



BUCKINGHAM PARK WATER DISTRICT

2880 Eastlake Drive, Kelseyville, CA 95451

OFFICIAL MEETING MINUTES

MEETING OF THE BOARD

Monday June 28th, 2021 at 5:00 p.m.;

Held via teleconference

Due to COVID-19

The public may attend via teleconference by calling (425) 436-6362
and use Access code: 807718#

1.0 CALL TO ORDER:

Board President Mark Boyle called the meeting to order at 5:00pm

2.0 ROLL CALL OF BOARD MEMBERS:

Present: President Mark Boyle, Vice President Ken Agarwal, Director Lisa Vartabedian, Director Shannon Maurer, Director Thomas Brandon

Absent: None

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 June 28th, 2021 Agenda

4.2 Approval of May 24th, 2021 Meeting Minutes

The June 28th, 2021 Agenda, the May 24th, 2021 Minutes were approved by the following vote:

Ayes: Vartabedian, Agarwal, Brandon, Maurer and Boyle

Noes: None

Abstentions: None

Absent: None

5.0 APPEALS:

None

6.0 ACTION / DISCUSSION ITEMS:

6.1 APPROVE / DISAPPROVE MANAGEMENT'S REPORT:

a) May 2021

The Managements Report for April 2021 was approved by the following vote:

Ayes: Brandon, Maurer, Agarwal, Vartabedian and Boyle

Noes: None

Abstentions: None

Absent: None



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6.2 APPROVE / DISAPPROVE

a) Auditor Draft Financial Statement

The Auditor Draft Financial Statement was approved by the following vote:

Ayes: Agarwal, Vartabedian, Brandon, Maurer and Boyle

Noes: None

Abstentions: None

Absent: None

6.3 APPROVE / DISAPPROVE

a) Fiscal Year 2021 – 2022 Budget

The Fiscal Year 2021 – 2022 Budget was approved by the following vote:

Ayes: Vartabedian, Agarwal, Brandon, Maurer and Boyle

Noes: None

Abstentions: None

Absent: None

7.0 NEW BUSINESS:

7.1 Discussion – Executive Orders Regarding Shutoffs / Board Meeting

The General Manager discussed with the Board that the executive order regarding shutoffs and remote Board meetings expires on September 30, 2021

7.2 Approve / Disapprove – Purchase of Storage Container to be paid out of which account

The Purchase of Storage Container will be taken out of CIP Reserves and was approved by the following vote:

Ayes: Maurer, Vartabedian, Agarwal, Brandon and Boyle

Noes: None

Abstentions: None

Absent: None



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7.3 Approve / Disapprove – Emergency Intake Project Bid

The Emergency Intake Project Bid was awarded to T and S Construction and was approved to be paid out of CIP Fund by the following vote:

Ayes: Agarwal, Vartabedian, Brandon, Maurer and Boyle

Noes: None

Abstentions: None

Absent: None

7.4 Approve / Disapprove – Invoices

1. Pace Engineering / Emergency Intake Project Invoice #41785 for \$4,582.50

2. Nate's Electric / Emergency Intake Project Invoice #20311 for \$2,650.00

The Pace Engineering invoice and Nate's Electric invoice will be paid from CIP Reserves and was approved by the following vote:

Ayes: Brandon, Maurer, Agarwal, Vartabedian and Boyle

Noes: None

Abstentions: None

Absent: None

7.5 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.

The Board discussed and approved Nate's Electric emergency intake contract not to exceed \$20,000 for completion of electrical work for the emergency intake by the following vote:

Ayes: Agarwal, Vartabedian, Brandon, Maurer and Boyle

Noes: None

Abstentions: None

Absent: None

8.0 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



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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
- b. Office Manager
- c. Plant Manager
- d. Shift Operator

In closed session at 5:44pm and out of closed session at 6:05pm

Pursuant to positive performance evaluations, the General Manager, Office Manager, Plant Manager and Shift Operator are all approved for a pay increase per their contracts.

ADJOURNMENT:

Director Agarwal made a motion to adjourn the public board meeting at 6:06 p.m. The motion carried by the following vote:

Ayes: Agarwal, Brandon, Vartabedian, Maurer and Boyle

Noes: None

Abstentions: None

Absent: None

Respectfully Submitted by:

Lori Gonzalez - Office Manager / Secretary to the Board

