



Gold Mountain Community Services District

## AGENDA

### Regular Meeting

April 12, 2024 03:00 PM

150 Pacific Street, Portola, CA 96122

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

President Gordon Bennie • Vice-President Kim Seney • Director Rene St. Pierre • Director Kathy Kogge • Director Jon Gresley

### 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](mailto: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](http://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. Correspondence to the Board

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

1. LAFCO
2. Michael's (Pine Ridge Apartments)
3. Mike Callahan

**4. Consent Agenda**

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

These routine items are expected to be acted upon at one time without discussion. Any Board Member, staff member or interested public party may request that an item be removed from the consent calendar for discussion

- A. Approve 1.19.24 Meeting Minutes

**5. GM REPORT- Skyler**

Discussion  [Comment](#) [View Item](#)

- 1 Field Report
2. Profit & Loss
- 3 AR Report

**6. Fire Report- Bill Robinson**

Discussion  [Comment](#) [View Item](#)

**7. Budgets -Skyler**

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

- Fire Budget
- Water & Sewer Budget

**8. Policy # 5005**

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

- Amending Policy 5005- Kim Seney

**9. Wildfire Preparedness Fair-Kathy Kogge**

Discussion  [Comment](#) [View Item](#)

- Plumas County Fire Safe Council

**10. Directors Reports**

Discussion  [Comment](#)

**11. Adjournment**

**Chair:**

Kevin Goss

**Commissioners:**

Tom McGowan

Bill Powers

Jim Murphy

Matthew Haesche

Pat Morton, Alt.

Jeff Engel, Alt.

Phil Oels, Alt.

**Executive Officer:**

Jennifer Stephenson

**Clerk:**

Cheryl Kolb

# Plumas LAFCo

*The Local Agency Formation Commission Serving Plumas County*

January 15, 2024

Gold Mountain Community Services District  
P.O. Box 5  
Clio, CA 96106

**Subject:** Membership on the Local Agency Formation Commission

Dear Board Members:

This letter is to ask for your support in becoming a member of the Local Agency Formation Commission of Plumas County (LAFCo). LAFCo's main duty is to establish boundaries for all cities and special districts within the County. Presently, since LAFCo of Plumas County does not have special district representation, your district does not have a voice equal to the County and the City in LAFCo affairs, including the formation of new districts, the consolidation, merger, or dissolution of existing districts, annexations and changes of organization and the establishment, amendment, and updates to spheres of influence boundaries. Since the passage of AB 2838, the role of special districts has increased with the mandate to conduct service reviews as necessary every 5 years. The ability to have a direct voice in all LAFCo affairs is now more compelling given LAFCo's expanded mandates and independence.

Even before the revisions included in AB 2838 became effective, several LAFCos had previously seated special districts based on the other factors involving a direct voice of special districts. Ask yourself, why wouldn't your district want to be represented on a commission that has oversight over your very existence and growth? For example, under the law, LAFCo has the power to initiate dissolutions; therefore, providing a good reason for special district representation on LAFCo. LAFCo could therefore make a decision that would affect a particular district without the perspective and concern that only special districts seated on the Commission could provide.

Many LAFCos have seated special districts. The California Special Districts Association has been active in promoting the seating of Special Districts on LAFCo such as in Santa Cruz. Other rural LAFCos such as Nevada, El Dorado and Mendocino have seated special districts since special districts in these counties collectively expressed a desire to be involved.

One of the major barriers to special district representation is the cost. The law has a formula requiring special districts to pay a third or 33% of LAFCo's operating costs unless another formula is otherwise agreed to by the Cities and the County. Each district's annual allocation is based on the district's operating revenues as a ratio to

the operating revenues of all independent special districts in the County. The attached spreadsheet shows estimated calculations for FY 20-21 of what your district could be expected to pay in annual dues should a majority of districts choose to join LAFCo. *(The FY 20-21 revenues shown are based on information for all independent districts that was readily available from the State Controller's Office. The spreadsheet does not determine the exact amount that would be due in any given year and is only designed as an estimate of what each district could generally expect to contribute to LAFCo each year.)*

At LAFCo's meeting on December 11, 2023, the Commission voted to invite special districts to join LAFCo. The districts are invited through this letter to vote as to whether they would like to join LAFCo. In order to approve joining LAFCo, a majority of the district boards must vote on and approve the attached resolution. Should your Board approve becoming part of LAFCo, please return the approved resolution no later than April 1, 2024.

If a majority of districts approve joining LAFCo, then the next step will be an election of district representation where the districts can nominate candidates and each district can vote on the two regular district representatives and one alternate representative that would be seated on LAFCo for a term of 4 years. Plumas LAFCo aims to seat the special districts on the Commission on July 1, 2024.

If you would like a word version of the resolution, please reach out to Jennifer Stephenson, LAFCo Executive Officer at [jennifer@pcateam.com](mailto:jennifer@pcateam.com). Or if you have any questions, please do not hesitate to call at (310) 936-2639.

Sincerely,

**Jennifer Stephenson**

Jennifer Stephenson  
Executive Officer  
Local Agency Formation Commission of Plumas County

California State Controller's Office  
Data for LAFCO Fee Calculations

Source: Special Districts Annual Report, Fiscal Year 2020-21

List includes only Independent Special Districts  
Total Intergovernmental Revenues includes Federal,  
State, and Other Intergovernmental Agencies

Principal County	Independent Special District Name	Activity	Total Revenue	LAFCo Budget Apportionment FY 20-21
Plumas	Almanor Recreation and Park District	Recreation and Park	\$119,640	\$22.51
Plumas	American Valley Community Services District	Water Enterprise	\$1,245,552	\$234.38
Plumas	American Valley Community Services District	Sewer Enterprise	\$1,572,431	\$295.89
Plumas	American Valley Community Services District	Solid Waste Enterprise	\$24,990,024	\$4,702.44
Plumas	Beckwouth Fire Protection District	Fire Protection	\$533,990	\$100.48
Plumas	C Road Community Services District	Fire Protection	\$62,305	\$11.72
Plumas	Central Plumas Recreation District	Recreation and Park	\$589,205	\$110.87
Plumas	Chester Cemetery District	Cemetery	\$110,512	\$20.80
Plumas	Chester Public Utility District	Water Enterprise	\$626,639	\$117.92
Plumas	Chester Public Utility District	Sewer Enterprise	\$720,867	\$135.65
Plumas	Chester Public Utility District	Fire Protection Enterprise	\$3,197,359	\$601.66
Plumas	Clio Public Utility District	Water Enterprise	\$50,300	\$9.47
Plumas	Crescent Mills Fire District	Fire Protection		
Plumas	Cromberg Cemetery District	Cemetery		
Plumas	Eastern Plumas Health Care District	Hospital Enterprise	\$42,742,992	\$8,043.06
Plumas	Eastern Plumas Recreation District	Recreation		
Plumas	Eastern Plumas Rural Fire Protection District	Fire Protection	\$471,919	\$88.80
Plumas	Feather River Canyon Community Services District	Water Enterprise	\$159,495	\$30.01
Plumas	Feather River Resource Conservation District	Resource Conservation	\$5,036,159	\$947.67
Plumas	Gold Mountain Community Services District	Sewer Enterprise	\$215,787	\$40.61
Plumas	Gold Mountain Community Services District	Water Enterprise	\$290,363	\$54.64
Plumas	Gold Mountain Community Services District	Fire Protection	\$96,104	\$18.08
Plumas	Graeagle Community Services District	Streets and Roads - Construction and Maintenance	\$45,994	\$8.65
Plumas	Graeagle Fire Protection District	Fire Protection	\$847,088	\$159.40
Plumas	Greenhorn Creek Community Services District	Water Enterprise	\$131,260	\$24.70
Plumas	Greenhorn Creek Community Services District	Fire Protection	\$206,549	\$38.87
Plumas	Greenville Cemetery District	Cemetery	\$21,790	\$4.10
Plumas	Grizzly Lake Community Services District	Water Enterprise	\$349,057	\$65.68
Plumas	Grizzly Lake Community Services District	Sewer Enterprise	\$518,986	\$97.66
Plumas	Grizzly Ranch Community Services District	Sewer Enterprise	\$235,590	\$44.33
Plumas	Grizzly Ranch Community Services District	Water Enterprise	\$227,272	\$42.77
Plumas	Hamilton Branch Community Services District	Water Enterprise	\$343,479	\$64.63
Plumas	Hamilton Branch Fire Protection District	Fire Protection	\$519,820	\$97.82
Plumas	Indian Valley Community Services District	Sewer Enterprise	\$270,126	\$50.83
Plumas	Indian Valley Community Services District	Fire Protection	\$510,633	\$96.09
Plumas	Indian Valley Community Services District	Water Enterprise	\$792,737	\$149.17
Plumas	Indian Valley Recreation and Park District	Recreation and Park		
Plumas	Johnsville Public Utility District	Water Enterprise	\$100,984	\$19.00
Plumas	La Porte Fire Protection District	Fire Protection	\$43,725	\$8.23
Plumas	Last Chance Creek Water District	Water Enterprise	\$95,882	\$18.04
Plumas	Long Valley Community Services District	Fire Protection	\$35,485	\$6.68
Plumas	Meadow Valley Cemetery District	Cemetery	\$16,800	\$3.16
Plumas	Meadow Valley Fire Protection District	Fire Protection		
Plumas	Mohawk Valley Cemetery District	Cemetery	\$25,469	\$4.79
Plumas	Peninsula Fire Protection District	Fire Protection	\$2,102,139	\$395.56
Plumas	Plumas Cemetery District	Cemetery		
Plumas	Plumas Eureka Community Services District	Water Enterprise	\$747,983	\$140.75
Plumas	Plumas Eureka Community Services District	Sewer Enterprise	\$508,802	\$95.74
Plumas	Plumas Eureka Community Services District	Fire Protection	\$261,099	\$49.13
Plumas	Plumas Hospital District	Hospital Enterprise	\$47,711,918	\$8,978.07
Plumas	Portola Cemetery District	Cemetery	\$76,613	\$14.42
Plumas	Pratville-Almanor Fire Protection District	Fire Protection	\$46,184	\$8.69
Plumas	Quincy Fire Protection District	Fire Protection	\$899,305	\$169.22
Plumas	Seneca Healthcare District	Hospital Enterprise	\$29,356,198	\$5,524.03
Plumas	Sierra Valley Fire Protection District	Fire Protection	\$59,219	\$11.14
Plumas	Taylorville Cemetery District	Cemetery	\$36,228	\$6.82
Plumas	West Almanor Community Services District	Fire Protection		
Plumas	Whitehawk Ranch Community Services District	Recreation and Park	\$238,256	\$44.83
<b>Total Plumas County Special District Revenues</b>			<b>\$ 170,214,313</b>	<b>\$32,029.67</b>

**BEFORE THE BOARD OF DIRECTORS  
OF THE  
\_\_\_\_\_ DISTRICT**

**RESOLUTION 2023 - \_\_\_\_\_**

*A Resolution of the Board of Directors of the  
\_\_\_\_\_ District (District) requesting independent  
special district membership on the Local Agency Formation  
Commission of Plumas County.*

Resolved by the Board of Directors of the District:

**WHEREAS**, the District believes it is important that independent special districts have a voice in LAFCo affairs; and

**WHEREAS**, the District believes that it is important for LAFCo to have the perspective from the independent special districts that in its deliberations; and

**WHEREAS**, the District understands that 33 percent of the LAFCo operating costs will be borne by the independent special districts.

**WHEREAS**, the District understands that each district's contribution to LAFCo's operating budget will be based on the district's operating revenues as a ratio of total operating revenues for all independent special districts in Plumas County.

**WHEREAS**, for these reasons, the District supports the representation of independent special districts on the Local Agency Formation Commission of Plumas County as provided for in the Cortese-Knox-Hertzberg Act of 2000; and

**Now, therefore the district resolves as follows:**

1. District requests independent special districts representatives be seated on LAFCo of Plumas County.
2. District supports the election of independent special district representatives (two members and one alternate) to LAFCo through a nomination and election process as provided by the Cortese-Knox-Hertzberg Act of 2000.

This Resolution is hereby adopted and approved by the Board of Directors of the \_\_\_\_\_ District and the Local Agency Formation Commission of Plumas County is hereby requested to seat independent special districts according to the terms and conditions stated above and in the manner provided by the Cortese-Knox Local Government Reorganization Act of 2000.

**PASSED AND ADOPTED** by the Board of Directors as a Resolution of the \_\_\_\_\_ District at a regular Board Meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2024 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

\_\_\_\_\_  
District Chair

**DATED:** \_\_\_\_\_



# Michael's

COMMUNITIES THAT *lift* LIVES

Pine Ridge Apartments

349 W. Loyaltan Avenue, Portola, CA 96122

(530) 832-0464 Office/ (530) 832-0462 Fax

January 30, 2024

Gold Mountain Community Services District  
150 Pacific Street, Suite 8  
Portola, CA 96122

RE: Affordable Housing:

Dear Director:

Pine Ridge Apartments is an established residential community located in Portola, California. We offer apartments for individuals and/or families who qualify under certain income guidelines. Our buildings consist of (8) 1 Bedrooms, (12) 2 Bedrooms, and (4) 3 Bedrooms.

We are currently making a special effort to contact groups and individuals who have the opportunity to direct prospective residents to our housing community. We are especially trying to target organizations such as yours who have the ability to reach individuals who may not be aware of our rental community.

Michael's Management-Affordable LLC promotes equal housing opportunities regardless of race, color, creed, gender, sexual preference, religion, handicap, marital status, familiar status, or national origin.

Please feel free to make copies of the enclosed application to give out to anyone interested. Should anyone have any questions, please have them contact our office at (530) 832-0464.

Respectfully submitted,

Sally Robinson  
Community Manager  
Pine Ridge Apartments

\_\_\_Management Enclosure: Application



THE Michael's ORGANIZATION

DEVELOPMENT | MANAGEMENT | CONSTRUCTION | INVESTMENT  
PO Box 90/08, Camden, NJ 08101 | 856 596 0500 | [www.TMO.com](http://www.TMO.com)





# Application Information Cover Sheet



Complex: PINE RIDGE APARTMENTS

Date: \_\_\_\_\_

*THIS IS AN EQUAL HOUSING OPPORTUNITY COMPLEX AND ALL ARE WELCOME TO APPLY*

### APPLICANT INFORMATION

This apartment complex is funded by an agency of the Federal Government (e.g. USDA-RD, HUD) and/or State Government (e.g. HCD) and provides housing for extremely low and very low income households. In accordance with Federal law and the U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Ave., S.W., Washington D.C., 20250-9410, or call (800) 795-3272 (voice), or (202) 720-6382 (TDD).

