



Heather Glen Community Services District

HEATHER GLEN COMMUNITY SERVICES DISTRICT REGULAR BOARD MEETING MINUTES — Q2 2026

Thursday, June 25, 2026 — 4:00 PM
Applegate Civic Center
18014 Applegate Road
Applegate, CA 95703

MINUTES

I. CALL TO ORDER AND ROLL CALL

The regular meeting of the Board of Directors of the Heather Glen Community Services District (HGCSD) was called to order at **4:03** PM by Board President Charles Robertson at the Applegate Civic Center. A quorum of the board was **present**.

Directors Present:

- Charles Robertson, President
- Marc Krupin, Vice President
- Cheryl Madden, Treasurer

Directors Absent:

- Gary Bundesen, Director
- Stephen Adams, Director

District Personnel Present:

- Rachel Rose, General Manager & Board Secretary

Other Present:

- Four (4) members of the public
- Scott Stanfield, Sierra Mountain Internet (SMI)

II. APPROVAL OF AGENDA

Motion: Approve the agenda as amended to have Scott Stanfield provide the Fiber Project Ad Hoc Committee update and President Robertson provide the Roads Committee update.

Motion by: Marc Krupin

Seconded by: Cheryl Madden

Vote: **3–0**

Motion **passed**.

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

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

III. APPROVAL OF MINUTES

A. May 15, 2026 Special Board Meeting Minutes

Motion: Approve the May 15, 2026 Special Board Meeting Minutes as presented.

Motion by: Cheryl Madden

Seconded by: Marc Krupin

Vote: 3–0

Motion passed.

IV. PUBLIC COMMENT ON NON-AGENDA ITEMS

Members of the public were provided an opportunity to address the Board regarding matters within the District's jurisdiction that were not listed on the agenda.

No public comment was received.

V. REPORTS AND INFORMATIONAL ITEMS

A. Financial Reports — Chris Locken

In Ms. Locken's absence, Treasurer Cheryl Madden presented the financial reports.

1. Statement of Activity / Profit & Loss

The Board reviewed the Profit & Loss by Fund for the period ending June 24, 2026.

Discussion included:

- Reorganization of financial reporting categories;
- Revenue and expenses by District fund;
- Impacts of the 2025 fee adjustments;
- PCWA water costs and potential future review; and
- Grant and interest income.

2. Bank Account Statements and Reserve Fund Status

The Board reviewed current bank account statements and reserve fund balances.

- **Checking:** \$20,485.05
- **Money Market:** \$245,150.31

Motion: Receive and file the financial statements as presented.

Motion by: Charles Robertson

Seconded by: Marc Krupin

Vote: 3–0

Motion passed.

B. General Manager Report — Rachel Rose

1. Administrative Update

The General Manager reviewed topics of interest from the Q2 2026 Quarterly Administrative Report.

Updates included:

- .gov project and new HGCSD website;
- Q3 billing, email invoice delivery, and customer contact information verification;
- Property sale and escrow process improvements;
- Water conservation and water system processing;
- District certifications, training requirements, and continuing education; and
- Ongoing District policy development.

Customer contact verification materials were planned for distribution with the Consumer Confidence Report or July billing, with email invoice delivery planned to begin with the August billing cycle.

Property sale and escrow process improvements were identified for a future agenda.

2. Committee Engagement Request

The General Manager encouraged increased community participation in District committees and volunteer opportunities.

VI. COMMITTEE AND OPERATIONS ITEMS

A. Emergency Preparedness & Wildfire Committee — Cheryl Madden

1. Discussion and Possible Action: Hunt Propane Safety/ Line Survey – Shawn Thompson

In Mr. Thompson's absence, Director Madden led the discussion.

The Board discussed safety and maintenance needs associated with the community propane system following the prior transition from Campora to Hunt Propane.

Discussion included Hunt's system survey, maintenance and corrosion/electrolysis protection needs, and estimated costs of approximately \$3,000.

Members of the public asked questions regarding maintenance responsibility, the scope of Hunt's survey, and the value of preventative maintenance. The Board also discussed reviewing the applicable agreement to further clarify responsibilities.

Motion: Allocate \$3,000 to support Hunt Propane's maintenance plan upon receipt of an itemized billing and scope of work.

Motion by: Cheryl Madden

Seconded by: Marc Krupin

Vote: 3–0

Motion passed.

2. Discussion and Possible Action: Hotchkiss Hill Tank Access Road Improvements Grant Funding Request

The Board discussed the Hotchkiss Hill tank access road and related grant funding.

Discussion included:

- The District's FAP grant application was not funded during the current cycle, with plans to pursue future funding opportunities;
- Approximately \$3,000 had previously been authorized for road improvements;
- Improved access is important for fire protection and emergency response;
- Recent grading substantially improved the road;
- Approximately \$1,750 of the previously authorized funding remained available; and
- Existing lease arrangements and responsibility for future road maintenance costs.

