

Golden West Community Services District

P.O. Box 448, El Dorado, CA 95623

gwcsd.org

MINUTES

Regular Meeting GWCS D Board of Directors

Saturday, September 10, 2016 10:30 a.m.

Fire Station #44, 6109 Quartz Dr., El Dorado, CA 95623



Public Comment: The public shall have the right to comment on any items appearing on the agenda during consideration of the item. Public comment will be limited to 3 minutes per speaker.

1. **Appointment of Secretary:** In the absence of Board Secretary Regelbrugge, a temporary secretary will be appointed for minute taking during this GWCS D Board meeting.
Board Discussion/Public Comment/Board Action

President MacConnell called for a volunteer to take minutes for the September 10, 2016 GWCS D Regular Board meeting. Consultant Hope Leja volunteered.

2. **Call to Order/Roll Call:** President John MacConnell, Vice President Ken Hasse, Director/Financial Officer Audrey Keebler, Director Diana Kaighn, Director Connaught Lindberg, General Manager Ed White, Secretary Marc Regelbrugge, Consultant Hope Leja.

The meeting was called to order at 10:30 a.m. President MacConnell, Vice President Hasse, Directors Keebler, Kaighn, and Lindberg were present. General Manager White and Consultant Leja were present. Secretary Regelbrugge was absent. Director Keebler excused herself and temporarily left the meeting at 10:33 a.m.

3. **Approval of Agenda**
Board Discussion/Public Comment/Board Action

General Manager White called to move Item 5 f. to the beginning of the General Manager's Report. Director Kaighn moved to approve the agenda for the September 10, 2016 GWCS D Board meeting. Director Hasse seconded. Directors Macconnel, Hasse, Lindberg, and Kaighn voted yes. Keebler absent. Motion passed. (4 yes, 1 absent)

4. **Consent Calendar** (all items on the Consent Calendar are to be approved by one motion unless a Board Member requests separate action on a specific item)
 - a. **Approval of Minutes:** Regular meeting of GWCS D, August 13, 2016.
Attachment: 04a-20160813_Minutes_DRAFT.pdf

This item pulled for further discussion.

- b. **Approval of Minutes:** Special meetings of GWCS D, August 16, 2016, August 18, 2016, and August 31, 2016.
Attachments: 04b-20160816_SpecMinutes_DRAFT.pdf
04c-20160818_SpecMinutes_DRAFT.pdf
04d-20160831_SpecMinutes_DRAFT.pdf

Attachment 04d-20160831_SpecMinutes_DRAFT was pulled for further discussion.

- c. **El Dorado County Financial Reports:** Accepted as presented from County August 2016.
Attachments: 04e-GLsum_1607_GWCSD.pdf
04f-RevExsum_1607_GWCSD.pdf

This item approved on the Consent Calendar.

- d. **Approval of Bills:** September 10, 2016.
Attachment: 04g-Payment_Voucher_September_2016.pdf

This item was pulled for further discussion.

- e. **2016 Ad valorem property tax for GWCSO.**
Attachment: 04h-Ad_Valorem_GWCSD_2016.pdf
Board Discussion/Public Comment/Board Action

This item was approved on the consent calendar.

Director Kaighn requested Item 4d and Approval of Bills to be pulled for discussion.

Director Lindberg requested Item 4a be pulled for correcting typographical errors.

Director Hasse motioned to approve the consent calendar with the exception of the Item 4a minutes, Item 4d, and Approval of Bills. Director Kaighn seconded. Directors MacConnell, Hasse, Lindberg, Kaighn voted yes. Keebler was absent. Motion passed (4 yes 1 absent).

President MacConnell reiterated that there was a typo in the draft minutes of the regular meeting of August 13 (4a). In item 4a, line four, “effusive” should replace “suffusive”. In item 8, line one, “fund” should replace “find”.

In item 4d Special Minutes of August 31, Director Kaighn noted that Consultant Leja was in attendance. Director Kaighn commented regarding Payment Voucher 4g. She questioned why consultant Leja prepared a Resolution and engaged in a phone call with the General Manager regarding the California Uniform Public Construction Cost Accounting Act without Board approval. Leja replied it was at the direction of the General Manager. Discussion followed.

