

**GOLD MOUNTAIN COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTORS**  
**MEETING MINUTES**

**150 Pacific Street, Suite 8, Portola, CA & 2633 Pine Knoll Dr. Appt. 1 Walnut Creek, CA 94595**

**Friday, December 9<sup>th</sup>, 2016– 10:00am**

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**A. CALL MEETING TO ORDER:**

The meeting was called to order at 10:01am.

Present: President Rich McLaughlin, Board Member Rene St. Pierre, Board Member Tom Long

Vice President O'Brien attended via-telephone.

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

Absent: Board Member Cary Curtis

**B. APPROVAL OF MINUTES:**

Board Member Long made the motion to approve and adopt the minutes from the October 27<sup>th</sup>, 2016 Regular Meeting.

Board Member Long seconded the motion Roll Call: President McLaughlin – Yes, Vice President O'Brien – Yes, Board Member Curtis – Absent, Board Member St. Pierre – Yes, Board Member Long – Yes. Motion Approved.

**C. PUBLIC COMMENT:**

No Comment.

**D. OLD BUSINESS:**

1. **RESOLUTION No. 2016/17 - 05:**

Office Administrator presented for discussion and action the adoption of Resolution No. 2016/17 – 05: A Resolution Adopting The Upper Feather River Integrated Regional Water Management Plan Update 2016. She informed the board that in order to be eligible for Proposition 1 grant funding opportunities, all Regional Water Management groups must formally adopt the final IRWM Plan.

Board Member St. Pierre made the motion to adopt Resolution No. 2016/17 – 05: A Resolution Adopting The Upper Feather River Integrated Regional Water Management Plan Update 2016. Board Member Long seconded the motion Roll Call: President McLaughlin – Yes, Vice President O'Brien – Yes, Board Member Curtis – Absent, Board Member St. Pierre – Yes, Board Member Long – Yes. Motion Approved.

2. **POLICY REVIEW PROGRAM:**

Board member Long provided an update to the Board on the status of the 2016 Policy Review Program. He informed the board that he reviewed Priority List No.1 which included fifteen policies. Thereafter, Office Administrator Bradley was requested to annotate "Reviewed" on the policies themselves. Board Member Long relayed to the board that the next step was to review Priority List No. 2 and report to the board upon completion.

Board Member Long introduced a draft policy to the board: "Excavation Clearance Requirement" requiring: "any excavating party to have the surrounding area up to 10 feet surveyed for all possible underground utilities. In addition, requires that all utilities to properly mark the locations of their underground lines before any excavation can occur on any property. Lastly, outlines who is responsible for damages when the utilities are accurately marked and when the utilities are not accurately marked.

The second reading was scheduled for the next Board Meeting.

**E. NEW BUSINESS:**

1. **2015/16 AUDIT PRESENTATION @10:00AM:**

President McLaughlin deferred this agenda item to a different date.

2. **2017 BOARD ASSISNMENTS:**

**ELECTION OF OFFICERS:**

President – Board Member St. Pierre made the motion to elect Rich McLaughlin as Board President, Board Member Long seconded the motion. Roll Call: President McLaughlin – Yes, Vice-President O’Brien – Yes, Board Member Curtis – Absent, Board Member St. Pierre - Yes, Board Member Long – Yes. Motion Approved.

Vice-President – Board Member St. Pierre made the motion to elect Tom O’Brien as Vice-President, Board Member Long seconded the motion. Roll Call: President McLaughlin – Yes, Vice-President O’Brien – Yes, Board Member Curtis – Absent, Board Member St. Pierre - Yes, Board Member Long – Yes. Motion Approved.

Treasurer – President McLaughlin made the motion to elect Rene St. Pierre as Board Treasurer, Board Member St. Pierre seconded the motion. Roll Call: President McLaughlin – Yes, Vice-President O’Brien – Yes, Board Member Curtis – Absent, Board Member St. Pierre - Yes, Board Member Long – Yes. Motion Approved.

