

**CLEARLAKE OAKS COUNTY WATER DISTRICT  
AGENDA  
REGULAR MEETING OF THE BOARD OF DIRECTORS**

Clearlake Oaks County Water District Administration Building  
12952 E. Hwy. 20 Clearlake Oaks, CA 95423 (707) 998-3322

**MARCH 16, 2017**

This meeting will be conducted by Roberts Rule of Order.

Where appropriate or deemed necessary, the Board may take action on any item listed on the agenda, including items listed as information items. Public documents relating to any open session item listed on this agenda that are distributed to all or a majority of the members of the Board of Directors less than 72 hours before the meeting are available for public inspection in the customer service area of the District's Administrative Office at the above address.

The public may address the Board concerning an agenda item either before or during the Board's consideration of that agenda item. The President will call for comments at the appropriate time. Comments will be subject to reasonable time limits of three minutes.

In compliance with the Americans with Disabilities Act, if you have a disability, and you need a disability-related modification or accommodation to participate in this meeting, then please contact Clearlake Oaks County Water District Secretary to the Board at 707-998-3322. Requests must be made as early as possible, and at least one full business day before the start of the meeting.

**AGENDA**

**Call to Order – 4:00 p.m.**

**Pledge of Allegiance**

**Roll Call**

- Mrs. Margaret Medeiros, President     Mr. Karl Hosier, Vice President     Mrs. Judy Heeszal, Director
- Mr. Alan Gardner – General Manager     Mr. Jason Mitchell – Operations Manager
- Mrs. Dianna Mann - Secretary to the Board

Scott Nave, Counsel to the Board, is on speaker phone

**Public comment on non-agenda items**

This is the opportunity for the public to comment on non-agenda items within the Board's jurisdiction. Comments are limited to three (3) minutes

**Consent Items**

The Board will be asked to approve all Consent Items at one time without discussion. Consent Items are expected to be routine and non-controversial. If any Director, staff, or interested person requests that an item be removed from the Consent Items, it will be considered with the action items.

**1. Staff Written Operational Reports**

- a. Customer Service
- b. Administration/Grants
- c. Water Plant Operator
- d. Waste Treatment Plant Operator
- e. Operations Manager
- f. General Manager

**2. Financial Reports for review and approval**

- a. February 2017 QB balance sheet and profit & loss statements
- b. Bank account balances and accounts receivable and check register
- c. Employee payroll report
- d. Aged trial balance summary
- e. Vendor aging report, accounts payable breakdown

3. **Minutes of previous meeting for review and approval**

- a. Minutes of Regular Meeting 02-16-17
- b. Minutes of Emergency Meeting 02-17-17
- c. Minutes of Emergency Meeting 02-20-17
- d. Minutes of Special Meeting 02-22-17
- e. Minutes of Emergency Meeting 02-22-17
- f. Minutes of Special Meeting 02-28-17
- g. Minutes of Special Meeting 03-06-17

4. **Bills**

- a. **MC Engineering** Invoice No. 1466, dated 02-28-2017, in the amount of \$106,669.00, for the USDA Wastewater pre-design, design phase  
**Action Sanitary**
- b. Invoice number 9796, dated 2/13/17, in the amount of \$10,800.00
- c. Invoice number 9822, dated 2/14/17, in the amount of \$10,800.00
- d. Invoice number 9823, dated 2/15/17, in the amount of \$10,800.00
- e. Invoice number 9824, dated 2/16/17, in the amount of \$10,800.00
- f. Invoice number 9825, dated 2/17/17, in the amount of \$10,800.00
- g. Invoice number 9826, dated 2/18/17, in the amount of \$10,800.00
- h. Invoice number 9827, dated 2/19/17, in the amount of \$10,800.00  
**Roto Rooter**
- i. Invoice number 54190, dated 2/10/17, in the amount of \$14,450.00
- j. Invoice number 54191, dated 2/14/17 in the amount of \$91,000.00
- k. **Municipal Maintenance Equipment** Invoice Number 0116802-IN, dated 02/22/17, in the amount of \$5,233.15 for repair of Vaccon

**Action Taken:** \_\_\_\_\_

5. **Agenda (Old Business)**

- a. Discussion, update and consideration of MC Engineering grant status reports and USDA 90% design completions

**Action Taken:** \_\_\_\_\_

- b. Discussion and update of CSA 16 Annexation progress

**Action Taken:** \_\_\_\_\_

- c. Discussion and update of sidewalk project

**Action Taken:** \_\_\_\_\_

- d. Discussion and update of Storm damage to District

**Action Taken:** \_\_\_\_\_

- e. Discussion and consideration of appointment to Budget Committee

**Action Taken:** \_\_\_\_\_

- f. Discussion and consideration of applicants to fill Board vacancies

**Action Taken:** \_\_\_\_\_

- g. Report from investigation committee regarding adequacies of bypass trash pump on LS 7

**Action Taken:** \_\_\_\_\_

- h. Discussion and consideration of continuing to have legal counsel on speaker phone during board meetings

**Action Taken:** \_\_\_\_\_

**6. Agenda (New Business)**

- a. Discussion and consideration of Resolution 17-02, Amending Employee Handbook

**Action Taken:** \_\_\_\_\_

- b. Discussion and consideration of posting job vacancies for a minimum of five (5) business days for one calendar year, then revert back to 15 day posting

**Action Taken:** \_\_\_\_\_

- c. Update and discussion of editing board packet

**Action Taken:** \_\_\_\_\_

**Closed Session**                      **Time:** \_\_\_\_\_

- a. Anticipated litigation: 2 cases

**Open Session**                      **Time:** \_\_\_\_\_

**Action Taken in Closed Session:** \_\_\_\_\_

**Adjournment**                      **Time:** \_\_\_\_\_