

Golden West Community Services District

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



Regular Meeting Minutes GWCSD Board of Directors Tuesday,

June 4, 2019 6:00PM.

Fire Station #44, 6109 Quartz Drive, El Dorado, CA

For the purposes of the Brown Act (Government Code 54954.2(a)), the numbered items on this agenda give a brief general description of each item of business to be transacted or discussed. Documents referenced or supporting the following agenda items are available for public inspection upon publication of the agenda.

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

1. Call to Order/Roll Call:

Meeting started at 6:00 p.m. Roll was taken: President Patrick Williams, Vice President John MacConnell, Director/Financial Officer Audrey Keebler, Director Diana Kaighn, Director Duane Heilman, General Manager Shane Gilbert, Secretary Carrie Heilman. The President has a quorum to proceed.

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

President Williams requested we move two items on the Agenda:

1. Move Old Business item By-Laws Changes to after New Business
2. Move New Business item Resolution 2019-02 GWCSD 2019-20 Budget to after Approval of Agenda

Director Heilman moved to approve with changes, Director Keebler seconded. Passed 5-0

2b. Resolution 2019-02 GWCSD 2019-20 Budget (Keebler)

Director Keebler reported on the annual budget. Director Kaighn asked for clarification regarding office expenses and what the money is used for.

Vice President MacConnell moved to approve Resolution 2019-02, Director Keebler seconded. Secretary Heilman called roll. Motion passed 5-0

3. Minutes of the Previous Meeting(s)

Director Kaighn noted that McMurchie's name was misspelled. Director Kaighn moved to approve Minutes of Regular meeting of GWCSD, March 5, 2019. Director Keebler seconded. Passed 5-0.

4. **Correspondence**

- a. Director Keebler has received correspondence from the county regarding 2019-20 budget.
- b. GM Gilbert has received correspondence from EID regarding work to be done.

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

Director Keebler moved to approve, Director Kaighn seconded. Passed 5-0

- El Dorado County Financial Reports: Accepted as presented from the County.
- Bills paid since last Regular Meeting (Vouchers) Board
 - Director Kaighn asked who approved the weed spraying voucher and who did the work. GM Gilbert said a county approved vendor was used. President Williams stated GM Gilbert does not need an approval on vouchers below \$5,000.

6. **General Managers Report:** General Manager Gilbert provided his written report. Discussion followed:

1. GM Gilbert had a request from Fire District to get blue buttons down the middle of the road to indicate where fire hydrants are. He requested approval to go ahead with that and to also put them on Stope and Quartz? President Williams stated we can't put them on Stope and Quartz but to get a bid for all other roads. GM Gilbert will get a few bids and bring them to the Board.

2. It was requested by a member that there be notification in advance of weed spraying. President Williams will post it on Nextdoor.

3. Director MacConnell discussed the chip and seal project on Crystal from Mica to Obrizo. The Board and GM will revisit this section of road to determine what needs to be done (petromat or chip and seal). GM is directed to get bids for the jobs and then President Williams will call a special meeting to approve the bid with GM recommendation. President Williams also directed GM to do an RFP for the area from the boundary to Ferrite.

4. Director MacConnell also voiced concern regarding the common area. It needs to be clear for fire defense. President Williams says to check with fire department about their plan for that. They have a grant for this. We can work with them.

5. Director MacConnell is concerned about people camping in this area. He suggests we consider putting up a fence.

6. Director MacConnell recommends we create permits to give to utility companies when they need to perform work on our roads. These permits would follow our specifications on their repair work and the consequences for not following these procedures.

Director Heilman, Vice President MacConnell and GM Gilbert will work on creating that permit.

7. Board Direction: President Williams directed GM Gilbert to get an RFP for Dolomite and RFP for Crystal maintenance if necessary. This has already been done so GM will just update it.

7. Director Reports

Director Williams – Monthly Board updates, OPS Calendar review

- ? Quarterly meetings seem to have lack of information flow. President Williams will start doing monthly updates as to what has been going on and post them on the website. If we need action then there can be a special meeting. It was suggested we have monthly GM meetings in Feb, Mar, April to get ready for the summer projects. The board will consider this when making the calendar for next year.

Director Keebler – Financial Reports, Balance sheet discussion

- ? We are up to date on all bills. Budget is in good shape. Audit: We need an audit every two years.

Director Kaighn – Legal Matters, Operations Manual

- ? Legal Matters: She has called McMurchie in regard to obtaining the letter we had paid for in 2017 and ask him about the \$100.00 per day charge and how to go about collecting this fee. He is not responding to our calls. Diane asked if we should change legal representation.

Director MacConnell says we should try to correct the problem because he is inexpensive and does a good job when given a task. Director Kaighn will try to contact him again and ask him if he still wants to work with us and see if we can get the matter resolved.

- ? Operations Manual: We need it updated but it is very extensive and it was designed for a larger operation and is not user friendly. Director Heilman will read through the operations manual along with Director Kaighn and report back to the board on what needs to be edited.

Director MacConnell – IT, Website

- ? Website is finished and will be maintained as we go.
- ? Question: do we need a document archive on computer? We have them on the website as pdf files. They need to be editable and able to be worked on by anyone. We should consider an archive where documents are stored from the source file so it can be modified by any board member. President Williams suggested we continue this discussion under Item 8.

Director Heilman: No report

8. Old Business

- Reallocate \$125,000 previously approved for a contract work.

We need to leave this to get the Crystal work done.

- Document Retention and Storage – Board discussion

Do we want to go to electronic storage? Suggestion is to put them in the cloud with the proper index. Director MacConnell and President Williams will look into this idea and report back.

9. New Business

- Resolution 2019-01 GWCS D Appropriation Limitation (Keebler)

GANN limit is \$383,512. This means we can not acquire more than this in a year.

Motion to approve by Director MacConnell, seconded by Director Kaighn. Passed 5-0

- By-Law changes: Director Kaighn went through the By-Laws and recommended the following changes:

Article 4.9: Should we remove "District Treasurer". We will change it to read "...upon the signature of two board members or one board member and the GM."

Article 5.0: Delete: "The General Manager, or District Secretary....."

Article 5.1: Change sentence: "The Board may also appoint, fix the compensation of, and/or prescribe the duties and authorities of other professional consultants as necessary for the business of the District."

Article 6.5: "Notice must be given **on the agenda**....."

We will table from Article 7 on.

- Ordinance 5 (Kaighn)

She rode around the district and wrote down various properties that are not in compliance. We need to make these people comply. President Williams stated GM Gilbert takes care of this when he becomes aware.

- Ordinance 6 (Kaighn)

Non-residence encroachments. Director Williams says this is actually Ordinance 5. This is the ordinance that will be worked on with GM Gilbert and Director Heilman.

10. Close Open Forum President Williams closed Open Forum at 9:10 p.m.

11. Adjournment Motion to adjourn by Director MacConnell, seconded by Director Heilman. Passed 5-0