



## HEATHER GLEN COMMUNITY SERVICES DISTRICT

---

### Regular Quarterly Meeting Agenda - 09/25/2025

September 25, 2025 at 4:00 PM

Applegate Civic Center

18014 Applegate Road

Applegate, CA 95703

- I. MEETING CALL TO ORDER & PLEDGE OF ALLEGIANCE
- II. APPROVAL OF MINUTES
  - A. **Review & Approval of Minutes** of Meeting for June 26th
- III. OLD BUSINESS
  - A. **Qtrly Financial Report** - Chris Locken
    1. Profit & Loss Report
    2. Bank Statements
    3. A&R Summary Status
    4. Payables
    5. Budget Status
  - B. **Finance Committee Report** - Cheryl Madden
    1. Operational Updates
      - a) Invoice process clarification
    2. Banking Updates
    3. 5-year Audit Status
    4. Budget Expectations for Committees
  - C. **Discuss CY 2025 Budget / Vote**
  - D. **CC&Rs (& Bylaws)**
- IV. NEW BUSINESS
  - A. **GM Summary** - Rachel Rose
    1. CSDA GM Leadership Summit Learnings/Summary (*\*Report posted*)
    2. Improvement Suggestions based on GM Conference
      - a) Adopt Artificial Intelligence (AI) Policy (*\*Draft posted*) - **Vote Required**
      - b) IT Infrastructure Build Out
      - c) Legal Compliance Review (*partially in progress*)
      - d) Goals & Grants Alignment
      - e) Move to a .gov domain - **Vote Required**
      - f) Revive "The Piper" Newsletter
    3. Honorarium proposal to Rick Wood (CSDA) - Cheryl Madden
  - B. **Entrance Project** - Mark Krupin

---

Heather Glen Community Services District

PO Box 715

Applegate, CA 95703

Email: HeatherGlenCSD@gmail.com

Phone: (530) 492-0577

Website: <https://hgcsd.net/>



## HEATHER GLEN COMMUNITY SERVICES DISTRICT

---

### C. Committee Updates (as needed):

1. **Roads / General Maintenance** - Gary Bundesen
  - a) Green Waste Pick-up Courtesy Service & Updated Resident Responsibilities
  - b) Contractor & Consultant Policy Exceptions Amendment, Waiver, and Form (*\*Draft posted*) - **Vote Required**
  - c) District Landscaping / Maintenance Contract - **Vote Required**
2. **Water / Sewer** - Marc Krupin
  - a) ADT & AT&T Discussion
  - b) Pumps
    - (1) Dunvegan Pump Expenses & Standardized Moratorium - **Vote Required**
    - (2) 2 to 3 Missing pumps since last year
3. **District Assets & Fire Protection** - Cheryl Madden
  - a) Project / Plans Update
  - b) Wood Advertisement
4. **Utilities** - Steve Adams
  - a) Hotchkiss Towers
  - b) Fiber Update

### V. ADJOURNMENT

*The next Regular Meeting of the HGCS D Board will be held on Thursday, December 4, 2025 at 4PM. Meeting to be held at the Applegate Civic Center.*

**\* All materials mentioned as “posted” are available for review on [hgcsd.net](https://hgcsd.net) on the “Agendas” page (<https://hgcsd.net/agendas/>).**



## **CSDA General Manager Leadership Summit Report**

**Summit Dates:** Monday, June 30 – Tuesday, July 1

**Prepared for:** Board of Directors, Stakeholders

**Prepared by:** Rachel Rose

### **Overview**

The GM Leadership Summit provided vital insights into governance, internal controls, grant readiness, technology, public relations, energy efficiency, and emerging tools for small special districts. Focus areas included legal compliance, organizational alignment, internal system upgrades, grant procurement strategies, and leveraging AI and cloud-based technologies to improve efficiency.

---

### **Top 5 Strategic Insights**

- 1. Legal Compliance Needs Attention:** The GM's current employment structure (1099) may pose legal risks and audit flags — conversion to W-2 should be considered immediately.
  - 2. Grants Are Within Reach:** With proper project readiness and internal coordination, the district is well-positioned to win federal infrastructure grants.
  - 3. Technology Is Lagging but Fixable:** Critical IT infrastructure like district-owned hardware, secure email, and backup systems need immediate upgrades.
  - 4. Transparency Builds Trust:** Pursuing CSDA's Transparency Certificate will not only improve public perception but also support future grant applications and compliance.
  - 5. Board-GM Alignment Is Foundational:** A structured, strategic planning cycle (with goal-setting, evaluations, and dashboards) is essential for long-term success.
-



### Seminar Highlights

#### 1. Building Alignment Seminar – Jacob Green, Jacob Green & Associates

**Summary:** Led by Jacob Green, CEO and leadership consultant specializing in organizational development and disaster management for California agencies, this seminar focused on strengthening collaboration and clarity between Boards and General Managers through strategic planning, structured communication, and performance evaluation frameworks.

