

This brief is being provided to inform the Board, staff and public of the details of an agenda item that requires action from the Board. The President of the Board will provide board members, staff, and the public the opportunity to ask questions about this topic when this agenda item is announced.

Date: June 20, 2024

Originator: Kim Seney, Policy Committee

Purpose: 1st Reading of Recommended Policy Number Changes

Desired Action by the Board:

Complete first reading by the board for amendments to a group of existing Policies that would change the policy numbers to match the CSDA Policy Template. Consider waiving 2nd reading and approving all number changes.

1. **Description:** The Policy Committee uses the templates provided by the CSDA as “guides” to create and update Gold Mountain CSD policies. Using the CSDA templates has enabled GMCS D to remain current on changing laws and also consider legally approved base templates as input to GMCS D policies. Our goal is to align the numbering schema of GM policies with the CSDA policies for easy and correct reference.
2. **Reason for Recommended Board Action - (*Consider compliance, cost savings, fixing a problem*):** The Policy Committee uses the templates provided by the CSDA as “guides” to create and update Gold Mountain CSD policies. Using the CSDA templates has enabled GMCS D to remain current on changing laws and also consider legally approved base templates as input to GMCS D policies. Our goal is to align the numbering schema of GM policies with the CSDA policies for easy and correct reference.

There are 20 already adopted GMCS D policies that the Policy Committee is recommending for number changes. No changes to the content of these policies have been made – only the number will change. The twenty polices are listed below and copies of each policy are included in the attachment for the Board’s reference.

Renumbering Recommendation:		
Proposed	Current	Policy Title
2135	2130	Late Fee and Interest Charge Limits of Forgiveness
2170	3030	Fixed Asset Accounting
2315	3039	Customer Identity Theft Prevention and Red Flags
2410	1020	Public Complaints
3106	2295	DMV Record Review Program
3135	2200	Pre Employment Physical Exam
3415	2150	Compensation
3460	2040	Sick Leave
3490	2020	Vacation
4100	4020	Attendance at Meetings
4110	4040	President
4115	4010	Code of Ethics
4120	4050	Directors
4125	4090	Training
4130	4015	Candidate Expenditure
4202	5040	Actions & Decisions
4210	5030	Meeting Conduct
4220	5060	Minutes
5010	3090	Excavation Policy
5310	1070	Policy to Promote Home Defensible Space Compliance

3. **Anticipated Impacts to the District (negative and/or positive) - (Consider financial impact, change in procedures, customer and staff communication and effect if recommendations are not adopted):**
Minimal time to update Policy Manual with revised policies reflecting new numbers.
4. **Anticipated Impacts to the Customer – Standby, Residential, Commercial:** None
5. **Recommendation (s):** The Policy Review Working Committee and the General Manager recommend that the Board review, discuss, waive 2nd reading and adopt policy number changes for the twenty-seven policies listed above.

ATTACHMENT 1

COPIES OF EXISTING POLICIES AFFECTED BY RENUMBERING PROPOSAL

Renumbering Recommendation:		
Proposed	Current	Policy Title
2135	2130	Late Fee and Interest Charge Limits of Forgiveness
2170	3030	Fixed Asset Accounting
2315	3039	Customer Identity Theft Prevention and Red Flags
2410	1020	Public Complaints
3106	2295	DMV Record Review Program
3135	2200	Pre Employment Physical Exam
3415	2150	Compensation
3460	2040	Sick Leave
3490	2020	Vacation
4100	4020	Attendance at Meetings
4110	4040	President
4115	4010	Code of Ethics
4120	4050	Directors
4125	4090	Training
4130	4015	Candidate Expenditure
4202	5040	Actions & Decisions
4210	5030	Meeting Conduct
4220	5060	Minutes
5010	3090	Excavation Policy
5310	1070	Policy to Promote Home Defensible Space Compliance

Gold Mountain Community Services District

POLICY HANDBOOK

POLICY TITLE: Investment of District Funds

POLICY NUMBER: 2130

2130.1 Premise:

- a) The Legislature of the State of California has declared that the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern (California Government Code (GC) §53600.6 and §53630.1); and,
- b) Government Code Sections 53601, et seq., allow the legislative body of a local agency to invest surplus monies not required for the immediate necessities of the local agency; and,
- c) The Treasurer of the Gold Mountain Community Services District (GMCSD) is required to annually prepare and submit a statement of investment policy, and any changes thereto, is to be considered by the District Board of Directors at a public meeting (GC §53646(a)). The statement shall also be annually presented to the District's Auditor.
- d) For these reasons, and to ensure prudent and responsible management of the public's funds, it is the policy of the GMCSD to invest funds in a manner which will provide the District with a high investment return with the maximum security while meeting the daily cash flow demands of the District and conforming to all statutes governing the investment of GMCSD funds.

2130.2 Scope:

This investment policy applies to all financial assets of the GMCSD. These funds are as accounted for in the annual audited financial statements of the District and include:

- a) Water and Sewer Operating Account
- b) Fire Operating Account
- c) Capital Restricted Water and Sewer Reserves
- d) Water and Sewer Operating Reserves
- e) Fire Capital Reserves
- f) Special Project Accounts as required

2130.3 Delegation of Authority:

Authority to manage the investment program is derived from CGC Sections 53600, et seq. Management responsibilities for the investment program is hereby delegated to the District Treasurer, who shall establish and maintain written procedures for the operation of the investment program consistent with this investment policy. Such procedures shall include explicit delegation to the designated Financial Director, responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the District Treasurer. The Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of the subordinate officials.

2130.4 Ethics and Conflicts of Interest:

Officers and employees involved in the investment process shall not engage in personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions. All such personnel shall meet the requirements for ethics training under AB 1234 and be current under California Code, Government Code - GOV § 87203 Conflict of Interest disclosures.

2130.5 Objectives:

As specified in GC §53600.5, when investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, the primary objectives of the investment activities, in priority order, shall be:

- a) **Safety:** Safety of principal is the foremost objective of the investment program. Investments of the District shall be undertaken in a manner that seeks to ensure the preservation of capital in the whole portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
- b) **Liquidity:** The secondary objective shall be to meet the liquidity needs of the District.
- c) **Yield:** The third objective shall be to achieve a return on the funds under the District's control.

2130.6 Prudence:

The Board of Directors and persons authorized to make investment decisions subject to these policies are fiduciaries subject to the prudent investor standard. When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a fiduciary shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including but not limited to, the general economic conditions and the anticipated needs of the District, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the District. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs; not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. Investment officers acting in accordance with written procedures and the Investment Policy objectives and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from policy or expectations are reported in the next issued quarterly treasury report and appropriate actions are taken to control adverse developments. When a deviation poses a significant risk to the District's financial position, the District Treasurer shall notify the GMCSB Board immediately.

Gold Mountain Community Services District

POLICY HANDBOOK

POLICY TITLE: Fixed-Asset Accounting
POLICY NUMBER: 3030

3030.1 The purpose of this policy is to ensure proper accounting control resulting in the maintaining of accurate financial reports of fixed assets. The procedures are intended to define fixed assets and to establish guidelines for their budgeting, purchase, use, accountancy, inventory, and disposal.

