



Heather Glen Community Services District Special Meeting Minutes - February 27, 2025

Applegate Civic Center
18014 Applegate Road
Applegate, CA 95703

1. MEETING CALL TO ORDER @ 4PM. & PLEDGE OF ALLEGIANCE Those present included: *Board Members Charles Williams, Marc Krupin, Cheryl Madden, Gary Bundesen, and Stephen Adams. General Manager/Board Secretary, Rachel Rose. Sierra Mountain Internet representatives, Scott Stanfield, Jennifer Stanfield, and Duane Armstrong. Also present were 16 homeowners from Heather Glen CSD.*

2. APPROVAL OF MINUTES

- a. Review of Previously Missing Minutes of Meeting for September 2023
- b. Review & Approval of Revised Minutes of Meetings for June 18th, September 25th, and November 18th
- c. Review & Approval of Minutes of Meetings for December 5th and 6th
- d. Review & Approval of Minutes of Meeting for January 23rd

Motion to approve all minutes made by Marc Krupin. Seconded by Cheryl Madden.

Votes in favor (5)

Against (0)

MOTION PASSED to Approve Minutes

3. OLD BUSINESS

a. District Memberships

- i. California Rural Water Association (CRWA) membership
 1. HGCSO paid in 2024 to join the MemberGuard Program as conditional membership required to cover the gap in liability insurance for the county. CRWA membership is separate and is required for the MemberGuard Program membership.
 2. CRWA Membership Benefits & Cost - Rachel Rose
 - a. Benefits (some): Reductions in class fees and access to Water Education training. A quarterly magazine subscription, and Membership Directory & Industry

Resource Guide. Technical Assistance with source water assessment & protection plans. Product discounts through their Preferred Provider Program.

b. Cost: \$513 for 2025 membership.

- ii. MemberGuard 2025-2026 Renewal (*due in April*)
 - 1. HGCSO paid ~\$550 in 2024 to join the MemberGuard Program as conditional membership required to cover the gap in liability insurance for the county. All MemberGuard members renew on April 1st each year.
 - 2. The Financial Committee is looking into another quote for liability insurance.

Motion to TABLE all membership decisions until the next meeting made by Marc Krupin. Seconded by Steve Adams.

Votes in favor (5)

Against (0)

MOTION PASSED to TABLE memberships vote until next meeting in March.

- iii. LAFCO - Cheryl Madden
 - 1. LAFCO communication re: Correction of County/ Election Office re: HGE residences only voting change.
 - a. LAFCO is an agency that communicates with Placer County and is the contact to make changes with the county election office.
 - b. Issue: People that are not residents within Heather Glen Estates or receive water services from HGCSO (live on Applegate Rd) are currently able to vote towards the HGCSO board elections. We need to connect with LAFCO to have these 6 voters removed.
 - i. Charlie Williams volunteered to reach out to LAFCO as we don't have a dedicated committee.
 - 2. LAFCO seat nomination
 - a. Charlie William to follow up with LAFCO.
 - iv. CSDA Board of Directors Seat Nomination Seat B
 - 1. Not addressed
- b. Past Dues / Water Shut Off Policy - Steve Adams**
- i. Report on goals and design
 - 1. Past dues have gotten better, except for one account which has had a lien on it for the past year. This may be based on

notices sent out by Rachel Rose in January on accounts >90 days past due.

2. Committee looked at PCWA policy for guidance.
3. Next steps: Past Dues Policy to be added to future invoices to ensure customer compliance and consequence transparency.

c. Confirmation of Committees and Chairs

- i. Water & Sewer = Marc Krupin / Gary Bundesen
- ii. Roads/General Maintenance = Gary Bundesen / Marc Krupin
- iii. Finance/Budget = Cheryl Madden / Marc Krupin
- iv. Utilities (Internet/Fiber/Towers) = Steve Adams / Cheryl Madden
- v. Fire Protection/Weed Control = Cheryl Madden / Charlie Williams
- vi. Welcome Committee = Charlie Williams + member of community

4. NEW BUSINESS

a. Plans for 2025 CC&R & ByLaws review and revisions - Charlie Williams

- i. Reminder that the CC&Rs and ByLaws are posted on the HGCSO website (hgcsd.net) for resident review.
- ii. Interest in having HGCSO CC&Rs reviewed because a) they haven't been reviewed in a while, and b) we want to have them strengthened. Also have interest in looking at HGCSO ByLaws to make sure everything is up to date / current with responsibilities to the district.
- iii. Review by a lawyer will be necessary.

b. Committee Updates:

i. Roads / General Maintenance - Gary Bundesen

1. Review & Discussion of Road Cleaning and Maintenance Expenses, and Plans for 2025
 - a. Repairing cracks - half this year, other half next year
2. Review the Costs as an Employer for Road and Admin employees
 - a. 3 bids from landscapers for every other week throughout the year. Hoping to cost less than having an onsite person.
 - b. Pick up pine needles
 - c. Resident Question: Can we still leave piles of green waste on the street for pick-up?
 - i. Answer: We are moving away from that project as it's not cost effective. The District is moving focus away from personal property maintenance, but everything is under review with the committees.

