

**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

**Public Comments & Questions for \$400,000 DWR Grant
See New Business Item A**

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.

July 16, 2015

This meeting will be recorded for transcription purposes only.

Call to Order – 4:07

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- Absent √ 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.

1. (1:56)Staff Written Operational Reports

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

2. Financial Reports for review and approval:

- a. June 2015 QB balance sheet and profit & loss statements
- b. Bank account balances, accounts receivable, and check register
- c. Employee payroll report
- d. Aged trial balance summary
- e. Vendor aging report

Action Taken: (19:03) Motion to accept as presented

HEESZEL/KISER M/S/C

AYES: HUDSON/KUEHN/HEESZEL/KISER

NOES: NONE

ABSENT: BARRON

3. (19:35) Minutes of previous meeting for review and approval

- a. Minutes of June 18, 2015, Regular Meeting

Action Taken: (20:00) Motion to accept as presented

KUEHN/HEESZEL M/S/C

AYES: HUDSON/KUEHN/HEESZEL/KISER

NOES: NONE

ABSENT: BARRON

4. Agenda. (Old Business)

- a. **(20:12) Review and consideration of Resolution No. 15-08, requesting that LAFCO (Lake County Agency Formation Commission) to take proceedings for the Annexation between CSA16 and CLOCWD**

Action Taken: (55:48) Motion to accept with the following changes: Amending Exhibit B to only include CSA-16 boundaries and no other land or property owners, and remove Exhibit C at this time to allow for modifications

KUEHN/HEESZEL M/S/C

AYES: HUDSON/KUEHN/HEESZEL/KISER

NOES: NONE

ABSENT: BARRON

- b. **(31:27) Discussion and consideration of CSA-16 annexation progress**

Action Taken: (35:45) No action

- c. **(35:59) Review and consideration of Resolution No. 15-06, Billable Fees (still in committee)**

Action Taken: (35:08) No Action

- d. **(36:15) Review and consideration of Resolution No. 15-07, Capital Expansion Fees**

Action Taken: (47:23) Carried forward

- e. **(57:23) Discussion and consideration to accept the amended Inflow and Infiltration Study for an additional \$117,988.00 for the inclusion of Lift Stations and Oaks Shopping Center Hazard Mitigation Studies**

Action Taken: (57:50) Motion to accept

KUEHN/HEESZEL M/S/C

AYES: HUDSON/KUEHN/HEESZEL/KISER

NOES: NONE

ABSENT: BARRON

- f. **(58:13) Discussion and consideration of staff's individual spending limits**

Action Taken: (1:00:55) Motion to give WWTP Interim Chief Plant Operator a \$2,000 limit, and Interim Operations Manager 4,500.00 limit

HEESZEL/KUEHN M/S/C

AYES: HUDSON/KUEHN/HEESZEL/KISER

NOES: NONE

ABSENT: BARRON

5. Agenda (New Business)

- a. **(1:01:20) Discussion and consideration of public comments and questions on the topic of a \$400,000.00 Distribution Study Grant. Grant funding will be between Department of Water Resources (DWR) and Clearlake Oaks County Water District**

Action Taken: (1:02:36) No comments

- b. (1:02:50) Discussion and consideration to accept the \$400,000 grant from the Department of Water Resources (DWR) for the Water Distribution Study (Water System Mapping and Modeling)

Action Taken: (1:04:36) Carried forward

- c. (1:07:52) Discussion and consideration of Resolution 15-10 Election Consolidation

Action Taken: (1:07:48) Motion to approve

KUEHN/KISER M/S/C

AYES: HUDSON/KUEHN/HEESZEL/KISER

NOES: NONE

ABSENT: BARRON

- d. (1:07:52) Discussion and consideration of Resolution 15-11, USDA Loan

Action Taken: (1:08:49) Motion to accept

HEESZEL/KUEHN M/S/C

AYES: HUDSON/KUEHN/HEESZEL/KISER

NOES: NONE

ABSENT: BARRON

- e. (1:08:52) Discussion and consideration of Resolution 15-12 Authorizing Representative for Finance Agreement from the State Water Resources Control Board Clean Water State Revolving Fund for Wastewater Treatment Plant Study

Action Taken: (1:09:17) Motion to approve

KUEHN/HEESZEL M/S/C

AYES: HUDSON/KUEHN/HEESZEL/KISER

NOES: NONE

ABSENT: BARRON

- f. (1:09:59) Discussion and consideration of Resolution 15-13 to establish a checking account for the Water Distribution Project (Water System Mapping and Modeling)

- g. Discussion and consideration of Resolution 15-14 to establish a checking account for the USDA Sewer Project

Action Taken: (1:11:24) Motion to accept Items f and g collectively

HEESZEL/KISER M/S/C

AYES: HUDSON/KUEHN/HEESZEL/KISER

NOES: NONE

ABSENT: BARRON

- h. (1:12:02) Discussion and consideration of Candidate Nominations for the 2016-2017 term for the Association of California Water Agencies

Action Taken: (1:14:02) Motion to nominate Director, Judy Heeszal and General Manager

HEESZEL/KUEHN M/S/C

AYES: HUDSON/KUEHN/HEESZEL/KISER

NOES: NONE

ABSENT: BARRON

- i. (1:14:55) Discussion and consideration of proceeding with the Backflow Prevention Device

Action Taken: (1:26:38) Carried forward to committee for six months

- j. (1:26:33) Discussion and consideration of payment for MC Engineering, Invoice No. 1263, dated 6/30/15, in the amount of \$16,947.50 for work performed in June on the Inflow and Infiltration Study

**Action Taken: (126:58) Motion to pay
KUEHN/KISER M/S/C
AYES: HUDSON/KUEHN/HEESZEL/KISER
NOES: NONE
ABSENT: BARRON**

- k. (1:27:25) Discussion and consideration of payment for HD Excavating, Invoice No. 509, dated 6/23/15, in the amount of \$33,655.46 for the Hwy. 20 and Beryl Way project

**Action Taken: (1:29:48) Motion to pay
HEESZEL/KISER M/S/C
AYES: HUDSON/KUEHN/HEESZEL/KISER
NOES: NONE
ABSENT: BARRON**

- l. (1:32:40) Discussion and consideration of payment for HD Excavating, Invoice No. 515, dated 7/9/15, in the amount of \$6,572.35 for the main water break located in front of 103018 Keys Blvd.

**Action Taken: (1:34:23) Motion to pay
KUEHN/HEESZEL M/S/C
AYES: HUDSON/KUEHN/HEESZEL/KISER
NOES: NONE
ABSENT: BARRON**

- m. (1:34:41) Discussion and consideration of Purchase Order for Zinc Orthophosphate for Distribution System Corrosion Control

**Action Taken: (1:38:56) Motion to purchase
HEESZEL/KUEHN M/S/C
AYES: HUDSON/KUEHN/HEESZEL/KISER
NOES: NONE
ABSENT: BARRON**

Closed Session Time: 5:48 pm

- a. Employee evaluation of Lead Distribution and Collection Operator

Action Taken: Board approved General Manager's request of a \$2.00/hour increase for Lead Distribution and Collection Operator

- b. Employee evaluation of Operations Manager

Action Taken: Carried forward


- c. Employee evaluation of General Manager

Action Taken: Carried forward

Open Session Time: 6:50 pm

Directors and Committee's Reports and Comments:

Adjournment Time: 6:51 pm

SIGNED: 
Iris R. Hudson, President

ATTESTED TO: 
Richard Kuehn, Vice President