Our rents currently range as follows:

Unit Size	Basic (Fixed) Rent	Note Rate (Market) Rent
1 Bedroom	\$ <u>1,290.00</u>	\$ <u>1,526.00</u>
2 Bedrooms	\$ <u>1,330.00</u>	\$ <u>1,566.00</u>
3 Bedrooms	\$ <u>1,370.00</u>	\$ <u>1,606.00</u>
4 Bedrooms	\$ <u>N/A</u>	\$ <u>N/A</u>

Our rents are calculated according to your income; if there is no Rental Assistance (RA or Section 8 (HUD)) available, you must be able to demonstrate a monthly income of not less than twice (2x) the monthly basic rent. The current maximum income limit is variable according to the number of household members. Upon request, the Rental Manager can give you this current figure. Rental Assistance is assigned to eligible households when and if it becomes available. The assignment of Rental Assistance is established in accordance with the regulations as found in USDA-RD Handbook 2-3560 or HUD 4350.3 Rev. 1, Chg. 1, as applicable.

To apply for an apartment you must complete the entire application, leaving no blanks or unanswered questions. Do not use correction tape or "white-out". If you believe that a particular question does not apply to you, write "N/A". Every household member 18 years of age or older must complete a separate application.

To complete an application, the following information (at minimum) is required:

- 1) Name(s), birthdate(s), and Social Security numbers of household members
- 2) All sources of income, including assets for all adult members of the household and unearned income for minors
- 3) Your need for a unit with accessibility features
- 4) Current and prior landlord information (5 years history)
- 5) Credit, personal and business references
- 6) Your signature and date on page 9 of this application
- 7) Proof of United States citizenship or legal status (HUD ONLY)
- 8) Completed & signed Authorization, Release & Consent Form

*This institution is an equal opportunity housing provider and employer.*

If there are no current vacancies, you will be notified in writing that you have been placed on the waiting list. It is your responsibility - the applicant - to notify the Rental Manager of any change in your address, telephone number, employment, income, or household size. The Rental Manager may be able to give you an estimate of when a unit may be available. The full application and verification process will be postponed until your name is near the top of the waiting list. The criteria for selection is verification of the following:

- 1) Income and assets of all applicants from all sources
- 2) Unearned income for minors
- 3) Present and past performance as a renter
- 4) Credit bureau report(s) and criminal background check
- 5) Personal and business references
- 6) Verification of requested deductions to income
- 7) Medical, child care, and disability apparatus expenses (if deductions to gross income apply at this complex)

If at any point in the verification process a negative verification report is received, the application process will be discontinued and the applicant notified of the rejection in writing. Otherwise, when all of the verifications are received, eligibility will be determined. The applicant will be notified that they have been accepted, or will receive notice of rejection in writing.

All applicants will have a personal interview with management. If an applicant misses two (2) scheduled appointments, management will withdraw the application, and the waiting list will be noted "Withdrawn".

<b>For Office Use Only:</b>	Date _____	Time _____	W/L # _____
Gross Income \$ _____	Adj. Income \$ _____	<input type="checkbox"/> EL	<input type="checkbox"/> VL <input type="checkbox"/> L <input type="checkbox"/> M
Rental Manager Signature _____		<input type="checkbox"/> Applicant Notified/Placed on Waiting List	

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# APARTMENT APPLICATION

## WORKSHEET

**General Information**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Social Security # \_\_\_\_\_ Birthdate \_\_\_\_\_

Age: \_\_\_\_\_ Sex: \_\_\_\_\_ Drivers License State & No.: \_\_\_\_\_

Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No \_\_\_\_\_ Cellphone/Message No.: \_\_\_\_\_

Facsimile No: \_\_\_\_\_ E-Mail \_\_\_\_\_

**How long have you lived at the address given above?** \_\_\_\_\_

Current Landlord: \_\_\_\_\_ Address: \_\_\_\_\_

Landlord's Telephone No: \_\_\_\_\_ Reason for which you are moving: \_\_\_\_\_

Current Rent \$ \_\_\_\_\_ Do you currently receive government subsidy?  No  Yes  
 If yes, which type? \_\_\_\_\_

Are you presently being or have you ever been evicted?  No  Yes If yes, please  
 provide explanation \_\_\_\_\_

**List below all of the people who will live in the apartment if this application is approved:**

#	Last Name	First Name	M.I.	Social Security #	Birthdate	Age	Sex	Drivers License #	Relationship
2.									
3.									
4.									
5.									
6.									
7.									
8.									

Does anyone live with you now who is not listed above?  No  Yes  
 If yes, who? Name \_\_\_\_\_ Relationship \_\_\_\_\_

Do you now or have you ever used another name and/or Social Security number?  
 No  Yes If yes, describe \_\_\_\_\_

Apartment (unit) size requested:  Studio  1 Bdrm  2 Bdrm  3 Bdrm  4 Bdrm

Does any member of your household age 18 or older attend school?  
 No  Yes If yes, who? \_\_\_\_\_

Do you own a pet?  No  Yes If yes, how many? \_\_\_\_\_ Description \_\_\_\_\_

Do you have a waterbed?  No  Yes If yes, do you have waterbed insurance? \_\_\_\_\_

Do you have a Section 8 Certificate (voucher program)?  No  Yes

Are you being displaced?  No  Yes

Has your household's tenancy in a subsidized housing program ever been terminated for fraud, nonpayment of rent or failure to cooperate with the recertification procedure?  
 No  Yes If yes, please explain the circumstances \_\_\_\_\_

*This institution is an equal opportunity housing provider and employer.*

Have you ever resided in this or at another IRM property before?  No  Yes  
If yes, where and when? \_\_\_\_\_

**Landlord References** (5 Year Past History Requested)

Previous Address: \_\_\_\_\_ Unit No.: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Previous Landlord Name: \_\_\_\_\_  
Previous Landlord Address: \_\_\_\_\_  
Previous Landlord Telephone No: \_\_\_\_\_ Previous Rent Paid: \$ \_\_\_\_\_  
Dates you lived there: From \_\_\_\_\_ to \_\_\_\_\_  
Reason for moving: \_\_\_\_\_

Previous Address: \_\_\_\_\_ Unit No.: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Previous Landlord Name: \_\_\_\_\_  
Previous Landlord Address: \_\_\_\_\_  
Previous Landlord Telephone No: \_\_\_\_\_ Previous Rent Paid: \$ \_\_\_\_\_  
Dates you lived there: From \_\_\_\_\_ to \_\_\_\_\_  
Reason for moving: \_\_\_\_\_

Previous Address: \_\_\_\_\_ Unit No.: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Previous Landlord Name: \_\_\_\_\_  
Previous Landlord Address: \_\_\_\_\_  
Previous Landlord Telephone No: \_\_\_\_\_ Previous Rent Paid: \$ \_\_\_\_\_  
Dates you lived there: From \_\_\_\_\_ to \_\_\_\_\_  
Reason for moving: \_\_\_\_\_

**Personal References**

Name: \_\_\_\_\_ Telephone No: \_\_\_\_\_  
Address: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone No: \_\_\_\_\_  
Address: \_\_\_\_\_

**Emergency Contact Person Not Living in the Household (Must be Completed in Full)**

Name: \_\_\_\_\_ Telephone No: \_\_\_\_\_  
Address: \_\_\_\_\_  
Relationship: \_\_\_\_\_

**Automobile(s)**

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_  
License Plate No. \_\_\_\_\_ State: \_\_\_\_\_ Currently Registered?  Yes  No  
Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_  
License Plate No. \_\_\_\_\_ State: \_\_\_\_\_ Currently Registered?  Yes  No

It is required that all automobiles on the premises be currently registered, operable and do not leak oil or fluid

*This institution is an equal opportunity housing provider and employer.*

**Income**

It is required that all income from all sources for members of the household be verified by a third party. Please mark "Yes" or "No" to every question below. If the answer is "Yes", fill in the blanks to the right. If more room is needed, please attach another sheet of paper giving all of the required information, with your name printed clearly at the top of the page. Include any income from any of the sources below anticipated over the next 12 months by all members of the household.

Household Member Name 1	Employment Income? <input type="checkbox"/> Yes <input type="checkbox"/> No	Employer	Telephone No.
Employer Address		City, State, Zip	Gross Monthly Income \$
<hr/>			
Household Member Name 2	Employment Income? <input type="checkbox"/> Yes <input type="checkbox"/> No	Employer	Telephone No.
Employer Address		City, State, Zip	Gross Monthly Income \$
<hr/>			
Household Member Name 3	Employment Income? <input type="checkbox"/> Yes <input type="checkbox"/> No	Employer	Telephone No.
Employer Address		City, State, Zip	Gross Monthly Income \$
<hr/>			
Household Member Name 4	Employment Income? <input type="checkbox"/> Yes <input type="checkbox"/> No	Employer	Telephone No.
Employer Address		City, State, Zip	Gross Monthly Income \$
<hr/>			
Household Member Name 5	Employment Income? <input type="checkbox"/> Yes <input type="checkbox"/> No	Employer	Telephone No.
Employer Address		City, State, Zip	Gross Monthly Income \$
<hr/>			
Household Member Name 5	Employment Income? <input type="checkbox"/> Yes <input type="checkbox"/> No	Employer	Telephone No.
Employer Address		City, State, Zip	Gross Monthly Income \$

**Sources other than employment:**

Type/Classification	Yes	No	Which household member?	Per Month Gross Amount
<b>Child Support</b>	<input type="checkbox"/>	<input type="checkbox"/>		\$
Source Address		City/State/Zip Code		Telephone No.
<hr/>				
Type/Classification	Yes	No	Which household member?	Per Month Gross Amount
<b>Alimony</b>	<input type="checkbox"/>	<input type="checkbox"/>		\$
Source Address		City/State/Zip Code		Telephone No.
<hr/>				
Type/Classification	Yes	No	Which household member?	Per Month Gross Amount
<b>Monetary Gift</b>	<input type="checkbox"/>	<input type="checkbox"/>		\$
Source Address		City/State/Zip Code		Telephone No.

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<b>Pension/Retirement</b>	<input type="checkbox"/>	<input type="checkbox"/>		\$
Source Address	City/State/Zip Code		Telephone No.	
Type/Classification	Yes	No	Which household member?	Per Month Gross Amount
<b>Grant/Scholarship</b>	<input type="checkbox"/>	<input type="checkbox"/>		\$
Source Address	City/State/Zip Code		Telephone No.	
Type/Classification	Yes	No	Which household member?	Per Month Gross Amount
<b>Social Security</b>	<input type="checkbox"/>	<input type="checkbox"/>		\$
Source Address	City/State/Zip Code		Telephone No.	
Type/Classification	Yes	No	Which household member?	Per Month Gross Amount
<b>SSI Benefits</b>	<input type="checkbox"/>	<input type="checkbox"/>		\$
Source Address	City/State/Zip Code		Telephone No.	
Type/Classification	Yes	No	Which household member?	Per Month Gross Amount
<b>Unemployment (EDD)</b>	<input type="checkbox"/>	<input type="checkbox"/>		\$
Source Address	City/State/Zip Code		Telephone No.	
Type/Classification	Yes	No	Which household member?	Per Month Gross Amount
<b>V.A. Benefits</b>	<input type="checkbox"/>	<input type="checkbox"/>		\$
Source Address	City/State/Zip Code		Telephone No.	
Type/Classification	Yes	No	Which household member?	Per Month Gross Amount
<b>AFDC/TANF</b>	<input type="checkbox"/>	<input type="checkbox"/>		\$
Source Address	City/State/Zip Code		Telephone No.	
Type/Classification	Yes	No	Which household member?	Per Month Gross Amount
<b>Disability</b>	<input type="checkbox"/>	<input type="checkbox"/>		\$
Source Address	City/State/Zip Code		Telephone No.	
Type/Classification	Yes	No	Which household member?	Per Month Gross Amount
<b>Other Sources</b>	<input type="checkbox"/>	<input type="checkbox"/>		\$
Source Address	City/State/Zip Code		Telephone No.	
Type/Classification	Yes	No	Which household member?	Per Month Gross Amount
<b>Other Sources</b>	<input type="checkbox"/>	<input type="checkbox"/>		\$
Source Address	City/State/Zip Code		Telephone No.	

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Do you or any member of your household receive regular payments for anything such as interest on a note?  No  Yes If yes, please explain \_\_\_\_\_

Have you received or do you expect to receive any lump sum payments from inheritances, lottery winnings, insurance settlements or any amount other than your monthly allotment from Social Security, AFDC/TANF, Disability, etc.?  No  Yes If yes, please give the name and address of the source \_\_\_\_\_

Have you given away, sold or disposed of any assets for **LESS THAN FAIR MARKET VALUE** within the last two (2) years?  No  Yes If yes, please give the type of asset, the fair market value and the amount received (examples are real estate, jewelry, gems, coins, or other collectibles held as investment). Type: \_\_\_\_\_

Fair Market Value: \$ \_\_\_\_\_ Amount Received: \$ \_\_\_\_\_

Name of person/party who acquired the asset: \_\_\_\_\_

Address: \_\_\_\_\_

Was this due to a divorce, bankruptcy, separation or forced sale?  No  Yes

Please answer every question below. If the answer is "Yes", please complete the information to the right.

