

Golden West Community Service District
P.O. Box 448, El Dorado, CA. 95623
www.gwcsd.org



May 9, 2015- Meeting Minutes for Golden West Community Services District
Regular Meeting, held at Fire Station 44
6109 Quartz Dr., El Dorado, CA 95623

1. Call to Order/Roll Call – President MacConnell called the meeting to order at 10:28 a.m. Board Members present were Ken Hasse, Diana Kaighn, Connaught Lindberg and John MacConnell, constituting a quorum. Director Audrey Keebler was absent. General Manager Ed White, District Engineer George Sanders, Board Consultant Hope Leja and Secretary Marc Regelbrugge were also present.
2. Approval of Agenda – Hasse moved to approve the agenda as written. Kaighn and Lindberg seconded. The motion passed unanimously (4-0).
3. Approval of Minutes – Hasse moved to accept the minutes of the April 11 regular meeting as submitted. Kaighn seconded. The motion passed unanimously (4-0).
4. Supervisor Shiva Frentzen – President MacConnell introduced El Dorado County District II Supervisor Shiva Frentzen. Supervisor Frentzen addressed the meeting and discussed many issues currently confronting the County, including balancing its budget, stimulating growth of jobs and revenue, balancing County services among suburban and rural areas of her District, and the functioning of County government. She also took questions from the public, and urged people to become and remain involved in County government, stay current on issues in front of the Board of Supervisors, and make their individual voices heard by direct communication to the Supervisors.
5. Financial Report – President MacConnell presented the Financial Report for absent Financial Officer Keebler. The report is appended hereto. MacConnell also presented a breakdown prepared by Keebler of legal services costs incurred by matter for this fiscal year to date. Discrepancies were noted between the amounts listed on the Report and in the breakdown. In Keebler’s absence, Hasse moved to continue discussion of the legal services breakdown to the next meeting. Lindberg seconded. The motion passed unanimously (4-0). A payment voucher was presented for approval of the single Outstanding Invoice listed in the Financial Report in the amount of \$157.50. Kaighn moved to approve submittal of the voucher for payment, Hasse seconded. The motion passed unanimously (4-0). A discussion among the Board and public highlighted a desire

to streamline the payments approval process for usual and small amounts. Several options were mentioned, including a dollar threshold below which payment could be approved by two director's signatures, placing completed payment vouchers on the Consent Calendar, and payments of pre-approved contract amounts upon General Manager's and two directors' approval. Kaighn accepted an action from the Board to draft a payments procedure for Board consideration.

6. Culvert Discussion – Hasse reported having reviewed County DOT standards, government codes and a Culvert and Roadway Maintenance ordinance adopted by the Rolling Hills CSD in 2011. Hasse volunteered to adapt the Rolling Hills CSD ordinance language for the GWCSO, and assemble it together with the County encroachment standards drawing and a letter informing residents of their responsibilities in this regard into a draft document for Board review. Public discussion noted that the 2007 LAFCO report indicated that the District was not adequately maintaining ditches and culverts, and that such inaction in the past could complicate implementation of a new ordinance.

7. General Manager's Report – The General Manager's Report addressed several topics:

- a) Report on 2015-APRIL 11-Drainage Ditch Culvert Repair: The General Manager reported that three activities under this Contract were complete. Homeowners affected were pleased with the work and several residents complimented positively about the work. One change order was approved in the field to install an additional fifty lineal feet of culvert at the site near 7509 Crystal Blvd., including excavation, traffic control and labor. The change order added \$2,216 to the original contract cost of \$9,920. The General Manager reported receiving an invoice from the contractor, Joe Vicini, Inc., for a total of \$12,532. Kaighn moved to approve payment of the Vicini invoice for completion of the contract in the amount of \$12,532. Hasse seconded. The motion passed unanimously (4-0). The General Manager was directed to prepare the payment voucher (green sheet) and obtain two directors' signatures for submittal to the County for payment.
- b) The General Manager recommended to re-paint the four inch-wide fog line and install four-inch square safety buttons for approximately 150 lineal feet in the Crystal curve area near 6400 Crystal Blvd., and for approximately 140 lineal feet along the recent ditch repair near 7500 Crystal Blvd. Hasse moved to approve the 2015-MAY-9-FOG_LINE_STRIPING contract in an amount not to exceed \$650 to re-paint fog lines and install safety dots at two locations along Crystal Blvd. Lindberg seconded. The motion passed unanimously (4-0).
- c) The General Manager reminded the Board that the second phase of the Weed Spray contract was due to be done in late May or early June. Funding in the amount of \$600 has already been approved for the work. The Board directed the General Manager to proceed with the second phase of the contract.
- d) 2015-APRIL-11-Encroachments/Pothole Repair Update: The General Manager reported that he and the District Engineer had examined the side road encroachments onto District roads. Most encroachments are paved

