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 Thursday October 21, 2021 @ 9:00 AM

**DIRECTOR STAFF**

Piper Wilson- Chair Karina Sanchez, General Manager

Ruth Legaspi -Co/ Chair

1.) CALL TO ORDER: 9:05 AM

2.) ROLL CALL- Piper Wilson- here, Ruth Legaspi-here, Karina Sanchez- here.

3.) DISCUSSION AND MOTION ON AUDITOR’S ANNUAL POLICY RECOMMENDATIONS- The committee reviewed and discussed the auditor’s annual policy recommendations and new policies up for board discussion and approval. New policies shall fall under the Administration section and revised policies shall change policy numbers to fall under the Administration section (see agenda item #8).

4.) DISCUSSION AND MOTION ON REVISING CHAPTER 5000- FACILITIES DEVELOPMENT, OF THE POLICY BOOK- Tabled to next meeting.

5.) DISCUSSION AND MOTION ON ADDING *ADDOPTION/ AMENDMENT OF POLICIES* ON TO THE POLICY BOOK. - the committee has reviewed and discussed this new policy to be adopted. This policy will be up for board approval at the next board meeting.

6.) DISCUSSION AND MOTION ON ADDING *BASIS OF AUTHORITY POLICY* ON TO THE POLICY BOOK- the committee has reviewed and discussed this new policy to be adopted. This policy will be up for board approval at the next board meeting.

7.) DISCUSSION AND MOTION ON ADDING *BOARD SECRETARY* POLICY ON TO THE POLICY BOOK. - the committee has reviewed and discussed this new policy to be adopted. This policy will be up for board approval at the next board meeting.

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

*ACCOUNT RECEIVABLE POLICY*

 *ASSET PROTECTION AND FRAUD IN THE WORKPLACE*

 *BUDGET PREPARATION (REVISE)*

 *CREDIT CARD USE AND RESOLUTION*

*INVESTMENT POLICY AND RESOLUTION (REVISE)*

 *EMPLOYMENT OF OUTSIDE CONTRACTORS AND CONSULTANTS (REVISE)*

 *EXPENSE AUTORIZATION/ PETTY CASH (REVISE)*

 *PURCHASING*

 *INVESTMENT OF DISTRICT FUNDS (REVISE)*

 *RECEIVING/ DEPOSITING REMITTANCES*

*RECORDS RETENTION (REVISE)*

 *RESERVE POLICY-* Tabled to next meeting.

 *DEBT MANAGEMENT-* Tabled to next meeting.

 *INTERNAL CONTROLS*

The policy committee has agreed to add an Administration section (2100) to the District’s policy book if approved by the Board of Directors. The above listed policies, with the exception of the Reserve Policy and Debt Management policy, which were tabled to next meeting, will fall under this Administration section. Revised policies will change current policy numbers to fall under this section, and new policies will have policy numbers that will fall under this section.

9.) DISCUSSION AND MOTION ON ADDING AN EMPLOYEE ADDITIONAL TRAINING/ COURSE CONTRACT POLICY. Tabled to next meeting.

10.) DISCUSSION AND MOTION ON ADDING A PARK AND REC POLICY PROCEEDURE. Tabled to next meeting.

Adjourned: 3:28 PM

Next Meeting: TBA

Posted: Thursday Oct 21, 2021

American with Disabilities Act

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