

## Golden West Community Services District

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



### Regular Meeting **Minutes** GWCSD Board of Director Tuesday, December 1, 2020 6:00 PM

Due to the ongoing concerns with the COVID-19 Pandemic and in compliance with the California Governors Executive Orders, specifically N-29-20 and N-35-20, this quarterly public board meeting **was** conducted via ZOOM.

1. **Call to Order/Roll Call:** Meeting called to order at 6:03 p.m.

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

#### **Open Forum**

2. **Approval of Agenda** Director Kaighn motioned to approve the agenda. Director MacConnell seconded. All in favor. Motion Passed.

Board Discussion/Public comment/Board action

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

- September 1, 2020 Regular Board Meeting Minutes The incomplete draft of September minutes was sent out with the agenda. Members did not have time to read through the correct draft. Approval of the Minutes has been moved to the March meeting and Secretary Heilman will send out the correct draft.

Board Discussion/Public comment/Board action

4. **Correspondence** None

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

Director Keebler noted that Director MacConnell had called her and stated the summary she sent out was dated October 7<sup>th</sup>. The Finance Officer Summary with the \$3,800.00 is really the November summary. She will send the revised one to Director MacConnell to post on the website.

Director Keebler noted we have a \$192,953 balance with \$3,800 outstanding to Excel Tech. This is the weed spraying company for the fall application cost. This is one application with a follow up. Director Kaighn asked how much we have paid them totally and for what period of time. GM Gilbert stated the original quote was \$5,800 and that we've paid almost \$10,000 in two years. This is the third season. Director Kaighn asked who is signing the contract and GM Shane responded that he has the permission from the board to sign the contract.

President Williams suggested he and GM Gilbert make up a weed spraying report to show what has been done previously and where we are headed. This should clear up some confusion. That way everyone can see what it looks like. Director MacConnell asked if that would be placed on the next agenda as Old Business. President Williams said will just send it out to the board members when it is completed.

Director Kaighn asked that GM Gilbert ask for approval from the Board on these contracts so we can keep track of them.

Director Keebler stated that the spraying was done on November 9<sup>th</sup>. Director MacConnell motioned to approve consent items. Seconded by Vice President Heilman. Motion passed.

## **6. General Managers Report**

Open discussion / project review

Board discussion/Public comment/Board action

GM Gilbert stated that he drove around after the heavy rain we had last week. Everything was flowing fine. He had nothing else to report. Director MacConnell stated that there's a lot of trimming going on in the common area. He was wondering if GM Gilbert knew who was doing it. GM Gilbert stated GWCSO was not doing this trimming. He said it may be the fire department or PG&E. Director MacConnell stated they tagged some trees with red and blue flags and have begun trimming there. GM Gilbert suggested we check with the fire department or PG&E.

## **7. Director Reports**

Director Williams – Election report, 2020 year in review President Williams stated the election has come and gone. There were two open seats; President Williams and Director MacConnell. These positions did not have to be on the ballot because President Williams was running again and Marc Regelbrugge was running for the Director position unopposed. They both will be appointed by the county on December 4<sup>th</sup>. At that time, President Williams will call a special meeting to appoint Marc Regelbrugge to the board.

President William's 2020 review:

We executed our plans as expected. We are rebuilding our funding to move forward with our next road projects. These projects will be on the March agenda.

Audrey Keebler commented that 2020 went exceptionally smooth.

Director Keebler – Financial Reports, 2020 Audit Director Keebler has been working on the audit. She sent documents showing what she is working on. A lot of the information that the auditor, Vaughn Johnson, needs is already on our website so she has already pulled most of the information. The one thing Director Keebler needs is the Form 700 from all Directors.

Director Kaighn commented that she did it electronically and sent it to President Williams.

Director Keebler says she needs a copy. Director Kaighn sent her a copy.

Director Keebler suggested we wait for signatures on documents until everyone is sworn in.

President Williams and Director Regelbrugge will get together with her to sign the documents after the 4<sup>th</sup>.

Director Kaighn – Legal Matters President Williams asked her to call CSDA for information regarding By-Laws. We discussed changing the By-Laws to comply with current codes.

Jennifer Jacobs stated there is a training we have to take just like the ethics training. We can do it live ourselves or do it on January 26<sup>th</sup> in a webinar. Director MacConnell asked what the training was for. It is on sexual harassment.

Director Kaighn was told it is required for us to take this training. You can go on the website and do the training and then we will put in the By-Laws that members of the board are required to attend this training. Our policy and procedures have a general sexual harassment clause. Our By-Laws need a small paragraph of language that fits our needs. President Williams said he will get together with Director Kaighn and they will work on that and have the language ready for the March meeting.

President Williams asked Director Kaighn if she had the language changes for the Teleconference paragraph. She suggests we vote on all the changes at the same time we do the sexual harassment addition. She thinks our current statement regarding teleconferencing is fine. President Williams wants to add virtual platform language in there also. He and Director Kaighn will get together to write up this language.

Director MacConnell – IT, Website Director MacConnell let the board know that if they want him to continue keeping up the website when he is no longer on the Board he will. President Williams suggested he stay on until March. President Williams thanked Director MacConnell for serving on the board and for all his work on the website.

