

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



**February 13, 2016 - 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 10:35 a.m. and noted that the meeting was being held in teleconference with attendees at 303 N. Lindsay Rd, Sp. S-33, in Mesa, Arizona. Directors responding as present to a call of the roll were John MacConnell, Ken Hasse, Connaught Lindberg, Audrey Keebler and Diana Kaighn, constituting a quorum. General Manager Ed White, Board Consultant Hope Leja and Secretary Marc Regelbrugge were also present.

2. Approval of Agenda –Hasse noted that agenda item 8 should have been titled “GWCS D Encroachment Permit,” not “... Encroachment Permit Application.” MacConnell also noted that the guest speaker scheduled under item 4, was due to arrive at 11:00 a.m., and requested the Boards flexibility in shifting discussion of other agenda items to accommodate the speaker’s schedule. Hasse moved to approve the agenda as adjusted. Keebler seconded. In a call of the roll, Directors Lindberg, Kaighn, Hasse, Keebler and MacConnell voted in favor and the motion passed unanimously (5-0).

3. Consent Calendar – After some discussion, Hasse moved to approve the Consent Calendar. In a call of the roll, Directors Kaighn, Hasse, Keebler, MacConnell and Lindberg voted in favor and the motion passed unanimously (5-0).

4. Legal Services Presentation by David W. McMurchie – Some discussion was held on the item (5), below, prior to Mr. McMurchie’s arrival at the meeting at 10:52 a.m., whereupon Mr. McMurchie introduced himself and gave a brief overview of his firm, his approach and his experience in representing a variety of governmental entities and Special Districts. He answered several questions from the Board, and offered specific rates and billing practices for legal representation by his firm. Upon conclusion of his discussion, the Board thanked him for his attendance and information. No action was taken on this matter.

5. Legal Services Proposal – The Board discussed a proposal received from McMurchie Law to provide legal representation for the District, and the presentation given by and discussions with Mr. McMurchie earlier in the meeting (see item (4)). Keebler moved to

approve contracting with McMurchie Law to serve as Legal Counsel representing the GWCSO. Hasse seconded. Upon a call of the roll, Directors MacConnell, Keebler, Lindberg, Kaighn and Hasse voted in favor and the motion passed unanimously (5-0).

6. Possible Revision of GWCSO Regular Board Meeting Location for 2016 – Lindberg reported on her discussion with the Diamond Springs El Dorado Fire Protection District (DSEDFPD) regarding GWCSO use of conference facilities at the DSEDFPD's Station 49 in Diamond Springs for GWCSO meetings. As of this meeting, she was awaiting a response from DSEDFPD Chief Combs on the subject. No action was taken on this matter.

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

- a) Ditch Cleaning Project: White reported on a potential need for site visits with Directors Hasse and MacConnell to a location on Dolomite Dr. near Monitor Rd. that has no encroachment culvert but has a likely need for a valley/swale at the encroachment. Keebler commented that the level of detail in the Ditch Cleaning Plan was excellent.
- b) Municipal Services Review: White and Lindberg met and developed a list of some 17 areas of concern with the prior LAFCO Municipal Services Report on the District. White noted that LAFCO had requested 12 items of documentation from the District. The Board reviewed White's list of concerns. The Board suggested drafting a synopsis of the areas of concern and providing that synopsis to LAFCO along with their documents requested. White indicated his plan was to deliver a digital disc with the requested documents to LAFCO after February 22<sup>nd</sup>.
- c) 2016 Weed Abatement Contract: White reported he was awaiting insurance documents from All Green Landscaping, and expected work to be done approximately two weeks after the meeting's date.
- d) Three-Year Strategic Plan: White discussed the need for development of a long-term strategic plan to direct the District's road maintenance and improvement priorities. White mentioned the District's planning could benefit from consultants' expertise, among them Skip Brown, former President of Delta Construction. Topics to be considered in the near term included sealing pavement cracks and resurfacing Crystal Boulevard from Mica Street south to the cul de sac. The Board asked White to develop a specific plan for 2016 to be presented at the next regular meeting, and to develop a plan for subsequent years. White was also asked to seek to arrange a presentation by Skip Brown. The Secretary volunteered to assist White where possible to assemble materials required in a formal Bid Request for the Crystal Boulevard resurfacing work.
- e) GWCSO Notice Boxes: White discussed uses of the District's neighborhood notice boxes. The Board assigned Director Hasse to maintain notices in the District boxes on Crystal Blvd. White was assigned to do the same for the boxes on Dolomite Dr.
- f) Communication with GM regarding progress/completion of Action Items: Some discussion was held on the topic, and a suggestion had been advanced in discussion of item (3) to develop a future agenda item to address this topic. The

consensus of the Board was to place this item on a future agenda for discussion and possible action.

8. GWCS D Encroachment Permit Application – Discussion centered on the permit administrative fee, and whether one was necessary. Some typographic errors in the document were also noted. Keebler moved to approve Resolution 2016-2 regarding adoption of the GWCS D Encroachment Permit with recommended changes to fix a typographical error in the cited Ordinance number and to eliminate the Administrative Fee. Lindberg seconded. Upon a call of the roll, Directors Hasse, Kaighn, Lindberg, Keebler and MacConnell voted in favor, and the motion passed unanimously (5-0).

