

# Golden West Community Services District

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



## Regular Meeting **Minutes** GWCSD Board of Directors

Tuesday, June 1, 2021 6:30 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 began at 6:33 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 members were present via zoom.

#### Open Forum

Public testimony will be received on each Agenda item as it is called. Matters not on the agenda may be addressed by the general public during the Open Forum. Public comments during Open Forum are limited to three minutes per person. The Board reserves the right to waive said rules by a majority vote.

President Williams also opened the 2020-2021 budget.

#### Member Recognition

Valerie (Emi) Kimura, a longtime board member, passed away around Easter last month. Emi was appointed to the board on 5-18-2008 and served until the end of 2013. Emi served as the board's financial person the majority of that time.

President Williams expressed condolences to the family of Emi Kimura and expressed how thankful GWCSD was for her time and service.

### 2. Approval of Agenda

Board Discussion/Public comment/Board action

Director Kaighn: In March when we approved the Policy and Procedure, President Williams was stating the agenda should include a description of the type of action that is going to take place when an item is up for vote. She suggested we be more specific under director report items also. She had a neighbor ask what was going to be discussed at the meeting and she couldn't inform them because there was no detail in the agenda. More members might attend if they knew what was being discussed.

President Williams stated that he feels we don't need to add more detail under reports. The agenda would become too long. He does agree that action items do need to be specific so members know what is being voted on.

Director Kaighn stated that some of the old-time homeowners were used to the way it was presented in the past. They knew what we were going to talk about and attended if they were interested.

President Williams stated that we are a small community with a small scope of work; just the roads and oversight of public funds. If people want more information about what going to be discussed at the meeting, they can contact any of us and ask questions.

Director Regelbrugge asked for discussion regarding zoom meetings.

President Williams: There was some confusion regarding our meeting location this time. Based on COVID uncertainties and no connectivity at Station 49, it was decided to conduct the meeting via zoom. On June 15 we can resume in person meetings. However, we can't socially distance in the meeting room at the fire house and its too hot outside. We can move to Fire Station 49 and use the board room as in the past. We do not have to worry about social distancing. However, it is a bit difficult if people want to zoom in due to Wi-Fi strength.

Director Kaighn stated she works at the hospital. They are scaling back on the social distancing due to vaccinations. The President of United States says no masks in or outside with full vaccination. So, although governors are taking license with what they want, I think we should follow President Bush's' guidelines.

President Williams stated we will probably be at Station 49 in September.

Director Keebler stated there was discussion at CSDA regarding this and whether we were violating the Brown Act if we don't go hold the meetings in person. In September we will need to go back.

Motion to approve agenda by Director Regelbrugge. Seconded by Director Keebler. Motion passed 5-0

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

- March 2, 2021 Regular Board Meeting Minutes

Board Discussion/Public comment/Board action

Motion to approve minutes of March 2, 2021 by Director Keebler. Seconded by Director Kaighn. Approved 5-0

### **4. Correspondence.** There has been no mail.

### **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 referenced the financial reports. She received one today that shows a budget of \$192,324. That is before the last 5% of ad valorem has been added to the revenue. She will see the general ledger at close in August. Until then, it is a moving target.

Motion to approve consent items made by Director Heilman. Seconded by Director Keebler. Motion Passed 5-0

### **6. General Managers Report**

Open discussion / Project Report / Signage.

Board discussion/Public comment/Board action

GM Gilbert reported:

- We are going to repair Crystal from Obrizo Rd. to Ferrite St. in the spring. We will go out for bids in the fall.
- We have purchased all the needed signs. The cost was approximately \$400.00 for all of them.
- The cost of the weeds spraying should be \$3,800. yearly from here on out.

President Williams asked if we can we get notification as to when we are going to spray the weeds each time and also notification when spraying is completed.

**GM Gilbert said he would send the Board Members a group email notifying them of this activity.**

**President Williams asked John MacConnell to put this information on the website ahead of time as a notification.**

Director Kaighn asked if we had any homeowners who don't want their weeds sprayed. GM Gilbert stated that we do and that he advised them to flag what they don't want sprayed. He also advised them not to plant where we spray because it is not their property.

President Williams asked if we are going to repair the road from Ferrite north to the district boundary. It hasn't been done in years. GM Gilbert said he is working on that with Viccini to see what can be done there. We will be making the Dolomite loop to 49 our next focus.

President Williams said we haven't done any shoulder work in a while. Is that something we need to plan for?

GM Gilbert said he is watching the shoulder closely and working on turn outs at mailboxes rather than the gravel. It's not degrading at a concerning rate right now.

