

Golden West Community Service District  
P.O. Box 448, El Dorado, CA. 95623  
www.gwcsd.org



**March 14, 2015- Meeting Minutes for Golden West Community Services District**  
**Regular Meeting, held at Fire Station 44**  
**6109 Quartz Dr., El Dorado, CA 95623**

1. Call to Order/Roll Call – Director MacConnell called the meeting to order at 10:35 a.m. Board Members present were John MacConnell, Ken Hasse, Audrey Keebler and Connaught Lindberg, constituting a quorum. Director Diana Kaighn was absent. General Manager Ed White, District Engineer George Sanders, Secretary Marc Regelbrugge and Board Consultant Hope Leja were also present.
2. Approval of Agenda – Hasse moved to approve the agenda as submitted. Keebler seconded. The motion passed unanimously (4-0).
3. Consent Calendar – Discussion addressed a hand-written correction to Exhibit A (General Manager Scope of Work) that was not noted in the text of the minutes. The Secretary indicated the lack of citation in the minutes was an oversight. Hasse moved to approve the minutes including Exhibit A with changes as indicated in the written text, and the Secretary was directed to add a note in the text of the minutes regarding the change made to Exhibit A. Keebler seconded. The motion passed unanimously (4-0). Hasse moved to approve the Consent Calendar with no action taken on item 3b. Keebler seconded. The motion passed unanimously (4-0).
4. Financial Report – Financial Officer Keebler presented the Financial Report, appended hereto with typographical corrections. Keebler indicated that the amount listed under object code 4313, Legal Services, included an overpayment made in error. Keebler indicated that legal services charges for January totaled \$1,453.50 of the listed \$2,524 payment made in February. The excess payment will be credited against subsequent billings. Addressing a question from the public, Keebler and MacConnell further indicated that the total amount spent this fiscal year on Legal Services included several components; contract template drafts, various consultations initiated by the prior Board President, research relating to District responsibilities with regard to Mica Street, and services provided relating to the Cross Complaint that has been filed naming the District. Further discussion on the lawsuit (Cross Complaint) was deferred to item 8. Keebler indicated that the single-page Revenues and Expenditures listing prepared by the County

and appended hereto, contained the entire summary of those financials for the period ending February 28, 2015.

5. General Manager's Report – The General Manager's Report addressed several topics:

- a) Weed-Spray Contract: The General Manager reported that contracted work was to begin March 18<sup>th</sup>. This will be the first of two applications, with the second to occur later in the year.
- b) Report on Proposed Contract: The General Manager presented a Statement of Work for drainage repair at three sites within the District. These sites were selected by the General Manager and District Engineer's review of drainage problems experienced in the heavy rains of early February. The amount proposed for repairs at these three sites totaled \$9,920.00. Hasse noted that proposed work at two of the sites involved replacement of drainage culverts for which property owners bear maintenance responsibility. A lengthy discussion ensued on the scope of the District's drainage-maintenance responsibilities, on possible ways to perform some critically needed work without extending District drainage-maintenance responsibilities beyond roadside ditches and under-road culverts, and on the possibility of inadvertently exposing the District to additional future maintenance liability for driveway culverts. The Board consensus was not to act against standing District policy regarding drainage maintenance. Hasse moved to table consideration of the proposed contract until a future meeting. Lindberg seconded. The motion passed unanimously (4-0).
- c) Public Contract Code: The District Engineer led a discussion on the possibility of extending the dollar threshold for contracts requiring a formal bidding process. Public Contract Code §22030 et seq. provides an alternative set of conditions and dollar-amount limits for issuing contracts by purchase order, informal bidding process or formal bidding process. The District would need to adopt a Resolution electing to become subject to the Uniform Construction Cost Accounting Procedures set forth in §22010, et seq., of the Code, and inform the State Controller of that election. Other procedures also need to be in place to conform to the provisions of the Code. Hasse moved to move forward to draft a resolution to adopt the Uniform Construction Cost Accounting Procedures, and to direct the Board Consultant to collect particular information for the Board as to requirements for adoption and registration with the Controller. Keebler seconded. The motion passed unanimously (4-0).
- d) Crystal Resurfacing, Spring 2015: Discussion addressed points of resurfacing cost per mile, and a desire on the part of the Board to address issues with potholes and road-encroachment repairs. Hasse moved to direct the General Manager and District Engineer to develop a Request for Proposal and Statement of Work, for an aggregate amount not to exceed \$175,000, for resurfacing of Crystal Blvd. south of Mica to the Crystal cul-de-sac using engineered fabric, and to fix potholes and pavement on road encroachments per priorities established by the District Engineer, with costs allocated as

\$125,000 for Crystal resurfacing, and \$50k for pothole repairs and encroachment paving. Keebler seconded. The motion passed unanimously (4-0).

- e) Pothole Repair: No further discussion was had on this topic.
- f) District need for Workers' Compensation Insurance: No action taken.

