



Gold Mountain Community Services District

AGENDA

Special Meeting

Friday, September 18, 2026 10:00 AM

150 Pacific Street, Portola, CA 96122

<https://www.gmcscd.org/>

<https://us02web.zoom.us/j/88378919752?pwd=mvmlLDc1KBP6q3kNAIlKDNoo5b6JXJ.1>

Board of Directors

President Patricia Ryan • Vice President Kathy Kogge • Director Shaun Pairish • Finance Director
Rene St. Pierre • Director Joan Zappettini

Administrative Staff

General Manager/Board Secretary Skyler Allingham • Office Administrator Kati Campbell

RULES AND PROCEDURES OF THIS BOARD

Any person desiring to address the CSD Board on any item not on the Agenda may do so during the public comment period of the meeting. The public is asked to limit comments to three minutes. The Board will also allow for 3-minute public comments between each agenda item.

Please direct your email comments to the CSD at info.gmcscd@gmail.com. Members of the public may submit their comments in writing to be included in the public record. Copies of agenda reports or other written documentation relating to each item of business referred to on this agenda will be available on the District's website at www.gmcscd.org. If you have any questions on any agenda items, contact the CSD at 530-832-5945.

REASONABLE ACCOMMODATIONS

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

1. Call to Order

A. Roll Call

2. Public Comments

☒ Discussion  [Comment](#)

Pursuant to Government Code Section 54954.3, members of the audience may address the Board

on any agenda item before or during the Board's consideration of the item. The District allows a maximum of three (3) minutes for each speaker.

3. Closed Session

☒ Discussion ☒ Possible Action  [Comment](#)

A. Litigation - Anticipated Litigation (Significant Exposure to Litigation)

Conference with Legal Counsel - Anticipated Litigation Pursuant to Gov. Code Section 54956.9 (d)(2) or (3)

Number of cases: 2

B. Public Employee Performance Evaluation

Closed Session pursuant to Government Code Section 54957 – Public Employee Performance Evaluation

GENERAL MANAGER

4. Consent Agenda

☒ Discussion ☒ Possible Action  [Comment](#) [View Item](#)

A. Review, discuss, with possible action for August 21, 2026 Regular meeting minutes.

B. Review, discuss, with possible action for August 28, 2026 Special meeting minutes. Meeting 1 & Meeting 2.

5. Policy Updates

☒ Discussion ☒ Possible Action  [Comment](#) [View Item](#)

A. Review, discuss, with possible action - Policy #???? , **Competitive Bidding**. Continue to next Board meeting pending staff review of CUCCAC procedures and guidelines prior to next Finance Committee meeting for inclusion in the policy.

B. Review, discuss, with possible action, Policy #1035, **Conflict of Interest**.

NOTE: Per consult with District counsel and Plumas County Counsel, Conflict of Interest (COI) Code did NOT require any revisions, therefore no action by the board required on the COI Code itself.

C. Policy #2130, **Investment of Public Funds**. Finance Director St. Pierre is putting together a list of recommended changes for staff to incorporate into the Policy for review by the Finance Committee at their meeting.

D. Review, discuss with possible actions, Policy #4202, **Board Actions and Decisions**

E. Review, discuss, with possible action, Policy #5005, Billing

F. Review, discuss, with possible action, Policy #5010, **Excavation Clearance Requirements** renumber from Policy #5010 to Policy #5045, Excavation Clearance Requirement and make revisions.

6. Falling Water Leachfield Ownership

☒ Discussion ☒ Possible Action  [Comment](#)

Review, discuss, with possible action regarding transfer of ownership of the Falling Water Leachfield from Nakoma Community Association to GMSCSD. The Bankruptcy Documents state that all leach fields were to be transferred to the District. However, the Falling Water Leachfield was not transferred.

Continue to next meeting pending receipt of **Title Search**.

7. Legacy Propane System Update

☒ Discussion ☒ Possible Action  [Comment](#)

Legacy Propane System Working Group Update by Director Parish.

8. Plumas County Local Agency Formation Commission (LAFCo) Municipal Service Review (MSR) Fire Protection

☒ Discussion ☒ Possible Action  [Comment](#)

A LAFCo MSR is a comprehensive study that evaluates the adequacy, efficiency, and financial health of public services provided by cities and special districts. Plumas County LAFCo is currently conducting an MSR in Eastern Plumas County strictly for Fire Protection and GMSCSD is one of the entities under evaluation.

Update by GM Allingham.

9. Staffing Proposal - Administrative Staff Requirement Review.

☒ Discussion ☒ Possible Action  [Comment](#)

10. August 2026 Aging Report

☒ Discussion ☒ Possible Action  [Comment](#) [View Item](#)

Review, discuss with possible action.

NOTE: Clearing of negative amounts.

11. August Water & Sewer Profit & Loss (P&L)

☒ Discussion ☒ Possible Action  [Comment](#) [View Item](#)

12. Nakoma Resort Billing for Water and Sewer

☒ Discussion ☒ Possible Action  [Comment](#)

A. Review, discuss, and take possible action on Commercial Water and Sewer Billing errors. GM A. Allingham to present "In-Kind Project" as possible offset to monies owed to GMSCSD. Item continued from Aug 21, 2026 meeting. GM to pass plans for in-kind Transmission Line project to Nakoma Resort representatives Aiple and Gallagher prior to Sept meeting.

B. Review, discuss, and take possible action on Nakoma request for reduction of Sewer Charges B. for Maintenance Building retroactive to FY2022. This item continued from Aug 21, 2026 meeting pending installation of wastewater meters on remaining Nakoma properties in order to accumulate 30 days of data to evaluate.

C. Review, discuss, and take possible action on Nakoma Resort request for reduction of Water C. Charges for Clubhouse (Lodge) and Maintenance Yard retroactive to FY2022. Continued from Aug 21, 2026 meeting while staff researches any statute of limitations.

13. Hansford Economic Consulting - Review Capacity Fees

☒ Discussion ☒ Possible Action  [Comment](#) [View Item](#)

Pages 2-15 of the attached presentation refer to Capacity Fees Update.

NOTE: Catherine Hansford gave this presentation during the July 17, 2026 board meeting and this same presentation file was attached to the minutes of that meeting.

NOTE: The Finance Committee requested additional detail of the "Estimated Master Plan" cost shown in the calculations on page 8 and page 10.

14. General Manager's Report

☒ Discussion ☒ Possible Action  [Comment](#) [View Item](#)

15. Directors' Reports

☒ Discussion ☒ Possible Action  [Comment](#)

16. Committee Reports

☒ Discussion ☒ Possible Action  [Comment](#)

Reports from Committee Chairs:

Executive

Community Wildfire Prevention (CWP)

Finance

Firewise

Policy Review

17. Adjournment

Posted 2:23 pm on September 16, 2026

2:23 pm September 16, 2026

Gold Mountain Community Services District

POLICY HANDBOOK

POLICY TITLE: **Billing ~~Policy~~**
POLICY NUMBER: **5005**

5005.1 Overview. Gold Mountain Community Services District (GMCS D) 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. GMCS D 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 Water and Sewer Rate Schedules, passed and adopted under the Proposition 218 process, the District assesses service rates for all parcels under two categories:

1. 1. **Connected Customers** – customers who have connected ~~ed~~ to ~~and who use~~ the water and sewer infrastructure ~~services~~ regardless of usage or consumption.

2.

2. **Unconnected Customers** – customers that have not connected to the infrastructure or 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 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.

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

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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.

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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.