

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



**August 13, 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 10:34 a.m. Directors responding as present to a call of the roll were Diana Kaighn, Audrey Keebler, Connaught Lindberg and John MacConnell, constituting a quorum. Director Ken Hasse 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 with minor corrections to sub-tem numbering under item (4). Lindberg seconded. In a call of the roll, Directors Kaighn, Keebler, Lindberg and MacConnell voted in favor and the motion passed unanimously (4-0).
3. Consent Calendar – Kaighn asked for correction of the designation of item 3(d) as to its date (July 9, 2016), which should be August 13, 2016. Keebler moved to approve the Consent Calendar as corrected. In a call of the roll, Directors Keebler, Lindberg and MacConnell voted in favor, Director Kaighn abstained voted, and the motion passed 3-0.
4. General Manager’s Report – General Manager White reported on the following topics:
  - a) LAFCO Municipal Services Review (MSR): White reported meeting with Director Lindberg and LAFCO Executive Officer José Enriquez, and noted Enriquez’ laudatory comments on the Board’s review and critique of the draft MSR. Lindberg reported Enriquez was “suffusive in his parise.” LAFCO will incorporate the alterations recommended by the Board into the next draft of the MSR report. The draft MSR should be released for public comment at LAFCO’s meeting on August 24<sup>th</sup>. Discussion proceeded to item 4(f) following conclusion of discussion on this item.
  - b) Implementation of Ordinance 5: Discussion on this topic was deferred until after discussion on item 4(f) completed. Upon completion of discussion of item 4(f), White presented a draft notification letter aimed at raising residents’ awareness of

Ordinance 5 requirements. The consensus of the Board was that the letter could be used equally well as a letter of introduction for residents undertaking new developments on their property, or as a follow-up letter for first contact regarding encroachment development or maintenance issues.

White reported on current issues regarding Ordinance 5 enforcement:

- i) White has spoken with the Sodalite resident near the location where the GWCSO replaced a culvert, whose driveway is directing runoff onto the roadway. No significant progress has been made to provide alternate drainage along the resident's driveway to direct runoff into the ditch.
  - ii) Repairs made at 7400 Crystal Blvd. may not work properly to redirect runoff into the ditches on either side of the newly paved driveway. In addition, the driveway culvert is likely to become plugged with debris in a heavy rain. A similar situation is now the case at 6340 Crystal Blvd, where debris-blocked culverts are likely. The Board concluded that little could be done with the potentiality of these issues, but that the General Manager should acquire continuing evidence as to the efficacy of these owners' efforts to allow the Board to act appropriately once a de facto violation of Ordinance 5 became evident.
  - iii) White mentioned a couple of other properties on Manganite and Dolomite where culverts have been blocked. The Board recommended that White should follow up with these residents and bring their cases for further action if necessary.
- c) GWCSO is not an HOA: White described an issue of realtors and title companies misconstruing the District's character as a Homeowner's Association. White plans to meet with the President of the EL Dorado County Board of Realtors to press the point that a Special District is an agency of County government, not an association or corporation.
  - d) Encroachment Permits Signs: White has received an estimate from Spot-On Signs for Encroachment Permit signs. The Board directed the General Manager to procure four, 18 x 24-inch, black-on-white, reflective signs.
  - e) Contract 2016-JULY9 POT HOLE REPAIR: The General Manager opened bids for the pothole repair contract. The first bid was received from Doug Veerkamp of Cold Springs Road in Placerville. Veerkamp offered a lump-sum bid of \$19,682, for a contract price of \$12.03/square foot. The second bid was received from Gordon Vicini of Placerville Drive in Placerville. Vicini offered a total bid of \$29,085, at a contract price of \$18.24/square foot. Keebler moved to award the pothole repair contract to Doug Veerkamp in the amount of \$19,682, contingent upon finding the bid to be complete and compliant. Kaighn seconded. In a call of the roll, Directors Kaighn, Keebler, Lindberg and MacConnell voted in favor and the motion passed unanimously (4-0). Following this item, discussion proceeded to item 4(g).
  - f) Crystal Blvd. and Barite Street Road Work: This item was discussed immediately after item 4(a). White described the bid packet sent to the District's Approved Contractors and requested a contract designation. Keebler moved to assign Work Order 2016-AUG. 13-CRYSTAL OVERLAY for the project. Kaighn seconded.

