

**Golden West Community Services District**

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

gwcsd.org



**Regular Meeting MINUTES GWCSD Board of Directors**

**Saturday, March 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.

**President MacConnell called the meeting to order at 9:03 A.M. President MacConnell, Vice President Hasse, Financial Officer Keebler, Director Lindberg, General Manager White, and Consultant Leja were present. Secretary McClintock was absent. Director Kaighn was absent. Three attempts were made to call Director Kaighn to connect by phone to the meeting. No contact was made. A message was left on Director Kaighns voice mail explaining the attempted contact.**

2. **Approval of Agenda**

Board Discussion/Public Comment/Board Action

**President MacConnell requested to have the Legal (Item 10) and Correspondence (Item 12) heard after the Appointment of the Acting Secretary (Item 3) due to Director Lindbergs leaving the meeting early. Director Keebler motioned the above request and Director Lindberg seconded. All present voted yes, 4-0 Kaighn absent.**

***Secretarys Note: This meeting Minutes document reflects discussions held and actions taken by the Board of Directors as they occurred on the day of the meeting. The items are numbered as they appeared in the original meeting agenda. As necessary, notations are made in the body of the minutes indicating a change in sequence.***

3. **Appointment of Acting Secretary**

The Board will appoint an acting secretary for this meeting, or a permanent secretary if there is a volunteer.

Board Discussion/Public Comment/Board Action

**Attachment: None**

**Director Keebler motioned to appoint Hope Leja as acting secretary for the March 11 meeting. Director Lindberg seconded. All present voted yes, 4-0 Kaighn absent. President MacConnell noted that Pat McClintock would be at April's meeting to act as secretary, and will be placed on the statement of facts to be filed with El Dorado County as acting secretary.**

**10. Legal Matters**

Director Lindberg will report on legal matters.  
Board Discussion/Public Comment/Board Action  
*Attachment: None*

**Director Lindberg reported that correspondence was received by McMurchie (legal counsel), and a copy was sent to the Board. General Manager White inquired if any additional information was received and was told only the current document was received. The board will await the receipt of the additional correspondence before any discussion or action is taken. 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 on correspondence received by the El Dorado County Elections Department regarding even year election cycle (from Nov. in odd years to even years). She stated the district was not required to respond. No Motion.**

**The Statement of facts document was received from El Dorado County and Lindberg passed the fact sheet to the Board members to verify the information was correct. She noted that the terms of office were inaccurate, but would be corrected by the elections department. No Motion.**

**President MacConnell requested to move Update of Search for Board Secretary (Item 11) for discussion at this time.**

**11. 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*

**Director Hassee discussed 2 inquiries for board secretary positions. Neither expressed interest in becoming the Board secretary. No Motion.**

**At this time (9:18 A.M.) Director Lindberg excused herself and left the meeting.**

**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:** Minutes of Regular meeting of GWCS D, February 11, 2017.

*Attachment: 04a-20170211\_Minutes\_DRAFT.pdf*

**b. El Dorado County Financial Reports:** (not available from El Dorado County this month)

*Attachments: None*

**c. Approval of Bills:** March 11, 2017

*Attachments: 04b-Payment\_Voucher\_20170311.pdf*

**Financial Officer Keebler presented an additional voucher in the amount of \$600.00 from McMurchie. The total amount of the vouchers is \$6078.50.**

Board Discussion/Public Comment/Board Action

**Director Hasse motioned to approve the consent calendar as amended. Director Keebler seconded. MacConnell, Hassee and Keebler voted yes, Kaighn and Lindberg absent. Motion passed, 3-0**

**5. General Managers Report**

General Manager White (GM) will report on the status of the district infrastructure after the latest storms and pending projects.

