

GOLD MOUNTAIN COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
MEETING MINUTES

Monday, April 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: Kim Seney, Board Member: Kathryn Kogge, 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

Pursuant to the Ralph M. Brown Act:

President Curtis made the motion to add the following action item to the April 19th, 2021 – Agenda: “E.16 – Resolution No. 2020/21 – 06: A Resolution of The Gold Mountain Community Services District’s Board Of Directors Approving The Filing Of An Application For The California Climate Investments Fire Prevention Grants Program” Financial Director St. Pierre 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

B CONSENT CALENDER:

Minutes: Approval of January 19th, 2021& March 15th, 2021 Regular Meeting Minutes

Warrant Registers: Approval of March Warrant Registers

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

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

Discussion Item – No Action Required

E **OLD BUSINESS:**

1. **RESOLUTION No. 2020/21- 05:**

Board President Curtis presented for discussion action Resolution No. 2020/21-05: A Resolution Of The Governing Board Of The Gold Mountain Community Services District Confirming Continuing Participation In The Reorganization Of Regional Fire And Emergency Services.

Financial Director St. Pierre made a motion to adopt Resolution No. 2020/21-05: A Resolution Of The Governing Board Of The Gold Mountain Community Services District Confirming Continuing Participation In The Reorganization Of Regional Fire And Emergency Services. 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

The board convened into recess at 11:25am

The board convened back into open session at 11:33am

F **NEW BUSINESS:**

1. **BUDGET REPORT & FINANCIALS FOR MARCH 2021:**

Board Member Heinrich made the motion to accept the Budget Comparison & Financial Reports for MARCH 2021; Financial Director St. Pierre seconded the motion. **Roll Call:** President Curtis – Yes, Vice President Seney – Yes, Financial Director St. Pierre– Yes, Board Member Kogge – Yes, Board Member Heinrich – Yes, Motion Approved

2. **EASTERN PLUMAS RURAL FIRE CONTRACT SERVICES:**

President Curtis presented for discussion and action modifications to service level agreements. The goal is to revise the District's current fire and emergency services contract with EPRFPD to include enhance reporting metrics as a component of the contract. Develop an enhanced reporting template. Engage EPRFPD with implementing the new reporting and modify the existing EPRFPD Fire Protection and Emergency Services Contract to include the new reporting requirements as a condition of agreed upon service to the Nakoma Community.

President Curtis made a motion to approve modifications to the service level agreements with Eastern Plumas Rural Fire Dept. Board Member Heinrich seconded the motion. **Roll Call:** President Curtis – Yes, Vice President Seney – Yes, Financial Director St. Pierre– Yes, Board Member Kogge – Yes, Board Member Heinrich – Yes, Motion Approved

3. **DISTRICT TRANSPARENCY CHALLENGE:**

President Curtis presented for discussion and action the next steps on the District Transparency Challenge Certification through CSDA. The next steps were to formalize an ad-hoc committee of board members and staff to lead the workflow of the Transparency Challenge and agree upon a plan for implementing the requirements of the Challenge and implement the plan timeline.

President Curtis made the motion to approve the ad hoc committee consisting of President Curtis and Administrative Manager Bradley. Board Member Heinrich seconded the motion. **Roll Call:** President Curtis – Yes, Vice President

Seney – Yes, Financial Director St. Pierre– Yes, Board Member Kogge – Yes, Board Member Heinrich – Yes, Motion Approved

President Curtis made the motion to approve the proposed implementation plan timeline. Board Member Heinrich seconded the motion. **Roll Call:** President Curtis – Yes, Vice President Seney – Yes, Financial Director St. Pierre– Yes, Board Member Kogge – Yes, Board Member Heinrich – Yes, Motion Approved

4. **POLICY 2130 “INVESTMENTS”:**

Vice President Seney presented for discussion and action the second reading of Policy 2130: “Investments”. The revision of policy #2130 is needed to update new legally required references and language. Separate procedures from the policy document. Develop legally required procedures in support of the Policy and reviewed by the board.