#### **Key Takeaways:**

- The Board sets **vision, goals, and budget**; the GM **executes**.
- Performance evaluations must come from the full board in **duly noticed meetings**, not individual members.
- Goal-setting should be done in **open-to-closed sessions**, then finalized in public.
- Annual goals: 1-, 4-, and 10-year strategic planning is recommended.
- A **Board onboarding book** is essential.
- District-wide alignment improves talent retention and trust.
- Use dashboards to measure performance and ensure accountability.
- Consider **360 evaluations** and self-assessments as part of GM review.
- GM title should be clarified (contractor vs employee) to avoid legal risk.
- Align agendas and performance evaluation with policy and legal structures.

#### 2. Federal Grants Seminar – TFG & NSDA

**Summary:** TFG and the NSDA (the only approved federal grants partner for California Special Districts) presented on how small districts can secure federal grants by being strategic, proactive, and well-prepared. This seminar outlined the full grant lifecycle—from project identification and readiness to application, compliance, and post-award auditing.

#### **Key Takeaways:**

- Most grants require a **match** and a **clear project vision**.
- Pre-registration (e.g., UEI, DUNS) is required; this process can take months.
- Select 3–5 key projects; define outcomes using the **"5Ws"** method.
- Grants.gov is the primary search engine for federal grants.



## HEATHER GLEN COMMUNITY SERVICES DISTRICT

---

- Expect **1–2 years ROI** and delays due to DODGE and federal freeze/thaw cycles.
- If denied, always request **feedback** to improve future submissions.
- Emphasize **readiness** and local support in applications.
- Build internal systems for reporting, auditing, and project tracking.
- Grants can fund meters, energy upgrades, delinquent accounts (through assistance programs), and more.

### 3. IT & Cybersecurity Seminar – Corey Kaufman, VC3

**Summary:** Presented by IT expert Corey Kaufman (VC3), this seminar covered the fundamentals of effective modern IT management for small districts, emphasizing the importance of proactive cybersecurity, dependable infrastructure, and long-term technology planning.

#### Key Takeaways:

- **District-owned computer and email** are critical — no personal devices.
- Windows 10 reaches end-of-life **October 10, 2025**; Server 2016 in Jan 2027.
- Implement **Endpoint Detection & Response (EDR)** — antivirus alone is outdated.
- Ensure **cloud-based email**, secure backups, and **2FA**.
- IT planning should follow **18-month cycles**.
- Conduct regular **vulnerability assessments** (every 1–3 years).
- Maintain **both on-site and off-site backups** and test regularly.
- For emergency comms, consider options beyond traditional ISPs.
- Co-managed IT (in-house + vendor) is common and scalable.

### 4. Blue Ribbon Leadership Seminar

**Summary:** Presented by award winning Coachella Valley Public Cemetery District & Desert Recreation District, this seminar emphasized the strategic value of pursuing organizational awards and certifications, demonstrating how public recognition can strengthen trust, enhance transparency, improve internal operations, and increase competitiveness for grants and talent acquisition.

#### Key Takeaways:

---

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

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



## HEATHER GLEN COMMUNITY SERVICES DISTRICT

---

- Start with the **CSDA Transparency Certificate** — only 4% of districts have it.
- Progress to **District of Distinction**; longer-term, higher cost, but worth it.
- Awards help secure **grants**, attract talent, and protect against criticism.
- Board should adopt a **resolution** to pursue awards.
- Share award outcomes with the public — it's a **community celebration**.
- CSDA offers scholarships for leadership training and support.

### 5. AI Tools & Digital Transformation Seminar – Beth Z, “Your Nerdy Best Friend”

**Summary:** Hosted by technology expert and author, Beth Ziesenis, this seminar explored emerging AI tools that districts can use to improve internal productivity, public communication, and administrative efficiency. It also covered ethical considerations, legal limitations, and security policies for responsible AI adoption, emphasizing the need for district-specific policies and annual training.

