

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 Dr, El Dorado, CA

Tuesday, December 5, 2023, 6:30pm

This meeting will be in-person and simulcast via Zoom. Use the link below to participate as a member of the public:

Join Zoom Meeting

<https://us06web.zoom.us/j/84992266072?pwd=SOxe9ax2OMVuNFjHsQdKJBSIlInEb27.1>

Meeting ID: 849 9226 6072

Passcode: 597253

Note that the District is providing access to the meeting via Zoom as a convenience to the public. The Board reserves the right to cancel or terminate the Zoom session at any time in the event of technical difficulties or if the Zoom simulcast disrupts the orderly and efficient conduct of the meeting. Such termination will not cause or reflect adjournment of the Regular Meeting.

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 72 hours prior to meeting.

1. Call to Order/Roll Call: meeting called to order at 6:32

President Patrick Williams, Vice President Joel Borges, Financial Officer Marc Regelbrugge, Director Leanne Stoddard, Mike Melchiori, General Manager (Vacant)

Present: Williams, Melchiori, Regelbrugge, Borges. Stoddard arrived at 18:57.

- **Time Sensitive Item: Appoint Audrey Keebler as interim secretary. Moved by Williams, seconded by Regelbrugge. Passed unanimously.**

Open Forum

Public testimony will be received on each Agenda item as it is called. Matters not on the agenda may be addressed by the general public during the Open Forum. 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.

2. Approval of Agenda

Board Discussion/Public comment/Board action

Delete first bullet in old business and move it to new business. Moved Regelbrugge, seconded Borges, to approve amended agenda. Approved unanimously.

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

- June 27, 2023 - Special Board Meeting Minutes.
 - Amend minutes to show acceptance of volunteer Diana Kaighn's offer to seek legal advice on the draft professional services contract. Moved by Borges, seconded by Melchiori to approve minutes as amended. Approved unanimously.
- September 5, 2023 Regular Board Meeting Minutes.

Board Discussion/Public comment/Board action

4. Correspondence

Correspondence from property owner at 6329 about drainage at Crystal Curve. To be discussed under Item 9, old business.

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). (See *financial statements link*, page 3)
- *Board discussion/Public comment/Board action*
- *Funds available for 2023-24 \$607,945, expended YTD \$12,999, Balance \$594,946.*

Discussion about cost of metal grates for culverts. This cost needs to be watched closely going forward. There will be further discussion about additional grates later in this meeting.

6. General Managers Report

- On hold until position is filled
- Discussion. Government code specifies tasks of general manager. Each district organizes this position differently based on local needs. GM may also be secretary. No board member can serve in more than one position, with that exception. Discussion of independent contractor versus employee. We need someone who knows about roads, monitors and makes recommendations regarding road maintenance. To support our mission, we need to develop a "who to call" list, in case of emergencies like trees down in roads. We need to extend and focus our outreach efforts to try to generate more interest in the GM position. Former GM Ed White has expressed a willingness to undertake a professional services contract. As this position is redefined, we need to modify bylaws and policies and procedures accordingly.
- Regelbrugge moved to set up an ad hoc committee of two board members and community member Ed White to develop job description to meet district's technical and practical needs. Melchiori seconded. Approved unanimously. Board members are Regelbrugge and Melchiori.

7. Financial Reports - Director Regelbrugge

- IT/Website status

Board discussion/Public comment/Board action

8. Policy & Procedure / Bylaws

Board discussion/Public comment/Board action

9. Old Business

- State / Federal Disaster Relief Funds – Update progress of application for funds
- General Manager Vacancy - Discuss filling the vacant position, job description and interim district operations. Established ad hoc committee of Melchiori, Borges and White to develop job description. (See Item 6 above).
- District Projects – Update on specific identified locations/priorities.
 - Signs Project Update-Stoddard and Borges reviewed needed signage in district. Two quotes were received (Western Sign and Sierra Sign). Gillies and Spot On will be asked for bids. Borges- bid should include additional items.
 - Drainage – Crystal curve (6100 block); Additional drain cage locations (Dolomite). Representatives walked 6221 to 6329 Crystal to discuss scope of work. Include moving boulders back up to safer place on hill, repair road and reshape trench. Vicini, Veerkamp, and McCauley responded with quotes. Quotes are not comparable but can be used to develop requirements document. Drainage work should be added to scope of work. Established ad hoc board committee of Melchiori and Williams to develop requirements document.
 - Williams will develop RFP to complete Crystal overlay (Obrizo to county road/Quartz)
- Emergency Response – Update of progress to create an action plan to respond to emergencies affecting district roads. WIP.
- Cal Fire Contract for District vegetation management. Borges reports contract signed to have crews do vegetation mitigation and we are waiting for scheduling. Be sure to take a look at common area.

Board discussion/Public comment/Board action

10. New Business

- Special Tax Accountability Report FY 2022-23. Pursuant to GC 50075-50077.5, the Financial Officer will present and the Board will consider and be requested to approve the Special Tax Accountability Report for Fiscal Year 2022-23. Moved by Regelbrugge, seconded by Stoddard to approve report. Approved unanimously.
- CY 2024 Election of Officers. Nominations: Stoddard for Finance Officer, Regelbrugge for President, Borges for Vice President. Nominations approved unanimously.
- CY 2024 Regular meeting date schedule. Williams proposes 7 pm, Jan 23, Feb 13, Mar 5, April 2 as monthly meetings, then return to quarterly schedule June 4, Sept 10, Dec 3, 2023. Regelbrugge moved approval of meeting schedule, Stoddard seconded. Approved unanimously.
- Cal OES / FEMA application. Appointment of agent - Audrey Keebler. Regelbrugge moved, Borges seconded to appoint agent. Approved unanimously.
- District Secretary Vacancy – Discuss plan to fill this vacancy. Keebler will continue until permanent secretary is identified. Board is willing to compensate a person to provide this service.
- The CUCCAC Bidders List California Uniform Construction Cost Accounting Commission recommends that CUCCAA participants (incl. GWCSO) publish their annually required notices soliciting information for inclusion on the Bidders List in November of each year. Regelbrugge and Williams will work on updating the list.

Board discussion/Public comment/Board action

11. Close Open Forum. Audience questions—what is district's responsibility for taking care of easements? State recently determined that landowner who benefits from easement is required to maintain it.

12. Adjournment. 8:43 pm

**Next Regular Board Meeting: January 23, 2024 7 pm.
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
Director	Mike Melchiori		mike.melchiori@gwcsd.org

General Manager *Vacant*

Secretary *Vacant*

Financial statements can be accessed by the following link:

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