Director Hasse motioned to approve the payment of the bills. Director Keebler (returned to meeting at 10:40 a.m.) seconded. Directors MacConnell, Hasse, Keebler, and Lindberg voted yes. Director Kaighn voted no. Motion passed (4 -1).

5. General Managers Report

General Manager White will report on the following:

- a. **GWCSO Meeting Room Condition:** It has been brought to the General Manager’s attention that the meeting room has been left in less-than-optimum condition after GWCSO Board meetings.

Board Discussion/Public Comment/Board Action

Attachment: None

General Manager White reported that the meeting room has been left in deplorable condition and stated that everyone needs to pick up after themselves and leave the room clean after the meeting. No Motion.

- b. **Implementation of Ordinance 5:** The General Manager will discuss the Private Encroachment Letter in regards to the implementation of Ordinance 5.

Board Discussion/Public Comment/Board Action

Attachment: 05a-Letter_Private_Encroachment_Info.pdf

General Manager White discussed areas of culvert/ditch issues in the district. He would like direction on how to proceed. Director Hasse suggested the General Manager should follow the process detailed in Ordinance 5 if culvert is totally blocked. Directors Hasse, Lindberg, and Keebler will review latest letter. General Manager will pick up and post Ordinance 5 signs throughout the district. No Motion.

- c. Crack Sealing Project:** The General Manager will discuss the cost quotes received for this project.

Board Discussion/Public Comment/Board Action

Attachment: None

General Manger White discussed quotes from Sierra Striping (\$18,677) and CPM (\$6,300) for 3 miles of Crystal Blvd. clean out and fill cracks with same material used by both contractors. Director Hasse authorized General Manager White to have CPM do crack sealing for \$6,300. Director Keebler seconded. Directors MacConnell, Hasse, Lindberg, Keebler, and Kaighn voted yes. Motion passed. (5-0).

- d. Road Paint Striping:** The GM will discuss the cost quotes received for this project.

Board Discussion/Public Comment/Board Action

Attachment: None

General Manager White discussed cost of striping on Dolomite and Galena, by Sierra Striping for approximately \$3,200. Director Keebler moved to approve up to \$3,500 for paint striping as proposed by General Manager. Director Hasse seconded. Directors MacConnell, Hasse, Lindberg, Keebler and Kaighn voted yes. Motion passed (5-0)

- e. Microsurfacing of Dolomite and Galena:** The GM will discuss the costs for this project.

Board Discussion/Public Comment/Board Action

Attachment: None

General Manager White discussed costs of Microsurfacing for Galena and Dolomite. Galena portion: \$8,303. Dolomite: \$8,326. Roughly 33,000 sq ft. on each project. President MacConnell stated that this was approved at the last meeting. General Manager stated there might be problems with the product in temperature extremes. No Motion.

- f. Inspector for 2016 Aug. 13 Crystal Overlay Project:** The GM will discuss a request by resident Kevin Atkinson to utilize an outside inspector for portions of the 2016 August 13 Crystal Overlay Project.

Board Discussion/Public Comment/Board Action

Attachment: None

This item was moved to the beginning of the General Manger's report.

Resident Ken Beam reported on the proposal for roadwork on the non-GWCSD portion of Barite.

Resident Kevin Atkinson discussed his concerns regarding the lack of inspectors on GWCSD roadwork projects. He recommends an inspector on site for the double chip seal and petromat project on Crystal Blvd. He mentioned two contractors that do these types of inspections: Joe Roper and Asphalt Consulting Service (Skip Brown). Youngdahl was also mentioned as an inspector. Discussion was had regarding pros and cons of inspectors, and tests that needed to be done.

Motion 1: Director Hasse motioned for an amount not-to-exceed \$3,500 to hire an inspector for critical portions of the contract (oil/petromat fabric) and to remove inspection of non-critical crack sealing and pothole repair. MacConnell seconded. Director Hasse voted yes, Directors MacConnell, Keebler, Lindberg and Kaighn voted no. Motion failed (1-4)

Motion 2: Director Hasse moved to contract with an inspector to do the complete job not to exceed \$7,000. Director MacConnell seconded. Directors MacConnell, Hasse, Keebler voted yes. Director Lindberg and Kaighn voted no. The vote passed. (3-2). General Manager White was instructed to find the inspector with the best price, and/or to remove crack seal and pothole portions.

