

# **Golden West Community Services District**

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



## **Regular Meeting [Minutes](#) GWCSB Board of Director**

**Tuesday, March 2, 2021 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. The WEB link and phone-in information are listed below.**

### **1. Call to Order/Roll Call: [Meeting called to order at 6:00 p.m.](#)**

President Patrick Williams, Director Marc Regelbrugge, 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**

President Williams introduced Dane Wadle with CSDA. He presented the following information:

1. We have been members for 20 years. CSDA website has information to assist us in many ways.
2. Website of advocacy: Assistance related to COVID brought relief to individuals but Districts were not included in these monies. CSDA is working to get Districts included in this relief. They are also working with State legislature and with partners in local government for possible relief from County funds.
3. Assembly Bill 361: Currently they are working on getting this bill passed which will state that at any time of an emergency Districts can conduct public meetings via zoom. This will make it a permanent allowance. Currently it was temporary due to COVID.
4. Training services: CSDA offers many online trainings Information on the Brown Act, how to be a board member etc.) Scholarships are available for the cost of these trainings.

Director Keebler asked about the option for zoom. She wanted to clarify if it is just allowed in an emergency situation or can it be a standard procedure. Mr. Wadle stated the Bill would state that it would only be for emergency.

### **2. Approval of Agenda**

Board Discussion/Public comment/Board action [Director Regelbrugge](#) wanted to note the start time should be 6:30 pm. President Williams agreed that it was an error on the Agenda and that all further meetings will be held at 6:30 p.m. [Director Kaighn](#) motioned to approve the Agenda. [Director Keebler](#) seconded. Motion passed 5-0

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

- September 1, 2020 Regular Board Meeting Minutes (pended from December meeting)
- December 1, 2020 Regular Board Meeting Minutes

President Williams motioned that we approve the September 1, 2020 minutes as is and the December 1, 2020 minutes with changes. Director Keebler seconded. All in favor. Motion Passed. 5-0

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 stated we received the financial reports for last month. We have an outstanding elections bill of \$45.00. Balance is \$188,294.00 going forward. This is a good amount to plan our next big project.

#### 6. General Managers Report

Open discussion / Project Review / Winter Weather / Signage.

Board discussion/Public comment/Board action

General Manager Gilbert: Culvert clean ups have been ongoing as needed. Going forward we are getting a plan together. He has contacted Vicini and Veerkamp regarding projects. He suggests we get a bid in the winter when it is slow so we will have a better price. He will put the plan together for them this summer for work to be done in the spring of 2022.

President Williams asked John MacConnell if anything has been done about the sign that was stolen. Mr. MacConnell stated there were two signs in question. He had not followed up on the ordinance sign and that the sign stating “not a county-maintained road” appeared to be stolen also about the same time and that sign was sold.

Director Kaighn stated we talked about putting a sign on Crystal that states the District maintains the roads and tells the website to reach us. Where are we with that?

President Williams said GM Gilbert and he will order the signs needed as follows:

1. One referencing ordinance 5
2. One stating “Not a county-maintained road”
3. Three stating “GWCS D” with web address to be placed at each entrance

Director Kaighn asked about the road plan for projects. President Williams said we need to put our long-term goals and objectives in a plan. We will talk about this under new projects.

GM Gilbert said the Fire safe district is tree trimming in common area.

GM Gilbert and President Williams will put together a recap of what the schedule for weed spraying has been and what the schedule will be for future spraying. We usually spray in November and June. Twice a year.

## **7. Director Reports**

**Director Williams – Website** President Williams asked Director Regelbrugge to get together with John MacConnell to look at the website. President Williams had his daughter take a look at our website and she sent back some suggestions. He would like Director Regelbrugge and John MacConnell to get together to see if it needs to be improved and to make a plan as to who will upkeep the site in the future. Dane Wadle mentioned that CSDA helps with District websites. They have a provider who charges \$20.00 a month. Their website is ADA compliant, very simple and set up. He suggested we may want to look at that.

John MacConnell asked if some of the users could comment on what they don't like about the site. President Williams said the ability to upload and manage documents is the most difficulty he has with the website. He says it is overwhelming and asked John if we can improve that. He also asked where the website is. John MacConnell stated it is on a server with a company called Ionos. He stated the website was made to be functional. It is written in a way that there is no ability to upload to the site keeping it safe from hackers. It's very simple and fast.

Director Keebler stated that a lot of what is posted is fiscal. She doesn't want to be responsible for loading it on the website. John MacConnell agrees that just one person should post on the website.

**Director Keebler – Financial Reports, 2020 Audit Results** Director Kaighn stated that Vaughn Johnson said in the audit that we have to list assets. Do we have any? Director Keebler stated we do not. The only asset we have is the green space. Vaughn also asks for a strategic plan. Director Keebler thinks we should have our plan written as to how we are going forward. She also stated that we will pay Vaughn Johnson when we receive her bill.

