

**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

July 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.

AGENDA

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

The Board will hear any comments from the public on the closed session before we go into closed session

Closed Session Time: 4:01 p.m.

- a. ANTICIPATED LITIGATION (Government Code 54956.9): One case involving property at 589 Keys Blvd, Clearlake Oaks, CA, and one case involving Richard Kuehn

Open Session Time: 4:35 p.m.

Action Taken in Closed Session: 1) Motion to purchase 589 Keys Blvd, Clearlake Oaks, CA using lower appraisal.

**HOSIER/HEESZEL M/S/C
EYES: MEDEIROS/HOSIER/HEESZEL
NOES: BARRON/KUEHN**

2) Legal Counsel Scott Nave will send a letter to Mr. Kuehn, and a special meeting will be called at a later date

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. (3:44) 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. June 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 6-16-16
- b. Minutes of Special Meeting 6-22-16
- c. Minutes of Special Meeting 7-07-16

4. Bills

- a. MC Engineering Invoice No. 1382, dated 06/30/16, in the amount of \$31,622.66, for the Wastewater Treatment Plant Reclamation Study
- b. MC Engineering Invoice No. 1383, dated 06/30/16, in the amount of \$7,410.00, for the USDA Wastewater Treatment Plant Project
- c. MC Engineering Invoice No. 1384, dated 06/30/16, in the amount of \$19,384.85, for the Water Distribution Study (Water Master Plan)

Action Taken: Motion to accept with corrections to minutes 6/16/16 and 7/7/16

HOSIER/HEESZEL M/S/C

EYES: MEDEIROS/HOSIER/HEESZEL/BARRON/KUEHN

NOES: NONE

5. Agenda (Old Business)

- a. (24:55) Discussion and update on Wastewater Reclamation Study, USDA Wastewater Project and Master Water Plan from MC Engineering

Action Taken: No Action

- b. Discussion and update of CSA 16 Annexation progress

Action Taken: No Action

- c. Discussion and consideration of quote for rebuilding pressure reducing valves

Action Taken: (49:59) Motion to accept the bid for \$14,001.52 with the stipulation that the District will receive some basic training on valves

KUEHN/HOSIER M/S/C

EYES: MEDEIROS/HOSIER/HEESZEL/BARRON/KUEHN

NOES: NONE

- d. Discussion and consideration of upgrading security at Water Plant

Action Taken: (54:15) Motion to Accept High Valley Bid
HOSIER/HEESZEL M/S/C
EYES: MEDEIROS/HOSIER/HEESZEL/BARRON/KUEHN
NOES: NONE

- e. Discussion and consideration to authorize engagement letter from Pehling & Pehling, CPAs, for fiscal year end Audit 2016, including Invoice No. 672 in the amount of \$3,475.00, for 50% down payment

Action Taken: (1:02:29) Motion to approve engagement letter from Pheling & Pheling, CPA's with the stipulation that bids go out next year in advance with a scope of work
KUEHN/HOSIER M/S/C
EYES: MEDEIROS/HOSIER/HEESZEL/BARRON/KUEHN
NOES: NONE

- f. Discussion and consideration of adopting the original Rules and Regulations as presented on the 4-21-16 agenda

Action Taken: (1:03:28) Motion to accept Rules and Regulations as presented
HOSIER/HEESZEL M/S/C
EYES: MEDEIROS/HOSIER/HEESZEL
NOES: BARRON/KUEHN

- g. Discussion and consideration of approving positions on Organization Chart

Action Taken: (1:38:15) Motion to approve Organization Chart with the deletion of director names and Customer Service Rep classes (i.e., I, II, III)
HOSIER/HEESZEL M/S/C
EYES: MEDEIROS/HOSIER/HEESZEL
NOES: BARRON/KUEHN

- h. Discussion and consideration of approving employee salary ranges

Action Taken: (1:47:00) Motion to receive bids from salary comparison companies that will compare the whole county and include Williams and Willits
HOSIER/KUEHN M/S/C
EYES: MEDEIROS/HOSIER/BARRON/KUEHN
NOES: HEESZEL

- i. Discussion and consideration of finalizing an easement agreement with the owner for the Harvey Blvd Tank Site

Action Taken: (2:26:30) No Action

6. Agenda (New Business)

- a. Discussion and consideration of disposition of District property located at 12586 Foothill Blvd (APN 035-152-43)

Action Taken: (2:30:51) Motion to authorize General Manager to meet with owner of B&B and offer property for \$2,000.00 with the stipulation that District will retain all rights to exercise easements through the property in the future.

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

- b. Discussion and consideration of approving Ordinance 82.1, an amendment to Ordinance 82 to clarify what events qualify for board member compensation and reimbursement

Action Taken: No Action, Board directed General Manger to write a re-imbusement policy

- c. Discussion and consideration to purchase replacement parts for the Ozone Generator at the WTP from Pacific Ozone for the amount of \$8,378.14

**Action Taken: (2:26:25) Motion to purchase reactor and control, however, not the detector
HOSIER/KUEHN M/S/C
EYES: MEDEIROS/HOSIER/HEESZEL/BARRON/KUEHN
NOES: NONE**

- d. (2:43:28) Discussion and consideration of adopting Policy Pertaining to Surplus Sale of Equipment or Materials

Action Taken: No Action

- e. (2:51:59) Discussion and consideration and approval of having counsel attend board meetings by telephone, or in person if requested

**Action Taken: (2:59:30) Motion to have counsel present for one board meeting
BARRON/KUEHN M/S/C
EYES: MEDEIROS/HOSIER/HEESZEL/BARRON/KUEHN
NOES: NONE**

Motion to adjourn made by Barron and seconded by Hosier

Adjournment

Time: 7:34 p.m.

SIGNED:

Margaret Medeiros
Margaret Medeiros, Board President

ATTESTED TO:

Dianna Mann
Dianna Mann, Board Secretary