**APPOINTMENT OF CHAIRS FOR STANDING COMMITTEES:**

Chairs for committees were appointed as follows:

Executive Committee:	President McLaughlin, Vice President O’Brien
Firewise Committee:	Board Member Curtis, Vice President O’Brien
Capital Improvement - Finance Committee:	General Manager Gossage, Board Member St. Pierre, President McLaughlin
Policy and Procedures Committee:	Board Member Long, Board Member St. Pierre
Fire Protection Committee:	Postponed

**3. VACATION POLICY - USE IT OR LOSE IT LAW:**

Office Administrator Bradley presented for discussion; her findings on what the California Labor Law requires for unused Vacation time. She informed the board that the law states “A policy that provides for the forfeiture of vacation pay that is not used by a specified date “use it or lose it” is an illegal policy under California Law and will not be recognized by the Division of Labor. Therefore, California State Law required the CSD to amend their policy.

**4. AMEND POLICY 2020 “VACATIONS”:**

Office Administrator Bradley presented for discussion and action an amendment to District Policy 2020 “Vacations” She informed the board that the proposed amendment stated as such “Vacation time up to one week may be accumulated or postponed into another fiscal year upon the approval by the General Manager. The total accumulated vacation time shall not exceed one week in addition to the amount earned annually by the employee. Otherwise, all unused vacation time will be paid out to the employee at the end of the fiscal year.”

President McLaughlin made the motion to waive the second reading to amend Policy #2020 Vacations. Board Member St. Pierre seconded the motion. Roll Call: President McLaughlin – Yes, Vice President O’Brien – Yes, Board Member Curtis – Absent, Board Member St. Pierre – Yes, Board Member Long – Yes. Motion Approved

President McLaughlin made the motion to amend Policy #2020 Vacations to include the language” “Vacation time up to one week may be accumulated or postponed into another fiscal year upon the approval by the General Manager. The total accumulated vacation time shall not exceed one week in addition to the amount earned annually by the employee. Otherwise, all unused vacation time will be paid out to the employee at the end of the fiscal year.” Board Member St. Pierre seconded the motion. Roll Call: President McLaughlin – Yes, Vice President O’Brien – Yes, Board Member Curtis – Yes, Board Member St. Pierre – Yes, Board Member Long – Yes. Motion Approved

**5. FIRE TAX RESOLUTION:**

President McLaughlin deferred this agenda item to a different date.

**6. PLUMAS COUNTY LAFCO:**

Office Administrator Bradley presented for discussion and action the option of the CSD joining LAFCO the “Plumas Local Agency Formation Commission.” She informed the board that the current LAFco expense budget is \$100,300, 50% paid by the County and 50% paid by the City of Portola. The Special Districts Association requested that all Districts consider the joining of LAFCo, if voted yes, the Special Districts would gain two seats on the five member board of LAFCo. The total proposed apportionment cost options were 33.3%, 10%, 15%, 20% or 25%. The total cost would be based off of last year’s budget for the District.

President McLaughlin made the motion for the CSD to not enter into a cost sharing arrangement with LAFCo. Board Member St. Pierre seconded the motion. Roll Call: President McLaughlin – Yes, Vice President O’Brien – Yes, Board Member Curtis – Absent, Board Member St. Pierre – Yes, and Board Member Long – Yes. Motion Approved.

**7. 3040 “SYSTEM DEVELOPMENT CHARGES”:**

General Manager presented for discussion the System Development Charge policy requiring payment before issuance of a Will Serve Letter. He informed the board that at the last board meeting Dan Gallagher requested to have the board review the policy and consider allowing the Will Serve Letter to be issued to a customer prior to the full payment of the System Development Charge, and require payment when the Certificate of Occupancy is issued. Office Administrator Bradley was requested to contact local Community Services District’s and find out when they require payment of their System Development Charge.

