

**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.

October 15, 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 √ Mrs. Judy Heeszal, Director
- √ Ms. Dena Barron, Director √ Mr. Robert Kiser, Director √ Mrs. Margaret Medeiros, Director

- √ Mr. Alan Gardner – General Manager √ Mr. Dan Hodem – 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. (2:35) Staff Written Operational Reports

- a. Grants
- b. Customer Service
- c. Wastewater Plant Operator
- d. Waste Treatment Plant Operator
- e. Operations Manager (verbal report)
- f. General Manager – asked for a committee for solar: Directors Margret and Judy, Dan Hodem and General Manager, Alan Gardner will serve on committee.

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: (23:00) Motion to approve reports as presented

BARRON/MEDEIROS M/S/C

EYES: HUDSON/HEESZEL/BARRON/KISER/MEDEIROS

NOES: NONE

ABSENT: NONE

3. (23:22) Minutes of previous meeting for review and approval

- a. Minutes of September 17, 2015, Regular Meeting
- b. Minutes of September 21, 2015, Special Meeting
- c. Minutes of September 28, 2015, Special Meeting
- d. Minutes of September 30, 2015, Special Meeting
- e. Minutes of October 6, 2015, Special Meeting

Action Taken: (23:26) Motion to approve minutes as presented

BARRON/HEESZEL M/S/C

EYES: HUDSON/HEESZEL/BARRON/KISER/MEDEIROS

NOES: NONE

ABSENT: NONE

4. Agenda. (Old Business)

- a. **(24:11)** Discussion and consideration of CSA-16 annexation progress

Action Taken: No Action

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

Action Taken: Carried Forward

- c. **(33:09)** Discussion of proposed landscaping project. Quote received from Frontier Landscaping Co.

Action Taken: (37:09) No Action

5. Agenda (New Business)

- a. **(37:19)** Discussion and consideration of adding an additional cellular phone on the District's account for the General Manager, and to appoint a committee to draft a policy for usage of District phone

Action Taken: (40:19) Motion to purchase a cellular business phone, with case, through the U.S. Cellular account for General Manager. All District business is to be kept separate and not on personal phone.

BARRON/HEESZEL M/S/C

EYES: HUDSON/HEESZEL/BARRON/KISER/MEDEIROS

NOES: NONE

ABSENT: NONE

- b. **(40:48)** Discussion and consideration of Contract for Consulting Services between District and MC Engineering for Water Distribution Study through Department of Water Resources (DWR)

Action Taken: (44:44) Motion to approve with corrections.

BARRON/HEESZEL M/S/C

EYES: HUDSON/HEESZEL/BARRON/KISER/MEDEIROS

NOES: NONE

ABSENT: NONE

- c. **(45:12)** Discussion and consideration of Resolution 15-19, Authorizing the General Manager to provide necessary documents to Westamerica Bank for the line of credit for the USDA loan

Action Taken: (45:42) Motion to approve Resolution 15-19.

BARRON/KISER M/S/C

EYES: HUDSON/HEESZEL/BARRON/KISER/MEDEIROS

NOES: NONE

ABSENT: NONE

- d. **(45:59)** Discussion and consideration of payment for MC Engineering, Invoice No. 1291, dated 9/30/15, in the amount of \$39,584.66 for in-house work performed in September on the Inflow and Infiltration Study

Action Taken: (47:53) Motion to pay

BARRON/HEESZEL M/S/C

EYES: HUDSON/HEESZEL/BARRON/KISER/MEDEIROS

NOES: NONE

ABSENT: NONE

- e. **(48:00)** Discussion and consideration of payment for MC Engineering, Invoice No. 1296, dated 9/30/15, in the amount of \$38,477.63 for sub-contract work performed in September on the Inflow and Infiltration Study

Action Taken: (49:31) Motion to pay

BARRON/MEDEIROS M/S/C

EYES: HUDSON/HEESZEL/BARRON/KISER/MEDEIROS

NOES: NONE

ABSENT: NONE

Closed Session

Time: 5:02 p.m.

- a. Discussion and evaluation of Administrative Assistant duties, pursuant to Government Code Section 54957 (b)(1)

Action Taken: Unanimous vote to pay Administrative Assistant \$20.00/hr with a six month review

Open Session

Time: 5:18 p.m.

Directors and Committee's Reports and Comments:

Adjournment

Time: 5:18 p.m.

SIGNED:


Iris Hudson, Board President

ATTESTED TO:


Judy Heeszal, Director