

# **GOLD MOUNTAIN COMMUNITY SERVICES DISTRICT**

## **BOARD OF DIRECTORS**

### **MEETING MINUTES**

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

**Thursday, October 27<sup>th</sup>, 2016– 2:00pm**

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#### **A. CALL MEETING TO ORDER:**

The meeting was called to order @ 2:01pm.

Present: President Rich McLaughlin, Vice President Tom O'Brien, Board Members Tom Long & Rene St. Pierre. Board Member Cary Curtis arrived @ 2:06pm.

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

#### **B. APPROVAL OF MINUTES:**

Board Member St. Pierre made the motion to approve and adopt the minutes from the July 22<sup>nd</sup>, 2016 Regular Meeting.

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

Board Member St. Pierre made the motion to approve and adopt the minutes from the September 4<sup>th</sup>, 2016 Special Meeting. Vice President O'Brien seconded the motion Roll Call: President McLaughlin – Yes, Vice President O'Brien – Yes Board Member Curtis – Absent, Board Member St. Pierre – Yes, Board Member Long – Yes. Motion Approved.

#### **C. PUBLIC COMMENT:**

No Comment

#### **Board Member Curtis arrived at 2:06pm**

#### **D. OLD BUSINESS:**

##### **1. IRWM GRANT UPDATE:**


President McLaughlin provided an update on the Integrated Regional Water Management grant. He informed the board the CSD had been involved with Integrated Regional Water Management for the past eighteen months within the Municipal Services group. During this time the CSD submitted three projects which included a High Elevation Water Tank, High Elevation Well and a Water Reclamation Facility. These project applications were approved by the IRWM; however most of the grant funding opportunities required matching funds on the CSD's part. Therefore, President McLaughlin recommended that the CSD continue to research grant funding opportunities more suitable to the District. The board agreed. Lastly, the last meeting for the IRWM project is November 18<sup>th</sup>, 2016 @ 1:00pm.

##### **2. DROUGHT EMERGENCY UPDATE:**

President McLaughlin provided an update on the status of the drought. He informed the board that the CSD's total water usage for the month of September was 643,083 gallons. In addition, the total year-to-date usage through September 2016 was down by 19% from the year 2013. The current conservation target for the CSD was 12% with no state regulated percentage. He addressed his concerns with the amount of water loss through leaks or wasted water mostly through irrigation. An estimated 350,000 gallons of water was lost this calendar year. Therefore, he informed the board that he would be drafting a winterization e-mail to all homeowners reminding to them winterize their homes and irrigation systems to prevent water loss. Lastly, in the spring the CSD is going to do their due diligence in educating the community on responsible irrigation.

##### **3. FIRE & EMERGENCY SERVICES CONSULTANT:**

Roger Sprehn presented for discussion the status on the District's Fire & Emergency Services Facilitator. He informed the board that both he and General Manager Gossage collaborated and developed two draft job descriptions one for the Fire & Emergency Services Manager and Fire & Emergency Services Coordinator. In addition, they developed the list of priorities of the both the Manager and Coordinator. At the request of General Manager Gossage, Roger Sprehn began to work on the list of priorities. He reviewed documents, conducted a presentation at the Annual Meeting, held a successful training in Gold Mountain with both Eastern Plumas Fire department & Portola Fire Department, and is currently working on updating Tactical Emergency Response plan. His recommendations to the CSD board included that the Study for a Long Term Service Provider be updated and that the board not allocate funds towards equipment or facilities other than minor repairs. The contract with Mr. Sprehn still has \$3000.00 remaining in unspent funds.

 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 presented his three priorities that the CSD needs to address which included the completion of Tactical Emergency Response plan, updating the Fire Tax Resolution and lastly, the updating of the Strategic Plan. He informed the board that he was planning on presenting the final draft of the job descriptions at the next board meeting as some changes were needed. Lastly, Board Member Curtis suggested to include expertise in the area of Hazardous Fuel Reduction listed a requirement within the job descriptions.

