

Golden West Community Service District

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

www.gwcsd.org



February 11, 2017- Meeting Minutes for Golden West Community Services District **Regular Meeting, held at Fire Station 49** **501 Pleasant Valley Road, Diamond Springs, CA**

1. Call to Order/Roll Call- The meeting was called to order at 9:00 a.m. Directors present were John MacConnell, Audrey Keebler, Connaught Lindberg and Ken Hasse. Diana Kaign attended by teleconference. General Manager Ed White and consultant Hope Leja were also present.
2. Approval of the Agenda – Hasse moved to approve the agenda. Keebler seconded. The agenda was approved by a 5-0 vote.
3. Consent Calendar- Kaign asked to remove items c and b from the consent calendar. The remainder of the items were approved by a 5-0 vote.
 - c. **Approval of Bills:** Kaign questioned a charge by Leja for a document that has not been completed. The change is for work completed to this time and is acceptable. There was a question about a document that was sent to Leja twice; no action was taken.
 - d. **Direct Charge Reimbursement for Parcels with 200 Designation:** Kaign asked how this was missed in previous years. Keebler was so directed in the past and is now correcting the charges.

Keebler also noted a change to the voucher in Item c. An invoice from McMurchie in the amount of \$2320.00 was received late and was added to the voucher. A credit of \$35.00 also from McMurchie has not been received.

Hasse moved to approve the 3 invoices. Keebler seconded and the motion passed 5-0.
4. General Manager's Report-
 - a. Informational Postcard- White presented a postcard type handout to be used as an introduction when talking to residents. The cost will be about \$53 for 250.
 - b. Scope for ditch Cleaning and Shaping- Approximately 1400 linear feet will be worked on for an approximate cost of \$15,000. Three locations have been added to the scope- 6601,7020, and 7220 Crystal Blvd. There was discussion about creating small berms or valleys to direct water off of the road when needed. This is allowed under Ordinance 5. Lindberg will contact the Sherriff's office and discuss how they want to coordinate with the district if they are needed.
5. Financial Report- Keebler distributed the report to meeting attendees for review and discussion. Keebler noted the change to Legal Services as discussed.

6. Audit Update- Keebler has received a draft of the audit report. No exceptions have been noted.
7. GWCSO Newsletter- The Board will send a newsletter using the same format as the last one. It will contain information about Ordinance 5.
8. Long Term Plan and Tax Increase- If there is no increase by 2018 the district will start running out of money. The next available ballot is in 2018. Planning has started and needs to include cost estimates.
9. Meeting Recordings- Meeting recordings will be retained for 30 days after approval by the Board.
10. Revelations From Ethics Training- Board members will start using GWCSO email accounts only for District business. Roll should be called for motions when all members are not in the room, including teleconferencing.
11. GWCSO Rules and Procedures- Kaighn worked on District Rules and Procedures which were approved by Resolution 14-003. Leja is working on an Operations Manual, and Policies and Procedures.. Board consensus is to continue this work.
12. Agenda Preparation-There is concern that money is being spent on agenda preparation. Discussion determined that this brought needed consistency to the resulting package and documents.
13. GWCSO Documents- White is putting signed documents in storage. All documents need to be stored properly, online and in storage. There was discussion about improving the process, particularly signed documents.
14. Legal Matters- No new communications.
15. Update on Search for Board Secretary- Several options were discussed.
16. Operation Manual-A workshop to review a draft will be scheduled at the March meeting. Leja will have a draft before the workshop.
17. Independent Contractors Contracts-
 - a. General Manager Contract- White's rate is higher than the previous contract.
 - b. Consultant Contract- duties were discussed.These items were voted on as a single item. Keebler moved to approve and Lindberg seconded. MacConnell, Lindberg and Keebler voted yes, Hasse voted no and Kaighn abstained.
18. Punch List Review- Leja reviewed the list with board members.
19. Correspondence- Received notice that any nominations for the LACO board must be received by May 17. Received notice that SDRMA is taking nominations. Any interest in these should be sent to MacConnell.
20. Director Reports- White asked that anyone who sees ditch work that needs to be done or exposed petromat report it to him. Kaighn asked about dates when board members would not be available.

21. Open Public Forum- Mark reported a damaged petromat location.

22. Adjournment- A motion to adjourn the meeting was approved 5-0 at 11:45. 5-0 at 11:45. 5-0 at 11:45.