*Attachment: None*

Board Discussion/Public Comment/Board Action

**Board discussed areas of petromat issues and need for repair. Director Hasse questioned using petromat on the present Crystal contract. Proposes using chip seal instead. Discussed change order vs going out for bid on a revised contract. Director Hasse motioned to direct General Manager White to open up a dialogue with Veerkamp to cancel the petromat contract from Mica to cul-de-sac. Director Keebler seconded. MacConnell, Hasse and Keebler voted yes, 3-0. Kaighn and Lindberg absent. Motion passes.**

**General Manager White wanted to know if the petromat repair contract that is currently in place is still in effect. He stated there are many other areas that have deteriorated. GM White will assess the additional areas of damage and determine if a change order will cover the additional work. If not, an additional contract for the additional work might be necessary or the present contract might be cancelled and a new contract created encompassing all the petromat repair. No motion.**

**GM discussed ditch cleaning/shaping and shoulder backing. President MacConnell suggested the GM create two separate contracts for ditch cleaning/shaping and shoulder backing and send them out to bid and present contracts ready to sign at next board meeting. No motion.**

**6. Financial Report**

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

Board Discussion/Public Comment/Board Action

*Attachment: None (data not available from El Dorado County this month)*

**Financial Officer Keebler working on documentation for reimbursement of Object 175, Object 4240. Discussed reduction in 4300 and possibly 4313 and 4604 for this year's budget. Also discussed was long range plan figures. District has approximately \$50,000 in fixed expenses. Revenue is about \$122,000. No motion.**

**7. Audit Update**

Director Keebler will report on the GWCS D Audit.

Board Discussion/Public Comment/Board Action

*Attachment: None*

**Financial Officer reported on Audit findings. Discussed district need for Capitalization and Depreciation Policies. The Appropriations limitations and budget need to be passed prior to June 30. The district needs to have a strategic plan. There was a positive statement regarding the progress the district has made in the past two years. No Motion.**

**8. GWCS D Newsletter**

Director Hasse will discuss the draft GWCS D Newsletter.

Board Discussion/Public Comment/Board Action

*Attachment: 08-Golden\_West\_Newsletter\_2017-DRAFT.pdf*

Director Hasse discussed the content of the Newsletter. General Manager White made a point of saying that in regards to Special tax, it should be referred as a special tax, not a fee. General Manager suggested changes regarding estimated costs for district road costs. Board discussed maintenance/repair costs. Director Hasse will revise figures and changes and will have final for next month's meeting. No motion.

**9. Fee Increase: procedures, costs and timing for the 2018 election**

Director Hasse will discuss the steps and procedures in putting a GWCS D fee increase measure on the 2018 ballot.

Board Discussion/Public Comment/Board Action

*Attachment: None*

**Title of Item should be Tax increase, not fee. The cost of the ballot measure is dependent on how many other districts have measures. Previous costs discussed. Resolution for ballot and ballot statement due February 1 for June election and July 1 for November ballot for 2018 election. Not sure what tax increase will be at the moment. Possibly doubling tax. No Motion.**

**12. Correspondence**

This matter was discussed above with Director Lindberg reporting (#10 after legal matters). Director Keebler had correspondence information that was not reported at that time. She waited to report it until this time in the meeting agenda. Keebler reported that she completed the Local government compensation report. SDRMA call for board of director's notification was received. LAFCO noticed that a seat was open and to contact her if someone wanted to be appointed to the seat. SDRMA reported that their insurance premium rates are to increase. LAFCO fees to stay same.

**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.

**GM questioned need to have a workshop regarding discussing audit findings. A Depreciation Policy should be created and added to the policy manual, the Strategic Plan will be created and added to the Operations manual.**

**The GM discussed clarification of the Record Retention policy stating that recordings should be destroyed 30 days after the minutes have been approved. GM would like to know how long he should hold onto the recording after someone requests it (and doesn't pick it up). The board will discuss this at the April meeting. Consultant Leja will create verbiage to be added to the Record Retention Policy. addressing this issue.**

**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.

**Marc Regelbrugge stated the Board was doing a fine job.**

**Kathy White stated that Director Kaighn called her while the board meeting was in session, and expressed her displeasure with not being able to join the meeting late via teleconference. It was stated that 3 attempts were made to have her teleconference into the meeting. Discussion was had regarding changes to the bylaws regarding teleconferencing regulations.**

**15. Adjournment**

**Director Hasse motioned to adjourn, the meeting at 11:12 A.M. Director Keebler seconded. All voted yes, 3-0 Kaighn and Lindberg absent.**

**Respectfully Submitted,**

**Hope Leja, Acting Board Secretary, March 23, 2017**

**Next Regular Board Meeting: April 8, 2017, 10 A.M.**

**This meeting will be held at Fire Station #44, 6109 Quartz Dr. El Dorado CA 95623**

GWCS D Board of Directors

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