

Golden West Community Services District

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



Regular Meeting **Minutes** GWCS D Board of Directors

Tuesday, September 7, 2021 6:30pm

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 by Zoom.

1. Call to Order/Roll Call: 6:35 p.m.

Members Present:

President Patrick Williams, Director Marc Regelbrugge, Director Diana Kaighn, Director Duane Heilman, Secretary Carrie Heilman
Director/Financial Officer Audrey Keebler arrived at 6:45.

Absent: GM Shane Gilbert

2. Approval of Agenda

Board Discussion/Public comment/Board action

Director Heilman motioned to approve the September 7, 2021 agenda. Director Kaighn seconded. Motion approved 4-0

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

- June 1, 2021 - Regular Board Meeting Minutes

Board Discussion/Public comment/Board action

President Williams asked that any changes to the draft of the minutes, other than spelling errors, be made during the meetings. Secretary Heilman has made the changes requested by Director Keebler and Director Kaighn. Director Kaighn motioned to approve the June 1, 2021 minutes as amended. Director Heilman seconded. Motion passed 4-0

John MacConnell asked Secretary Heilman to send them to him via PDF. He also requested she resend the minutes from September 3, 2019, December 3, 2019 and December 5, 2019.

4. Correspondence

President Williams stated there is no 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

Director Regelbrugge asked what the charge of \$2,648.00 was for. He stated there was no voucher for that amount. He is wondering if it is for SDRMA. He asked that we find out what this charge was for before the next meeting since Director Keebler isn't here to respond.

He also stated financial reports from the county seem to have stopped being posted in May. We may need to work with the county to get that fixed. John MacConnell said the county is usually very good about these reports, but the last two months they haven't. **It was suggested this be put on the to do list item for next agenda.**

Director Kaighn asked about the street signs. She doesn't see the \$400.00 on the budget statement. President Williams said he doesn't think the signs have been acquired yet. Director Keebler entered the meeting and stated that she has not received a bill from GM Gilbert for the signs and that we are still waiting on delivery.

Director Regelbrugge asked Director Keebler about the \$2,648.00 charge. Director Keebler explained we still don't have June and closing from the county. She is assuming the bills have been paid but they are left in the outstanding column until she has proof they have been paid. Director Regelbrugge asked why the amount was higher than the estimated \$1,500. **Director Keebler stated it was for SDRMA and that she will update the monthly report once she gets the figures and report from the county.**

Director Regelbrugge motioned to approve the consent items. 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 was not present to give a report. Director Kaighn asked about the Ferrite sign. It has not been replaced yet. **She also stated there's a water leak at 4665 Crystal Blvd. and asked President Williams to follow up with GM Gilbert regarding that leak.**

7. Director Reports

Director Williams – June Item list

President Williams referred to the list of items to do from the previous meeting minutes:

1. New signs were already discussed
2. GM Contract information on website: John MacConnell said it is not on the website. Discussion followed as to whether this has been past procedure. It was decided the contract would not go on the website. However, information regarding upcoming road work should be given to John MacConnell to put on the website. John MacConnell says there's a section for contracts on the web. He suggests we put the contracts of the work to be performed and a master of the Strategic Plan on the website.

Director Keebler – Financial Reports

She hasn't updated the monthly report because she is waiting for county to send its finals. The two properties on Ramalas Lane are now exempt. Three people on Via Grava and three on Lauren Lane are exempted. The budget will reflect a \$120.00 reduction for each exemption. These are existing properties not new properties. **John MacConnell asked her to send him the total number of properties paying the taxes. No document needed just a number of properties. 453 properties. He will change it on the website**

Director Kaighn – Legal Matters

She has been in contact with Dane Waddle several times. Many of his districts are meeting in person. However, the governors order is supposed to end Sept 30th. Our by-laws paragraph dealing with telecommunications isn't so specific that we can't use zoom. Any platform will be fine for us. Director Kaighn would like to end the zoom contract in December 2022. Post December

30th we need to go back to the previous specifications for telecommunications complying with the by-law regulations.

President Williams stated we need to social distance if we are in person. It would have to be in Station 49 in the board room upstairs. He will reserve the board room for December and we will see what happens with the governor.

