



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

OFFICIAL MEETING MINUTES

MEETING OF THE BOARD

Monday, September 23rd, 2024 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 5:02 pm

2.0 ROLL CALL OF BOARD MEMBERS:

Present: President Mark Boyle, Vice President Thomas Brandon, Director Lisa Vartabedian

Absent: Director John Maurer, Director Joan DeVito

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 23rd, 2024 Agenda

4.2 Approval of July 22nd, 2024 Minutes

The September 2024 Agenda, and July 22nd, 2024 Meeting Minutes were approved by the following vote:

Ayes: Vice President Brandon, Director Vartabedian and President Boyle

Noes:

Abstentions:

Absent: Director Maurer, Director DeVito

5.0 APPEALS:

5.1 Appeal 1 Installment plan

Appeal 1: Request for a lower down payment/monthly payment was approved by the following vote:

Ayes: Vice President Brandon, Director Vartabedian and President Boyle

Noes:

Abstentions:

Absent: Director Maurer, Director DeVito

5.2 Appeal 2 Return Check Fee

Appeal 2: Request for Return Check Fee was approved by the following vote:

Ayes: Vice President Brandon, Director Vartabedian and President Boyle

Noes:

Abstentions:

Absent: Director Maurer, Director DeVito



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6.0 ACTION / DISCUSSION ITEMS:

6.1 APPROVE / DISAPPROVE MANAGEMENT'S REPORT:

Managements Report July 2024
Managements Report August 2024

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

Ayes: Director Vartabedian, Vice President Brandon, and President Boyle

Noes:

Abstentions:

Absent: Director Maurer, Director DeVito

6.2 APPROVE / DISAPPROVE

Fiscal Year 2022/2023 Audit

Fiscal Year 2022/2023 Audit was approved by the following vote:

Ayes: Director Vartabedian, Vice President Brandon, and President Boyle

Noes:

Abstentions:

Absent: Director Maurer, Director DeVito

6.3 REVIEW

Cyber Security Audit Progress

Reviewed the Cyber Security Audit Progress.

7.0 NEW BUSINESS:

7.1 APPROVE / DISAPPROVE

CalPers Medical

CalPers Medical will be carried over to the next meeting:

Ayes:

Noes:

Abstentions:

Absent:



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7.2 APPROVE / DISAPPROVE

TNT Valve Estimate to be paid out of CIP

TNT Valve Estimate to be paid out of CIP was approved by the following vote:

Ayes: Vice President Brandon, Director Vartabedian and President Boyle

Noes:

Abstentions:

Absent: Director Maurer, Director DeVito

7.3 APPROVE / DISAPPROVE

Replace asphalt in Drying Bed Bid paid out of CIP

Replace asphalt in Drying Bed Bid paid out of CIP was approved by the following vote:

Ayes: Vice President Brandon, Director Vartabedian and President Boyle

Noes:

Abstentions:

Absent: Director Maurer, Director DeVito

7.4 APPROVE / DISAPPROVE

Replace metal catwalk on Clarifier Bid paid out of CIP

Replace met catwalk on Clarifier will be carried over to the next meeting:

Ayes:

Noes:

Abstentions:

Absent:

7.5 APPROVE / DISAPPROVE

Replace retaining wall Bid paid out of CIP

Replace Retaining Wall Bid paid out of CIP was approved by the following vote:

Ayes: Director Vartabedian, Vice President Brandon and President Boyle

Noes:

Abstentions:

Absent: Director Maurer, Director DeVito



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7.6 Consideration of items not appearing on the posted agenda:

None

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.

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:

Vice President Brandon made a motion to adjourn the public board meeting at 6:21 p.m. The motion carried by the following vote:

Ayes: Vice President Brandon, Director Vartabedian, and President Boyle

Noes:

Abstentions:

Absent: Director Maurer, Director DeVito

Respectfully Submitted by:

Marcia Riley—Office Manager / Secretary to the Board

