

**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

February 18, 2016

Where appropriate or deemed necessary, the Board may take action on any item listed on the agenda, including items listed as information items. Public documents relating to any open session item listed on this agenda that are distributed to all or a majority of the members of the Board of Directors less than 72 hours before the meeting are available for public inspection in the customer service area of the District's Administrative Office at the above address.

The public may address the Board concerning an agenda item either before or during the Board's consideration of that agenda item. The President will call for comments at the appropriate time. Comments will be subject to reasonable time limits of three minutes.

In compliance with the Americans with Disabilities Act, if you have a disability, and you need a disability-related modification or accommodation to participate in this meeting, then please contact Clearlake Oaks County Water District Secretary to the Board at 707-998-3322. Requests must be made as early as possible, and at least one full business day before the start of the meeting.

Call to Order – 4:00 p.m.

Pledge of Allegiance

**Roll Call - Directors Present: Medeiros/Hosier/Heeszel/Barron/Kuehn
Staff Present: Gardner/Mitchell/Hodem/Mann**

Public comment on non-agenda items

This is the opportunity for the public to comment on non-agenda items within the Board's jurisdiction. Comments are limited to three (3) minutes

Consent Items

The Board will be asked to approve all Consent Items at one time without discussion. Consent Items are expected to be routine and non-controversial. If any Director, staff, or interested person requests that an item be removed from the Consent Items, it will be considered with the action items.

1. **Staff Written Operational Reports**
 - a. Grants/Administration
 - b. Customer Service
 - c. Water 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
3. **Minutes of previous meeting for review and approval**
 - a. Minutes of Regular Meeting 1-21-16
 - b. Minutes of Special Meeting 2-4-16
 - c. Minutes of Special Meeting 2-8-16

4. Bills

- a. MC Engineering Invoice No. 1322-2, dated 12/31/2015, in the amount of \$8,862.50 for USDA Wastewater pre-design, design, contract phase
- b. MC Engineering Invoice No. 1323-2, dated 12/31/15, in the amount of \$29,014.86 for Water Distribution Study
- c. MC Engineering Invoice No. 1330, dated 1/31/16, in the amount of \$7,204.29 for USDA Wastewater pre-design, design, contract phase
- d. MC Engineering Invoice No. 1326, dated 1/31/16, in the amount of \$30,936.08 for Water Distribution Study
- e. PACE Supply Invoice No. 023106376, dated 1/5/16, in the amount of \$12,877.74 for Lift Station 7 bypass
- f. County of Lake Statement dated 1/19/16, in the amount of \$7,248.72, for expenses to cover the November 3, 2015 election

5. Resolutions

- a. Resolution No. 16-05, Authorizing Representative for the Inflow and Infiltration pre-design, design and construction phase

Action Taken: (28:00) Motion to accept consent items collectively with a correction to 2-8-16 minutes

HOSIER/KUEHN M/S/C

AYES: MEDIEROS/HOSIER/HEESZEL/BARRON/KUEHN

NOES: NONE

ABSTAIN: NONE

6. Agenda (Old Business)

- a. **(28:17)** Discussion and consideration of CSA 16 annexation progress

Action Taken: Moved to closed session to discuss annexation boundaries with attorney

- b. Discussion and consideration of Harvey Blvd. tank site

Action Taken: Directed General Manager to move forward with \$1,000.00 option for Harvey Site to make sure the site works for the District

- c. **(46:07)** Discussion and consideration of Consumer Claim for 13330 1st Street

Action Taken: Motion to deny, however the District is willing to set up payment plan

BARRON/KUEHN M/S/C

AYES: MEDIEROS/HOSIER/HEESZEL/BARRON/KUEHN

NOES: NONE

ABSTAIN: NONE

- d. Discussion and consideration of scheduling Directors for check signing

Action Taken: Directors Medeiros and Hosier will check in every Thursday with Director Heeszal as a backup

- e. **(53:00)** Discussion and consideration of generator and electrical panel for Water Plant

Action Taken: No Action

- f. **(53:24)** Discussion and consideration of purchasing new valves for water and sewer mains

Action Taken: (1:07:09) Motion to purchase three (3) valves

HOSIER/KUEHN M/S/C

AYES: MEDIEROS/HOSIER/HEESZEL/BARRON/KUEHN

NOES: NONE

ABSTAIN: NONE

7. Agenda (New Business)

- a. **(52:20)** Discussion and consideration of Consumer Claim for 12972 2nd Street

Action Taken: Motion to deny

BARRON/KUEHN M/S/C

AYES: MEDIEROS/HOSIER/HEESZEL/BARRON/KUEHN

NOES: NONE

ABSTAIN: NONE

- b. **(1:07:38)** Discussion and consideration of tracking CRP expenditures

Action Taken: Consensus of the Board to continue using General Ledger for expenditures

- c. **(1:09:14)** Discussion and consideration of Contract for Consulting Services between District and MC Engineering for the Wastewater Treatment Plant Recycling Study with SWRCB

Action Taken: No Action. Board directed General Manager to set up a meeting with MCE

- d. **(1:28:00)** Discussion and consideration of the District adding a cellular line for the Board President

Action Taken: (1:35:27) No Action

- e. **(1:35:33)** Discussion of District's Limit of Liability on Forfeiture Form

Action Taken: Consensus of the Board to change the word "random" to "initial" in paragraphs 1,2,& 4, then make necessary grammar corrections

- f. Discussion and consideration of Forfeiture Form for 11745 E. Hwy. 20

Action Taken: No Action

- g. **(1:49:33)** Discussion and consideration of adopting a Mission Statement for District

Action Taken: Motion to keep the Mission Statement that appears on the website.

KUEHN/HOSER M/S/C

AYES: MEDIEROS/HOSIER/HEESZEL/BARRON/KUEHN

NOES: NONE

ABSTAIN: NONE

- h. Discussion and consideration of appointing a committee for creating new bylaws, policies and procedures

Action Taken: Committee will be Directors Heeszal and Barron and General Manager

- i. Discussion and consideration of appointing a budget committee

Action Taken: Committee will be Directors Medeiros and Hosier and General Manager

Closed Session

Time: 5:55 p.m.

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

Action Taken: Motion to pay settlement in the amount of \$25,000

HEESZEL/HOSIER M/S/C

AYES: MEDIEROS/HOSIER/HEESZEL

NOES: BARRON/KUEHN

ABSTAIN: NONE

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

Action Taken: No Action

Item moved from 6.a

- c. Discussion of Paradise Cove's Annexation boundary pursuant to Government Code 54956.9

Action Taken: No Action

Open Session

Time: 6:18 p.m.

Directors and Committee's Reports and Comments:

Adjournment

Time: 6:19 p.m.

SIGNED: Margaret Medeiros
Margaret Medeiros, Board President

ATTESTED TO: Karl Hosier
Karl Hosier, Vice President