



Garden Valley Ranch Estates Community Service District

**Meeting Minutes
Thursday, April 1, 2021
Agudo Residence, 6820 Hancock Rd., Garden Valley, CA**

CALL TO ORDER@ 7:13 pm

Present: Board Members – Don Weiland, Frank Clark, Kathleen DeCurtis, Inge Cornett & Lee Gardner
Officers - General Manager – Carey Montgomery; Sec/Tres-Marianne Agudo
Public – Greg Montgomery, Gino Phillips, Lynn Schardt, Ernie Agudo & Kristina Silva-Canizales

ADOPT AGENDA-April 1, 2021 Motion to Approve – Frank Clark. Seconded by Kathleen DeCurtis AYES 5
NAYS 0

APPROVE MINUTES- March 26, 2021 minutes to be approved at the next meeting held May 21, 2021

SECRETARY REPORT& TREASURER REPORT - Marianne Agudo

Invoices: Reimburse Marianne Agudo \$111.05 for Line2 yearly fee

Communication: Erica Sanchez, LAFCO confirm Commission adopted SOI Update at their last meeting;
SDRMA 2021-22 Property/Liability estimate. \$2,332.81. Carey Montgomery discussed what is covered
by the policy and the amount of the fee.

Introduction of Kristina Silva-Canizales that lives at 1600 Johntown Creek.

NEW BUSINESS

Conversion of Bus Shelter

Carey Montgomery suggested we cover this item now. Marianne Agudo researched past minutes and created a chronological compilation and also spoke to James Simms that offered additional insight. A bus shelter existed on Hancock Rd. but was later moved to Mt. Murphy. The 2 shelters on Chrysler were purchased from Golden Sierra High School for \$1,500 per shed. These sheds are not permanently mounted. The bus shelter located just outside GVRECS on Johntown Creek is not part of our district and handled differently.

The property at 6101 & 6131 Chrysler Circle was sold during 2019 to Amie Frisch and Gaurav Misray. The shed sits on the easement of 6101 Chrysler. The new owners are on our contact list and they

received notification the shed would be on the Agenda. Carey Montgomery made a recommendation to the board that notification be sent to the new owners about our intentions. Discussion followed about notifying the new owners. Carey said this shed will be left empty for some time to see what degree of curiosity happens and if there needs to be additional security or if this isn't a good site. James Simms and Louie Manzon will work together to put in a secure door. Don Weiland asked for a motion to be made to send a courtesy letter to the new owners. Frank Clark made a motion to approve the motion Seconded AYES 5 NAYS 0 Passed

GENERAL MANAGER'S & ROAD REPORT-Carey Montgomery

Roadwork Bid – Errors made during the bid process made it so we cannot move forward. Possible solutions are to rebid the work or do smaller areas. Carey provided a bid from Robin Crowton to do chip and seal from Hancock Rd. to Garden Park (Sailor Ridge) for \$35,000. This is an example of work that would require a bid. Hancock Road is one of the worse roads according to the report James Simms provided. It is also one of the longest.

Carey went over several options that would allow us to move forward. She proposed that if we go forward with projects requiring the bid process a volunteer work group be formed. The work group would develop policy and procedures for this process and develop a maintenance and inspection schedule. Carey is willing to be part of the group and help in any way she can. She feels she does not know enough about roads to inspect them and because she is the one that would have to follow the rules she should not be the one making the rules. She opened it up for discussion.

Marianne Agudo said El Dorado County has warned us about doing work piecemeal. Carey said she has a lot of experience in this area. We should develop a 5 year plan that will allow us to bypass the piecemeal situation. It was suggested to have Robin Crowton or someone knowledgeable provide a road report. This would come at a cost. Carey said we can develop a maintenance schedule with our limitations in mind. This is considered regular maintenance. Frank Clark suggested that Don Weiland be the Chairman of the work group. Carey discussed what is required during the bid process. If we have to put something up for bid it has to be published for one day and 10 days prior to bid closing. Sealed bids have to be opened in public. The advertisement must be specific and with the expectation that it will be within the budgeted amount. The Gold Panner and the Mountain Democrat which includes the Gazette are possible advertising sources. Carey said the Board needs to approve the bid and the vendor.

