

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

**150 Pacific Street, Suite 8, Portola, CA**

**Friday, February 9<sup>th</sup>, 2018– 10:00am**

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**A CALL MEETING TO ORDER:**

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

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

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

Absent: None

**B APPROVAL OF MINUTES:**

President McLaughlin made the motion to approve and adopt the minutes from the December 6<sup>th</sup>, 2017 Regular Meeting.

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

**C PUBLIC COMMENT:**

President McLaughlin welcomed Portola City Manager Robert Meacher, his presentation is included under the Fire Protection Committee report

Homeowner Gail McGrath commented on a homeowner's recent injury.

**D OLD BUSINESS:**

**1. IRWM UPDATE:**

Office Administrator Bradley provided an update on the Integrated Regional Water Management Grant. She informed the board that the CSD would be soliciting the help of Roger Diefendorf of the Plumas County Community Development Commission to research grants that CSD projects, the High Elevation Water Tank & the Water Reclamation Facility, would be a prime candidate in applying for to obtain funds.

**2. DISTRICT SERVICE CONNECTION EXPENSE REIMBURSEMENT POLICY:**

General Manager Gossage presented for discussion and action the 1<sup>st</sup> reading of the System Pressure Policy. This policy would allow 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.


There are two potential options for determining the amount of expenses the CSD would be able to recover. Option one: the district would be reimbursed for all engineering and staff expenses incurred for providing consultation regarding unusual water and/or sewer connections whether just for commercial connections or residential and commercial connections. Option two: allows an amount equal to 7% of the System Development Charge to be provided free of charge based on typical District costs incurred for a standard new residential service connection, this could also apply for commercial connections or residential and commercial connections. Lastly, this policy would allow the CSD to bill any existing connected customer, whether commercial or residential, for any services rendered in the modification of their service connection. Staff cost would be billed at the current hourly rate plus 20%. Engineering costs incurred by the District would be charged at actual amount invoiced to the District by the engineers, and any hard cost would be charged at actual cost plus 20%.

The second reading is scheduled for Friday, April 6<sup>th</sup>, 2018

**3. WATER SYSTEM PRESSURE POLICY:**

General Manager Gossage presented for discussion and action the second reading of Policy # 3004 Water System Pressure & Residential Booster Station Policy. This policy defines 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 lots.

Board Member St. Pierre made the motion to adopt Policy #3004 Water System Pressure & Residential Booster Station. Vice President Curtis seconded the motion Roll Call: President McLaughlin – Yes, Vice President Curtis – Yes, Board Member St. Pierre – Yes, Board Member Kogge – Yes, Board Member Sechrist – Yes, Motion Approved

 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.

4. **ACCOUNTS PAYABLE POLICY:**

Office Administrator Bradley presented for discussion and action the second reading of Policy #3006 Accounts Payable. This policy outlines the District's process of paying expenses.

Board Member St. Pierre made the motion to adopt Policy #3006 Accounts Payable. Board Member Kogge seconded the motion. Roll Call: President McLaughlin – Yes, Vice President Curtis – Yes, Board Member St. Pierre – Yes, Board Member Kogge – Yes, Board Member Sechrist – Yes, Motion Approved

5. **ALTITUDE RECREATION CENTER PROJECT SYSTEM DEVELOPMENT CHARGES:**

General Manager Gossage presented for discussion and action the System Development Charge for Nakoma Associates Altitude Recreation Center. To determine the final cost of the SDC Charges the board at the November 9<sup>th</sup>, 2017 board meeting directed General Manager Gossage to draft a letter to Nakoma Associates requesting all accounting documentation for construction costs pertinent to their requested SDC discount be submitted to CSD within 60 days of the dated letter. As of this board meeting the CSD had received no response from Nakoma Associates and as of this date had received a 20,000 deposit on the total bill of \$ 111,790 leaving a balance owed of \$91,790.

Board Member St. Pierre made the motion to send Nakoma Associates a formal bill for the System Development Charges on the Recreation Center. Board Member Sechrist seconded the motion. Roll Call: President McLaughlin – Yes, Vice President Curtis – Yes, Board Member St. Pierre – Yes, Board Member Kogge – Yes, Board Member Sechrist – Yes, Motion Approved

6. **FIRE TAX FOR ALTITUDE RECREATION CENTER:**

General Manager Gossage presented for discussion and action Fire Tax rates for the Nakoma Recreation Center for the 2017/18 fiscal year. To determine the final Fire Tax rate for the Altitude Recreation Center, the board at the November 9<sup>th</sup>, 2017 board meeting directed General Manager Gossage to draft a letter to Nakoma Associates allowing them 30 days to comment on the two potential Fire Tax Rates for 2017/18 fiscal year. Scenario one: had a projected rate of \$8,882 a year and Scenario two: had a projected rate of \$7,402 a year. Both amounts are based on California Fire Code fire flow requirements but the lower number factored in the water storage provided by the Altitude pool that can be used for fire suppression. As of this board meeting the CSD had received no response from Nakoma Associates.

Board Member St. Pierre made the motion to approve scenario two: the Fire Tax Rate of \$7,402 for the Altitude Recreation Center. President McLaughlin seconded the motion. Roll Call: President McLaughlin – Yes, Vice President Curtis – Yes, Board Member St. Pierre – Yes, Board Member Kogge – Yes, Board Member Sechrist – Yes, Motion Approved

**E NEW BUSINESS:**

1. **SYSTEM DEVELOPMENT CHARGES FOR 2018:**

Office Administrator Bradley reported on the SDC Inflation Rate for 2018 and Adjustment to the System Development Charges. The proposed rate increase for 2018 was by 3.3% as indicated by the Construction Cost Index data.

