

**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.

August 20, 2015

This meeting will be recorded for transcription purposes only.

Call to Order – 4:09 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, absent √ Ms. Dena Barron, Director √ Mr. Robert Kiser, Director,
arrived at 4:12

√ Mr. Karl Hosier – Interim 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. (:59) 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 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: (12:07) Approved as presented

BARRON/KISER M/S/C

EYES: HUDSON/KUEHN/BARRON/KISER

NOES: NONE

ABSENT: HEESZEL

3. (12:45) Minutes of previous meeting for review and approval

- a. Minutes of July 16, 2015, Regular Meeting
- b. Minutes of July 30, 2015, Special Meeting
- c. Minutes of July 31, 2015, Emergency Meeting
- d. Minutes of Aug. 11, 2015, Special Meeting

Action Taken: (15:09) Motion to approve with corrections

BARRON/KUEHN M/S/C

EYES: HUDSON/KUEHN/BARRON/KISER

NOES: NONE

ABSENT: HEESZEL

4. Agenda. (Old Business)

- a. (15:20) Discussion and consideration of CSA-16 annexation progress

Action Taken: (15:23) Carried Forward

- b. (15:27) Review and approval of Resolution No. 15-06, Billable Fees (still in committee)

Action Taken (17:30) Board President Iris Hudson and Director Bob Kiser to committee

- c. (17:41) Review and approval of Resolution No. 15-07, Capital Expansion Fees

Action Taken: (19:58) Motion to approve

KUHEN/BARRON M/S/C

EYES: HUDSON/KUEHN/BARRON/KISER

NOES: NONE

ABSENT: HEESZEL

- d. (21:00) Discussion and consideration to accept modifications to General Manager's Job Description

Action Taken: (21:06) Carried Forward

- e. (22:48) 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: (22:48) Motion to approve accept \$400,000 Water Distribution Study

BARRON/KISER M/S/C

EYES: HUDSON/KUEHN/BARRON/KISER

NOES: NONE

ABSENT: HEESZEL

5. Agenda (New Business)

- a. (24:00) Discussion and approval of advertising for General Manager position

Action Taken: Carried Forward

- b. (26:04) Discussion and approval of Resolution 15-15 regarding Operation Manager's Spending Limit

Action Taken: (26:34) Motion to approve

KUHEN/BARRON M/S/C

EYES: HUDSON/KUEHN/BARRON/KISER

NOES: NONE

ABSENT: HEESZEL

- c. **(26:36)** Discussion and approval of Resolution 15-16 regarding Interim Wastewater Chief Plant Operator's Spending Limit

Action Taken: (26:44) Motion to approve
KUHEN/BARRON M/S/C
EYES: HUDSON/KUEHN/BARRON/KISER
NOES: NONE
ABSENT: HEESZEL

- d. **(26:54)** Discussion and consideration of Resolution 15-17 to amend the District Employee Handbook

Action Taken: Motion to approve
KUHEN/BARRON M/S/C
EYES: HUDSON/KUEHN/BARRON/KISER
NOES: NONE
ABSENT: HEESZEL

- e. **(27:38)** Discussion and consideration of accepting landscaping bids for the front of the Administration Building

Action Taken: (29:34) Board directed Iris to start accepting bids

- f. **(30:18)** Discussion and consideration of Age Receivables write-offs

Action Taken: (31:02) Motion to accept
KUHEN/BARRON M/S/C
EYES: HUDSON/KUEHN/BARRON/KISER
NOES: NONE
ABSENT: HEESZEL

- g. **(31:57)** Discussion and consideration of forming a committee to review Wastewater Treatment Facility Preliminary Recycled Water Feasibility Investigation

Action Taken: (36:30) Director Kuehn, Director Barron, General Manager, and Mary Margret Medeiros to committee

- h. **(36:58)** Discussion and consideration of payment for MC Engineering, Invoice No. 1270, dated 7/31/15, in the amount of \$29,152.85 for work performed in July on the Inflow and Infiltration Study

Action Taken: Motion to pay
KUHEN/BARRON M/S/C
EYES: HUDSON/KUEHN/BARRON/KISER
NOES: NONE
ABSENT: HEESZEL

- i. **(40:31)** Discussion and consideration of payment for MC Engineering, Invoice No. 1277, dated 7/31/15, in the amount of \$4,517.50 for the report on the Wastewater Treatment Plant for CAO No. R5-2014-0707

Action Taken (40:40) Motion to pay
KUHEN/BARRON M/S/C
EYES: HUDSON/KUEHN/BARRON/KISER
NOES: NONE
ABSENT: HEESZEL

- j. **(40:52)** Discussion and review of Aircon Energy Invoice, No. 1665-01, dated July , 7/31/15, in the amount of \$39,677.80 for work performed on the soils report and the preliminary engineering reports for Wastewater System Improvement Project and Water Distribution and Treatment Infrastructure Improvement Project

Action Taken: Motion to move to close session in preparation of litigation

KUHEN/BARRON M/S/C

EYES: HUDSON/KUEHN/BARRON/KISER

NOES: NONE

ABSENT: HEESZEL

Closed Session

Time: 4:51 pm

- a. Discussion and consideration of employment contract for Operations Manager pursuant to Government Code Section 54957 (b)(1)

Action Taken: No Action

Open Session

Time: 5:14 pm

Reportable action from closed session: Motion was made to have Director Kuehn direct Legal Counsel, Robert Riggs to draft a letter to Aircon Energy.

BARRON/KUEHN M/S/C

EYES: HUDSON/KUEHN/BARRON/KISER

NOES: NONE

ABSENT: HEESZEL

Directors and Committee's Reports and Comments:

Adjournment

Time: 5:15 pm

SIGNED:


Iris R. Hudson, President

ATTESTED TO:


Judith Heeszal, Director