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

www.gwcsd.org

February 25, 2014- Meeting Minutes for Golden West Community Services District

Special Meeting, held at Fire Station 44

6109 Quartz Dr., El Dorado, CA 95623

1. The meeting was called to order at 6:35 p.m.

2. Roll Call- Directors present were Rod Miller, Audrey Keebler and John MacConnell. Secretary McClintock was also present.

3. Approval of the agenda for February 25, 2014 - The agenda was approved by a 3-0 vote.

4. Approval of the Minutes from January 11, 2014- The minutes were approved by a 3-0 vote.

5. New Business (Discussion and possible Board action on the following):

    a. Action Item: **Resolution No. 133** Authorizing Board President to Execute Contract with Courtnay K. Swart for Professional Services – District General Manager. Attachment 1: Professional Services Contract with Courtnay K. Swart

    Swart lives on Crystal Blvd. and was present at the meeting. She had submitted a letter listing her qualifications. The contract under review was for a 6 month term, with two additional 6 month terms optional. Compensation is $25 hourly for up to 15 hours per month, plus expenses. Copies of the contract were distributed to the board and several copies were available for attendees. Ed White and George Sanders both spoke about the responsibilities of the position, and commented that the contract was well thought out. Keebler noted that the budget will need to be adjusted; $4000 will need to be moved from road maintenance to professional services. The items are the same accounting code, but she will verify the change with the county. There were two minor corrections to the contract.

    Resolution No. 133, approving the amended contract, was approved by a 3-0 vote.

    b. Action Item: **Resolution No. 134** Adoption of GWCSD Contracting/Purchasing Policy. Attachment 1: GWCSD Contracting/Purchasing Policy

    Miller described the document as defining the responsibilities and duties of the General Manager, according to state code. It is a living document and can be changed if and when required. There was discussion about the GM authority to spend up to $5000 if needed. Swart will work with Keebler to ensure that the budget is adhered to. Swart will submit a monthly report. Keebler suggested a statement that new policies will supersede any conflicting sections of existing bylaws. The board may ask Swart to review current policies for potential conflict.

Resolution No. 134, adopting the GWCSD Contracting/Purchasing Policy was approved by a 3-0 vote.

6. Public Comments- Items Not on the Agenda- Ed White asked about an action previously mentioned regarding letters from a legal firm in 1994. Keebler had approved the firm's request to purge the items out of their records.

7. Old Business
a. Information Item: Discussion of Board of Directors Vacancy- Notice of Vacancy Two Director Positions- Marina Ramos expressed interest. MacConnell and Keebler talked about director's duties. Keebler described the process of being appointed to the board. Miller asked for letters of interest.

8. Finance Report
a. Information Item: Current Account Balance Summary/Projections- The current balance is approximately $204,000. There were no expenditures this month.

9. Adjournment- The meeting was adjourned at 7:40.

2014 Scheduled Regular Meetings

March 8- 12:30 p.m.	August 9
April 5	September 13
May 10	October 12
June 14	November 8
July 12	December 13