#### Key Takeaways:

- Use **ChatGPT, Perplexity, Gemini, Canva, Superhuman** for AI productivity.
- Otter.ai or Microsoft CoPilot for **meeting recording & summaries**.
- Train staff and adopt clear **AI usage policies** (privacy, fair use, compliance).
- AI Day (annual): evaluate tools, train team, and review integrations.
- Use **two-tool verification** (cross-check one AI output with another).
- Integrate AI for **public content**, newsletters, policy writing, and even code generation.

### 6. Efficiency & Automation Seminar – Mac Clemmens, Streamline

**Summary:** This seminar explored digital tools and platforms designed to enhance transparency, ensure compliance, support asset tracking, and streamline board operations—all while maintaining alignment with Brown Act and public transparency standards.

#### Key Takeaways:

- Streamline offers **one-click doc publishing**, newsletter tools, and record retention.
- **DocAccess.com** makes PDFs ADA-compliant within seconds.
- **CheckMyDistrict.org** helps ensure full ADA compliance.
- Use **Notion, Basecamp, Trello, or ClickUp** for board/project management.

---

**Heather Glen Community Services District**

PO Box 715  
Applegate, CA 95703

**Email:** [HeatherGlenCSD@gmail.com](mailto:HeatherGlenCSD@gmail.com)

**Phone:** (530) 492-0577

**Website:** <https://hgcsd.net/>



## HEATHER GLEN COMMUNITY SERVICES DISTRICT

---

- Tools like **DocuSign**, **LaserSign**, and **Notarize** streamline public forms.
  - GIS tools (ESRI, lamGIS, CALCAD, Ziptility) are key for infrastructure asset tracking.
  - Secure a **.gov domain** — it's **free**, trustworthy, and may be required in 3 years.
  - Implement **password managers** (Bitwarden, 1Password) and track digital assets.
- 

### Post Conference Actions & Recommendations

Category	Action Item	Owner	Deadline/Notes
<b>Governance &amp; Legal</b>	Review GM employment status (1099 vs W-2)	Board / Legal	Audit & legal concern
	Update performance eval process in GM contract	Board / GM	Include 360, self-eval
	Add second signature on checks	Rick Wood (CSDA) & GM	Internal control
	Review all district policies	Rick Wood (CSDA) & GM	Ensure compliance
	Review Retention Policy vs Brown Act	GM / Legal	Compliance check
<b>Strategic Planning</b>	Schedule board goal-setting session	GM	Plan 3–4 hour workshop
	Develop 1, 4, and 10-year strategic goals	GM & Board	To align planning cycles
<b>Technology &amp; Cybersecurity</b>	Purchase district-owned laptop for GM	GM	ASAP
	Establish .gov domain & board emails	IT / GM	Improves trust, free
	Conduct IT assessment & backup plan	VC3 / GM	Include EDR, hardware review



## HEATHER GLEN COMMUNITY SERVICES DISTRICT

---

	Implement password manager and email security	IT	Onepass or Bitwarden
<b>HR &amp; Finance</b>	Compare HR/payroll platforms (QB, SDRMA, Easeworks)	GM	Prioritize ease + security
	Begin Transparency Certificate application	GM / Admin	Boosts public trust
	Research CSGM certification	Rick Wood (CSDA) / GM	Professional development
<b>Grants &amp; Funding</b>	Identify 3–5 grant-ready projects	GM / Consultant	Include data, timelines
	Subscribe to NSDA Friday newsletter	GM / Admin	Grant monitoring
	Set up grant submission process & controls	GM / Admin	Assign internal leads
<b>Communications &amp; PR</b>	Work with Tripepi Smith on messaging	GM	Strategy, visuals, outreach
	Create newsletter & public comment system	GM / Admin	Use Streamline tools
<b>Tools &amp; Software</b>	Evaluate & adopt AI tools for tasks	GM / Admin	ChatGPT, Otter, Gemini, etc.
	Adopt project/task management tool	GM / Admin	ClickUp, Notion, Trello
	Review online payment platforms	GM / Admin	AllPaid, PayGov, etc.

---

### **Vendor Information Overview**

The following table lists CSDA-affiliated and conference-recommended vendors providing essential services to support and improve district operations, efficiency, and compliance.

