



BUCKINGHAM PARK WATER DISTRICT

2880 Eastlake Drive, Kelseyville, CA 95451

AGENDA

REGULAR MEETING OF THE BOARD

Monday February 25, 2019 at 5:00 p.m.

To be held at the Buckingham Park Water District's Business Office
Located at: 2874 Eastlake Drive, Kelseyville

NOTICE OF RECORDATION: *This meeting is tape recorded for transcription purposes only. **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, Vacant	[]
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 February 25, 2019 Agenda

4.2 Approval of Minutes:

a) January 28, 2019

5.0 APPEALS:

5.1 Appeal carry over from January 28th 2019 meeting

6.0 ACTION / DISCUSSION ITEMS:

6.1 APPROVE / DISAPPROVE GENERAL MANAGERS REPORTS:

a) January , 2019

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



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6.3 NEW BUSINESS:

- a) APPROVE\DISAPPROVE District Organizational Chart
- b) APPROVE\DISAPPROVE Employee Compensation Pay Scale
- c) Approve Policies:
 - 1. #2500 -Paid Time Off
 - 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
- d) APPROVE\DISAPPROVE 2019 Fee Justification Draft

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.

7.0 CLOSED SESSION:

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.) **Public Employee Appointment: General Manager**
- b.) **Public Employee Appointment: Water Operations Manager**
- c.) **Public Employee Appointment: Shift Operator**
- d.) **Public Employee Appointment: Office Manager**
- e.) **Public Employee Appointment: Compliance Officer**

8.0 ADJOURNMENT:

Motion to adjourn: _____ Time: _____

Respectfully Submitted by:



 Nakia D. Foskett, General Manager & Secretary to the Board

