
Gold Mountain Community Services District

POLICY HANDBOOK

POLICY TITLE: Billing Policy
POLICY NUMBER: 5005

5005.1 Overview. Gold Mountain Community Services District (GMCSO) is responsible for water delivery; wastewater collection and disposal (sewer); fire prevention and suppression; and emergency medical response service (EMS) to properties within the District boundaries. GMCSO provides quarterly statements for water and sewer services, and additionally collects the fire tax included on the Plumas County property tax roll for fire prevention, fire suppression and EMS response services.

5005.2 Definitions. In accordance with the 2022 Rate Schedules, passed and adopted under the Proposition 218 process, the District assesses service rates for all parcels under two categories:

1. **Connected Customers** – customers connect to and who use water and sewer services
2. **Unconnected Customers** – customers that have not installed a water meter and/or septic system for the handling of wastewater

5005.3 Owner/Tenants. California law allows tenants to apply for a utility account in their own name. The CSO requires a copy of the signed lease to apply for such account. The property owner remains ultimately responsible for utility payments and late fees. In the event of any delinquency, as detailed in the following sections, all notices of delinquency will be sent to both the tenant and the owner of record. Delinquency proceedings will be conducted with the owner of record.

The Special Fire Tax is always invoiced to the owner of record and recorded in the County Assessor's office.

5005.4 Water and Sewer Billing: In accordance with California Government Code Section 61115, the following policy and procedures are in effect on the date of the adoption of this policy regarding the collection of water and sewer service revenue for services rendered for all customers. Parcel Accounts are considered "Connected" when the System Capacity Fee has been paid in full.

5005.5 Temporary Water Meters. Customers that request a temporary water meter be installed for tree falling, fire safety H.F.R. lot clean up, irrigation, or other temporary services, are charged for all water usage in addition to meter fees according to Fee Schedule (see Exhibit A).

5005.6 Quarterly Statements. The District bills water and sewer fees on a quarterly basis with balances due and payable on 1 October, 1 January, 1 April, and 1 July. Fees received after the first of the following month, 1 November, 1 February, 1 May, and 1 August, are considered late and the District will start delinquency procedures. Customers may choose to make payments in advance, quarterly, semi-annually, annually or a lump sum. ***Customers are reminded that they are responsible for quarterly water and sewer payments whether or not they receive an actual bill.***

5005.7 Water and Sewer charges. Definitions and additional details regarding utility charges can be found in the Water Rate Policy (#5010) and Sewer Rate Policy (#5020):

Water Service Charge – flat quarterly fee for upcoming quarter as defined in Water Rate Policy #5010

Sewer Service Charge – flat quarterly fee for upcoming quarter as defined in Sewer Rate Policy #5020

Water Usage Charge – all customers with an installed water meter are billed for use based on Metered Consumption, on the following schedule:

- Statements Due January 1 include Sept, Oct, and Nov usage from prior year
- Statements Due April 1 include Dec, Jan, and Feb usage
- Statements Due July 1 include Mar, Apr, and May usage
- Statements Due Oct 1 include June, July, and Aug usage

5005.8 Late Fees: The District adds a penalty late fee of 10% to any account with a balance owed on the first day of the subsequent month after due date. These charges will appear on the next GM CSD account statement.

5005.9 Interest Penalties: The District charges ongoing monthly penalties of 1% per month to the previous month's unpaid water and sewer balance on the first day of each subsequent month for which there is an outstanding balance. These charges appear on the next GM CSD statement.

5005.10 Fire Tax Billing: Tax Measure A., confirmed by Plumas County BOS Resolution 2006-07-01, authorizes collection of a voter approved Special Fire tax on the Plumas County Tax Roll, and authorizes a 2% annual GMCSD Special Tax increase. The District Board of Directors adopted

the special tax per GMCSD Resolution 2006-07-01 on July 18, 2006. The District direct bills the fire tax for certain combined parcels which are more efficiently collected in this manner.

5005.11 Bi-Annual County Tax Statements: Plumas County tax statements for property within the GMCSD boundaries include a specific line item under Voter Approved Taxes for the Gold Mountain Community Services District Special Fire Tax. Upon receipt of payment, Plumas County Tax Department remits payment to the GMCSD. Plumas County Tax Collector assesses a small processing fee for each parcel billed. The County assesses a penalty for late or unpaid fees and rolls the balance over to the next statement.

5005.12 Direct Billed Fire Tax Fees: The District invoices Fire Tax Fees for select community owned parcels and parcels with multiple ownership. The District invoices these fees on an annual basis and assesses a late fee of 10% for any late or unpaid fee each quarter until balance is paid.

5005.13 Delinquency and Water Shutoff Procedures: Refer to Policy 5006 for the procedures the District follows in the event of delinquencies and possible water shutoff proceedings.

Gold Mountain Community Services District

POLICY HANDBOOK

POLICY TITLE: Delinquency and Water Shutoff Policy
POLICY NUMBER: 5006

5006.0 Overview

Gold Mountain Community Services District (GMCSD) invoices water and sewer fees on a quarterly basis with balances due and payable on January 1, April 1, July 1, and October 1. Fees received after the first of the following month, February 1, May 1, August 1, and November 1 are considered late and the District will start delinquency and possible water shutoff procedures in accordance with SB 998, the Water Shutoff Protection Act.

The GMCSD collects the District's Special Fire Tax for fire prevention, suppression, and emergency medical response service (EMS) on the Plumas County property tax roll for most properties. For select combined parcels and multi owner parcels, the District invoices the Fire Tax on an annual basis. Both methods of collection include penalties for late or unpaid taxes.

5006.1 Owner/Tenants. California law allows tenants to apply for a utility account in their own name. The CSD requires a copy of the signed lease to apply for such account. The property owner remains ultimately responsible for utility payments and late fees. In the event of any delinquency, as detailed in the following sections, all notices of delinquency will be sent to both the tenant and the owner of record. Delinquency proceedings will be conducted with the owner of record.

The Special Fire Tax is always invoiced to the owner of record and recorded in the County Assessor's office.

5006.2 Water and Sewer Delinquencies: In accordance with California Government Code Section 61115 and SB998, the following policy and procedures are in effect on the date of the adoption of this policy regarding the collection of water and sewer delinquencies and possible water shutoff proceedings.

5006.3 Quarterly Statements. The District invoices water and sewer fees on a quarterly basis with balances due and payable on January 1, April 1, July 1 and October 1. Fees received after the first of the following month, February 1, May 1, August 1, and November 1 are considered late and the District will start delinquency procedures. Customers may choose to make payments in advance, quarterly, semi-annually, annually or a lump

sum. ***Customers are reminded that they are responsible for quarterly water and sewer payments whether or not they receive an actual bill.***

5006.4 Late Fees: The District adds a penalty late fee of 10% to any account with a balance owed on the first day of the subsequent month after due date. These charges will appear on the next GM CSD account statement.

5006.5 Interest Penalties: The District charges ongoing monthly penalties of 1% per month to the previous month's unpaid water and sewer balance on the first day of each subsequent month for which there is an outstanding balance. These charges appear on the next GM CSD statement.

5006.6 Late Payments: A payment is considered late on the last day of the "payment due month" (January 31, April 30, July 31, and October 31). The District assesses a late fee and sends a Past Due Notice on the first business day of the 2nd month of the quarter via USPS. The Past Due Notice begins the 60-day process outlined by SB 998 by which water/sewer service may be terminated for non-payment.

5006.6.1 Past Due Notice shall include information to allow customers to:

1. Arrange to make deferred or reduced payments;
2. Establish alternative payment schedule;
3. File a complaint or request an investigation regarding service charges;
4. Contact District employee or representative to discuss options to avoid service disconnection due to non-payment.

5006.6.2 Default Accounts. Failure to pay any portion of the invoice within thirty (30) days of the mailing date of the Past Due Notice will be considered a default on the account and water shut off procedures will be implemented.

