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 Tuesday February 22, 2022 @ 10:00 AM

**DIRECTOR STAFF**

Piper Wilson- Chair Karina Sanchez, General Manager

Ruth Legaspi -Co/ Chair

1.) CALL TO ORDER 10:19 Am

2.) ROLL CALL- All Present.

3.) DISCUSSION AND MOTION ON REVISING CHAPTER 5000- FACILITIES DEVELOPMENT, OF THE POLICY BOOK- Tabled. GM and Road crew are still working on this item.

4.) DISCUSSION AND MOTION ON ADDING *2100 ADMINISTRATION* CHAPTER AND POLICIES TO THE POLICY BOOK- Tabled. Gm to research more information on Reserves accounts. Will ask Legal council and other CSD’s about reserves.

*RESERVE POLICY*

5.) DISCUSSION AND MOTION ON ADDING A PARK AND REC POLICY PROCEEDURE- Tabled. Before we can move on with a parks and recs policy, The District needs to conduct its Prop 218 for Roads and SWCD.

6.) DISCUSSION AND MOTION ON REVISING POLICY 8030- COMPENSATION- Tabled. GM is to re write policy crossing out merit system and adding #9 GM compensation and complete District employee uniform. Also, GM is to bring to the attention of the Board if steel boot purchases by employees are to be reimbursed by the District.

7.) 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- Tabled. GM is to consolidate and rewrite policy. Bring back to committee.

8.) DISCUSSION AND MOTION ON NEW TUITION REIMBURSEMENT POLICY- Tabled. Add budget availability line.

9.) DISCUSSION AND MOTION ON CREATING A POLICY COVERING NEW BROWN ACT DEFINITIONS AND QUIDELINES FOR MEETINGS DONE VIA “ZOOM” OR OVER INTERNET. HIBRID MEETING POLICY- Tabled. GM to get more information on Teleconferencing, Executive orders N-29-20 and N-25-20, and Hybrid policy.

10.) DISCUSSION AND MOTION ON CREATING AND/ OR REVISING GENERALS MANAGERS JOB PERFORMANCE EVALUATIONS- Tabled. Gm is to write up a GM evaluation with points talked about in this meeting. Check CSDA website and reference book given to us at the leadership conference.

11.) 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- Tabled. Work on some kind of checklist plan to keep up with The Board of Supervisors, IWMA, CSDA, SDRMA, and LAFCO.

12.) 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. The committee has located policies having to do with Haz Mat. These policies are Safety Policies 2005-2009. GM to review these policies.

13.) DISCUSSION AND MOTION ON IT POLICY COVERING SECURITY AND RECORD KEEPING PLUS STORAGE ISSUES OF DATA AND INFORMATION-Tabled. GM is to finish this policy adding The Digital Solutions Contract we have in place.

Director Wilson would like to amend the agenda and add Item number 14.) Discussion and motion on resolution 2022-03 Tuition Resolution to go with Item number 8.)

14.) DISCUSSION AND MOTION ON RESOLUTION 2022-03, TUITION RESLOLUTION- Tabled- GM to bring resolution back with corrected tuition policy.

Adjourned:1:35 PM

Next Meeting: TBA

Posted: Wednesday February 23, 2022

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