



## BOARD OF DIRECTORS MEETING AGENDA

REGULAR MEETING  
FRIDAY APRIL 28, 2023  
10:00 AM

BOARD CONFERENCE ROOM  
150 PACIFIC STREET  
PORTOLA, CA 96122


### BOARD MEMBERS

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

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.gmcsd@gmail.com](mailto:info.gmcsd@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.gmcsd.org](http://www.gmcsd.org). If you have any questions on any agenda items, contact the CSD at 530-832-5945.

Use the following link to participate via zoom  
<https://us02web.zoom.us/j/83215607435>

 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. Requests must be made as early as possible, and at least one full business day before the start of the meeting.

BOARD OF DIRECTORS AGENDA  
REGULAR MEETING  
April 28, 2023  
10:00 AM

A. **Call to Order**

B. **Roll Call**

C. **Public 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.

D. **Consent Calendar**

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.

1. Approve minutes of the February 17, 2023 Regular Meeting
2. Approve Warrant Register February through March 2023

E. **Reports**

1. General Manager Report - Receive a report from the General Manager. Discussion
2. Fire Operations Report – Receive a report from the Fire Coordinator. Discussion
3. Board Initiatives Tracking – Receive an updated report
4. Board Member Reports – Receive reports and updates from Board members

F. **Order of Business**

1. Rate Increase – Receive a recommendation from the Finance Committee and consider implementation of rate increases effective July 1, 2023 as outlined in the 2022 Rate Study. Consider adoption of Resolution No. 2022-23-005 Approving the increase. Discussion, action.
2. Administrative Fees – Review and discuss proposed administrative fee schedule. Consider implementation of proposed fees on July 1, 2023. Discussion, possible action and/or direction to staff.
3. Federal Excess Property Program – Consider adoption of Resolution No. 2022-23-006 accepting and approving an agreement between the State of California, Department of Forestry to allow for CSD participation in excess property programs. Discussion, possible action.
4. Goals & Objectives – Receive a report from the Executive committee and consider adoption of 2023/2024 goals and objectives. Discussion, possible action.

5. Committee Updates – Review changes to committee appointments proposed by the Executive Committee, consider accepting and approving the changes. Discussion, possible action.
6. Policy Review – Receive a report from the Policy Review Committee regarding the status of policy updates. Discussion
7. Policy 2080, Employee Status – Consider adoption of Policy 2080, Employee Status. Discussion, possible action.
8. Policy 2105, Reimbursement Policy – Consider adoption of Policy 2105, Reimbursement Policy. Discussion, possible action.
9. Policy 4240, Board Member Teleconferencing Policy – Consider adoption of Policy 4240, Board Member Teleconferencing Policy. Discussion, possible action.

**G. Adjournment**

GOLD MOUNTAIN COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
Friday February 17, 2023 @ 10:00am

**A. Call to Order**

The meeting was called to order at 10:00am

**B. Roll Call**

Director Kogge, Director St. Pierre, Vice-President Seney and President Bennie responded to the roll call.

**C. Public Comment**

There were no comments from the public.

**D. Public Hearing**

1. Reorganization of Fire Service Providers

President Bennie opened the Public Hearing at 10:02 a.m.

District resident Mike Callaghan commented on how well done the Feasibility Study was and thanked the Board and the study group for their time. He noted that the vote in November will be a struggle. President Bennie inquired if there had been any written comments submitted, with no written comments and no additional public comments, President Bennie closed the public hearing at 10:08 am.

Following a brief discussion of the board, it was moved by Director St. Pierre, seconded by Vice-President Seney to approve and adopt Resolution NO. 2022-23-04 approving an application requesting the Plumas Local Agency Formation Commission initiate proceedings for the formation of a new fire protection district and reorganization of existing fire service providers in the affected territory. Under roll call vote all members present voted in favor.

**E. Consent Calendar**

1. Approve minutes of the November 18, 2022 Regular Meeting, the December 8, 2022 Special Meeting and the January 6, 2023 Special Meeting
2. Approve Warrant Register November 2022 through January 2023

It was moved by Vice-President Seney, seconded by Director St. Pierre to approve the consent calendar as presented. Under roll call vote all members present voted in favor.

**F. Reports**

1. General Manager Report

General Manager Skyler Allingham reviewed his report including water and sewer operations updates and current financial reports. He explained that the financial reports showed revenues and expenses as expected and noted that electricity was running over budgeted figures. Members of the board noted that it may be time to look into a solar option.

## 2. Fire Operations Report

Fire Coordinator Bill Robinson presented his report and discussed the need to map underground propane tanks and mark them. He introduced Floyd Meyers from Beckwourth Fire and reported on upcoming training opportunities. The Board discussed the need to work with the NCA on address signage.

## 3. Board Initiatives Tracking

President Bennie presented the current list of Board projects and noted that he would continue to work on updating the list.

## 4. Board Member Reports

Vice-President Seney reported on transition from the CSDA Legislative Committee to the Professional Development Committee, she explained that she would be providing the Board and staff with information on educational opportunities.

# **G. Order of Business**

## 1. Board Member Appointment

Vice-President Seney reviewed her report regarding the recommendation to appoint Jon Gresley to the vacant seat on the Board. She presented the Board with a brief bio submitted by Mr. Gresley and explained that she had spoken with him about the appointment. Although Mr. Gresley is currently traveling the Board is able to make the appointment at this time in order to meet the required 60 day deadline. Mr. Gresley will be sworn in by staff when he returns and will be available to attend the next regular meeting on April 28, 2023.

After brief discussion it was moved by Director St. Pierre, seconded by Director Kogge to appoint Jon Gresley to fill the vacant seat on the Board with a term that expires December 1, 2023. Under roll call vote all members present voted in favor.

## 2. Policy #1050 General Manager Role & Responsibilities

Vice-President Seney presented an updated version of Policy #1050 and explained that the only modification was a requirement of a 4/5 vote to terminate the General Manager. After a brief discussion it was moved by Director St. Pierre, seconded by President Bennie to approve the policy change as presented. Under roll call vote all members present voted in favor.

# **H. Adjournment**

The meeting was adjourned at 10:59 am.

**Gold Mountain CSD  
Warrant Register  
February through March 2023**

Date	Num	Name	Memo	Account	Amount
<b>Feb - Mar 23</b>					
02/04/2023	200022	Streamline	Website Feb-March 2023, Invoice A8007BA-0027	7120-6 · Communications	75.00
02/07/2023	15171	Smile Business Products, Inc	Copier Services, inv# 1095823	7120-12 · Office expense & supplies	123.83
02/07/2023	15169	Best Best & Krieger	Invoice 956720	7120-19 · Legal	283.50
02/07/2023	15170	Country Breeze Cleaning	Monthly Cleaning of Office x2 - Jan	7120-23 · Professional service other	80.00
02/07/2023	15172	Plumas Ace Hardware	Account 156	7150-1 · Maintenance- structure & ground	69.59
02/07/2023	15193	Intermountain Disposal	Inv. 234645	7120-5 · Utilities	42.49
02/07/2023	15174	Doolittle, Sally (208)	Water service	6100-1 · Water & Sewer - Connected	171.48
02/07/2023	15174	Doolittle, Sally (208)	Sewer service	6100-1 · Water & Sewer - Connected	292.90
02/08/2023	15177	Nakoma Community Association	060	7120-16 · HOA fees	2,525.00
02/08/2023	15177	Nakoma Community Association	063	7120-16 · HOA fees	2,525.00
02/08/2023	15177	Nakoma Community Association	190	7120-16 · HOA fees	2,525.00
02/08/2023	15177	Nakoma Community Association	348	7120-16 · HOA fees	2,525.00
02/08/2023	15178	McGarr Excavation, Inc.	Invoice #2202: Water Valve Replacement	7131-1 · Wells	4,079.65
02/13/2023	200023	Cline and Associates	Contract Svs.Feb 2023	7120-18 · Accounting	3,100.00
02/13/2023	200019	Maureen Ford	Feb 2023	7120-4 · Rent	1,010.00
02/15/2023	200024	SDRMA		7112-7 · Employee insurance	778.68
02/15/2023	15179	Bullet Information Technology Solu...	Computer Maintenance, inv#20230779	7120-12 · Office expense & supplies	105.00
02/15/2023	15180	FGL Environmental Inc.	Water testing	7131-3 · Testing	492.20
02/15/2023	15181	Plumas Sierra REC	Booster Stations Electric	7132-3 · Electric	2,222.01
02/15/2023	15181	Plumas Sierra REC	Well Electric	7131-2 · Electric	1,653.70
02/15/2023	15181	Plumas Sierra REC	Leach Field Electric	7140-6 · Leachfield electric	192.63
02/15/2023	15182	Plumas Bank Mastercard - Richard	Office supplies	7120-12 · Office expense & supplies	74.34
02/15/2023	15183	Plumas Bank Mastercard - Wyatt	Fuel	7150-3 · Auto fuel & maintenance	396.48
02/15/2023	15184	Shaw Engineering	Inv:184394 Well 29	8200 · Grant Project 2023	2,620.00
02/15/2023	15185	Plumas Bank Master Card - Skyler	Fuel	7150-3 · Auto fuel & maintenance	466.97
02/15/2023	15185	Plumas Bank Master Card - Skyler	Office supplies, extention cord, power strip, chargin...	7120-12 · Office expense & supplies	267.01
02/15/2023	15185	Plumas Bank Master Card - Skyler	Gen Maint	7150-1 · Maintenance- structure & ground	31.97
02/15/2023	15185	Plumas Bank Master Card - Skyler	GOTO telephone	7120-6 · Communications	110.65
02/15/2023	15186	Portola Motor Parts	Cap scrw , invoice # 250973	7150-3 · Auto fuel & maintenance	9.11
02/21/2023	15187	Underground Service Alert	Annual Membership	7120-9 · Memberships	300.00
02/24/2023		Plumas Bank	Order- CPS Checks	6100 · Water & Sewer Service Fees	1,852.75
02/24/2023		Plumas Bank	Cust Check Rtn - NSF	7120-10 · Bank Charges	10.00
02/28/2023			Service charge	7120-10 · Bank Charges	12.00
03/04/2023	200025	Maureen Ford	March 2023	7120-4 · Rent	1,010.00
03/09/2023	200021	Plumas Sierra Telecommunications	Internet	7120-5 · Utilities	109.00
03/10/2023	200026	Plumas Sierra Telecommunications	Internet	7120-5 · Utilities	109.00
03/10/2023		Plumas Sierra Telecommunications	Internet	7120-5 · Utilities	109.00
03/13/2023	200027	Streamline	Website March -April 2023, Invoice A8007BA-0028	7120-6 · Communications	75.00
03/15/2023	15189	Portola Motor Parts	ATM-30 Fuse Pac , invoice # 252121	7150-3 · Auto fuel & maintenance	9.94
03/15/2023	15190	Smile Business Products, Inc	Copier Services, inv#1101631	7120-12 · Office expense & supplies	51.91
03/15/2023	15191	Best Best & Krieger	Invoice 958933	7120-19 · Legal	567.00
03/15/2023	15192	Country Breeze Cleaning	Monthly Cleaning of Office x2 - Feb	7120-23 · Professional service other	80.00
03/15/2023	15173	Intermountain Disposal	Inv. 234948	7120-5 · Utilities	42.49
03/15/2023	15194	Plumas Sierra REC	Booster Stations Electric	7132-3 · Electric	2,847.69
03/15/2023	15194	Plumas Sierra REC	Well Electric	7131-2 · Electric	1,778.78
03/15/2023	15194	Plumas Sierra REC	Leach Field Electric	7140-6 · Leachfield electric	220.63
03/15/2023	15195	Maureen Ford	Electrical Jan 27- March 9	7120-5 · Utilities	234.37
03/15/2023	15195	Maureen Ford	Kerosene	7120-5 · Utilities	50.10

**Gold Mountain CSD  
Warrant Register  
February through March 2023**

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
03/15/2023	200028	Cline and Associates	Contract Svs. March 2023	7120-18 · Accounting	3,100.00
03/15/2023	15188	Plumas Ace Hardware	Account 156	7150-1 · Maintenance- structure & ground	130.21
03/15/2023	15188	Plumas Ace Hardware	Account 156	7131-1 · Wells	34.28
03/16/2023	15196	Plumas Bank Mastercard - Richard	Office supplies	7120-12 · Office expense & supplies	229.86
03/16/2023	15197	Plumas Bank Master Card - Skyler	Fuel	7150-3 · Auto fuel & maintenance	85.96
03/16/2023	15197	Plumas Bank Master Card - Skyler	Acct: 1605- Allingham	7120-12 · Office expense & supplies	439.86
03/16/2023	15197	Plumas Bank Master Card - Skyler	GOTO	7120-6 · Communications	110.65
03/16/2023	15198	Plumas Bank Mastercard - Wyatt	Fuel	7150-3 · Auto fuel & maintenance	526.80
03/16/2023	15199	FGL Environmental Inc.	Water testing	7131-3 · Testing	486.20
03/17/2023	200069	SDRMA		7112-7 · Employee insurance	778.68
03/21/2023	15200	plumas County Clerk	Filing Fee NOE- Grant Project	8200 · Grant Project 2023	50.00
03/21/2023	15201	U. S. Postal Service	2 roll of stamps	7120-12 · Office expense & supplies	126.00
03/30/2023	15202	Smile Business Products, Inc	Copier Services, inv#1101631	7120-12 · Office expense & supplies	50.84
03/30/2023	15203	State Water Resources Control Bo...	Kelsey Allingham: Water License Renewals	7112-8 · Traning	55.00
03/30/2023	15204	Nakoma Community Association	060	7120-16 · HOA fees	750.00
03/30/2023	15204	Nakoma Community Association	063	7120-16 · HOA fees	750.00
03/30/2023	15204	Nakoma Community Association	190	7120-16 · HOA fees	750.00
03/30/2023	15204	Nakoma Community Association	348	7120-16 · HOA fees	750.00
03/30/2023	15205	Verizon Wireless	Invoice #9930357310	7120-6 · Communications	70.85
03/30/2023	15206	Plumas Ace Hardware	Gen. Maint.	7150-1 · Maintenance- structure & ground	8.57
03/30/2023	15206	Plumas Ace Hardware	Sewer	7140-2 · Disposal \ treatment	40.74
03/30/2023	15206	Plumas Ace Hardware	Water tanks	7132-5 · Storage tanks	34.05
03/31/2023				7120-10 · Bank Charges	12.00