5006.6.2.1 If payment has not been received within thirty (30) days after the mailing date of the Past Due Notice, the District shall send a Notice of Intent to Shut Off Service by Certified Mail, Return Receipt Requested. The notice must be mailed to address of record. The District shall charge a fee of \$25.00 to the delinquent account in connection with this Notice.

For residential service only: If the address of record is not the service address, the District shall post an additional notice addressed to "Occupant," at the property where service is received. The District shall charge an additional \$25 charge for this hand delivered notice. The notice will include:

1. Customer's name and address;
2. Amount of delinquency;
3. Date by which payment or arrangement for payment is required to avoid discontinuation of service;

4. Description of the process to apply for an extension of time to pay the amount owing;
5. Description of the procedure to petition for review and appeal of the bill associated with the delinquency.
6. Description of the procedure by which the customer can request a deferred, amortized, reduced or alternative payment schedule.
7. Information about tenants' rights to establish service with GMCSD in their name for future bills. If payment is not received within ten (10) days from the mailing date of the Final Notice of intent to Shut Off Service, the District shall shut off service to the property. The District assesses a \$50 fee to shut service off.

5006.6.2.2 With completion of one of the following actions, the District will restore service upon payment of a \$50 Shut Off Restoral fee:

1. Payment of the entire balance (including late fees and interest)
2. Payment of all past due amounts
3. Payment of the \$50 severance fee and establishing a payment agreement
4. Establish formal payment arrangements

5006.6.2.3 Billing for services will continue whether or not service is terminated and will accrue additional late and interest fees per this schedule.

5006.6.2.4 Details related to processes relating to: Temporary Deferral of Payments, Reduction of Late Penalties, Alternate Payment Schedule, Amortization of the Unpaid Balance, Appeal Process, and Service Involving Landlord/Tenant Relationships may be found in Attachment A.

5006.7 Property Liens: If the delinquency extends beyond 90 calendar days, the District may begin the lien filing process against the owner's property, per California Government Code Section 6066. Liens require Board approval. The following steps shall be followed:

The District notifies the property owner by U.S. postal service certified mail with return receipt that the lien process is pending, and a public notice is also posted. The District provides the property owner 15 days from the receipt of the certified letter to contact the District and arrange full payment, or to appear at a public hearing to be set at a date at least 15 days from the date of the mailing of the letter.

If payment is not received or the District is not satisfied at public hearing, the District will initiate the process of filing a lien against the property and or pursuing owed monies through a collection agency.

The lien process can be stopped, or if a lien has been filed can be removed, when the property owner pays the entire balance due (including late fees and interest), as well as all actual costs incurred by the District

associated with the filing of the lien, including lien filing service fees, recording fees, attorney fees, advertising expenses.

The lien shall have the force, effect, and priority of a judgment lien. Within 30 days of receipt of payment for all amounts due, including the District paid recordation fees, the District shall record a release of the lien.

5006.8 The District may pursue collection of delinquent bills through the County tax roll or via a collection agency and may report the delinquency to any and all credit agencies.

5006.9 Partial Payments: The District will apply partial payments first to the accumulated late fees if any, then to the accumulated interest penalties if any, and last to outstanding water and sewer fees, oldest first.

5006.10 Prohibitions on Discontinuation of Residential Water Service: There are two conditions that would prohibit the discontinuation of residential water service for non-payment:

5006.10.1 If the customer appeals its water bill to the District or to any other administrative or legal body; the District will not discontinue service while that appeal is pending.

5006.10.2 The District will not discontinue residential water service if any of the following conditions are met:

A. Health Conditions – the customer or tenant of the customer submits certification of a primary care provider that discontinuation of water service would, to any resident at the property, (i) be life threatening, or (ii) pose a serious threat to a resident’s health and safety.

B. Financial Inability – the customer demonstrates he or she is financially unable to pay for water service within the water system’s normal billing cycle. The customer is deemed “financially unable to pay” if any member of the customer’s household is: (is) a current recipient of the following benefits: CalWORKS, CalFresh, general assistance, Medi-Cal, SSI/State Supplementary Payment Program or California Special Supplemental Nutrition Program for Women, Infants and Children; or (ii) the customer declares the household’s annual income is less than 200% of the federal poverty level. The Act does not require the customer to show any proof relating to that income declaration.

C. Alternative Payment Arrangements – the customer is willing to enter into an alternative payment arrangement approved and documented in writing by the GMCS D General Manager.

5006.11 Fire Tax Delinquencies: The GMCS D collects the District’s Special Fire tax in two installments on the Plumas County Tax Roll for the majority of parcels within the district. For select combined parcels and multi owner parcels, the District invoices the Fire Tax directly on an annual basis.

5006.12 Bi-Annual County Tax Statements: The first County tax installment is due along with property tax payment on December 10th, and the second installment on April 10th, with penalties assessed for late or unpaid fees per County policy. The balance is rolled over to the next tax statement. The County may initiate tax sale proceeding for tax payments in arrears more than 5 years.

5006.13 Direct Billed Fire Tax Fees: The District invoices Fire Tax Fees for select community owned parcels on an annual basis and assesses a late fee of 10% for any late or unpaid fee each quarter until balance is paid. The District follows procedures aligned to Section 5005.3 to collect delinquent and unpaid direct billed fire taxes and lien unpaid parcels.

5006.14 Will Serve Requests for Property in Arrears: The District will not issue a "Will Serve" letter to property owners who are in arrears on either water and sewer fees or fire taxes on any property held in their name. Prior to issuing the Will Server letter, the customer is required to:

1. Bring their account current including all fees, taxes, penalties, and amounts past due
2. Pay all connection and capacity fees in advance with a Cashier's Check or Wire Transfer, or incur a seven-day waiting period if paid by personal check

5006.15 Account Transfer due to Change in Property Ownership: Upon notification that a property is in escrow, District field staff will conduct a "final meter read" as close to the final escrow date as possible to prepare and distribute a final bill for water usage (consumption) to the existing Customer of Record.

It is the responsibility of the new owner to contact the GMCSO office to provide account information, including owner/s name, email address, mailing address and emergency contact information. Water and sewer and emergency fire response services begin the day following closing of escrow and costs will be prorated and billed in the subsequent regular billing cycle.

5006.16 Annual Reporting: GMCSO is required to report the number of annual discontinuations of residential service for inability to pay to the Board of Directors. The District posts this report on the GMCSO website per California Senate Bill 998.

ATTACHMENT A

Temporary deferral of payment

A customer may request a deferral of a payment, up to ninety (90) days from the original due date. Should the customer not be able to make subsequent current bill payments, the deferred amount shall be due and payable immediately, and the disconnection notice resulting from failure to meet the terms of the deferral plan will be in the form of either a door hanger or other physical document posted to the premises no less than five (5) business days in advance of the discontinuance of service.

Reduction of late penalties

At the request of the customer, the District may waive the late fee if there are extenuating circumstances and the customer has not been assessed a late fee for delinquent payment in the preceding six (6) months.

Alternative payment schedule

The District will offer alternative payment arrangements for any customer who is unable to pay for services within the normal payment period and requests an alternative payment arrangement to avoid late fees or disruption of service. The District will consider all circumstances surrounding the request and make a determination as to whether the payment arrangement is warranted. Alternative payment options include:

Amortization of the unpaid balance

Payment arrangements that extend into the next billing period are considered an amortization plan, which must be in writing and signed by the customer. An amortization plan will amortize the unpaid balance over a period defined by the customer, not to exceed twelve (12) months from the original date of the bill. The amortized payments will be combined with, and subject to the due date of, the customer's regular bill. The customer must comply with the terms of the amortization plan and remain current as charges accrue in each subsequent billing period. The customer may not request further amortization of any subsequent unpaid charges while paying delinquent charges pursuant to an amortization plan. Failure to comply with

Gold Mountain Community Services District

POLICY HANDBOOK

POLICY TITLE: Water Rates

POLICY NUMBER: 5010

5010.1 Purpose. To set forth the Water Fee policy for the Gold Mountain CSD.

5010.2 Background.

Establishment of water accounts and subsequent billing is aligned with the community Planned Development Permit. Per the Gold Mountain Planned Development Permit, dated April 3, 1996, Condition #10, no more than one Dwelling Unit (DU) and one Guest House (GH), as defined in the Plumas County Code, shall be permitted on each Residential Lot except as may be otherwise specifically provided in the approval of a tentative map or a subordinate planned development permit.

