

# GOLDEN WEST

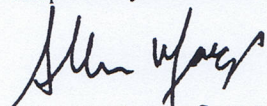
Community Services District

P.O. Box 448 El Dorado, CA 95623

## SUMMARY OF MINUTES OF THE REGULAR MEETING HELD FEBRUARY 8., 2001

1. **Call Meeting To Order At 7:02 PM** Members present: Charles Schultz, President, Julie Picarello, Treasurer, Allen Jaeger, Secretary
2. **Swearing-in of Alan Sanford as Vice President:** Allan Sanford was sworn in as Vice President.
3. **Minutes of January 11, 2000 meeting:** Minutes summary was read and approved (3 Ayes, 0 Noes) with corrections.
4. **Treasurer's Report:**
  - a. **Financial Report and presentation of bills and Board action:** Treasurer Picarello reported a balance of all accounts at \$116,350.92. Total expenditures of \$20,791 were approved 4 Ayes, 0 Noes.
  - b. **Petty Cash Discussion:** Discussion of current paper trail mechanisms resulted in no action to establish a checking account.
  - c. **Discussion Of Audit Requirement:** Motion (M-Schultz, S-Jaeger) passed 4 Ayes, 0 Noes for Director Sanford to research and identify candidate firms to conduct full financial and operational audit.
5. **Review of Talcite Project:** Discussion of project was continued from January meeting. Motion (M-Jaeger, S-Sanford) for that portion of Talcite from the cul de sac to the end will receive maintenance funds only equivalent to that normally allocated to gravel side roads. Motion passed 4 Ayes, 0 Noes.
6. **Road Managers Report:**
  - a. **Status of current activities:** Planned inspection tour has not yet been completed.
  - b. **Weed Abatement:** Weed abatement contract will be signed in the near future.
  - c. **Chec Engineering:** No response has been received to latest communication by President Schultz.
7. **Correspondence To Board:** LAFCO candidate statements received. Communication from State Controllers Office regarding Brown Act provisions received and read.
8. **Community Comments:** Community member Karen Asenza requested repairs to West Sodalite be included in the work plan for 2001. President Schultz stated that the requested work would be considered in the development of the plan.
9. **Director's Items:**
  - a. **Status of 6430 Via Grava Road issue, vis a vis GWCSO sphere of influence.** Communication sent to property owners. Item closed.
  - b. **Inventory and location of District owned machinery, fixtures, and equipment:** Discussion, no action taken.
  - c. **Review and discussion of District Officer Job Descriptions:** Community member Walt Dalbeck provided outline job descriptions. Directors will update for next meeting.
  - d. **Quarterly Newsletter production:** Draft to be ready for March meeting.
  - e. **Development on East Sodalite:** Comment made on apparent development work on E. Sodalite. No action taken.
12. **Adjournment:** There being no further business for consideration, the meeting was adjourned at 9:57PM.

Respectfully submitted,



Allen W. Jaeger, Secretary



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## MINUTES OF THE REGULAR MEETING HELD FEBRUARY 8, 2001

1. **Call Meeting To Order:** Meeting was called to order at 7:02 p.m. Directors present were Charles Schultz, President, Julie Picarello, Treasurer, and Allen Jaeger, Secretary.
2. **Swearing-in of Allan Sanford as Vice President:** Allan Sanford was sworn in as a Director of Golden West Community Services District.
3. **Approval of Minutes of January 11, 2001 meeting:** Secretary Jaeger introduced a summary of the minutes, inasmuch as official minutes were lengthy and had already been distributed per district policy to all directors. Longer version of minutes will continue to be official record of the meeting, and summary is intended only to identify official actions taken. Motion (M-Jaeger S-Picarello) to approve minutes with the corrections listed below passed 4 ayes, 0 Noes.
  - a. Treasurer's Report: Statement "We also receive direct assessment funds, .... district constituents." was changed to ".... district property owners."
  - b. Road Managers Report item 6.b: "... and Hardware" was removed as a possible weed abatement contractor. Community member Walt Dalbeck stated that there is no Orchard Supply and Hardware in Sacramento, but there is an Orchard Supply.
  - c. Review of Talcite Project Item 8.3: Community member Walt Dalbeck commented that the statement attributed to him regarding the FAX was incorrect, and reread that portion that was incorrect. The minutes have been corrected to read "... a FAX from Jon Gonzales to Delta engineering stating "It was mutually agreed between Delta, CHEC Engineering and myself that the overestimation dollar amount would be applied to an additional 1/2" of AC for a total of 2-1/2" of AC on the existing road base after grading."
  - d. Review of Talcite Project Item 8.4 paragraph 9: "public funds is..." was changed to "public funds are.."
4. **Treasurer's Report:**
  - a. **Financial Report and presentation of bills and Board action** Treasurer Picarello reported a balance of \$35,365.92 in the equity account, \$300 in petty cash, \$15,485 in the Ad Valorem account, and access to \$65,000 in the cash advance account., for a total of \$116,350.92. This amount was increased by \$200 upon receipt of encroachment fees from D. Veihmeyer. Expenditures were \$246.02 from petty cash for envelopes, copy costs, postage, mailing labels, map copying and enlargements, and hall rental. Bills for Vicini Construction in the amount of \$15,402 , and for CHEC Engineering in the amount of \$5,168.15 were also submitted. Total expenditures of \$20,791.17 (M-Picarello, M-Jaeger) were approved 4 Ayes, 0 Noes.
  - b. **Discussion of Petty Cash Fund: Establish check book** After discussion of current paper trail mechanisms, no action was taken to establish a checking account for the petty cash fund.
  - c. **Discuss Audit requirement::** President Schultz stated that the Brown Act requires an audit every two years, and that no audit has been conducted for several years. He indicated that he would like to contract with an outside auditor to conduct an audit of the district. Community member Walt Dalbeck commented that the audit should not be confined just to the district books, but should include an audit of district operations, and compliance to district policies and procedures. Motion approved (M-Schultz, S-Jaeger) for Director Sanford to research and identify candidate firms to conduct a full financial and operational audit of GWCSO. Motion carried 4 Ayes, 0 Noes. District Supervisor Helen Baumann suggested we start with El Dorado County Auditor's (Joe Harn's) office.
5. **Review of Talcite project.** Continuance from January meeting. Community member Walt Dalbeck stated his stance had not changed from the January meeting, and that he felt no funds or activities above those allocated for any other side



