



Heather Glen Community Services District

REGULAR BOARD MEETING MINUTES — Q4 2025

December 4, 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 (HGCS D) was called to order at **4:00 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.

Board Members Present at Call to Order:

- Charles Williams (President)
- Marc Krupin (Vice President)
- Cheryl Madden (Treasurer)
- Stephen Adams
- Gary Bundesen

Board Members Absent at Call to Order:

- None

Also Present:

- Rachel Rose, General Manager & Board Secretary

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- Chris Locken, Bookkeeper
- Scott Stanfield and Jeremy Stanfield, Sierra Mountain Internet (SMI)
- Fourteen (14) members of the public

- I. The **Pledge of Allegiance** was recited.
- II. The President provided reminders regarding meeting conduct, public participation, and courtesy (cell phones silenced, no side conversations, and respectful decorum).

2. APPROVAL OF THE AGENDA

Motion: Approve the agenda as presented.

Moved: Stephen Adams

Second: Gary Bundesen

Vote: 5–0, motion passed.

3. PUBLIC COMMENT (non-agenda items)

Members of the public may speak on matters within the District’s jurisdiction that are *not* scheduled for discussion today. *The board cannot take action on items raised during this period.*

- Jeremy Stanfield requested that Sierra Mountain Internet provide a Fiber Project Report at a future meeting.
- No additional public comments were received.

4. APPROVAL OF MINUTES FROM NOVEMBER 6th, 2025

Motion: Approve the minutes pending minor edits.

Moved: Gary Bundesen

Second: Stephen Adams

Discussion:

- Clarification requested regarding the new partnership structure, specifically identifying the P3 framework.
- Clarification requested regarding prior CC&R amendments adopted by resolution in 2020.

Vote: 5–0, motion passed subject to the noted edits.

5. REPORTS

- I. **Qtrly Financial Summary** - Chris Locken
 - A. **Profit & Loss Report** (Jan 1–Dec 2, 2025)
 1. Income: \$182,776.90
 2. Expense: \$145,611.99
 3. Net Difference: \$45,605.20
 - B. **Bank Account Statements / Reserve Fund Status** (as of 11/30/25)
 1. CBC MMA - \$203,322.55
 2. CBC checking \$27,219.81
 - C. **Operations Budgets** (Jan 1–Dec 2, 2025)

Fund	Income	Expense	Notes
District Ops	\$34,955.80	\$40,521.48	
Property Mgmt	\$6,435	\$293.81	
Roadway	\$108,77	\$4,882.58	
Sewer	\$15,858	\$18,349.54	a little behind because we pay for the Union Pacific Railroad lease from Sewer budget
Water	\$112,914	\$73,480.57	includes PCWA & water sales

D. Public comment:

1. A member of the public asked when the financial reports will be posted. District personnel confirmed that they will soon be posted on the website, at latest being with the minutes.
2. A member of the public asked when the B Lane roadway project was completed. A Director clarified that the project occurred in 2024.

I. **Finance Committee Report** - Cheryl Madden

- A. The Board noted that the 5-year audit results will be shared after it is completed.
- B. The Board reminded the community that the 2025 Fee Increases letter is available on website
- C. Reviewed Accounts Receivable status and implementation of the Payment Plan Agreement (12-month maximum).

II. **District Assets & Fire Protection** - Cheryl Madden

A. **Burn Piles (WRCC / CAL FIRE):**

Motion: Allocate \$550 from the Water Fund for pile burning services.

Moved: Cheryl Madden

Second: Marc Krupin

Vote: 5-0, motion passed.

B. **Brush Management:**

Motion: Allocate \$200 from the Property Management Fund for brush control (scotch broom).

Moved: Cheryl Madden

Second: Gary Bundesen

Vote: 5-0, motion passed.

C. **Road Access to Water Tank / Hotchkiss Hill:**

1. The Board discussed potential long-term maintenance implications for the access road and requested that additional cost estimates were obtained for future repairs.
2. The motion was amended prior to the vote to increase the allocation amount.

Motion (Amended): Allocate up to \$3,000 from the Property Asset Fund for road grading and road-base improvements on Hotchkiss Hill access road.

Moved: Cheryl Madden
Second: Gary Bundesen
Vote: 5–0, motion passed.

3. The Board discussed the possibility of including a road maintenance fee in future leases to support ongoing road upkeep.

