

Golden West Community Services District

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



**Regular Meeting [Minutes](#) GWCSD Board of Director
Tuesday, June 2, 2020 6:00 PM**

Due to the ongoing concerns with the COVID-19 Pandemic this quarterly meeting was conducted via ZOOM. The Board of Directors meeting room at Diamond Springs/El Dorado Fire Sta.49, 501 Pleasant Valley Road, was also open for those that wanted to view the meeting in person.

1. Call to Order/Roll Call:

President Patrick Williams, Vice President John MacConnell, Director/Financial Officer Audrey Keebler, General Manager Shane Gilbert and Director Diana Kaighn, were present via zoom. Director Duane Heilman and Secretary Carrie Heilman were present at Fire Sta. 49.

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.

Open public hearing on Resolution 2020-02 The Gann Resolution

2. Approval of Agenda

Board Discussion/Public comment/Board action

Director Kaighn motioned to suspend By-Laws Article 6.1 stating at least three members must be in the same room for a quorum to take place in the case of teleconferencing. A verbal roll call was made. All in favor. Motion passed.

Director MacConnell motioned to approve the agenda. Director Keebler seconded. Verbal roll call. All in favor. Motion passed.

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

- March 3, 2020 Regular Board Meeting

Board Discussion/Public comment/Board action

Director Heilman motioned to approve the March 3, 2020 minutes with corrections in spelling and addition of language on fourth bullet of close open forum for better clarification. Motion was seconded by Director MacConnell. Verbal roll call. All in favor. Motion passed.

4. Correspondence

Director Keebler stated she received correspondence regarding the fact that COVID is causing a lot of uproar with special districts with employees being suspended.

Director Kaighn stated we received letter via email from Ed White, dated April 26th, asking for information regarding the latest road project. He was never responded to. President Williams stated he will get together with GM Gilbert and they will respond to his letter.

Director Kaighn also stated she received an email from Amy Miller from the Auditor's Controller's Office regarding the invoice for the road work. Director Gilbert said the contract spells out all the details. Director Kaighn said she has asked for the contract several times and has never gotten it. Director Keebler stated she doesn't send out the contract with the invoices. She was assured all the work was done before she sent out the bill. The county won't want a 20-page contract. The email from Amy Miller was just to remind us to follow appropriate practices. Director Kaighn will send Director Gilbert the email from Amy Miller so he can have it for his file. Director MacConnell suggested we put the contract on the web so the county can look at it if they want. Director Keebler says the county isn't interested in seeing the contract. They are counting on us to follow the procedures to code.

Ken Beam said we should reference the contract number on the Invoice so members can check the contract.

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 Kaighn asked about the documents from the county revenue and expenditures. She wanted to clarify that the -\$128.00 is actually a positive not a negative. Director Keebler confirmed it was a positive.

Director MacConnell motioned we approve the Financial Reports. Director Kaighn seconded. Verbal roll call taken. All in favor. Motion passed.

6. General Managers Report

Open discussion / project review

- Road Projects, Paving project update
- Weed Spraying

Board discussion/Public comment/Board action

GM Gilbert reported all road work is complete. Weeding has been completed and they won't have to do a third round of spraying, so our bill will go down. Director Kaighn asked if the blue dots were put on all the streets. GM Gilbert reported they were. All except for Stope.

Dick Lamparter asked about the blue reflectors. He asked if that was a requirement? GM Gilbert stated it was not a requirement. GM Gilbert felt it was a good idea to put them in.

7. Director Reports

Director Williams – Form 700, Election Timeline, Brown Act Pandemic Modifications

President Williams asked if everyone has done their form 700 and asked them to do so if they haven't. He reported we are on an election timeline. August 7th is the last date to file. The window for filing is July 6 to Aug 5th. Only the two seats up need to be filed. Director Kaighn asked if we need to advertise for the positions open. Director MacConnell says he can put an announcement on the website with a link. President Williams will also put it on Nextdoor Logtown. Director MacConnell will serve out his full term and President Williams will re-up. President Williams reported Director MacConnell posted on the website the changes the governor has made in the Brown Act due to COVID. Requirements have been modified so we can use zoom. We have to have a room available for people to view the meeting. We bought zoom \$14.99 per month. We can do this every meeting. Everyone agrees that is a good idea. Director Keebler stated the monthly fee is \$15.00 and that this would be pretty inexpensive meeting insurance in case of an emergency. Michelle Williams stated we can buy an annual subscription. Director MacConnell feels we ought to do it. It gives an option for the public to get involved. President Williams will talk with Director Keebler about the best way to go about purchasing the zoom account. It can come out of office expense.

Director Keebler – Financial Reports, Balance sheet

Director Keebler reported she has the outstanding bills from the voucher she just submitted and got the county reports today. She will update that next meeting. We have \$55,000 left over between now and June 30th. Now we are in the savings mode for the next big project. We will have sufficient money for ongoing expenses. Director MacConnell asked Director Keebler if she has heard anything about the County or State using our funds. The only thing that might change is the ad valorem tax amount they will give us.

Dick Lamparter mention that 15 years ago Carl Hagen found state or county funds are available for Community Service Districts. We were getting that money years ago. He asked if we still receive that money. Director Keebler said we do not because we don't have a park.

