

GOLD MOUNTAIN COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
MEETING MINUTES

150 Pacific Street, Suite 8, Portola, CA
Friday, January 11th, 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: Office Administrator: Tiana Bradley, Interim General Manager: Rich McLaughlin, Operator: Skyler Allingham: Fire
Coordinator: Bill Robinson, Fire Manager: Judy Clot
Absent: None

B APPROVAL OF MINUTES:

Board Member St. Pierre made the motion to adopt the minutes from the November 29th, 2018 Regular Meeting & the December 11th, 2018 Special Meeting. Vice President Kogge 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 OLD BUSINESS:

1. **EMPLOYMENT CONTRACT: COMPTROLLER:**

The item was deferred to a later date.

2. **GENERAL MANAGER POSITION UPDATE:**

Board President Curtis provided an update on the status of filling the General Manager Position. She informed the board that after sixty days of advertising, the CSD had received eleven resumes. The next step was for the board to review the resumes and present their final decision at the next regularly scheduled board meeting.

3. **STAFF POSITION REVIEW:**

Board President Curtis presented for discussion staff positions and district duties. She informed the board that CSD Executive Committee and staff had undertaken a competitive wage study analysis. In addition, the executive committee was in the process of reviewing and updating all CSD Job descriptions. President Curtis to present findings and recommendations at the next regularly scheduled board meeting.

4. **WELL 33 EASEMENT:**

Interim General Manager McLaughlin presented for discussion and action the Well 33 Easement. He informed the board that the CSD's Well 33 is located on HOA property and recommended the CSD present the easement to the HOA for approval.

Financial Director St. Pierre made the motion to present the Well 33 Easement to the Gold Mountain HOA for approval. Vice President Kogge seconded the motion and it was unanimously approved by Roll Call vote.


E NEW BUSINESS:

1. **2019 BOARD ASSIGNMENTS:**

Board Member Sechrist made motion to designate the 2019 Election of Officers, Board Member St. Pierre seconded the motion and it was unanimously approved by Roll Call vote.

ELECTION OF OFFICERS:

President: Cary Curtis
Vice-President: Kathy Kogge
Financial Director: Rene St. Pierre

 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.

Financial Director St. Pierre made the motion to designate the 2019 Appointments of Chairs for Standing Committees. Vice President Kogge seconded the motion and it was unanimously approved by Roll Call vote.

APPOINTMENT OF CHAIRS FOR STANDING COMMITTEES:

Executive Committee:	President Curtis, Vice President Kogge
Firewise Committee:	President Curtis, Vice President Kogge
Fire Protection Service Contract Committee:	President Curtis, Financial Director St. Pierre
Capital Improvement and Finance Committee:	General Manager McLaughlin, Financial Director St. Pierre

2. SYSTEM DEVELOPMENT CHARGES FOR 2019:

Office Administrator Bradley reported on the SDC Inflation Rate for 2019 and Adjustment to the System Development Charges. The proposed rate increase for 2019 was by 2.3% as indicated by the Construction Cost Index data.

Vice President Kogge made the motion to not adopt a System Development Charge increase for 2019. Financial Director St. Pierre seconded the motion and it was unanimously approved by Roll Call vote.

3. 2017/18 AUDIT PRESENTATION:

Office Administrator Bradley presented for discussion and action the Audit Contract Proposal from Robert W. Johnson. She informed the board that the CSD's three year audit contract with Robert W. Johnson had ended as of June 30th, 2018. Therefore, a new proposed three year contract was received. For year ended June 30th, 2019 total cost \$6,400.00. For year ended June 30th, 2020 total cost \$6,500.00. For year ended June 30th, 2021 \$6,600.00.

Financial Director St. Pierre made the motion to approve the new three year Audit Contract with Robert W. Johnson. Vice President Kogge seconded the motion and it was unanimously approved by Roll Call vote.