Do you have a...?	Yes	No	Name on Account	Account Number
<b>Checking Account</b>	<input type="checkbox"/>	<input type="checkbox"/>		
Institution/Bank Name			Institution/Bank Address	Balance/Value
City/State/Zip Code			Telephone No.	Interest Rate

Do you have a...?	Yes	No	Name on Account	Account Number
<b>Savings Account</b>	<input type="checkbox"/>	<input type="checkbox"/>		
Institution/Bank Name			Institution/Bank Address	Balance/Value
City/State/Zip Code			Telephone No.	Interest Rate

Do you have a...?	Yes	No	Name on Account	Account Number
<b>Money Market Acct.</b>	<input type="checkbox"/>	<input type="checkbox"/>		
Institution/Bank Name			Institution/Bank Address	Balance/Value
City/State/Zip Code			Telephone No.	Interest Rate

Do you have a...?	Yes	No	Name on Account	Account Number
<b>Certificate of Deposit</b>	<input type="checkbox"/>	<input type="checkbox"/>		
Institution/Bank Name			Institution/Bank Address	Balance/Value
City/State/Zip Code			Telephone No.	Interest Rate

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Do you have a...?	Yes	No	Name on Account	Account Number
<b>Safe Deposit Box</b>	<input type="checkbox"/>	<input type="checkbox"/>		
Institution/Bank Name		Institution/Bank Address		Balance/Value
City/State/Zip Code		Telephone No.	Interest Rate	

Do you have a...?	Yes	No	Name on Account	Account Number
<b>Trust Account</b>	<input type="checkbox"/>	<input type="checkbox"/>		
Institution/Bank Name		Institution/Bank Address		Balance/Value
City/State/Zip Code		Telephone No.	Interest Rate	

Do you have...?	Yes	No	Name on Account	Account Number
<b>Stocks/Bonds</b>	<input type="checkbox"/>	<input type="checkbox"/>		
Institution/Bank Name		Institution/Bank Address		Balance/Value
City/State/Zip Code		Telephone No.	Interest Rate	

Do you have...?	Yes	No	Name on Account	Account Number
<b>Treasury Bills</b>	<input type="checkbox"/>	<input type="checkbox"/>		
Institution/Bank Name		Institution/Bank Address		Balance/Value
City/State/Zip Code		Telephone No.	Interest Rate	

Do you own...?	Yes	No	Name on Account	Account Number
<b>Real Estate (Own/Rent)</b>	<input type="checkbox"/>	<input type="checkbox"/>		
Institution/Bank Name		Institution/Bank Address		Balance/Value
City/State/Zip Code		Telephone No.	Interest Rate	

Do you have an...?	Yes	No	Name on Account	Account Number
<b>Annuity</b>	<input type="checkbox"/>	<input type="checkbox"/>		
Institution/Bank Name		Institution/Bank Address		Balance/Value
City/State/Zip Code		Telephone No.	Interest Rate	

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Do you have a...?	Yes	No	Name on Account	Account Number
<b>Mutual Fund</b>	<input type="checkbox"/>	<input type="checkbox"/>		
Institution/Bank Name			Institution/Bank Address	Balance/Value
City/State/Zip Code			Telephone No.	Interest Rate
Do you have...?	Yes	No	Name on Account	Account Number
<b>Whole Life Insurance</b>	<input type="checkbox"/>	<input type="checkbox"/>		
Institution/Bank Name			Institution/Bank Address	Balance/Value
City/State/Zip Code			Telephone No.	Interest Rate
Do you have a...?	Yes	No	Name on Account	Account Number
<b>Mobile Home/Trailer</b>	<input type="checkbox"/>	<input type="checkbox"/>		
Institution/Bank Name			Institution/Bank Address	Balance/Value
City/State/Zip Code			Telephone No.	Interest Rate
Do you have a...?	Yes	No	Name on Account	Account Number
<b>401k</b>	<input type="checkbox"/>	<input type="checkbox"/>		
Institution/Bank Name			Institution/Bank Address	Balance/Value
City/State/Zip Code			Telephone No.	Interest Rate
Do you have any...?	Yes	No	Name on Account	Account Number
<b>Cash on hand</b>	<input type="checkbox"/>	<input type="checkbox"/>		
Institution/Bank Name			Institution/Bank Address	Balance/Value
City/State/Zip Code			Telephone No.	Interest Rate
Do you have any...?	Yes	No	Name on Account	Account Number
<b>Other</b>	<input type="checkbox"/>	<input type="checkbox"/>		
Institution/Bank Name			Institution/Bank Address	Balance/Value
City/State/Zip Code			Telephone No.	Interest Rate

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**Farm Labor Housing (FLH) Income**

It is a requirement that Farm Labor Employment be verified for all domestic Farm Laborers, whether they are year-round, seasonal, or migrant farm workers, in addition to all other income verifications. If any member(s) of the household is/are a farm labor workers please list all employers for such work (attached additional sheets if necessary), including the employer name, address, and telephone number.

Is any household member employed as a Farm Labor Worker?  No  Yes

If yes, give member(s) names: \_\_\_\_\_

**Deductions (Elderly, Disabled, Medical & Child Care)**

Persons which meet the definitions of Elderly or Disabled qualify for a \$400.00 deduction to their annual income as well as certain other deductions. If you indicate your desire to request this adjustment, we will need sufficient information (documentation) to confirm your qualification for this status. Failure to provide such requested information may result in the denial of these deductions.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Are you 62 years of age or older?
<input type="checkbox"/>	<input type="checkbox"/>	Do you request the Disability adjustment to income? Member _____
<input type="checkbox"/>	<input type="checkbox"/>	Do you request a unit with accessibility features? If so, which features? _____
<input type="checkbox"/>	<input type="checkbox"/>	Do you request or require any special accommodation or services? If so, please describe _____
<input type="checkbox"/>	<input type="checkbox"/>	Does your household have need for attendant care? Member _____
<input type="checkbox"/>	<input type="checkbox"/>	Do you employ an attendant (caregiver) in order for a family member to work? Member _____ Name and address of attendant _____
<input type="checkbox"/>	<input type="checkbox"/>	Does your household have any disabled apparatus expenses that are not reimbursed by an outside source? If yes, please specify _____
<input type="checkbox"/>	<input type="checkbox"/>	Does your household require an assistive/service animal? If yes, type _____
<input type="checkbox"/>	<input type="checkbox"/>	Is the assistive/service animal certified as such? If no, what qualifies the animal as an assistive/service animal? Explain _____
<input type="checkbox"/>	<input type="checkbox"/>	Does your household anticipate any medical expenses within the next twelve (12) months that are NOT paid for by Medicare, health insurance or other outside agencies? If yes, estimated amount \$ _____ (Examples of medical expenses includes but are not necessarily limited to out-of- pocket medical and dental appointments, insurance premiums (not life insurance premiums), prescriptions, eyeglasses, hearing aids or nursing care.)
<input type="checkbox"/>	<input type="checkbox"/>	Do you pay for child care in order that a household member may work or attend school? Note: The child care deduction is allowed for the care of children ages twelve (12) and under, and only to allow the member to work or attend school AND if no other family member is available. If yes, give the name, address and telephone number of the care provider: _____

**Drug Free Housing**

In order to comply with Federal and State laws, all attempts must be made by the Owner of this apartment community to assure DRUG AND VIOLENCE-FREE HOUSING. The following questions MUST be answered by ALL applicants for this housing:

\_\_\_\_\_ ;  
*This institution is an equal opportunity housing provider and employer.*

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Is any household member a current illegal user of a controlled substance?  
 Has any household member had a previous conviction of illegal use, possession, sale or manufacturing of a controlled substance?

If either of the above questions were answered "Yes", which member? \_\_\_\_\_

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

Has any household member been convicted of the illegal possession, manufacturing or distribution of a controlled substance?

If yes, which member? \_\_\_\_\_

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

If any of the questions above were answered "Yes", has the household member successfully completed a controlled substance abuse recovery program?

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Has any household member been convicted of a violent crime?  
 Is any household member currently on probation for a violent or drug-related offense?

**Certification & Signature**

I certify that the housing I will occupy at Pine Ridge Apartments will be my permanent residence and that I will not maintain a separate rental unit in a different location. I also certify that the information given herein is accurate and complete, and understand that any misrepresentation will disqualify the application. I authorize the owner's agent to obtain a credit report(s), verify or check any of the information provided (including credit references, employment, income, assets, current and prior landlords regarding past performance as a renter, & personal/ business references) and to conduct a civil and criminal background check. I consent to release wage matching data to RHS and the borrower. By signing this application, I certify the above to be true and correct.

**This application cannot be processed without a signature.**

\_\_\_\_\_  
 Applicant Signature

\_\_\_\_\_  
 Date

**Demographic Information**

The information regarding race, ethnicity, and sex designation solicited on this application is requested in order to assure the Federal Government, acting through the Rural Housing Service that the Federal laws prohibiting discrimination against tenant applications on the basis of race, color, national origin, religion, sex, familial status, age, and disability are complied with. You are not required to furnish this information, but are encouraged to do so. This information will not be used in evaluating your application or to discriminate against you in any way. However, if you choose not to furnish it, the owner is required to note the race, ethnicity, and sex of individual applicants on the basis of visual observation or surname.

Please check the appropriate boxes:

**Race**

- 1) American Indian or Alaska Native
- 2) Asian
- 3) Black or African American
- 4) Native Hawaiian or other Pacific Islander
- 5) White

**Ethnicity**

- 1) Hispanic or Latino
- 2) Not Hispanic or Latino

**Gender**

- Female
- Male

\_\_\_\_\_  
*This institution is an equal opportunity housing provider and employer.*

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

USDA is an equal opportunity provider, employer, and lender.

Interstate Realty Management Company does not discriminate on the basis of disability status in the admission or access to, or treatment or employment in, its federally assisted programs and activities. The person named below has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's regulations implementing Section 504.

Aaron Richards  
Section 504 Coordinator  
Interstate Realty Management Company  
3 East Stow Road  
Marlton, NJ 08053  
(856) 596-0500  
Fax (856) 596-6093  
TDD 711

### Wage Match Notice to Tenants

Rural Development is implementing a wage and benefit matching system. The goal of this system is to reduce fraud, waste, and abuse in Federal programs. This notice is to inform you about the program and how it may affect you.

USDA Rural Development will start receiving wage and benefit information from the State Department of Labor (SDOL). This information will be shared with the owners and management agents servicing your housing development. This information may then be compared against information provided on your Tenant Certification (Form RD 3560-8). Whenever differences are revealed, or result in the government providing unauthorized assistance in the form of rental subsidy, you may expect to be contacted for an explanation.

USDA Rural Development assumes Tenant Certifications are completed as accurately as possible. However, misunderstandings and honest errors do occur. Unfortunately, there are also those who will report wrong information in order to qualify for Federal benefits. The objective of the record's check is to make sure that those needing assistance can receive assistance, while those who do not can be stopped and made to repay improperly received benefits.

USDA Rural Development seeks to implement a wage and benefit matching system fairly. Therefore, whenever a new or renewed Tenant Certification is completed, it will be subject to verification by the Agency and the owner or management agent servicing your housing development. If a problem is suspected, you will be contacted and asked to provide an explanation. If disagreements arise, you will be informed of your right to file a grievance under 7 CFR 3560.160. A copy of the grievance procedure is available from the owner or management agent servicing your housing development.

In addition, this notice serves to inform you that USDA Rural Development may use information reported on the Tenant Certification or Owner's Certification of Compliance with HUD's Tenant Eligibility and Rent Procedure to determine eligibility for Federal benefits, verify compliance with program requirements, and recover improper payments from current or former beneficiaries.

If you have further questions, please contact the owner or management of your housing development.

_____ Signature of Borrower or Community Manager	_____ Date
_____ Tenant/Application Signature	_____ Date
_____ Tenant/Application Signature	_____ Date

*This institution is an equal opportunity provider and employer.*



TAX CREDIT TENANT RELEASE AND CONSENT FORM



I / We, \_\_\_\_\_ the undersigned hereby authorize all persons or companies in the categories listed below to release without liability, information regarding employment, income, and/or assets to Pine Ridge Apartments, (Owner or Agent) for purposes of verifying information on my / our apartment rental application.

**INFORMATION COVERED**

I / We understand that previous or current information regarding me / us may be needed. Verifications and inquiries that may be requested include, but are not limited to: personal identity; employment, income, and assets; medical or child care allowances. I / We understand that this authorization cannot be used to obtain any information about me / us that is not pertinent to my eligibility for and continued participation as a Qualified Tenant.

**GROUPS OR INDIVIDUALS THAT MAY BE ASKED**

The groups or individuals that may be asked to release the above information include, but are not limited to:

- |  |                                  |                         |
|--|----------------------------------|-------------------------|
| Past and Present Employers                             | Welfare Agencies                 | Veterans Administration |
| Previous Landlords (including Public Housing Agencies) | State Unemployment Agencies      | Retirement Systems      |
| Support and Alimony Providers                          | Social Security Administration   | Banks and other         |
|  | Medical and Child Care Providers | Financial Institutions  |

**CONDITIONS**

I / We agree that a photocopy of this authorization may be used for the purposes stated above. The original of this authorization is on file and will stay in effect for twelve months from the date signed. I / We understand I / We have a right to review this file and correct any information that is incorrect.

**SIGNATURES**

_____	_____	_____
Adult Household Member	(Print Name)	Date
_____	_____	_____
Adult Household Member	(Print Name)	Date

NOTE: THIS GENERAL CONSENT MAY NOT BE USED TO REQUEST A COPY OF A TAX RETURN. IF A COPY OF A TAX RETURN IS NEEDED, IRS FORM 4506 OR 4506T, A REQUEST FOR COPY OF TAX FORM MUST BE PREPARED AND SIGNED SEPARATELY.

WARNING: Section 1001 of Title 18 U.S. Code makes it a criminal offense to willfully falsify a material fact or make a false statement in any matter within the jurisdiction of a federal agency. This institution is an equal opportunity provider.

Michaels Management-Affordable, LLC does not discriminate on the basis of disability status in the admission or access to, or treatment or employment in, its federally assisted programs and activities. The person named below has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's regulations implementing Section 504. Aaron Richards, VP, 504 Coordinator, P.O. Box 90708, Camden, NJ 08101, 856-596-0500, FAX 856-596-6093, TDD 711



# RELEASE & CONSENT FORM

This form must be signed and submitted with your application. Your application cannot be processed until this form has been fully executed. All members of the household ages 18 and older must sign this form.

This form must be signed as condition of admittance & continued occupancy to any USDA-Rural Development Multi-Family Housing Complex per HB-2-3560-6.11b2.