---

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

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



**HEATHER GLEN COMMUNITY SERVICES DISTRICT**

---

Category	Vendor	Description	Notes & Opportunities
<b>IT &amp; Cybersecurity</b>	VC3	IT services provider	Corey Kaufman: Recommends district-owned computer, IT assessment, endpoint protection (EDR), backup testing, cloud-based email
	Streamline	Website & compliance services	.gov domain support, newsletters, ADA docs, public portals, retention policy compliance
	The Kya Group	IT & cybersecurity consulting	Can assist with secure systems and data protection
	Superhuman	AI email management	Smart inbox, auto-follow-ups, extracts data from PDFs, integrates with Outlook
	Google Workspace / Microsoft 365	Productivity & cloud tools	AI features (CoPilot, Notebook LM), meeting tools, collaboration



## HEATHER GLEN COMMUNITY SERVICES DISTRICT

---

Category	Vendor	Description	Notes & Opportunities
	Scribe	Documentation tool	SOPs, onboarding, and internal training
<b>Accounting, HR &amp; Payroll</b>	Black Mountain Software LLC	Utility billing & accounting	Supports sewer/water billing for 102 customers
	QuickBooks Online	Accounting/payroll software	Does not support 457 plan; used currently
	Easeworks	HR/payroll platform	Evaluate vs QB and SDRMA
	SDRMA	HR & insurance services	Includes payroll and liability insurance
	Empower	HR & payroll provider	Simplifies staff and payroll management
	CalPERS	Public pension system	Required for public employee retirement
	SageView Advisory Group	Retirement benefits planning	Helps develop long-term benefits packages



## HEATHER GLEN COMMUNITY SERVICES DISTRICT

---

Category	Vendor	Description	Notes & Opportunities
<b>Banking &amp; Financial Services</b>	CBC – California Bank of Commerce	District banking partner	Rachel Robins: \$63 fee for card processing via QB (can pass to customers)
	Chase Bank / River City Bank	General banking options	For comparison/possible secondary accounts
	CalTRUST	Investment pool for public funds	Safe investment vehicle for reserves
	AllPaid / PayGov.us / PayPal / Paymentus	Online payment processors	Accept customer payments; evaluate for ease and fees
	NHA Advisors, LLC	Health program financial advisory	For employee benefits and wellness funding
	<b>Public Relations &amp; Comms</b>	Tripepi Smith	Public relations & marketing
Upwork		Freelance hiring platform	Find professionals for calculators, newsletters, technical tasks



## HEATHER GLEN COMMUNITY SERVICES DISTRICT

---

Category	Vendor	Description	Notes & Opportunities
	Notion / Trello / ClickUp / Basecamp	Project/task mgmt. tools	Help organize board/admin tasks and collaboration
	Canva / Venngage / Grammarly	Design, accessibility, and writing tools	ADA-compliant docs, public content creation
<b>Infrastructure &amp; Energy</b>	SitelogIQ	Energy consulting & infrastructure	Kristy Coughlin: Solar, battery, EV charging, 50%+ funded, CDC grants, can present to board
	Schneider Electric NA	Water/sewer energy optimization	Boosts infrastructure efficiency
	Climatemc	Facility climate solutions	HVAC and climate control options
	Capita Program Management	Infrastructure project oversight	Manages large-scale capital improvement projects
	CALCAD (California CAD Solutions)	CAD/GIS mapping	Infrastructure design and tracking



## HEATHER GLEN COMMUNITY SERVICES DISTRICT

---

Category	Vendor	Description	Notes & Opportunities
	ESRI / IamGIS / Ziptility	GIS systems	Asset tracking, field service, AI-enabled
<b>Governance, Legal &amp; Strategic Consulting</b>	Riddell Municipal Strategies	Governance & municipal consulting	Offers strategy for compliance and policy improvement
	Institute for Local Government	Board training & policy tools	Supports long-term board capacity building
	MRG LLC / Aries Advisors	Strategy consultants	Organizational development and efficiency support
	LCW / BBK	Employment law firms	GM employment/legal contract advisement
<b>Budgeting &amp; Transparency</b>	OpenGov	Budgeting & financial dashboard	Jack has info; supports transparency & board reporting
	GovDeals, Inc	Surplus auction service	Sell unused or surplus district assets