**Feb - Mar 23**

**Gold Mountain CSD - Fire Fund  
Transaction List by Date  
February through March 2023**

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<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
<b>Feb - Mar 23</b>					
02/07/2023	1355	Plumas Ace Hardware	Account 156	5240 · Fireflow Maintenance	66.02
03/15/2023	1357	Plumas Ace Hardware		5240 · Fireflow Maintenance	40.92
03/16/2023	1358	Plumas Bank - MasterCard - Allingh...	QAV Hoist	5330 · Equipment and Supplies	1,280.21
03/16/2023	1365	McGarr Excavation, Inc	Hydrant snow removal	5240 · Fireflow Maintenance	1,350.00
<b>Feb - Mar 23</b>					



## Gold Mountain CSD A/R Aging Summary

As of March 31, 2023

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Aiple, Richard (254)	32.44	0.00	0.00	267.99	7.17	307.60
Balms, Jaspreet (388)	6.17	0.00	59.31	264.29	293.61	623.38
Board, Dwaine & Lynne (269)	0.00	0.00	26.43	264.29	0.00	290.72
Callahan, Silas & Natalia (412)	2.90	0.00	26.43	264.29	0.00	293.62
Camara, Davin & Samantha (185)	3.63	0.00	33.05	264.29	66.23	367.20
Diedrich, Todd c/o Duke & Lois (82)	2.90	0.00	26.43	264.29	0.00	293.62
Drakulich, Bryan & Kimberly (38)	0.00	0.00	26.43	0.00	0.00	26.43
Felkner, James & Marcie (001)	1,017.16	0.00	0.00	0.00	1,041.69	2,058.85
Funk, Jeffrey & Czarkowski, Tanya (420)	10.00	0.00	0.00	0.00	0.00	10.00
Gilligan, Paul & Wendy (439)	2.90	0.00	26.43	264.29	0.00	293.62
Gonzalez, Manuel (364)	29.33	0.00	0.00	264.29	-26.42	267.20
Hanley, Peter & Judith (344)	0.00	0.00	49.74	0.00	0.00	49.74
Hanley, Peter & Judith (349)	0.00	0.00	26.43	0.00	0.00	26.43
Hanley, Peter & Judith (367)	0.00	0.00	25.93	0.00	0.00	25.93
Hunter, Douglas Lee (80)	0.00	0.00	29.07	0.00	0.00	29.07
Johnson, Robert & Kelly (054)	5.69	0.00	51.75	517.52	0.00	574.96
Karns, David (140)	0.00	0.00	8.49	84.87	0.00	93.36
Lapitsky, Andrew & Jennifer	2.66	0.00	24.22	242.23	0.00	269.11
Lenhart & Schwartz, Chris, Samantha (145)	0.00	0.00	-127.22	549.93	0.00	422.71
Lobaugh, Leslie (35)	248.02	0.00	0.00	264.29	1,620.20	2,132.51
Lyle, Stephanie Malia (379)	2.90	0.00	26.43	264.29	0.00	293.62
McGrath Ryan Basterrechea Elizabeth (467)	2.90	0.00	26.43	264.29	0.00	293.62
McGrath Ryan Basterrechea Elizabeth(469DR)	2.90	0.00	26.43	264.29	0.00	293.62
McHale, William & Crystal (152)	33.64	0.00	219.23	264.29	1,566.16	2,083.32
Mealey, Forest & Cezanne (405)	10.21	0.00	99.91	264.29	657.02	1,031.43
Oentojo, Christopher (361)	0.00	0.00	86.95	8.04	0.00	94.99
Schlopp, Linda (396)	0.00	0.00	0.00	3.27	0.00	3.27
Schulz, Kirk & Chris (211)	2.90	0.00	26.43	264.29	0.00	293.62
Scott, Kenneth & Stacey (285)	2.90	0.00	26.43	264.29	0.00	293.62
Stribling, Bradley & Winifred (354)	0.00	0.00	11.61	116.14	0.00	127.75
<b>TOTAL</b>	<b>1,422.15</b>	<b>0.00</b>	<b>862.77</b>	<b>5,754.34</b>	<b>5,225.66</b>	<b>13,264.92</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:** 4/28/2023

**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:**

- Wells Productions for March 726596 gal
- Booster Stations – Pump failures on #7 3/30/23 #6 4/10/23 Both pumps life span 26 years.
- Tanks – Exterior of Storage Tanks are slowly rusting Needs to be repainted in spring of 2023 FY 23/24
- Well 29 Rehab Grant finalized Field work has initiated.

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

- Leach Fields - Falling Water Leach field expansion nearing completion. The new leach field trenches will be online around Oct 1st CV Salts Update, we have been collecting data for the last few months our sample site at Falling Water Leach Field CV Salts average is about 525 PPM for this month (Maxum Contaminant level) is 700 PPM. Falling Water Wastewater Treatment Plant Pipeline Power Point.
- The Septic tanks – Starting in late April pending on snow.
- FWLF Exp Completion Mid-May to early June
- 1<sup>st</sup> Qtr. State report completed

### **Financial Reports**

- P&L
- Aging report
- Fire Tax income

# Gold Mountain CSD

WDID: 5A321021001

Order No.: 2014-0153-0VVQ-R5253

Quarter 1st Year 2023

Month January Daily Sewer Flows GPD

1	2	3	4	5	6	7	8
13,500	19,100	9,700	16,400	10,100	9,200	16,900	16,200
9	10	11	12	13	14	15	16
18,000	11,000	9,400	11,100	24,100	21,300	13,900	9,100
17	18	19	20	21	22	23	24
11,500	9,500	11,600	14,400	12,700	11,400	10,600	10,000
25	26	27	28	29	30	31	
15,800	6,200	10,100	15,500	10,700	11,000	17,200	
		<b>Total</b>	407,200	<b>Average</b>	14,041		

Month February Daily Sewer Flows GPD

1	2	3	4	5	6	7	8
4,600	7,700	12,500	17,600	10,600	9,700	10,100	11,300
9	10	11	12	13	14	15	16
8,900	14,300	16,800	12,300	7,700	10,300	14,100	9,100
17	18	19	20	21	22	23	24
9,800	18,500	9,300	18,500	8,500	13,100	17,000	17,000
25	26	27	28	29			
19,400	1,600	15,000	14,900	0			
		<b>Total</b>	338,400	<b>Average</b>	12,086		

Month March Daily Sewer Flows GPD

1	2	3	4	5	6	7	8
14,600	15,100	18,000	23,500	18,800	18,300	19,600	21,000
9	10	11	12	13	14	15	16
19,000	17,200	14,900	14,100	2,400	2,900	3,800	11,600
17	18	19	20	21	22	23	24
9,900	4,900	6,400	2,800	1,900	7,200	4,300	2,200
25	26	27	28	29	30	31	
2,000	4,500	18,100	4,300	17,900	17,500	18,200	
		<b>Total</b>	356,900	<b>Average</b>	11,513		

**Gold Mountain CSD**  
**Balance Sheet**  
As of March 31, 2023

	Mar 31, 23
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
<b>CAPITAL ACCOUNTS</b>	
1002 · Plumas Chkng - Capital (0690)	17,295.75
1005 · Fidelity Capital Act.(Z40)	64,313.08
<b>Total CAPITAL ACCOUNTS</b>	81,608.83
<b>GRANT FUNDS</b>	
1001 · Plumas Bank - Grant Fund (0679)	2.00
<b>Total GRANT FUNDS</b>	2.00
<b>OPERATING ACCOUNTS</b>	
1003 · Plumas Checking - Operat (7369)	148,179.20
1004 · Fidelity Operating Rsrves (Z69)	157,166.72
<b>Total OPERATING ACCOUNTS</b>	305,345.92
<b>Total Checking/Savings</b>	386,956.75
<b>Accounts Receivable</b>	
1201 · *Accounts Receivable	-1,583.40
<b>Total Accounts Receivable</b>	-1,583.40
<b>Other Current Assets</b>	
1499 · Undeposited Funds	1,592.22
1800 · Prepaid Lease- Storage Building	83,643.82
<b>Total Other Current Assets</b>	85,236.04
<b>Total Current Assets</b>	470,609.39
<b>Fixed Assets</b>	
2400 · Land	290,000.00
2401 · EQUIPMENT	
2401-1 · FIXED ASSETS - WATER	
2401.10 · Land - Future water tank site	47,246.97
2401.11 · General equipment - Water	922,150.29
2401.12 · Water - Distribution System	1,187,498.75
<b>Total 2401-1 · FIXED ASSETS - WATER</b>	2,156,896.01
2401-2 · FIXED ASSETS - SEWER	
2401.21 · Disposal equipment - Sewer	273,867.57
2401.22 · General equipment - Sewer	7,545.11
2401.23 · Collection System - Sewer	415,042.00
<b>Total 2401-2 · FIXED ASSETS - SEWER</b>	696,454.68
2401-3 · Truck	36,940.84
<b>Total 2401 · EQUIPMENT</b>	2,890,291.53
2410 · Accumulated Depreciation	
2410-1 · Accumulated depreciation- Water	-755,420.49
2410-2 · Accumulated depreciation- Sewer	-311,915.83
<b>Total 2410 · Accumulated Depreciation</b>	-1,067,336.32
2411 · Work In Progress - Water	
2411-1 · High Elevation Tank Project	24,868.47
2411-4 · Well 29 Improvements	31,731.19
2411-6 · Well 37	195,734.74
2411-91 · PWR Grant Generators - Upgrade	242,166.45
<b>Total 2411 · Work In Progress - Water</b>	494,500.85

**Gold Mountain CSD**  
**Balance Sheet**  
As of March 31, 2023

	Mar 31, 23
2412 · Work In Progress - Sewer	
2412-1 · Falling Water Dosing Project	187,660.09
2412-2 · Backup Leachfield	53,752.83
2412-3 · Windsong Leachfiled	3,775.00
<b>Total 2412 · Work In Progress - Sewer</b>	<b>245,187.92</b>
<b>Total Fixed Assets</b>	<b>2,852,643.98</b>
<b>TOTAL ASSETS</b>	<b>3,323,253.37</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
2100 · Payroll Liabilities	-525.60
2110 · Direct Deposit Liabilities	-50.00
2130 · Unearned Income	242,714.00
<b>Total Other Current Liabilities</b>	<b>242,138.40</b>
<b>Total Current Liabilities</b>	<b>242,138.40</b>
<b>Total Liabilities</b>	<b>242,138.40</b>
<b>Equity</b>	
<b>3100 · Fund Balances</b>	
3001-1 · Fund Balance - Operating	2,729,662.96
3002-1 · Fund Balance RES - Capital WTR	113,320.71
3002-2 · Fund Balance RES - Capital SWR	58,377.34
3003-1 · Fund Balance RES- WTR Operating	168,298.00
3003-2 · Fund Balance RES- SWR Operating	147,422.00
<b>Total 3100 · Fund Balances</b>	<b>3,217,081.01</b>
3900 · Retained Earnings	-93,357.91
Net Income	-42,608.13
<b>Total Equity</b>	<b>3,081,114.97</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>3,323,253.37</b>

**Gold Mountain CSD - Fire Fund**  
**Balance Sheet**  
As of March 31, 2023

	Mar 31, 23
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1004 · Fidelity Investments	
1002 · Reserved for Annexation	30,000.00
1003 · Reserve for Fuel Break Maint.	7,504.00
1004 · Fidelity Investments - Other	120,095.74
<b>Total 1004 · Fidelity Investments</b>	157,599.74
1005 · Plumas Bank -Checking Fire(9646)	97,422.07
<b>Total Checking/Savings</b>	255,021.81
<b>Accounts Receivable</b>	
11000 · Accounts Receivable	1,400.00
<b>Total Accounts Receivable</b>	1,400.00
<b>Total Current Assets</b>	256,421.81
<b>Fixed Assets</b>	
1500 · General Equipment	110,739.58
1510 · Accumulated Depreciation	-58,387.38
1520 · Investment in Fixed Assets	-52,352.20
<b>Total Fixed Assets</b>	0.00
<b>TOTAL ASSETS</b>	<b>256,421.81</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
3001 · Fund Balance	-4,673.68
3002 · Assigned Fund Balance	57,500.00
3003 · Fund Capital Reserve	189,391.00
3004 · Fund Operational Reserve	21,043.00
Net Income	-6,838.51
<b>Total Equity</b>	256,421.81
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>256,421.81</b>

