

GOLD MOUNTAIN COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS

MEETING MINUTES

150 Pacific Street, Suite 8, Portola, CA

Friday, June 14th, 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: General Manager: Rich McLaughlin, Administrative Manager: Tiana Bradley, Assistant General Manager/Lead Operator: Skyler Allingham

Absent: Financial Director St. Pierre

B APPROVAL OF MINUTES:

Board Member Sechrist made the motion to adopt the minutes from the April 5th, 2019, Regular Meeting. Financial Director St. Pierre seconded the motion. Roll Call: President Curtis– Yes, Vice President Kogge – Yes, Board Member Sechrist – Yes, Board Member Seney – Yes, Motion Approved

C PUBLIC COMMENT:

No Comment

D OLD BUSINESS:

1. SYSTEM DEVELOPMENT CHARGES FOR 2019:

This item was deferred to a later date

2. FUNDS TRANSFER:

Administrative Manager Bradley presented for discussion and action, the transfer of funds from CSD operating account to CSD investment account. She recommended the board transfer \$150,000 from the Water & Sewer acct to the Water & Sewer Fidelity Investment acct, and the board transfer \$75,000 from the Fire & Sewer acct. to the Fire Fidelity Investment acct.

President Curtis made the motion to transfer \$150,000 from the Water & Sewer acct to the Water & Sewer Fidelity Investment acct, and the board transfer \$75,000 from the Fire & Sewer acct. to the Fire Fidelity Investment acct. Board Member Sechrist seconded the motion. Roll Call: President Curtis– Yes, Vice President Kogge – Yes, Board Member Sechrist – Yes, Board Member Seney – Yes, Motion Approved

3. FIREFIGHTER CERTIFICATION:

Fire Coordinator Robinson presented for discussion, Firefighter certifications for CSD employees. He informed the board that he was going to re-structure the Fire Certification program, and begin with a formalized in house training for CSD & HOA employees.

E NEW BUSINESS:

1. PUBLIC HEARING AT 10:15am- LIENS INTENT:

President Curtis made the motion to approve the filing of a Lien against APN#: 131-250-014. Vice President Kogge seconded the motion. Roll Call: President Curtis– Yes, Vice President Kogge – Yes, Board Member Sechrist – Yes, Board Member Seney – Yes, Motion Approved.

2. PUBLIC HEARING AT 10:30am- LIENS INTENT:

President Curtis made the motion to approve the filing of a Lien against APN#: 131-350-031. Vice President Kogge seconded the motion. Roll Call: President Curtis– Yes, Vice President Kogge – Yes, Board Member Sechrist – Yes, Board Member Seney – Yes, Motion Approved

3. PRESENTATION OF THE 2019/20 BUDGET:

Administrative Manager Bradley presented for discussion and action the final draft of the 2019/20 budget. The Water/Sewer Budget shows an operating expense of \$467,480, an increase in income of \$12,516, a projected reserve balance of \$414,048 after \$106,000 in projected expenses. The Fire budget includes an Operations & Special Projects expense of \$102,837, an increase in income of \$2,201, a new capital reserve acct.\$75,462, which encompasses, an annexation reserve of \$30,000 a fuel break reserve of \$20,000 and an un-allocated amount of \$26,462.

President Curtis made the motion to adopt the 2019/20 Budget. Board Member Seney seconded the motion. Roll Call: President Curtis– Yes, Vice President Kogge – Yes, Board Member Sechrist – Yes, Board Member Seney – Yes, Motion Approved

Administrative Manager Bradley presented for discussion and action amendments to the 2018/2019 budget. Due to the recent staff changes the CSD surplus in funds of \$17,427.02. The surplus of funds was allocated to increase the budget for the following accounts. Miscellaneous: \$4,000, Office Supplies: \$1,000, Falling Water Leachfield: \$1,000, Professional Services – other, \$700, Travel & Accommodations: \$2,000, HOA/CSD fees: \$1,000, Ground Water Management: \$3,000, Booster Stations: \$1513.51, Distribution Pipes: \$1213.51, General Engineering: \$2,000.

President Curtis made the motion to approve the 2018/19 budget amendments. Vice President Kogge seconded the motion. Roll Call: President Curtis– Yes, Vice President Kogge – Yes, Board Member Sechrist – Yes, Board Member Seney – Yes, Motion Approved

4. **PLACEMENT OF DELINQUENCIES ON THE PLUMAS COUNTY TAX ROLL:**

Administrative Manager Bradley presented for discussion and action the placement of District delinquencies on the Plumas County Tax Roll for collection. She informed the board that there were one hundred and twelve delinquent properties to be placed on the Plumas County Tax Roll.

