

# Golden West Community Services District

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



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

### Teleconference via Zoom

Tuesday, March 1, 2022 6:30pm PST

#### 1. Call to Order/Roll Call: 6:37 p.m.

President Marc Regelbrugge, Vice President Patrick Williams, Director/Financial Officer Audrey Keebler, Director Duane Heilman, Director Steve Atkinson, General Manager Shane Gilbert, Secretary Carrie Heilman [All Present via Zoom.](#)

#### 2. Approval of Agenda

Board Discussion/Public comment/Board action

[Director Keebler](#) motioned to approve the agenda. [Seconded by Director Heilman.](#) Motion [passed.](#)

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

- December 14, 2021 – Regular Board Meeting Minutes
- January 11, 2022 – Special Meeting Minutes
- February 8, 2022 – Special Meeting Minutes Board Discussion/Public comment/Board action

[Director Heilman](#) motioned to approve the minutes of December 14, January 11, and February 8 as amended. [Director Keebler](#) seconded. Motion passed.

#### 4. Correspondence

[GM Gilbert](#) mentioned that neighbors have come into his place of business and asked about who is taking care of drainage along the roads. With all the tree and brush removal going on and the October rain we had some flooding. He checked out the areas of concern and didn't see any issues. [President Regelbrugge](#) asked where this was occurring. [GM Gilbert](#) said the 6800 block of Crystal at the top of the hill.

[President Regelbrugge](#) informed the Board that the letter [Director Keebler](#) turned in to him at the previous meeting is not pertinent to us. It was addressed to Harold Roati from the County and was regarding tax collection. [President Regelbrugge](#) said he will take care of changing this information with the county.

He also received a letter from Mr. and Mrs. Gamble on Mistletoe Court in El Dorado. It was a copy of a letter they sent to PG&E about damage to their road from PGE work being done. They feel PGE should help to pay for the damage. They sent us the letter as reference in case we have issues in the future. [President Regelbrugge](#) will file this for information if we need it.

[John MacConnell](#) sent information to [President Regelbrugge](#) regarding the website. He will defer this until his report.

#### 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  
Director Keebler says our Financial Reports have been posted on our website. We are almost up to date with the county. We have only one outstanding bill and are within \$500 from being spot on with the County budget.
- Bills paid since last Regular Meeting (Vouchers).

Board discussion/Public comment/Board action

Director Williams moved we approve the Financial Report. Director Keebler seconded the motion. Motion passed.

## **6. General Managers Report**

- Open discussion / Project Reports

Board discussion/Public comment/Board action

GM Gilbert: Due to price rise in asphalt he will not go out for bids for work this Spring. Two residents are finishing up their culverts. He has inspected these and all is well there.

President Regelbrugge asked if there are any residents deficient in the condition of their culverts. GM Gilbert stated there weren't.

Someone called GM Gilbert regarding the common land and was interested in buying it. Are we interested in selling this property? President Regelbrugge suggests that if GM Gilbert has further inquiries in regard to the Common Property, have him send a letter of interest to the board and they will handle it. GM Gilbert will do that but would like permission from the Board. President Regelbrugge motioned to approve that GM Gilbert to refer any inquiries regarding the Common Property to the board.

Discussion: Director Williams asked if we ever resolved how to sell that property if we wanted to. President Regelbrugge stated we can add that to an agenda at a later time should we decide to.

Public discussion: John MacConnell informed the Board that on the website we have some discussion and letters from lawyers regarding the sale of this property. Director Keebler stated she recalls that someone was going to ask the county what our procedure would be.

Motion was seconded by Director Williams. All in favor.

## **7. Director Reports**

Director Regelbrugge – December 2021 List, IT: Website status & needs

- December 21 action items: Signage: GM Gilbert has the signs for Manganite and Dolomite and will replace them as soon as he gets a part he needs. He does not have a street sign for Ferrite and Crystal. He will get that ordered and replaced  
John MacConnell stated the signs on Monitor and Dolomite that say, "not a district-maintained road and permit required" are missing. GM Gilbert will take a look at the current signs that are up and order what is needed.
- President Regelbrugge will need to get together with GM Gilbert to update the bidders list as required annually. They will get together next week.
- Regarding MacConnell correspondence: John MacConnell wants to put together an information page on the website talking about current projects being done for members. 2017 was the last update. He would like to get information on 2019 Crystal Road work to post and also weed abatement contracts, drainage, ditch work, etc. President Regelbrugge will get all this information from GM Gilbert when they meet and give it to John to post. John MacConnell also notified the Board that the permits are on the web to be printed and turned in to our GM, however he would like to make them fillable on the website so they can

easily be submitted to the GM. GM Gilbert thinks that is a good idea. GM Gilbert and President Regelbrugge will review the current forms and make sure they are sufficient as is. If so, they will have John Maconnell set them up as workable documents on the website.

Director Williams – Nothing to report.

Director Heilman – Nothing to report.

Director Keebler – Financial Report

We have one outstanding expenditure which is the second portion of the board member solicitation. She submitted the voucher. Our balance is approximately \$330,000. We should have \$480,000 to spend on roads when we are ready. Winter season is over with reports being sent in regarding employees etc. In June she will submit the budget for approval for next year.