# Gold Mountain CSD

## Profit & Loss Budget vs. Actual - Water & Sewer

	<u>Jul - March 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>6000 · INCOME</b>			
<b>6100 · Water &amp; Sewer Service Fees</b>			
6100-1 · Water & Sewer - Connected	137,365.51	130,337.25	7,028.26
6100-2 · Water & Sewer - Unconnected	255,975.15	256,887.75	-912.60
6100-3 · W&S- Commercial-Connected	36,236.64	38,671.50	-2,434.86
6100-4 · W&S- Commerical Unconnected	0.00	792.75	-792.75
6100-5 · W&S Residential Usage Charges	26,115.04	19,393.50	6,721.54
6100-6 · W&S Commercial Usage Charges	13,315.86	12,407.25	908.61
<b>Total 6100 · Water &amp; Sewer Service Fees</b>	<u>469,008.20</u>	<u>458,490.00</u>	<u>10,518.20</u>
6201 · Interest & Late Charges	4,279.28	2,624.99	1,654.29
6202 · Admin fee-fire	0.00	9,000.00	-9,000.00
6203 · Fire labor - reimbursement	5,606.57	6,900.00	-1,293.43
6205 · Miscellaneous services charges	0.00	2,250.00	-2,250.00
6207 · Miscellaneous income	0.00	2,250.00	-2,250.00
6209 · Fidelity Investments - Income	1,303.81	0.00	1,303.81
<b>Total 6000 · INCOME</b>	<u>480,197.86</u>	<u>481,514.99</u>	<u>-1,317.13</u>
6208 · Change in investment value	3,087.79	0.00	
<b>Total Income</b>	<u>483,285.65</u>	<u>481,514.99</u>	<u>1,770.66</u>
<b>7000 · Operating Expenses</b>			
<b>7110 · PERSONNEL</b>			
<b>7111 · Salaries</b>			
7111-1 · General Manager/ treasurer	24,641.60	25,740.00	-1,098.40
7111-2 · Office Administrator	12,365.50	17,940.01	-5,574.51
7111-3 · Asst. General Mgr/ Lead OPT	43,083.20	58,219.20	-15,136.00
7111-4 · Operator 1A (KA)	34,742.19	33,539.99	1,202.20
7111-5 · Operator 1B (WC)	32,654.30	32,666.40	-12.10
7111-6 · Fire Coordinator	6,181.52	6,900.00	-718.48
7111-7 · On call	6,026.62	10,426.36	-4,399.74
7111-8 · GPS mapping intern	1,140.80	3,569.99	-2,429.19
7111-9 · General Manager (new)	22,689.81	0.00	22,689.81
<b>Total 7111 · Salaries</b>	<u>183,525.54</u>	<u>189,001.95</u>	<u>-5,476.41</u>
<b>7112 · Compensation - Other</b>			
7112-1 · Payroll expenses dir dep fee	115.50	112.50	3.00
7112-2 · Overtime contingency	4,632.72	5,999.99	-1,367.27
7112-3 · Payroll taxes	17,359.69	18,342.64	-982.95
7112-4 · Workers compensation insur.	4,236.89	12,389.26	-8,152.37
7112-5 · Performance incentives	3,459.12	4,500.00	-1,040.88
7112-6 · Flexible compensation	24,889.06	27,036.06	-2,147.00
7112-7 · Employee insurance	6,695.22	6,395.99	299.23
7112-8 · Traning	1,312.46	3,000.01	-1,687.55
7112-9 · Travel and accomications	0.00	1,875.01	-1,875.01
<b>Total 7112 · Compensation - Other</b>	<u>62,700.66</u>	<u>79,651.46</u>	<u>-16,950.80</u>
<b>Total 7110 · PERSONNEL</b>	<u>246,226.20</u>	<u>268,653.41</u>	<u>-22,427.21</u>

**Gold Mountain CSD**  
**Profit & Loss Budget vs. Actual - Water & Sewer**

	<u>Jul - March 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>7120 · SERVICES and SUPPLIES</b>			
7120-1 · Water Licenses/Fees	0.00	1,125.00	-1,125.00
7120-10 · Bank Charges	116.00	187.51	-71.51
7120-11 · Office Furniture & Equipment	5,555.76	6,363.65	-807.89
7120-12 · Office expense & supplies	5,685.90	3,000.01	2,685.89
7120-14 · Maintance building expense	1,097.09	4,874.99	-3,777.90
7120-16 · HOA fees	13,100.00	2,190.01	10,909.99
7120-18 · Accounting	27,900.00	29,624.99	-1,724.99
7120-19 · Legal	3,368.50	6,750.00	-3,381.50
7120-2 · Sewer Licenses/Fees	6,915.64	5,250.01	1,665.63
7120-20 · Audit	0.00	5,400.00	-5,400.00
7120-21 · Rate study	3,023.75	3,000.00	23.75
7120-22 · IT services	0.00	3,000.01	-3,000.01
7120-23 · Professional service other	760.00	750.01	9.99
7120-24 · Equipment rental	0.00	374.99	-374.99
7120-25 · Debt Service	0.00	2,000.00	-2,000.00
7120-3 · Insurance	14,425.09	18,000.00	-3,574.91
7120-4 · Rent	9,115.00	8,984.89	130.11
7120-5 · Utilities	2,825.14	1,499.99	1,325.15
7120-6 · Communications	3,158.09	5,737.50	-2,579.41
7120-7 · Miscellaneous	468.62	1,125.00	-656.38
7120-8 · Publications	0.00	187.51	-187.51
7120-9 · Memberships	2,734.00	2,025.00	709.00
<b>Total 7120 · SERVICES and SUPPLIES</b>	<u>100,248.58</u>	<u>111,451.07</u>	<u>-11,202.49</u>
<b>7130 · WATER OPERATIONS and MAINTENANC</b>			
<b>7131 · WATER PRODUCTION</b>			
7131-1 · Wells	4,469.27	599.99	3,869.28
7131-2 · Electic	13,905.34	9,000.00	4,905.34
7131-3 · Testing	6,860.24	2,624.99	4,235.25
<b>Total 7131 · WATER PRODUCTION</b>	<u>25,234.85</u>	<u>12,224.98</u>	<u>13,009.87</u>
<b>7132 · WATER DISTRIBUTION</b>			
7132-1 · Distribution-pipes	1,424.80	1,875.01	-450.21
7132-2 · Booster stations	2,235.53	1,800.00	435.53
7132-3 · Electric	12,572.36	8,250.02	4,322.34
7132-4 · Meter maintenance	4,665.41	900.00	3,765.41
7132-5 · Storage tanks	49.45	1,125.00	-1,075.55
<b>Total 7132 · WATER DISTRIBUTION</b>	<u>20,947.55</u>	<u>13,950.03</u>	<u>6,997.52</u>
7133 · Water Contingency	0.00	1,499.99	-1,499.99
<b>Total 7130 · WATER OPERATIONS and MAINTENANC</b>	<u>46,182.40</u>	<u>27,675.00</u>	<u>18,507.40</u>
<b>7140 · SEWER OPERATIONS and MAINT</b>			
7140-1 · Transmission-pipes	7,595.74	2,250.00	5,345.74



## Gold Mountain CSD Profit & Loss Budget vs. Actual - Water & Sewer

	<u>Jul - March 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>
7140-2 · Disposal \ treatment	348.55	4,500.00	-4,151.45
7140-3 · Testing-sewer	2,031.15	5,250.01	-3,218.86
7140-4 · Septic tank maintenance	581.30	1,125.00	-543.70
7140-5 · Septic pumping	0.00	18,000.00	-18,000.00
7140-6 · Leachfield electric	1,171.47	1,125.00	46.47
7140-7 · Sewer contingency	0.00	1,499.99	-1,499.99
<b>Total 7140 · SEWER OPERATIONS and MAINT</b>	<u>11,728.21</u>	<u>33,750.00</u>	<u>-22,021.79</u>
<b>7150 · GENERAL MAINTENANCE</b>			
7150-1 · Maintenance- structure & ground	881.68	2,250.00	-1,368.32
7150-2 · Equipment & tools	243.52	750.01	-506.49
7150-3 · Auto fuel & maintenance	7,022.23	5,625.00	1,397.23
7150-4 · Maintenance supplies	25.97	750.01	-724.04
7150-5 · Maintenacne contingency	0.00	750.01	-750.01
<b>Total 7150 · GENERAL MAINTENANCE</b>	<u>8,173.40</u>	<u>10,125.03</u>	<u>-1,951.63</u>
<b>7160 · ENGINEERING STUDIES</b>			
7160-1 · General engineering	0.00	3,749.99	-3,749.99
7160-2 · System mapping	32.14	1,875.01	-1,842.87
7160-3 · Master plan update	0.00	5,999.00	-5,999.00
7160-4 · Leachfield studies	0.00	2,624.99	-2,624.99
7160-5 · Groundwater management	0.00	1,500.02	-1,500.02
7160-6 · Engineering contingency	0.00	1,499.99	-1,499.99
<b>Total 7160 · ENGINEERING STUDIES</b>	<u>32.14</u>	<u>17,249.00</u>	<u>-17,216.86</u>
7400 · Transfer to Operational Reserve	0.00	4,500.00	-4,500.00
7500 · Transfer to Capital Fund	6,500.02	9,750.01	-3,249.99
<b>Total Expense</b>	<u>419,090.95</u>	<u>483,153.52</u>	<u>-64,062.57</u>
	64,194.70	-1,638.53	65,833.23
<b>4000 · CAPITAL INCOME</b>			
4010 · Fee Income - Capacity Fee (CAP)	28,468.00	0.00	28,468.00
4020 · Transfer From Operating Account	6,500.02	9,750.01	-3,249.99
4030 · Capital Reserve Interest	1,299.06	0.00	0.00
<b>Total 4000 · CAPITAL INCOME</b>	<u>36,267.08</u>	<u>9,750.01</u>	<u>26,517.07</u>
<b>4500 · CAPITAL EXPENCE</b>			
4510 · Falling Water Leachfield	135,473.42	0.00	135,473.42
8200 · Grant Projects	2,670.00	0.00	
<b>Total 4500 · CAPITAL EXPENCE</b>	<u>138,143.42</u>	<u>0.00</u>	<u>138,143.42</u>
	<u><b>-101,876.34</b></u>	<u><b>9,750.01</b></u>	<u><b>-111,626.35</b></u>

**Gold Mountain CSD - Fire Fund**  
**Profit & Loss Budget vs. Actual**  
 July 2022 through March 2023

	Jul '22 - Mar 23	Budget	\$ Over Budget
<b>Income</b>			
4010 · Fire Protection Revenue	24,443.68	56,054.64	-31,610.96
4020 · Interest & Late Charges	12.96	1,875.01	-1,862.05
4030 · Misc. Income	50,000.00	26,249.99	23,750.01
4050 · Chipping Program	1,325.00		
4060 · Mastication	12,811.75		
5005 · Fidelity - Interest Income	986.32	0.00	986.32
6001 · Change in invest value	1,390.52		
<b>Total Income</b>	<b>90,970.23</b>	<b>84,179.64</b>	<b>6,790.59</b>
<b>Gross Profit</b>	<b>90,970.23</b>	<b>84,179.64</b>	<b>6,790.59</b>
<b>Expense</b>			
<b>5000 · OPERATING EXPENSES</b>			
5100 · Fire Personnel Reimb - W & S	5,606.57	6,899.99	-1,293.42
<b>5200 · Operations</b>			
5210 · Admin Fee - W & S	0.00	9,000.00	-9,000.00
5220 · Fire Protection Contract	46,065.76	29,624.99	16,440.77
5230 · Firewise Support	212.22	1,875.01	-1,662.79
5240 · Fireflow Maintenance	6,636.84	1,125.00	5,511.84
5250 · Tactical Emergency Resp Plan	0.00	374.99	-374.99
5260 · Training	0.00	374.99	-374.99
5270 · Volunteer Fire Fighter Support	284.80	374.99	-90.19
<b>Total 5200 · Operations</b>	<b>53,199.62</b>	<b>42,749.97</b>	<b>10,449.65</b>
<b>5300 · Quick Attack Vehicle</b>			
5310 · Fuel and Maintenance	0.00	1,012.50	-1,012.50
5320 · Repairs	0.00	1,125.00	-1,125.00
5330 · Equipment and Supplies	3,398.50	4,125.01	-726.51
<b>Total 5300 · Quick Attack Vehicle</b>	<b>3,398.50</b>	<b>6,262.51</b>	<b>-2,864.01</b>
<b>5400 · Special Projects</b>			
5410 · Hazardous Fuel Treatment	16,628.68	10,499.99	6,128.69
5420 · Hazardous Fuel Management	0.00	3,000.01	-3,000.01
<b>Total 5400 · Special Projects</b>	<b>16,628.68</b>	<b>13,500.00</b>	<b>3,128.68</b>
<b>Total 5000 · OPERATING EXPENSES</b>	<b>78,833.37</b>	<b>69,412.47</b>	<b>9,420.90</b>
<b>6000 · CAPITAL PROGRAMS</b>			
6010 · Quick Attack Vehicle Upgrades	0.00	26,249.99	-26,249.99
6020 · Fireflow Upgrades	0.00	3,375.00	-3,375.00
6030 · Fire Break Maint Reserve	0.00	1,499.99	-1,499.99
6040 · Annexation Reserve	0.00	1,499.99	-1,499.99
6050 · Transfer to Fire Reserve	6,954.66	6,681.97	272.69
<b>Total 6000 · CAPITAL PROGRAMS</b>	<b>6,954.66</b>	<b>39,306.94</b>	<b>-32,352.28</b>
<b>9000 · Capital Reserve - Expenses</b>			
9000-5 · Communications System - Upgrade	2,382.08	0.00	2,382.08
<b>Total 9000 · Capital Reserve - Expenses</b>	<b>2,382.08</b>	<b>0.00</b>	<b>2,382.08</b>
<b>Total Expense</b>	<b>88,170.11</b>	<b>108,719.41</b>	<b>-20,549.30</b>
<b>Net Income</b>	<b>2,800.12</b>	<b>-24,539.77</b>	<b>27,339.89</b>

# Fire and Emergency Services Coordinator Report

April 2023

## **CSD review of first quarter with Beckwourth Fire:**

Chief Russell Skyler and I met with the Chief Monday 17<sup>th</sup> of April. We discussed Article 1 Fire District Service Obligations in the contract. We have received 2 monthly reports from BFD for calls handled in the district. They have not been able to use our formatted run report so far. The Chief says they will try to implement our run report in the future.

Training in district. Contract say 2 annually and they have met that requirement. The Chief and I agree that more training in district in beneficial to all and we will conduct more than what is required.

Pre planning will begin with the FLW building and a copy provided to CSD when complete.

Training with Fire Cadre discussed to include being certified at the Title 22 Public Safety First Aid level (PSFA) responder. Class is 80 percent online 20 percent hands on. About 22 hrs. Plus a current BLS level CPR/AED certificate. Other training BFD will conduct Basic 32 field day in Jun.

**Fire Cadre:** We will resume training next month and are looking forward to training with Beckwourth Fire. Rich McLaughlin has completed Basic 32 training and I appreciate the fact that he took the time to attend the class that was conducted by the Plumas Underburn Cooperative held in Quincy.

The CSD staff has been preparing to reinstall the slide on unit onto the QAV by buying and assembling an “a frame” hoist. This a frame enables us to safely install and remove the tank and pump unit on the QAV.

**Federal Excess Property Program :** Proposed resolution on the agenda and required forms are signed. Next step is to submit all to CalFire. Rich is helping with this application as it's very similar to applying for a grant and he has a good record in that area.

