

**CLEARLAKE OAKS COUNTY WATER DISTRICT
MINUTES
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

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

Agendas and supporting documents for regular public meetings are available for public inspection at the Clearlake Oaks County Water District Administration building 72 hours prior to the meeting.

January 15th, 2015

This meeting will be recorded for transcription purposes only.

Call to Order: 4:10 p.m.

Pledge of Allegiance

Board of Directors and Staff Roll Call:

Ms. Iris Hudson, President Mrs. Judy Heeszal, Vice-President
Ms. Dena Barron, Director Mr. Robert Kiser

Absent: Mr. Richard Kuehn, Director

Mr. Matt Bassett – General Manager/Interim Secretary to the Board
Mr. Dan Hodem - Interim Operations Manager

Public Comment on non-agenda items

Members of the public may address the legislative body, for up to three minutes on any item of interest to the public that is within the subject matter jurisdiction of the legislative body. No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of the legislative body or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights.

Consideration of items not appearing on the posted agenda, if necessary, requires the following Board action prior to consideration: (1) A determination by a majority vote of the Board that an emergency situation exists (as defined in Section 54956.5 of the Brown Act); or (2) A determination by two-thirds vote of the legislative body or if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the District subsequent to the agenda being posted.

Judy Barnes suggested that the minutes should reflect public in attendance, not just board members. Also, that pertinent comments made by the public should be recorded in the minutes.

1. Staff Written Operational Reports:

- a. Customer Service –Prepared by Magen Estep
- b. Chief Wastewater Plant Operator-Prepared by Pamela Parker
- c. Water Treatment Plant Operator-Prepared by Frank Trujillo
- d. General Manager-Prepared and presented by Matt Bassett

Items 1a, b and c were summarized orally by President Hudson

2. Financial Reports (for review/approval):

- a. December 2014 QB balance and profit & Loss statements
- b. Bank balance, accounts receivable, vendor payments, and LAIF balance
- c. Employee payroll report
- d. Aged trial balance summary
- e. Vendor aging report

**Action Taken: Motion made to approve December 2014 financial reports as presented.
BARRON/HEESZEL M/S/C**

AYES: BARRON/HEESZEL/KISER/HUDSON

NOES: NONE

ABSENT: KUEHN

3. Minutes of previous meetings for review and approval:

- a. Minutes of Jul. 3, 2014 Special Meeting
- b. Minutes of Jul. 17, 2014 Regular Meeting
- c. Minutes of Aug. 7, 2014 Special Meeting
- d. Minutes of Aug. 21, 2014 Regular Meeting

**Action Taken: Motion made to approve minutes (items 3a,3b,3c and 3d) as presented.
HEESZEL/KISER M/S/C**

AYES: HEESZEL/KISER/BARRON/HUDSON

NOES: NONE

ABSENT: KUEHN

4. AGENDA (Old Business):

- a. Update progress of proposed \$3.8 mil WWTP & 1.3 mil WTP USDA loans, \$50,000 grant for LS#8, \$381,548 forgivable loan for collection system study, CBDG Oaks Shopping Center collection system grant, DWR leak detection and SWRCB distribution study and bridge loan.
- b. Second and final reading of Ordinance 80 – an ordinance to establish Board member compensation

**Action Taken: Motion made to approve Ordinance 80 establishing Board member compensation At Fifty (\$50.00) dollars for regular scheduled monthly meeting and Twenty Five (\$25.00) for special or emergency meetings with a maximum of six (6) meetings in any calendar month.
HEESZEL/KISER M/S/C**

AYES: HEESZEL/KISER/HUDSON

NOES: BARRON

ABSENT: KUEHN

- c. Discussion and consideration of rate study reports

Action Taken: Carried forward – meeting scheduled for 10 a.m., Thursday , January 22nd, 2014.

- d. Discussion and consideration to use legal counsel or outside professional assistance with 218

Action Taken: Quote received from Robert Riggs \$14,000; Scott Nave quoted a maximum of \$2,500. Board directed general manager to get a breakdown of scope of work from Mr. Nave. Special meeting will be called when information is received. Carried forward.

5. Agenda (New Business)

- a. Election of Officers to be effective immediately
 - 1. President of the Board
 - 2. Vice President

**Action Taken: a(1) Motion made to appoint Iris Hudson to serve as president of the board
HEESZEL/KISER M/S/C**

AYES: HEESZEL/KISER/BARRON

NOES: NONE

ABSENT: KUEHN

**Action Taken: a(2) Motion made to appoint Richard Kuehn to serve as vice president of the board
BARRON/HEESZEL M/S/C**

AYES: BARRON/HEESZEL/KISER/HUDSON

NOES: NONE

ABSENT: KUEHN

- b. Discussion and consideration of letter reporting improper use and access on District owned property on Foothill Blvd.

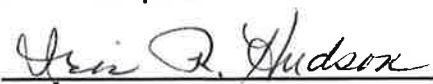
Action Taken: Carry forward to contact a realtor in order to determine value of property for possible sale. Sale of property would require District to have an easement for sewer line on property.

- c. Discussion and consideration of "Notice of Intent and public meeting" for the USDA loan projects

Action Taken: Carried forward

Note: Closed session was cancelled. Item was discussed in open session to provide public with information regarding on-going negotiations with Special Districts CSA 16.

Adjourned: 5:43 p.m.

SIGNED: 
Iris R. Hudson, President

ATTESTED TO: 
Richard Kuehn, Vice President