

# 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

**June 11, 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

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

(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 \_\_\_\_

**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 6.11.26**

Board Discussion

Public Comment

Motion to Approve the Agenda

Board Vote: Kathy Claytor \_\_\_\_ Ellen Stallings \_\_\_\_ Jerald Oliver \_\_\_\_ Scott Hagen \_\_\_\_

**6. Approval of Minutes for May 1, 2026** – Mike Garcia

**ACTION ITEM**

Vote to approve the special meeting minutes from 5-1-26

**Supporting Documents: Minutes 5.1.26**

Board Discussion

Public Comment

Motion

Board Vote: Kathy Claytor \_\_\_\_ Ellen Stallings \_\_\_\_ Jerald Oliver \_\_\_\_ Scott Hagen \_\_\_\_

Tabled \_\_\_\_\_

**7. Approval of Minutes for May 14, 2026** – Mike Garcia

**ACTION ITEM**

Vote to approve last month's meeting minutes

**Supporting Documents: Minutes 5.14.26**

Board Discussion

Public Comment

Motion

Board Vote: Kathy Claytor \_\_\_\_ Ellen Stallings \_\_\_\_ Jerald Oliver \_\_\_\_ Scott Hagen \_\_\_\_

Tabled \_\_\_\_\_

**8. Approval of Minutes for May 22, 2026 – Mike Garcia**

**ACTION ITEM**

Vote to approve special meeting minutes from 5-22-26

**Supporting Documents: Minutes 5.22.26**

Board Discussion

Public Comment

Motion

Board Vote: Kathy Claytor \_\_\_\_ Ellen Stallings \_\_\_\_ Jerald Oliver \_\_\_\_ Scott Hagen \_\_\_\_

Tabled \_\_\_\_\_

**9. Presentation From Smith's Pumps – Brett Smith**

**No Action to Be Taken**

Brett Smith from Smith's Pumps will provide information to the Board of Directors and the community regarding well maintenance for homeowners.

**Supporting Document: NA**

Board Discussion

Public Comment

**10. General Manager Report – Mike Garcia**

**No Action to Be Taken**

There will be an update regarding Meetings with LAFCO, Fiscal Audits, Budget Preparation, Legal Council Hours, and Billings.

**Supporting Documents: NA**

Board Discussion

Public Comment

**11. Sewer Report – Brad Mallory**

**No Action to Be Taken**

There will be an update regarding Pond Liner Repairs, Visits with Dave Hernandez, and Current Events on the Sewer.

**Supporting Documents: NA**

Board Discussion

Public Comment

**12. Fire Report – Frank Muse**

**No Action to Be Taken**

Activity Report

**Supporting Documents: NA**

Board Discussion

Public Comment

**13. Board Reports**

**No Action to Be Taken**

Kathy Claytor - Recreation Committee Meeting

**Supporting Documents: NA**

Ellen Stallings – Budget Committee Meeting

**Supporting Documents: NA**

Jerald Oliver –

**Supporting Documents: NA**

Scott Hagen – Sewer Committee Meeting

**Supporting Documents: NA**

**Old Business:**

**14. Sewer Update Lift Station 4, Lahontan Tests, Smith’s Pumps Recap – Mike Garcia**

**No Action to Be Taken**

Update and clarification on public understanding

**Supporting Documents: SGS Well Testing Results**

Board Discussion

Public Comment

**15. Cure & Correct Minutes from Regular Meeting on November 13, 2025 – Mike Garcia**

**ACTION ITEM**

A community member requested their name to be removed from the public comment on item #13 regarding FPPC complaint filing from the November 13, 2026 Board meeting minutes.

**Supporting Document: Corrected Minutes 11.13.26**

Board Discussion

Public Comment

Motion

Board Vote: Kathy Claytor \_\_\_\_ Ellen Stallings \_\_\_\_ Jerald Oliver \_\_\_\_ Scott Hagen \_\_\_\_

Tabled \_\_\_\_\_

**16. Cure & Correct Board Policy 1050 Copying Public Documents – Mike Garcia**

**No Action to Be Taken**

Board Policy 1050 Copying Public Documents approved by the board on 1-20-23 states that the district will charge \$0.35 per sheet. The district will revert to this cost until further information justifying a cost per copy fee increase can be gathered.

