\$395,569.66)
			Ending Balance:		\$0.00	\$0.00	(\$395,569.66)
			Ending Balance:		\$0.00	\$0.00	(\$395,569.66)

26,327.6

3639.40

Ending Balance:

County of Lassen
Auditor Controller
General Ledger

From 5/1/2023 to 5/31/2023

Account	Date	Program	Description	Document	Debit	Credit	Balance
30-00000	05/31/2023	*****	EXPENDITURES		\$0.00	\$0.00	\$215,451.30
			Ending Balance:		\$0.00	\$0.00	\$215,451.30
75-00000	05/01/2023	*****	JUNE 30 ESTIMATED FUND BALANCE		\$0.00	\$0.00	(\$7,229.01)
			Ending Balance:		\$0.00	\$0.00	(\$7,229.01)
91-00000	05/31/2023	*****	ESTIMATED REVENUES		\$0.00	\$0.00	\$241,000.00
			Ending Balance:		\$0.00	\$0.00	\$241,000.00
93-00000	05/31/2023	*****	APPROPRIATIONS		\$0.00	\$0.00	(\$241,000.00)
			Ending Balance:		\$0.00	\$0.00	(\$241,000.00)

**County of Lassen
Auditor Controller
Appropriation Ledger**

From 5/1/2023 to 5/31/2023

Date	Program	Description	Warrant	Document	Appropriations	Encumbrances	Expenditures	Unencumbered
05/01/2023	*****	ACCOUNT : 30-00100 SALARIES AND WAGES			\$105,000.00	\$0.00	\$69,836.31	\$35,163.69
05/12/2023		5/12/23 BIWEEKLY DD NET PAY		CM001332	\$0.00	\$0.00	\$4,623.92 ✓	\$30,539.77
05/26/2023		5/26/23 BIWEEKLY DD NET PAY		CM001380	\$0.00	\$0.00	\$3,990.58 ✓	\$26,549.19
05/01/2023	*****	ACCOUNT : 30-00211 SPECIAL DISTRICTS BENEFITS			\$105,000.00	\$0.00	\$78,450.81	\$26,549.19
05/04/2023		GUARDIAN LIFE INS CO OF AMERIC GRP#765033 5/1-5/31/23 SPLDNG	01003065	CL835724	\$0.00	\$0.00	\$106.53 ✓	\$1,732.19
05/12/2023		5/12/23 BIWEEKLY DD FEES		CM001334	\$0.00	\$0.00	\$10.00 ✓	\$1,722.19
05/16/2023		5/15/23 EDD PAYROLL TAXES		CM001348	\$0.00	\$0.00	\$412.80 ✓	\$1,309.39
05/16/2023		5/15/23 IRS PAYROLL TAXES		CM001348	\$0.00	\$0.00	\$1,871.22 ✓	(\$561.83)
05/26/2023		5/26/23 BIWEEKLY DD FEES		CM001382	\$0.00	\$0.00	\$10.00 ✓	(\$571.83)
		Ending Balance			\$25,000.00	\$0.00	\$25,571.83	(\$571.83)
		SAL & BENS Totals As of 5/1/2023			\$130,000.00	\$0.00	\$92,997.59	\$37,002.41
		Current Period			\$0.00	\$0.00	\$11,025.05	(\$11,025.05)
		Ending Balance			\$130,000.00	\$0.00	\$104,022.64	\$25,977.36
05/01/2023	*****	ACCOUNT : 30-01100 CLOTHING & PERSONAL			\$0.00	\$0.00	\$256.62	(\$256.62)
05/12/2023		ULINE, INC CUST#16440879 ORDER#86957094	01003220	CL836043	\$0.00	\$0.00	\$217.47 ✓	(\$474.09)
05/01/2023	*****	ACCOUNT : 30-01200 COMMUNICATIONS			\$0.00	\$0.00	\$474.09	(\$474.09)
05/04/2023		FRONTIER/CITIZENS COMM CO 5308253258 3/25-4/24/23 SPLDG	01003063	CL835722	\$0.00	\$0.00	\$774.56 ✓	\$132.54
05/04/2023		SACRAMENTO VALLEY LMTD PARTNER 9932327312 MAR-APRIL'23 ACC742	01003080	CL835744	\$0.00	\$0.00	\$882.87 ✓	(\$750.33)
05/12/2023		DIGITAL DEPLOYMENT, INC 8525D18B-0030 5/1-6/1/23	01003218	CL836008	\$0.00	\$0.00	\$75.00 ✓	(\$825.33)

