



Heather Glen Community Services District

REGULAR BOARD MEETING MINUTES – Q1 2026

March 26, 2026 - 4:00 PM

Applegate Civic Center
18014 Applegate Road
Applegate, CA 95703

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 4:00 PM by Board President Charles Robertson at the Applegate Civic Center. A quorum of the board was present.

Directors Present:

- Charles Robertson, President
- Cheryl Madden, Treasurer
- Stephen Adams, Director

Directors Absent:

- Marc Krupin, Vice President
- Gary Bundesen, Director

District Personnel Present:

- Rachel Rose, General Manager & Board Secretary
- Chris Locken, Bookkeeper

Other Present:

- Eight (8) members of the public
- Dane Wadle - CSDA
- Gerry LaBudde - Hydros

The **Pledge of Allegiance** was recited.

President Robertson provided a brief statement regarding meeting procedures and public participation.

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2. APPROVAL OF THE AGENDA

Item not considered.

3. APPROVAL OF MINUTES FROM DECEMBER 22, 2025

Item not considered.

4. PUBLIC COMMENT (NON-AGENDA ITEMS)

Members of the public were provided the opportunity to address the Board regarding matters not appearing on the agenda.

Public comment was received regarding meeting notice posting locations. The Board confirmed the District's current posting locations.

5. REPORTS / COMMITTEE UPDATES

I. CSDA Update - Dane Wadle

Dane Wadle of the California Special Districts Association (CSDA) provided a presentation regarding CSDA services, legislative updates, board member training requirements, and available member resources.

Presentation materials available upon request.

II. Hydros Presentation - Gerry LaBudde

Gerry LaBudde of Hydros provided a presentation regarding Water Treatment Plant operations, disinfection byproduct compliance efforts, and ongoing treatment studies.

Mr. LaBudde explained current chlorine treatment requirements and discussed ongoing challenges associated with disinfection byproducts created through chlorination. The Board discussed the District's ongoing compliance efforts, including historical testing, treatment adjustments, and operational modifications.

Mr. LaBudde reported that the District had previously received grant funding from PCWA for a water treatment study and summarized testing performed over the last several years involving coagulants and chlorine treatment methods. Discussion included current compliance status, operational cleanup efforts, and potential future infrastructure improvements if current operational modifications are not successful.

The Board also discussed:

- Coagulant performance and operational impacts;
- Chlorine retention throughout the treatment process;
- Tank circulation and mixing alternatives;
- Potential solar-powered mixing systems;
- Tank maintenance and banding considerations; and
- Water flow and debris management.

Members of the public asked questions regarding treatment alternatives, ultraviolet treatment systems, and tank maintenance considerations. The board and Mr. LaBudde provided clarification. No action was taken.

III. **Water & Sewer** - Charles Robertson

A. **Water System Operational Updates** -

- **Water Treatment Plant pump repairs:** President Robertson reported that the secondary pump at the Water Treatment Plant had failed and discussed the cost difference between full replacement and rebuilding the existing pump. He noted that District operations staff and contractors were able to rebuild the pump at substantially reduced cost.
- **Canal cleaning and water flow improvements:** Discussion regarding PCWA water delivery schedules, intake flow conditions, and canal debris removal efforts. President Robertson reported that canal cleaning and flow improvements had increased available water volume.
- **Temporary drainage improvements and planned underground drainage installation:** The Board discussed drainage improvements previously identified during prior meetings. Temporary drainage modifications had been installed, but due to traffic and operational concerns, permanent underground drainage work was scheduled.
- **Installation of additional water meters** was also discussed

B. **Water Treatment Plant Video Security System** -

The Board discussed internet and camera options for the Water Treatment Plant, including:

- Termination of the prior alarm monitoring service due to repeated false alarms;
- Existing communication systems at the site;
- Potential use of Starlink internet services;
- Camera placement and monitoring needs;
- Data storage considerations; and
- Estimated equipment and monthly service costs.

Motion: Approve an initial budget not to exceed \$400 for equipment and ongoing monthly service costs between \$50–\$75 for internet and monitoring services for the Water Treatment Plant security system.

Motion by: Cheryl Madden
Seconded by: Stephen Adams
Vote: 3–0
Motion **passed**.

C. **Sewer Pump Policy Discussion**

The Board discussed development of a formal policy regarding responsibility for private sewer pumps and associated equipment.

Discussion included historical District practices involving pump replacement and repair assistance, budget impacts associated with continued maintenance obligations, and clarification of resident versus District responsibilities.

Board discussion also included:

- Historical maintenance practices;
- Shared pump systems serving multiple properties;
- Review of District governing documents and CC&Rs in relation to responsibility for private sewer pump systems;
- Operational and financial impacts on the District;
- Potential risks associated with inconsistent treatment among residents; and
- Possible transition planning regarding future responsibility for private sewer pump systems.

Members of the public provided comment regarding:

- Historical District support of sewer pump systems;
- Shared maintenance responsibilities;
- Property sale disclosures regarding pump ownership and maintenance;
- Future repair cost allocation; and
- Long-term operational concerns.

Motion: Write a policy regarding private sewer pump responsibility and associated equipment for future Board consideration.

Motion by: Stephen Adams

Seconded by: Cheryl Madden

Vote: 3–0

Motion **passed**.

