

MINUTES
LEBEC COUNTY WATER DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS
TUESDAY JANUARY 12, 2016
7:00 PM

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

Meeting begins- 7:01pm

BILL HOPPER, WILLARD MARTIN, PATTY MAILLIS PRESENT
AND MIKE HIGHTOWER-ABSENT

2. MINUTES:

- a. REVIEW THE MINUTES FROM DECEMBER 8, 2015 REGULAR MEETING AND JANUARY 6, 2016 SPECIAL MEETING
- b. MOTION TO APPROVE THE MINUTES FROM DECEMBER 8, 2015 REGULAR MEETING AND JANUARY 6, 2016 SPECIAL MEETING

Secretary/Treasurer Hopper made a **MOTION** to accept the minutes for December 8, 2015 regular meeting with changes.

Director Maillis SECONDED the Motion.

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

Secretary/Treasurer Hopper made a **MOTION** to accept the minutes for January 6, 2016 special meeting.

Director Maillis SECONDED the Motion.

Yea: 2(BH, PM) Nay: 0 Abstain: 1
Board concurs and Motion passes.

3. FINANCIAL REPORTS:

- a. BARBARA LEWIS TO GO OVER FINANCIAL REPORT
- b. MOTION TO APPROVE FINANCIAL REPORT FOR DECEMBER 2015

Secretary/Treasurer Hopper made a **MOTION** to transfer \$20.00 into the Grant and Savings account to replace the charge for audit.

Director Maillis SECONDED the Motion.

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

Director Maillis made a **MOTION** to approve the Financial Report for December 2015.

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

Yea: 3(BH, PM, WM) 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.

5. WATER OPERATIONS REPORT:

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

Secretary/Treasurer Hopper made a **MOTION** to approve Water Operators Report for December 2015.

Director Maillis **SECONDED** the Motion.

Yea: 3(BH, PM, WM) 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)

Secretary/Treasurer Hopper made a **MOTION** to table item 6.a (Annexing Juniper Ridge) until next meeting.

Director Maillis **SECONDED** the Motion.

Yea: 2(BH, PM) Nay: 0 Abstain: 1
Board concurs and Motion passes.

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

Director Maillis SECONDED the Motion.

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

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

Secretary/Treasurer Hopper SECONDED the Motion.

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

Secretary/Treasurer Hopper made a **MOTION** to table item 6.d (Employee Benefits) until next meeting.

Director Maillis SECONDED the Motion.

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

Secretary/Treasurer Hopper made a **MOTION** to table item 6.e (Employee IRA Benefit) until next meeting.

Director Maillis SECONDED the Motion.

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

V.P. Martin made a **MOTION** to request a special meeting to discuss Policies and Procedures.

Secretary/Treasurer Hopper SECONDED the Motion.

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

Secretary/Treasurer Hopper made a **MOTION** to table item 6.i (Cuddy Creek Well Storage) until next meeting.

Director Maillis SECONDED the Motion.

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

Board concurs and Motion passes

7. NEW BUSINESS:

- a. CHANGE SCHEDULED DAY FOR EMPLOYEE PAYCHECKS TO BE DISBURSED- DISCUSSION AND APPROPRIATE ACTION (REQUESTED BY PRES. HIGHTOWER)
- b. QUARTERLY BUDGET REPORT-DISCUSSION AND APPROPRIATE ACTION (REQUESTED BY SEC/TREASURER HOPPER)
- c. ON CALL POLICY - DISCUSSION AND APPROPRIATE ACTION (REQUESTED BY PRES. HIGHTOWER)

V.P. Martin made a **MOTION** to keep Policies and Procedures the same regarding payday being every other Thursday but if checks are ready sooner, they can be handed out.

Secretary/Treasurer Hopper SECONDED the Motion.

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

Director Maillis made a **MOTION** to accept the Quarterly budget report.

Secretary/Treasurer Hopper SECONDED the Motion.

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

Secretary/Treasurer Hopper made a **MOTION** to table item 7 c. (On Call Policy) to next meeting.

Director Maillis SECONDED the Motion.

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

8. BOARD/STAFF PROPOSED AGENDA ITEMS

9. ANNOUNCE DATE/TIME OF THE NEXT MEETING

Regular Board Meeting Scheduled for February 16, 2016 7pm at the District Office

10. ADJOURNMENT

Secretary/Treasurer Hopper made a **MOTION** to adjourn the meeting.

Director Maillis SECONDED the Motion.

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

Board concurs and Motion passes

MEETING WAS ADJOURNED AT 8:27PM