9. Public Hearing: Ordinance 2016-6 to Provide Informal Bidding Procedures under the Uniform Public Construction Cost Accounting Act (UPCCAA) – Hasse moved to waive reading of the Ordinance. Keebler seconded. Upon a call of the roll, Directors Lindberg, Kaighn, Hasse, Keebler and MacConnell voted in favor, and the motion passed unanimously (5-0). Keebler moved to approve Ordinance 6 by motion. Kaighn seconded. Upon a call of the roll, Directors Keebler, MacConnell, Lindberg, Kaighn and Hasse voted in favor, and the motion passed unanimously. Hasse was directed to publish notice of adoption of Ordinance 6.

10. Newsletter Proposal – Hasse presented a draft GWCS D Newsletter for Board and public review. The Board recommended to include only the General Manager's information and the District website URL on the newsletter masthead. The Board's consensus was to move forward with the newsletter, and Hasse was asked to finalize the newsletter format and implement corrections. Keebler and Lindberg were requested to edit the newsletter content and send their updates to Hasse.

11. Independent Contractors' Contracts – The Board reviewed draft contracts for General Manager and Consultant services. Keebler moved to approve independent-contractor contracts for Ed White and Hope Leja for General Manager and Consultant services, respectively for the period February 2016 through February 2017. Lindberg seconded. Upon a call of the roll, Directors Lindberg, Keebler, MacConnell, Hasse and Kaighn voted in favor, and the motion passed unanimously (5-0). Keebler expressed thanks on behalf of the Board to Leja and White for their service to the Board and helping the District make rapid and sound progress over the past year.

12. Resolution 2016-3 Authorizing a Change of Custodian to Disburse the GWCS D Revolving (Petty Cash) Fund – Keebler reported that the Petty Cash fund balance is \$124.83, and that former Director Emi Kimura is still listed as the Custodian of the account, precluding further action on the account by the present Board. Hasse moved to approve Resolution 2016-3 designating Audrey Keebler as Custodian of the District's revolving fund. Lindberg seconded. Upon a call of the roll, Directors Lindberg, Kaighn, Hasse, Keebler and MacConnell voted in favor, and the motion passed unanimously (5-0).

13. Golden West CSD Web Site Update – Hasse noted most Minutes and Agendas have been posted on the development site at gwcsd-dev.org. The consensus of the Board was that the new site format is a positive development. Hasse moved to proceed with full implementation of the new web site. Keebler seconded. Upon a call of the roll, Directors Keebler, MacConnell, Lindberg, Kaighn and Hasse voted in favor, and the motion passed unanimously (5-0).

14. Financial Report – Keebler reported the District’s budget balance is \$367,007, less \$1,923 accounts payable and an additional amount for Mountain Democrat public notices.

15. Correspondence – Keebler reported on correspondence received. El Dorado County sent a Notice of Preparation of an Environmental Impact Report for the Western Slope Roadway Capital Improvement Program, soliciting written comments by March 7, 2016. SDRMA sent their annual renewal questionnaire. Keebler will respond by March 15, 2016. The State Controller sent a request for input to the 2015 Government Compensation in California Report, due April 30, 2016. Keebler will respond. General Manager White reported on e-mail correspondence received from a District resident on Cuprite calling attention to an overgrown lot at the corner of Cuprite and Ferrite. White was directed to respond referring the resident to Cal Fire.

16. Director Reports – The Board discussed the mechanics of the transition of legal representation from Girard ad Edwards to McMurchie Law.

17. Public Comment – None.

18. Adjournment – Keebler moved to adjourn. Hasse seconded. Upon a call of the roll, Directors Lindberg, Kaighn, Hasse, Keebler and MacConnell voted in favor, the motion passed unanimously (5-0) and the meeting was adjourned at 1:56 p.m.

Respectfully Submitted,

Marc Regelbrugge  
GWCSD Secretary

Attachments:

1) GWCSD Monthly Budget Summary, February 2016.

Golden West CSD  
Monthly Budget Summary

**Feb-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	127
4191 Maintenance Roads	358,404	46,681	311,722	200
4197 Maintenance Roads Supplies	0	200	-200	
4220 Memberships	800	620	180	
4260 Office Expense	1,000	158	842	72
4300 Professional Services	30,000	17,000	12,900	1,273
4303 Road Maint/Supplies	1,000	0	1,000	
4304 Agency Admin Fees	100	0	100	
4313 Legal Services	25,000	4,465	20,535	
4400 Publications/Legal Notices	1,000	191	809	87
4420 Rent/Lease PO Box	100	98	2	125
4440 Rent Lease Storage Unit	1,000	960	40	
4602 Mileage Paid Personnel	1,000	423	577	39
4604 Mileage Volunteer	1,000	0	1,000	
7700 Contingency Fund	15,000	0	15,000	
	437,904	70,897	367,007	1,923