



HGCSD SPECIAL BOARD MEETING MINUTES – BOARD OF DIRECTORS WORKSHOP

May 7, 2026 - 4:00 PM

Applegate Civic Center

18014 Applegate Road

Applegate, CA 95703

MINUTES

1. CALL TO ORDER & ROLL CALL

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
- Marc Krupin, Vice President
- Cheryl Madden, Treasurer
- Gary Bundesen, Director
- Stephen Adams, Director

Directors Absent:

- None

District Personnel Present:

- Rachel Rose, General Manager & Board Secretary

Other Present:

- **Ten (10)** members of the public

The **Pledge of Allegiance** was recited.

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

2. APPROVAL OF THE AGENDA

Heather Glen Community Services District

PO Box 715

Applegate, CA 95703

Email: HeatherGlenCSD@gmail.com

Phone: (530) 492-0577

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

Motion: Approve the current meeting's agenda.

Motion by: Stephen Adams

Seconded by: Gary Bundesen

Vote: **5–0**

Motion **passed**.

The Board discussed certain items out of order. For ease of public review, these minutes are organized according to the posted agenda.

3. APPROVAL OF MINUTES FROM DECEMBER 22, 2025 & MARCH 26, 2026

Motion: Approve the meeting minutes from December 22, 2025 and March 26, 2026.

Motion by: Gary Bundesen

Seconded by: Cheryl Madden

Vote: **5–0**

Motion **passed**.

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.

No public comment was received.

5. NEW BUSINESS

I. Goals –

The Board discussed District goals and long-term planning, including potential one-year, three-to-five-year, and ten-year priorities. Discussion emphasized the need to move from a primarily reactive posture toward more proactive planning, budgeting, and project prioritization.

Discussion included:

- PCWA transition planning: The Board discussed the anticipated future transfer of water service responsibilities to PCWA, the potential effect on District revenue and operations, and the need to understand future billing, revenue, and administrative impacts.
- Water supply and conservation: The Board discussed PCWA drawdown days, impacts to District water operations, treatment, tank conditions, turbidity, and the need to notify customers about temporary water conservation days in May 2026.
- Customer communications: Discussion included improving customer contact information, increasing use of email, potential electronic billing and statements, and the need for customers to regularly review District notices.

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- Billing structure: The Board discussed the concept of separating fixed District charges from water usage charges and the possibility of evaluating a different billing cycle for water usage in preparation for future PCWA billing practices.
- Roads and infrastructure: The Board discussed road maintenance priorities, the access road to the water tank, grant opportunities, and the need to evaluate future road, sewer, and other infrastructure projects in connection with budget planning.
- Wastewater and District assets: Discussion included the wastewater pond, long-term regulatory considerations, generator and infrastructure assets, and the importance of documenting asset condition and future needs.
- Financial planning: Discussion included annual reporting, the anticipated cost of a multi-year audit, District tax revenues, reserve funds, emergency funding considerations, and use of budget planning to align projects with available funds.
- Policies, compliance, and risk management: Discussion included CC&R review, possible outdated language, Board protections, District insurance coverage, contractor policies, use of waivers, and training requirements for Board members.

No formal Board action was taken under this item.

II. Committee Alignment –

The Board discussed committee structure, Board member participation, community involvement, and the distinction between standing committees and ad hoc committees. The discussion included the need to comply with open meeting requirements applicable to standing committees and to avoid creating a Board quorum on any committee.

Discussion included:

- Standing committee concepts discussed included Water & Sewer, Roads, Finance, and Emergency Preparedness & Wildfire. The Board also discussed whether certain utilities or project-specific topics should be handled through ad hoc committees when appropriate.
- The Board discussed maintaining appropriate privacy and confidentiality for finance-related review while ensuring Board oversight and compliance.
- The Board discussed possible committee assignments and areas of director responsibility, including water/sewer, roads, wildfire/emergency preparedness, finance, and community welcome/outreach functions.
- Community participation was discussed, including possible involvement of residents in committees or volunteer activities, subject to review of liability, insurance, waiver, and District policy considerations.
- The Board discussed the potential creation of a welcome/community outreach function, a realtor information sheet on the District website, and improvements to community communication channels.

No formal Board action was taken under this item.

6. BOARD & DISTRICT PERSONNEL ANNOUNCEMENTS

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I. **Bulletin Board Reminder –**

The Board discussed the District bulletin board located near the corner of Heather Glen Drive and Dunvegan Drive, possible addition of a separate community-focused posting area, and the need to discourage postings on traffic signs or other unauthorized locations.

Public input was received regarding possible posting options, including use of a community board, the Applegate post office board, or a donated sandwich board.

II. **Trail-Related Announcement –**

A brief announcement was provided regarding trail conditions and dog waste stations. Related material costs were handled administratively within the District's reimbursement authority. No formal Board action was taken.

7. FUTURE AGENDA ITEMS & NEXT MEETING

I. **Special Meeting(s) Scheduling –** The Board discussed scheduling a finance focused special meeting before the next quarterly meeting.

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

Director Adams left the meeting at 5:51 PM, bringing total directors present to four (4). A quorum was still present.

8. ADJOURNMENT

Motion: Adjourn the meeting.

Motion by: Marc Krupin

Seconded by: Gary Bundesen

Vote: **4–0**

Motion **passed**.

The meeting adjourned at **5:55 PM**.

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