## HEATHER GLEN COMMUNITY SERVICES DISTRICT

---

Category	Vendor	Description	Notes & Opportunities
	ScholarShare Investment Board	College savings benefit program	Optional employee benefit
	SDLF (via CSDA)	Governance training & awards	Transparency Certificate, District of Distinction programs
<b>Forms, Compliance &amp; Accessibility</b>	DocAccess.com	PDF ADA compliance	Auto-fixes accessibility, 3¢/page, live tool with IRA blind access support
	CheckMyDistrict.org	Website accessibility checker	ADA compliance for district website & docs
	Adobe / DocuSign / LaserSign / DocuFree	E-signature & form services	Use for board forms, public comments, contracts
	Notarize	Remote notary service	\$25 per use; convenient for remote approvals



## HEATHER GLEN COMMUNITY SERVICES DISTRICT

---

### Conclusion

The 2025 CSDA General Manager Leadership Summit reinforced the critical role that ongoing training and professional development play in the success of special districts. The insights gained—from governance best practices to technology modernization and public accountability—are not only timely but directly applicable to our district's evolving needs.

These industry-specific learning opportunities strengthen decision-making, foster innovation, and ensure compliance with ever-changing regulations. Just as importantly, they build valuable connections with peers, experts, and trusted vendors who understand the unique challenges small districts face.

To stay effective and forward-thinking, it is essential that board members and key district personnel continue to engage in future conferences and educational programs. Investing in leadership development and staying informed through events like this will directly enhance the district's ability to serve the community with transparency, efficiency, and confidence.

---

This report is submitted for review and consideration by the HGCS D Board of Directors and relevant stakeholders.

*Submission Date: September 22, 2025*



## HEATHER GLEN COMMUNITY SERVICES DISTRICT

---

POLICY TITLE: **Artificial Intelligence (AI)**

POLICY NUMBER: **2445**

ADOPTED BY BOARD OF DIRECTORS: **for review on 06/25/2025**

### **2445.1 – Purpose**

The purpose of this policy is to establish guidelines for the responsible and lawful use of Artificial Intelligence (AI) technologies by the Heather Glen Community Services District ("the District"). This policy ensures that the use of AI supports the District's mission to serve the public while maintaining transparency, data security, ethical standards, and compliance with all applicable laws and regulations.

### **2445.2 – Scope**

This policy applies to:

- All members of the District's Board of Directors
- All contractors, including the General Manager, bookkeeper, and other service providers
- Any AI tools or systems used in the conduct of District operations, communications, financial management, record-keeping, or decision-making

### **2445.3 – Definition of AI**

For the purposes of this policy, **Artificial Intelligence (AI)** refers to software systems or tools capable of performing tasks that typically require human intelligence, such as natural language processing, machine learning, data analysis, or automated decision-making.

Examples include: chatbots, document summarizers, predictive models, automated assistants (like ChatGPT), and data visualization or forecasting tools powered by machine learning.

### **2445.4 – Acceptable Use of AI**

AI may be used in the District for the following purposes:

- Drafting communications, such as board meeting summaries, newsletters, or informational posts (subject to human review and approval)
- Assisting with data entry, data analysis, and forecasting (e.g., water usage trends, budget projections)
- Streamlining administrative tasks (e.g., formatting documents, summarizing records)
- Research or support in the development of policies or grant applications
- Providing general customer support or answering frequently asked questions via

---

**Heather Glen Community Services District**

PO Box 715

Applegate, CA 95703

**Email:** [HeatherGlenCSD@gmail.com](mailto:HeatherGlenCSD@gmail.com)

**Phone:** (530) 492-0577

**Website:** <https://hgcsd.net/>



## HEATHER GLEN COMMUNITY SERVICES DISTRICT

---

AI-powered systems (e.g., on the District website), provided:

- The information is reviewed and maintained by District staff or contractors
- Clear instructions are provided for customers to escalate issues or questions to a human contact (e.g., the General Manager or board contact)

All uses must:

- Be approved or overseen by a Board Member or the General Manager
- Retain human oversight and final decision-making authority
- Avoid over-reliance on AI for decisions that affect public services, rates, compliance, or legal obligations

### **2445.5 – Prohibited Uses of AI**

AI must **not** be used for:

- Making legally binding decisions (e.g., rate changes, contract awards) without human review
- Replacing required public processes (e.g., Brown Act compliance, public comment, elections)
- Storing or processing confidential or personally identifiable information (PII), unless using approved, secure platforms in compliance with privacy laws
- Creating deepfakes, deceptive materials, or misinformation

### **2445.6 – Data Privacy and Security**

The District will not input confidential, private, or sensitive data (e.g., financial records, personal information of customers or contractors) into AI tools unless:

- The tool is specifically authorized and has been evaluated for compliance with California data protection laws (e.g., California Consumer Privacy Act – CCPA)
- The data is anonymized and not personally identifiable

### **2445.7 – Transparency and Disclosure**

Any public-facing content (e.g., website content, newsletters) generated in part by AI must be reviewed by a human and may optionally include a note such as:

“This content was drafted with the assistance of AI technology and reviewed by District staff or board members.”



