

GOLD MOUNTAIN COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
MEETING MINUTES

150 Pacific Street, Suite 8, Portola, CA

Friday, April 5th, 2019– 10:00am

A CALL MEETING TO ORDER:

The meeting was called to order at 10:00am.

Present: President Cary Curtis, Vice President: Kathryn Kogge, Board Member Jonathan Sechrist, Financial Director Rene St. Pierre
Staff: General Manager: Rich McLaughlin, Administrative Manager: Tiana Bradley, Assistant General Manager/Lead Operator: Skyler Allingham
Absent: None

B APPROVAL OF MINUTES:

Board Member Sechrist made the motion to adopt the minutes from the January 11th, 2019 Regular Meeting the February 1st, 2019 Special Meeting & the February 4th, 2019 Special Meeting. Financial Director St. Pierre seconded the motion. Roll Call: President Curtis– Yes, Vice President Kogge – Yes, Financial Director St. Pierre – Yes, Board Member Sechrist – Yes, Motion Approved

C PUBLIC COMMENT:

No Comment

D APPOINTMENT TO FILL BOARD VACANCY:

Board Member Sechrist made the motion to appoint Kim Seney to fill the Gold Mountain CSD Board Vacancy. This appointment is set to expire on December 6th, 2019. Financial Director St. Pierre seconded the motion. Roll Call: President Curtis– Yes, Vice President Kogge – Yes, Financial Director St. Pierre – Yes, Board Member Sechrist – Yes, Motion Approved

ADMINISTRATION OF OATH OF OFFICE (by Tiana Bradley, Office Administrator)

Appointed Board Member Kim Seney was administered the oath of office

E OLD BUSINESS:

1. SYSTEM DEVELOPMENT CHARGES FOR 2019:

General Manager McLaughlin reported on the SDC Inflation Rate for the 2019 SDC Rates. He informed the community that in January 2019, the board voted to not increase the System Development Charge for 2019. All SDC charges fund future capital expenditures. As a result, the board decided to form a committee consisting of General Manager McLaughlin & Board Member Seney to further review the SDC charges.

2. IVAN GOSSAGE MEMORIAL:


Board President Curtis reported that Administrative Manager Bradley & Assistant General Manager/Lead Operator Allingham would be ordering a bench and having the CSD's late General Manager Ivan Gossage's hat bronzed for his dedication/memorial. The dedication/memorial was to be held on Memorial Day weekend.

F NEW BUSINESS:

1. BUDGET AMENDMENTS:

Administrative Manager Bradley presented for discussion amendments to the 2018/2019 budget for the following accounts: Flexible Compensation, General Manager Wages, Assistant General Manager/Lead Operator Wages, Administrative Manager Wages & Employee Insurance. As result of the recent decrease in the General Manager wages, there was an original surplus in the operating budget by \$31,308.67. Due to recent raises the Assistant General Manager/Lead Operator had an increase of \$8,149.49; the Administrative Manager had an increase of \$2,329.20. Flexible Compensation had an increase of \$3588.57 and Employee Insurance had a decrease of \$185.61. The following totals were then deducted from the original surplus of \$31,308.67, resulting an ending surplus in funds of \$17,427.02.

The board requested Administrative Manager Bradley & General Manager McLaughlin to review the budget and distribute the surplus in funds appropriately to other accounts.

 In compliance with the Americans with Disability Act, if you are a disabled person and you need disability-related modifications or accommodations to participate in this meeting, then please contact District Secretary at 530-832-5945. Request must be made as early as possible, and at least one full business day before the start of the meeting.

2. **FIRE PROTECTION CONTRACT:**

Board President Curtis to discuss the Fire Protection Contract. She informed the community that the contract with Eastern Plumas Rural Fire Dept. was set to expire on June 15th, 2019. She requested Administrative Manager Bradley schedule a meeting with CSD board members, Eastern Plumas's Board President Jeanne Graham, and Fire Chief Bob Frank to negotiate the future contract. No further action was required.

3. **ANNUAL MEMBERSHIP MEETING PLANNING:**

President Curtis presented for discussion CSD related items for the 2019 Annual Membership Meeting. She informed the board that she would provide a presentation; that would include Opening Remarks, a Financial Review, Operations Review. The meeting would also include workshops that would cover the meter system, the leachfields & Fire. No further action was required.

The Annual meeting was scheduled for May 26th, 2019 @ 1:00pm.

4. **FIREFIGHTER CERTIFICATION:**

General Manager McLaughlin presented for discussion Firefighter certifications for CSD employees. He informed the board that Fire Coordinator Robinson had been requesting both CSD & HOA employees to par-take in a CSD sponsored Firefighter Certification course. Once having the completed the course the employees would respond to fires within the district, during work hours alongside Eastern Plumas Rural Fire Dept. All Personal Protection Equipment would be purchased by the CSD. The board requested Fire Coordinator Robinson to research the cost for the certification course, the Personal Protection Equipment and establish policies and procedures for the firefighter program. No further action was required.

