

# Wallace Community Services District

## Board of Directors Meeting Minutes

September 17, 2025

**Attendees:** Mike Jones, Steve Martin, Linda McKeever and Ken Reed

**Absent:** Eric Baysinger

**Staff:** Barbara Kascht

AGENDA ITEM	DISCUSSION	ACTION	OWNERSHIP
Call to Order	Call to order at 7:00 p.m.	Quorum established.	Board
	President Steve Martin proposed to add a late agenda item the Division of Safety of Dams letter to make sure that our spillway works properly.	Steve Martin moved to add this to the agenda, seconded by Ken Reed. AYES: 4 NOES: 0 ABSENT: 1 ABSTAIN: 0  It will be added to Project Updates A1	Board
1. Public Comment	None	None	
2. Approval of Minutes (Action)	July 16, 2025 regular meeting minutes and July 31, 2025 special Board meeting were reviewed and approved.	Ken Reed moved to accept the July 16th minutes as written, seconded by Steve Martin. AYES: 3 NOES: 0 ABSENT: 1 ABSTAIN: 1  Steve Martin moved to accept the July 31st minutes as written, seconded by Ken Reed. AYES: 4 NOES: 0 ABSENT: 1 ABSTAIN: 0	Board  Board
3. Website Submissions	One submission asking about our HOA on Willet Ct. President Steve Martin responded back to her that WCSD is a Community Service District and also gave her information water and propane.  Public comments concerning CC&Rs and parking enforcement/ responsibility were heard and addressed.  Larry Howen commented about the board packet on the website.	None	Board

AGENDA ITEM	DISCUSSION	ACTION	OWNERSHIP
<p><b>4. Financial Review &amp; Bills for Payment (Action)</b></p> <p><b>a. Review Financials</b></p> <p><b>b. 2025-2026 Budget</b></p> <p><b>c. Reimbursement of Overcharged Fees</b></p>	<p>a. Three checks were presented for payment: two for Barbara's payroll and the \$50 Tri Lakes donation. The bill for partial payment for the inundation map will be paid through a wire transfer.</p> <p>President Steve Martin advised there is \$122,000 in the County account. He would like to transfer \$40,000 to California CLASS.</p> <p>b. The 2025-2026 budget was received and approved by the County. Budget to actuals report will now be provided.</p> <p>c. President Steve Martin credited Larry Howen with obtaining information to reimburse nine current/former property owners for overcharged fees. Martin directed Barbara Kascht to issue checks totaling \$2,500 to be classified as overpayment of assessment fees.</p>	<p>Steve Martin moved to approve the bills as presented, seconded by Linda McKeever. AYES: 4 NOES: 0 ABSENT: 1 ABSTAIN: 0</p> <p>Steve Martin moved to initiate a funds transfer request to the County for \$40,000, seconded by Mike Jones. AYES: 4 NOES: 0 ABSENT: 1 ABSTAIN: 0</p> <p>Steve Martin moved to submit this for reimbursement, seconded by Mike Jones. AYES: 4 NOES: 0 ABSENT: 1 ABSTAIN: 0</p>	<p>Board</p> <p>Board</p> <p>Board</p>
<p><b>5. Project Updates</b></p> <p><b>a. Front Gate Kiosk Upgrade</b></p> <p><b>b. Inundation Map and EAS for Wallace Lake Dam</b></p> <p><b>c. Culvert Clean Out Update</b></p> <p><b>d. WCSD Annual Fee Increase</b></p> <p><b>e. WCSD Email Addresses</b></p> <p><b>f. Street Light Repairs</b></p>	<p>a. 1) Letter from Division of Safety of Dams reminder that all dam owners must inspect dam spillways &amp; address any maintenance items to insure they can safely pass flows during the upcoming winter flood season. President Steve Martin will advise Director Eric Baysinger.</p> <p>a. President Steve Martin would like to put the Front Gate Kiosk out to bid again. Repost previous Request for Proposal.</p> <p>b. The eight inundation maps, which show flows for a worst-case scenario of a dam breach, were presented. These maps were required because the State classified Wallace's dam as a significant hazard.</p> <p>c. Ken Reed advised the second map was good. Culverts will be cleaned out within the next couple of months.</p> <p>d. WCSD annual fee increase is ongoing.</p> <p>e. President Steve Martin signed up Board and staff to be able to have wallacecsd.com email addresses. Several still need to be set up.</p> <p>f. Two street lights were repaired on September 15th.</p>	<p>None</p>	<p>Board</p>
<p><b>2. Director's Comments</b></p>	<p>Ken Reed mentioned doing an assessment of the roads, as they are starting to show wear. He will work with Vice President Mike Jones.</p>	<p>None</p>	<p>Board</p>

AGENDA ITEM	DISCUSSION	ACTION	OWNERSHIP
3. Adjourn	Meeting was adjourned at 7:50 p.m. Next regular meeting will be on November 19, 2025.	Meeting adjourned	Consensus

Recorded By: Barbara Kascht Date: 11/17/2025

Approved November 15, 2025