**County of Lassen
Auditor Controller
Appropriation Ledger**

From 5/1/2023 to 5/31/2023

Date	Program	Description	Warrant	Document	Appropriations	Encumbrances	Expenditures	Unencumbered
05/12/2023		FRONTIER/CITIZENS COMM CO 530-825-3258 4/25-5/24/23	01003211	CL836011	\$0.00	\$0.00	\$736.42 ✓	(\$1,561.75)
05/12/2023		MARLANE MORSE RMB CLOUD SERVICE 4/4/23	01003214	CL836037	\$0.00	\$0.00	\$169.98 ✓	(\$1,731.73)
05/01/2023	*****	ACCOUNT : 30-01400 HOUSEHOLD EXPENSES			\$20,000.00	\$0.00	\$21,731.73	(\$1,731.73)
05/01/2023	*****	ACCOUNT : 30-01500 INSURANCE			\$0.00	\$0.00	\$375.68	(\$375.68)
05/01/2023	*****	ACCOUNT : 30-01700 MAINTENANCE - EQUIPMENT			\$0.00	\$0.00	\$375.68	(\$375.68)
05/12/2023		CITIBANK, N.A 2243272 3/16-4/15/23	01003207	CL836007	\$0.00	\$0.00	\$251.69 ✓	\$9,157.57
05/26/2023		FRANK A MARTINS REPAIR SNOW BLOWER 5/9/23	01003698	CL836414	\$0.00	\$0.00	\$250.00 ✓	\$8,907.57
05/01/2023	*****	ACCOUNT : 30-01701 MAINTENANCE-COUNTY VEHICLES			\$15,000.00	\$0.00	\$6,092.43	\$8,907.57
05/12/2023		ED STAUB & SONS PETROLEUM, INC AC#115568 4/30/23	01003209	CL836033	\$8,000.00	\$0.00	\$8,940.54	(\$940.54)
05/01/2023	*****	ACCOUNT : 30-01800 MAINT-BUILDINGS & IMPROVEMENTS			\$0.00	\$0.00	\$3,225.60 ✓	(\$4,166.14)
05/04/2023		UMPQUA BANK JAN'23 CHARGES ACC2690-1	01003078	CL835742	\$8,000.00	\$0.00	\$12,166.14	(\$4,166.14)
05/01/2023	*****	ACCOUNT : 30-02000 MEMBERSHIPS			\$0.00	\$0.00	\$8,255.71	(\$4,255.71)
05/01/2023	*****	ACCOUNT : 30-02200 OFFICE EXPENSE			\$4,000.00	\$0.00	\$1,242.91 ✓	(\$5,498.62)
05/12/2023		RONALD D REBELL SV005287 3/1/23	01003210	CL836010	\$2,300.00	\$0.00	\$9,498.62	(\$5,498.62)
05/01/2023	*****	ACCOUNT : 30-02300 MEMBERSHIPS			\$2,000.00	\$0.00	\$2,096.00	\$204.00
05/01/2023	*****	ACCOUNT : 30-02400 OFFICE EXPENSE			\$2,300.00	\$0.00	\$2,096.00	\$204.00
05/01/2023	*****	ACCOUNT : 30-02500 OFFICE EXPENSE			\$2,300.00	\$0.00	\$2,096.00	\$204.00
05/12/2023		RONALD D REBELL SV005287 3/1/23	01003210	CL836010	\$2,700.00	\$0.00	\$1,483.70	\$1,216.30
05/01/2023	*****	ACCOUNT : 30-02600 OFFICE EXPENSE			\$0.00	\$0.00	\$63.84 ✓	\$1,152.46 ✓

