

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



**Regular Meeting Agenda GWCSO Board of Directors Saturday,**  
**June 10, 2017 10:30 a.m.**  
**Fire Station #44, 6109 Quartz Dr. El Dorado, CA 95623**

1. **Call to Order/Roll Call:** The meeting was called to order at 10:33am. President John MacConnell Vice President Ken Hasse, Director/ Financial Officer Audrey Keebler, (absent) Director Diana Kaighn, Director Connaught Lindberg, General Manager Ed White, Consultant Hope Leja, Secretary/Michelle Pletkin
2. **Approval of Agenda-**Ken Hasse moved to approved agenda. Connaught Lindberg seconded. Unanimous approval.
- 3.**Appointment of Michelle Pletkin as GWCSO Secretary:** Michelle Pletkin-Introduced herself to Board with her background. Discussion-Has Michelle looked at GWCSO website? Michelle briefly reviewed website and plans to learn more about group through meetings. Ken made a motion to appoint Michelle Pletkin to Secretary—2<sup>nd</sup> Connaught Lindberg-(Unanimous)
  - Hope Leja to obtain copy of New Brown Act.
4. **Consent Calendar**  
Discussion/Actions: Ken Hasse moved to approve the consent calendar with no changes; 2<sup>nd</sup> Diana Kaighn. (Unanimous)
5. **Approval of Minutes:** Minutes of regular meeting of GWCSO, May 13, 2017.  
Discussion/Actions: Ken Hasse moved to approve minutes, 2<sup>nd</sup> Diana Kaighn (unanimous)  
*Attachment: 04a-20170513\_Minutes\_DRAFT.pdf*
6. **General Managers Report:** General Manager White will report on any of the following:  
Status of current projects, recommended future projects, district issues, other items.  
Board Discussion/Public Comment/Board Action  
*Attachments: 05-ditch\_notes.pdf*

Any single item that requires action needs to be in agenda format.

- Ed White went over Ditch notes/current project and future projects.
  - Action Items:
    - Ed will send letter to owner at 6340 Crystal due to problematic area in regards to encroachment and requesting to repair.
    - Attorney has not revised/cleaned up letters. Ed White will follow up on a case by case basis. Ed will write a letter to residents and talk to them.

- Additional Crystal overlay project.
  - Action Items:
    - GM White and district resident Ken Beam will do a financial analysis (spreadsheet) and then propose an additional Crystal project with the goal of completion this calendar year using the majority of the uncommitted road maintenance funds.
- The proposal and financial backup are due by the next board meeting.

## 6. **Financial Report**

Consultant Hope Leja reported on the financial status of the District.

- Unreserved funds from 6/30----  
Total funds \$407,845 for 16/17  
December is for 17/18.  
**Balance maintenance \$251,583 (road)**

*Attachment: 06-FO\_Report\_20170610.pdf*

## 7. **Gann Limit**

Public Hearing:

The Board will consider for adoption Resolution 2017-01 to establish the appropriations limitation for the Golden West CSD as described in Article XIII of the State Constitution. The appropriations limitation for 2017-18 will be \$349,254.

Discussion/Actions: No discussion. Motion to approve Resolution 2017-01 Gann Limit: Diana Kaighn moved to approve -2<sup>nd</sup> by Ken Hasse. (**Unanimous**)

*Attachment: 07-gann\_2017-18\_docs.pdf*

## 8. **Preliminary Budget For 2017-18**

Public Hearing:

The Board will consider for adoption Resolution 2017-02 to establish a preliminary budget for FY 2017-18. A preliminary budget is required in order to begin expenditures in the 2017-18 Fiscal Year.

- Motion: Adopt Preliminary budget for 17-18 No discussion; Diana Kaighn moved to approve; 2<sup>nd</sup> by Cannaught Lindberg (**Unanimous**)

*Attachments: 08-Prelim\_2017-18\_Budget\_Docs.pdf*

## 9. **Electronic Archiving of Documents**

The Board will discuss the necessity of archiving district documents electronically

- Keep all district documents on USB backup drives  
Alternate between 2 drives for redundancy  
Retain one of the drives in the storage area  
Purchase a district computer. GM will control it.  
Backup the computer to the backup drives (above)

**ACTION:** Include in next agenda: Authorize a computer. Ken Hasse and John MacConnell will figure out how to email and keep things posted on the web since Website is not an archive.

**Attachment:** None

#### **10. Operations Manual Workshop**

The board will determine a date for the next Operations Manual workshop.

Report/Actions: Next workshop: Wednesday, July 5<sup>th</sup> at 6:30pm—at 49 Station in Diamond Springs; alternative location at firehouse on Quartz. Ed White will send out notice.

**Attachment:** None

#### **11. Legal Matters**

Director Lindberg will report on legal matters.

Report/Actions: John Called McMurchie and will get back to John on some documents he was going to prepare for January 5<sup>th</sup> meeting. Needs billing to be more precise. John will FUP with McMurchie

**Attachment:** None

#### **12. Punch List Quarterly Review-**The Board will review the current outstanding items on the June quarterly punch list.

Report/Actions: Hope suggests that a board member or the GM prepare and present this item in the future. Diana Kaighn will take over handling of the quarterly punch list (September, 2017). Hope updated.

**Attachment:** 12-Punch\_List\_2017-Q2.pdf

#### **13. Correspondence**

The Board will report on correspondence received by the district

- Ken Beam wants to be on agenda at times.
- CSDA-Beth Hummel---Election ballot sent out---they want it returned. Another ballot will be sent out. We will be getting a new ballot on June 15.
- Forwarding email address for Audrey is correct.
- Email addresses are correct/cleaned up.

**Attachment:** None

#### **14. 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.

- Diana Kaighn---It is her belief any attachments or anything we vote on need to be attached to the minutes. Suggest redoing the agenda packet. **Agenda item—submit next month as an agenda item.**
- Diana---County paying the bills-----For our Vendors and our Attorney---we need to ensure the bills are paid on time----could be hit with a late fee--Hope stated that government could take several weeks to pay a vendor—most vendors understand.
  - Brown Act---Go to the attorney General and get the recent Brown Act copy---on legislative info.com. Ed can buy it for \$15.

**12:33pm—Director Hasse left the meeting.**

**15. Open Public Forum**—April final minutes are not posted. Direct to GM (Ed). Cannaught Lindberg will ask Ken why the April minutes are not posted.

**16. Adjournment**

**Next Regular Board Meeting: July 8, 2017, 10:30 a.m.**

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

Motion by Diane Kaighn to adjourn—Cannaught Lindberg—2<sup>nd</sup> (unanimous)-**12:40pm Meeting adjourned.**

GWCSO Board of Directors

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