

# 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 Rd., Diamond Springs, CA Tuesday, September 6, 2022 6:30pm PST**

### **1. Call to Order/Roll Call: Meeting called to order at 6:35 p.m.**

President Marc Regelbrugge **was present via zoom**. Vice President Patrick Williams, Director/Financial Officer Audrey Keebler, Director Duane Heilman, Director Steve Atkinson, General Manager Shane Gilbert, Secretary Carrie Heilman **were all present**.

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

Board Discussion/Public Comment/Board Action

Motion by Director Keebler to approve the agenda with the addition of Director Heilman's name under Director Reports. Seconded by Director Atkinson. All in favor. Motion passed.

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

- June 7, 2022 – Regular Board Meeting Minutes

Board Discussion/Public Comment/Board Action

Motion by Director Keebler to approve the Minutes of June 7, 2022, Seconded by Director Heilman. All in favor. Motion passed.

### **4. Correspondence**

Director Keebler received a note to taxing agencies regarding sale of tax defaulted properties. We have no tax defaulted properties in our area so we can disregard this note.

### **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).

Board Discussion/Public Comment/Board Action

Director Keebler handed out the Budget Summary. She explained the item Special Tax and Direct Charge includes 1% ad valorem from the county. We had 453 parcels last year at \$120.00 per parcel. This year we have 455 parcels.

We don't have any actuals from the county yet. We will probably receive these at the end of September. We have approximately \$475,000 funds available.

Motion to approve consent items made by Director Heilman and seconded by Director Atkinson. All in favor. Motion passed.

## 6. General Managers Report

- Open discussion / Project Reports

Board Discussion/Public Comment/Board Action

GM Gilbert reported the **tree cutting and signs installed will happen as soon as the temperatures are cooler.** We are going to wait to see if cost of asphalt comes down before we do any road repair. John MacConnell asked how much of our cost is labor versus materials. GM Gilbert stated materials are currently above the cost of labor.

Trudy Theiss asked if we could get a sign south of Cinnebar to warn vehicles to slow down due to blind curve. **GM Gilbert said this could be done along with vegetation clearing.**

Director Williams reported EID will be digging up a chunk of the new road in front of his house due to a water leak.

## 7. Director Reports Director Williams –

Director Williams addressed the issue of possible candidates to join the Board. Paul Sullivan was present and stated he is interested and has registered with the county. He will be formally elected in November.

Director Keebler – Financial Report **Already addressed in Consent Items**

Director Atkinson – Public Outreach **Nothing to report**

Director Regelbrugge – IT, November Election, Succession planning

The website is up to date thanks to John MacConnell. We are in the process of trying to get our contacts for the domain name changed from Bill Kaighn to the Board. Diana Kaighn said she has some information in her email regarding the domain name but she is unable to access it. **John MacConnell will go to her house to see if he can help her find the information. If they can access that email then we can ask for a new password. John MacConnell will make it so name changes won't need to be done in the future.**

President Regelbrugge thanked Paul Sullivan for coming and stated he will become a director come December.

He sent out some information to the members regarding the open positions and two people reached out to him that are interested. We look to be in good shape for November.

We need to make sure we can handle all of Director Keebler's duties once she is off the board. President Regelbrugge and Director Williams will get together to discuss how we will handle it. **Director Williams asked Director Keebler for a a basic job description of what she does and when (a yearly schedule) so the Board can give it to the Director who takes over as Financial Officer.**

Board Discussion/Public Comment/Board Action

## 8. Old Business

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

Board Discussion/Public Comment/Board Action

Secretary Heilman made a suggestion to the Board regarding Public Comment and Open Forum. She suggested the Board provide a form for the public to fill out and turn in to the President before each meeting, if they would like to address the Board on a topic. The President would then call on these members to address their topic of interest during the Open Forum at the start of the meeting.

Secretary Heilman stated this would give the members an opportunity to talk to the Board and it would give the Board Members a chance to address members concerns during the meeting. It also gives the secretary something to refer to in order to record names and information correctly.

