

Golden West Community Services District

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



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

1. Call to Order/Roll Call: Meeting started at 6:30 pm

Present: President Patrick Williams, Director Marc Regelbrugge,
Director/Financial Officer Audrey Keebler, Director Diana Kaighn, Secretary Carrie Heilman

GM Shane Gilbert and Vice President Duane Heilman were absent.

Open Forum 6:32 pm

2. Approval of Agenda

Director Regelbrugge wants to clarify which agenda we are approving and why. He'd like make sure we are all on board with the new agenda for December 14th and that we are voting to approve that agenda.

Director Kaighn stated that she had a discussion with CSDA regarding our cancelling the December 7th meeting and rescheduling it for the 14th. Marcus with the CSDA said they have never encountered a situation where a meeting was cancelled and procedures for this are not in the Brown Act. We do not have any language in our By-Laws.

Director Regelbrugge stated that technically it could be that December 7th was an adjourned meeting and, in that case, we could not reschedule it.

Director Williams stated that technically we may not have followed exact procedure, however, we have reposted the meeting notice for December 14th in a timely manner, and the cancellation was posted publicly. We posted the new agenda in a timely manner to all members, so we can proceed.

Director Kaighn stated that Marcus suggests that we put language in these minutes that we misspoke and should have stated that the meeting was postponed to December 14th.

Director Regelbrugge moved to approve the agenda for December 14, 2021. Motion was seconded by Director Keebler. All in favor. Motion Passed.

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

Director Kaighn wants clarification on whether the Utility Permit referenced under New Business is a resolution or ordinance. Director Williams stated we approved it as a resolution and **we will place it on the March agenda to place this permit as an ordinance. (Ordinance 7).**

Director Kaighn motioned to approve the Minutes of September 7, 2021. Director Regelbrugge seconded. All in favor. Motion Passed.

4. Correspondence Director Keebler stated she had no correspondence.

Director Kaighn received correspondence from CEO Voter Guide asking for personal information regarding elections. She read the information to the Board. Director Keebler and Director Regelbrugge stated it was considered to be junk mail and could be thrown away.

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

Board discussion/Public comment/Board action

Director Regelbrugge asked Director Keebler if we received the update from the County. Director Keebler stated we did and she updated the report. Director Regelbrugge motioned to approve the consent items. Director Kaighn seconded. All in favor. Motion Passed.

6. General Managers Report

- Open discussion / Project Reports

Board discussion/Public comment/Board action

Director Williams gave the report for GM Gilbert. He stated there wasn't anything new to report at this time. GM Gilbert reached out to the contractors Vicini and Veerkamp and they recommended we delay any work right now if we have the ability because costs are so high. GM Gilbert's recommendation is to postpone work for now.

Director Regelbrugge said the Crystal curve was flooded after the rain.

Director Williams reported we have no signs as of yet. Director Kaighn says there is a street sign out on Dolomite also.

Director Williams was told by John MacConnell that Mountain Enterprises is working the area clearing trees and debris from power lines. They say there needs to be 50 feet cleared from PGE poles. GM Gilbert says 50 feet is ridiculous and does not need to be done. He recommends people say no if approached, and contact PGE. Mr. MacConnell said if the brush is within our easement, they need to contact GWCSO or talk to our General Manager.

Director Regelbrugge asked where we were with weed abatement. Director Williams stated November spraying was done. The cost is \$3,800 per year. Touch up will be done as needed.

7. Director Reports

Director Williams – Sept 2021 List

Director Williams referred to his "To Do" list extracted from the highlighted portions of the previous meeting minutes.

- Water leak 4665 (should read 6465. **Carrie will fix this in the minutes from September.**) has been repaired
- **New signs still need to be done. Director Williams will take care of this.**
- Strategic Plan is ready for approval and is on the website. We will address it later in the meeting.
- Keebler sent updated reports for John MacConnell to put on the website
- GM Gilbert still has not sent in an invoice for his services.

Once we approve strategic plan, we will look at the future projects. Director Keebler asks that we look at the Crystal curve to see what can be done about it. The contractors want to make it a straighter curve. That may infringe on someone's property, so we would have to have an agreement with those property owners. Director Regelbrugge commented that the issue is the drainage. We need to take a look at that. EID has a hydrant at the inside of the curve, so that is part of the issue. GM Gilbert and Veerkamp drove this area and discussed what some of the

possibilities were. We would have to get a recommendation from our contractors. We can talk about that with the new GM and deal with it in the near future.

Director Heilman – Absent

Director Keebler – Financial Reports We are catching up with the county. We have not expended much money so far. Balance of \$333,000. It will be more like \$450,000 or \$500,000 by the end of next year. That is close to what we had the last time we did the 6 miles of road.

Director Kaighn – Legal Matters, Board Visibility

- She suggests we consider trying to get someone on a retainer agreement as a lawyer in case we need them. If we do, then we pay their going rate. In dealing with CSDA, she finds that we get an overview and not specific direction.
- Our By-Laws don't read clearly for telecommunication. We need to update the language. Our language eliminates homeowners to physically come here. Director Williams says this is correct. That is the goal of the Brown Act. Director Williams asked if we should change the language. Director Kaighn says it is recommended by CSDA that we do so. President Williams says AB 361 is now the law and it changed the language saying you don't have to post addresses. You do have to notify if you are attending the meeting via teleconferencing. AB 361 sunsets January 2024. We will cover this under new business tonight.
- Board Visibility: She has encountered many instances where members of our community think we belong to an HOA not a Community Service District. In 2017 we sent out a postcard introducing ourselves and what we do. Director Kaighn suggests we use media to inform our homeowners as to what we do. **Director Williams thinks we should use Next Door to get information out about who we are and what we do. He suggests we put out a short letter explaining what GWCS D is.** Director Kaighn reiterated we need to get ourselves known and visible so we can get people interested for the new Board positions coming up. **Director Williams says he will put this on the March agenda. He will put something out to all of us with ideas. He will talk to Pat Dwyer about the ways the fire council notifies people about who they are.**

Director Regelbrugge – IT, Strategic Plan

John MacConnell is wondering what information we want on the website for the GM job. Director Regelbrugge will let him know after we discuss that tonight. Website information is up to date.