President Curtis made the motion for Administrative Manager Bradley to bring the process in placing all one hundred and twelve delinquent properties on the Plumas County Tax Roll. Board Member Seney seconded the motion Roll Call: President Curtis– Yes, Vice President Kogge – Yes, Board Member Sechrist – Yes, Board Member Seney – Yes, Motion Approved

5. **SCHEDULING OF BOARD MEETING DATES FOR FY 2019/2020:**

The Board meeting dates and times for the 2019/20 fiscal year were approved for the following:

- Friday: July 12th, 2019 – 10:00 am
- Friday: August 30th, 2019 -10:00am
- Friday: September 20th, 2019 – 10:00am
- Friday: November 8th, 2019 – 10:00am
- Thursday: December 19th, 2019 – 2:00pm
- Friday, January 10th, 2020 – 10:00am
- Friday: February 14th, 2020 – 10:00 am
- Friday: March 13th, 2020 – 10:00am
- Friday: April 10th, 2020 – 10:00am
- Friday: May 15th, 2020 – 10:00am
- Annual Meeting Memorial Day Weekend
- Friday: June 12th, 2020 – 10:00 am

6. **FIRE SUPPRESSION AND EMERGENCY SERVICES CONTRACT WITH EASTERN PLUMAS FIRE DEPARTMENT:**

President Curtis presented for discussion and action the 2019/20 contract for Fire Suppression and Emergency Services with Eastern Plumas Fire Department for the Gold Mountain Community Services District. She informed the board that a committee consisting of President Curtis, Financial Director St. Pierre and General Manager McLaughlin was formed to review the existing fire protection contract with Eastern Plumas Rural Fire Department. It was recommended that the board approve this contract on a five year basis with a 3% increase each year. The total cost for the 2019/20 Fire Suppression and Emergency Services contract with Eastern Plumas Fire Department was \$37,000.

President Curtis made the motion to adopt the 2019/20 contract for Fire Suppression and Emergency Services with Eastern Plumas Fire Department for the Gold Mountain Community Services District. Vice President Kogge seconded the motion. Roll Call: President Curtis– Yes, Vice President Kogge – Yes, Board Member Sechrist – Yes, Board Member Seney – Yes, Motion Approved

7. **LEGISLATIVE DAYS PRESENTATION:**

Administrative Manager presented for discussion the Legislative Days Conference she attended in Sacramento. No action required.

8. **RISK ASSESMENT PROJECT:**

Board Member Seney presented for discussion and action the risk assessment project in the CSD. She informed the board that the project was a five step process that included the following: Plan & Establish, Identify Risks, High Level Assessment & Prioritization, Deep Level Assessment & Monitor, and lastly Control & Communicate. President Curtis recommended the board establish a Risk Assessment Committee to streamline this project. The board agreed.

President Curtis made the motion to establish a Risk Assessment Standing Committee with Board Member Seney & Sechrist as the facilitators. Vice President Kogge seconded the motion. Roll Call: President Curtis– Yes, Vice President Kogge – Yes, Board Member Sechrist – Yes, Board Member Seney – Yes, Motion Approved

Board Member Sechrist left the board meeting 1:03pm.

F REPORTS:

1. **GENERAL MANAGER’S REPORT:**

Discussion Item – No Action Required

2. **ADMIN REPORT:**

Discussion Item – No Action Required

3. **FIELD REPORT:**

Discussion Item – No Action Required

4. **FINANCIAL REPORTS:**

a) Warrant Register Reports for April – May 2019:

President Curtis made the motion to accept Warrant Register for April – May 2019; Vice President Kogge seconded the motion. Roll Call: President Curtis– Yes, Vice President Kogge – Yes, Board Member Seney – Yes, Motion Approved

b) Budget Comparison & Financial Reports for April – May 2019:

President Curtis made the motion to accept the Budget Comparison & Financial Reports for April – May 2019; Vice President Kogge seconded the motion. Roll Call: President Curtis– Yes, Vice President Kogge – Yes, Board Member Seney – Yes, Motion Approved.

c) Third Quarter Investment Report:

Administrative Manager Bradley reviewed the 2018/19 investment report. The W&S account balance as of March 2019 was \$517,940.74. The Fire account balance as of March 2019 was \$76,018.42.

5. **COMMITTEE REPORTS:**

a) Firewise Committee Report:

Vice President Kogge, reported that the Annual Firewise Day was a success with 43 attendees. As a result, the committee had a new member join. The next committee meeting was scheduled for June 26th, 2019.

b) Fire Protection Committee:

There was no report from the Fire Protection Committee.

c) Fire Coordinator Updates:

Fire Coordinator reported that the Quick Attack Vehicle’s pump was prepared, and all Personal Protection Equipment was received, he was going to create a QAV volunteer application form for potential trainees.

6. **DIRECTORS’ REPORTS:**

There were no reports from the Board of Directors.

G ADJOURN:

The meeting adjourned at 2:06pm.

These minutes were approved by the Board of Directors of the Gold Mountain Community Services District at the regular Board meeting on July 26th, 2019.

Cary Curtis, President

Attest: Tiana Bradley, District Secretary