

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



**October 10, 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 – President MacConnell called the meeting to order at 9:02 a.m. Board Members present were Ken Hasse, Audrey Keebler and John MacConnell, constituting a quorum. Directors Diana Kaighn and Connaught Lindberg were absent. General Manager Ed White, Board Consultant Hope Leja and Secretary Marc Regelbrugge were also present.
2. Approval of Agenda –Keebler moved to approve the agenda as written. Hasse seconded. The motion passed unanimously (3-0).
3. Consent Calendar – Hasse moved to approve the Consent Calendar. Keebler seconded. The motion passed unanimously (3-0).
3. Public Hearing: Ordinance 5: Culvert And Roadway Maintenance And Repair: First Reading – Hasse introduced the first public reading of Ordinance 5, explaining the process required for public disclosure and consideration of the proposed Ordinance. Hasse moved to waive a full reading of Ordinance 5, and instead to read a synopsis of the Ordinance. The motion passed unanimously (3-0). The Secretary read the attached Synopsis of GWCSD Ordinance 5.

Hasse noted that several comments on the draft Ordinance had been provided by Director Kaighn, and the Board proceeded to consider and discuss all comments in detail. Hasse took the assignment to provide an updated draft of Ordinance 5 incorporating the results of the Board's discussion.

4. Open Public Forum – A District resident noted that residents on Oak Ridge Circle North were planning work on that side road to improve drainage and surfacing, and that the project had attracted a good level of participation among the residents on the road. The General Manager confirmed the extent of the District roadway encroachment of Oak Ridge Circle North onto Crystal Boulevard, and that the resurfacing planned by the residents would not impact the District's encroachment. The Board commended the residents for their proactive interest in maintaining their side road.

5. Adjournment – Hasse moved to adjourn. Keebler seconded. The meeting was adjourned by unanimous (3-0) vote at 10:25 a.m.

Respectfully Submitted,

Marc Regelbrugge  
GWCSO Secretary

Attachments:

Synopsis of proposed Ordinance 5, as read (1 page)

DRAFT Synopsis  
GWCSO Ordinance 5

*September 19, 2015*

The Golden West Community Services District is the special district responsible for maintaining public roads within its boundaries that were dedicated to the County. The District is also responsible for maintaining and improving drainage associated with those roads, including roadside ditches and those culverts passing under roads, but it's a property owner's responsibility to maintain their own driveways and driveway culverts.

The District Board is considering a new Ordinance 5 to regulate private encroachments onto the District's public roads and rights-of-way. The purposes of the new Ordinance are (a) to preserve and protect the integrity and safety of District-maintained roads by preventing deterioration of road surfaces and drainage facilities, (b) to preserve and protect the health and safety of community residents in their use of the District's public roads, and (c) to reduce District maintenance expenses incurred to fix poor drainage. To do these things, the Ordinance establishes the responsibilities and duties of property owners regarding installation, improvement and maintenance of their encroachments onto District public roads. Most often, these encroachments are private driveways, culverts, swales, fences, retaining walls or shrubbery.

The Ordinance has two main parts. The first part addresses maintenance and repair of private encroachments – principally driveways and culverts. It outlines property owners' responsibilities for maintenance and repairs as needed to make sure encroaching structures, driveways and culverts function properly and do not create drainage or access problems on the adjoining District roads. The Ordinance establishes specific ways for property owners to work with the District regarding their encroachments, and sets out methods and time periods for notification, response and consideration of situations requiring maintenance or repair.

The second part of the Ordinance addresses requirements and procedures for constructing or improving an encroachment onto a District public roadway. The procedures begin with an updated Encroachment Permit Application describing the planned construction or improvement. The District's General Manager then reviews the Application and, if acceptable, provides specifications and requirements for the planned work. The Encroachment Permit is issued upon completion of the work to the District's standards. This Ordinance also specifies the criteria that the District will consider when issuing Encroachment Permits for authorized uses of District Property that do not interfere with the District's uses for providing public services.

Ordinance 5 will be read and considered at the next two Regular Meetings of the District's Board of Directors: Saturday, October 10<sup>th</sup> at 9:00 a.m. and Saturday, November 14<sup>th</sup> at 10:30 a.m., both at Fire Station 44, 6109 Quartz Dr., El Dorado, CA 95623. Come to the meetings to find out more about Ordinance 5, what it means to you and what it means for our community.