

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



October 17, 2015- Meeting Minutes for Golden West Community Services District
Special 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, Diana Kaighn, Connaught Lindberg, Audrey Keebler and John MacConnell, constituting a quorum. General Manager Ed White, Board Consultant Hope Leja and Secretary Marc Regelbrugge were also present.
2. Approval of Agenda –Hasse moved to approve the agenda as written. Keebler seconded. The motion passed unanimously (5-0).
3. Consent Calendar –Hasse moved to approve the Consent Calendar. Keebler seconded. The motion passed unanimously (5-0).
4. Ordinance 5: Culvert And Roadway Maintenance And Repair Revisions – Kaighn moved to schedule the second public reading of Ordinance 5 for the District’s regular meeting on December 12th, and to require Director Hasse to provide the as-edited draft of the Ordinance to the Board prior to that meeting. Hasse seconded, and agreed to provide Revision 5 of the Ordinance to Directors for review. The motion passed unanimously (5-0).
5. Agenda Preparation by Consultant – Lindberg moved to remove the cap on allowed time for agenda preparation set by prior Board direction. Kaighn seconded. The motion passed unanimously (5-0). The Secretary volunteered to work with the Board Consultant to draft an Operations Manual section on Agenda formulation and preparation.
6. California Uniform Public Construction Cost Accounting Act – Following discussion, MacConnell moved to adopt the procedures delineated in the California Uniform Construction Cost Accounting Act, and to direct Director Kaighn and Board Consultant Leja to draft a Resolution and Cover Letter reflecting the adoption for consideration by the Board at the November regular meeting. Keebler seconded. The motion passed unanimously (5-0). The Board Consultant further noted that information on the adoption process can be found on the State Controller’s website at http://www.sco.ca.gov/ard_cuccac.html.

7. District Engineer George Sanders Resignation – Hasse moved to release George Sanders from his contract with the District, and to include laudatory language in the Letter of Release indicating the degree to which the Board and District have been pleased with Mr. Sanders’ long-standing service to the District. Kaighn seconded. Keebler agreed to draft the Letter of Release along the lines recommended in the motion. The motion passed unanimously (5-0).

8. Website Upgrade – Hasse presented some possibilities for upgrading the District website to provide greater flexibility. These included a site template designed for the CSDA that meets Government Code and Brown Act requirements, and an option to continue using the District’s current hosting provider but migrating the site to WordPress software. Hasse noted that upgrading the website will be a work in progress for some time, and committed to send a list of 5-6 sites using WordPress, and URLs for the 6 sites using the CSDA template to MacConnell and to webmaster Bill Kaighn. No further action was taken on this item.

9. Financial Report – a) Keebler reported on District finances and provided budget reports (appended hereto) from August, September and October regular meeting dates. Keebler mentioned the District has roughly \$390,000 to spend this fiscal year in series 4000 object codes.

b) Keebler presented a letter (attached) from the El Dorado County Auditor-Controller confirming \$55,080.00 in direct charges levied against 459 APNs for tax year 2015/16.

10. General Manager’s Report – General Manager White reported on the following:

- a) After noting the District’s requirement to place and hold meeting records in filed storage per the District’s active Records Retention Policy, White further noted that many documents signed and processed by Directors have not yet been submitted for filing in retained storage. Subsequent discussion highlighted the need for a formal procedure to ensure documents are timely submitted for filing as records. MacConnell moved to assign the General Manager responsibility for keeping retained records up to date, and for making electronic copies of those records for archival storage. Hasse seconded. The motion passed 4-1, with MacConnell, Hasse, Kaighn and Lindberg voting for, and Keebler voting against. Keebler cited the reason for her dissenting vote was her desire not to make the task too onerous for the General Manager. The Secretary volunteered to work with the General Manager to identify and locate record documents for filing in storage.
- b) White discussed work planned by District residents on the side road section of Oak Ridge Circle North, and noted an opportunity for the District to improve the Oak Ridge Circle North encroachment onto Crystal Boulevard (one of three encroachments previously identified as needing improvement) while demonstrating how coordinated private-road and District encroachment improvements could provide greater benefit to the public. Following

discussion, Kaighn moved to authorize the General Manager to negotiate a contract for paving on the Oak Ridge Circle North encroachment up to a contracted amount of \$3,100. Lindberg seconded. The motion passed 3-0, with Kaighn, Lindberg and Keebler voting in favor, and Hasse and MacConnell abstaining.

