

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



January 9, 2016- DRAFT Meeting Minutes for Golden West Community Services District
Regular Meeting, held at Fire Station 49
501 Pleasant Valley Rd., Diamond Springs, CA 95619

1. Call to Order/Roll Call – President MacConnell called the meeting to order at 10:30 a.m. Directors present were John MacConnell, Ken Hasse and Connaught Lindberg, constituting a quorum. Directors absent were Audrey Keebler and Diana Kaighn. General Manager Ed White, Board Consultant Hope Leja and Secretary Marc Regelbrugge were also present.
 2. Approval of Agenda –Hasse noted that agenda item 7(b) should have been titled “GWCSD Encroachment Permit *Application*.” Directors also noted that item 5 may need to be moved in the agenda to accommodate the visiting speaker. Hasse moved to accept the agenda as adjusted. Lindberg seconded. The motion passed unanimously (3-0).
 3. Consent Calendar – Lindberg requested removal of item (c) from the Consent Calendar. Hasse moved to approve the Consent Calendar with item (c) removed. Lindberg seconded. The motion passed unanimously (3-0).
 4. Revised GWCSD Regular Meeting Schedule Location for 2016 – MacConnell announced that Regular Meetings through March 2016 could be held at Station 49 in Diamond Springs. Discussion addressed whether or not Station 49’s conference facility could be used for meetings throughout 2016. Lindberg accepted the task to determine whether or not Station 49 could be made available for all 2016 District Regular Meetings. Hasse moved to revise the January through March (2016) Regular Meeting location to be Station 49. Lindberg seconded. The motion passed unanimously (3-0).
- 3(c). Approval of Bills – Discussion on item (c) of the Consent Calendar resumed after discussion of item 4. Lindberg discussed a prior charge in the amount of \$102 for legal services that was associated with a late fee for filing District Counsel’s attendance at a Case Management Conference (CMC) in October. Lindberg related her and Director Keebler’s discussions with District Counsel on the source of this fee, which revealed that the fee was incurred because documentation expected from Cross-Complainants’ attorney dismissing the GWCSD from the Cross-Complaint had not been received prior to the

CMC. Hasse further noted that documentation of payment requests should be properly referred to as “Payment Vouchers” rather than the colloquial “Green Sheets.” Lindberg moved to approve Payment Vouchers as presented in item (c). Hasse seconded. The motion passed unanimously (3-0).

5. Weed Abatement Presentation – This item was deferred, as the presentation speaker had not yet arrived at the meeting. Discussion of this item appears following item 7, below.

6. Audit Approval – Board Consultant Leja informed the Board that recommendations for changes had been incorporated into the Audit documentation. The Board was requested to approve the audit, sign the Management Representation Letter, and return the letter to the Auditor, upon which event the audit will be finalized. The Board assigned Directors Keebler and Lindberg to determine whether the County or the District is to transmit a copy of the audit to the State. Hasse moved to approve the audit for Fiscal Years ending June 30, 2008 through June 30, 2014. Lindberg seconded. The motion passed unanimously (3-0).

7. Public Hearing: Ordinance 5: Culvert And Roadway Maintenance And Repair: Third Reading – Hasse mentioned that typographic corrections had been made to the Ordinance text. Hasse moved to waive further reading of Ordinance 5. Comments from the public addressed provisions for punitive actions, lack of “grandfather” provisions and lack of restriction or specification of the number, length and unspecified other characteristics of encroachments. Hasse addressed these comments by noting similarity of Ordinance 5 to Ordinance 1, and noting that Ordinance 5 provides for enforcement mechanisms, which Ordinance 1 did not. Lindberg seconded Hasse’s motion to waive further reading of Ordinance 5. The motion passed unanimously (3-0). Hasse moved to approve Ordinance 5 and Exhibit A, Permit Application, as a package. Lindberg seconded. The motion passed unanimously (3-0). Hasse moved to approve Resolution 2016-01 adopting Ordinance 2015-05 Regulating Culvert and Roadway Maintenance and Repair and Encroachments on District Property. MacConnell seconded. The motion passed unanimously (3-0). Lindberg commented thanking Hasse for his efforts to develop and enact Ordinance 5. Applause ensued.

5. Weed Abatement Presentation – Dave Mosbacher of All Green Landscape presented an alternative weed abatement strategy involving a single, high-potency application of emergent/post-emergent weed killer, rather than two, planned applications as has been done in the past. Mosbacher proposed a single application at \$4,316. If the spraying can be done so the chemical can be worked into the ground by subsequent rainwater, Mosbacher believed that an additional application (\$600) should not be necessary. FY2014-15 costs for weed abatement were approximately \$4,300 for two applications. Hasse moved to direct the General Manager to prepare a contract for All Green Landscape for mid-February spraying at higher potency in the amount of \$4,316, and to authorize a follow-up not to exceed \$600 if necessary. Lindberg seconded. The motion passed unanimously (3-0).

8. Public Hearing: Ordinance 2016-6 to Provide Informal Bidding Procedures under the Uniform Public Construction Cost Accounting Act (UPCCAA) – MacConnell read the draft Ordinance 6, establishing informal bidding procedures under Public Contract Code, Section 22000, et seq. Consultant Leja was directed to prepare a draft Contractors' List and assemble a list of Publications in which notices required under this procedure will be published. Hasse was tasked to post notification of the Draft Ordinance second reading in the Mountain Democrat.

