



# Indian Valley Community Services District

**MEETING DATE:** December 17, 2025

**AGENDA ITEM:** 21A.

**FROM:** Jessica Johnson

**RE:** Correction of Clerical Errors in Resolution Numbers (August 18 & September 17, 2025)

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## **SUMMARY:**

Staff is requesting Board approval to correct clerical errors in the numbering and, in one case, the printed date of resolutions adopted on August 18, 2025 and September 17, 2025. These errors do not affect the validity of the Board's actions but must be corrected to ensure accurate and consistent District records.

This item does **not** ask the Board to reconsider or re-approve the underlying resolutions. The prior actions remain valid. This staff report is limited solely to correcting clerical numbering and date errors.

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## **BACKGROUND:**

During recent review of District records, staff identified that three resolutions adopted at regularly scheduled meetings were assigned incorrect resolution numbers and, in one instance, an incorrect printed date. The items were properly agendized, properly noticed, and validly approved by the Board. The errors are strictly clerical in nature.

Correcting these errors through a single administrative action is a standard practice used by cities, counties, and special districts. This ensures that the official record matches the Board's actions and that future reference to these resolutions is clear and consistent.

## **CLERICAL ERRORS IDENTIFIED**

### **1. August 18, 2025 - Agenda Item #8**

- *Printed as:* Resolution No. **2025-011**, dated **August 15, 2025**
- *Correct Resolution:* **2025-012**, dated **August 18, 2025**

### **2. August 18, 2025 - Agenda Item #6**

- *Printed as:* Resolution No. **2025-012**
- *Correct Resolution:* **2025-013**

### **3. September 17, 2025 - Agenda Item #7**

- *Printed as:* Resolution No. **2025-013**
- *Correct Resolution:* **2025-014**

These corrections simply realign the numbering sequence to what it should have been based on the order of adoption.

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### **DISCUSSION:**

Because the Board's actions were lawful and properly noticed, these clerical errors do not invalidate any prior approvals and do not require the resolutions themselves to be re-adopted.

Staff recommends that the Board adopt a single corrective action authorizing:

1. Correction of the resolution numbers and date as listed above;
2. Updating of the digital and physical resolution files;
3. Correction of the Resolution Log and any index references; and
4. Insertion of corrected headers on the affected resolutions.

This action ensures that the District's official archive accurately reflects the Board's previously approved actions

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### **RECOMMENDATION:**

Staff recommends that the Board approve the correction of clerical errors in the numbering and dating of Resolutions adopted on August 18 and September 17, 2025, and authorize staff to update the official records accordingly.

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### **FISCAL IMPACT:**

None

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### **ATTACHMENTS:**

- A. CORRECTIONS 2025-011-014

**RESOLUTION NO. 2025-011**  
**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE INDIAN VALLEY**  
**COMMUNITY SERVICES DISTRICT GRANTING SIGNATORY AND**  
**OPERATIONAL AUTHORITY TO INTERIM FIRE CHIEF DENNIE WRIGHT**

**WHEREAS**, the Indian Valley Fire Department, operating under the governance of the Indian Valley Community Services District ("District"), is currently under interim leadership following the departure of its prior Fire Chief; and

**WHEREAS**, the District Board has appointed Dennie Wright as Interim Fire Chief to ensure continued leadership, stability, and oversight of fire protection and emergency response operations within the District; and

**WHEREAS**, it is necessary to formally delegate administrative and operational authority to the Interim Fire Chief in order to facilitate efficient department operations, including the execution of agreements, authorization of purchases, coordination with partner agencies, and day-to-day decision-making responsibilities; and

**WHEREAS**, such delegation of authority is essential for ensuring the department can function effectively during the interim period and respond to emergency situations without administrative delays;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Indian Valley Community Services District as follows:

- a. **Authority Granted:** Interim Fire Chief Dennie Wright is hereby granted authority to sign contracts, agreements, memoranda of understanding, and related documents on behalf of the Indian Valley Fire Department, consistent with the scope of authority typically afforded to a Fire Chief.
- b. **Operational Purchases and Transactions:** Interim Fire Chief Dennie Wright is authorized to approve and execute operational purchases and transactions necessary for the maintenance of fire services, within the purchasing limits established by District policy or annual budget authorizations.
- c. **Coordination with Partner Agencies:** Interim Fire Chief Dennie Wright is authorized to represent the Indian Valley Fire Department in official communications, cooperative operations, and mutual aid coordination with county, state, and federal agencies, and other fire and emergency service providers.

