



Heather Glen Community Services District

HEATHER GLEN COMMUNITY SERVICES DISTRICT SPECIAL BOARD MEETING MINUTES

August 6, 2026 - 4:30 PM

Front Deck

18625 Douglas Drive

Applegate, CA 95703

MINUTES

1. CALL TO ORDER AND ROLL CALL

The special meeting of the Board of Directors of the Heather Glen Community Services District was called to order at **4:32 PM** by Board President Charles Robertson at 18625 Douglas Drive, Applegate, CA 95703. A quorum of the Board was present.

Directors Present:

- Charles Robertson, President
- Marc Krupin, Vice President
- Cheryl Madden, Treasurer
- Gary Bundesen, Director

Directors Absent:

- Stephen Adams, Director

District Personnel Present:

- Rachel Rose, General Manager and Board Secretary

Other Present:

- One (1) members of the public

2. APPROVAL OF THE AGENDA

President Robertson noted that the Pledge of Allegiance would not be conducted due to the meeting location.

Motion: Approve the meeting agenda without the Pledge of Allegiance.

Motion by: Marc Krupin

Seconded by: Cheryl Madden

Vote: 4-0

Motion passed.

Heather Glen Community Services District

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3. PUBLIC COMMENT ON NON-AGENDA ITEMS

A member of the public asked whether concerns regarding vehicles parked outside Heather Glen Estates had been addressed. President Robertson explained that concerns involving vehicles outside District-maintained roads may be reported to the appropriate law enforcement agency.

4. NEW BUSINESS

I. Discussion and Possible Action: Road Slurry Bids and Scheduling – Gary Bundesen / Charles Robertson

The Board was presented with **three bids for the proposed road slurry work** and discussed the scope, timing, and cost of planned road maintenance.

The bids received were:

- **Baldoni:** \$38,500
- **Second bid:** \$37,957
- **Gerry Fillmore:** \$36,799

The bids included slurry sealing of District roads other than B Lane, which had been sealed more recently.

The Board discussed:

- The District's general three-year slurry seal maintenance cycle;
- The importance of completing the work during suitable summer weather;
- Whether the work should be divided between budget years and the potential additional mobilization and future cost increases associated with doing so;
- Fillmore's proposal to air-blow the roads before application, prior work within the District, local availability, and a recommendation from Applegate Garage;
- Areas of alligator cracking and other pavement deterioration, particularly on Dundee, that may require separate repair;
- Potential future patching needs; and
- The impact of current slurry seal costs on future Roads Fund budgeting.

The General Manager and Treasurer also provided an update regarding coordination with the County and the availability of District funds for the project.

A member of the public commented that road conditions vary throughout the District and noted that some areas are in better condition than others.

Motion: Accept the Gerry Fillmore bid and proceed with scheduling the work before weather conditions become unsuitable.

Motion by: Marc Krupin

Seconded by: Gary Bundesen

Vote: 4–0

Motion passed.

II. Water Tank Cleaning – Marc Krupin / Charles Robertson

A. Discussion: Water System / Quality Update

The Board discussed recent water quality concerns, customer complaints, testing, and Water Treatment Plant operations.

Discussion included:

- Concerns regarding PCWA raw-water turbidity and adjustments made by the 49er water system manager to the manner in which canal water enters the treatment plant;
- Reports of bio-slime observed on residential water filters;
- Continued coordination with the 49er water system manager regarding water testing and treatment;
- Addition of chlorination at the end of the treatment process, in addition to chlorination at the beginning;
- Anticipated increases in material and labor costs while the water quality concerns are evaluated;
- Interest in determining whether accumulated debris could be removed from the system; and
- Removal of old filing cabinets and other large discarded items from the Water Treatment Plant.

The Board also discussed the June 8, 2025 Douglas Drive water-line break in relation to the timing of reported water concerns.

B. Discussion and Possible Action: Linseed Oil Treatment Maintenance Timeline & Fire Risks

The Board was presented with information regarding the prior linseed oil treatment and current maintenance considerations for the exterior of the redwood water tank.

Discussion included:

- Aqua-Tech's representation regarding the relationship between linseed oil treatment and tank flammability;
- Board concerns regarding that representation and the quality of prior work;
- The current quote compared with the prior invoice;
- Existing vegetation clearance around the tank; and
- Potential use of shade cloth or another method to protect the tank.

The Board directed the General Manager to place shade cloth bids on the September meeting agenda for further consideration.

No formal action was taken on the linseed oil treatment.

C. Discussion and Possible Action: Aqua-Tech Tank Cleaning Proposal

The Board was presented with Aqua-Tech's proposal for exterior and interior water tank service in the amount of \$12,450.

Discussion included:

- Limited availability of qualified contractors providing this type of tank maintenance in the area;

- Attempts to obtain an additional proposal;
- Coordination with PCWA regarding the planned consolidation project and future replacement of the existing tank;
- A previously considered tank-liner alternative estimated at approximately \$40,000;
- The value of observing interior conditions during cleaning to better evaluate tank and water quality conditions;
- Interest from Directors Robertson and Bundesen in being present during the service;
- Whether exterior cleaning and treatment should remain within the scope of work;
- Potentially treating this as the final major cleaning before the anticipated PCWA consolidation; and
- The possible effect of spring canal interruptions and water conditions on the tank.

Motion: Accept Aqua-Tech's \$12,450 bid for exterior and interior tank service.

Motion by: Cheryl Madden

Seconded by: Marc Krupin

Vote: 4–0

Motion passed.

III. Discussion and Possible Action: Water-Service Discontinuation Notice Schedule for Delinquent Accounts – Cheryl Madden / Charles Robertson

The Board was presented with the current Water Service & Collections Policy and discussed the notice process for delinquent customer accounts.

Discussion included:

- The availability of Payment Plan Agreements (PPAs);
- The District's historical practice of allowing additional time beyond established collection timelines;
- Moving toward consistent application of the notice schedule established by District policy; and
- Requirements for physical posting of shut-off notices and the preference to have two individuals present when notices are posted.

No formal action was taken.

5. NEXT REGULAR MEETING

The next Regular Meeting of the HGCS D Board is scheduled for Thursday, **September 24, 2026 at 4:00 PM**. Meeting to be held at the Applegate Civic Center.

6. ADJOURNMENT

Motion: Adjourn the meeting.

Motion by: Gary Bundesen
Seconded by: Cheryl Madden
Vote: 4–0
Motion passed.

The meeting adjourned at **5:28 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.