## HEATHER GLEN COMMUNITY SERVICES DISTRICT

---

Use of AI for internal drafts or assistance does not require disclosure but must still be reviewed and approved by a human.

### **2445.8 – Compliance and Oversight**

The District will follow:

- All applicable federal, state, and local laws related to the use of AI, including the California Government Code, the Public Records Act, and the Brown Act
- Any future directives or guidelines issued by Placer County, the State of California, or federal agencies concerning AI use in the public sector

The Board of Directors will **review this policy annually or as needed** to reflect changes in law, technology, or best practices.

### **2445.9 – Responsibility**

The General Manager shall be responsible for:

- Ensuring compliance with this policy by contractors and service providers
- Recommending updates to this policy
- Documenting any material uses of AI in District operations for the purpose of transparency and future policy review.

Board members are expected to use AI responsibly in line with this policy and to maintain the highest standards of public trust and ethical governance.

### **2445.10 – Policy Review and Amendments**

This policy may be reviewed and amended by a majority vote of the Board of Directors. Any amendments must be documented in the meeting minutes and updated in the District's policy manual.



## Amendment to Contractor and Consultant Policy – Exception Process for Contractor Documentation

### Purpose

This Amendment establishes a procedure by which the Heather Glen Community Services District (“District”) may allow limited exceptions to the contractor documentation requirements outlined in the adopted Contractor and Consultant Policy (Policy 2120). The purpose is to provide narrowly tailored flexibility for rare cases where a fully documented contractor is not available, while maintaining legal compliance and minimizing risk to the District.

### 1. Authorization of Exceptions

The District may grant exceptions to the following standard documentation requirements:

- Valid Business License
- General Liability Insurance
- Workers’ Compensation Insurance

However, such **exceptions must only be considered when no fully qualified and properly documented contractor is available** to perform the required work in a timely and reasonable manner.

An exception shall **not be granted solely because:**

- The contractor is a personal or professional associate of a Board or committee member; or
- The contractor submitted the lowest bid or informal quote.

Full compliance with contractor documentation requirements (under Policy 2120.2) shall remain the **preferred and prioritized method of procurement.**

An exception is permissible only when **all** of the following conditions are met:

#### 1.1. Liability Waiver and Certification

The contractor or consultant must sign and submit a **District-approved Liability Waiver and Hold Harmless Agreement.** This agreement shall:



## HEATHER GLEN COMMUNITY SERVICES DISTRICT

---

- Affirm that the contractor is **not legally required** to hold the license or insurance being exempted or is knowingly and voluntarily waiving such requirements;
- Release the District, its board members, officers, agents, and volunteers from **all liability**, including but not limited to injury, illness, death, property damage, and financial loss;
- Confirm that the contractor is an **independent entity** and is **not entitled to any workers' compensation or employee benefits** from the District;
- If performing **physical onsite work**, certify that the contractor is either:
  - Properly licensed by the California Contractors State License Board (CSLB); **or**
  - **Legally exempt** from CSLB licensing under California law (see clarification below);
- Certify that the contractor is either:
  - Covered by their own valid workers' compensation insurance policy; **or**
  - **Exempt under California Labor Code Section 3700** (e.g., sole proprietor without employees).

### 1.1.1 Clarification on CSLB Licensure Requirements

Under California law, any person performing **construction or physical labor** with a total cost (labor + materials) of **\$500 or more** must be licensed by the **California Contractors State License Board (CSLB)** unless exempt.

#### CSLB licensure is generally required for:

- Construction, repair, roofing, demolition, excavation, grading, electrical, plumbing, HVAC, landscaping, paving, painting, window replacement, and other physical site work.

#### Exemptions apply only when:

- The total cost is **under \$500** (cannot be split to avoid licensing);
- The contractor is performing only **consulting/advisory work**;
- The contractor qualifies under an **owner-builder exemption**;
- The contractor is a **W-2 employee** of a licensed contractor.

All licensing claims shall be verified at <https://www.cslb.ca.gov>, and any exemption claim must be documented in writing and retained.

