

GOLD MOUNTAIN COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS

MEETING MINUTES

Tuesday, January 19th, 2021 @ 10:00am

A CALL MEETING TO ORDER:

The meeting was called to order at 10:00am

Present Via- Zoom: President: Cary Curtis, Vice President: Kathryn Kogge, Board Member: Kim Seney, Board Member: Marty Heinrich. Financial Director: Rene St. Pierre

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

Absent: None

B CONSENT CALENDER:

Minutes: Approval of December 11th, 2020 Regular Meeting Minutes

Warrant Registers: Approval of December 2020 Warrant Registers

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

C PUBLIC COMMENT:

There was no public comment.

D REPORTS:

1. GENERAL MANAGER’S REPORT:

Discussion Item – No Action Required

2. FIELD REPORT:

Discussion Item – No Action Required

3. DIRECTORS’ REPORTS:

Discussion Item – No Action Required

4. ADMIN REPORT:

Discussion Item – No Action Required

5. FIRE COORDINATOR REPORT:

Discussion Item – No Action Required

FINANCIAL DIRECTOR ST. PIERRE ARRIVED AT THE MEETING AT 10:33AM.

E OLD BUSINESS:**1. 2021 BOARD ASSIGNMENTS:****2021 Current Board Assignments**

- Executive Committee: President Curtis, Vice President Seney, Board Member Kogge
- Capital Improvement and Finance Committee: General Manager McLaughlin, Financial Director St. Pierre, Board Member Heinrich

2021 Proposed Changes

- Executive Committee: President Curtis, Vice President Seney, General Manager McLaughlin
- Capital Improvement and Finance Committee: General Manager McLaughlin, Asst. General Manager Allingham, Financial Director St. Pierre, Board Member Heinrich

President Curtis made the motion to accept the proposed changes to the 2021 Board Assignments as stated. Financial Director seconded the motion. **Roll Call:** President Curtis – Yes, Vice President Kogge – Yes, Financial Director St. Pierre – Yes, Board Member Seney – Yes, Board Member Heinrich – Yes, Motion Approved

2. EMERGENCY SERVICES STUDY GROUP:

President Curtis presented for discussion the latest updates on the possible fire agency consolidation. She informed the board that a letter to the Sierra Valley Fire board from Study Group. The letter outlined that the Memorandum of Understanding signed by all participating agencies requires a 60-day notification to the Study Group to withdraw. A copy of the letter will be shared at the March. 15th, 2021 GMCSO board meeting. The next meeting of the Study Group has not yet been scheduled.

3. COMMITTEE MISSION STATEMENTS:

President Curtis presented for discussion an update on the establishment of Gold Mountain CSD Committee Mission Statements. She informed the board that Board Member Kogge, had assumed the role overseeing the completion of Gold Mountain CSD Committee Mission Statements from President Curtis. No further action was required.

4. RISK ASSESMENT PROJECT:

Vice President Seney presented for discussion an update on the risk assessment project within the Gold Mountain CSD. She informed the board that a prioritized list of risks was created, and three more risks were identified. No further action was required.

F NEW BUSINESS:**1. BUDGET REPORT & FINANCIALS FOR DECEMBER 2020:**

Financial Director St. Pierre made the motion to accept the Budget Comparison & Financial Reports for DECEMBER 2020; Board Member Kogge seconded the motion. **Roll Call:** President Curtis – Yes, Financial Director: St. Pierre – Yes, Board Member Kogge – Yes, Vice President Seney – Yes, Board Member Heinrich – Yes. Motion Approved

2. RESOLUTION No. 2020/21 – 04:

General Manager McLaughlin presented for discussion and action Resolution No. 2020/21 – 04: A Resolution Adopting the Conflict of Interest Code for Gold Mountain Community Services District.

Vice President Seney made the motion to Resolution No. 2020/21 – 04: A Resolution Adopting the Conflict of Interest Code for Gold Mountain Community Services District. Financial Director St. Pierre seconded the motion.



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.

Roll Call: President Curtis– Yes, Financial Director: St. Pierre – Yes, Board Member Kogge –Yes, Vice President Seney – Yes, Board Member Heinrich – Yes. Motion Approved

3. **SYSTEM DEVELOPMENT CHARGES FOR 2021:**

Administrative Manager Bradley presented for discussion and action the proposed SDC Inflation Rate for 2021 and Adjustment to the System Development Charges. The proposed rate increase for 2021 was by 2.1% as indicated by the Construction Cost Index data.

