

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



**May 14, 2016- DRAFT Meeting Minutes of the Golden West Community Services District**  
**Regular 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 10:32 a.m. Directors responding as present to a call of the roll were John MacConnell, Audrey Keebler, Ken Hasse and Diana Kaighn, constituting a quorum. Director Connaught Lindberg was absent. General Manager Ed White, Board Consultant Hope Leja and Secretary Marc Regelbrugge were also present.

2. Approval of Agenda – Keebler moved to approve the agenda. Hasse seconded. In a call of the roll, Directors Hasse, Keebler, Kaighn and MacConnell voted in favor and the motion passed unanimously (4-0).

3. Consent Calendar – Kaighn requested that item 3(c) be removed from the Consent Calendar to discussed attachment 07 specifically. Hasse moved to approve the Consent Calendar excepting item 3(c). Keebler seconded. In a call of the roll, Directors Hasse, Keebler, Kaighn and MacConnell voted in favor and the motion passed unanimously (4-0).

Discussion moved to item 3(c). Kaighn requested explanation for a mileage charge incurred by the Board Consultant in March. Consultant Leja explained the mileage was to meet with the General Manager at storage to help organize and re-file documents from the recent Audit. Kaighn accepted the explanation. Hasse moved to approve payment vouchers as presented in agenda item 3(c). Keebler seconded. In a call of the roll, Directors Hasse, Keebler, Kaighn and MacConnell voted in favor and the motion passed unanimously (4-0).

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

- a) Implementation of Ordinance 5: White described an issue with a homeowner on Crystal Blvd. who is improving and paving his driveway. White had met with the homeowner's contractor to discuss proper grading and paving of the driveway encroachment, and with the homeowner to discuss lack of timely application for

- an encroachment permit. White has drafted a final notice of non-compliance to be sent to the homeowner, and the Board made some recommendations for certain wording changes to the draft notice. White and Hasse have discussed the issue with the homeowner, and both feel the homeowner is cooperative, but the homeowner's contractor is not. The Board questioned how best to proceed to resolve this issue. Hasse recommended consultation with District Counsel on the matter, including review of letters of notice. The Board requested Hasse and White to meet with District Counsel and obtain his recommendations.
- b) Road Resurfacing: White presented a draft contract for resurfacing of Amalgam with a leveling course to direct water runoff to ditches and 2 ½ inches compacted asphaltic concrete with reinforcing fibers. After some discussion of options regarding direct payment for road-surfacing materiel, Hasse moved to approve contract no. 2016-May-14\_Overlay\_Amalgam with Joe Vicini, Inc. for resurfacing of Amalgam within an amount not to exceed \$23,000, and further to direct the General Manager to work with Vicini to reduce materiel costs if the District can be billed directly for those costs. Keebler seconded. In a call of the roll, Directors Hasse, Keebler, Kaighn and MacConnell voted in favor and the motion passed unanimously (4-0).
  - c) Pothole Repair: White reported he was undertaking a survey of potholes in the District to be subjects of a roughly \$15,000 repair contract to be issued in the July timeframe. District residents are requested to notify White of pothole locations on District roads. The Board directed the General Manager to develop a contract for pothole repairs to be made in the July timeframe.
  - d) Barite Chip Seal Discussion: District resident Ken Beam indicated he has been working with homeowners on Barite to chip-seal Barite for some distance past the District's roadway, placing the transition between paved and gravel surfaces on a level stretch so as to reduce damage to the paved surface from vehicles traversing the transition. Beam mentioned he has received interest from the community, but will not commit until funds have been collected in escrow. This citizen-led initiative offers an opportunity for the District to resurface the District's portion of Barite to tie in to the section paved by Barite residents. White mentioned he is considering the District's work on Barite in the District's FY 2016-2017 Road Maintenance plan.
  - e) Phase 2 Ditch Shaping and Cleaning: White reported he has received an updated proposal from Tim Land Construction that addresses ditch shaping through the rise near 7400 Crystal (~70 feet), redefining the Amalgam uphill-side ditch and clearing brush (~80 feet), and re-shaping the clean-out (~60 feet) to and raising the grate of the drop inlet near 6261 Crystal. Updated proposed contract amount is \$12,550. Keebler moved to approve job no. 2016-May-14\_Drainage\_Ditch\_Repair in an amount not to exceed \$15,000. Kaighn seconded. In a call of the roll, Directors Hasse, Keebler, Kaighn and MacConnell voted in favor and the motion passed unanimously (4-0).
  - f) Sign Replacement on Calcite and Crystal: The Board directed the General Manager to use his purchase authority to procure and install street signs at the intersection of Calcite and Crystal.