Director Regelbrugge stated the county road to Ferrite seems to need the most attention. A few years ago, we did chip seal and its wearing hard. He would not want to postpone this until after Dolomite and suggests we do it before Dolomite. Even if we leave the corner as is for now. He also asked if we can get a new sign at Ferrite Street and Crystal because the street sign is faded. **GM Gilbert will order one.**

## **7. Director Reports**

Director Williams – Member duties and assignments: Action Item list

President Williams stated that we are all directors in the district and we can all perform actions. Not all actions have to funnel through the President. If you have questions, go directly to the source. I am really the moderator.

Will not use punch list. When your name is attached to something in meeting minutes, that person needs to accomplish that prior to the next meeting. We need to italicize or something to make sure people address their action items before the next meeting.

Director Kaighn suggested Secretary Heilman bold what action items there are.

**Secretary Heilman will send out the draft of the minutes to all directors as soon as they are completed and bold any action items.**

#### Director Keebler – Financial Reports

1. Did everyone get their LAFCO ballot and all the backup? Ballot has 6 candidates. **Please prioritize those and get it back to Director Keebler sometime next week.**
2. Question about the Lauren Lane properties. There is a new owner who is wondering why they are we paying the special fee if they never use Crystal Boulevard. This is the same situation as Via Grava. Via Grava and Lauren Lane are within the GWCSO and are therefore, legally subject to the special tax. However, in the past, the Via Grava properties have been removed from the taxable roll at the annual roll review by the district, as these properties do not use district roads to access their properties. **Director Keebler recommends that the same process be used for the Lauren Lane properties. The difference to the district will be \$300.0 less annually in special tax, starting with 2021-22 budget.**

Director Regelbrugge stated that properties on Ramales Lane do not access Crystal directly either. They use Highway 49. They are no longer connected to Mica. He asked if we can see who these people are and take them off the fees also. **Director Keebler will look into those properties also.**

#### Director Kaighn – Legal Matters

Nothing new to report. She is waiting for Dane Wadle with CSDA to inform us about the bill being introduced regarding zooming. As soon as it is made law, she will bring it to us.

#### Director Regelbrugge – IT, Strategic Plan

He asked if John MacConnell had anything to update. **John stated that he will update the properties with Audrey and he needs the contract information from GM Gilbert.**

Director Regelbrugge reported that John put together a tutorial to help him with understanding the website and he was able to look it over and see how it works.

Regarding the District Plan: He has an outline or skeleton structure for us to look at a little later this evening. **He hopes to have the first draft out the end of June and bring something forward in September.**

#### Director Heilman – Utility Permit

Regarding the Utility Permit: He reported we can forego the second reading if we vote to since there were just minor changes from the first reading.

Director Kaighn stated we never made notice of the first reading, so we need to do that now.

President Williams said we will address this in Old Business.

Board discussion/Public comment/Board action

## **8. Policy & Procedure / Bylaws**

- Capital purchase policy – Capital Asset Guidelines document:  
The purpose of these guidelines is to describe district operations, list the district asset, and describe appropriate practices in the event the district decides to purchase any capital asset.

Director Keebler requested we discuss this item generated by a continued comment by our auditor who says we don't have a capital asset procedure and a multiyear plan. She asked Dane Wadle to send her sample language. He sent her a 12-page policy. She attempted to truncate it

to a few pages. She wanted to show the Board what the big guys do. We have the green space and our pipes drains and pumps as capital assets. Director Keebler believes the common area is a capital asset. If we are going to sell it, we need policy in place as to how to dispose of it. It is necessary. Director Keebler asked where we want to place this policy.

Director Regelbrugge stated Policies and Procedures is his recommendation. Capital assets should be on the county assets and liability documents. He stated we need delineate how to do public auction etc....requirements for notice etc....

**Director Keebler stated she can modify what Dane sent her and fill in or remove information as needed to fit our requirements.**

President Williams stated we need to do fine tuning on it and bring it back at our September meeting. **Director Keebler will get this done. We will adopt it at our September meeting.**

Director Kaighn asked where our road policy sits. John MacConnell responded it sits under Policies and Procedures.

Director Keebler stated that's why she called it "guidelines" so we don't have to go through the newspaper etc... How formal do we want to get?

Director Kaighn suggested it be more like an informal document.

Board discussion/Public comment/Board action

## 9. Old Business

- Utility Permit (2<sup>nd</sup> reading): The utility permit will be issued by the general manager and is intended to require local utility companies to notify the general manager of planned work, project specifications and outline requirements for any projects on GWCSO maintained roads.

President Williams stated that since we did not declare the reading at our last meeting as the first reading and we made some changes, then tonight is the first reading. The document is the final draft. This is the first reading. Please direct people to the website.

