

GOLD MOUNTAIN COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
MEETING MINUTES
150 Pacific Street, Suite 8, Portola, CA
Friday, April 6th, 2018– 10:00am

A CALL MEETING TO ORDER:

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

Present: President Rich McLaughlin, Board Member Kathryn Kogge, Board Member Rene St. Pierre, Board Member Jonathan Sechrist

Staff: General Manager: Ivan Gossage, Office Administrator: Tiana Bradley

Absent: Vice President Cary Curtis

B APPROVAL OF MINUTES:

Board Member St. Pierre made the motion to approve and adopt the minutes from the February 9th, 2018 Regular Meeting.

President McLaughlin seconded the motion, Roll Call: President McLaughlin – Yes, Vice President Curtis – Absent, Board Member St. Pierre – Yes, Board Member Kogge – Yes, Board Member Sechrist – Yes, Motion Approved

C PUBLIC COMMENT:

None

D OLD BUSINESS:

1. DISTRICT SERVICE CONNECTION EXPENSE REIMBURSEMENT POLICY # 3037:

General Manager Gossage presented for discussion and action the second reading of the District Service Connection Expense Reimbursement Policy. This policy allows the District to recover engineering & staff costs incurred by the District for providing certain service connection consultation for new construction customers with unusual service requirements.

For new construction customers the policy allows the district to provide an amount up to 7% of the associated system development charge to a particular customer for engineering and staff time including inspection or consultation services, any service requirements other than the standard water and sewer services connections provided by the district shall be charged back to the customer.

For developed properties the policy requires the district to be reimbursed for any costs for engineering and staff time including inspection or consultation services incurred due to additional or unusual services requirements that demand supplementary provisions over the standard water and sewer services connections provided by the district.

Board Member St. Pierre made the motion adopt Policy #3037 “Service Connection Expense Reimbursement Policy.” Board Member Kogge seconded the motion. Roll Call: President McLaughlin – Yes, Vice President Curtis – Absent, Board Member St. Pierre – Yes, Board Member Kogge – Yes, Board Member Sechrist – Yes, Motion Approved

2. MULTI OWNER/DWELING UNIT PARCEL SDC:

This item was deferred to a later date.

E NEW BUSINESS:

1. RESOLUTION NO. 2017/18 -04:

Office Administrator Bradley presented for discussion and action Resolution No. 2017/18 – 04: A Resolution of Unincorporated Business. This resolution designates the authorized signers on the new Fidelity Investment account for the CSD Fire Fund.

Board Member St. Pierre made the motion to adopt Resolution No. 2017/18 – 04: A Resolution of Unincorporated Business.

President McLaughlin seconded the motion. Roll Call: President McLaughlin – Yes, Vice President Curtis – Absent, Board Member St. Pierre – Yes, Board Member Kogge – Yes, Board Member Sechrist – Yes, Motion Approved

2. ACCOUNTS RECEIVABLE POLICY #3009:

Office Administrator presented for discussion the first reading of the Accounts Receivable Policy. This policy outlines the District’s procedures for reconciling the bank accounts and processing of payments from customers. Board Member St. Pierre requested to have

a line item on the policy that would require the General Manager and Financial Director to review the bank accounts every quarter and consider transferring of funds to the investment account, the board was in agreement.

The second reading is scheduled for May 11th, 2018

3. **RESOLUTION NO. 2017/18-05:**

Office Administrator presented for discussion and action Resolution No. 2017/18-05: Resolution of the governing body of the Gold Mountain Community Services District, declaring that governing board members and volunteers shall be deemed to be employees of the district for the purpose of providing workers' compensation coverage for said certain individuals while providing their services.

Board Member St. Pierre made the motion to adopt Resolution No. 2017/18-05: Board Member Kogge seconded the motion. Roll Call: President McLaughlin – Yes, Vice President Curtis – Absent, Board Member St. Pierre – Yes, Board Member Kogge – Yes, Board Member Sechrist – Yes, Motion Approved

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

a) General Operations & Miscellaneous Items Update:

General Manager Gossage provided the board with a brief synopsis on the Water Use Efficiency class that he attended February. Water Use Efficiency will be the new name for water conservation and will be ongoing drought or no drought. The once basic requirements for Water Conservation will now be part of the new State laws. In addition, he would be working on a water shortage contingency plan.

General Manager Gossage and Office Administrator Tiana are working diligently to finish the Illness Injury and Prevention program.

The CSD will be advertising for a new Operator in training to assist Skyler in the field.

Water Dept:

Well 17 has been running since the end of January in order to rest Well 33. Well 33 is recovering nicely and is a up to the level it was when it was first drilled. There is continuing trouble with the installation of the water level sensor in well 29, this due to what appears to be faulty equipment..

