**CALIFORNIA VALLEY COMMUNITY SERVICE DISTRICT**

HCR 69, BOX 3094 CALIFORNIA VALLEY, CA 93453

13080 SODA LAKE ROAD, CALIFORNIA VALLEY, CA. 93453

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**AGENDA**

TUESDAY, NOVEMBER 2, 2021 @10:00 AM

**BOARD OF DIRECTORS AND STAFF**

RUTH LEGASPI, PRESIDENT GENERAL MANAGER

NANCY GLOWSKI, VICE PRESIDENT KARINA SANCHEZ

STEPHEN MCVICAR, DIRECTOR

ROBERTA PETERSEN, DIRECTOR

PIPER WILSON, DIRECTOR

NOTE**:** ALL COMMENTS CONCERNING AGENDA ITEMS ARE TO BE DIRECTED TO THE BOARD PRESIDENT.

ALL persons desiring to speak on agenda items during public comment or prior to a closed session are asked to fill out a board appearance request form.

**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

**4. PUBLIC AGENCY REPORTS/UPDATES**

**5. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA**

THIS IS THE TIME SET ASIDE FOR THE PUBLIC TO ADDRESS THE BOARD ON ITEMS OTHER THAN THOSE SCHEDULED ON THE AGENDA. EACH PERSON IS ASKED TO FILL OUR A “BOARD APPEARANCE REQUEST FORM” TO SUBMIT TO THE SECRETARY OF THE BOARD PRIOR TO DISCUSSION OF THE ITEM. EACH INDIVIDUAL IS LIMITED TO A THREE- MINUTE PRESENTATION.

**6. CONSENT AGENDA**

THE FOLLOWING ITEMS ARE CONSIDERED ROUTINE AND NON-CONTROVERSIAL BY STAFF AND MAY BE APPROVED BY ONE MOTION IF NO MEMBER OF THE BOARD WISHES AN ITEM REMOVED. IF DISCUSSION IS DESIRED, THE ITEM WILL BE REMOVED FROM THE CONSENT AGENDA AND WILL BE CONSIDERED SEPARATELY. QUESTIONS MAY BE ASKED FOR CLARIFICATION SEPARATELY. QUESTIONS MAY BE ASKED FOR CLARIFICATION MADE BY THE BOARD. THE RECOMMENDATION FOR EACH ITEM IS NOTED IN BRACKETS.

ROUTINE ITEMS:

APPROVAL OF OCTOBER 5, 2021, MEETING MINUTES

APPROVAL OF OCTOBER 4, 2021 WARRANTS

APPROVAL OF OCTOBER 18, 2021 WARRANTS

APPROVAL OF OCTOBER 21. 2021 POLICY MINUTES

SEPTEMBER 16-31 PAYROLL SUMMARY

OCTOBER 1-15 PAYROLL SUMMARY

ACCOUNT BALANCES

GENERAL MANAGERS REPORT

ROAD MAINTENANCE AND ROAD WORK ORDERS

BOARD/COMMITTEE REPORTS

**OLD BUSSINESS:**

7.) DISCUSSION AND MOTION ON HAVING THE DISTRICT SEND AN EMPLYEE TO A TRUCK DRIVING SCHOOL, PAY FOR THEIR TRAINING, AND HAVE THE EMPLOYEE RE PAY THE DISTRICT ONCE THEY HAVE COMPLETED THE COURSE. EMPLOYEE WILL ALSO ENTER A CONTRACT AGREEING TO STAY WITH THE DISTRICT FOR A MINIMUM OF SO MANY YEARS.

8.) DISCUSSION AND MOTION ON GETTING A CREDIT CARD FOR THE USE OF DISTRICT PURPOSES BY THE GENERAL MANAGER.

* BANK OF AMERICA
* SDRMA
* CSDA

9.) DISCUSSION AND MOTION ON GREEN WATER TANK LOCATED AT THE WEST YARD, AND THE PURCHASE OF TRANSFER PUMP AND MATERIALS TO ISTALL IT.

10.) DISCUSSION AND MOTION ON DISTRICT WATER ISSUE

* WATER PUMP RECENTLY WENT OUT
* PG+E BILL INCREASED MORE THAN 100 DOLLAR
  + A LOT OF NEW PEOPLE COMING TO GET WATER
  + FILL UP BIG CONTAINERS
  + MORE THAN ONCE A DAY

**NEW BUSINESS:**

11.) DISCUSSION AND MOTION TO START THE PROP 218 PROCESS FOR SWCD.

12.) DISCUSSION AND MOTION ON NOMINATING A CANDIDATE FOR THE SPECIAL DISTRICT’S IWMA ALTERNATE POSITION.

13.) DISCUSSION AND MOTION ON AGENCY ADOPTION OF AMENDMENT TO THE MEMORANDUM OF AGREEMENT (‘MOA’)- IWMA

14.) DISCUSSION AND MOTION ON ADOPTING THE FOLLOWING NEW POLICIES TO THE DISTRICT’S POLICY BOOK

* POLICY 1000- ADOPTION/ AMENDMENT OF POLICIES
* POLICY 1020- BASIS OF AUTHORITY
* POLICY 1025- BOARD SECRETARY

15.) DISCUSSION AND MOTION ON CREATING SECTION 2100 -FINANCIAL MANAGEMENT TO THE POLICY BOOK. THE POLICIES FALLING UNDER THIS NEW SECTION WILL BE THOSE RECOMMENDED BY THE AUDITORS FOLLOWING THEIR LATEST ANNUAL AUDIT.

16.) DISCUSSION AND MOTION ON ADOPTING THE FOLLOWING NEW AND REVISED POLICIES TO GO UNDER NEW SECTION 2100 -FINANCIAL MANAGEMENT

* POLICY 2100- ACCOUNTS RECEIVALBE POLICY (NEW)
* POLICY 2105- ASSET PROTECTION AND FRAUD IN THE WORKPLACE (NEW)
* OLD POLICY NUMBER 2010 TO POLICY 2110- BUDGET PREPARATION (REVISED).
* POLICY 2115- CREDIT CARD USE (NEW)
* OLD POLICY NUMBER 2027 TO POLICY 2120- EMPLOYMENT OF OUTSIDE CONTRACTORS AND CONSULTANTS (REVISED)
* POLICY 2125- EXPENSE AUTHORIZATION (NEW)
* POLICY 2130- PURCHASING (NEW)
* OLD POLICY 2025 TO NEW POLICY 2135- INVESTMENT POLICY
* POLICY 2140- RECEIVING/DEPOSITING REMITTANCES (NEW)
* OLD POLICY 2014 TO POLICY 2145- INVESTMENT OF DISTRICT FUNDS (REVISED)
* POLICY 2150- ACCOUNTS PAYABLE (NEW)
* POLICY 2155- PAYROLL (NEW)
* OLD POLICY 2031 TO POLICY 2165- RECORDS RETENTION (REVISED)
* POLICY 2180- INTERNAL CONTROLS (NEW)

17.) Closed Session Item: Pursuant to Government Code §54957(b)(1): Public Employee Performance Evaluation – General Manager

Adjourned:

Posted: Thursday OCTOBER 28, 2021

Next Board Meeting, Tuesday, DECEMBER 7, 2021, 10:00 AM

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.