

GOLD MOUNTAIN COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
MEETING AGENDA

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

- A CALL MEETING TO ORDER:** Determination of a Quorum and Acceptance of Agenda. Roll Call Vote
- B APPROVAL OF MINUTES:** Approve and adopt the minutes from the September 24th, 2018 Regular Meeting. Roll Call Vote
- C PUBLIC COMMENT:** Under Government Code Section 54954.3, members of the audience may address the Board on any agenda item before or during the Board's consideration of the item. A maximum of five (5) minutes is allowed for each speaker.
- D OLD BUSINESS:**
1. **GENERAL MANAGER POSITION UPDATE:** Office Administrator will provide an update on the status of filling the General Manager Position. Discussion
- E NEW BUSINESS:**
1. **Policy 2101 "METER READ PROCEDURES":** Office Administrator to present for discussion policy #2101 "Meter Read Procedures". Discussion
2. **Policy 2102 "RESERVE PROCEDURES":** Office Administrator to present for discussion policy #2102 "Reserve Procedures". Discussion
3. **EMPLOYMENT CONTRACT: COMPTROLLER:** Office Administrator will present the draft Employment Contract for the Comptroller. Discussion & Possible Action
4. **BUDGET AMENDMENTS:** Office Administrator will present amendments to the 2018/2019 budget for the following categories: Flexible Compensation, & Maintenance Worker Wages. Discussion & Possible Action
5. **STAFF POSITION REVIEW:** General Manager to discussion staff positions and district duties. Discussion & Action
- F REPORTS:**
1. **INTERIM GENERAL MANAGER'S REPORT:**
- a) General Operations & Miscellaneous Items Update: Discussion
- b) Well 33 Easement Update: Discussion
2. **OFFICE ADMINISTRATOR'S REPORT:**
- a) Office & Miscellaneous Items Update: Discussion
- b) Water Usage Update: Discussion
- c) Audit Update: Discussion
- d) Billing Update: Discussion
- e) Clerk Conference & Grant Writing Workshop Update: Discussion
- f) Well House Grading Project Update: Discussion
- g) Fire Hydrant Installation Project Update: Discussion
- h) IFLOW Software Update: Discussion

FIELD REPORT:

- | | |
|--|------------|
| a) <u>Field Operations & Miscellaneous Items Update:</u> | Discussion |
| b) <u>Leachfield Update:</u> | Discussion |
| c) <u>Winter Preparation:</u> | Discussion |
| d) <u>Meter Replacement Program Update:</u> | Discussion |

3. FINANCIAL REPORTS:

- | | |
|---|----------------|
| a) <u>Warrant Register Reports for September – October 2018:</u>
Review and Acceptance of Warrants paid as presented by the Office Administrator. | Roll Call Vote |
| b) <u>Budget Comparison & Financial Reports for September - October 2018:</u>
Review and Acceptance of Reports as presented by the Office Administrator. | Roll Call Vote |
| c) <u>First Quarterly Investment Report:</u>
Review of the 2018/19 First Quarter investment report presented by the Office Administrator. | Discussion |
| d) <u>First Quarter Delinquency Report:</u>
Review of the first quarter delinquency report by the Office Administrator. | Discussion |

4. COMMITTEE REPORTS:

- | | |
|--|------------|
| a) <u>Firewise Committee Report</u>
Committee Update | Discussion |
| b) <u>Fire Protection Committee:</u>
Committee Update | Discussion |
| c) <u>Fire Tax Committee:</u>
- Committee Update | Discussion |

5. DIRECTORS' REPORTS:

- | | |
|---|------------|
| a) <u>Discussion of District Related Items:</u> | Discussion |
| b) <u>Eastern Plumas Rural Fire Protection District Meeting Update:</u> | Discussion |
| c) <u>LAFCO Meeting Update:</u> | Discussion |

G CLOSED SESSION:

- | |
|--|
| a) <u>GENERAL MANAGER DISCUSSIONS</u> – Pursuant to Government Code Section §54957.6. |
|--|

H ADJOURN: