**CALIFORNIA VALLEY COMMUNITY SERVICE DISTRICT**

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**MINUTES**

OF A REGULAR MEETING HELD ON

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 -**10:05 AM

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL –** Director Petersen-here, Director Wilson-here, Director McVicar- here, Vice President Glowski- here, President Legaspi- here.

**4. PUBLIC AGENCY REPORTS/UPDATES** Cal Fire reports 4 traffic collisions, 5 medical aids, 3 down pole lines. Deputy McKenney reports a battery call off of Big Bend, Burglary on Soda Lake Road, Mail theft, and conduction of 290 registrant compliance.

**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.

* Public comment- None.

**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 sign maintenance is being continued by one of our employees. We have also started on minor and major road work orders making sure we are focusing on bringing up existing material and removing wash boarding creating the best roads we can with what we have to work with. We are still waiting on FEMA when it comes to Belmont Trail. All paperwork that needed to be submitted has been submitted. Carrie York, myself, and the policy committee have worked on policies that needed to be added and updated on our policy book. The information had to do with contracts and bidding, information that FEMA will be asking for and is important for us to have in place.

 Many residents are calling about Belmont Trl. and the affects it has been bringing on their vehicles and driving conditions. I have explained the FEMA Project we are waiting on, but they want us to do something now. We have sent emails to Cal OES with this information to see if we can speed up the process but no response yet. It is important to understand that if we do not follow FEMAS instructions on the work they approve, we have a chance of not getting the Grant at all. This is why we need to hear from them first before we start doing anything. We can try to patch these holes, but we all know it will be a temporary fix. It will continue to fall apart just like Soda Lake Rd. has been doing. Is the board willing to spend money out of roads to do this temp fix?

Delinquent funds for this account have been coming in as people are paying their property taxes. As far as the new truck that we need, I have contacted Gibbs international to see what our options are. They recommend we get a new truck vs trying to bring our old one to compliance. The price to do this is almost as much as us getting a new truck ($85,000- $150,000). Gibbs is supposed to call back with options and prices for us as far as just getting a new truck and transferring the existing trash box unit. I have also looked into how we can eliminate purchasing a new truck and use our semitruck to connect to our trash box. No luck on that.

Account balances have been turned in in the consent agenda.

The month of October we had one policy meeting. Director Legaspi, Wilson, and I met on October 21, 2021, at 9:00 AM and covered many policies including those that the auditors recommended, we should put in place. Most of the consist of accounting policies and procedures. They are up for board discussion this morning.

ROAD MAINTENANCE AND ROAD WORK ORDERS

BOARD/COMMITTEE REPORTS- Director Legaspi and Director Wilson give and oral report and submit a written report on the policy committee meeting they had October 21, 2021, with the General Manager. They worked on accounting policies recommended by the annual auditors.

President Legaspi asks the board to amend the agenda and ask about the Thanksgiving and Christmas dinners community members would like to have in the District building November 20, 2021, for Thanksgiving and December 18, 2021, for Christmas Dinner.

After board discussion the board approves to amend the agenda to add this for discussion. The board also agrees on allowing the community to use the building for the holiday dinners.

Director Wilson motions to accept the amended consent agenda, director Petersen seconds.

Public comment- None.

Roll call vote to accept amended consent agenda- Director Petersen- yes, Director Wilson- yes, Director McVicar- yes, Vice president Glowski- yes, President Legaspi- yes. Motion Carries.

**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. - After board discussion this item is tabled indefinitely until policy is done.

Public comment- none.

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

* BANK OF AMERICA
* SDRMA
* CSDA

Waiting on resolution, therefore, this item is tabled till next meeting

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

After board discussion President Legaspi motions to move forward with the installation of the green water tank along with the purchase of supplies needed for that installation. Director Wilson seconds.

Public comment- None.

Roll call vote to move forward with the installation of the water tank and purchase of materials needed- Director Petersen- yes, Director Wilson- yes, Director McVicar- yes, Vice president Glowski- yes, President Legaspi- yes. Motion Carries

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

The Policy Committee still needs to meet on matter. This item is tabled to next meeting.

**NEW BUSINESS:**

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

President Legaspi asks the board to amend this item and have it read “Discussion and motion to start the Prop 218 process for SWCD and Roads special assessments”. The board agrees to amend this item to add changes.

After

d discussion President Legaspi motions to suspend the rules and vote on this item tonight. Director Wilson seconds.

Public comment- none.

Roll call vote to suspend the rules and vote on this item tonight- Director Petersen- yes, Director Wilson- yes, Director McVicar- yes, Vice president Glowski- yes, President Legaspi- yes. Motion Carries.

President Legaspi motions to move forward with the Prop 218 process for special assessments on trash and roads. Director Petersen seconds.

Roll call vote to move forward with the Prop 218 process- Director Petersen- yes, Director Wilson- yes, Director McVicar- yes, Vice president Glowski- yes, President Legaspi- yes. Motion Carries.