3030.2 It is the policy of the District that fixed assets be properly accounted for and used for appropriate District uses. It is the responsibility of the General Manager to ensure that fixed assets are inventoried, and accounted for by fund and asset category. The General Manager shall ensure that proper budgeting and purchasing guidelines are followed, and that fixed assets are adequately controlled and used for appropriate District purposes. On an annual basis the fixed asset inventory shall be updated and discrepancies, including any loss, shall be reported to the Board of Directors at its next regular monthly meeting.

3030.3 Generally, if an asset has a cost of greater than \$2,500 and has a useful life of more than one year, then the asset should be capitalized, coded to the appropriate asset account and added to the inventory listing. Applicable purchases for inclusion in said accounting shall be the following:

3030.3.1 Equipment, tools, and vehicles that individually have an original cost of more than \$2,500, or groups of an item with an aggregate cost of more than \$2,500;

3030.3.2 All land and building acquisitions regardless of price; and,

3030.3.3 Additions or major improvements to the District's service infrastructure.

3030.4 When any item defined in Section 3030.3.1 above is received, a unique identification number shall be assigned to said item, and the number recorded in the permanent inventory records.

3030.5 Within 3 months of the adoption of this policy, an initial inventory of the District's fixed assets shall be taken, and recorded with the information required in item 3030.6. On going, this inventory record shall be maintained and shall be updated whenever a change in the status of a particular fixed asset occurs (e.g., original purchase, sale, destruction, loss, theft, etc.).

3030.6 Information to be maintained in said inventory records shall include at least the following:

- Asset number;
- Description;
- Manufacturer's serial number if available;
- Normal storage location;
- Original or estimated original cost;
- Acquisition date if available;
- Estimated Life expectancy; and,
- Classification (e.g., office equipment, vehicle, etc.).

3030.7 Purchasing Fixed Assets. The requested asset should have been included in the current year's budget. If the purchase is not budgeted the General Manager should bring the matter to the Board for approval.

3030.8 Disposal of surplus Fixed Assets (except real property). The General Manager should appraise or have the surplus item appraised. If the value is greater than \$5,000 the property must be disposed of by a sealed bid process. The General Manager may decide to advertise such property for sale. If it is determined that the surplus property has a value of less than \$5,000, it may be disposed of by a manner approved by the Board. Methods of disposition may include:

Trade in towards the purchase of new property

Donation to a charitable organization within the County

Sale 'as is' by auction, sealed bid, sold for scrap, or negotiated sale to a sole buyer if none other can be found.

3030.9 Disposal as junk. When the cost of locating a buyer exceeds the estimated sale price of surplus property, the property may be re-cycled, destroyed, or disposed as junk. State law prohibits the District from selling or donating surplus property to its employees. All proceeds from the sale of surplus fixed assets should be credited to the asset's original department .

Gold Mountain Community Services District

POLICY HANDBOOK

POLICY TITLE: Customer Identity Theft Prevention & Red Flags
POLICY NUMBER: 3039

3039.1 The District shall implement reasonable policies and procedures to identify, detect, prevent and mitigate the theft of personal account information of its customer's in compliance with Part 681 of Title 16 of the Code of Federal Regulations implementing Sections 114 and 315 of the Fair and Accurate Credit Transactions Act (FACTA) of 2003. This policy will identify detectors known as 'red flags' that will alert the District to potential fraudulent misuse or theft of customer account information. The District shall respond appropriately to any red flags that are detected by these procedures. In order to identify relevant Red Flags, the District considers both connected and standby account types that it offers and maintains, the methods it provides to open its accounts, the methods it provides to access its accounts and its previous experience with Identify theft.

3039.1.1 The District shall maintain individual accounts that allow customers to pay for utility services rendered. Customer bills are sent and payments are due on a quarterly basis. These customer accounts are covered subject to this policy.

3039.1.2 The District requires and stores the following information for each customer account:

- a. Name
- b. Mailing Address
- c. Service Address
- d. Phone Number
- e. Email Address

3039.1.3 The District does not require, request, or record any information for any customer other than provided for in section 3039.1.2. This includes but not limited to: social security account numbers, credit card information, and financial account information.

3039.2 Identification of Relevant Red Flags.

The District identifies the following red flags, in each of the listed categories:

a. Notifications and Warnings from Credit Reporting Agencies:

Report of fraud accompanying a credit report;

Notice or report from a credit agency of a credit freeze on a customer or applicant;

Notice or report from a credit agency of an active duty alert for an applicant;

Indication from a credit report of activity that is inconsistent with a customer's usual activity.\

b. Suspicious Documents:

The District does not require, request, or record any personal identification documents.

c. Suspicious Personal Identifying Information:

Changes of address or phone number.

d. Suspicious Account Activity or Unusual Use of Account

Change of address for an account followed by a request to change the account holder's name;

Payments stop on an otherwise consistently up-to-date account;

Account used in a way that is not consistent with prior use (example: very high water usage);

Mail sent to the account holder is repeatedly returned as undeliverable;

Notice to the District that a customer is not receiving mail sent by the locality;

Notice to the District that an account has unauthorized activity:

e. Alerts from Others

Notice to the District from a customer, identity theft victim, law enforcement or other person that it has opened or is maintaining a fraudulent account for a person engaged in identity theft.

3039.2.1 Detection of Red Flags on New Water and Sewer Accounts. In order to detect Red Flags identified above associated with the opening of any new account, District personnel will only accept

documents from title companies that indicate a change of ownership. District personnel may check with previous owners to verify that a property transfer has taken place. If necessary, District personnel may contact the new owner as identified by the title company to verify their contact information.

3039.2.2 Detection of Red Flags on Existing Water and Sewer Accounts. In order to detect any of the Red Flags identified above for an existing account, District personnel will verify the identification of customers if they request information, whether in person, via telephone, or via e-mail, and verify the validity of requests to change billing addresses.

3039.2.3 Detection of Red Flags in the collection of parcel fire taxes. Since District parcel fire taxes are collected through County of Plumas tax rolls, the District collects and maintains no data for this purpose.

3039.3 Response to Red Flags and suspect identity theft.

In the event that District personnel detect any identified Red Flags, such personnel shall take one or more of the following steps, depending on the degree of risk posed by the Red Flag:

- Continue to monitor an account for evidence of Identify Theft;
- Contact the customer:
- Not open a new account;
- Close an existing account;
- Reopen an account with a new number;
- Notify the General Manager for determination of the appropriate step(s) to take;
- Notify law enforcement; or
- Determine that no response is warranted under the particular circumstances.

3039.3.1 In order to further prevent the likelihood of identity theft occurring with respect to water and sewer, the District will take the following steps with respect to its internal operating procedures to protect customer identifying information:

- Ensure that its website is secure if that website allows for customers to sign in;
- Ensure complete and secure destruction of paper documents and computer files containing customer information;
- Ensure that the office computers are password protected and that computer screens lock after a set period of time;
- Ensure computer virus protection is up to date; and
- Require and keep only the kinds of customer information that are necessary for utility purposes.

3039.3.2 Updating the Program. The Program shall be updated periodically to reflect changes in risks to customers or to the organization from identity theft based on factors such as:

- The experiences of the organization with identity theft;
- Changes in methods of identity theft;
- Changes in methods to detect, prevent and mitigate identity theft;
- Changes in the types of accounts that the organization offers or maintains;
- Addition in the type of Customer Information that is collected.