Board discussion/Public comment/Board action

8. Policy & Procedure / Bylaws

- **2014-02-27 Purchasing Policy** – Review and amend 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.

Director Keebler and director Regelbrugge put together a draft about the capital asset policy. There is a lot of overlap in the 2014 policy and the draft Director Keebler put out for updating. The 2014 policy is outdated and needs to be brought up to date to follow our purchasing policy. Director Regelbrugge and Keebler have been working on a draft but aren't ready to put it forth for the board yet. Director Keebler feels we are spending a lot of time working on policy we will never use because we are so small. She is willing to continue forging ahead with this. **Director Williams suggests we go ahead and put the draft on the March agenda for a read and approval. It will then supersede the 2014 policy.**

9. Old Business

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

Director Williams referred to the job description for GM. Changes have been made and we will use this for our job description as we look for a GM.

Director Kaighn asked about the reference to road maintenance in the job description. We don't have equipment and our purchasing policy is being rewritten. Director Williams says the GM has the freedom to do work as he sees fit following the guidelines. GM is a broad term; this document just narrows it down for what we need.

Director Kaighn reminded the Board that we have an agreement with the GM not a contract. She asked if we received an official resignation from GM Gilbert and if we have something in writing about extending his resignation for three more months. Director Williams said we are covering that under new business.

Director Regelbrugge would like to have John post this job description on the Website. Everyone agrees. Director Williams will also put it on Next Door.

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.

If everyone agrees with the Strategic Plan, we need a motion to approve. Director Regelbrugge motion to approve the Resolution 2021-04: GWCS D Strategic Plan. Director Keebler seconded. All in favor. Motion approved.

- **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. GM Gilbert has agreed to stay on for three more months while we search for someone and post the job. Director Williams drafted a simple contract extension to approve. Director Regelbrugge says to add the date of the current contract. Director Regelbrugge motioned to approve the 3-month extension contract for GM Gilbert. Director Keebler seconded. All in favor. Motion approved.

President Williams will get the contract signed by GM Gilbert.

- **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.

GWCS D got away from the bidders list because GM Gilbert felt anyone who bids has to provide a state license number when they bid anyway. Director Regelbrugge says we have to annually solicit our bidder's list so contractors have the opportunity to be on our that list to get the chance to work for us. **Director Regelbrugge is willing to take on soliciting vendors for our bidder's list. Director Kaighn suggested he try to get ahold of Ed White or his wife to get the information. They should have a list of vendors from previous years. Director Regelbrugge will get with Ed White and get a vendor list.**

- **AB 361** – How the district will conduct teleconference meetings
 1. AB 361 amends the Brown Act until Jan 2024 and allows virtual meetings only in a state of emergency with these three conditions:
 - a. If local or state authorities require or recommend social distancing
 - b. If your meeting is for the purpose of obtaining a vote on one item on an agenda
 - c. If the body has voted to conduct these kind of meetings
 2. The resolution to vote for virtual meetings is only good for 30 days then it has to be voted on again.

- **2022 GWCS D Board Meeting Schedule**

President Williams suggested March 1, June 7, Sept. 6, and Dec. 6 for our 2022 meeting dates.

Director Regelbrugge stated there is a probability that we may end up short three directors after next year’s election. If this happens, we only have September to appoint someone. His suggestion is to have the December meeting in the end of November (Nov. 29th). All agreed.

Dates for 2022 meeting will be March 1, June 7, Sept. 6, Nov. 29. Director Regelbrugge moved to approve those dates for the 2022 Board Meeting schedule. Director Keebler seconded the motion. All in favor. Motion passed.

- **2022 Election of Board Officers**

Nominations open for President and Vice President.

Director Kaighn nominates Marc Regelbrugge for President. Motion made by Director Keebler to appoint Marc Regelbrugge as President for 2022. Motion seconded by Director Williams.

Director Keebler nominates Director Pat Williams for Vice President. Director Regelbrugge motioned to appoint Pat Williams as Vice President for 2022. Director Kaighn seconded the motion. All in favor. Motion passed.

Board discussion/Public comment/Board action

11. Close Open Forum

12. Adjournment

Director Kaighn notified the Board in writing of her intent to resign her position on the GWCS D Board as of tonight, December 14, 2021. President Williams accepted her letter of resignation and thanked her for her many years of service.

Motioned by Director Keebler to adjourn the meeting. Seconded by Director Regelbrugge. Meeting adjourned at 8:30 pm.

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

GWCS D 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_GWCS D_Minutes_Draft
- 05a-Budget_Summary_2021_December
- 08a-Purchasing_Policy_2014-02-2
- 09a-GWCS D_GM_Attachment_to_Contract_update2022
- 10a-StrategicPlan_2021
- 10b-RESOLUTION_21-04
- 10c-GWCS D_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

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

http://gwcsd.org/content/desktop_site/0-index.html