- g) Miscellaneous: White informed the District that the second phase of weed abatement work was to begin shortly, and that roadway crack hot-sealing is scheduled to begin May 23<sup>rd</sup>.

5. Long Term Plan – White noted the initial draft of the Long Term Plan was submitted to the Board in March. Hasse noted that any consideration of Long Term planning necessarily needed to address mechanisms for District funding, and recommended discussion proceed on the next topic. No action was taken on this item.

6. Increase in GWCS Road Fee – Hasse discussed his budget analysis, which indicates that needed capital improvements will not be possible at the present per-parcel assessment of \$120/year. Hasse estimates that a per-parcel assessment of roughly \$250/year will be needed to maintain the District's operations and capital improvement plan. In that context, Hasse also noted that District residents will need to see all information on costs of planned work, overhead and recurring costs and revenue in order to make an informed and affirmative decision regarding raising the District's assessment. Keebler moved to establish an ad hoc committee, comprising the General Manager, Financial Officer and Director Hasse, to develop the rationale for increasing the district assessment tied to the long term plan for maintenance and improvement of the District's roads. Hasse seconded. In a call of the roll, Directors Hasse, Keebler, Kaighn and MacConnell voted in favor and the motion passed unanimously (4-0).

7. Discussion of Bylaws Implementation – Kaighn is planning an annual review of the Bylaws and their implementation. In October, she plans to solicit comments on potential Bylaws changes/alterations, and rationale supporting such comments. In November, Kaighn plans a first reading of proposed changes to the Bylaws, incorporating comments solicited in the prior month. A vote to enact updated Bylaws would then be scheduled for December. No action was taken on this item.

8. Punch List Review – The Board, Board Consultant, General Manager and Secretary reviewed the current Punch List and adjusted item status according to prior action and relevance. No formal action was taken on this administrative item.

9. Financial Report – Keebler reported expenditures to date of \$103,625, and a budget balance is \$334,279, less \$26,663 accounts payable. Funds remaining under object code 4191 (Road Maintenance) were \$282,379 as of May 1<sup>st</sup>. The Financial Officer's Monthly Budget Summary is appended hereto.

Keebler further noted that a draft Budget for the next fiscal year is required soon, and the Districts proposed Gann Limit required public notice within the next few weeks. Keebler will publish a Gann Limit notice in the Mountain Democrat.

10. Relief of Financial Accountability of Financial Officer – Keebler reported that a total of \$39.65 was spent from Petty Cash without receipts during the early 2014 timeframe. As the Financial Officer, Keebler bears accountability for these funds, and the Petty Cash

fund cannot be dissolved until Keebler's accountability has been released. Hasse moved to release the Financial Officer form accountability for the \$39.65 in the Petty Cash fund. Kaighn seconded. In a call of the roll, Directors Hasse, Keebler, Kaighn and MacConnell voted in favor and the motion passed unanimously (4-0).

11. 2014-2016 Audit – With a desire to complete a timely and successful audit on a biennial basis, Kaighn moved to direct the Financial Officer to contact Vaughn Johnson to initiate planning for an audit covering the period from July 2014 through June 2016. Hasse seconded. In a call of the roll, Directors Hasse, Keebler, Kaighn and MacConnell voted in favor and the motion passed unanimously (4-0).

