

**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

May 19, 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

Director Kuehn discussed the homeless problem on the District's property located at Oak and Foothill

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. **(7:48) 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. April 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 04-21-16
- b. Minutes of Special Meeting 05-03-16

4. Bills

- a. MC Engineering Invoice No. 1363, dated 04/30/16, in the amount of \$28,344.41, for the Water Distribution Study (Water Master Plan)
- b. MC Engineering Invoice No. 1358, dated 04/30/16, in the amount of \$19,913.36, for the Wastewater Treatment Plant Reclamation Study

Action Taken: Motion to accept consent items with corrections to 5/3/16 minutes

HOSIER/KUEHN

AYES: MEDEIROS/HOSIER/HEESZEL/BARRON/KUEHN

NOES: NONE

ABSTAIN: NONE

5. Agenda (Old Business)

- a. **(27:09)** Discussion and update of Harvey Blvd. tank site

Action Taken: No Action

- b. **(31:22)** Discussion and update of CSA 16 Annexation progress

Action Taken: No Action

- c. **(36:11)** Discussion and approval to purchase generator for water plant in the amount of \$46,260.00 plus tax and installation. Installation cost will be presented for approval when bid is received

Action Taken: Motion to first purchase the used unit in Bakersfield if it is a Tier 3, if not, then go with the Kohler if it can be delivered within the required time frame, if not, then purchase the Generac if approved by Air Quality Board

HOSIER/KUEHN

AYES: MEDEIROS/HOSIER/HEESZEL/BARRON/KUEHN

NOES: NONE

ABSTAIN: NONE

- d. **(54:34)** Approval of 2016-2017 budget

Action Taken: Motion to Approve 2016-2017 budget

HEESZEL/KUEHN

AYES: MEDEIROS/HOSIER/HEESZEL/BARRON/KUEHN

NOES: NONE

ABSTAIN: NONE

- e. **(56:37)** Discussion and update of the Rules and Regulations committee

Action Taken: No Action

6. Agenda (New Business)

- a. **(57:09)** Discussion and consideration of District's easements

Action Taken: Director Hosier wanted to specify that the easements being discussed is with Director Kuehn, and suggested that a special board meeting be held without Director Kuehn, and with an attorney, that will be recommended by Director Barron along with a date and time. General Manager will accumulate information to be presented to the Board.

- b. **(1:08:27)** Discussion and consideration of having a Director present for meetings set with MC Engineering

Action Taken: Consensus of the Board that a Director will be present for all MC Engineering meetings. A monthly meeting has been set for the third Thursday at 9 a.m.

- c. **(1:21:06)** Discussion and consideration of bids for rebuilding pressure reducing valves

Action Taken: No Action

Closed Session **Time: 5:26 p.m.**

- a. Discussion and consideration of eminent domain

Open Session **Time: 5:34 p.m.**

Action Taken in Closed Session: No Action

Adjournment **Time: 5:34 p.m.**

SIGNED: 
Margaret Medeiros, Board President

ATTESTED TO: 
Dianna Mann, Board Secretary