

**Golden West Community Services District**

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

gwcsd.org



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

1. **Call to Order/Roll Call:** Meeting started at 10:00 a.m. Roll was taken: President John MacConnell, Vice President Diana Kaighn, Director/ Financial Officer Audrey Keebler, Director Duane Heilman, Director Patrick Williams, General Manager Shane Gilbert were all present. The President has a quorum to proceed.
- 1a. **Appointment of Acting Secretary**  
President MacConnell asked if there was a volunteer to be acting secretary for this meeting, or a permanent secretary. Carrie Heilman volunteered to be permanent secretary. Director Keebler made motion to approve Carrie Heilman as permanent secretary. Director Heilman seconded. All approved 5-0
2. **Approval of Agenda:** Director Keebler moved to approve, Director Heilman seconded. Motion passed 5-0
3. **Dane Wadle from the CSDA will Address the Board**  
Dane Wadle addressed the Board to give information about CSDA and what it has to offer. Some of the items include an information library, procedures for board, legislative issues, training programs, conferences, workshops, webinars and scholarship funds for trainings. Audrey asked clarifying questions regarding the organization. President MacConnell suggested Director Heilman take the ethics training and apply for a scholarship for the cost.
4. **CSDA Membership**  
Director Keebler asked Dane Wadle if we are required to be a member of the CSDA. He stated we do, so no further action is needed. We currently are members.
5. **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:** Draft Minutes of the October GWCSB Special meeting  
*Attachments: 05a-2018-10-25\_Spec\_Minutes-d1.pdf*
  - b. **El Dorado County Financial Reports:** Accepted as presented from County  
*Attachments: 05b-GLsum-Oct.pdf*  
*05c-GLdetail-Oct.pdf*  
*05d-RvExsum-Oct.pdf*  
*05e-RvExdetail-Oct.pdf*

Director Keebler moved to approve. Director Williams seconded. Director Kaighn asked to pull item **05a** for discussion. Motion passed 5-0 for the consent calendar with Item 05a removed.

After discussion, Item 05a was approved 4-1 with Director Kaighn voting no.

**6. Election of Officers**

The Board will elect the following officers for 2019: President, Vice President, Financial Officer.

President: Director Keebler nominated Director Patrick Williams. Director Kaighn seconded. Approved 5-0

Vice President: Director Keebler nominated President MacConnell. Approved 4-1. Director Kaighn voted against

Financial Officer: Director Kaighn nominated Director Keebler. Approved 5-0

**7. GWCS D Regular Board meeting Schedule for 2019**

The Board will determine the regular meeting schedule for 2019.

Discussion took place regarding meeting day and time. Director Williams suggested we try holding the meetings on a weekday at Fire Station 44 in an effort to bring more people.

Director Williams will coordinate with the Fire Station to see how we can use this facility. Members decided to try Tuesday evenings at 6:00 p.m. on the following dates:

Tuesday, March 5, 2019

Tuesday, June 4, 2019

Tuesday, September 3, 2019

Tuesday, December 3, 2019

Director Keebler motioned to approve said dates and time. Director Kaighn seconded. Approved 5-0

**8. General Managers Report:**

GM Shane Gilbert will report on the state of the district's infrastructure and possibly suggest future projects.

1. Discussed repairs needed on Dolomite on the shoulder of the corner turn up from 49. He will get a bid. He asked for approval of funds not to exceed \$20,000 to complete this work. Director Kaighn motioned to approve repair not to exceed \$20,000. Seconded by Director Keebler. Motion approved 5-0.
2. GM Gilbert was informed by the Board that letters of interest need to go out to vendors for 2019 bids. Director Keebler will get with GM Gilbert to proceed with this.

**9. Financial Report**

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

Discussion. Director Kaighn motioned to approve the financial report as submitted. Director Heilman seconded. Motion passed 5-0

**10. Quarterly Punch List Review**

Director Kaighn will lead a discussion of the Q4 punch list.

Director Kaighn read through the punch list. President MacConnell suggested we eliminate the punch list and turn it over to GM Gilbert to keep track of items completed and needing to be done. He can list these in his quarterly reports.

Items Deleted: 103, 107, 104, 119, 121, 122, 125, 130, 133, 143, 145

Items Amended:

131: Diana will contact legal and ask him to send us the document again.

144: Shawn and John will work on creating Ordinance 6 document regarding utility companies and road repair

142: GM will review this. This item will be placed on March agenda for a vote to reallocate these funds of \$125,000.

Ann Melchiori from the audience asked if she could comment on the problem of excessive speeding on Crystal. The Board listened to her comments. President MacConnell stated that this Board has no jurisdiction on that matter.

**11. Operations Manual Revisions Necessary Due To Quarterly Meetings**

Director Kaighn will report on her Operations Manual Revisions.

Director Kaighn reviewed the updated calendar of events and stated that the entire Operations Manual needs to be updated. Secretary Heilman and Director Kaighn will work to update the Manual before the next meeting in March.

**12. Legal Matters**

Discussion of any district legal matters.

*None*

**13. Correspondence**

Director Keebler presented a certificate of congratulations to the Board from SDRMA. The certificate was given for having no claims filed.

**14. Director Reports**

Director Kaighn:

1. Changes to the By-Laws will need to be made along with the Manual update. This needs to be on the March agenda for approval.
2. Our information with LAFCO needs to be updated. Secretary Heilman will take care of this.

**15. Open Public Forum**

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

1. Ken Beam:

- a. Requesting a meeting time and day change. Thanked Pat for doing so.
- b. Discussion regarding the Micah Road exit for fire escape for Crystal. Ken requested the Board make members aware of this access route. Director Williams will discuss this matter with Fire Station 44 and bring it back to the Board in March.
- c. Would like “turn out” signs placed along Crystal at the turn outs.

2. Ann Melchiori voiced her concerns over speeding on Crystal Boulevard. She asked if she can post her own signs to slow traffic down. President MacConnell informed her she can post signs.

**16. Adjournment**

Motion to adjourn by Director Williams. Seconded by Director Keebler. Motion passed unanimously. Meeting adjourned 12:53 p.m.

**Next Regular Board Meeting: {TBD Date}  
This meeting will be held at {TBD Name}  
{at TBD Address}**

In accordance with the Brown Act Section 54954.2(a), this agenda was posted 72 hours prior to the meeting.

GWCS D Board of Directors

Duane Heilman		duaneheilman@gwcsd.org
Diana Kaighn	(530) 620-2130	dianakaighn@gwcsd.org
Audrey Keebler	(530) 620-6844	audreykeebler@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
---------------	----------------	---------------------------