Per the Development Permit Conditions 11 and 12, certain lots in Planning Areas 1, 10, and 14 (Commercial Residential) shall be permitted for more than one DU per lot with intervening areas in common ownership. More than one DU per lot in the designated Planning Areas requires a subordinate planned development permit.

This policy documents the Water Rates, reflected in Resolution No. 2021-22-17, passed June 15, 2022, by the Gold Mountain CSD Board of Directors.

5010.3 Definitions:

Account Holder – a property owner, a renter, lessee, condominium association, or rental company with an account for water service with the CSD. The property owner has the ultimate responsibility for all water fees and charges.

Commercial Lot – Lots that are not Commercial Residential or Residential. May include governmental and quasi-governmental owners.

Commercial Residential Lot – Residential lots falling outside the Nakoma Community Association Covenants, Conditions, and Restrictions (CCR) defined residential lots.

Connected Lot – a lot that has connected to the District's water infrastructure.

Dwelling Unit (DU) – primary structure on a Residential or a Commercial Residential Lot, intended for living or sleeping purposes with cooking and sanitation provisions.

Guest House (GH) - an independent structure of an area of no more than 1,200 square feet, excluding garages and carports (Plumas County Code Sec. 9-2.240).

Living Unit (LU) - a building, or portion of a building on a Residential or Commercial Residential Lot, intended for living or sleeping purposes with cooking and sanitation provisions including DU, GH, and multi-units on a commercial lot.

Residential Lot – lots permitted one DU and a GH with the total number of LUs, not to exceed two.

Unconnected Lot – a lot that has service immediately available to it but has not yet connected to the District's water infrastructure.

5010.4 Account Status

1. Existing Residential and Commercial Residential Lots as of July 1, 2022, are grandfathered in and will continue to pay charges for a single LU, regardless of the number of LUs associated with the account. The property will convert to the changed policy when sold or transferred.
2. New construction, or property changing ownership after July 1, 2002, will be assessed a separate water service charge for each LU (DU and each GH) on a Residential Lot, and for each LU in a multi-unit residential structure or other LU structure arrangement on a Commercial Lot. Based on design review and project purpose, the CSD may require individual water meters on each LU in situations where individual meters may contribute to an equitable billing of water service.

5010.5 Water Service Fees

Residential and Residential Commercial Lot Water Fees

1. Customer charge: A flat quarterly fee billed to the Account Holder.
2. Service charge: A flat quarterly fee billed per Living Unit (LU). All Living Units (DU or GH), pay the quarterly charge for a 1" meter, regardless of whether the LU has a separate water meter or not, with the exception of 5010.4,1 above, whereby lots that are grandfathered in will be billed for one (1) LU until the lot is sold or transferred to new ownership. Meters that do not service Living Units are billed according to water meter size.
3. Water usage cost: A fee charged per thousand gallons of water recorded through each metered connection every three months.

Commercial Lot Water Fees

1. Customer charge: A flat quarterly fee billed to the Account Holder.
2. Service charge: A flat quarterly fee billed by water meter size.

Board Approval Date: 06.15.22

Modification Date: _____

Last Review Date: _____

3. Water usage cost: A fee charged per thousand gallons of water recorded through each metered connection every three months.

Note: Dedicated fire service (extinguishing) connections to be treated as one dwelling unit

Unconnected Lot Water Fees

1. Customer charge: A flat quarterly fee billed to the Account Holder.
2. Service charge: A flat quarterly fee for 0.75 times the 1" water meter fee.

See Water Rate Schedule approved with Resolution No. 2021-22-17 for details of actual Water Rates.

Gold Mountain Community Services District

POLICY HANDBOOK

POLICY TITLE: Sewer Rates

POLICY NUMBER: 5020

5020.1 Purpose. To set forth the Sewer Rate policy for the Gold Mountain CSD.

5020.2 Background.

Establishment of sewer accounts and subsequent billing is aligned with the community Planned Development Permit. Per the Gold Mountain Planned Development Permit, dated April 3, 1996, Condition #10, no more than one Dwelling Unit (DU) and one Guest House (GH), as defined in the Plumas County Code, shall be permitted on each Residential Lot except as may be otherwise specifically provided in the approval of a tentative map or a subordinate planned development permit.

Per the Development Permit Conditions 11 and 12, certain lots in Planning Areas 1, 10, and 14 (Commercial Residential) shall be permitted for more than one DU per lot with intervening areas in common ownership. More than one DU per lot in the designated Planning Areas requires a subordinate planned development permit.

This policy documents the Sewer Rates, reflected in Resolution No. 2021-22-18, if passed June 15, 2022, by the Gold Mountain CSD Board of Directors.

5020.3 Definitions:

Account Holder – a property owner, a renter, lessee, condominium association, or rental company with an account for sewer service with the CSD. The property owner has the ultimate responsibility for all sewer fees.

Commercial Lot – Lots that are not Commercial Residential or Residential. May include governmental and quasi-governmental owners.

Commercial Residential Lot – Connected Residential lots falling outside the Nakoma Community Association Covenants, Conditions, and Restrictions (CCR) defined residential lots.

Connected Lot – a lot that has connected to the District's wastewater infrastructure.

Dwelling Unit (DU) – primary structure on a Residential or a Commercial Residential Lot, intended for living or sleeping purposes with cooking and sanitation provisions.

Equivalent Dwelling Unit (EDU) – a measurement of wintertime wastewater flow from a typical Dwelling Unit with year-round occupancy. One EDU is measured as average use of 95 gallons per day of water in the winter months between November and April, inclusive.

Guest House (GH) - an independent structure of an area of no more than 1,200 square feet, excluding garages and carports (Plumas County Code Sec. 9-2.240).

Living Unit (LU) - a building, or portion of a building on a Residential or Commercial Residential Lot, intended for living or sleeping purposes with cooking and sanitation provisions including Dwelling Units, Guest Houses, and multi-units on a commercial lot.

Residential Lot – Connected Lots permitted one Dwelling Unit and one Guest House with the total number of Living Units not to exceed two.

Unconnected Lot – a lot that has service immediately available to it but has not yet connected to the District's wastewater infrastructure.

5020.4 Account Status

1. Existing Residential and Commercial Residential Lots as of July 1, 2022, are grandfathered in and will continue to pay charges for a single LU, regardless of the number of LUs associated with the account. The property will be governed by this policy when sold or transferred.
2. New construction, or property changing ownership after July 1, 2002, shall be assigned one EDU per DU and GH on Residential Lots, and one EDU per LU on Commercial Residential Lots. Commercial Lots shall be assigned the number of EDUs based on the Project Engineer's estimates of wintertime water use. Once actual water use has been established (2 winter periods), the District will adjust the number of EDUs assigned to each Commercial Lot in the Project.

5020.5 Sewer Service Fees

Residential and Residential Commercial Lot Sewer Fees

1. Customer charge: A flat quarterly fee billed to the Account Holder.
2. Service charge: A flat quarterly fee billed per EDU. Each Living Unit counts as one EDU with the exception of 5020.4.1 above, whereby lots with multiple LUs are grandfathered in and will be billed for one (1) LU until the lot is sold or transferred to new ownership.
3. Flow charge: A flat quarterly fee billed per EDU.