To receive the benefits of the USDA-Rural Development affordable housing and/or rental assistance, applicants and tenants who are 18 and older must provide the Management Agent with certain information specified by USDA-RD 3560 regulations. To ensure the assistance is used properly, Federal laws require the information you provide be verified. This information is verified in two (2) ways:

1. USDA-RD may access certain public agencies (IRS, EDD, Social Security Admin.) to verify information regarding household income. By signing this form, you give your consent to the release of this information. Only USDA-RD can receive the aforementioned information authorized by this release & consent form.
2. The Management Agent will require that you sign specific verification consent forms for each type of income the household receives. The Management Agent will use information to establish eligibility and calculate rent (if applicable).

Information received by USDA-RD and the Management Company is protected by the Federal Privacy Act. Information received by USDA-RD and its' employees as well as the Management Company are covered by State Privacy Acts. USDA-RD and the Management Company are subject to penalties for the misuse of these consent forms.

If you fail to sign the release & consent form as well as individual verification forms, it may result in your rental assistance or residency at the USDA-Rural Development Housing Complex to be denied and / or terminated.

\_\_\_\_\_  
Signature                                      Date

\_\_\_\_\_  
Signature                                      Date

\_\_\_\_\_  
Signature                                      Date

\_\_\_\_\_  
Signature                                      Date

\_\_\_\_\_  
Signature                                      Date

\_\_\_\_\_  
Signature                                      Date

\_\_\_\_\_  
Signature                                      Date

\_\_\_\_\_  
Signature                                      Date

*This institution is an equal opportunity housing provider and employer.*



# ACKNOWLEDGEMENT

USDA-Rural Development Multifamily



I acknowledge that I, \_\_\_\_\_, have received and read

the USDA-RD fact sheet (No. PA-1998) entitled *Things You Should Know About*

*USDA Rural Rental Housing*, and was given this form on \_\_\_\_\_ at the  
(Date)

\_\_\_\_\_ Apartments located in \_\_\_\_\_  
(Complex Name) (City & State)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability (not all prohibited bases apply to all programs). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TDD).





## Rural Housing and Community Programs

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### Things You Should Know About USDA Rural Rental Housing

*Don't risk losing your chances for federally assisted housing by providing false, incomplete, or inaccurate information on your application or recertification*

#### **Penalties for Committing Fraud**

You must provide information about your household status and income when you apply for assisted housing in apartments financed by the U.S. Department of Agriculture (USDA). USDA places a high priority on preventing fraud. If you deliberately omit information or give false information to the management company on your application or recertification forms, you may be:

- Evicted from your apartment;
- Required to repay all the extra rental assistance you received based on faulty information;
- Fined;
- Put in prison and/or barred from receiving future assistance.

Your State and local governments also may have laws that allow them to impose other penalties for fraud in addition to the ones listed here.

#### **How To Complete Your Application**

When you meet with the landlord to complete your application, you must provide information about:

- **All Household Income.** List all sources of money that you receive. If any other adults will be living with you in the apartment, you must also list all of their income. Sources of money include:
  - Wages, unemployment and disability compensation, welfare payments, alimony, Social Security benefits, pensions, etc.;
  - Any money you receive on behalf of your children, such as child support, children's Social Security, etc.;
  - Income from assets such as interest from a savings account, credit union, certificate of deposit, stock dividends, etc.;
  - Any income you expect to receive, such as a pay raise or bonus.
- **All Household Assets.** List all assets that you have. If any other adults will be living with you, you must also list all of their assets. Assets include:
  - Bank accounts, savings bonds, certificates of deposit, stocks, real estate, etc.;
  - Any business or asset you sold in the last 2 years for less than its full value, such as selling your home to your children.

- **All Household Members.** List the names of all the people, including adults and children, who will actually live with you in the apartment, whether or not they are related to you.

#### **Ask for Help if You Need It**

If you are having problems understanding any part of the application, let the landlord know and ask for help with any questions you may have. The landlord is trained to help you with the application process.

#### **Before You Sign the Application**

- Make sure that you read the entire application and understand everything it says;
- Check it carefully to ensure that all the questions have been answered completely and accurately;
- Don't sign it unless you are sure that there aren't any errors or missing information.

By signing the application and certification forms, you are stating that they are complete to the best of your knowledge and belief. Signing a form when you know it contains misinformation is considered fraud.

- The management company will verify your information. USDA may conduct computer matches with other Federal, State or private agencies to verify that the income you reported is correct;
- Ask for a copy of your signed application and keep a copy of it for your records.

#### **Tenant Recertification**

Residents in USDA-financed assisted housing must provide updated information to the management company at least once a year. Ask your landlord when you must recertify your income.

You must **immediately** report:

- Any changes in income of \$100 or more per month;
- Any changes in the number of household members.

For your annual recertification, you must report:

- All income changes, such as increases in pay or benefits, job change or job loss, loss of benefits, etc., for any adult household member;

- Any household member who has moved in or out;
- All assets that you or your adult housemates own, or any assets that were sold in the last 2 years for less than their full value.

### **Avoid Fraud, Report Abuse**

Prevent fraudulent schemes through these steps:

- Don't pay any money to file your application;
- Don't pay any money to move up on the waiting list;
- Don't pay for anything not covered by your lease;
- Get receipts for any money you do pay;
- Get a written explanation for any money you are required to pay besides rent, such as maintenance charges.

**Report Abuse:** If you know anyone who has falsified an application, or who tries to persuade you to make false statements, report him or her to the manager. If you cannot report to your manager, call your local or state USDA office at 1 (800) 670-6553, or write: USDA, STOP 0782, 1400 Independence Ave., SW, Washington, DC 20250.

### **If You Disagree With a Decision**

Tenants may file a grievance in writing with the complex owner in response to the owner's actions, or failure to act, that result in a denial, significant reduction, or termination of benefits. Grievances may also be filed when a tenant disputes the owner's notice of proposed adverse action.

### **Notice of Adverse Action**

The complex owner must notify tenants in writing about any proposed actions that may have adverse consequences, such as denial of occupancy and changes in the occupancy rules or lease. The written notice must give specific reasons for the proposed action, and must also advise tenants of the "right to respond to the notice within 10 calendar days after the date of the notice" and of "the right to a hearing." Housing complexes in areas with a concentration of non-English-speaking people must send notices in English and in the majority non-English language.

### **Grievance Process Overview**

USDA believes that the best way to resolve grievances is through an informal meeting between tenants and the landlord or owner. Once the owner learns about a tenant grievance, the process should begin with an informal meeting between the two parties. Owners must offer to meet with tenants to discuss the grievance within 10 calendar days of receipt of the complaint. USDA encourages owners and tenants to try to reach a mutually satisfactory resolution to the problem at the meeting.

If the grievance is not resolved, the tenant must request a hearing within 10 days of receipt of the meeting findings. The parties will then select a hearing panel or hearing officer to govern the hearing. All parties are notified of the decision 10 days after the hearing.

### **When a Grievance Is Legitimate**

The landlord must determine if a grievance is within the established rules for the program. For example, "I want to file a complaint because the manager doesn't speak to me" is not a legitimate complaint. However, "I want to file a complaint because the manager isn't maintaining the property according to USDA guidelines" is a legitimate complaint. Below are examples of cases in which tenants may and may not file a complaint.

<b>A complaint may not be filed with the owner/management if:</b>	<b>A complaint may be filed with the owner/management if:</b>
USDA has authorized a proposed rent change.	There is a modification of the lease, or changes in the rules or rent that are not authorized by USDA.
A tenant believes that he/she has been discriminated against because of race, color, religion, national origin, sex, age, familial status, or disability. Discrimination complaints should be filed with USDA and/or the Department of U.S. Housing and Urban Development (HUD), not with the owner/management.	The owner or management fails to maintain the property in a decent, safe, and sanitary manner.
The complex has formed a tenant's association and all parties have agreed to use the association to settle grievances.	The owner violates a lease provision or occupancy rule.
USDA has required a change in the rules and proper notices have been given.	A tenant is denied admission to the complex.
The tenant is in violation of the lease and the result is termination of tenancy.	
There are disputes between tenants that do not involve the owner/management.	
Tenants are displaced or other adverse effects occur as a result of loan prepayment.	

PA 1998  
December 2008

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

To file a complaint of discrimination write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.

To: GM CSD Board of Directors 3/29/2024

From: Mike Callaghan

### Required Action on GM CSD Fire Tax

I had planned to make the following points in 'Public Comments' at the 3/29/2024 Board but since it is cancelled and I will be out of area until mid-April ... I'm putting these concerns forward as District Correspondence for the Board's consideration.

I know that the Board is aware of this issue but action is needed well before the end of this fiscal year in either **revising** (via Resolution) or **canceling and replacing** (time consuming) the GM CSD Fire Tax. There is urgency here. **Without Board action soon**, all taxable parcels in Gold Mountain will be receive two fire charges on their 2024-25 Plumas property tax bill. Remember that Plumas County needs time to put their tax bill together. One fire tax charge will be from the GM CSD the other from the new Beckwourth Peak FPD. Head scratching will likely ensue - probably leading to a least a few protests.

Our current Fire Tax began in 2006 and was necessary because the District had the responsibility to provide fire protection, prevention, and emergency medical transport, but had no legal source of funds for these activities. At that time the District Board:

- Conducted a study on desirable fire protection and prevention needs.
- Created a budget.
- Held well attended Public Hearings on the subject.
- Submitted a Fire Tax proposal ('Argument') to 68 locally registered voters.
- Obtained voter approval on 7/18/2006 on the measure: 55 yes of 58 votes cast.
- Passed a resolution (2005-15) creating the tax.

The rest of this PDF documents the foundations of the District's Fire Fund as we saw it in 2006. Times have changed. We have become much more involved with fire prevention, Firewise and fire cadre activities. At the same time our voters have now annexed our Fire Protection and EMT responsibilities to BPPFD. All good.

I suggest that the Board start by drawing up a new 2024-25 fire budget that focuses on fire prevention, Firewise, Fire Cadre, water system support, administration, and other desirable activities that remain outside the budget of the BPPFD.

Thanks – Mike C.

## EXHIBIT A

## GOLD MOUNTAIN COMMUNITY SERVICES DISTRICT

Special Fire Tax Report  
March 6, 2006

Background

Since the November 2002 wildfire on A-15 Gold Mountain residents and property owners have worked to provide a minimum level of fire protection and suppression despite not having control of the Gold Mountain Community Services District (CSD). Much of this work has been under the auspices of the Gold Mountain Homeowners Association (HOA).

The following activities have taken place:

1. Development and adoption of an initial fire protection and prevention plan and implementation of many of its recommendations.
2. Initiation and fostering of a positive relationship with the Portola Volunteer Fire Department and participation in many of their activities.
3. Purchase of a slip-on pump for the HOA truck for immediate response to small fires as well as purchase of two defibrillators and radios.
4. Training of residents in use of the slip-on pump and defibrillators.
5. Establishment of an emergency telephone alert system to be activated as needed.
6. Initiation of a hazardous fuel reduction program on 125 acres of HOA common area.
7. Support of a voluntary fuel reduction program by individual property owners.
8. Successful procurement of a Federally-funded fuel reduction grant to protect the Gold Mountain community's southern border.
9. Initial steps taken by the CSD leading to adoption of a formal Hazardous Fuel Reduction (HFR) ordinance.

Since inception of Gold Mountain in 1996 fire protection activities have been funded by the District's water and sewer assessments and charges. From 1997 through June 30, 2006, \$113,837 will have been spent on the District's agreement with the City of Portola. The District's Board of Directors is aware that this use of water and sewer assessments and charges is contrary to the requirements of California Proposition 218. The Board policy is to conform with the law by raising funds through adoption of a Special Fire Tax pursuant to Government Code Section 50075 et seq. at the earliest possible date.

At this time the District does not receive a share of the property tax generated within District boundaries. The assessed value of property within Gold Mountain produces

\$1,000,000 in tax revenue. As a post-Proposition 13 governmental agency the District does not automatically receive a share of the property tax. The opportunity to negotiate a share existed when the District was formed, but the parties involved (e.g. the Developer and the Plumas County Board of Supervisors) agreed that there would be no tax exchange.

The Plumas County Board of Supervisors' policy is to negotiate for transfer of a share of the property tax increment (assessed value increases in the future) up to seven percent of the County's share. This would mean that if Gold Mountain's assessed value increased by \$5,000,000 next year, the District would be eligible to receive about \$1,050 annually. However, several significant conditions would need to be met for eligibility: (1) there would need to be a change in jurisdictional responsibility for fire, i. e. an annexation of Gold Mountain to an existing Fire District; and (2) a show of support for fire protection by property owners in the form of a willingness to assess themselves for fire protection. Property tax sharing represents an important but longer term opportunity for revenue. Hence, since revenue is needed immediately and passage of a special tax measure could help in ultimately receiving a portion of the property tax, the Board has determined to place the special tax question before the voters who reside within the District in July.

#### Reasons for the Special Fire Tax

Properties within the Gold Mountain Community Service District currently receive fire protection and suppression from the Portola Volunteer Fire Department. Since inception of the District in 1996 fire protection has been provided under contract. The current contract has a base charge of \$5,000 and a variable charge based on five cents per thousand on assessed valuation for improvements. It is anticipated that the total cost of the contract in 2005-2006 will be \$25,000. Heretofore, funds for fire protection have been taken from the water/sewer budget which is a violation of Proposition 218. Funds raised and collected for utility purposes must be used for those specific purposes, not general activities such as police and fire protection. In addition, when the District was formed in the post-Proposition 13 era, it was determined that no property tax would come to the District. The District presently has no legal source of revenue.

#### Levy of the Special Fire Tax

A Special Tax will be levied on 447 parcels located within the District and collected each Fiscal Year, commencing in Fiscal Year 2006-07 in the amounts set forth in this report. All of the real property in the District, unless exempted by law or by the provisions hereof, shall be taxed for the purposes, to the extent and in the manner herein provided.

#### Uses to Which Special Tax Funds Will be Put

The Portola contract expires December 31, 2006. Discussions have begun to renew or extend the contract. In addition, discussions have commenced with the Eastern Plumas Rural Fire Protection District which is adjacent to the Gold Mountain Community. The Plumas County Board of Supervisors and the County Local Agency Formation Commission encourage consolidation of small fire protection units. Future jurisdictional

and contractual alignments for Gold Mountain are not known at this time, but needs are clearly there.

