



BUCKINGHAM PARK WATER DISTRICT

2880 Eastlake Drive, Kelseyville, CA 95451

OFFICIAL MEETING MINUTES

REGULAR MEETING OF THE BOARD

Monday February 25, 2019 at 5:30 p.m.; Adjourned to March 25, 2019

Held at the Buckingham Park Water District's Business Office

Located at: 2874 Eastlake Drive, Kelseyville

1.0 CALL TO ORDER:

Board Vice President Agarwal called the meeting to order at 5:35 pm

2.0 ROLL CALL OF BOARD MEMBERS:

Present: Vice President Ken Agarwal, Director Lisa Vartabedian, and Director Thomas Brandon

Excused: Board President Mark Boyle

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. **None**

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 February 25th, 2019 Agenda

4.2 Approval of Minutes:

a) Posted January 28th, 2019 Minutes on Website for review 3/5/2019 approved February 25th, 2019.

The Consent Agenda was approved in its entirety by the following vote:

Ayes: Vartabedian, Brandon, Agarwal

Noes: None

Abstentions: None

Absent: Boyle

5.0 ACTION / DISCUSSION ITEMS:

5.1 Appeal carry over from January 28th 2019 meeting
No Action Taken

6.0 ACTION / DISCUSSION ITEMS:

6.1 **APPROVE / DISAPPROVE GENERAL MANAGERS REPORTS:**

a) January, 2019

The General Manager's Report for January, 2019 is APPROVED by the following vote:

Ayes: Vartabedian, Brandon, Agarwal

Noes: None

Abstentions: None

Absent: Boyle

6.2 OLD BUSINESS:

- a) Project Updates: Approval of pending tasks and direct staff if action is required for the following:
1. FEMA Event 4382-DR Discussion: Project updates on progress, budget and funding status
 2. OES Mitigation Grant Discussion: Project updates on progress, budget and funding status

No action taken.



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6.3 NEW BUSINESS:

- a) APPROVE / DISAPPROVE District Organizational Chart

6.3, a) is APPROVED by the following vote:

Ayes: Brandon, Vartabedian, Agarwal

Noes: None

Abstentions: None

Absent: Boyle

- b) APPROVE / DISAPPROVE Employee Compensation Pay Scale

6.3, b) is APPROVED by the following vote:

Ayes: Vartabedian, Brandon, Agarwal

Noes: None

Abstentions: None

Absent: Boyle

- c) Approve Policies

1. #2500 - Paid Time Off - Provisional Approval

6.3, c) #1. Carry Over

2. #2998 – Job Description - General Manager
3. #2997 - Job Description – Water Operations Manager
4. #2916 – Job Description – Office Manager
5. #2996 – Job Description – Shift Operator
6. #2985 – Job Description – Water Treatment Operator
7. #2984 – Job Description – Distribution Operator
8. #2983 – Job Description – Utility Worker
9. #2903 – Job Description – Office Worker

6.3, c) #2. – 9. is APPROVED by the following vote:

Ayes: Vartabedian, Brandon, Agarwal

Noes: None

Abstentions: None

Absent: Boyle

- d) APPROVE/DISAPPROVE 2019 Fee Justification Draft

6.3, d) 1 is APPROVED by the following vote:

Ayes: Brandon, Vartabedian, Agarwal

Noes: None

Abstentions: None

Absent: Boyle

6.4 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.



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7.0 CLOSED SESSION:

Public Employee Appointment:

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

Closed Session Began: at 7:42 p.m.

Closed Session Ends: at 8:29 p.m.

Report Out:

- a.) General Manager
- b.) Water Operations Manager
- c.) Shift Operator
- d.) Office Manager
- e.) Compliance Officer

Director Brandon made a motion to approve 7.0 a) – 7. e) Director Vartabedian Seconded the motion. The motion carried by the following vote:

Ayes: Brandon, Vartabedian, Agarwal

Noes: None

Abstentions: None

Absent: Boyle

6.0 ADJOURNMENT:

Director Vartabedian made a motion to adjourn the public board meeting at 8:34 p.m. The motion carried by the following vote:

Ayes: Vartabedian, Brandon, Agarwal

Noes: None

Abstentions: None

Absent: Boyle

Respectfully Submitted by:


Jill M. Jespersen, Office Manager & Board Secretary

