

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



November 12, 2016 - 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 10:29 a.m. Directors responding as present to a call of the roll were John MacConnell, Audrey Keebler and Connaught Lindberg, constituting a quorum. Directors Ken Hasse and Diana Kaighn were 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 as written. Lindberg seconded. In a call of the roll, Directors Keebler, Lindberg and MacConnell voted in favor and the motion passed unanimously (3-0).
3. Consent Calendar – Keebler moved to approve the Consent Calendar as constituted. Lindberg seconded. In a call of the roll, Directors Keebler, Lindberg and MacConnell voted in favor and the motion passed unanimously (3-0).
4. General Manager's Report – General Manager White reported on road maintenance projects proposed for Calendar year 2017. These included chip-seal treatment of upper Dolomite and Galena, Barite and Amalgam. White stressed the benefits of sealing these roadways before many more years of exposure take their toll. He is targeting early spring 2017 to place contracts for bid. White also wishes to continue ditch cleaning work along the District's roads in 2017, and recommended installing erosion control materials in certain locations to prevent storm runoff from washing debris into drainage ditches. Finally, White noted that contracts awarded previously for overlaying Crystal from Mica to the cul de sac and for repairing exposed petromat on Cristal north of Mica are on-hold pending warmer weather. The Board urged White to get out in front of the game and seek to get these projects ready for execution as early as possible in the New Year.
5. Financial Report – Keebler reported on the financial status of the District. The District has spent \$35,590 in this fiscal year to date and carries a budget balance of \$372,255 with \$77,514 outstanding accounts payable. Of note, expenses and payables for Road Maintenance are \$103,694 for the fiscal year to date. A copy of the Monthly Budget

Summary is appended hereto. Director Lindberg also noted that her discussion with McMurchie Law regarding prior billing above their agreed rate has yielded an apology for their oversight. McMurchie Law will hold the District's overpayment as a credit until otherwise notified.

6. El Dorado DOT notification of Permit Requirement prior to Roadwork on GWCS D Roads – MacConnell reported that Director Hasse had spoken with Andrew Gaber, Deputy Director of Engineering for the County Department of Transportation. Hasse advised Gaber of the need to obtain permits prior to commencing work encroaching on District roads. Gaber indicated to Hasse he would inform his staff of the requirement. Following discussion of the encroachments issue, Director Lindberg agreed to work with the General Manager to draft a letter to contractors informing them of the District's Ordinance 5 requirements. The Board requested Hasse (in absentia) to continue to explore options for requiring signoff by the District on any building or development permit issued by the County. The Board requested Consultant Leja to explore ways to post requirements of Ordinance 5 pursuant to the Uniform Public Contracting Cost Accounting Act.

7. 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.

8. Legal Matters – Lindberg reported there was nothing to report under this item except her discussion with McMurchie Law as described under item 5.

9. Correspondence – Keebler reported on receipt of a notice from SDRMA with a certificate attesting to the District's lack of claims over the past 5 years, receipt of a notice from the County Auditor/Controller advising of the requirement for notification of owners of lands outside the District boundary if new parcel taxes are to be levied after January 1, 2017, and a notice from LAFCO to register for the upcoming ethics training session and to obtain certificates therefor. Keebler indicated she would register every Board member and contracted service provider for said certificates.

10. Director Reports – General Manager White initiated a broad discussion on possible avenues for increasing District road maintenance revenues, and on roadblocks impeding such increases. A consensus emerged that any request for increasing the District's special tax will require development and presentation of a plan and solid financial projections of the costs to implement the plan.

White also requested input regarding questions for Supervisor Frentzen's visit with the District at our planned December regular meeting. Some suggestions were provided.

11. Open Public Forum – A Crystal Blvd. resident addressed the Board regarding excessive drainage from his neighbor's property and how to mitigate the portion of such drainage that occurred through his driveway culvert. General Manager White agreed to meet with the resident and assess the resident's situation.

12. Adjournment – Keebler moved to adjourn. Lindberg seconded. In a call of the roll, Directors Keebler, Lindberg and MacConnell voted in favor, the motion passed unanimously (3-0) and the meeting was adjourned at 12:02 p.m.

Respectfully Submitted,

Marc Regelbrugge
GWCSO Secretary

Attachments:

November 2016 Monthly Financial Report

Golden West CSD
Monthly Budget Summary

Nov-16 * Revised 12 Nov 2016

REVENUE

Deposits other than county	0
Undesignated/unreserved funds from 6-30-16	285,170
Road Fees/Direct Charge	55,080
Ad Valorum Estimate	67,595
Total Funds Available for 2016-17	407,845

EXPENSE

	Budget	Expended YTD	Balance	Outstanding
4100 Insurance Premiums	2,000	450	1,550	0
4191 Maintenance Roads	359,890	27,734	332,156	75,960
4197 Maintenance Roads Supplies	200	0	200	0
4220 Memberships	800	0	800	556
4260 Office Expense	1,000	258	741	65
4300 Professional Services	30,000	6,161	23,839	878
4303 Road Maint/Supplies	500	0	500	0
4304 Agency Fee (LAFCO)	105	100	5	0
4313 Legal Services	10,000	310	9,690	0
4400 Publications/Legal Notices	500	0	500	0
4420 Rent/Lease PO Box	100	0	100	0
4440 Rent Lease Storage Unit	1,000	0	1,000	0
4500 Sp Dept Expense: Elections	500	283	217	0
4602 Mileage Paid Personnel	750	293	457	55
4604 Mileage Volunteer	500	0	500	0
	0	0	0	0
	407,845	35,590	372,255	77,514

* additional bills were received after preparation of initial FO report.