

Golden West Community Services District

P.O. Box 448, El Dorado, CA 95623
Meeting Agenda for August 9th, 2014
Meeting of the GWCSO Board of Directors
10:30AM, Fire Station #44, 6109 Quartz Dr. El Dorado, CA. 95623
gwcsd.org

1. Call to Order: President Miller called the meeting to order at 10:42
2. Roll Call: District Board Members: Miller, Keebler, MacConnell. All members present.
Also in attendance were Courtney Swart, General Manager and George Sanders, Consulting Engineer.
3. Designation of Meeting Secretary: Discussion and Motion:
Motion to approve Keebler as secretary for this meeting.
Move: Miller, Second: MacConnell. Motion passed 3/0.
4. Approval of the Agenda for August 9th, 2014.
Motion to approve agenda.
Move: MacConnell, Second: Miller. Discussion: Regelbrugge asked that Old Business be added to future agendas.
Motion passed 3/0.
5. Approval of Minutes from July 19th, 2014 Meeting
Motion to approve minutes.
Move: Keebler, Second: Miller. Approved 3/0.

-Public Comment on Agenda Item
 - a. These are not "preliminary minutes", they are "live" and should be amended from here.
 - b. What input was given by Citizen's Advisory Committee, and were suggestions accepted?
Input was very useful and about 90% recommendations were incorporated.
 - c. What happened to work on encroachment permits? We need to update our policy and fee structure, as well as notify people entering district that we have an encroachment policy.
 - d. There are no figures in the minutes as to financial reports. why not? Financial report is separate report, but summary figures can be included in future minutes.
 - e. Under 5-b Discussion Item: job description for general manager, "contract" should be replaced with "job description" and ",a draft job description" should be deleted at the end of the sentence.

Recommendation for amendment of minutes to reflect changes above. Keebler agreed to amend and Miller agreed to second amended minutes.
6. New Business (Discussion and Possible Board Action on the Following):
 - a. Discussion or Motion Action Item: 2014 Summer/Fall Road Construction/Maintenance Proposed Projects.
Consulting Engineer George Sanders recommends that we consider three separate types of work. First large chip seal project should be prepared and bid now for spring implementation. We can use existing specifications which describe what we want.
This project will be around \$175K Second, shoulder backing on Crystal like the work on Dolomite. About 16 different areas on Crystal will cost around \$15K. Third culvert work with priority

given to areas where poor drainage undermines roadway. The highest priority areas will cost around \$15K. George will do drawings, solicit bids and work with property owners who need culvert work.

-Public Comment on Agenda Item

John: On informal contracts, if we do a small job with a contractor, does that exclude that contractor from bidding larger job?

George: Not likely since they are two different types of work. Different contractors tend to be experts in one type of work, so the possible allegation of separating jobs to avoid formal bidding process is unlikely.

Motion: MacConnall moved that district's consulting engineer prepare specifications for shoulder backing and culvert work to be completed this fall, and that he also prepare specifications for larger chip seal project to be done spring 2014.

Second: Keebler

Motion passed 3/0.

b. Action Item: Resolution No. 14-015 A Resolution Repealing Resolution No. 85-07 and Adopting Conflict of Interest Code

-Public Comment on Agenda Item

i. Discussion of necessity for 45 day oral input period versus passing resolution today without input. Why not give 45-day input period--while there is no legal requirement, it does no harm and might do some good in the long term.

ii. There are two items in the same resolution--these items should be separated and acted on separately.

iii. Why are we changing to Rosenberg from Roberts? Roberts is still used in majority of organizations and considered the gold standard.

iv. Language in conflict of interest policy should be changed from "employees" to "representatives of gwcsd" or other language.

Motion: Miller moved to authorize Keebler to go forward with proposed Conflict of Interest Biennial Notice to County

Second: MacConnell

Approved 3/0.

Motion: MacConnell moved to table Rosenberg Rules of Order to a later meeting.

Second: Keebler

Approved 3/0.

7. Public Comment -Items Not on Agenda:

At this time, members of the public may address the Board of Directors regarding any item within the subject matter jurisdiction of the Board, not set forth as an agenda item. No action may be taken on items raised during Public Comment as they are not on the agenda. Issues presented in Public comments may be scheduled on a future board agenda. Please limit your comments to three minutes or less. The public comment portion of the meeting will not exceed 15 minutes. Please limit your comments to three minutes or less.

a. Who filed for board positions? three people filed-Ken Hasse, Diana Kaighn and Katherine Sei (in alpha order). August 8 was final filing date.

b. Thanks to the board for your patience. Don't let us drive you crazy. Keep focused on doing the district's work.

- c. Last meeting there was mention of a request for info from an attorney in EDH. What is the status of that? Courtney asked for what specific documents he wanted/needed and he said he would give us a complete list at a later date.
- d. Closed session for personnel discussion--what's up with that and is it legal? We had the same question so we asked attorney. Legal opinion is that we can and probably should have personnel discussions in closed session to protect privacy of individuals.
- e. Original GM agreement was for 15 hours, then increased to 40, then Hope said 60-80 hours at higher pay rate. Agreement does not need to be so long. We need to review scope of work--there is lots of talent among community members-let's take advantage of the skills and experience we have here.

Public comment closed at 12:41.

8. General Manager Report – Correspondence and District Work Information

Courtney reviewed her activities this month. Cost items include signage and proposals for tree trimming and clearing. Foothill and Hilltop both submitted written proposals. Discussion and comments from several community members who have prior experience with both contractors.

Motion: Keebler moved to approve contract with Foothill for \$9737.

Second: MacConnell

Approved 3/0.

Courtney will follow up with George on how many and placement of signs re: encroachment notification.

9. Director Report – Director Information or Future Agenda Items

MacConnell: No report

Keebler: Incorporate into finance report

Miller: He and Keebler met with two candidates for GM

10. Finance Report

Handout from CSDA for each board member

Direct charge verification from auditor confirms 459 parcels with total levy of \$55,080.

No change in finance report since no requests for payment were submitted since last meeting.

We have about \$210K in road maintenance object code of budget, and about \$265K in total cash.

Keebler will add total cash info to future financial reports.

11. Closed Session: PUBLIC EMPLOYEE APPOINTMENT (Pursuant to Section 54957 (b)1 Gov. Code): General Manager. Board went into closed session at 1:09 and reopened meeting at 1:50.

12. New Business Action Item: Resolution No. 14-016 A Resolution Authorizing Board President to Execute

Agreement for Professional Services – District General Manager.

Report out after closed session discussion: Board proposes to hire Ed White as interim GM for 6 months, with consultant to assist Board to prepare for audit, review records to develop clear history of district and possible other tasks matching experience and skills. Announced meeting August 21 at 6pm.

Motion: Miller moved to table Res 14-016 to Aug 21 6 pm meeting.

Second: Keebler

Approved 3/0.

13.Adjournment: Motion to Adjourn at 2:12 by Keebler. Second: MacConnell. Approved 3/0.
Next meeting will be August 21 at 6 pm to continue discussion of GM with possible formal action.

FY 2015 Scheduled Regular Meetings*

August 9	February 14
September 13	March 14
October 11	April 11
November 8	May 9
December 13	June 13
January 10	

***If necessary the Regular Meetings listed above may be cancelled and/or additional meetings may be scheduled for the second or third Saturday of the month or on a Thursday evening.**