**We can waive a second reading at our September meeting. We will place the Permit on the September agenda for a second reading and vote.**

Director Heilman stated it needed to be noticed in the Mountain Democrat. **Secretary Heilman will get with Director Keebler to find out how to post the notification.** We will post it in August two times. We will plan on approving the ordinance in September.

- GWCSO Strategic Plan Outline: Suggested framework for development of a plan

Director Regelbrugge stated most of the material for review in the outline may not be applicable to us. The message is it's really no different than the plan we have been doing in previous years: Perform our yearly road work and save money for larger work.

He would like to give some information and motivation for why we do what we do under #4 on the outline.

He is looking at a 5-year time frame for a plan then see how our auditor responds to that. We have a Mission statement but not a value or vision statement. We don't really need a values statement due to By-Laws. We don't have a vision statement. He can draft some for the Board to review. If any Directors have some good ideas for a vision statement let him know and he'll put it together in the suggestions.

What he needs to find out from the Directors is if they all think this outline looks ok and then he will put the details together.

Directors responded that it looks good and we will have more discussion in September.

**Director Regelbrugge will proceed with the Plan.**

Director Keebler asked if he needed anything from us. Director Regelbrugge responded the actuals would be good to have. Director Keebler stated that the Financial Officers Report is the actuals. Director Regelbrugge stated he needed more details. Maybe from the auditor package made for Vaughn Johnson. He said he will look through them but it is difficult to track the scope of activities. This makes it hard for us to understand our costs for the future accurately. Maybe we can chat about if there's some forms that would help me find actual numbers.

Director Keebler suggested he look at the general ledger monthly details posted on the website by Mr. MacConnell.

Director Regelbrugge stated he hasn't seen this posted regularly and continually.

Board discussion/Public comment/Board action

Public hearing closed. 7:45

## **10. New Business**

- **RESOLUTION 2021 01:** Annual Budget for Fiscal Year 2021-22:

The Board will consider for adoption Resolution 2021-01 to establish Annual Budget 2021-22 for the Golden West CSD not to exceed \$342,276.

Director Keebler stated our annual preliminary has a \$195,000 carry over. Next year we should be in the neighborhood of \$342,276. So, if we are going to do a ball park of what we can spend on roads, I would guess \$310,000 to spend on roads.

Director Keebler asked for a resolution on the annual budget. Director Kaighn asked if that is a motion to adopt with no changes. Director Keebler stated there are always changes in the budget by the county.

Motion to adopt Resolution 2021-01 made by Director Kaighn. Seconded by Director Regelbrugge. Motion passed. 5-0

**Mr. MacConnell asked if, when they were signed, they send them to him so he can put them up on the website.**

**President Williams needs to stop by and sign the documents**

- **RESOLUTION 2021-02:** Prop 4/Gann Limit Adoption:

The Board will consider for adoption Resolution 2021-02 to establish the appropriations limitation for the Golden West CSD as described in Article XIII of the State Constitution. The appropriations limitation for 2021-22 will be \$433,015.

Director Keebler stated this is another governmental function that requires resolution. The resolution states we cannot exceed \$433,015 in expenditures. Motion made by Director Regelbrugge to approve the adoption of Resolution 2021-02. Seconded by Director Heilman. Motion passed. 5-0

- Special District Risk Management Authority (SDRMA): Annual expense for Workmen's Compensation Insurance for district employees.

Director Keebler was wondering why we pay \$2,500. to SDRMA, if we don't have employees. She researched this and found that we are paying general liability, property damage, crime coverage, auto liability etc. She just wanted the Board to be aware of what this fee covers.

Board discussion/Public comment/Board action

## **11. Close Open Forum. Forum closed at 7:53 p.m.**

**12. Adjournment** Motioned to adjourn made by Director Heilman. Seconded by Director Kaighn. All in favor. Motion passed. Meeting adjourned at 7:54 p.m.

**Next Regular Board Meeting: September 7, 2021 6:30pm**  
**Location: TBD**

**GWCSO 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-2021\_March2\_GWCSO\_Minutes\_Draft.pdf  
05a-Budget\_Summary\_2021\_May.pdf  
8a-Capital\_Asset\_Guidelines\_2021  
9a-GWCSO\_Utility\_Permit-2\_Draft  
9b-StratPlan\_Outline\_20210601  
10a-2021-22\_Annual\_Budget\_Resolution\_#2021-01  
10b-2021-22\_Annual\_Budget\_Notice\_of\_Public\_Hearing  
10c-2021-22\_Proposed\_Annual\_Budget  
10d-2021-22\_PROP4\_Resolution\_#2021-02  
10e-2021\_PROP4\_NOTICE\_OF\_PUBLIC\_HEARING  
10f-2021-22\_Adoption\_Resolution\_2021-02

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