

MINUTES
LEBEC COUNTY WATER DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS
TUESDAY FEBRUARY 16, 2016
7:00 PM

CALL THE MEETING TO ORDER/ROLL CALL/PRAYER/FLAG SALUTE

Meeting begins- 7:13pm

BILL HOPPER AND PATTY MAILLIS PRESENT

AND MIKE HIGHTOWER PRESENT BY TELECONFERENCE

2. MINUTES:

- a. REVIEW THE MINUTES FROM JANUARY 12, 2016 REGULAR MEETING
- b. MOTION TO APPROVE THE MINUTES FROM JANUARY 12, 2016 REGULAR MEETING

Director Maillis made a **MOTION** to accept the minutes for January 12, 2016 regular meeting
President Hightower SECONDED the Motion.

Yea: 3(BH, PM, MH) Nay: 0 Abstain: 0
Board concurs and Motion passes.

3. FINANCIAL REPORTS:

- a. BARBARA LEWIS TO GO OVER FINANCIAL REPORT
- b. MOTION TO APPROVE FINANCIAL REPORT FOR JANUARY 2016

President Hightower made a **MOTION** to approve the Financial Report and bills for January 2016.
Director Maillis SECONDED the Motion.

Yea: 3(BH, PM, MH) Nay: 0 Abstain: 0
Board concurs and Motion passes

4. PUBLIC PRESENTATIONS:

PLEASE LIMIT ANY PRESENTATIONS OR ANNOUNCEMENTS TO THREE (3) MINUTES PER PERSON. THIS PORTION OF THE MEETING IS RESERVED FOR PERSONS TO ADDRESS THE BOARD OF DIRECTORS ON ANY MATTER NOT ON THE AGENDA, BUT UNDER THE JURISDICTION OF THE BOARD. BOARD MEMBERS MAY RESPOND BRIEFLY TO STATEMENTS MADE OR QUESTIONS POSED. THEY MAY ASK A QUESTION FOR CLARIFICATION MAKE A REFERRAL TO STAFF FOR FACTUAL INFORMATION OR REQUEST STAFF TO REPORT BACK TO THE BOARD AT A LATER MEETING. ALSO, THE BOARD MAY TAKE ACTION TO DIRECT STAFF TO PLACE A MATTER OF BUSINESS ON A FUTURE AGENDA.

Director Maillis made a **MOTION** to move items 7.e and 7.f up to be addressed before unfinished business.
President Hightower SECONDED the Motion.

Yea: 3(BH, PM, MH) Nay: 0 Abstain: 0

5. WATER OPERATIONS REPORT:

- a. SYSTEM REPORT – DISCUSSION AND APPROPRIATE ACTION
- b. MOTION TO APPROVE WATER OPERATORS REPORT

Director Maillis made a **MOTION** to approve Water Operators Report for January 2016.

Secretary/Treasurer Hopper **SECONDED** the Motion.

Yea: 3(BH, PM, MH) Nay: 0 Abstain: 0
 Board concurs and Motion passes

President Hightower made a **MOTION** to remove the lock out fee for acct# 037 (Richard Pesota)

Director Maillis **SECONDED** the Motion.

Yea: 3(BH, PM, MH) Nay: 0 Abstain: 0
 Board concurs and Motion passes

President Hightower made a **MOTION** to refund acct# 001 (Bob Leonis) \$4,782.44 for the mislabeled meter size and rate.

Director Maillis **SECONDED** the Motion.

Yea: 3(BH, PM, MH) Nay: 0 Abstain: 0
 Board concurs and Motion passes

6. UNFINISHED BUSINESS:

- a. ANNEXING JUNIPER RIDGE - DISCUSSION AND APPROPRIATE ACTION
- b. DWSRF GRANT - DISCUSSION AND APPROPRIATE ACTION (REQUESTED BY PRES. HIGHTOWER)
- c. EMERGENCY GENERATOR CONNECTIONS ESTIMATES - DISCUSSION AND APPROPRIATE ACTION (REQUESTED BY PRES. HIGHTOWER)
- d. EMPLOYEE HEALTH BENEFITS-DISCUSSION AND APPROPRIATE ACTION (REQUESTED BY PRESIDENT HIGHTOWER)
- e. EMPLOYEE IRA BENEFIT- DISCUSSION AND APPROPRIATE ACTION (REQUESTED BY PRESIDENT HIGHTOWER)
- f. TEJON RANCH WATER SERVICE – DISCUSSION AND APPROPRIATE ACTION (REQUESTED BY PRESIDENT HIGHTOWER)
- g. POLICIES AND PROCEDURES CHANGES – DISCUSSION AND APPROPRIATE ACTION (REQUESTED BY V.P. MARTIN)
- h. WEST SIDE LEBEC TO STATE SYSTEM CONNECTION - DISCUSSION AND APPROPRIATE ACTION (REQUESTED BY V.P. MARTIN)
- i. CUDDY CREEK WELL STORAGE - DISCUSSION AND APPROPRIATE ACTION (REQUESTED BY PRES. HIGHTOWER)
- j. ON CALL POLICY - DISCUSSION AND APPROPRIATE ACTION (REQUESTED BY PRES. HIGHTOWER)

President Hightower made a **MOTION** to table item 6.a (Annexing Juniper Ridge) until next meeting.

Director Maillis **SECONDED** the Motion.

Yea: 2(BH, PM, MH) Nay: 0 Abstain: 0
 Board concurs and Motion passes.

