

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



November 14, 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 10:32 a.m. Board Members present were John MacConnell, Audrey Keebler and Connaught Lindberg, constituting a quorum. Directors Diana Kaighn and Ken Hasse were absent. General Manager Ed White, Board Consultant Hope Leja and Secretary Marc Regelbrugge were also present.
2. Approval of Agenda –MacConnell recommended removing item 6, Resolution 2015-07 Adoption of GWCSD Bylaws, to a later meeting for consideration by the full Board. Keebler moved to approve the agenda with postponement of item 6 to a subsequent meeting. Lindberg seconded. The motion passed unanimously (3-0).
3. Consent Calendar – Keebler moved to approve the Consent Calendar. Lindberg seconded. The motion passed unanimously (3-0).
4. General Manager’s Report – General Manager White reported on the following topics:
 - a) Ditch Cleaning Contract: After some discussion, Lindberg moved to authorize the General Manager to negotiate a contract in an amount not to exceed \$25,000 for ditch cleaning. Keebler seconded. The motion passed unanimously (3-0).
 - b) 2015 Aug. 8 Crystal Curve Ditch Paving project: White recommended addition of up to \$2,900 to the contract with Joe Vicini for drainage improvement to include raising the drop-inlet grate at Calcite St. and installing a drop-inlet with window and grate near 7300 Crystal Blvd. Keebler moved to authorize an additional \$3,000 to Vicini’s contract to raise the Calcite grate and install a drop inlet with window and grate near 7300 Crystal Blvd. Lindberg seconded. The motion passed unanimously (3-0).
 - c) Request to purchase GWCSD laser printer: Keebler moved to approve the expenditure of up to \$1,000 for purchase of a monochrome laser printer for District use. Lindberg seconded. MacConnell offered to work with White to select an appropriate and efficient model. The motion passed unanimously (3-0).

- d) LAFCO request: El Dorado LAFCO is compiling a 2015 update to their Municipal Services Review (MSR) document. LAFCO has requested the District to provide specific information in a specific format for this document. Keebler moved to appoint Director Lindberg and General Manager White to an ad hoc Committee to respond to LAFCO's request for the MSR, based on 2015 data. Lindberg seconded. The motion passed unanimously (3-0).
- e) Oak Ridge Circle North Report: White informed the Board that the citizen-led initiative to resurface a substantial portion of Oak Ridge Circle North beyond the District-maintained extent had likely fallen apart, White recommended the District do nothing further in relation to tying in with this project. No action was taken on this item.
- f) SmartProcure Records Request: The Board has been requested to provide various data on purchasing and invoicing history to SmartProcure, an internet procurement gateway. This request appeared as an attempt to use the force of the public records law to acquire marketing information for SmartProcure. Discussion revealed that the District does not procure items directly, nor does it process and pay supplier invoices directly (a service handled by the County), so no public records of the kind requested exist. Further, Cameron Estates CSD had received an identical request and developed a letter in reply that could be used as a template. Keebler moved that the Board direct the General Manager to develop a letter of reply to SmartProcure, mirroring Cameron Estates CSD's reply to the identical request. Lindberg seconded. The motion passed unanimously (3-0).

5. Financial Officer's Report – Keebler delivered the Financial Officer's report and noted that the District's budget balance was \$407,445 as of the beginning of the month, with approximately \$25,452 bills outstanding. Keebler also indicated that an expenditure listed under Object Code 4440 in the amount of \$53.00 was to be properly re-allocated to Object Code 4400.

6. Resolution 2015-07 Adoption of GWCS D Bylaws – This item was deferred to a future agenda. No further discussion was held and no action was taken on this item.

7. Resolution 2015-08 Adoption of Uniform Public Construction Cost Accounting Act Procedures – Consultant Leja noted that actions required after passage of this resolution included informing the State Controller's Office of the election, and drafting/adopting an Ordinance delineating Act-compliant procedures for complying with this Act. Keebler moved to adopt Resolution 2015-08 and to begin the process to obtain approval from the State for the District to operate under the provisions of the Act. Lindberg seconded. The motion passed unanimously (3-0).

8. Legal Matters – Lindberg reported that the GWCS D was Dismissed with Prejudice from the Cross-Complaint filed by Ramos and Gonzales in September 2014. Verification of the filing of the Dismissal was obtained from Counsel on 23 October 2015.

9. Correspondence – Correspondence received within the past month included a Certificate of Insurance from Joe Vicini, Inc., a letter from State Fund regarding

insurance coverage, a letter from Director Kaighn requesting to attach a comment to this meetings agenda regarding analysis of legal approaches and legal services, and an e-mail from a District resident regarding draft Ordinance 5. Keebler also read a letter sent to District Engineer George Sanders releasing him from his obligations under contract with the District and thanking him for his long-standing dedication and service to the District and its residents.

10. Director's Reports – Keebler offered positive comments about the quality of recent work on drainage culverts around the District.

11. Open Public Forum – A District resident noted that he had sent comments on the draft Ordinance 5 to MacConnell. The Board members present acknowledged that they had received those comments as forwarded by MacConnell, and were in the process of reviewing the comments. The District resident noted that he had recommended some changes to the Ordinance language in those comments as well. The Resident further urged the Board to consider paving encroachment roads to the extent of the District's responsibility. The Board concurred to consider such work in the future.

12. Adjournment – Keebler moved to adjourn. Lindberg seconded. The motion passed unanimously and the Meeting was adjourned at 11:54 a.m.

Respectfully Submitted,

Marc Regelbrugge
GWCSO Secretary

Attachments:

GWCSO Monthly Budget Summary, November, 2015.