

**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.

**January 21, 2016**

This meeting will be recorded for transcription purposes only.

**Call to Order – 4:01 p.m.**

**Pledge of Allegiance**

**Board of Directors and Staff Roll Call**

- √ Mrs. Margaret Medeiros, President    √ Mr. Karl Hosier, Vice President  
√ Mrs. Judy Heeszal, Director    √ Ms. Dena Barron, Director    √ Mr. Richard Kuehn, 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. (1:06) Staff Written Operational Reports**

- a. Grants/Administration
- 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. December 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: (1:04:28) Motion to accept reports as presented**

**HOSIER/HEESZEL M/S/C**

**AYES: MEDEIROS/HOSIER/HEESZEL/BARRON/KUEHN**

**NOES: NONE**

**ABSENT: NONE**

**3. (1:04:59) Minutes of previous meeting for review and approval**

- a. Minutes of Regular Meeting 12-17-15
- b. Minutes of Special Meeting 12-22-15
- c. Minutes of Special Meeting 12-29-15

**Action Taken: (1:07:09) Motion to accept minutes of 12-17-15 as presented**

**BARRON/KUEHN M/S/C**

**AYES: MEDEIROS/HOSIER/HEESZEL/BARRON/KUEHN**

**NOES: NONE**

**ABSENT: NONE**

**(1:07:20) Motion to accept minutes of 12-22-15 and 12-29-15 as presented**

**HEESZEL/HOSIER M/S/C**

**AYES: MEDEIROS/HOSIER/HEESZEL**

**NOES: NONE**

**OBSTAIN: BARRON/KUEHN (Barron and Kuehn were absent for 12-22 & 29 meetings)**

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

- a. **(1:07:25) Discussion and consideration of CSA-16 annexation progress**

**Action Taken: (1:24:39) Board asked General Manager to send them details of the approved annexation**

- b. **(1:24:50) Discussion and consideration of Harvey Blvd. Tank site**

**Action Taken: (1:24:58) Motion to offer a \$1,000 option for easement on second Harvey Tank Site**

**KUEHN/BARRON M/S/C**

**AYES: MEDEIROS/HOSIER/HEESZEL/BARRON/KUEHN**

**NOES: NONE**

**ABSENT: NONE**

**5. Agenda (New Business)**

- a. **(1:25:03) Discussion and consideration of Roles and Responsibility Training for second week of February**

**Action Taken: Training will be held on February 4, 2016, at 9 a.m.**

- b. Review of Water Meter Study by MC Engineering in preparation for next months' presentation

**Action Taken: No Action**

- c. **(1:32:22) Discussion and consideration of Resolution 16-01, Authorized Bank Signers**

**Action Taken: (1:32:32) Motion to approve Resolution 16-01**

**KUEHN/BARRON M/S/C**

**AYES: MEDEIROS/HOSIER/HEESZEL/BARRON/KUEHN**

**NOES: NONE**

**ABSENT: NONE**

- d. **(1:32:50) Discussion and consideration of Resolution 16-02, Clarifying the Reporting and Evaluation Relationship of the Operations Manager**

**Action Taken: (1:44:01) Carried forward pending meeting with Robert Greenfield (JPIA)**

- e. **(1:44:05) Discussion and consideration of Resolution 16-03, Amending the Employee Handbook**

**Action Taken: (1:44:17) Motion to accept with changes to include an age limit**

**BARRON/KUEHN M/S/C**

**AYES: MEDEIROS/HOSIER/HEESZEL/BARRON/KUEHN**

**NOES: NONE**

**ABSENT: NONE**

- f. (1:44:55) Discussion and consideration of generator at Water Plant

**Action Taken: (1:51:36)** Motion to proceed with getting bids for transfer switch and scope of work for hook up of temporary generator from HVL

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

**AYES: MEDEIROS/HOSIER/HEESZEL/BARRON/KUEHN**

**NOES: NONE**

**ABSENT: NONE**

- g. Discussion and consideration of 10" valve for sewer line at a cost of approx \$6,000.00

**Action Taken: Carried forward**

- h. (1:51:59) Discussion and consideration of sludge bags at the Waste Water Treatment Plant

Recess called at 5:58

Recess over at 6:03

**Action Taken: (2:07:15)** Motion to purchase sludge bags for 14,796.24

**KUEHN/HOSIER M/S/C**

**AYES: MEDEIROS/HOSIER/HEESZEL/BARRON/KUEHN**

**NOES: NONE**

**ABSENT: NONE**

**Closed Session**

**Time: 6:13 P.M.**

- a. Discussion and consideration of update of anticipated litigation with Aircon Energy pursuant to Government Code 54956(b)

**Action Taken: No Action**

- b. Discussion and consideration of eminent domain concerning 589 Keys Blvd

**Action Taken: Carried forward**

**Open Session**

**Time: 6:48 p.m.**

**Directors and Committee's Reports and Comments:**

**Adjournment**

**Time: 6:49 p.m.**

**SIGNED:** Margaret Medeiros  
Margaret Medeiros, Board President

**ATTESTED TO:** Karl P. Hosier  
Karl Hosier, Vice President