

Golden West Community Services District

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

Regular Meeting Minutes GWCS D Board of Director

Tuesday, Sept. 1, 2020 6:00 PM



Due to the ongoing concerns with the COVID-19 Pandemic this quarterly meeting was conducted via ZOOM.

1. Call to Order/Roll Call: Meeting began at 6:05 p.m.

President Patrick Williams, Vice President John MacConnell, Director/Financial Officer Audrey Keebler, Director Diana Kaighn, Director Duane Heilman, General Manager Shane Gilbert, Secretary Carrie Heilman All present via zoom.

Mark Egbert spoke regarding clean-up of common area. He is with the Fire Safe Council. He explained what the council does. He stated they had some issues with clean up. There was trouble getting equipment and keeping equipment on site. Contractors were pulled off to work in other areas. Contractors are not going to be working at this time due to fire conditions. They will be back to finish the work. They need to clear 136 acres and have completed about 35 acres. Daily temperatures have to be below 88 degrees for them to be able to work.

John MacConnell asked about the area being cleared. He stated the original scope was from Monitor up to Sand Hill Mine court. Why isn't that being done now?

Mark Egbert said the original proposal was to treat south of Monitor and extend up to past Dolomite between Monitor and Union Mine road at \$2,933 per acre.

Director MacConnell stated the original contract was to go up to Sand Hill Mine Court. Why did it change?

Mark stated it did not change its scope. Mark looked at the map. It does not go up to Sand Hill Mine Court.

Pat Dwyer: The concern is about the common area. What are we going to do in that area in regard to the stream and archeological issues?

Director MacConnell said the original map showed it going through the common area.

Mark Egbert said the original showed a much larger scope than the funds allow.

Director MacConnell asked, "Wasn't this a fixed price contract"? Pat Dwyer said they put together a grant proposal with maps etc. at a public meeting. The grant was approved. Then we hired Mark Egbert to manage that grant. The contractor did not bid the entire contract in the grant.

Mark Egbert reiterated it will go to the East of Galena then up to the common area Golden West parcel #2. Lot 68, 69 ,70. Pat Dwyer asked that Mark Egbert share the map with the directors and Director MacConnell says they can put it up on the website. He will send it to Pat Dwyer who will send it on to President Williams.

Dick Lamparter asked the board, "If we don't get it done in a certain time, will it have to be sent back to the state?" Mark Egbert stated it would have to go back to the state but they have a backup plan. They have a goal to complete the project my March 1, 2021.

Director MacConnell wanted to state that so far it has been disappointing. Mark Egbert agrees, but he thinks it will get done and we will be happy with the outcome.

Open Forum

Public testimony will be received on each Agenda item as it is called. Matters not on the Agenda may be addressed by the general public during the Open Forum. Public comments during Open Forum are limited to three minutes per person. The Board reserves the right to waive said rules by a majority vote.

2. Approval of Agenda

Board Discussion/Public comment/Board action

Director Kaighn asked that #8 be broader to include the entire By-Laws Policy and Procedures. President Williams said he would delete the specific items and make it cover the entire By-Laws. Director Keebler motioned to approve the agenda. Director Kaighn seconded. All in favor. Motion passed.

3. Approval of Minutes of the Previous Meeting(s)

- June 3, 2020 Regular Board Meeting Minutes Secretary Heilman made changes. Director MacConnell requested. Director MacConnell motioned to approve as amended. Seconded by Director Kaighn. All in favor. Motion passed.

Board Discussion/Public comment/Board action

4. Correspondence

5. Consent Items (All items approved with one motion unless a Board member requests a separate action)

- El Dorado County Financial Reports: Accepted as presented from the County. No Action
- Bills paid since last Regular Meeting (Vouchers)
- Finance Officer Report

Board discussion/Public comment/Board action

Financial officer report summary: We haven't gotten any printouts from the County since May. They have taken an extension on closing. Director Keebler went with our numbers for the closing financial officers report and building the annual budget. Year-end \$54,375.00 balance. This is our carry over for our proposed annual budget. Motioned by Director Kaighn to approve the annual budget. Director MacConnell seconded. All in favor. Motion passed.

