

Golden West Community Services District

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

gwcsd.org



Regular Meeting Agenda GWCSD Board of Directors

Saturday, February 11, 2017, 9 a.m.

Fire Station #49, 501 Pleasant Valley Road, Diamond Springs, CA

Director Diana Kaighn will attend via Teleconference

Teleconference Meeting Location:

303 N. Lindsay Rd.

Sp. S-33, Mesa, AZ 85213

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. **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 Pat McClintock, Consultant Hope Leja.
2. **Approval of Agenda**
Board Discussion/Public Comment/Board Action
3. **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:** Minutes of Regular meeting of GWCSD, January 14, 2017.
Attachment: 03a-20170114_Minutes_DRAFT.pdf
 - b. **El Dorado County Financial Reports:** Accepted as presented from County January 2017
Attachments: 03b-GLsum_1701_GWCSD.pdf
03c-RevExsum_1701_GWCSD.pdf
 - c. **Approval of Bills:** February 11, 2017
Attachments: 03d-Payment_Voucher_20170211.pdf
 - d. **Direct Charge Reimbursement for Parcels with 200 Designation:** the financial officer will send direct charge refund checks to parcels with a 200 designations that have been erroneously charged.
Board Discussion/Public Comment/Board Action
Attachment: 03e_Payment_Voucher_Direct_Charge_Reimbursements_20170211.pdf
 - e. **Statement of Economic Interest (Form 700):** All directors, General Manager and Consultants must file Form 700 with El Dorado County Elections by April 1. Please fill out form at www.fppc.ca.gov, and submit completed form to Director Lindberg, who will make copies for the district and will submit the forms to the El Dorado County Elections department.

Board Discussion/Public Comment/Board Action

4. General Managers Report

General Manager White (GM) will report on the following:

a. Informational Postcard: GM will discuss the sample postcard to be handed out to residents.

Board Discussion/Public Comment/Board Action

Attachment: 04a-Postcard_GWCSD.pdf

b. Scope for Ditch Cleaning and Shaping: The GM will present to the Board a scope for Ditch cleaning and shaping.

Board Discussion/Public Comment/Board Action

Attachment: 04b-Ditch_cleaning_shaping_GWCSD.pdf

04c-Work_Areas_Ditch_Cleaning_Shaping_GWCSD_20170211.pdf

5. Financial Report

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

Board Discussion/Public Comment/Board Action

Attachment: 05a-FO_report_February_2017.pdf

6. Audit Update

Director Keebler will report on the GWCSD Audit.

Board Discussion/Public Comment/Board Action

Attachment: 06a-GWCSD_2015-2016_Draft_Audit.pdf

7. GWCSD Newsletter

Director Hasse would like to discuss the GWCSD Newsletter.

Board Discussion/Public Comment/Board Action

Attachment: None

8. Long Term Plan and Tax Increase

Director Hasse will discuss the creation of a long term plan for the GWCSD as well as a plan to increase tax revenues for the improvement of district roads.

Board Discussion/Public Comment/Board Action

Attachment: None

9. Meeting Recordings

President MacConnell would like to emphasize that all recordings of the GWCSD board meetings will be handled per the GWCSD record retention schedule. Recordings will be destroyed/disposed/erased 30 days after the meeting minutes are approved.

Board Discussion/Public Comment/Board Action

Attachment: None

10. Revelations From Ethics Training

Director MacConnell + others will discuss district operational procedures that may be changed due to new information from ethics training.

Board Discussion/Public Comment/Board Action

Attachment: None

11. GWCSD Rules and Procedures

Director Kaighn will discuss the GWCSD rules and procedures.

Board Discussion/Public Comment/Board Action

Attachment: None

12. Agenda Preparation

Director Kaighn will discuss the districts agenda preparation and costs.

Board Discussion/Public Comment/Board Action

Attachment: None

13. GWCS D Documents

Director Kaighn would like to discuss the handling, storage, and location of district documents. She would also like to discuss documents on the website.

Board Discussion/Public Comment/Board Action

Attachment: None

14. Legal Matters

Director Lindberg will report on legal matters.

Board Discussion/Public Comment/Board Action

Attachment: None

15. Update on Search for Board Secretary

The Board will discuss actions taken in their search for a permanent Board secretary for the 2017 year.

Board Discussion/Public Comment/Board Action

Attachment: None

16. Operation Manual

Consultant Hope Leja will report on the status of the Operations Manual and requests a workshop to discuss the manual in detail.

Board Discussion/Public Comment/Board Action

Attachment: None

17. Independent Contractors Contracts

a. General Manager Contract: The Board will review and possibly approve the General Managers contract based on expectations of duties for 2017.

Board Discussion/Public Comment/Board Action

Attachment: 17a-2017_GWCS D_GM_Scope_of_Work.pdf

b. Consultant Contract: The Board will review and possibly approve the Consultant contract based on expectations of duties for 2017.

Board Discussion/Public Comment/Board Action

Attachment: None

18. Punch List Review

The Board will review the current outstanding items on the February punch list.

Board Discussion/Public Comment/Board Action

Attachment: 18a-PunchList_2017-0211-Current_Outstanding.pdf

19. Correspondence Director Keebler will report on the LAFCO correspondence received by the district

Board Discussion/Public Comment/Board Action

Attachment: 19a-LAFCO_201705_Special_District_Representative_Nomination.pdf

19b-LAFCO_MEMO_2017_Special_District_Representative

20. 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.

21. Open Public Forum

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

22. Adjournment

Next Regular Board Meeting: March 11, 2016, 9 a.m.

This meeting will be held at Fire Station #49, 501 Pleasant Valley Rd, Diamond Springs

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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