

**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.

**September 17, 2015**

This meeting will be recorded for transcription purposes only.

**Call to Order – 4:00 p.m.**

**Pledge of Allegiance**

**Board of Directors and Staff Roll Call**

- √ Ms. Iris Hudson, President     Vacancy
- √ Mrs. Judy Heeszal, Director    √ Ms. Dena Barron, Director    √ Mr. Robert Kiser, Director
  
- √ Mr. Karl Hosier – Interim General Manager     Mr. Dan Hodem – Interim Operations Manager
- √ Mrs. Dianna Mann - Secretary to the Board    Absent

**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. (1:31) 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. August 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: (24:40) Motion to accept Reports as presented**

**BARRON/HEESZEL M/S/C**

**AYES: HUDSON/HEESZEL/BARRON/KISER**

**NOES: NONE**

**3. (25:10) Minutes of previous meeting for review and approval**

- a. Minutes of August 20, 2015, Regular Meeting
- b. Minutes of August 26, 2015, Special Meeting
- c. Minutes of September 10, 2015, Special Meeting

**Action Taken: (26:20) Motion to approve as presented**

**BARRON/KISER M/S/C**

**AYES: HUDSON/HEESZEL/BARRON/KISER**

**NOES: NONE**

**4. Agenda. (Old Business)**

- a. **(26:39)** Discussion and consideration of CSA-16 annexation progress

**Action Taken: No Action**

- b. **(29:57)** Review and approval of Resolution No. 15-06, Billable Fees (still in committee)

**Action Taken: Carried Forward**

- c. **(30:13)** Discussion and consideration of committee report on Wastewater Treatment Facility Preliminary Recycled Water Feasibility Investigation

**Action Taken: Carried Forward**

- d. **(33:38)** Discussion and consideration of bridge loan (line of credit) for USDA WWTP project

**Action Taken: Carried Forward**

- e. **(41:03)** Discussion and consideration of spending scope for preparation of a potential El Nino

**Action Taken: Carried Forward**

**5. Agenda (New Business)**

- a. **(54:58)** Discussion and consideration of Board President using her spending limit for landscaping in front of Administration Building

**Action Taken: (59:01) Motion to authorize Board President not to exceed her spending limit on landscaping around Administration Building**

**BARRON/HEESZEL M/S/C**

**AYES: HUDSON/HEESZEL/BARRON/KISER**

**NOES: NONE**

- b. **(59:26)** Discussion and consideration to authorize General Manager to begin writing an agreement with Richard Kuehn regarding easements and electrical usage for storage tank

**Action Taken: (1:07:55) Board directed General Manger to start working on agreement with Richard Kuehn regarding easements and electrical usage for storage tanks, and to receive quotes for surveying**

- c. **(1:12:12)** Discussion and consideration to authorize General Manager to begin writing a contract with MC Engineering for our Water Distribution Grant with DWR, pending state approval

**Action Taken: (1:15:13) Board directed General Manger to start writing contract**