Bill Robinson

**GMCS D BOARD INITIATIVES TRACKING - As of February 17, 2023**

INITIATIVE	OWNER/COMMITTEE	BD LEAD	START	END	DEPENDENCIES	NOTES
Fire & Emergency Services RFP	Fire Protection Committee	Curtis	1/22/2022	COMPLETE	Meeting with BFD	9-Nov. draft contract submitted for legal review
Local Emergency Services Study Grp.	Fire Protection Committee	Curtis	2/4/2020	COMPLETE	Successful ballot measure	11/18/22 Request for funding. Ballot Measure Nov 2023.
Fire Reserve Review	Fire Reserve Committee	Bennie/Kogge	9/27/2021	TBD		10/20/22 - Fire Workshop concentrated on use of Fire Reserves. Committee to determine next steps
Fire Workshop	Fire Reserve Committee	Bennie				10/20/22 - Fire Workshop held. Next steps to be defined by the committee
Forest Management	Fire Protection Committee	Bennie/Kogge/GM/Robinson	Ongoing	Ongoing	Funding & resources	2022 CSD/HOA project complete. Submitted interest for new funding opportunity through Feather River Resource Conservation District
Forest Mgmt. Program Adoption	Fire Protection Committee	Bennie/Kogge/GM/Robinson	Nov-20	Feb-23	HOA & CSD adoption	Revises HFT Program
Rate Study/Fees & Schedule	Rate Study & Fees Comm.	Seney	5/20/2022	TBD		Prop 26 Process. Refine set of fees and review of associated policies
District Transparency Challenge	Transparency Challenge Com.	Curtis/Chrysler	3/2/2021	9/1/2023	Website updates	
Policy Review Ad-Hoc Committee	Policy Review Committee	Seney	11/1/2019	12/20/2022	Sufficient time Comm & Staff	
Board Tracking Initiative	Board President	Bennie	5/20/2022	Ongoing	Updates from BoD	11/13/22 Spreadsheet updated. Director Bennie will pursue an online tracking mechanism.
Board Tracking Initiative/Dashboard	Bennie	Bennie				7/15/22 - Modify excel tracking doc to a dashboard format
Benefits Review Ad-Hoc Committee	Benefits Committee	Bennie/Kogge/GM	5/20/2022	TBD		Charter Approved July 2022
General Manager Transisition	Executive Committee	Curtis/Seney	10/24/2022	COMPLETE	Board Approval	10/24/22 - 1st interview; 11/22/22 - 2nd interview. Will require Special Board Meeting in Dec.
New Board Member Recruitment	Executive Committee	Curtis/Seney	11/14/2022	COMPLETE	Board Approval	11/14/22 Letter to community to submit letter of interest
Board Chair & Committees -2023	Executive Committee	Curtis/Seney	11/18/2022	COMPLETE	Board Approvals	2023 board chairs and committee members to be selected

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.

**Meeting Date:** April 28, 2023

**Originator:** Leslie Chrysler

**Agenda Topic Title:** Rate Increase  
Resolution No. 2022-23-

**Purpose of Brief:** Board will consider action by adoption of Resolution 2022-23-005 to increase utility rates in accordance with the 5-year rate structure plan adopted in June 2022.

**Supporting Documents Included:** Resolution No. 2022-23-005 and exhibits

\*\*\*\*\*

1. **Agenda Topic Brief or Update:**

Following approval of a Rate Study in 2022 the CSD completed the Prop 218 process necessary to adopt a 5-year rate schedule. The first-year tier of rates took effect on July 1, 2022. The schedule provides additional rate tiers through 2006.

On March 23, 2023 the Finance Committee met to review the rates proposed for July 1, 2023 and it recommending the Board consider approval of the rates outlined in the rate study schedule to take effect on July 1, 2023.

Prop 218 requires the CSD to provide notice to its customers not less than 30 days before the effective date of the rate adjustment. If approved by the board, CSD staff will provide notice to the customers on approximately May 15, 2023. Notice will be same form bills are provided, by email or US Mail.

Attached you will find the 5 year rate scheduled approved in 2022 and a quick comparison of current residential rates and proposed July 1, 2023 rates.

Resolution No. 2022-23-005 has been prepared for consideration. If adopted the rates will take effect on July 1, 2023.

2. **Anticipated Impacts to the District - (Consider financial impact, change in procedures, customer, and staff communication):** Adoption of the rates will help the CSD achieve targeted goals outlined in the rate study. CSD customers will see increased rates.

**GOLD MOUNTAIN COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2022-23-005**

**A RESOLUTION OF THE GOLD MOUNTAIN COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS  
ADOPTING MONTHLY RATES FOR WATER AND SEWER**

**WHEREAS**, in accordance with Proposition 218 a Public Hearing was held on June 15, 2022 to consider changes to the District's water and sewer fees through July 1, 2026 and at the hearing the Board of Directors received comments from the public regarding the proposed changes; and,

**WHEREAS**, the Gold Mountain CSD received fewer protests to the proposed increase in fees for water and sewer through July 1, 2026 than is required to prevent the Board of Directors from increasing fees; and

**WHEREAS**, in compliance with California Government Code Section 53756(d) water and sewer utility customers of the District will be notified of the rate increase effective July 1, 2023 prior to May 29, 2023; and

**NOW THEREFORE, BE IT HEREBY RESOLVED** by the Board of Directors of the Gold Mountain Community Services District that the monthly fees for water and sewer charged to District utility customers effective July 1, 2023, attached and incorporated herein as Exhibits A & B, are hereby adopted.

**PASSED, APPROVED AND ADOPTED** this 28<sup>th</sup> day of April 2023 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
PRESIDENT, Gordon Bennie

ATTEST:

\_\_\_\_\_  
BOARD SECRETARY, Leslie Chrysler

**GOLD MOUNTAIN CSD  
RESOLUTION NO. 2022-23-005  
EXHIBIT "A"  
WATER RATES**

Charge Type	Effective Date of Fees				
	1-Jul-22	1-Jul-23	1-Jul-24	1-Jul-25	1-Jul-26
<b>Connected Residential and Commercial Residential</b>					
		<i>per Customer Account, per Quarter</i>			
Customer Charge	\$49.51	\$52.26	\$55.32	\$68.85	\$71.62
		<i>Per Living Unit, per Quarter [1]</i>			
Service Charge Per Living Unit [2]	\$121.97	\$126.39	\$133.63	\$165.12	\$171.42
		<i>Per Thousand Gallons</i>			
Use Charge	\$7.33	\$7.34	\$7.67	\$9.38	\$9.59
<b>Connected Non-Residential [4]</b>					
		<i>per Customer Account, per Quarter</i>			
Customer Charge	\$37.13	\$48.07	\$55.32	\$73.67	\$82.36
		<i>Per Non-Residential Meter, per Quarter [1], [3], [4]</i>			
Service Charge (per Meter)					
1"	\$91.48	\$116.28	\$133.63	\$176.68	\$197.13
1.5"	\$182.96	\$232.56	\$267.26	\$353.36	\$394.27
2"	\$292.73	\$372.09	\$427.62	\$565.37	\$630.83
3"	\$548.87	\$697.67	\$801.78	\$1,060.07	\$1,182.80
4"	\$914.78	\$1,162.79	\$1,336.30	\$1,766.78	\$1,971.33
6"	\$1,829.55	\$2,325.58	\$2,672.60	\$3,533.57	\$3,942.66
8"	\$2,927.28	\$3,720.92	\$4,276.16	\$5,653.71	\$6,308.26
		<i>Per Thousand Gallons</i>			
Use Charge	\$7.33	\$7.34	\$7.67	\$9.38	\$9.59
<b>Unconnected Customers</b>					
		<i>Per Undeveloped Lot, per Quarter</i>			
Customer & Service Charge	\$140.99	\$147.05	\$155.54	\$192.69	\$200.18

[1] All water accounts with more than one Living Unit as of 6/1/2022 will only pay for one Living Unit until the property sells or is transferred to new ownership.

[2] Residential Lots with Additional Quarters pay for a maximum of two Living Units (Dwelling Unit plus Guest House). Commercial Residential Lots pay for every Living Unit.

[3] Per Board direction March 18, 2022, the rate structure includes a graduated increase in the rates for non-residential accounts whereby they will pay lower rates in years 1 and 2 but more in years 4 and 5 so that over the 5-year period they will pay their total cost of service. This shift has no impact on residential and commercial residential ratepayers.

[4] Includes dedicated fire services, which are charged the 1" meter charge regardless of the fire service size.

**GOLD MOUNTAIN CSD  
RESOLUTION NO. 2022-23-005  
EXHIBIT “B”  
SEWER RATES**

Customer Type		Effective Date of Fees				
		1-Jul-22	1-Jul-23	1-Jul-24	1-Jul-25	1-Jul-26
<b>Connected Residential and Commercial Residential (A) + (B)</b>						
Per Account	(A)	\$58.80	\$71.17	\$74.32	\$78.11	\$81.92
Per EDU [1], [2]	(B)	\$231.91	\$265.76	\$274.24	\$282.65	\$290.88
<b>Connected Non-Residential (A) + (B)</b> [3]						
Per Account	(A)	\$44.10	\$60.50	\$74.32	\$89.83	\$98.31
Per EDU [1], [4]	(B)	\$173.93	\$225.89	\$274.24	\$325.05	\$349.06
<b>Unconnected Customers</b>						
Each Lot		\$123.30	\$146.89	\$153.02	\$160.12	\$167.20

[1] Each Living Unit counts as one EDU. All sewer accounts with more than one Living Unit as of 6/1/2022 will only pay for one Living Unit until the property sells or is transferred to new ownership.

[2] Residential Lots with Additional Quarters pay for a maximum of two Living Units (Dwelling Unit plus Guest House). Commercial Residential Lots pay for every Living Unit.

[3] Per Board direction March 18, 2022, the rate structure includes a graduated increase in the rates for non-residential accounts whereby they will pay lower rates in years 1 and 2 but more in years 4 and 5 so that over the 5-year period they will pay their total cost of service. This shift has no impact on residential and commercial residential ratepayers.

[4] The number of sewer EDUs per non-residential account, based on actual water use, for each account in 2022:

Inn at Nakoma	14.5
Altitude Recreation Ctr	9.0
Clubhouse/Golf Course	24.0



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.

**Meeting Date:** April 28, 2023

**Originator:** Leslie Chrysler

**Agenda Topic Title:** User Fees

**Purpose of Brief:** Board will review the proposed list of administrative, user and connection fees and consider scheduling the fees for adoption in June 2023.

**Supporting Documents Included:** Hansford Consulting Memo

\*\*\*\*\*

1. **Agenda Topic Brief or Update:**

As a follow-up to last years rate study staff has been working with Hansford Consulting to develop a comprehensive list of Administrative (user) fees along with an updated connection fee. The attached memo outlines a schedule of fees based on the CSD's current payroll and expenses.

Catherine Hansford will be attending the meeting remotely to answer technical questions.

These fees are not subject to Prop 218. A public hearing will be scheduled for the June 16, 2023 meeting. If fees are approved by the Board they will take effect on July 1, 2023.

2. **Anticipated Impacts to the District - (Consider financial impact, change in procedures, customer, and staff communication):** Once adopted fees for various services will be charged to the customer to offset the actual cost to the District.

## Technical Memorandum

**DRAFT**

**To:** Skyler Allingham, Gold Mountain CSD

**From:** Catherine Hansford, HEC

**Date:** April 11, 2023

**Subject:** Administrative Fees and Water Connection Fee Update 2023

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### Purpose

In 2022, the Gold Mountain Community Services District (GMCSO or District) adopted new water and wastewater rate schedules based on a Cost of Services study. This memorandum provides a schedule of administrative and updated water connection fees for GMCSO Board of Directors (Board) consideration. The fees reflect the costs of service for customer-generated requests related to both new services and existing services.

**Administrative Fees.** Administrative fees are one-time, non-recurring, fees for providing a specific customer service that is not part of routine operations. It is important that administrative fees keep pace with current costs of doing business so that the service provided is not being subsidized (with rates) by customers not requiring the services. Administrative fees are not taxes pursuant to California Proposition 26 because they fall under one of the following five exemptions:

1. A charge imposed for a specific benefit conferred or privilege granted directly to the payor that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of conferring the benefit or granting the privilege.
2. A charge imposed for a specific government service or product provided directly to the payor that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of providing the service or product.
3. A charge imposed for the reasonable regulatory costs to a local government for issuing licenses and permits, performing investigations, inspections, and audits, enforcing agricultural marketing orders, and the administrative enforcement and adjudication thereof.
4. A charge imposed for entrance to or use of local government property, or the purchase, rental, or lease of local government property.
5. A fine, penalty, or other monetary charge imposed by the judicial branch of government or a local government, as a result of a violation of law.

**Water Connection Fee.** Under the authority of the Mitigation Fee Act (1987), contained in California Government Code Section 66000 et. seq., the District is authorized to collect water connection fees. Specifically, the District may impose a connection fee pursuant to Government Code Section 66013 (b)(5) for the physical facilities necessary to make a water connection, including, but not limited to, meters, meter boxes, and pipelines from the structure or project to a water distribution line, that does not exceed the estimated reasonable cost of labor and materials for installation of those facilities. When a municipality adopts or updates a connection fee, it must demonstrate that the fee shall not exceed the estimated reasonable cost of providing the service for which the fee is imposed.

## Administrative Fees Methodology

The cost, upon which the administrative fees are based on, includes the time and hourly rate of District employees who perform the services, plus any direct expenses incurred (such as vehicle wear or equipment rental) and any contracted service costs. District employees performing these services include field operators, management staff, and administrative staff.

A summary of annual staffing costs in 2023 is shown in **Table 1**.

**Table 1**  
**Staffing Costs**

Staff	Hourly Rate	Annual Hours	Approx. Annual Wages	Wages with Overtime [1]	Benefits Markup	Annual Cost with Benefits
General Manager	\$51.58	2,080	\$107,286	\$107,286	1.40	\$150,200
Business Manager	\$33.00	2,080	\$68,640	\$68,640	1.40	\$96,100
Administrative Assistant	\$23.00	780	\$17,940	\$17,940	1.40	\$25,100
Field Operator	\$21.50	2,080	\$44,720	\$49,192	1.40	\$68,900
Field Operator	\$20.94	2,080	\$43,555	\$47,911	1.40	\$67,100
Fire Coordinator	\$20.00	520	\$10,400	\$11,440	1.40	\$16,000
<b>Total</b>		<b>9,620</b>	<b>\$292,542</b>	<b>\$302,409</b>		<b>\$423,400</b>

Source: GMCSO April 2023.

wages

[1] Based on annual average overtime factor for field crew of 1.10

**Table 2** calculates the weighted average cost per office staff hour and per field staff hour. The General Manager’s time is allocated 50% to field activities and 50% to office activities. The weighted average cost per hour is multiplied by the hour or fraction of an hour that each service/activity takes to perform.

