

March 21, 2023
Tracy, California

Pursuant to adjournment, March 15, 2023, the Board of Directors of the Banta-Carbona Irrigation District met at 9:00 a.m. at 3514 W. Lehman Road, Tracy California on the above-named date.

PRESENT: Directors: James M Thoming, Glenn Robertson, Annette Elissagaray, Mark Cardoza, and Kyle Robertson

OTHERS PRESENT: General Manager/Secretary David Weisenberger, Treasurer/Assessor Donna Braxton, Assistant Manager/Watermaster Michael McDonald and Administrative Assistant Danisha McDonald

ABSENT: None

ITEM 1 - DISCUSS DESIRED DISTRICT POLICIES AND PROCEDURES AND DEVELOP A PROCESS FOR UPDATING, CREATING, OR AMENDING DISTRICT POLICIES AND PROCEDURES. President Thoming opened the discussion by emphasizing that in this time of front office transition it has become alarmingly apparent that district policies, procedures, and employee training materials are lacking or nonexistent. With this in mind the directors commenced the discussion with staff on the priorities in updating or creating policies, procedures, and training materials. Staff was directed to first update the organizational chart and employee handbook, and bring examples of current policies and procedures back to the next special board meeting, or next board meeting if possible.

ITEM 2 - DISCUSS FORMAT OF REPORTS TO BE USED BY STAFF FOR REGULAR BOARD MEETINGS. Director Thoming suggested and the board concurred that the Treasurer bring to the next regular board meeting a draft new style of Treasurer's report that can be generated directly from the district's accounting system. Director Kyle Robertson requested that the General Manager better align the written manager's report with the agenda items to provide better continuity to the meeting for discussion purposes. The Board also observed that the district's agendas need to better emphasize the opportunity for public comment.

ITEM 3 - DIRECTOR OR STAFF ITEMS. None

Signed,

David Weisenberger
Secretary