12.) DISCUSSION AND MOTION ON NOMINATING A CANDIDATE FOR THE SPECIAL DISTRICT’S IWMA ALTERNATE POSITION. After board discussion President Legaspi motions to suspend the rules and vote on this item tonight. Director McVicar seconds.

Public comment- none.

Roll call to suspend the rules and vote on this item tonight- Director Petersen- yes, Director Wilson- yes, Director McVicar- yes, Vice president Glowski- yes, President Legaspi- yes. Motion Carries.

The board has agreed to vote for Tom Gray as the candidate for the special district’s IWMA alternate position.

Roll call vote to select Tom Gray as the candidate for the special district’s IWMA alternate position- Director Petersen- yes, Director Wilson- yes, Director McVicar- yes, Vice president Glowski- yes, President Legaspi- yes. Motion Carries.

13.) DISCUSSION AND MOTION ON AGENCY ADOPTION OF AMENDMENT TO THE MEMORANDUM OF AGREEMENT (‘MOA’)- IWMA- After board discussion and clarification from legal counsel (on the phone) on this matter, President Legaspi motions to suspend the rules and vote on this item tonight. Director Petersen seconds.

Public comment- none.

Roll call to suspend the rules and vote on this item tonight- Director Petersen- yes, Director Wilson- yes, Director McVicar- yes, Vice president Glowski- yes, President Legaspi- yes. Motion Carries.

President Legaspi motions to adopt the amendment to the Memorandum of Agreement with IWMA. Director Wilson seconds

Roll call vote to adopt the amendment to the Memorandum of Agreement with IWMA- Director Petersen- yes, Director Wilson- yes, Director McVicar- yes, Vice president Glowski- yes, President Legaspi- yes. Motion Carries.

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

After board discussion President Legaspi motions to suspend the rules and vote on this item tonight. Director Wilson seconds.

Public comment- none.

Roll call vote to suspend the rules and vote on this item tonight- Director Petersen- yes, Director Wilson- yes, Director McVicar- yes, Vice president Glowski- yes, President Legaspi- yes. Motion Carries.

President Legaspi motions to adopt the following new policies to the District Policy Book; Policy 1000- Adoption/ Amendment of Policies, Policy 1020- Basis of Authority, and Policy 1025- Board Secretary. Director Petersen seconds.

Roll call vote to adopt Policy 1000- Adoption/ Amendment of Policies, Policy 1020- Basis of Authority, and Policy 1025- Board Secretary- Director Petersen- yes, Director Wilson- yes, Director McVicar- yes, Vice president Glowski- yes, President Legaspi- yes. Motion Carries.

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. President Legaspi asks the board to combine this item with the following item number (16). Board agrees.

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)

After board discussion, President Legaspi motions to suspend the rules and vote on this item tonight. Director Wilson Seconds.

Public comment- none.

Roll call vote to suspend the rules and vote on this item tonight- Director Petersen- yes, Director Wilson- yes, Director McVicar- yes, Vice president Glowski- yes, President Legaspi- yes. Motion Carries.
President Legaspi motions to adopt the following policies as read, Policy 2100 Accounts receivable, 2105 Asset Protection and Fraud in the Work Place, old policy number 2010 to policy 2110 Budget Preparation, Policy 2115 Credit Card Use, Old Policy 2027 to Policy 2120 Employment of Outside Contractors and Consultants, Policy 2125 Expense Authorization, Policy 2130 Purchasing, old Policy 2025 to Policy 2135 Investment Policy with the exception of Resolution 10-21, Policy 2140 Receiving/ Depositing Remittances, old Policy 2014 to Policy 2145 Investment of District Funds, Policy 2150 Accounts Payable, Policy 2155 Payroll, old Policy 2031 to Policy 2165 Records Retention, and Policy 2180 Internal Controls. Director Wilson seconds.

Roll call vote to adopt the following policies as read-Policy 2100 Accounts receivable, 2105 Asset Protection and Fraud in the Work Place, old policy number 2010 to policy 2110 Budget Preparation, Policy 2115 Credit Card Use, Old Policy 2027 to Policy 2120 Employment of Outside Contractors and Consultants, Policy 2125 Expense Authorization, Policy 2130 Purchasing, old Policy 2025 to Policy 2135 Investment Policy, Policy 2140 Receiving/ Depositing Remittances, old Policy 2014 to Policy 2145 Investment of District Funds, Policy 2150 Accounts Payable, Policy 2155 Payroll, old Policy 2031 to Policy 2165 Records Retention, and Policy 2180 Internal Controls-- Director Petersen- yes, Director Wilson- yes, Director McVicar- yes, Vice president Glowski- yes, President Legaspi- yes. Motion Carries.

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

President Legaspi excuses the board for closed session at 12:34 PM.

The board returns from closed session at 12:58 PM

President Legaspi announced the results of General Manager Karina Sanchez evaluation. The board expressed that the General Manager has been doing a great job taking over and getting things done for the District. All Tasks and deadlines she has been handed to complete, have been accomplished.

Adjourned: 1:01 PM

Posted: Wednesday November 3, 2021

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

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 Karina Sanchez Ruth Legaspi

 General Manager Board President

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.