

GOLD MOUNTAIN COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
MEETING MINUTES

150 Pacific Street, Suite 8, Portola, CA & 7 Hunton Center Dr. Santa Ana, CA 92707

Friday, July 22nd, 2016– 10:00am

A. CALL MEETING TO ORDER:

The meeting was called to order at 10:07am.

Present: President Rich McLaughlin, Tom Long, Board Members Rene St. Pierre & Cary Curtis

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

By Phone: Vice President Tom ‘O Brien called in at 11:01am

B. APPROVAL OF MINUTES:

Board Member St. Pierre made the motion to approve and adopt the minutes from the June 24th, 2016 Regular Meeting.

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

Board Member St. Pierre made the motion to approve and adopt the minutes from the July 5th, 2016 Special Meeting.

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

C. PUBLIC COMMENT

No Comment.

D. OLD BUSINESS:

1. IRWM GRANT UPDATE:

President McLaughlin provided an update on the Integrated Regional Water Management grant. He informed the board that on June 24th, 2016 he attended the Integrated Regional Water Management Meeting in Quincy. Uma Hinman had filed a four month extension through Oct. 2016 if necessary with the Plumas County Flood Control and Water Conservation District to incorporate additional IRWM standards required for compliance with Proposition 1 IRWM guidelines. The CSD has three projects that are now pre-approved by the IRWM these projects included a High Elevation Water Tank, High Elevation Well and a Water Reclamation Facility. President McLaughlin informed the board that having pre-approval by the IRWM allows the CSD to have an easier process in applying for granting funding, he also suggested that the CSD research grant funding opportunities.

2. DROUGHT EMERGENCY UPDATE:

President McLaughlin provided an update on the status of the drought. He informed the board that the CSD’s total water usage for the month of June was 578,155 gallons. In addition, the total year-to-date usage through June 2016 was down by 26% from the year 2013, and the total June 2016 usage was down 25% from the year of 2014, the CSD also saw a slight savings over 2015 of 3%. President McLaughlin addressed his concerns with eleven properties that were showing aberrations from their normal total water usage which may indicate possible water leaks therefore, CSD staff would be looking into these increases. He reported that Nakoma Resort was showing a 5.5% increase in savings over 2013 even with the addition of the Lodge. Lastly, Board Member Curtis informed the board that she would be sending the Water Conservation Newsletter to Office Administrator Bradley for distribution within the next week.

3. POLICY REVIEW PROGRAM:

General Manager provided the board with an update regarding the 2016 Policy Review Program. He informed the board that after reviewing all the policies he categorized each policy into three lists; Priority lists one two and three. Board Member St. Pierre addressed his concerns on the CSD not having policy in place that covers late/interest fees, he recommended to the board to have CSD staff draft a Late/Interest Fees Policy that sets limits for the Treasurer to waive, as well as setting standards and policy for the board to waive late/interest fees. The board was in consensus on this decision. Lastly, President McLaughlin requested Board Member Long to conduct a review of the policies and disclose to the board whether or not any policy needed to be amended at the next regularly scheduled board meeting.

4. FIRE & EMERGENCY SERVICES FACILITATOR:

General Manager Gossage provided an update on the hiring of a district Fire & Emergency Services Facilitator. He informed the board that in the Fire Budget there was a rollover of \$25,000 that could be utilized to hire a Fire Emergency Services Facilitator to assist with various managerial and operational needs of the department. General Manager Gossage recommended that the board hire a consultant to develop a job description for the facilitator and provide guidance regarding the list of Fire & Emergency Services duties. The board was in consensus to utilize the services of former Fire Chief Roger Sphren to assist with the development of the Fire & Emergency Services Facilitator job description and to begin the process of organizing the list of duties.

Board Member St. Pierre made the motion to authorize General Manager Gossage to spend \$5,000 dollars to develop a job description for the Fire & Emergency Services Facilitator and prioritize the list of Fire & Emergency Services related duties. Board Member Long seconded the motion Roll Call: President McLaughlin – Yes, Vice-President O’Brien – Absent, Board Member Curtis – Yes, Board Member St. Pierre - Yes, Board Member Long – Yes. Motion Approved.

E. NEW BUSINESS:

1. RESOLUTION No. 2016/17 -02:

Office Administrator Bradley presented for discussion and action, Resolution No. 2016/17-02 Confirming a Fire Tax rate increase of 2% for the 2016-2017 year.

