



# Lakeport Fire Protection District

445 N. Main Street Lakeport, CA 95453 - (707) 263-4396

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*Any person may speak for 3 minutes on any agenda item; however, total public input per item is not to exceed 15 minutes, unless extended at the discretion of the Board. This rule does not apply to public hearings. Non timed items may be taken up at any unspecified time. The public is allowed to comment before any action is taken by the Board on any specific issue.*

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*Agenda of public meetings and supporting documents are available for public inspection in the Fire District Office, Lakeport Station, 445 N. Main Street California.*

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***REQUEST FOR DISABILITY – RELATED MODIFICATION OR ACCOMMODATION:** A request for a disability-related modification or accommodation necessary to participate in the Board of Directors' meeting should be made in writing to the Clerk of the Board at least 48 hours prior to the meeting.*

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## **BOARD OF DIRECTORS' SPECIAL MEETING** 5:00 P.M., May 28, 2019, Lakeport Fire Station

### **MINUTES**

#### **NON-TIMED ITEMS**

##### **A. OPEN MEETING:**

- A1. Chairman Whitehead called the meeting to order at 5:00 pm.
- A2. Interim Chief Bergem led the Pledge of Allegiance.
- A3. Present: Chairman Whitehead, Vice Chairman Williams, Directors Gabe, Flora, and Davidson.

##### **B. CONSENT CALENDAR:**

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*Approval of consent agenda items are expected to be routine and non-controversial. They will be acted upon by the Board at one time without discussion. Any Board member may request that an item be removed from the consent calendar for later discussion.*

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- B1. **FLORA/GABE MOTIONED** to approve the consent calendar item as presented/submitted. **AYES:** Director Davidson, Director Gabe, Director Flora, Vice Chairman Williams, and Chairman Whitehead. **NOES:** None. **MOTION CARRIED.**

##### **C. CITIZENS' INPUT:**

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*Any person may speak for three minutes about any subject of concern provided it is within the jurisdiction of the Board of Directors and is not already on the today's agenda. Prior to this time speakers are asked to fill out a form (giving name, address, and subject) available in the Clerk's Office or during Board meeting.*

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#### **TIMED ITEMS**

##### **D. REGULAR ITEM:**

- D1. Discussion and possible adoption on the 19-20 recommended budget. (Mandi Huff)

*Mandi informed the board that the 19-20 preliminary budget should have been adopted at the May meeting since the due date for the auditor's office was May 22<sup>nd</sup>. Upon realizing this she*

contacted the auditor and requested an extension to the June 11<sup>th</sup> meeting. This was denied, however an extension to June 3<sup>d</sup> was granted. Chairman Whitehead reported he too sent an email to the auditor, on Friday May 24<sup>th</sup>, requesting an extension to the June meeting and had yet to hear back from her before the board meeting. Director Flora expressed his concerns with having to call a special meeting to approve the budget due to the District's history and how the public might perceive it. There was some discussion on the auditor's process to prepare for the upcoming fiscal year.

**WILLIAMS/FLORA MOTIONED** to adopt the 19-20 preliminary budget as presented/submitted. **AYES:** Director Davidson, Director Gabe, Director Flora, Vice Chairman Williams, and Chairman Whitehead. **NOES:** None. **MOTION CARRIED.**

- D2. Report, discussion, and possible action on entering into a contract with NBS to undertake the adjustments to tax rolls caused by the passing of Measure M. (Mandi Huff).

Mandi reported that she, Interim Chief Bergem, and Nichole had a 40 minute conversation with the consulting firm and upon further review believe they are the best option to handle the tax transition should Measure M officially pass. There were questions and discussion regarding details in the conversation. Director Flora voiced two concerns. 1. There is no contract end date, and 2. He would like it in writing should there be any additional expenses they must be submitted in writing and approved by the district before the consultant proceeds.

**FLORA/DAVIDSON MOTIONED** to enter into a contract with NBS with the two above amendments added to the contract, contingent on Measure M officially passing, and authorizing the board chair to sign the new contract when complete.. **AYES:** Director Davidson, Director Gabe, Director Flora, Vice Chairman Williams, and Chairman Whitehead. **NOES:** None. **MOTION CARRIED.**

- D3. Report, discussion, and possible action on authorization of the Administrative Assistant/Board Clerk to sign Budget Transfers and Inter-fund Transfers for fiscal year 19-20.

Mandi explained to the board the importance of having an additional person being able to sign budget transfers should the board chair be out of the area. She spoke with the auditor's office who informed her that the Interim Chief could sign as well. This raised questions as to why there is an "authorized signer" and "board chair signature only" line on the budget transfer form. The board asked Mandi to research this with the auditor and other district secretaries and be tabled until the June Meeting.

E. MEETING ADJOURN

**MEETING ADJOURNED** at 5:37 pm.

Respectfully submitted, \_\_\_\_\_

MANDI HUFF  
Board Clerk

READ AND APPROVED: \_\_\_\_\_

RANDY WILLIAMS  
Board Vice-Chairman, Board of Directors