

CHRISTIAN VALLEY PARK, C.S.D.
ByLaws and Policy & Procedure Committee
March 1st, 2023 at 2pm – Open Session

Physical Location for in-person meeting:

**3555 Witt Road
Auburn, CA 95602**

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 upon request.

COMMENTS FROM THE AUDIENCE ON ITEMS ON THE AGENDA

The public is invited to address the Committee regarding items listed on the agenda. Comments will be subject to 3 minutes or reasonable time limits if there are multiple speakers, as determined by the Committee Chairperson.

COMMENTS FROM THE AUDIENCE ON ITEMS NOT ON THE AGENDA

The public is invited to address the Committee regarding items not listed on the agenda. No individual shall speak on a subject for more than three (3) minutes, and the total time allowed for items not on the agenda shall not exceed fifteen (15) minutes. Board members will not respond to presentations and no action can be taken. 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

1. Call to Order
2. Roll Call and Introductions
3. Review and Develop Committee Norms
 - a. Respect the time allocated for this meeting and keep all comments/discussion on subject.
 - b. Be Present
 - c. Respect the ideas and thoughts of all committee members
 - d. There is no one right solution
 - e. Other:
4. Review Committee Task
 - a. This is a regular, ongoing committee of the Board of Directors. It is a committee run by a Board Member, Jo Anne Carmona or General Manager, or Administrative Assistant to the General Manager. It has a specific task. Although Board members (2 or less) are present, it is not a decision-making committee, but rather an advisory committee on a specific subject. The committee meetings serve as a venue for discussion and developing recommendations for Board action. The committee will maintain Brown Act compliance.

- b. This committee is tasked with reviewing and making recommendations to the Board regarding Bylaws, Policy & Procedure review and development.
5. Approve minutes to the February 4st, 2023 meeting
6. Policies for review for the February Board meeting:
 - a. Conflict of Interest
 - b. Electronic Document Retention Policy
 - c. General Manager's Job Description
 - d. General Manager's Job Description Draft
 - e. Cyber Security in Place
 - f. Nepotism Policy
 - g. Board Meeting Agenda
 - h. Recruitment Hiring Policy
 - i. Review of Administrative Decisions Policy
7. Set Date and Time for the next Committee Meeting
8. Adjourn

I certify that on 2-27-2023, I personally posted a copy of this agenda in public view at the Placer Energy Center, 3710 Christian Valley Road, Auburn, CA 95602 and 5174 Westridge Circle, 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) 8788050. Requests must be made as early as possible, and at least one full business day before the start of the meeting.