6. General Managers Report

Open discussion / project review

Board discussion/Public comment/Board action

GM Gilbert stated there's nothing much to report. All looks good. EID came in and did a dig under the road but they patched it up and made the hole small.

Weed spraying is all done for the year. We are down to one pre and post spray per year. Director MacConnell asked if we had been double billed. GM Gilbert said we have not. It has been cleared with Director Keebler.

Director Kaignn asked when the next bill will come up for the board to review. GM Gilbert says we won't know until November or next spring. Some homeowners requested that we let them know when they will be spraying.

Ken Beam asked if this will take care of star thistle. GM Gilbert stated yes, he has done that.

7. Director Reports

Director Williams – Election filing report: Upcoming election. There are two seats open; President Williams and Director MacConnell's. President Williams has reapplied and Marc Regelbrugge applied and is running unopposed. We will do our election of officers in December and swear him in in December.

Director Keebler – Financial Reports, 2020 Direct Charge: She is completing direct charge at this time. We confirmed all the same properties. Direct charge amount is \$54,720 as usual. Inquiry from elections about whether we were going to revise our policy and procedures regarding conflict of interest. Director Keebler looked through and said we are happy with what we have. She asked if we want to post this on the website. Director MacConnell says we already have the conflict of interest up there. He and Director Keebler will discuss and see if we want it up there.

Director Kaighn – Legal Matters She discussed retiring the ops manual because it overlaps the policy and procedures. She sent us the old policy and procedures and made some minor changes that reflect how we operate now. Director Keebler recommended some minor wording changes throughout the document. She has sent these changes to the Board and asks that we vote on these changes December.

The changes are as follows:

By-Laws changes: Section 6.5 and 12.2

6.5 deals with telecommunicating. We are going to pay for zoom. This should be stated in the By-Laws

12.2 strengthen and use the word "harassment" so we are in compliance.

Everyone should look at these two sections and suggest verbiage to be put in here. We will vote in December.

Director MacConnell – IT, Website:

Director MacConnell had concerns about the Agenda: The minutes previously had some action items on it to be done before this meeting. He suggests we add a section to the agenda called Action Items and we put down what needs to be done by the next meeting. Or, President Williams could remind the directors about actions we were to take before the meeting. President Williams agreed. He will try to get something out to directors a month before the meeting to remind people of what they were supposed to have done for the meeting.

The website has two flavors (desktop and cell phone). The cell phone website is ADA compliant. He asked if people are using both these sites or if we can we just have one. Do we need to keep the desktop site going? President Williams says we need to keep both. Director Keebler asked if the functionality of the other site is the same. Director MacConnell says the cell phone site is easier to use. People are more familiar with the desktop, so we will keep it. Director MacConnell asked President Williams for Marc Regelbrugge's email.

Director Heilman – Utility Permit: GM Gilbert has gone through revisions and Director Heilman will make changes and get it out to directors.

8. Old Business

- Public Land – Common Area on Dolomite
- Utility Permit Discussion – The Utility Permit has standard permitting and requirements for utility companies to do work on GWCSO roads. GM Gilbert changed the speed limit to 25 miles when work is being performed within 100 feet of any work being performed. He also changed the open trenching to nothing over 200 feet and testing every 200 feet not 1000 feet. He will get the changes to Director Heilman and he will send it out to all the Directors. Director MacConnell had a question on page 5 where it says “as determined by General Manager” and suggested page numbers on the final draft. Director Kaighn had questions on the terms “tunneling and cutting”. She asked how we enforce these rules. GM Gilbert stated on the website it says there is a fine. It was suggested we state that there is a fine somewhere on the permit. It was questioned whether we can enforce it. The lawyer says we can bill them for it. Director MacConnell says we are going to have to take this permit to the utilities and get it signed each year or they can’t do the work.
Ken Beam: We have some authority, but where does it say we can set a fine on public utilities? The lawyer says it has to be a reasonable fine. We will want to talk to a lawyer for an amount. It can accrue daily.
President Williams asked if we need an ordinance for this permit. Director MacConnell says we may need to ask a lawyer. CSDA may be able to help us with these questions. We could also ask Pat Dwyer with EID and see what he feels about it.
- Ops Manual Retirement - Policy and Procedure for Harassment Training. Director Keebler motioned that we no longer refer to the Ops Manual. Ops Manual should be deleted on the website since it will be replaced by Policy and Procedures. Director MacConnell recommends we replace old Policy and Procedures with new approved Policy and Procedures. The Ops Manual is superseded by the Policy and Procedures so we could take it out all together and archive it. In December when we put up the new Policy and Procedures, we will retire the Ops Manual.
- Status of Storage Unit: Director Keebler is getting ready for an audit. She needs to gather documents. She tried to use the combinations given to her for the storage unit but none of them worked. She asked the owners cut off the old lock and she bought a new one. So now she has the keys and a new lock. Ed White and Director Keebler are the only two people allowed to be in the storage area. We need someone else to get eligible to use the storage unit. Director Williams says we will fix that situation. Director Keebler says we need to go in and clean up. Director Kaighn suggests GM Gilbert also have a key. President Williams will take care of that and also put Director Heilman on it. GM Gilbert would like to put a combination lock on rather than have a bunch of keys.

