

# Golden West Community Services District

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



## **Regular Meeting [Minutes](#) GWCSD Board of Directors Fire Station #49, 501 Pleasant Valley Rd., Diamond Springs, CA Tuesday, November 29, 2022 6:30pm PST**

### **1. Call to Order/Roll Call:** [Meeting called to order at 6:30 p.m.](#)

[Members present:](#) President Marc Regelbrugge, Vice President Patrick Williams, Director/Financial Officer Audrey Keebler, Director Duane Heilman, Director Steve Atkinson, Secretary Carrie Heilman

[Absent:](#) GM Shane Gilbert

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

Board Discussion/Public Comment/Board Action [Motion made by Director Williams to approve the agenda. Seconded by Director Keebler. All in favor. Motion passed.](#)

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

- September 9, 2022 – Regular Board Meeting Minutes: [President Regelbrugge instructed Secretary Heilman to change the verbiage on page 4, the fourth bullet under New Business to read “Establishment of preferred venue for the district’s \*\*September\*\* Regular Meeting.”](#)

- October 11, 2022 – Special Board Meeting Minutes Board

Discussion/Public Comment/Board Action

[Motion to approve Minutes of September 9, 2022 and October 11, 2022 made by Director Keebler. Seconded by Director Williams. All in favor. Motion passed.](#)

### **4. Correspondence**

[Director Keebler received correspondence from the state controller’s office requesting our annual information form. She completed the form and sent it to them.](#)

[She all received the insurance bill from SCIF \(State Compensation Insurance Fund. This bill will be coming due for payment in December.](#)

[President Regelbrugge received an email from Dick Lamparter regarding his concern for unlicensed vehicles on district roads. He asked what our liability is regarding vehicles being driven on our roads that are not licensed. President Regelbrugge told Mr. Lamparter that we have no liability authority and that a member would have to notify the CHP if they have a concern.](#)

### **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

There was no discussion. Director Williams motioned to pass the consent items. Director Heilman seconded the motion. All in favor. Motion passed.

## **6. General Managers Report**

- Open discussion / Project Reports  
Board Discussion/Public Comment/Board Action

Director Williams reported that all signs are in. Also, GM Gilbert will check the crystal culvert when it rains to make sure its flowing.

Trudy Theiss stated via zoom that she was concerned about the vegetation overgrowth. She asked if we could get moving on this since we have no other projects right now. She also stated that no action has been taken regarding the request for a “slow down” sign south of Cinnabar. President Regelbrugge stated that the board gave GM Gilbert the go ahead in March to go forward with vegetation management. He will get in touch with GM Gilbert to see where we are on those items. Ms Theiss also noticed on Crystal some flow is blocked along the ditches and suggested we clear them before a big rain fall.

## **7. Director Reports**

Director Williams – Nothing to report

Director Heilman – Nothing to report

Director Keebler – Nothing to report at this time

Director Atkinson – Public Outreach Nothing to report

Director Regelbrugge – IT, November Election

President Regelbrugge thanked John MacConnell for the good work he is doing on keeping the website up to date. John MacConnell asked for the November election documents so he can post them on the website.

President Regelbrugge said we need to schedule a post-election special meeting. Friday, December 2<sup>nd</sup> is the transition day and we will want to appoint officers after the second of December.

John MacConnell stated we are going to need the first and last names of the new directors and their emails for the website. President Regelbrugge will get that information to him.

Board Discussion/Public Comment/Board Action

## **8. Old Business**

- **Revise GWCS D Budget for FY 22/23.** The Board will consider Resolution 2022-05 to amend the 2022-23 annual budget adopted at its June 2022 meeting. A public hearing on this matter has been held. The budget includes 2022-23 anticipated special taxes, ad valorem distribution and 2021-22 carryover. The budget will not exceed \$ 478,114, an increase from the originally adopted budget of \$473,227.

Director Keebler reminded the Board that when we were doing the budget it is a moving target. The ad valorem came in higher than anticipated. She wanted to make sure that additional amount is acknowledged publicly. She asks we approve the resolution to amend the budget. Director Keebler handed out the Monthly Budget Summary and discussion was as follows:

President Regelbrugge asked Director Keebler to explain the budget. Director Keebler explained the adopted column was the original figures and the first column is amended budget. Parcels and ad valorem changed. A few calculation errors were discussed. Actual totals should be \$478,144 as total funds available for 2022-23. President Regelbrugge stated that it doesn't show that an additional \$5,000 was put into road maintenance. He feels a disconnect somewhere. Director Keebler explained she put the additional \$5,000 in road maintenance. We are waiting for the November updated from the county which will come in December. President Regelbrugge requested the October updated budget from the county. John MacConnell says they are on the website. Director Williams motioned to adopt the amended resolution 2022-05. Motion seconded by Director Keebler. All in favor. Motion passed.

