

GOLD MOUNTAIN COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
MEETING MINUTES

Friday, January 21st, 2022 @ 2:00pm
150 Pacific Street, Suite 8, Portola, CA

A CALL MEETING TO ORDER:

The meeting was called to order at 2:03pm

Present: President: Cary Curtis, Board Member: Kathryn Kogge, Financial Director Rene St. Pierre, Vice President: Kim Seney, Board Member Gordon Bennie

Absent: None

Staff Present Via- Zoom: General Manager: Rich McLaughlin, Administrative Manager: Tiana Bradley, Assistant General Manager/Lead Operator: Skyler Allingham, Fire Coordinator: Bill Robinson

B RESOLUTION No. 2021/22 -07:

General Manager McLaughlin presented for discussion and action Resolution No. 2021/22-07: A Resolution Of The Board Of Directors Of The Gold Mountain Community Services District (GMCSD) Making Findings And Determinations Pursuant To AB361 For Continued Virtual Meetings.

Financial Director St. Pierre made the motion to adopt Resolution No. 2021/22-07: A Resolution Of The Board Of Directors Of The Gold Mountain Community Services District (GMCSD) Making Findings And Determinations Pursuant To AB361 For Continued Virtual Meetings. Board Member Kogge seconded the motion. **Roll Call:** President Curtis – Yes, Board Member Kogge – Yes, Financial Director St. Pierre– Yes, Vice President Seney – Yes, Board Member Bennie – Yes. Motion Approved

C PUBLIC COMMENT:

There was no public comment.

D CONSENT CALENDER:

Minutes: Approval of November 15th, 2021, Regular Meeting Minutes

Warrant Registers: November 2021 & December 2021 Warrant Registers.

Board Member Kogge made the motion to adopt the “Consent Calendar,” Financial Director St. Pierre seconded the motion. **Roll Call:** President Curtis – Yes, Board Member Kogge – Yes, Financial Director St. Pierre– Yes, Vice President Seney – Yes, Board Member Bennie – Abstain. Motion Approved

E NEW BUSINESS:

1. **2022 BOARD ASSIGNMENTS:**

a) **ELECTION OF OFFICERS:**

President Curtis led a short discussion regarding board officers and agreed to retain the role of President with Board Member Seney retaining the role of Vice President and General Manager McLaughlin serving as Treasurer. President Curtis made the motion to retain the current slate of officers, Board Member St. Pierre Seconded; unanimous roll call vote (5/0)

b) APPOINTMENT OF CHAIRS FOR STANDING COMMITTEES:

After a short discussion, President Curtis made a motion to retain the current slate of Committee Chairs, Board Member Seney seconded; unanimous roll call vote (5/0). Standing committee chairs to continue as:

- Executive Committee – President Curtis
- Firewise Committee – Board Member Kogge
- Fire Protection Committee – President Curtis
- Capital Improvement and Finance Committee – Treasurer McLaughlin

2. STANDING COMMITTEE AND AD-HOC COMMITTEE CHARTERS:

President Curtis presented a standard format for Committee Charters as approved by the Executive Committee. President Curtis requested Committee Chairs to present draft charters in approved format by the next regular Board Meeting.

3. OATH OF OFFICE:

General Manager McLaughlin provided a briefing on the requirements for all Board and Staff to take the California State Oath of Office and the procedures the District will follow going forward including administering the oath to all new employees as part of their indoctrination into their new employment.

4. ORGANIZATIONAL DEVELOPMENT CHARTER:

Board President and General Manager led a discussion regarding the growing need for organizational development and succession planning. No specific action taken.

5. BUDGET REPORT & FINANCIALS FOR NOVEMBER - DECEMBER 2021:

GM presented the November/December 2021 financials. President Curtis made the motion to accept, Board Member St. Pierre seconded. Roll Call: President Curtis – Yes, Board Member Kogge – Yes, Financial Director St. Pierre – Yes, Vice President Seney – Yes, Board Member Bennie – Abstain. Motion Approved

6. FIRE TAX DELINQUENCIES:

Administrative Manager Bradley present the 2021 Plumas County report on Fire Tax delinquencies for the years 2018/ 2019, and 2021 showing significant institutional delinquencies. The Board directed Ms. Bradley to contact the county to better understand the delinquencies and appropriate options available for collection.

7. SYSTEM DEVELOPMENT CHARGES FOR 2022:

Administrative Manager Bradley presented the Board with the proposed 8% 2022 annual System Development Charge (SDC) inflation rate based on Construction Cost Index data. Board Member Bennie made the motion to accept the 8% rate increase, Vice President Seney seconded; unanimous roll call vote (5/0).

