

**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

March 17, 2016

This meeting will be conducted by Roberts Rule of Order.

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/Parker/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. February 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 02-18-16
 - b. Minutes of Special Meeting 03-03-16

4. Bills

- a. MC Engineering Invoice No. 1336, dated 02/29/2016, in the amount of \$19,556.02, for the Water Distribution Study (Water Master Plan)
- b. Coastal Mountain Electric Invoice No. 6700, dated 3/2/16, in the amount of \$12,124.00 for emergency repairs to Lift Station 2

**Action Taken: (11:59) Motion to accept Consent Items
HOSIER/KUEHN M/S/C
AYES: MEDEIROS/HOSIER/HEESZEL/BARRON/KUEHN
NOES: NONE
ABSTAIN: BARRON/KUEHN TO ITEM 4.b ONLY**

5. Agenda (Old Business)

- a. (12:00) Discussion and consideration of CSA 16 annexation progress

Action Taken: No Action

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

Action Taken: (22:18) It was recommended by MC Engineering to use the lower site

- c. (22:23) Discussion and consideration of the revised Contract for Consulting Services between District and MC Engineering for the Wastewater Treatment Plant Recycling Study with SWRCB

Action Taken: (22:58) Motion to approve contract with MC Engineering for the Wastewater Treatment Plant Recycling Study

**HOSIER/KUEHN M/S/C
AYES: MEDEIROS/HOSIER/HEESZEL/BARRON/KUEHN
NOES: NONE**

- d. (23:15) Discussion and consideration of water plant generator

Action Taken: (30:59) Board directed GM to look at all options and bring back to Board

- e. (33:11) Discussion and update of the \$35,000 contract with CalTrans regarding the manholes on Hwy. 20

Action Taken: No Action

- f. (36:29) Discussion and consideration of leaving the expense of the Insta-valve in CRP

Action Taken: Consensus of the Board to leave in CRP

6. Agenda (New Business)

- a. (41:17) Discussion and consideration of Consumer Claim for 13820 Peach Circle

**Action Taken: Motion to waive fee due to clerical error
KUEHN/HOSIER M/S/C
AYES: MEDEIROS/HOSIER/HEESZEL/BARRON/KUEHN
NOES: NONE**

- b. (46:25) Discussion and consideration of Consumer Claim for 11055 E. Highway 20

Action Taken: Carried Forward

- c. Discussion and consideration of appointing an easement committee

Action Taken: (53:06) Board directed GM to reach out to First American Title for assistance

- d. (53:36) Discussion and consideration of appointing a Director to JPIA Board of Directors along with an alternate per JPIA Agreement

Action Taken: Director Barron nominated Director Kuehn, Director Hosier seconded nomination, and General Manager will be alternate

AYES: MEDEIROS/HOSIER/HEESZEL/BARRON/KUEHN

NOES: NONE

- e. (55:36) Discussion and consideration of releasing 5' sewer easement along Wayne Chatoff's property conditioned on proof of dedicated water line across three properties. No impact on CLOCWD

Action Taken: No Action

- f. (1:04:09) Discussion and consideration of approving an attorney for representing the District

Action Taken: (1:14:229) Motion to hire Lagerlof Senecal Gosney & Kruse, LLP for eminent domain on Keys Blvd, then Board will re-evaluate

KUEHN/BARRON M/S/C

AYES: MEDEIROS/HOSIER/HEESZEL/BARRON/KUEHN

NOES: NONE

- g. (1:15:01) Discussion and consideration of Resolution 16-06, approving the I & I Study and an addendum to the existing mitigated Negative Declaration that was prepared for the I & I Rehabilitation Project

Action Taken: (1:19) Motion to approve for procedural purposes only

KUEHN/BARRON M/S/C

AYES: MEDEIROS/HOSIER/HEESZEL/BARRON/KUEHN

NOES: NONE

Closed Session

Time: 5:21 p.m.

- a. Discussion and consideration of eminent domain

Action Taken: No Action

Open Session

Time: 5:27 p.m.

Directors and Committee's Reports and Comments:

Adjournment

Time: 5:27 p.m.

SIGNED: Margaret Medeiros
Margaret Medeiros, Board President

ATTESTED TO: Karl R. Hosier
Karl Hosier, Vice President