3039.3.3 Administration of Program. The Board of Directors shall be responsible for the development, implementation, and oversight of the Program. The District's Office Administrator shall be responsible for continued administration of the Program. The Program shall train staff, as necessary, to effectively implement the Program; and shall exercise appropriate and effective oversight of any service provider arrangements.

Gold Mountain Community Services District

POLICY HANDBOOK

POLICY TITLE: Public Complaints

POLICY NUMBER: 1020

1030.1 The Board of Directors desires that public complaints be resolved at the lowest possible administrative level, and that the method for resolution of complaints be logical and systematic.

1030.2 A public complaint is an allegation by a member of the public of a violation or misinterpretation of a District policy, state, or federal statute of which the individual has been adversely affected.

1030.3 The method of resolving complaints shall be as follows:

1030.3.1 The individual with a complaint shall first discuss the matter with the office personnel, with the objective of resolving the matter informally.

1030.3.2 If the individual registering the complaint is not satisfied with the disposition of the complaint by the Office Manager, the complaint may be filed with the General Manager. Within a reasonable time, the General Manager shall meet with the person filing the complaint to resolve the matter. At the option of the General Manager, he/she may conduct conferences and take testimony or written documentation in the resolution of the complaint. The individual filing the complaint may request a written decision from the General Manager.

1030.3.3 If the individual filing the complaint is not satisfied with the disposition of the matter by the General Manager, a written complaint may be filed with the Board of Directors within ten (10) days of receiving the General Manager's decision. The Board may consider the matter at the next regular meeting, or call a special meeting. The Board will expeditiously resolve the matter. In making the final decision, the Board may conduct conferences, hear testimony, as well as utilize the transcripts of written documentation. The individual filing the complaint may request a written decision from the Board.

1030.4 This policy is not intended to prohibit or deter a member of the community or staff member from appearing before the Board to verbally present a testimony, complaint, or statement in regard to actions of the Board, District programs and services, or impending considerations of the Board.

Gold Mountain Community Services District

POLICY HANDBOOK

POLICY TITLE: Driver Training and Record Review

POLICY NUMBER: 2295

2295.1 Purpose. The purpose of this policy is to provide the Gold Mountain Community Services District (District) with a means of promoting driver safety through ongoing review of driver records as well as reducing the frequency and severity of vehicle-related accidents and losses by: (a) applying a uniform criteria in evaluating the acceptability of driver-record information of individuals driving District vehicles or while on District business or while doing Gold Mountain Homeowners Association (Association) business using a District vehicle (e.g. seasonal snow plowing); and (b) establishing disciplinary procedures for different types of driving violations.

2295.2 Scope. This policy applies to all regular, part-time, temporary, or Seasonal District or Association employees and volunteers who drive on behalf of the District or Association, using a District or personal vehicle. Directors are encouraged to provide their license information, but cannot be required to do so in accordance with State law.

2295.3 Implementation. The Gold Mountain Community Services District will participate in the California Department of Motor Vehicles (DMV) Employer Pull Notice (EPN) Program.

The EPN program automatically generates a driver record to the District when the following occurs: (a) Upon enrollment of driver; (b) Annually from date of enrollment; or, (c) When driver has actions/activities such as convictions, failures to appear, accidents, driver license suspensions or revocations, any other actions taken against the driving privilege.

DMV will allow enrollment of driver under the following conditions: Must be an employer/employee relationship; Employee must sign waiver (form INF 1101) to be maintained at District office; Information received by the District shall remain confidential and not be passed to or shared with any third party. Upon termination of employment, District must remove employee from EPN program immediately.

2295.4 Review Criteria. Information that will be generated during the DMV record review will include: (a) type of license; (b) expiration date; (c) endorsements; (d) DMV action suspensions, revocations, and penal code violations; and, (e) Vehicle Code violations.

2295.4.1 Points on Driving Record. California DMV keeps a public record of all traffic convictions and accidents and each occurrence stays on record for 36 months or longer, depending on the type of convictions. DMV may consider a driver “negligent” when driving record shows any one of the following “point count” totals regardless of license class: 4 points in 12 months, 6 points in 24 months, 8 points in 36 months. One point violation includes traffic conviction; at-fault accident. Two point violations include reckless driving or hit-and-run driving; driving under the influence of alcohol/drugs; driving while suspended or revoked.

2295.5 Disciplinary Procedures.

2295.5.1 Notwithstanding the provisions stated below, if at any point in time the California DMV determines that a District or Association employee who drives a District vehicle is deemed to be "negligent" under the then-current rules described in **Section 2295.4.1** above, the District will immediately invoke the appropriate parallel disciplinary procedures described below up to and including "permanent suspension" of driving privileges. If DMV ultimately restores a driving privilege previously suspended or revoked, and the original suspension or revocation has resulted in the termination of the employee, the District is under no obligation to re-employ the terminated employee but will consider the then current manpower needs at the time.

2295.5.2 As a condition of continued employment, a driver will immediately take affirmative steps to attend a qualified defensive driver training course **at his/her expense** (State of California Defensive Driver Training, National Safety Council Defensive Driver Training, classroom, online or other qualified course satisfactory to the DMV), and provide a "completion certificate" to the District, if:

- (a) They earn two points within 36 months of report date; or,
- (b) They receive any moving violation in a District vehicle within 36 months of report date; or,
- (c) They are involved in an at-fault accident within 36 months of report date; or,
- (d) They are considered "negligent" by the DMV as described in Section **2295.4.1**, above; and,
- (e) It has been more than twelve (12) months from the date of their last defensive driver training course

as described in Section **2295.6**, below.

2295.5.3 A driver will be placed on a 12-month **driving probation** if:

- (a) They earn three points within 36 months of report date; (b) They earn additional point violations within this probation period it will immediately cause a 120-day suspension of District driving privileges.

2295.5.4 A driver will be **suspended from District driving privileges for 120 days** if:

- (a) They earn four or more points within 24 months of report date; or, (b) They earn six or more points within 36 months of report date; or, (c) They receive a citation for DUI, reckless driving, hit and run driving, or speed contest on personal time within 36 months of report date; or, (d) They are involved in two at-fault (resulting in a point violation) accidents within 24 months of report date.

2295.5.5 A driver will be **permanently suspended** of District driving privileges if:

- (a) They receive a citation for DUI, reckless driving, hit and run driving, or speed contest during District business within 36 months of report date; or, (b) They receive two citations for DUI, or two citations for reckless driving or hit and run driving, or two citations for speed contest on personal time within 12 months of report date.

2295.5.6 Termination of Employment. If a driver's job routinely involves driving a District or personal vehicle and if having driving privileges suspended – temporarily or permanently – would impose a hardship on normal District operation, the driver will be terminated from employment. If the driver is an Association employee driving a District vehicle, driving privileges will be immediately revoked and termination will be recommended to the Association Board of Directors for their consideration and action.

2295.5.7 Occasionally, it may be brought to the District's attention that an employee is exposing it to undue liability through poor or negligent driving techniques and habits. All such complaints will be investigated and acted upon accordingly.

