

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



July 9, 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 10:37 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 items 3(a) and 3(c) be removed from the Consent Calendar for questions. Kaighn moved to approve the Consent Calendar excluding items 3(a) and 3(c). Hasse seconded. In a call of the roll, Directors Hasse, Kaighn, Lindberg and MacConnell voted in favor, Director Keebler voted against, and the motion passed 4-1.

Following discussion under item 4, described below, the Board requested two corrections to the June Regular Meeting Minutes. First, Kaighn requested that item 8 be extended to include a more comprehensive notation reflecting the outcomes of the Board's discussion of the schedule for transmitting draft Agendas and Minutes to the Board for review prior to finalization of upcoming-meeting Agendas. The discussion had resulted in setting two action dates for the process. The Secretary was requested to submit prior meetings' draft Minutes and current Punch List to the agenda preparer at least ten calendar days prior to the next regular meeting. The Board President committed to transmission of that information, along with the draft Agenda, to Board members for their review at least four days prior to the deadline for publishing the notice and agenda for the corresponding Regular Meeting. Second, MacConnell noted a typographic error in item 20, which listed five Directors voting in favor of adjournment, with a parenthetical tally of "4-0." The Secretary agreed to correct the June meeting Minutes as requested.

Under item 3(c), Kaighn indicated she had not received copies of backup materials supporting the Payment Voucher requests. MacConnell apologized that the outcome was due to an inadvertent oversight on his part, as the Financial Officer forwards the supporting information to the President with the prepared Payment Vouchers prior to each Regular Meeting. All concurred that the backup materials should be sent with the Board packet for review prior to each Regular Meeting. Hasse moved to approve the Payment Vouchers for July. 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. CSDA Field Coordinator Presentation – Dan Waulde, CSDA Field Coordinator for our area, addressed the meeting on the scope of services provided by the CSDA to special districts, and his role as Field Coordinator to ensure those services are delivered promptly and properly. The CSDA focuses on two major services to Districts: i) outreach programs for training and development of District personnel and leadership, and ii) legislative advocacy on the behalf of Special Districts’ collective interests. He enumerated several examples in each of these categories, and urged the District to contact him for more information or to learn how to utilize these services more effectively. Waulde left an information packet with the General Manager for Board members to peruse at their leisure, and welcomed calls or e-mails with questions regarding those materials. The Board thanked Mr. Waulde for his time and his informative presentation.

5. General Manager’s Report – General Manager White reported on the following topics:

- a) Implementation of Ordinance 5: District Resident Jeanette Miller addressed the Board indicating that she had received a Notice from the District regarding a violation of Ordinance 5 wherein debris was washing onto Crystal Blvd. just south of the Crystal Curve from her driveway. She indicated a tenant was living on the property and had not informed her of the District’s notices. As a result, she was unaware of the situation and any need to mitigate it. She indicated that she and her husband would look into the situation and take steps to prevent debris from washing down the driveway to Crystal Blvd. MacConnell voiced the Board’s appreciation of their commitment to cooperate with the District, and the General Manager and Director Hasse arranged to meet with the property owners on site after the meeting to review and discuss the situation.

White reported receiving a reply from the owner at 7400 Crystal Blvd., offering an alternative resolution that might direct flow into the ditches on either side of the owner’s encroachment, but that White believed would be ultimately unacceptable. White recommended that the District should require the owner to cut out the encroachment, build a new culvert and manage driveway drainage into the ditches. Hasse recommended allowing the owner to proceed according to his plan with a note that the driveway work had not been done under a District Encroachment Permit, and not to District standards, therefore any future failing of the owner’s proposed construction may require additional corrective action on the owner’s part.

- b) Sodalite Drainage: White described a drainage issue on Sodalite causing excessive water to flow down a driveway and across the roadway. The General Manger recommended a letter be drafted outlining the drainage issue and possible fixes therefor. Hasse committed to work with the General Manager on that letter.
- c) Barite Chip Seal Project Proposal: White described a potential issue with planned paving down the Barite St. encroachment onto Crystal Blvd. arising from the encroachment of an easement to Nielsen Ranch lands and its use, which could break down any new road surface laid by the District. White recommended a 15-20' curb return to the encroachment, paved 8-10' beyond the road's edge. The cost for said installation being roughly \$5-8 thousand. Hasse recommended avoiding the encroachment and paving the road with a 2' wide apron of 10" packed aggregate base covered by the planned asphaltic concrete and a 5/16-3/8 thick final chip layer. The Board directed White to incorporate such terms into his draft contract. White's request to assign contract no. 2016_July_9_Barite_Resurface to the project was agreed by the Board.
- d) Pothole Repairs: White indicated he had identified approximately 1500 square feet of road surface requiring pothole repair and requested the Board assign project number 2016-July 9 Pothole Repair to the project. The Board concurred. White also described two areas potentially requiring additional attention; an approximately 2 x 40 foot section of undermined road edge near 5875 Dolomite, and a similar, 75-100 square-foot area near 6600 Crystal Blvd. Hasse recommended limiting the extent of pavement in these locations beyond the existing road edge(s).
- e) LAFCO Municipal Service Review (MSR): White indicated he had received an administrative draft of the District's MSR section for review by the Board. LAFCO has requested comments by August 11, 2016. The Board decided to hold a Special Meeting at 5:30 p.m. on July 19th, 2016, at Station 44 (if available), and requested White to Notice the meeting for review of the draft MSR.

