

# **Golden West Community Services District**

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



## **Regular Meeting Agenda GWCS D Board of Directors Fire Station #49, 501 Pleasant Valley, Diamond Springs, CA Tuesday, December 14, 2021 6:30pm**

**Per CDPH guidelines for safe assembly a facial covering will be required if not fully vaccinated.**

For the purposes of the Brown Act - Government Code 54954.2(a), the numbered items on this agenda give a brief general description of each item of business to be transacted or discussed. Documents referenced or supporting the following agenda items are available for public inspection upon publication of the agenda.

**In accordance with the Brown Act Section 54954.2(a), this agenda was posted 72 hours prior.**

### **1. Call to Order/Roll Call:**

President Patrick Williams, Vice President Duane Heilman, Director Marc Regelbrugge, Director/Financial Officer Audrey Keebler, Director Diana Kaighn, General Manager Shane Gilbert, Secretary Carrie Heilman

### **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.

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

Board Discussion/Public comment/Board action

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

- September 7, 2021 - Regular Board Meeting Minutes

Board Discussion/Public comment/Board action

### **4. Correspondence**

### **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). (See financial statements link, page 3)

Board discussion/Public comment/Board action

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

- Open discussion / Project Reports

Board discussion/Public comment/Board action

## 7. Director Reports

Director Williams – Sept 2021 List  
Director Heilman –  
Director Keebler – Financial Reports  
Director Kaighn – Legal Matters, Board Visibility  
Director Regelbrugge – IT, Strategic Plan

Board discussion/Public comment/Board action

## 8. Policy & Procedure / Bylaws

- **2014-02-27 Purchasing Policy** – Review and amended policy as needed.  
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.

Board discussion/Public comment/Board action

## 9. Old Business

- **2022 GM Contract review:** Revisions to the GM job description and scope of work for approval.

Board discussion/Public comment/Board action

## 10. New Business

- **Resolution 2021-04: GWCS D Strategic Plan** - The Plan provides guidance for planning and executing actions taken by the CSD to fulfill its mission to maintain the dedicated roadways within the District.
- **GM Contract - 3 month extension / GM Position search:** To allow time for the hiring of a new GM and discussion of how the contract will be advertised and candidate selected.
- **The CUCCAC Bidders List** California Uniform Construction Cost Accounting Commission recommends that CUCCAA participants (incl. GWCS D) publish their annually required notices soliciting information for inclusion on the Bidders List in November of each year.
- **AB 361** – How the district will conduct teleconference meetings
- **2022 GWCS D Board Meeting Schedule**
- **2022 Election of Board Officers**

Board discussion/Public comment/Board action

## 11. Close Open Forum

## 12. Adjournment

**Next Regular Board Meeting: March 1, 2022 6:30pm**  
**Location: TBD**

### **GWCSO Board of Directors**

President	Patrick Williams	(530) 313-8647	patwilliams@gwcsd.org
Director	Marc Regelbrugge	(415)640-3068	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

**General Manager** Shane Gilbert (925) 250-1973 general.manager@gwcsd.org

**Secretary** Carrie Heilman (530) 416-2075 secretary@gwcsd.org

### **Document Appendix**

03a-2021\_Sept7\_GWCSO\_Minutes\_Draft  
05a-Budget\_Summary\_2021\_December  
08a-Purchasing\_Policy\_2014-02-2  
09a-GWCSO\_GM\_Attachment\_to\_Contract\_update2022  
10a-StrategicPlan\_2021  
10b-RESOLUTION\_21-04  
10c-GWCSO\_GM\_2022\_Contract\_Extension  
10d-AB\_361\_Brown Act\_Remote\_Meetings

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)