Outside of the minor equipment and three parcels of land designated for public use, the District has no fire protection assets. In essence, the District starts from scratch.

The Special Tax will be used to finance operations and facilities necessary for the provision of fire protection and suppression services as described below.

### Operations

The first area of need is to collect funds for operations either by establishing the District's own fire protection program, developing a relationship with another district or continuing the current agreement with Portola at a cost of \$25,000 per year. Operational costs include but are not limited to personnel, insurance, supplies, equipment and facility maintenance. It is impractical for the District to take responsibility for its own fire protection because of the part time nature of the community and age of its residents. It is premature to determine the cost of service if the District were to annex to Eastern Plumas. The only operational number that can be relied upon is the current cost of the Portola contract--\$25,000.

### Administration

Currently, the water and sewer charges subsidize fire administration activities. These include office space, equipment, supplies, telephones, computers and the like. These expenditures total approximately \$10,000 presently. The fire budget should bear 50 percent of that cost, or \$5,000.

### Hazardous Fuel Reduction Program

The Board anticipates the Hazardous Fuel Reduction Program (Ordinance No. 2006-01) will be in place by July 1, 2006. The Special Tax will be used to pay for services required to implement the ordinance, including but not limited to the following:

- technical assistance from fire experts including a certified forester;
- publication and distribution of educational materials; and
- fund advances to complete fuel reduction on properties that do not comply.

It is estimated that \$15,000 is necessary to start the program and that fund requirements will grow over time.

### Equipment

Based on discussions with professional firefighters and current practices in the Plumas County area two types of equipment are needed in the near future. The first is for a four-

wheel drive quick attack vehicle. The wildfire threat to Gold Mountain is substantial. In addition to problematic areas within Gold Mountain, there are untreated areas on its borders. This type of vehicle can access much of Gold Mountain very quickly and can be manned by residents and/or employees as well as nearby Fire Department personnel. A new vehicle would cost \$80,000 to \$90,000; used vehicles are also available at a lower cost. This vehicle is necessary regardless of future contractual arrangements.

The second necessary vehicle is a mobile water transportation vehicle or water tender. Gold Mountain lacks fire hydrants in all but the commercial portion of the community. Designated drafting ponds are located near A-15, leaving the southern portion unsupplied with quantities of water. This type of vehicle would provide a ready, mobile water supply in the near term. Ultimately, water system improvements are likely to be necessary. The more sophisticated vehicles cost \$180,000. Used equipment is also available at a much lower cost.

Special Taxes may be used to finance the acquisition of fire protection and suppression equipment, including but not limited to four wheel drive vehicles, mobile water transportation vehicles and/or water tenders. A total of \$15,000 has been budgeted for this purpose.

#### Facilities

The original plan for fire protection at Gold Mountain envisioned a fire station to be financed by the \$1,000 water connection charge. Based on 80 current connections, \$80,000 should be available but funds have been diverted to more immediate needs in the water/sewer area. Only \$30,000 remains in the reserve fund. The District has preliminary plans for a multi-purpose facility in conjunction with the HOA to accommodate maintenance activities. These plans have been put on hold because of more immediate needs of the water/sewer systems. Additionally, depending upon which department Gold Mountain aligns itself with the size, nature, configuration and location of a facility could change. It is prudent to begin to accumulate funds for construction or lease of The District's own facility or a contribution to improved facilities of agencies with which the District may contract or to which it may annex. The budget contains \$10,000.

#### Incidentals

The remaining portion of the budget contains funds to pay the County for administering the tax collection process, election administration, potential delinquencies and other incidentals. The budget includes \$3,570 for this purpose.

Annual Budget Summary

The District estimates that the budget for Fiscal Year 2006-07 for fire protection and suppression will be as follows. This is only an estimate based upon the District's current information. The budget may change as additional and updated information is received.

Operations	\$25,000
Administration	\$ 5,000
Hazardous fuel reduction program	\$15,000
Equipment	\$15,000
Facility	\$10,000
Incidentals	\$ 3,570
Annual Total	<u>\$73,570</u>

Rate and Method of Apportionment of Special Taxes

The Special Tax is apportioned according to current land use, potential use permitted under existing zoning, exposure to structural fires, wild fires and medical emergencies and other fire-related protection variables.

Most parcels in the District are designated for single family residential use. There are a growing number of improved parcels in the form of single family residences but the majority of parcels remain unimproved. Tax apportionment differs between unimproved and improved parcels. The tax schedule is below.

1. Unimproved parcels: UPE (Unimproved parcel equivalent)
2. Improved parcel: IPE (Improved parcel equivalent)

Unimproved parcels: one UPE = \$140

Single residential parcel = one UPE (\$140)

Non residential parcel = two UPE (\$280)

Special use parcel = one UPE (\$140)

Improved parcels: one IPE = \$210



Nakoma Resort facility: ten IPE (\$2100)  
 Single residential parcel: one IPE (\$210)  
 Condominiums, timeshares, multiple residential parcels: one IPE per unit (\$210)  
 Dragon Golf and maintenance facilities: five IPE (\$1,050)  
 Gold Mountain Homeowners Association common area: three IPE (\$630)  
 Commercial: two IPE per unit (\$420)

#### Apportionment Categories/Definitions

Unimproved parcels are those which do not have structures.

Improved parcels are those which have structures.

Single residential parcels are those which are designated by the Plumas County zoning code for one primary home plus an adjacent guest house.

Non-residential unimproved parcels have no structures include the proposed nine-hole golf course, recreation-open space acreage, commercially-zoned land and other undeveloped parcels larger than six acres.

Special use parcels include Gold Mountain Foundation lots, the Windsong leach field, the Well 17 site, stable parcels, CSD-owned parcels and several other parcels under six acres.

Multiple residential uses include condominiums, timeshare facilities, hotels, motels and other residential uses greater than one living unit per parcel.

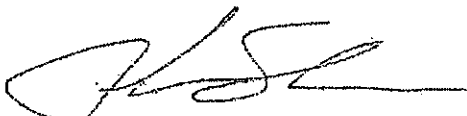
Nakoma Resort facility is the existing commercial facility which includes restaurant, spa and golf clubhouse uses.

Dragon Golf Course includes an 18-hole course with two restrooms and two maintenance structures.

Gold Mountain Homeowners Association common area includes approximately 125 acres of land used for hiking trails and provide aesthetic amenities for the community.

Commercial use refers to those parcels zoned for commercial uses except for the existing Nakoma Resort facility.

This report has been prepared by John Shaw Consulting (California license# 61007) and George Sipel Associates (Dr. George A. Sipel, owner).

  
 \_\_\_\_\_  
 John Shaw

  
 \_\_\_\_\_  
 George A. Sipel

**ARGUMENT IN FAVOR OF MEASURE "A"  
GOLD MOUNTAIN  
COMMUNITY SERVICES DISTRICT**

**ADOPT A SPECIAL TAX FOR FIRE PROTECTION  
AND PREVENTION, RESCUE SERVICES, AND  
EMERGENCY MEDICAL SERVICES**

The undersigned recommend a "Yes" vote to adopt a special tax for fire protection and prevention, rescue services, and emergency medical services.

Properties within the Gold Mountain Community Services District currently receive fire protection and suppression from the Portola Volunteer Fire Department. Since the inception of the District in 1996 fire protection has been provided under contract. It is anticipated that the current contract in 2006-2007 will be \$25,000.

Heretofore, funds for fire protection have been taken from the water/sewer budget which is in violation of Proposition 218. Funds raised and collected for utility purposes must be used for those specific purposes, not general activities such as fire protection. In addition, when the District was formed in the post-Proposition 13 era, it was determined that no property tax would come to the District. The District presently has no legal source of revenue. The District policy is to conform with the law by raising funds through the adoption of this special fire tax at the earliest possible date.

The proceeds from this special fire tax will be used to continue contracted fire protection; the acquisition of fire suppression equipment such as a mobile water tender; initial accumulation of funds for our own facility or expansion of an existing fire agency's facility; administration of a hazardous fuel reduction program; and to fund incidental and administrative expenses of the District.

The proposed special fire tax on improved and unimproved properties will result in a modest initial budget of less than \$74,000 per year. It will bring us into Proposition 218 compliance.

For the above reasons, a favorable vote to adopt a special fire tax is urged.

/s/ Clive Rees

/s/ Gail Mc Grath

/s/ Craig W. Simmons

/s/ Jack Zygnier

/s/ George A. Sipel

GOLD MOUNTAIN COMMUNITY SERVICES DISTRICT

SPECIAL ELECTION ~ JULY 17, 2006

OFFICIAL BALLOT

PLUMAS COUNTY, CALIFORNIA

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**GOLD MOUNTAIN COMMUNITY SERVICES DISTRICT**

**MEASURE " \_ "**

"Shall this measure be approved by a two-thirds vote of the electorate residing in the District a special tax for the sole purposes of funding the services of fire protection, and prevention, emergency medical response, and hazardous material emergency response, for the benefit of the property owners within this district of:

- \$140 for each unimproved residential parcel
- \$210 for each single family residence including condominium, time share, motel/hotel, and all multiple dwelling units per dwelling unit
- \$140 for each *special use* parcel (leach fields, well site[s], storage tank[s], and Gold Mountain Foundation parcels)
- \$2,110 for the Nakoma Resort Facility
- \$630 for the Dragon Golf Course and the Homeowners Association common area ownership
- \$280 for each undeveloped, non-residential parcel (those larger than 16 acres and the 9-hole golf course), commercial parcels, and Gold Mountain Ranch recreation-open space parcel
- \$1,050 for each developed commercial unit
- \$210 for the Gold Mountain maintenance facility

The tax will commence in the fiscal year starting July 1, 2006, and will be collected and apportioned along with the county property taxes. This parcel tax schedule shall be subject to an annual cost of living increase of 2% consistent with the provisions of Article 13 a of the California Constitution, which increase shall begin July 1, 2007. The District's appropriations limit (spending limit) under California Constitution Article XIII B is to be raised by the amount of the annual proceeds of this tax."

**Fire tax election**  
**GOLD MOUNTAIN COMMUNITY**  
**SERVICES DISTRICT**  
**Special Fire Tax Election**  
July 18, 2006

The Gold Mountain Community Services District will receive Arguments For and Against the Special Fire Tax beginning March 29, 2006 and ending April 10, 2006 at 5 p.m. Arguments shall be no more than 300 words. The submittal period for Rebuttals to Arguments For and Against begins April 11, 2006 and ends April 21, 2006 at 5 p.m. Rebuttal arguments shall be no more than 250 words.

Arguments shall be submitted in person to the Gold Mountain Community Services District office, 150 Pacific (#8), Portola, CA 96122 or mailed to Post Office Box 5, Cio, CA 96106. All arguments shall contain no more than five (5) signatures. Information regarding the election may be obtained by contacting George Sipel at 832-5945.

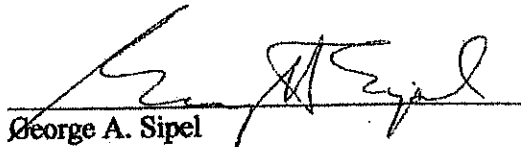
George A. Sipel  
Secretary  
Published PR  
March 29, 2006

**CERTIFICATE OF THE GOLD MOUNTAIN COMMUNITY SERVICES DISTRICT  
RESULTS OF  
THE SPECIAL FIRE TAX ELECTION  
HELD ON JULY 18, 2006**

I, George A. Sipel, Secretary of said District, do hereby certify the results of the Gold Mountain Community Services District election held on July 18, 2006 as follows:

TOTAL VOTES CAST	58
YES VOTES	55
NO VOTES	0
REJECTED VOTES	2
BLANK VOTES	1
REGISTERED VOTERS	62
VOTES CAST	58
VOTER TURNOUT	93.5%

Witness My Hand This 19<sup>th</sup> Day of July, 2006

  
George A. Sipel  
Secretary  
Gold Mountain Community Services District

**Gold Mountain Community Services District**

RESOLUTION No. 2006-15

**A RESOLUTION PROPOSING THE ADOPTION OF A SPECIAL TAX AND REQUESTING THE BOARD OF SUPERVISORS TO DIRECT THE PLUMAS COUNTY CLERK TO AUTHORIZE THE GOLD MOUNTAIN COMMUNITY SERVICES DISTRICT TO CONDUCT AN ALL MAILED BALLOT ELECTION**

RESOLVED, by the Board of Directors of the Gold Mountain Community Services District that:

WHEREAS, Gold Mountain Community Services District was formed for the purpose of providing fire protection and prevention for its citizens;

WHEREAS, California Health and Safety Code 13862 gives fire districts the power to provide fire protection services, rescue services, emergency medical services, ambulance services, and any other relating to the protection of lives and property;

WHEREAS, the Board of Directors of the Gold Mountain Community Services District has determined that the present and anticipated revenues of the District are insufficient to fund a safe level of fire protection services;

WHEREAS, California Health and Safety Code 13911 authorizes a fire protection district to levy a voter-approved special tax pursuant to Government Code 50077, which requires an election and approval by two-thirds of the voters voting;

WHEREAS, the cost of conducting an election through the office of the County Clerk would use revenues that are currently needed to fund normal operating expenses of the District;

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The Directors of Gold Mountain Community Services District propose that a special tax be submitted to voters of the District as follows:  
"Shall the Gold Mountain Community Services District be authorized to adopt a special tax for fire protection and prevention, rescue services, and emergency medical services which shall be levied as follows:

Unimproved parcels:

Single residential parcel = \$140

Non residential parcel = \$280

Special use parcel = \$140

Improved parcels:

Nakoma Resort facility = \$2100

Single family parcel = \$210

Condominiums, timeshares, multiple residential development and hotels/motels = \$210 per unit  
Dragon Golf and maintenance facilities = \$1050  
Gold Mtn Homeowners Association common area = \$630  
Commercial = \$420 per unit

The proceeds from such tax shall be used solely for the purpose authorized by laws governing the Gold Mountain Community Services District. The tax shall be subject to annual cost of living increases of 2% which increase shall begin July 1, 2007 and will be effective with the fiscal year 2006-2007 and collected in the same manner as Plumas County property taxes with the special tax proceeds to be deposited into a special account."