### 1.2 Committee Chair Review and Approval

---

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

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



## HEATHER GLEN COMMUNITY SERVICES DISTRICT

---

The applicable Committee Chair must review the exemption request and approve it in writing, confirming:

- The contractor or consultant is appropriately qualified for the scope of work;
- The exemption is in the **best interest of the District**;
- The work does **not pose undue risk** to the District or the public;
- The work complies with all applicable state licensing and insurance requirements;
- No fully qualified and documented contractor was reasonably available; and
- All required documentation, including the **signed waiver**, has been received and reviewed.

### 1.3 Board Notification

All exemptions granted under this Amendment shall be reported to the full Board of Directors at the next regularly scheduled Board meeting.

## 2. Restrictions on Exceptions

- **No exemption** may be granted where it would result in the District violating:
  - California Public Contract Code;
  - California Labor Code;
  - California Government Code §1090 or §4526;
  - Any requirement imposed by grant funding or regulatory agency.
- **No exemption** may be granted for:
  - Work that **legally requires CSLB licensure** and the contractor does not possess it;
  - Work that is hazardous, high-risk, or involves demolition, excavation, structural changes, or heavy machinery;
  - Projects subject to **public bidding requirements** under Policy 2120.3.

## 3. Workers' Compensation Disclaimer

The District confirms that it does **not employ any workers** and does **not carry Workers' Compensation Insurance**.

All independent contractors or consultants must:

- Certify that they are **not District employees**; and
- Either:
  - Provide their own valid Workers' Compensation Insurance; **or**



## HEATHER GLEN COMMUNITY SERVICES DISTRICT

---

- Sign a waiver acknowledging legal exemption and assuming all liability.

### 4. Recordkeeping Requirements

All exemption documentation — including the signed waiver, Committee Chair’s written approval, and supporting evidence — shall be retained by the District for a **minimum of five (5) years** and made available for public or legal review upon request.

### 5. Legal and Policy Compliance

This Amendment does **not override** California law or District policies except where permitted by law.

All exceptions must remain compliant with:

- **California Labor Code §3700;**
- **California Public Contract Code;**
- **Government Code §§1090 and 4526;**
- **District’s Conflict of Interest Code;**
- **District Policy 2120.**

In the event of any legal conflict, **California law shall govern.**

### 6. Severability

If any portion of this Amendment is found invalid, the remaining provisions shall remain in full force and effect.

### 7. Effective Date

This Amendment is effective upon approval by the Board of Directors and shall remain in force unless modified or rescinded by Board action.

Approved by the Board of Directors on: \_\_\_\_\_

Signed:

  
  

---



## HEATHER GLEN COMMUNITY SERVICES DISTRICT

---

Charles Williams  
Board President, Heather Glen Community Services District



## **Contractor Liability Waiver and Hold Harmless Agreement**

*For Use When Contractor Documentation Requirements Are Exempted Under District Policy*

### **Contractor Information**

- **Contractor Name:** \_\_\_\_\_
- **Business Name (if applicable):** \_\_\_\_\_
- **Mailing Address:** \_\_\_\_\_
- **Phone:** \_\_\_\_\_
- **Email:** \_\_\_\_\_

### **Work Description**

Briefly describe the services or work being performed:

---

---

### **1. Independent Contractor Acknowledgment**

Contractor affirms that they are acting as an **independent contractor**, not an employee, agent, or representative of the District. This Agreement does not create an employment relationship, joint venture, partnership, or agency between the Contractor and the District.

### **2. Waiver of Standard Requirements**

Contractor understands that under normal District policy, the following are required:

- A valid **Business License**
- Proof of **General Liability Insurance**
- Proof of **Workers' Compensation Insurance**



## HEATHER GLEN COMMUNITY SERVICES DISTRICT

---

- A valid **CSLB License**, if applicable

Contractor acknowledges that they are requesting to perform work **without providing one or more** of the above documents, and that the District is **only considering this exemption due to the unavailability of a fully documented contractor**.

Contractor certifies that:

- I am legally exempt from the missing requirement(s); **OR**
- I understand and accept **full personal liability** for proceeding without these protections.

### 3. Assumption of Risk and Responsibility

Contractor knowingly and voluntarily assumes **all risks** associated with the services provided, including injury, illness, property damage, or financial loss.

