

Golden West Community Services District

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

gwcsd.org



Regular Meeting Minutes GWCSD Board of Directors

Tuesday, March 5, 2019 6:00PM.

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

1. **Call to Order/Roll Call:** Meeting started at 6:00 p.m. Present: President Patrick Williams, Vice President John MacConnell, Director Duane Heilman, General Manager Shane Gilbert, Secretary Carrie Heilman.

Absent: Director/Financial Officer Audrey Keebler

Director Kaighn participated via Teleconference.

Teleconference location was 303 N. Lindsey, Sp. S-33, Mesa, AZ, 85213

Open Forum

Public testimony will be received on each Agenda item as it is called. Matters not on the Agenda may be addressed by the general public during the Open Forum. Public comments during Open Forum are limited to three minutes per person. The Board reserves the right to waive said rules by a majority vote.

2. **Approval of Agenda**

Director MacConnell motioned to approve the Agenda. Director Heilman seconded. Motion passed 4-0 Agenda approved.

Board Discussion/Public comment/Board action

3. **Minutes of the Previous Meeting (s)** Motion by Director Kaighn to approve. Seconded by Director Heilman. Motion passed 4-0. Agenda approved.

Board Discussion/Public comment/Board action

4. **Correspondence** None

5. **Consent Items (All items to be approved with one motion; unless a Board member requests a separate action)**

- El Dorado County Financial Reports: Accepted as presented from the County.

Director Kaighn asked about McMurchie bills. Director MacConnell stated the \$400 was for two consultations; one with Director Kaighn and one with Director MacConnell. Director MacConnell states it is just one payment of \$400.00. We will verify with Audrey to see if it was paid at the next meeting.

- Bills paid since last Regular Meeting (Vouchers)

Board discussion/Public comment/Board action

Director MacConnell moved we approve the consent items. Director Kaighn seconded. Motion passed 4-0

6. General Managers Report

Shane Gilbert read through his report. Director Kaighn asked about the ongoing maintenance items #2 and #4. She wanted to clarify if the culverts are the responsibility of homeowners. General Manager Gilbert replied that they are, but he has no problem taking a shovel to them and cleaning them out when the rain is an issue.

President Williams agreed it's not our responsibility to clean culverts, but General Manager Gilbert has been helping by cleaning them out if they are affecting the roads.

Director Kaighn wants it clear that this was not a cost to us.

President Williams asked if GM Gilbert anticipates any issues on the proposed projects. GM Gilbert feels there should be no problem accomplishing them this summer. President Williams says we will allocate the funds at the June meeting.

President Williams asked if there were any questions from the public. It was asked if GM Shane plans to finish the chip seal on Crystal? GM Gilbert wants to fix a few things first then see if it needs chip seal. He wants to build up money to chip seal. He doesn't want to petromat. He wants to remove it once, put down asphalt and be done. Director MacConnell suggests we walk it and see if petromat can be saved by sealing until we have the money for asphalt.

7. Director Reports

- Director Williams: Nothing to report.

- Director Keebler – Financial Report, Balance sheet discussion All the documents are on the website. No questions about the budget summary.

- Director Kaighn – Legal Matters, Operations Manual: McMurchie did not respond back on resubmitting the letter for General Manager to use when he approaches people regarding getting a permit for ordinance 5. GM Gilbert says the people in question have an encroachment permit so the letter is not urgent. Director MacConnell would like Director Kaighn to clarify with McMurchie what the amount is that we can charge if a person does not have a permit. Director Kaighn will ask him so Director MacConnell can put it on the website.

Ops Manual: The calendar is most important. She suggests we all look at the calendar and make sure we have done what we were supposed to do.

January: we were supposed to shred items we don't need from storage. When should we do this? Shane should go to with 2 board members. Put this as an action item in June. Does Audrey want a Budget committee? Pat will take care of that with Audrey before the June meeting and put it as an agenda item.

- Director MacConnell – IT, Website: Been making the website ADA compliant. He has been reviewing the ADA site and other sites and is working to make sure we have no problems. We are in good shape now. John appreciates all the work Ken went through creating the website. Ken is making a new directory structure and moving documents into this new structure so we have a list of all our files.

- Director Heilman: No comment

8. Old Business

Pat will send something out to the directors regarding the punch list. He will put anything that needs action on the next agenda for June. Director Kaighn asked if the pre-approved contractor's letters went out. GM Gilbert stated we have all the DIR numbers we need.

9. New Business

1.) Audit Report – Information only: This is on the website. President Williams reported that Director Keebler said she will discuss it next meeting if everyone wants it as an action item. Look it over before next meeting.

2.) SDRMA renewel – Information only: done

15. Close Open Forum Closed: No comments

16. Adjournment: Diane motioned. John seconded. Approved. Adjourned 6:50

Next Regular Board Meeting: June 4, 2019

This meeting will be held at:

Fire Station 44, 6109 Quartz Dr., El Dorado

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

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General Manager

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Secretary

Carrie Heilman	secretary@gwcsd.org
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