2295.6 Defensive Driver Training. All drivers shall attend an approved defensive driver-training course at least once every four (4) years, **at District expense**. Qualified courses include: State of California Defensive Driver Training, National Safety Council Defensive Driver Training, classroom, online or other qualified course satisfactory to the DMV. As

an exception: (a) all newly hired employees, subsequent to the adoption of this policy, shall complete one of the above qualified courses within one (1) year of employment and thereafter once every four (4) years; and (b) all current employees who have driving responsibilities at the time of the adoption of this policy, shall complete one of the above qualified courses within one (1) year of the adoption of this policy and thereafter once in every four (4) years. Seasonally employed drivers of District vehicles with a “clean” driving record (e.g. **no** charged points within the last 36 months) may be exempted from this provision upon review of the driving record by the District General Manager. Directors are encouraged to attend courses, but cannot be required to do so in accordance with State law.

2295.7 Oversight. This policy shall be enforced by the District General Manager or by the District Board of Directors, as may be appropriate.

Gold Mountain Community Services District

POLICY HANDBOOK

POLICY TITLE: Pre-Employment Physical Examinations

POLICY NUMBER: 2200

2200.1 All individuals who are offered full-time, temporary, seasonal or part-time employment shall be required to submit to a physician's examination and controlled substance test at District expense. The examining physician will be provided a description and physical demands of the job involved to assist in a determination of the individual's fitness to work.

2200.1.1 Employment will not occur until after a negative controlled-substance test result is certified and until after a qualified physician has certified the individual as fit to perform the type of work required by the position applied for.

2200.1.2 Employment will not occur if the individual refuses to cooperate in the examination and testing process.

2200.2 Retesting of an individual who was previously employed on a temporary, seasonal, part-time or full-time basis will be required if more than three (3) months have elapsed since the individual's last day of work for the District.

2200.3 Appointments with the medical facility providing the examination and controlled substance testing shall be made at least one day prior to testing if possible, with the individual to be tested provided minimal advance notice (no more than one day, if practical).

2200.4 When the individual to be tested reports to the medical facility for the scheduled examination and controlled substance testing, they must provide proof of identification, such as a drivers license photo or a state-issued photo identification card and a signed "Consent and Release" to be provided by the District.

2200.5 All test results shall be kept confidential. The applicant may be told they failed to pass the test, but only the General Manager and his/her confidential designee shall have access to the actual test results.

2200.6 District employment application forms shall contain a notice to all applicants as follows:

If offered employment at the Gold Mountain Community Services District (District) discretion, I agree to submit to a urine drug test and medical examination by a physician designated by the District and agree to comply with the District's policy on a drug-free workplace. The District has a policy of requiring a physician's physical fitness exam, together with urine drug testing of persons who have been offered employment. Individuals who are determined by the physician not to be physically fit for duty, or who test positive for controlled substances, will not be employed. If you have reason to believe that you will not pass a physician's physical examination, or will test positive for the presence of controlled substances, or if you are unwilling to consent to such an examination or test if offered employment, it is recommended that you not submit an application.

Gold Mountain Community Services District

POLICY HANDBOOK

POLICY TITLE: Compensation

POLICY NUMBER: 2150

2150.1 This policy shall apply to all regular and part-time District employees.

2150.2 Annual Competitive Wage and Salary Range Review.

2150.2.1 The General Manager, acting with the Policy Oversight Committee of the Board, shall annually review the competitive wage data prior to the fiscal year budget planning cycle and *may* make recommendations to the Board of Directors, as follows, and as may be appropriate:

2150.2.1.1 Adjustments to the currently approved wages and/or salary ranges based upon competitive data results; and/or

2150.2.1.2 Proposals for a size of merit program to be administered within approved salary ranges, based upon demonstrated performance, and based upon competitive data results; and/or

2150.2.1.3 Proposals for a cost of living adjustment based upon competitive data results;

2150.2.1.4 Nothing within this policy shall suggest mandated annual salary adjustments of any kind, unless it can be based upon competitive data results and is approved by the Board of Directors;

2150.2.1.5 "Competitive data" or "Competitive results" will be defined from time to time by the Board of Directors as to those organizations or sources that the Board feels will provide the best competitive fit for the types of jobs and hiring needs of the District. For District operational positions, it has been deemed that our closest sources of competitive data is represented by the following: Plumas Eureka CSD; Chester PUD; Quincy CSD and certain defined positions in the County of Plumas; for non-operational positions, some of the same competitive sources named above may be used as well as other related positions within Plumas County, both in the public and private sectors, which demonstrate desirable job duties, scope and complexity of work.

2150.3 Compensation at Hiring.

2150.3.1 New Employees. All newly appointed employees shall be paid at the first step of the approved salary range for the approved position to which the employee is appointed except as provided elsewhere herein.

2150.3.2 Advanced Step Hiring. If the General Manager and/or the Policy Oversight Committee of the Board finds that qualified applicants cannot be successfully recruited at the first step of the salary range or if the applicant has demonstrated by virtue of prior directly related job experience, knowledge and skills that are clearly above the first step of the salary range, a request may be made to the Board of Directors to authorize an appointment at an advanced step of the salary range. Whenever advanced-step hiring is approved, an existing employee being paid at a lower salary step in the same range **may** be considered for advancement provided that his/her demonstrated job knowledge, experience and performance is deemed compatible with the step at which the new employee is appointed.

2150.3.3 Former Employees. A person who previously held a full-time position from which the person was separated in good standing **may**, when re-employed in a position that is substantially the same as the job and pay range held at separation, be appointed at the same salary rate which was paid at the effective date of the person's termination, provided such re-employment occurs within twelve (12) months from the date of said termination.

2150.4 Salary Advancement Within Range.

2150.4.1 Performance Evaluation Required. The General Manager, acting with the Policy Oversight Committee of the Board, may request the Board of Directors to authorize an individual salary advancement within the salary range only after evaluating the employee's performance and determining that it is satisfactory and/or merited. This determination shall be noted on a performance evaluation form to be placed in the employee's file, with a copy given to the employee.

2150.4.2 Period of Employment Required for Salary Advancement. Unless otherwise specified herein, each employee shall, in addition to receiving a satisfactory performance evaluation, complete the following required time of employment to be considered eligible to receive a salary advancement:

2150.4.2.1 New Employees. A person hired as a new employee **may** be considered for a salary advancement no sooner than twelve (12) months following the appointment date.

2150.4.2.2 Promotion or Demotion. An employee who is promoted or demoted **may** be considered for a salary advancement no sooner than twelve (12) months from the date of promotion or demotion.

2150.4.2.3 Voluntary Demotion. If an employee voluntarily demotes to a position at a lower salary range, the employee's date for consideration of a salary advancement shall not change.

2150.4.2.4 Change-in-Range Allocation. If the salary range for an employee's position is changed, the employee's date for consideration of salary advancement date shall not change.

2150.4.2.5 Position Reclassification. An employee whose position is reclassified to a position having the same or lower salary range shall have no change in date for consideration of a salary

advancement. An employee whose position is reclassified to a position having a higher salary range shall have a new date established for consideration of a salary advancement which is twelve (12) months following the effective date of the position reclassification.

2150.4.2.6 Non-Merit Step Adjustments. An employee whose salary step is adjusted to a higher step for reasons other than regular merit advancement shall have a new date for consideration of a salary advancement effective twelve (12) months from the date of said adjustment.

2150.4.3 Effective Date. An employee's salary increase shall take place on the first day of the pay period in which his/her salary advancement date falls. The General Manager, or other authorized authority, may delay authorizing the salary advancement up to 90 days beyond the employee's salary advancement date without affecting the normal salary advancement date. In case of such a delay, the employee's salary advancement shall be effective the first day of the pay period following the General Manager's, or other authorized authority's, authorization. If authorization for a salary advancement is delayed beyond 90 days from the employee's salary advancement date, the employee shall not be eligible for consideration of a salary increase until his/her next normal salary advancement date.

