

CHRISTIAN VALLEY PARK, C.S.D.
BOARD OF DIRECTORS MEETING
December 15th, 2020 Open Session at 6:30pm
Closed Session at 6:50pm
Open Session at 7:20pm

Location: Zoom Meeting <https://us02web.zoom.us/j/5308788050>

Don Elias' residence for Lynn Cook, Rolando de la Torre, Dan Negus and Don Elias
3403 Witt Road
Auburn CA 95602

Meeting ID: 530 878 8050
One tap mobile
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+12532158782,,5308788050# US (Tacoma)

Dial by your location
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+1 312 626 6799 US (Chicago)
+1 646 558 8656 US (New York)
+1 301 715 8592 US (Germantown)

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AGENDA

Public documents relating to any open session item listed on this agenda that are distributed to all or a majority of the members of the Board of Directors not less than 72 hours before the meeting are available for public inspection in the customer service area of the District's Administrative Office at the address listed above.

COMMENTS FROM THE AUDIENCE ON ITEMS ON THE AGENDA

The public are invited to address the Board regarding items listed on the agenda. Comments on an agenda item will be accepted during consideration of that item, or prior to consideration of the item in the case of a closed session item. The President will call for public comments at the appropriate time. Comments will be subject to 3 minutes or reasonable time limits if there are multiple speakers, as determined by the Board President.

COMMENTS FROM THE AUDIENCE ON ITEMS NOT ON THE AGENDA

The public are invited to address the Board regarding items not listed on the agenda. No individual presentation shall be for more than three (3) minutes, and the total time for this purpose shall not exceed fifteen (15) minutes. Board members will not respond to presentations and no action can be taken. However, the Board may give direction to staff following a presentation.

Persons who wish to request items to be placed on an agenda should notify the General Manager at least seven days before the scheduled meeting.

OPEN SESSION

- A. CALL TO ORDER**
- B. SWEARING IN OF NEW AND RETURNING BOARD MEMBERS**
- C. ROLL CALL**
- D. APPROVAL OF AGENDA FOR REGULAR MEETING FOR DECEMBER 15, 2020**
- E. INTRODUCTIONS AND CORRESPONDENCE**

- a. Introductions of people attending the board meeting
- b. Representative from CSDA, Dane Wadle
- c. Correspondence to the Board from Diane Alessi
- d. Correspondence to the Board from Lynn Cook, Board Member

F. PUBLIC ANNOUNCEMENT OF ITEMS FOR CLOSED SESSION

- (1) CLOSED SESSION - CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION** Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: one case

G. Public Comments on Closed Session Items

Remarks for closed session items shall be limited to no more than three (3) minutes.

- H. CLOSED SESSION – CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION** Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: one case

OPEN SESSION

I. PUBLIC REPORT OF ACTION TAKEN IN CLOSED SESSION

J. REPORTS

- 1. **Water Gerry LaBuddle, Hydros Engineering, INC.**
 - i. Plant Maintenance
 - ii. Storage Tank Project Update
 - iii. PCWA Financial Assistance Program project ideas
- 2. **General Manager , Don Elias**
 - i. Board Training Requirements
 - ii. Committee formation and updates
 - 1. Fire Safety and Station – not started
 - 2. Communications
 - 3. Policy Review / Development
 - 4. CIP Projects / Strategic Action Plan (This committee will not take place until after the new Board is in place after November election.)
 - iii. New Board Member Handbook from CSDA
- 3. **Roads** – Tree Trimming Update
- 4. **Other Reports**

K. ACTION ITEMS

- 1. **Nomination and elect the Board President and Vice-President (D/A)** The Board will nominate and elect a President and Vice-President for 2021 calendar year.
- 2. **Job Description Treasurer (D/A)** The Board will asked to approve the job description for Treasurer as recommended by CSDA.
- 3. **Recovery Letters for Board Compensation (D/A)** The Board will asked to approve the following Recovery Letters for Board Compensation reimbursement.
 - a. **Rolando de la Torre**
 - b. **Dan Negus**
 - c. **Lynn Cook**
 - d. **Kathleen Daugherty**
 - e. **Bonnie Gilmore**
 - f. **Chuck Rust**
 - g. **Chris Calvert**

4. **Review first quarter Financial Statements (D/A)** The Board will be asked to review and approve the financial statements from Kathy Leas (formerly Kathy Coleman) with Auburn Tax Professionals.
5. **Policy Adoption (D/A) 2nd Read:** The Board will be asked to approve the following policies as recommended by CSDA and as reviewed by the Policy Committee.
 1. **Fiscal Policy** (Purchasing, credit cards, reserve, expense, accounts, internal controls, and Bidding)
 2. **Personnel Policy** (Recruitment/Hiring, Nepotism, Unlawful harassment, Whistle Blowing, Compensation)
6. **Winter Newsletter (D/A)** The board will be asked to approve the newsletter to go out with the January water bills.

9. INFORMATION/DISCUSSION/ACTION

1. **PCWA Financial Assistance Program for 2021 (D/I)** The board will consider ideas to submit for the annual PCWA's grant program focused on new improvement projects.
2. **Policy Review (D/I) First Read:** The Board will review the following policies as recommended by CSDA These policies will be reviewed by the policy committee and brought back for final approval at the January Regular Meeting.
 - a. **Code of Ethics**
 - b. **Records Retention**
 - c. **Public Complaints**
 - d. **Correspondence to the Board**
2. **January 2021 Agenda Items (D/I):** The Board will review the following items and/or develop additional items for the January agenda
 - a. Policy approvals
 - a. Code of Ethics
 - b. Records Retention
 - c. Public Complaints
 - d. Correspondence to the Board
 - b. Contract with Executive Director
 - c. Contract with Hydros Incorporated
 - d. New Policy review
 - a. Emergency preparedness
 - b. Claims Against the District
 - c. California Public Records Act Response Procedures
3. **Future Agenda Items:**
 - a. Town Hall Meeting
 - b. CVPCSD Roads
 - c. Ordinance Review/updates
 - d. Brown Act ad Governance Training

M. CONSENT ITEMS All matters listed under the consent agenda are considered by the Board to be routine and will be approved/enacted by the Board in one motion in the form listed below. Unless specifically requested by a Board member for further discussion or removed from the agenda, there will be no discussion of these items prior to the Board votes on them. The President will call for public comments at the appropriate time prior to Board action.

1. Approval of the November 10, 2020 Regular Board Meeting Minutes
2. Review and Approval of monthly expenditures

N. COMMENTS FROM THE AUDIENCE FOR ITEMS NOT ON THE AGENDA

O. ADJOURNMENT

I certify that on 12-12-2020, I personally posted a copy of this agenda in public view at the Placer Energy Center, 3710 Christian Valley Road, Auburn, CA 95602.

Don Elias

Don S. Elias, General Manager / District Secretary

In compliance with the Americans with Disabilities Act, if you have a disability, and you need a disability-related modification or accommodation to participate in this meeting, then please contact Christian Valley Park Community Services District at (530) 878-8050. Requests must be made as early as possible, and at least one full business day before the start of the meeting.