Financial Director St. Pierre made the motion to adopt the revision of Policy 2130: “Investments”. Board Member Kogge seconded the motion. **Roll Call:** President Curtis – Yes, Vice President Seney – Yes, Financial Director St. Pierre– Yes, Board Member Kogge – Yes, Board Member Heinrich – Yes, Motion Approved

5. **POLICY 1046 “AUDITOR SERVICES”:**

Vice President Seney presented for discussion and action the second reading of Policy 1046: “Auditor Services”. This policy outlines the GMCS D’s responsibility in appointing a District Auditor who will service at the pleasure of the board.

Financial Director St. Pierre made the motion to adopt the revision of Policy 1046: “Auditor Services”. Board Member Heinrich seconded the motion. **Roll Call:** President Curtis – Yes, Vice President Seney – Yes, Financial Director St. Pierre– Yes, Board Member Kogge – Yes, Board Member Heinrich – Yes, Motion Approved

6. **HAZARDOUS FUEL TREATMENT MANAGEMENT UPDATE:**

President Curtis presented for discussion an update on the status of the HFT project. The HFT Project has been split into two phases, work had been partially completed for phase one of the project on Clouds Rest Canyon and Phase two has not yet been started. No further action was required.

7. **FIRE RESERVE TRANSFER:**

President Curtis made the motion to transfer \$100,000 from Fire Operating into Fire Fidelity in the 2021/22 Fiscal Year. Vice President Seney seconded the motion. **Roll Call:** President Curtis – Yes, Vice President Seney – Yes, Financial Director St. Pierre– Yes, Board Member Kogge – Yes, Board Member Heinrich – Yes, Motion Approved

8. **FIRE WORKSHOP RECAP:**

This item was removed from the agenda. No further action was required.

9. **POLICY #2110 “BUDGET PREPARATION”:**

Vice President Seney presented for discussion and action the first reading of Policy 2110: “Budget Preparation”. This new policy is intended ensure that a basic requirement is in place for the General Manager to present an annual budget to the Board for adoption.

President Curtis made the motion to waive the second reading of Policy 2110: “Budget Preparation”. Board Member Heinrich seconded the motion. **Roll Call:** President Curtis – Yes, Vice President Seney – Yes, Financial Director St. Pierre– Yes, Board Member Kogge – Yes, Board Member Heinrich – Yes, Motion Approved

Vice President Seney made the motion to adopt Policy 2110: “Budget Preparation”. Board Member Kogge seconded the motion. **Roll Call:** President Curtis – Yes, Vice President Seney – Yes, Financial Director St. Pierre– Yes, Board Member Kogge – Yes, Board Member Heinrich – Yes, Motion Approved

10. **POLICY #3118 “EQUAL OPPORTUNITY”:**

Vice President Seney presented for discussion and action the first reading of Policy 3118: "Equal Opportunity". This new policy is intended to affirm the District and Board of Directors' committee to Equal Opportunity and to conduct business consistent with legal requirements.

President Curtis made the motion to waive the second reading of Policy 3118: "Equal Opportunity". Financial Director St. Pierre seconded the motion. **Roll Call:** President Curtis – Yes, Vice President Seney – Yes, Financial Director St. Pierre– Yes, Board Member Kogge – Yes, Board Member Heinrich – Yes, Motion Approved

President Curtis made the motion to adopt Policy 3118: "Equal Opportunity". Financial Director St. Pierre seconded the motion. **Roll Call:** President Curtis – Yes, Vice President Seney – Yes, Financial Director St. Pierre– Yes, Board Member Kogge – Yes, Board Member Heinrich – Yes, Motion Approved

11. POLICY #3470 "TIME OFF FOR CHILDREN'S SCHOOL ACTIVITIES":

Vice President Seney presented for discussion and action the first reading of Policy 3470: "Time Off for Children's School Activities". This new policy is intended to provide for legally required employee time off related to School Activities.

Vice President Seney made the motion to waive the second reading of Policy 3470: "Time Off for Children's School Activities". Board Member Kogge seconded the motion. **Roll Call:** President Curtis – Yes, Vice President Seney – Yes, Financial Director St. Pierre– Yes, Board Member Kogge – Yes, Board Member Heinrich – Yes, Motion Approved

Vice President Seney made the motion to adopt Policy 3470: "Time Off for Children's School Activities". Board Member Kogge seconded the motion. **Roll Call:** President Curtis – Yes, Vice President Seney – Yes, Financial Director St. Pierre– Yes, Board Member Kogge – Yes, Board Member Heinrich – Yes, Motion Approved

12. POLICY #5400 "SEPTIC DESIGN, INSTALLATION AND MAINTENANCE":

Vice President Seney presented for discussion and action the first reading of Policy 5400: "Septic Design Installation and Maintenance". The addition of policy #5400 is needed to clearly define the responsibilities of Owners and CSD for the Septic System components. Establish standards for maintaining septic tanks relating to adjacent landscaping. Provide overview of system components and how they work together for improve understanding of the septic system infrastructure.