Director Heilman – Utility Permit Discussion under Old Business

Board discussion/Public comment/Board action

## **8. Old Business**

- Utility Permit Discussion – Final open meeting review and adoption. Director Heilman has sent out the draft of the Utility Permit and revised as suggested by Director comments. He asked if there are any further questions. Director Kaighn stated she still doesn't see where it states that we fill fine anyone not following the permit. Director Heilman stated we hadn't reached a decision regarding that. Director MacConnell suggest we may want to state there is a fine and that the fine repeats daily until rectified. Director Kaighn asked if we should talk to CSDA about the reasonableness of this fine. She mentioned last meeting that CSDA attorneys are only for generalized questions not specifics. Director MacConnell says the information regarding the daily fine came from the county originally. We can speak to the county and see how they handle it and see if we can do that. Director Heilman will get with the county and see what they say. Director MacConnell also reminded us the lawyer suggested we make the amount repetitive so it has more weight. That information came from McMurchie. President Williams stated there is no language now referring to fines. He asked if we could move forward with approving it as it is so we are sure the GM is notified when someone is going to work on the roads. We can add fine language later. Discussion followed as to whether the Permit could be added as an Ordinance. Possibly Ordinance 7. Director MacConnell suggested to make it an Ordinance. President Williams asked again if we can get an approval on the language tonight and then we can move on to make it an Ordinance. Director MacConnell says we can put this data on the web right now and make it an Ordinance later. Director MacConnell motioned to approve Permit language as is subject to addition of fine language. Seconded by Director Keebler. All in favor. Motion passed
- Updated Policy & Procedure review and adoption. Director Kaighn stated that if we look at the minutes from September, Secretary Heilman listed all the changes suggested by Director Keebler. She will create a document that includes all the changes if everyone is in agreement. Director Keebler asked if will we do a final vote at the March meeting. Director Kaighn replied we would or at a special meeting, if we have one before then. The changes are not substantial. Director Kaighn will get the draft out to us in the next week.
- Ops Manual Retirement: Marc Regelbrugge commented that he read through the Ops Manual and said it is very useful for background information. He suggests we make it a reference rather than a manual. By-Laws and Policy and Procedures can be the

guidelines but the Ops Manual has a lot of information that is useful that is not in the other documents. President Williams stated that as an official document we need to update it, but if we make it a reference material then we do not have to keep it updated. Director Kaighn is concerned that this document may be used to supersede the other documents. Director MacConnell says we can state at the beginning of the document that it should not supersede the By-Laws and Policy and Procedures. Marc Regelbrugge offered to take on updating the Manual and adding verbiage referencing the By-laws and Policy and Procedures where needed. Director MacConnell made a motion to retire the Ops Manual. Seconded by Director Kaighn. All in favor. Motion passed. Director MacConnell will take it off the website.

Board discussion/Public comment/Board action

## **9. New Business**

- John MacConnell departure from GWCSO Board of Directors. President Williams thanked him for all his years of service and help with the website.
- Marc Regelbrugge introduction and welcome to the Board. Mr. Regelbrugge shared he is looking forward to joining the Board. He has worked with the Board for a few years and he has noticed things have really improved in the past few years.
- Swear in new board members President Williams acknowledges they were both sworn in at the county. On the 4<sup>th</sup> they both become official Board members.
- Nomination and election of officers for 2021. Director Keebler nominates President Williams to serve as president of GWCSO for 2021. Director MacConnell nominates Pat Williams as President, Audrey Keebler as Financial Officer and Duane Heilman as Vice President. Director Kaighn would like to nominate Marc Regelbrugge for Vice President. Marc Regelbrugge stated he appreciates the nomination, but because he is not officially on the Board yet, he would prefer to stay the course for a year and then step in after that if Director Heilman wishes.  
Director Williams motioned to approve as follows:  
Pat Williams – President  
Duane Heilman – Vice President  
Audrey Keebler – Financial Officer  
Seconded by Director MacConnell. Motion passed 4-1. Director Kaighn abstained.
- General Manager contract renewal President Williams asked if we had to renew this contract every year or can we make the language state that it is ongoing until requested otherwise. Marc Regelbrugge stated it specifies an annual number of hours. He suggests we write in an annual term ongoing and then language that says contract terms continue unless requested otherwise. Director Keebler said she thinks it's annual because we may want to change the amount of compensation and the number of hours. GM Gilbert suggested we leave it as is for now. President Williams says we can always discuss changes at any time. Director Kaighn says she will get it to GM Gilbert for signature and then have him get it to Director Heilman and President Williams. Then she will pick it up from GM Gilbert and keep a copy of it. Director Keebler does not need it for the audit. President Williams stated we will regenerate the contract and get signatures ASAP.
- 2021 Meeting schedule  
The meetings will be scheduled on the first Tuesday of March, June, September, and December at 6:30 p.m. Motioned to approve this schedule was made by Director Kaighn and seconded by Director Heilman.

Board discussion/Public comment/Board action

Director Keebler asked when she could get signatures. Director Keebler will leave the forms on her porch. Marc Regelbrugge will get in touch with Director Keebler about when he can sign.

**10. Close Open Forum**

**11. Adjournment** Motion to adjourn by President Williams. Seconded by Director Keebler. Motion passed. Meeting adjourned at 7:29p.m.

**Next Regular Board Meeting: March 2, 2020 6:00pm**

**Location: To be Conducted via Zoom**

**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

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

**Document Appendix**

- 03a-2020\_Sep1\_GWCSO\_Minutes\_Draft.pdf
- 05a-RESum\_2020\_Oct
- 05b-REDetail\_2020\_Oct
- 05c-GLSum\_2020\_Oct
- 05d-GLDetail\_2020\_Oct
- 05e-Budget\_Summary\_2020\_Oct
- 07a-2020\_Audit\_TransactionFlow\_Cash\_Disbursement
- 07b-2020\_Audit\_TransactionFlow\_Cash\_Receipts
- 07c-2020\_Audit\_Business\_Operation
- 07d-2020\_Audit\_Financial\_Statement\_Disclosures
- 07e-2020\_Audit\_Info\_Request\_Response
- 08a-GWCSO\_Utility\_Permit\_Draft

[http://gwcsd.org/content/desktop\\_site/0-index.html](http://gwcsd.org/content/desktop_site/0-index.html)