President McLaughlin deferred this agenda item to a different date.

**8. 3050 “EASEMENT ABANDONMENT”:**

General Manager Gossage presented for discussion and action draft District Policy 3050 “Easement Abandonment”. He informed the board that this policy would require any easement abandonment to be approved by the Board.

Board Member St. Pierre made the motion to waive the second reading of adopting Policy #3050 “Easement Abandonment”. Board Member Long seconded the motion. Roll Call: President McLaughlin – Yes, Vice President O’Brien – Yes, Board Member Curtis – Absent, Board Member St. Pierre – Yes, Board Member Long – Yes. Motion Approved

Board Member St. Pierre made the motion to adopt Policy #3050 “Easement Abandonment”. Board Member Long seconded the motion. Roll Call: President McLaughlin – Yes, Vice President O’Brien – Yes, Board Member Curtis – Absent, Board Member St. Pierre – Yes, Board Member Long – Yes. Motion Approved

**9. 3060 “EASEMENT ACCEPTANCE”:**

General Manager Gossage presented for discussion and action draft District Policy 3060 “Easement Acceptance”. He informed the board that this policy would require any easement acceptance to be approved by the Board.

President McLaughlin made the motion to waive the second reading of adopting Policy #3060 “Easement Acceptance”. Board Member St. Pierre seconded the motion. Roll Call: President McLaughlin – Yes, Vice President O’Brien – Yes, Board Member Curtis – Absent, Board Member St. Pierre – Yes, Board Member Long – Yes. Motion Approved

President McLaughlin made the motion to adopt Policy #3060 “Easement Acceptance”. Board Member St. Pierre seconded the motion. Roll Call: President McLaughlin – Yes, Vice President O’Brien – Yes, Board Member Curtis – Absent, Board Member St. Pierre – Yes, Board Member Long – Yes. Motion Approved

**10. 2090 “HEALTH & SAFETY” POLICY:**

President McLaughlin deferred this agenda item to a different date.

**11. 3082 “LIMIT OF FORGIVENESS” POLICY:**

Office Administrator Bradley presented for discussion and action draft District Policy 3082 “Limit of Forgiveness”. She informed the board that this policy authorizes the General Manager to waive any late fee & interest penalty up to the amount of \$50.00. Authorizes the Treasurer to waive any late fee & interest penalty up to the amount of \$200.00. Lastly, requires any Late Fees & Interest Penalties above \$200.00 to be presented to the Board of Directors for direction.

Board Member St. Pierre made the motion to waive the second reading of adopting Policy 3082 “Limit of Forgiveness”. Board Member Long seconded the motion. Roll Call: President McLaughlin – Yes, Vice President O’Brien – Yes, Board Member Curtis – Absent, Board Member St. Pierre – Yes, Board Member Long – Yes. Motion Approved

Board Member St. Pierre made the motion to adopt Policy 3082 “Limit of Forgiveness”. Board Member Long seconded the motion. Roll Call: President McLaughlin – Yes, Vice President O’Brien – Yes, Board Member Curtis – Absent, Board Member St. Pierre – Yes, Board Member Long – Yes. Motion Approved

**Board Member St. Pierre left the meeting at 11:14am.**



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.

**F. REPORTS:****1. GENERAL MANAGER'S REPORT:****a) Falling Water Leach Field Expansion Report:**

General Manager Gossage informed the board that the engineers had completed the preliminary plan to submit to the state for approval. He addressed his concerns on costs, and discussed other alternatives which included Water Treatment Systems.

**b) Falling Water LF Dosing Station:**

General Manager Gossage informed the board that the contractor had begun digging the trench to have the power line installed. However, due to recent weather conditions, further work on the project had been postponed .