Director Williams asked how we would do it electronically for the members on zoom. John MacConnell suggested the form be placed on the website for members and also that members who are on zoom can utilize the chat feature to notify the Board of the topic they want to discuss. It was decided by the Board to give this idea a try at our next meeting in November. Director Atkinson wanted to be sure we make it clear to the members that they need to present either physically or via zoom to request time to address the board.

**Secretary Heilman will create a form and forward it to President Regelbrugge and John MacConnell.**

## 9. New Business

- **Notice of Planned Amendment of the District's Conflict of Interest (COI) Code.** The district is required to review its COI code every two years and amend it as necessary. The COI adoption/amendment process requires a 45-day comment period for affected personnel and interested members of the public. The Board will establish the required, 45-day comment period and discuss the proposed COI amendment.

President Regelbrugge received a package from the county regarding the COI update. There are a couple new requirements. Board has received the COI amendment notice and all the board members and GM are on notice as being affected by this amendment. We will wait 45 days before we can take action on this amendment. Director Keebler has written the COI code. It can replace #3 in our current policy. President Regelbrugge stated this draft amendment is an attachment that was send with the agenda. It has been posted on the website and the 45 day wait time has begun. John MacConnell will put an announcement on the front page of the website informing the members of this amendment. We will vote to approve the amendment at our next meeting

Board Discussion/Public Comment/Board Action

- **Direct Charge Accountability.** The Direct charge process is an annual process which confirms the district's legal right to collect a special tax for road maintenance, and which parcels should be taxed. The district's total number of parcels for which taxes will be collected is 455, and the total tax to be collected will be \$54600, \$240 more than the estimated amount approved in the 2022-23 annual budget. After review of the documents, the Board will consider and possibly approve the annual accountability report, which confirms that taxes are only being used for the purpose for which they are collected.

Board Discussion/Public Comment/Board Action

Director Keebler explained that as part of collecting special taxes we are required to tell the county that we are using the taxes only for maintaining the roads. She does an annual report which says how much money we collect and how we spent that money. Because we are saving money these past 2 years, her report says we are in a savings year and we anticipate spending the funds in 2023. **We have to approve this report and have it signed by Director Williams and sent to the county.**

Motioned by Director Heilman to approve the Direct Charge Accountability report. Seconded by Director Atkinson. All in favor. Motion passed.

- **Revise GWCS D Budget for FY 22/23.** The Board will consider and may adopt a revision of the GWCS D budget for Fiscal Year 2022-23. Revision may be appropriate given estimated Ad Valorem proceeds allocated to the District.

Board Discussion/Public Comment/Board Action

Director Keebler asked the board if they want to amend the budget for vote at our next meeting. She can post the amended budget in the Mountain Democrat. President Regelbrugge suggested we wait and amend and vote for approval at the next meeting. **It will be posted in the Democrat and Director Keebler will place a copy the three community boxes for the members. John MacConnell will also post it on the website.**

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

**It was decided by the directors that we can address and approve the following items at our meeting on November 29<sup>th</sup>:**

- **Appointment of board member**
- **COI approval**
- **Budget approval**

The meeting will be held at Station 49 in Diamond Springs.

Board Discussion/Public Comment/Board Action

## 10. Close Open Forum

- **Public comment.** 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

Trudy Theiss expressed her gratitude to Audrey Keebler. She has done an amazing job and her shoes will be hard to fill.

## 11. Adjournment

Director Heilman motioned to adjourn the meeting. Director Keebler seconded. Meeting adjourned at 7:24 p.m.

**Next Regular Board Meeting: November 29, 2022 6:30pm Location: Station 49 Diamond Springs**

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

### **Document Appendix**

03\_Minutes\_20220607\_DRAFT.pdf

07\_FO\_Report\_20220806.pdf

09a\_COI\_Notice\_20220906.pdf

09b\_COI\_DRAFT\_Amendment\_2022.pdf

09c\_DirectCharge\_AccountabilityReport\_FY2021-22.pdf

09d\_DirectCharge\_Submission\_FY2022-23.pdf

09e\_DirectCharge\_TaxRollCert\_FY2022-23.pdf

09f\_DirectCharge\_Category\_FY2022-23.pdf

09g\_DirectCharge\_Prop218Cert\_FY2022-23.pdf 09h\_AdValoremEstimate\_FY2022-23.pdf

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)