

# Golden West Community Services District

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



Regular Meeting **Minutes** GWCS D Board of Directors Tuesday,

December 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

Director Kaighn requested to make some clarifications before the meeting began. Director Kaighn stated that we need to include documents that are referenced in the agenda for the public to have a better understanding of what we are discussing. President Williams will try to include more information for public on the agenda, but it is recommended the members also attend the meetings.

Ken Beam suggested the minutes be more detailed also.

## 2. Approval of Agenda

Board Discussion/Public comment/Board action

Director Kaighn motioned to approve the agenda. Director MacConnell seconded. Motion passed 4-0. 1 abstained.

## 3. Minutes of the Previous Meeting(s)

Board Discussion/Public comment/Board action

Director Kaighn asked for some changes to be made regarding accurate names and spelling. Secretary Heilman made the changes necessary. Director Keebler motioned to approve the minutes of September 3, 2019 as amended. Director Kaighn seconded. Motion passed 5-0

## 4. Correspondence:

1. will follow regarding items as they come up on the Agenda today.
2. Letter from Barbara Swanson (Appendix B): The letter was sent to Director Kaighn regarding Sodalite repair. The area she refers to is not part of our road responsibility. Director Williams will respond to her letter. **Letter from Ed White. (Appendix A)**  
**President Williams read the letter and stated discussion**

## 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)
  - ? Finance Officer Report

Board discussion/Public comment/Board action

Director Keebler moved to approve consent items. Director MacConnell seconded. Motion passed 5-0

## **6. General Managers Report**

Open discussion / project review

- Road Projects, Culvert repair
- Weed Spraying

Board discussion/Public comment/Board action

- ? General Manager Gilbert reported the weed spraying has been completed. Director Kaighn asked who signed the contracts for this weed spraying. She sees no sign of weed spraying done. She is concerned that GM Gilbert is allowed to spend \$5,000 without other signatures. Director Kaighn feels we also should have been notified when we changed weed spraying companies. GM Gilbert stated that the previous company has gone out of business. Director Kaighn asked for clarification on the cost of the spraying and how many times it was done. General Manager Gilbert says it sounds incorrect and he will look into it. Director MacConnell reminded the members that they voted to do the road spray. Director Keebler showed the members the bills from the company. Director Gilbert stated he will call the vendor and clarify the bills and report back to the board.
- ? Director Kaighn also asked about the road work needed from Highway 49 to Ferrite. We had discussed GM Gilbert should look at the road during a previous meeting. GM Gilbert stated he did look at it and determined there was no need for repair. President Williams stated this is something we can look at in the future as needed.
- ? Director Kaighn also reported that 7240 Crystal culvert is completely covered over and 6404 culvert is also not draining. These should be covered under Ordinance 5 and need to be addressed.
- ? Director Kaighn asked who has the keys or combination to the storage unit: President Williams stated he hasn't been to the unit and has no combination. No one knows the combination for the lock. President Williams will contact Ed White to get the combinations and get into the unit. Ed White gave Director MacConnell 2 boxes but he has many more.
- ? Director MacConnell reported the Ordinance 5 road sign on Dolomite and Monitor and several mailboxes are being destroyed. It's recommended we buy more signs to have on hand for repair. GM Gilbert will purchase extra signs to keep on hand.
- ? Director MacConnell referenced the common land: He stated we can be required to keep our land clear of a residence to 100 feet. Karly McCreery called to say the common land is overgrown to within 40 feet of her house. If we have to maintain this property, it could get expensive. He suggests we should agendize and consider selling that property. It is 19 acres. Ken Hasse stated it could be declared surplus. GM Gilbert asked how long it's been since maintenance has been done. Director MacConnell stated it has been many years and that she is probably concerned now due to fire hazards. President Williams stated we may be able to get a grant to get Cal Fire to manage it. He suggests we look into our options. GM Gilbert and President Williams will look into the problem and see what options we can come up with. Director MacConnell suggests we find out if this is public or private property.

