

**CHRISTIAN VALLEY PARK, C.S.D.**  
**BYLAWS AND POLICY & PROCEDURE COMMITTEE MINUTES**  
**MAY 20th, 2023 – 1:00 PM**  
**LOCATION: 3555 Witt Road, Auburn, CA 95602**

The meeting of the Christian Valley Park Community Service Bylaws and Policy & Procedures Committee was called to order on Saturday, May 20th, 2023 at 1:00 p.m.

Board members present were Jo Anne Carmona and Diane-Louise Alessi. Other committee members, Mereline Shepherd, and Rob Heaney, were also present. Remco Van der Linden was absent.

Rob Heaney made a motion to approve the March 25th, 2023, Bylaws and Policy & Procedures Committee meeting minutes. Mereline Shepherd seconded the motion.

The Committee suggested to amend Page 5 Section 8 of the Bylaws by removing Gov. Code Sec. 1771, to be moved to Page 4 Sec. 5. The Committee suggested adding Amendment to Brown Act Assembly Bill Section 2449 to Page 5 Sec. 8 of the Bylaws. The Committee suggested adding “Just cause shall be determined by a majority vote of the BOD”, or “Emergency circumstances shall be determined by a majority vote of the BOD”, or “Any director exceeding three consecutive months of absences due to medical or extenuating circumstances shall be required to report to the Board every three months (in closed session) as to his or her status” to the applicable section of the Bylaws.

The Committee reviewed Policy 2110 Budget Preparation, suggesting to add “or Placer County Auditor-Controller or other responsible managing employee”, Budget in front of Committee. 2110.2 add meet in April, 2110.3 add May and 2110.4 add June

The Committee reviewed Policy 1045 Legal Counsel and Auditor, suggesting to remove “and department heads” in 1045.

The Committee reviewed Policy 2310 Workers Compensation, suggesting to amend Manager where {designated Claims Loss Prevention Manger Workers' is mentioned. 2310.2 remove. “Workers Compensation benefit payments may be coordinated with any accrued sick leave or vacation leave as part of a medical or disability leave of absence”. 2310.4 change “will be” to “may be”. 2310.5 to read “When the General Manager or Board Chair learns that an employee has incurred a work-related illness or injury shall provide that employee with a notice of his or her right to seek workers compensation benefits in a form provided by the District and shall promptly report doing so to the District’s insurance carrier.” 2310.6 insert General Manager or Board Chair in place of {position title}. Add after “at:” District Website <https://www.christianvalley.org>

The Committee reviewed Policy 3300 Internet, Email, and Electronic Communications with no suggestions for revision.

The Committee reviewed Policy 1020 Board Staff Communications, suggesting to amend 1020.1 by removing "Clerk of the Board".

The Committee reviewed Policy 1025 Claims Against the District, suggesting the following: amend 1025.1 to include tree trimming, pipe and road repairs, curb stops, and meter changes under examples; change "division manager" to "General manager" and add "or current water treatment manager;" create a discussion item for the Board to discuss dollar amounts relevant to Policy 1025; change "claims committee" to "General Manager;" add "all claims shall be an agenda item at the next regular board meeting," "the claimant shall be notified of any action by the board of directors regarding their claim within 72 hours after the next regular board meeting," and the Board will not consider an amount in excess of current insurance policy."

Diane-Louise Alessi made a motion to include omitted Policy 3120 Grievance Procedure on the Agenda. Mereline Shepherd seconded the motion and it carried with the following vote: Jo Anne Carmona: aye; Diane-Louise Alessi: aye; Mereline Shepherd: aye; Rob Heaney: aye.

The Committee reviewed The Committee reviewed Policy 3120 Grievance Procedure, suggesting the following amendments to Level I; change all applicable instance of "immediate supervisor" to General Manager; Level 2: change all applicable instances of "supervisor" to "Board President,;" change 10 working days to the next Board meeting in closed session.  
3120.4.2.1 (d) change supervisor to General Manager

Jo Anne Carmona adjourned the meeting at 3:00 pm.

Respectfully submitted,



Scott S. Gipner  
District Administrative Assistant