

Golden West Community Services District

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



**Regular Meeting [Minutes](#) GWCS D Board of Directors Tuesday,
September 3, 2019 6:00PM.**

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

1. Call to Order/Roll Call:

Meeting began at 6:00 p.m. Present: 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

2. Approval of Agenda

Board Discussion/Public comment/Board action

President Williams asked to delete New Business Item 2. We don't have the information. Director Keebler motioned to approve the Agenda deleting New Business item 2. Director Kaighn seconded. Motion passed 5-0. Agenda approved.

3. Minutes of the Previous Meeting(s)

Board Discussion/Public comment/Board action

President Williams explained that we are on Draft 5b due to structural changes. Director McConnell moved to approve the Minutes of June 4, 2019. Director Keebler seconded. Motion passed 5-0. Minutes approved.

4. Correspondence

Director Keebler handed out correspondence she received.

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

- El Dorado County Financial Reports: Accepted as presented from the County. No action.
- Bills paid since last Regular Meeting (Vouchers) Board

discussion/Public comment/Board action

Director Keebler had no new information. Director Kaighn asked if she received a notice about gold country and our membership? Do we want to remain part of the local Gold Country Chapter News? Director Keebler stated we do join each year. The cost is \$25.00 per year. It was recommended we continue with this membership. Director Keebler moved to approve consent items. Director McConnell seconded. Motion passed 5-0.

6. General Managers Report

Open discussion / project review

Board discussion/Public comment/Board action

General Manager Gilbert will call a special meeting to approve the proposals (RFP) when they are ready for approval. Vicini and VeerKamp said they can accomplish the work that needs to be done this year. Director Kaighn is concerned that we are only using these two vendors. Discussion followed regarding whether it is a requirement to put out a proposal to all vendors on our list. Director Heilman will read through the Ops Manual to see if this a requirement and report back to President Williams.

Director Kaighn asked what happened to the call about the crunched culvert. GM Gilbert says nothing was done because we are not responsible for the culvert. Director Keebler stated we need to make the homeowner fix the culvert to prevent future problems. General Manager Gilbert will check into this. President Williams asked if Ordinance 5 specifies standards as to how culverts need to be fixed. GM Gilbert stated that it does have specifications.

7. Director Reports

Director Williams – Teleconference Device

Director Kaighn has mentioned we still haven't purchased the device for teleconferencing. Director Kaighn recommends we purchase a Polycom soundstation. The cost is \$123.99. President Williams will send an order to Director Keebler to purchase this device. Director Williams says he will ask them to turn the wifi on here at the fire station. Decision is Director Kaighn will purchase the device and send Director Keebler the bill.

Director Keebler – Financial Reports, Balance sheet discussion

Annual Budget: Director Keebler changed the numbers to exactly reflect the county reports. She followed with discussion regarding continuing costs. We did not expend what was set aside last year. Director Keebler suggests we continue to use the county numbers as we get their reports. President Williams asked if we get pressure from the county to spend our reserves. We will have to spend some major money on our road in the next 5 years. Director Keebler stated there is no pressure from the county to expend. However, we will have to send in the accountability report to prove we still need the \$120.00 per parcel. If we can't demonstrate why we need this, then we won't be able to collect the funds. Director Williams asked if we have the ability to establish a reserve account to prepare for major road maintenance. Director Keebler said we can show the pending projects. Reserve accounts are hard to access. Ken suggested we do the Crystal Road sections to use the money. Director Keebler stated we have no lack of projects. We need to save and it's not crucial right now. She will let the County know what projects we are saving for. Director MacConnell stated we should be looking at roads to see if some need to be incorporated into the RFP's now. We should develop an ongoing upcoming project list for next year and look at what needs to be fixed coming off of Crystal.. He also suggested we look into redoing the shoulder backing around mailboxes.

Director Kaighn – Legal Matters, Operations Manual

Director Kaighn suggests we go through CSDA to get a new attorney because she is still having trouble reaching McMurchie. This discussion will follow later on the agenda.

Ops Manual: Director Kaighn agrees with Director Heilman that no changes are needed.

Director MacConnell stated it needs to have enough information for a new person to come in and understand what applies to us. Director Keebler reminded us these elements are required in an Ops Manual so we can't take them out. Director Kaighn will add changes such as dates and make language less specific. Director Kaighn and Director Heilman will go through the manual and bring recommended changes at the next meeting that makes it more user friendly.

Director MacConnell – IT, Website

We need a back up web person incase someone else needs to take over. He is writing up a manual to explain how to maintain the website. Director Kaighn asked how the public accesses our documents. Director MacConnell explained they can contact us and we can send it to them or we can send them a link to the document. He recommends we scan important documents in storage and put them on the web. Director Kaighn will check to see if documents can all be stored digitally now. Director Keebler stated we need to be more diligent to go through our records and clean out storage.

Director Heilman – Operations Manual, Utility Permit

Director Heilman sees no major changes needed. He will go through the Ops Manual and highlight areas for detail changes such as dates etc...

Director Heilman met with Director MacConnell and GM Gilbert to create the utility permit. He will get a draft to the Board at the next meeting. President Williams says we need to make sure to address the issue of utility companies working on equipment and possibly affecting the road.