Board Member St. Pierre made a suggestion to conduct a fire drill within Gold Mountain to determine who and when each Fire Department responds to the drill and during the contract negotiations to require the Fire Departments to have an automatic mutual aid agreement with each other. The board agreed to revisit these requests at the next board meeting on December 9<sup>th</sup>, 2016. Roger Sprehn informed the board that he will only be able to work on a volunteer basis with the CSD and no longer as a district employee. General Manager Gossage requested that the board approve Roger Sprehn to continue to work on Tactical Emergency Response Plan & the draft Fire Protection Contract for 2017/18 within the allocated contract amount.

President McLaughlin made the motion to continue the CSD's consultant relationship with Roger Sprehn to complete the Tactical Emergency Response Plan and work on the draft Fire Protection Contract for 2017/18. Board Member St. Pierre 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.

Board Member Long addressed his concerns on not having a CSD Policy that encompasses Fire Protection, the Tactical Emergency Response Plan and Fire Tax Resolution. Therefore, President McLaughlin requested Roger Sprehn to formulate a draft of a CSD Fire Policy.

#### 4. **ALTITUDE RECREATION CENTER PROJECT SYSTEM DEVELOPMENT CHARGES:**

President McLaughlin deferred this agenda item to a later date.

#### 5. **POLICY REVIEW PROGRAM:**

Board Member Long provided an update on the status of the 2016 Policy Review Program. He informed the board that General Manager Gossage created a priority list of policies that needed to be addressed, of this list of priorities Board Member Long suggested that the board draft policies for Easement Abandonment and Easement Acceptance. The board agreed.

Furthermore, Board Member Long presented to the board a list of potential new policies needed for the CSD. They included the following: Safety, Fire Protection, Job Description-Fire Consultant, Board Member Appointment/Election/Approval/Term/Involuntary Removal, annual Audit-requirement, procedure, audit firm hiring, presentation of results. Office Administrator Bradley informed the board that the CSD is mandated by Gov. Code for the Appointment/Election/Approval/Term/ Removal of a board member. In addition, the board tri-annually, by vote at a board meeting, approves the CSD's audit contract. As a result, the board requested Office Administrator Bradley to review the CSDA draft policy book for any sample Safety & Fire Policies and provide the board with the Gov. Code that CSD is mandated to abide by for Board Members and report back at the next board meeting on December 9<sup>th</sup>, 2016

### **E. NEW BUSINESS:**

#### 1. **APPOINTMENT OF OFFICE ADMINISTRATOR AS BOARD SECRETARY:**


Board Member St. Pierre made the motion to appoint Office Administrator Tiana Bradley as Board Secretary. 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, Board Member Long – Yes. Motion Approved.

#### 2. **2016/2017 BUDGET AMENDMENTS:**

General Manager Gossage presented for discussion and action three amendments to the 2016-2017 Fire Budget. These budget amendments would increase Master Plan budget by \$1000.00, increase the Fire Protection Consultant budget by \$5000.00 and remove \$1000.00 from the Fire Protection Contract budget.

President McLaughlin made the motion to approve the 2016/17 Budget Amendments. Board Member Curtis seconded the motion President McLaughlin – Yes, Vice President O'Brien – Yes, Board Member Curtis – Yes, Board Member St. Pierre – Yes, Board Member Long – Yes. Motion Approved.

#### 3. **AMEND POLICY 2020 "VACATIONS":**

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General Manager presented for discussion and action an amendment to District Policy 2020 "Vacations". He informed the board that after reviewing the policies he wished to propose an amendment to the policy. The policy amendment would include the language "No vacation time may be taken until the employee has completed a least one year of regular employee status." The board agreed to this change. Board Member St. Pierre requested Office Administrator Bradley to research the State of California Use it or lose it Law for vacation time and report back at the next board meeting on December 9<sup>th</sup>, 2016

President McLaughlin made the motion to waive the second reading to amend Policy #2020 Vacations. Board St. Pierre seconded the motion President McLaughlin – Yes, Vice President O'Brien – Yes, Board Member Curtis – Yes, Board Member St. Pierre – Yes, Board Member Long – Yes. Motion Approved

Board St. Pierre made the motion to amend Policy #2020 Vacations to include the language "No vacation time may be taken until the employee has completed a least one year of regular employee status." Board Member Curtis seconded the motion President McLaughlin – Yes, Vice President O'Brien – Yes, Board Member Curtis – Yes, Board Member St. Pierre – Yes, Board Member Long – Yes. Motion Approved

#### 4. **RESOLUTION NO. 2014/15 -06:**

Office Administrator Bradley presented for discussion and action the rescinding of Resolution No. 2014/15 – 06, A Resolution of Gold Mountain Community Services District to rescind a portion of the Districts Water and Sewer Collection Policy. A portion of this resolution was in violation of district policy 3030.8. Therefore Office Administrator Bradley requested the board to approve Resolution No. 2016/17-04 removing the portion that was in violation.