- In a call of the roll, Directors Kaighn, Keebler, Lindberg and MacConnell voted in favor and the motion passed unanimously (4-0). White and District resident Kevin Atkinson described the bid package, which requests bids on resurfacing of Crystal Blvd. from Mica to the cul-de-sac, and resurfacing paving Barite street to the end of the District's portion of the road as an option. The bids were combined in an attempt to realize savings, but can be decoupled for re-bid if costs are too high. White further requested a Special Meeting on August 16<sup>th</sup> to open the bids for this project. Kaighn moved to schedule a Special Meeting on August 16<sup>th</sup> to open the bids received on the Crystal Overlay project. Keebler seconded. In a call of the roll, Directors Kaighn, Keebler, Lindberg and MacConnell voted in favor and the motion passed unanimously (4-0). The Board thanked Mr. Atkinson for his assistance in the preparation and review of the bid package. At the conclusion of discussion on this topic, discussion continued with item 4(b).
- g) Late Summer Road Repairs: White recommended three areas for work in the near term before the end of summer. These were:
- i) Crack sealing from Crystal Curve to Mica;
  - ii) Repair of exposed petromat areas;
  - iii) Traffic striping, marking and new signage.

The Board directed the General Manager to request estimates and pricing on these projects.

5. Magnetic Vehicle Signs for the GM's Vehicle – Kaighn requested the Board to consider purchasing identifying vehicle signage for the General Manager to use when on official District business. Keebler moved to direct the General Manager to purchase District General Manager vehicle magnetic signs. Kaighn seconded. In a call of the roll, Directors Kaighn, Keebler, Lindberg and MacConnell voted in favor and the motion passed unanimously (4-0).

6. Budget Hearing: GWCSB Budget for Fiscal Year 2016/2017 – Keebler presented, for adoption, the final, proposed budget for FY 2016-2017, with adjustments as approved in the Board's prior meeting. After some discussion, including a recommendation to correct the Resolution's signature title of "Chairman" to "President", Keebler moved to approve Resolution 2016-07, as corrected, adopting the District's Budget of \$407,310 for 2016/2017. Kaighn seconded. In a call of the roll, Directors Kaighn, Keebler, Lindberg and MacConnell voted in favor and the motion passed unanimously (4-0).

7. Special Tax Report – Keebler presented and moved to approve the Special Tax and Bond Accountability Report for 2015-16, indicating \$55,080 of Special Tax monies were spent on road work during the subject period. Lindberg seconded. In a call of the roll, Directors Kaighn, Keebler, Lindberg and MacConnell voted in favor and the motion passed unanimously (4-0).

8. Petty Cash Fund Closure – Keebler described the process for closure of the Petty Cash fund and noted that Petty Cash funds would be deposited into Object Code 4191 (Road Maintenance). Lindberg moved to approve Resolution 2016-08 to close the Petty Cash

Fund. Kaighn seconded. In a call of the roll, Directors Kaighn, Keebler, Lindberg and MacConnell voted in favor and the motion passed unanimously (4-0).

9. Financial Report – Keebler reported on the financial status of the District. The change of Fiscal Year has precluded the County from providing their customary month-end financial summaries, so none was presented, nor is one appended this month.

10. Conflict of Interest Code – Keebler moved to approve Resolution 2016-09, repealing Resolution 2015-01 and adopting an amended Conflict of Interest Code for the District. Kaighn seconded. In a call of the roll, Directors Kaighn, Keebler, Lindberg and MacConnell voted in favor and the motion passed unanimously (4-0).

11. Bylaws Review – Kaighn outlined a schedule for review of the Bylaws by proposing a workshop to be scheduled at the September Regular Meeting to review and discuss potential changes, review of proposed changes resulting from the September regular Meeting and subsequent workshop at the October Regular Meeting, and a vote on the resulting proposed changes to the Bylaws at the December Regular meeting. Kaighn further discussed the process involved in this sequence, and offered to work with Hasse to draft a Statement outlining the process and its objectives for posting on the District web site.

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.

14. Correspondence – Keebler reported on completing and sending a report on FEMA Grants Monitoring of funding received. The District is exempt from said reporting requirement as the District has received less than \$500,000 in funding over the government fiscal year 2014-2015. Keebler also reported on communication received from the CSDA informing that participation in CSDA committee assignments are solicited from member organizations. Lindberg reported on communication received from the County Elections Office indicating that the Board of Supervisors has adopted the District's requested extension of election cycle to even years. The cost to be billed to the District therefor is \$282.78.

15. Director Reports – Lindberg suggested sending an appreciative note to Mr. Atkinson for his help formulating the Crystal Blvd. re-paving contract. Secretary Regelbrugge informed that he would not be available to record or format the minutes of the September Regular Meeting due to other personal commitments.

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

17. Adjournment – Keebler moved to adjourn. Kaighn seconded. In a call of the roll, Directors Keebler, Kaighn, Lindberg and MacConnell voted in favor, the motion passed unanimously (4-0) and the meeting was adjourned at 12:40 p.m.

Respectfully Submitted,

Marc Regelbrugge  
GWCSO Secretary

Attachments:

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

DRAFT