Board Member St. Pierre made the motion to adopt Resolution No. 2016/17-02 confirming a Fire Tax rate increase of 2% for the 2016-2017 year. President McLaughlin seconded the motion. Roll Call: President McLaughlin – Yes, Vice-President O’Brien – Absent, Board Member Curtis – Yes, Board Member St. Pierre - Yes, Board Member Long – Yes. Motion Approved.

2. RESOLUTION No. 2016/17 -01:

Office Administrator Bradley presented for discussion and action, Resolution No. 2016-17-01 Requesting Collection of Charges on the County Tax Roll.

Board Member St. Pierre made the motion to adopt Resolution No. 2016-17-01 Requesting Collection of Charges on the County Tax Roll. Board Member Long seconded the motion. Roll Call: President McLaughlin – Yes, Vice-President O’Brien – Absent, Board Member Curtis – Yes, Board Member St. Pierre - Yes, Board Member Long – Yes. Motion Approved.

3. RESOLUTION No. 2016/17 -03:

Office Administrator Bradley presented for discussion and action, Resolution No. 2016-17-03 electing to place delinquent charges and penalties on the County Tax Roll.


Board Member St. Pierre made the motion to adopt Resolution No. 2016-17-03 electing to place delinquent charges and penalties on the County Tax Roll, Board Member Long seconded the motion. Roll Call: President McLaughlin – Yes, Vice-President O’Brien – Absent, Board Member Curtis – Yes, Board Member St. Pierre - Yes, Board Member Long – Yes. Motion Approved.

Board Member Tom O’Brien called in at 11:01am

4. ALTITUDE RECREATION CENTER PROJECT SYSTEM DEVELOPMENT CHARGES:

President McLaughlin presented for discussion and action the System Development Charges for Nakoma Associates Altitude Recreation Center project. He informed the board that at the July 5th, 2016 Special Board meeting the board agreed to issue a will serve letter to Nakoma Associates for the Altitude Recreation Center after receipt of deposit of \$20,000, and signing of an agreement obligating Nakoma Associates to construct certain improvements needed for fire suppression as required by the CSD.

The next step in the process was for the board to decide what total SDC Charges would Nakoma Associates be required to pay the CSD. Dan Gallagher of Nakoma Associates informed the board that Nakoma Associates would be installing a 4”inch main for Fire Service and a 2”inch for Domestic Service. The SDC Charges totaled \$149,922.00, \$36,342.00 for both Water and Wastewater service on the 2”inch main and \$113,580.00 for both Water and Wastewater service on the 4”inch main. Dan Gallagher requested that the board consider waving the Wastewater water charge of \$38,132.00 for the 4”inch main used only for Fire Service leaving a remaining balance owed of \$75,448.00. The board was in consensus to waive the wastewater charge for the 4”inch main for Fire Service.

 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.

The board agreed to revisit the SDC Charge of \$75,448.00 for the 4" inch main for Fire Service after the total cost expense is made available by Nakoma Associates for all construction improvements completed for Fire Suppression.

Board Member St. Pierre made a motion to approve the \$36,342.00 SDC charge for both Water and Wastewater service on the 2" inch main for Domestic Service, and to include the 4" inch main for Fire Service at a charge to be negotiated later but in no case to be less than 50% of the remaining balance of \$75,448.00. Board Member Long 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.

Board Member Tom O'Brien left the meeting at 11:35 am

5. ANNUAL MEMBERSHIP MEETING PLANNING:

President McLaughlin presented for discussion CSD related items to be presented at the Annual Membership Meeting. He informed the board that he would be providing the public with a presentation outlining where all CSD revenues are allocated towards whether Water & Sewer or Fire related funds. In addition, he would also provide an update on current Water Conservation requirements and the CSD's progress with the hiring of a Fire Emergency Services Facilitator. Board Member Curtis informed the board that the day before the Annual Meeting the Firewise Committee would be holding a Firewise Day event which will include a Pancake Breakfast starting at @7:30am, guest speakers, and safety demonstrations. Lastly, board member Curtis was going to request the Portola Fire Dept to attend the breakfast.