Board discussion/Public comment/Board action

8. Old Business

- **Bylaws:** Director Kaighn continued her review of the Bylaws:
 - Article 7: It reads the President decides what is placed on the agenda. Do we want this to stay this way? Director Keebler says it should stay this way. Director Heilman agrees. The board members can vote to override the President to get an item on the agenda.
 - 7.4 This is in the Brown Act and needs to continue as stated.
 - 7.8 Correspondence. Director Keebler will place any pertinent correspondence on the agenda when needed.
 - 8.3 Just a reminder that everything needs two signatures.
 - 10.0 Director Kaighn suggests we get rid of “as specified in the Operations Manual.” Director Heilman will check the Ops Manual to clarify whether it states where our hard copy records are kept. President Williams says we need to develop language for this in the By-Laws.
 - 12.2f: It was decided we change the language from 24 hours to a week and make the notice be reported to the president.
- **Ordinance 5: Road Easement Construction Permits:** Director Kaighn suggests either we get rid of the current permit or we make changes that make sense. We need to modify Ordinance 5 to allow the GM to make changes to the permit as needed. President Williams will look at the language and see where we can reference that Appendix A is not a must but can be modified by GM as needed.

Request from the audience to use Ordinance 5 to put up signs “no through traffic” for the public. Is this acceptable? President Williams stated that this isn’t an Ordinance 5 matter. It won’t be a problem with the roads.. President Williams says to go ahead and send in the permit request.
- **Crystal Blvd Turnouts:** Director Kaighn stated here are three turnouts on Crystal. Should we put signs up to indicate these turn out spaces? Signs are approximately \$120.00 a piece. President Williams asked if we need to maintain the turn outs. GM Gilbert will go take a look at them to see if they need to be maintained. Then we can use the email to remind members there are turn-outs to use.
- **Legal Counsel:** Director Kaighn has tried to reach our attorney. She finally called CSDA because he is a consultant there. He informed CSDA he was not on retainer with us. Director Kaighn says we have a document stating he is our legal representative with a

signed contract. CSDA recommended we send him a letter attached the the contract ending our contract and requesting all documents. Director Kaighn recommends we go to CSDA website to find another attorney. President Williams suggests we sever our contract. Director Keebler suggests we use our CSDA free legal services. Director Kaighn will create a letter, include the contract and send it to McMurtrey severing the contract. Pat will sign the letter when it is ready. Director Kaighn motioned we terminate our contract with McMurtrey. Director Heilman seconded. Motion Passed 5-0

Board discussion/public comment/Board action

9. New Business

- **Local Agency Special Tax and Bond Accountability Report – GC 50075-50077.5** requires that the GWCSB Board annually approve a report showing how special tax and bond funds were used in the district during the prior fiscal year.

Director Keebler has gone through vouchers in the past and reported what we have worked on. She is reporting what we have spent and is including upcoming projects to report. Secretary Heilman signed to attest Director Keebler discussed this with the board.

- **Potential Project Bid openings and award – Crystal Chip Seal, Dolomite Repair, Hydrant Markers.**
- **El Dorado County Direct Charge Verification – Special Districts which levy taxes must annually confirm with the tax assessor appropriate amounts and properties.**

Director Keebler shared the report.

- **Common Area Ordinance.**

Board discussion/public comment/Board action

Director Kaighn explained that director MacConnell and she asked our county representative regarding the common land and the concern of people setting up camp there. She gave documentation as to how this can be handled. Director Kaighn typed it up in an ordinance for the Board to review. Director Kaighn asked the sheriff how to handle someone breaking the ordinance. He said call the sheriff. President Williams asked if this something we need in place. Director MacConnell feels we do need this ordinance considering the problems some areas are having with people setting up camp in open areas. President Williams says it's not really a road issue. Director MacConnell suggests we have the ordinance just to be prepared incase of a lawsuit. There is no cost for this ordinance because it is vetted by the county. Signs would be under \$1,000.00 dollars. Board agrees to move forward with this ordinance. Director Kaighn will finish working on the ordinance and bring it to the board in December. This can be put on the December meeting agenda for Public Comment.

10. Close Open Forum

Ken wants to be put on the email list. President Williams will get him back on the list. He would also like a sign showing there is a road ahead at Obrizo on Crystal Blvd. It is a blind street. GM Gilbert will check it out to see if a sign would help.

11. Adjournment

Motion to adjourn by Director Heilman. Seconded by Director Keebler. Motion passed 5-0. Meeting adjourned 8:52

Location: Fire Station 44, 6109 Quartz Drive, El Dorado, CA

GWCS D Board of Directors

President	Patrick Williams	(530) 313-8647	patwilliams@gwcsd.org
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Financial Officer	Audrey Keebler	(530) 620-6844	audreykeebler@gwcsd.org
Director	Diana Kaighn	(530) 620-2130	dianakaighn@gwcsd.org
Director	Duane Heilman		duaneheilman@gwcsd.org

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

Secretary Carrie Heilman secretary@gwcsd.org

Document Appendix

- 03a-2019_Jun_Draft_Minutes.pdf
- 05a-GLdetail_2019-Jun.pdf
- 05b-GLsum_2019-Jun.pdf
- 05d-REdetail_2019-Jun.pdf
- 05c-REsum_2019-Jun.pdf
- 09a-2018-19_Spec Tax Accountability Report.pdf
- 09b-2019-20_Direct Charge Levy Confirmation.pdf
- 09c-Common Area Ordinance

http://gwcsd.org/content/desktop_site/0-index.html