- c) Hasse questioned White as to the status of work to improve the District's drainage ditches. White indicated he hope to be able to bring a contract forward at the November regular meeting. White further identified two, high-risk segments of drainage along Crystal Boulevard. Hasse mentioned a grate at Calcite that had become plugged in the last severe storm. White and Hasse agreed the grate should be raised as a priority. White also mentioned more than one cross-culvert in the District had likely been blocked. *(At this point, MacConnell interrupted discussion of this item to move, briefly, to the next agenda item, with the aim of allowing Director Lindberg a chance to discuss Legal Matters before leaving the meeting for a personal engagement. Discussion returned to this item at the conclusion of discussion of the following item.)* The Board directed the General Manager to work on raising the Calcite grate, and to proceed to formulate the ditch improvement contract as described.

11. Legal Matters – Lindberg reported that District Counsel had received a letter from opposing counsel offering to dismiss the District from the Cross-Complaint without prejudice, and that the District had requested District Counsel to seek to be dismissed with prejudice. No other communication was received from opposing counsel prior to this meeting. Lindberg noted the next Case Management Conference was to occur October 19th, and that she would attend. No action was taken on this matter. *Secretary's Note: Director Lindbergh left the meeting at this point.*

12. Template Reimbursement Form – Discussion concluded that the process in use by the Board is working adequately, and no further action on this item was necessary.

13. Bylaw Committee Report – Discussion was held on a clause to specify Rules of Order in the Bylaws. A new Section 6.7 was proposed. Kaighn moved not to include the proposed Section 6.7 in the Bylaws. Keebler seconded. The motion passed unanimously (4-0). After further discussion, Hasse moved to include Section 6.7 to read, "All meetings of the Board of Directors shall be conducted in accord with the Bylaws." Keebler seconded. The motion passed unanimously (4-0). Kaighn agreed to develop a Resolution for adoption of the Bylaws at the next regular meeting.

14. Correspondence – Keebler reported that correspondence was received from Director Kaighn addressing her review of, and comments on, Ordinance 5. Hasse noted that said correspondence had been discussed in its entirety at the October 10th regular meeting.

15. Director Reports – Directors noted that "Crystal Curve looks great!"

16. Adjournment – Hasse moved to adjourn. Keebler seconded. The meeting was adjourned by unanimous (4-0) vote at 11:47 a.m.

Respectfully Submitted,

Marc Regelbrugge
GWCSO Secretary

Attachments:

District Financial Report, August 2015 (1 page)

District Financial Report, September 2015 (1 page)

District Financial Report, October 2015 (1 page)

Letter re: 2015/16 Direct Charges for Direct Charge Code 20521, July 30, 2015 (1 page)

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

Financial Report Prepared for 8 August 2015 Board Meeting

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

BUDGET ACTIVITY YEAR TO DATE from 29 July 2015 EDC Rev/Exp Summary

Object Code	Description	Estimated	Actual	Balance
4100	Insurance	2,500	3,255	-755
4191	Road Maintenance	231, 499	34,498	197, 001
4197*	Maint/Supplies	0	20	-20
4220	Memberships	790	488	302
4260	Office Expense	1, 300	410	889
4300	Prof/Spec Services	21, 250	14,688	6,562
4303*	Road Maint/Const (Spot on Signs)	0	475	- 475
4304*	Agency Admin Fee	0	88	-88
4313	Legal Services	15, 000	16, 622	-1, 622
4400	Pub/Legal Notices	1, 500	458	1, 042
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	821	821
4604	Mileage/Volunteer	2, 000	250	1750
Total Services and Supplies		276, 639	73, 106	203, 533

Invoices Paid in July 2015 (FY 2014-15)

4191	Touch up weed spray All Green Landscape	600.00
4260	GM Reimb File Folders EL White	8.09
4300	GM Services Ed White, June 2015	337.50
4602	GM Mileage Ed White, June 2015	30.76
4300	Consultant Services Hope Leja, June 2015	455.00
4602	Consultant Mileage Hope Leja, June 2015	26.80

Outstanding Invoice for FY 2014-15

4313	Legal Services	1383.00*
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* revised bill removed from July voucher approval and paid separately

Golden West CSD
Monthly Budget Summary

Sep-15

REVENUE

Undesignated Unreserved Funds from 7-31-15	315,324
Road Fees/Direct Charge	55,080
Ad Valorum Estimate	67,595
Total Funds Available for 2015-16	437,999

