

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

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

**Friday, June 16<sup>th</sup>, 2017– 10:00am**

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**A CLOSED SESSION @9:30am:**

- a) **EXPOSURE TO POTENTIAL LITIGATION** - Closed session pursuant to Government Code Section 54956.9(e)(3), Exposure to potential litigation; 1 case.

**B CALL MEETING TO ORDER:**

The meeting was called to order at 10:02am.

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

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

Absent: None

**C REPORT ON CLOSED SESSION:**

President McLaughlin provided an update on the status of the closed session.

**D APPROVAL OF MINUTES:**

Board Member Curtis made the motion to approve and adopt the minutes from the May 12<sup>th</sup>, 2017 Regular Meeting.

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.

**E PUBLIC COMMENT:**

No Comment

**F OLD BUSINESS:**

**1. Policy 3090 “EXCAVATION CLEARANCE REQUIREMENT”:**

Board Member Long presented for discussion and action the second reading of draft District policy 3090 “Excavation Clearance Requirement. Policy 3090: “Prior to any excavation on roads or roadsides in Gold Mountain, there is a requirement that the party doing the excavation mark the boundaries of the excavation site, make a list of affected operators of underground facilities, and make a request to USA North to request underground utility locations be marked. All Gold Mountain utility operators shall mark the locations of their underground lines before any excavation can start on any Gold Mountain property.”

Board Member Curtis made the motion to approve the seconding reading of District Policy 3090 “Excavation Clearance Requirement” Board Member Long seconded the motion it was unanimously approved by Roll Call vote.

**2. ADOPTION OF THE 2017/18 BUDGET:**

General Manager Gossage presented for discussion and action the final draft of the 2017/18 budget. The proposed changes to the Water and Sewer budget included an additional \$5000 for the Master Plan for a total of \$10,000, an increase of \$60,000 for the Falling Water Leachfield Dosing Station for a total of \$100,000. The proposed changes to the Fire budget included an additional \$3,000 for the Fire Consultant for a total of \$6,000 an increase of \$250 for the Fuel break Reserve for a total budgeted amount of \$2500.

Board Member St. Pierre made the motion to adopt the final draft of the 2017/18 budget. Board Member Long seconded the motion and it was unanimously approved by Roll Call vote.

**G NEW BUSINESS:**

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

Office Administrator 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 three delinquent properties to be placed on the Plumas County Tax Roll.

The properties included APN#'s, 131-320-024, 131- 240-016 and 131-120-022. The total amount owed to the CSD in delinquent charges was \$7,279.22.

Board Member St. Pierre made the motion for "Office Administrator Bradley to being the process in placing APN#'s 131-320-024, 131-240-016 and 131-120-022 on the Plumas County Tax Roll" Board Member Long seconded the motion and it was unanimously approved by Roll Call vote.

**2. SCHEDULING OF BOARD MEETING DATES FOR FY 2017/18:**

The Board meeting dates and times for the 2017/18 fiscal year were approved for the following:

- Friday: July 21<sup>st</sup>, 2017 – 10:00 am
- Sunday: September 3<sup>rd</sup>, 2017 – Annual Meeting
- Friday: October 27<sup>th</sup>, 2017 – 10:00 am
- Friday: December 8<sup>th</sup>, 2017 – 10:00 am
- Friday: February 9<sup>th</sup>, 2018 – 10:00am
- Friday: April 13<sup>th</sup>, 2018 – 10:00am
- Friday: May 11<sup>th</sup>, 2018 – 10:00 am
- Friday: June 15<sup>th</sup>, 2018 – 10:00 am

**3. SYSTEM PRESSURE POLICY:**

General Manager presented for discussion the development of a policy regarding minimum system pressure to lots and installation of individual booster stations. He informed the board the CA Gov. Code requires all existing distribution systems to supply 20 pounds of pressure per square inch, and all new distribution systems to supply a minimum of 40 pounds per square inch. The recommendation was to have CSD staff develop a policy requiring the distribution system to supply a minimum of 30 pounds of pressure, and if this requirement is not met, authorize existing customers to install an individual booster station at their home with financial assistance from the District . The board agreed and requested General Manager Gossage to draft a system pressure policy that would present the details. The Board also requested the General Manager to research the typical total cost for individual booster stations and report back at the next regularly scheduled board meeting. In addition the board authorized General Manager Gossage to financially assist an existing customer on Nighthawk with the purchase of an individual booster station, subject to a \$1000.00 limit.

**4. CALIFORNIA SPECIAL DISTRICTS ASSOCIATION ELECTION:**

Office Administrator Bradley presented for discussion and action the 2017 Official Ballot for California Special Districts Association Northern Area Board of Directors Position. The board casted their one vote, thereafter the ballot was sent to the California Special Districts Association.

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

General Manager Gossage presented for discussion California Government Codes 61040-61053 regarding the Board Treasurer position and appointment. He informed the board that Gov Code "61040€ states a member of the board of directors shall not be the General Manager, District Treasurer, or any other compensated employee." Therefore, President McLaughlin recommended that the board change Board Member St. Pierre's official title and appoint General Manager Gossage as the District Treasurer in addition to his existing title, the board agreed. General Manager Gossage also stated that staff would be working on developing a Resolution specifying district requirements for accounting & auditing procedures and developing a Policy outlining the processes for the CSD's paying of bills and steps taken to ensure good accounting and auditing practices. Lastly, President McLaughlin requested Office Administrator Bradley to research what other districts call their financial representative on the board and report back at the next regularly scheduled board meeting.

