

BUCKINGHAM PARK WATER DISTRICT

2880 Eastlake Drive, Kelseyville, CA 95451

-OFFICIAL MINUTES-

REGULAR MEETING OF THE BOARD OF:

Monday, January 23, 2012

1.0 CALL TO ORDER

Director Mark Boyle called the meeting to order at 7:00 p.m. at the Buckingham Homeowner's Association Clubhouse.

2.0 ROLL CALL OF BOARD MEMBERS

Board Members present were Director Boyle, Director Taja Odom and Director Rick Kemp. Vice President George Hawley and Director Mike Yeomans were excused. Also present was Office Manager/Board Secretary Nakia Foskett and General Manager Ellen Pearson.

3.0 PUBLIC INPUT

None.

4.0 APPEALS

4.1 5230101/ Agarwala appeal requesting alternative installment plan

Office Manager Nakia Foskett informed the Board that this account was scheduled for shut off due to the delinquent status of the account. "There are three factors that will stop an account from being locked off for non-payment. The account must either be paid in full, placed on an Installment Plan, or an appeal disputing the charges must be received by our office from the owner of the property." After careful review and consideration of Mr. Agarwala's appeal, Director Odom made a motion to allow the occupant to pay his portion of the bill on or before February 10, 2012 and the balance of the account shall be placed on an Installment Plan as agreed to by the owner of the property which shall be paid at \$100 per bill until the balance of the account is satisfied. The paper statement will continue to be mailed to the owners address and a copy of the bill shall be emailed to the occupant. Should either the occupant or the owner fail to comply with this arrangement, the installment plan shall be null and void and the owner shall be responsible for the total amount due in addition to any late penalties that may apply. Director Kemp seconded the motion. The motion carried by acclamation.

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4.2 47223901 / Hennig appeal of Carrying Charge(s)

No action was taken. This item has been carried over to the meeting of February 27, 2012.

5.0 CONSENT AGENDA

5.1 Review of the IRS Standard Mileage Rates for 2012

No action was taken.

6.0 OFFICE MANAGERS REPORT

Office Manager Nakia Foscett presented the Office Manager's Reports for November and December. Director Odom made a motion to accept the Office Manager's Reports. Director Kemp seconded the motion. The motion carried by acclimation.

7.0 GENERAL MANAGERS REPORT

General Manager Ellen Pearson presented the General Manager's Reports for November and December. Director Odom made a motion to accept the General Manager's Reports. Director Kemp seconded the motion. The motion carried by acclimation.

8.0 BOARD ACTION:

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.

9.0 OLD BUSINESS:

9.1 Adoption of the District's Strategic Plan Draft #1 and all the tasks therein

Director Odom made a motion to adopt the Buckingham Park Water District's Strategic Plan Draft #1 and all tasks therein. Director Kemp seconded the motion. The motion carried by acclimation.

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9.2 Review of consideration of purchasing a projector and screen for the District

No action was taken. This item has been carried over to the meeting of February 27, 2012.

9.3 COMPLIANCE PROJECT UPDATE:

a) Little Borax Lake Road Water Main Replacement / System Wide Hydrant Replacement Project

No action was taken.

b) Approval of Invoice from Whitley Burchett and Associates for \$9,000 for Project Documents

No action was taken.

c) Update on status of NEPA Report

No action was taken.

d) Consider for approval of payment for Invoice # ONE (1) in the amount of \$900 to G.R. Shaul, Civil Engineer

Director Odom made a motion to approve the progress payment to G.R. Shaul in the amount of \$900. Director Kemp seconded the motion. The motion carried by acclimation.

e) Authorize Sonoma State University Historical / Archeological Consultant to research our project location for anything that might be recorded that is of historical or archeological nature

This item was taken out of order to be discussed before Item 8.0. Director Odom made a motion to authorize the expenditure for a 7-day turn around for the report needed from Sonoma State University. Director Kemp seconded the motion. The motion carried by acclimation.

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- 9.4 Second reading of Ordinance #11-11-01; amendment to Ordinance #10-06-03

Director Odom made a motion to read Ordinance #11-11-01, an amendment to Ordinance #10-06-03 in title only. Director Kemp seconded the motion. The motion carried by acclimation.

Director Odom made a motion to adopt Ordinance #11-11-01. Director Kemp seconded the motion. The motion carried by acclimation.

- 9.5 Consider for approval of November 28, 2011 Regular Meeting Minutes, Draft #1

Director Odom made a motion to accept the Meeting Minutes of November 28, 2012. Director Kemp seconded the motion. The motion carried by acclimation.

- 9.6 Update on Invasive Mussel facts found to date

No action was taken.

10.0 OLD BUSINESS:

- 10.1 Recess to administer oath of office for Director Boyle and Director Yeomans

This item was taken out of order to be before Item #3.0. The board recessed at 7:02pm. The meeting reconvened at 7:05 pm. No action was taken.

- 10.2 Election of officers:

a) Board President

b) Vice President

No action was taken. This item is carried over to the meeting of February 27, 2012.

- 10.3 Set minimum bid for surplus equipment, (1-Neptune Package Treatment Plant) which has been out of commission for more than 10 years.

Director Odom made a motion to set the minimum bid to surplus the Neptune Package Treatment Plant at \$500 and that all necessary legal restrictions and requirement are complied with. Director Kemp seconded the motion. The motioned carried by acclimation.

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10.4 Discuss issuing a letter to Congress expressing desire for streamlining of United States Department of Agriculture, Rural Development, Water and Wastewater loan program and request development of flow chart that ties timeline and identifies responsible parties.

No action was taken.

10.5 Update on the 2012 Watershed Sanitary Survey

No action was taken.

11.0 ADJOURNMENT

Director Odom made a motion to adjourn. Director Kemp seconded the motion. The motion carried by acclamation to adjourn at 8:46 p.m.

**The next regularly scheduled meeting of the Board of Directors is:
February 27, 2012 at 7:00 p.m.**



Submitted by: Nakia D. Foskett,
Secretary to the Board of Directors