12. Website Content – Hasse has been looking into improvement of the District's website. Best practices as identified by the CSDA recommend inclusion of contact information, Director photos and information, and a concise District Mission Statement. Hasse requested all Board members to send photos and a short biographical paragraph (resumé) via e-mail for posting on the web site. Hasse also solicited draft, one-line statements describing the District's mission from Board members and the public. These will be reviewed and selected by the Board.

13. Even Year Election Cycle: Resolution to Consolidate – Keebler moved to approve Resolution 2016-4, Adopting an Even-Year election cycle for the District Board, and to direct the Board Consultant to submit the Resolution to the County as required for implementation. Hasse seconded. In a call of the roll, Directors Hasse, Keebler, Kaighn and MacConnell voted in favor and the motion passed unanimously (4-0).

14. Road Work Planning – Kaighn proposed a Special Meeting to discuss plans and schedules for upcoming roadwork. Alternative suggestions advanced by the Board in discussion included a setting regular agenda item to outline work planned in the next fiscal year, or structuring one regular meeting, perhaps on a quarterly basis, to focus exclusively on road work planning and scheduling in addition to required agenda items. No further action was taken on this item.

15. Appointing Two Board Members per Assignment – Kaighn proposed that each major Director assignment (e.g. budget & finance, audit, legal, etc.) be co-assigned to two Board Members to provide for continuity and operating redundancy. Ensuing discussion noted that certain Board functions are already supported by two Directors, including Finance (Keebler, Lindberg). No formal action was taken on this item.

16. Legal Matters – The District's client file has been received from Girard and Edwards. The Board requested Director Kaighn to work with the General Manager to review these files and develop a listing of their contents.

17. Correspondence – Keebler reported receiving the CSDA Magazine, and a CSDA Bylaws update form, for which the District has the opportunity to vote to approve, deny or abstain by June 24<sup>th</sup>, 2016. Keebler further reported on correspondence received from

El Dorado County indicating that Direct Charge Assessment Rolls are available July 5<sup>th</sup>, and Direct Charge Levy packages are due August 10<sup>th</sup>, 2016.

18. Director Reports – Kaighn inquired as to the locations in the District where agendas are posted. These are: i) at Bobby’s Market; ii) at Dolomite and Galena; iii) on Dolomite near the Common Area; iv) at Crystal Blvd. and Mica St.; and v) near the halfway point down Crystal Blvd from Highway 49. Kaighn inquired as to whether other Board members had received their Certificates for attending the CSDA Webinar on April 7<sup>th</sup>. The General Manager requested that director’s absences be communicated to other Board members and staff. Hasse announced he would be out of the area from 19-25 May.

19. Public Comment – Ken Beam mentioned that there are three turnouts on Crystal Boulevard, and suggested that the District post signage indicating that slower traffic should use the turnouts. The turnouts are near 6700, 6941 and 7233 Crystal Blvd. Beam further mentioned that he had received inquiries from a District resident as to whether Board meetings can be moved to weeknight.

20. Adjournment – Hasse moved to adjourn. Keebler seconded. In a call of the roll, Directors Hasse, Keebler, Kaighn and MacConnell voted in favor, the motion passed unanimously (4-0) and the meeting was adjourned at 1:15 p.m.

Respectfully Submitted,

Marc Regelbrugge  
GWCSO Secretary

Attachments:

- 1) GWCSO Monthly Budget Summary, May 2016.

Golden West CSD  
Monthly Budget Summary

**May-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	76,025	282,379	0
4197 Maintenance Roads Supplies	0	200	-200	
4220 Memberships	800	620	180	
4260 Office Expense	1,000	230	770	72
4300 Professional Services	30,000	20,011	9,989	1,762
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	371	629	606
4420 Rent/Lease PO Box	100	98	2	175
4440 Rent Lease Storage Unit	1,000	960	40	0
4602 Mileage Paid Personnel	1,000	518	482	49
4604 Mileage Volunteer	1,000	0	1,000	0
7700 Contingency Fund	15,000	0	15,000	0
	437,904	103,625	334,279	2,663