- g. Repair of Exposed Petromat on Crystal:** The General Manager will discuss the cost and repair of exposed petromat on Crystal.

Board Discussion/Public Comment/Board Action

Attachment: None

General Manager White discussed cost of repair of exposed petromat on Crystal. Vicini costs \$5-\$6,000. Veerkamp 3/8 chip, with 5/16th on top for \$10,958 for 1150 sq ft. of exposed petromat. using oil and chips and petromat over the area in need of repair. Digouts of 350 sq.ft. are required as well (this would be added to the pothole repair contract as a work change order). Director Kaighn motioned to do a change order for pothole repair for \$4,500 and issue a new contract to Veerkamp not to exceed \$11,000 to repair exposed petromat. Director Keebler seconded. Directors MacConnell, Hasse, Lindberg, Keebler, and Kaighn voted yes. Motion passed (5-0).

- h. Road Damage to Mica:** The GM will discuss recent road damage to Mica.

Board Discussion/Public Comment/Board Action

Attachment: None

General Manager White discussed approximately 250 square feet of damage to Mica. This was added to the pothole contract with Veerkamp. No motion.

6. Financial Report

Director Keebler will report on the financial status of the District.

Board Discussion/Public Comment/Board Action

Attachment: 06a-FO_report_Sept_2016.pdf

Director Keebler reported that \$359,290 was in the road maintenance fund. There is a balance of \$404,701. Outstanding bills \$23,020. No Motion.

7. Posting of Unsigned Resolutions on the Website

Director Hasse will discuss the posting of unsigned Resolutions on the GWCSO website.

Board Discussion/Public Comment/Board Action

Attachment: None

Director Hasse stated that the board should not be posting unsigned Resolutions on the website. He should receive signed Resolutions from General Manager. All documents should eventually go to the General Manger to be filed in storage. No Motion.

8. Bylaws Review/Workshop

Director Kaighn will propose a process for this year's bylaws review and will suggest setting a workshop date. Bylaws can be viewed at the District website: gwcsd.org

Board Discussion/Public Comment/Board Action

Attachment: None

Bylaw workshop will be held on Thursday, September 22, at 6:30 p.m. General Manager White will locate a meeting place. No Motion.

9. Punch List Review

The Board will review and update the content of the August punch list.

Board Discussion/Public Comment/Board Action

Attachments: 09a-PunchList_2016-0910-Actions.pdf

09b-PunchList_2016-0910-Deferred.pdf

09c-PunchList_2016-0910-Docketed.pdf

09d-PunchList_2016-0910-Tabled.pdf

This item was not discussed due to meeting room time had lapsed. No Motion.

10. Update on 2014-2016 Audit

Director Keebler will report on the status of the 2014-2016 Audit.

Board Discussion/Public Comment/Board Action

Attachment: None

Director Keebler reported that audit documents are complete. No additional documents needed. Consultant Leja will deliver audit documents to Vaughn Johnson's office on Monday. No Motion.

11. Legal Matters

Director Lindberg will report on legal matters.

Board Discussion/Public Comment/Board Action

Attachment: None

No legal matters to discuss. No Motion.

12. Correspondence

The Board will report on correspondence received by the district.

Board Discussion/Public Comment/Board Action

Attachment: None

Director Lindberg reported that the Board wrote a letter to Resident Kevin Atkinson thanking him for his assistance with developing road contracts and help with district road projects. No Motion.

13. Director Reports

Directors may make brief announcements or reports for the purpose of providing information to the public or staff, or to schedule a matter for a future meeting. The Board cannot take action on any item not on the agenda.

No reports from directors

14. Open Public Forum

The Public has the opportunity to comment on subject matter relevant to GWCS D business.
No Board action will be taken.

No public comment.

15. Adjournment

The Board adjourned at 1:10 p.m. Directors MacConnell, Hasse, Keebler, Lindberg, and Kaighn voted yes. Motion passed. (5-0)

Next Regular Board Meeting: October 15, 2016, 9 a.m.

In accordance with the Brown Act Section 54954.2(a), this agenda was posted 72 hours prior to the meeting.

GWCS D Board of Directors

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Respectfully submitted on September 16, 2016 by,

Hope Leja
Consultant