

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

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

**Friday, July 21<sup>st</sup>, 2017– 10:00am**

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**A CALL MEETING TO ORDER:**

The meeting was called to order at 10:00am.

Present: President Rich McLaughlin, Vice President O'Brien, Board Member Rene St. Pierre, and Board Member Cary Curtis

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

Absent: Tom Long

**B APPROVAL OF MINUTES:**

Board Member St. Pierre made the motion to approve and adopt the minutes from the June 16<sup>th</sup>, 2017 Regular Meeting.

Vice President O'Brien 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 – Absent. Motion Approved.

**C PUBLIC COMMENT:**

No Comment.

**D OLD BUSINESS:**

**1. CA GOV CODE BOARD TREASURER:**

Office Administrator presented for discussion and action the California Government Code on the Board Treasurer position and appointment. She informed the board that after researching what fellow Community Services Districts utilize as the title for their financial representatives only two of eight CSD's surveyed had actual titles.

Vice President O'Brien made the motion to re-title Board Member St. Pierre from Board Treasurer to Financial Director. President McLaughlin 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 – Absent. Motion Approved.

**2. IRWM GRANT UPDATE:**

Office Administrator provided an update on the Integrated Regional Water Management Grant group. She informed the board Butte County was now a member of IRWM group, in addition the group would be soliciting for volunteers to assist with grant funding opportunities.

**E NEW BUSINESS:**

**1. PUBLIC HEARING AT 10:00AM –PARCEL LIENS TO GO ON THE PLUMAS COUNTY TAX ROLL:**


Office Administrator Bradley presented for discussion and action the Public Hearing for placement of District liens on the Plumas County tax roll for the following APN numbers 131-320-024 & 131-240-016. The balance due for APN 131-320-024 was \$4 4748.88 and the balance due for APN 131-240-016 was \$951.03. These totals included quarterly charges, penalties, interest and the County Collection fee of \$2.50.

Vice President O'Brien made the motion to place APN# 131-320-024 & APN# 131-240-016 on Plumas County Tax Roll. Vice President O'Brien seconded the motion. Roll Call: President McLaughlin – Yes, Board Member: St. Pierre – Yes, Board Member Curtis –Yes, Board Member St. Pierre – Yes, Board Member Long – Absent. Motion Approved

**2. RESOLUTION No. 2017/18 -01:**

Office Administrator presented for discussion and action Resolution No. 2017-18-01 Requesting Collection of Charges on the County Tax Roll for approval.

Board Member St. Pierre made the motion to adopt Resolution No. 2017-18-01 Requesting Collection of Charges on the County Tax Roll. President McLaughlin 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 – Absent. 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.

3. **RESOLUTION No. 2017/18 -02:**

Office Administrator presented for discussion and action Resolution No. 2017-18 - 02 Electing to place Delinquent Charges and Penalties on the County Tax Roll for approval.

Board Member St. Pierre made the motion to adopt Resolution No. 2017-18 - 02 Electing to place Delinquent Charges and Penalties on the County Tax Roll. Board Member Curtis 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 – Absent. Motion Approved.

4. **RESOLUTION No. 2017/18 -03:**

Office Administrator presented for discussion and action Resolution No. 2017-18-03 confirming a Fire Tax rate increase of 2% for the 2017-2018 year for approval.

Board Member St. Pierre made the motion to adopt Resolution No. 2017-18-03 confirming a Fire Tax rate increase of 2% for the 2017-2018 year. Vice President O’Brien 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 – Absent. Motion Approved.

5. **ANNUAL MEMBERSHIP MEETING PLANNING:**

President McLaughlin presented for discussion CSD related items for the 2017 Annual Membership Meeting. He informed the board the he would provide a presentation; that would include Opening Remarks, a Financial Review, Operations Review, Master Plan Review, Fire Presentation, Firewise Presentation, Acceptance of Tom Long’s Resignation of the Board & allow time for Questions & Answers.

6. **2017/2018 BUDGET AMENDMENTS:**

General Manager Gossage presented for discussion and action two budget amendments: one to the 2017-2018 Water & Sewer Budget and the other to the 2017/18 Fire Budget. These amendments would increase the Portola Fire Contract budget by \$5,778.74, and increase the Water & Sewer Income Commercial Connected budget by \$1,888.00.

President McLaughlin made the motion to approve the 2017/18 Budget Amendments. Board Member St. Pierre seconded the motion President McLaughlin – Yes, Vice President O’Brien – Yes, Board Member Curtis – Yes, Board Member St. Pierre – Yes, Board Member Long – Absent. Motion Approved.

7. **NAKOMA ASSOCIATES CHARGES:**

Office Administrator presented for discussion and action Nakoma Associates request to waive delinquent charges. She informed the board that she had received a check from Nakoma Associates in which the memo stated: “Appealing Late & Interest charges”. The charges were assessed for past due payments received after the designated payment due date set forth by CSD policy. The Quarterly Assessments fees were a total of \$25,947.00, the late payments resulted in \$3,080.65 worth of late & interest charges.