Board Member Kogge made the motion to adopt the 2021 System Development Charge increase of 2.1% as indicated by the Construction Cost Index. Financial Director St. Pierre seconded **Roll Call:** President Curtis– Yes, Financial Director: St. Pierre – Yes, Board Member Kogge –Yes, Vice President Seney – Yes, Board Member Heinrich – Yes. Motion Approved

4. **DELIQUENCIES REVIEW:**

Administrative Manager Bradley reviewed the 2020/21 delinquency report. As of the 2nd Quarter ending the overall outstanding Accounts Receivables totaled \$15,879.21 for a total of 26 delinquent accounts. No further action was required.

5. **POLICY 3100: “ACCOMMODATIONS FOR DISABILITY”:**

President Curtis presented for discussion and action GMCSO Policy 3100: “Accommodations for Disability” for approval. This policy outlines the guidelines and requirements for Accommodations for Disability within the workplace.

Vice President Seney made the motion to waive the second reading of GMCSO Policy 3100: “Accommodations for Disability”. Board Member Seney seconded the motion. **Roll Call:** President Curtis– Yes, Financial Director: St. Pierre – Yes, Board Member Kogge –Yes, Vice President Seney – Yes, Board Member Heinrich – Yes. Motion Approved

Board Member Heinrich made the motion to adopt GMCSO Policy 3100: “Accommodations for Disability”. Vice President Seney seconded the motion. **Roll Call:** President Curtis– Yes, Financial Director: St. Pierre – Yes, Board Member Kogge –Yes, Vice President Seney – Yes, Board Member Heinrich – Yes. Motion Approved

6. **POLICY 3425: “FAMILY & MEDICAL LEAVE”:**

President Curtis presented for discussion and action GMCSO Policy 3425: “Family & Medical Leave” for approval. This policy outlines the guidelines and requirements for Family and Medical Leave Procedures.

Vice President Seney made the motion to waive the second reading of GMCSO Policy 3425: “Family & Medical Leave”. Board Member Seney seconded the motion. **Roll Call:** President Curtis– Yes, Financial Director: St. Pierre – Yes, Board Member Kogge –Yes, Vice President Seney – Yes, Board Member Heinrich – Yes. Motion Approved

Board Member Heinrich made the motion to adopt GMCSO Policy 3425: “Family & Medical Leave”. Vice President Seney seconded the motion. **Roll Call:** President Curtis– Yes, Financial Director: St. Pierre – Yes, Board Member Kogge –Yes, Vice President Seney – Yes, Board Member Heinrich – Yes. Motion Approved

7. **POLICY 3495: “WORKERS’ COMPENSATION LEAVE”:**

President Curtis presented for discussion and action GMCSO Policy 3495: “Workers’ Compensation Leave” for approval. This policy outlines the guidelines and requirements for Workers Compensation Leave.

Vice President Seney made the motion to waive the second reading of GMCSO Policy 3495: “Workers’ Compensation Leave”. Board Member Seney seconded the motion. **Roll Call:** President Curtis– Yes, Financial Director: St. Pierre – Yes, Board Member Kogge –Yes, Vice President Seney – Yes, Board Member Heinrich – Yes. Motion Approved

Board Member Heinrich made the motion to adopt GMCSO Policy 3495: “Workers’ Compensation Leave”. Vice President Seney seconded the motion. **Roll Call:** President Curtis– Yes, Financial Director: St. Pierre – Yes, Board Member Kogge –Yes, Vice President Seney – Yes, Board Member Heinrich – Yes. Motion Approved



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8. **POLICY 3525: “WORKPLACE VIOLENCE PREVENTION”:**

President Curtis presented for discussion and action GMCS D Policy 3525: “Workplace Violence Prevention” for approval. This policy outlines the guidelines and requirements for Workplace Violence Prevention.

Vice President Seney made the motion to waive the second reading of GMCS D Policy 3525: “Workplace Violence Prevention”. Board Member Seney seconded the motion. **Roll Call:** President Curtis– Yes, Financial Director: St. Pierre – Yes, Board Member Kogge –Yes, Vice President Seney – Yes, Board Member Heinrich – Yes. Motion Approved

Board Member Heinrich made the motion to adopt GMCS D Policy 3525: “Workplace Violence Prevention”. Vice President Seney seconded the motion. **Roll Call:** President Curtis– Yes, Financial Director: St. Pierre – Yes, Board Member Kogge –Yes, Vice President Seney – Yes, Board Member Heinrich – Yes. Motion Approved

9. **POLICY 4215: “BROWN ACT COMPLIANCE”:**

This item was differed to a later meeting.

10. **COMMUNICATION DASHBOARD:**

Administrative Manager Bradley conducted a tutorial on the newly adopted External Communication Dashboard for the GMCS D Board of Directors and Staff. No further action was required.

G ADJOURN:

The meeting adjourned at 12:18pm.

These minutes were approved by the Board of Directors of the Gold Mountain Community Services District at the regular Board meeting on April 19th, 2021.

Cary Curtis, President

Attest: Tiana Bradley, District Secretary

