

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
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Meeting ID: 828 7776 9220

Passcode: 502907

Link:

<https://us06web.zoom.us/j/82877769220?pwd=JdGDCG8mqJlnafWTviBKp8dOWsm1L.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 Friday of the Month)

3:00 PM

October 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 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 10.9.26

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 September 10, 2026 Regular Board Meeting Minutes

Supporting Documents: 9.10.26 Minutes

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

County Reconciliation (reviewed fire assessment and bond collections with Lassen County, going back to 2023); **Reimbursements** (Lift Station 3 draw requests submitted; OES grant in progress);

Bookkeeping (QuickBooks cleanup continues); **Governance** (resolutions and policies being updated in the binders); **Technology** (workstations set up and functioning).

Supporting Documents: NA

Public Comment

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

Board Discussion

8. Sewer Report – Brad Mallory

No Action to Be Taken

Lift Station 3 (repairs completed; SCADA stabilized); **Compliance** (third-quarter sampling complete; Notice of Exemption renewal in process); **CRWA** (site visit with Mason; guidance and contacts for ongoing support); **Operations** (tractor back in service and cleaning around the ponds).

Supporting Documents: NA

Public Comment

Board Discussion

9. Fire Report – Frank Muse

No Action to Be Taken

Spalding CSD Volunteer Fire Department 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. General Manager Transition Update – Mike Garcia

No Action to Be Taken

Discussion: Update on the search for a successor and the temporary remote-work arrangement in place until the position is filled.

Supporting Documents: NA

Public Comment

Board Discussion

12. Fiscal Audit Frequency Requirements – Mike Garcia

No Action to Be Taken

Discussion: State law (Government Code §26909) requires an annual independent audit by default, consistent with District Policy 4049. The law does allow a reduced audit interval (biennial, up to five years, or a lighter financial review/compilation), but only with unanimous approval from both the

District's Board and the Lassen County Board of Supervisors. Staff will present these options for Board discussion; no action is requested at this time.

Supporting Documents: NA

Public Comment
Board Discussion

New Business:

13. Adoption of Resolution No. 2026-08 – Bank Accounts and Authorized Signers – Mike Garcia

ACTION ITEM

Resolution No. 2026-08 authorizes the General Manager to place the District's compromised Sewer Account into dormant status and open a replacement Sewer Account, and to establish a new Admin Account for shared administrative expenses, both at U.S. Bank; it designates the Board Chair, Board Vice Chair, and General Manager as authorized signers by position.

Supporting Documents: Resolution 2026-08

Public Comment
Board Discussion
Motion

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

14. Vactor Truck Bid – Mike Garcia

ACTION ITEM

Staff seeks Board approval to proceed with Vactor truck cleaning of the lift station vaults, as recommended by the District's operator mentors to address Lahontan maintenance findings. Staff requests authorization to move forward with a selected bid up to a not-to-exceed amount.

Supporting Documents: Vactor Truck Bids

Public Comment
Board Discussion
Motion

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

15. SCADA Bids and Update – Mike Garcia

No Action to Be Taken

The District's existing SCADA system, which provides remote visibility into lift station vault levels, float activation, and daily flow data used for regulatory reporting, is running on software that is no longer supported and cannot be updated, upgraded, or expanded. If the system fails, the District would lose visibility into its entire sewer system. Staff is presenting a bid from Aqua Sierra Controls to upgrade the SCADA software at each lift station as a high-priority capital need and will provide an update.

Supporting Documents: SCADA Bid

Public Comment
Board Discussion

16. Ad Valorem AB 8 Baseline – Mike Garcia

No Action to Be Taken

Staff is working with LAFCO and the County to establish an AB 8 property tax baseline for the District, which would entitle Spalding CSD to a share of County-collected ad valorem assessments. This is a modest annual benefit; staff will provide an update.

Supporting Documents: NA

Public Comment
Board Discussion

17. Truck Replacement – Mike Garcia

ACTION ITEM

Discussion and possible action regarding replacement of the District's utility truck following the August loss of the previous vehicle. Staff seeks Board direction on the preferred approach to acquiring a four-wheel-drive utility vehicle to restore the capabilities of the prior truck, including whether to authorize a not-to-exceed spending limit, use Blue Book value as a guideline, pursue a used vehicle through auction, or direct another course of action.

Supporting Documents: NA

Public Comment
Board Discussion
Motion

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

18. Adjourn – Kathy Claytor

Motion to Adjourn the meeting

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

Next Regular Meeting:

November 13th, 2026 3:00 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 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.