**County of Lassen
Auditor Controller
Appropriation Ledger**

From 5/1/2023 to 5/31/2023

Date	Program	Description	Warrant	Document	Appropriations	Encumbrances	Expenditures	Unencumbered
05/12/2023		RONALD D REBELL SV005437 4/1/23	01003210	CL836010	\$0.00	\$0.00	\$107.23 ✓	\$1,045.23
05/12/2023		RONALD D REBELL SV005590 5/1/23	01003210	CL836010	\$0.00	\$0.00	\$61.38 ✓	\$983.85
05/12/2023		MARLANE MORSE RMB QUICKBOOKS 3/3/23	01003214	CL836037	\$0.00	\$0.00	\$500.00 ✓	\$483.85
05/01/2023	*****	ACCOUNT : 30-02201 POSTAGE			\$2,700.00	\$0.00	\$2,216.15	\$483.85
05/12/2023		SHARON MOATS RMB POSTAGE STAMPS 3/29/23	01003213	CL836036	\$1,500.00	\$0.00	\$246.24	\$1,253.76
05/01/2023	*****	ACCOUNT : 30-02300 PROFESSIONAL & SPECIALIZED SV			\$1,500.00	\$0.00	\$498.24	\$1,001.76
05/04/2023		MARY CHEEK 7283 MARCH23 PR SPALDING	01003057	CL835717	\$0.00	\$0.00	\$300.00 ✓	(\$5,628.03)
05/04/2023		MARTIN SECURITY SYSTEMS, INC 044863 3/31/23 CUST#1579	01003071	CL835736	\$23,000.00	\$0.00	\$28,328.03	(\$5,328.03)
05/12/2023		MARY CHEEK INV#7332 4/27, INV#7346 4/30	01003208	CL836032	\$0.00	\$0.00	\$550.00 ✓	(\$6,373.03)
05/12/2023		SUSAN OLMSTEAD-BOWEN, CPA 14.75 HOURS 3/31/23	01003219	CL836038	\$0.00	\$0.00	\$2,212.50 ✓	(\$8,585.53)
05/12/2023		REPPCOTECH LLC 2428 3/20, 2429 4/20, 2427 5/3	01003215	CL836039	\$0.00	\$0.00	\$1,050.00 ✓	(\$9,635.53)
05/01/2023	*****	ACCOUNT : 30-02400 PUBLICATIONS AND LEGAL NOTICES			\$23,000.00	\$0.00	\$32,635.53	(\$9,635.53)
05/01/2023	*****	ACCOUNT : 30-02500 RENTS AND LEASES - EQUIPMENT			\$2,000.00	\$0.00	\$54.00	\$1,946.00
05/04/2023		TIAA COMMERCIAL FINANCE, INC 9475324 4/6/23 ACC42059206	01003077	CL835741	\$2,500.00	\$0.00	\$1,878.60	\$621.40
05/01/2023	*****	ACCOUNT : 30-02700 SMALL TOOLS AND INSTRUMENTS			\$0.00	\$0.00	\$182.38 ✓	\$439.02
05/01/2023	*****	ACCOUNT : 30-02700 SMALL TOOLS AND INSTRUMENTS			\$2,500.00	\$0.00	\$2,060.98	\$439.02
05/01/2023	*****	ACCOUNT : 30-02700 SMALL TOOLS AND INSTRUMENTS			\$2,000.00	\$0.00	\$0.00	\$2,000.00
05/01/2023	*****	ACCOUNT : 30-02700 SMALL TOOLS AND INSTRUMENTS			\$2,000.00	\$0.00	\$0.00	\$2,000.00