**Director Kaighn – Legal Matters** She talked with President Williams regarding zoom meetings being referenced in the By Laws. Since Dane Wadle brought up that in an emergency we can be allowed to zoom and that the Bill is being worked on to make it standard procedure in an emergency, then we should put it in our By-Laws once it is passed. At this point, it is an executive order and we can do zoom meetings with prior notice.

Director Kaighn also went and asked about sexual harassment training. The conversation was we all had to take it. On January 26<sup>th</sup> was the training. She attended and got her certification. Basically, we do not qualify to have to take the ethics course or the sexual harassment. We don't have enough employees etc..... None of it applies to us. Dane Wadle said they encourage every District to do training as best practices but you are not required to. Director Kaighn says it has nothing to do with us. She took the course but it had nothing to do with our Board. In our Policy and Procedures, we have a paragraph addressing harassment. President Williams stated we all have probably had this training in our past. If not, maybe someone would want to go through the training, but it is not required.

**Director Regelbrugge** - He is glad to be with us and part of the Board. He has two items he has been thinking about; the website and strategic plan.

He will get with John MacConnell regarding the website. Since the strategic plan is mentioned on the audited finding from Vaughn Johnson, he thinks it's an important part of the budgetary process. We should have this to present to the public. He is happy to start working on that. It should be adjusted and changed year to year.

Director Kaighn referred to the the December minutes where we discussed getting rid of the Ops Manual. Director Regelbrugge stated at that time that he would look into it as a research document. Will he still be doing that? Director Regelbrugge said he would be happy to look into that document also.

**Director Heilman – Utility Permit** He agrees with Director Kaighn about the harassment training. He doesn't think we should have to do it. John MacConnell stated that he thinks we

need to put a public hearing on the agenda to make a new ordinance in the utility permit. The process is in the By-Laws. Director Heilman will go back and research the procedure and get it on the next agenda. Director Kaighn reminded Director Heilman that he was going to find out about the fine. Dane Wadle can get us the information on how to adopt an ordinance. John MacConnell reminded the Board that he spoke to the attorney regarding the fine and he stated any reasonable fine was alright. Director Heilman will get in touch with Dane Wadle and get clarification on the procedure for making a new ordinance and also to verify if our permit fine is reasonable.

Board discussion/Public comment/Board action

## **8. Old Business**

- By-Laws –
  - Add Virtual platform language to telecommunications paragraph. President Williams said we do not need to include this language. It is already covered.
  - Harassment training does not apply to our CSD - no changes to the Bylaws.

Board discussion/Public comment/Board action

President Williams stated he will always have By-Laws and Policy and Procedures as an item on the agenda so we can always work on them as needed. Director Kaighn says we do have to vote on the amended Policy and Procedures we discussed the last two meetings. There have been no responses from any of the directors regarding changes. Director Regelbrugge suggested By-Laws and Policy and Procedures should be listed somewhere other than Old Business. President Williams will put them on the Agenda in a different location.

Director Kaighn said we were supposed to vote at this meeting on the Policy and Procedures. President Williams asked to approve the Policy and Procedures presented by Director Kaighn on December 2<sup>nd</sup>. Director Keebler motioned to approve. Director Kaighn seconded. Motion passed. 4-0. Director Regelbrugge abstained.

## **9. New Business**

- GWCSO Strategic Plan – Create Committee to put plan into document form. President Williams suggests GM Gilbert, Director Regelbrugge and he meet as a small committee to put the plan in a draft format then bring it back to the board.
- Policy & Procedure
  - Capital purchase policy – Create documentDirector Kaighn asked Director Keebler if we need a Capital Purchase policy. She said it's just on a check list but we could do an asset management policy. Dane Wadle says CSDA has language they can send to Director Keebler. He and Director Keebler will work it up.

Board discussion/Public comment/Board action

## **10. Close Open Forum**

## 11. Adjournment

**Next Regular Board Meeting: June 1, 2021 6:00pm**

**Location: To be Conducted via Zoom** Director Keebler moved to adjourn the meeting. Director Heilman seconded. Motion passed 5-0. Meeting adjourned 7:06 p.m.

### **GWCS D Board of Directors**

President	Patrick Williams	(530) 313-8647	patwilliams@gwcsd.org
Director	Marc Regelbrugge		marcregelbrugge@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\_GWCS D\_Minutes\_Draft.pdf

03b-2020\_Dec1\_GWCS D\_Minutes\_Draft.pdf

05a-Budget\_Summary\_2021\_Feb.pdf

07a-GWCS D\_2018-20\_audit\_fiscal\_report

07b-Management\_Communications\_2018-20\_audit(1)

07c-MANAGEMENT\_REPRESENTATION\_LETTER\_2018-20\_audit

Financial statements can be accessed by the following link:

[http://gwcsd.org/content/desktop\\_site/financial\\_rpts.html](http://gwcsd.org/content/desktop_site/financial_rpts.html)

Golden West CSD website can be accessed by the following link:

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