Director Kaighn – Legal Matters, Operations Manual

Director Kaighn reported McMurchie no longer has a physical office. He only has a P.O. Box. CSDA suggested we send our letter to P.O. Box 1846, Folsom 95630. President Williams will send him the letter. She also reported that CSDA legal advice is one free hour for general information only because they are not contracted with us as our attorney. Director MacConnell asked if we can contract with them. Director Kaighn said we cannot but, they have a list they would provide us.

Director MacConnell – IT, Website

Director MacConnell reported he has the new requirements regarding the Brown Act specifications during COVID.

Director Heilman – Operations Manual, Utility Permit

Director Heilman stated he went through the Operations Manual and doesn't see any reason we need to keep it. He suggested Director Kaighn go through it and mark up what she thinks we need to keep. Director Kaighn stated that CSDA said we only needed By-Laws but we can have a separate document. She feels only the sexual harassment portion is a concern. Director Keebler says it is applicable to officers and personnel. We do have a contractor working for us. Director Heilman asked if we can address it in the By-Laws or Policy and Procedures. Director Kaighn suggested we put it in the Policy and Procedures. She will get together with Director Heilman and bring it back to the board. They are suggesting we get rid of the Ops Manual. President Williams asked them to get it done for an action item in September.

Board discussion/Public comment/Board action

8. Old Business

- Public Land - Common Area on Dolomite There was discussion last time about getting together with County Council. We have not done that yet. President Williams still wants to talk to them about our Common Area and will when they aren't so busy with COVID.

Director MacConnell asked that it be noted there are a few Common Area documents available on the website under "documents", "common area related". Or they can be accessed at the following link: http://gwcsd.org/content/desktop_site/common_area.html.

Dick Lamparter stated he talked to homeowners and they have started the fire clearance at the end of Monitor and are heading toward our subdivision. GM Gilbert said it's a lump sum contract and will take 4 days. They are using our common area to access the area they are cleaning. They are not working on the common area. If you want information as to what they are doing the link is on the front page of the website. Dick Lamparter asked if we have a setback on our roads. GM Gilbert says he was told 5 feet. President Williams asked that we find out how wide our easement is and report back.

Director Kaighn asked GM Gilbert how the ditches were doing. He says everything looks good.

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

Director Heilman reported that he went through the permit. There's a lot of details that he feels are relevant. GM Gilbert asked that he change all plate thickness specification in the table to 1 inch. Director MacConnell asked if it would it be wise to put in there that they tunnel under the road rather than cut through it. Should we explicitly say that it needs to be tunneled unless otherwise approved and should we ask that they warrant their work for a certain amount of time? Director Heilman asked what would be reasonable warranty. GM Gilbert says there is no warranty for their work.

Director Heilman will get more information about tunneling. GM Gilbert suggested we should put signs up saying no open trenching on our roads. Director MacConnell agreed. Director Heilman will add the language for tunneling.

Ken Beam asked who is qualified to make the decision on whether they can tunnel or need to cut. GM Gilbert says he can handle that.

Director Kaighn asked why we have #17 and #18 which reference trees. She stated we maintain the roadways not the trees. Director Heilman stated some trees may be in our road easement and need to be cut.

President Williams asked that everyone take a close look at the permit and bring it to next meeting for approval. Director Heilman and GM Gilbert will go through it, make the suggested changes, and have it ready for the next meeting.

Board discussion/public comment/Board action

9. New Business

- Resolution 2020-02 The Gann Resolution

- The Board annually reviews and adopts a resolution specifying the tax spending limit for FY 2020-21. Calculations are based on prior year limit and a growth factor provided by the county assessor's office. The 2020-21 appropriations limit will be \$405,103.57.

Board discussion/public action/Board action

Director Keebler stated we need a motion to approve resolution which sets the appropriations limit for 20-21. Director MacConnell asked if this is a lot more than usual. Director Keebler stated it's the same calculation. Director Heilman motioned to approve the resolution. Director Keebler seconded. Verbal roll call was taken. All in favor. Motion passed.

Secretary Heilman will print the resolution, sign and attest it was unanimously approved. She will then get it to Director Keebler.

10. Close Open Forum

Director Kaighn asked who has the original scope of work that needed to be signed for GM Gilbert's contract. Director Williams will look for that and get it to Director Kaighn.

Ken Beam questioned the financials. He asked what the \$8,351.31 listed on the General fund #164 for equipment was. Director Keebler explained it was for the line sprayer that was bought and sold. It will be a line item every year. The county will not delete it from our fund report.

- 11. Adjournment** Director Keebler motioned to adjourn. Director Kaighn seconded. Roll call. All in favor. Motion passed. Meeting adjourned 7:25 p.m.

Next Regular Board Meeting: September 1, 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
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	(530) 417-6930	duaneheilman@gwcsd.org

<u>General Manager</u>	Shane Gilbert	(925) 250-1973	general.manager@gwcsd.org
<u>Secretary</u>	Carrie Heilman	(530)416-2075	secretary@gwcsd.org

Document Appendix

03a-2020_Jun2_GWCS D_Minutes_Draft.pdf

05a-Budget_Summary_2020_May.pdf

05b-2020_May_26_Voucher

05c-REsum_2020_May.pdf

05d-REdetail_2020_May.pdf

05e-GLsum_2020_May.pdf

05f-GLdetail_2020_May.pdf

08a-GWCS D_Utility_Permit_Draft.pdf

09b-2020-21_PROP4_NOTICE_OF_PUBLIC_HEARING.pdf

09c-2020-21_PROP4_RESOLUTION.pdf

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