

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



March 12, 2016- DRAFT Meeting Minutes of the 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, Audrey Keebler, Ken Hasse, Diana Kaighn and Connaught Lindberg, constituting a quorum. General Manager Ed White, Board Consultant Hope Leja and Secretary Marc Regelbrugge were also present.

2. Approval of Agenda – MacConnell noted that agenda item 9 was to be reported by Director Keebler, not by Director Lindberg as listed. 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. Keebler moved to approve the agenda as adjusted. Hasse seconded. In a call of the roll, Directors MacConnell, Keebler, Hasse, Kaighn and Lindberg voted in favor and the motion passed unanimously (5-0).

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

4. Road Construction Presentation by Jim Wilson, Joe Vicini, Inc. – Mr. Jim Wilson of Joe Vicini, Inc. arrived shortly before 11:00 a.m. Discussion under this item commenced at the conclusion of discussion under item 6(b), below. Mr. Wilson introduced himself and noted his many years' experience paving roads in the area with a focus on techniques that he's noted to work well and consistently in the field. Having toured the encroachments of Barite, Calcite and Amalgam with the General Manager, Wilson suggested employing a bond-fiber in a second asphalt lift to provide the best wear and long-term integrity of the road surfaces. He indicated his preference for the fiber treatment over Petromat in these situations owing to the grade and degree of curvature of the roads at he encroachments. He indicated that Petromat could tend to lift in these situations and literally pull the pavement apart over time. Wilson offered that fiber

treatment could be applied for about \$10-17/material ton based on the paving material cost. (Currently, paving asphalt material runs in the range \$56/ton, a price which fluctuates with the price of oil.)

General Manager White suggested that Amalgam might be a good test case for the fiber treatment, owing to its steepness. Hasse countered that Barite might be a better choice as it would offer a better test of durability given its higher traffic load. After some discussion, MacConnell and the Board thanked Mr. Williams for taking his time to meet with the Board. No action was taken on this item. The meeting resumed with discussion of item 6(e), below.

5. Discussion of Possible Revised GWCS D Regular Board Meeting Location for 2016 – Lindberg reported on her discussion with the Diamond Springs El Dorado Fire Protection District (DSEDFPD) regarding GWCS D use of conference facilities at the DSEDFPD's Station 49 in Diamond Springs for GWCS D meetings. She was informed that the DSEDFPD needed to develop and adopt a policy for use of the meeting room, and enumerated several potential issues that such a policy would need to address. She was also informed that the GWCS D could not continue its present use until an appropriate policy was established. In response to Lindberg's query as to when a policy might be developed, she was informed that development of such a policy was likely not a high priority for the DSEDFPD. No action was taken on this matter.

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

- a) Ditch Cleaning Project: White reported that the ditch-cleaning contract was completed at the bid price (\$24,530.50). The consensus among members of the public with whom White had spoken was that the work had been done well. White noted that up to roughly \$20,500 additional ditch cleaning work could be done this year under negotiated contract, if needed, per the California Uniform Public Construction Cost Accounting Act, to which the District now subscribes. White also mentioned a private encroachment in the Crystal curve area that is draining into the roadway as motivation for discussion of the following item.
- b) Implementation of Ordinance 5: White presented two draft letters to inform District residents of their responsibility to maintain their encroachments and culverts as required under Ordinance 5. After some discussion, a consensus of the Board emerged that perhaps several particular letters should be drafted to apply to several specific situations (e.g. blocked culverts, encroachment runoff directed into the roads, etc.). Hasse volunteered to develop some wording for these various situations and to work with Keebler to draft one or more letters. At this point in the meeting, discussion was taken up under item 4, above, and hereafter resumed with discussion of item 6(e), below.
- c) Crack Sealing: Discussion of this item and item 6(d) followed discussion of item 6(e), below. White discussed a quote from Sierra Striping for crack=-sealing work on Crystal, Calcite and Dolomite. Kaighn moved to issue a contract for Crack Sealing on Crystal, Calcite and Dolomite with Sierra Striping per their quote. Hasse seconded. In a call of the roll, Directors MacConnell, Keebler,

Hasse, Kaighn and Lindberg voted in favor and the motion passed unanimously (5-0).

- d) 2015 Weed Abatement Project: White reported the weed abatement contract was complete at \$4,613, and he had received no complaints. White asked Board members and residents to advise him of any areas that may have been missed. After discussion of this item, discussion moved to item 6(f), below, as item 6(e) had been addressed prior to discussion of item 6(c).
- e) Preliminary Annual and Biennial Plan: Immediately following, and motivated by item 4, above, the Board discussed White's draft Annual Road Work Plan. Hasse noted that White's estimates illustrated a need for approximately \$55,800 for annual maintenance. That, along with approximately \$53,400 budgeted for professional services, overhead, general and administrative expenses, roughly equals the District's annual income. With the District facing roughly \$180,000 cost to resurface central Crystal Blvd. over the next several years, the package going forward appears to require roughly \$660,000 to complete. MacConnell requested that the Board place an item on the next agenda to discuss the process to institute an increase in District annual fees. Discussion shifted to work on the southern end of Crystal Blvd. planned for this calendar year. White noted that EID has planned some upgrade and hydrant work on that stretch of Crystal, and indicated it would be best if EID had completed their work before re-paving the roadway. The Board directed White to provide his list of planned EID work locations on Crystal, and to obtain a commitment from EID as to their work schedule by mid-April so that the District's paving work could be planned in detail. The Board also requested White to develop mitigation for the possibility that the south Crystal work cannot be done this year. No additional action was taken on this topic. Following discussion of this topic, discussion returned to item 6(c), above.
- f) Cal Card/Credit Card for District: White reported that a credit card was not feasible for the District due to the de facto 45-60 day payment period associated with the CSD/County voucher approval, submittal and payment process. White has contacted Judy Mathews at the CA Department of General Services, but had not obtained concrete information on eligibility or application for a Cal Card. The Board directed White to abandon efforts to open a District credit card account, and requested White to try once more with the Dept. of General Services to apply for a District Cal Card.
- g) Disposal of District Property: White requested Board permission to dispose of obsolete District property, including obsolete and severely aged signs, stanchions and traffic cones. Keebler moved to authorize the General Manager to dispose of unwanted equipment and materials and to further authorize his purchase of eight (8) new traffic cones for use on District roads. Hasse seconded. In a call of the roll, Directors MacConnell, Keebler, Hasse, Kaighn and Lindberg voted in favor and the motion passed unanimously (5-0).
- h) Municipal Service Review: White reported that all materials requested by LAFCO for their Municipal Services Review had been written to disc and the disc delivered to LAFCO about February 22nd. White has requested a meeting with