Board Member St. Pierre made the motion to approve the 2018 rate increase of 3.3% for System Development Charges. President McLaughlin seconded the motion Roll Call: President McLaughlin – Yes, Vice President Curtis – Yes, Board Member Sechrist – Yes, Board Member St. Pierre – Yes, Board Member Kogge – Yes. Motion Approved.


2. **MULTI DWELING UNITS:**

General Manager presented for discussion research on multi-dwelling unit parcels in Gold Mountain. He informed the board that the CSD's System Development Charges and Master Plan are based on one dwelling unit per parcel, however the Ascend project has brought to light that there are certain planning areas in Gold Mountain that allow three dwelling units per parcel. The board discussed potential policy that would have the SDC charges and Master Plan account for multi-dwelling unit parcels. One option is to charge new construction customers based on the total number of bedrooms on the parcel, another option to cap the total number of bedrooms based off of their size of connection. President McLaughlin requested General Manager Gossage to draft a Multi-Dwelling unit policy and present it at the next regular scheduled board meeting.

3. **BOARD MEETING SCHEDULE:**

Due to scheduling conflicts the board agreed to re-schedule the Friday, April 13<sup>th</sup>, 2018 board meeting to Friday, April 6<sup>th</sup>, 2018.

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

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a) General Operations & Miscellaneous Items Update:

General Manager Gossage is working on correcting the safety issues discovered during the CSD's safety inspection.

**Sewer Dept.** CSD staff has been working on addressing infiltration issues in the sewer system.

**Water Dept:** CSD staff has been working on Well 29 repairing the level read out transducer. Extensive water testing was completed on all the wells as required by the State of California.

**Fire Dept.** The CSD Fire Coordinator has been attempting to attend Easter Plumas Fire Dept meetings but has met with some resistance, and the Fire Manager has been working on developing an outreach program for Firewise, and reviewing the evacuation plan for the district.

b) Falling Water LF Dosing Station:

Due to winter weather conditions field work has been on hold.. The control panel has been built and delivered; and there is an electrical bid in the works.

## 2. OFFICE ADMINISTRATOR'S REPORT:

a) Office & Miscellaneous Items Update:

Office Administrator Bradley informed the board that there is a Plumas County Special Districts Association on February 21<sup>st</sup>, 2018, and a Plumas County Lafco meeting on Monday, February 26<sup>th</sup>, 2018 to discuss the GMCSO Sphere of Influence.

b) Water Usage Update:

Office Administrator Bradley reviewed the CSD's total water usage for the month of January 2018 which was 201,404 gallons vs. January 2013 usage of 243,281 gallons. The total year-end usage was down by 17% from the year 2013.

c) Quarterly Delinquency Report:

Office Administrator Bradley reviewed the 2<sup>nd</sup> Quarter 2017/18 delinquency report. For the 2<sup>nd</sup> Quarter the CSD has two properties on the Plumas County Tax Roll totaling \$5,381.81, two recorded liens totaling \$1,120.01 and one hundred thirty seven delinquent properties under 6 months totaling \$7,316.25. Zero liens were released and one lien was recorded this quarter.

d) W2's & 1099's:

All W2's & 1099s were completed for the 2017 calendar year and mailed.

e) I700 Form:

Office Administrator Bradley reminded the board to complete their 2017 I700 forms.

## 3. FINANCIAL REPORTS:

a) Warrant Register Reports for December 2017:

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


b) Budget Comparison & Quarterly Financial Reports for October- December 2017:

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

c) Second Quarterly Investment Report:

Board Member St. Pierre reviewed the 2017/18 second Quarter investment report. The account balance as of March was \$507,269.79. Board Member St. Pierre made the motion to establish a Fire Fidelity Investment Account with a beginning balance \$75,000 transferring the funds from the Fire Operating Account to the Fire Fidelity Investment Account. President McLaughlin seconded the motion. Roll Call: President McLaughlin – Yes, Vice President Curtis – Yes, Board Member Sechrist – Yes, Board Member St. Pierre – Yes, Board Member Kogge – Yes. Motion Approved.

## 4. COMMITTEE REPORTS:

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a) Firewise Committee Report:

Vice President Curtis informed the board that the Fire Manager would be contacting Mike Callaghan to discuss the annual Firewise meeting and potential activities during the meeting which include a CSD sponsored emergency preparedness kit class for homeowners. Some boundary marking has been completed for Hazardous Fuel treatment work paid through the Stevenson's grant on behalf of the Firesafe Council.

b) Fire Protection Committee:

Robert Meacher, the City Manager of Portola, provided the board with a status report on progress made to reinstate the City of Portola's Fire Dept. Until further notice the City of Portola has contracted with Eastern Plumas Rural Fire to respond to all EMS service calls within the District. Eastern Plumas has stated they will extend their contract only through June 2018, after which the City of Portola to need to take action.

c) Fire Tax Committee:

Vice President Curtis informed the board that the CSD is updating Lafco's sphere of influence document, and incorporating information regarding the CSD negative property tax sharing rate. Committee members will be contacting Plumas County Supervisors individually to discuss the failed property tax sharing agreement and to gain support in the potential approval of a re-negotiated agreement.

5. **DIRECTORS' REPORTS:**

There were no director's reports.

**F CLOSED SESSION:**

- a) **GENERAL MANAGER EVALUATION** – Pursuant to Government Code Section §54957.6.  
There was no reportable action from closed session.

**G ADJOURN:**

The meeting adjourned at 2:55pm

These minutes were approved by the Board of Directors of the Gold Mountain Community Services District at the Regular Board meeting on April 6th, 2018.

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Rich McLaughlin, President

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Attest: Tiana Bradley, District Secretary