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

- a) Ditch Cleaning Contract: A contract has been signed with Tim Land for ditch cleaning. Land will need some District assistance to obtain a County Vendor number. White has requested this of Keebler. Some immediate work is necessary on the western portion of Sodalite St. Subsequent work will start near Barite and work northward to Highway 49 along Crystal Boulevard. White will send e-mail to the addresses on file offering fill material to residents who may want it. This could save some cost by not requiring the contractor to transport excavation spoils to the common area.
- b) Municipal Services Review: White and Lindberg will be working together to compile and deliver material requested by LAFCO for its Municipal Services Review.
- c) Placement of Mailboxes on Private Encroachments: White noted a common problem of placement of residents' roadside mailboxes such that postal delivery vehicles must drive over the paved edge of the road to reach the mailboxes. This use degrades the roadway by destroying the road shoulder over time. White asked to Board to consider the possibility of paying these encroachments to mailboxes to preserve road shoulders. Cost would be about \$1.50 per square foot.
- d) Consideration of Hiring New Legal Counsel: White requested the Board take action to begin the search for new legal counsel. After some discussion, Lindberg volunteered to contact McMurchie Law of Folsom to begin a dialogue on potential legal representation for the District going forward. No other action was taken.
- e) Communication with Residents: White raised the idea of publishing an interview or article in a local newspaper as a means of informing and interesting the public in the District's activities. Consensus of the Board was that communication with District residents is very important and can be improved. Hasse mentioned he also favors a community newsletter, and has begun to put a draft together. Hasse also mentioned the new GWCS D website will be more user-friendly, hopefully attracting greater interest on the part of the public.

10. Independent Contractors' Contracts – The General Manager and Board Consultant contracts are up for renewal in February. Some discussion was held on the form and content of draft contracts, and whether or not contract scopes were adequate, especially in view of a planned focus for the Consultant on development of an Operations Manual. The Board recommended that draft contracts be amended to authorize up to 500 hours

charged services to be provided by the General Manager and Board Consultant over the next contract period. No further action was taken on this matter.

11. Golden West CSD Web Site Upgrade – Hasse urged all to review gwcsd-dev.org, to see the outline of the new web site's structure. The developmental site has not yet been populated with all material, but it contains dynamic tables for agendas, meetings, workshops and attachments. Hasse requested feedback on the site's structure and functionality.

12. Financial Report – In Keebler's absence, Lindberg discussed the Monthly Budget Summary for January 2016 (attached) showing a budget balance of \$375,911 less \$8,905 outstanding accounts payable. No action was taken following this report.

13. Legal Matters – Lindberg reported no legal happenings beyond resolution of the CMC late fee, as described under item 3(c). Lindberg requested to review the legal binder that Director Kaighn assembled to chronicle the events of the recent lawsuit, and that the binder be transferred to storage, now that the matter is passed.

14. Correspondence – Lindberg reported that the Chair of the California Uniform Construction Cost Accounting Commission sent a letter welcoming the District's participation under the provisions of the UPCCAA, per the District's letter sent to the State Controller indicating passage of Resolution 2015-08.

15. Director Reports – None.

16. Open Public Forum – A member of the public suggested a protocol that would inform Board members and staff of Board members' absences for upcoming meetings. Another member of the public indicated that his discussions with a neighbor suggested that meetings might be held at times other than Saturday mornings. Hasse countered that a canvass of attendees at the original public meeting of the Logtown Fire Safe Council had pinpointed Saturday mornings as the best time for a community meeting. A discussion of the telecommunication requirements for meetings ensued. Pursuant to a request of the Board, Government Code requirements for a teleconferenced Board meeting are attached hereto.

17. Adjournment – Following review of motions and actions, various documents supporting and passing Resolution 2016-01 were signed. Filing of Notice of Adoption of Ordinance 5 and recordation of Resolution 2016-01, and were assigned to Hasse. Being no further business before the Board, Hasse moved to adjourn, Lindberg seconded. The motion passed unanimously (3-0) and the meeting was adjourned at 1:02 p.m.

Respectfully Submitted,

Marc Regelbrugge
GWCSO Secretary

Attachments:

- 1) GWCSO Monthly Budget Summary, January 2016.
- 2) Government Code Sections relating to Teleconferencing for Meetings, as prescribed by the Brown Act.

DRAFT

Golden West CSD
Monthly Budget Summary

Jan-16

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	46,681	311,722	
4197 Maintenance Roads Supplies	0	200	-200	
4220 Memberships	800	620	180	
4260 Office Expense	1,000	132	868	26
4300 Professional Services	30,000	8,406	21,594	8,694
4303 Road Maint/Supplies	1,000	0	1,000	
4304 Agency Admin Fees	100	0	100	
4313 Legal Services	25,000	4,363	20,637	102
4400 Publications/Legal Notices	1,000	191	809	
4420 Rent/Lease PO Box	100	98	2	
4440 Rent Lease Storage Unit	1,000	960	40	
4602 Mileage Paid Personnel	1,000	341	659	83
4604 Mileage Volunteer	1,000	0	1,000	
7700 Contingency Fund	15,000	0	15,000	
	437,904	61,993	375,911	8,905

**Government Code Sections relating to Teleconferencing
for Meetings, as prescribed by the Brown Act.**

54953. (a) All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, except as otherwise provided in this chapter.

(b) (1) Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding.

(2) Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. All votes taken during a teleconferenced meeting shall be by roll call.

(3) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction, except as provided in subdivision (d). The agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3 at each teleconference location.

(4) For the purposes of this section, "teleconference" means a meeting of a legislative body, the members of

which are in different locations, connected by electronic means, through either audio or video, or both. Nothing in this section shall prohibit a local agency from providing the public with additional teleconference locations.