



BEAR VALLEY COMMUNITY SERVICES DISTRICT

28999 South Lower Valley Road • Tehachapi, CA 93561-7460
PHONE 661-821-4428 • FAX 661-821-0180

ADMINISTRATION COMMITTEE AGENDA

June 19, 2019

11:00 am

ROLL CALL: Chair: Jane Baron; Vice-Chair: Terry Quinn
Staff: Bill Malinen, General Manager; Kristy McEwen, Secretary of the Board
Citizen Volunteers: Sharon Groen; Lisa Perez

1. Approval of Agenda

2. Approve Minutes of the April 17, 2019 meeting.

3. Public Comments on Non-Agenda Items

Members of the public may address the Committee on matters within its subject matter area not listed on this Agenda. The Committee cannot take action on any item that is not on the Agenda. The Committee or staff may briefly respond to statements made or questions posed, or may ask questions for clarification. These items may also be referred to staff or scheduled on a future Agenda. There will be a separate opportunity for public comment for each item on the Agenda.

4. Information & Discussion Items:

A. Personnel Policies Review & Recommendation

- i. Review Sections VIII - IX
- ii. Vehicle Use Policy
- iii. Electronic Communications Systems Policy
- iv. Employee Development, Training and Reimbursement Policy
- v. Drug Free Workplace Policy

5. Committee Member Comments

6. Staff Comments

7. Future Agenda Items:

- A. Personnel Policies: Section X & XI - XII
- B. FMLA/CFRA/PDL Leave Policy
- C. Water Service Shut-Off Policy

8. Adjournment: The next regularly scheduled meeting of the Administration Committee is August 21, 2019.

Signed June 11, 2019

Kristy McEwen, Secretary of the Board