2. The provision governing the levy of special taxes specified in the question set forth in Section 1 are set forth in Exhibit A attached hereto and incorporated herein by reference.
3. The Board of Directors of the Gold Mountain Community Services District requests that the Plumas County Board of Supervisors direct the Plumas County Clerk, pursuant to Election Code Section 10518, to authorize the Gold Mountain Community Services District to conduct a Special All Mailed Ballot Election on July 18, 2006.
4. The ballots to be used at the election shall be in form and content as required by law.
5. In all particulars not recited in this resolution, the election shall be conducted and held as provided by law for holding special district elections.
6. Notice of the time of the election is given and the Secretary of the Board of Directors is authorized, instructed and directed to give further or additional notice of the election, in time, form and manner as required by law.

The foregoing Resolution was duly passed and adopted by the Board of Directors of the Gold Mountain Community Services District at a Regular Meeting of said Board on Saturday, March 11<sup>th</sup>, 2006 by the following vote:

AYES: McGrath, Simmons, Zygnier, Erickson, Callaghan

NOES:

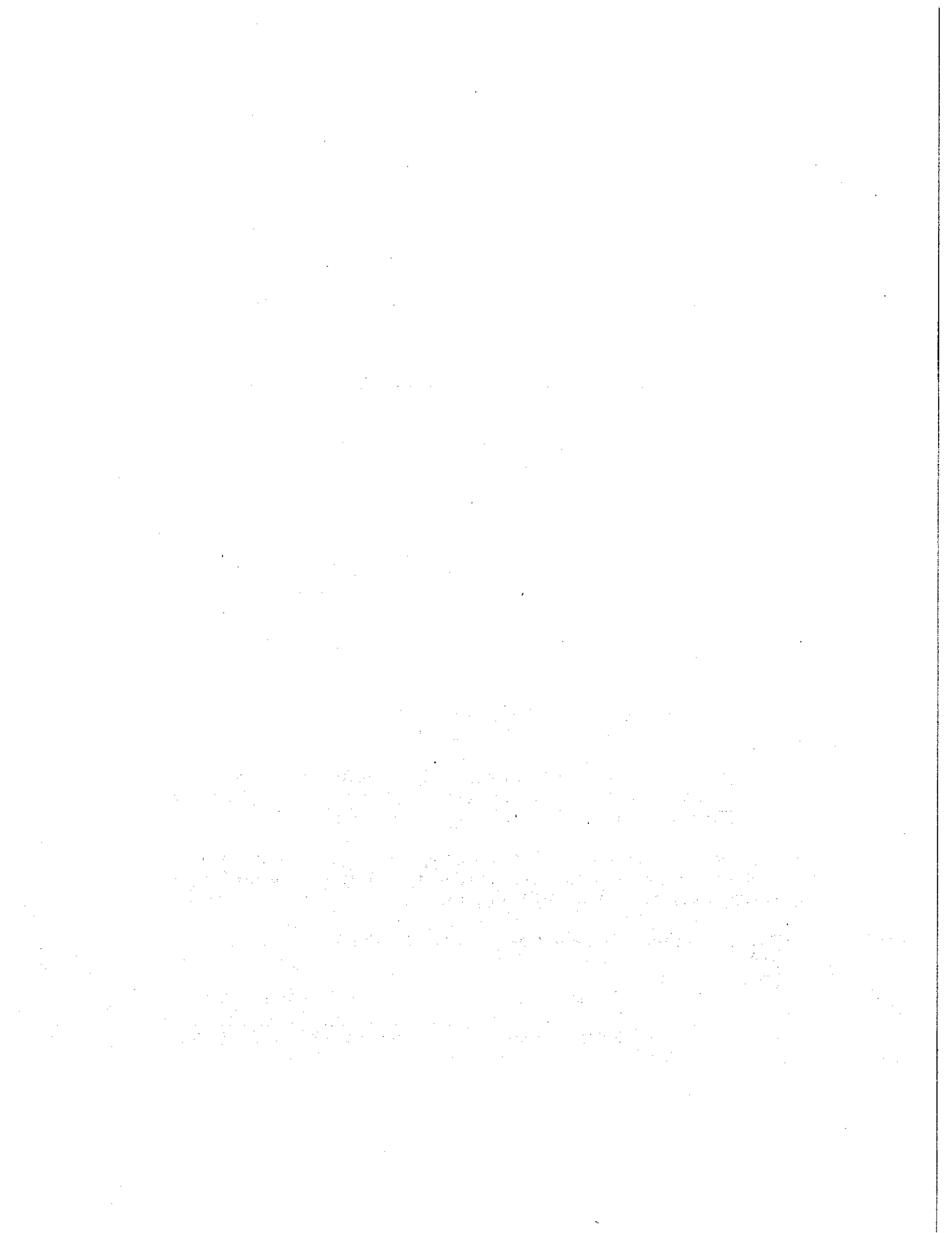
ABSENT:

*o/s Gail McGrath*

*o/s George A. Sipel*

\_\_\_\_\_  
Gail McGrath, President

\_\_\_\_\_  
Attest: George A. Sipel, Secretary







Gold Mountain Community Services District  
Minutes  
Regular Meeting  
January 19, 2024 10:00 AM  
150 Pacific Street, Portola, CA 96122  
<https://www.gmcasd.org/>

**1. Call to Order**

The meeting was called to order at 10:00 am by Director Rene St. Pierre.

**A. Roll Call**

Present: Director Rene St. Pierre, Director Kathy Kogge, Director Jon Gresley

Absent: President Gordon Bennie, Vice-President Kim Seney

Staff Present: Skyler Allingham , Bill Robinson, Debbie Beever

**2. Public Comments**

n/a

**3. Correspondence with the Board**

n/a

**4. Consent Agenda**

A. Approve Meeting Minutes Nov 13, 2023

B. Board Meeting Dates for 2024

C. Renewal of Fire Contract with BFD

Director Jon Gresley motioned to approve. A second was made by Director Rene St. Pierre.

The motion failed with the following vote:

ALL In Favor   NONE Opposed  
NONE Abstained   NONE Absent

**5. General Managers Reports**

Skyler went over his reports, did an update on Well 29. He briefly touched on the AR Report. We need to look into reporting delinquent accounts

## **6. Fire Operators Report**

Bill went over this incident report for the one medical call for the district. Bill also talked about the progress on the TYPE 3 Truck.

## **7. Adjournment**

Rene St. Pierre adjourned the meeting at 10:32

This brief is being provided to inform the board, staff, and public of the details of an agenda item that requires no action from the board. The President of the Board will provide board members, staff, and the public the opportunity to ask questions about this topic when this agenda item is announced.

**Date:** 3/29/2024

**Originator:** General Manager

**Agenda Topic Title:** General Manager Report

**Purpose of Brief:** Informational Briefing

**Supporting Documents Included:** Yes

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#### **Water Distribution System:**

- Well 29 Grant Project is completed and online.
- Booster Stations – Pump Stand Project moving along 3 out of 7 stands completed.
- New WB DDW Draught Report required for the GM CSD system. (Safer Clearinghouse Report)
- Falling water PRV is slowly failing and will need to be replaced. We currently have a temporary fix in place. Estimate for repair at this time 17k
- All State and County Reports for Water distribution are completed for 2023.

#### **Sewer Transmission System and Septic Tanks:**

- Leach Fields - Falling Water Leach field expansion had light erosion during the last big rainstorm.
- Falling Water Leach Field CV Salts average is about 650 PPM for this month (Maxum Contaminant level) is 700 PPM.
- The Septic tank inspections – scheduling 2024 tank inspections.
- All State and County Reports for Sewer discharge are completed for 2023

#### **Financial Reports**

- P&L
- Aging report

#### **Other Discussion**



# Gold Mountain CSD Profit & Loss July 2023 through June 2024

	Jul '23 - Jun 24	Jul '22 - Jun 23
Ordinary Income/Expense		
Income		
6000 · INCOME		
6100 · Water & Sewer Service Fees		
6100-1 · Water & Sewer - Connected	0.00	175,287.05
6100-2 · Water & Sewer - Unconnected	587.88	340,464.62
6100-3 · W&S-Commercial-Connected	731.84	48,315.52
6100-5 · W&S Residential Usage Charges	0.00	32,541.63
6100-6 · W&S Commercial Usage Charges	0.00	19,135.03
6100 · Water & Sewer Service Fees - Other	0.00	0.00
Total 6100 · Water & Sewer Service Fees	1,319.72	615,743.85
6201 · Interest & Late Charges	14,547.80	2,589.36
6203 · Fire labor - reimbursement	0.00	5,606.57
6205 · Miscellaneous services charges	44.00	0.00
6209 · Fidelity Investments - Income	3,811.30	1,303.81
6400 · Water Service Fees		
6401 · Water Res Connected Service	68,422.95	0.00
6402 · Water Residential Usage	55,965.72	183.01
6403 · Water Res Unconnected Service	188,224.00	0.00
6404 · Water Commercial Connected	17,922.76	0.00
6405 · Water Commercial Usage	9,639.00	0.00
Total 6400 · Water Service Fees	340,174.43	183.01
6500 · Sewer Service Fees		
6501 · Sewer Res Connected	129,044.19	0.00
6502 · Sewer Res Unconnected	188,312.28	0.00
6503 · Sewer Commercial Connected	41,821.01	0.00
Total 6500 · Sewer Service Fees	359,177.48	0.00
Total 6000 · INCOME	719,074.73	625,426.60
6208 · Change in Investment Value	395.04	5,693.18
62084 · Returned Check Charges	20.00	0.00
Total Income	719,489.77	631,119.78
Gross Profit	719,489.77	631,119.78
Expense		
66900 · Reconciliation Discrepancies	1.00	0.00
7000 · Operating Expenses		
7050 · SERVICES and SUPPLIES		
7058 · Bank charges	0.00	-8.00
Total 7050 · SERVICES and SUPPLIES	0.00	-8.00

**Gold Mountain CSD  
Profit & Loss  
July 2023 through June 2024**

	Jul '23 - Jun '24	Jul '22 - Jun '23
<b>7110 - PERSONNEL</b>		
7010 - Payroll Expenses Dir/ Dep Fee	242.50	24.50
7111 - Salaries		
7111-1 - General Manager	81,299.30	43,303.20
7111-2 - Office Administrator	10,413.00	17,909.50
7111-3 - Operator 1A (KA)	33,086.97	46,287.13
7111-4 - Operator 1B (WC)	32,008.98	44,265.53
7111-5 - On call	173.36	6,067.04
7111-6 - Treasurer	880.00	79,346.55
7111-7 - Fire Coordinator	7,210.50	8,721.52
7111-8 - GPS mapping Intern	0.00	1,140.80
<b>Total 7111 - Salaries</b>	<b>165,072.11</b>	<b>247,041.27</b>
7112 - Compensation - Other		
7112-1 - Payroll expenses dir dep fee	0.00	171.50
7112-2 - Overtime contingency	4,998.80	6,927.69
7112-3 - Payroll taxes	14,564.52	23,621.95
7112-4 - Workers compensation Insur.	-778.68	13,156.23
7112-5 - Performance Incentives	2,500.00	3,459.12
7112-6 - Flexible compensation	18,952.10	30,958.50
7112-7 - Employee Insurance	4,791.56	9,031.26
7112-8 - Training	3,710.91	1,512.46
7112-9 - Travel and accommodations	1,466.20	0.00
<b>Total 7112 - Compensation - Other</b>	<b>50,205.41</b>	<b>88,838.71</b>
<b>Total 7110 - PERSONNEL</b>	<b>215,520.02</b>	<b>335,904.48</b>
<b>Total 7000 - Operating Expenses</b>	<b>215,520.02</b>	<b>335,896.48</b>
<b>7120 - SERVICES and SUPPLIES</b>		
7120-1 - Water Licenses/Fees	60.00	0.00
7120-10 - Bank Charges	41.11	160.00
7120-11 - Office Furniture & Equipment	139.41	5,695.49
7120-12 - Office expense & supplies	4,080.63	8,463.36
7120-14 - Maintenance building expense	4,690.50	4,214.99
7120-16 - HOA fees	1,500.00	14,600.00
7120-18 - Accounting	24,955.00	37,200.00
7120-19 - Legal	126.00	4,448.90
7120-2 - Sewer Licenses/Fees	4,304.24	6,915.64
7120-21 - Rate study	0.00	7,381.25
7120-23 - Professional service other	916.24	1,040.00
7120-3 - Insurance	18,821.00	14,472.59
7120-4 - Rent	6,060.00	12,145.00
7120-5 - Utilities	4,000.06	3,695.75
7120-6 - Communications	3,289.12	4,228.47
7120-7 - Miscellaneous	114.54	616.22

**Gold Mountain CSD  
Profit & Loss  
July 2023 through June 2024**

	Jul '23 - Jun 24		Jul '22 - Jun 23	
7120-9 · Memberships		3,730.82		2,734.00
7120 · SERVICES and SUPPLIES - Other		64.49		0.00
<b>Total 7120 · SERVICES and SUPPLIES</b>		<b>76,893.16</b>		<b>128,011.66</b>
7130 · WATER OPERATIONS and MAINTENANC				
7131 · WATER PRODUCTION				
7131-1 · Wells	0.00		4,469.27	
7131-2 · Electric	15,868.72		17,923.22	
7131-3 · Testing	1,128.40		7,241.86	
<b>Total 7131 · WATER PRODUCTION</b>		<b>16,997.12</b>		<b>29,634.35</b>
7132 · WATER DISTRIBUTION				
7132-1 · Distribution-pipes	728.62		7,352.96	
7132-2 · Booster stations	7,912.07		2,702.21	
7132-3 · Electric	14,675.38		19,546.79	
7132-4 · Meter maintenance	12,170.05		6,946.37	
7132-5 · Storage tanks	12.84		523.10	
<b>Total 7132 · WATER DISTRIBUTION</b>		<b>35,498.96</b>		<b>37,071.43</b>
<b>Total 7130 · WATER OPERATIONS and MAINTENANC</b>		<b>52,486.08</b>		<b>66,705.78</b>
7140 · SEWER OPERATIONS and MAINT				
7140-1 · Transmission-pipes	0.00		7,595.74	
7140-2 · Disposal \ treatment	12,822.26		2,447.90	
7140-3 · Testing-sewer	2,975.40		7,597.45	
7140-4 · Septic tank maintenance	1,817.79		581.30	
7140-5 · Septic pumping	13,480.00		0.00	
7140-6 · Leachfield electric	2,016.45		2,069.30	
<b>Total 7140 · SEWER OPERATIONS and MAINT</b>		<b>33,111.90</b>		<b>20,291.69</b>
7150 · GENERAL MAINTENANCE				
7150-1 · Maintenance Water	454.21		1,869.77	
7150-2 · Equipment & tools	105.15		1,312.14	
7150-3 · Auto fuel & maintenance	6,187.92		8,571.06	
7150-4 · Maintenance supplies	3,554.59		25.97	
<b>Total 7150 · GENERAL MAINTENANCE</b>		<b>10,301.87</b>		<b>11,778.94</b>
7160 · ENGINEERING STUDIES				
7160-2 · System mapping	0.00		32.14	
<b>Total 7160 · ENGINEERING STUDIES</b>		<b>0.00</b>		<b>32.14</b>
72042 · Bank Service Charges		134.00		0.00
7500 · Transfer to Capital Fund		0.00		6,500.02

