

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



December 12, 2015- Meeting Minutes for Golden West Community Services District
Regular Meeting, held at Fire Station 44
6109 Quartz Dr., El Dorado, CA 95623

1. Oath of Office – Secretary Regelbrugge administered the Oath of Office to elected Directors Ken Hasse, Connaught Lindberg and John MacConnell.
2. Call to Order/Roll Call – President MacConnell called the meeting to order at 10:36 a.m. Board Members present were John MacConnell, Audrey Keebler, Diana Kaighn, Ken Hasse and Connaught Lindberg, constituting a quorum. General Manager Ed White, Board Consultant Hope Leja and Secretary Marc Regelbrugge were also present.
3. Approval of Agenda –It was noted that agenda item 12(b) should have been titled “GWCSD Encroachment Permit *Application*.” Hasse moved to accept the agenda as amended. Kaighn seconded. The motion passed unanimously (5-0).
4. Consent Calendar – Kaighn requested to remove items (a) and (c) from the Consent Calendar. Lindberg moved to approve item (b), El Dorado County Financial Reports. Keebler seconded. The motion passed unanimously (5-0).

Discussion moved to item (a). MacConnell noted a typographical error in the last preposition of item 8; “form” should have been “from.” Kaighn posed further questions on items 4(c) and (f), which were answered by the Board. Kaighn questioned whether or not her request to read her comments on item 8, or include them as part of the minutes had been honored. MacConnell responded that her comments had been forwarded to all Directors. Hasse moved to approve the minutes of the prior meeting. Keebler seconded. The motion passed unanimously (5-0).

Discussion moved to item (c). Kaighn noted that the listed invoice from Gerard and Edwards included a \$30 late fee for a Courtcall appearance. After discussion, Keebler was assigned to request an adjusted invoice removing the pass-through late fee. Hasse moved to approve payment of the bills except Gerard and Edwards’ invoice, which would remain pending until receipt of an adjusted invoice from Gerard and Edwards. Kaighn seconded. The motion passed unanimously (5-0).

5. Appointment of Secretary for 2016 – Hasse moved to appoint Marc Regelbrugge as District Secretary for 2016. Kaighn seconded. The motion passed unanimously (5-0).

6. Election of Officers – Kaighn moved to re-elect all 2015 officers to their respective positions for 2016. Lindberg seconded. The motion passed unanimously (5-0). Officers for 2016 are: John MacConnell (President), Ken Hasse (Vice President) and Audrey Keebler (Financial Officer).

7. Appointment of Committees for 2016 – (a) Road Committee: Lindberg moved to assign Director Hasse to serve as central Board point of contact for the General Manager for road issues. Keebler seconded. The motion passed unanimously (5-0).

(b) Budget Committee: Hasse moved to appoint Director Lindberg to work with the Financial Officer as the Budget Committee. Kaighn seconded. The motion passed unanimously (5-0).

8. GWCSO Regular Board meeting Schedule for 2016 – Hasse moved that regular Board meetings are to be held on the second Saturday of each month at 10:30 a.m., excepting the October meeting, which is to be held on the third Saturday of October at 9:00 a.m., and the December meetings, which is to be held on the second Saturday of December at 9:00 a.m., and that all regular meetings be held at the Station 44 on Quartz Drive. Kaighn seconded. The motion passed unanimously (5-0).

This action establishes the 2016 regular meeting dates for the GWCSO Board of Directors as:

January 9, 2016	February 13, 2016	March 12, 2016
April 9, 2016	May 14, 2016	June 11, 2016
July 9, 2016	August 13, 2016	September 10, 2016
October 15, 2016	November 12, 2016	December 10, 2016

9. General Manager's Report – General Manager White reported on the following topics:

- a) Drop inlets/final invoice for Crystal Curve project: White reported that work to improve certain drop-inlets and the Crystal Curve project were complete.
- b) Development of a Citizen Road Committee: White urged formation of a citizen group to help identify and recommend priorities for road repair and maintenance. An attending member of the public, Mr. Ken Beam, volunteered to serve as point of contact with the citizenry on road issues.
- c) Maintenance/Paving of GWCSO Road Encroachments: White discussed relative priorities of encroachment paving/resurfacing versus the Crystal Blvd. re-paving project, and indicated that he would have more information on the encroachment work for the Board to consider at the next meeting.
- d) Weed Abatement: White discussed two alternative approaches: i) two treatments, one in early spring (roughly \$3,700) and a follow-up (roughly \$600) as was done last year; ii) a single application of a pre-emergent in late February or early March

(roughly \$4,600). White would like to invite All Green Landscape to a Board meeting to discuss these alternatives with the Board, and requested preferential placement of such a discussion on a meeting agenda.

