

GOLDEN WEST COMMUNITY SERVICES DISTRICT

PO Box 448, El Dorado, CA 95623

Board Meeting Minutes

21 August 2014, 6 pm

1. Call to Order: 6:05 pm
2. Roll Call of Board Members: Keebler, MacConnell, Miller
3. Designation of Meeting Secretary: Discussion and Motion
 - a. Move: Rod Miller that moved that Audrey serve as secretary for this meeting. Second: John MacConnell Vote: 3/0
4. Approval of Agenda
 - a. Additions or amendments: None.
 - b. Move: John MacConnell Second: Rod Miller Vote: 3/0
5. Approval of Minutes from 9 August 2014
 - a. Public Comment on Item-Diana Kaighn misspelled name and date was 8 August, not 9 August
 - b. Move: Rod Miller moved to approve the minutes as amended as stated in 5a. Second: Audrey Keebler Vote: 3/0
6. New Business (Discussion and Possible Board Action). None.
7. Public Comment on Items Not on Agenda
 - a. Chuck Roati wants meetings week nights and earlier on weekends (8:30 am) to accommodate people who work.
 - b. Chuck wants GM to get on road repair immediately.
 - c. Chuck says there needs to be intervention to resolve Mica issue.
 - d. Ken Hasse wants board to settle on one day for meetings, not several.
 - e. Ken does not agree that closed session was proper.
8. General Manager Report-None. General Manager not present.
9. Director Report, Information or Future Agenda Items
 - a. Keebler- received box of materials from C. Swart to pass on to next GM.
 - b. MacConnell-on the tree trimming contract there were some significant errors. The Board needs to make sure there are at least two members or other responsible people checking on contract language. Board approved the contract at the last meeting.
 - c. Miller-no report.
10. Finance Report
 - a. Current Account Balance distributed to board and public. No comments.
 - b. General Ledger and Revenue/Expense Summaries. Hand out to board and audience.
 - c. Is it the board's pleasure to post these reports on website and distribute at meetings? Rod and John agree that this will suffice as financial report.
 - d. Public comment-Bill Kaighn wants monthly itemization of expenses so that community can see running costs. Diana Kaighn wants information on how much DFH Consulting was paid, and whether Courtney will be receiving a 1099.

11. Old Business

- a. Action Item: Resolution 14-016. A Resolution Appointing General Manager and Authorizing Board President to execute Agreement for Professional General Manager Services. This resolution authorizes board to appoint Ed White as General Manager for specified hours and salary for six months. Rod wants contracts to be written by legal counsel rather than preparing them himself. John is concerned that a signed contract might conflict with legal counsel's contracts prepared later.
 - i. Public Comment on Item- Ed encouraged consideration of EDD information provided by Kathy. Ed wants to throw out this contract and step in as appointed GM for X days to give CSD opportunity to flesh out contract that works.
 - ii. When George was GM, he did not have a contract. Could we do the same here? How about making compensation retroactive to agreed start date or paying on timesheet? We need to be cautious about crossing over the contractor/employee line.
 - iii. Diana suggests using CSDA legal opinions to save money and rely on their experience in preparing contracts of various types.
 - iv. Ken suggests short term contracts with specific tasks.
 - v. John asked if Ed would be willing to sign this contract for short term while a more acceptable contract is crafted. Ed declined to sign but is willing to perform as Interim GM while an acceptable agreement is crafted.
 - vi. Move: Audrey moved to appoint Ed White as GM for up to 60 days at \$25/hour and not to exceed 240 hours, while an acceptable agreement between Ed and the CSD is crafted by legal counsel. GM will operate within CSD's approved policies. Priority tasks will be tree trimming, shoulder backing and culvert repair. Second: John Vote: 3/0.
- b. Action Item: Resolution 14-017. A Resolution Authorizing President to Execute Agreement for Professional Services-Board Consultant. This agreement would appoint Hope Leja to consult with GWCSO on mutually agreed upon tasks identified in language of agreement drafted by legal counsel.
 - i. Public Comment on Item. Can we craft a similar motion for Hope as for Ed so that we can get her on board with specific tasks? The Board responded that the first priority task is to prepare for the annual audit.
 - ii. Nancy Hase—what are Hope's qualifications for this position? She was a Cameron Estates CSD board member for four years and CECSO GM for nine years.
 - iii. Kathy White-this CSD does not have enough money to be paying two people.
 - iv. Barbara Lea-experience as a GM doesn't make much difference if she doesn't know where records are. The Board responded that Board members and others will be involved in locating and providing information. County no longer provides auditor services, so we need to locate an independent auditor, cost estimated to be at least \$6000 annually.
 - v. Move: John moved that Hope Leja be hired as consultant to GWCSO for 60 days while an acceptable agreement is crafted between consultant and CSD. Agreement will not exceed 180 hours and \$35 per hour. Consultant will operate within the CSD's approved policies. Priority tasks will be to craft and assist board to adopt a records retention

policy, and identify and prepare records for annual audit. Consultant will work under the direction of the President and Vice President. Second: Rod Miller Vote: 3/0.

- c. Discussion and Possible Action: Foothill Tree Trimming Contract Amendment
 - i. Public Comment on Item-board authorized contract with profound errors in it (included work on Monitor).
 - ii. Move: John moved to cancel prior contract with Foothill due to inclusion of unauthorized roads in contract, and have GM rebid with vendors at GM's discretion.

Second: Audrey Keebler Vote: 3/0.

12. Adjournment: Move Rod Miller, Second John MacConnell, Vote 3 /0

In the event that Directors' issues need further discussion or review, items may be continued to the next meeting 13 September 2014 at Fire Station 44, 6109 Quartz Drive, El Dorado 95623.

**NEXT MEETING: 13 SEPTEMBER 2014, FIRE STATION 44, 6109 QUARTZ DRIVE, EL DORADO, 95623
BEGINNING AT 10:30 AM.**

Respectfully Submitted,

Audrey Keebler

Acting Secretary