SPALDING COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
REGULAR MEETING
February 13, 2025
Minutes – Approved 11-13-25

APPROVED BY DIRECTORS:

Kathy Claytor _____

Ellen Stallings _____

Jerald Oliver _____

Glyne Johnson _____

Larry Doss _____

1. CALL TO ORDER 4:00 PM by Kathy Claytor.

2. Roll Call

Roll Call	Present	Not Present
Kathy Claytor	X	
Larry Doss	X	
Ellen Stalling	X	
Glyne Johnson	X	
(Called in – not able to participate due to technical issues; his votes not recorded)		
Jerald Oliver	X	

3. PLEDGE OF ALLEGIANCE
Recital of the Pledge of Allegiance, led by Chairwoman Claytor was spoken.

4. APPROVAL OF THE AGENDA

Motion: Approve the Agenda for February 13, 2025

First: Chairwoman Claytor
Second: Director Doss
Roll Call: Ayes- Kathy Claytor, Ellen Stallings, Jerald Oliver, Larry Doss
Not able to vote due to ZOOM issues - Glyne Johnson

PUBLIC COMMENT

T. LaBue expressed gratitude for establishing emergency power outage shelter services. She also asked about the status of General Manger's surety bond and the cyber grant. She gave the Board information on the cyber grant requirements.

Director Johnson (via Zoom): Expresses concerns about procedures for Zoom meetings, requests cancellation of the meeting,
[Note: The Zoom meeting was muted for remote participants due to staffing and technology limitations].

5. CLOSED SESSION
   5.1. Conferencie with Legal Counsel: Significant Exposure to Litigation Pursuant to Subdivision (d)(2) of Government Code Section 54956.9 (if needed).

   GM Rogers – Attorneys felt there was no reason to have closed session at this meeting. .

6. CONSENT AGENDA
   6.1. Minutes - Submitted for approval are the Minutes for the:

   6.1.1. Regular Meeting of December 13th, 2024
   6.1.2. Regular Meeting of January 10th, 2025

Public Comment: There was comment on the minutes, but it was not audible.
IVFC F. Muse: Requests the Board of Directors adhere to the agenda and maintain meeting order.
Board Comment: **GM Rogers** reported that the minutes presented are an accurate reflection of the decision record.

Motion: Approve minutes for the Regular Meeting of December 13th, 2024.
First Director Doss
Second: Chairwoman Claytor

Roll Call: Aye – Kathy Claytor, Larry Doss, Ellen Stallings, Jerald Oliver
Not able to vote due to ZOOM issues - Glyne Johnson
GM Rogers reported that the minutes for the Regular Meeting of January 10th, 2025, were not yet complete.

7.2 Financials
General Manager Rogers expressed a need to conduct an annual budget review. In July and August of 2024, the Board of Directors convened two Public Hearing Budget Workshops to establish the annual operating budget for Fiscal Year 2024-2025. The FY2024-2025 Budget was approved by the Board of Directors on September 13, 2024. The Board of Directors should undertake an Annual Budget Review six months into the fiscal year to assess the status of the budget and authorize any adjustments necessary after evaluating the expenses across funds. Additionally, the Board of Directors and community have sought to commission a forensic audit of the

past 3 years. His recommendation was to set up a special meeting specifically for an Annual Budget Review and prepare an RFQ for Forensic Audit Services for FY2021-2022, FY2022-2023, FY2023-2024. He has been working with the bookkeeper to get to a standard reporting format for financials. Presently data entry for the district's accounting system is performed manually, causing a lag in reportable information. He can continue to provide brief reports on previously provided formats and requests full Board participation in budget adjustments.

Public Comment: None.
Board Comment: **Director Doss** shared that budget review and preparation have historically occurred at the April and June meetings. He advised staff to assess the schedule for said hearings.