- e) Expanding GWCSO resident e-mail list directory: White mentioned the need to expand the District's e-mail list as a means of increasing communication of District issues throughout the Community. Hasse noted that District documents are always available on the District's web site, should residents desire to keep themselves informed. Nonetheless, Hasse also favored expansion of the District's e-mail list, and mentioned a Newsletter as an effective way to collect resident correspondence via e-mail.

10. Financial Officer's Report – Keebler delivered the Financial Officer's report, appended hereto, and noted that the District's budget balance was \$381,994, less roughly \$6,000 payments to be processed.

11. Resolution 2015-07 Adoption of GWCSO Bylaws – Discussion noted a typographic error in the first sentence of Article 13.0 (unnecessary "or"). The Board commended Director Kaighn for a job well done to pull the Bylaws together. Kaighn, in turn, thanked the District citizens who helped formulate and edit the drafts, in particular Ms. Trudy Theiss and Mr. Ron Kiesz. Hasse moved to approve Resolution 2015-07 to adopt the Bylaws as corrected. Keebler seconded. The motion passed unanimously (5-0). Kaighn volunteered to deliver the newly adopted Bylaws to LAFCO for their files.

12. Public Hearing: Ordinance 5: Culvert and Roadway Maintenance and Repair: Second Reading – Hasse moved to waive the full reading of the draft Ordinance 5. Keebler seconded. The motion passed unanimously (5-0). Subsequent public discussion focused on wording regarding District Property, specification of the variance process, typographical errors and a citizen's suggestions for alteration. The Board's consensus was to schedule the third reading of the ordinance, incorporating final edits, at a future meeting.

13. Development of an Ordinance to Provide Informal Bidding Procedures under the Uniform Public Construction Cost Accounting Act (UPCCAA) - Hasse moved to direct the Board Consultant to develop Ordinance Language to Provide for Bidding Procedures under the UPCCAA. Keebler seconded. The motion passed unanimously (5-0).

14. GWCSO Website Upgrade – Hasse noted the primary purpose of the present website was archival, and not oriented toward citizen outreach. After a 45-day trial, Hasse recommended not to pursue the CSDA's Streamline website framework on a cost-benefit basis. Hasse recommended discussions with the District's current provider, one-and-one, to determine requirements and limitations for a Wordpress upgrade to the current website.

15. Legal Matters – Lindberg noted that the GWCSO has been dismissed from the pending lawsuit with prejudice. Lindberg also answered a question by indicating that Gerard & Edwards' rates will increase per the terms of their 6/17/15 letter, and the the

District's contract with Gerard & Edwards may be terminated at the convenience of either party. The consensus of the Board was to take no immediate action with respect to Gerard & Edwards, and to resume the process of searching for suitable alternative legal representation. Kaighn was tasked to re-send the candidate attorneys list to Board members.

16. Correspondence – Keebler reported on receipt of a CSDA survey, to which Keebler responded, new communication from SDRMA indicating they will no longer process payments of member claims to vendors, a Christmas card from El Dorado Storage, information from the County regarding oak woodlands (no response required). Lindberg noted receipt of a notice from County Elections regarding Statements of Economic Interest (Form 700), noting requirement for filing and availability of a training session for completing same to be held January 6, 2016. MacConnell offered to scan and send the training notice to all Board members.

17. Director Reports – Kaighn discussed the possibility of having the Bylaws bound for reference by the Board. The Board's consensus was to distribute the document electronically, and allow each Director to determine his or her best means of reference thereto, whether printed or electronic.

General Manager White provided an update on response to SmartProcure's request for information, which they have finally withdrawn.

18. Open Public Forum – no comments.

19. Adjournment – There being no further business before the Board, Keebler moved to adjourn, Hasse seconded. The motion passed unanimously (5-0) and the meeting was adjourned at 1:34 p.m.

Respectfully Submitted,

Marc Regelbrugge
GWCSO Secretary

Attachments:

GWCSO Monthly Budget Summary, December, 2015.

Golden West CSD
Monthly Budget Summary

Dec-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	43,781	314,623	2,900
4197	Maintenance Roads Supplies	0	200	-200	
4220	Memberships	800	98	702	522
4260	Office Expense	1,000	132	868	70
4300	Professional Services	30,000	7,172	22,828	1,234
4303	Road Maint/Supplies	1,000	0	1,000	
4304	Agency Admin Fees	100	0	100	
4313	Legal Services	25,000	4,094	20,906	269
4400	Publications/Legal Notices	1,000	138	862	
4420	Rent/Lease PO Box	100	0	100	98
4440	Rent Lease Storage Unit	1,000	0	1,000	960
4602	Mileage Paid Personnel	1,000	294	706	47
4604	Mileage Volunteer	1,000	0	1,000	
7700	Contingency Fund	15,000	0	15,000	
		437,904	55,910	381,994	6,029