Secretary/Treasurer Hopper made a **MOTION** to table item 6.b (DWSRF Grant) until next meeting.

President Hightower SECONDED the Motion.

Yea: 3(BH, PM, MH) Nay: 0 Abstain: 0

Board concurs and Motion passes

President Hightower made a **MOTION** to table item 6.c (Emergency generator connection) until next meeting.

Director Maillis SECONDED the Motion.

Yea: 3(BH, PM, MH) Nay: 0 Abstain: 0

Board concurs and Motion passes

President Hightower made a **MOTION** to table item 6.d (Employee Benefits) until Special meeting is called.

Director Maillis SECONDED the Motion.

Yea: 3(BH, PM, MH) Nay: 0 Abstain: 0

Board concurs and Motion passes

Director Maillis made a **MOTION** to table item 6.e (Employee IRA Benefits) until Special meeting is called.

President Hightower SECONDED the Motion.

Yea: 3(BH, PM, MH) Nay: 0 Abstain: 0

Board concurs and Motion passes

Secretary/Treasurer Hopper made a **MOTION** to table item 6.f (Tejon Ranch Water Service) until next meeting.

Director Maillis SECONDED the Motion.

Yea: 3(BH, PM, MH) Nay: 0 Abstain: 0

Board concurs and Motion passes.

President Hightower made a **MOTION** to table item 6.g (Policies and Procedures) until next meeting.

Director Maillis SECONDED the Motion.

Yea: 3(BH, PM, MH) Nay: 0 Abstain: 0

Board concurs and Motion passes

Secretary/Treasurer Hopper made a **MOTION** to table item 6.h (West side Lebec to State side connection) until next meeting.

Director Maillis SECONDED the Motion.

Yea: 3(BH, PM, MH) Nay: 0 Abstain: 0

Board concurs and Motion passes

President Hightower made a **MOTION** to table item 6.i (Cuddy Creek Well Storage) indefinitely.

Director Maillis SECONDED the Motion.

Yea: 3(BH, PM, MH) Nay: 0 Abstain: 0
Board concurs and Motion passes

President Hightower made a **MOTION** to table item 6.j (On Call Policy) indefinitely.

Director Maillis SECONDED the Motion.

Yea: 3(BH, PM, MH) Nay: 0 Abstain: 0
Board concurs and Motion passes

7. NEW BUSINESS:

- a. ASSIGNING A NEW AUDITOR - DISCUSSION AND APPROPRIATE ACTION (REQUESTED BY PRES. HIGHTOWER)
- b. LCWD LEGAL REPRESENTATION CHANGE - DISCUSSION AND APPROPRIATE ACTION (REQUESTED BY PRES. HIGHTOWER)
- c. DAMAGE CLAIM AT 813 CIRCLE DRIVE - DISCUSSION AND APPROPRIATE ACTION (REQUESTED BY PRES. HIGHTOWER)
- d. ACCT# 268 CHARGES - DISCUSSION AND APPROPRIATE ACTION (REQUESTED BY JESSICA CARROLL)
- e. ACCT# 037 REQUEST TO REMOVE LOCK OFF CHARGES - DISCUSSION AND APPROPRIATE ACTION (REQUESTED BY RICHARD PESOTA)
- f. ACCT# 001 REQUEST TO APPLY CREDIT FOR INCORRECT METER RATE – DISCUSSION AND APPROPRIATE ACTION (REQUESTED BY BOB LEONIS)
- g. REQUEST TO USE ROBOCALL FOR EMERGENCY NOTIFICATION - DISCUSSION AND APPROPRIATE ACTION (REQUESTED BY JESSICA CARROLL)

President Hightower made a **MOTION** to table item 7.a (Assigning a new Auditor) until next meeting.

Director Maillis SECONDED the Motion.

Yea: 3(BH, PM, MH) Nay: 0 Abstain: 0
Board concurs and Motion passes

President Hightower made a **MOTION** to table item 7.b (Legal Representation Change) until next meeting.

Director Maillis SECONDED the Motion.

Yea: 3(BH, PM, MH) Nay: 0 Abstain: 0
Board concurs and Motion passes

Secretary/Treasurer Hopper made a **MOTION** to issue a letter of rejection to 813 Circle Dr. property damage claim.

President Hightower SECONDED the Motion.

Yea: 3(BH, PM, MH) Nay: 0 Abstain: 0
Board concurs and Motion passes

President Hightower made a **MOTION** to file a lein on Acct# 268, property address 1588 Ridge Route Dr., in the amount of \$99.59

Secretary/Treasurer Hopper SECONDED the Motion.

Yea: 3(BH, PM, WM) Nay: 0 Abstain: 0

President Hightower made a **MOTION** to table item 7.g (Robocall) until next meeting.

Director Maillis SECONDED the Motion.

Yea: 3(BH, PM, MH) Nay: 0 Abstain: 0
Board concurs and Motion passes

8. BOARD/STAFF PROPOSED AGENDA ITEMS

9. ANNOUNCE DATE/TIME OF THE NEXT MEETING

Regular Board Meeting Scheduled for March 8, 2016 7pm at the District Office

10. ADJOURNMENT

President Hightower made a **MOTION** to adjourn the meeting.

Director Maillis **SECONDED** the Motion.

Yea: 3(BH, PM, MH)

Nay: 0

Abstain:

0

Board concurs and Motion passes

MEETING WAS ADJOURNED AT 8:38PM