

# **Heather Glen Community Services District**

## **Regular Meeting, June 18, 2024 at 4:00pm**

### **(Applegate Civic Center, 18014 Applegate Road, Applegate)**

- 1. MEETING CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**

**Special Mark D'Ambrogi, Fire Marshal, Placer Hills Fire Protection District**  
**Presentation: Fire Readiness for Fire Incidents (30 minutes)**

- 3. APPROVAL OF MINUTES - Special Meeting (March 28, 2024)**
- 4. ~~TREASURER'S REPORT~~ - Treasurer not in attendance**

#### **5. OLD BUSINESS**

##### **A) Roads & Grounds Committee - Gary Bundesen**

- 1) Update on asphalt overlay project on B Lane.
- 2) Report on actions and costs connected to weed abatement work & spraying

##### **B) Fire Protection Committee - Cheryl Madden (15 minutes)**

- 1) Harmon property owners have agreed to CalFire assistance to create a shaded fuel break east of Dunvegan Drive which will benefit HGE.
- 2) Vote on bid from Pat Huckins Trenching (\$9,990) to excavate a 20' x 25' x 5'H vault to bury 4 x 1,000 gallon Hunt propane tanks - Cheryl Madden
- 3) WRCC - Water tank hazardous fuel removal report (removing manzanita from area of water storage tank on top of Hotchkiss Hill.) and approval for funding.
  - \$414 - potty rental
  - \$2,254 - 8 days work (or less)
  - \$50 CEQA filing fee / Placer County
  - \$2,718 Total**
- 4) Project C @ Applegate Road
- 5) Project D @ Weaver Hill Road
- 6) District Road Cleaning Report  
(to continue \$300)
- 7) RCD Chipper Program Report  
(Free - Schedule when ready)
- 8) Wildfire Evacuation Route Signs installed at Sinclair Court. 3/4" rock to be ordered for 616 Sinclair driveway / access.
- 9) PG&E - Wood management work removal in process (report)
- 10) Blue Markers for fire hydrants  
Purchased / to be installed / installed
- 11) Emergency Prep Checklist & Info Sheet

##### **C) Budget Committee Report - Cheryl Madden**

#### **6. NEW BUSINESS**

**1) PCWA F.A.P. Grant Award** - HGCSO received notice (dated 5/31/24) that a Grant in the amount of \$32,980 has been approved. The intent of the Grant is that it will be used to study ways to reduce byproducts of disinfection chemicals (e.g. chlorine) in the drinking water. [Attached are (a) PCWA F.A.P. program “Funding Agreement” and (b) Gerry LaBudde’s “Engineering Services Agreement.” As part of the Engineering Services, 49er Water Service Company will be doing the necessary water testing associated with the study.]

**(HGCSO must electronically sign and return the Funding Agreement asap.)**

## **2) DISCUSSION ON WHETHER, BOARD NEEDS TO CREATE AN “ADMIN COMMITTEE”**

### **1) Biennial Review of the HGCSO Conflict of Interest Code**

HGCSO received notice from the office of the County Counsel that it is time for the board to review the HGCSO Conflict of Interest Code. A response from the HGCSO Board is required prior to August 2, 2024, submitting proposed amendments if amendments are necessary. Otherwise, if the Conflict of Interest Code does not need to be amended, a specific form needs to be submitted.. (Correspondence attached.)

**2) PCWA** letter concerning a change of one month earlier when PCWA will begin billing Summer rates, rather than Winter rates.

**3) California Rural Water Association - Two apprenticeship programs** intended to train a skilled workforce for the future, accredited by CalState Sacramento: (1) Water Operations Specialist and (2) Wastewater Operations Specialist. District would hire the apprentice, provide mentor 3 hours per week, then one-week training in cross-connection testing. Up to 50% wages can be reimbursed by County Job Center, or VA benefits.

**4) New requirement for a “Workplace Violence Prevention Plan” by July 1, 2024.**

**5) Review of ByLaws:** Revision - ADD Standing Committees (?)

**6) Review of final GM Job Duties Document**

## **7. CORRESPONDENCE - none**

## **8. G.M. QUARTERLY REPORT (See Attached Report)**

In addition to all regular duties of Board Secretary:

(1) Coordination with Hunt Propane

(2) Insurance carrier questionnaire

(4) Making Arrangements to attend the CSDA “G.M. Leadership Summit” in Anaheim June 23 through 26th. (Keeping costs to a minimum.)

## **9. REVIEW & APPROVE BUDGET FOR “G.M. Leadership Summit” CONFERENCE**

## **10. OPEN FORUM**

## **11. ADJOURNMENT**

The next Regular Meeting of the HGCSO Board of Directors is scheduled for **September 26, 2024**, at the Applegate Civic Center starting at 4:00pm