Golden West Community Services District

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

Meeting Minutes for March 19, 2009

1. **Call Meeting to Order:** 7PM Meeting was called to order by Jeff Malm. Attending board members: Ed White, Emi Kimura, Jeff Malm

2. **Approval of 2/19/09 Meeting Minutes**
   #5 of Minutes – Correction, the 3 trenches on Galena needs to be replaced, not cleaned out. Approval of minutes with changes called for by Emi Kimura, 2nd by Jeff Malm, approved by all.

3. **Treasure's Report:** *As of 3/18/09, the balance in the GWCSD account is $52,216.13.*
   a. Emi requested approval to submit to county for the following payments to be made –
      (1) 3 months storage rental fee - $53 each month
      (2) 3 months hall rental fee - $25 each month
      (3) 3 months Delta bill - $3,297.14 each month

   One green sheet to pay for three months of the storage rental fees ($162) and three months of hall rental ($75) will be submitted. A separate green sheet for the Delta payment will be submitted.
   County OK'd.

   b. Question was asked if other board members knew how to execute Treasurers task if the Treasurer was not available. Yes, but agreed that the specific tasks should be documented. **ACTION ITEM** – Mr. Malm asked Ms. Kimura to document Treasurers processes.

   c. Per Treasurer, July 1st begins new fiscal year. A new budget will be required to be submitted to the county within 2-3 months of that date. The Treasurer would like to solicit new category suggestions for the new budget.
   ACTION ITEM - Treasurer will bring copies of current budget to next months meeting.

d. Treasure request approval to submit for personnel reimbursement for expense incurred on the communities behalf. Those expenses were -

10 reams of paper -	$32.18
3 flash drives -	$27.70
Paper for Appeal -	$17.19
TOTAL -	$77.07

Jeff Malm raised a motion to pay the expenses; Ed White 2nd the motion, motion passed.

4. Road Manager's Report:

a. At the January 2009 community meeting, Weed Abatement was approved. The Road Manager has obtained 2 bids for the work –

- Clark Pest Control - $3,290.00
- Pest Control - $3,710.00

The Road Manager recommends using Pest Control for $3,710.00 for the following reasons –

1. Provide a more robust follow-up of the work
2. Colorant is used at no charge
3. If there is standing water in the ditches, they will bypass that area and return to spray when the water has dissipated
4. 30 day re-inspection
5. Endurance & Milestone product used
6. 4 – 6 month warranty on annual grasses and broad leaf grasses

Comments from the community –

- The board received a letter from resident Kevin Atkinson (7824 Barite) concerning sole source contracts. Mr. Atkinson recommended reducing the authorized limit of sole source contracts to $1000 due to the lack of clear specifications in requirements for work, and offered to help on develop a Policy Procedure.
- Resident Bernard Carlson feels the $1000 limit is too low; will hamper the ability to approve immediate work to be done
- Jeff Malm read out loud the work order for the weed abatement work
- Elaine Livingston asked if the board has Rules & Procedures concerning discretionary lead-way to select bids – *Yes, per Jeff Malm*
- Jeff Malm asked for a MSDS report (Material Safety Data Sheet) before work is started
- Walt Dalbeck offered to develop a Document Control process for the board. Mr. Dalbeck and Mr. Carlson will discuss and report back.

  ACTION ITEM – The Board will consult with Walt Dalbeck on improving work order specifications going forward.

- Judy Malm, Bernard Carlson, and Chrystie Mort Davis suggested moving ahead with spraying
- Resident Martha Martin reported she has contracted with the Pest Control company and has been very satisfied with their work
- Ed White motioned to approve the bid provided by Pest Control; motion 2nd by Jeff Malm. Vote was unanimous. Jeff Malm and 1 other board member must sign the contract.
- Road Manager inquired if the Fire Safe Council will weed and spray around all the fire hydrants. Ken Hasse responded that the FSC will complete this task, and will provide the volunteer hours to the GWCSD

b. Road Manager asked if the Board will address the issue of cleaning out the culverts, specifically the culverts on Manganite. The Road Manager estimates that there is a total of 5 miles of culverts that need cleaning and ditching. **ACTION ITEM** – Jeff Malm and Ed White will assess and identify the culverts in worst need of repair and what is needed to repair the culverts.

c. The Road Manager discussed the recent issues on Galena during the heavy rains. The road was nearly washed out and impassable. Galena is approximately 1/3 mile in length and is in need of resurfacing, grading, crowning and ditching. **ACTION ITEM** - Road Manager to present a plan for repair at the April meeting.