road should be expended in the maintenance of Talcite. Director Jaeger indicated that there were two open items from the January meeting to be researched: a. existence of encroachment permit (Picarello), and b. copy of bid package submitted for board approval (Jaeger). Director Jaeger reported that a search of the district files was made without success in finding the bid package, although a thorough search of the files had not been completed due to the state of disarray of the files. Treasurer Picarello indicated that she had seen a copy of the bid package, and knows that it existed. She indicated that an encroachment fee was paid, but it was paid at a meeting where she was not present, and does not know the specifics of what it covered. There then ensued a rehash of topics already covered at previous meeting. President Schultz moved that when we submit the payment to CHEC Engineering, we request the bid package for Talcite. Motion died for lack of a second. Motion (M-Jaeger, S-Sanford) that the portion of Talcite from the cul de sac to the end, be recognized as a district road, and will receive future maintenance equivalent only to that normally allocated to gravel side roads. Motion carried 4 Ayes, 0 Noes.

**6. Road Manager's Report:**

- a. **Current status of activities** President (and interim Road Manager) Schultz reported that a planned tour of the road system had not yet been done.
- b. **Weed abatement** President Schultz reported that he had received 3 proposals for weed abatement from local contractors, and that a contract would be signed in the near future. President Schultz also reported that our planned two application was too late for pre emergents, but that a single application, to include both pre and post emergent agents would be effective at this time. Secretary Jaeger inquired as to whether the "11.5 miles of road.." in the bid request would be understood that it meant both sides of the road. President Schultz responded that he was certain all contractors were clear on the terminology and understanding that it included both sides of the roads.
- c. **Letter to Chec Engineering:** President Schultz reported that he has received no response to the letter he wrote regarding communication with the district.

**7. Correspondence to the Board:**

- a. Receipt of LAFCO candidate statements for the upcoming LAFCO election.
- b. Receipt of notification from California Controller Kathleen O'Connell's office regarding laws for open meeting notification under the Brown Act. Secretary Jaeger reported that GWCSO has been, and will continue to be in compliance.

**8. Community Comments:**

- a. Community member Karen Asenza again requested that West Sodalite Street repairs be included the 2001 road work plan. President Schultz assured Ms Asenza that the work would be taken into consideration when developing the work plan. Secretary Jaeger asked for confirmation that the road plan, typically, was presented at the district annual meeting. Community member Walt Dalbeck reported that road policy called for a quarterly review of all road conditions and a report be made to the board on a quarterly basis.

**9. Director's Items:**

- a. **Status of 6430 Via Grava Road issue, vis a vis GWCSO sphere of influence.** Secretary reported that communication had been sent to Mr. & Mrs. French regarding findings reported in the January meeting, and that further action needed to be initiated by the property owner to the El Dorado County Assessors Office. This item closed.
- b. **Inventory and location of District owned machinery and equipment:** Secretary Jaeger reported that, in a conversation with Jon Gonzales, Jon had indicated that he was unaware of any inventory list.

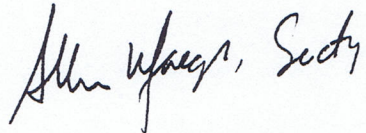
(Treasurer Picarello had to leave the meeting at 9:20 p.m.)



- c. **Review and discussion of District Officer Job Descriptions:** Community member Walt Dalbeck provided the board with draft job description outlines for each of the district board officers. Secretary Jaeger proposed that each board member review his/her description and make updates as appropriate. Community member Dalbeck commented that, ultimately, these job descriptions need to be made part of the district policy.
- d. **Quarterly Newsletter production** Secretary Jaeger reported that material had been received from President Schultz and Secretary Jaeger, and that the newsletter would be completed in draft form in time for board review at the March meeting. Jaeger recommended that information be included in the newsletter about the *real* costs for fixing and maintaining the roads on our very limited budget.
- e. **Development on East Sodalite:** Secretary Jaeger reported to the board that two parcels at the far end of East Sodalite were in escrow, pending availability of water, and that a well had been sunk not further than 3 feet from the edge of the road. A motion by President Schultz to pursue this issue died for lack of a second. Secretary Jaeger expressed belief that no action is indicated taken at this time.

10. **Adjournment:** There being no further business before the board, the meeting was adjourned at 9:57

Respectfully Submitted,



Allen W. Jaeger, Secretary