Board discussion/Public comment/Board action

9. New Business

- Review and attest Local Annual Special Tax and Bond Accountability Report The annual report showing special taxes were used for the purpose for which they were approved. Director Keebler stated we are required annually to attest our tax money was used for purpose as intended. She prepared a report to the county say it was spent the way it was

supposed to be spent. It needs to be signed and sent in. President Williams will sign the report and the resolution. We will send a copy to everyone when signed.

- 2020-21 Annual Budget, GWCSO Budget History No action. Just for Board's information. Carry over \$54,375. Direct charge \$54,720. Projecting \$85,000. Revenue total projection \$194,095.
- Resolution 2020-03 Approve 2020-21 operating budget in the amount of \$194,095: The plan is to save for a year or two and then do another large piece of road work. Motion by Director MacConnell to approve 2020-21 operating budget. Seconded Director Kaighn. All in favor. Motion passed
- Upcoming Audit: Director Keebler would like to use Vaughn Johnson again for this audit. She will bring a contract to the board to use her again for two years.

Board discussion/Public comment/Board action

Signage: Director Kaighn suggested near the sign about ordinance 5 on Crystal that we state the GWCSO maintains the roads. Director MacConnell and Director Kaighn thought it might be good to put a couple signs on the roads that say Golden West CSD maintains the roads and put our website on the bottom of the sign. President Williams asked how many signs we would need. Director Keebler suggested three. GM Gilbert has not gotten any new Ordinance 5 signs. They need to be replaced. Do we want to add new signs about GWCSO? President Williams says he and GM Gilbert can look at size and cost and see what we can do.

10. Close Open Forum

11. Adjournment Director Keebler motioned we adjourn. Director MacConnell seconded. All in favor. Motion passed. Meeting Adjourned at 8:15

Next Regular Board Meeting: December 1, 2020 6:00pm

Location: Fire Station 44, 6109 Quartz Drive, El Dorado, CA

GWCSO Board of Directors

President	Patrick Williams	(530) 313-8647	patwilliams@gwcsd.org
Director	John MacConnell	(530) 642-9850	johnmacconnell@gwcsd.org
Financial Officer	Audrey Keebler	(530) 620-6844	audreykeebler@gwcsd.org
Director	Diana Kaighn	(530) 620-2130	dianakaighn@gwcsd.org
Vice President	Duane Heilman	(530) 417-6930	duaneheilman@gwcsd.org

<u>General Manager</u>	Shane Gilbert	(925) 250-1973	general.manager@gwcsd.org
<u>Secretary</u>	Carrie Heilman	(530) 416-2075	secretary@gwcsd.org

Document Appendix

03a-2020_Jun2_GWCSO_Minutes_Draft.pdf

05a-Budget_Summary_2020_Aug.pdf

07a-2020_Direct_Charge_Docs

09a-Special_Tax_Bond_accountability_Report_Attested_2019

09b-2020-21_Annual_Budget

09c-GWCSD_Budget_History

09d-Resolution_2020-03_Annual_Budget_Resolution

<http://gwcsd.org/content/desktop/0-index.html>

12.09.2020

DRAFT