

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 #44

6109 Quartz Drive, El Dorado, CA 95623

Tuesday, June 7, 2022 6:30pm PST

1. Call to Order/Roll Call: 6:30 PM

Present: President Marc Regelbrugge, Vice President Patrick Williams, Director/Financial Officer Audrey Keebler, Director Steve Atkinson, General Manager Shane Gilbert,

Absent: Secretary Carrie Heilman and Director Duane Heilman

2. Designation of Acting Secretary:

Secretary Heilman is not present at this meeting. President Regelbrugge canvassed the public for a volunteer to serve as acting secretary for the meeting. None stepped forward. The meeting will be recorded and forwarded on to Carrie Heilman to transcribe.

3. Approval of Agenda

Board Discussion/Public Comment/Board Action

Director Keebler motioned to approve the agenda. Seconded by Director Williams. All in favor. Motion passed.

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

- March 1, 2022 – Regular Board Meeting Minutes

Board Discussion/Public Comment/Board Action

One correction: **Page 4 change language under Item 8 to read “President Reglebrugge will meet with Ed White to get the bidders information.”**

Motion to approve the Minutes of March 1, 2022 with correction made by Director Keebler and seconded by Director Atkinson. All in favor. Motion passed.

5. Correspondence

President Regelbrugge received a note from an escrow company wanting our HOA documentation. He responded and explained the situation and has not heard back from the officer.

6. 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

These are up to date on the website.

- Bills paid since last Regular Meeting (Vouchers). Director Keebler explained vouchers for public legal notices and the second invoice for completing the weed-abatement contract.

Director Williams motioned to approve consent items. Seconded by Director Atkinson. Motion Passed

Board Discussion/Public Comment/Board Action

7. General Managers Report

- Open discussion / Project Reports

Board Discussion/Public Comment/Board Action

All the signs we need are ordered. Tree trimming: **Director Regelbrugge toured the district and sent GM Gilbert a list about where some trimming should be done. That will get started as soon as possible.** President Regelbrugge stated the last tree trimming he researched was in 2015. GM Director Williams said we did it in 2016 and 2017. GM Gilbert will get a couple bids and get this done. **Resident Pat McClintock stated there are a couple oaks at the end of Crystal that are obstructing view. President Regelbrugge indicated that area was on his list of areas to be treated.**

Diana Kaighn asked if we think the price of asphalt is going to go down. President Regelbrugge stated the next window we have for road work is next spring or summer. **We need to plan for that and get the bids out.** We have good news on the budget. We have more money to spend and should be able to cover the rise in asphalt cost. Director Atkinson asked if there is any area in our district that has reached a critical point and may need to be addressed earlier. GM Gilbert stated there weren't. Director Williams asked if we have done any maintenance on any of our spurs off Crystal. GM Gilbert stated we haven't. Director Williams suggested we could do some grating on the spurs if needed. President Regelbrugge stated there is some damage on Sodalite at the turn off area. Manganite has dented pavement near the middle of Manganite. Moisture caused this damage. **GM Gilbert will take a look at these two areas to determine if they need repair at this time.**

8. Director Reports

Director Regelbrugge – IT, CUCCA Bidders List, Priorities

1. The website is up to date with all the latest financial information and email address. John MacConnell and Marc Regelbrugge performed a backup, so it is safe.
2. The CA uniform construction cost accounting procedures bidders list: He got the materials from Ed White and is going through those to get that squared away.
3. **The tree trimming can get done. We will get the bids and get working on that.**
4. He'd like to ensure we try to work with the public to obtain interest of people to run for office in November. Registration is in July so we need to work with the public to get people willing to run for board.
5. Prepare to spend our money on the next big road project and get it arranged over the next 3 to 6 months. It will be a competitive bid contract since it is a large contract.

Director Williams –

He received a phone call referencing possible inhabitants of our common area. Has any of you seen that going on? No one has seen that. It may be a good idea to put a sign up there stating there is no trespassing. **GM Gilbert will get no trespassing signs (3) and a secondary sign saying trespassing by permission of owner only and list GWCS.**

Director Heilman – No report.

Director Keebler – Financial Report

\$68.00 for publication has been paid. We have \$302,101 for road maintenance. \$327,497 is the total of all our 4000 funds. This will continue to collect and she anticipates our spending will continue the same and we will have a nice amount of money for our next large road project. The online subscription is a fee for zoom for one year. We did not budget for this because we did not anticipate it. Director Williams was using his own personal subscription for our meetings during COVID. At that time, we thought it was a monthly fee. We received a bill for a full year, so Director Keebler paid. Diana Kaighn suggested if we are paying for it, we may as well use it to get more people to show up. President Regelbrugge said the Board discussed this at the last meeting and decided we would run the meetings live. It is a one-year subscription reimbursed to Director Williams but not a Board subscription. Director Keebler said she would support a subscription through the GWCSO to offer the meetings both ways. Is there someone willing to take this on and set up zoom? Director Atkinson said he prefers to see people in person. It allows for better discussion. Director Williams agrees. It is an emergency access; however, it does broaden people's abilities to attend the meeting. It's \$150.00 per year and we have no connectivity at Station 44. The fire district is not interested in turning on WiFi at this Station. It would be nice to do a hybrid going forward. The Board may entertain this idea at a later date, possibly when the new board is sworn in. Director Atkinson suggested we record our meetings and create a podcast for members to listen to. This would be simpler. Director Williams says it goes back to making sure they are informed as to what we are doing with their money.

Director Atkinson – Public Outreach

Director Atkinson stated he focused on getting information to the new people in the district. At the last meeting we talked about doing something like a flyer at Logtown Clean Up, but it was determined we wouldn't have many people show up. So, instead Director Atkinson received a list of 19 homes that had closed in the last year in our District. He created a welcome letter that included information about GWCSO and what we do and sent them out. None have been returned, so he assumes they all received the letter.