6. Preliminary (Proposed) Budget for Fiscal Year 2016/2017 – Keebler presented a proposed budget for FY 2016-2017. Kaighn offered proposals for setting budgets on the following object codes: i) 4260 at \$500 budget, ii) 4300 at \$25,500 budget, iii) 4604 at \$390 budget, and iv) 4191 at \$351,500 budget. Discussion ensued on appropriate budgetary headroom in various object codes, and on the subject of reallocating the code 7700 (Contingency) budget to other object codes. The Board concurred to reallocate \$9,500 from code 770 to code 4191 (Road Maintenance), and \$500 from code 7700 to code 4400 (Public Notices). Hasse moved to accept the proposed budget with the change of eliminating the contingency fund, moving \$500 from Contingency into Public Notices, and \$9,500 from Contingency into Road Maintenance. Lindberg seconded. In a call of the roll, Hasse, Kaighn, Keebler, Lindberg and MacConnell voted in favor and the motion passed unanimously (5-0). Hasse moved to approve Resolution 2016-06 as amended to strike the reference to the Contingency fund and correct the title "Chairman" to "President." Kaighn seconded. In a call of the roll, Hasse, Kaighn, Keebler, Lindberg and MacConnell voted in favor and the motion passed unanimously (5-0).

7. Financial Report – Keebler reported on the financial status of the District as of the end of the Fiscal Year just passed. The Financial Officer’s End of Year Summary report is appended hereto.

8. SB272 Legislation: Creation of a Catalog of Enterprise Systems – Senate Bill 272 was recently passed requiring special districts to create a catalog of their enterprise systems and post it on their websites and at their office; effective July 1, 2016. The District neither has nor uses enterprise systems, and Hasse informed the Board that he has already posted a statement to that effect on the District website.

9. Conflict of Interest Code – Lindberg reported that the District was required to review the Conflict of Interest Code (CIC) every even year, and that the District needed to respond to the County by August 26th as to whether changes would be made to the CIC. The District would then have 90 days to submit the CIC adopted in FY 2016-2017. MacConnell recommended a change to the Disclosure Categories list, which determines which situations are to be disclosed by each interested person. In particular, MacConnell recommended that the clause reading “provide goods, equipment, vehicles, machines or services of the type utilized by the CSD” be changed to “directly contract with the CSD.” Keebler moved to approve the recommended change of disclosure requirements in the District Conflict of Interest Code. Lindberg seconded. In a call of the roll, Hasse, Kaighn, Keebler, Lindberg and MacConnell voted in favor and the motion passed unanimously (5-0).

10. GWCSO Signs for Encroachment Permits – Hasse presented proposed signage to inform the public of the District’s requirement for Encroachment Permits. The Board directed the General Manager to procure signage per Hasse’s proposal.

11. Temporary Street Closures for a Community Event – The Board discussed a Resident’s request regarding development of a policy for temporary road closures for community events. White indicated that the County informed him that the District is the first party responsible for such approvals, although District-approved closures also need to be approved by the local fire district. The Board concurred not to offer temporary closure permits for District roads.

12. 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.

13. Legal Matters – Lindberg reported there was nothing to report under this item, and no action was taken by the Board.

14. Correspondence – Keebler reported receiving communication from SDRMA with documentation of insurance, and a County Notice of Availability for Review, until August 15th, of a Draft Environmental Impact Report for the General Plan impact on Biological Resources.

15. Director Reports – Hasse reported he will be absent for the August Regular Meeting. White requested clarification on printing notices for the upcoming Special Meeting. The Board requested White to provide the printed and electronic copies of said notice for posting in the District and on the District’s website. White also requested Lindberg to review the LAFCO draft MSR dates for Director terms. Consultant Leja indicated she would not be preparing the agenda for August’s Regular Meeting and would likely not be able to attend that meeting. MacConnell indicated he would prepare the August Meeting agenda in Leja’s absence.

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

17. Adjournment – Hasse moved to adjourn. Keebler seconded. In a call of the roll, Directors Hasse, Keebler, Kaighn, Lindberg and MacConnell voted in favor, the motion passed unanimously (5-0) and the meeting was adjourned at 1:24 p.m.

Respectfully Submitted,

Marc Regelbrugge
GWCSO Secretary

Attachments:

- 1) GWCSO End of Year Budget Summary, June 2016.

Golden West CSD
Monthly Budget Summary

Jun-16 End of Year Summary

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	1,099	1,401	0
4191 Maintenance Roads	358,404	16,811	241,594	0
4197 Maintenance Roads Supplies	0	200	-200	0
4220 Memberships	800	621	179	0
4260 Office Expense	1,000	315	685	13
4300 Professional Services	30,000	23,645	6,355	878
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	995	5	17
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	707	293	29
4604 Mileage Volunteer	1,000	0	1,000	0
7700 Contingency Fund	15,000	0	15,000	0
	437,904	149,913	287,991	1,112