Board Approval Date: 06.15.22
Modification Date: _____
Last Review Date: _____

Commercial Lot Sewer Fees

1. Customer charge: A flat quarterly fee billed to the Account Holder.
2. Service charge: A flat quarterly fee billed per EDU. The District assigns the number of EDUs to each Commercial Lot based on engineering plans and retains the option of adjusting the number of EDUs assigned once actual wintertime usage is established (typically two years of use). .
3. Flow charge: A flat quarterly fee billed per EDU. The District assigns the number of EDUs to each Commercial Lot based on historical wintertime water use.

Note: If use of a building changes, the District will update the calculated number of EDUs to reflect the current use of the building.

Unconnected Lot Sewer Fees

1. Customer charge: A flat quarterly fee billed to the Account Holder.
2. Service charge: A flat quarterly fee billed for 0.75 times an EDU. Every Unconnected Lot is assigned 0.75 EDU.

See Sewer Rate Schedule approved with Resolution No. 2021-22-18 for details of actual Sewer Rates.

Gold Mountain Community Services District

POLICY HANDBOOK

POLICY TITLE: EXCAVATION CLEARANCE REQUIREMENT

POLICY NUMBER: 5045 (formerly 5010)

5045.1 Prior to any excavation on roads or roadsides in the Gold Mountain Community Services District (GMCS D), there is a requirement that the party doing the excavation notify the GMCS D of the planned work so the GMCS D can provide all applicable policies in relation to the proposed work.

Purpose and Applicability. This policy establishes minimum underground-facility clearance and damage-prevention requirements for excavation performed on District property, within District roads or roadsides, within District easements or rights-of-way, or in connection with District work. All excavation shall comply with California Government Code sections 4216 through 4216.9, applicable California Code of Regulations requirements, and current USA North 811 requirements. Where applicable law imposes a more stringent requirement, applicable law controls.

5045.2 Pre-Excavation Delineation and Notification. Before excavation, the excavation contractor (Contractor) shall delineate the proposed excavation area using the marking methods required or accepted by California law and USA North 811. The Contractor shall contact USA North 811 within the notice period required by current law and USA North procedures and shall maintain a valid ticket for the work. The Contractor shall identify affected underground-facility operators and directly notify any affected operator that is not a member of USA North 811.

5045.3 Known Local Operators serving or potentially serving the District include Plumas Sierra Rural Electric Cooperative (PSREC) (electric), Plumas Sierra Telecommunications (PST) (communications/internet), and GMCS D (water, sewer, and fire-related underground facilities). This list is for staff convenience only and is not intended to be complete. The Contractor remains responsible for identifying all affected operators and determining current USA North membership/status.

5045.4 Positive Response Required. Excavation shall not begin until the legal start date and time, the excavation area has been properly delineated, and the Contractor has received and verified the required positive responses from ALL known affected underground-facility operators. A response may identify and mark facilities or state that the operator has no affected facility within the proposed excavation area.

5045.5 Protection of Utility Marks. The Contractor shall preserve and protect operator markings for the duration required by law. If markings are no longer reasonably visible, are destroyed, or become unreliable, stop excavation in the affected area until the required remarking or renotification is complete.

5045.6 Tolerance Zone and Facility Exposure. When excavation approaches a marked subsurface installation, the Contractor shall comply with the tolerance zone, pot holing/exposure, and safe excavation requirements of California Government Code section 4216.4 and other applicable law.

The exact location of a facility shall be determined by safe and acceptable means that prevent damage before mechanized excavation is used where prohibited or restricted.

5045.7 High-Priority Subsurface Installations. When excavation is proposed within the distance specified by applicable law of a high-priority subsurface installation, the Contractor and facility operator shall complete the notifications, onsite meeting, location verification, and other protective measures required by law before excavation proceeds.

5045.8 Damage or Suspected Damage. An Contractor that discovers or causes damage to any subsurface installation shall immediately notify the facility owner/operator. All breaks, leaks, nicks, dents, gouges, grooves, scrapes, damage to coatings or cathodic protection, trace wires, or other suspected damage shall be reported. If damage to a high-priority subsurface installation results in the escape of flammable, toxic, or corrosive material or otherwise endangers life, health, or property, the Contractor shall immediately contact 911 or other appropriate emergency-response personnel and the facility operator. The Contractor shall use road bridges and other protective devices to protect roadways and hardscape. Avoid operating machinery on roads and easements including loading and offloading equipment.

Gold Mountain Community Services District

POLICY HANDBOOK

POLICY TITLE: WATER SERVICE

POLICY NUMBER: 5100 (replaced 2101)

5100. Overview: The Gold Mountain Community Services District (the GMCSD) owns the water rights underlying all residential and community property within the GMCSD boundaries. Water is a precious and sometimes scarce resource in California. Studies show that metering, when coupled with an effective pricing structure, reduces water use by 15% to 20%. Additional water savings are possible through improved water system management, particularly by identifying and repairing leaks in the distribution system. In compliance with the intent of the [2005 California Water Code, Section 525](#), the GMCSD requires a water meter on each service connection. The water meter serves as the service connection (point of delivery) for the GMCSD's water services to the customer, and after installation, it remains the property of the GMCSD.

5100.1 New Connections. The GMCSD will review building design plans to ensure all GMCSD requirements are met. Prior to County building approval, GMCSD General Manager (GM) will provide an embossed seal stamp for the County of Plumas displaying GMCSD GM review and approval of plans. GMCSD staff will provide feedback within 30 days of the Application submission.

Upon payment of the current Capacity and Connection fees and signing the GMCSD's Irrevocable License to allow GMCSD employees access to the property for inspection, service, and meter reads, the GMCSD will authorize the installation of an appropriately sized water meter.

5100.2 Residential customers. Each of the 427 residential units as defined in Plumas County Development Permit for Gold Mountain Ranch, dated June 3, 1996, and defined in Plumas County Map Book 13, is equipped with a meter set supporting the connection of a 1" residential meter. The GMCSD will define and install the appropriate residential water meter.

All Residential Customers must follow GMCSD *Policy #5101, Potable and Non-potable Outdoor Water Use* for outdoor water use.

5100.2.1 Family Residential Connection. Each single-family residential property is allowed a single 1" primary water meter, accounted for in the

GMCSO's current capacity planning at the time of installation. Larger meter sizes or additional primary meters require a capacity review by the GMCSO's engineer and approval of the General Manager. The cost of engineering and installation of any such meters by GMCSO field staff and/or contracted services is billable to the customer, including excavation, road repairs, materials, and installation.

5100.2.2 Multi-Unit Residential Connections. Multi-unit residential buildings constructed after 2022 shall have a separate primary meter installed for each dwelling unit (DU). The GMCSO will provide a single 1" primary water meter for each DU. Larger meter sizes or additional primary meters require a capacity review by the GMCSO's engineer and approval of the General Manager. The cost of engineering and installation of any such meters by GMCSO field staff and/or contracted services is billable to the customer, including excavation, road repairs, materials, and installation.

5100.3 Commercial Customers. The GMCSO will work with commercial customers and the GMCSO's engineer to determine the appropriate size and number of water service connections and meters for each project, consistent with applicable County building code requirements.

For service connections larger than 1-inch, commercial customers shall purchase and install the required meters at their expense during project construction.

The GMCSO shall assess applicable connection fees for each commercial account, including GMCSO engineering, inspection, and related administrative costs.

5100.4 Modification, Movement, and Changes. Relocating the meter set or modifying a primary meter installation requires GMCSO approval. The cost of engineering and installation of any such meters by GMCSO field staff and/or required contracted services billable to the customer, including excavation, road repairs, material, and installation. (See *GMCSO Policy #5115, Service Connection Expense Reimbursement*)

5100.5 Submeters. Owners are allowed to install submeters for a guest house, irrigation, or outbuildings at their expense. The GMCSO has no responsibility for the maintenance or reading of secondary meters. Owners remain fully responsible for water usage as recorded on the primary meter.

5100.6 Temporary Meters. Upon request, the GMCSO will install a temporary water meter to support construction, undeveloped lot irrigation, or for other approved purposes. The GMCSO will charge a \$500 deposit for the meter and bill the requesting party for the cost of making the connection to include all necessary materials. The GMCSO will bill all water usage while the meter is installed. The GMCSO shall refund

the deposit at such time that the service is no longer required, and the meter is returned in good working condition.