#### Board Discussion/Public Comment/Board Action

- **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. A 45-day comment period for affected persons began on September 9, 2022 and no such comments have been received by the district. The Board will consider Resolution 2022-06 to amended the District's Conflict of Interest Code.

#### Board Discussion/Public Comment/Board Action

Director Keebler motioned to approve the amendment of the district's Conflict of Interest Code. Director Heilman seconded. All in favor. Motion passed.

**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

President Regelbrugge informed the Board that a Comment card was developed too get input from the public if they want to participate in open forum. This came as a result of discussion at the September meeting regarding efficiency of our meetings. He asked if we want to use these forms to better organize. He explained the cards will be available at the beginning of the meeting to be filled out and turned in to the President. If members wish to fill one out during the meeting, they may. Consensus of the board is to use the form and see how it goes. We will implement the comment cards at the next meeting.

## 9. New Business

- **Project Authorizations.** The Board will consider and may authorize expenditure of District funds for one or more road maintenance projects proposed by the General Manager.

#### Board Discussion/Public Comment/Board Action

President Regelbrugge stated we will have to address this item when we have the GM present.

- **Meeting Schedule for CY 2023.** The Board will consider and adopt a schedule for Regular Board Meetings to be held during Calendar Year 2023.

Board Discussion/Public Comment/Board Action

President Regelbrugge stated he would send an email out to new members regarding this item. He suggests we continue holding meetings the first Tuesday of every third month which would be March 7<sup>th</sup>, June 6<sup>th</sup>, September 5<sup>th</sup> and December 5<sup>th</sup> for 2023. Motion to adopt said meeting schedule pat Audrey seconded. Motion passed

- **Post-Election Special Meeting.** The Board will discuss and possibly schedule a Special Meeting for the following purposes:
  - a) Seat new elected and appointed Directors;
  - b) Elect Board Officers (President, Vice President, Financial Officer) for Calendar Year 2023;
  - c) Appoint a District Secretary;
  - d) Determine and assign any roles and responsibilities other than those established by District Bylaws, Policies and Procedures to individual Directors.

Board Discussion/Public Comment/Board Action

The board tentatively set Tuesday, December 13<sup>th</sup> at 6:30 p.m. for the special Meeting to seat the newly elected and appointed Directors, elect Board Officers, appoint a secretary, and determine roles and responsibilities. President Regelbrugge will check to make sure all potential directors can be present. The meeting will be held at Station 49.

## 10. Close Open Forum

Trudy Theiss thanked Board for their dedication. President Regelbrugge thanked Director Keebler, Director Heilman, and Director Atkinson for their service. He also recognized Director Keebler for her 10 years of service and nice work as the Financial Officer during that time. Director Keebler and he will set up a time to go through the paperwork she has for him.

- **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

## 11. Adjournment

Director Heilman motioned to adjourn the meeting. Director Keebler seconded. All in favor. Motion passed. 7:41 p.m.

**Next Regular Board Meeting: March 7, 2022 6:30pm (tentative) 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
<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**

- 03a\_Minutes\_20220906\_Draft.pdf
- 03b\_Minutes\_Special\_20221011\_Draft.pdf
- 03c\_GLsum\_YE2022-23.pdf
- 03d\_GLdetail\_YE2022-23.pdf
- 03e\_REsum\_YE2022-23.pdf
- 03f\_REdetail\_YE2022-23.pdf
- 03g\_GLsum\_202303\_GoldenWestCSD.pdf
- 03h\_GLdetail\_202303\_GoldenWestCSD.pdf 03i\_REsum\_202303\_GoldenWestCSD.pdf
- 03j\_REdetail\_202303\_GoldenWestCSD.pdf
- 07a\_FOreport\_20220927.pdf
- 07b\_FOreport\_20221018.pdf
- 07c\_FOreport\_20221118.pdf
- 08a\_Resolution\_2022-05\_Budget.pdf
- 08b\_Resolution2022-06.pdf
- 08c\_COI\_Code.pdf
- 08d\_Public\_Comment\_Card\_DRAFT.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)