6. Revised Records Retention Schedule – The Board Consultant has revised the District Records Retention Schedule to reflect content found in the process of organizing files in storage. Amendments requested by the Board included: (a) inclusion of Bylaws under District Organization, before CC&Rs; (b) requiring Encroachment Permits to be retained permanently; (c) correcting the listings of Weed Control and Tree Trimming contracts; and (d) correction of some spelling errors. Keebler moved to approve the revised Retention schedule with amendments and other minor changes discussed. Hasse seconded. The motion passed unanimously (4-0).

7. Audit – The Financial Officer and Board Consultant have delivered requested documentation to the Auditor. The Auditor plans to begin the audit in May. A discussion on whether or not to extend the audit to include FY2015 resulted in no action being taken by the Board.

8. Lawsuit Report – Keebler reported that various parties' attorneys are in discussion. Keebler and MacConnell attended an informal meeting with attorneys for the District, Cross Complainants and one of the Cross Defendants. MacConnell reported that nothing productive resulted from the meeting. Public discussion focused on a desire to understand more particulars about the case. MacConnell and Keebler wish to be sure that any additional information be given to the public in a manner consistent with preserving attorney client privilege. MacConnell suggested inviting the District's Counsel to answer questions at a future meeting. Hasse recommended providing publicly available information for public review as a first step. Specific requests from the public were to view a copy of the summons, and to receive a top-level accounting of the amount spent by the District on the lawsuit to date. The Board agreed to provide these items for public review.

9. Yearly District Newsletter – Hasse led a discussion regarding returning to the practice of publishing regular District newsletters as a means of keeping the public better informed and more involved in District activities. The discussion pointed out difficulty with obtaining accurate address listings, possibilities for electronic publication, and approaches to make the District's web site more useful and attractive to the public. Hasse took the action to discuss web site issues with the District's web master. No other action was taken.

10. Correspondence – Keebler reported on correspondence regarding:

- a) El Dorado County is increasing its fee for processing Direct Charge to \$125/year.
- b) CSDA sent a Call for Nominations to its Board.
- c) CSDA sent a letter indicating that they provide loans to Districts.

- d) SDRMA is issuing the District a premium “longevity” credit of \$60.
- e) Two issues of *Special District* magazine.
- f) Notification from the County Recorder regarding requirements for registration of applicants for Board openings in December 2015. Keebler indicated no action was required until July.
- g) A letter from the Board of Supervisors indicating EID’s request to consolidate their Board elections to even years only. Response, if any, was required prior to March 20.

No action was taken on any correspondence item.

11. Director Reports – None.

12. Open Public Forum – Members of the public raised the following points of discussion:

- a) The District cannot deposit documents into private mailboxes.
- b) District meetings should be shortened. Possible alternatives mentioned were to hold special meetings for topics requiring lengthy discussion, and/or constrain the length of Board and public discussion.
- c) Despite long meetings, overwhelming public sentiment was that the present Board is making good progress on issues of greatest importance to the District, including moving forward with road and drainage maintenance, commencing the Audit, and evolving better processes for transparent self-governance.

The Board also discussed the constitution of the Bylaws committee, and whether or not it can be constituted as an Ad-Hoc committee. MacConnell committed to set an agenda item regarding determination of the type and constitution of the Bylaws committee.

13. Adjournment – Hasse moved to adjourn. Keebler seconded. The meeting was adjourned by unanimous vote at 1:59 p.m.

Respectfully Submitted,

Marc Regelbrugge  
GWCS D Secretary

**Golden West Community Services District**  
**PO Box 448**  
**El Dorado, CA 95623**

**Financial Report Prepared for 14 March 2015 Board Meeting**

<b>Beginning Budget FY 2014-15</b>	<b>\$301, 639</b>
Appropriation for Contingencies (subtract from total)	\$ 25, 000
Total Remaining for Services and Supplies	\$276, 639

**BUDGET ACTIVITY YEAR TO DATE from 10 March 2015 EDC Rev/Exp Detail**

Object Code	Description	Estimated	Actual	Balance
4100	Insurance	2,500	1, 259	1, 240
4191	Road Maintenance	231, 499	16, 000	215, 499
4197*	Maint/Supplies	0	20	-20
4220	Memberships	790	488	302
4260	Office Expense	1, 300	258	1, 042
4300	Prof/Spec Services	21, 250	8, 578	12, 672
4303*	Road Maint/Const (Spot on Signs)	0	475	- 475
4304*	Agency Admin Fee	0	88	-88
4313	Legal Services	15, 000	8,768	6, 232
4400	Pub/Legal Notices	1, 500	173	1, 327
4420*	Rent/Leases Eqpt (PO Box)	0	92	-92
4440	Rent/Lease Bldgs	800	964	-164
4500*	Special Dept Expense	0	84	-84
4602*	Mileage/Employee	0	455	-455
4604	Mileage/Volunteer	2, 000	102	1898
Total Services and Supplies		276, 639	37, 696	238, 943

