

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



December 10, 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 9:03 a.m. Directors responding as present to a call of the roll were Audrey Keebler, Diana Kaighn, John MacConnell and Ken Hasse, constituting a quorum. Director Connaught Lindberg 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 as written. Hasse seconded. In a call of the roll, Directors Kaighn, Keebler, Hasse and MacConnell voted in favor and the motion passed unanimously (4-0).
3. Welcome El Dorado County District 2 Supervisor Shiva Frentzen – El Dorado County District 2 Supervisor Shiva Frentzen was introduced and addressed the meeting on four topics of general interest to County residents: the County budget, progress toward implementation of measure E, countywide broadband internet and tree mortality. Frentzen highlighted her efforts to rein-in unfunded liabilities and to get the Board of Supervisors to incorporate Measure E into the County General Plan. She also reported on a \$75k grant received to study feasibility of countywide broadband services, and nearly \$1.25 million in various grants to address tree mortality in the County – specifically removal of large, dead trees.

Supervisor Frentzen then answered several questions from the audience. The Board thanked Supervisor Frentzen for her service and for addressing the meeting.

4. Consent Calendar – Following a request by Director Kaighn to remove item 4(c) from the Consent Calendar, Keebler moved to approve items 4(a) and 4(b) of the Consent Calendar. Kaighn seconded. In a call of the roll, Directors Kaighn, Keebler, Hasse and MacConnell voted in favor and the motion passed unanimously (4-0).

During discussion of item 4(c), Kaighn volunteered to take responsibility for the various annual postings and notices required pursuant to the District's adoption of the provisions

of Uniform Public Construction Cost Accounting Act. The Board concurred. Following discussion, Kaighn moved to accept the bills as submitted under item 4(c). Keebler seconded. In a call of the roll, Directors Hasse, Kaighn, Keebler and MacConnell voted in favor and the motion passed unanimously (4-0).

5. Golden West Board Secretary Resignation – MacConnell reported on the resignation of Board Secretary Marc Regelbrugge at the end of 2016. The Directors thanked Regelbrugge for his service to the District.

6. Appointment of New Secretary – MacConnell informed the Board that a new Secretary would need to be named and solicited volunteers from the public. As none came forward, MacConnell indicated that he had secured a commitment form former Secretary Pat McClintock to serve as temporary secretary for the next few meetings. The Board briefly discussed the possibility of employing a service for transcription of the Minutes, but no action was taken on this topic.

7. General Manager's Report – General Manager White delineated road maintenance projects committed or planned for Calendar year 2017, and indicated that execution of all of the projects may not be possible within the District's budget. The Board requested White to assign priorities to the projects and report on the priority ranking in the January meeting.

White discussed certain problems with private encroachments onto District roadways, and requested guidance as to how to proceed with enforcement of the provisions of Ordinance 5 in these cases. Hasse volunteered to contact Director Lindberg for purposes of arranging a meeting with the District's legal counsel to discuss White's request, specifically including discussion of potential stop-work procedures. The Board also requested White to provide a list of the offending properties with short descriptions of their problems.

8. GWCSO Regular Board Meeting Schedule for 2017 – The Board discussed the 2017 regular-meeting schedule. Kaighn proposed the following schedule:

January 14th, 9:00 a.m. at Station #49 in Diamond Springs
February 11th, 9:00 a.m. at Station #49 in Diamond Springs
March 11th, 9:00 a.m. at Station #49 in Diamond Springs
April 8th, 10:30 a.m. at Station #44 in El Dorado
May 13th, 10:30 a.m. at Station #44 in El Dorado
June 10th, 10:30 a.m. at Station #44 in El Dorado
July 8th, 10:30 a.m. at Station #44 in El Dorado
August 12th, 10:30 a.m. at Station #44 in El Dorado
September 9th, 10:30 a.m. at Station #44 in El Dorado
October 21st, 9:00 a.m. at Station #44 in El Dorado
November 11th, 10:30 a.m. at Station #44 in El Dorado
December 9th, 9:00 a.m. at Station #49 in Diamond Springs

MacConnell moved to approve Kaighn’s proposed schedule for regular meetings during calendar year 2017. Keebler seconded. In a call of the roll, Directors Hasse, Kaighn, Keebler and MacConnell voted in favor and the motion passed unanimously (4-0).

