CALIFORNIA VALLEY COMMUNITY SERVICES DISTRICT

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**MINUTES**

Of a Policy Committee Meeting of the California Valley Community Services District

13080 Soda Lake Rd, California Valley, CA 93543

Held on Monday Nov 22, 2021 @ 11:00 AM

**DIRECTOR STAFF**

Piper Wilson- Chair Karina Sanchez, General Manager

Ruth Legaspi -Co/ Chair

1.) CALL TO ORDER 11:08 AM

2.) ROLL CALL- Director Wilson- here, Director Legaspi- here, General Manager Sanchez- here.

3.) DISCUSSION AND MOTION ON REVISING CHAPTER 5000- FACILITIES DEVELOPMENT, OF THE POLICY BOOK- GM is continuously working on this chapter.

4.) DISCUSSION AND MOTION ON ADDING *2100 ADMINISTRATION* CHAPTER AND POLICIES TO THE POLICY BOOK.

*CREDIT CARD USE RESOLUTION-* The committee has reviewed the Credit Card use Resolution provided by legal counsel. Resolution 2021-08 will be up for board approval at the next board meeting.

*RESERVE POLICY-* The General Manager is to get additional information on this item.

*DEBT MANAGEMENT-* The committee feels this policy is not needed at this time due to the Districts preference of paying cash for big purchases.

5.) DISCUSSION AND MOTION ON ADDING AN EMPLOYEE ADDITIONAL TRAINING/ COURSE CONTRACT- This item is removed and replaced with Agenda item #10.

6.) DISCUSSION AND MOTION ON ADDING A PARK AND REC POLICY PROCEEDURE- Tabled to next meeting. The committee will start writing up policies and procedures for Park and Rec that include but are not limited to operations, bookkeeping, and fundraising.

7.) DISCUSSION AND MOTION ON LETTER FOR THE USE OF WATER INCLUDING DAYS AND TIMES- The committee has decided that a curtesy letter should be sent out explaining the benefits of having District water available at all times vs. only available during Hrs. of operation. The letter will ask residents to please stay off of grass areas and stay on concrete when filling up and limit the amount of water being taken to help the district stay within its budget. This curtesy letter will be on the agenda next month for board approval.

8.) DISCUSSION AND MOTION ON REVISING POLICY 8030- COMPENSATION- GM will bring back a final draft policy.

9.) DISCUSSION AND MOTION ON CONSOLIDATING POLICY 8040 VEHICLE COST REIMBURSEMENT, POLICY 8041- CELL PHONE REIMBURSTMENT, AND POLICY 11005- BUSSINESS TRAVEL AND REIMBURSEMENT INTO NEW POLICY 8055- REIMBURSEMENT- The committee has agreed that all reimbursement policies should be consolidated into one Reimbursement Policy. GM will consolidate and bring back a draft policy.

10.) DISCUSSION AND MOTION ON NEW TUITION REIMBURSEMENT POLICY- This item is tabled to next policy meeting. New Tuition Reimbursement Policy and Resolution needs further review.

11.) DISCUSSION AND MOTION ON ORGANIZATION OF ACCOUNTS TITLES- This item is removed.

Adjourned:12:42 PM

Next Meeting: TBA

Posted: Wednesday Nov. 23, 2021

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