2150.5 Promotion. Employees promoted to a position with a higher salary range may be paid either at the minimum rate of the new range or at an appropriate level within the new range commensurate with the expected level of performance by virtue of the employee's demonstrated skills, knowledge and directly related experience, whichever is greater. Any such promotion shall result in an appropriately sized salary advancement to recognize the promotion.

2150.6 Approved Competitive Wage and/or Salary Range. Based upon the Annual Competitive Wage and Salary Range Review described in Section **2150.2**, above, the Gold Mountain Community Services District Board of Directors will from time to time approve wages and/or salary ranges for use with District employees in approved positions. The currently approved wage and/or salary ranges, and date of such approval, are attached to this **Policy 2150** as **Schedule A**.

Gold Mountain Community Services District

POLICY HANDBOOK

POLICY TITLE: Sick Leave

POLICY NUMBER: 2040

2040.1 This policy shall apply to probationary and regular full-time employees in all job classifications.

2040.2 Sick leave is defined as absence from work due to illness, non-industrial injury, or quarantine due to exposure to a contagious disease. In addition, dentist and doctor appointments and prescribed sickness prevention measures shall be subject to sick leave provided prior notice is provided to the General Manager or other approval authority.

2040.3 Eligible employees shall earn sick leave at the rate of one working day per month cumulative to a maximum of 60 days. The determination of total accumulated sick leave days shall be made on January 2 of each year.

2040.4 Sick leave is not a privilege that an employee may use at his/her discretion, but shall be allowed only in case of necessity and actual sickness or disability of the employee, or because of illness in his/her immediate family.

2040.4.1 The definition of "immediate family" shall be the same as specified in Section 2050.3 of the *Bereavement Leave* policy (#2050).

2040.5 In order to receive compensation while on sick leave, the employee shall notify his/her supervisor prior to the time for beginning the regular work day, or as soon thereafter as practical.

2040.6 If absence from duty by reason of illness occurs, satisfactory evidence may be required by the General Manager or other approval authority.

2040.7 Unused sick-leave time shall lapse and not be paid off at the time of termination for any reason.

Gold Mountain Community Services District

POLICY HANDBOOK

POLICY TITLE: Vacations
POLICY NUMBER: 2020

2020.1 This policy shall apply to regular and probationary full-time and regularly scheduled part-time employees in all job classifications.

2020.2 Paid vacations shall be accrued according to the following schedule on an annual basis*:

- (a) After the first year of continuous work, five days;
- (b) Two through five years of service, ten days;
- (c) Six through ten years of service, 15 days;
- (d) After ten years of service, one additional day of paid vacation for each additional year of service to a maximum of 30 days.
- (e) Regularly scheduled part-time employees will accrue hours in proportion to their assigned work schedule (i.e., half-time employees would accrue 2.5 days after their first year)

* Recognition *may* be granted for directly related job experience in lieu of regular service.

2020.3 Eligible employees who have completed one year in regular status may take their vacation time all at once, or gradually in as few as one-day increments. No vacation may be taken until the employee has completed at least one year in regular employee status.

2020.4 Vacation time may be accumulated or postponed only upon specific written approval by the General Manager or other approval authority. The total accumulated vacation time shall not exceed that amount earned annually by the employee. Only one week of accumulated vacation may be used in addition to regular vacation time during any given year (see section 2020.10 below for further reference).

2020.5 At termination of employment for any reason, the District shall compensate the employee for his/her accumulated unused vacation time at his/her straight time rate of pay at the time of termination.

2020.6 The District will not require an employee to take vacation time in lieu of sick leave or leave of absence during periods of illness. However, the employee may elect to take vacation time in case of extended illness where sick leave has been fully used.

2020.7 If a holiday falls on a workday during an employee's vacation period, that day shall be considered as a paid holiday and not vacation time.

2020.8 Vacations may be scheduled at any time during the year upon approval of the General Manager or other approval authority.

2020.9 Probationary employees shall not accrue vacation time during the probationary period. However, if a probationary employee becomes a regular employee of the District, after 12 months of employment with the District, the period which the employee occupied probationary status shall be included in calculating his/ her entitlement to vacation with pay.

2020.10 Vacations are provided by the District to employees as a period of exemption from work with pay for the purpose of rest, relaxation and recreation. This respite is a benefit and is intended as an aid in maintaining the long-term and consistent productivity and contentment of the employee. As such, pay in lieu of vacation time away from work shall not be permitted nor will vacation time be routinely accumulated or postponed into another calendar year unless there are extenuating circumstances acknowledged by written approval by the General Manager or other approval authority.

Gold Mountain Community Services District

POLICY HANDBOOK

POLICY TITLE: Attendance at Meetings

POLICY NUMBER: 4020

4020.1 Members of the Board of Directors of the Gold Mountain Community Services District shall attend all regular and special meetings of the Board unless there is good cause for absence.

4020.2 A vacancy shall occur if any member ceases to discharge the duty of his/her office for the period of three (3) consecutive months except as authorized by the Board of Directors.

Gold Mountain Community Services District

POLICY HANDBOOK

POLICY TITLE: Board President

POLICY NUMBER: 4040

4040.1 The President of the Board of Directors of the Gold Mountain Community Services District shall serve as chairperson at all Board meetings. He/she shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.

4040.2 In the absence of the President, the Vice President of the Board of Directors shall serve as chairperson over all meetings of the Board. If the President and Vice President of the Board are both absent, the remaining members present shall select one of themselves to act as chairperson of the meeting.

Gold Mountain Community Services District

POLICY HANDBOOK

POLICY TITLE: Code of Ethics

POLICY NUMBER: 4010

4010.1 The Board of Directors of the Gold Mountain Community Services District is committed to providing excellence in legislative leadership that results in the provision of the highest quality of services to its constituents. In order to assist in the government of the behavior between and among members of the Board of Directors, the following rules shall be observed.

4010.1.1 The dignity, style, values and opinions of each Director shall be respected.

4010.1.2 Responsiveness and attentive listening in communication is encouraged.

4010.1.3 The needs of the District's constituents should be the priority of the Board of Directors.

4010.1.4 The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District, namely the District General Manager.

4010.1.5 Directors should commit themselves to emphasizing the positive, avoiding double talk, hidden agendas, gossip, backbiting, and other negative forms of interaction.

4010.1.6 Directors should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities rather than issues should be avoided.

4010.1.7 Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors takes action, Directors should commit to supporting said action and not to create barriers to the implementation of said action.

4010.1.8 Directors should practice the following procedures:

4010.1.8.1 In seeking clarification on informational items, Directors may directly approach professional staff members to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making.

4010.1.8.2 In handling complaints from residents and property owners of the District, said complaints should be referred directly to the General Manager.

4010.1.8.3 In handling items related to safety, concerns for safety or hazards should be reported to the General Manager or to the District office. Emergency situations should be dealt with immediately by seeking appropriate assistance.

4010.1.8.4 In presenting items for discussion at Board meetings, see Policy #5020.

4010.1.8.5 In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, said concerns should be referred directly to the General Manager.

4010.1.9 When approached by District personnel concerning specific District policy, Directors should direct inquiries to the Office Manager/Secretary or the General Manager. The chain of command should be followed.