**County of Lassen
Auditor Controller
Appropriation Ledger**

From 5/1/2023 to 5/31/2023

Date	Program	Description	Warrant	Document	Appropriations	Encumbrances	Expenditures	Unencumbered
05/01/2023	*****	ACCOUNT : 30-02800 SPECIAL DEPARTMENTAL EXPENSE			\$0.00	\$0.00	\$300.00	(\$300.00)
		Ending Balance			\$0.00	\$0.00	\$300.00	(\$300.00)
05/01/2023	*****	ACCOUNT : 30-02900 TRANSPORTATION AND TRAVEL			\$1,000.00	\$0.00	\$0.00	\$1,000.00
		Ending Balance			\$1,000.00	\$0.00	\$0.00	\$1,000.00
05/01/2023	*****	ACCOUNT : 30-02901 CONFERENCES AND TRAINING			\$2,000.00	\$0.00	\$0.00	\$2,000.00
		Ending Balance			\$2,000.00	\$0.00	\$0.00	\$2,000.00
05/01/2023	*****	ACCOUNT : 30-03000 UTILITIES			\$10,000.00	\$0.00	\$7,140.22	\$2,859.78
05/04/2023		LMUD	01003070	CL835734	\$0.00	\$0.00	\$26.70 ✓	\$2,833.08
05/04/2023		ACC434362 2/20-3/20/23 \$26.70	01003070	CL835734	\$0.00	\$0.00	\$95.63 ✓	\$2,737.45
05/04/2023		LMUD	01003070	CL835734	\$0.00	\$0.00	\$171.17 ✓	\$2,566.28
05/04/2023		ACC138490 2/20-3/20/23 \$95.63	01003070	CL835734	\$0.00	\$0.00	\$169.91 ✓	\$2,396.37
05/04/2023		LMUD	01003070	CL835734	\$0.00	\$0.00	\$168.83 ✓	\$2,227.54
05/04/2023		ACC138529 2/20-3/20/23 \$168.83	01003070	CL835734	\$0.00	\$0.00	\$170.91 ✓	\$2,056.63
05/04/2023		LMUD	01003070	CL835734	\$0.00	\$0.00	\$127.20 ✓	\$1,929.43
05/12/2023		ACC138507 2/20-3/20/23 \$170.91	01003206	CL836006	\$0.00	\$0.00	\$8,070.57	\$1,929.43
		C&S WASTE SOLUTIONS			\$10,000.00	\$0.00	\$8,070.57	\$1,929.43
		174980984U037 5/1-5/31/23			\$111,000.00	\$0.00	\$97,197.48	\$13,802.52
		SERVICES AND SUP Totals As of 5/1/2023			\$0.00	\$0.00	\$14,231.18	(\$14,231.18)
		Current Period			\$111,000.00	\$0.00	\$111,428.66	(\$428.66)
		Ending Balance			\$241,000.00	\$0.00	\$190,195.07	\$50,804.93
		Cost Center Totals As of 5/1/2023			\$0.00	\$0.00	\$25,256.23	(\$25,256.23)
		Current Period			\$241,000.00	\$0.00	\$215,451.30	\$25,548.70
		Ending Balance			\$241,000.00	\$0.00	\$190,195.07	\$50,804.93
		Budget Unit Totals As of 5/1/2023			\$0.00	\$0.00	\$25,256.23	(\$25,256.23)
		Current Period						

FD:

B/U:

C/C:

**County of Lassen
Auditor Controller
Appropriation Ledger**

Date	Program	Description	Warrant	Document	Appropriations	Encumbrances	Expenditures	Unencumbered
		Ending Balance			\$241,000.00	\$0.00	\$215,451.30	\$25,548.70
		Fund Totals As of 5/1/2023			\$241,000.00	\$0.00	\$190,195.07	\$50,804.93
		Current Period			\$0.00	\$0.00	\$25,256.23	(\$25,256.23)
		Ending Balance			\$241,000.00	\$0.00	\$215,451.30	\$25,548.70

SEWER REPORT



Sewer- Recreation & Fire Protection

Spalding Community Services District

502-907 Mahogany Way Susanville, CA 96130 • (530) 825-3258

SEWER - MAINTENANCE

David Handy

11 June 2023

I left Spalding 31 May for Military Training and will return the evening of 17 June 2023. While away, I have daily monitored the SCADA system remotely and recorded the daily flows.

On all 5 Lift Station doors, I replaced (2ea) rubber washers on the doors to prevent water entry. Rethreaded, cleaned, applied anti-seize and installed 18 new bolts for all 5 Lift Stations to allow quicker entry into the Lift Cabinet.

SCSD – H2O PRO assisted me with Pump Station #1 on 9 May 2023. Pump#1 and pump#3 need to be replaced along with other work. I still have NOT received a proposal for the work.

Completed on 2 June 2023, the California Integrated Water Quality System (CIWQS) set up account and certification. Statewide Sanitary Sewer General Order (SSSGO) 2022-0103-DWQ.

30 May 2023, sewer line on Spruce that is connected to the RV park was clogged. Utilized JM Plumbing to unclog the line. I have pictures of the work.

On 25 May 2023, Dan Lafontaine from SUSP Engineering discussed SCSD's SSMP and will be updating/revising it. We physically looked at each Pump Station, the sewer Ponds area, the sewer pipe going over Pine Creek and the maintenance shop. We then discussed the 'Needs Assessment'. We discussed the entirety of SCSD's sewer system to include the regular maintenance and deferred maintenance. Some of the specific things that we discussed: Assistance in maintaining the sewer system. Training on correct maintenance for our specific sewer system. Accountability to ensure that our sewer system is being maintained correctly and timely. Equipment/parts/tools that I have on hand and what is really needed. I currently do NOT have a timeline of when I'll receive the completed 'Needs Assessment'.