GM Gilbert asked what we would have to do to up our monthly dues. He would like to put that on the agenda for the next meeting for discussion. President Regelbrugge will put this on the agenda for the next meeting.

President Regelbrugge stated elections are coming up and asked who handled this correspondence in the past. Director Williams stated he handled it for the last election.

Director Atkinson – Nothing to report.

Board discussion/Public comment/Board action

## **8. Old Business**

- **DRAFT Purchasing and Assets Policy** – Director Regelbrugge has patched together a policy document that attempts to (a) harmonize the 2014 Purchasing Policy with Ordinance 2016-6, and (b) incorporate policy provisions covering purchase, management and disposal of capital assets provided by Director Keebler. Review and amend draft policy as needed.

President Regelbrugge and Director Keebler have been working on this. The draft is on the web and has been sent to all Directors. He asks the Board to recommend this be the first reading of this draft. The Board is to read, review and bring any changes to President Regelbrugge or Director Keebler. He will place it on the June Agenda for adoption.

Board discussion/Public comment/Board action

- **Utility Permit Ordinance** – The Board will consider adoption of Ordinance 2022-7, Utility Permit. Two readings of this Ordinance were held at the July and September (2021) Regular Meetings of the District.

We are prepared to adopt this ordinance today. Director Heilman made a motion to adopt the Ordinance 2022-7, Utility Permit as written. Motion was seconded by Director Atkinson. All in favor. Motion passed.

Board discussion/Public comment/Board action

- **GM Contract** – The Board, with the help of the General Manager, will consider plans for the General Manager's Contract going forward.

GM Gilbert is continuing to act as GM for 90 days. He will stay until we can find someone. He isn't sure he can commit to a full year, but will continue with 90-day extensions as long as he is able. Diana Kaighn stated that if GM Gilbert is willing to stick with us at a 90-day agreement we should do that. Director Williams agrees. We will stay status quo with a 90-day agreement that extends until either party decides to end the contract.

Board discussion/Public comment/Board action

- **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.

We need to update our bidders list. President Regelbrugge will get the previous years' information from Ed White. GM Gilbert and President Regelbrugge will meet to exchange information on this.

Board discussion/Public comment/Board action

## **9. New Business**

- **Public Engagement** – The Board will entertain discussion on improving the District's engagement with its residents, and possibly take action to implement some concepts or action plans proposed.

President Regelbrugge opened the meeting up for discussion on this item.

Director Heilman suggested we send out a flyer to all residents with our names and contact information and a description of who we are and what we do. Dan Weber agreed. Diana Kaighn said in the past we had community involvement. We had community members take copies of letters, go to their neighbors, and inform them of the GWCS D. President Regelbrugge stated we need someone to take this on and have an action plan. Director Atkinson volunteered to take this on.

The second Saturday in May is the clean-up day for Logtown. That's a good opportunity for us to get this information out. Diana Kaighn asked if she gave the previously used postcard to someone. Maybe they are in storage or Ed White might have some. President Regelbrugge will check the materials from Ed White and see if there is something there. Director Atkinson will put together literature draft to bring to the board.

Board discussion/Public comment/Board action

- **Meeting Format in re the COVID Pandemic.** The Board may recommend and possibly approve, as a result of ongoing concerns related to COVID-19, a teleconference finding pursuant to Government Code subsection 54953(e)(3) in order to allow for the use of virtual board meetings as authorized under Assembly Bill 361. Pursuant to Government Code subsections 54953(e)(3)(A) and (e)(3)(B)(ii), the Board will reconsider the circumstances of the state of emergency resulting from COVID-19 and the El Dorado County Public Health Officer's continued recommendation of measures to promote social distancing.

We don't have any restrictions about broadcasting the board meetings. We may want to always offer Zoom attendance along with in person meetings. Every 30 days we need to reauthorize solely tele-conference meetings if there is a need. Do we want to continue tele-conferencing or are we ready to go solely in person? Let the Board know by March 17<sup>th</sup> whether we need to tele-conference the next meeting in June.

**10. Close Open Forum**

**11. Adjournment**

Director Heilman motioned to adjourn the meeting. Director Williams seconded. Motion passed. Meeting adjourned at 8:39 p.m.

**Next Regular Board Meeting: June 7, 2022 6:30pm  
Location: TBD**

**GWCSO Board of Directors**

President	Marc Regelbrugge	(415)640-3068	marc.regelbrugge@gwcsd.org
Vice President	Patrick Williams	(530) 313-8647	pat.williams@gwcsd.org
Financial Officer	Audrey Keebler	(530) 620-6844	audrey.keebler@gwcsd.org
Director	Duane Heilman	(530) 417-6930	duane.heilman@gwcsd.org
Director	Steve Atkinson		steve.atkinson@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\_Minutes\_20211214\_DRAFT
- 03b\_Minutes\_20220111\_Special\_DRAFT
- 03c\_Minutes\_20220208\_Special\_DRAFT
- 07a\_FO\_Report\_20220221
- 08a\_PCAPolicy\_DRAFT\_20211114
- 08b\_Utility\_Permit\_Ordinance\_2022-7

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)