8. AGENDA ITEMS 8-14 POLICY APPROVALS:

Board President Curtis presented seven (7) District polices representing administrative updates and revised policy numbers for review and approval. These polices included were:

- Policy 2030, Holidays
- Policy 2010, Hours of Work and Overtime
- Policy 3060, Easement Acceptance
- Policy 2230, Abandonment of Easements
- Policy 1005, Association Membership
- Policy 1010, “Basis of Authority”
- Policy 1050, General Manager Role & Responsibilities

Board Member St. Pierre made the motion to waive the second reading of each policy, Board Member Kogge seconded; unanimous roll call vote (5/0)

Board Member St. Pierre made the motion to approve the first reading of each policy, Board Member Kogge seconded; unanimous roll call vote (5/0)

15. **POLICY 2150, “RESERVE POLICY”:**

Board President tabled Policy 2150 discussion for a future meeting.

16. **PERFORMANCE REVIEW EASTERN PLUMAS RURAL FIRE DEPT.:**

Board President led a discussion on the status of GMCS D’s annual review of the Eastern Plumas Rural Fire Dept Contract and possible courses of action. President Curtis to provide the official Performance Review results at the next Regular Meeting of the board. Board President made a motion that board agrees to move forward with the contract review to identify deficiencies in their SLAs and bring the results back to the Board no later than the March meeting. Board Member Bennie seconded; unanimous roll call vote (5/0).

17. **PERFORMANCE REVIEW GENERAL MANAGER:**

Board President provided an overview of the new General Manager Performance Review concept for Board inputs. Discussion only.

F OLD BUSINESS:

1. **RATE STUDY UPDATE:**

Catherine Hansford, of Hansford Consulting presented an update on GMCS D Rate Study efforts including a review of key points, issues, and the schedule moving forward. The original contract involved an analysis of water and sewer rates, capacity fees, and user fees. The focus for this discussion was on rates and staying on schedule to implement new rates on 1 July. Mid-March is the latest timeframe to agree on the rate increase and send out the proposition 218 notice. The proposed rate structure identifies the maximum legally allowed rates that could be charged. The Board has the option of adopting a lower rate. Objective is to provide an equitable rate structure that legally serves each customer group. Discussion only.

2. **DISTRICT TRANSPARENCY CHALLENGE:**

Board President discussed the latest updates on the District Transparency Challenge Certification through CSDA. Additional updates as the year moves forward. Discussion only.

3. **EMERGENCY SERVICES STUDY GROUP:**

Board President discussed the latest updates on the possible fire agency consolidation. Contractor is finishing their feasibility study and identification of the new District’s boundaries. Discussion only.

G REPORTS:

1. **GENERAL MANAGER’S REPORT:**

GM reported on the Cal Fire Grant and extension of period of performance to 31 September 2021. District received a COVID relief grant of \$84,284, a legal use for these dollars is upgrades to ensure safe and reliable water services and intent is to use these dollars on the leachfield expansion project. GM provided an HFT update and privately owned lot contributions. Discussion only.

2. **FIELD REPORT:**

New Central Valley Salts testing program is requiring additional testing every day which requires additional labor to meet the new requirements. Major source of salts in sewer flows is soft water devices. Discussion only.

3. **DIRECTORS' REPORTS:**

Discussion Item – No Actions Required

4. **ADMIN REPORT:**

Administrative Manager reported that the Audit Report has been received and distributed. Updated Board on delinquent fire taxes and that delinquent properties will go to tax sale at the 5 year point. Discussion only.

5. **FIRE COORDINATOR REPORT:**

Discussion Item – No Action Required

6. **CORRESPONDANCE TO THE BOARD OF DIRECTORS:**

No correspondence for this meeting.

7. **FIREWISE COMMITTEE REPORT:**

Board member Kathy reported the goal of the Plumas Fire Safe Council for local organizations to develop a five year plan for goals and priorities on how we will continue to meet fire safe status including challenges, programs, issues, and relationships. Topic for future Firewise Committee meeting. Tree mortality due to drought is growing issue in the County.

H. **ADJOURN:**

The meeting adjourned at 5:31 pm.

These minutes were approved by the Board of Directors of the Gold Mountain Community Services District at the regular Board meeting on May 20th, 2022

Cary Curtis, President

Attest: Rich McLaughlin, Interim District Secretary