**Table 2**  
**Weighted Hourly Staffing Costs**

Staff Position	Annual Cost with Benefits	Loaded Hourly Cost	Office Staff Hourly Cost		Field Staff Hourly Cost	
			Weighting [2]	Weighted Hourly Cost	Weighting [2]	Weighted Hourly Cost
General Manager [1]	\$150,200	\$72	27%	\$19.26	18%	\$13.13
Business Manager	\$96,100	\$46	53%	\$24.64		\$0.00
Administrative Assistant	\$25,100	\$32	20%	\$6.44		\$0.00
Field Operator	\$68,900	\$33		\$0.00	36%	\$12.05
Field Operator	\$67,100	\$32		\$0.00	36%	\$11.73
Fire Coordinator	\$16,000	\$31		\$0.00	9%	\$2.80
<b>Total</b>			<b>100%</b>	<b>\$50.33</b>	<b>100%</b>	<b>\$39.70</b>

Source: GMCSO April 2023.

wages hr

[1] General manager hours split 50/50 between field and office activities.

[2] Weighting of hours by staff member.

**Table 3** shows the average mileage to drive to the site where the service is performed and the District's best estimate of staff time to complete each activity for which an administrative fee is charged. Time includes average drive time to the site (when applicable), as well as typical time taken to perform the service/activity. Some activities also incur materials costs or charges by other agencies or contractors which are passed on to the customer; these costs are shown as 'Direct Costs' in Table 3. Examples of direct costs include bank charges for returned checks and rental equipment for septic tank pumping.

**Table 3**  
**Estimated Time and Materials Costs by Activity**

Activity	Mileage		Field Labor Time			Office Time			Direct Costs
	Round-Trip	Round-Trip	Time	Total	Round-Trip	Time	Total		
	Average Miles from Office	Travel Time (minutes)			Travel Time (minutes)			minutes	
		45 miles / hr			45 miles / hr				
<b>Field Activities</b>	<i>a</i>	<i>b = a*(45/60)</i>	<i>c</i>	<i>d = b+c</i>	<i>e = a*(45/60)</i>	<i>f</i>	<i>g = e+f</i>	<i>h</i>	
Meter Uninstall	10	13	25	38		5	5		
Special Meter Read	10	13	20	33		5	5		
Water Shutoff	10	13	30	43		5	5		
Water Turn-on	10	13	30	43		5	5		
Winterization	10	13	30	43		5	5		
Meter Testing	10	13	75	88		5	5		
Meter Locking/Unlocking	10	13	15	28		5	5		
Out of Cycle Septic Pumping	10	13	90	103		5	5	\$400	
<b>Inspections and Certifications</b>									
Sewer Construction Inspection Fee (Roll Up)									
• Site inspection	10	13	90	103		5	5		
• Spec and order tank			60	60		5	5		
• Install supervision	10	13	60	73		5	5		
• Final inspection	10	13	30	43		5	5		
Realtor Septic Inspection	10	13	150	163		5	5		
Backflow Testing and Certification	10	13	90	103		5	5	\$150	
Backflow Violation	10	13	30	43		5	5		
<b>Emergency Call Out</b>									
Business Hours [1]	10	13	30	43		5	5		
Non-Business Hours [1], [2]	30	40	30	70		5	5		
<b>Administrative Activities</b>									
New Account Setup			15	15		45	45		
NSF/Returned Check				0		30	30	\$10	
Escrow/Demand Processing				0		30	30		
Late Fee Processing				0		15	15		
Certified Letter Charge				0		15	15	\$8	
County Tax Roll Processing	60			0	80	30	110		
Document Recording	60			0	80	20	100		
Lien processing	60			0	80	60	140		
Conference room rental				0		60	60	\$15	

Source: GMCSO April 2023.

time

[1] Required in response to an owner caused issue.

[2] Round trip mileage after hours is based on an average for utility workers responding from home.

## Administrative Fees Calculations

Total costs included in each fee comprise field staff time, office staff time, direct costs, and vehicle wear. Vehicle wear is a charge for travel costs associated with the activity. Vehicle wear is calculated as the average number of miles driven for each activity multiplied by the Federal mileage reimbursement rate (\$0.655 for calendar year 2023). **Tables 4a** through **7**, which follow below, show the calculations for each of the administrative fee types (administrative actions, inspections and certifications, field activities, and emergency call-outs).

Conference room rental is the only non-flat fee in administrative actions fees. Using the costs in the footnote, a one-hour rental would cost \$73; a two-hour rental would cost \$99.

**Table 4a**  
**Administrative Actions Fees**

Fees	Time / Miles (minutes)	Hourly Rate (inc. benefits)	Unit Cost	Markup 15%	Total
<b>Escrow / Demand Processing</b>					
Field Staff Time	0	\$40	\$0	\$0	\$0
Office Staff Time	30	\$50	\$25	\$4	\$29
Direct Costs					\$0
Vehicle Wear	0		\$0.655		\$0
<b>Total Escrow / Demand Processing</b>					<b>\$29</b>
<b>Conference Room Rental</b>					
Field Staff Time	0	\$40	\$0	\$0	\$0
Office Staff Time	60	\$50	\$50	\$8	\$58
Direct Costs					\$15
Vehicle Wear	0		\$0.655		\$0
<b>Total Conference Room Rental [1]</b>					<b>\$73</b>
<b>Lien</b>					
Field Staff Time	0	\$40	\$0	\$0	\$0
Office Staff Time	140	\$50	\$117	\$18	\$135
Direct Costs					\$0
Vehicle Wear	60		\$0.655		\$39
<b>Total Lien</b>					<b>\$174</b>
<b>Returned Check</b>					
Field Staff Time	0	\$40	\$0	\$0	\$0
Office Staff Time	30	\$50	\$25	\$4	\$29
Direct Costs					\$10
Vehicle Wear	0		\$0.655		\$0
<b>Total Returned Check</b>					<b>\$39</b>

Source: GMCSO and HEC, April 2023.

adm fee1

[1] Minimum charge for one hour; thereafter the charge is \$6.50 for each additional 15-minute increment. Cost for time exceeding one hour is based on a half-hour of office staff time per hour, divided by four, and rounded to the nearest 50 cents.

In addition to the labor costs that are calculated based on time and weighted average hourly rates, a markup factor of 15% is added. The markup factor captures the indirect costs of the services provided and its inclusion is standard practice in setting administrative fees.

**Table 4b**  
**Administrative Actions Fees**

Fees	Time / Miles (minutes)	Hourly Rate (inc. benefits)	Unit Cost	Markup 15%	Total
<b>Document Recording</b>					
Field Staff Time	0	\$40	\$0	\$0	\$0
Office Staff Time	100	\$50	\$84	\$13	\$96
Direct Costs					\$0
Vehicle Wear	60		\$0.655		\$39
<b>Total Document Recording</b>					<b>\$136</b>
<b>County Tax Roll Processing</b>					
Field Staff Time	0	\$40	\$0	\$0	\$0
Office Staff Time	110	\$50	\$92	\$14	\$106
Direct Costs					\$0
Vehicle Wear	60		\$0.655		\$39
<b>Total County Tax Roll Processing</b>					<b>\$145</b>
<b>Late Fee Processing</b>					
Field Staff Time	0	\$40	\$0	\$0	\$0
Office Staff Time	15	\$50	\$13	\$2	\$14
Direct Costs					\$0
Vehicle Wear	0		\$0.655		\$0
<b>Total Late Fee Processing</b>					<b>\$14</b>
<b>New Account Setup</b>					
Field Staff Time	15	\$40	\$10	\$1	\$11
Office Staff Time	45	\$50	\$38	\$6	\$43
Direct Costs					\$0
Vehicle Wear	0		\$0.655		\$0
<b>Total New Account Setup</b>					<b>\$55</b>
<b>Certified Mail</b>					
Field Staff Time	0	\$40	\$0	\$0	\$0
Office Staff Time	15	\$50	\$13	\$2	\$14
Direct Costs					\$8
Vehicle Wear	0		\$0.655		\$0
<b>Total Certified Mail</b>					<b>\$22</b>

Source: GMCSO and HEC, April 2023.

adm fee2

**Table 5**  
**Inspection and Certification Fees**

<b>Inspection Fees</b>	<b>Time / Miles (minutes)</b>	<b>Hourly Rate (inc. benefits)</b>	<b>Unit Cost</b>	<b>Markup 15%</b>	<b>Total</b>
<b>New Construction Inspection</b>					
Field Staff Time	280	\$40	\$185	\$28	\$213
Office Staff Time	20	\$50	\$17	\$3	\$19
Direct Costs					\$0
Vehicle Wear	30		\$0.655		\$20
<b>Total Construction Inspection</b>					<b>\$252</b>
<b>Realtor Septic Inspection</b>					
Field Staff Time	163	\$40	\$108	\$16	\$124
Office Staff Time	5	\$50	\$4	\$1	\$5
Direct Costs					\$0
Vehicle Wear	10		\$0.655		\$7
<b>Total Realtor Septic Inspection</b>					<b>\$136</b>
<b>Backflow Testing &amp; Certification</b>					
Field Staff Time	103	\$40	\$68	\$10	\$79
Office Staff Time	5	\$50	\$4	\$1	\$5
Direct Costs					\$150
Vehicle Wear	10		\$0.655		\$7
<b>Total Backflow Testing &amp; Certification</b>					<b>\$240</b>
<b>Backflow Violation Inspection</b>					
Field Staff Time	43	\$40	\$29	\$4	\$33
Office Staff Time	5	\$50	\$4	\$1	\$5
Direct Costs					\$0
Vehicle Wear	10		\$0.655		\$7
<b>Total Backflow Violation Inspection</b>					<b>\$44</b>

Source: GMCSO and HEC, April 2023.

insp fee



**Table 6a**  
**Field Activities Fees**

<b>Field Activity</b>	<b>Time / Miles (minutes)</b>	<b>Hourly Rate (inc. benefits)</b>	<b>Unit Cost</b>	<b>Markup 15%</b>	<b>Total</b>
<b>Meter Uninstall</b>					
Field Staff Time	38	\$40	\$25	\$4	\$29
Office Staff Time	5	\$50	\$4	\$1	\$5
Direct Costs					\$0
Vehicle Wear	10		\$0.655		\$7
<b>Total Meter Uninstall</b>					<b>\$41</b>
<b>Special Meter Read</b>					
Field Staff Time	33	\$40	\$22	\$3	\$25
Office Staff Time	5	\$50	\$4	\$1	\$5
Direct Costs					\$0
Vehicle Wear	10		\$0.655		\$7
<b>Total Special Meter Read</b>					<b>\$37</b>
<b>Water Shutoff</b>					
Field Staff Time	43	\$40	\$29	\$4	\$33
Office Staff Time	5	\$50	\$4	\$1	\$5
Direct Costs					\$0
Vehicle Wear	10		\$0.655		\$7
<b>Total Water Shutoff</b>					<b>\$44</b>
<b>Water Turnon</b>					
Field Staff Time	43	\$40	\$29	\$4	\$33
Office Staff Time	5	\$50	\$4	\$1	\$5
Direct Costs					\$0
Vehicle Wear	10		\$0.655		\$7
<b>Total Water Turnon</b>					<b>\$44</b>

Source: GMCSO and HEC, April 2023.

fields1

**Table 6b**  
**Field Activities Fees**

<b>Field Activity</b>	<b>Time / Miles (minutes)</b>	<b>Hourly Rate (inc. benefits)</b>	<b>Unit Cost</b>	<b>Markup 15%</b>	<b>Total</b>
<b>Winterization</b>					
Field Staff Time	43	\$40	\$29	\$4	\$33
Office Staff Time	5	\$50	\$4	\$1	\$5
Direct Costs					\$0
Vehicle Wear	10		\$0.655		\$7
<b>Total Winterization</b>					<b>\$44</b>
<b>Meter Testing</b>					
Field Staff Time	88	\$40	\$58	\$9	\$67
Office Staff Time	5	\$50	\$4	\$1	\$5
Direct Costs					\$0
Vehicle Wear	10		\$0.655		\$7
<b>Total Meter Testing</b>					<b>\$79</b>
<b>Meter Locking / Unlocking</b>					
Field Staff Time	28	\$40	\$19	\$3	\$22
Office Staff Time	5	\$50	\$4	\$1	\$5
Direct Costs					\$0
Vehicle Wear	10		\$0.655		\$7
<b>Total Meter Locking / Unlocking</b>					<b>\$33</b>
<b>Out of Cycle Septic Pumping</b>					
Field Staff Time	103	\$40	\$68	\$10	\$79
Office Staff Time	5	\$50	\$4	\$1	\$5
Direct Costs					\$400
Vehicle Wear	10		\$0.655		\$7
<b>Total Out of Cycle Septic Pumping</b>					<b>\$490</b>

Source: GMCSO and HEC, April 2023.

fields2

**Table 7**  
**Emergency Call-Out Fees**

<b>Field Activity</b>	<b>Time / Miles (minutes)</b>	<b>Hourly Rate (inc. benefits)</b>	<b>Unit Cost</b>	<b>Markup 15%</b>	<b>Total</b>
<b>Business Hours</b>					
Field Staff Time	43	\$40	\$29	\$4	\$33
Office Staff Time	5	\$50	\$4	\$1	\$5
Direct Costs					\$0
Vehicle Wear	10		\$0.655		\$7
<b>Total Business Hours Emergency Call Out</b>					<b>\$44</b>
<b>Non-Business Hours</b>					
Field Staff Time	70	\$40	\$46	\$7	\$53
Office Staff Time	5	\$50	\$4	\$1	\$5
Direct Costs					\$0
Vehicle Wear	30		\$0.655		\$20
<b>Total Non-Business Hours Emergency Call Out</b>					<b>\$78</b>

Source: GMCSO and HEC, April 2023.

calls

## Water Connection Fee Methodology and Calculation

The connection fee is made up of two fee components: (1) the meter fee, which covers the estimated costs of the meter and meter appurtenances, and (2) the installation fee, which covers the estimated costs of labor and equipment to install the facilities.