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


a) Master Plan Update:

After meeting with the Engineer, the CSD is now waiting on an updated first draft of the Master Plan.

b) Falling Water LF Dosing Station:

The contractor is scheduled to start the following week .

c) General Operations & Miscellaneous Items Update:

 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.

General Manager Gossage informed the board that he would be purchasing a maintenance vehicle (utility cart) to provide transportation for temporary District employees.

The CSD hired an electrician to move a few Sewer Control Panels from the inside customer homes to the outside where they can be accessed by District personnel.

**Water Dept:** All was well, demand was slightly up from last month, as irrigation systems are coming online with a few associated issues. Well 33 is online and is running fine.

**Sewer Dept:** Flows were up slightly probably due to the Lodge. The Windsong Leachfield is now back online. Staff is still trying to determine why the leachfields had so much infiltration during the winter storms.

**Fire Dept:** A new carburetor was installed on the fire pump. The pump is now back in the truck and ready for use when needed. The job announcement for a Fire Coordinator will be advertised the following week.

**Falling Water Leach Field Expansion:** The State has responded to the preliminary plan, with some requests for some additional information.

**Altitude Recreation Center:** Nakoma is moving along with the water system improvements. The installation from new 8" water main is now completed. The new water tie in installation was to be completed the following week. The septic tank & sand filter was set to go in as well. Lastly, there was discussion on the total expense the CSD has accumulated for the project.

## 2. OFFICE ADMINISTRATOR'S REPORT:

### a) Office & Miscellaneous Items Update:

Office Administrator Bradley informed the board that all billing statements would be going out the week of the 20<sup>th</sup>. There was an IRWM Meeting scheduled for June 23<sup>rd</sup>, 2017. Lastly, the board authorized the waiving of late & interest charges for six customers for a total of \$1.43.

### b) Water Usage Update:

Office Administrator Bradley reviewed the CSD's total water usage for the month of May 2017 which was 561,872 gallons vs. May 2013 usage of -801,682 gallons. The total year-end usage was down by 19% from the year 2013. From January through May 2017 there were four leaks totaling 108,560 gallons.

### c) Legislative Days Synopsis:

Office Administrator Bradley provided they board with a synopsis of the Legislative Days conference she attended on behalf of the Plumas County Special District Association from May 15<sup>th</sup> – 17<sup>th</sup>, 2017.

### d) Fire Tax Resolution:

Office Administrator Bradley confirmed that Resolution No. 2016/ 17 - 02 adopted on May 12<sup>th</sup>, 2017 supersedes the previously adopted resolution on July 22<sup>nd</sup>, 2016.

### e) Plumas Bank CD:

Office Administrator Bradley informed the board that the Plumas Bank CD was set to mature on July 8<sup>th</sup>, 2017. Therefore, staff would close the CD after the maturity date.


## 3. FINANCIAL REPORTS:

### a) Warrant Register Reports for May 2017:

General Manager Gossage presented for review and acceptance the Warrant Registers for May 2017. Board Member St. Pierre made the motion to accept the Warrant Registers for May 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, and Board Member Long – Yes. Motion Approved

### b) Budget Comparison & Financial Reports for May 2017:

General Manager Gossage presented for review and acceptance the Budget Comparison & Financial Reports May 2017. Board Member St. Pierre made the motion to accept the Budget Comparison & Financial Reports May 2017. Vice President O'Brien

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

**4. COMMITTEE REPORTS:**

a) Firewise Committee Report

Vice President O’Brien reported that there are 4 remaining critical lots. The Committee is now requesting the GMHOA to seek court injunctions against them to bring their properties into compliance. The Startop mastification project is almost completed. The Committee has started contacting the remaining owners whose lots are ranked high and are having a very good response. Firewise Day is scheduled for Sunday, September 3<sup>rd</sup>, 2017 and there will be a Pancake Breakfast included. Lastly, the countywide Chipping Program was scheduled for July 10<sup>th</sup>, 2017

b) Fire Protection Committee:

President McLaughlin reported that the Fire Protection Contract was approved the Portola City Council. The city’s fire tax initiative failed, they are now looking into fundraising opportunities.

c) Fire Tax Committee:

Board Member Curtis reported that the committee is currently working on a revised document to be reviewed by the CSD board at the next regularly scheduled board meeting. This document is to be used for discussion with the board of supervisors individually. The committee is waiting on the county to provide this year’s current numbers for Property Tax Sharing.

**5. DIRECTORS’ REPORTS:**

President McLaughlin informed the board that he drafted a letter for the GMHOA on the matter of the Backhoe Partnership between the CSD & HOA. The letter would be presented at the next regularly scheduled board meeting.

**H ADJOURN:**

The meeting adjourned at 11:29am

These minutes were approved by the Board of Directors of the Gold Mountain Community Services District at the regular Board meeting on July 21<sup>st</sup>, 2017.

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Rich McLaughlin, President

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Attest: Tiana Bradley, District Secretary