

**MINUTES OF THE FEBRUARY 10, 2020 MEETING  
MINERAL COUNTY WATER DISTRICT  
38292 SCENIC AVENUE  
MINERAL, CA 96063**

- ROLL CALL** Present were President Tim Kask, Vice-President Gale Gilbert, and Directors Todd Goodman and Stephanie Dennis. Absent Director, Steve Buckley. Staff members in attendance: General Manager John Frehse and Secretary Cathie Gasper.
- CALL TO ORDER** President Kask called the meeting to order at 6:34 p.m. The meeting was recorded by Gasper.
- CITIZENS COMMENT** There were no citizens comments.
- APPROVAL OF MINUTES:** M/S/U Gilbert / Goodman to approve the minutes of the January 13, 2020 Regular meeting {A copy is attached.}
- REPORTS:**
- Safety Frehse reported that regarding safety, he has continued to clean brush and trees around the water treatment plant. There is still more to be done, but progress is being made.
- Accounts Payable  
**MOTION** M/S/U Goodman / Dennis to approve to pay January Accounts Payable in the amount of \$16,257.94. {A copy is attached.}
- GM Report  
**MOTION** M/S/U Kask / Dennis to accept the General Manager Report. {A copy is attached.}
- Secretary Report  
**MOTION** M/S/U Dennis / Goodman to accept the Secretary Report. {A copy is attached.}
- PDAR  
**MOTION** M/S/U Kask / Goodman to accept the Past-Due Accounts Receivable for January in the amount \$3,810.97. {A copy is attached.} A strong warning letter is to be sent to the largest past due account. Liens have been ignored, water to be turned off.
- Budget Review  
**MOTION** M/S/U Kask / Gilbert to accept the FY 2019-2020 Budget Review and P & L Statement. {A copy is attached, along with employee invoices for January.}
- UNFINISHED BUSINESS:**
- BCMR Tank Agreement Kask had contacted an attorney to review the suggested changes to the Battle Creek Meadow Ranch agreement. Minor suggestions were given by the attorney in an email. These suggestions were then passed on to Phred Starkweather with BCMR. Phred said he would have an attorney review these suggestions as well. Kask said suggestions are minimal and overall to provide protection for MCWD interests as well as BCMR. {Copies of emails are attached.} Nothing more needs to be done until we hear back from BCMR.
- GM and Secretary job descriptions Buckley, Dennis and Gasper are to try to meet during the month of February to clarify the description changes to the Policies and Procedures Manual.

Personnel reorganization Dennis and Gasper are to meet in the month of February, to put together a standardized employee review form.

**PROJECT REPORTS:** Regarding the future purchase of a generator, Frehse is going to check if a concrete pad and a slanted roof would be a feasible alternative to placing it inside the building.

**NEW BUSINESS:** Kask signed another three year contract with Robert W. Johnson as our auditor. {A copy is attached}

**OTHER BUSINESS:** Dennis suggested that at the March meeting, a closed session be held to complete a review of the Secretary's performance as it has been more than six months since the position has been filled.

**ADJOURN:** President Kask adjourned the meeting at 7:42 p.m.

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Tim Kask, President

March 09, 2020

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Date Approved