5. **CSD DISCONNECTION & RECONNECTION FEES:**

Administrative Manager Bradley presented for discussion disconnection & reconnection fees for CSD customers. She informed that she researched surrounding CSD's disconnection and reconnection fees. The fees were as follows: Plumas Erueka CSD: No Fees, Grizzly Ranch CSD: No Fees, Whitehawk CSD: \$150.00 Combined Fee, Grizzly Lake CSD: \$25.00 Combined Fee, Quincy CSD: \$35.00 Combined Fee, Chester CSD: \$35.00 Shut-off Fee, \$20.00 Post of Warning Notice Fee, \$50.00 Reconnection Fee. The Gold Mountain CSD: \$75.00 Reconnection Fee, No Disconnection Fee. No further action was required.

6. **JOB DESCRIPTION'S REVIEW:**

Board President Curtis presented for discussion and action the revised and new staff job descriptions. The following job descriptions were revised and/ or newly created: Interim General Manager, Administrative Assistant, Utility Operator 1 in Training, & Laborer.

Financial Director St. Pierre made the motion to adopt the following job descriptions: Interim General Manager, Administrative Assistant, Utility Operator 1 in Training, & Laborer. Vice President Kogge seconded the motion Roll Call: President Curtis– Yes, Vice President Kogge – Yes, Financial Director St. Pierre – Yes, Board Member Sechrist – Yes, Board Member Seney – Abstain, Motion Approved

7. **DELIQUENCIES REVIEW:**

Office Administrator Bradley reviewed the 2018/19 delinquency report. As of March 2019, the CSD had two properties on the Plumas County Tax Roll totaling \$8,463.79, zero recorded liens, one hundred and six properties six months delinquent no liens totaling \$78,002.17 and twenty three delinquent properties under 6 months totaling \$2,726.56. Two liens were released, and one lien was recorded this quarter.

G REPORTS:

1. **GENERAL MANAGER'S REPORT:**


There was no report from General Manager McLaughlin.

2. **OFFICE ADMINISTRATOR'S REPORT:**

a) **Office & Miscellaneous Items Update:**

Administrator Bradley reported that she was working on the following projects, the 2019/2020 Budget, drafting of a Credit Card Policy, Inventory Policy, Investment Policy, the 2019/2020 Fire Tax program, the 2019/2020 County Tax Roll: Delinquency program, the 2019 State Controllers Report, and the 2019 Electronic Annual Report.

3. **FIELD REPORT:**

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a) Field Operations & Miscellaneous Items Update:

The next project to be undertaken is Well 29 Rehab, followed by replacing of the pressure tanks. Operator Allingham is set to start the septic tank inspection program for 2019. Field staff is set to move five sewer boxes currently located inside to the outside of homes.

b) Leachfield Update:

The Falling Water Leach Field Dosing Station is now online. CSD staff will be installing a new drain system for the valves. The plan is to Switch 50% sewer flow in the district to the Falling Water Leach Field. Due to flooding, the Windsong leachfield was shut-off.

4. **FINANCIAL REPORTS:**

a) Warrant Register Reports for January – March 2019:

Financial Director St. Pierre made the motion to accept Warrant Register for January – March 2019; Vice President Kogge seconded the motion and it was unanimously approved by Roll Call vote.

Administrative Manager Bradley was requested to re-structure the Miscellaneous expense account.

Financial Director St. Pierre made the motion to amended Policy #3081, Expenditure of Funds/Delegation of Financial Authority increasing the Credit Card spending limit from \$1000.00 to \$2500.00 for the Assistant General Manager/Lead Operator and the Administrative Manager. Vice President Kogge seconded the motion and it was unanimously approved by Roll Call Vote.

Financial Director St. Pierre made the motion the waive the second reading of the Policy #3081 Expenditure of Funds/Delegation of Financial Authority. Vice President Kogge seconded the motion and it was unanimously approved by Roll Call Vote.

b) Budget Comparison & Financial Reports for January – March 2019:

Financial Director St. Pierre made the motion to accept the Budget Comparison & Financial Reports for January – March 2019; Vice President Kogge seconded the motion and it was unanimously approved by Roll Call vote.

5. **COMMITTEE REPORTS:**

a) Firewise Committee Report:

Vice President Kogge reported that the Annual Firewise Day would be scheduled for either Saturday, May 25th, 2019 or Sunday May 26th, 2019. Lastly, the community wide Chipping Program would be scheduled for June, 2019.

b) Fire Protection Committee:

Financial Director St. Pierre reported on the Lafco Meeting he attended on April 16th, 2019 and the Eastern Plumas Rural Fire Dept meeting he attended on May 14th, 2019.

c) Fire Coordinator Updates:

Fire Coordinator Robinson reported that Nakoma would be installing CPR/AED kits at the Recreation Center and Clubhouse.

6. **DIRECTORS' REPORTS:**

There were no reports from the Board of Directors.

H ADJOURN:

The meeting adjourned at 12:33pm

These minutes were approved by the Board of Directors of the Gold Mountain Community Services District at the regular Board meeting on June 14th, 2019.

Cary Curtis, President

Attest: Tiana Bradley, District Secretary