**Supporting Documents: Board Policy 1050**

Board Discussion

Public Comment

**17. Sewer Service Rate Increase – Mike Garcia**

**No Action to Be Taken**

Update will be provided for justification of rate increase approved by the board on May 22, 2026.

**Supporting Documents: Resolution 2023-9**

Board Discussion

Public Comment

## New Business:

### 18. RESOLUTION NO. 2026-3: A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SPALDING COMMUNITY SERVICE DISTRICT REQUESTING CONSOLIDATION OF ITS ELECTION WITH THE NOVEMBER 3, 2026 STATEWIDE GENERAL ELECTION – Mike Garcia

#### **ACTION ITEM**

The board will have 3 seats (4-year terms) up for election in November. This resolution permits the district to request that its election be consolidated with a statewide or county-administered election and candidates be placed on the ballot.

#### **Supporting Documents: Resolution 2026-3**

Board Discussion

Public Comment

Motion

Board Vote: Kathy Claytor \_\_\_\_ Ellen Stallings \_\_\_\_ Jerald Oliver \_\_\_\_ Scott Hagen \_\_\_\_

Tabled \_\_\_\_\_

### 19. Board Policy 3105 State of California Budget Code – Mike Garcia

#### **No Action to Be Taken (First Reading)**

Board Policy 3105 State of California Budget Code has been updated to align the district policy with State requirements and deadlines. The updated policy is being presented as a first reading with Board approval at the July 9, 2026, regular meeting of the board.

#### **Supporting Documents: Board Policy 3105 Proposed Revision, State of California Budget Code**

Board Discussion

Public Comment

### 20. Finalized/Preliminary Budget – Mike Garcia

#### **No Action to Be Taken**

A draft budget is being presented for review and comments. This is a living document and will be updated as new information becomes available. The board will vote on final adoption at the July 9, 2026 regular meeting. Audit update

#### **Supporting Documents: Draft Spalding CSD Budget 26-27, Profit & Loss 23-24, Profit & Loss 24-25, Profit & Loss 25-26**

Board Discussion

Public Comment

### 21. General Manager Contract Language Regarding Bonding vs Insurance – Mike Garcia

#### **ACTION ITEM**

Review and discuss the General Manager employment agreement provision requiring bonding within sixty (60) days of appointment. The Board will consider information provided by the District's insurance advisor regarding existing crime and employee dishonesty coverage, including whether current insurance coverage provides protection comparable to or greater than the contractual bonding requirement, and determine whether any further action is necessary.

#### **Supporting Document: NA**

Board Discussion

Public Comment

Motion

Board Vote: Kathy Claytor \_\_\_\_ Ellen Stallings \_\_\_\_ Jerald Oliver \_\_\_\_ Scott Hagen \_\_\_\_

Tabled \_\_\_\_\_

**22. Review and Discussion of Cost Allocation Methodology Between Sewer, Fire, and Recreation Departments**– Mike Garcia

**No Action to Be Taken**

The Board will discuss development of a formal cost allocation methodology for shared District expenses among the Sewer, Fire, and Recreation departments and may provide direction regarding a future policy for implementation.

**Supporting Document: NA**

Board Discussion

Public Comment

**CLOSED SESSION**

**23. Conference with Legal Counsel** – Kathy Claytor

**ACTION ITEM**

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**

Board Discussion

Public Comment

Motion

Board Vote: Kathy Claytor \_\_\_\_ Ellen Stallings \_\_\_\_ Jerald Oliver \_\_\_\_ Scott Hagen \_\_\_\_

Tabled \_\_\_\_\_

**OPEN SESSION**

**24. Action Taken Regarding Item 23 in CLOSED SESSION** – Kathy Claytor

Board Discussion

Public Comment

**25. Adjourn**

a. Motion to Adjourn the meeting

b. Board Vote: Kathy Claytor \_\_\_\_ Ellen Stallings \_\_\_\_ Jerald Oliver \_\_\_\_ Scott Hagen \_\_\_\_

Next Regular Meeting:

**July 9, 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](http://spaldingcsd.org) or from the District Office at 502-907 Mahogany Way, 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.

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