

# Golden West Community Services District

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



## **Special Meeting Agenda GWCS D Board of Directors**

**Fire Station #44, 6109 Quartz Dr, El Dorado, CA**

**Tuesday, June 27, 2023, 6:30pm**

For the purposes of the Brown Act - Government Code 54954.2(a), the numbered items on this agenda give a brief general description of each item of business to be transacted or discussed. Documents referenced or supporting the following agenda items are available for public inspection upon publication of the agenda.

**In accordance with the Brown Act Section 54954.2(a), this agenda was posted 24 hours prior.**

### **1. Call to Order/Roll Call:**

President Patrick Williams, Vice President Joel Borges, Financial Officer Marc Regelbrugge, Director Leanne Stoddard, Secretary Steve Atkinson, General Manager (Vacant),

All Directors present, secretary Atkinson is absent so minutes will be recorded.

- Appoint Mike Melchiori to vacant board position

Oath administered to new Director Melchiori and sworn in to the GWCS D board.

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

*Board Discussion/Public comment/Board*

Due to this being a special meeting the agenda is being amended as follows:

- No open forum, Only items on the agenda will be discussed
- No approval of previous minutes
- No correspondence
- No consent items
- No General Managers Report
- No Directors Report
- No Policy & Procedure / Bylaws Discussion
- Old Business - District Projects moved to item #2 under new business

A motion was made by Director Regelbrugge, seconded by Director Borges, all in favor, motion passed with no opposition.

*Board discussion/Public comment/Board action*

### **3. Old Business**

- General Manager Vacancy

Director Williams and Director Regelbrugge reviewed the General Managers Job description, and made some edits. Copies were distributed to the attendees. Would like to get Approval of the job description then advertise the position for designated period of time.

Director Regelbrugge reports having discussion with Ed White, regarding potential for taking a modified general manager responsibility, specifically to try to allow the district to move forward with many of the contacts that need to be let for road maintenance, emergency services and things like that have been backlogged, to work on prioritizing activities on the roads and to work to getting out RFP's looking at bid packages and advising the board on acceptance or modification of the bids. This particular general duties thing is in line with the general activities as described for a general manager in the government code, but there are also things that could be done by other people. I would be in favor of trying to convinced to work in the capacity that he wished on whatever items in this list are most important to work on. Still pursue to find a General Manager that would take on all these things. I would recommend to the board in the interest of getting all these things going, as quickly and effectively as possible to allow Ed to step in in a interim role on a contract that is mutually terminable at will.

Director Borges - Has there been any discussion about reaching out to any of the other special districts, like Cameron park who have a bigger footprint than we do? Maybe they have a fulltime general manager, they are a big district, maybe we can get a fractual basis of time from them.

Director Williams – There has not been any contact with other districts. They will likely have other responsibilities.

Ed White – Homeowners do not understand what a CSD is.

Director Williams pulled discussion back to general managers Job description – from public gallery a suggestion that General duties 4 and 6 should go to secretary. Williams stated that there are a lot of duties that are done by board members that could be done by a secretary. Will leave this discussion open and revisit when we get to the projects list to see what ideas there are and then potentially move forward.

Director Williams – The general manager is an independent contractor to the district, he has to be licensed to do business in El Dorado County and to do business with a government agency.

Director Borges – Need to be more specific about the requirements for General Manager contract. Should have general knowledge of construction, add experience preferred language. Liability insurance needed.

Public – Should use the CUPA List

Director Williams to amend the job description as discussed and will fly the position.

#### 4. **New Business** (See Documents link, page3),

- **Annual Budget, FY 2023-24.** The Board will consider Resolution 2023-02 to adopt a budget for Fiscal Year 2023-24. The annual budget includes estimated revenue and carryover, and provides for up to \$607,945 in expenditures, of which \$543,145 is allocated to Road Maintenance. A hearing on this matter has been conducted, and appropriate public notices appeared as required. Under state requirement to file a budget by July 1 of each year. Revenue and planned expense. See the Document prepared by Director Regelbrugge. Important to note the budget can be amended at any time. Motion to approve 2023-24 budget by Director Borges, Second by Director Regelbrugge. All in Favor, motion passed with no opposition.

- **Discussion on potential District projects** – Discuss priorities and options  
Paving project planned for next year but a few smaller projects can be done
  - Failing pavement on Manganite and 5800 block of Dolomite
  - Failing ditches, drainage on Dolomite, Galena culdesac, 6300 Crystal – Director Melchiori
  - Other culverts issues around the district – Director Melchiori

Ed White suggests piecemeal it, there are better times of the year to do certain things some things should not be done until spring like shoulder backing and drainages.

- Shoulder backing in several places; Ferrite
- Slurry seal to protect the Crystal Petromat
- High crack seal, lower Dolomite, Crystal
- Update road reflectors
- Road signs, worn or missing – Director Borges & Director Stoddard
- Vegetation Management – Director Borges to engage the Cal Fire Camp – will need a chipper, Cannot just turn someone loose, have to work with the homeowners. Perhaps a dedicated Mailer with scope of the work to notify homeowners and allow them ability to take care of their own property. Nextdoor, facebook, Logtowners, etc

Director Williams to contact previous manager for information about Veercamp solution to the Crystal corner.

Director Regelbrugge suggests Develop plan for things we can do during the summer, prioritize the projects according to costs and make a plan for spring items. Should form committees to manage.

Director Williams would like to let paving contract by the March 2024 meeting

Director Borges – Focus on Vegetation, drainage, and signage

- *Board discussion/Public comment/Board action*

## 5. **Adjournment**

Motion was made to adjourn by Director Regelbrugge, second by Director Borges, All in Favor, motion passed.

**Next Regular Board Meeting: September 5, 2023, 6:30pm**

**Location: TBD**

### **GWCSO Board of Directors**

President	Patrick Williams	(530) 313-8647	pat.williams@gwcsd.org
Vice President	Joel Borges		joel.borges@gwcsd.org
Financial Officer	Marc Regelbrugge	(415) 640-3068	marc.regelbrugge@gwcsd.org
Director	Leanne Stoddard	(847) 909-5835	leanne.stoddard@gwcsd.org

**General Manager**      *Vacant*

**Secretary**                      Steve Atkinson                      secretary@gwcsd.org

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)

Agenda and documents for this meeting may be accessed on the Golden West CSD website by the following link:

[http://gwcsd.org/content/desktop\\_site/0-index.html](http://gwcsd.org/content/desktop_site/0-index.html)

DRAFT