

**MINUTES OF THE MARCH 9, 2020 MEETING
MINERAL COUNTY WATER DISTRICT
38292 SCENIC AVENUE
MINERAL, CA 96063**

- ROLL CALL** Present were President Tim Kask, Directors, Steve Buckley and Stephanie Dennis. Absent were Vice President Gale Gilbert and Director, Todd Goodman. Staff members in attendance: General Manager John Frehse and Secretary Cathie Gasper.
- CALL TO ORDER** President Kask called the meeting to order at 6:33 p.m. The meeting was recorded by Gasper.
- CITIZENS COMMENT** There were no citizens comments.
- APPROVAL OF MINUTES:** M/S/U Dennis / Buckley to approve the minutes of the February 10, 2020 Regular meeting {A copy is attached.}
- REPORTS:**
- Safety Frehse reported that regarding safety, he has continued to clean brush and trees around water treatment property.
- Accounts Payable
MOTION M/S/U Kask / Dennis to approve to pay February Accounts Payable in the amount of \$9,546.35. {A copy is attached.}
- GM Report
MOTION M/S/U Kask / Buckley to accept the General Manager Report. {A copy is attached.}
- Secretary Report
MOTION M/S/U Buckley / Kask to accept the Secretary Report. {A copy is attached.}
- PDAR
MOTION M/S/U Kask / Dennis to accept the Past-Due Accounts Receivable for February in the amount \$3,238.62. {A copy is attached.} A second lien is to be placed on the largest past due account. Past lien and warnings have been ignored, water has been turned off.
- Budget Review
MOTION M/S/U Kask / Buckley to accept the FY 2019-2020 Budget Review and P & L Statement. {A copy is attached, along with employee invoices for February.}
- UNFINISHED BUSINESS:**
- BCMR Tank Agreement Suggestions were given by the board attorney in an email to Kask. These suggestions were then passed on to Phred Starkweather with BCMR. Nothing more needs to be done until we hear back from BCMR.
- GM and Secretary job descriptions Gasper is in the process of completing the approved changes and updates to the Policies and Procedures manual (with changes noted). Gasper will then email a copy to everyone on the Board. Since all changes have been approved by the board already, Gasper will then complete and print Revision 3 of the Policies and Procedures Manual.
- Personnel reorganization Performance evaluation of Gasper's Secretarial position took place in Closed Session at the end of the meeting.

PROJECT REPORTS:

Regarding the future purchase of a generator, Frehse submitted a couple of bids for generators. {Copies are attached.}

Gaspar and Frehse are to print off the Fire Preparedness Plan and to send a copy to everyone on the Board for reference purposes should an event arise.

Kask and Dennis are to draft a newsletter. The newsletter is to help inform the public as to the necessity to begin conserving water early this year due to the lack of snow pack this Winter. The newsletter will also help inform the public as to the costs of running the MCWD during times of drought and the purpose of the general rate increase that is scheduled in the near future. Most importantly, to help inform the public that MCWD water is some of the best water in California! We are so privileged to have such a good clean water supply at our disposal.

Buckley made suggestions regarding the purchase of a laptop for the office. He asked that Gaspar explore the options of lowering the amount of memory needed and the amount of Ram also. Buckley suggested purchasing one or two external hard drives to store long term information and files and to keep one stored off site in case of an emergency. These suggestions could be a more effective way of archiving our files and to reduce the purchase price of a laptop.

NEW BUSINESS:

M/S/U Kask / Dennis to accept Director Buckley's letter of resignation to the MCWD Board.

OTHER BUSINESS:

No other business was introduced.

ADJOURN TO CLOSED SESSION:

The Board adjourned to closed session to evaluate Gaspar's six month performance evaluation at 7:44 PM.

RECONVENE TO REGULAR

MEETING:

The Board completed Gaspar's evaluation and reconvened to the regular meeting at 7:54 PM.

ADJOURN:

President Kask adjourned the meeting at 7:57 p.m.

Tim Kask, President

April 13, 2020

Date Approved