LAFCO's Jose Enriquez, but Mr. Enriquez was on vacation, so no meeting date has yet been set.

7. Newsletter Proposal – Hasse presented an updated draft GWCSO Newsletter, and noted some further updates to be made for currency. The Board commented positively on the newsletter's form and content. Keebler moved to authorize Hasse to print and mail the Newsletters at a cost not to exceed \$600. Lindberg seconded. In a call of the roll, Directors MacConnell, Keebler, Hasse, Kaighn and Lindberg voted in favor and the motion passed unanimously (5-0).

8. Punch List Usage and Format – Secretary Regelbrugge provided written material describing the purpose, organization, format and use of the Board's Punch List, which tracks items requiring subsequent action by staff or the Board. He noted that updating the list has been an uneven process to date as no formal review of the list and its contents has been held since its development and institution in the summer of 2015. Regelbrugge suggested a recurring agenda item to review and update Punch List content. Keebler offered many updates to currently open action items for closure. The Board requested that Regelbrugge update the Punch List per Keebler's information, and that he provide the Punch List in editable, spreadsheet format to MacConnell for distribution with the Board's Meeting Information Packet. No formal action was taken on this topic.

9. Financial Report – Keebler reported expenditures to date of \$74,694, and a budget balance is \$365,210, less \$31,057 accounts payable. She mentioned payout of \$125 from object code 4420 to replenish the Petty Cash fund, and mentioned that the Board may wish to transfer up to \$22,000 into object code 4191 (Road Maintenance) if needed.

10. Legal Matters –Lindberg reported on the following:

- a) The District's contract with McMurchie Law, corrected for fee structure, has been signed and a copy sent to the General Manager for filing.
- b) Lindberg has drafted a letter dismissing Girard and Edwards and requesting transmittal of the District's legal file. The Board requested Lindberg to send e-mail to Eric Stevens of Girard and Edwards, and to send a letter copy as well. The General Manager will send a copy of the letter to McMurchie Law.

11. Correspondence – Keebler reported on correspondence received. SDRMA sent notice of a longevity distribution credit, resulting in a reduced rate for responding to their questionnaire. CDSA sent a Call for Nominations for Seat B in fiscal years 2017-19. Nominations must be submitted by May 20th. Lindberg reminded the Board and Staff that Forms 700 (Conflict of Interest) are due. She has received forms from most, but not all, affected persons.

12. Director Reports – Keebler noted that she had responded to both the SDRMA questionnaire (3/9/16) and the State Controller's request for 2015 compensation information (3/9/16). Keebler and Lindberg indicated they had provided editorial inputs to the Newsletter as of 3/12/16. Hasse requested the Secretary to forward finalized

Minutes of the February meeting to him for posting on the web site. The General Manager noted a CSDA webinar covering changes to the Brown Act on April 7th from 10:00-11:30 a.m. Pre-registration is required. Kaighn noted she had already registered.

13. Public Comment – None.

14. Adjournment – Hasse moved to adjourn. Keebler seconded. Upon a call of the roll, Directors MacConnell, Keebler, Hasse, Kaighn and Lindberg voted in favor, the motion passed unanimously (5-0) and the meeting was adjourned at 1:15 p.m.

Respectfully Submitted,

Marc Regelbrugge
GWCSO Secretary

Attachments:

1) GWCSO Monthly Budget Summary, March 2016.

DRAFT

Golden West CSD
Monthly Budget Summary

Mar-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	127	2,373	0
4191 Maintenance Roads	358,404	46,881	311,523	29,144
4197 Maintenance Roads Supplies	0	200	-200	
4220 Memberships	800	620	180	
4260 Office Expense	1,000	230	770	0
4300 Professional Services	30,000	18,373	11,627	1,639
4303 Road Maint/Supplies	1,000	0	1,000	0
4304 Agency Admin Fees	100	0	100	0
4313 Legal Services	25,000	4,465	20,535	0
4400 Publications/Legal Notices	1,000	278	722	93
4420 Rent/Lease PO Box	100	98	2	125
4440 Rent Lease Storage Unit	1,000	960	40	0
4602 Mileage Paid Personnel	1,000	462	538	56
4604 Mileage Volunteer	1,000	0	1,000	0
7700 Contingency Fund	15,000	0	15,000	0
	437,904	72,694	365,210	31,057