

**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.

November 19, 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. (:59) Staff Written Operational Reports

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

2. Financial Reports for review and approval:

- a. October 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: (44:50) Motion to accept reports as presented

HEESZEL/MEDEIROS M/S/C

EYES: HUDSON/HEESZEL/BARRON/KISER/MEDEIROS

NOES: NONE

ABSENT: NONE

3. (45:26) Minutes of previous meeting for review and approval

- a. Minutes of September 17, 2015, Regular Meeting
- b. Minutes of October 29, 2015, Special Meeting
- c. Minutes of November 6, 2015, Special Meeting
- d. Minutes of December 4, 2015, Emergency Meeting

Action Taken: (46:05) Motion to accept minutes as presented

MEDEIROS/HEESZEL M/S/C

EYES: HUDSON/HEESZEL/BARRON/KISER/MEDEIROS

NOES: NONE

ABSENT: NONE

4. Agenda. (Old Business)

- a. **(46:29)** Discussion and consideration of CSA-16 annexation progress

Action Taken: No Action

- b. **(47:00)** Review of **DRAFT** Resolution No. 15-06, Billable Fees

Action Taken: (52:57) Motion to pass Resolution No. 15-06 with the exclusion of Out of District Fees

MEDEIROS/HEESZEL M/S/C

EYES: HUDSON/HEESZEL/BARRON/KISER/MEDEIROS

NOES: NONE

ABSENT: NONE

- c. **(53:57)** Discussion of 589 Keys Blvd. update

Action Taken: (57:27) Board directed General Manager to move forward with negotiations to acquire property for Lift Station #7 rebuild and keep meeting with property owner

5. Agenda (New Business)

- a. **(59:57)** Presentation of the final report from the Inflow and Infiltration Study, presented by Mark Carey with MC Engineering

Action Taken: (2:00:00) No Action

- b. **(2:01:09)** Review and approve 2014 - 2015 Financial Audit

Action Taken: (2:07:55) Motion to accept 2014 – 2015 Financial Audit as presented

MEDEIROS/BARRON M/S/C

EYES: HUDSON/HEESZEL/BARRON/KISER/MEDEIROS

NOES: NONE

ABSENT: NONE

- c. Discussion of Westamerica Bank Bridge Loan documents for the USDA grant/loan

Action Taken: No Action

- d. Discussion and consideration of Easement Agreements

Action Taken: No Action

Closed Session

Time: 6:09 p.m.

- a. Discussion and update of dismissal of public employee, pursuant to Government Code Section 54957 (b)(1)

Action Taken: No Action

Open Session

Time: 6:34 p.m.

Directors and Committee's Reports and Comments:

Adjournment

Time: 6:34 p.m.

SIGNED: 
Iris Hudson, Board President

ATTESTED TO: 
Judy Heeszal, Director