

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

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

**Friday, May 11th, 2018– 2:00pm**

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**A CALL MEETING TO ORDER:**

The meeting was called to order at 2:00pm.

Present: President Rich McLaughlin, Vice President Curtis, Board Member Kathryn Kogge, Board Member Rene St. Pierre, Board Member Jonathan Sechrist

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

Absent: None

**B APPROVAL OF MINUTES:**

Board Member Sechrist made the motion to approve and adopt the minutes from the April 6<sup>th</sup>, 2018 regular Meeting.

Board Member Kogge seconded the motion, Roll Call: President McLaughlin – Yes, Vice President Curtis – Abstain, Board Member St. Pierre – Yes, Board Member Kogge – Yes, Board Member Sechrist – Yes, Motion Approved

**C PUBLIC COMMENT:**

The following people introduced themselves to the board:

Plumas County LAFCO Director: Jennifer Stevenson

Beckwourth Fire District: George Bundy & Denise Downs

Eastern Plumas Fire District: Elaine Frank & Jeanne Graham

City of Portola Mayor: Pat Morton

City of Portola Mayor Pro Tem: Tom Cooley

Plumas County District Supervisor Mike Sanchez: Mr. Sanchez invited all attendees the Town Hall Meeting scheduled for June 11<sup>th</sup>, 2018, @ the Beckwourth Church, to discuss fire protection services, LAFCO and also answer questions that may be directed to the following fire departments: Eastern Plumas Fire Dept., Portola Fire Dept., Beckwourth Fire Dept., and Sierra Valley Fire Dept.

**D OLD BUSINESS:**

**1. FIRE PROTECTION:**

President McLaughlin presented for discussion a Fire Protection Services update for Gold Mountain. He informed the community that the CSD had received a draft proposed contract from Eastern Plumas RFPD which the board was to discuss later in closed session.

President McLaughlin introduced Plumas County LAFCO director Jennifer Stevenson. Ms. Stevenson provided the attendees and board with a power point presentation that gave a detailed explanation as to what the Local Agency Formation Commission (LAFCO) represents and the duties of commission.


Ms. Stevenson listed out all of the options that the GMCSO and other CSD's can utilize for Fire Protection. They included the following: 1) continued contract services, 2) annexation into an existing district, 3) consolidation of two or more agencies, 4) the formation of a new regional district, and lastly the formation of Joint Powers Agreement. The board decided to go with continued contract services at this time.

**2. ACCOUNTS RECEIVABLE POLICY #3009:**

Office Administrator Bradley presented for discussion and action the second reading of the Accounts Receivable Policy #3008. This policy outlines the District's procedures for reconciling the bank accounts and processing of payments from customers. As per the request of the board the policy now has an additional line item that requires the General Manager and Financial Director to review the bank accounts every quarter and consider transferring of funds to the investment account.

Board Member St. Pierre made the motion to adopt Policy #3009 "Accounts Receivable Policy". President McLaughlin seconded the motion and it was unanimously approved by Roll Call vote.

**E NEW BUSINESS:**

 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.

1. **PUBLIC HEARING AT 3:15pm- LIENS INTENT:**

Vice President Curtis made the motion to approve the filing of a Lien against APN#: 131-360-010. Board Member Kogge seconded the motion and it was unanimously approved by Roll Call vote.

2. **ANNUAL MEMBERSHIP MEETING PLANNING:**

President McLaughlin presented for discussion CSD related items for the 2018 Annual Membership Meeting. He informed the board that he and General Manager Gossage would provide a presentation; that would include Opening Remarks, a Financial Review, Operations Review, Master Plan Review, Fire Presentation, Firewise Presentation & allow time for Questions & Answers. No further action was required.

The Annual meeting was scheduled for May 27<sup>th</sup>, 2018 @ 1:00pm

1. **GOLD MOUNTAIN HOA BOARD ELECTION:**

Office Administrator Bradley presented to the board the secret ballot to vote on candidates for the Gold Mountain Homeowner Association Board Director Positions.

The Board cast their three votes for the three Gold Mountain Homeowners Association Board of Directors Positions. Office Administrator Bradley informed the board that she would tally all of the votes and send the completed secret ballot to the Gold Mountain Homeowners Association.

2. **PRESENTATION OF THE 2018/19 BUDGET:**

General Manager Gossage presented for discussion and action the first draft of the 2018/19 budget. The proposed Water and Sewer budget includes a total operations expense of \$396,689, a depreciation expense of \$40,000, an increase in income of \$13,652, a Capital Reserve expense of \$100,000. A new Operational Reserve was created and had budgeted expenses of \$48,000. The Water & Sewer operating budget shows an increase in expenses of \$16,490 over last year. The proposed Fire budget includes an Operations budget of \$80,227, a Capital Expense budget of \$20,000, an increase in income of \$955, a projected balance in Capital Reserves of \$208,435, an annexation reserve of \$30,000 and a Fuel Break Reserve of \$20,000. The Fire Operating Budget shows an increase in expenses of \$3,714 over last year mostly due to an increase in the Fire Protection Contract. The Board requested some minor changes to the budget with the final reading scheduled for June 15<sup>th</sup>, 2018.

