

**MINUTES OF THE DECEMBER 9, 2019 MEETING
MINERAL COUNTY WATER DISTRICT
38292 SCENIC AVENUE
MINERAL, CA 96063**

- ROLL CALL** Present were President Tim Kask, Vice-President Gale Gilbert, and Director Todd Goodman. Absent were Directors Steve Buckley and Stephanie Dennis. Staff members in attendance: General Manager John Frehse and Secretary Cathie Gasper. Also present were Jan Becker and Linda Coulson.
- CALL TO ORDER** President Kask called the meeting to order at 6:28 p.m. The meeting was recorded by Gasper.
- CITIZENS COMMENT** Merry Christmas!
- NEW BUSINESS:** MCWD Board agreed to perform the swearing in of Officers to the beginning of Meeting. Officers Kask, Gilbert and Goodman stood and took the oath of office and Gasper officiated.
- APPROVAL OF MINUTES:** M/S/U Gilbert / Goodman to approve the minutes of the November 11, 2019 Regular meeting {A copy is attached.}
- M/S/U Gilbert / Goodman to approve the minutes of the December 5, 2019 Special Meeting. {A copy is attached.}
- REPORTS:**
- Safety Frehse to contact Public Works about broken water main valve box in front of MCWD. Frehse to invoice Public Works for his time.
- Accounts Payable
MOTION M/S/U Kask / Goodman to approve to pay November Accounts Payable in the amount of \$494.02. {A copy is attached.}
- GM Report
MOTION M/S/U Gilbert / Kask to accept the General Manager Report with corrections to Item 15. {A copy of amended is attached.}
- Secretary Report
MOTION M/S/U Kask / Gilbert to accept the Secretary Report. {A copy is attached.}
- PDAR
MOTION M/S/U Kask / Goodman to accept the Past-Due Accounts Receivable for November in the amount \$4,666.65. {A copy is attached.}
- Budget Review
MOTION M/S/U Kask / Goodman to accept the FY 2019-2020 Budget Review and P & L Statement. {A copy is attached, along with employee invoices for November.}
- UNFINISHED BUSINESS:**
- GM and Secretary job descriptions A printed copy of the Policies and Procedures change form with proposed changes to the GM position will be presented for review to the Board at the January meeting.

Personnel reorganization

Frehse and Gasper job transition is improving and progressing.

BCMR Tank

Kask has been in communication with Phred Starkweather and a copy of the requested changes to clarify wording is in process and will be forward to the MCWD Board for approval.

Website

Frehse and Gasper attended a webinar going over the introduction of the Customized Website for Special Districts that needs to be implemented by January 1, 2020. Frehse and Gasper to continue to prepare the Website to be live on January 1, 2020.

PROJECT REPORTS:

Any actions taken concerning projects/tasks assigned are reported here. {See attached Project/Task Report. }

NEW BUSINESS:

Swearing in of MCWD Officers (This was addressed immediately after Roll Call)

OTHER BUSINESS: FOR CONSIDERATION AS FUTURE AGENDA ITEMS

ADJOURN:

President Kask adjourned the meeting at 7:15 p.m.

January 13, 2020

Tim Kask, President

Date Minutes Approved