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 September 20, 2022 @ 10 AM

**DIRECTOR STAFF**

Piper Wilson- Chair Karina Sanchez, General Manager

Ruth Legaspi -Co/ Chair

1.) CALL TO ORDER- 10:06 AM

2.) ROLL CALL- Director Wilson and Director Legaspi present. GM Sanchez only present when called on.

3.) DISCUSSION AND MOTION ON REVISING CHAPTER 5000- FACILITIES DEVELOPMENT, OF THE POLICY BOOK- Tabled. Ask employees where they are on this.

4.) DISCUSSION AND MOTION ON ADDING *2100 ADMINISTRATION* CHAPTER AND POLICIES TO THE POLICY BOOK. - Policy committee has talked about creating this policy and will work on this policy Tuesday September 27. This policy is to be added to the October 4, 2022, Regular Board Meeting Agenda.

*RESERVE POLICY*

5.) DISCUSSION AND MOTION ON CREATING A POLICY COVERING NEW BROWN ACT DEFINITIONS AND GUIDELINES FOR MEETINGS DONE VIA “ZOOM” OR OVER INTERNET. HYBRID MEETING POLICY- Tabled. Talk to tech to see what is needed, review handout, and look up Bill 361.

6.) DISCUSSION AND MOTION ON CREATING AND/ OR REVISING GENERAL MANAGER’S JOB PERFORMANCE EVALUATIONS- Tabled. Director Wilson and Director Legaspi have used the Special District Leadership Academy Conference book and CSDA website for evaluations posted. They have made a list of things for goals and requested contracts and job descriptions.

7.) DISCUSSION AND MOTION ON CREATING A POLICY COVERING SAN LUIS OBISPO BOARD OF SUPERVISORS MEETINGS/AGENDA ITEMS AND HOW WE PLAN TO KEEP UP WITH CURRENT MATTERS OF IMPORTANCE/RELEVANT TO OUR DISTRICT- Policy committee to create a policy to then create a letter to send to SLO County Supervisors about communicating with us on agenda items that affect us. This policy is to be added to the October 4, 2022, Regular Board Meeting Agenda.

8.) DISCUSSION AND MOTION ON CREATING A POLICY REGARDING THE PROCESS AND RECORD KEEPING OF DIESEL AND OIL TANKS, AND ANY OTHER HAZARDOUS WASTE (INVENTORY CHECKLIST)- Tabled. Waiting on GM to create an inventory list, then create a maintenance schedule of list.

9.) DISCUSSION AND MOTION ON SECTION 9- DIRECTORS COMPENSATION, OF THE CALIFORNIA VALLEY COMMUNITY SERVICES DISTRICT BY-LAWS AND RULES OF DECORUM- The policy committee has requested to have the compensation for committee meetings to go up from $25.00 to $50.00. This item is to be placed on the October 4, 2022, Regular Board Meeting Agenda for board discussion and approval.

10.) DISCUSSION AND MOTION ON CREATING A POLICY FOR CLOCK IN/ AND OUT PROCEEDURES- The committee wants employees to clock in and out for lunch and breaks. The committee viewed Law bill Labor code 512 LC but did not create a draft policy yet. They will work on the policy Tuesday September 27 and will be on the October 4, 2022, Regular Board Meeting Agenda.

Adjourned-1:10 PM

Next Meeting: Tuesday September 27, 2022 @ 10:30 AM.

Posted: Wednesday Sept 21, 2022

American with Disabilities Act

If you need a disability-related modification or accommodation to participate in this meeting, please contact (General Manager) at (805)-475-2211. Requests must be submitted one full business day before the meeting.