

GOLD MOUNTAIN COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
MEETING MINUTES - DRAFT
150 Pacific Street, Suite 8, Portola, CA
Wednesday, December 6th, 2017– 3:00pm

A CALL MEETING TO ORDER:

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

Present: President Rich McLaughlin, Board Member Rene St. Pierre, and Board Member Cary Curtis

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

Absent: None

B APPROVAL OF MINUTES:

Board Member St. Pierre made the motion to approve and adopt the minutes from the November 3rd, 2017 Regular Meeting.

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

C PUBLIC COMMENT:

No Comment.

D ADMINISTRATION OF OATH OF OFFICE:

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

Re-elected Board Member Renee St. Pierre was administered the oath of office. Term Expires: December 1st, 2021

Re-elected Board Member Rich McLaughlin was administered the oath of office. Term Expires: December 1st, 2021

Elected Board Member Jonathon Sechrist was administered the oath of office. Term Expires: December 1st, 2021

E APPOINTMENT TO FILL BOARD VACANCY:

President McLaughlin made the motion to appoint Kathryn Kogge to fill the Gold Mountain CSD Board Vacancy. This appointment is set to expire on December 1, 2019. Board Member St. Pierre seconded the motion. Roll Call: President McLaughlin – Yes, Board Member Curtis – Yes, Board Member St. Pierre – Yes, Board Member Sechrist – Yes, Motion Approved

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

Appointed Board Member Kathryn Kogge was administered the oath of office

President McLaughlin made the motion to amend the Plumas Bank signature cards for account #7369 & # 9646 to include the newly elected & appointed board members. Board Member St. Pierre seconded the motion. Roll Call: President McLaughlin – Yes, Board Member Curtis – Yes, Board Member St. Pierre – Yes, Board Member Sechrist – Yes, Board Member Kogge – Yes, Motion Approved

F OLD BUSINESS:


1. ENGINEERING COMPENSATION POLICY:

General Manager Gossage presented for discussion notes for a preliminary Engineering Compensation Policy. He informed the board that he was in the process of developing this policy; which would allow the district to recover engineering costs accrued by the district for providing service to customers within unusual service requirements. Engineering costs would include staff time, and consultation services. Lastly, the policy would define a standard service and determine the difference between a standard vs. unusual service.

The 1st reading is scheduled for February 9th, 2018

2. SYSTEM PRESSURE POLICY:

General Manager Gossage presented for discussion the 1st reading of the System Pressure & Residential Booster Station Policy. He informed the board that the purpose of the policy was to define what remedies the district is willing to consider regarding individual lots that may have low water pressure and the responsibility for maintenance of any equipment that may be installed to boost pressure to those individuals lots. This policy allows for the District to reimburse the property owner for 50% of the cost, not to exceed \$1000.00, of any District approved equipment installations to boost pressure on the property for existing residents that have 30 pounds

 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.

of pressure per square inch or less at the service line connection. In addition all maintenance or replacement of any equipment installations shall be at the responsibility of the property owner.

The second reading is scheduled for February 9th, 2018

3. ACCOUNTS PAYABLE POLICY:

Office Administrator Bradley presented for discussion the 1st reading of Accounts Payable Policy #3006. She informed the board that this policy outlines the Districts process of paying expenditures.

The second reading is scheduled for February 9th, 2018

4. AUDIT & ACCOUNTING PROCEDURE RESOLUTION:

Office Administrator Bradley presented for discussion and action Resolution No 2017/18 -04: A Resolution Adopting an Accounting Management Policy. This resolution requires an annual audit to ensure the integrity and validity of financials records & district funds.

Board Member St. Pierre made the motion to adopt Resolution No 2017/18 -04: A Resolution Adopting an Accounting Management Policy. Vice President Curtis seconded the motion. . Roll Call: President McLaughlin – Yes, Board Member Curtis – Yes, Board Member St. Pierre – Yes, Board Member Sechrist – Yes, Board Member Kogge – Yes, Motion Approved

G NEW BUSINESS:

1. 2018 BOARD ASSIGNMENTS:

President McLaughlin made the motion to designate the 2018 Board Assignments. Board Member St. Pierre seconded the motion. Roll Call: President McLaughlin – Yes, Board Member Curtis – Yes, Board Member St. Pierre – Yes, Board Member Sechrist – Yes, Board Member Kogge – Yes, Motion Approved

Chairs for committees were appointed as follows:

- Executive Committee: President McLaughlin, Vice President Cary Curtis
- Firewise Committee: Postponed
- Capital Improvement - Finance Committee: General Manager Gossage, Board Member St. Pierre, President McLaughlin
- Fire Protection Committee: President McLaughlin, Board Member Sechrist

1. GENERAL MANAGER’S REPORT:

a) General Operations & Miscellaneous Items Update:

General Manager Gossage informed the board that in August he had met Ron Falkowski our regional representative of the Regional Water Quality Control Board, the State agency that issues our wastewater permit and oversees our wastewater operations. He was reviewing our Wastewater Discharge Permit and facilities prior to revising it. The District has since received a new Discharge Permit which will become active in February next year.