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

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

General Manager Gossage informed that board that he had hired a new temporary Maintenance Worker to assist Skyler out in the field.

**Water Dept:** Staff had shifted from using Well 17 to using Well 33. Lastly there were still issues with the Well 29 level sensor.

**Sewer Dept:** Everything was running smoothly.

**Fire Dept:** There was nothing additional to report on the Fire Dept.

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

Work will resume on the FWLF Dosing Station as soon as the weather improves.


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

a) **Office & Miscellaneous Items Update:**

Office Administrator Bradley informed the board that there was PCSDA meeting schedule for May 20<sup>th</sup>, 2018 @ 1:00pm at the Plumas County Building Dept. She reminded the board that she would be starting the process of placing delinquent properties on the Plumas County Tax Roll and starting the process for the Fire Tax.

b) **Water Usage Update:**

Office Administrator Bradley reviewed the CSD's total water usage for the month of March 2018 was 168,775 gallons vs. March 2013 usage was 164,763 gallons. The total year-end usage was down by 3% from the year 2013.

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Lien Process:

Office Administrator Bradley presented for discussion and action the filing of liens against any property six months delinquent. She informed the board that there are property owners that make partial payments on their account, however continue to remain delinquent. Therefore, she requested the board to allow staff to file liens against any property owner who is delinquent on their account for six months or more.

President McLaughlin made the motion to file liens against any property that is six months delinquent of \$250.00 or more. Board Member Sechrist seconded the motion and it was unanimously approved by Roll Call vote.

**3. FINANCIAL REPORTS:**a) Warrant Register Reports for March 2018:

General Manager Gossage presented for review and acceptance the March 2018 Warrant Register reports. Board Member St. Pierre made the motion to accept the Warrant Registers for March 2018. Vice President Curtis seconded the motion and it was unanimously approved by Roll Call vote.

b) Budget Comparison & Financial Reports for March 2018:

General Manager Gossage presented for review and acceptance the Budget & Financial Reports for March 2018. Board Member St. Pierre made the motion to accept the Budget & Financial Reports March 2018. Board Member Sechrist seconded the motion and it was unanimously approved by Roll Call vote.

**4. COMMITTEE REPORTS:**a) Firewise Committee Report:

Board Member Kogge informed the board that everything was ready to go for the May 27<sup>th</sup>, 2018 Firewise Day Pancake breakfast. She and Fire Manager Judy clot had purchased all the supplies for the Emergency Preparedness bags that included, flashlight/radio , backpack (good quality) with Gold Mountain logo, universal tool/medical kit, and a 7 in 1 function whistle. Community Member Tom O'Brien would be cooking the breakfast and the Sierra Valley Gun Club would be supplying the tables and chairs. The guests would include: Eastern Plumas Fire Dept, Cal Fire and Grizzly Ranch Firewise Committee, Community Member Ted Dobbs to discuss homeowners insurance and Community Member Mike Callaghan to discuss the Chipping Program and on-site sign-ups for CodeRed. Lastly there would be a demonstration on the Quick Attack Vehicle.

There was a State Farm grant opportunity of \$25,000 for Communities with un-met needs that board member Kogge would be looking into for Gold Mountain.

Community member Mike Callaghan reminded the board that Gold Mountain Community wide Chipping Program would be launching on June 17<sup>th</sup> – June 23<sup>rd</sup>, and again Oct. 7<sup>th</sup> – 13<sup>th</sup>. Lastly, he informed the board that Alertcast was no longer in operation.

b) Fire Tax Committee:

There was no report from the Fire Tax Committee.

**5. DIRECTORS' REPORTS:**


There were no Directors Reports.

**F CLOSED SESSION:**a) **FIRE PROTECTION SERVICES CONTRACT:** - Fire Protection Services for Gold Mountain.

The board decided to create a negotiating Fire Contract committee that included, Board Member St. Pierre, Vice President Curtis, and Fire Coordinator Bill Robinson to work with Eastern Plumas Fire Dept. on developing a two year fire contract with a one year option to extend. The contract would be reviewed the CSD attorney prior to approval. The contract would be approved by June 15<sup>th</sup>, 2018

**G REPORT ON CLOSED SESSION:****H ADJOURN:**

The meeting adjourned at 5:45pm

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These minutes were approved by the Board of Directors of the Gold Mountain Community Services District at the regular Board meeting on June 15<sup>th</sup>, 2018.

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Rich McLaughlin, President

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Attest: Tiana Bradley, District Secretary