

**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

**August 18, 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. with Counsel Nave on speaker phone**

**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.

1. **Staff Written Operational Reports**
  - a. Grants/Administration
  - b. Customer Service
  - c. Water Plant Operator (absent)
  - d. Waste Treatment Plant Operator
  - e. Operations Manager (verbal)
  - f. General Manager
2. **Financial Reports for review and approval**
  - a. July 2016 QB balance sheet and profit & loss statements
  - b. Bank account balances and accounts receivable
  - c. Employee payroll report
  - d. Aged trial balance summary
  - e. Vendor aging report, A/P Breakdown

**3. Minutes of previous meeting for review and approval**

- a. Minutes of Special Meeting 6-22-16 (corrected)
- b. Minutes of Regular Meeting 7-21-16 (corrected)
- c. Minutes of Special Meeting 7-28-16
- d. Minutes of Emergency Meeting 08-10-16
- e. Minutes of Special Meeting 8-11-16 (corrected)

**4. Bills**

- a. MC Engineering Invoice No. 1389, dated 07/31/16, in the amount of \$36,205.54, for the Wastewater Treatment Plant Reclamation Study
- b. MC Engineering Invoice No. 1390, dated 07/31/16, in the amount of \$21,553.50, for the USDA Wastewater Treatment Plant Project
- c. MC Engineering Invoice No. 1391, dated 07/31/16, in the amount of \$22,534.75, for the Water Distribution Study (Water Master Plan)

**Action Taken: (48:08) With exception of the Financial Report, a motion was made to accept the consent items with corrections. Financial Report for July will be included in the September Board Packet for approval**

**BARRON/HOSIER M/S/C**

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

**NOES: NONE**

**5. Agenda (Old Business)**

- a. (49:08) Discussion and update on Wastewater Reclamation Study, USDA Wastewater Project and Master Water Plan from MC Engineering

**Action Taken: No Action**

- b. (59:11) Discussion and consideration of excising option to purchase and finalize an easement agreement with the owner for the Harvey Blvd Tank Site, which expires on August 28, 2016

**Action Taken: (1:02:51) Motion to purchase easement**

**HOSIER/HEESZEL M/S/C**

**EYES: MEDEIROS/HOSIER/HEESZEL**

**NOES: BARRON/KUEHN**

- c. (1:02:53) Discussion and update of CSA 16 Annexation progress

**Action Taken: No Action**

- d. (1:20:49) Discussion and consideration of adopting Policy Pertaining to Surplus Sale of Equipment or Materials

**Action Taken: Motion to approve with corrections**

**BARRON/KUEHN M/S/C**

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

**NOES: NONE**

- e. (1:24:45) Discussion and consideration of sales process for District Property on at 12586 Foothill Blvd (APN 035-152-43)

**Action Taken: Consensus of the Board to put a "For Sale by Owner" sign on the property and to advertise on Craigslist**

- f. (1:33:34) Discussion and update of County sidewalk project in Clearlake Oaks

**Action Taken: No Action**

- g. Discussion and consideration of Salary Compensation Comparison Bids, first one from Payscale and the second one from Intelligent Compensation

**Action Taken: No Action**

- h. Discussion and consideration of approving job descriptions and employee salary ranges

**Action Taken: Motion to accept job descriptions and salary ranges**

**HOSIER/HEESZEL M/S/C**

**EYES: MEDEIROS/HOSIER/HEESZEL**

**NOES: BARRON/KUEHN**

- i. (1:35:00) Discussion and consideration of rejecting all tree removal bids and using an alternative

**Action Taken: Motion to reject all bids**

**HEESZEL/HOSIER M/S/C**

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

**NOES: NONE**

**6. Agenda (New Business)**

- a. Discussion and update of Lift Station 10

**Action Taken: No Action**

- b. Discussion and update of status of compliance with Cleanup and Abatement Order R5-2014-0707

**Action Taken: No Action**

**Adjournment**

**Time: 5:41 p.m.**

SIGNED:   
Margaret Medeiros, Board President

ATTESTED TO:   
Dianna Mann, Board Secretary