General Manager Gossage received the report from Tim Thrift, Safety consultant for Special Districts Risk Management Association or SDRMA, the agency that provides our Liability and Workman’s Comp insurance. There were only two life threatening deficiencies; one is railings at the tops of our water tanks and the other is modifications to the shelves in Skyler’s office so that items can’t fall off during an earthquake. General Manager Gossage is taking measures to rectify the deficiencies.

Water Dept. Flows are going down as we head into winter. In the month of October flows went down by 30% from September.

Sewer Dept. We’ve now installed sewer flow meters at the Lodge, Clubhouse and Altitude in effort to isolate the wide fluctuations in effluent flow last winter, so far no sign of excessive flows due to rain. Both leach fields are now online and running with no issues.

Fire Dept. General Manager Gossage has hired a new Fire Coordinator Bill Robinson & a Fire Manager Judy Clot. Bill will be doing more local work coordinating with the local fire departments to schedule training, commercial inspections etc., and Judy will be conducting more Fire Division administrative work including coordinating with the Firewise Committee and hazardous fuel reduction work

On November 3rd, 2017 Bill, President McLaughlin and General Manager Gossage met with Portola’s Fire Chief and the City

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Manager to discuss various topics. On November 10th, 2017 Bill Robinson met with the Fire Chief Kurt Duff and Firefighter Luis Silva at Nakoma and conducted a walk through the Lodge, Altitude and Nakoma Clubhouse.

On November 15th 2017, Judy met with Mike Callaghan, and other individuals to review parcels proposed for the Stevens Grant. They toured 3 areas: Common area lot F, the eastern boundary that included gold mountain property & private property and the lots listed to be treated for the 2018 season.

On November 29th, 2017 Judy met with Board Member Curtis to discuss the following items: the proposal presented by the HOA in re: to Hazardous Fuel Treatment program, community outreach, emergency preparedness & evacuation plans and Judy's role with the Firewise Committee.

b) Falling Water LF Dosing Station:

Most of the dirt work has been completed, next step was to request bids for the electrical work. Lastly, the CSD was waiting to receive the control panel which is due mid-December.

c) Altitude Recreation Center Update

Nakoma Associates has until December 16th to respond to the CSD's letter re: the finalization of the System Development Charge, and has until January 16th to the CSD's letter re: the proposed Fire Tax rate for the Recreation Center.

d) Multi-Dwelling Properties:

The General Manager has become aware of the fact that the CSD has approximately 100 lots that have the capability of having multiple units with multiple owners on them. Further research is required on zoning impacts, fees and impacts on master planning.

2. OFFICE ADMINISTRATOR'S REPORT:

a) Office & Miscellaneous Items Update:

Office Administrator Bradley informed the board that all new board member binders would be available that Friday for pick up. Lastly, the 3rd quarter billing was to go out by December 20th, 2017 along with the district's annual newsletter.

b) Water Usage Update:

Office Administrator Bradley reviewed the CSD's total water usage for the month of November 2017 which was 254,725 gallons vs. November 2013 usage of 224,309 gallons. The total year-end usage was down by 7% from the year 2013.

c) PCSDA Meeting Review:

Office Administrator Bradley provided the board with a review of the Plumas County Special Districts Association Meeting held on November 15th, 2017.

d) Property Liens Update:

Office Administrator Bradley informed the board that she had received a payment in the amount of \$1,362.40 for APN#131-240-016, the account still had balance due of \$30.93.

3. FINANCIAL REPORTS:

a) Warrant Register Reports for October 2017:

Board Member St. Pierre made the motion to accept Warrant Register for October 2017; President McLaughlin seconded the motion. Roll Call: President McLaughlin – Yes, Vice President Curtis – Yes, Board Member St. Pierre – Yes, Motion Approved.

b) Budget Comparison & Financial Reports for October 2017:

President McLaughlin made the motion to accept the Budget Comparison & Financial Reports for October 2017; Board Member St. Pierre seconded the motion. Roll Call: President McLaughlin – Yes, Vice President Curtis – Yes, Board Member St. Pierre – Yes, Motion Approved.

4. COMMITTEE REPORTS:

a) Firewise Committee Report

| There was no report from the Firewise Committee.

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:**

There were no Directors Reports.

F CLOSED SESSION:

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

The board convened to closed session to review the General Manager Evaluation. President McLaughlin reported that the board postponed the evaluation to the next regularly scheduled board meeting.

G ADJOURN:

The meeting adjourned at 5:01pm

These minutes were approved by the Board of Directors of the Gold Mountain Community Services District at the regular Board meeting on February 9th, 2018.

Rich McLaughlin, President

Attest: Tiana Bradley, District Secretary