Currently working on plans:

1. Relocate the Star Link and router for better reception within the office.
2. Finish cleaning inside the 5 Lift Station Cabinets.
3. Clean the 4 Generators at the Pump Stations.
4. Order Generator services parts to conduct the yearly services in September.
5. Clear trees/brush/weeds within the Ponds area to include the fence line.
6. Clean and service the bush hog.
7. Service the Mahindra Tractor.
8. Replace and/or rent a tractor for SCSD as needed. **No update.**
9. Remove the Dump Truck (sell?). **No update.**
10. Cost of materials for Pump Stations fence replacement. **No update.**
11. Repair/replace SCSD building siding/trim/paint. **No update.**
12. Cost to add gutter guards to maintenance building. **No update.**
13. Snowplow needs to have the hydraulics bled.
14. All SCADA vendors bids are on hold.
15. Tech support availability. **Support from Mike Busse (CRWA) continues to be outstanding.**

NEW BUSINESS

RESOLUTION NO. 2023-06

RESOLUTION OF THE BOARD OF DIRECTORS OF THE SPALDING COMMUNITY SERVICES DISTRICT AMENDING POLICY 5060.1.2 REGARDING MEETINGS, PROVIDING FOR THE REMOVAL OF THE REQUIREMENT FOR DISTRICT AUDIO TAPE RECORDINGS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Spalding Community Services District Board of Directors deems it the best interest of the District to amend Policy 5060.1.2 relative to Rules of Spalding Community Service District; and

WHEREAS, taking and keeping digital recordings creates a level of complexity that is unwarranted considering the limited staff and resources in the District; and

WHEREAS, there is no legal, administrative, or sensible reason for the District to continue to require digital recordings of the Board of Directors meetings;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Spalding Community Services District as follows:

- 1) Policy 5060.1.2, regarding taking and keeping audio recordings of the Minutes of Board Meetings, shall be removed from policy 5060.
- 2) Policy 5060.1.3 shall be renumbered to 5060.1.2
- 3) Effective Date. This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED, and ADOPTED this ____ day of _____, 2023, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

APPROVED:

Secretary of the Board

Chairman of the Board

Spalding Community Service District

POLICY HANDBOOK

POLICY TITLE: Minutes of Board Meetings

POLICY NUMBER: 5060

5060.1 The Secretary or Deputy Secretary of the Board of Directors shall keep minutes of all regular and special meetings of the Board.

5060.1.1 Copies of a meeting's minutes shall be distributed to Directors as part of the information packet for the next regular meeting of the Board, at which time the Board will consider approving the minutes as presented or with modifications. Once approved by the Board, the official minutes shall be kept in a fireproof vault or in a fire-resistant, locked cabinet.

5060.1.2 Unless directed otherwise, an audio tape recording of regular and special meetings of the Board of Directors will be made. The device upon which the recording is stored shall be kept in a fireproof vault or in fire-resistant, locked cabinet for a minimum of 60 days. Members of the public may inspect recordings of Board meetings without charge on a playback machine that will be made available by the District.

5060.1.3 Motions, resolutions or ordinances shall be recorded in the minutes as having passed or failed, and individual votes will be recorded unless the action was unanimous. All resolutions and ordinances adopted by the Board shall be numbered consecutively, starting new at the beginning of each year. In addition to other information that the Board may deem to be of importance, the following information (if relevant) shall be included in each meeting's minutes:

- Date, place and type of each meeting;
- Directors present and absent by name;
- Administrative staff present by name;
- Call to order;
- Time and name of late arriving Directors;
- Time and name of early departing Directors;
- Names of Directors absent during any agenda item upon which action was taken;
- Summary record of staff reports;
- Summary record of public comment regarding matters not on the agenda, including names of commentators;
- Approval of the minutes or modified minutes of preceding meetings;
- Approval of financial reports;
- Record by number (a sequential range is acceptable) of all warrants approved for payment;
- Complete information as to each subject of the Board's deliberation;
- Record of the vote of each Director on every action item for which the vote was not unanimous;

Resolutions and ordinances described as to their substantive content and sequential numbering;
Record of all contracts and agreements, and their amendment, approved by the Board;
Approval of the annual budget;
Approval of all policies, rules and/or regulations;
Approval of all dispositions of District assets;
Approval of all purchases of District assets; and,
Time of meeting's adjournment.