4010.2 The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.

4010.2.1 When responding to constituent requests and concerns, Directors should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel.

4010.2.2 Directors should develop a working relationship with the General Manager wherein current issues, concerns and District projects can be discussed comfortably and openly.

4010.2.3 Directors should function as a part of the whole. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively.

4010.2.4 Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.

Gold Mountain Community Services District

POLICY HANDBOOK

POLICY TITLE: Members of the Board of Directors

POLICY NUMBER: 4050

4050.1 Directors shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Directors of the Gold Mountain Community Services District. Information may be requested from staff or exchanged between Directors before meetings.

4050.1.1 Information that is exchanged before meetings shall be distributed through the District General Manager, and all Directors will receive all information being distributed.

4050.2 Directors shall at all times conduct themselves with courtesy to each other, to staff, and to members of the audience present at Board meetings.

4050.3 Directors shall defer to the chairperson for conduct of meetings of the Board, but shall be free to question and discuss items on the agenda. All comments should be brief and confined to the matter being discussed by the Board.

4050.4 Directors may request for inclusion into minutes brief comments pertinent to an agenda item only at the meeting that item is discussed (including, if desired, a position on abstention or dissenting vote).

4050.5 Directors shall abstain from participating in consideration on any item involving a personal or financial conflict of interest. Unless such a conflict of interest exists, however, Directors should not abstain from the Board's decision-making responsibilities.

4050.6 Requests by individual Directors for substantive information and/or research from District staff will be channeled through the General Manager.

Gold Mountain Community Services District

POLICY HANDBOOK

POLICY TITLE: Training, Education, and Conferences

POLICY NUMBER: 4090

4090.1 Members of the Board of Directors of the Gold Mountain Community Services District are encouraged to attend educational conferences and professional meetings when the purposes of such activities is to improve District operation. Hence, there is no limit as to the number of Directors attending a particular conference or seminar when it is apparent that their attendance is beneficial to the District subject to majority action of the Board of Directors at a regular District meeting.

4090.1.1 "Junkets" (a tour or journey for pleasure at public expense), however, will not be permitted.

4090.2 It is the policy of the District to encourage Board development and excellence of performance by reimbursing expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District.

4090.2.1 The Office Manager is responsible for making arrangements for Directors for conference and registration expenses, and for per diem. Per diem, when appropriate, shall include reimbursement of expenses for meals, lodging, and travel. All expenses for which reimbursement is requested by Directors, or which are billed to the District by Directors, shall be submitted to the Office Manager, together with validated receipts.

4090.2.2 Attendance by Directors of seminars, workshops, courses, professional organization meetings, and conferences shall be subject to majority action of the Board of Directors at a regular District meeting prior to incurring any reimbursable costs.

4090.2.3 Expenses to the District for Board of Directors' training, education and conferences should be kept to a minimum by utilizing recommendations for transportation and housing accommodations put forth by the General Manager and by:

4090.2.3.1 Utilizing hotel(s) recommended by the event sponsor in order to obtain discounted rates.

4090.2.3.2 Directors traveling together whenever feasible and economically beneficial.

4090.2.3.3 Requesting reservations sufficiently in advance, when possible, to obtain discounted air fares and hotel rates.

4090.3 A Director shall not attend a conference or training event for which there is an expense to the District, if it occurs after they have announced their pending resignation, or if it occurs after an election in which it has been determined that they will not retain their seat on the Board. A Director shall not attend a conference or training event when it is apparent that there is no significant benefit to the District.

4090.4 Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Directors will either prepare a written report for distribution to the Board, or make a verbal report during the next regular meeting of the Board. Said report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the District library for the future use of other Directors and staff.

Gold Mountain Community Services District

POLICY HANDBOOK

POLICY TITLE: Voluntary Candidate Expenditure Ceiling

POLICY NUMBER: 4015

4015.1 In accordance with Government Code 85400§ (Proposition 208), the voluntary expenditure ceiling for candidates for the Board of Directors of Gold Mountain Community Services District, and controlled committees of such candidates, shall be one dollar (\$1) per resident for each election in which the candidate is seeking election to the Board of Directors.

4015.2 Proposition 208 establishes a two-tiered scheme of campaign contribution limitations applicable to candidates running for local office based on whether the recipient candidate accepts or rejects the voluntary expenditure ceiling established by the local jurisdiction. The decision by a candidate as to whether to accept the ceiling must be made before a candidate accepts any contributions.

4015.2.1 If a candidate for the Board of Directors elects to abide by the ceiling, he/she may accept contributions from businesses, political action committees (PAC's), or individuals in an amount up to \$250.

4015.2.2 If a candidate for the Board of Directors elects not to abide by the ceiling, he/she may accept contributions from businesses, political action committees (PAC's), or individuals in an amount up to \$100.

Gold Mountain Community Services District

POLICY HANDBOOK

POLICY TITLE: Board Actions and Decisions

POLICY NUMBER: 5040

5040.1 Actions by the Board of Directors of the Gold Mountain Community Services District include but are not limited to the following:

5040.1.1 Adoption or rejection of regulations or policies;

5040.1.2 Adoption or rejection of a resolution;

5040.1.3 Adoption or rejection of an ordinance;

5040.1.4 Approval or rejection of any contract or expenditure;

5040.1.5 Approval or rejection of any proposal which commits District funds or facilities, including employment and dismissal of personnel; and,

5040.1.6 Approval or disapproval of matters that require or may require the District or its employees to take action and/or provide services.

5040.2 Action can only be taken by the vote of the majority of the Board of Directors. Three (3) Directors (of a 5-member Board) represent a quorum for the conduct of business. Actions taken at a meeting where only a quorum is present, therefore, require all three votes to be effective (unless a 4/5 vote is required by policy or other law).

5040.2.1 A member abstaining in a vote is considered as absent for that vote.

5040.2.1.1 Example. If three of five Directors are present at a meeting, a quorum exists and business can be conducted. However, if one Director abstains on a particular action and the other two cast "aye" votes, no action is taken because a "majority of the Board" did not vote in favor of the action.

5040.2.1.2 Example. If an action is proposed requiring a two-thirds vote and 2 Directors abstain, the proposed action cannot be approved because 4 of the 5 Directors would have to vote in favor of the action.

5040.2.1.3 Example. If a vacancy exists on the Board and a vote is taken to appoint an individual to fill said vacancy, three Directors must vote in favor of the appointment for it to be approved. If two of the four Directors present abstain, the appointment is not approved.

5040.3 The Board may give directions that are not formal action. Such directions do not require formal procedural process. Such directions include the Board's directives and instructions to the General Manager.

5040.3.1 The Chairperson shall determine by consensus a Board directive and shall state it for clarification. Should any two (2) Directors challenge the statement of the Chairperson, a voice vote may be requested.

5040.3.2 A formal motion may be made to place a disputed directive on a future agenda for Board consideration, or to take some other action (such as refer the matter to the General Manager for review and recommendation, etc.).

5040.3.3 Informal action by the Board is still Board action and shall only occur regarding matters that appear on the agenda for the Board meeting during which said informal action is taken.