Secretary’s note – Addresses for the meeting venues listed above are:

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

Fire Station #49
501 Main Street
Diamond Springs, CA 95619

9. Election of Officers – Hasse nominated by motion the following Directors to serve as Officers, as indicated below:

John MacConnell, President
Ken Hasse, Vice President
Audrey Keebler, Financial Officer

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

10. Appointment of Committees for 2017 – Kaighn nominated by motion the following committee memberships:

Road Committee: Hasse, White
Budget Committee: Lindberg, Keebler, White

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

11. Financial Report – Keebler reported on the financial status of the District. The District has spent \$113,083 in this fiscal year to date and carries a budget balance of \$294,762 with \$1,517 outstanding accounts payable. Of note, the Road Maintenance budget balance is \$256,196 for the fiscal year to date. A copy of the Monthly Budget Summary is appended hereto.

12. Resolution 2016-10 Adoption of GWCS D Amended Bylaws – After brief discussion, Kaighn moved to strike the phrase “by resolution” from Section 6.2 of the draft bylaws and adopt the bylaws draft as amended. Keebler seconded. In a call of the roll, Directors Kaighn, Keebler, MacConnell and Hasse voted in favor and the motion passed unanimously (4-0). Hasse moved to adopt Resolution 2016-10 to amend the GWCS D Bylaws as proposed. Kaighn seconded. In a call of the roll, Keebler, Hasse, MacConnell and Kaighn voted in favor, and the motion passed unanimously (4-0).

13. Direct Charges (Special District Tax) – Keebler outlined what she had learned regarding annexation of a parcel or parcels that use District roads but is/are not assessed the special tax. Discussion indicated that the cost of annexation may greatly exceed the

increase in District revenue provided by annexation. The Board requested Keebler to continue looking into the matter.

Director Kaighn left the meeting upon the conclusion of discussion under this item.

14. Access to Common Area for Fuel Reduction Activities by Logtown Fire Safe Council – MacConnell indicated the District received a request form the Logtown Fire Safe Council to allow Right of Entry into and over the Common Area by personnel and equipment for purposes of constructing a shaded fuel break east of Dolomite Dr. in the period up to October, 2018. Hasse moved to approve the Right of Entry permit for the Fire Safe Council. Keebler seconded. In a call of the roll, Directors Keebler, Hasse and MacConnell voted in favor and the motion passed unanimously (3-0).

15. 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.

16. Correspondence – Keebler reported receiving a Christmas Greeting Card from SDRMA.

17. Director Reports – Keebler expressed thanks to outgoing Secretary Marc Regelbrugge and his wife, Trudy Theiss, for their proactive support of the GWCSO, and for all of the efforts they have made on the District's behalf.

18. Open Public Forum – No comments were made.

19. Adjournment – Hasse moved to adjourn. Keebler seconded. In a call of the roll, Directors Keebler, Hasse and MacConnell voted in favor, the motion passed unanimously (3-0) and the meeting was adjourned at 11:58 p.m.

Respectfully Submitted,

Marc Regelbrugge
GWCSO Secretary

Attachments:

December 2016 Monthly Financial Report

Golden West CSD
Monthly Budget Summary

Dec-16 * Revised 1 Dec 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	103,694	256,196	0
4197 Maintenance Roads Supplies	200	0	200	0
4220 Memberships	800	556	244	0
4260 Office Expense	1,000	302	698	103
4300 Professional Services	30,000	7,039	22,961	1,344
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	306	444	70
4604 Mileage Volunteer	500	0	500	0
	0	0	0	0
	407,845	113,083	294,762	1,517