

Draft 1

Golden West Community Services District

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

gwcsd.org



Regular Meeting Minutes GWCSD Board of Directors

Saturday June 9, 2018 at 10:00 a.m.

Fire Station #49, 501 Pleasant Valley Rd., Diamond Springs

1. **Call to Order/Roll Call:** Meeting started at 10:30 AM, Roll was taken; President John MacConnell, Vice President Diana Kaighn, Director/ Financial Officer Audrey Keebler, Director Connaught Lindberg (absent), Director Patrick Williams, General Manager Ed White, The President has a quorum to proceed.
- 1a. **Appointment of Acting Secretary**
The Board will appoint an acting secretary for this meeting, or a permanent secretary if there is a volunteer. Temp. Secretary Kathy White will take minutes. President MacConnell made motion to approve, all approved 4-0
2. **Approval of Agenda** Director Williams moved to approve, Director Kaighn seconded, passed 4-0
3. **Welcome El Dorado County District 2 Supervisor Shiva Frentzen**
The Board of Directors welcomes Supervisor Frentzen who will speak with the Board and residents regarding issues in District 2 and the county as a whole followed by a question and answer session.
Board Discussion/Public Comment/Board Action
Welcome El Dorado Shiva Frentzen. Went over general information on how the county is benefited by the gas tax, how moneys are used.
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)
Director Williams moved to approve, Director Keebler seconded. Passed 4-0
 - a. **Approval of Minutes:** Minutes of Regular meeting of GWCSD, March 10, 2018.
 - b. **El Dorado County Financial Reports:** Accepted as presented from County
 - c. **Review of Bills Paid Since:** March 10, 2018
 - d. **Approval of Minutes:** Minutes of Special meeting of GWCSD, May 21, 2018.
5. **Financial Report**
Director Keebler will report on the financial status of the District. Discussion only. No action required.
6. **Adopt a Preliminary Budget for 2018/2019**
The board will vote on passage of Resolution 2018-02, a resolution to adopt an annual budget for the GWCSD. Public notice of this meeting was posted in the Mountain Democrat and in the district. The budget will not exceed \$277,568, including the 2017-18 carryover, special taxes, and ad valorem distributions.
Director Keebler made a motion to adopt the Preliminary Budget of \$277.568.00 and resolution 2018-02. Seconded by Director Kaighn. Passed 4-0

7. **General Managers Report:** General Manager White will discuss the following 2018 Projects:
 - a. **Discuss approved contract status from previous meetings:**
 1. Weed abatement (NTE \$6K) Contract 2017-DEC 9-Weed Abatement Status: Estimated Completion by 6/9/2018
Final spraying will be done June 24.
 2. Tree trimming along district roads (NTE \$5K) Contract 2017- DEC 9-Tree Trimming Status: Estimated completion by 6/30/2018:
Completed by Hill top Tree Trimming
 3. Roadway shoulder repair (NTE \$15K) Contract 2017-DEC 9-Shoulder Repair Status: Completed:
 - b. **Discuss approved contract status from the last meeting:** Single chip seal: Crystal from Mica to Obrizo (NTE \$125K)
This is on hold for now, because of issues in item.
 - c. **Proposed projects for next quarter:**
GM White will propose projects for the next quarter
Attachments: None
 - d. **Report on meeting with County regarding Utility Permits,** Discuss yearly utility permits used by the county and get board approval to institute such a policy for the GWCSO.
GM and President MacConnell went to County to discuss the issues how roads are dug up and replaced by outside utility groups. President MacConnell wants to push the paperwork to coincide with county for yearly permits from outside utility groups.
No action required
8. **Quarterly Punch List Review**
Director Kaighn will lead a discussion of the Q1 punch list.
discussed and some items added and removed. No action required
9. **Resolution: Board Director Election**
The Board will consider for approval Resolution 18-03, establishing a map of the Golden West CSD and a notice of consolidated elections for open Board seats.
Motion to approve made by Director Williams, seconded by Director Kaighn; Passed 4-0
10. **Operations Manual revisions necessary due to quarterly meetings**
Director Kaighn will lead a discussion of the necessary Operations Manual Revisions.
Work in progress Director Kaighn will update for Quarterly meeting information.
No action required
11. **Document Storage and Retention**
Director Kaighn will lead a discussion of the storage and retention of documents and when and how documents are sent to storage.
GM will inform Board when there are delinquent in documents. No action Required.
12. **Consultant Hope Leja Resignation** Consultant Hope Leja submitted a letter of resignation effective June 1, 2018
No action required

13. Publicizing Board vacancies for the November 2018 Election

- a. Mountain Democrat
- b. Flyers
- c. Signs
- d. Web Site
- e. Logtown Nextdoor
- f. Other options

Much discussion on flyers, board signs and information to the Mt. Democrat. Director Keebler to get last year's addresses to GM. No action required.

14. Legal Matters

Director Keebler will report on legal matters.

Director Kaighn Contacted our Legal Council and asked questions of the billing. Waiting for answer. Question was asked if we should look into new legal counsel.

Director Kaighn said she will check around again for new prospects.

15. Correspondence

The Board will report on correspondence received by the district

None, No action required

16. 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.

None, No action required

17. Open Public Forum

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

None, No action required

18. Adjournment

Moved by Director Williams, seconded by Director Keebler.

Passed 4-0. Meeting adjourned at 1:01 PM.

Next Regular Board Meeting: September 8, 2018 at 10:00 a.m.

This meeting will be held at Fire Station #49

501 Pleasant Valley Rd. in Diamond Springs

GWCSO Board of Directors

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General Manager

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