

CHRISTIAN VALLEY PARK, C.S.D.
BOARD OF DIRECTORS MEETING
April 13th, 2021 at 7pm

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

Meeting ID: 530 878 8050
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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. ROLL CALL**
- C. APPROVAL OF AGENDA FOR REGULAR MEETING FOR APRIL 13, 2021**
- D. INTRODUCTIONS AND CORRESPONDENCE**
Letter / email from Jo Anne Carmona dated 3-11-2021
- E. REPORTS**

- 1. Water Gerry LaBudde, Hydros Engineering, Inc. (10 minutes)**
 - i. Plant Maintenance

- ii. Storage Tank Project Update
- 2. **General Manager, Don Elias**
 - i. Committee formation and updates
 - Update:
 - 1. Board Compensation Committee
 - 2. Communications Committee
 - 3. Policy Review / Development Committee
 - New:
 - 4. Strategic Action Plan Committee
 - 5. Tank Project / Reservoir Replacement Review Committee
 - 6. Community Interest Committee (Internet Service, [Plane Noise and Safety](#) Complaints, etc.)
 - 7. [Firewise](#) Committee
 - ii. Roads
- 3. **Other Reports**

F. ACTION ITEMS

1. **District Document Access For: projects, budgets and warrants, policies, and bylaws. (D/I/A)** The Board will be asked to set a timeline for public access and document availability on the website for the items listed above.
2. **Contracts (D/I/A)** The Board will be asked to set a time by which the General Manager or designee will post a list of all District Contracts on the website including, but not limited to all legal and independent contractors.
3. **Operations Contract RFP (D/I/A)** The Board will discuss the process and timeline to development and post an RFP for District Operations and Services.
4. **Compensation for Lynn Cook's List (D/A)** The Board will be asked to review and may approve all or part of Lynn Cook's request for compensation for past service on behalf of the district prior to the approval of the Bylaws on September 17, 2020 and prior to the Board Compensation Policy.
5. **Treasurer Position (D/I/A)** The Board will discuss the need for a Treasurer position and may direct staff to post the position of Treasurer.
6. **Policy Adoption (D/A)** Second Read: The Board will be asked to adopt the following policies as recommended by CSDA and reviewed by the policy committee.
 - a) CSDA sample resolution(s) for delinquent water payments
 - b) Proposed Draft of Board Compensation Addendum
 - c) ILG Good Governance Checklist
 - d) Legal Counsel and Auditor Policy
7. **Budget Meeting Date (D/A)** The Board will be asked to set a date for the annual budget meeting.
8. **O&M Manual (D/I/A)** The Board will be asked to have Hydros, Inc. edit and review the Operations and Maintenance Manual.
9. **Generator Service (D/I/A)** The Board will be asked to approve a contract with Norris Electric to perform an annual service on the generator before the fire season begins.

G. INFORMATION/DISCUSSION/ACTION

1. **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 May Regular Meeting.
 - a) Adoption Amendment of Policies
 - b) Board Actions and Decisions
 - c) Customer Relations
2. **Administrative Assistant Position UPDATE (D/I)** The Board will be asked to approve the Administrative Assistant position of 10 hours per week
3. **Internet Service (D/I/A)** The Board will discuss internet issues in the Christian Valley and may decide to craft a letter to other potential service providers.

4. **May 2021 Agenda Items (D/I):** The Board will review the following items and/or develop additional items for the Agenda.
 - a) **Policy approvals**
 - a) Adoption Amendment of Policies
 - b) Board Actions and Decisions
 - c) Customer Relations
 - b) **New Policy/Procedure review**
 - a) Overview of the Role of the General Manager
 - b) Duties of the Board Secretary
 - c) Review of Board Decisions
 - c) **New Hire: Part-time Administrative Assistant Introduction**
 - d) **2021 & 2022 Contracts for GM and Independent Contractors**
 - e) **2021 & 2022 Budget - May**

5. **Future Agenda Items:**
 - a. Town Hall Meeting
 - b. CVPCSD Roads
 - c. Governance Handbook
 - d. Ordinance Review/updates
 - e. Multi-year Budgets
 - f. Role of Contractors versus District Employees, Protocols and Oversight
 - g. Road Signs

6. **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 March 9, 2020 Regular Board Meeting Minutes
 2. Review and Approval of monthly expenditures

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

H. ADJOURNMENT

I certify that on 4-10-2021, 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) 878-8050. Requests must be made as early as possible, and at least one full business day before the start of the meeting.