Director Atkinson also stated that we have been hosting a Labor Day Street party on Dolomite where invite all the neighbors on our side of the district. This has been very successful and discussion of who GWCSO is always comes up. Director Atkinson would like to see something similar on the Crystal side. Director Williams suggested we also join in with the fire department and have a table set up at the Hot Dog social this year. Diana Kaighn, asked if we could send the letter to all GWCSO homeowners. Atkinson said it may work but he feels it was most beneficial to get the new families as they come in. They pay attention to their mail. A mailing for all may be pricey. Director Atkinson asked if we have a list of email addresses for all homeowners. Years ago, we did that, but it's not up to date. We didn't get many then, about 45%.

President Regelbrugge asked if the Board thinks we need to send out a mass letter prior to July? John MacConnell suggested put signs on the corners of the main roads advertising there is an upcoming election. President Regelbrugge asked if there is an action we want to take before July. Mass mailing? Putting signs up would entail a lot of effort and we may not have enough time to do this by Fourth of July. **Director Williams will go take a look at the signs they used in the past to see if they would work. He will get together with GM Gilbert and President Regelbrugge and see if we want to use them. President Regelbrugge will also follow up with Director Atkinson about the letter and make a determination as to whether to send it out.**

Board Discussion/Public Comment/Board Action

9. Old Business

- **Purchasing, Contracting and Capital Asset Policy** – Second public reading. This policy document attempts to (a) harmonize the 2014 Purchasing Policy with Ordinance 2016-6, and (b) incorporate policy provisions covering purchase, management and disposition of capital assets. Review and either amend policy as needed or adopt by Resolution.

Board Discussion/Public Comment/Board Action

Purchasing contract and asset policy second reading. No questions or discussion.
 Director Williams moves to approve the Purchasing, Contracting and Capital Asset Polity.
 Director Keebler seconded. All in favor. Motion approved

10. New Business

- **Consideration/Approval of the Gann Limit for FY 22/23.** The Board will consider and may adopt a Resolution establishing the appropriations limitation (Gann Limit) for the Golden West CSD as described in Article XIII of the State Constitution. Public notices have been posted as required. The appropriations limitation for Fiscal Year 2022-23 will be \$464,842.

Board Discussion/Public Comment/Board Action

Director Williams motioned to adopt the Gann Limit for FY 22/23. Seconded by Director Keebler. All in favor. Motion Passed.

- **Elections Consolidation.** The board will consider adoption of a resolution to consolidate district elections per the Uniform District Elections Law, allowing the County Registrar of Voters to consolidate the District election of November 8, 2022 pursuant to Elections Code Section 10522. If passed, the District will provide the County Registrar a map of the District, the Notice of Offices to be Filled, the Notice of Hearing and the signed Resolution. Three director positions will be filled by the election in November.

Board Discussion/Public Comment/Board Action

Three full terms will be elected this December: Director Heilman, Director Keebler and appointed incumbent Director Atkinson. If we don't have enough members run, we do have the opportunity to appoint.
 Director Atkinson motioned to approve election consolidation. Director Keebler seconded. All in favor. Motion Passed.

- **GWCS D Budget for FY 22/23.** The Board will consider and may adopt a Resolution to establish the GWCS D budget for Fiscal Year 2022-23. Public notices have been posted as required. The budget includes anticipated revenues from special taxes, ad valorem distribution and prior-year carryover. The proposed budget amount is \$473,227 of which \$437,527 is budgeted for Road Maintenance.

Board Discussion/Public Comment/Board Action

Director Keebler stated she moved money around to reflect zoom charges. She also moved money in areas to cover where she anticipates a need. We have 467 parcels. She reminded the Board to remember we do have some fixed costs but she anticipates \$470 to 475 thousand for next year.
 Motion was made by Director Williams to approve the GWCS D Budget for FY 22/23. Director Keebler seconded. Motion passed.

- **Meeting Efficiency.** The Board will discuss and may recommend and/or adopt changes to its meeting format for purposes of improving the efficiency of District Board meetings.

Board Discussion/Public Comment/Board Action

There was a suggestion that public comments be held off until the end of the meeting. President Regelbrugge stated per the Brown Act the public must be allowed to talk on an item either at the beginning of the meeting or during. So, we need to continue to take public comment on the agenda items as we have in the past.

- **Establishment of preferred Venue for the District's September Regular Meeting.** The Board will consider and determine a planned venue for the District's September Regular Meeting.

Board Discussion/Public Comment/Board Action

It was determined we would hold the meeting at Station 49 in Diamond Springs because it has WiFi for zoom. District resident John MacConnell offered that the district may wish to move its meeting schedule to the second Tuesday of each quarter to allow for receipt of current financial data from the County prior to the meeting. No action was taken on this proposal.

11. Close Open Forum

- **Public comment.** Limited to three minutes per person. 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.

Public Comment/Board Discussion [Pat McClintock thanked the Board for their service.](#)

12. Adjournment 7:54 PM

Next Regular Board Meeting: September 6, 2022 6:30pm

Location: [Station 49 Diamond Springs](#)

[Motion to adjourn made by Director Keebler. Seconded by Director Atkinson. All in favor. Motion passed.](#)

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 |
| <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

04_Minutes_20220301_DRAFT.pdf

08a_FO_report_20220405.pdf

08b_FO_report_20220505.pdf

09a_RES2022-01_PCpolicy.pdf

09b_GOV_54954.3.pdf

10a_RES2022-02_GannLimit_2022-23.pdf

10b_RES2022-03_ElectionsNotice.pdf

10c_RES2022-04_Budget_2022-23.pdf

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