Gold Mountain Community Services District

POLICY HANDBOOK

POLICY TITLE: Board Meeting Conduct

POLICY NUMBER: 5030

5030.1 Meetings of the Board of Directors of the Gold Mountain Community Services District shall be conducted by the Chairperson in a manner consistent with the policies of the District. Policy No. 5070, "Rules of Order for Board and Committee Meetings", shall be used as a general guideline for meeting protocol.

5030.2 All Board meetings shall commence at the time stated on the agenda and shall be guided by same.

5030.3 The conduct of meetings shall, to the fullest possible extent, enable Directors to:

5030.3.1 Consider problems to be solved, weigh evidence related thereto, and make wise decisions intended to solve the problems; and,

5030.3.2 Receive, consider and take any needed action with respect to reports of accomplishment of District operations.

5030.4 Provisions for permitting any individual or group to address the Board concerning any item on the agenda of a special meeting, or to address the Board at a regular meeting on any subject that lies within the jurisdiction of the Board of Directors, shall be as follows:

5030.4.1 Five minutes may be allotted to each speaker and a maximum of 20 minutes to each subject matter.

5030.4.2 No boisterous or inconsiderate conduct shall be permitted at any Board meeting. Persistence in boisterous or inconsiderate conduct shall be grounds for summary termination, by the Chairperson, of that person's privilege of address.

5030.4.3 No oral presentation shall include charges or complaints against any District employee, regardless of whether or not the employee is identified in the presentation by name or by another reference which tends to identify. All charges or complaints against employees shall be submitted to the Board of Directors under provisions contained in Policy #1030.

5030.5 Willful disruption of any of the meetings of the Board of Directors shall not be permitted. If the Chairperson finds that there is in fact willful disruption of any meeting of the Board, he/she may order the room cleared and subsequently conduct the Board's business without the audience present.

5030.5.1 In such an event, only matters appearing on the agenda may be considered in such a session.

5030.5.2 After clearing the room, the Chairperson may permit those persons who, in his/her opinion, were not responsible for the willful disruption to re-enter the meeting room.

5030.5.3 Duly accredited representatives of the news media, whom the Chairperson finds not to have participated in the disruption, shall be admitted to the remainder of the meeting.

Gold Mountain Community Services District

POLICY HANDBOOK

POLICY TITLE: Minutes of Board Meetings

POLICY NUMBER: 5060

5060.1 The Secretary or Deputy Secretary of the Board of Directors of the Gold Mountain Community Services District shall keep minutes of all regular and special meetings of the Board.

5060.1.1 Copies of a meeting's minutes shall be distributed to Directors as a part of the information packet for the next regular meeting of the Board, at which time the Board will consider approving the minutes as presented or with modifications. Once approved by the Board, the official minutes ***shall be kept in a locked filing cabinet and all official files shall be backed up on computer CD storage for safekeeping and stored in a secure location offsite from the office.***

5060.1.2 Unless directed otherwise, an audio tape recording of regular and special meetings of the Board of Directors will be made. ***The device upon which the recording is stored shall also be kept in a locked filing cabinet for a minimum of two (2) years.*** Members of the public may inspect recordings of Board meetings without charge on a playback machine that will be made available by the District.

5060.1.3 Motions, resolutions or ordinances shall be recorded in the minutes as having passed or failed, and individual votes will be recorded unless the action was unanimous. ***Such motions, resolutions and/or ordinances shall also be backed up and safeguarded in the same manner as described above for meeting minutes.*** All resolutions and ordinances adopted by the Board shall be numbered consecutively, starting new at the beginning of each year. In addition to other information that the Board may deem to be of importance, the following information (if relevant) shall be included in each meeting's minutes:

Date, place and type of each meeting;

Directors present and absent by name;

Administrative staff present by name;

Call to order;

Time and name of late arriving Directors;

Time and name of early departing Directors;

Names of Directors absent during any agenda item upon which action was taken;

Summarial record of staff reports;

Summarial record of public comment regarding matters not on the agenda, including names of commentators;

Approval of the minutes or modified minutes of preceding meetings;

Approval of financial reports;

Record by number (a sequential range is acceptable) of all warrants approved for payment;

Complete information as to each subject of the Board's deliberation;

Record of the vote of each Director on every action item for which the vote was not unanimous;
Resolutions and ordinances described as to their substantive content and sequential numbering;
Record of all contracts and agreements, and their amendment, approved by the Board;
Approval of the annual budget;
Approval of all policies, rules and/or regulations;
Approval of all dispositions of District assets;
Approval of all purchases of District assets; and,
Time of meeting adjournment.

Gold Mountain Community Services District

POLICY HANDBOOK

POLICY TITLE: EXCAVATION CLEARANCE REQUIREMENT

POLICY NUMBER: 3090

3090.1 Prior to any excavation on roads or roadsides in Gold Mountain, there is a requirement that the party doing the excavation to mark the boundaries of the excavation site, make a list of affected operators of underground facilities, and make a request to USA North on-line or by calling 811 to co-ordinate underground utility operator inspections. Use white paint or chalk on roads and less permanent type marking like flags, stakes, or whiskers on unpaved surfaces to mark the boundaries of the excavation. A USA North request must be called in 2 to 14 working days before the desired date of excavation. USA North will not notify any operator who is not a member of the USA North Program. It is therefore the responsibility of the party doing the excavation to notify non-USA North Members for them to mark their underground lines.

3090.2 The following Gold Mountain operators of utilities shall mark the locations of their underground lines before any excavation can start on any Gold Mountain Property:

- electric PSREC (member)
- propane Nakoma (non-member)
- phone AT&T (member)
- internet PST (member)
- water GMCSO (member)
- sewer GMCSO (member)
- fire GMCSO (member)

3090.3 Marks made by the utility operators must not be compromised during the excavation. If they are no longer visible during the excavation, the excavating party is to stop work and make a new request to USA North for re-marking.

3090.3 All excavation needs to be by hand starting 24" from the outside of the marked facility. Facilities that are in conflict of your excavation are to be located by appropriate hand tools before any power tools can be used. If any operator's utilities are damaged by any contact, nick, scratch, dent, or scrape, it is the responsibility of the excavating party to notify the utility operator of such damage.

3090.4 In the event of damage to a utility line that was accurately marked, it will be the responsibility of the excavating party that caused the damage to co-ordinate with the damaged utility party to facilitate the repair. The party that damaged the utility will be responsible financially for the repair.

3090.5 In the event of damage to a utility line that was not accurately marked, it will be the responsibility of the utility that inaccurately marked their lines to make the repair at their expense.

3090.6 More detailed instructions on how to use the USA North service can be found on line at usanorth811.org/

Gold Mountain Community Services District

POLICY HANDBOOK

POLICY TITLE: Policy to Promote Home Defensible Space Compliance

POLICY NUMBER: 1070

1070.1 The Board of Directors of the Gold Mountain Community Services District (GM CSD) desires that all property owners be aware of the extreme dangers of wildland fires in the area in which we live; education is a first step in achieving this understanding; for homeowners on developed lots, education includes knowing and understanding homeowner responsibilities under California State Law – Public Resources Code 4291 – Defensible Space and the actions that they must take to ensure individual compliance. The GM CSD further desires to take those affirmative steps to ensure and encourage all property owners participate in making the Gold Mountain Community a more fire safe community.

