
Highlands Mutual Water Company

14580 Lakeshore Drive
Clearlake, Ca 95422

Regular Meeting

October 30, 2019

AGENDA

1. Call to order – 6:00pm
2. Public Input/Guests
3. Approval of Minutes
 - a. Regular Meeting – September 25, 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 attending)
 - b. Employee Handbook 2019 Approval
8. New Business
 - a. Updated Tenant Transfer Policy Approval
 - b. November Regular Meeting Date – Move to the 20th.
9. Report of the Board
10. Adjournment