EXPENSE

	Budget	Expended YTD	Balance	Outstanding
4100 Insurance Premiums	2,500	0	2,500	
4191 Maintenance Roads	358,499	21,866	336,633	200
4220 Memberships	800	0	800	
4260 Office Expense	1,000	20	980	
4300 Professional Services	30,000	1,561	28,439	1,524
4303 Road Maint/Supplies	1,000	0	1,000	
4304 Agency Admin Fees	100	0	100	
4313 Legal Services	25,000	179	24821	1,995
4400 Publications/Legal Notices	1,000	0	1,000	85
4420 Rent/Lease PO Box	100	0	100	
4440 Rent Lease Storage Unit	1,000	0	1,000	
4602 Mileage Paid Personnel	1,000	77	923	68
4604 Mileage Volunteer	1,000	0	1,000	
7700 Contingency Fund	15,000	0	15,000	
	437,999	23,703	414,296	3,872

Golden West CSD
Monthly Budget Summary

Oct-15

REVENUE

Deposits other than county	0
Undesignated Unreserved Funds from 7-31-15 C	315,229
Road Fees/Direct Charge	55,080
Ad Valorum Estimate	67,595
Total Funds Available for 2015-16	437,904

EXPENSE

	Budget	Expended YTD	Balance	Outstanding
4100 Insurance Premiums	2,500	0	2,500	
4191 Maintenance Roads	358,404	21,866	336,538	
4197 Maintenane Blds:Supplies	0	200	-200	
4220 Memberships	800	98	702	
4260 Office Expense	1,000	20	980	42
4300 Professional Services	30,000	3,085	26,915	2,238
4303 Road Maint/Supplies	1,000	0	1,000	
4304 Agency Admin Fees	100	0	100	
4313 Legal Services	25,000	2,173	22,827	405
4400 Publications/Legal Notices	1,000	85	915	
4420 Rent/Lease PO Box	100	0	100	
4440 Rent Lease Storage Unit	1,000	0	1,000	
4602 Mileage Paid Personnel	1,000	145	855	48
4604 Mileage Volunteer	1,000	0	1,000	
7700 Contingency Fund	15,000	0	15,000	
	437,904	27,672	410,232	2,733



County of El Dorado

OFFICE OF AUDITOR-CONTROLLER

360 FAIR LANE
PLACERVILLE, CALIFORNIA 95667
Phone: (530) 621-5487 FAX: (530) 295-2535

JOE HARN, CPA
Auditor-Controller

BOB TOSCANO
Assistant Auditor-Controller

Date: July 30, 2015

To: Golden West CSD
Attn: Audrey Keebler
P.O. Box 448
El Dorado, CA 95623

Via email @ akeebler@comcast.net
Consultant email @

From: Sally, Property Tax Division

RE: 2015/16 Direct Charges for Direct Charge Code **20521**

The Auditor/Controller's office has received and processed your district's direct charge levy submittal to be placed on the 2015/16 tax roll. Enclosed are the reports generated by the submittal process. Please review the enclosed reports in conjunction with the information below which summarizes both the outcome of your district's direct charge levy submittal and any action needed by the District. More than one outcome may be checked below. Read each checked box carefully for instructions.

Contact Sally @ sally.zutter@edcgov.us or 530/621-5480 by **August 10** with any further additions/changes/deletions to your district's direct charge levies.

- The submitted direct charge levies for **\$55,080.00** and **459** APNs successfully processed (see report). These direct charges are added to the 2015/16 tax roll. No further action is needed from the district unless the district determines a necessary deletion/change to the accepted levies, in which case contact Sally by August 10. If the district needs to levy additional APNs, submit an additional electronic file for only the additional APNs by August 10.
- Certain submitted direct charge levies for APNs duplicated other APNs within the same or prior submittal (see report). The first occurrence accepted while subsequent (duplicated) occurrences rejected. The accepted levies are added to the 2015/16 tax roll, and no further action is needed from the district unless the district determines a necessary deletion/change to the accepted levies, in which case contact Sally by August 10. The rejected levies are not added to the 2015/16 tax roll without further action by the District by August 10. Please note that duplicates can either be a true duplicate or a typo intended to be a different APN (and may have different amounts). If the district needs to levy additional APNs, submit an additional electronic file for only the additional APNs by August 10.
- Certain submitted direct charge levies for APNs resulted in various fatal errors which are rejected (see report). Rejected APNs are not added to the 2015/16 tax roll without further action by the District by August 10. If the district needs to levy these APNs, submit an additional electronic file without the fatal error(s) for only the additional APNs by August 10. For further details and possible solutions, see Exhibit 3 located on the "Policy & Procedures for Districts" webpage.
- Certain submitted direct charge levies for APNs have unreadable records which are rejected (see report). Rejected APNs are not added to the 2015/16 tax roll without further action by the District by August 10. If the district needs to levy these APNs, submit an additional electronic file in a readable format for only the additional APNs by August 10.
- Other:

cc: Direct Charge File