7. FIRE CHIEF'S REPORT:

Interim Volunteer Fire Chief Muse presented the fire department report for January, noting that there were no fire calls in Spalding, one medical call inside Spalding, and no traffic collisions. They responded to one fire call outside of Spalding and four medical calls. Repeat calls in Willow Creek Valley have prompted the need to reassess mutual aid boundaries because several agencies responded to the same calls. The fire district is seeking additional volunteers. March 24th, the department is planning to host the annual spaghetti feed on a donation basis. The report from dispatch for 2024 shows: 40 responses outside of Spalding; 2) 19 responses inside Spalding.
Board Comment: None.
Public Comment: None.

8. BOARD MEMBER REPORTS/BOARD MEMBER COMMENT

Director Claytor- Chairperson Claytor explains that at the January meeting, board members were directed to volunteer for special reports. She reported that she reviewed the State Controller's Office guidance on accounting for local districts.

Director Doss- Reported on information related to land use planning noting that there was extensive information. Most of the Lassen County plans have not been updated in some time. He also reviewed the most recent municipal service review and acquired copies to distribute to fellow board members.

Director Stalling - Reviewed the most recent municipal service review, providing a summary of its findings and recommendations.

Director Oliver – Prepared and provided the general manager with a brief written report on new laws affecting special districts.

Director Johnson – no report.

9. NEW BUSINESS

No new business.

10. CONTINUING BUSINESS

11.1 Strategic Plan:

GM Rogers: Staff presented the draft Spalding CSD Strategic Plan 2025-2030 to the Board of Directors during the regular meeting on January 10, 2025. At that time the Board of Directors recommended a Public Review and comment period of 45 days with public comments accepted in writing up to 15 days before the close of the period. The Strategic Plan was published for public review on January 15, 2025. The dedicated Public Comment Period to submit comments in writing for incorporation in the plan will run until Friday, February 14, 2025, at 12:00 A.M. The plan was published for public review on the website. Residents are encouraged to provide insights, comments, and suggestions. Implementing the strategic plan will allow the district to narrow its focus and work through competing priorities to best allocate resources to areas that support the district's mission. He also has been researching how to improve digital accessibility standards to make the plan available for screen reading technologies.

Public Comment:

T LaBue: Expresses concerns about noncompliance with ADA requirements. and requested that the time to review the plan be extended once the document has met ADA accessibility requirements.

R. LaBue: Requests an extension period to address their complaints about accessibility issues for screen readers, noting that certain document formats may function better with specific assisted reading technologies.

S. Spediacci: Requested the community members be supportive of the new Board of Directors in their effort to lead.

Board Comment:

Chairwoman Claytor responded that this Board of Director's goal is to strive for compliance.

Director Stallings wanted to know how to meet the complaint issues LaBue's are asking for.

11.2 Resolution 2025-2 A Resolution of the Board of Directors of the Spalding Community Services District Establishing Procedures For

Appointment and a Revised Job Description For the Position of Volunteer Fire Chief

Motion: To approve Resolution 2025-2

First: Director Oliver
Second: Chairwoman Claytor
Roll Call: Ayes – Kathy Claytor, Ellen Stallings, Larry Doss, Jerald Oliver
Not able to vote due to ZOOM issues - Glyne Johnson

11.3 Spalding CSD Volunteer Fire Chief Appointment

GM Rogers explained that in the first half of 2024, the Board began discussions around updating the Fire Chief's job description. The description was updated to include a few key points; the Fire Chief live in Spalding and the removal of the wording about fire investigation know how since this practice is typically handled by qualified individuals from CalFire. The job description included is the same as what was presented in January except for the removed language pertaining to fire investigations. Other changes included the ordinance be amended to provide for an application period of not less than 30 days. GM Rogers recommended that the Board move to appoint the Fire Chief at this time.

Public Comment:

T. LaBue: Provided a previous advice letter from the Fair Political Practices Commission (FPPC) regarding Section 1090 of the California Government Code regarding Board Members serving as General Managers. Encouraged seeking legal advice regarding if this pertains to fire chief position as well to ensure the Board of Directors does not incur liability.