approximately 20 feet from the major road edge, which is often too short a distance to allow vehicles to complete turning and braking when turning onto the side road, leading to excessive wear on the gravel roadway adjacent to the paved encroachment. The District Engineer reported on a method to integrate engineered fabric from a re-paved encroachment into paving of its extension. The engineer is incorporating this method into the Request for Quote, along with a contract Statement of Work and relevant drawings.

The Secretary and the District Engineer left the meeting at this point. The meeting audio recording continued until adjournment, and the Secretary has reviewed that recording to present the Minutes of the remainder of the meeting as follows:

- e) Crystal Boulevard Resurfacing Update: No discussion on this topic.
- f) Driveway Encroachment Survey (Discussion): The General Manager reported that he is making progress developing a listing of driveway encroachments with problematic culverts and/or drainage. He urged caution on the part of the Board to develop a policy that has likelihood of resulting in appropriate and enforceable decisions. Hasse noted that the policy in draft contains a provision allowing a culvert owner to have a hearing before the Board on any action required on the part of the owner.

8. Gann Limit Tutorial – The Board Consultant gave a summary of the purpose and procedures for adhering to the Gann limit on public appropriations, as implemented under Government Code sections 7900-7914. In practice, she noted, accrual of excess revenue is not proscribed on a year-to-year basis, but frequently reviewed over two-year intervals. Furthermore, amounts appropriated under a prior-year limit but not yet spent do not count toward the current-year limit.

9. Gann Limit – The Board scheduled a public hearing on the Gann limit for FY 2015-2016 for the June 13 general meeting. The proposed appropriations limit for the next fiscal year is \$316,087. Per her prior agreement to taking the task, Keebler was assigned to post notice for the hearing both within the District and in a newspaper of general circulation prior to May 30.

10. Election 1 – Lindberg introduced a required notification to the County of District participation in the November, 2015 election for purposes of electing two Directors to serve two full, four-year terms, and a Director to serve the unexpired remainder of a term expiring in 2017. Lindberg presented Resolution 15-03 indicating the District's intent to participate in the November election, and further specifying (a) that Candidates' Statements will be funded by the individual candidates and not the District, and (b) that no District Measures are offered for vote in the election. Hasse moved to accept Resolution 15-03 authorizing the November election for open Board positions according to the agreed options. Lindberg seconded. The motion passed unanimously (4-0). Lindberg was directed to arrange for timely review and signature of the District Secretary, and to submit the form to the County elections office prior to the July 1

deadline. The Board also briefly discussed requirements for noticing the upcoming vacancies to the public.

11. Election 2 – Lindberg noted that the cost for participating in any County election was spread over all open positions on the ballot. Accordingly, as EID has moved its election cycle to even years, several positions regularly on odd-year ballots will move to even-year ballots, raising the cost for participating in odd-year elections. As it is too late at this point to forego the 2015 election, the Board has some time to decide whether or not to change the District’s election years. No action was taken on this item.

12. California Uniform Public Construction Cost Accounting Act – This item was tabled until the next meeting by agreement of the Board.

13. Preliminary Budget – A discussion ensued on the preliminary budget developed by the Financial Officer. Some uncertainty was noted regarding the derivation of the top-line item. As the Financial Officer (Keebler) was absent and no supporting documentation was available, the Board requested a volunteer to work with Keebler upon her return to document the top-line and delineate its constituent parts. Kaighn volunteered to work with Keebler toward that end. No further action was taken.

14. Lawsuit Report – Director Lindberg indicated there was nothing new to report on the status of the lawsuit. After further discussion, the Board’s consensus was to schedule another closed session with District Counsel to answer directors’ questions about the lawsuit. Several candidate dates were discussed but no date was chosen.

15. Bylaws Project – Kaighn recommended scheduling a Board workshop to discuss the first draft Bylaws document. The workshop needs to be open to the public, but participation in the discussion is limited to Board members. Dates were discussed, but no date was chosen. Kaighn requested comments on the draft Bylaws be sent directly to her.

