

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
Vacancy

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=JdGDCG8mqjlrnafWTviBKp8d0Wsm1L.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

July 9, 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

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

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 _____

3. Pledge of Allegiance

Led by Chairperson Claytor

4. Oath of Office – Kathy Claytor

Administration of the Oath of Office for our Newly Appointed Board Member Kathie Muse

5. 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.

6. Agenda Approval – Kathy Claytor

ACTION ITEM

Vote to approve current agenda

Supporting Documents: Agenda 7-9-26

Public Comment

Board Discussion

Motion to Approve the Agenda

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

Kathie Muse _____ Tabled _____

7. Approval of Minutes – June 11, 2026

ACTION ITEM

Vote to approve the June Board Meeting Minutes

Supporting Documents: June 11, 2026 Minutes

Public Comment

Board Discussion

Motion

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

Kathie Muse _____ Tabled _____

8. General Manager Report – Mike Garcia

No Action to Be Taken

The General Manager will provide an update on District operations, including progress on budget preparation, policy compliance, sewer system planning, OES grant update, billing, and other ongoing projects and activities.

Supporting Documents: NA

Public Comment
Board Discussion

9. Sewer Report – Brad Mallory

No Action to Be Taken

The Sewer Technician will provide an update on system operations, preventative maintenance, lift station performance, SSMP development, regulatory reporting, capital improvement planning, and other ongoing sewer system activities.

Supporting Documents: NA

Public Comment
Board Discussion

10. Fire Report – Frank Muse

No Action to Be Taken

Activity Report

Supporting Documents: NA

Public Comment
Board Discussion

11. 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

Old Business:

12. 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 Budget Preparation

Public Comment
Board Discussion
Motion

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

13. Spalding CSD 26-27 Budget Update

No Action to Be Taken

The SCSD 26-27 budget is being presented for adoption. This is a living document and will be updated as needed.

Supporting Documents: NA

Public Comment
Board Discussion

New Business:

14. Spare Pump

ACTION ITEM

Consideration of authorizing the General Manager to purchase one replacement lift station pump for District inventory in an amount not to exceed \$2,650, plus applicable shipping, to maintain operational readiness and minimize downtime in the event of a pump failure.

Supporting Documents: NA

Public Comment
Board Discussion
Motion

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

15. Email Migration Quote VC3

ACTION ITEM

Discussion and consideration of migrating the District's email system from a .org domain to a .gov domain to enhance cybersecurity, strengthen public trust, improve identity verification, and support the District's ongoing cybersecurity initiatives under the Cal OES grant.

Supporting Documents: VC3 Quote Email Migration

Public Comment
Board Discussion
Motion

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

16. Board Policy 2067 Grievance

No Action to Be Taken

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

Supporting Documents: PR.2067.Grievance.ProposedRevision

Public Comment
Board Discussion

17. Board Policy 2800 Equal Opportunity

No Action to Be Taken

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

Supporting Documents: PR.2800.EqualOpportunity.PrposedRevision

Public Comment
Board Discussion

18. Board Policy 2805 Affirmative Action

No Action to Be Taken

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

Supporting Documents: [PR.2805.NonDiscrimination.ProposedRevision](#)

Public Comment
Board Discussion

19. Board Policy 2806 Limited English Proficiency (LEP)

No Action to Be Taken

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

Supporting Documents: [PR.2806.LimitedEnglishProficiency.PrposedRevision](#)

Public Comment
Board Discussion

20. Employment Application Template

No Action to Be Taken

Review and First Reading of Proposed Employment Application Revision to Maintain Compliance with Cal OES Grant Requirements

Supporting Documents: [PR.EmploymentApplicationTemplate.ProposedRevision](#)

Public Comment
Board Discussion

CLOSED SESSION

21. Conference with Legal Counsel – Kathy Claytor

Anticipated Litigation Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9; one potential case

Supporting Document: [NA](#)

Public Comment
Board Discussion

OPEN SESSION

22. Action Taken Regarding Item 19 in CLOSED SESSION – Kathy Claytor

Public Comment
Board Discussion

23. Adjourn

Motion to Adjourn the meeting

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

Next Regular Meeting:
August 13, 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.