**Gold Mountain CSD  
Profit & Loss  
July 2023 through June 2024**

	Jul '23 - Jun 24	Jul '22 - Jun 23
8501 · CAPITAL PROJECTS-SEWER		
8523 · Falling Water Leachfield Proj	0.00	29,638.25
<b>Total 8501 · CAPITAL PROJECTS-SEWER</b>	<b>0.00</b>	<b>29,638.25</b>
Total Expense	388,448.03	598,854.96
Net Ordinary Income	331,041.74	32,264.82
Other Income/Expense		
Other Income		
Transferred from Operating	80,000.00	0.00
4000 · CAPITAL INCOME		
4010 · Fee Income - Capacity Fee (CAP)	14,234.00	28,468.00
4020 · Transfer From Operating Account	0.00	6,500.02
4030 · Capital Reserve Interest	882.31	1,299.06
<b>Total 4000 · CAPITAL INCOME</b>	<b>15,116.31</b>	<b>36,267.08</b>
4700 · Grant Reimbursement 2023	19,454.63	0.00
<b>Total Other Income</b>	<b>114,570.94</b>	<b>36,267.08</b>
Other Expense		
4500 · CAPITAL EXPENCE		
4510 · Falling Water Leachfield	4,058.04	135,473.42
4500 · CAPITAL EXPENCE - Other	30.00	0.00
<b>Total 4500 · CAPITAL EXPENCE</b>	<b>4,088.04</b>	<b>135,473.42</b>
8200 · Grant Project 2023	130,647.35	29,571.25
<b>Total Other Expense</b>	<b>134,735.39</b>	<b>165,044.67</b>
Net Other Income	-20,164.45	-128,777.59
<b>Net Income</b>	<b>310,877.29</b>	<b>-96,512.77</b>



**Gold Mountain CSD  
A/R Aging Summary  
As of March 31, 2024**

	<b>Current</b>	<b>1 - 30</b>	<b>31 - 60</b>	<b>61 - 90</b>	<b>&gt; 90</b>	<b>TOTAL</b>
(145)	0.00	0.00	0.00	0.03	0.00	0.03
(70)	29.39	0.00	0.00	0.00	0.00	29.39
(381)	29.39	0.00	0.00	0.00	0.00	29.39
(382)	29.39	0.00	0.00	0.00	0.00	29.39
(385)	0.00	0.00	0.00	29.65	0.00	29.65
(051)	44.00	0.00	0.00	0.00	0.00	44.00
(80)	0.00	0.00	62.17	0.00	0.00	62.17
(384)	69.21	0.00	0.00	3.26	0.00	72.47
(371)	104.18	0.00	0.00	0.00	0.00	104.18
(38)	0.00	0.00	157.23	11.11	0.00	168.34
(143)	0.00	0.00	0.00	59.36	0.00	59.36
(098)	0.00	0.00	0.00	118.78	0.00	118.78
(354)	0.00	0.00	0.00	178.86	0.00	178.86
(257)	0.00	0.00	0.00	187.05	0.00	187.05
(45)	0.00	0.00	0.00	198.52	0.00	198.52
(043)	0.00	0.00	0.00	107.78	0.00	107.78
(011)	0.00	0.00	0.00	116.94	0.00	116.94
(054)	0.00	0.00	0.00	236.77	0.00	236.77
(259)	0.00	0.00	0.00	11.92	0.00	11.92
(219)	0.00	0.00	0.00	277.46	0.00	277.46
(228)	0.00	0.00	0.00	293.94	0.00	293.94
(361)	29.39	0.00	0.00	293.94	0.00	323.33
(325)	29.39	0.00	0.00	293.94	0.00	323.33
(421)	29.39	0.00	0.00	293.94	0.00	323.33
(15)	29.39	0.00	0.00	293.94	0.00	323.33
(084)	29.39	0.00	0.00	293.94	0.00	323.33
(37)	29.39	0.00	0.00	293.94	0.00	323.33
(097)	29.39	0.00	0.00	293.94	0.00	323.33
(220)	29.39	0.00	0.00	293.94	0.00	323.33
(428)	29.39	0.00	0.00	293.94	0.00	323.33
(343)	29.39	0.00	0.00	293.94	0.00	323.33
(085)	29.39	0.00	0.00	293.94	0.00	323.33
(151)	32.62	0.00	0.00	293.94	0.00	326.56
(211)	33.06	0.00	0.00	330.55	0.00	363.61
(388)	36.32	0.00	0.00	363.18	0.00	399.50
(150)	58.00	0.00	0.00	522.58	0.00	580.58
(420)	57.47	0.00	0.00	574.73	0.00	632.20
(351)	29.39	0.00	0.00	293.94	0.00	323.33
(350)	29.39	0.00	0.00	293.94	0.00	323.33
(315)	60.42	0.00	0.00	604.20	0.00	664.62
(395)	72.50	0.00	0.00	326.56	293.94	693.00

# Gold Mountain CSD A/R Aging Summary

As of March 31, 2024

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
(379)	72.50	0.00	0.00	326.56	293.94	693.00
(231)	293.94	0.00	0.00	440.83	0.00	734.77
(105)	587.88	0.00	0.00	0.00	293.94	881.82
(67)	81.24	0.00	0.00	812.44	0.00	893.68
(64)	0.00	0.00	0.00	1,070.23	0.00	1,070.23
(185)	0.00	0.00	117.24	363.18	623.76	1,104.18
(35)	0.00	0.00	162.60	400.29	958.09	1,520.98
(364)	0.00	0.00	230.48	455.83	1,458.50	2,144.81
(269)	0.00	0.00	235.71	460.11	1,496.96	2,192.78
(467)	0.00	0.00	215.40	293.94	936.12	1,445.46
(469DR)	0.00	0.00	215.40	293.94	1,057.80	1,567.14
(152)	0.00	0.00	531.73	702.32	3,973.08	5,207.13
<b>TOTAL</b>	<b><u>2,073.58</u></b>	<b><u>0.00</u></b>	<b><u>1,927.96</u></b>	<b><u>14,288.06</u></b>	<b><u>11,386.13</u></b>	<b><u>29,675.73</u></b>



This brief is being provided to inform the board, staff, and public of the details of an agenda item that requires no action from the board. The President of the Board will provide board members, staff, and the public the opportunity to ask questions about this topic when this agenda item is announced.

**Date:** 03/20/2024

**Originator:** William Robinson Fire and Emergency Services Coordinator

**Agenda Topic Title:** Fire and Emergency Services Coordinator Report

**Purpose of Brief:** Informational Briefing

**Supporting Documents Included:** No

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Fire Dept Run Report summary: No calls in the district Jan. Feb report due Mar 15<sup>th</sup>.

QAV/Type 3 Report:

Paint progress, Paint completion due mid April.

Hose, nozzles, and fittings has been received. \$10,200.00 paid with PG&E money.

P.O. Box 5  
Clio, CA 96106

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info.gmcsd@gmail.com

# Gold Mountain CSD

## Fire Operating Budget 20224 / 2025 Draft

Jul '24 - Jun 25

Ordinary Income/Expense		
<b>4000 · OPERATIONS INCOME</b>		
4010 · Fire Protection Revenue (Fire Tax)		\$80,000
4020 · Interest & Late Charges		\$500
4030 - Miscellaneous Fire Income Burn pile fees		\$3,000
4040 -Transfers from Reserves		\$0
4050 -Chipping Program NCA		\$0
4060 - Mastication Program NCA		\$0
<b>Total 4000 · INCOME Total</b>		<b>\$83,500</b>

<b>5000 · OPERATING EXPENSES</b>		
<b>5100 · PERSONNEL</b>		
5100 - Fire Personnel Reimbursement to W&S		\$9,200
<b>5100 - Personnel Costs - Total</b>		<b>\$9,200</b>
<b>5200 - Operations</b>		
5210 - Admin Fee - W&S		\$16,500
5220 - Fire Milc.		\$0
5230 - Firewise Support		\$2,500
5240 - Foreflow Upgrades Maintenance/ Fire Hyd. Install		\$0
5250 - Tactical Emergency Response Plan		\$1,000
5260 - Volunteer Fire Fighter Support		\$1,000
<b>5200 - Operations - Total</b>		<b>\$21,000</b>
<b>5300 - Type 3 Engine</b>		
5310 - Fuel and Maintenance		\$3,000
5320 - Repairs		\$1,500
<b>5330 - Equipment and supplies</b>		
5330.1 - P.P.E.		\$5,000
5330.2 - Hoses		\$1,000
5330.3 - Hand Tools		\$1,000
5330.4 - Foaming Agent		\$300
<b>5340 - Training</b>		
5340.1 - Driver Training		\$2,500
5340.2 - Pump and Ground		\$1,500
5340.3 - EMS Training		\$1,200
5340.4 - Water Usage Reimbursement to W&S		\$1,300
<b>5300 - Quick Attack Vehicle T3 - Total</b>		<b>\$17,000</b>
<b>5400 Forest Management</b>		
5410 - High Risk Forest Fuel's Treatment & Management		\$15,000

5430 Chipping Program	\$12,000
<b>5400 - Total Forest Management</b>	<b>\$27,000</b>
<b>5000 - Operations - Total Expenses</b>	<b>\$74,200</b>
<b>Net of Operations</b>	<b>\$9,300</b>
<b>Transfers To Capital Fund</b>	<b>-\$45,938</b>
<b>Orderery income Balance</b>	<b>\$0</b>

<b>6000 - Capital Programs income</b>	
Transfers from Operations	\$9,300
Transfers from Reserves	\$23,000
Transfers from Reserves Dixie Fire funds	\$30,000
Miscellaneous Fire Income	\$0
5005- Interest Income	\$0

<b>6000 - Capital Programs - Total Income</b>	<b>\$62,300</b>
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**7000 - Capital EXPENSES**

7010 - Quick Attack Trailer	\$8,000
7060 One Time Type 3 Complaisance to operate	\$30,000
<b>6070 - Fire Projects</b>	
7070.1- Water Storage Upgrades	\$0
7070.2- Cap. Forest Fuel's Treatment & Management	\$10,000
7070.3 - Foreflow Upgrades & Maintenance/ Fire Hyd. Install	\$50,000
<b>7000 - Total Capital Expenses</b>	<b>\$98,000</b>

<b>Net Capital Income</b>	<b>-\$35,700</b>
---------------------------	------------------

1/2 Funded

Check spelling

Bank Acc. Fire	\$165,700.00
Dixie Fire	\$45,000.00
Income From remainder	\$9,300.00
Total	\$220,000.00
Resurve	\$115,000.00
Total	\$105,000.00



# Gold Mountain CSD

## Water & Sewer Operating Budget 2024 / 2025 Draft

NEW FY 24-25 RATES		Jul '24 - Jun '25
<b>6000 · OPERATIONS INCOME</b>		
<b>6100 · Water Service Fees</b>		
6101	Water Residential Connected	74,068.40
6102	Water Residential Usage	26,375.16
6103	Water Residential Unconnected	200,957.68
6104	Water Commercial Connected	28,175.56
6105	Water Commercial Usage	16,873.86
6106	W&S- Commercial Standby	0.00
<b>6100 - Water Total</b>		<b>346,450.66</b>
	47% Percent of total fees	
<b>6200 · Sewer Service Fees</b>		
6201	Sewer Residential Connected	136,635.52
6202	Sewer Residential Unconnected	197,701.84
6203	Sewer Commercial Connected	55,131.54
6204	Sewer Commercial Unconnected	
<b>6200 - Sewer Total</b>		<b>389,468.90</b>
	53% Percent of total fees	
<b>Total W&amp;S Combined</b>		<b>735,919.56</b>
<b>6300 · Misc. Fee Based Income</b>		
6301	Interest & Late Charges	3,500.00
6302	Admin Fee - Fire	16,500.00
6303	Fire Labor Reimbursement	12,000.00
6304	Misc. Services Charges	3,000.00
6305	Misc. Income	3,000.00
6306	Grant Labor Reimbursement	0.00
<b>6300 - Total Misc. fee based income</b>		<b>38,000.00</b>
<b>Total 6000 · INCOME Total</b>		<b>773,919.56</b>
<b>INCOME Summary</b>		

Water Income
Sewer Income
<b>Total</b>

364,340.01
409,579.55
<b>773,919.56</b>

**7000 · OPERATING EXPENSES**

<b>7100 - OPERATIONS</b>		
<b>7110 - PERSONNEL</b>		
	<b>7111 · Salaries</b>	Ass. General Manager
	7111-1 · General Manager	120,959.94
	7111-2 · Office Administrator	22,000.00
	7111-3 · Operator 1A (KA)	60,164.00
	7111-4 · Operator 1B (WC)	58,595.68
	7111-5 · On-Call	7,500.00
	7111-6 -Treasurer	10,000.00
	7111-7 · Fire Coordinator	10,764.00
	<b>7111 · Salaries Total</b>	<b>289,983.62</b>
	<b>7112 · Compensation - Other</b>	
	7112-1 · Payroll Expenses Dir Dep Fee	150.00
	7112-2 · Overtime Contingency (5%)	8,000.00
	7112-3 · Payroll Taxes	25,000.00
	7112-4 · Workers Compensation Insur.	16,519.00
	7112-5 · Performance Incentives	6,000.00
	<b>7112-6 · Benefits Package</b>	<b>27,000.00</b>
	7112-7 · Employee Insurance	9,000.00
	7112-8 · Training	8,000.00
	7112-9 · Travel and Accommodations	3,500.00
	<b>7112 · Compensation-Other Total</b>	<b>103,169.00</b>
<b>7110 · PERSONNEL Total</b>		<b>393,152.62</b>