16. Road List Resolution – MacConnell offered a candidate Resolution 15-02 stating that “THE EXHIBIT ENTITLED ‘GWCS D ROAD MAINTENANCE RESPONSIBILITIES’, Version 1.3, dated March 9, 2013, SHALL BE ADOPTED AS THE OFFICIAL AND COMPLETE LIST OF ROADWAYS MAINTAINED BY THE GOLDEN WEST COMMUNITY SERVICES DISTRICT”. Hasse moved to adopt Resolution 15-02 defining roads and roadway segments maintained by the District. Kaighn seconded. The motion passed unanimously (4-0).

17. Discuss Road Damage Due to Substandard Utility Street Reconstruction Following Repairs to Their Infrastructure – This item was tabled to the next meeting.

18. Correspondence – The following correspondence was discussed:

- a) MacConnell reported receipt of notification from the Office of Emergency Services (OES) that three grant appeals had finally been closed out. OES

requires that the District keep all documentation related to the grant appeals and their closure for a period of three years.

- b) The General Manager reported that several other items had been received, including a bill and insurance documents from Joe Vicini, Inc., a check for \$2.67 from OES, and a check for \$1,951 from OES in final reconciliation of three grant appeals.
- c) Lindberg mentioned that election-related documents being submitted to the County must be accompanied by an accurate map of the District. After considerable discussion and uncertainty over the purpose of such a map, Lindberg offered to clarify the particular requirements for the map with the County.

19. Director Reports – None.

20. Open Public Forum – No discussion.

21. Adjournment – Hasse moved to adjourn. Kaighn seconded. The meeting was adjourned by unanimous vote at 3:40 p.m.

Respectfully Submitted,

Marc Regelbrugge
GWCSO Secretary

Golden West Community Services District
PO Box 448
El Dorado, CA 95623

Financial Report Prepared for 9 May 2015 Board Meeting

| | |
|---|-------------------|
| Beginning Budget FY 2014-15 | \$301, 639 |
| Appropriation for Contingencies (subtract from total) | \$ 25,000 |
| Total Remaining for Services and Supplies | \$276, 639 |

BUDGET ACTIVITY YEAR TO DATE from 4 May 2015 EDC Rev/Exp Detail

| Object Code | Description | Estimated | Actual | Balance |
|-----------------------------|----------------------------------|-----------|---------|----------|
| 4100 | Insurance | 2,500 | 1, 635 | 865 |
| 4191 | Road Maintenance | 231, 499 | 20, 866 | 210, 633 |
| 4197* | Maint/Supplies | 0 | 20 | -20 |
| 4220 | Memberships | 790 | 488 | 302 |
| 4260 | Office Expense | 1, 300 | 296 | 1, 004 |
| 4300 | Prof/Spec Services | 21, 250 | 11, 710 | 9, 540 |
| 4303* | Road Maint/Const (Spot on Signs) | 0 | 475 | - 475 |
| 4304* | Agency Admin Fee | 0 | 88 | -88 |
| 4313 | Legal Services | 15, 000 | 8,768 | 6, 232 |
| 4400 | Pub/Legal Notices | 1, 500 | 438 | 1, 062 |
| 4420* | Rent/Leases Eqpt (PO Box) | 0 | 92 | -92 |
| 4440 | Rent/Lease Bldgs | 800 | 964 | -164 |
| 4500* | Special Dept Expense | 0 | 84 | -84 |
| 4602* | Mileage/Employee | 0 | 665 | -665 |
| 4604 | Mileage/Volunteer | 2, 000 | 250 | 1750 |
| Total Services and Supplies | | 276, 639 | 46, 839 | 229, 800 |

Invoices Paid in April 2015

| | | |
|------|---|-----------|
| 4260 | Office expense (copy costs) D. Kaighn | 8.53 |
| 4191 | Weed Spraying All Green | 3, 566.00 |
| 4300 | Hope Leja Consultant Serv March | 752.50 |
| 4300 | EL White Enigma Mgt Serv March | 500.00 |
| 4602 | Hope Leja Mileage March | 33.47 |
| 4602 | EL White Mileage March | 35.65 |
| 4604 | Volunteer Mileage A. Keebler Jan-Mar 2015 | 132.25 |
| 4604 | Volunteer Mileage D. Kaighn | 16.10 |

Outstanding Invoices/Charges prepared for Board Review May 9, 2015

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|------|--|--------|
| 4300 | Consultant services Hope Leja April 1-31, 2015 | 157.50 |
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