Board Member St. Pierre made the motion to rescind Resolution No. 2014/15 – 06 A Resolution of Gold Mountain Community Services District to rescind a portion of the Districts Water and Sewer Collection Policy. President McLaughlin seconded the motion President McLaughlin – Yes, Vice President O'Brien – Yes, Board Member Curtis – Abstain, Board Member St. Pierre – Yes, Board Member Long – Yes. Motion Approved.

Board Member St. Pierre made the motion to approve Resolution No. 2016/17 – 04 A Resolution of Gold Mountain Community Services District to rescind a portion of the Districts Water and Sewer Collection Policy. Board Member Long seconded the motion President McLaughlin – Yes, Vice President O'Brien – Yes, Board Member Curtis – Abstain, Board Member St. Pierre – Yes, Board Member Long – Yes. Motion Approved

#### 5. **FIRE TAX RESOLUTION:**

President McLaughlin deferred this agenda item to a later date.

#### 6. **GMCS/D/HOA RELATIONS:**

President McLaughlin initiated discussion regarding the current status of CSD/HOA Relations. He addressed rumors that had been circulating within the community of the CSD and HOA having strained relations. President McLaughlin explained that the rumors had no merit and simply informed the public that the CSD & HOA had a different set of priorities and duties within the community. The task at hand now was to better educate the community of the duties at hand for both entities.

### **F. REPORTS:**

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


##### a) **Falling Water Leach Field Expansion Report:**

General Manager Gossage informed the board that the CSD is waiting on the engineers to come up with a package that can be provided to the regulatory authorities for approval.

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

General Manager Gossage informed the board that phase one went out to bid which included the installation of the 5,000 gallon tank and trenches for the installation of all of the conduits and power lines to all the valves in the existing fields. There was only one bidder, McGarr Excavation and the bid was **\$15,763**. The tank is to be purchased itself for \$17,000. The CSD received an estimate from Jensen Precast for a total of \$60,000 for the controller; however this still needs to be put out to bid. The latest cost estimate for the project is \$93,000 vs. \$199,000 and \$247,000 which were the two original bids rejected by the Board.

##### c) **General Operations & Miscellaneous Items Update:**

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General Manager Gossage informed the board the Well 33, was running smoothly and had been pumping since mid-May with 3,334,965 gallons pumped so far and flow still good at 40gpm. The well level was down 15 feet yet stable.

General Manager Gossage notified the board that the CSD replaced a pump in Booster Station 5. In addition, the CSD also installed a flow meter at Booster Station 4.

General Manager Gossage relayed to the board that CSD staff had been working on improving the Septic Tank Inspection and Pumping Program which assists in determining which septic tanks need to be inspected or pumped.

General Manager Gossage made the board aware that in the Fire Operations Dept. the CSD had a tour of Nakoma Lodge and Altitude with Portola Fire Dept., Eastern Plumas Fire Dept., Tom Forster, and Roger Sprehn. This tour triggered additional mapping of both facilities to be included in the CSD's Tactical Emergency Response Plan showing propane tanks, fire connections etc.

General Manager Gossage informed the board that the 2015/16 audit had been completed on October 11<sup>th</sup> & 12<sup>th</sup> everything went smoothly. President McLaughlin requested Office Administrator Bradley to contact Bob Johnson and see if he could attend the next board meeting on December, 9<sup>th</sup>, 2016 to conduct an overview of the 2015/16 Audit.