<b>Personnel Costs</b>
Water Expenses
Sewer Expenses

185,085.42
208,067.19
<b>393,152.62</b>

<b>7120 · SERVICES and SUPPLIES</b>		
7120-1 · Water Licenses/Fees		2,000.00
7120-2 · Sewer Licenses/Fees		7,500.00
7120-3 · Insurance		19,000.00
7120-4 · Rent		11,980.00
7120-5 · Utilities		3,500.00
7120-6 · Communications		7,850.00
7120-7 · Miscellaneous		1,500.00
7120-8 · Publications		250.00
7120-9 · Memberships		2,700.00
7120-10 · Bank charges		250.00
7120-11 · Office Furniture & Equipment		3,000.00
7120-12 · Office Expense & Supplies		5,500.00
7120-14 · Maintenance Building Expense		7,500.00
7120-16 · HOA Fees		0.00
7120-18 · Accounting		42,000.00
7120-19 · Legal		9,000.00
7120-20 · Audit		7,200.00
7120-21 · Rate Study		3,000.00
7120-22 · IT Services		4,000.00
7120-23 · Professional Services Other		1,000.00
7120-24 · Equipment Rental		500.00
7120-25 · Debt Service		0.00
<b>7120 · SERVICES and SUPPLIES Total</b>		<b>139,230.00</b>

<b>Services &amp; Supply Costs</b>		
<b>Water Expenses</b>		63,073.31
<b>Sewer Expenses</b>		76,156.69
		<b>139,230.00</b>

**7130 · WATER OPERATIONS AND MAINTENANCE**

<b>7131 · WATER PRODUCTION</b>		
7131-1 · Wells		800.00
7131-2 · Electric		17,000.00
7131-3 · Testing		4,500.00

<b>7131 WATER PRODUCTION - Total</b>	<b>22,300.00</b>
<b>7132 · WATER DISTRIBUTION</b>	
7132-1 · Distribution - Pipes	10,000.00
7132-2 · Booster Stations	10,000.00
7132-3 · Electric	15,000.00
7132-4 · Meter Maintenance	8,000.00
7132-5 · Storage Tanks	6,000.00
<b>7132 · WATER DISTRIBUTION Total</b>	<b>49,000.00</b>
<b>7133 · Water Contingency</b>	8,000.00
<b>7130 · WATER O&amp;M - Total</b>	<b>79,300.00</b>
<b>7140 · SEWER OPERATIONS and MAINTENANCE</b>	
7140-1 · Transmission -PIPES	10,000.00
7140-2 · Disposal/Treatment	9,000.00
7140-3 · Testing - sewer	8,000.00
7140-4 · Septic tank maintenance	1,500.00
7140-5 · Septic Pumping	15,300.00
7140-6 · Leach field Electric	1,500.00
7140-7 · Sewer Contingency	8,000.00
<b>7140 · SEWER SYSTEM Total</b>	<b>53,300.00</b>
<b>7150 · GENERAL MAINTENANCE</b>	
7150-1 · Maintenance Water	5,000.00
7150-2 · Maintenance Sewer	5,000.00
7150-3 · Equipment & Tools	3,000.00
7150-4 · Auto Fuel & Maintenance	15,000.00
7150-5 · Maintenance Supplies	2,300.00
7150-6 · Maintenance Contingency	10,000.00
<b>7150 · GENERAL MAINTENANCE - Total</b>	<b>40,300.00</b>
<b>7160 · ENGINEERING STUDIES</b>	
7160-1 · General Engineering	10,000.00
7160-2 · System Mapping	2,500.00
7160-3 · Master Plan Update	2,000.00
7160-4 · Water System Studies	3,500.00
7160-5 · Sewer System Studies	2,000.00

7160-6 · Engineering Contingency	2,000.00
<b>7160 · ENGINEERING STUDIES Total</b>	<b>22,000.00</b>
<b>Maintenance &amp; Engineering Summary</b>	
Water Expenses	31,900.00
Sewer Expenses	30,400.00
<b>Total W&amp;S Expences</b>	<b>62,300.00</b>
<b>7100 Water Expenses Total</b>	<b>\$ 359,358.73</b>
<b>Sewer Expenses Total</b>	<b>\$ 367,923.88</b>
<b>Operating Expenses Total</b>	<b>\$ 727,282.62</b>
<b>Income over Expense Summary</b>	
Water Income over Expenses	4,981.28
Sewer Income over Expenses	41,655.67
	<b>46,636.94</b>
<b>Operational Income</b>	<b>46,636.94</b>
<b>7300 · Transfer to Operational Reserves</b>	<b>15,000.00</b>
<b>7400 · Transfer to Capital Fund</b>	<b>20,000.00</b>
<b>Total Transfer out of Operating</b>	<b>35,000.00</b>
<b>7000 - Net Ordinary Income</b>	<b>11,636.94</b>

4000 - CAPITAL INCOME

4010 - Fee Income - Capacity Fees	28,468.00
4020 - Transfer from Operating Account	20,000.00
4030 - Capital Reserve Interest	3,000
4040 - Trasfer for Capital Reserve	31,000
<b>Total 4000 - CAPITAL IINCOME</b>	<b>82,468.00</b>

4500 - CAPITAL EXPENSE

4520 - Water Tank Painting	\$35,000.00
4530 - Master Plan update	\$25,000.00
<b>Total 4500 Capital Expense</b>	<b>\$60,000.00</b>

Net Capital

22,468.00

This brief is being provided to inform the Board, staff and public of the details of an agenda item that requires action from the Board. The President of the Board will provide board members, staff, and the public the opportunity to ask questions about this topic when this agenda item is announced.

**Date:** April 5, 2024

**Originator:** Kim Seney

**Purpose:** Amendments to Policy Billing Policy #5005

**Desired Action by the Board:**

Complete first reading by the board for amendments to Billing Policy #5005. Consider waiving the 2<sup>nd</sup> reading if warranted and pass updated version recommended by Policy Committee. Requires a 3/5<sup>th</sup> majority affirmative vote of the board to pass.

\*\*\*\*\*

1. **Description:** Policy 5005 was last amended at the September 2023 Board meeting. GM Skyler requested that we make minor changes sections related to Water and Sewer Billing (5005.4) and Temporary Water Meters (5005.5) based on new information from the County. Additionally, clean-up of the numbering in this Policy was needed for readability and that will occur if amended. A redlined version of the recommended changes accompanies this document for your review.
2. **Reason for Recommended Board Action - (Consider compliance, cost savings, fixing a problem):** During conversations with Plumas County representatives, opportunity was identified to simplify how an “Unconnected” account transitions to “Connected”, removing any dependence on notification from the County about Certificate of Occupancy – which they do not send to GMCS D.

In the past, a parcel went from UNCONNECTED to IN CONSTRUCTION to CONNECTED and GMCS D relied on when we "believed" the home to be no longer under construction to convert an account to connected status. Employees were basically left to determine when it was no longer "in construction" and we would have to rely on them to remember to convert it to "connected".

When we redrafted the policy during the Rate Case in 2022, we removed some of the ambiguity by saying that when the certificate of occupancy was issued by county, we'd consider it no longer in construction. Skyler recently spoke with the County about this process and learned the County cannot send us the certificate of Occupancy. The County recommends that a property convert to “Connected” once the System Capacity Fee is paid to GMCS D (see section 5005.4).

These recommendations for when a property moves from “UNCONNECTED” to “CONNECTED” certainly streamline our processes and are reflected in the “redlined” version accompanying this document. This is a great example of how the CSD and County to create a WIN-WIN for both entities and their constituents.

3. **Anticipated Impacts to the District (negative and/or positive)** - *(Consider financial impact, change in procedures, customer and staff communication and effect if recommendations are not adopted)*: This change will ensure that Connected fees are initiated at the time water begins flowing. It removes ambiguity about when a structure becomes occupied, and will save staff time trying to obtain COE from the County, when in fact they will not provide us that information.
4. **Anticipated Impacts to the Customer – Standby, Residential, Commercial!**: This amendment will improve clarity and reduce complexity for customers as to *when* a parcel transitions from Unconnected to Connected. However, it must also be noted that this change will move the customer into "connected" status sooner than under existing practice. It should be noted that the amended timing of status change aligns with timing of when the District spends resources to support Connected accounts.
5. **Recommendation (s)**: The Policy Review Working Committee and the General Manager recommend that the Board review, discuss, waive 2<sup>nd</sup> reading and adopted revisions to Policy #5005.



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# 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 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 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 customers. Parcel Accounts are considered "Connected" when the System Capacity Fee has been paid in full property has an installed water meter and passes Plumas County's Final Sewer Activation Inspection.

**5005.4**

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~~5005.5~~ **Temporary Water Meters.** Customers that ~~request have~~ a temporary water meter ~~be~~ installed for ~~any use including construction 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) their respective service charge.~~

#### 5005.5

~~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.***

#### 5005.6

~~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~~):

#### 5005.7

**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

~~5005.3.1~~~~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.

~~5005.3.2~~~~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

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each subsequent month for which there is an outstanding balance. These charges appear on the next GM CSD statement.

**~~5005.8~~ 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 GMCS D Special Tax increase. The District Board of Directors adopted the special tax per GMCS D 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.

**5005.10**

**~~5005.3.3~~5005.11 Bi-Annual County Tax Statements:** Plumas County tax statements for property within the GMCS D 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 GMCS D. 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.

**~~5005.4~~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.

**~~5005.5~~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.

## Exhibit A

Fee Type	Calculated 2023/24 Fee	Fee Type	Calculated 2023/24 Fee
<b>Administrative Actions</b>	<b>per occurrence</b>	<b>Field Activities</b>	<b>per occurrence</b>
Escrow / Demand Processing	\$29	Meter Uninstall	\$41
Conference Room Rental [1]	\$73	Special Meter Read	\$37
Lien	\$174	Water Shutoff	\$44
Returned Check	\$39	Water Turnon	\$44
Document Recording	\$136	Winterization	\$44
County Tax Roll Processing	\$145	Meter Testing	\$79
Late Fee Processing	\$14	Meter Locking / Unlocking	\$33
New Account Setup	\$55	Out of Cycle Septic Pumping	\$490
Certified Mail	\$22		
<b>Inspections and Certifications</b>		<b>Technical Consultations and Emergency Repairs [3]</b>	
New Construction Inspection	\$252	Deposit	\$100
Realtor Septic Inspection	\$136	Field Staff <i>per hour per person</i>	\$46
Backflow Testing & Certification	\$240	Office Staff <i>per hour per person</i>	\$58
Backflow Violation Inspection	\$44	Direct Costs	actual costs
		Vehicle Mileage <i>per trip</i>	\$7
<b>Emergency Call-Outs [2]</b>		<b>Connection Fees</b>	<b>per Meter</b>
Business Hours	\$44	1-inch Water Meter [4]	\$645
Non-Business Hours	\$78		

[1] Minimum charge for one hour; thereafter the charge is \$6.50 for each additional 15-minute increment.

[2] When a customer requests immediate action from the CSD for an issue not created or initiated by the CSD system or staff. This does not apply to requests for scheduled actions of the CSD staff.

[3] Deposit required. Actual costs computed upon completion of work. Deposit is applied to the total actual costs. If actual costs are less than the deposit amount, the difference will be refunded.

[4] Larger-sized meters will be charged the actual costs of installation using the unit costs shown in Table 2 of the HEC memorandum, "Administrative Fees and Water Connection Fee Update 2023", dated June 6, 2023.



## Wildfire Preparedness Fair

Join us at the Plumas County Fire Safe Council **Wildfire Preparedness Fair** and connect with your community!

- The **Plumas County Fire Safe Council** hosts our annual Fair in Quincy, CA, focusing on various topics related to fire safety, such as home hardening, defensible space, fuel reduction, evacuation preparedness, and wildfire recovery.
- Additionally, **Plumas Rural Services** hosts the annual Plumas County Children's Fair at the fairgrounds, which will coincide with the Wildfire Preparedness Fair.
- Collectively, our objective is to co-host **no-cost**, family-friendly neighborhood event that promotes education, healthy living, and community connection. *Food and Drinks will be available.*
- The Wildfire Preparedness Fair is scheduled for **Saturday, May 11th from 9:00 am - 3:00 pm. This includes setup & breakdown**, at the Plumas County Fairgrounds, 204 Fairground Road, Quincy, CA 95971

Please note that there are some designated areas that will be reserved for fire engines, large equipment, and food fundraisers during the event. If you plan to participate, you will need to bring the following items with you:

- A table
- Chairs
- A pop-up or EZ-up tent (although not required, it is recommended)
- Educational and organizational materials
- Any other display materials you may have
- Personal items such as sunscreen, water, etc.

We would be happy to have you come and showcase your work!

**Questions? Contact: [amber@plumasfiresafe.org](mailto:amber@plumasfiresafe.org)**

[kathy.kogge@gmail.com](mailto:kathy.kogge@gmail.com) [Switch account](#)



Not shared

\* Indicates required question

Company or Organization Name: \*

Your answer

Point of Contact: \*

Your answer

Email: \*

Your answer

Phone #: \*

Your answer

Booth topic: \*

Examples:

- Projects and Programs
- Emergency Preparedness
- Traditional Ecological Knowledge
- Home Hardening Materials
- Animal Evacuation
- Wilderness Protection
- Etc.

Your booth can include organizational information, education materials or display any equipment you have.

Your answer

Notes:

Your answer

Submit

Clear form

Never submit passwords through Google Forms.

This form was created inside of Plumas Corporation. [Report Abuse](#)