



**BOARD OF DIRECTORS POLICY REVIEW COMMITTEE
MEETING AGENDA**

Kelly J. Gregg *President*
James Roberts III *Vice President*
Jose Gonzalez *Director*
Shawna Irish *Director*
Roman Aguilar III *Director*

Robert Hernandez *Acting General Manager*

**HESPERIA RECREATION AND PARK DISTRICT
BOARD OF DIRECTORS
POLICY REVIEW COMMITTEE
Wednesday, August 7, 2024 - 3:30 p.m.
Lime Street Park Community Center
16292 Lime Street, Hesperia, CA 92345**

Minutes

CALL TO ORDER

The meeting was called to order at 3:30 pm by Director Aguilar.

A. Attendance

Board Committee Members: Aguilar, Gregg

District Staff: Hernandez, Schauwecker, Artola, Chavez, Hauser

Guests: None

FLAG SALUTE

Flag Salute was led by President Gregg

MESSAGE TO THE PUBLIC/PUBLIC COMMENT

Welcome to this Board of Directors' Policy Review Committee Meeting. The Committee encourages public participation. If you desire to address the Committee on any District-related matter within the jurisdiction of the Committee or item on the Agenda, please fill out one of the speaker forms in the back of the meeting room and turn it in to the General Manager. When called upon, please come forward, and state your name (if you wish) and address before addressing the Committee. Please limit your comments to five minutes per speaker.

Please note that if you address the Committee on items not on the Agenda, the Brown Act does not allow discussion of such items. Therefore, the Committee may only do the following: refer the matter to staff, ask for additional information, request a report back, or give a very limited factual response.

PUBLIC COMMENT

- None

DISCUSSION ITEMS

- B. Credit Card Policy**
- The policy review committee would like a policy created to accommodate Credit Card purchases. Since there is no District credit card, one should be established. It is suggested that the credit card policy be combined with the purchasing policy. This is a time sensitive matter and needs to be on the next agenda for review.
- C. Board and Management Travel Reimbursement Policy**
- The policy review committee reviewed the current policy and agreed that the Per Diem that adheres to the GSA website is outdated. With mounting fees and rates going up, the per diem should be realigned to the MWD policy sections for travel reimbursement, expense reimbursement, transportation and lodging as well as Mileage. The costs should be within reason and would like to move towards receipt reimbursements vs per diem.
- D. Employee Handbook Section 12: Expenses, Travel, Mileage, and Reimbursements**
- Item addressed with Item C. Would like to have the policy updated.
- E. Pay Warrants Policy**
- The policy review committee would like to update the current policy regarding pay warrants. Currently the General Manager is approved to sign up to 25K for budgeted legal expenditures. The concern is that if there is an emergency, how much would the General Manager be allowed to approve. As of now the current recommendation is 5k for items. The policy will be updated and brought back for review.
- F. Signature Policy for Warrants**
- As per the Policy review committee, it is important to have internal controls for approvals and would like to require two signatures on checks before payments are made. Staff will consult the auditors and create a policy.
- G. Review Current Investment Policy**
- The policy committee would like to update the current policy and look for ways to invest funds. The committee would like to see staff

investigate possibly investing with Flagstar. Also, the committee would like to know what the rates for a 6-month CD with Flagstar.

H. Board Compensation Policy

- The policy review committee is interested in updating the current policy as the current one needs clarification. The allotted 10 meetings per month need to be revised and the dollar amount updated. Since we are coming up to election season, it is ok to leave the policy as is for now and make changes after the elections.

I. Purchasing Policy

- The policy review committee decided to keep the purchasing policy that the Finance Manager is currently working on.

J. Statement of Investment Policy

- The policy review committee would like to create a policy that is clear and in line with other government agencies.

ADJOURNMENT at 5:21 pm by Director Aguilar

It is the intent of the Hesperia Recreation and Park District to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, the Hesperia Recreation and Park District will attempt to accommodate you in every reasonable manner. Please contact the District Office at (760) 244-5488, at least 48 hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible. Please advise us at that time if you will need accommodations to attend or participate in meetings on a regular basis.

Board Meeting documents can be reviewed by the public at the District Office, 16292 Lime Street, Hesperia, CA - Monday through Friday, 8:30 a.m. to 5:00 p.m.