The Board discussed notifying lessees of a shared \$525 road repair cost and beginning discussions regarding amendments to the leases to address future road maintenance responsibilities.

Motion: Bill lessees for their shared road repair costs and send notice of the District's intent to renegotiate the leases regarding future road maintenance responsibilities.

Motion by: Charles Robertson

Seconded by: Cheryl Madden

Vote: 3–0

Motion passed.

3. Q2–Q3 Wildfire Mitigation Plans — Update / Discussion

The Board discussed development of an additional emergency evacuation route serving the north side of the District.

Director Madden reported progress toward establishing an evacuation route through the A Lane area and potential assistance from CAL FIRE with vegetation and tree removal in September 2026.

Discussion included use of an existing sewer easement, structures located within easement areas, and the importance of clearly identifying emergency evacuation routes as emergency-use-only routes, rather than general pedestrian or vehicle access.

B. Financial Operations Group — Cheryl Madden

1. Customer Account Status Summary — Update / Discussion

The Board received an update regarding delinquent customer accounts and Payment Plan Agreements (PPAs).

Seven active PPAs were reported, with approximately \$36,000 in total outstanding customer balances.

The Board also received an update regarding collection of a previously recorded property lien and related title issues.

2. Audit Updates — Update / Discussion

The Board received an update regarding required financial reporting. The District's CPA completed the Financial Transaction Report (FTR) and was preparing the GCC related to Q1 2025 employees. Required filings and records were also discussed.

C. Water & Sewer Committee — Marc Krupin

1. PCWA Update — Update / Discussion

Director Krupin provided an update regarding the planned PCWA consolidation project.

Discussion included:

- Approximately \$16.7 million in State funding toward the approximately \$17 million project;
- The anticipated project timeline had been extended approximately one year, with completion currently projected for September 2030;
- PCWA was evaluating design alternatives to address project costs; and
- PCWA was unable to begin with the District's tank as a separate first phase.

The Board discussed the need to continue maintaining the existing District water system during the extended consolidation timeline.

2. Discussion and Possible Action: Water Tank Maintenance

The Board discussed current Water Treatment Plant and water tank conditions and anticipated maintenance needs.

Discussion included:

- Improved Water Treatment Plant maintenance and organization;
- Condition and maintenance requirements of the existing redwood tank;
- Prior evaluation of tank-liner alternatives and limitations associated with the redwood tank;
- Routine exterior washing, sealing, and fire-protection treatment;
- Interior tank inspection and cleaning;
- Estimated maintenance costs of approximately \$18,000;
- PCWA canal maintenance and associated water interruptions;
- Recent fire hydrant flushing; and
- Reports of reduced water pressure and shortened residential filter life, which were being evaluated by the District's water operator.

Motion: Include \$18,000 in the 2026–2027 budget for water tank maintenance.

Motion by: Marc Krupin

Seconded by: Cheryl Madden

Vote: 3–0

Motion passed.

3. Consumer Confidence Report — Update / Discussion

The Board received an update regarding the annual Consumer Confidence Report (CCR). The CCR was scheduled to be mailed to customers and posted publicly by the end of June.

The Board discussed future electronic delivery preferences and decided that the opt-in letter would be sent separately with the next billing rather than included with the CCR to avoid confusion.

4. Discussion and Possible Action: Sewer Treatment Scheduling

The Board discussed sewer system maintenance and future treatment scheduling.

Discussion included:

- Current condition of the sewer treatment system;
- The most recent Root-X treatment, completed April 26, 2025;
- Appropriate timing for the next Root-X treatment;
- Maintenance considerations associated with the District's clay sewer lines;
- Potential use of camera inspections for preventative maintenance;
- Potential resident use of Root-X;
- Availability of existing Root-X inventory; and
- Potential volunteer participation, subject to review of appropriate procedures and liability considerations.

Director Krupin agreed to obtain additional information regarding the Root-X treatment process and requirements.

Members of the public commented regarding proactive sewer line inspections, pipe lining options, Root-X treatments, and potential community participation.

No action was taken.

D. Roads Committee — Gary Bundesen

In Director Bundesen's absence, President Robertson provided the Roads Committee update.

1. Discussion and Possible Action: Slurry Seal Planning

President Robertson reported that estimates were being obtained for future slurry sealing work. The proposed work will return to the Board for consideration and approval after estimates are available.

The Board also discussed contacting Placer County regarding sealing of Heather Glen Drive.

No action was taken.

E. Fiber Project Ad Hoc Committee — Scott Stanfield

This item was heard out of agenda order following Public Comment to accommodate Mr. Stanfield's schedule. Mr. Stanfield provided the project update in place of Committee Chair Stephen Adams.

