

GOLD MOUNTAIN COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
MEETING MINUTES

150 Pacific Street, Suite 8, Portola, CA
1007 Lake Charles Circle Lutz, FL, 33548
Friday, September 24th, 2018– 2:00pm

A CALL MEETING TO ORDER:

The meeting was called to order at 2:02pm.

Present: President Cary Curtis, Vice President: Kathryn Kogge, Board Member Jonathan Sechrist

Staff: Interim General Manager: Rich McLaughlin, Office Administrator: Tiana Bradley, Operator: Skyler Allingham, Fire Coordinator: Bill Robinson, Fire Manager: Judy Clot

Absent: Rene St. Pierre

B MOMENT OF SILENCE IN REMEMBERNCE OF THE CSD'S GENERAL MANAGER IVAN GOSSAGE:

C APPROVAL OF MINUTES:

Board Member Kogge made the motion to approve and adopt the minutes from the July 23rd, 2018 Regular Meeting. Vice President Curtis seconded the motion, Roll Call: President McLaughlin – Yes, Vice President Curtis – Yes, Board Member Kogge – Yes, Board Member St. Pierre – Absent, Board Member Sechrist – Abstain, Motion Approved

Vice President Kogge made the motion to approve and adopt the minutes from the August 23rd, 2018 Special Meeting. President Curtis seconded the motion. Roll Call: President Curtis – Yes, Vice President Kogge – Yes, Board Member Sechrist – Yes, Board Member St. Pierre – Absent, Motion Approved

D PUBLIC COMMENT:

John Fatherly: Assistant Fire Chief for Eastern Plumas Rural Fire Dept. provided an update on the Fire Dept and discussed the recent walk-thru of the Nakoma Lodge & Recreation Center.

E NEW BUSINESS:

1. PUBLIC HEARING AT 2:30PM- LIENS INTENT:

President Curtis made the motion to approve the filing of a Lien against APN#: 131-200-009. Vice President Kogge seconded the motion. Roll Call: President Curtis – Yes, Vice President Kogge – Yes, Board Member Sechrist – Yes, Board Member St. Pierre – Absent, Motion Approved

2. 2018/2019 BUDGET AMENDMENT:

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. Rent: \$1485.00, Water Testing: \$1500.00, Master Plan: \$2500.00, Sewer Testing: \$1500.00, Septic Pumping: \$1500.00, Leachfield Electric: \$10,000 and Building Maintenance: \$9500.00.

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

3. 2018/2019 BUDGET AMENDMENTS:

Office Administrator presented for discussion and action an amendment to the 2018/19 Fire budget to increase Quick Attack Vehicle upgrades by \$15,000.

President Curtis made the motion to adopt the 2018/19 Fire budget amendment. Vice President Kogge seconded the motion. Roll Call: President Curtis – Yes, Vice President Kogge – Yes, Board Member Sechrist – Yes, Board Member St. Pierre – Absent, Motion Approved

4. GENERAL MANAGER POSITION:

Board President Curtis presented for discussion the draft job description for the General Manager position and proposed timeline on

filling the position. She requested the board and staff review the updated job description, the Job Announcement flyer and present any recommendations/alterations by Oct. 1st, 2018. No further action as required.

5. PHASE 1 METER REPLACEMENT PROGRAM:

Office Administrator Bradley presented for discussion and action two Kamstrup quotes for Phase 1 of the Meter Replacement Program. The first quote for the Kamstrup Meter read system was \$2164.00 this included a USB Meter Reader for Drive-by Hardware, License for the Meter Reader Software, Import/Export Functionality and an optional Infrared optical reading head with USB plug for data acquisition. The second quote was \$3558.00 which included the Ready Suite AMR Software, Converter Advanced Mobile system, Yearly hosting subscription agreement, and an optional Bluetooth Optical Reader Hardware.

President Curtis made motion to approve the Kamstrup Meter read software quote of \$3558.00. Vice President Kogge seconded the motion. Roll Call: President Curtis – Yes, Vice President Kogge – Yes, Board Member Sechrist – Yes, Board Member St. Pierre – Absent, Motion Approved

6. CSD MEETING ROOM:

Interim General Manager McLaughlin presented for discussion and action the assessment of a monthly fee for the use of the Meeting Room. The Gold Mountain Homeowners Association decided to terminate the mutually shared commercial lease agreement for the meeting room. Therefore, a new commercial lease was required for approval for the CSD to utilize the space. The new monthly meeting room fee for the CSD would be \$270.00. Lastly, The HOA requested to the utilize the space for committee meetings, Interim General Manager McLaughlin recommended the board assess the HOA a monthly fee of \$25.00.

