

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



June 11, 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 10:35 a.m. Directors responding as present to a call of the roll were Ken Hasse, Diana Kaighn, Audrey Keebler, Connaught Lindberg and John MacConnell, constituting a quorum. 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, Kaighn, Keebler, Lindberg and MacConnell voted in favor and the motion passed unanimously (5-0).

3. Consent Calendar – Kaighn requested that item 3(c) be removed from the Consent Calendar for questions. Kaighn moved to approve the Consent Calendar items 3(a) and 3(b). Hasse seconded. In a call of the roll, Directors Hasse, Keebler, Kaighn and MacConnell voted in favor, Director Lindberg abstained, and the motion passed 4-0.

Under item 3(c), Kaighn questioned the SDRMA insurance bill and whether the District needed all of the coverage types described. Keebler responded that the District required Errors & Omissions insurance for the Board, and that the remainder of the coverage comes as part of a standard package for Special Districts. At the General Manager's suggestion, the Board agreed to consider item 4(d) as part of this item. Hasse moved approve payments to Teichert and Vicini as indicated in Attachment 05. Lindberg seconded. The General Manager noted that direct payment to Teichert for material was not shown on Vicini's contract, but that materials were purchased directly from Teichert for the contracted work. He recommended submitting an attestation to that effect with the payment request. In a call of the roll, Directors Hasse, Kaighn, Keebler, Lindberg and MacConnell voted in favor and the motion passed unanimously (5-0). Hasse further moved to approve the remaining payments requested under item 3(c). Keebler seconded. In a call of the roll, Directors Hasse, Kaighn, Keebler, Lindberg and MacConnell voted in favor and the motion passed unanimously (5-0).

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

- a) Implementation of Ordinance 5: White requested direction from the Board on how to handle property owners doing encroachment work and ignoring District Ordinance 5, which requires an approved permit prior to beginning work that encroaches onto the District's right-of-way. Hasse noted Ordinance 5 provides for sending a Certified letter notifying the property owner of repairs that must be done within 30 days to bring the property's encroachment into compliance with the Ordinance and that the owner has the right to request a hearing by the Board. White was requested to work with Hasse to draft and send 30-day notices of non-compliance with Ordinance 5 to the offending property owners. Hasse was also tasked by the Board to develop verbiage for signs to be posted within the District indicating the District's requirement for approved encroachment permits.
- b) Sodalite Drainage: White described a drainage issue on Sodalite that resulted from the District's replacement of a culvert adjacent to a very flat portion of the road. He recommended either re-crowning the road, re-grading a valley in the paved encroachment, or installing a cross-channel drain at the location. The Board requested White to price the alternatives.
- c) Barite Chip Seal Project Proposal: White and District Resident Ken Beam discussed joint planning of paving work on Barite St., wherein the District would pave its dedicated encroachment on the side road and Barite residents would pave some distance down the private portion of the road from the District's encroachment. The project would be planned jointly, but executed under separate contracts and supervision. Kaighn moved to direct the General Manager to create a contract for resurfacing the District's portion of Barite St., consisting of a single lift of asphalt concrete with reinforcing fibers and double chip seal, over a length of approximately 425 linear feet with no adjustments to grade. Hasse seconded. In a call of the roll, Directors Hasse, Kaighn, Keebler, Lindberg and MacConnell voted in favor, and the motion passed unanimously (5-0).
- d) Teichert Payment: This item was considered under item 3(c), Consent Calendar.
- e) CalCard Update: After brief discussion, Keebler moved to scrap the CalCard idea, and to expend no further effort on the subject. Lindberg seconded. In a call of the roll, Directors Hasse, Kaighn, Keebler, Lindberg and MacConnell voted in favor, and the motion passed unanimously (5-0).
- f) Weed Abatement Update: White noted that the weed abatement contractor had recommended a second, limited spraying sometime between mid-June and the end of July. Cost would be \$600. The Secretary confirmed that the \$600 expenditure for follow-up spraying was approved by the Board as part of the weed spraying contract in January 2016. No further action was taken on this topic.