IV. **Treasurer's Report** - Cheryl Madden

A. **Profit & Loss Report*** -

Director Madden presented the Q2 P&L Report and discussed current operational and budget impacts.

Discussion included:

- Ongoing operational deficits associated with policy development, financial review work, and system updates;
- Correction of the District's Water Board compliance fee classification, reducing annual compliance costs from approximately \$4,300 to \$2,100 moving forward;
- Approximately \$17,000 in operational overages, includes a \$10,000 Phase 1 payment toward the Sierra Mountain Internet (SMI) fiber infrastructure project;
 - Clarification that all District properties are planned to receive future fiber stub-up access without hookup fees;
- Approximately \$4,100 in wildfire defense and vegetation mitigation expenditures during the prior year

- Updates to utility cost allocation reporting within the financial reports;
- Property tax expenses associated with county mosquito remediation assessments on District-owned parcels.

B. Bank Account Statements / Reserve Fund Status - Chris Locken

- Checking Account - \$11,086.46
- Money Market Account - \$208,427.98
 - \$4,394 in interest this year

C. Fee & Expense Report

Item not considered.

D. Customer Accounts - Chris Locken

Item not considered.

E. PCWA FAP Funding Application for Hotchkiss Hill Road Improvement

Item not considered.

F. Findings by Hydros Eng FAP re: Grant Study on Disinfection BiProduct Evaluation.

Item not considered.

V. General Manager Admin Report* (questions only) - Rachel Rose

No questions were presented.

VI. District Assets & Fire Protection - Cheryl Madden

- A. Spring Fire Mitigation Plans - Item not considered.**

VII. Roads / General Maintenance - Charles Robertson

President Robertson reported that scheduled road cleaning had been delayed due to staffing shortages and was expected the following week. Additional cleanup work around the park area on Dunvegan was also discussed for April.

VIII. Utilities Projects - Stephen Adams

- A. Sierra Mountain Internet (SMI) P3 Contract & Project Update - Item already discussed during Treasurer's Report.**

6. NEW BUSINESS

I. Contractor and Consultant Policy Amendment (Vote) - Charles Robertson

The Board discussed a proposed amendment to the Contractor and Consultant Policy intended to provide limited flexibility for low-risk contractor services, including meter reading services where contractor availability has been limited due to licensing and insurance requirements relative to the scope of work.

Motion: Approve proposed amendment to Contractor and Consultant Policy.

Motion by: Stephen Adams

Seconded by: Cheryl Madden

Vote: **3–0**

Motion **passed**.

II. **Membership Renewal (Vote)** - Rachel Rose

The Board discussed annual renewal of District insurance and organizational memberships, including MemberGuard, CRWA, and CSDA.

Discussion included:

- **MemberGuard 2026–2027 renewal** for District insurance, estimated at approximately \$4,800, including administrative fees;
- **CRWA membership renewal**, estimated at approximately \$565, which supports District insurance eligibility and provides related member benefits; and
- **CSDA membership renewal**, which provides legislative updates, training resources, and special district support. The District's 2026 CSDA membership had already been paid in November 2025, and future CSDA dues will be presented for Board review as part of the annual renewal cycle.

Motion: Approve annual renewal of MemberGuard and CRWA memberships, and authorize future annual membership renewals to be presented to the Board for review when changes or new approvals are needed.

Motion by: Cheryl Madden

Seconded by: Stephen Adams

Vote: **3–0**

Motion **passed**.

III. **.Gov Migration Budget Allocation and Streamline Contract Review (Vote)** - Rachel Rose

The Board discussed migration to a new District website platform intended to improve compliance, accessibility, transparency, and records management capabilities.

Discussion included:

- Proposed use of Streamline for website hosting and compliance support services;
- Future transition planning for a .gov domain;
- A proposed budget allocation of approximately \$4,700, including a one-time website build fee and first-year annual subscription costs;
- Creation of District-managed email accounts to support operational continuity, cybersecurity, and Board transitions; and
- Use of reserve funds for initial implementation costs, with future annual costs to be incorporated into District budgeting.

Motion: Approve proceeding with the District website migration, .gov transition planning, and associated District email services, including use of Money Market reserve funds for first-year implementation costs, with future annual costs to be incorporated into District budgeting.

Motion by: Cheryl Madden

Seconded by: Stephen Adam

Vote: **3-0**

Motion **passed**.

7. BOARD & DISTRICT PERSONNEL ANNOUNCEMENTS

IV. **Committee Engagement** - Rachel Rose

District personnel and Board members encouraged community participation in District committees and volunteer efforts.

Discussion included the role of committees in supporting Board operations, increasing community involvement, and providing opportunities for resident collaboration and feedback regarding District matters.

8. FUTURE AGENDA ITEMS & NEXT MEETING

I. **Special Meeting(s) Scheduling** -

The Board discussed scheduling a future Board workshop meeting.

- II. The **next Regular Meeting** of the HGCSO Board will be held on Thursday, **June 25, 2026 at 4:00 PM**. Meeting to be held at the Applegate Civic Center.

9. ADJOURNMENT

Motion: Adjourn the meeting.

Motion by: Stephen Adams

Seconded by: Cheryl Madden

Vote: **3-0**

Motion **passed**.

The meeting adjourned at **5:17 PM**.

** Agendas, Minutes, and supporting District meeting materials posted on the HGCSO website: hgcsd.net. Financial reports will be included with the posting of the Minutes.*