F REPORTS:

1. GENERAL MANAGER'S REPORT:

a) General Operations & Miscellaneous Items Update:

Interim General Manager McLaughlin discussed the underground propane system. He informed that board the CSD and Nakoma share the line, the next step is to find the shared line, cut, cap, and abandon the system.

The board discussed establishing a formalized lease agreement between Nakoma & the CSD for shared equipment. Lastly, the CSD purchased a snow plow from the HOA.

2. OFFICE ADMINISTRATOR'S REPORT:

a) Water Usage Update:

The CSD's total water usage for the month of November 2018 was 376,181 gallons vs. November 2013 usage was 254,725 gallons. The total year-end usage was increased by 3% from the year 2013.

b) W2's & 1099's:

All W2's & 1099's will be made available by January 31st, 2019.

c) 700 Form:

The 2019 700 form was distributed to all members of the board.


d) IFLOW Software Update:

The IFLOW software was up and now up and running, with a few minor technical difficulties that needed addressing.

e) Billing Update:

The third quarter billing statements were sent out along with the Winter Newsletters, Customer updating forms and the 2017/18 Water Usage Billing.

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 and contacting the GEO hydrologist to go over isotope testing. 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. The Well Sounder was repaired by Keller America. McGarr finished the grading around the Well 17 building.

b) Leachfield Update:

The Falling Water Leach Field Dosing Station is now online. McGarr Excavation finished the grading around building and valves. The plan is to Switch 50% sewer flow in the district to the leachfield.

c) Winter Preparation:

Operator Allingham plans to review the Golf Course Flows from 2018, replace Booster #4 pressure tanks, and execute the Valve Exercise Program.

4. FINANCIAL REPORTS:

a) Warrant Register Reports for November – December 2018:

Financial Director St. Pierre made the motion to accept Warrant Register for November – December 2018; Vice President Kogge seconded the motion and it was unanimously approved by Roll Call vote.

b) Budget Comparison & Financial Reports for November – December 2018:

Financial Director St. Pierre made the motion to accept the Budget Comparison & Financial Reports for November – December 2018; Vice President Kogge seconded the motion and it was unanimously approved by Roll Call vote.

c) Second Quarterly Investment Report:

Office Administrator Bradley reviewed the 2018/19 investment report. The W&S account balance as of December 2018 was \$514,458.59. The Fire account balance as of December 2018 was \$75,462.54.

d) Second Quarter Delinquency Report:

Office Administrator Bradley reviewed the 2018/19 delinquency report. As of December 2018, the CSD had three properties on the Plumas County Tax Roll totaling \$9,022.46, two recorded liens totaling \$667.43, two properties six months delinquent no liens totaling \$2,030.87 and one hundred twenty-two delinquent properties under 6 months totaling \$37,050.94. Zero liens were released, and one lien was recorded this quarter.

5. COMMITTEE REPORTS:

a) Firewise Committee Report:

Vice President Kogge reported that there was a committee wide safety awareness meeting. They addressed evacuation plans and home address makers.

b) Fire Protection Committee:

Board Member Curtis reported that Eastern Plumas Rural Fire Protection District has invited the CSD to attend their board meetings as non-voting members of the board.

c) Fire Safety Coordinator:

Fire Safety Coordinator Robinson reported that all Fire Extinguishers had been serviced, there will now be monthly safety meetings for CSD staff. Lastly, there was discussion on holding a community wide CPR certification course.


6. DIRECTORS' REPORTS:

There were no reports from the Board of Directors.

The board convened to Closed Session @11:15am.

G CLOSED SESSION:

a. PERSONNEL DISCUSSIONS – Pursuant to Government Code Section §54957.6(a).

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There was no reportable action from closed session.

The board re-convened to Open Session @11:46pm.

H ADJOURN

The meeting adjourned at 11:47am

These minutes were approved by the Board of Directors of the Gold Mountain Community Services District at the regular Board meeting on April 5th, 2019.

Cary Curtis, President

Attest: Tiana Bradley, District Secretary