The calculated water connection fee reflects the most current costs of meters and appurtenances and the meter installation cost for one-inch water meters. All residential buildings are required to install a one-inch meter, including new residential buildings erected on a lot with an existing residential building. Applicants wishing to construct structures requiring a larger sized water meter will pay the actual costs of the meter and appurtenances, and installation. Actual costs of installation include District’s labor costs and equipment costs using the unit costs provided in **Table 2**.

**Table 8** shows the calculation of the one-inch water connection fee. The meter fee and installation fee together total the one-inch water connection fee of \$645. When a one-inch water meter installation encounters extraordinary circumstances, such as when the meter box must be moved or the length of the meter box extended, the applicant must also pay for those extraordinary costs.

**Table 8**  
**Water Connection Fee**

Fee Component	1-inch Water Meter Installation
<b>Meter Fee</b>	
Meter	\$430
Meter Appurtenances	\$20
<b>Total Meter Fee (rounded)</b>	<b>\$450</b>
<b>Installation Fee</b>	
Labor [1]	\$195
Extraordinary Costs	[2]
<b>Total Installation Fee (rounded)</b>	<b>\$195</b>
<b>Total Connection Fee</b>	<b>\$645</b>

Source: GMCSO and HEC, April 2023.

water

	<u>Hourly</u> <u>Cost</u>	<u>Time</u> <u>(Hours)</u>	<u>Total Cost</u>
<b>[1] Labor</b>			
Office (1 person)	\$50.33	0.50	\$76
Field Crew (1 person)	\$39.70	1.00	\$119
<b>Total Labor</b>			<b>\$195</b>

[2] Additional at-cost fee is charged for extraordinary circumstances such as extending the length of the meter box or moving the meter box.

## Findings

The calculated administrative fees and water connection fee schedule is shown in **Table 9**.

The administrative fees are charged on a per occurrence basis. In addition to the administrative fees calculated in tables 4a through 7, technical consultations and emergency repairs performed for customers on-site will incur a fee based on the actual costs of the job. A deposit of \$100, which is applied to the total actual costs, will be required for technical consultations and emergency repairs. If actual costs are less than the deposit amount, the difference will be refunded. If actual costs are greater, the customer will be required to pay the additional cost.

**Table 9**  
**Calculated Fees**

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 [3]	\$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 [1]</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</b>		<b>Connection Fees</b>	<b>per Meter</b>
Business Hours	\$44	1-inch Water Meter [2]	\$645
Non-Business Hours	\$78		

Source: GMCSD and HEC, April 2023.

op sum

[1] 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.

[2] Larger-sized meters will be charged the actual costs of installation using the unit costs shown in Table 2.

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

**Implementation.** The administrative fees and the water connection fee must be adopted by ordinance or resolution. It is recommended that the ordinances or resolutions include annual updates to the fees every July 1 using the change in the Engineering News-Record Construction Cost Index (ENR CCI), 20-Cities Average, for the previous twelve-month April to April period.

Pursuant to California Government Code 66016, prior to increasing an existing fee or adopting a new fee, the District must hold at least one open and public meeting. Notice of the time and place of the meeting, including a general explanation of the matter to be considered, and a statement that all supporting studies and information are available to the public, shall be noticed at least 10 days prior to the meeting in a newspaper of general circulation in the area.

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, 2022

**Originator:** Leslie Chrysler

**Purpose:** Federal Excess Personal Property (FEPP)  
Firefighter Property (FPP)

**Desired Action by the Board:**

1. Consider adoption of Resolution 2022-23-006 approving and accepting an agreement between the State of California, Department of Forestry and the Gold Mtn. CSD to allow the District to acquire loans of excess Federal property.

\*\*\*\*\*

1. **Description:** Rich McLaughlin and Fire Coordinator Bill Robinson have been working with the CalFire office that administers Federal excess property programs. In order for the CSD to participate in the programs the Board will need to adopt a resolution approving a standard agreement with the State. The attached resolution and agreement satisfy the state requirements.
2. **Reason for Recommended Board Action - (Consider compliance, cost savings, fixing a problem):** The CSD continues to consider options for utilizing reserves in the fire fund. Staff is hopeful that by utilizing the federal excess property program there may be property, including vehicles, available that would benefit the district's desire to provide enhanced fire protection to the community.
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):** Approval of the agreement will allow the CSD to participate in the excess property programs. If any property or equipment is identified by staff as something that would be a beneficial asset to the district the Board will be notified and have final approval of any expense related to acquiring the property.
4. **Anticipated Impacts to the Customer – Standby, Residential, Commercial:** Acquisition of excess property would enhance the service provide to the customer by the CSD.
5. **Recommendation (s):** Adopt Resolution No. 2022-23-006 accepting and approving the agreement between the State of California and the CSD.

**GOLD MOUNTAIN COMMUNITY SERVICES DISTRICT**

**RESOLUTION NO. 2022-23-006**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
GOLD MOUNTAIN COMMUNITY SERVICES DISTRICT (GMCSD) AUTHORIZING APPLICATION FOR  
FEDERAL EXCESS PERSONAL PROPERTY (FEPP) PROGRAM**

The Gold Mountain Community Services Board of Directors finds:

**WHEREAS**, there is a need for Federal Excess Personal Property to help fight wildland, rural, structure, or other fires in the County of Plumas; and

**WHEREAS**, Mr. Skyler Allingham is the General Manager of the Gold Mountain Community Services District and by extension the Gold Mountain Fire Protection District and Volunteer Fire Cadre.

**THEREFORE**, be it resolved that the Gold Mountain Community Services District Board of Directors accepts the agreement between the State of California, Department of Forestry and Gold Mountain Community Services District, dated April 28, 2023 for the loan of Federal Excess Personal Property, and authorizes General Manager Skyler Allingham to sign the agreement on behalf of the Community Services District Board.

**APPROVED AND ADOPTED** this 28<sup>th</sup> day of April, 2023 by the Board of Directors of the Gold Mountain Community Services District in the County of Plumas in the State of California.

AYES:

NOES:

ABSENT:

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President: Gordon Bennie

Gold Mountain CSD Board President

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Attest: Leslie Chrysler

Gold Mountain CSD District Secretary

STATE OF CALIFORNIA  
THE NATURAL RESOURCES AGENCY  
DEPARTMENT OF FORESTRY AND FIRE PROTECTION (CAL FIRE)

COOPERATIVE AGREEMENT FOR THE  
USDA FOREST SERVICE  
FEDERAL EXCESS PERSONAL PROPERTY (FEPP) PROGRAM  
Under the United States Forest Service Cooperative Forestry Assistance Act (CFAA) of 1978

This agreement is entered into by and between

THE STATE OF CALIFORNIA  
DEPARTMENT OF FORESTRY AND FIRE PROTECTION (CAL FIRE)

AND

**GOLD MOUNTAIN COMMUNITY SERVICES DISTRICT**

This agreement made and entered into this        day of        , 20        , by and between the State of California acting by and through the Director of the Department of Forestry and Fire Protection (CAL FIRE), hereinafter referred to as the STATE and the **Gold Mountain Community Services District**, hereinafter referred to as the COOPERATOR, covenants as follows:

I.        PURPOSE

The STATE has been approved as an agent of the United States Department of Agriculture (USDA) Forest Service for administering Federal Excess Personal Property (FEPP) as part of the Cooperative Fire Protection Program, which allows the COOPERATOR to take custody and use FEPP property for wildland and rural community fire protection services.

II.       MUTUAL INTEREST OF PARTIES

Both the STATE and the COOPERATOR have a mutual interest in the prevention, protection and suppression of all wildland and rural community fires near and adjacent to the property and the people of California.

III.      AUTHORITIES

The Federal Property and Administrative Services Act of 1949, as amended (40 U.S.C. § 483) and the Cooperative Forestry Assistance Act of 1978 (16 U.S.C. § 2106(c)) authorizes the FEPP Program as an element of the Cooperative Fire Protection Program (16 U.S.C. § 2106(b)). Under these authorities, the USDA Forest Service may lend FEPP property needed for wildland and rural community fire protection to the STATE and to local paid or unpaid fire departments for their use.

IV.      RESPONSIBILITIES

THE COOPERATOR AGREES:

1. Primary use of FEPP property must be 90 percent for activities directly related to wildland and rural community fire protection; however, situations may occur that make this exclusive use impractical. Non-fire emergency use of FEPP property is authorized and limited to no more than 10 percent total usage. Abuse of the 10 percent non-fire use standard could result in recall of the property on loan, suspension from the program, or other sanctions.



2. FEPP property acquired by the COOPERATOR is not permitted to be rented, leased, loaned, or traded to another party; no exceptions. FEPP property is not permitted to be transferred or sold without prior approval from the STATE or the USDA Forest Service. FEPP property is for official use only; personal use of FEPP property is prohibited, violates the law, and this Cooperative agreement. Any personal use violations found, subjects the COOPERATOR to penalties and FEPP property recall as determined by the STATE and the USDA Forest Service.
3. To immediately notify the STATE of receipt of FEPP property during the acquisition process.
4. To bear the entire cost of transportation, retrofit, modification, maintenance, repairs, and operation of acquired FEPP property while in the COOPERATOR's possession.
5. The COOPERATOR must paint any FEPP rolling stock acquired directly from the USDA Forest Service that has the distinct Forest Service green color. If the FEPP property is acquired from the Department of Defense (DoD) and has military colors or markings, it must be painted. This is mandatory per the STATE and the USDA Forest Service. The painting of the FEPP vehicle must be accomplished within one (1) calendar year of the acquisition.
6. To register all FEPP rolling stock with the California Department of Motor Vehicles (DMV) within 60 days of receipt of property. Lien Holder will remain as the USDA Forest Service. This is mandatory as ownership remains with the USDA Forest Service. Registered Owner will be the COOPERATOR.
7. To obtain prior to operation of any FEPP property the minimum liability insurance in the amount required by State law to cover the operation of FEPP rolling stock. The COOPERATOR must maintain adequate insurance to cover damages or injuries to cover persons or property relating to the use of the property. Proof of insurance coverage must be provided to the STATE in the form of an insurance policy or a self-insured statement on an official letterhead.
8. Drivers of FEPP property must take the necessary equipment training and have a valid California operator license to operate the loaned vehicle(s).
9. To make FEPP property operable and ready to be placed into service for wildland and rural community fire protection, including fire suppression and prevention. Operational condition of the property will be achieved within one (1) year to the date of property pick up/receipt.
10. FEPP property cannot be modified or cannibalized without prior authorization from the STATE and the USDA Forest Service. The COOPERATOR shall contact the STATE with a request and justification to modify or cannibalize any FEPP property. The request must be submitted for approval before any modification or cannibalization to FEPP property takes place.
11. The COOPERATOR is responsible for the proper care, maintenance, security and storage of all acquired FEPP property.
12. All FEPP property must be identified as property belonging to the USDA Forest Service and for fire use only. The STATE will provide USDA Forest Service property tags along with a property number assigned to accountable FEPP property.

13. To promptly report any FEPP property when it is no longer needed by the COOPERATOR to the STATE and the USDA Forest Service for disposal authority. The COOPERATOR is not to release FEPP property to anyone unless the STATE and the USDA Forest Service have provided the proper authorization and documentation needed. The COOPERATOR is to provide reasonable access to authorized personnel for inspection and removal of FEPP property.
14. Ownership of all accessories, tools, light bars, sirens and equipment which is added to the loaned FEPP property remains with the COOPERATOR and must be removed prior to the disposal process.
15. Accidents involving FEPP property must be reported directly to the STATE within 10 days of the situation. This includes accidents that result in death, injury, illness, or property damage (more than \$350). Depending on the type of accident, the STATE will provide direction to the COOPERATOR on the information required to be submitted to the USDA Forest Service.
16. Lost, stolen, damaged or destroyed FEPP property shall be reported to the STATE for proper documentation and handling.
17. When FEPP property is lost, damaged, destroyed or stolen, a determination is required whether there was negligence on the part of the COOPERATOR. The STATE shall make a recommendation to the USDA Forest Service Property Management Officer (PMO) whether there was negligence or gross negligence.
  - a. Negligence: The failure to abide by Federal rules and regulations.
    - i. Repeated instances of negligent damage to FEPP property by staff of the COOPERATOR may be cause for the STATE to suspend further acquisitions by the COOPERATOR until the reasons for the negligence are identified and steps taken to prevent further instances.
  - b. Gross negligence: The intentional, willful, or wanton failure to exercise a reasonable degree of care to protect FEPP property in one's custody in reckless disregard of the consequences of the actions.
    - i. If the STATE determines that there is apparent gross negligence on the part of the COOPERATOR staff, the findings plus all supporting documentation shall be forwarded by the STATE to the USDA Forest Service PMO for a final determination.
    - ii. Should the USDA Forest Service submit the final determination is one of gross negligence and sends the STATE a Bill of Collection for FEPP property under the COOPERATOR's care, the COOPERATOR will reimburse the STATE for all the costs listed on the Bill of Collection.
    - iii. The COOPERATOR shall be suspended from acquiring any additional FEPP property for a set time as determined by the STATE.
    - iv. A second case of gross negligence will cause the COOPERATOR to lose all privileges of participation in the FEPP program as determined by the STATE.
18. To perform/participate in the physical inventory process on FEPP property in the COOPERATOR's possession every two (2) years.
19. The STATE and the USDA Forest Service will periodically conduct joint reviews of the FEPP program to ensure compliance with the USDA Forest Service and other applicable statutes, regulations and policies are being followed. The COOPERATOR must participate and provide access to all physical FEPP property along with access to all FEPP documentation during the review. The STATE is authorized to perform audits and reviews by STATE personnel, in between joint reviews, to provide the USDA Forest Service information for FEPP program improvements.

20. To retain all documentation on all inventoried FEPP property for six (6) years and three (3) months after the year designated for the disposal of the property. The STATE will send all mandatory documentation required for acquisition, management and disposal of FEPP property to the COOPERATOR as these processes occur.
21. The COOPERATOR must provide access to and the right to examine all records, books, papers or documents relating to the FEPP program to the USDA Forest Service, the USDA Office of the Inspector General (OIG), the Comptroller General of the United States, the STATE and their authorized representatives.
22. To comply with Title VI of the Civil Rights Act of 1964 (P. L. 88-352) and in accordance with Title VI of that Act, no person in the United States shall, on the ground of race, color, or natural origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination, under any program or activity for which the applicant receives Federal financial assistance and will immediately take any measures necessary to effectuate this agreement. To comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d) prohibiting discrimination where discriminatory practices will result in unequal treatment of persons who are or should be benefiting from the activity.

