



BUCKINGHAM PARK WATER DISTRICT

2880 Eastlake Drive, Kelseyville, CA 95451

AGENDA

SPECIAL MEETING OF THE BOARD

Monday March 30th, 2020 at 5:00 p.m.

Held via teleconference

Due to COVID-19

**The public may attend via teleconference by calling (425) 436-6362
and use Access code: 807718#**

REQUEST FOR DISABILITY RELATED MODIFICATION OR ACCOMMODATION: *A request for a disability-related modification or accommodation which is necessary to participate in the Board of Directors meeting should be made in writing to the Secretary to the Board at least 48 hours prior to the meeting.*

1.0 CALL TO ORDER:

Time: _____ / Location: Buckingham Park Water District's Business Office at 2874 Eastlake Drive, Kelseyville, CA 95451

2.0 ROLL CALL OF BOARD MEMBERS:

President, Mark Boyle [] Vice President, Ken Agarwal [] Director, Shannon Maurer []
Director, Lisa Vartabedian [] Director, Thomas Brandon []

3.0 PUBLIC INPUT:

NON-AGENDA ITEMS – Members of the Public may address the Board for a maximum of 3 minutes on subject matter, which falls within the jurisdiction of the Board.

4.0 CONSENT AGENDA:

(A Board Member may move any item from the Consent Agenda to the Action / Discussion Items should action need to be taken.)

4.1 Approval of March 23rd, 2020 Agenda

4.2 Approval of February 24th, 2020 Minutes

5.0 APPEALS:

5.1 Appeal #1

5.2 Appeal #2 – Requesting to Waive Late Fees (Revised Recommendation Submittal)

6.0 ACTION / DISCUSSION ITEMS:

6.1 APPROVE / DISAPPROVE Managements Report

a) MARCH 2020

6.2 APPROVE / DISAPPROVE

a) Section 7 Account Delinquency & Collections, B. Waiver of Carrying Charges, 1.Courtsey Waiver of Carrying Charges – Revision

6.3 APPROVE / DISAPPROVE

a) QuickBooks Upgrade to 2020 – California Sick Leave Policy - Quote \$499.95
Current QuickBooks Premier Edition 2018 is outdated (Unable to account & track California Sick Leave)

6.4 Review Carbon Sampling Results

6.5 APPROVE / DISAPPROVE

a) Estimate of generator work to be done by Cummins to be paid by CIP Reserve



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6.6 **NEW BUSINESS:**

6.7 DISCUSSION

- a) Renovations to Water Tower on Westlake Drive

6.8 DISCUSSION

- a) Emergency Intertie

6.9 APPROVE / DISAPPROVE

- a) Moratorium on Shut Offs due to COVID-19
- b) Payment Fluctuation/alternative payment plan due to COVID-19
- c) Moratorium on late fees due to COVID-19
- d) Resolution #20-03-01

7.0 Consideration of items not appearing on the posted agenda:

Consideration of items not appearing on the posted agenda, if necessary, requires the following Board action prior to consideration: 1) A determination by a majority of the Board that an emergency situation exists (as defined in section 54956.9 of the Brown Act); or 2) A determination by a two-thirds vote of the legislative body or, if less than two-thirds of the members that are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the District subsequent to the agenda being posted.

8.0 **CLOSED SESSION:**

Public Employee Performance Evaluations

With respect to every item of business to be discussed in closed session pursuant to Government Code Section 54957.1, Subdivision (a) (5): Action taken to appoint, employ, dismiss, accept the resignation of, or otherwise affect the employment status of a public employee in closed session pursuant to Section 54957 shall be reported at the public meeting during which the closed session is held. Any report required by this paragraph shall identify the title of the position. The general requirement of this paragraph notwithstanding, the report of a dismissal or of the nonrenewal of an employment contract shall be deferred until the first public meeting following the exhaustion of administrative remedies, if any.

- a. General Manager
- b. Office Manager
- c. Plant Manager
- d. Shift Operator

9.0 **ADJOURNMENT:**

Motion to adjourn: _____ Time: _____

Respectfully Submitted by:


Jill M. Jespersen, Office Manager & Secretary to the Board

