



**BUCKINGHAM PARK WATER DISTRICT**  
2880 Eastlake Drive, Kelseyville, CA 95451

**OFFICIAL MEETING MINUTES**

**REGULAR MEETING OF THE BOARD**

Monday July 23, 2018 at 5:00 p.m.  
Held at the Buckingham Park Water District's Business Office  
Located at: 2874 Eastlake Drive, Kelseyville

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**1.0 CALL TO ORDER:**

Vice President Agarwal called the meeting to order at 5:02 p.m.

**2.0 ROLL CALL OF BOARD MEMBERS:**

Present: Vice President Agarwal, Director Mesick, Director Vartabedian and Director Brandon  
Excused: President Boyle

**3.0 PUBLIC INPUT:**

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 July 23, 2018 Agenda

4.2 Approval of Minutes:

a) June 25, 2018

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

Ayes: Mesick, Vartabedian, Brandon, Agarwal

Noes: None

Abstentions: None

Absent: Boyle

**5.0 ACTION / DISCUSSION ITEMS:**

5.1 APPROVE / DISAPPROVE GENERAL MANAGERS REPORTS:

a) June 25, 2018

The General Manager's Report for June 2018 is APPROVED by the following vote:

Ayes: Mesick, Brandon, Vartabedian, Agarwal

Noes: None

Abstentions: None

Absent: Boyle

5.2 WORKING GROUP UPDATES:

a) Rate Study

b) Compensation and Budget Development

No Action Taken.

5.3 OLD BUSINESS:

a) Office ADA Project: Approval of pending tasks and direct staff if action is required for the following:  
1. Discussion: Project updates on progress, budget and funding status

No Action Taken.



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#### 5.4 NEW BUSINESS:

a) APPROVE / DISAPPROVE invoices:

1. Pace Engineering / Retaining Wall Proj. Close Out – Inv #33114 / \$3,209.25
2. Kleinfelder / Retaining Wall Proj. (BPWD Drying Bed) – Invoice 1199824 / \$2,895.50
3. AT&T Invoice Backdated for Prior Period CalNet 3 Govt Pricing \$6,432.22
4. AT&T Invoice Backdated for Prior Period CalNet 3 Govt Pricing \$2,214.01

Item 5.4, a is APPROVED in its entirety by the following vote:

Ayes: Mesick, Vartabedian, Brandon, Agarwal

Noes: None

Abstentions: None

Absent: Boyle

b) APPROVE / DISAPPROVE purchase of Post Chlorine Analyzer from Swan \$5,278.50

Item 5.4,b is APPROVED by the following vote:

Ayes: Vartabedian, Brandon, Mesick, Agarwal

Noes: None

Abstentions: None

Absent: Boyle

c) APPROVE / DISAPPROVE privacy slats for security fencing from Project Reserve \$2,000.00

Item 5.4,c is APPROVED by the following vote:

Ayes: Brandon, Vartabedian, Mesick, Agarwal

Noes: None

Abstentions: None

Absent: Boyle

d) APPROVE / DISAPPROVE 2016-2017 Fiscal Year Audit:

1. Financial Statements Year Ended June 30, 2017
2. Management's Discussion and Analysis
3. Management's Response to Schedule of Findings
4. Corrective Action Plan

Item 5.4,d is APPROVED by the following vote:

Ayes: Mesick, Vartabedian, Brandon, Agarwal

Noes: None

Abstentions: None

Absent: Boyle

#### 5.5 Consideration of items not appearing on the posted agenda:

None.



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#### **6.0 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**

Closed Session Begins: at 7:05 p.m.

Closed Session Ends: at 7:36 p.m.

Report Out:

Pursuant to positive performance evaluations, the General Manager is approved for a pay increase per her contract.

#### **7.0 ADJOURNMENT:**

Director Brandon made a motion to adjourn the public board meeting at 7:36 p.m. The motion carried by the following vote:

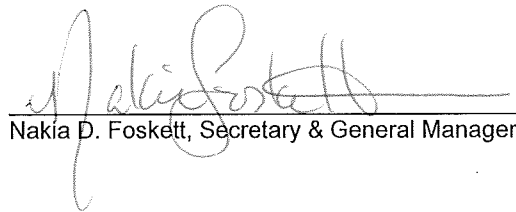
Ayes: Mesick, Vartabedian, Agarwal

Noes: None

Abstentions: None

Absent: Boyle

Respectfully Submitted by:



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Nakia D. Foskett, Secretary & General Manager

