

CHRISTIAN VALLEY PARK, C.S.D.
BOARD OF DIRECTORS MEETING MINUTES
FEBRUARY 9, 2021 - 6:30 PM Open Session, Closed Session 6:40pm, Open Session 7:15pm
LOCATION: Virtually via Zoom

The regular meeting of the Christian Valley Park Community Service District Board of Directors was called to order on Tuesday, February 9th, 2021 at 6:30 p.m. by president, Kathleen Daugherty.

Board members present were Dan Negus, Lynn Cook, Kathleen Daugherty, Heidi Temko, Lynn Cook, and Rolando de la Torre. General Manager, Don Elias, and Gerry LaBudde of Hydros Inc, were in attendance as well. There were several residents from the community in attendance as well (via Zoom).

Heidi Temko made a motion to approve the agenda to the February 9th, 2021 meeting. Dan Negus seconded the motion and it carried with all ayes.

Individuals from the community in attendance introduced themselves. Letters from Mary McBain (dated January 18, 2021), Lynn Cook (dated December 3rd, 2020), Heidi Temko (dated January 31st, 2021), Chuck Rust (January 20th, 2021), Bonnie Gilmore (December 29th, 2020 and January 16th, 2021) were collectively acknowledged by the board.

The Board went into a Closed Session at 6:41pm to discuss possible litigation regarding the Tank Project. After the Closed Session, the Board announced that there was no reportable action. The Closed Session concluded at 6:58pm.

The Open Session resumed at 7:15pm. Gerry LaBudde presented to the Board a status report of what happened during the month regarding repairs and Water Treatment Plant highlights. It was reported that there was a vehicle collision involving a fire hydrant at the intersection of Gayle Lane and Stanley Drive during the nighttime hours of January 28th, 2021, or the early morning hours of January 29th, 2021. The driver of the vehicle involved in the incident has not been identified. Gerry LaBudde reported that he was still working on the PCWA Financial Assistance Program (FAP). The projects to be submitted for the FAP grant are Kenneth Way Loop, O&M Manual, and replacing the California Conversation Corps.' generator. Gerry LaBudde also reported that as of January 13th, 2021, the entire district has been using water from Tank #1. The January Partial Payment #8 (PP8) for the Tank Project is approximately \$157,000. The contractor, Paso Robles Tank, requested a modification to the slope of the levy, and Gerry LaBudde indicated that he will consult with Heidi Temko regarding the modification requested.

General Manager, Don Elias, presented information about board training opportunities, board overpayment, and committee updates. He indicated that there will be a form posted on the District website to recruit individuals from the District to join the new Fire Safety and Firewise special committees. Don Elias stated that these committees may be formed when the Board indicates that there is sufficient community interest to form the new committees. The Communications committee will be meeting in February 2021 to discuss the monthly newsletter, communication strategies to best update the community, and communication relations within the Board (at the request of Heidi Temko). The Policy Review and Development Committee met in January 2021 to review the Social Media, District Electronic Resources and Preparedness, Web Page, and Electronic Document Retention Policies. Don Elias reported that no additional committees were formed since the last monthly Board meeting. Don Elias stated that there was a patch on Barbara Lane and ditch maintenance on Pondorex Road completed during January 2021. Don Elias notified the Board that the Tank Project Retainage will continue to be collected until the completion of the project as per USDA regulations and requirements. Margaret Long, the attorney representing the District, wrote a memorandum stating that the position of a Treasurer is not required for the District.

The Board consented to approve the PCWA FAP application for the Kenneth Way Loop, O&M Manual, and replacement of the California Conversation Corps.' generator. Lynn Cook made a motion to approve the application and Heidi Temko seconded the motion. The motion was approved with the following roll call vote: Lynn Cook - aye, Heidi Temko - aye, Dan Negus - aye, Rolando de la Torre - aye, and Kathleen Daugherty - aye.

The Tank Project video was not available for the Board to view, and was postponed to the March 2021 agenda action items. Lynn Cook recommended that the entire Board visit the Tank Site to view the current progress.

Kathleen Daugherty gave a synopsis of the following policies: Social Media, District Electronic Resources and Preparedness, Web Page, and Electronic Document Retention. Heidi Temko made a motion to approve all previously stated policies, Lynn Cook seconded the motion, and the Board unanimously approved the policies.

The Board indicated that future recommendations for projects to submit for the 2021 PCWA Financial Assistance Program (FAP) ought to be submitted to the General Manager for Board consideration.

The Board stated that a list of Board Activities for compensation will be developed by the Board Compensation Committee. The Committee's recommendations will be reviewed by the attorney and will be submitted to the Board for approval.

Dan Negus made a motion to open Board discussion regarding prior compensation for Committee meetings, the motion was seconded by Heidi Temko. The Board unanimously agreed to open discussion to approve the compensation for Committee meetings prior to the approval of the CVPCSD Bylaws between April 14th, 2020, and September 30th, 2020. Lynn Cook made a motion to approve the compensation and Dan Negus seconded the motion. The motion passed by the following roll call vote: Lynn Cook - aye, Heidi Temko - aye, Dan Negus - aye, Rolando de la Torre - aye, and Kathleen Daugherty - aye. Don Elias stated that he will meet with individuals who's compensation was approved.

Heidi Temko made a motion to approve the Administrative Assistant Position with the following contingencies: reviewal of the District budget and insurance for sufficient funds, and the maximum amount of billable hours that can be compensated according to the District budget. The motion was seconded by Lynn Cook. The motion passed by the following roll call vote: Lynn Cook - aye, Heidi Temko - aye, Kathleen Daugherty - aye, Dan Negus - abstain, Rolando de la Torre - abstain.

The Board postponed the discussion regarding Availability of District Documents for Easy Access.

The Board agreed to have a Special Meeting to review the 20/21 budget and Tank Project expenditures. The General Manager stated that he will contact the Board members regarding their availability for the Special meeting.

A First Read of the following policies for March 2021 was made available: CSDA Board Member Handbook 2020 Update, ILG Good Governance Checklist, and Legal Counsel and Auditor Policy. The Policy Committee indicated they will be reviewing the previously listed policies so they may be approved at the March 2021 Board meeting.

The Board was informed by Kathleen Daugherty that the following policies will be available for a First Read during the March 2021 meeting: Adoption Amendment of Policies, Board Actions and Decision, and Customer Relations.

The Board agreed to postpone the discussion regarding the contracts for the General Manager and Independent Contractors to a future date. Additional discussion about the possibility of hiring an Administrative Assistant will be conducted at the March 2021 Board meeting.

Kathleen Daugherty required that the Board priorities the future March 2021 agenda items.

Dan Negus made a motion to approve the following Consent Items: January 12th, 2021 Board meeting minutes, January 25th, 2021 Board meeting Workshop minutes regarding the Brown Act & Governance Training, and approval of the monthly expenditures. Heidi Temko seconded the motion, and the motion passed by the following roll call vote: Lynn Cook - aye, Heidi Temko - aye, Dan Negus - aye, Rolando de la Torre - aye, and Kathleen Daugherty - aye.

Comments from the members of the community regarding items not listed on the February 2021 Board meeting agenda were brought to the Board's attention. These included the formation of a Road committee. Lynn Cook requested that his letter to the Board dated December 3rd, 2020 be considered for Board compensation.

Dan Negus made a motion to adjourn the meeting, Rolando de la Torre seconded the motion. The motion was approved unanimously by the Board. The information for future Board meetings can be found on the district website: www.christianvalley.org.

Respectfully submitted,



Don S. Elias
District Secretary / General Manager