

Golden West Community Services District

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



Regular Meeting Minutes GWCSD Board of Directors

Tuesday, March 3, 2020 6:00PM.

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

Director Diana Kaighn will attend via Teleconference location:

303 N.Lindsay, Sp33, Mesa, AZ 85213

1. Call to Order/Roll Call: 6:05 p.m.

President Patrick Williams, Vice President John MacConnell [absent](#), Director/Financial Officer Audrey Keebler, Director Diana Kaighn [via teleconference](#), Director Duane Heilman, General Manager Shane Gilbert, Secretary Carrie Heilman

2. Approval of Agenda

[Delete New Business item #2. By-Laws were approved in December. Director Keebler motioned to approve Agenda with changes. Director Heilman seconded. Motion Passed. 4-0](#)

Board Discussion/Public comment/Board action

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

- December 3, 2019 Regular Board Meeting [Director Heilman motion to approve. Director Keebler seconded. Motion Passed 4-0](#)
- December 5, 2019 Special Board Meeting [Director Keebler motioned to approve with spelling change. Director Kaighn seconded. Motion passed 4-0](#)

Board Discussion/Public comment/Board action

4. Correspondence

[Director Keebler reported we received a State Controller report, SDRMA report, and SCIF report.](#)

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

[Director Keebler reports we have no outstanding bills. We paid a bill on Jan. 21 to State Compensation Insurance Fund.](#)

[Director Kaighn asked why the cost of the storage unit is so high. Director Keebler reported the cost went up. Director Kaighn motioned to approve the Consent Items. Director Heilman seconded. All in favor. Motion Passed.](#)

Board discussion/Public comment/Board action

6. General Managers Report

Open discussion / project review

- **Road Projects, Paving update** GM Gilbert reported the paving contract will be out the second or third week in April. This project is from Obrizo to Mica for Phase 1. President Williams will notify the members before the project happens so they will know. We may need a quick meeting to go over the contract to make sure it is complete.
- Weeds are in control. The invoices we received in December were for two separate years. The company will touch up any weeds that may show in the spring and do a second spray on the bullheads if needed. This work has been paid for and will have no additional charge.
- Ordinance 5 sign is missing on Dolomite/Monitor. Shane will order one.
- **Weed Spraying:** Weeds are in control. The invoices we received in December were for two separate years. The company will touch up any weeds that may show in the spring and do a second spray on the bullheads if needed. This work has been paid for and will have no additional charge.
- President Williams stated a resident is concerned about the road shoulders for weeds. Ferrite and Mica will be done when roads are done. The roads will be widened a little at this time. Dick Lamparter asked about the road work. President Williams stated the plan is to do a mile and a half every two years. Chuck Roati said the Crystal curve is a concern. It hasn't been done since 99. President Williams asked why did we chip seal starting at Ferrite years ago. No one knew. Members said Ed White might know. Director Kaighn asked about 6404 and 7240. GM Gilbert said there was no impact at this time.

Board discussion/Public comment/Board action

7. Director Reports

Director Williams – Storage Facility / GWCSO items President Williams has the unit number for storage unit and the key for the lock. He and Director Keebler will go to the storage unit and see what needs to be done. Ed White will find any paperwork he has and President Williams will pick it up from him.

President Williams asked if we have anything we need action on coming up? Director Keebler stated we did not.

President Williams reminded Directors they need to do their 700 forms. They need to be done online. It's required by the state.

Everyone is up to date on their Ethics training. AB1234. Every two years.

Director Kaighn asked President Williams if he talked to the Swansons. He said he had and they have completed their road.

President Williams asked if the Teleconferencing is working well enough or if we should use an online program. Everyone seems to agree we are alright at this time with just one Director being out.

Director Keebler – Financial Reports, Balance sheet, Audit 591-845 Director Keebler reported the audit will be next year.

Director Kaighn – Legal Matters, Operations Manual Director Kaighn reported there are no legal matters. She wants to make sure McMurchie knows he is no longer under our service. She will try to get a good address for him. His last letter came back undeliverable.

Director MacConnell – IT, Website Ken Beam stated he isn't on the email again. He hasn't gotten the agenda. President Williams will check on this.

Director Heilman – Operations Manual, Utility Permit Director Kaighn and Director Heilman have to sit down to go through the Ops Manual. Director Kaighn asked why we paid and had all the meetings for this Ops Manual. She is wondering if we are required to have this detailed of an Ops Manual. Director Heilman and Director Kaighn reported a lot of the Manual doesn't apply to us. Director Keebler stated the board was complying with the consultant. We have a policy and procedure manual that covers it all. Director Williams suggests we take a look at it and the policy and procedure manual make sure it isn't needed. President Williams suggested we take a look at the policy and procedure manual and see if it covers everything we need and allows us to do away with the Ops manual.

Director Heilman stated he sent the utility permit to everyone. President Williams said we will pick it up under number 9.