President McLaughlin instructed Office Administrator Bradley to contact Nakoma Associates and request a formal letter appealing the Late & Interest Charges assessed to their 122 delinquent accounts. No further action was taken.

8. **CSD BOARD ELECTION:**

Office Administrator presented for discussion a 2017 CSD Board Election update. She informed the board that there were four seats up for election on the CSD board. Three of the four seats, were four year terms and one seat was a two year term. The filling period was set to begin on July 11<sup>th</sup>, 2017 and close on August 11<sup>th</sup>, 2017. Lastly, all elections forms were to be submitted to the Plumas County Elections Division.

1. **GENERAL MANAGER’S REPORT:**

a) **Master Plan Update:**


The first draft of the master plan was completed; the draft was to be distributed to the board and staff for review the following week.

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

Work the FWLF Dosing Station has begun, the tank had been installed and trenching work was completed. Plumbing was set to begin following week

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

General Manager Gossage informed the board that an ad was placed in the paper to hire a Maintenance Person to assist Skylar.

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The ad ran for two weeks with no response, the next step was to look into posting the ad online. In addition there was no response to the Fire Coordinator ad.

**Water Dept:** The mobile generator purchase to operate Well 33 & 17 was completed. Due to summer the CSD saw an increase in demand for water causing Well 33 water levels to drop by about 10ft. Improvements on Well 29 have been completed, a variable speed drive was installed on the existing pump which allowed the actual speed of the pump to be adjusted. . Due to levels dropping on Well 33 staff utilized Well 29 allowing Well 33 to rest. Lastly, there has been some air the water, however, this is no cause for concern,

**Sewer Dept:** Sewer flows are up this year compared to last year; this was potentially due to the Lodge. The flows this year are 39% higher than last year and 44% over 2015. Lastly, the Windsong Leachfield is now back online.

**Fire Dept:** There was refresher training on the Quick Attack Vehicle on June 18<sup>th</sup>, 2017.

d) Altitude Recreation Center Update:

Nakoma Associates has completed the installation of the water connections for the Altitude Recreation Center. There were initial complications with the failing of initial pressure and bacteria testing. The CSD is currently waiting on the Fire Connection to the pool, to determine the total cost for the System Development Charge. Lastly, there was discussion on how the CSD could recoup their expenses for both Engineering & Payroll, the total cost accumulated to date is \$11,243.00. As a result, President McLaughlin requested General Manager Gossage to draft a policy limiting the total number of hour's worth of engineering expenses for new construction.

**2. OFFICE ADMINISTRATOR'S REPORT:**

a) Office & Miscellaneous Items Update:

Office Administrator Bradley informed the board that the final bill for the SDC payment on the Nakoma Lodge was mailed. The total remaining amount owed was \$17,465.65.

b) Water Usage Update:

Office Administrator Bradley reviewed the CSD's total water usage for the month of June 2017 which was 708,866 gallons vs. May 2013 usage of 746,049 gallons. The total year-end usage was down by 15% from the year 2013. For the month of June there were four high users resulting in 104,700 gallons in usage.

c) Quarterly Delinquency Report:

Office Administrator Bradley reviewed the 4<sup>th</sup> Quarter 2016/17 delinquency report. For the 4<sup>th</sup> Quarter the CSD has three properties on the Plumas County Tax Roll totaling \$7,271.72, and one hundred twenty one delinquent properties under 6 months totaling \$4,748.76. Lastly, zero liens were released and zero liens filled this quarter.

**3. FINANCIAL REPORTS:**

a) Warrant Register Reports for June 2017:

Board member Curtis made the motion to accept Warrant Register for June 2017; Vice President O'Brien 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 – Absent. Motion Approved.

b) Budget Comparison & Quarterly Financial Reports for April – June 2017:

Board member Curtis made the motion to accept the Budget and Financial Reports for April - June 2017; 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 – Absent. Motion Approved.


c) Fourth Quarter Investment Report:

Board Member St. Pierre reviewed the 2016/17 Fourth Quarter investment report. The account balance as of March was \$504,468.08.

**4. COMMITTEE REPORTS:**

a) Firewise Committee Report:

Vice President O'Brien informed the board that there was a Firewise Meeting scheduled for Tuesday, July 25<sup>th</sup>, 2017 @10:00 am to

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plan the Firewise Day set for Sunday, September 3<sup>rd</sup>, 2017. The Chipping program had been delayed due to the County, there were thirty-one chipping piles remaining. The Hazardous Fuel Reduction Program was a success there are only five critical lots.

b) Fire Protection Committee:

There was no report from the Fire Tax Committee.

c) Fire Tax Committee:

There was no report from the Fire Tax Committee.

5. **DIRECTORS' REPORTS:**

President McLaughlin provided the board with the final draft of the letter for the GMHOA on the matter of the Backhoe Partnership between the CSD & HOA. The board agreed to present the letter to GMHOA Board of Directors for review.

President McLaughlin informed the board that he would be drafting a letter to the GMHOA reminding them about the CSD's Excavation Clearance requirement policy and potential liability.

**F ADJOURN:**

The meeting adjourned at 11:46pm

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

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Rich McLaughlin, President

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Attest: Tiana Bradley, District Secretary