5. General Manager's Report: *General Manager not in attendance.*

Jeff Malm and Ed White report that they reviewed community property/tools that are stored at the General Manager's residence. A more thorough review of the items needs to be completed to determine what belongs to the community and what items are missing.

It was suggested that the community purchase orange vests and cones for volunteer work.

6. New Business:

a. The Board is soliciting topics for the Annual Meeting. Current suggestions are– a 5 year district plan!

   i. Date for the event is June 6, 2009, at 10:00 AM. **ACTION ITEM** – Ken Hasse will verify that the Fire Station is available at that date and time; Fire Safe Council will add this event to their event calendar

   ii. Jeff Malm asked for suggestions on improving attendance this year.

b. Jeff Malm acknowledged and thanked the following residents for their help cleaning out the ditches during the recent rain down-pours and their assistance on trimming trees –

Ed White	Kathy White
Emi Kimura	Chuck Roati
Chrystie Mort Davis & brother Jim	

Virgil Cranford	Walt Dalbeck
Ken Echroth	Mike Weidert

Thank you all!!

Martha Martin thanked all who helped to clear her ditches. It was much appreciated.

c. Ed White stated that the Board is asking for assistance on a number of tasks that need to be completed, such as the distribution of newsletters. Currently newsletters are placed in "Bee Boxes" as it is against the law to place them in mail boxes, and they are available at Pride Realty. Kevin McAllister volunteered to help distribute newsletters.

d. Emi Kimura proposed that water and refreshments are provided to volunteers, and asked for approval. Approved.

7. Old Business:

a. The revised Road Policy is being typed at this time. One issue remaining – Procedure and Policy for implementing a Sole Source contract.
b. Emi Kimura is developing a process to include Safety Meetings before work is started, and sign-off sheets for volunteers
c. Jeff Malm has reviewed and organized 5 boxes of old files and will be returning these boxes to storage, and will begin work on more boxes
d. Walt Dalbeck is working on the Bylaws; will add an Expenses section
e. Ed White reported that the next newsletter will be distributed in the next 2-3 weeks. These will not be mailed, but distributed in the before mentioned fashion

8. Unfinished Business:

a. Barbara Nichols had requested that the board table resolution 08-02, ordinance 4 until a later date. Jeff Malm motioned that the request be denied and the ordinance be stricken/killed/buried (?) Emi Kimura 2nd the motion; motion passed unanimously.

9. Fire Safe Council (FSC):

a. Ken Hasse reports that the FSC has a different process for formalizing annual assessments, and a separate process for credentialing which helps when requesting grants
b. The FSC will add information about the GWCSD's monthly meetings to their *Welcome Packets* that are distributed to new residents
c. Mr. Hasse announced that the FSC has been approved for a $417,750.00 grant for fuel reduction in the Logtown Perimeter Zone. The start date for the work was pre-dated to 12/15/08 so work can start now, though it will take approximately 2 months before actual work will begin
d. Jeff Malm read the Volunteer in Kind Match letter

e. Green waste dumpsters should be delivered soon. **ACTION ITEM** – Ken Hasse will verify dates and report back to Ed White.

10. **Correspondence:**

a. Grand Jury report (?)
b. Registration of Voters form for board members to fill-out
c. Lafco's budget
d. Notification of nominations of SDRMA
e. Lafco notification for district representative nominations
f. Request from Auditors office for requested ???
g. SDRMA Packet for review
h. Letter from Chrystie Mort Davis volunteering serve on the Board!!!! *Board will review and report back at April meeting.*

8:40 - Meeting adjourned