

GOLD MOUNTAIN COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
MEETING MINUTES

150 Pacific Street, Suite 5, Portola, CA
Thursday, November 29th, 2018 @10:00am

A CALL MEETING TO ORDER:

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

Present: President Cary Curtis, Vice President: Kathryn Kogge, Board Member Jonathan Sechrist, Financial Director St. Pierre
Staff: Interim General Manager: Rich McLaughlin, Office Administrator: Tiana Bradley, Operator: Skyler Allingham, Fire
Coordinator: Bill Robinson, Fire Manager: Judy Clot
Absent: None

B APPROVAL OF MINUTES:

Vice President Kogge made the motion to adopt the minutes from the September 24th, 2018 Regular Meeting. President Curtis seconded the motion. Roll Call: President Curtis– Yes, Vice President Kogge – Yes, Financial Director St. Pierre – Yes, Board Member Sechrist – Yes, Motion Approved

C PUBLIC COMMENT:

None.

D OLD BUSINESS:

1. GENERAL MANAGER POSITION UPDATE:

President Curtis provided an update on the status of filling the General Manager Position. She informed the board that after thirty days of the district advertising for the position, one application was received. The board agreed to continue to advertise for the position for an additional thirty days. No further action was required.

E NEW BUSINESS:

1. Policy 2101 “METER READ PROCEDURES”:

Office Administrator Bradley presented for discussion the first reading of policy #2101 “Meter Read Procedures”. This policy outlines the District’s instructions for field staff reading customer’s meters and outlines office staff procedures for distributing all information to customers.

Financial Director St Pierre made the motion to waive the second reading of policy #2101 “Meter Read Procedures”. Vice President Kogge seconded the motion. Roll Call: President Curtis – Yes, Vice President Kogge – Yes, Board Member Sechrist – Yes, Financial Director St. Pierre – Yes, Motion Approved

Board Member St Pierre made the motion to adopt policy #2101”Meter Read Procedures.” Vice President Kogge seconded the motion. Roll Call: President Curtis – Yes, Vice President Kogge – Yes, Board Member Sechrist – Yes, Financial Director St. Pierre – Yes, Motion Approved

2. Policy 2102 “RESERVE PROCEDURES”:


Office Administrator Bradley presented for discussion policy #2102 “Reserve Procedures”. She recommended the board establish a set of procedures for the management of reserve funds. Interim General Manager McLaughlin requested a meeting be scheduled between himself, the Financial Director and Office Administrator to discuss this matter. No further action was required.

3. EMPLOYEMENT CONTRACT: COMPTROLLER:

This item was differed to a later date.

4. BUDGET AMENDMENTS:

Office Administrator Bradley presented for discussion and action amendments to the 2018/2019 Water & Sewer budget. These amendments increase the budget in the following categories: Maintenance Worker Wages \$1550.00 & Flexible Compensation \$6300.00

 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.

President Curtis made the motion to adopt the 2018/19 Water & Sewer budget amendments. Financial Director St. Pierre seconded the motion. Roll Call: President Curtis – Yes, Vice President Kogge – Yes, Board Member Sechrist – Yes, Financial Director St. Pierre – Yes, Motion Approved

5. STAFF POSITION REVIEW:

Interim General Manager presented for discussion staff positions and district duties. The board agreed to revisit both the Office Administrator's and Operator's job descriptions so they may reflect their current district duties & responsibilities. Lastly, the board tasked Office Administrator Bradley in conducting a news county-wide wage study. No further action was required.

F REPORTS:

1. INTERIM GENERAL MANAGER'S REPORT:

a) General Operations & Miscellaneous Items Update:

Interim General Manager McLaughlin provided a debrief on the outcome of the 2017/18 audit.

b) Well 33 Easement Update:

Well 33 is on HOA property, therefore it was recommended the CSD request an easement from the HOA to utilize the property.

2. OFFICE ADMINISTRATOR'S REPORT:

a) Water Usage Update:

The CSD's total water usage for the month of September 2018 was 714,428 gallons vs. September 2013 usage was 595,532 gallons. The total year-end usage was down by 9% from the year 2013. The CSD's total water usage for the month of October 2018 was 759,935 gallons vs. October 2013 usage was 403,129 gallons. The total year-end usage was down by 1% from the year 2013.

b) Audit Update:

Office Administrator Bradley presented the final year-end numbers from 2017/18 audit. Net Income for the 2017/18 audit was 103,780.40 vs the 2016/17 audit with a net income of \$91,779.90, for an increase in income of \$12,000.50.

c) Billing Update:

Billing – Statements will be mailed & emailed by December 20th, 2018 the CSD will be including a customer contact form a Winter newsletter & Water Usage Billing for 2017/18 fiscal year.

d) Clerk Conference & Grant Writing Workshop Update:

Office Administrator Bradley provided a debrief on both the conference & the workshop.

e) Well House Grading Project Update:

The awarded bid amount was \$8,580.00 to McGarr Excavation. He is set to begin on December 3rd.

f) Fire Hydrant Installation Project Update:

The awarded bid amount was \$9,850.00 to McGarr Excavation.

