

**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 a 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.

March 19, 2015

This meeting will be recorded for transcription purposes only.

Call to Order – 4:02 pm

Pledge of Allegiance

Board of Directors and Staff Roll Call

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

√ Mr. Matt Bassett – General Manager □ Vacant - Operations Manager/Secretary to the Board

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 a 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.

1. (1:15) Staff Written Operational Reports

- a. Grants
- b. Customer Service
- c. Wastewater Plant Operator
- d. Waste Treatment Plant Operator
- e. Operations Manager (interim)
- f. General Manager

2. Financial Reports (for review/approval):

- a. February 2015 QB balance sheet 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: (3:50) Motion made to approve reports and financials

Barron/Kuehn M/S/C

Ayes: Hudson/Kuehn/Heeszal/Barron/Kiser

Noes: None

3. (4:15) Minutes of previous meeting for review and approval:

- a. Minutes of February 19, 2015, Regular Meeting.

Action Taken: Minutes accepted as presented

Heeszel/Kiser M/S/C

Ayes: Hudson/Kuehn/Heeszel/Barron/Kiser

Noes: None

4. Agenda. (Old Business):

- a. **(5:37)** Discussion and consideration of Operations Manager's position/classification as either salary exempt vs. hourly non-exempt

Action Taken: (8:15) Carried forward. Being reviewed by Board, to be ready by June Meeting.

- b. **(47:26)** Discussion and consideration of making upgrades to Jensen Road & review the history of Orchard Shores Road

Action Taken: (55:22) Carried forward.

- c. **(8:34)** Discussion and consideration of a Pre-Annexation and Annexation Agreement between CSA 16 and our District

Action Taken: (1:15:58) Carried forward.

5. Agenda. (New Business):

- a. **(1:31:40)** Discussion and consideration on how to spend Capital Improvement Funds

Action Taken: (1:33:46) The Board designates the \$81,618.00 June 2012 WWTP Bar Screen project and the \$127,291.00 June 2014 WTP SCADA project as CIP funded projects. All CIP funds collected through the end of June 2015 are to be used to pay for those projects.

Barron/Kuehn M/S/C

Ayes: Hudson/Kuehn/Heeszel/Barron/Kiser

Noes: None

- b. **(1:34:56)** Discussion and consideration of appointing Dianna Mann as Secretary to the Board

Action Taken: (1:35:13) Motion to appoint Dianna Mann as Secretary to the Board

Kuehn/Barron M/S/C

Ayes: Hudson/Kuehn/Heeszel/Barron/Kiser

Noes: None

- c. **(1:35:44)** Discussion and consideration of extending waiting period for employee benefits to 90 days

Action Taken: (1:38:30) Waiting period will be extended to 90 days, effective immediately.

Barron/Kuehn M/S/C

Ayes: Hudson/Kuehn/Heeszel/Barron/Kiser

Noes: None

- d. (1:16:41) Discussion and consideration for Consumer Claim, Bob Johanson for reimbursement

Action Taken: (1:30:03) Denied because the compression fitting that failed was not installed by the District.

Barron/Kuehn M/S/C

Ayes: Hudson/Kuehn/Heeszal/Barron/Kiser

Noes: None

- e. (1:39:18) Discussion and consideration to move forward with the leak detection and hiring Utility Services Associates to perform leak detection

Action Taken: (1:48:37) Carried forward.

- f. (1:49:12) Discussion and consideration to allow General Manager, Matthew Bassett to cash out 200 hours of PTO

Action Taken: (1:49:46) Motion to approve

Heeszal/Kiser M/S/C

Ayes: Hudson/Kuehn/Heeszal/Barron/Kiser

Noes: None

- g. (1:50:24) Review first years production/savings from the solar field

Action Taken: (1:52:00) No action necessary.

- h. (1:52:22) Discussion and consideration on Resolution No. 15-02 authorizes the General Manager to legally represent the District in dealing with the SDWBL's, if and when the District is to accept a contract for leak detection assistance from SDWBL

Action Taken: (1:53:33)

- i. Discussion and consideration on Resolution No. 15-03 authorizes the General Manager to legally represent the District in dealing with the SWRCB, if and when the District is to accept a meter installation funding contract from SWRCB

Action Taken: (1:53:33) Motion to approve both 5h and 5i collectively.

Kuehn/Barron M/S/C

Ayes: Hudson/Kuehn/Heeszal/Barron/Kiser

Noes: None

- j. (1:54:18) Discussion and consideration for paying MC Engineering's Invoice 1223, Dated 02/26/15, in the amount of \$31,014.84 for work they've done through 2/26/15 on the \$381k Collection Study (Inflow & Infiltration)

Action Taken: (2:01:28) Approved

Kuehn/Barron M/S/C

Ayes: Hudson/Kuehn/Heeszal/Barron/Kiser

Noes: None

- k. (2:01:28) Discussion and consideration for a process to pay future invoices from MC Engineering related to the Collection Study (I & I).

Action Taken: (2:01:17) Bring invoices to the board first before paying

Kuehn/Barron M/S/C

Ayes: Hudson/Kuehn/Heeszal/Barron/Kiser

Noes: None

- l. (2:02:40) Discussion and consideration for paying the Southport Control Invoices. Both invoices

are dated 2/24/15. Invoice 150205 for \$6,000 is for the new SCADA at the Waste Water Plant and invoice 150206 totaling \$8,867 is for water plant SCADA items

Action Taken: (2:09:55) Invoices approved
Heeszal/Kiser M/S/C
Ayes: Hudson/Kuehn/Heeszal/Barron/Kiser
Noes: None

m. **(2:10:32)** Discussion and Consideration of water line and easement located on the Brown's property at 830 Sulphur Bank Road

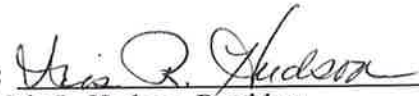
Action Taken: (2:19:12) Carried forward

Directors and Committee's Reports and Comments:

Adjournment

Time: 6:21 pm

SIGNED:


Iris R. Hudson, President

ATTESTED TO:


Richard Kuehn, Vice President