

Golden West Community Services District

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

Meeting Minutes for October 11th, 2014

Fire Station #44, 6109 Quartz Dr. El Dorado, CA. 95623

gwcsd.org

1. **Call Order: 9:07**
2. **Roll Call: District Board Members: Miller, Keebler, MacConnell-all present**
3. **Designation of Meeting Secretary: Discussion and Motion Item:** Miller asked if anyone in the audience wanted to volunteer to take minutes. No one volunteered.
M: R. Miller to designate Audrey Keebler acting secretary for this meeting, S:J MacConnell, V: 3/0
4. **Approval of the Agenda for October 11th, 2014**
 - a. Proposal to limit discussion and/or reorder agenda in order to finish the meeting in time for FSC hot dog social set up . Trudy Theiss agreed to be timekeeper.
 - b. New Order- 6B, 6C, 6A, 8, 10, 11, 12
 - c. **M: R Miller, S: J MacConnell, V: 3/0**
5. **Approval of Minutes from August 21, 2014 Meeting**
M: R Miller, S: J MacConnell, V: 3/0
6. **New Business (Discussion and Possible Board Action on the Following):**
 - a. **Action Item: Resolution No. 14-019 A Resolution Authorizing Board President to Execute Agreement for Professional Services – Board Consultant**
 - **M: J MacConnell, S: A Keebler, V: 3/0**
 - Discussion: \$300 for each contract in addition to salary. Public wants to know how this money will be spent. Amount is reimbursable, not in advance, and enables consultant to make small expenditures in the normal course of her work. Question about work hours. John agreed to amend motion to remove word “gasoline” from page 16 and use “mileage” throughout. Keebler agreed to second amended motion.
 - b. **Action Item: Resolution No. 14-020 A Resolution Authorizing Board President to Execute Agreement for Professional Services – General Manager**

Discussion: Questions and concerns from public were the same as with prior item. Ed White asked for correction of his entity to EL White, Enigma Mgt Services, delete” gasoline”, correct error on page 19 -Resolution 14-20

M: J MacConnell to approve resolution as amended above, S: R Miler, V: 3/0

Public Comment-why not second signature on contract? Board: There will be a second signature, and also a second signature on authorization for payment prior to submission to county.
 - c. **Action Item: Resolution No. 14-018 A Resolution Adopting Records Retention Policy**
 - Explanation of reason for policy. This policy is consistent with existing federal regs on records retention. Public commented that records purging should not be done by one person. Does this apply to digitized records, and what is the process for changing from paper to digitized records? Digital retention is preferable and should be included in policy. Audio records retention was discussed along with an example of how items may be lost without the audio record. What to do about period when minutes were not taken in the 1970s? Since this was prior to formation of CSD, these records are not pertinent.**M: J MacConnell to approve records retention policy, S: A Keebler, V: 3/0**
7. **General Manager Report – Current Projects Discussion Item and Possible Action: Tree Trimming, Notice Signs, and Storage**
 - a. **Tree trimming bid form presented.** G. Sanders noted that he has digitized map which can be used to show where work will be done, and will work with Ed to insure consistency of presentation.
 - b. **Drainage concerns.** Driveway encroachment discussion with homeowner resulting in need to clean out culvert. Another drainage issue occurs at first big curve on Crystal. Ed and George will discuss how to resolve drainage issues and bring contract to board.

c.Storage. We have moved storage units. We have purchased new working cabinets and will donate or otherwise redistribute old cabinets..

d. Incomplete patch on Dolomite. Ed is working on this issue with EID.

8. Finance

a.Information Items: Completion of Compensation Report to State Controller. Report due Oct 20 and was submitted digitally on Sept 13.

b. Invoices presented. **M: R Miller, S: J MacConnell to approve invoices. V: 3/0 to approve.**

c. Printouts from county presented, with outstanding expenses report.

9. Old Business:

a. Action Item: Resolution No. 14-015 A Resolution Repealing Resolution No. 85-07 and Adopting Conflict of Interest Policy. Discussion to separate conflict of interest and approval of Rosenberg Rules as rules of operation. These rules were appended to the original policy.

- Public Comment on Agenda Item

- After discussion about separating the two items to treat them separately, action was taken.

M: R Miller to permanently table Resolution 14-015, S: J MacConnell, V: 3/0.

10. Director Report – Director Information or Future Agenda Items

Tabled due to lack of time. Will be taken up at next meeting.

11. Adjournment: 10:26 am.

Respectfully Submitted,

**Audrey Keebler
Acting Secretary**

In the event that Directors' issues need further discussion, or review, items may be continued to the next meeting on the November 8th, 2014.

**Fire Station #44, 6109 Quartz Dr. El Dorado, CA,
10:30 AM- Any concerns or questions please contact,**

Audrey Keebler (Board member) 530-620-6844

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John MacConnell, (Board Member) 530-642-9850

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Rod Miller (Board Member) 530-295-1695

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Ed White (General Manager)

oneenigma@att.net

GOLDEN WEST COMMUNITY SERVICES DISTRICT
FINANCIAL REPORT PREPARED FOR OCT 11, 2014 MEETING

Revenue and Expense Details printed 9-16-2014

General Ledger Summary printed 9-16-2014

(A) Outstanding Expenses

Submitted 13 September 2014	Girard Edwards	2231.25
Submitted 15 September 2014	DFH Consulting (C. Swart)	150.00
	Spot on Signs	475.09
1. For Approval 11 October 2014	Hope Leja	548.45
	Enigma Mgt. Services (E. White)	297.12
	El Dorado Storage	64.12
	TOTAL OUTSTANDING	3766.03