Contractor further acknowledges:

- They are **not covered** under any District insurance policy.
- They are **solely responsible** for any necessary insurance coverage.
- They carry workers' compensation insurance or are **legally exempt** under CA Labor Code §3700.
- The District has **no Workers' Compensation insurance** and provides **no employee benefits**.
- They are **not receiving this exemption** based on a personal relationship or low bid.

### 4. Waiver, Release, and Indemnification

Contractor **waives, releases, and discharges** the District and its officers, board members, agents, and volunteers from **any and all claims, demands, or causes of action** related to:

- Injury (including death), illness, or property damage to any person
- The performance of services under this Agreement
- Contractor's failure to meet normal documentation requirements

Contractor further agrees to **indemnify, defend, and hold harmless** the District from any such claims arising out of:

- The Contractor's services or conduct
- Any act or omission of the Contractor
- Any violation of applicable law or regulation

---

**Heather Glen Community Services District**

PO Box 715  
Applegate, CA 95703

**Email:** HeatherGlenCSD@gmail.com

**Phone:** (530) 492-0577

**Website:** <https://hgcsd.net/>



**HEATHER GLEN COMMUNITY SERVICES DISTRICT**

---

**5. Contractor Certification**

I certify under penalty of perjury that:

- I am qualified and capable of performing the work described;
- I understand I am not an employee of the District and am not entitled to employee benefits;
- I am voluntarily proceeding without one or more standard documentation items (e.g., license, insurance) and accept full responsibility for any consequences;
- I understand the legal and financial risks associated with performing this work;
- I have not been selected based on personal relationship, convenience, or cost alone.

**Contractor Initials:** \_\_\_\_\_

**6. Governing Law**

This Agreement is governed by the laws of the State of California. Any legal action shall be filed in a court of competent jurisdiction in Placer County, California.

**7. Entire Agreement**

This Agreement represents the entire understanding between the parties and supersedes any prior written or oral agreements regarding the subject matter herein.

**Execution**

Executed on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

**Contractor Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**District Representative Signature:** \_\_\_\_\_

**Printed Name & Title:** \_\_\_\_\_



## **Contractor Documentation Exemption Request & Approval Form**

*(For All Exceptions to Standard Licensing and Insurance Requirements)*

### **Section 1: Contractor Information**

- Contractor Name: \_\_\_\_\_
- Business Name (if applicable): \_\_\_\_\_
- Phone: \_\_\_\_\_
- Email: \_\_\_\_\_
- Service Description / Scope of Work: \_\_\_\_\_  
\_\_\_\_\_
- Estimated Project Value: \$\_\_\_\_\_
- Duration of Work: \_\_\_\_\_

### **Section 2: Documentation Being Exempted**

*(Check all that apply)*

- Business License
- General Liability Insurance
- Workers' Compensation Insurance
- CSLB License (contractor claims exemption)
- Other: \_\_\_\_\_

### **Section 3: Justification for Exemption**



## HEATHER GLEN COMMUNITY SERVICES DISTRICT

---

*(Attach additional pages if necessary)*

- Fully documented contractor bids were solicited and considered prior to granting this exemption.
  - No fully documented contractors were available or able to perform the work within the required timeframe.
  - Contractor has submitted a signed Contractor Liability Waiver and Hold Harmless Agreement.
  - Contractor is legally exempt or assumes full liability for missing documentation.
  - Contractor is appropriately skilled and qualified for the scope of work.
  - Work does not require public bidding under PCC, CUPCCAA, or grant rules.
  - No conflict of interest, preferential treatment, or improper influence is involved.
  - The exemption is in the best interest of the District.
  - Other justification: \_\_\_\_\_
- 

### **Section 4: Committee Chair / Approver Review & Approval**

By signing below, I acknowledge that I have reviewed the contractor's request for exemption, the available bids, and justification provided. I approve the exemption as consistent with District policy and confirm the contractor has signed the required waiver.

- **Name:** \_\_\_\_\_
- **Title:** \_\_\_\_\_
- **Signature:** \_\_\_\_\_
- **Date:** \_\_\_\_\_



## HEATHER GLEN COMMUNITY SERVICES DISTRICT

---

### Section 5: Board Notification (if applicable)

This exemption will be reported at the next scheduled Board meeting on: \_\_\_\_\_

District Administrator Initials: \_\_\_\_\_

### Attachments

- Copy of contractor's signed **Liability Waiver and Hold Harmless Agreement**
- Evidence of outreach to qualified contractors (if available)
- Other relevant documentation