



Heather Glen Community Services District

SPECIAL BOARD MEETING MINUTES

December 22, 2025 - 4:00 PM

Applegate Civic Center
18014 Applegate Road
Applegate, CA 95703

Public Participation & Meeting Conduct

Public Comment Opportunities: On non-agenda items during Public Comment; on agenda items before Board action.

Time Limits: Up to 3 minutes per speaker unless adjusted by the Chair.

Speaking Procedure: Wait to be recognized; address comments to the Board as a whole.

Privacy Reminder: Please avoid discussing personal or sensitive information about yourself or others (including customer/account-specific matters).

Decorum: Comments must be respectful and related to District business; disruptions may end the comment period.

Board Response: The Board generally cannot engage in dialogue during public comment.

MINUTES

1. CALL TO ORDER

The regular meeting of the Board of Directors of the Heather Glen Community Services District (HGCSD) was called to order at **4:01 PM** by Board President Charles Williams. The meeting was held at the Applegate Civic Center. A **quorum was present** at the time of call to order.

Directors Present at Call to Order:

- Marc Krupin, Interim President
- Cheryl Madden, Treasurer
- Stephen Adams, Director

Directors Absent at Call to Order:

- Gary Bundesen, Director

District Personnel Present:

- Rachel Rose, General Manager & Board Secretary

Other Present:

- Five (5) members of the public

Heather Glen Community Services District
PO Box 715
Applegate, CA 95703

Email: HeatherGlenCSD@gmail.com
Phone: (530) 492-0577
Website: <https://hgcsd.net/>

Director Gary Bundesen joined the meeting at 4:05 PM

The **Pledge of Allegiance** was recited.

Director Krupin provided a brief statement regarding the meeting purpose and a reminder regarding meeting conduct.

2. APPROVAL OF THE AGENDA

Motion: Approve the current meeting's agenda.

Motion by: Stephen Adams

Seconded by: Cheryl Madden

Vote: **3-0**

Motion **passed**.

Director **Bundesen joined the meeting at 4:05 PM**, bringing total directors present to four (4).

3. APPROVAL OF MINUTES FROM DECEMBER 4, 2025

Motion: Approve the meeting minutes from December 4, 2025.

Motion by: Stephen Adams

Seconded by: Gary Bundesen

Vote: **4-0**

Motion **passed**.

4. PUBLIC COMMENT (Non-Agenda Items)

Members of the public were given the opportunity to address the Board regarding items not on the agenda. The Board may not take action on items raised during public comment.

No public comments were received.

5. NEW BUSINESS

5.1 Appointment to Fill Board Vacancy - Marc Krupin

The Board discussed the appointment process to fill the vacant Board seat created by the resignation of a director. The vacancy occurred on December 4, 2025.

The Board confirmed the appointment was being made within the 15–60 day appointment window permitted under California Government Code §1780.

Candidate Considered - Charles Robertson

Mr. Robertson confirmed he is a registered voter and resident within the District.

The Board has acknowledged Mr. Robertson's familiar relationship to the General Manager (daughter-in-law), complying with the District's Nepotism and Conflict of Interest in Employment and Contracting Policy (Section 3126.4).

Public Comment: Members of the public asked questions regarding anticipated District projects and the responsibilities of the Board position. The Board responded to the questions. No Board action was taken.

Motion: Appoint Charles Robertson to the Board of Directors to fill the vacant seat, with a term ending December 2028.

Motion by: Gary Bundesen

Seconded by: Stephen Adams

Vote: **4–0**

Motion **passed**.

The **Oath of Office** was administered by Rachel Rose, General Manager, immediately following the vote.

Director Robertson was sworn in at approximately 4:12 PM and participated in subsequent agenda items.

5.2 Election of Board Officers - Marc Krupin

Pursuant to District bylaws, the President and Vice President serve two-year terms.

Following the resignation of the former President, the Board conducted an election to fill the President position for the remainder of the current officer term.

Director Charles Robertson volunteered to serve.

Motion: Appoint Charles Robertson as Board President to serve the remainder of the current officer term, expiring December 2026.

Motion by: Gary Bundesen

Seconded by: Cheryl Madden

Vote: **5–0**

Motion **passed**.

Director Robertson assumed the role of Board President.

5.3 Finance Committee Report - Cheryl Madden

Audit Update

The Board was provided with the final LSL letter.

The District also received notice from Placer County regarding an accounting adjustment affecting fiscal years 2019–2024. The County will work with the District to reconcile the adjustment.

Relevant financial records and supporting documentation are available to the public upon request.

The Board discussed conducting a five-year audit cycle, which is estimated to cost approximately \$20,000.

Public Comment: Members of the public asked questions regarding the audit process, account balances, and interest rates. The Treasurer provided clarification. No Board action was taken.

Collections Status

Seven (7) customer accounts are currently more than 90 days delinquent, with balances exceeding \$1,200.

Collection notices have been issued pursuant to the District's Water Service and Collections Policy. Service shutoffs were deferred during the holiday period.

Public Comment: Members of the public asked questions regarding the policy. The Board provided clarification. No Board action was taken.

5.4 Approval of Old Account Write-Off - Rachel Rose

The Board considered writing off a delinquent account containing an unpaid invoice dated April 25, 2014 totaling \$148.50 associated with a prior property owner.

The unpaid balance was discovered during the migration of historical account data into the District's accounting system.

Pursuant to the Water Service & Collections Policy (Section 5100.10.5 – Write-Offs), the Board may approve write-off of debts more than ten years delinquent when collection is no longer prudent or cost-effective.

Motion: Approve the write-off of \$148.50 associated with a former property owner at 655 Sinclair Court.

Motion by: Cheryl Madden

Seconded by: Marc Krupin

Vote: **5–0**

Motion **passed**.

5.5 Policy Adoption (Brown Act Compliance Updates) - Rachel Rose & Charles Robertson

The Board considered adoption of several District governance policies.

- **Board Member Governance, Conduct, and Orientation Policy**

Motion: Adopt the policy as presented.

Motion by: Marc Krupin

Seconded by: Stephen Adams

Vote: **5–0**

Motion **passed**.

- **Board Meetings Policy**

Motion: Adopt the policy as presented.

Motion by: Stephen Adams

Seconded by: Marc Krupin

Vote: **5–0**

Motion **passed**.

- **Committees Policy**

Motion: Adopt the policy as presented.

Motion by: Gary Bundesen

Seconded by: Stephen Adams

Vote: **5–0**

Motion **passed**.

6. FUTURE AGENDA ITEMS & NEXT MEETING - Rachel Rose

The Board reviewed the proposed **2026 Regular Board Meeting Schedule**:

- March 26, 2026
- June 25, 2026
- September 24, 2026
- December 3, 2026

Motion: Approve the proposed 2026 Regular Board Meeting Schedule for planning purposes, recognizing that individual meeting dates may be modified or special meetings added in accordance with Brown Act notice requirements.

Motion by: Marc Krupin
Seconded by: Gary Bundesen

Vote: **5–0**
Motion **passed**.

The **next Regular Meeting** of the HGCS D Board will be held on Thursday, **March 26, 2026 at 4:00 PM**. Meeting to be held at the Applegate Civic Center.

7. ADJOURNMENT

Motion: Adjourn the meeting.

Motion by: Cheryl Madden
Seconded by: Stephen Adams

Vote: **5–0**
Motion **passed**.

The meeting adjourned at **4:37 PM**.

** Agendas, Minutes, and supporting District meeting materials posted on the HGCS D website: hgcsd.net.*