

**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.

June 18, 2015

This meeting will be recorded for transcription purposes only.

Call to Order – 4:06 p.m.

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
- √ Mrs. Dianna Mann - 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.

Presentation by Servpro Representative regarding Lemon Circle

1. (3:08) 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. March 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: (26:00) Motion to approve as presented

Barron/Heeszal M/S/C

AYES: HUDSON/KUEHN/HEESZEL/BARRON/KISER

NOES: NONE

3. (26:15) Minutes of previous meeting for review and approval:

- a. Minutes of May 21, 2015, Regular Meeting.
- b. Minutes of May 26, 2015 Special Meeting

**Action Taken: (27:11) Motion to accept as presented
BARRON/HEESZEL M/S/C
AYES: HUDSON/KUEHN/HEESZEL/BARRON/KISER
NOES: NONE**

4. Agenda. (Old Business)

- a. **(27:40)** Discussion and consideration for the approval of the 2015-2016 Budget

**Action Taken: (28:43) Motion to approve
KUEHN/HEESZEL M/S/C
AYES: HUDSON/KUEHN/HEESZEL/BARRON/KISER
NOES: NONE**

- b. **(28:02)** Discussion and recommendations by Staff for review of job classifications at the District, including but limited to modify, add/eliminate, consolidate, or revise existing positions.

**Action Taken (32:59) Motion to approve
BARRON/KUEHN M/S/C
AYES: HUDSON/KUEHN/HEESZEL/BARRON/KISER
NOES: NONE**

- c. **(34:00)** Discussion and consideration of Policy Pertaining to Service Reduction Inspection

**Action Taken: (36:25) Motion to approve
KUEHN/BARRON M/S/C
AYES: HUDSON/KUEHN/HEESZEL/BARRON/KISER
NOES: NONE**

- d. **(36:30)** Discussion and consideration of Policy Pertaining to Service Connection Forfeit

**Action Taken: (38:43) Motion to approve
HEESZEL/KISER M/S/C
AYES: HUDSON/KUEHN/HEESZEL/BARRON/KISER
NOES: NONE**

- e. **(39:25)** Discussion and consideration of Resolution No. 15-06, Billable Fees

Action Taken: (44:01) Carried forward, Directors Barron and Kuehn to committee

- f. **(59:14)** Review and consideration of Resolution No. 15-07, Capital Expansion Fees

Action Taken: (1:09:07) Carried forward, Directors Hudson and Kuehn to committee

- g. **(1:16:01)** Discussion and consideration of CSA-16 consolidation progress

Action Taken: (1:36:40) Carried forward

- h. **(1:37:00)** Review and consideration of draft Resolution No. 15-08, Requesting the Lake Local Agency Formation Commission to take proceedings for the Annexation between CA 16 and CLOCWD

Action Taken: (1:37:30) Carried forward

5. Agenda (New Business)

- a. **(1:37:45)** Discussion and consideration of USDA Letter of Conditions for the \$2.8M USDA Loan and \$1M Grant for engineering and construction of sewer projects

Action Taken: (1:56:00) Instructed staff to approve MC Engineering to perform a preliminary report

- b. **(1:56:42)** Discussion and consideration of revised Employee Application, Release and Waiver, and Conviction Report

Action Taken: (1:57:00) Motion to approve

BARRON/KUEHN M/S/C

AYES: HUDSON/KUEHN/HEESZEL/BARRON/KISER

NOES: NONE

- c. **(1:58:00)** Discussion and consideration of Resolution No. 15-09 to amend the District Employee Handbook

Action Taken: (2:00:00) Motion to accept amendments

BARRON/KUEHN M/S/C

AYES: HUDSON/KUEHN/HEESZEL/BARRON/KISER

NOES: NONE

- d. **(2:00:20)** Discussion and consideration of Resolution No. 15-10 authorizing the General Manager to legally represent the District in dealing with the SWRCB, if and when the District is to accept a contract for the Hazard Mitigation Project from the SWRCB

Action Taken: No action

- e. Discussion and consideration of Resolution No. 15-11 authorizing the General Manager to legally represent the District in dealing with the SWRCB, if and when the District is to accept a contract for the Lift Station Repairs Project

Action Taken: No action

- f. Discussion and consideration of Resolution No. 15-12 authorizing the General Manager to legally represent the District in dealing with the SWRCB, if and when the District is to accept a contract for the Sewer Mains Restoration Project

Action Taken: No action

- g. Discussion on Customer Underground Plumbing Insurance

Action Taken: No action

- h. **(2:03:36)** Discussion and consideration of payment for MC Engineering, Invoice No. 1250, dated 5/31/15, in the amount of \$67,192.33 for last month's work on the Collection System Study

Action Taken: (2:03:42) Motion to pay

KUEHN/HEESZEL M/S/C

AYES: HUDSON/KUEHN/HEESZEL/BARRON/KISER

NOES: NONE

- i. **(2:04:26)** Discussion and consideration of road improvements at Jensen Road and Sulphur Road

Action Taken: (2:15:17) Motion to accept lowest bid not to exceed \$7,500 to pave intersection

BARRON/HEESZEL M/S/C

AYES: HUDSON/KUEHN/HEESZEL/BARRON/KISER

NOES: NONE

j. (2:15:26) Discussion and consideration of staff's individual spending limits

Action Taken: (2:16:00) Moved to committee

k. (2:16:33) Review and ratify new Heater/AC 3 ton unit for Ozone room at water plant

Action Taken: (2:26:54) Motion to ratify

KUEHN/HEESZEL M/S/C

AYES: HUDSON/KUEHN/HEESZEL/BARRON/KISER


NOES: NONE

Directors and Committee's Reports and Comments:

Adjournment

Time: 6:33 p.m.

SIGNED:


Iris R. Hudson, President

ATTESTED TO:


Richard Kuehn, Vice President