Director Regelbrugge – IT, Strategic Plan

1. Records retention policy is mis-formatted on the website. After page 1 the columns are shifted. He will go ahead and fix it.
2. New Business special bonds and tax accountability report. He looked back at 2020 accountability report but only found an 18-19 report. We need the 19-20 report. Director Keebler stated we create that report to demonstrate to the state that we are indeed spending our money in the way we said we were going to when we wrote the bond. We need to update these reports. **Director Keebler will send him the updated accountability reports for 19-20. John MacConnell will put them on the website under special financial reports.**

Director Heilman –

He will report under New Business

Board discussion/Public comment/Board action

8. Policy & Procedure / Bylaws

- **2014-02-27 Purchasing Policy** – Capital Asset Amendment Draft:

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

Discussion whether we want to update our policy or just roll language into the current policy to amend. Director Regelbrugge stated it's a very detailed report and trying to recreate it would be cumbersome. However, some of the language we have in there needs to be amended. A suggestion would be that rather than put actual numbers in we refer to the sections of the public contract code so we don't have to amend it continually. **Director Keebler and Director Reggelbrugge will work on amending the Purchasing Policy. President Williams will place it on the December agenda as reviewing and approving an amended policy.**

9. Old Business

- **GWCSO Strategic Plan 2021 Draft:** 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.

Board discussion/Public comment/Board action

Director Regelbrugge sent the Strategic Plan draft documents to the Board to look at. The Plan's function is to explain our process of determining what we are planning in terms of road projects and what our budget allows. The data he has used is from previous vouchers. What he needs is for the Board to take time to review the draft and send him questions and comments. Once we like it, we can adopt it.

Comments: Director Heilman commented that it was a very detailed plan and good work. **President Williams stated it was easy to follow and flows well. We will leave it in draft format and put it in a resolution for adoption in December.**

10. New Business

- **Resolution 2021-03:** Utility Permit: The Board will consider for adoption Resolution 2021-03 to establish a utility permit process and form. Utility permits will be issued and overseen by the General Manager and will be required of local utility companies for planned work to include project specifications and outline requirements for any projects on GWCSO maintained roads.

Director Kaighn stated that under old business in June we referred to this as an ordinance not a resolution. Director Heilman motioned we approve the resolution and place it as an Ordinance. Director Keebler seconded. Motion passed 5-0

- **Election of Special District Representative to El Dorado LAFCO:** Nominations for Special District Commissioner. A recent a vacancy in LAFCO Regular Special District Representative Seat #2 requires the Special District Selection Committee to elect a representative to serve the remaining two years of the vacated four-year term, beginning May 2019 and ending May 2023.

President Williams asked if anyone had a name they would like to submit to be a representative on LAFCO? No one responded.

- **Local Agency Special Tax and Bond Accountability Report:** Summary of 2020-2021 Fiscal Year

Director Keebler explained that this report shows we are saving money this year and last year. It shows we spent all the money we had saved the year before. She needs approval of the report and **signature from President Williams**. Director Regelbrugge motioned we approve the Report. Seconded by Director Kaighn. **Director Keebler will send it to John MacConnell when signed. Motion passed. 5-0**

- **2022 GM Contract review:**

President Williams notified the board that GM Gilbert has elected not to renew as GM beginning January 2022. We need to search for a GM to take over. We need to post the position in the Democrat, Nextdoor Logtown, and on the Website. **He asked that everyone take a look at the job description and let him know if you have any changes by the end of September and we will float the position October/November and see what we can get back.** GM Gilbert has not submitted an invoice for his services. **President Williams will hit him up to try to get an invoice so we can pay for his services for the last 2 years.** GM Gilbert has agreed to look at the bidding process for our next year plan. **President Williams will have GM Gilbert develop an RFP and we will make some decisions regarding it after the strategic plan is approved.**

Director Heilman asked if we will continue with the plan laid out by GM Gilbert. President Williams explained that we will follow the strategic plan once it's completed. It will drive the budget and the GM's decisions.

Board discussion/Public comment/Board action

11. Close Open Forum 7:53.

Director Keebler asked if she should include the resolution and accountability report for signature for President Williams. She will include both and once they are signed, she will send them on to John MacConnell.

President Williams stated that we need to have the agenda and attachments on the web at the same time. **John MacConnell will get this information from President Williams at the same time as the Board.**

Director Regelbrugge let President Williams know that if he needs any help organizing materials for the meetings, please let the Board know and they can help out.

12. Adjournment Motion to adjourn made by Director Heilman. Seconded by Director Keebler. All in favor. Motion Passed at 7:58 5-0

Next Regular Board Meeting: December 7, 2021 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

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

Document Appendix

03a-2021_June1_GWCSO_Minutes_Draft
05a-Budget_Summary_2021_August
5b-Data_Submission_2021-22
8a-Purchasing_Policy_2014-02-2
8b-Capital_Asset_Guidelines_2021
9a-StratPlan_Draft-02_20210808
10a-2021-03_Utility_Permit_Resolution
10a-GWCSO_Utility_Permit
10b-2021_Aug27_Special_District_Election_Nomination_Memo&Ballot
10c-Local_Agency_Special_Tax_and_Bond_Accountability_Report_2020-21
10d-GWCSO_GM_2022_Contract
10d-GWCSO_GM_Attachment_to_Contract

Financial statements can be accessed by the following link:

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