**GASQUET COMMUNITY SERVICES DISTRICT**

AGENDA – REGULAR BOARD MEETING

February 13, 2023

Legion Hall 1555 Gasquet Flat Road – 6:30 pm

1. **Call to Order**
2. **Public Presentation** (Discussion and possible action: At this point the Public may address the Board regarding items which may not appear on the posted Agenda. Time is limited to 5 minutes per person.)
3. **Water Superintendent’s Report and Requests**
4. Water usage and maintenance reports.
5. **Consent Agenda** (Items for Board Discussion and Action)
6. Minutes: Regular Board Meeting November 14, 2022
7. Financial Reports – November
8. Interim Balance Sheet
9. Interim Profit and Loss
10. Aged Receivables/Liens
11. Operating Account Bank Reconciliation (Available at District Office)
12. February Disbursements
13. **Old Business**
    1. Policies and Procedures – Tai still working on: 90 notices, Hiring, Leave of Absence
    2. North Fork Loop
    3. Memorial Bench
    4. Quickbooks Certification/Training for Secretary – First session scheduled for Feb 28, 2023 – Mar 3, 2023
14. **New Business**
    1. Audit Engagement Letter FYE 2022
    2. Oath of Office
    3. Bad Check fees – propose a notice and a policy and price for all returned check fees
    4. Insurance Policy on employees driving personal vehicles for work use
    5. Why are we with State Fund for Work Comp? May I price shop
    6. Do we need to post the job listing for the Manager position
    7. Job Descriptions: Would the board like to have input on any of the job descriptions
    8. Should we/do we have a written policy on discontinuation on water service for non-payment?
15. **Correspondence**
    1. None
16. **Board Member Concerns**
17. **Closed Session – Personnel**

Next meeting: March 13, 2023