**c) General Operations & Miscellaneous Items Update:**

**Water Dept:** In the Water Dept. CSD staff had to repair a service on Great Spirit, the line was dug up by HOA staff installing conduits. Furthermore, he was looking into purchasing a portable generator for Well 17 & 33 the prices so far range from \$19,600 to \$23,600. In addition he was looking into refurbishing Well 29 as the flow has gone down from an estimated 70 gallons per minute to 17 gallons per minute.

**Sewer Dept:** There was a septic alarm on Dancing Bear which appeared to be due to over usage, but is still under investigation. On November 20<sup>th</sup>, 2016 CSD staff received a call about a sewer leak on Great Spirit, which was due to a broken check valve, the line was then capped by maintenance personnel .

**Fire Dept:** The pump unit was removed from the Quick Attack truck and now has a plow installed on it. Lastly, General Manager Gossage was looking into replacing the engine for the pump unit as it has a gas leak.

Altitude Recreation Center: He recommended that the board use the California fire Code building classification system to determine a fire fee for the recreation center. The CFC determines the water supply needed for a particular class of building.

**2. OFFICE ADMINISTRATOR'S REPORT:****a) PCSDA Meeting Review:**

Office Administrator Bradley informed the board that at the last PCSDA meeting she learned that LAFCo did adopt a resolution to consolidate all Healthcare Districts and making Plumas District Hospital the main/only care provider in Plumas County. Thereafter, LAFCO rescinded the resolution after the changing of board members.

Office Administrator Bradley informed the board that there were two trainings scheduled for next year. One will be Governance Best Practices, and the other is for the board's role in Finance and Fiscal Accountability. The dates and times are TBA.

**b) Water Usage Update:**

Office Administrator Bradley informed the board that the CSD's total water usage for the month of November 2016 was 259,213 gallons vs. November 2015 usage was 326,084 gallons. In addition, the total year-to-date usage through November 2016 was down by 18% from the year 2015.


**3. FINANCIAL REPORTS:****a) Warrant Register for October & November 2016:**

General Manager Gossage presented for review and acceptance the Warrant Registers for October 2016 & November 2016. President McLaughlin made the motion to accept the Warrant Registers for October 2016 & November 2016. Board Member Long seconded the motion Roll Call: President McLaughlin – Yes, Vice President O'Brien – Yes, Board Member Curtis – Absent, Board Member St. Pierre – Absent, and Board Member Long – Yes. Motion Approved.

**b) Budget, Financial Reports for October & November 2016:**

General Manager Gossage presented for review and acceptance the Budget and Financial Reports for October 2016 & November 2016. President McLaughlin made the motion to accept the Budget and Financial Reports for October 2016 & November 2016. Board Member Long seconded the motion Roll Call: President McLaughlin – Yes, Vice President O'Brien – Yes, Board Member Curtis – Absent, Board Member St. Pierre – Absent, and Board Member Long – Yes. Motion Approved.

**4. COMMITTEE 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) Firewise Committee Report

Vice President O'Brien informed the board the Firewise Committee held a meeting on October 6<sup>th</sup>, 2016. The Committee would report the outcome of that meeting at the next board meeting.

b) Fire Protection Committee:

There was no report from the Fire Protection Committee.

c) Fire Tax Committee:

There was no report from the Fire Tax Committee.

5. **DIRECTORS' REPORTS:**

Board Member Long provided an update on the status of the High Speed Internet Project. There was to be a meeting held between the Gold Mountain HOA and Plumas Sierra Telecommunications the following week.

G. **CLOSED SESSION:**

a) **GENERAL MANAGER EVALUATION** – Pursuant to Government Code Section §54957.6.

The board took a five minute recess and reconvened into closed session to review the General Manager Evaluation. There was no reportable action from the closed session.

H. **ADJOURN:**

The meeting adjourned at 12:14pm

These minutes were approved by the Board of Directors of the Gold Mountain Community Services District at the regular Board meeting on February 3<sup>rd</sup>, 2017.

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Rich McLaughlin, President

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Attest: Tiana Bradley, District Secretary