**Invoices Paid in February 2015**

4191	Joe Vicini, Inc improve Crystal curve drainage	9, 600
4191	Hilltop Tree Service trim trees/remove blue pine	6, 400
4300	Hope Leja Consultant Serv January	1, 522
4300	EL White Enigma Mgt Serv January	487
4300	George Sanders Gen Engineering January	900
4313	Girard and Edwards Legal Services January	2, 524
4602	Hope Leja Mileage January	98
4602	EL White Mileage January	37
4602	George Sanders Gen Engineering Mileage January	16

**Outstanding Invoices/Charges submitted 4 Feb 2015**

4400	Vote by mail charge no longer covered by SB 90	265
------	--	-----

**Outstanding Invoices/Charges submitted 9 March 2015**

4260	Shredding old documents (MORE Service)	29
4300	GM EL White Enigma Mgt Serv Feb 1-28, 2015	575
4602	GM EL White Enigma Mgt Serv Feb 1-28, 2015	40
4300	Consultant services Hope Leja Feb 1-28, 2015	1304
4602	Consultant mileage Hope Leja Feb 1-28, 2015	101

**801116 Golden West - Community Service Districts**Printed  
3/10/2015  
12:21:09 PM

Summary Accounting Period ended February 28, 2015

Revenues and  
Expenditures

	Estimated / Budget	Actual Amount	Balance
<b>801116 Golden West - Community Service Districts</b>			
<b>Revenue</b>			
<b>1 Taxes</b>			
100 Prop Tax: Curr Secured	60,813.00	34,430.40	26,382.60
110 Prop Tax: Curr Unsecured	0.00	1,285.84	-1,285.84
120 Prop Tax: Prior Secured	0.00	-23.23	23.23
130 Prop Tax: Prior Unsecured	0.00	17.97	-17.97
140 Prop Tax: Supp Current	0.00	285.30	-285.30
150 Prop Tax: Supp Prior	0.00	246.05	-246.05
175 Tax: Special Tax	54,200.00	31,722.30	22,477.70
<b>1 Taxes</b>	<u>115,013.00</u>	<u>67,964.63</u>	<u>47,048.37</u>
<b>3 Fines, Forfeitures and Penalties</b>			
360 Penalty & Cost Delinquent Taxes	0.00	54.62	-54.62
<b>3 Fines, Forfeitures and Penalties</b>	<u>0.00</u>	<u>54.62</u>	<u>-54.62</u>
<b>4 Revenue from Use of Money and Property</b>			
400 Rev: Interest	0.00	466.14	-466.14
<b>4 Revenue from Use of Money and Property</b>	<u>0.00</u>	<u>466.14</u>	<u>-466.14</u>
<b>5 Intergovernmental Revenue - State</b>			
820 ST: Homeowner Prop Tax Relief	0.00	333.50	-333.50
<b>5 Intergovernmental Revenue - State</b>	<u>0.00</u>	<u>333.50</u>	<u>-333.50</u>
<b>22 Fund Balance</b>			
1 Fund Balance	186,626.00	0.00	186,626.00
<b>22 Fund Balance</b>	<u>186,626.00</u>	<u>0.00</u>	<u>186,626.00</u>
<b>Total Revenue</b>	<u>301,639.00</u>	<u>68,818.89</u>	<u>232,820.11</u>
<b>Expense</b>			
<b>30 Salaries and Employee Benefits</b>			
3060 Workers' Compensation Employer Share	0.00	-30.96	30.96
<b>30 Salaries and Employee Benefits</b>	<u>0.00</u>	<u>-30.96</u>	<u>30.96</u>
<b>40 Services and Supplies</b>			
4100 Insurance: Premium	2,500.00	1,259.36	1,240.64
4191 Maintenance: Roads	231,499.00	16,000.00	215,499.00
4220 Memberships	790.00	488.00	302.00
4260 Office Expense	1,300.00	257.86	1,042.14
4300 Professional & Specialized Services	21,250.00	8,577.85	12,672.15
4303 Road Maint & Construction	0.00	475.09	-475.09
4313 Legal Services	15,000.00	8,768.00	6,232.00
4400 Publication & Legal Notices	1,500.00	172.97	1,327.03
4420 Rent & Lease: Equipment	0.00	92.00	-92.00
4440 Rent & Lease: Building & Improvements	800.00	964.12	-164.12
4500 Special Dept Expense	0.00	84.03	-84.03
4602 Mileage: Employee Private Auto	0.00	455.12	-455.12
4604 Mileage: Volunteer Private Auto	2,000.00	101.92	1,898.08
<b>40 Services and Supplies</b>	<u>276,639.00</u>	<u>37,696.32</u>	<u>238,942.68</u>
<b>77 Appropriations for Contingencies</b>			