5100.7 Water Meter Replacement. The GMCSD reserves the right to change meter types at the GMCSD's expense at any time warranted by current GMCSD requirements. The GMCSD will pay to replace any meter that requires replacement due to normal wear and tear during its service life. Meters requiring repair due to negligence, tampering, or damage outside of the GMCSD's control will be replaced at the customer's expense.

5100.8 Meter Maintenance and Testing. Once installed, the GMCSD takes responsibility for water connections from the water main to and including the meter. GMCSD field workers maintain the meter and perform periodic testing to the manufacturer's specifications.

5100.9 Leakage. The property owner is responsible for preventing and correcting any leakage from the primary meter onward within the property. GMCSD *Policy #5105, Billing*, outlines GMCSD requirements for owners to maintain their systems in good repair.

The GMCSD monitors water usage to promote conservation and system reliability. When excessive use is identified, the GMCSD will collaborate with the property owner to determine the cause. If the excessive use is determined to be a negligent discharge under *Policy #5105*, the GMCSD will issue written notice requiring repair.

Failure to correct the conditions within ten (10) days of notice may result in temporary suspension of water service until repairs are completed.

5100.10 Tampering and Theft. Tampering with utility equipment or stealing service will be subject to discontinuation of utility service, charges for repairs, and may result in a fine and/or legal action.

5100.10.1 Theft of Service. Tampering and theft of service shall include, but not be limited to, the following:

5100.10.1.1 Opening valves or meters that have been turned off by GMCSD personnel.

5100.10.1.2 Removing, disabling, or adjusting meter registers.

5100.10.1.3 Breaking, picking, or damaging cut-off locks or bypassing meters in any way.

5100.10.1.4 Taking unmetered water from hydrants by anyone other than an authorized fire department official for any purpose other than firefighting, testing or flushing of hydrants.

5100.10.1.5 Use of GMCSD provided fire sprinkler system water for any purpose other than fire protection.

5100.10.1.6 Connecting to or intentionally damaging water lines, valves, or other appurtenances or damaging utility equipment

5100.10.1.7 Gaining access to, climbing upon, or in other ways trespassing on the GMCSD's water storage tanks or utility infrastructure

5100.11 Billing Adjustments. If the GMCSD determines theft of service has occurred, it reserves the right to adjust the customer's current bill and the bills for the past twelve (12) months of usage. If the approximate amount of service stolen cannot be reasonably determined, the customer's usage will be set at two to four times the minimum bill, as determined on a case-by-case basis by the General Manager based on the facts of each case.

5100.12 Meter Reads. To ensure compliance with California State code, GMCSD Field Staff read all customers' primary and temporary water meters monthly. The GMCSD currently uses Automatic Meter Reading (AMR) technology for residential customers, with field staff driving throughout the community to collect meter readings. AMR enables meter reading collection in all weather conditions. Commercial accounts and temporary meters use a combination of AMR and manual read meters.

5100.12.1 Field staff collect meter reads between the 25th and 31st of each month. Severe inclement weather may prevent meter reading collection on some meters until a later date. If, for any reason, a meter read cannot be completed on the last monthly meter read of the billing quarter, the GMCSD will estimate the last month's read based on the prior two months' usage. Usage data will be updated and recorded as part of the first month's read in the following billing quarter.

5100.12.2 Field staff will repair or replace any meter found defective during the meter read process.

5100.12.3 The Office Administrator collates monthly data into a quarterly report for billing in accordance with GMCSD *Policy #5005, Billing*. Quarterly statements include water consumption for the previous water use quarter as follows:

5100.12.3.1 July 1 statement includes Mar, April, and May usage

5100.12.3.2 October 1 statement includes June, July, and August usage

5100.12.3.3 January 1 statement includes September, October, and November usage

5100.12.3.4 April 1 statements include December, January, and February usage

5100.12.4 GMCSO customers may request an emailed monthly water consumption report after the 5th of the month. Customers may also request a re-read of their meter or a water-use consultation.

5100.13 Cross Connections. No cross-connection or direct physical connection shall be allowed between the GMCSO's potable water supply system and any non-potable water source or system. This prohibition includes, but is not limited to, wells, springs, ponds, recycled water systems, graywater systems, rainwater harvesting systems, or external water storage tanks used for firefighting or other non-potable purposes.

Gold Mountain Community Services District

POLICY HANDBOOK

POLICY TITLE: Potable and Non-potable Outdoor Water Use

POLICY NUMBER: 5101

5101. Overview. Water is one of California's valued and most limited resources. Due to rising demand on the Gold Mountain Community Services District's (GMCS D's) potable water supply and fire-suppression infrastructure, the GMCS D Board of Directors hereby adopts the [Plumas County Water Efficient Landscape Standards](#) (WEL), as set forth below.

The GMCS D may identify customers with elevated water use and evaluate whether landscape irrigation contributes to excessive demand. When applicable, the GMCS D may provide recommendations consistent with WEL standards to reduce overall water use.

5101.1 Purpose and Authority. The GMCS D is responsible for managing and protecting the community's potable water supply, wastewater facilities, and fire-suppression infrastructure. To support these responsibilities and promote long-term sustainability, the GMCS D adopts the water-efficient landscape standards established by *Plumas County Title 9, Chapter 2, Article 42 – Water Efficient Landscape (WEL)*, adopted by Ordinance No. 2019-1124 on November 5, 2019, which is incorporated herein by reference.

5101.2 Applicability. This policy applies to all residential and commercial properties within the GMCS D that are served by the GMCS D's potable water system.

5101.3 Definitions for Applicability Determination

5101.3.1 Landscape Area. Landscape Area shall include only those portions of a parcel that are actively designed, installed, modified, or planted as landscaped areas. Landscape Area includes Special Landscape Areas (SLA) as defined by WEL, for example, water features, new tree plantings.

Landscape Area excludes buildings, driveways, parking areas, patios, walkways, decks, roofs, and other non-permeable hardscape surfaces.

Undisturbed native vegetation, forested areas, defensible-space fuel management zones, and natural open space not intentionally landscaped shall not be included in the Landscape Area calculation. Vegetation management conducted solely for fire safety, fuel reduction, or defensible-space compliance shall not

constitute Landscape Area unless new planting or irrigation is installed.

5101.4 WEL Applicability Thresholds.

- 5101.4.1** New landscape projects with an aggregate Landscape Area of 500 square feet or greater; and
- 5101.4.2** Rehabilitated landscape projects with an aggregate landscape area equal to or greater than 2,500 square feet.

The GMCSO shall determine project classification. Projects not meeting thresholds are exempt.

5101.5 Existing Landscapes and Exempt Activities. Existing landscapes that are not being modified are not subject to WEL requirements and shall remain legally nonconforming unless and until renovation, expansion, or modification triggers compliance.

Routine maintenance, irrigation repairs that do not expand the system, and like-for-like plant replacement do not trigger WEL compliance.

5101.6 Compliance Requirements. All subject projects must demonstrate compliance, including:

- 5101.6.1** Water budget calculations (MAWA/ETWU)
- 5101.6.2** Hydrozone design
- 5101.6.3** Irrigation efficiency standards
- 5101.6.4** Water-efficient plant materials
- 5101.6.5** Soil and mulching requirements
- 5101.6.6** Metering and backflow protection
- 5101.6.7** Compliance with the California Plumbing Code for non-potable systems

5101.7 Enforcement. Failure to comply with this policy or with WEL requirements may result in enforcement actions, including:

- 5101.7.1** Notices of non-compliance.
- 5101.7.2** Requirements to correct deficiencies at the property owner's expense.
- 5101.7.3** Suspension or limitation of the water irrigation service.
- 5101.7.4** Administrative penalties or fees as authorized by GMCSO policy or State law.
- 5101.7.5** Denial of project approvals until full compliance is achieved.