V. OTHER AGREEMENT TERMS  
IT IS MUTUALLY AGREED THAT:

1. Title to all FEPP property shall remain vested in the United States federal government.
2. The COOPERATOR shall complete a resolution, or a statement from their governing board/council, approving participation in the FEPP program. The resolution must be received with this Cooperative agreement as a requirement of the Terms and Conditions before the STATE will prepare or continue (in the case of a renewal agreement) the COOPERATOR's access to screen and manage FEPP property.
3. All FEPP property loaned to the COOPERATOR shall be for an indefinite period of time, unless the COOPERATOR is negligent of program requirements as detailed in the Terms and Conditions of this Cooperative agreement as well as any Federal regulations that govern the FEPP program. The agreement may be terminated by either party after giving notice 60 days in advance of such termination to the other party.
4. The STATE will not be responsible for furnishing spare parts for FEPP property and the COOPERATOR accepts all FEPP property "as is" without any warranties of any kind, either expressed or implied.
5. Amendments to this Cooperative agreement covering acquisitions and disposals of FEPP property will be submitted by the STATE to the COOPERATOR for review and signature. These Amendments will be sent upon completion of the action taken and must be returned signed and dated by the COOPERATOR to the STATE to maintain accurate record keeping as required by the USDA Forest Service.
6. COOPERATORS with any FEPP property will cooperate with regulatory agencies to ensure compliance with Federal and State regulations, program and property management requirements.
7. In the event of any dispute over FEPP loaned equipment or any terms or conditions contained herein, the dispute shall be decided by the STATE and its decision shall be binding and final.

8. The parties hereto agree that the COOPERATOR, their officers, employees, agents, servants, contractors, volunteers, paid firefighters, and all others acting on behalf of the COOPERATOR, performing under the terms of this Cooperative agreement, are not acting as officers, employees or agents of the State or the Federal government.
9. The COOPERATOR agrees to defend, indemnify, save and hold harmless the STATE as defined herein, and the Department of Forestry and Fire Protection (CAL FIRE), their officers, agents and employees against all claims, demands, causes of action or liability of any kind whatsoever arising out of the acts of the COOPERATOR, its agents or employees in the performance of any function provided for under the terms of this agreement or the use of property transferred.
10. The period of this agreement is for five (5) years from the date of last signature on page six (6) and entered on page one (1), if no violations or signatory changes occur. Thereafter, the agreement shall be reviewed every other year for compliance by the STATE during the agreement review process and extended if no violations or changes have occurred, not to exceed a five (5) year term renewal. This Cooperative agreement supersedes all prior agreements related to the FEPP program.
11. Either party may terminate this agreement by providing written notice to the other party 60 days prior to the termination date. If the agreement is terminated, the COOPERATOR shall be ineligible to continue participation in the FEPP program. Upon termination of this Cooperative agreement, all FEPP property assigned to the COOPERATOR shall be returned to the STATE. Prior to terminating a COOPERATOR's eligibility for cause, the STATE shall attempt alternative resolutions.
12. Any information provided to the STATE under this Cooperative agreement is subject to the Freedom of Information Act (5 U.S.C. §§ 551 *et seq.*).
13. The primary contact information of the parties hereto, for all notices, payments, repayments, or any other activity required or contemplated under the terms of this Cooperative agreement are:

Cooperator Name: Gold Mountain Community Services District	Department of Forestry and Fire Protection (CAL FIRE) Federal Property Programs
Contact Name: Bill Robertson	
Title: Fire Manager	
Street Address: 150 Pacific St	Street Address: 710 Riverpoint Court West Sacramento, CA 95605
Mailing Address: P.O. Box 5, Clito, CA 96106-0005	Mailing Address: P.O. Box 944246
City: Portola	City: Sacramento
Zip: 96122	Zip: 94244-2460
Phone Number: (530) 832-5345 Ext.	Phone Number: (916) 894-9804
Cell Phone Number: (530) 927-9895	Fax Phone Number: (916) 894-9880
Email: billrobinsongmcsdfire@gmail.com	Email: <a href="mailto:FederalProperty@fire.ca.gov">FederalProperty@fire.ca.gov</a>

14. Local CAL FIRE Unit contact information:

CAL FIRE Unit: Lassen - Modoc Unit (LMU)	Point of Contact: LMU Forestry Logistics Officer
Physical Address: 697-345 Hwy 36	
City: Susanville	Zip Code: 96130
Phone Number: (530) 257-4171 Ext.       :	

**IN WITNESS WHEREOF**, the parties hereto have executed this agreement as of the day and year of the last signature below.

<b>COOPERATOR</b>	
NAME OF COOPERATOR:  <b>Gold Mountain Community Services District</b>	
BY (Authorized Signature):  	DATE SIGNED:
PRINTED NAME AND TITLE OF PERSON SIGNING:  <b>Skyler Allingham, General Manager</b>	
<b>STATE OF CALIFORNIA</b> <b>Department of Forestry and Fire Protection (CAL FIRE)</b>	
BY (CAL FIRE Unit Chief):  	DATE SIGNED:
PRINTED NAME AND TITLE OF PERSON SIGNING:  <b>Scott Packwood, Unit Chief, Lassen-Modoc Unit (LMU)</b>	
BY (CAL FIRE State and Federal Property and Recycling Manager):  	DATE SIGNED:
PRINTED NAME AND TITLE OF PERSON SIGNING:  <b>Melissa Hillis, State and Federal Property and Recycling Manager</b>	

STATE OF CALIFORNIA  
THE NATURAL RESOURCES AGENCY  
DEPARTMENT OF FORESTRY AND FIRE PROTECTION (CAL FIRE)

COOPERATIVE AGREEMENT FOR THE  
USDA FOREST SERVICE  
FEDERAL EXCESS PERSONAL PROPERTY (FEPP) PROGRAM  
Under the United States Forest Service Cooperative Forestry Assistance Act (CFAA) of 1978

**ATTACHMENT A**

**GOLD MOUNTAIN COMMUNITY SERVICES DISTRICT**

	<b>ITEM:</b>	<b>SERIAL #:</b>	<b>PROPERTY #</b>
1.	No Property At This Time		
2.			
3.			
4.			
5.			
6.			
7.			

Rev. June 2020

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 1, 2023

**Originator:** Executive Committee: Gordon Bennie and Kim Seney

**Purpose:** Proposed District Objectives and Goals for 2023/4

**Desired Action by the Board:**

Review Draft District Objectives and Goals for 2023 (following page) and come prepared to discuss prior to accepting/approving.

\*\*\*\*\*

1. **Description:** The proposed Objectives and Goals for the coming year were drafted with input from GM and 2022 Board Members, with an eye toward continuity. The Four Key Objectives were approved in 2022 and Goals in each area were updated to reflect one-year priorities for 2023.
2. **Reason for Recommended Board Action - *(Consider compliance, cost savings, fixing a problem):***  
Ensure alignment around priorities for the success of the District over the coming year.
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):***  
Provides goals for Staff to accomplish, aligned with budget and board priorities.
4. **Anticipated Impacts to the Customer – *Standby, Residential, Commercial:*** No immediate impact, however, a good plan ensures reliable service over time.

**GOLD MOUNTAIN CSD**  
**2023/4 ORGANIZATIONAL OBJECTIVES**  
**DRAFT FOR APRIL 2023 BOARD MEETING**

**I. Operational Reliability**

**1. Fortify Administrative Functions:**

- Continue to document processes and procedures
- Hire and transition new employee to admin function

**2. Complete Well 29 Rehab project within grant required timeline**

**3. Complete Water Tank inspection and maintenance**

**4. Reclamation Water Treatment Project**

- Develop High Level Plan for treatment plant implementation (3-5 years)
- Assess impact to overall District operations
- Identify funding needed and sources

**II. Improve Financial Health of District**

**1. Fees (Prop 26) Project**

- Identify activities where Fees are, and are not, currently billed;
- Propose New Fee Structure to Board for Approval; and
- Implement Fees (Employee Training, Customer Communications, Required Postings, Billing Process, Receivable Tracking, etc.)

**2. Review and Possible Rate Action for FY23/24**

**3. Conduct annual review of Connection/Buy In Fees**

**III. Organizational Development**

**1. Benefit and Salary Review**

- Establish ad hoc committee to review and make recommendations on total comp for all employee categories by 7/1/23
- Address “cash in lieu” impact to existing employees
- Establish/update policies relating to compensation and benefits

**2. Develop Dashboards for Key Performance Indicators (KPIs)**

**IV. Delight the Customer**

**1. Provide excellent and reliable water, sewer and emergency response services to District customers**



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 1, 2023

**Originator:** Executive Committee: Gordon Bennie and Kim Seney

**Purpose:** Proposed Committee Updates for 2023

**Desired Action by the Board:**

Review attached proposed changes to the Standing and Ad Hoc Committees and come prepared to discuss prior to accepting/approving.

\*\*\*\*\*

1. **Description:** With the change in Directors (Curtis replaced by Gresley), the Executive Board revisited Committee assignments. While doing so, we saw opportunities to potentially streamline Committees to create efficiencies and improved alignment with District goals.
2. **Reason for Recommended Board Action - (Consider compliance, cost savings, fixing a problem):**  
The Board of Directors made assignments to Standing and Ad Hoc Committees at the end of 2022.



Approved 2023  
Committee Appointments

Those assignments are attached:

With Director Curtis' resignation, the addition of Director Gresley and the appointment of Director Bennie as President, it seemed like an opportune time to take a fresh look at both Standing and Ad Hoc Committee structure. Based on this review, the Executive Committee recommends the following changes:

- a. Consolidate Fire Protection (standing), FireWise (standing) and Fire Reserve (ad hoc) Committees into one, so that all things fire are being considered by a single group. This allows the Board to retire Firewise and the Fire Reserve Committees while maintaining continuity of key members.
- b. Replace Director Cary with Director Gresley on Policy Committee (ad hoc).
- c. Retire Transparency Challenge and transition to Board Secretary as a Goal for 2023.
- d. Establish 6 month Ad Hoc Committee to partner with staff to complete Benefits Study, with Directors Gresley and Seney assigned.

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):**  
Creates efficiencies and will enable focus on the vital items and annual District objectives.

4. **Anticipated Impacts to the Customer – Standby, Residential, Commercial:** None

Gold Mountain CSD 2023

Committee Information

***Proposed Updates***

<b>STANDING COMMITTEES</b>	<b>BOARD REP</b>	<b>STAFF REP</b>
Executive	Gordon Bennie	
	Kim Seney	
Finance	Gordon Bennie	Skyler Allingham
	Rene St. Pierre	
Firewise & Fire Protection Committee	Kathy Kogge	Bill Robinson
	Gordon Bennie	Skyler Allingham
Firewise Committee – Retire (Consolidate into Firewise/Fire Protection Committee)		
<b>AD HOC COMMITTEES</b>	<b>BOARD REP</b>	<b>STAFF REP</b>
Rate Case/Prop 26 – Anticipate Retiring 7/23	Kim Seney	Skyler Allingham
LESSG – Anticipate Retiring 8/23	Gordon Bennie	
	Rene St. Pierre	
Transparency Challenge – Retire		Board Secretary
Fire Reserve Use – Retire (Consolidate into Firewise/Fire Protection Committee)		
Policy Review	Kim Seney	Skyler Allingham
	Jon Gresley	
Benefits Review – Anticipate Retiring 9/23	Jon Gresley	Skyler Allingham
	Kim Seney	

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 1, 2023

**Originator:** Policy Committee: Kim Seney

**Purpose:** Policy Committee Progress Report

**Desired Action by the Board:**

Review Policy Status presentation attached and come prepared to discuss and ask questions as needed. No official action required.



Policy Status April  
2023.pptx

\*\*\*\*\*

1. **Description:** The ad hoc Policy Committee has been working in partnership with the Staff and Board for more than two years, using the process outlined in November, 2020 (see page 2 in attached). Significant progress has been made to review, update and create policies to support the District. An update is provided on page 5 of the attached document.
2. **Reason for Recommended Board Action - *(Consider compliance, cost savings, fixing a problem)*:**  
No board action requested.
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)*:**  
NA
4. **Anticipated Impacts to the Customer – *Standby, Residential, Commercial*:** NA

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 1, 2022

**Originator:** Kim Seney

**Purpose:** Amend Policy #2080 (proposed update to #3116) – Employee Status

**Desired Action by the Board:**

- 1. First reading by the board of amendments to Policy #3116 (formerly #2080) – Employee Status. The board may choose to waive the second reading and adopt recommendation as presented. Requires a 3/5<sup>th</sup> majority affirmative vote of the entire membership of the board to adopt this policy.



3116 Employee  
Status\_Markup.doc

\*\*\*\*\*

- 1. **Description:** The Policy Committee and Staff initially approved Policy #2080 Employee Status in the March 2016 Board meeting. A review of the exiting policy resulted in minor recommended modifications. The Policy Committee recommends that the Board approve these amendments to Policy #2080, while also changing the Policy number to be #3116.
- 2. **Reason for Recommended Board Action - (Consider compliance, cost savings, fixing a problem):** A recent review by Office Administrator resulted in several recommended modifications to the existing policy. The recommended modifications reflect current District practice while also allowing future flexibility. The number change enables the District to align policy numbers with CSDA policies.
- 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):** The changes to define part time employment will provide clarity.
- 4. **Anticipated Impacts to the Customer – Standby, Residential, Commercial:** None
- 5. **Recommendation (s):** The Policy Review Working Committee and the District staff recommend that the Board review, discuss, waive 2<sup>nd</sup> reading and adopt the amendments to existing Policy #2080 Employment Status.

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 1, 2022

**Originator:** Kim Seney

**Purpose:** Amend Policy #2105 (proposed update to #2175) – Expense Reimbursement Policy

**Desired Action by the Board:**

1. First reading by the board of amendments to Policy #2175 (formerly #2105) – Expense Reimbursement Policy The board may choose to waive the second reading and adopt recommendation as presented. Requires a 3/5<sup>th</sup> majority affirmative vote of the entire membership of the board to adopt this policy.