5. Policy and Procedures (Rules and Regulations) – Kaighn noted some areas of overlap and contradiction between the District's Bylaws and Resolution 14-003 (Rules and Procedures of the Board of Directors of the GWCSO). The Board's consensus was to replace Resolution 14-003 entirely with the Bylaws and the District Operations Manual, which is being drafted by Board Consultant Leja. The Board noted that the Bylaws

already take precedence over Resolution 14-003, and requested Leja to provide a draft Operations Manual for Board review at the October regular meeting. Hasse agreed to annotate Resolution 14-003 on the District web site to indicate its subordination to the current Bylaws. No further action was taken on this item.

6. Mission Statement for District – The Board directed Hasse to shorten Article 2.0 of the Bylaws and obtain therefrom a Mission Statement suitable for posting on the District web site.

7. Financial Audit of the District – Keebler reported receipt of an engagement letter from Vaughn Johnson, CPA, to perform an audit of the District's finances and procedures, beginning July 1, 2016 and covering the period from July 1, 2014 through June 30, 2016. Quoted fee for the proposed audit was \$3000. Lindberg moved to approve acceptance of Vaughn Johnson's letter and to direct the Financial Officer to sign and return the engagement letter, authorizing the audit. Hasse seconded. In a call of the roll, Directors Hasse, Keebler, Lindberg and MacConnell voted in favor, Director Kaighn voted against, and the motion passed 4-1.

8. Appropriations Limitations (Prop. 4 – Gann Limit) – Keebler moved to approve Resolution 2016-05 to specify the Gann Limit for District appropriations in Fiscal Year 2016-17 in the amount of \$335,305.62. Hasse seconded. Keebler further noted that the Resolution had been properly noticed in the Mountain Democrat. In a call of the roll, Directors Hasse, Kaighn, Keebler, Lindberg and MacConnell voted in favor and the motion passed unanimously (5-0).

9. Financial Report – Keebler reported expenditures to date of \$106,114, and a budget balance of \$331,790 less \$43,800 accounts payable. The Financial Officer's Monthly Budget Summary is appended hereto.

10. Appointing Two Board Members per Assignment – The Board discussed appointment of two Directors per functional assignment. Current assignments are: a) Budget/Audit – Keebler and Lindberg; b) bylaws – Kaighn and Hasse; c) Legal – Lindberg and MacConnell. No other action was taken on this item.

11. 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.

12. Legal Matters – No report was made on this item and no action was taken.

13. Correspondence – Keebler reported receiving and responding to SCIF's annual questionnaire on the Nature and Scope of District operations. She also received notice of an election for the CSDA Board listing three candidates for a term ending in 2019, to which she will reply, and a notice from the County that a Draft Environmental Impact Report on Western Slope Roadways is available for review in the Placerville Library until July 5.

14. Director Reports – Kaighn requested that draft Meeting Minutes of the prior month’s meeting be made available to Directors before the agenda-input deadline. The Secretary agreed to strive to deliver draft Minutes on or before the tenth calendar day prior to the next regular meeting. General Manager White indicated that CSDA Field Coordinator Dane Waulde requested an appointment for the next regular meeting to address the Board. White also noted that the ditch cleaning and shaping contract came in under budget, and that the crack-seal contractor did a considerable amount of work above the scope of the contract at no additional charge.

15. Open Public Forum – There were no comments from the public.

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, June 2016.

Golden West CSD
Monthly Budget Summary

June 2016

REVENUE

Deposits other than county	0
Undesignated Unreserved Funds from 7-31-15 GL Detail	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	972
4191 Maintenance Roads	358,404	76,025	282,379	40,786
4197 Maintenance Roads Supplies	0	200	-200	0
4220 Memberships	800	620	180	0
4260 Office Expense	1,000	302	698	13
4300 Professional Services	30,000	21,773	8,227	1,873
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	977	23	17
4420 Rent/Lease P O Box	100	98	2	0
4440 Rent Lease Storage Unit	1,000	960	40	0
4602 Mileage Paid Personnel	1,000	567	433	140
4604 Mileage Volunteer	1,000	0	1,000	0
7700 Contingency Fund	15,000	0	15,000	0
	437,904	106,114	331,790	43,800