## **7. Director Reports**

Director Williams – Legal Counsel Termination: President Williams passed around a letter to Board Members addressed to David W. McMurchie terminating his services as of the 12<sup>th</sup> of November. We will be using the CSDA from now on.

Director Keebler – Financial Reports, Balance sheet discussion. Director Keebler has provided all the information. No questions or discussion.

Director Kaighn – Legal Matters, Operations Manual Director Kaighn asked if we want to find legal counsel or just use CSDA. It was decided we don't need to seek other legal advice until necessary. We can always use CSDA and if we go over our time limit, we can purchase more time if needed. Director Kaighn will check to see what that cost is. At that time, she will also ask them if our common land is private or public.

Director Kaighn read through the January action list to make everyone was aware of what needs to be done in January

Director MacConnell – IT, Website Director MacConnell stated there will be a \$400.00 bill to retain our domain name and we need to get the name changed from Bill Kaighn to GWCSO rather than an individual. He will get that done with Bill Kaighn's help. Mr. Kaighn suggests we have a link to president's email on the website that can be used. Director MacConnell will look into that.

Director Kaighn asked if Director MacConnell has looked into digitizing our documents. He says it can be done but it is a huge job and will take someone to maintain it. It would be very costly for someone to do it for us. We just need to have the documents available but we do not have to have them in hard copy. President Williams says the relevant documents are available on the website. We are meeting the standards of our document retention. We will continue this procedure and keep it in mind when we look at what our storage looks like currently.

Director Heilman – Operations Manual, Utility Permit Director Heilman says he has read through the Ops Manual but is unable to decipher what is applicable to us. President Williams stated the Ops Manual is a basic road map. He wants Director Heilman to let us know what is helpful and what is not helpful and are there requirements we don't need. Director Heilman and Director Kaighn will get together and go through it section by section. Director Keebler stated we need to make the Operations Manual more user friendly for our needs. It should be more as a guide of our operations for new directors.

Utility permit: Director Heilman has it typed up. He will send it out to the Board to look at and put it on the agenda for March to be voted on.

Board discussion/Public comment/Board action

## **8. Old Business**

- Bylaws: President Williams pointed out that the By-Laws are not posted as a resolution so we can't take action on them tonight. Director Kaighn has submitted an updated By-Laws. Members will look it over and put it on the agenda for adoption at the next Board meeting in March. Director MacConnell suggested Director Kaighn remove the words "resolution" on the By-Laws and make a separate resolution to be approved in March. Director Kaighn will ask CSDA whether resolution has to be separate.
- Ordinance 5 – Road Easement Construction Permits We want to make a change to the culvert design appendix stating the GM can decide the size of the culvert. The question came up as to whether we have to submit changes on this permit appendix to the county.

Director Kaighn says you can either post it in the newspaper or three places in the District and then it can be approved. Discussion followed as to whether we even need the appendix. GM Gilbert will look into it and let us know whether we will amend it or delete it.

- **Crystal Blvd Turnouts** GM Gilbert reported these aren't turnouts and we should just leave them. Ken Beam says they used to be turnouts but they were never maintained. It was decided no action would be taken on the turnouts.
- **Teleconference Device** Bill Kaighn reported we could use a professional conference system costing approximately \$150.00, but if it's wifi it would up the cost. If it is on a landline, then that would work for less money. The fire department is not going to hook up wifi or phone to this building. It would cost approx. \$30.00 per month for a land line. Director MacConnell suggests we use a cell phone. Everyone agreed. The recorder will plug in to someone's cell phone to record conversation.
- **Common Area Ordinance** Directors discussed the proposed ordinance. Again, it is determined we need to find out if it is private property or public. We will wait for more information to continue this discussion.