When asked why all this had come to light Carey said her first duty was to get the work done that had already been approved. She began looking for the scope of work and the accepted bid but the General Manager, Treasurer or Robin Crowton couldn't provide one. There was no email during September that had this information. A mistake had been made. Work that had been done previously hadn't required a bid. Don Weiland said Johntown Creek slurry had exceeded this cost. She reiterated that as General Manager her conscious says she has to follow the law. Don suggested a 5 year and a 10 year plan. Marianne Agudo said previous jobs requesting bids had been advertised. Carey said we need these procedures in our By-laws.

Kathleen DeCurtis made a motion to make a committee to do this work. Carey reminded us that it must be a work group. She recommended that first we decide if we re-advertise. This could be done

today. We need a work group that will develop policy and procedures to present to the Board such as inspection and maintenance schedules, procurement and contracts and record retention. These are the three things she found that hadn't been in place when she took over the position and made it so she couldn't go forward. It would be the work group's task to come up with solutions how we are going to do this. Carey provided some examples of other counties and what their procedures are. Kathleen DeCurtis made a motion to create a work group consisting of five persons. Carey said she prefer the Chair would be the Board Chair or other Board Member and she would be Co-chair. Work groups do not have the same regulations as standing committees. Don Weiland asked whose responsibility it is to create the policies and procedures. Carey recommended the work group come up with the policies and procedures and inspection and maintenance schedules. Don asked if Carey could make a 5 year plan with the information she has. She said she could make a recommendation if she has a budget. Don said the Board would decide what work should be done. Don said he doesn't know if anyone else can inspect the roads. James and Robin have driven the roads in the past and determined the road condition. Robin has donated his time in the past to do this. The law says an error of any measure regardless of intent voids the award. It was brought up that if we advertised the bid and no one bids what are our options. Don Weiland said we need to reassess the roads. Carey said she has a list of all the roads. Discussion about the previous bid ensued. Robin Crowton had submitted his cost for doing chip and seal as 43cents per sq. ft. prior to the bid being advertised. It was suggested that the original bid was advertised to find the qualified low cost vendor by requesting the sq. ft. cost of the three types of maintenance we currently require. Carey said the bid's wording did not comply with the law and no bids were received during the 10 day period.

Kathleen said there are three things that need to be done. 1. Drive the miles. 2.Determine what roads need to be done. 3. Determine the priority. Gino Phillips offered to drive the roads with Robin Crowton as well as Lee Gardner and Don Weiland. Kathleen said she volunteered to be on the work group. This would make a 5 member work group consisting of Don Weiland, Carey Montgomery, Gino Phillips, Lee Gardner and Kathleen DeCurtis. Carey said the work group does not need to meet to create a schedule. Carey said all this can be done by email. Kathleen Curtis made a motion that a work group be formed consisting of Lee Gardner, Gino Phillips, Carey Montgomery, Don Weiland and herself. Don said their first task is to determine the miles then schedule with Robin. Carey has a schedule she can share. The motion was seconded by Frank Clark. There are 3 roads that are considered private roads. Don said there was a motion made and seconded and called for a vote. AYES 5 NAYS 0 Motion passed. Carey has some documents she will share with the work group. Don said we need to know how much money the work group has to work with. Marianne explained how the Budget is created and how much money is in the General Ledger. Carey said what needs to be determined is if you want to develop a 5 year plan or a maintenance schedule. It was discussed the need for an ongoing inspection plan and the advantage of a maintenance plan. Criteria used to prioritize the roads were discussed. Gino wanted to know what is being done to protect us from spurious Vendors. Carey said she will have a check list to help her and she will require them to post a bond as well as check with El Dorado County Controller's and Auditor's Office.

Additional Agenda Packet Items:

El Dorado County Auditor/Controller's Email January 3, 2019, "Government Codes and Community Service Districts"

Public Contract Code sections included as part of Agenda Packet:

ARTICLE 43. Community Services Districts [2750 - 2930], 20680, 20682, 20682.5, 20683;
Example Bid to chip and seal Hancock Road- part of Agenda Packet

PUBLIC COMMENT: Don said he knows everyone is passionate about what they do. He appreciates all that everyone does.

ADJOURNMENT:@8:43 pm Motion By Frank Clark Seconded by Inge Cornett AYES 5 NAYS 0 Passed

2021 Meetings: special meeting Jan 18th, rescheduled meeting Feb 19th, special meetings March 26th and April 1, May 21st, Aug 20th, Nov 19th