1. We should have a solid answer for pine needles by the fall. It should also be noted that Heather Glen Drive is a county road, but we are looking at maintenance options for that road as well / to be included in the process.
2. Landscaping would only pick up from the street. Maintenance on personal property would require residents to hire services themselves. The board is going to talk to the current maintenance people (Alan and Jeshua) as a possible option for residents to personally hire.

ii. Water / Sewer - Marc Krupin

1. Review and Discussion of Future Updates / Changes to Water Bills
 - a. Finance committee is currently reviewing profit/loss for water and will provide insights on potential changes to the water bill in the future.
 - b. Had to pay to have a root removed. \$900 for Root-X fix (\$2k was already approved at January's meeting).
 - c. Our water is in compliance, but the system is getting old.
 - d. The redwood water tank was recently sealed.
 - e. Request for residents to conserve water in the summer, please. We only have so much water.
2. Water & Sewer Responsibilities
 - a. Letter coming in next bill - Marc Krupin read aloud for the residents present. Summary/Highlight: water in the street/sewer = HGCSD responsibility, large water bill = resident responsibility.
 - b. Resident Question: Would it help if residents bought Root-x and used it 2x per year?
 - i. Answer: Yes, Root-X would help. Gary Bundesen has the contact info for buying that specific brand. Residents can buy another brand from a big box hardware store (i.e. Home Depot) or Amazon for ~\$63.

iii. Fire Protection - Cheryl Madden

1. Evac routes

- a. 616 Sinclair Ct evac route established - location = the temporary easement on the top of Lonnie & Lindy's driveway
- b. Dunvegan N and A Lane evac route - In Progress. Can't use the old route as it's not safe.
- c. A Lane evac (near Weaver Hill) utility easement - In Progress.

2. Project Updates

- a. Coming back mid-march for more vegetation removal/burn.
- b. Need volunteers for burn piles in the next phase - only have a couple more months to complete ~3 more days worth of work.
- c. Over 5-6 months, Washington Conservation Group did a sweep of Hotchkis Hill near tank - COMPLETED
 - i. Completed, and under budget (\$2,300)
 - ii. Doing everything we can with current water tank until PCWA can take over
- d. Placer County Road Department has not been weed spraying county roads. They are coming back and doing Applegate this year. Cheryl Madden will be their contact person for our community.
- e. Still working on HGE perimeters, but we have not heard back from the land owners yet.

iv. Utilities - Steve Adams

1. Fiber Optics Reminder & Vote on Fiber Project (*Special Guests, Scott Stanfield, Jennifer, & Duane*)

- a. Fiber Optics Reminder - Fiber filer & form will be included with the next water bill. Residents to return interest confirmation with Feb check. (Requires 70% interest).
 - i. The (8) renters that don't receive a monthly invoice will receive letters/forms directly from Charlie Williams.
- b. Scott Stanfield - Sierra Mountain Internet (SMI):
 - i. Once 70% interest is attained, the community will vote before the project begins.
 - ii. Not sure on the exact project timeline, but SMI hopes that once the main fiber optic lines are down, it may only take 2 months to complete, doing 5 houses per day. SMI is still troubleshooting some logistical details.

- iii. Regarding emergency services, fiber has back up systems in case the power goes out, so there are no concerns for connectivity. There will be no overhead lines to be concerned about trees too. In short, the phones will stay on.
 - 1. SMI fiber will be connected to AT&T, who have the best lines in the area.
- iv. SMI are investing \$50k to set everything up.
- v. Former DACOM clients don't have to pay the \$250 install fee.
- vi. \$99 rate for full speed, with a 3-year contract pricing guarantee. Potential for inflation rate increases based on market.
- vii. SMI will price match, but will also match the speed. Noting that SMI hasn't enforced a contract with a customer before, so shouldn't be a point of concern when deciding interest in fiber.
- viii. Benefits of fiber for residents on the fence about interest in fiber:
 - 1. Fiber hook-up could be beneficial to selling price.
 - 2. AT&T is moving away from providing home phone lines
- c. Board to vote on a 10 or 20 year commitment to SMI for exclusive fiber service access to Heather Glen Estates, with a 5 year roll-over option.

Motion to approve a 20-year commitment made by Steve Adams. Seconded by Gary Bundesen.

Votes in favor (5)

Against (0)

MOTION PASSED to move forward with a 20-year commitment to Sierra Mountain Internet for fiber service in Heather Glen Estates.

- v. **Finance Committee** - Cheryl Madden
 - 1. Came to the board's attention that we need to make sure we are allocating all monies / budgets specifically by accounts. This is a compliance requirement.
 - 2. Under this requirement, the District hasn't been able to cover the costs for roads, operations/administrative, and sewer with our current rates for each. (Our current water budget

seems to be okay.) To meet compliance, we may be looking at an increase to our billing.

- a. Operations/Admin costs are currently really high. The Finance Committee is looking into cost-savings: other liability insurance options, moving away from being an employer, etc.

3. We are looking to update and streamline processes to save time (aka money), as well as update our cost categories.

c. Customer/Contact Privacy Policy (New Administrative Requirement) -

Rachel Rose

- i. Discuss implementing a privacy policy for the district and clear data protection agreements to ensure privacy law compliance (i.e. CPRA and CCPA).

1. Personal information is collected from district residents / water service customers such as names, addresses, and contact details. While names and addresses are often considered public records, other sensitive information (such as phone numbers, emails, and payment details) is more protected and is generally subject to the California Public Records Act (CPRA).

- ii. Cheryl Madden to bring a policy to the next board meeting for a vote.

5. ADJOURNMENT - 5PM.

- a. *Motion to Adjourn made by Marc Krupin; Seconded by Gary Bundesen.*

Votes in favor (5)

Against (0)

ADJOURNED

The next Regular Meeting of the HGCS D Board will be held on Thursday, March 27, 2025 at 4PM. Meeting to be held at the Applegate Civic Center.