D. Tree Health & Safety:

1. The Board discussed initiating a community-wide tree health and safety assessment in 2026 and requested volunteers.
2. Public Comment:
 - a) Members of the public asked about the scope and outcomes of the proposed assessment, including whether it would identify community-wide areas of concern rather than individual private lots.
 - b) Public appreciation was expressed for the Board and district volunteers.
 - c) Questions were raised regarding the handling of removed tree material and the potential for homeowners to retain trunks, noting the need for clearer communication and release procedures.
3. Board direction: The Board directed that residents with downed trees or logs requiring chipping contact Cheryl Madden for coordination.

E. Roadside Limb Removal:

1. The Board noted that the roadside limb removal project had previously been allocated \$2,100 and that the current action authorizes additional funding.

Motion: Collect bids and allocate \$1,500 from the Reserve Fund to continue limb clearance over Dunvegan Dr and Sinclair Ct.

Moved: Cheryl Madden
Second: Stephen Adams
Vote: 5–0, motion passed.

III. **Roads / General Maintenance** - Gary Bundesen

- A. Routine maintenance is ongoing and in good condition.
- B. Public comment:
 1. Members of the public asked about debris maintenance of the pond loop. The board noted that the condition will be reviewed again in the spring and that a maintenance quote will be requested.
 2. The board also confirmed that routine road debris removal is performed on a regular monthly schedule, weather permitting.

IV. **Utilities** - Steve Adams

A. Relay Tower Leases

1. Discussion of Rural Net and Digital Path leases, including proposed increases and infrastructure improvements.

B. Sierra Mountain Internet Fiber Project Update - SMI

1. Sierra Mountain Internet provided a progress report on the community fiber project, including completion of engineering work, current permitting status, and an updated project timeline.
2. The report noted that, as a result of funding previously approved by the Board and applied toward the District obtaining a shareholder interest in the project, the installation cost barrier for the community was eliminated, resulting in a reported \$0 installation fee at the time of the presentation.

3. The update further noted that the District's shareholder interest was approved to support overall project feasibility and infrastructure deployment.
 4. The Board discussed limitations on community outreach and communications related to the project under the Brown Act and LAFCO guidance.
 5. No action was taken.
- C. **Electrical Infrastructure – Heather Glen Road**
1. A potential electrical infrastructure deficiency at the community entrance on Heather Glen Road was identified during the fiber project update. The Board discussed the issue and authorized further evaluation and corrective work.

Motion: Allocate up to \$4,000 from the Reserve Fund for evaluation and necessary electrical upgrades at the Heather Glen Road entrance.

Moved: Marc Krupin

Second: Stephen Adams

Vote: 5–0, motion passed.

5. OLD BUSINESS

- I. **Water / Sewer** - Marc Krupin
 - A. Update on Water Treatment Plant security and transition away from ADT monitoring.
 - B. Noted cost savings under new contract and Digital Path fee reallocation.

6. NEW BUSINESS

- I. **2026 CSDA Renewal** - Rachel Rose

Motion: Renew CSDA membership at \$866 for 2026.

Moved: Cheryl Madden

Second: Gary Bundesen

Vote: 5–0, motion passed.

- II. **CSDA Consulting Services (Rick Wood)**

Motion: Allocate \$2,000 towards Rick Wood's financial services (including accounting and audit advisory services).

Moved: Cheryl Madden

Second: Stephen Adams

Vote: 5–0, motion passed.

7. INFORMATIONAL ITEMS

- I. **Brown Act Amendments, 2026 Requirements** - Rachel Rose
 - A. The General Manager provided an overview of upcoming Brown Act amendments effective in 2026. No action was taken.
- II. An update on installation of a community posting board was provided.

8. BOARD & DISTRICT PERSONNEL ANNOUNCEMENTS

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- I. Acceptance of President Charles Williams' resignation.

Motion: Accept resignation.

Moved: Marc Krupin

Second: Stephen Adams

Vote: 5-0, motion passed.

- II. Notice of Board vacancy and application process.

- A. The Board noted that, pursuant to applicable requirements, interested individuals have 15 days to express interest in filling the Board vacancy. The District will post notice of the vacancy on its website, and interested parties may contact the District for additional information.

Director Stephen Adams departed the meeting at approximately 5:45 PM. A quorum remained present.

9. FUTURE AGENDA ITEMS & NEXT MEETING

- I. **Special meeting** scheduled for **December 22, 2025**.
- II. 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.

11. ADJOURNMENT

Motion: Adjourn the meeting.

Moved: Gary Bundesen

Second: Cheryl Madden

Vote: 3-0, motion passed.

Meeting adjourned at 5:47 PM.

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