5101.8 Additional Requirements. All WEL requirements apply regardless of

water source, including potable, non-potable, recycled water, graywater, and harvested rainwater. Use of non-potable water does not exempt compliance with Maximum Applied Water Allowance/ Estimated Total Water Use (MAWA/ETWU), Hydrozone design, irrigation efficiency, soil management, or documentation requirements.

5101.9 New Construction. Applicants shall indicate WEL applicability at the time of connection fee payment. Any landscaping plan exceeding 5,000 square feet, including any Special Landscape Area (SLA) irrigated with potable water, shall require installation of a separate GMCS D-approved irrigation meter. The irrigation meter shall be installed at the point where the irrigation system branches from the primary water service line.

Total landscaped area shall not exceed 10,000 square feet.

5101.10 Plant Material Standards

5101.10.1 The use of very low- to low-water-use plant materials with an average [Water Use Classification of Landscape Species](#) (WUCOLS) Plant Factor (PF) of 0.2 is strongly encouraged throughout the landscape.

5101.10.2 The use of invasive plant species, as defined by the [California Invasive Plant Council](#) (Cal-IPC), is prohibited.

5101.10.3 Non-functional turf is prohibited within the GMCS D.

5101.11 Mulching and Soil Standards. Mulch depth shall be maintained as needed to achieve and preserve a minimum depth of three (3) inches.

- For firesafe landscaping purposes, the GMCS D strongly encourages adoption of California's [Defensible Space Zones](#) 0–5 ft “Zone 0” ignition-resistant buffer

In the 5–30 ft zone (Zone 1), the GMCS D strongly encourages the use of composted wood-chip mulch (<0.5”), applied in discontinuous areas separated by non-combustible materials to reduce fire spread. *Reference: Zahra et al. (2026), Defensible Space Landscaping: Mulches, UC ANR Fire Network as posted on the [UC ANR Fire Network](#).*

5101.12 Hand Watering Requirements (Alternative Compliance). Hand watering may be used to meet WEL requirements when supported by documentation demonstrating compliance with the MAWA.

5101.12.1 Hand watering shall be guided by owner installed soil-moisture sensors (wired or wireless) installed within each Hydrozone.

5101.12.2 Sensors shall be programmed with moisture-threshold parameters appropriate for the soil type and plant material in each Hydrozone.

5101.12.3 The monitoring system shall automatically notify the property owner by text or email when soil moisture reaches the lower limit of the

programmed range, indicating that supplemental hand watering is required.

- 5101.12.4** Hand watering shall occur only after receiving a notification, ensuring plant health while preventing over-watering and water waste.

5101.13 Water Features

- 5101.13.1** All recirculating, open-air water features or ponds (including pondless systems) using potable water for evaporation top-off shall not exceed 50 square feet of exposed surface area.

- 5101.13.2** Water features exceeding 50 square feet must use non-potable water for evaporation replacement (e.g., rainwater or graywater). Example: A 50 ft² feature may lose 8–10 gallons per day during seasonal conditions (800–1,000 gallons over 112 days).

5101.14 Outdoor Fire Suppression Systems. Rooftop or exterior fire-suppression systems shall use only approved non-potable water sources and must remain completely separated from potable systems.

5101.15 Non-potable Rainwater Systems. All rainwater systems must comply with [California Plumbing Code Chapter 16](#) and GMCS D standards.

5101.16 Non-potable Graywater Systems. All graywater systems must comply with [California Plumbing Code Chapter 15](#) and GMCS D standards.

5101.17 Prohibition of Potable Connections. Hard-plumbed potable water connections to non-potable systems are prohibited. Make-up water must be provided only through approved air-gap separation.

Any cross-connection hazard or unauthorized connection identified by the GMCS D shall be subject to immediate correction and enforcement action.

5101.18 Water Use Examples Using Required (MAWA / ETWU) calculations. The table below uses the Current Portola Eto (Reference Evapotranspiration) Reading of 39.40, and does not include annual precipitation or Special Landscape Areas (SLA)

Below are sample calculations for the stated square feet (SF) landscapes:

500 SF	PLANT FACTOR	GPY	ETWU in GPY
	0.10 MAWA	6,718	1,508
	0.20 MAWA	6,718	3,016
	0.30 MAWA	6,718	4,524
1,000 SF	PLANT FACTOR	GPY	ETWU in GPY
	0.10 MAWA	13,437	3,016
	0.20 MAWA	13,437	6,032
	0.30 MAWA	13,437	9,048
5,000 SF	PLANT FACTOR	GPY	ETWU in GPY
	0.10 MAWA	67,183	15,080
	0.20 MAWA	67,183	30,161
	0.30 MAWA	67,183	45,241
10,000 SF	PLANT FACTOR	GPY	ETWU in GPY
	0.10 MAWA	134,437	30,161
	0.20 MAWA	134,437	60,321
	0.30 MAWA	134,437	90,481

5101.19 Irrigation Meter Installation. Upon receipt of the GMCSD Application for Service, the GMCSD shall schedule installation of a 1-inch irrigation meter within the same billing cycle.

5101.20 GMCSD Responsibilities.

5101.20.1 Installation of an irrigation meter.

5101.20.2 Installation of a plumbing tee fitting downstream of the primary water meter.

5101.20.3 Provide a 1-inch irrigation connection.

5101.21 Property Owner Responsibilities.

5101.21.1 Connect irrigation system at owner's expense.

5101.21.2 Pay all costs associated with second meter installation.

5101.22 Definitions.

Maximum Applied Water Allowance (MAWA). Maximum water allocated to the landscape each year. It is calculated using the size of the landscape (LA and SLA), Reference Evapotranspiration (ET_o), Evapotranspiration Adjustment Factor (ETAF) and a conversion factor from inches to gallons.

Estimated Total Water Use (ETWU). The total water used in the landscape per year. The formula is based on Reference Evapotranspiration (ET_o), the Landscape Area (LA),

the Plant Factors (PF), Irrigation Efficiency (IE) and a conversion factor from inches to gallons. The ETWU is calculated for each hydrozone and then added together. The ETWU must be less than the MAWA.

Square Feet (SF). A measurement of two-dimensional area, calculated by multiplying a space's length by its width in feet (ft x ft=sf).

Gallons per year (GPY).

Hydrozone - Sections of the landscape where plants with similar water use needs are grouped together into irrigation zones served by separate control valves. Hydrozones may be irrigated or non-irrigated. Plants with high and low water PF are not allowed in the same hydrozone.

Non-functional Turf – grass that serves no practical purpose for human activity or recreation. This includes but is not limited to ornamental grass strips along roadways, unused patches of grass in areas that are not regularly used for sports, play, or social gatherings.

Water Use Classification of Landscape Species ([WUCOLS](#)) - A plant database for use in calculating the water budget. WUCOLS provides plants' watering needs and assigns a Plant Factor number from 0 to 1.0. Zero is a plant that does not need irrigation (gets all its water from rain) to 1.0 which is a high water use plant, like some lawns. Plants should be grouped together according to a Plant Factor and separated into different irrigation zones (valves) according to the water requirement.

NOTE: If a conflict occurs between this policy and a Plumas County ordinance, the County ordinance takes precedence.

Gold Mountain Community Services District

POLICY HANDBOOK

POLICY TITLE: Policy to Promote Home Defensible Space Compliance

POLICY NUMBER: 5310

5310.1 The Board of Directors of the Gold Mountain Community Services District (GM CSD) desires that all property owners be aware of the extreme dangers of wildland fires in the area in which we live; education is a first step in achieving this understanding; for homeowners on developed lots, education includes knowing and understanding homeowner responsibilities under California State Law – Public Resources Code 4291 – Defensible Space and the actions that they must take to ensure individual compliance. The GM CSD further desires to take those affirmative steps to ensure and encourage all property owners participate in making the Gold Mountain Community a more fire safe community.