FIELD REPORT:


a) Field Operations & Miscellaneous Items Update:

The next project to be undertaken is Well 29 Rehab, Operator Allingham plans on reprogramming the sounder with Keller America. Replacing the pressure tanks and contacting the GEO hydrologist to go over isotope testing. He is set to start the septic tank inspection program for 2019. Lastly, field staff is set to move five sewer boxes to the outside of homes.

b) Leachfield Update:

The Falling Water Leach Field Dosing Station is now online. There are a few things that still need to be completed: Finish painting the building and McGarr Excavation finishing the grading around building and valves. The plan is to Switch 50% sewer flow in the district to the leachfield.

c) Winter Preparation:

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Over winter Operator Allingham plans to review the Golf Course Flows from 2018, Replace Booster #4 pressure tanks, and execute the Valve Exercise Program.

d) Meter Replacement Program Update:

Twenty seven meters have been installed out of the thirty purchased.

3. FINANCIAL REPORTS:

a) Warrant Register Reports for September – October 2018:

Financial Director St. Pierre made the motion to accept Warrant Register for September – October 2018; President Curtis seconded the motion. Roll Call: President Curtis – Yes, Vice President Kogge – Yes, Board Member Sechrist – Yes, Financial Director St. Pierre – Yes, Motion Approved

b) Budget Comparison & Financial Reports for September - October 2018:

Financial Director St. Pierre made the motion to accept the Budget Comparison & Financial Reports for September - October 2018; , Vice President Kogge seconded the motion. Roll Call: President Curtis – Yes, Vice President Kogge – Yes, Board Member Sechrist – Yes, Financial Director St. Pierre – Yes, Motion Approved

c) First Quarterly Investment Report:

Office Administrator Bradley reviewed the 2018/19 the investment report. The W&S account balance as of October 2018 was \$513,180.85. The Fire account balance as of November 2018 was \$75,342.79

d) First Quarter Delinquency Report:

Office Administrator Bradley reviewed the 2018/19 delinquency report. As of November 2018 the CSD had three properties on the Plumas County Tax Roll totaling \$8,959.33, two recorded liens totaling \$1,240.01, two properties six months delinquent no liens totaling \$2,481.57 and one hundred thirty delinquent properties under 6 months totaling \$39,721.25. Zero liens were released and one lien was recorded this quarter.

4. COMMITTEE REPORTS:

a) Firewise Committee Report

Vice President Kogge, informed the board that Gold Mountain was re-certified as a Firewise community. Gold Mountain community members thru December 31st have a 10% discount to purchase Foam Fire Extinguishers. December 7th, there will be an open community meeting at the Nakoma Rec. Center to discuss fire safety, excavation plans, and fire prevention. There will be a documentary shown called Wilder then Wild which explores climate changes and the impact on the forest.

Fire Manager Clot, discussed the process for the CSD applying for the California Climate Investment Fire Prevention Grant Program. She informed the board that a resolution needed to be adopted in order to apply. Therefore, a special meeting would be scheduled to adopt the resolution.

Fire Coordinator Robinson provided an update on the CPR class held at Nakoma Resort for their employees. The plan is to have a CSD safety meeting for all employees in January. Lastly he is working on revising the safety manual and first responder binders.

b) Fire Protection Committee:

Beginning January 1st, 2019 discussions will begin for the CSD's next step in providing Fire Protection Services to the Gold Mountain community.

c) Fire Tax Committee:


There was no update from the Fire Tax Committee.

5. DIRECTORS' REPORTS:

a) Discussion of District Related Items:

President Curtis discussed memorial ideas for the CSD'S late General Manager Ivan Gossage. She also suggested the CSD put on an open house for the community to learn more about the CSD.

b) Eastern Plumas Rural Fire Protection District Meeting Update:

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Financial Director St. Pierre provided a debrief on the Eastern Plumas Rural Fire Protection District meeting.

c) LAFCO Meeting Update:

Financial Director St. Pierre provided a debrief on the Plumas County LAFCO meeting. The LAFCO committee discussed the name change for Gold Mountain switching to Nakoma.

The board convened to Closed Session @12:26pm.

G CLOSED SESSION:

a) **GENERAL MANAGER DISCUSSIONS** – Pursuant to Government Code Section §54957.6.

Interim General Manager McLaughlin reported that the board agreed to give Office Administrator Bradley & Operator Allingham each a bonus for their continued efforts, and dedication in ensuring success of the Gold Mountain Community Services District and for assuming additional duties. The board also agreed to recognize all other CSD employees.

The board re-convened to Open Session @1:32pm.

H ADJOURN:

The meeting adjourned at 1:32pm

These minutes were approved by the Board of Directors of the Gold Mountain Community Services District at the Regular Board meeting on January 11th, 2019.

Cary Curtis, President

Attest: Tiana Bradley, District Secretary