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Board of Directors: Beverly Fickes - Chair,
Terry Lincoln, Vice Chair
Directors – Pam Beaver, Vacant, Scott McVay

General Manager: Paul Kelley

**SPECIAL MEETING: August 9th 2023 at 6:00PM: District Office Board Room
For Planning and Steering Committee Items**

MINUTES

1. CALL TO ORDER- by Chair Fickes @ 6PM

2. PLEDGE OF ALLEGIANCE- Led by Director McVay

3. ROLL CALL- Roll called by Chair Fickes.

Present: Chair Fickes, Vice-Chair Lincoln, and Directors McVay & Beaver.

Staff: General Manager Paul Kelley and Administrative Assistant Kayla Faulks.

4. OPEN TIME/PUBLIC COMMENT:

Speaker: Emily Rankin gave summary of items worked on that will later be discussed in the meeting.

5. CONSENT – NONE

6. OLD BUSINESS/NEW BUSINESS

a. Policies and Procedures:

i. General Administrative Policy (Discussion/Action)

GM Kelley provided background and update from memo, the Board provided comments and suggested edits. Public Comment: Emily Rankin provided comments and suggestions to edits.

Motion to approve the General Administrative Policy as amended:

Director Beaver.

2nd: Director McVay.

Passed unanimously (4-0)

ii. Procurement, Competitive Bidding and Emergency Contracting Policy
(Discussion/Action)

GM Kelley reviewed the memo, the Board provided comments and suggestions of edits. Public Comment: Emily Rankin provided recommendations on this policy.

ADA Related Disabilities:

Contact the front office and speak with a Staff Member if special consideration is needed to attend any public meeting for disability related accommodations or aide is needed. Please give 72 hours - notice prior to the meeting to allow staff to meet your requests appropriately.

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- iii. Board of Directors Compensation & Expense Reimbursement Policy (Discussion/Action)
 Gm Kelley gave background of his memo for this item, and the Board provided suggestions. Public Comment: Emily Rankin provided comments and suggestions of edits.
The action for this item was to bring the policy back to the Board with an ordinance since it was previously approved with an ordinance in the past.
- iv. General Manager Reimbursement Policy (Discussion/Action)
 GM Kelley reviewed his background memo. Public Comment: Emily Rankin provided comments and suggestions of edits.
Motion to approve as amended made by: Director McVay. 2nd: Director Beaver. Passes unanimously (4-0).
- v. Employee Travel Guidelines and Reimbursement Policy (Discussion/Action)
 GM Kelley gave background information. The Board asked questions and provided feedback. Public Comment: Emily Rankin provided comments and suggestions of edits.
No action was taken on this item as there were some clarifications needed for a few topics in the policy and it was approved by ordinance in the past.
- vi. Surplus Property Disposal Policy (Discussion/Action)
 GM Kelley mentioned that this policy was approved previously by ordinance. The Board asked some questions and provided suggestions. Public Comment: Emily Rankin provided comments and suggestions of edits.
No action was taken since it was approved by ordinance in the past.
- vii. Trespassers on CCCSD Property Policy (Discussion/Action)
 GM Kelley mentioned that this policy was approved by ordinance in the past.
Discussed briefly, but no action was taken on this item.
- viii. Will Serve Letter Policy (Discussion/Action)
 GM Kelley reviewed his background memo. The Board asked questions and provided suggestions. Public Comment: Emily Rankin provided comments and suggestions of edits.
No action was taken on this item as GM Kelley suggested to check on rates of capacity charges.
- ix. Delinquencies & Service Disconnection (shut off) policy (Discussion/Action)
 GM Kelley reviewed his background memo for this item. The board asked questions and made suggestions. Public Comment: Emily Rankin provided comments and suggestions of edits.
No action was taken on this item. It was requested to be brought back to the Board at a later meeting.
- x. Other Policies- None

b. Plans

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i. Capital Improvement Plan (Discussion)

GM Kelley reported that he and the staff are working on ideas for a capital improvement plan.

7. ADJOURN THE MEETING- Chair Fickes adjourned the meeting @ 8:55 PM

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