President Curtis made the motion to approve the commercial lease agreement effective October 1st, 2018 thru September 30th, 2019. Vice President Kogge seconded the motion Roll Call: President Curtis – Yes, Vice President Kogge – Yes, Board Member Sechrist – Yes, Board Member St. Pierre – Absent, Motion Approved

President Curtis made the motion to assess the HOA a monthly fee of \$25.00 for committees to meet in the meeting room space. Vice President Kogge seconded the motion Roll Call: President Curtis – Yes, Vice President Kogge – Yes, Board Member Sechrist – Yes, Board Member St. Pierre – Absent, Motion Approved

F REPORTS:

1. GENERAL MANAGER'S REPORT:

a) General Operations & Miscellaneous Items Update:

Interim General Manager McLaughlin provided an update on Administrative Operations and Field Operations.

The Septic Tank inspection program will begin in the next coming months, the state will require all homes septic tanks be inspected once a year whether the tank needs pumping will be determined on scum and sludge levels.

2. OFFICE ADMINISTRATOR'S REPORT:

a) Office & Miscellaneous Items Update:

Two Bids were sent out for advertisement for the Fire Hydrant Installation at the Water Tank & the Well House grading project. Eastern Plumas Rural Fire Dept. scheduled their board meeting for October 9th, 2018. Nakoma Late & Interest Charges were forgiven per board action.

b) Water Usage Update:

The CSD's total water usage for the month of August 2018 was 878,657 gallons vs. August 2013 usage was 789,927 gallons. The total year-end usage was down by 12% from the year 2013.


c) Audit Update:

The audit was scheduled for November 15th & 16th, 2018.

3. FIELD REPORT:

a) Field Operations & Miscellaneous Items Update:

Well 29, has been dropping in production, which will require reprogramming of the sounder.

 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.

b) Leachfield Update:

George T. Hall re-scheduled their site visit for October 15th, 2018. Once completed staff will transfer fifty percent of the sewer flow from the entire community to the new leachfield. McGarr excavation will be finishing the grading at the leachfield site.

c) Winter Preparation:

All snow poles are out in the district at fire hydrant sites. All generators and booster stations will be need to be winterized. Lastly, there was discussion on purchasing the HOA snow plow.

4. FINANCIAL REPORTS:

a) Warrant Register Reports for July – August 2018:

Office Administrator Bradley presented for review and acceptance the Warrant Registers for July thru August 2018. President Curtis made the motion to accept the Warrant Registers for July thru August 2018. Vice President Kogge seconded the motion. Roll Call: President Curtis – Yes, Vice President Kogge – Yes, Board Member Sechrist – Yes, Board Member St. Pierre – Absent, Motion Approved

b) Budget Comparison & Financial Reports for July - August 2018:

Office Administrator Bradley presented for review and acceptance the July thru August 2018 Budget Comparison & Financial Reports. President Curtis made the motion to accept the July thru August 2018 Budget Comparison & Financial Reports. Vice President Kogge seconded the motion Roll Call: President Curtis – Yes, Vice President Kogge – Yes, Board Member Sechrist – Yes, Board Member St. Pierre – Absent, Motion Approved

5. COMMITTEE REPORTS:

a) Firewise Committee Report:

Three tri-max foam fire extinguishers were purchased, two for the HOA and one for the CSD. There was discussion on putting on a demonstration for staff and community members on how to operator the extinguisher. Vice President Kogge will be-submitting the re-certification for the CSD to maintain the Firewise standing, she requested any community member to submit the total number of hours spent on hazardous fuel reduction, chipping or defensible space work completed on their properties.

Board Member Sechrist left the meeting @ 4:01pm.

b) Fire Protection Committee:

There was no report from the Fire Protection Committee.

c) Fire Tax Committee:

There was no report from the Fire Tax Committee.

d) Fire Safety Coordinator Update:

Fire Coordinator Bill Robinson presented two quotes to replace the fire suppression system on the Quick Attach Vehicle. The quotes were from Tri-Max & Enforcer. The Enforcer was \$12,842.88, the Tri-Max ranged from \$20,818.35 to \$33,905.55. A walk-thru was conducted of the CSD/HOA storage building all fire extinguishers will be serviced and emergency lighting replaced.

6. DIRECTORS' REPORTS:

Vice President Kogge provided an update on the status of the HOA name change.

G ADJOURN:

The meeting adjourned at 4:52pm

These minutes were approved by the Board of Directors of the Gold Mountain Community Services District at the regular Board meeting on November 29th, 2018.

Cary Curtis, President

Attest: Tiana Bradley, District Secretary



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