



MANILA COMMUNITY SERVICES DISTRICT

Notice and Agenda of Regular Meeting Tuesday May 16th, 2023 at 6:30 p.m.

Manila Community Center, 1611 Peninsula Drive Room A

Posted by Saturday May 13th, 2023 6:30 p.m.

This meeting is accessible remotely via Zoom <https://us02web.zoom.us/j/3742372467> and phone-in @ 669-900-6833. Unless otherwise noted, all items on the agenda are subject to action by the Board of Directors. Time specific items (if any) are noted on the applicable agenda item and will be discussed at that time or as soon after that time as practical. It is planned to record this meeting so that it is accessible by the public.

1. ROLL CALL, DETERMINE QUORUM

2. APPROVE AGENDA:

3. PUBLIC INPUT / PETITIONS / ANNOUNCEMENTS: *The public is invited to present petitions, make announcements or provide other information to the Board on matters not on the agenda. The Board may uniformly impose a time limit of 3 minutes to individual presentation to assure every subject is heard. By public law, the Board cannot take action on items not on the agenda.*

4. PRESENTATION ITEMS:

a) n/a

5. BUSINESS ITEMS (Action Items):

a) District Policy Manual Amendments / Discussion

b) Draft Budget 2024 / Amendments for 2023 / Budget Vs. Actual FY to Date

6. CONSENT CALENDAR: *(Items may be pulled for future consideration) – Amendments or corrections should be received in writing prior to approval.*

a) Draft Minutes of April 18th 2023

b) Receive Disbursements: April 12th to date

7. BOARD DISCUSSION ITEMS:

a) Committee Member Updates

c) General Manager's Report: Manila Park: CEQA, Lupin Ave, RCAA Murals and general updates

8. INCOMING COMMUNICATIONS : Letter from D. Dengler

9. ADJOURNMENT :

If open session items cannot be completed by 8:30 P.M., the meeting may be adjourned to the next regular meeting or the Board may vote to extend the meeting. A request for disability-related modification or accommodation, including auxiliary aids of services, may be made by a person with a disability, who requires a modification or accommodation in order to participate in the public meeting, by contacting the Manila CSD General Manager at least 24 hours prior to commencement of the meeting.

Agenda Summary

Business Item:

District Policy Manual Amendments / Discussion

Summary:

Staff has been asked to place an agenda item to discuss a schedule for addressing the District Policy.

The “current” district policy manual is a raster scanned document available on the website:

<http://www.manilacsd.com/assets/files/MCSD-Policy-Manual-oldcopy.pdf>

As part of upcoming management goals and objectives, the district should adopt a District Policy Update Program that will digitize, recreate in searchable form, the entirety of the existing manual and bring updates/amendments to the board for formal adoption.

The district began this task several years ago and abandoned the program around 2016. One of problems at that time was the *policy on changing policy* requiring (2) readings of amendments (as if they were ordinances). This made the process very cumbersome and time-consuming.

So, the first thing the board might want to consider is that digitizing, formatting and renumbering policies are not *changes* to policy and to also consider that every action by the board is essentially a policy decision (legislative or judicial).

Staff would like to start this program by digitizing the entirety of the current policy, including any revisions captured through myriad actions of the board over the last several years that affect governance. The board could address policy sections in discrete chunks that could be returned as necessary. The board may also wish to consider the best approach in referencing ever-changing laws, reporting requirements and technology efficiencies.

The district is in possession of a generic and “complete” digital policy set provided by CSDA in 2007 which was the basis for our current district manual.

The schedule for the implementing this program would be at the pleasure of the board.

Recommended Motion: n/a

AYES:

NAYS:

ABSENT:

ABSTAIN:

Attachments:

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MANILA COMMUNITY SERVICES DISTRICT

POLICY MANUAL

TABLE OF CONTENTS (01/14/2016)

POLICY # POLICY TITLE
KEY: BOLD TEXT = Policy Approved by Board
Regular Text = Policy not approved – Draft Policy
Italics Text = Policy not drafted at this time

SECTION 1000 - GENERAL

1010	Purpose and Powers of District
1020	Basis of Authority
1030	Purpose of Board Policies
1040	Adoption/Amendment of Policies
1050	Conflict of Interest
1060	Public Complaints, amended 2007
1070	Coordination with Governmental Units
1080	Public Information/Request for Public Documents, adopted 8.30.2007

SECTION 2000 - PERSONNEL

2010	Personnel Policy
2011	Employee Recruitment and Rehire Policy
2012	Salary Schedule
<i>2020</i>	<i>Organization Chart</i>
2030	Job Description - General Manager, amended 6.19.2007
2030a	Interim General Manager, March 21, 2007
2040	Job Description - Operator
2050	Job Description - Utility Worker 1
2055	Job Description - Utility Worker 2
2060	Job Description - Administrative Assistant
2065	Job Description – Office Manager, amended 8.23.2007
2070	Job Description – Coordinator
2072	Job Description – Recreation Director
2074	<i>Job Description – MTWVRC Program Coordinator/Supervisor 01/06/2016</i>
2075	Job Description – Teenship Manager
2076	<i>Job Description - MTWVRC Technical Coordinator (added 01/06/2016)</i>
2077	Job Description – Restoration Project Manager
2078	Job Description – Restoration Field Supervisor
2079	Job Description – Nutrition Educator
2080	<i>Job Description – Landscaper (no Job Description available)</i>
2090	Job Description - Public Works Supervisor

SECTION 3000 - SAFETY AND OPERATIONS

3010	Safety Policy
3020	Illness and Injury Prevention Program (<i>separate document</i>)
3021	Drug-Free Workplace Policy
3022	<i>Emergency Preparedness, adopted 8.30.2007(see 3025)</i>
3025	Emergency Preparedness & Security List, adopted 10.25.07
3030	<i>Water System</i>
3031	Customer Water Leaks
3040	<i>Wastewater System</i>
3050	<i>Drainage</i>
3060	<i>Manila Park</i>
3070	<i>Manila Community Center</i>
3080	<i>Beach Access and Dunes Restoration</i>
3085	Disposal of Surplus Property or Equipment, 02.19.2015
3090	Recreation Program, 12.17.09

SECTION 4000 - BOARD OF DIRECTORS

4010	Code of Ethics
4020	Attendance of Meetings
4030	Remuneration and Reimbursement, 11/17/2011
4040	Membership in Associations
4050	Board President and Other Officers of the Board, 04/21/2011
4060	Committees of the Board of Directors (4060.21 repealed w 2009.01)
4070	Training, Education, and Conferences (recreated from text)

SECTION 5000 - BOARD MEETINGS

5010	Board Meetings (<i>needs amendment along with Ord 93.01</i>)
5020	Board Meeting Agenda (<i>currently under review</i>)
5030	Board Meeting Conduct
5040	Board Action and Decisions
5050	Review of Administrative Decisions
5060	Minutes of Board Meetings, 11/21/2013

SECTION 6000 - FINANCIAL

6010	Financial Procedures, 9.13.2007
6020	<i>Budget Preparation</i>
6030	Fixed Asset Accounting Control, adopted 8.15.07
6040	<i>Expense Authorization</i>
6050	Inter-departmental Borrowing

SECTION 7000 - FACILITIES DEVELOPMENT

7010	<i>Development Improvement Standards</i>
7020	<i>Environmental Review Guidelines</i>
7030	<i>Annexation Procedures</i>
7040	<i>Project Approval</i>
7050	<i>Development Agreements</i>

SECTION 8000 - MISCELLANEOUS

8010	Multiple Units
8020	Volunteers

