

Golden West Community Services District

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

gwcsd.org



Regular Meeting Minutes GWCSD Board of Directors
Saturday September 8, 2018 at 10:00 a.m.
Fire Station #49, 501 Pleasant Valley Rd., Diamond Springs

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 Diana Kaighn, Director/ Financial Officer Audrey Keebler, Director Connaught Lindberg, Director Patrick Williams, General Manager Shane Gilbert.

Meeting called to order at 10:02

Roll called by MacConnell. All present. A quorum is present, the meeting can 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.

Board Discussion/Public Comment/Board Action

No volunteers, the meeting will be recorded for later transcription.

2. **Approval of Agenda**

Board Discussion/Public Comment/Board Action

Motion to approve and second by Directors Keebler and Williams respectively. There was no discussion, the motion was approved unanimously.

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)

Director Kaighn requested items discussion on items a, c, and e.

Item a, June 9, 2018 meeting minutes changes:

Item 13, Publicizing board vacancies: remove reference to Mountain Democrat in final phrase.

Item 14, Legal Matters: change "Director Kaighn contacted..." to "Director Lindberg contacted..."

Item c, Bills Paid since the last regular meeting:

Discussion, no changes.

Item e, July 13, 2018 special meeting minutes

Item 3, add text explaining that lawyers recommended an ad hoc committee over a closed session.

Motion and second to approve amended Consent Calendar by Directors Williams and Keebler respectively. Passes 4 to 0 with Director Lindberg abstaining.

a. Approval of Minutes: Draft Minutes of the Previous GWCS D Regular meeting

Attachments: 03a-2018_June_Minutes-d1.pdf

b. El Dorado County Financial Reports: Accepted as presented from County

Attachments: 03b-GLsum-June.pdf

03c-GLdetail-June.pdf

03d-RvExsum-June.pdf

03e-RvExdetail-June.pdf

03f-GLsum-July.pdf

03g-GLdetail-July.pdf

03h-RvExsum-July.pdf

03i-RvExdetail-July.pdf

03j-GLsum-August.pdf

03k-GLdetail-August.pdf

03l-RvExsum-August.pdf

03m-RvExdetail-August.pdf

c. Bills Paid Since the Last Regular Meeting

Attachments: 03n-Payment_Vouchers_2018.pdf

d. Direct Charge Report

Attachments: 03o-2018_direct_charge_rpt.pdf

e. Approval of Minutes: Draft Minutes of GWCS D Special meetings

Attachments: 03p-Minutes_2018-06-19_Spec-d1.pdf

03q-Minutes_2018-07-13_Spec-d1.pdf

03r-Minutes_2018-07-18_Spec-d1.pdf

Board Discussion/Public Comment/Board Action

4. Financial Report

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

Attachments: 04-FO_Report_2018-Sept.pdf

Board Discussion/Public Comment/Board Action

Discussion, no action. Motion and second to approve the report by Directors Kaighn and Lindberg respectively. Passes unanimously.

5. Special Tax and Bond Accountability Report

GC 50075-50077.5 requires that the GWCS D Board annually approve a report showing how special tax and bond funds were used in the district during the prior fiscal year. The report, which will be forwarded to the EDC Auditor upon approval and attestation, shows all special tax funds were expended appropriately, for the purpose for which they were originally collected.

Attachments: 05-2017-18_spec_tax_accountability_report.pdf

Board Discussion/Public Comment/Board Action

Discussion, no action. Motion and second to approve the report by Directors Kaighn and Lindberg respectively. Passes unanimously.

6. General Managers Report:

This is GM Shane Gilbert's first meeting as GM. He will give a brief rundown of what he sees as district priorities for this and next year.

Attachments: none

Board Discussion/Public Comment/Board Action

Discussion, no action.

7. Quarterly Punch List Review

Director Kaighn will lead a discussion of the Q3 punch list.

Attachments: 07-Punch_List-2018-Q3.pdf

Board Discussion/Public Comment/Board Action

Discussion, of McMurchie billing, MacConnell to look for missing Ordinance 5 memo that he may have already provided. Was item 107, became item 131, removed item 107. Remove Item 134. Item 136 closed. Item 138 (financial spreadsheet or equivalent) assigned to GM and removed, new item added showing GM, Keebler, MacConnell to work together on spreadsheet or equivalent. Remove completed items 139, 140, 141, 144, 145.

8. Operations Manual Revisions Necessary Due To Quarterly Meetings

Director Kaighn will report on her Operations Manual Revisions.

Attachments: 08-Calendar-of-Events.pdf

Board Discussion/Public Comment/Board Action

Primarily discussed calendar revisions. Requests board and GM input. Director Kaighn will send out a revised calendar in December.

9. Review and Possibly Change GM Shane Gilbert's Hourly Billing Rate

Attachments: none

Board Discussion/Public Comment/Board Action

No change.

10. Discuss Possible Revisions to Ordinance 5

Consider revising the fine structure and to have a special fine category for unpermitted work on the road right-of-way. Other Ordinance 5 revisions.

Attachments: none

Board Discussion/Public Comment/Board Action

Motion by Director Keebler: GM Gilbert and MacConnell to revisit Ordinance 5 and recommend modifications regarding fees and processes for following up with homeowners who do not comply with Ordinance 5. Second by Director Williams. Passed unanimously.

Motion by Director Keebler: GM Gilbert and MacConnell to prepare an ordinance for non-resident (such as PG&E, EID, Verizon) encroachments including engineering specifications. Decided to agendaize next month because it is beyond the scope of this agenda item. Added to punch list.

11. Legal Matters

Director Lindberg will report on legal matters.

Attachments: None

Board Discussion/Public Comment/Board Action

No actions (Note: tape ended midway through this item).

12. Correspondence

The Board will report on correspondence received by the district

Attachments: None

Board Discussion/Public Comment/Board Action

Letter from Ken Beam which was read by the author during agenda item 9.

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.

Director Lindberg announced the names of the people and terms of those who would be on the November ballot

Director Lindberg reported that after extensive research on the internet and at several County offices, as well as, the Sheriff's office; the County department of transportation gave a definitive answer saying that no permit was needed for residents to close part of the road (Dolomite) for a block party.

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.

No comments nor actions.

15. Adjournment

Motion and second to adjourn by Directors Williams and Keebler respectively. Passes unanimously. Meeting adjourned at 12:15 PM.

Next Regular Board Meeting: December 8, 2018 at 10:00 a.m.
This meeting will be held at Fire Station #49
501 Pleasant Valley Rd. in 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

| | | |
|--------------------|----------------|-----------------------------|
| Diana Kaighn | (530) 620-2130 | dianakaighn@gwcsd.org |
| Audrey Keebler | (530) 620-6844 | audreykeebler@gwcsd.org |
| Connaught Lindberg | (530) 303-3672 | connaughtlindberg@gwcsd.org |
| John MacConnell | (530) 642-9850 | johnmacconnell@gwcsd.org |
| Patrick Williams | (530) 313-8647 | patwilliams@gwcsd.org |

General Manager

| | | |
|---------------|----------------|---------------------------|
| Shane Gilbert | (925) 250-1973 | general.manager@gwcsd.org |
|---------------|----------------|---------------------------|