
Highlands Mutual Water Company

14580 Lakeshore Drive
Clearlake, Ca 95422

Regular Meeting

September 25, 2019

AGENDA

1. Call to order – 6:00pm
2. Public Input/Guests
3. Approval of Minutes
 - a. Regular Meeting – August 28, 2019
4. Operations Report – General Manager, Jeff Davis
5. Business Office Report – Office Manager, Magen Estep
6. Financial Statements
 - a. Check Register
 - b. Profit & Loss Statement
 - c. Balance Sheet
 - d. Cash Flow
 - e. Accumulated Benefits
7. Old Business
 - a. Security Monitoring – All Locations (vendor unable to attend)
8. New Business
 - a. Employee Handbook 2019 Approval
 - b. Approval of Organizational Chart and discussion of vacant positions
9. Report of the Board
 - a. K. Fitts – discussion of her position on the Board
10. Adjournment