

**Golden West Community Services District**

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

gwcsd.org



**Regular Meeting MINUTES GWCSO Board of Directors**

**Saturday, November 11, 2017 10:30 a.m.**

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

**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, Consultant Hope Leja.

**The GWCSO Regular Board Meeting was called to order at 10:37 am on Saturday, November 11, 2017 at Station 44 in El Dorado CA. President John MacConnell, Vice President Ken Hasse, Director Audrey Keebler, Director Connaught Lindberg, General Manager Ed White, and Consultant Hope Leja were present. Director Diana Kaighn was absent.**

- 1a. **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

**The Board (President MacConnell) appointed Hope Leja as acting secretary to take minutes for this board meeting.**

2. **Approval of Agenda**

Board Discussion/Public Comment/Board Action

**Director Hasse motioned to approve the agenda as written. Director Keebler seconded. All present voted aye, with Kaighn absent.**

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 GWCSO, October 21, 2017.

***Attachments:*** 03a-20171021\_Minutes\_Draft.pdf

- b. **El Dorado County Financial Reports:** Accepted as presented from County November 2017

***Attachments:*** 03b-GLsum\_1711\_GWCSO.pdf

03c-GLdetail\_1711\_GWCSO.pdf

03d-RvExsum\_1711\_GWCSO.pdf

03e-RvExdetail\_1711\_GWCSO.pdf

- c. **Approval of Bills From:** October 2017

***Attachments:*** 03f-Payment\_Voucher\_2017\_Oct.pdf

Board Discussion/Public Comment/Board Action

President MacConnell called to have the October Meeting minutes Item A pulled from the consent calendar for discussion. A motion to approve the remaining consent calendar Items, (B) Financial Report, and (C) Approval of Bills, was motioned by Director Keebler and seconded by Director Lindberg. All present voted Aye, with Kaighn absent. After discussion, Director Keebler motioned to approve Item A, the minutes as written, with no changes. Director Lindberg seconded. All present voted aye, Kaighn absent.

4. **General Managers Report:** General Manager White will discuss the following:

a. **Unpermitted Projects Under Construction.**

*Attachments: None*

Several unpermitted projects were discussed:

1. 5875 Dolomite: concrete driveway in right of way. No permit application. Letter sent to property owner via certified mail. No further action at this time.
2. 5820 Dolomite: Part of encroachment was graded. Stop work order issued. Application for permit received. Applicant has 90 days to complete- March 2018. No further action at this time.
3. Property on Crystal/Calcite: Ditch into right-of-way, temporary culvert, street sign pole destroyed. Stop order placed and mailed to homeowner. Action: President MacConnell (with assistance of Director Hasse) will create and send to property owner a letter explaining Ordinance 5 violations and what needs to occur to comply as well as permit application procedure. Mention will be made about damage to sign pole and grading damage from dirt run-off.
4. 6761 Crystal: concrete driveway runs to edge of asphalt street. Connection should be asphalt, not concrete per Ord. 5 specifications. Concrete above elevation of existing street. Motion: Director Keebler motioned for General Manager to issue a permit and take no further action. Director Hasse seconded. Vote: Hasse, Keebler, and MacConnell voted aye, Director Lindberg voted no. Kaighn absent.

b. **Possible Ordinance 5 Revisions**

*Attachments: None*

Board Discussion/Public Comment/Board Action

Board and General Manager discussed possible revisions to Ordinance 5:

1. Specify that driveway to district roadway/easement be flush.
2. Obtain from DOT and add to Ordinance 5 the county specification drawing that uses concrete to asphalt in addition to the present asphalt to asphalt specification drawing.
3. Possible fine increases.

General Manager will get contractors/engineers opinion (in writing) of best practices regarding concrete to concrete, and concrete to asphalt connections. No further action.

## 5. Revised Bylaws

Director Kaighn will discuss changes to Bylaws 5.3, 6.1, 6.2, 6.4 and 8.0 at the December meeting prior to voting on these new Bylaws.

*Attachments: 05a-GWCSD\_Bylaws\_2017 draft\_3\_11-11-17.pdf*  
*05b-Bylaw\_Revisions\_10-31-17.pdf*

Board Discussion/Public Comment/Board Action

**Director Kaighn has incorporated changes into latest (draft 3) bylaws. No Action.**

## 6. Operations Manual Workshop Report/Approval of Operations Manual

a. Consultant Leja will discuss the progress made during the October Operations Manual workshop.

**Consultant Leja discussed the Operation Manual workshop that took place in October and the completion of the final document. No Action.**

b. Consultant Leja seeks board approval and adoption of the final version of the 2017 GWCSD Operations Manual.

*Attachments: 06-GWCSD\_Operations\_Manual\_Draft\_7\_Nov-8-2017\_Final.pdf*

Board Discussion/Public Comment/Board Action

**Director Hasse motioned to approve the GWCSD 2017 Operations Manual version 7 (final), with a correction of CECSO's email address. Director Lindberg seconded.**

**Vote: Hasse, Keebler, Lindberg voted aye, MacConnell voted no (due to not reading the document thoroughly), Kaighn absent**

## 7. Financial Report

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

*Attachments: 07-FO\_Report\_2017-Nov.pdf*

**Financial Officer Keebler reported that due to El Dorado County Auditor's office obtaining new software and the subsequent transition, the district has not received a final updated financial report. At this time the district has \$179,000 to operate.**

Board Discussion/Public Comment/Board Action

## 8. Legal Matters

Director Lindberg will report on legal matters.

*Attachments: None*

**No report or action.**

Board Discussion/Public Comment/Board Action

## 9. Correspondence

The Board will report on correspondence received by the district

*Attachments: None*

Board Discussion/Public Comment/Board Action

**1. Director Hasse submitted a letter of resignation effective November 11, 2017. He submitted an exiting office 700 form. He will maintain the website until the end of 2017.**

**2. Director Keebler received a letter from All Green Landscape Solutions regarding next years weed spraying proposal.**

**3. Director Keebler prepared a calendar of GWCSO board meeting dates to be discussed at the December board meeting.**

**10. 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.

**President MacConnell stated he is in charge of maintaining the GWCSO spreadsheet of financial information and will update this spreadsheet in the near future.**

**11. Open Public Forum**

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

**No public comment.**

**12. Adjournment:**

**Director Hasse motioned to adjourn at 12.33 p.m. Director Keebler seconded. All voted aye.**

**Respectfully Submitted,**

**Hope Leja, Acting Secretary, November 28, 2017**

**Next Regular Board Meeting: December 9, 2017 at 9:00 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.

GWCSO Board of Directors

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