The intent of California Public Resource Code 4291 includes minimizing the threat of wildfires for all California homeowners. Anyone who owns a home in Gold Mountain has a substantial investment that is put at risk unless reasonable precautions are taken to deter the spread of a wildfire within the development. Such an outcome can only be realized with the full cooperation of all GM homeowners. It is with this goal in mind that the Gold Mountain Fire Safe Committee (GM FSC) continues its effort to educate homeowners of their responsibilities under this Code.

5310.2 As a first step in the education of homeowner responsibilities under Public Resources Code 4291, the following actions are outlined:

5310.2.1 At the beginning of the 2007 fire season, and continuing thereafter as needed, the GM FSC, a formally sanctioned committee of the Gold Mountain Community Services District, will continue to notify all Gold Mountain homeowners by mail that they will be contacted to schedule a review of their home relative to wildland fire safety and compliance with the 'Gold Mountain Fuel Reduction Guidelines' and Public Resources Code 4291 (utilizing the "Defensible Space Survey");

5310.2.2 All homeowners will continue to be contacted by phone by a volunteer representing the GM FSC to be scheduled for this review. These reviews will be conducted in early spring to late fall. All homeowners will be encouraged to be present in order to fully learn and benefit from this review. However, it is not required that they be present. If the homeowner either declines to participate or cannot attend in person after a reasonable timeframe (as determined by the GM FSC), the GM FSC will, on a timely basis, proceed to make the "Defensible Space Survey" which is consistent with the Gold Mountain CC&R's that allow accesses to private property for appropriate inspections. In this instance, the GM FSC will forward to the homeowner a certified letter indicating that the "Defensible Space Survey" will take place no sooner than ten (10) days from the date of the certified letter.

5310.2.3 During the review, a team of at least two “professionally trained volunteers” (see Section 5310.5, below, for definition) will make a written evaluation of each home using the attached ‘Gold Mountain Defensible Space & Wildland Fire Safe Checklist’. There will be no expense either to the homeowner or to the GM CSD. Owners of newly constructed homes will also be contacted and scheduled for a review to take place no later than the first fire season or after landscaping has been reviewed by the Gold Mountain Design Review Committee (GM DRC), whichever comes first.

5310.2.4 After each review is completed, the homeowner will be given or mailed a copy of the completed checklist indicating any fuel reduction deficiencies to be acted on in order to be consistent with state law along with a recommendation that any such deficiencies that are considered by the GM FSC to pose a **serious hazard to fire safety** be rectified by the homeowner within the ensuing sixty (60) days. **The GM FSC’s main goal is not only to help each homeowner better understand and meet the spirit of the current California statute pertaining to “defensible space” (also known as Public Resources Code 4291) but also to actually reduce the risk of fire to the homeowner and to the community.**

5310.2.5 Within this process any deficiencies that are considered by the GM FSC to pose a serious hazard to fire safety **will** be re-inspected for improvement within sixty (60) days of the original checklist being mailed. If, after a second inspection the GM FSC feels that a serious condition continues to exist, the GM FSC will request a meeting with the homeowner to discuss the problem, a potential resolution, and an equitable timeline agreeable to the homeowner.

5310.2.6 It is expected that this effort will help familiarize all homeowners with defensible space statute compliance, home wildland fire safety, and hazardous fuel reduction. It is hoped that this familiarity would create momentum towards further community-wide efforts. Any resulting improvements made by homeowners in defensible space or fire safety to their properties would help protect their property value and be beneficial to themselves, their neighbors, and to the community at large.

5310.3 If the steps described in Section 5310.2, above, result in achieving the desired results of the elimination of serious hazards to fire safety, **or reasonable progress is being made with the homeowner to achieve that end**, then the intent of this policy will have been accomplished that will benefit the homeowner and the Gold Mountain community. Other follow up actions are described below.

5310.3.1

After each inspection is completed and the property has passed all aspects of the survey, the homeowner will be provided a copy of the defensible space checklist. Additionally, the GM FSC will mail a form letter of appreciation and reminder that Defensible Space is an ongoing maintenance requirement.

5310.3.2

After each inspection is completed and the property failed to pass any aspect of the survey, a re-inspection **shall** be scheduled to occur within sixty (60) days of the homeowner being provided a copy of the defensible space checklist. The 60 day schedule may be shortened by mutual agreement of the homeowner and the GM FSC. The 60 day schedule may be extended by the GM FSC if the scope of the work to be done exceeds that time

table or due to the time of year, i.e. on-set of winter. The GM FSC will discuss the deficiencies with the homeowner in an effort to provide a clear understanding of defensible space requirements under California Public Resource Code 4291. As a reminder, the homeowner will be notified by mail using a form letter of the date and time of the re-inspection.

5310.3.3

In cases requiring re-inspection, the GM FSC will provide the homeowner a newly completed defensible space checklist noting any changes in the status of any previously documented hazard(s).

If all of the previously documented hazards have been satisfactorily abated, the GM FSC will provide the homeowner with the defensible space checklist documenting that the property has passed all aspects of the re-inspection. Additionally, the GM FSC will send the homeowner a form letter thanking them for their participation and co-operation and reminding them of the on-going maintenance requirements relative to defensible space re: PRC 4291.

5310.3.4

Defensible space fuel reduction is an on-going issue and needs to be monitored annually by homeowners. It is the goal of the GM FSC to conduct follow-up property visits every three (3) years but such visits may be done more frequently in the case of a potential new violation.

5310.4 Enforcement Action Should Voluntary Action Fail

In the event the previously documented hazards have not been satisfactorily abated within sixty (60) days of the initial inspection, or any extensions thereof, the GM FSC will notify the homeowner by U.S. postal service certified mail, return receipt, that, in the view of the GM FSC, that all reasonable attempts to seek voluntary compliance with this policy have failed. The letter will provide the homeowner fifteen (15) days from the receipt of the certified letter to contact **the Gold Mountain Community Services District (District)** in writing to either state their specific intentions and a timeline for compliance with the findings of the Defensible Space Survey or to appear at a public hearing to be set at a date at least fifteen (15) days from the mailing of the letter. If such written response is not forthcoming and/or the homeowner fails to appear or the District is not satisfied at the public hearing, the District will begin the process of formally contacting the California Department of Forestry (CalFire) to request State enforcement action to the extent provided by California law under PRC 4291.

5310.5 Definitions

5310.5.1 “Professionally Trained Volunteers” are those members of the GM FSC who have completed a classroom and field-based training course that meets the criteria of the California Division of Forestry - Cal Fire - for the understanding of and compliance with Public Resource Code 4291, Defensible Space and is the equivalent of Cal Fire's "Volunteers in Action" training program. This training must be administered by a professional organization that deals with the threat of wildfire in wild-urban-interface communities and is recognized by Cal Fire, such as USDF, California Fire Safe Council, Firewise Communities, local Fire Authorities, and/or Cal Fire itself. All volunteers must be field trained and must undergo refresher training no less than every five (5) years.

References and Attachments to this Policy:

- 1) California Public Resource Code 4291
- 2) Gold Mountain CC&Rs sections:
 - 3.05 Easements
 - 4.17 Planting and Landscaping
- 3) Joint GMHOA & GMCSD Resolution
Requiring Mandatory Consultation on Hazardous Fuel Reduction Guidelines
Adopted September 30, 2006
- 4) Gold Mountain Hazardous Fuel Reduction Guidelines
- 5) Gold Mountain Hazardous Fuel Reduction Procedures
- 6) Gold Mountain Defensible Space & Wildland Fire Safe Checklist

Gold Mountain Community Services District

POLICY HANDBOOK

POLICY TITLE: Septic System Design, Installation, and Maintenance Policy
POLICY NUMBER: 5400

5400.1 System Authorization. The Gold Mountain Community Services District (District) is authorized under California Government Code section 61100(b) to collect, treat, and dispose of sewage, and, in conformance with the requirements of Article XIII D of the California Constitution, to impose and collect fees sufficient to provide reliable service. In accordance with the State Water Resources Control Board (SWRB) General Order 2014-0153-DWQ -R2523 dated 17 November 2017, the District operates a Septic Tank Effluent Pumping (STEP) system for wastewater collection (Exhibit A). Plumas County Environmental Health Department (PCEHD) maintains required system specifications and issues a Sewage Disposal System permit as part of the County permitting process for new construction. In accordance with the Sewage Disposal System permit, each dwelling, commercial facility, or discharging facility is required to install an approved STEP system to include an appropriately sized concrete interceptor tank, an integral pump, control floats, and control panel to separate and retain solids and export liquids to the district owned pressurized sanitary sewer systems. The purpose of this policy is to define the standards the District applies to the design, approval, installation, maintenance, and repair of approved septic systems. By Plumas County Code, only STEP systems are authorized for use within the District.