## 2. OFFICE ADMINISTRATOR'S REPORT:

### a) Quarterly Delinquency Report:

Office Administrator Bradley reviewed the 1<sup>st</sup> Quarter 2016/17 delinquency report. For the 1<sup>st</sup> quarter the CSD has six properties on the Plumas County Tax Roll totaling \$9,109.14, one recorded lien totaling \$2.54, fourteen delinquent properties under 6 months.

### b) APN# 131-190-002 Delinquency Update:

Office Administrator Bradley informed the board that APN# 131-190-002, sold on 09/30/16 which paid off the balance owed on the account for a total of \$788.15. This property has now been removed from the Plumas County Tax Roll.

### c) APN# 131-150-009 Tax Sale Update:

Office Administrator Bradley informed the board APN# 131-150-009 sold at the Plumas County Tax Sale on 5/12/15, when sold the CSD wrote off all delinquent charges for a total of \$7,045.98. On 09/30/16 the CSD received a check from the County for a total of \$4,638.46. These funds were from the Claim of excess proceeds filed by the District.

### d) Billing Update:

Office Administrator Bradley informed the board that the billing was completed for the second quarter for the 2016/17 fiscal year. In addition, the CSD had two properties merge into one.

## 3. FINANCIAL REPORTS:

### a) Warrant Register for July, August & September 2016:

General Manager Gossage presented for review and acceptance the Warrant Registers for July 2016, August 2016 & September 2016. Vice President O'Brien made the motion to accept the Warrant Registers for July 2016, August 2016 & September 2016. 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, and Board Member Long – Yes. Motion Approved.


### b) Financial Reports for the First Quarter of 2016/17 fiscal year:

General Manager Gossage presented for review and acceptance the Budget and Financial Reports for July 2016, August 2016 & September 2016. Board Member St. Pierre made the motion to accept the Budget and Financial Reports for July 2016, August 2016 & September 2016. 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.

### c) First Quarter Investment Report:

Board Member St. Pierre reviewed the 2016/17 First Quarter investment report He informed the board that as of September 30<sup>th</sup>, 2016 the balance was \$353,349. He requested that General Manager Gossage to work with the board to agree on a reasonable amount to be transferred from the Operating acct to the Fidelity acct.

President McLaughlin made the motion to approve Board Member St. Pierre to work with General Manager Gossage to transfer funds from the Operating acct. to the Fidelity acct. Board Member Long seconded the motion - President McLaughlin – Yes, Vice President O'Brien – Yes, Board Member Curtis – Yes Board Member St. Pierre – Yes, Board Member Long – Yes. Motion Approved

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4. **COMMITTEE REPORTS:**

a) **Firewise Committee Report:**

Board Member Curtis informed the board that the committee is currently working on three issues through the spring; the first is to recommend the HOA to modify their CC&R's to allow burn piles on HOA properties the second is to recommend the DRC program to require the owner to treat a lot entirely before DRC approval the last item is Committee members Tom' O'Brien and Mike Callaghan will be conducting visual inspections on the remaining critical & high ranked lots. There are a total of 16 lots and they will be reporting back to the HOA board at their November 19<sup>th</sup>, 2016 meeting.

b) **Fire Protection Committee:**

There was no report from the Fire Protection Committee.

c) **Fire Tax Committee:**

Board Member Curtis informed the boards that the committee would present their recommendations at the next regularly scheduled board meeting on December 9<sup>th</sup>, 2016. Lastly, she recommended that the board look into finding a basis to charge a Fire Tax amount for the Altitude Recreation Center.

5. **DIRECTORS' REPORTS:**

President McLaughlin requested the board to review the draft winterization e-mail to be distributed to all homeowners and report back to him with any recommendations.

Board Member Long provided the board with an update on the status of Gold Mountain High-Speed internet Installation program. He wanted to know if the CSD was interesting in installing sensors in critical locations that they wish to monitor through the internet. General Manager Gossage was concerned with cost; however he informed the board that the goal of the CSD is to eventually install monitoring sensors at all thirteen locations.

G. **ADJOURN:**

The meeting adjourned at 4:45pm

These minutes were approved by the Board of Directors of the Gold Mountain Community Services District at the Regular Board meeting on December 9<sup>th</sup>, 2016.

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Rich McLaughlin, President

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Attest: Tiana Bradley, District Secretary