Board discussion/Public comment/Board action

8. Old Business

- **Ordinance 5 Culvert Design – Discussion regarding Exhibit A** President Williams wants advice on this. Ordinance 5 currently shows how work has to be done by county code. He suggests we add language that allows some leeway from the GM when the design isn't necessary. Can we modify the Exhibit? Does the language in the ordinance include language regarding the Exhibit? If not, can we amend Ordinance 5? We either need the drawing in or out and then amend the language to coincide. Suggestion is to amend Exhibit 5.
- **Public Land - Common Area on Dolomite:**
 - Vegetation management We are responsible for this.
 - Ordinance We need to look at this.
 - Discussion of disposition of the Common area. Board

Director Kaighn talked with LAFCO. She stated there was a resolution with no reference regarding that land. LAFCO says there's an irrevocable deed filed as a public trust. CSDA says it is public not private land. Their opinion is we need to go to county council and have them direct us. President Williams says it would have to go to a vote if we want to sell the property. It is public under the CSDA. President Williams feels the ordinance may not be acceptable to the people. He and GM Gilbert will go to County Council and find out what we can do. President Williams suggests we table the ordinance for now. He will also ask CalFire if they will do the vegetation clean up. Dick Lamparter says the fire council is cleaning up that area. President Williams will talk with fire safe council to see what they are doing there. Director Keebler says it is cheaper to clean it up than to sell it. Dick Lamparter suggested If we fence the property, we need to keep it accessible for fire staging. President Williams said the turnout will stay.

discussion/public comment/Board action

9. New Business

- Utility Permit Discussion – Standard permitting and requirements for utility companies to do work on GWCSO roads.

Director Heilman modified the permit to suit our needs. President Williams asked if we could add a section into Ordinance 5. Director Kaighn says a lot of it still doesn't apply to us. She listed a few items it references that she feels are overkill. GM Gilbert says we do have to list these items because we do have some of the items such as manholes, and may need the information down the road. Director Heilman states that he felt we should leave a lot of this information in it in case we need it in the future. Ken Beam asked why we need this permit. Why can't they just use the county's? GM Gilbert will go over it the permit with Director Heilman and cut out what we don't need. They will tailor it down and see if we can get it more manageable.

- Resolution 2020.01 GWCSO By-Laws Update

Board discussion/public comment/Board action

10. Close Open Forum

- Dick Lamparter spoke regarding the selling of the common area. He stated it has come up many times when we want money. The board is wanting to talk of selling it. GM Gilbert states that it's due to transient issues and maintenance. He says there's only one person who needs her property cleaned out. Director Kaighn told Mr. Lamparter about their meeting with Shiva regarding an ordinance. They suggested we go to county council. Years ago the Board found they couldn't sell it. Dick Lamparter says we need to post "No trespassing". President Williams states if we keep it, it will have to be a budget item. Under new Cal fire regulations, we need to follow new fire regulations on these 18 acres. He asked if we want to do this in the budget? It is agreed that President Williams will talk to county council about it and see who owns the property and then we can decide what to do with the property.
- Ken Beam talked about the concern Dick Lamparter has that we have minutes and information missing from meeting years ago. Mr. Lamparter says there all sorts of studies etc... on this common land from many years ago. We need to make sure all materials are kept and not lost. Ken is concerned about record keeping electronically. The website has everything in the past 5-6 years. Anything before that is in the storage shed. Pat and Audrey will make sure everything needed by law is still available
- We will table to ordinance process.
- Chuck Roati addressed the board: He stated homeowners insurance is critical on Crystal. This board should and can do something about this. He stated in 2007 we fixed Mica for fire exit. But a lawsuit ensued and we can only go down if we are directed and it will cross private property. We can only fix Mica as specified in the road list. Member's homeowner's insurance dropped then. He says we need to fix Mica for fire exit so we can lower member's insurance. We need to talk to County Council. President Williams says that Fire council has access. Director Kaighn says there is a lawsuit regarding this fire access. Director Keebler says you can get a copy of the lawsuit. Director Kaighn says she has a copy and will get it to Ken Beam.

11. Adjournment : Audrey Keebler motioned to adjourn. Director Kaighn seconded. All in favor. Motion passed 4-0. 7:35 p.m.

Next Regular Board Meeting: June 3, 2020 6:00pm

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

GWCSO Board of Directors

President	Patrick Williams	(530) 313-8647	patwilliams@gwcsd.org
Director	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
Vice President	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_Dec3_GWCSO_Minutes_Draft.pdf
- 03b-2019_Dec5_Special_Minutes_Draft.pdf
- 05a-GLdetail_2020_Jan_GWCSO.pdf
- 05b-GLsum_2020_Jan_GWCSO.pdf
- 05d-REdetail_2020_Jan_GWCSO.pdf 05c-REsum_2020_Jan_GWCSO.pdf
- 05e-Finance_Summary_2020_Jan.pdf
- 08a-Ordinance_2015-5_Recorded.pdf
- 08b-GWCSO_Common_Area_Ord_Draft.pdf
- 09a-GWCSO_Utility_Permit_Draft.pdf
- 09b-GWCSO_bylaws_12-3-2019
- 09c-Resolution_2020-01_Bylaws

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