Board discussion/public comment/Board action

## **9. New Business**

- **Potential Project Quotes and award** – Crystal Chip Seal, Dolomite Repair, Hydrant Markers. Director Kaighn asked why we got a bid on asphalt. GM Gilbert said it's a waste of money to chip and seal because we have to continue to fix them. Ken Beam disagrees and says the asphalt has not held up well in the past. President Williams stated we need a long term plan for the roads. If we use chip seal, then we need to make improvements more frequently. He stated that if we do asphalt repair to a large section of road every two years, then we would complete all roads in 10 years. Director Heilman asked if we start the long term plan what happens if there's an emergency and we need to fix a road before we are ready for asphalt. Director Keebler stated we have \$90,000 left over to do patch work while we wait for the money to asphalt. Ken Beam asked about Orbizo St. and Sodalite? GM Gilbert said we have extra money to take care of problems.

President Williams went through Ed White's letter of concerns. It was decided these would not be issues. Director Kaighn asked about the other roads that may need repairs. President Williams stated again, we have extra money in savings for those roads. Ken Beam asked about the cracks in the road where water is coming up. GM Gilbert asked him if the road is still solid. Director MacConnell asked if it was a spring. Ken Beam doesn't know. This is something GM Gilbert will have to look at.

Director Keebler motioned to rescind our motion of March 2018 for \$125,000 expenditure for chip seal and replace that action to accept a proposal dated 11/1/19 from Doug Veerkamp General Engineering Inc., based on items two and three, for a 2" asphalt overlay from Mica St. to Orbizo St. including a stripe, for an original contract amount not to exceed \$298,980. Director Heilman seconded. Discussion: Director Kaighn asked if we could get another estimate for the striping to see if we can get it done for less money. Director Kaighn also stated she doesn't see any specific details on what will be done. President Williams directed her to page 2 of the proposal. GM Gilbert will be overseeing the project.

All in favor. 5-0 Motion passed

- **Election of Board Officers 2020** President Williams opened nominations. Director MacConnell nominated Pat Williams for President. Director Keebler seconded. All in favor 5-0 Motion passed. Director MacConnell nominated Director Heilman for Vice President. President Williams seconded. Motion passed 4-0. 1 abstained. Director Keebler agreed to continue as Treasurer. Secretary Heilman agreed to continue as secretary.

- **Spring Meeting Schedule** There was discussion about whether we should have more meetings in the spring in case there is more work to be done that will need to be approved. Director Kaighn suggested March, April and June. Director MacConnell asked if we could call a special meeting if we need it. President Williams suggested we schedule the regular meetings and add special meetings as needed. President Williams motioned to approve March 3, June 2, September 1 and December 1 for regular meetings in 2020 to be held at 6:00 in Fire station 44. Director MacConnell seconded. All in favor 5-0 Motion Passed.

Board discussion/public comment/Board action

**10. Close Open Forum** Ken Beam asked about the punch list and how we are keeping track of what needs to be done. He is also concerned about GM Gilbert’s contract and when it expires. Director Kaighn stated it expired in August. Director MacConnell says we need a special meeting to reinstate GM Gilbert’s contract. Director Kaighn will draw up a new contract.  
Emergency Item: We call a special meeting on Thursday, December 5, 2019, 7:00 pm at Fire Station 44 to reinstate Shane Gilbert as General Manager.

**Open Forum closed at 9:08**

**11. Adjournment 9:08 p.m.**

**Next Regular Board Meeting: March 3, 2020 6:00pm**

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

**GWCS D Board of Directors**

President	Patrick Williams	(530) 313-8647	patwilliams@gwcsd.org
Vice President	John MacConnell	(530) 642-9850	johnmacconnell@gwcsd.org
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\_Sept\_Draft\_Minutes.pdf
- 05a-GLdetail\_2019-Oct.pdf
- 05b-GLsum\_2019-Oct.pdf
- 05d-REdetail\_2019-Oct.pdf
- 05c-REsum\_2019-Oct.pdf
- 05e-Finance\_Summary\_November\_2019
- 08a-GWCS D\_bylaws\_12-3-2019
- 08b-GWCS D\_Common\_Area\_Ord.\_DRAFT\_2 9-12-19

09a-VeerKamp\_Proposal\_2019-Nov.pdf

09b-Vicini\_Proposal\_2019-Nov.pdf

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