President Curtis made the motion to waive the second reading of Policy 5400: "Septic Design Installation and Maintenance". Board Member Heinrich seconded the motion. **Roll Call:** President Curtis – Yes, Vice President Seney – Yes, Financial Director St. Pierre– Yes, Board Member Kogge – Yes, Board Member Heinrich – Yes, Motion Approved

President Curtis made the motion to adopt Policy 5400: "Septic Design Installation and Maintenance". Board Member Heinrich seconded the motion. **Roll Call:** President Curtis – Yes, Vice President Seney – Yes, Financial Director St. Pierre– Yes, Board Member Kogge – Yes, Board Member Heinrich – Yes, Motion Approved

13. RETIRE POLICY #3005 "MAINTENANCE RESPONSIBILITIES FOR WASTE WATER INFRASTRUCTURE ON PRIVATE LOTS":

Vice President Seney presented for discussion and action the proposal to Retire Policy #3005 "Maintenance Responsibilities for Waster Water Infrastructure on Private lots.

President Curtis made the motion to retire Policy #3005 "Maintenance Responsibilities for Waster Water Infrastructure on Private lots. Vice President Seney seconded the motion. **Roll Call:** President Curtis – Yes, Vice President Seney – Yes, Financial Director St. Pierre– Yes, Board Member Kogge – Yes, Board Member Heinrich – Yes, Motion Approved

14. CALOES POWER RESILIENCE GRANT UPDATE:

General Manager McLaughlin presented for discussion the status on the CSD awarded CALOES Power Resilience Grant. On 12 March, the CSD received notification that the Governor's Office of Emergency Services had allocated



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funds in the amount of \$242,714 to the GMCSO for District Power Resilience upgrades. As of 13 April, the CSO has not yet received funding however notification was received that a package was in the mail which sounded like it might be the funding package. No further action was required.

15. LEACH FIELD UPDATE:

General Manager McLaughlin presented for discussion an update on the current performance both CSO of both the Windsong and Falling Water leach fields as they have been deteriorating at a rate quicker than previously anticipated, resulting in the need for both immediate remediation and operational changes to preserve performance. This situation has unfortunately escalated the urgency for major wastewater upgrades. At this present time the current solution is to have District field crews carefully monitor both fields and manually control flows to avoid oversaturating either field. No further action was required.

16. RESOLUTION No. 2020/21- 06:

General Manager McLaughlin presented for discussion and action Resolution No. 2020/21 – 06: A Resolution Of The Gold Mountain Community Services District's Board Of Directors Approving The Filing Of An Application For The California Climate Investments Fire Prevention Grants Program.

Vice President Seney made the motion to adopt Resolution No. 2020/21 – 06: A Resolution Of The Gold Mountain Community Services District's Board Of Directors Approving The Filing Of An Application For The California Climate Investments Fire Prevention Grants Program. Board Member Kogge seconded the motion. **Roll Call:** President Curtis – Yes, Vice President Seney – Yes, Financial Director St. Pierre– Yes, Board Member Kogge – Yes, Board Member Heinrich – Yes, Motion Approved

The board convened into closed session at 1:10pm

G. CLOSED SESSION:

a) **GENERAL MANAGER EVALUATION** – Pursuant to Government Code Section §54957(b)(1).

The board convened into open session at 1:23pm

H. REPORT ON CLOSED SESSSION:

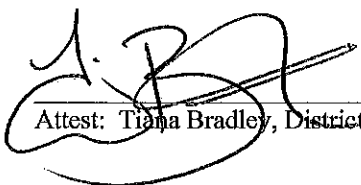
The Board of Directors gave General Manager McLaughlin a positive performance review and requested the he and (staff) continue to keep up the great work.

I. ADJOURN:

The meeting adjourned at 1:25pm.

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

