

CHRISTIAN VALLEY PARK, C.S.D.
BOARD OF DIRECTORS MEETING
February 9th, 2021 Open Session at 6:30pm
Closed Session at 6:40pm
Open Session at 7:15am

Location: Zoom Meeting Link: <https://us02web.zoom.us/j/5308788050>
3403 Witt Road
Auburn CA 95602

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

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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 FEBRUARY 9, 2021**
- D. INTRODUCTIONS AND CORRESPONDENCE**
 - a. Introductions of people attending the board meeting
 - b. Letter from Mary McBain dated January 18, 2021
 - c. Letter from Lynn Cook dated December 3rd, 2020 (re-posted)
 - d. Letter from Heidi Temko dated January 31, 2021

E. 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 – Tank Project

F. Public Comments on Closed Session Items

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

- G. 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 – Tank Project

OPEN SESSION

H. PUBLIC REPORT OF ACTION TAKEN IN CLOSED SESSION

J. REPORTS

1. **Water Gerry LaBudde, Hydros Engineering, Inc. (15 minutes)**
 - i. Plant Maintenance
 - ii. Storage Tank Project Update
 - iii. PCWA Financial Assistance Program Project Update
2. **General Manager, Don Elias**
 - i. Board Training opportunities for Feb or March: List and link them from CSDA
 - ii. Board Overpayment Update
 - iii. Committee formation and updates
 - a) Fire Safety and Firewise participation – need to form a Committee
 - b) Communications
 - c) Policy Review / Development
 - d) CIP Projects / Strategic Action Plan/ Other Projects
 - iv. Roads
 - v. Update on Tank Project Retainage and Treasurer's Position
3. **Other Reports**

K. ACTION ITEMS

1. **Financial Assistance Program from PCWA (D/A)** The Board will be asked to approve a list of items to be included on the FAP application.
2. **Approve a video of the Tank Project (D/A)** The Board will be asked to approve the tank project video if it's available.
3. **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.
 - a. **Social Media**
 - b. **District Electronic Resources Policy and Preparedness**
 - c. **Web Page**
 - d. **Electronic Document Retention**
4. **PCWA Financial Assistance Program for 2021 (D/A)** The board will consider the ideas to submit for the annual PCWA's grant program focused on new improvement projects.
5. **List of Board Activities approved for compensation (D/A)** The Board will be asked to approve the list of activities for compensation as referenced in the approved Bylaws.
6. **Approval of Compensation for Board Approved Committee Meetings from April 14th, 2020 – September 30, 2020 (D/A)** The Board will be asked to approve compensation for attending committee meetings prior to the approval of the Bylaws on September 17, 2020.

7. **Administrative Assistant Position (D/A)** The Board will be asked to approve staffing an Administrative Position using the approved job description and salary schedule.
8. **Availability of District Documents for Easy Access (D/I)** The Board will discuss options for document collection and storage along with public availability.
9. **Budget Review (D/I)** The Board will discuss the need for a Special Budget Meeting to review the current budget expenditures and potential budget needs.
10. **Future PCWA Grant Protocol (D/I)** The Board will discuss the protocol for future PCWA Grants

L. 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 January Regular Meeting.
 - a. CSDA Board Member Handbook 2020 Update
 - b. ILG Good Governance Checklist
 - c. Legal Counsel and Auditor Policy
2. **Communication Between Board Members (D/I)** The Board will discuss communication between board members based on recent Brown Act Training.
3. **Protocol for Board Meeting Agenda Items (D/I)** The Board will discuss a procedure for adding agenda items onto the Board Meeting agenda referencing the Bylaws and may decide to have the Bylaws Committee revise the current Bylaws.
4. **Protocols and Procedures to Use Attorney Services (D/I)** The Board will discuss protocols for attorney use and may refer it to the policy committee for development.
5. **District Staff Needed (D/I)** The Board will discuss the need for additional staff needed.
6. **March 2021 Agenda Items (D/I):** The Board will review the following items and/or develop additional items for the January agenda
 - a) **Policy approvals**
 1. CSDA Board Member Handbook 2020 Update
 2. ILG Good Governance Checklist
 3. Legal Counsel and Auditor Policy
 - b) **New Policy/Procedure review**
 1. Adoption Amendment of Policies
 2. Board Actions and Decisions
 3. Customer Relations
 - c) **Contracts for GM and Independent Contractors**
 - d) **New Hire: Administrative Assistant (Part time)**

M. Future Agenda Items:

- a. Town Hall Meeting
- b. CVPCSD Roads
- c. Ordinance Review/updates
- d. Strategic Planning
- e. Multi-year Budgets
- f. Reservoir Project Review
- g. Role of Contractors versus District Employees, Protocols and Oversight
- h. Internet Service
- i. Noise and Safety Complaints
- j. Road Signs
- k. Future District Staff Positions

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 January 12, 2020 Regular Board Meeting Minutes
2. Approval of the January 25, 2020 Board Meeting Workshop Minutes – Brown Act & Governance Training
3. Review and Approval of monthly expenditures

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

O. ADJOURNMENT

I certify that on 2-6-2021, 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.