The intent of California Public Resource Code 4291 includes minimizing the threat of wildfires for all California homeowners. Anyone who owns a home in Gold Mountain has a substantial investment that is put at risk unless reasonable precautions are taken to deter the spread of a wildfire within the development. Such an outcome can only be realized with the full cooperation of all GM homeowners. It is with this goal in mind that the Gold Mountain Fire Safe Committee (GM FSC) continues its effort to educate homeowners of their responsibilities under this Code.

1070.2 As a first step in the education of homeowner responsibilities under Public Resources Code 4291, the following actions are outlined:

1070.2.1 At the beginning of the 2007 fire season, and continuing thereafter as needed, the GM FSC, a formally sanctioned committee of the Gold Mountain Community Services District, will continue to notify all Gold Mountain homeowners by mail that they will be contacted to schedule a review of their home relative to wildland fire safety and compliance with the 'Gold Mountain Fuel Reduction Guidelines' and Public Resources Code 4291 (utilizing the "Defensible Space Survey");

1070.2.2 All homeowners will continue to be contacted by phone by a volunteer representing the GM FSC to be scheduled for this review. These reviews will be conducted in early spring to late fall. All homeowners will be encouraged to be present in order to fully learn and benefit from this review. However, it is not required that they be present. If the homeowner either declines to participate or cannot attend in person after a reasonable timeframe (as determined by the GM FSC), the GM FSC will, on a timely basis, proceed to make the "Defensible Space Survey" which is consistent with the Gold Mountain CC&R's that allow accesses to private property for appropriate inspections. In this instance, the GM FSC will forward to the homeowner a certified letter indicating that the "Defensible Space Survey" will take place no sooner than ten (10) days from the date of the certified letter.

1070.2.3 During the review, a team of at least two “professionally trained volunteers” (see Section 1070.5, below, for definition) will make a written evaluation of each home using the attached ‘Gold Mountain Defensible Space & Wildland Fire Safe Checklist’. There will be no expense either to the homeowner or to the GM CSD. Owners of newly constructed homes will also be contacted and scheduled for a review to take place no later than the first fire season or after landscaping has been reviewed by the Gold Mountain Design Review Committee (GM DRC), whichever comes first.

1070.2.4 After each review is completed, the homeowner will be given or mailed a copy of the completed checklist indicating any fuel reduction deficiencies to be acted on in order to be consistent with state law along with a recommendation that any such deficiencies that are considered by the GM FSC to pose a **serious hazard to fire safety** be rectified by the homeowner within the ensuing sixty (60) days. **The GM FSC’s main goal is not only to help each homeowner better understand and meet the spirit of the current California statute pertaining to “defensible space” (also known as Public Resources Code 4291) but also to actually reduce the risk of fire to the homeowner and to the community.**

1070.2.5 Within this process any deficiencies that are considered by the GM FSC to pose a serious hazard to fire safety **will** be re-inspected for improvement within sixty (60) days of the original checklist being mailed. If, after a second inspection the GM FSC feels that a serious condition continues to exist, the GM FSC will request a meeting with the homeowner to discuss the problem, a potential resolution, and an equitable timeline agreeable to the homeowner.

1070.2.6 It is expected that this effort will help familiarize all homeowners with defensible space statute compliance, home wildland fire safety, and hazardous fuel reduction. It is hoped that this familiarity would create momentum towards further community-wide efforts. Any resulting improvements made by homeowners in defensible space or fire safety to their properties would help protect their property value and be beneficial to themselves, their neighbors, and to the community at large.

1070.3 If the steps described in Section 1070.2, above, result in achieving the desired results of the elimination of serious hazards to fire safety, **or reasonable progress is being made with the homeowner to achieve that end**, then the intent of this policy will have been accomplished that will benefit the homeowner and the Gold Mountain community. Other follow up actions are described below.

1070.3.1

After each inspection is completed and the property has passed all aspects of the survey, the homeowner will be provided a copy of the defensible space checklist. Additionally, the GM FSC will mail a form letter of appreciation and reminder that Defensible Space is an ongoing maintenance requirement.

1070.3.2

After each inspection is completed and the property failed to pass any aspect of the survey, a re-inspection **shall** be scheduled to occur within sixty (60) days of the homeowner being provided a copy of the defensible space checklist. The 60 day schedule may be shortened by mutual agreement of the homeowner and the GM FSC. The 60 day schedule may be extended by the GM FSC if the scope of the work to be done exceeds that time table or due to the time of year, i.e. on-set of winter. The GM FSC will discuss the deficiencies with the homeowner in an effort to provide a clear understanding of defensible space requirements under California Public

Resource Code 4291. As a reminder, the homeowner will be notified by mail using a form letter of the date and time of the re-inspection.

1070.3.3

In cases requiring re-inspection, the GM FSC will provide the homeowner a newly completed defensible space checklist noting any changes in the status of any previously documented hazard(s).

If all of the previously documented hazards have been satisfactorily abated, the GM FSC will provide the homeowner with the defensible space checklist documenting that the property has passed all aspects of the re-inspection. Additionally, the GM FSC will send the homeowner a form letter thanking them for their participation and co-operation and reminding them of the on-going maintenance requirements relative to defensible space re: PRC 4291.

1070.3.4

Defensible space fuel reduction is an on-going issue and needs to be monitored annually by homeowners. It is the goal of the GM FSC to conduct follow-up property visits every three (3) years but such visits may be done more frequently in the case of a potential new violation.

1070.4 Enforcement Action Should Voluntary Action Fail

In the event the previously documented hazards have not been satisfactorily abated within sixty (60) days of the initial inspection, or any extensions thereof, the GM FSC will notify the homeowner by U.S. postal service certified mail, return receipt, that, in the view of the GM FSC, that all reasonable attempts to seek voluntary compliance with this policy have failed. The letter will provide the homeowner fifteen (15) days from the receipt of the certified letter to contact **the Gold Mountain Community Services District (District)** in writing to either state their specific intentions and a timeline for compliance with the findings of the Defensible Space Survey or to appear at a public hearing to be set at a date at least fifteen (15) days from the mailing of the letter. If such written response is not forthcoming and/or the homeowner fails to appear or the District is not satisfied at the public hearing, the District will begin the process of formally contacting the California Department of Forestry (CalFire) to request State enforcement action to the extent provided by California law under PRC 4291.

1070.5 Definitions

1070.5.1 “Professionally Trained Volunteers” are those members of the GM FSC who have completed a classroom and field-based training course that meets the criteria of the California Division of Forestry - Cal Fire - for the understanding of and compliance with Public Resource Code 4291, Defensible Space and is the equivalent of Cal Fire's "Volunteers in Action" training program. This training must be administered by a professional organization that deals with the threat of wildfire in wild-urban-interface communities and is recognized by Cal Fire, such as USDF, California Fire Safe Council, Firewise Communities, local Fire Authorities, and/or Cal Fire itself. All volunteers must be field trained and must undergo refresher training no less than every five (5) years.

References and Attachments to this Policy:

- 1) California Public Resource Code 4291

- 2) Gold Mountain CC&Rs sections:
 - 3.05 Easements
 - 4.17 Planting and Landscaping
- 3) Joint GMHOA & GMCSD Resolution
Requiring Mandatory Consultation on Hazardous Fuel Reduction Guidelines
Adopted September 30, 2006
- 4) Gold Mountain Hazardous Fuel Reduction Guidelines
- 5) Gold Mountain Hazardous Fuel Reduction Procedures
- 6) Gold Mountain Defensible Space & Wildland Fire Safe Checklist