- d. **Limitations and Oversight:** All actions taken under this delegated authority shall be subject to the financial and administrative policies of the District and subject to review by the Board upon request.
- e. **Term:** This delegation shall remain in effect until the Board appoints a permanent Fire Chief or takes further action to modify or revoke this authorization.

APPROVED, PASSED AND ADOPTED by the Board of Directors of the Indian Valley Community Services District this 25 day of June 2025, by the following vote:

AYES:	
NOES:	
ABSENT:	
ABSTAIN:	

Shanda Carpenter

Board of Directors Chair  
Indian Valley Community Services District

ATTEST:

K. Lee

Secretary to the Board

## **Amendment to**

**RESOLUTION NO. 2025-011<sup>12</sup>**

**A RESOLUTION OF THE INDIAN VALLEY COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS APPROVING AN APPLIED FOR AND ACTIVE GRANTS REVIEW AD HOC COMMITTEE TO INVENTORY AND REVIEW ALL APPLIED FOR AND ACTIVE GRANTS THAT HAVE BEEN AWARDED TO THE INDIAN VALLEY COMMUNITY SERVICES DISTRICT**

**WHEREAS**, the Indian Valley Community Services District ("District") is relying on grant funding to support the purpose of the District; and,

**WHEREAS**, the District must have an accurate accounting of all grant funding to inform the yearly budget; and,

**WHEREAS**, the District must be current on all grant reporting and financial accounting.

**WHEREAS**, the District will indemnify the Ad Hoc Committee members acting in good faith, to protect them from any personal liability.

**WHEREAS**, when requested, the District Board members on the Ad Hoc Committee will provide pertinent grant information and clarification to the Ad Hoc Committee;

**WHEREAS**, the Ad Hoc Committee has a commitment to transparency, and will include the Ad Hoc Committee's findings in the public record;

**WHEREAS**, the District has appointed Crystal, Leininger, Chair, Wanda Carpenter, Board Member, Dan Kearns, Board Member, Susan Neer, member, Brandy Cedillos, member and Lucas Giese, member.

**NOW, THEREFORE** be it resolved that the Board of Directors of the Indian Valley Community Services District has approved the Applied for and Active Grants Review Ad Hoc Committee to service for a four (4) week term beginning on August 5, 2025, with an option to extend the term for two (2) weeks if approved by the Board.



**AMENDMENTS APPROVED** by the Board of Directors of the Indian Valley  
Community Services District at a Special Meeting duly held on the 15<sup>th</sup> Day of August 2025  
by the following vote: 18<sup>th</sup>

AYES: (4)

NAYS:

ABSENT: 1

ABSTAIN:

ATTEST:

APPROVED:

Lucas Johnson

Wanda Carpenter

Wanda Carpenter, Chair of the Board

RESOLUTION NO. 2025-012<sup>13</sup>

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE INDIAN VALLEY COMMUNITY SERVICES  
DISTRICT AUTHORIZING INTERIM GENERAL MANAGER TO ASSUME OPERATIONAL  
RESPONSIBILITIES ASSIGNED TO THE GENERAL MANAGER AND MODIFYING THE GENERAL  
MANAGER'S AUTHORITY

WHEREAS, the Indian Valley Community Services District (District) is currently experiencing a transition in leadership and lacks a fully authorized General Manager; and

WHEREAS, the board deems it necessary to ensure continuity in operations, implementation of District policies and procedures, and oversight of financial and administrative functions during this interim period;

NOW, THEREFORE IT BE RESOLVED by the Board of Directors of the Indian Valley Community Services District as follows;

- a. The Interim General Manager is hereby authorized to implement all District policies and procedures and to conduct the overall operations of the Indian Valley Community Services District by assuming all responsibilities currently assigned to the General Manager, effectively immediately and continuing until a new General Manager is hired.
- b. The current authority of the General manager is hereby modified to a limited authority under which the General Manager shall be required to report to the board of Directors and obtain board approval prior to making any decisions regarding the implementation of policies and procedures of District operations, including but not limited to all financial expenditures.

APPROVED, PASSED AND ADOPTED by the Board of Directors of the Indian Valley Community Services District this 18 day of AUGUST 2025, by the following vote:

AYES	<u>4</u>
NOES	<u>    </u>
ABSENT	<u>1</u>
ABSTAIN	<u>    </u>

*Shanda Carpenter*

Board of Directors Chair: Indian Valley Community Services District

ATTEST: *Jessica Johnson*