Proposed Expense Reimbursement 2.21.2

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1. **Description:** The Policy Committee and Staff initially approved Policy #2105 Expense Reimbursement in the August 11, 2007 Board meeting. A review of the exiting policy resulted in minor recommended modifications. The Policy Committee recommends that the Board approve recommended changes to Policy #2105 (attached), while also changing the Policy number to be #2175.
2. **Reason for Recommended Board Action - (Consider compliance, cost savings, fixing a problem):** A recent review by Office Administrator resulted in several recommended modifications to the existing policy. The recommended modifications reflect current District practice while also allowing future flexibility. The number change enables the District to align policy numbers with CSDA policies.
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):** None
4. **Anticipated Impacts to the Customer – Standby, Residential, Commercial:** None
5. **Recommendation (s):** The Policy Review Working Committee and the District staff recommend that the Board review, discuss, waive 2<sup>nd</sup> reading and adopt the amendments to existing Policy #2175 Expense Reimbursement.

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, 2022

**Originator:** Leslie Chrysler

**Purpose:** New Policy 4240 – Board Member Teleconferencing

**Desired Action by the Board:**

1. First reading by the board of new Policy #4240 – Board Member Teleconferencing. The board may choose to waive the second reading and adopt recommendation as presented. Requires a 3/5<sup>th</sup> majority affirmative vote of the entire membership of the board to adopt this policy.

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1. **Description:** With the termination of the state of emergency enacted in response to the COVID 19 pandemic, the state has revised regulations for teleconferencing related to public agency board members. The California Special Districts Association (CSDA) drafted a policy to formalize the new regulations.
2. **Reason for Recommended Board Action - (Consider compliance, cost savings, fixing a problem):** The new state regulations outline multiple scenarios when a board member may elect to participate in a meeting via teleconferencing with each scenario requiring different actions of the Board to approve a request for virtual participation in a meeting. Due to the complexity of the regulations a policy outlining each situation in an easy to understand format will assist staff and board members. A recent review by Office Administrator resulted in several recommended modifications to the existing policy. The recommended modifications reflect current District practice while also allowing future flexibility. The number change enables the District to align policy numbers with CSDA policies.
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):** The policy provides clarity for staff, board members and community members.
4. **Anticipated Impacts to the Customer – Standby, Residential, Commercial:** Provides a clear outline of when Board members may participate in meeting virtually.
5. **Recommendation (s):** The Policy Review Working Committee and the District staff recommend that the Board review, discuss, waive 2<sup>nd</sup> reading and adopt the amendments to Policy #4020, Board Member Teleconferencing.

**POLICY TITLE: Board Member Teleconferencing Policy**  
**POLICY NUMBER: 4240**

4240.1 Policy:

The foregoing policy ("Policy") shall govern the District's use of teleconferencing for the attendance at Meetings of the members of its Legislative Bodies. The Global Teleconference Policies (Article III) and Standard Teleconferencing Procedures (Article IV) shall apply in all instances, except when (1) a Board member has either "just cause" or an "emergency circumstance" so as to permit the use the Expanded Teleconferencing Procedures (Article V) or (2) a State of Emergency issued by the California Governor is in effect sufficient to trigger the use of the Emergency Teleconferencing Procedures (Article VI).

4240.2 Definitions:

Unless otherwise defined herein, the following definitions shall apply to this policy:

District – shall refer to the Gold Mountain Community Services District.

Brown Act / Ralph M. Brown Act – shall reference to Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5 of the California Government Code, known as the "Ralph M. Brown Act" pursuant to Government Code section 54950.5, as such shall be amended from time to time.

Legislative Body – shall have the same meaning as provided by Government Code section 54952, including the Agency's governing board.

Member – shall have the same meaning as provided by Government Code section 54952.1.

Meeting – shall have the same meaning as provided by Government Code section 54952.2.

State – shall mean the State of California.

State of Emergency – shall mean a state of emergency proclaimed by the California Governor or such others as may be empowered pursuant to Section 8625 of the California Emergency Services Act, as set forth in Article 1 (commencing with Section 8550) of Chapter 7 of Division 1 of Title 2 of the California Government Code.

Teleconferencing – attendance from different locations, other than the physical location of a meeting, by way of an audio device, whether it be telephone, audio-only internet connection, or otherwise.

Videoconferencing – attendance from different locations, other than the physical location of a meeting, by way of a dual audio and visual device, whereby participants can be both seen and heard. For purposes of this policy, videoconferencing may include attendance by way of a single device or software package, or attendance via an audio-device with synced camera or webcasting.

4240.3 Global Teleconferencing Policies:

At the discretion of the Legislative Body and/or the General Manager, any employee, consultant, vendor, or individual presenting or attending a Meeting of a Legislative Body, other than a Member of the Legislative Body, shall be permitted to attend via teleconference or videoconference without compliance with the rules or conditions set forth herein. Members of a Legislative Body, inclusive of the governing board members and other committees or bodies required to comply with the Brown Act, may only participate via tele- conference or videoconference as permitted by the foregoing policies

To the extent a Member desires to attend a Meeting via teleconference or videoconference, the Member shall generally be required to comply with the foregoing “Standard Teleconferencing Procedures” (Article IV) unless the circumstances exist to justify the use of the “Expanded Teleconferencing Procedures” (Article V) or “Emergency Teleconferencing Procedures” (Article VI).

A Member not in compliance with any such procedures, as applicable, shall not be permitted to attend a Meeting via Teleconference or Videoconference for any purpose, whether to participate in or listen to such meeting.

In all instances in which a Member is attending a Meeting via teleconference or videoconference, teleconferencing or videoconferencing, the Legislative Body shall:

1. Take all votes by roll-call;
2. Conduct the meeting in a manner that protects the statutory and constitutional rights of the parties and public appearing before the Legislative Body;
3. Provide notice and post agendas as otherwise required by the Brown Act;
4. Permit members of the public access to the meeting and an opportunity to address the Legislative Body as required by the Brown Act.

#### 4240.4 Standard Teleconferencing Procedures:

A Member may attend a Meeting via teleconference or videoconference if the following conditions are satisfied:

1. At least a quorum of the members of the Legislative Body participate in the meeting from locations within the boundaries of the agency;
2. The agenda posted for the Meeting is posted at all teleconference locations, each of which are identified in the notice and the agenda for the meeting;
3. Each teleconference location is accessible to the public, and the public is permitted to comment at each teleconference location.

#### 4240.5 Expanded Teleconferencing Procedures (Effective Through January 1, 2026):

A Member may attend a meeting via videoconference only (teleconference will not be permitted under these procedures), without the need to comply with the Standard Teleconferencing Procedure requirements to notice and post at the agenda locations or make such locations accessible to the public, if the following conditions are satisfied:

1. At least a quorum of the members of the Legislative Body participate in-person from a single physical location accessible to the public, which is within the boundaries of the agency and clearly identified in the posted agenda;
2. The public is permitted to attend the meeting either by teleconference or videoconference in a manner such that the public can remotely attend and offer real-time comment during the meeting;
3. Notice of the means by which the public can remotely attend the meeting via teleconference or videoconference and offer comment during the meeting is included within the posted agenda;
4. The Member(s) attending remotely have either “just cause” or an “emergency circumstance” that justifies their attendance via videoconference.
  - a. A Member shall only have “just cause” for remote attendance if such participation is for one of the following reasons:



- i. To provide childcare or caregiving need to a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner, with such terms having the same meaning as those terms are defined in Government Code section 12945.2;
    - ii. Due to a contagious illness that prevents the Member from attending in-person;
    - iii. Due to a need related to a physical or mental disability as defined in Government Code sections 12926 and 12926.1 not otherwise accommodated; and
    - iv. Due to travel while on official business of the Legislative Body or another state or local agency;
  - b. A Member shall have an “emergency circumstance” if such participation is due to a physical or family medical emergency that prevents the Member from attending in person.
5. The Member(s) have not attended a meeting remotely on the basis of “just cause” for more than two meetings in the current calendar year; and
  6. The Member(s) have not attended a meeting remotely on the basis of “just cause” or “emergency circumstance” for more than three consecutive months or more than **one (1) [agency to number that would be 20% of the regular meetings of an agency in a calendar year, rounded down to nearest whole number]** in a calendar year.
  7. The Legislative Body has, and has implemented, a procedure for receiving and swiftly resolving requests for reasonable accommodation for individuals with disabilities, consistent with the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and resolving any doubt in favor of accessibility. In each instance in which notice of the time of the meeting is otherwise given or the agenda for the meeting is otherwise posted, the Legislative Body shall also give notice of the procedure for receiving and resolving requests for accommodation.

In order to utilize the Expanded Teleconference Procedures, a Member shall:

1. For a “just cause” circumstance, notify the Legislative Body at the earliest opportunity, including at the start of a regular meeting, of their need to participate remotely for just cause, including a general description of the circumstance relating to their need to appear remotely at the given meeting;
2. For an “emergency circumstance,” request to participate at a meeting due to an “emergency circumstance” as soon as possible, preferably before the posting of the agenda but up to the start of the meeting, with such request including a general description of the circumstances relating to their need to appear remotely at the given meeting, though any description for emergency circumstances need not exceed 20 words and need not include any medical diagnosis or disability or personal medical information exempt from disclosure by law;
3. The Member shall publicly disclose at the meeting before any action is taken whether any other individuals 18 years of age or older are present in the room at the remote location with the member, and the general nature of the Member’s relationship with such individuals;
4. Participate through videoconferencing, with both audio and visual technology.

Upon receipt of a request from a Member to utilize the Expanded Teleconference Procedures, the Legislative Body shall:

1. Take action by majority vote on a request to participate remotely due to an “emergency circumstance” at its earliest opportunity, which may be taken as a noticed agenda item or as an added item if sufficient time was not provided to place the proposed action on the agenda;
2. In the event of a disruption that prevents the broadcast of the meeting to members of the public, or in the event of a disruption within the Agency’s control that prevents members of the public from offering public comment using the teleconferencing or videoconferencing options, take no further action during a meeting until such access is restored.

4240.6 Emergency Teleconferencing Procedures (Effective Through January 1, 2024):

Notwithstanding the Standard Teleconferencing Procedures, a Legislative Body may elect to use these “Emergency Teleconferencing Procedures” to allow teleconferencing if any of the following circumstances apply:

1. The Legislative Body holds a meeting during a proclaimed State of Emergency and state or local officials have imposed or recommended measures to promote social distancing;
2. The Legislative Body holds a meeting during a proclaimed State of Emergency for the purpose of determining, by a majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees; or
3. The Legislative Body holds a meeting during a proclaimed State of Emergency and the Legislative Body has determined, by majority vote, that as a result of the emergency, meeting in person would present imminent risks to the health and safety of attendees.

If utilizing the Emergency Teleconferencing Procedures, the Legislative Body shall:

1. Give notice in the agenda for such Meeting of the means by which members of the public may access the meeting and offer public comment via a teleconferencing or videoconferencing option, which shall include an opportunity for public comment in real-time;
2. In the event of a disruption that prevents the broadcast of the meeting to members of the public, or in the event of a disruption within the Agency’s control that prevents members of the public from offering public comment using the teleconferencing or videoconferencing options, take no further action during a meeting until such access is restored.
3. [*Policy Should be Amended To Reflect Applicable Circumstance for Agency*]:
  - If agency provides a timed public comment period:* not close the public period for an agenda item, or the opportunity to register to comment, until that timed comment period has elapsed;
  - If agency has no timed public comment period, but takes public comment separately on each agenda item:* allow a reasonable amount of time per agenda item to allow members of the public the opportunity to provide public comment, including time for members of the public to register to comment or otherwise be recognized for the purpose of providing public comment;
  - If agency provides a general public comment period for all agendized items:* not close the public comment period, or the opportunity to register to comment, until the timed general public comment period has elapsed.

The Legislative Body may continue use of the Emergency Teleconferencing Procedures for as long as the State of Emergency remains active, provided that, not later than 30 days after teleconferencing for the first time, and every 30 days thereafter, the Legislative Body finds by majority vote that:

1. The Legislative Body has reconsidered the circumstance of the State of Emergency; and
2. Any of the following circumstances exist:
  - a. The State of Emergency continues to directly impact the ability of the members to meet safely in person; or
  - b. State or local officials continue to impose or recommend measures to promote social distancing.

In the event of the use of these Emergency Teleconferencing Procedures, it shall not be necessary for the Agency to provide a physical location from which the public may attend or comment.

#### 4240.7 Notification Form

Attached to this policy is a notification form to be filed out by members of the board when requesting remote meeting attendance.

#### 4240.8 Miscellaneous Provisions:

With respect to the Standard Teleconferencing Procedures, Expanded Teleconferencing Procedures, and Emergency Teleconferencing Procedures set forth herein, such are intended to comply with Government Code sections 54953(b), (f), and (e), respectively, and, as such, in the event of a conflict between this Policy and such statutory provisions, the statutory provisions shall control and be implemented as if set forth in full in this Policy.

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GOLD MOUNTAIN CSD

Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Board Meeting Date: \_\_\_\_\_

**NOTIFICATION OF REMOTE BOARD MEETING ATTENDANCE**

Directors may not attend a meeting remotely on the basis of Just Cause or Emergency Circumstances for more than three consecutive months or more than 20% (one) meeting in a calendar year.

**JUST CAUSE**

Each Director is responsible for notifying the General Manager at the earliest opportunity possible (including at the start of a regular meeting) of the need to participate remotely for Just Cause. Remote participation for Just Cause reasons shall not be utilized by any Director for more than two meetings per calendar year.

**Just Cause means any of the following:**

- A childcare or caregiving need of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner that requires them to participate remotely.
- A contagious illness that prevents a member from attending in person
- A need related to a physical or mental disability not otherwise accommodated
- Travel while on official business of the legislative body or another state or local agency

A general description (typically not to exceed 20 words) of the circumstances relating to the need to appear remotely at the meeting **must** be included:

**EMERGENCY CIRCUMSTANCES**

Each Director is responsible for notifying the General Manager and Executive Assistant as soon as possible (preferably before posting of the agenda but up to the start of the meeting) of the need to participate remotely due to Emergency Circumstances.

**Emergency Circumstances means the following:** A physical or family medical emergency that prevents a member from attending in person.

A general description (typically not to exceed 20 words) of the circumstances relating to the need to appear remotely at the meeting **must** be included. The general description of the circumstances does not require the member to disclose any medical diagnosis or disability, or any personal medical information that is already exempt under existing law, such as the Confidentiality of Medical Information Act.