

**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

April 21, 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

- √ 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. Jason Mitchell – Operations Manager
- √ Mrs. Dianna Mann - Secretary to the Board

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.

Due to timing of consent items, Board decided to start the meeting with Old Business, item 5.a

1. (52:53) 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. March 2016 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 03-17-16

4. **Bills**

- a. MC Engineering Invoice No. 1353, dated 03/31/16, in the amount of \$53,818.88, for the Water Distribution Study (Water Master Plan)

Action (1:16:02) Taken: Motion to accept consent items

HOSIER/KUEHN M/S/C

AYES: MEDEIROS/HOSIER/HEESZEL/BARRON/KUEHN

NOES: NONE

ABSTAIN: NONE

5. **Agenda (Old Business)**

- a. **(1:55)** Discussion and consideration of a Consumer Claim for 11055 E. Highway 20, Consumer was notified on 4/7/16 that more information was needed and agreed to attend this meeting

Action Taken: (12:01) Motion to reimburse 50% of charges

KUEHN/BARRON M/S/C

AYES: MEDEIROS/HOSIER/HEESZEL/BARRON/KUEHN

NOES: NONE

ABSTAIN: NONE

- b. **(12:12)** Discussion and consideration of implementing a Backflow Prevention Program per State requirements

Action Taken: (51:54) Census of the board to pursue State funding and to check on the price of a new survey.

- c. **(1:16:31)** Discussion and update of Harvey Blvd. tank site

Action Taken: No Action

- d. **(1:27:30)** Discussion and update of CSA 16 Annexation progress

Action Taken: No Action

- e. **(1:34:17)** Discussion and update of water plant generator

Action Taken: (1:44:34) Directed General Manager to look into Whisper Watt and to come back with Prices

- f. **(1:44:43)** Discussion and consideration of releasing a 5' sewer easement along Wayne Chatoff's property conditioned on proof of dedicated water line across three properties. No impact on CLOCWD

Action Taken: (1:55:00) Motion to release easement

HOSIER/KUEHN M/S/C

AYES: MEDEIROS/HOSIER/HEESZEL/BARRON/KUEHN

NOES: NONE

ABSTAIN: NONE

6. **Agenda (New Business)**

- a. **(1:55:19)** Discussion and review of 2016-2017 budget presented by budget committee

