

**MINUTES OF THE JANUARY 13, 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, Steve Buckley and Stephanie Dennis. 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 Goodman / Buckley to approve the minutes of the December 09, 2019 Regular meeting {A copy is attached.}
- REPORTS:**
- Safety Frehse reported that Public Works fixed the broken water main valve box the day after the last board meeting. They fixed it prior to Frehse calling them to repair it.
- Accounts Payable  
**MOTION** M/S/U Kask / Dennis to approve to pay December Accounts Payable in the amount of \$8,342.73. {A copy is attached.} Kask asked to find out if we can pay Streamline Web Builders once a year rather than monthly.
- GM Report  
**MOTION** M/S/U Gilbert / Goodman to accept the General Manager Report. {A copy is attached.}
- Secretary Report  
**MOTION** M/S/U Buckley / Dennis to accept the Secretary Report. {A copy is attached.}
- PDAR  
**MOTION** M/S/U Kask / Goodman to accept the Past-Due Accounts Receivable for December in the amount \$3,642.78. {A copy is attached.}
- Budget Review  
**MOTION** M/S/U Goodman / Gilbert to accept the FY 2019-2020 Budget Review and P & L Statement. {A copy is attached, along with employee invoices for December.}
- UNFINISHED BUSINESS:**
- Swearing in of Officers Officers Buckley and Dennis took the oath of office at 7:05 p.m., Gasper officiated.
- GM and Secretary job descriptions Secretary's report showed there was some confusion between with the Policies and Procedures change forms and the 2010 revision of the P & P Manual and the 2017 P & P Manual. Buckley, Dennis and Gasper will meet and review P & P change forms to clarify forms and revisions for accuracy and consistency.

Personnel reorganization Frehse and Gasper job transition is improving and progressing. Gasper's sixth month as an employee has been reached and Director Dennis will meet with her to discuss a review process and evaluation update.

BCMR Tank Kask has been in contact with an attorney to go over the submitted changes to the Battle Creek Meadow Ranch Tank Agreement. The attorney estimated 3 hours would be needed to go through the agreement. He said he will not charge for the first initial hour, but will bill for the additional two hours at a rate of \$270.00 per hour. Kask said it should be completed before the end of the month.

**PROJECT REPORTS:** Buckley will call assessor to find out as to who actually owns the alleyways and Goodman is going to go through paperwork to see if there is any written documentation regarding alleyway ownership.

**NEW BUSINESS:** Mary Cheek, CPA Contract needed to be signed. Kask requested a copy of the previous contract to compare the two contracts before signing the current one.

**OTHER BUSINESS:** M/S/P Kask / Buckley to authorize a \$1000 budget to purchase a new laptop for the office. The current desktop is obsolete and at times, unresponsive. The current versions of software are no longer supported, making remote deposits impossible unless a new version is available. In view of the reoccurring power shutdowns, a laptop is better suited to be able to transport work and duties to a location with power and internet access. [Gilbert Abstained]

**ADJOURN:**  
President Kask adjourned the meeting at 7:35 p.m.

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Tim Kask, President

February 10, 2020  
Date Minutes Approved

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