GM Rogers: Notes that he did not recall receiving the advice letter, dated August 1,2019, noting it deals with recommendations surrounding conflict of interest and financial interests of board members. He explains that the decision made to appoint an Interim Volunteer Fire Chief was intended to be temporary and that while the interim Fire Chief sat on the Board of Directors, he recused himself of any fire related votes, while the district was operating under scare organizational capacity. The fire chief's position is subject to the district's conflict of interest policy and the board has recently reviewed the Conflict-of-Interest policy in accordance with FPPC guidelines and relayed that information surrounding that review to Lassen County. He notes it is important that there is a standing fire chief within the organizational structure to ensure service reliability.

R. LaBue: Talked on the District's violation of appointing Frank Muse as the volunteer Fire Chief when he was a Board member.

GM Rogers read the concluding remarks of the advice letter provided by T. Labue:

"As stated above, the rule of necessity applies when there is no alternative source for essential services and when necessary to carry on essential duties. However, we are not able to assess the district's efforts to hire a general manager or the district's ability to continue to operate without a general manager. Accordingly, we cannot conclusively determine that the rule of necessity applies to allow the district to enter into an employment agreement with Board Member Read to be the general manager, despite the existence of a conflict of interest under Section 1090 and they must leave it to the district and Board Member Read, who have full knowledge of all the facts and circumstances, to make the factual determination as to whether the rule of necessity applies in the situation. In making this determination, we caution that rule of necessity may only apply to the extent that the district has made a reasonable effort to advertise and recruit for the position, extended competitive and adequate offers to qualified applicants, and does not provide a better offer to Board Member Read than those extended to other qualified applicants."

GM Rogers: Noted that the advice letter granted the district the discretion to evaluate whether the rule of necessity applied, whether sufficient effort was made to identify other qualified personnel. He shared there was an application period in 2024 resulting in applications by F. Muse, and S. Hagen, (recently rescinded) and the prior board authorized a closure of that period in November of 2024.

Anonymous Resident: Inquired as to the status of a third application.

GM Rogers: Noted that an application was received from a Mr. K. Johnson, but it was received after the application period had closed. The applications could be shared with the current Board of Directors if they are interested.

Board Comments:

Director Stallings: Inquired as to whether reopening the application period would help to achieve compliance or if the hiring of the current appointee would make the district out of compliance.

Director Claytor: Replied that to her understanding the district is not out of compliance.

GM Rogers: The Board of Directors was advised by the FPPC of the rule of necessity previously regarding the appointment of a general manager. Based on the advice letter, they had the discretion to evaluate whether the application period was adequate and whether there were qualified applicants, the facts and circumstances considered.

Public comment:

D. Handy: Expressed his agreement that the letter in question left the decision up to the Board of Directors and expressed his support for the current staff and leadership.

S. Spediacci: Clarified that the Fire Chief, as well as the Board of Directors, of Spalding CSD serve as unpaid volunteers. Chairwoman Claytor confirmed that the roles were voluntary including her own and endorsed Frank Muse for Fire Chief.

Anonymous Resident: Noted that influence or power afforded by the role should also be considered as part of the decision to appoint.

Motion: To approve Frank Muse as Volunteer Fire Chief.

First: Chairwoman Claytor
Second: Director Oliver

Roll call: Ayes- Kathy Claytor, Larry Doss, Ellen Stalling, Jerald Oliver
Not able to vote due to ZOOM issues - Glyne Johnson

The Oath of Office was read by Chairwoman Claytor.

13. ADJOURN

Motion: Motion to adjourn to the meeting.

First: Director Oliver
Second: Director Doss

Roll Call: Ayes – Kathy Claytor, Larry Doss, Ellen Stallings, Jerry Oliver
Not able to vote due to ZOOM issues - Glyne Johnson

Meeting Adjourned at approximately 5:30 pm on February 13th, 2025.