



BUCKINGHAM PARK WATER DISTRICT

2880 Eastlake Drive, Kelseyville, CA 95451

OFFICIAL MEETING MINUTES

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#

1.0 **CALL TO ORDER:**

Board President Mark Boyle called the meeting to order at 5:12pm

2.0 **ROLL CALL OF BOARD MEMBERS:**

Present: President Mark Boyle, Director Thomas Brandon, Director Lisa Vartabedian and Director Shannon Maurer

Excused: Vice President Ken Agarwal

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. Jennifer Platt talked to board about wanting the district to accept credit card payments

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

The March 23rd, 2020 Agenda & the February 24th, 2020 Minutes were all approved by the following vote:

Ayes: Maurer, Vartabedian, Boyle, Brandon

Noes: None

Abstentions: None

Absent: Agarwal

5.0 **APPEALS:**

5.1 APPROVE / DISAPPROVE Appeal #1

Appeal #1 - No action taken. Board advised to talk to council.

Ayes: Maurer, Brandon, Boyle, Agarwal, Vartabedian

Noes: None

Abstentions: None

Absent: None

5.2 Appeal #2

Appeal #2 was denied by the following vote:

Ayes: Maurer, Vartabedian, Boyle, Brandon

Noes: None

Abstentions: None

Absent: Agarwal

6.0 **ACTION / DISCUSSION ITEMS:**

6.1 APPROVE / DISAPPROVE MANAGEMENT'S REPORT:

a) February 2020

The Managements Report for February 2020 was approved by the following vote:

Ayes: Maurer Brandon, Boyle, Vartabedian

Noes: None

Abstentions: None

Absent: Agarwal



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- 6.2 APPROVE / DISAPPROVE Section & account Delinquency & Collections, B. Waiver of Carrying Charges, 1. Courtesy Waiver of Carrying Charges - Revision
Section & account Delinquency & Collections, B. Waiver of Carrying Charges, 1. Courtesy Waiver of Carrying Charges – Revision was approved by the following vote:
Ayes: Brandon, Vartabedian, Boyle, Maurer
Noes: None
Abstentions: None
Absent: Agarwal
- 6.3 APPROVE / DISAPPROVE 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)
QuickBooks Upgrade to 2020 was approved by the following vote:
Ayes: Vartabedian, Brandon, Boyle, Maurer
Noes: None
Abstentions: None
Absent: Agarwal
- 6.4 Review Carbon Sampling Results
Board discussed results and suggested that we sample vessel #2
- 6.5 APPROVE / DISAPPROVE Estimate of generator work to be done by Cummins to be paid by CIP Reserve:
To be carried over. The Board stated that they would like to get more quotes.

6.7 NEW BUSINESS:

- 6.7 DISCUSSION: Renovations to Water Tower on Westlake Drive:
The Board would like to get a quote to rehab tank
- 6.8 DISCUSSION Emergency Intertie
Carry over to next month board meeting. The board would like management to look in to grant options.
- 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

The Board discussed Items a,b,c and approved item d) Resolution #20-03-01 by the following vote:
Ayes: Vartabedian, Brandon, Boyle, Maurer
Noes: None



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Abstentions: None
Absent: Agarwal

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.

NONE

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

Closed Session Begins: at 6:11 p.m.

Closed Session Ends: at 6:21 p.m.

Report Out:

Pursuant to positive performance evaluations, the General Manager, Office Manager, Plant Manager and Shift Operator are all approved for a pay increase per their contracts.

9.0 **ADJOURNMENT:**

Director Maurer made a motion to adjourn the public board meeting at 6:22 p.m. The motion carried by the following vote:

Ayes: Brandon, Boyle, Vartabedian

Noes: None

Abstentions: None

Absent: Agarwal

Respectfully Submitted by:

Ahimsah O. Wonderwheel General Manager and Interim Office Manager / Secretary to the Board

