



## **BUCKINGHAM PARK WATER DISTRICT**

2880 Eastlake Drive, Kelseyville, CA 95451

### **OFFICIAL MEETING MINUTES**

#### **MEETING OF THE BOARD**

Monday, December 3, 2025 at 5:00 p.m.

Held at the Buckingham Park Water District's Business Office

Located at: 2874 Eastlake Dr. Kelseyville, Ca

**1.0 CALL TO ORDER:**

President Mark Boyle called the meeting to order at 5:04 pm

**2.0 ROLL CALL OF BOARD MEMBERS:**

Present: President Mark Boyle, Director Lisa Vartabedian and Director Joan DeVito

Absent: Vice President Thomas Brandon, Director John Maurer

**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 December 3<sup>rd</sup>, 2025 Agenda

4.2 Approval of October 21<sup>st</sup>, 2025 Minutes

The December 3<sup>rd</sup>, 2025 Agenda, and October 21<sup>st</sup>, 2025 Meeting Minutes were APPROVED by the following vote:

Ayes: Director Vartabedian, Director DeVito and President Boyle

Noes:

Abstentions:

Absent: Vice President Brandon, Director Maurer



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#### **5.0 APPEALS:**

- 5.1 Appeal 1  
Leak Forgiveness

The Appeal for Requesting Leak Forgiveness was DENIED by the following votes:

Ayes: Director DeVito, Director Vartabedian and President Boyle

Noes:

Abstentions:

Absent: Vice President Brandon, Director Maurer

- 5.2 Appeal 2  
Leak Forgiveness

The Appeal for Requesting Leak Forgiveness was DENIED by the following votes:

Ayes: Director Vartabedian, Director DeVito and President Boyle

Noes:

Abstentions:

Absent: Vice President Brandon, Director Maurer

#### **6.0 ACTION / DISCUSSION ITEMS:**

- 6.1 APPROVE / DISAPPROVE:

Management Report September 2025

The management's report was approved by the following vote:

Ayes: Director Vartabedian, Director DeVito, and President Boyle

Noes:

Abstentions:

Absent: Vice President Brandon, Director Maurer

- 6.2 APPROVE / DISAPPROVE:

Security Systems Proposals

Advanced Security was approved by the following vote:

Ayes: Director Vartabedian, Director DeVito, and President Boyle

Noes:

Abstentions:

Absent: Vice President Brandon, Director Maurer



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6.3 APPROVE / DISAPPROVE:

Policy 3010 Computer and Business Continuity Security

Policy 3010 Computer and Business Continuity Security was approved by the following vote:

**Ayes:** Director Vartabedian, Director DeVito, and President Boyle

**Noes:**

**Abstentions:**

**Absent:** Vice President Brandon, Director Maurer

6.4 APPROVE / DISAPPROVE:

Policy 2825 Sexual Harassment

Policy 2825 Sexual Harassment was approved by the following vote:

**Ayes:** Director Vartabedian, Director DeVito, and President Boyle

**Noes:**

**Abstentions:**

**Absent:** Vice President Brandon, Director Maurer

6.5 APPROVE / DISAPPROVE:

Policy 2067 Grievance Procedure

Policy 2067 Grievance Procedure was approved by the following vote:

**Ayes:** Director Vartabedian, Director DeVito, and President Boyle

**Noes:**

**Abstentions:**

**Absent:** Vice President Brandon, Director Maurer

7.0 NEW BUSINESS:

7.1 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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#### 8.0 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.

Closed Session was entered at 5:48 pm and ended at 6:07 pm

#### ADJOURNMENT:

Director DeVito made a motion to adjourn the public board meeting at 6:11 p.m. The motion carried by the following vote:

Ayes: Director Vartabedian, Director DeVito, and President Boyle

Noes:

Abstentions:

Absent: Director Brandon, Director Maurer

Respectfully Submitted by:

  
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Marcia Riley Office Manager / Secretary to the Board