1. Fiber Project Update — Update / Discussion

Scott Stanfield of Sierra Mountain Internet (SMI) provided an update regarding the District fiber infrastructure project.

Discussion included:

- Phase 1: Infrastructure serving 17 homes was substantially ready, with final splicing, testing, and AT&T connection remaining;
- Phase 2: Work could begin on approximately five additional homes following completion of required AT&T work;
- The project consists of five planned phases;
- Approximately 2,500 feet of conduit and 6,500 feet of fiber had been purchased, including capacity for current customer service and future expansion/redundancy;
- Approximately 250 feet of conduit to the AT&T pole had been completed, with an additional 75–90 feet identified as necessary for code compliance;
- AT&T activation requirements, including an approximately \$8,000 activation fee, had been satisfied;
- AT&T coordination, utility marking, permitting, and service representative changes had contributed to project delays and additional equipment rental costs;
- SMI had obtained contractor quotes and was seeking an additional quote for professional services; and
- Following AT&T connection, SMI anticipated proceeding with Phase 1 completion and subsequent phases.

The Board also discussed subscriber levels, project financing, system redundancy, anticipated construction timelines, and physical conditions affecting installation.

A member of the public commented regarding other fiber infrastructure being installed in the area and associated service considerations.

F. 2026–2027 Budget Ad Hoc Committee — Cheryl Madden

1. Discussion and Possible Action: Review and Adopt 2026–2027 District Budget

The Budget Ad Hoc Committee presented its recommendations for the proposed 2026–2027 District budget.

The Board reviewed operating revenues and expenditures by fund and compared the proposed budget with the prior year.

Discussion included:

- Changes in overall operating costs;
- PCWA water charges and metering methodology;
- Spreading a proposed catch-up adjustment over three months rather than collecting it in a single billing;
- IT and records-management infrastructure;
- Water tank maintenance;
- Wildfire evacuation route improvements; and
- Allocation of financing proceeds to assigned capital funds.

The Profit & Loss report was provided as supporting material.

Motion: Approve \$3,000 for the DocAccess subscription, \$500 for implementation, and approximately \$588 for Google Workspace as part of the District's IT infrastructure.

Motion by: Cheryl Madden

Seconded by: Marc Krupin

Vote: 3–0

Motion passed.

Motion: Approve an \$8 catch-up fee adjustment across Q4, beginning October 10, 2026, for all 102 customer accounts.

Motion by: Cheryl Madden

Seconded by: Marc Krupin

Vote: 3–0

Motion passed.

Motion: Appropriate \$800 to complete the north wildfire evacuation route.

Motion by: Cheryl Madden

Seconded by: Marc Krupin

Vote: 3–0

Motion passed.

Motion: Approve the 2026–2027 District budget as presented, with \$37,446 in total financing, less the \$18,000 allocated for water tank maintenance, assigned to the Capital Assets Fund.

Motion by: Cheryl Madden

Seconded by: Marc Krupin

Vote: 3–0

Motion passed.

VII. NEW BUSINESS / ACTION ITEMS

A. Discussion and Possible Action: Adopt Election Resolution Requesting Placer County Election Services for the November 3, 2026 General Election – Rachel Rose

The General Manager presented the resolution requesting Placer County election services for the November 3, 2026 General Election.

Discussion included:

- Board seats with terms expiring in 2026;
- The process for filling Board seats;
- The candidate filing process;
- The candidate filing period of July 13 through August 7, 2026; and
- An anticipated open Board seat.

Motion: Adopt the election resolution requesting Placer County election services for the November 3, 2026 General Election, as presented.

Motion by: Charles Robertson

Seconded by: Cheryl Madden

Vote: 3–0

Motion passed.

VIII. FUTURE AGENDA ITEMS AND NEXT MEETING

The next Regular Meeting of the HGCSD Board is scheduled for Thursday, September 24, 2026, at 4:00 PM at the Applegate Civic Center.

IX. ADJOURNMENT

Motion: Adjourn the meeting.

Motion by: Marc Krupin

Seconded by: Cheryl Madden

Vote: **3—0**

Motion **passed**.

The meeting adjourned at **6:50 PM**.

Public Participation, Agenda Materials, and Accessibility

Members of the public may comment on non-agenda items during Public Comment and on agenda items before Board action. Public comments may be limited to three minutes per speaker unless adjusted by the Chair. Speakers should wait to be recognized and address comments to the Board as a whole. Please avoid sharing private, personal, or account-specific information during public comment. Agendas, minutes, and available supporting meeting materials are posted on the District website at hgcsd.net. Requests for disability-related accommodations or agenda materials in alternative formats should be directed to the District at HeatherGlenCSD@gmail.com or (530) 492-0577 at least 48 hours before the meeting when possible..