



BUCKINGHAM PARK WATER DISTRICT

2880 Eastlake Drive, Kelseyville, CA 95451

OFFICIAL MEETING MINUTES

MEETING OF THE BOARD

Monday, September 22nd, 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 5:00 pm

2.0 ROLL CALL OF BOARD MEMBERS:

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

Absent: Vice President Thomas Brandon and 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 September 22nd, 2025 Agenda

4.2 Approval of July 28th, 2025 Minutes

The September 22nd, 2025 Agenda, and July 28th, 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 – Waive Charges

The Appeal for Waive Charges 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 – Waive Charges

The Appeal for Waive Charges was DENIED by the following votes:

Ayes: Director DeVito, Director Vartabedian and President Boyle

Noes:

Abstentions:

Absent: Vice President Brandon, Director Maurer

6.0 ACTION / DISCUSSION ITEMS:

6.1 APPROVE / DISAPPROVE MANAGEMENT'S REPORT:

Managements Report July 2025

Managements Report August 2025

The July and August 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



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7.0 NEW BUSINESS:

7.1 APPROVE / DISAPPROVE

Advanced Security Systems Proposals

The Advanced Security Systems Proposals was tabled until the next meeting. Board requesting to see multiple quotes.

7.2 APPROVE / DISAPPROVE

Doc Access Proposal

The Doc Access Proposal was approved by the following vote:

Ayes: Director Vartabedian, Director DeVito, and President Boyle

Noes:

Abstentions:

Absent: Vice President Brandon, Director Maurer

7.3 APPROVE / DISAPPROVE

Policy #2825- Sexual Harassment

The Policy #2825 – Sexual Harassment was approved with condition of approval by County Counsel by the following vote:

Ayes: Director Vartabedian, Director DeVito, and President Boyle

Noes:

Abstentions:

Absent: Vice President Brandon, Director Maurer



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7.4 APPROVE / DISAPPROVE

Policy #2067 – Grievance Procedure

The Policy #2067 – Grievance Procedure was approved with condition of approval by County Counsel by the following vote:

Ayes: Director Vartabedian, Director DeVito, and President Boyle

Noes:

Abstentions:

Absent: Vice President Brandon, Director Maurer

7.5 APPROVE / DISAPPROVE

Cross-Connection Control (CCC) Plan

The Cross- Connection Control (CCC) Plan was approved by the following vote:

Ayes: Director DeVito, Director Vartabedian, and President Boyle

Noes:

Abstentions:

Absent: Vice President Brandon, Director Maurer

7.6 DISCUSSION

New Salary Steps

Board discussed New Salary Steps. To be moved to an Action item at the next board meeting.

7.7 DISCUSSION

Sexual Harassment Training

Sexual Harassment Training was discussed. To be completed by all employees.



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7.8 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.

November 24th, 2025 Board Meeting to be moved to November 17th, 2025

The November 24th, 2025 Board Meeting to be moved to November 17th, 2025 was approved by the following vote:

Ayes: Director DeVito, Director Vartabedian, and President Boyle

Noes:

Abstentions:

Absent: Vice President Brandon, Director Maurer

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.

ADJOURNMENT:

Director Vartabedian made a motion to adjourn the public board meeting at 6:25 p.m. The motion carried by the following vote:

Ayes: Director Vartabedian, Director DeVito, and President Boyle

Noes:

Abstentions:

Absent: Vice President Brandon, Director Maurer

Respectfully Submitted by:

Marcia Riley Office Manager / Secretary to the Board