F. REPORTS:

1. GENERAL MANAGER'S REPORT:

a) Falling Water Leach Field Expansion Report:

General Manager Gossage informed the board that the grading plan for the Leach field had been completed and that the regrading of the area will not require the CSD to haul in or out soil. The next step is for the CSD to draw the plans and submit them to the State.

b) Well 33 Update:

General Manager Gossage informed the board that Well 33 was finished and that the total savings of the project was \$75,932.00. In addition he reported that Well 33 had been pumping since mid-May of this year, with a total 878,000 gal thus far and had a continued good flow of 40 gallons per minute.

c) Falling Water LF Dosing Station:

General Manager Gossage informed the board that he was in the process of working on the dosing station project again. He is currently reviewing the plans with the engineer to see how the CSD can lower the costs of the project. Lastly, the CSD will be installing the 5,000 gallon holding tank for the project later this summer.

d) Altitude Recreation Center Update:

General Manager Gossage informed the board that the will serve letter was issued to Nakoma Associates with contingencies, he also confirmed that the CSD received from Nakoma Associates the \$20,000 deposit as required by the board.

e) General Operations & Miscellaneous Items Update:

General Manager Gossage informed the board that the Fire hydrant on Granite Pont was installed on July 21st, 2016.

General Manager Gossage informed the board that he contacted the lawyer on how to transfer water rights to the CSD from commercial developed properties; he reported that the lawyer sent the proper forms to start the process. Lastly, the lawyer confirmed that all previous agreements that CSD had in place prior to the bankruptcy settlement agreement are considered valid unless the earlier agreements conflict with the latter.

2. OFFICE ADMINISTRATOR'S REPORT:

a) Quarterly Delinquency Report:

Office Administrator Bradley reviewed the 4th Quarter 2015/16 delinquency report. For the 4th quarter the CSD has two properties on the Plumas County Tax Roll totaling \$15,547.43, three recorded liens totaling \$7,829.70, four delinquent properties under 6 months

with no liens totaling \$2,170.07 and thirteen properties under two quarters totaling \$227.02. In addition, there were zero lien releases and one new lien recorded for the 4th quarter.

b) APN# 131-290-003 Delinquency Update:

Office Administrator Bradley informed the board that on July 15th, 2016 she received a check for the amount of \$7,886.98 for APN #131-290-003, therefore as approved by the board she would be writing off all late/interest charges assessed to the account for the amount of \$6,644.83

3. **FINANCIAL REPORTS:**

a) Warrant Register for June 2016:

Board member St. Pierre made the motion to accept Warrant Register for June 2016; Board member Long seconded the motion. Roll Call: President McLaughlin – Yes, Vice-President O’Brien – Absent, Board Member Curtis – Yes, Board Member St. Pierre – Yes, Board Member Long – Yes. Motion Approved.

b) Budget, Financial & Report for June 2016:

Board member St. Pierre made the motion to accept the Budget and Financial Reports for June 2016; Board member Long seconded the motion. Roll Call: President McLaughlin – Yes, Vice-President O’Brien – Absent, Board Member Curtis – Yes, Board Member St. Pierre – Yes, Board Member Long – Yes. Motion Approved.

c) Third Quarter Investment Report:

Board Treasurer St. Pierre presented for review the 2015/16 Third Quarter Investment Report. He informed the board that the Fidelity Account currently holds \$352,559.31. The original amount added to the account was \$350,000 therefore having a total \$2,559.31 of accrued interest. He informed the board that at the next board meeting he would like to discuss other alternatives for the investment of CSD funds, as well as presenting the Fourth Quarter Investment Report.

4. **COMMITTEE REPORTS:**

a) Firewise Committee Report:

Board Member Curtis informed the board that the committee met HOA General Manager Mark Elliot to discuss the transiting of duties while he is on leave. The committee will be covering the Hazardous Fuel Treatment program in his absence. In addition, there will be curbside chipping clean-up program starting August 1st, 2016.

b) Fire Protection Committee:

President McLaughlin informed the board that he met with the new Portola Fire Chief Ron Jacobson and discussed future possibilities for the CSD such as building a Firehouse to hold a fire truck. He confirmed the fire dept. would be willing to volunteer to operate the truck when needed.

c) Fire Tax Committee:

Board Member Curtis informed the board that committee recommended that the board revise the Special Fire Tax Resolution that would protect all Fire Tax revenue to be solely used for the CSD. The board was in consensus on the request.

5. **DIRECTORS' REPORTS:**

President McLaughlin reported that the High Speed Internet Assessment was passed by the voters; therefore the HOA is now in the beginning stages of evaluating all of the conduits throughout the community.

G. **ADJOURN:**

The meeting adjourned at 12:01 pm

These minutes were approved by the Board of Directors of the Gold Mountain Community Services District at the Regular Board meeting on October 27th, 2016

Rich McLaughlin, President Attest:

Tiana Bradley, District Secretary