Sewer Dept:

The sewer system is doing fine, there has been no weather related events to date, and staff have not seen any high flows during the few recent storms. There were two emergency repairs for the month of March.

b) Falling Water LF Dosing Station:

Work on the Dosing Station will resume once the site dries out.

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

a) Office & Miscellaneous Items Update:

Office Administrator Bradley reminded the board about the Annual Meeting, the CSD time slot begins at 1:00pm. She will be attending a Board Secretary/Clerk conference in October for which she received a scholarship. Lastly she provided a brief synopsis on the recent Small Community Water/Wastewater Workshop she attended on March 30th, 2018.

b) Water Usage Update:

Office Administrator Bradley reviewed the CSD's total water usage for the month of February 2018 which was 178,351 gallons vs. February 2018 usage of 145,798 gallons. The total year-end usage was down by 4% from the year 2013.


c) Legislative Days:

Office Administrator Bradley informed the board that she would be attending Legislative Days on behalf of the Plumas County Special Districts Association from May 22nd – May 23rd, 2018.

d) Nakoma Associates Letter:

Office Administrator Bradley informed the board that Nakoma Associates had accrued \$13,556.91 in Late & Interest Charges. \$10,656.21 was for the System Develop Charges of late & interest and \$2,910.70 for all other accounts. The board requested to have a meeting set up with Dan Gallagher and Board Member St. Pierre to discuss this matter.

3. **FINANCIAL REPORTS:**

 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.

a) Warrant Register Reports for January - February 2018:

Board Member St. Pierre made the motion to accept Warrant Register for January - February 2018; President McLaughlin seconded the motion. Roll Call: President McLaughlin – Yes, Vice President Curtis – Absent, Board Member St. Pierre – Yes, Board Member Kogge – Yes, Board Member Sechrist – Yes, Motion Approved

b) Budget Comparison & Financial Reports for January - February 2018:

Board Member St. Pierre made the motion to accept the Budget Comparison & Financial Reports for January - February 2018; , Board Member Kogge seconded the motion. Roll Call: President McLaughlin – Yes, Vice President Curtis – Absent, Board Member St. Pierre – Yes, Board Member Kogge – Yes, Board Member Sechrist – Yes, Motion Approved

4. COMMITTEE REPORTS:a) Firewise Committee Report:

Board Member Kogge presented the board with a certificate, which certifies Gold Mountain as Firewise Community. She confirmed that the Firewise Pancake breakfast would take place on Sunday, May 27th, 2018 @ 8:00am. The meeting will revolve around fire prevention and evacuation with presentations from Homeowner Ted Dobbs to discuss Homeowners Insurance and President McLaughlin to discuss the recent Ventura fire. Fire Manager Judy Clot was tasked with contacting Eastern Plumas Fire District to see if they would be interested in attending. She also provided the board with a draft PowerPoint presentation that will be presented a Firewise Day.

Board Member Kogge requested the board to approve a Firewise Day budget of \$3,000 to supply Emergency Preparedness bags that would include, Flashlight/Radio hand crank/solar, Backpack (good quality) includes Gold Mountain logo, Universal tool/medical Kit, and a whistle 7 in 1 function.

Board Member St. Pierre made the motion to approve the Firewise Day budget of \$3,000 to supply fifty Emergency Preparedness bags. Board Member Sechrist seconded the motion. Roll Call: President McLaughlin – Yes, Vice President Curtis – Absent, Board Member St. Pierre – Yes, Board Member Kogge – Yes, Board Member Sechrist – Yes, Motion Approved

b) Fire Protection Committee:

President McLaughlin provided the board with a status report on progress made to reinstate the City of Portola's Fire Dept. There was an overview of the recent meeting he had with Lafco's new Executive Director Jennifer Stephenson where he learned that the CSD would be allowed to enter into an out of area service agreement for Fire Protection Services. Lastly, Jennifer Stephenson and Board Supervisor Mike Sanchez will be holding Community Wide meeting in June to discuss a potential Joint Powers Agreement for Fire Protection Services.

c) Fire Tax Committee:

There was no report from the Fire Tax Committee

5. DIRECTORS' REPORTS:

Board Member Kogge reported on what she learned at the recent Governance Foundations training that she and President McLaughlin had attended in Sacramento.

F CLOSED SESSION:a) **GENERAL MANAGER EVALUATION** – Pursuant to Government Code Section §54957.6.

There was no reportable action from closed session.


b) **FIRE PROTECTION SERVICES CONTRACT:** - Fire Protection Services for Gold Mountain.

President McLaughlin reported that CSD would be sending a request for proposal to Eastern Plumas Fire District for fire Protection Services.

G ADJOURN:

The meeting adjourned at 1:00pm

These minutes were approved by the Board of Directors of the Gold Mountain Community Services District at the Regular Board meeting on May 11th, 2018.

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Rich McLaughlin, President

Attest: Tiana Bradley, District Secretary