

**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

**June 16, 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 (arrived at 4:12)    √ 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

Received an unemployment claim on June 16 which needed action before next meeting.

**Action Taken: Motion to move to closed session**

**KUEHN/HEESZEL    M/S/C**

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

**NOES: NONE**

**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. May 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 Special Meeting 05-17-16
  - b. Minutes of Regular Meeting 05-19-16
  - c. Minutes of Special Meeting 06-01-16
4. **Bills**
  - a. MC Engineering Invoice No. 1375, dated 5/31/16, in the amount of \$35,820.25, for the Water Distribution Study (Water Master Plan)
  - b. MC Engineering Invoice No. 1372, dated 05/31/16, in the amount of \$23,077.64, for the Wastewater Treatment Plant Reclamation Study
  - c. MC Engineering Invoice No. 1373, dated 5/31/16, in the amount of \$4,916.20, for the USDA Wastewater Treatment Plant Project

**Action Taken: (12:05) Motion to accept consent items with corrections**

**HOSSIER/KUEHN M/S/C**

**EYES: MEDEIROS/HOSIER/HEESZEL/KUEHN**

**NOES: NONE**

**ABSENT: BARRON**

5. **Agenda (Old Business)**

- a. (12:07) Discussion and update on Wastewater Reclamation Study, USDA Wastewater Project and Master Water Plan from MC Engineering

**Action Taken: No Action**

- b. (21:19) Discussion and update of Harvey Blvd. Site

**Action Taken: No Action**

- c. (22:34) Discussion and update of CSA 16 Annexation progress

**Action Taken: No Action**

- d. (31:12) Discussion and consideration of Organizational Chart

**Action Taken: No Action**

- e. (32:12) Discussion and update of the Rules and Regulations committee

**Action Taken: No Action**

- f. (34:02) Discussion and report for rebuilding pressure reducing valves

**Action Taken: Board directed staff to get more bids or refusals in writing**

- g. (53:03) Discussion and update of board meeting with legal counsel to discuss easements that go through Director Kuehn's property

**Action Taken: No Action**

**6. Agenda (New Business)**

- a. (55:28) Discussion and consideration of upgrading security at Water Plant

**Action Taken: No Action**

- b. (1:01:26) Discussion and consideration to purchase 50,000 lbs of Coagulant for filtering process at the water plant at \$.38/lb totaling \$19,000.00

**Action Taken: No Action**

- c. (1:03:51) Discussion and consideration of Resolution 16-07, rescinding 16-06, addendum to the existing mitigated negative declaration that was prepared for the Wastewater Inflow and Infiltration Study

**Action Taken: Motion to approve Resolution 16-07**

**HOSSIER/HEESZEL**

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

**NOES: NONE**

- d. (1:05:27) Discussion and consideration to authorize engagement letter from Pehling & Pehling, CPAs, for fiscal yearend audit 2016, including Invoice No. 672 in the amount of \$3,475.00, for 50% down payment

**Action Taken: Board directed staff to receive two more bids**

**Closed Session**

**Time: 5:08 p.m.**

- a. Discussion and consideration of eminent domain  
b. Discussion and consideration of Public Employment – Operator I pursuant to GC 54957(b)(1)  
c. Discussion of staff evaluation pursuant to GC 54957(b)(1)

**Open Session**

**Time: 5:28 p.m.**

**Action Taken in Closed Session:**

**Item a: No Action**

**Item b: No Action**

**Item c: Consensus of the board to deny un-employment claim**

**Adjournment**

**Time: 5:29 p.m.**

SIGNED: Margaret Medeiros  
Margaret Medeiros, Board President

ATTESTED TO: Dianna Mann  
Dianna Mann, Board Secretary