5400.2 System Ownership. The property owner is responsible for the purchase, installation, and maintenance of the wastewater system, including all components from the generating facility to the District's wastewater main sewer connection, to include laterals, valving, controls, and STEP system components as detailed throughout this policy. Property owners who construct facilities and connect to the District's wastewater facilities are required to enter into an irrevocable license agreement with the District (Exhibit B) established by District Ordinance Number 99-912. This license gives the District the right to access private property without prior notification in order to inspect, service, and maintain portions of the wastewater infrastructure as detailed in Section 5400.4.

5400.3 System Design and Installation. The District maintains a New Construction Package outlining requirements for installation of water and sewer systems within the District. The Package, available from the District office, contains the following key documents applicable for septic system planning and design:

- a) Guidelines for Septic Tank Installation and Connection to the Sanitary Sewer System
- b) Septic Tank Effluent Pump (STEP) System Installation Requirements
- c) Irrevocable License to allow District access to the property for system maintenance and emergencies in accordance with District Ordinance #99-192

- d) Material List for Complete Gold Mountain STEP Package (JENSEN Precast)
- e) Community Services District Septic Tank Installation Record
- f) Septic Tank Final Inspection Checklist
- g) Owner's Guide detailing the property owner responsibilities and instructions for the operation and maintenance of the system components

5400.3.1 District and County Approvals. Plumas County requires a District Will Serve letter, before issuing a County Building Permit and associated Sewage Disposal System permit for construction within District boundaries. The District requires owner/builders complete the following requirements prior to issuing a Will Serve letter:

- a) For construction within the confines of the Nakoma Community Association (NCA), the property owner must provide a letter from the Design Review Committee (DRC) stating that the plans have been finalized and approved by the DRC.
- b) For all construction within the district, Provide the CSD with a plot plan showing the proposed location of the septic tank and associated control panel.
- c) Meet with a District field representative onsite to check the proposed physical location for access and proper drainage.
- d) Sign and notarize the irrevocable license for property access.
- e) Pay the District's current System Development Charge (SDC) in full.

5400.3.2 Septic Tank Location. The septic tank shall be located within the front 50% of the DRC defined Building Zone, herein classified as the Septic Zone, ten (10') to thirty (30') feet from all proposed structures in accordance with Exhibit C. To allow access for routine maintenance and periodic pumping, the tank shall be located no more than 60' from the edge of the driveway or a paved road in any direction. The septic tank may not have riser greater than 36" tall. the septic tank may not be buried more than 36" underground. Case by case exceptions will be considered for site specific conditions.

5400.3.3 Site Preparation. Root incursions represent the greatest threat to septic tank life and operation. Prior to installation, all trees within twenty (20') feet of the tank's location shall be removed. During landscape planning, only plants listed in the Gold Mountain HOA/Nakoma Community Association current Approved Plant List (APL) shall be considered with the following restrictions.

- No trees (including those listed in APL T1-T29) shall be planted within twenty (20') feet of the tank
- No shrubs (as listed in APL S1-S59) shall be planted within ten (10') feet of the tank
- No perennials or ornamental grasses (as listed in APL P1-P12 or OG 1-4) shall be planted within three (3') feet of tanks risers and lids.
- Whole house Water softeners are not allowed to discharge into septic tank.
- The CSD recommends the use of dry-scape materials in the direct vicinity of the septic tank and risers.

5400.3.4 STEP Control Panel Location. The Property Owner shall locate their STEP control panel including system controls, on-off switch, and visual/audible alarms, outside of any building or structure, clearly visible to allow visual and audible alarm detection. The panel shall be located no more than 60' from the STEP tank and within direct sight of the tank.

5400.3.5 Septic Tank Permitting. Upon completion of all approval requirements and receipt of the irrevocable license, the District will send a letter to Plumas County Environmental Health approving the tank location, necessary for the county to issue the Sewer Disposal System permit. This sets off a string of inspections culminating in a final approval of the sewer system installation by the District and Plumas County as outlined in the New Construction Package.

5400.4 Septic Tank Operations, Maintenance, and Repair. The District and property owners share responsibility for the operation and maintenance of the property owner's STEP system.

5400.4.1 Septic Alarms. Each STEP installation includes an alarm and control panel. Should the system detect a problem state within the STEP system, an audible alarm will sound, and a light will flash on the control panel. As the alarms are not directly connected to the CSD, the property owner should immediately notify the CSD by calling the CSD business office or afterhours numbers. The audible alarm may be silenced in accordance with your STEP system Owner's Guide. Upon notification, the CSD will conduct a septic inspection within 12 hours of notification.

5400.4.2 Property Owner Responsibilities. The property owner is responsible for the following:

- Obtaining all system permitting
- Purchase and correct Installation of District approved STEP System
- Maintaining the sewer lateral from the waste generating facilities to the District's wastewater main to include cleaning and keeping service laterals and tank free of obstructions and root infestation.
- Repair service laterals and components located outside the public right of way or on the customer side of the District's point of service connection
- In cases where District facilities must be installed in other than streets, rear service roads, or dedicated public easements, property owners shall furnish dedicated public utility easements to the District for installation, operation, maintenance, repair, or replacement of District facilities
- Maintaining unobstructed physical access to Interceptor Tank and STEP system control panel for the purpose of inspection, tank pumping, and system control
- Maintaining surface grading away from access lids of Interceptor Tank prevent surface water incursion
- Maintaining system plumbing and electrical connections from the generating facility to the tank, and from the tank to the District's sewer system main line, including an approved, operable circuit breaker

- Vegetation control and root abatement in the vicinity of the tank and sewer connections to prevent root incursion into the system
- Any maintenance, repair, or replacement of the tank, to include tank excavation and landscape repair should the tank be compromised for any reason including root abatement
- Proper operation of the tank in accordance with the Owners Handbook

5400.4.3 District Responsibilities. Under the provisions of the irrevocable license, the District is responsible for the following activities without prior notification:

- Maintaining the Interceptor Tank Control Panel
- Maintaining STEP interior components including the repair and replacement of tank floats, switches, pumps, and electrical components.
- Repair of service laterals within the public right of way for broken lines, joint separations, or line replacement.
- Conducting periodic State required septic tank inspection using a checklist to determine if repairs or pumping may be required.
- Contracting for tank pumping and disposal services to remove solids when needed
- Promptly repairing maintenance issues falling under District responsibility.
- Providing the property owner with an inspection report should any owner responsibility maintenance issues or root incursion be identified.
- Partnering with property owners to ensure any necessary repairs falling under owner responsibility are promptly addressed and meet CSD standards and is connected to system properly.

5400.4.4 Force Repairs. If the maintenance issue presents a health hazard and/or has an adverse impact on the District's wastewater system, and the property owner cannot or will not correct it, the District may correct or mitigate the issue at the owner's expense.

5400.4.5 Property Owner Requested Inspections. Should a property owner request a septic tank inspection and/or tank pumping, such as when it is a condition of sale, and when the most recent record of inspection is not adequate for said purpose, the CSD will perform a special inspection, prepare an inspection report, and order a tank pumping as appropriate. The District will assess additional charges for these out of cycle services.