

**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

September 15, 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

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. (19:40) 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. July 2016 QB balance sheet and profit & loss statements
- b. Bank account balances and accounts receivable and check register
- c. Employee payroll report
- d. Aged trial balance summary
- e. Vendor aging report, accounts payable breakdown

3. **Financial Reports for review and approval**
 - a. Aug 2016 QB balance sheet and profit & loss statements
 - b. Bank account balances and accounts receivable and check register
 - c. Employee payroll report
 - d. Aged trial balance summary
 - e. Vendor aging report, accounts payable breakdown
4. **Minutes of previous meeting for review and approval**
 - a. Minutes of Regular Meeting 8-18-16
 - b. Minutes of Special Meeting 8-22-16
5. **Bills**
 - a. MC Engineering Invoice No. 1397, dated 08/31/16, in the amount of \$22,722.21, for the Wastewater Treatment Plant Reclamation Study
 - b. MC Engineering Invoice No.1398, dated 08/31/16, in the amount of \$8,020.00, for the USDA Wastewater Treatment Plant Project
 - c. MC Engineering Invoice No. 1399, dated 08/31/16, in the amount of \$41,993.75, for the Water Distribution Study (Water Master Plan)

**Action Taken: (50:45) Motion to accept consent items
HOSIER/BARRON M/S/C
AYES: MEDEIROS/HOSIER/HEESZEL/BARRON/KUEHN
NOES: NONE**

6. Agenda (Old Business)

- a. **(8:06)** Discussion and update on Wastewater Reclamation Study, USDA Wastewater Project and Master Water Plan from MC Engineering

Action Taken: No Action

- b. **(50:50)** Discussion and update of CSA 16 Annexation progress

Action Taken: No Action

- c. Discussion and consideration of approval for Compensation Agreement for Permanent Easement, including board Conditions

**Action Taken: (57:36) Motion to approve Compensation Agreement for Permanent Easement
HEESZEL/HOSIER M/S/C
EYES: MEDEIROS/HOSIER/HEESZEL
NOES: BARRON/KUEHN**

- d. **(58:09)** Discussion and consideration of revision to the Board of Directors Rules and Regulations

**Action Taken: (1:00:01) Motion to approve revision
HOSIER/HEESZEL M/S/C/
EYES: MEDEIROS/HOSIER/HEESZEL
NOES: BARRON/KUEHN**

- e. **(1:00:25)** Discussion and update of Lift Station 10

Action Taken: No Action

- f. **(1:05:00)** Discussion and consideration of adding an additional cell phone to the District's account for the President of the Board

**Action Taken: (1:07:46) Motion to deny
KUEHN/BARRON M/S/C
EYES: HOSIER/BARRON/KUEHN
NOES: MEDEIROS/HEESZEL**

- g. (1:07:52) Discussion and consideration of a Director's non compliance with Rules and Regulations, Article II, Paragraph 2

Action Taken: Carried Forward (1:38:28) Board directed General Manager to reach out to State Association and receive opinion letter from Counsel for consequences of breaking the adopted Rules and Regulations

7. Agenda (New Business)

- a. (1:14:51) Discussion and consideration of only employee titles in employee payroll breakdown report

**Action Taken: (1:16:33) Motion to keep names on breakdown
BARRON/KUEHN M/S/F
EYES: BARRON/KUEHN
NOES: MEDEIROS/HOSIER/HEESZEL**

**Action Taken: (1:17:00) Motion to list titles only
HEESZEL/HOSIER M/S/C
EYES: MEDEIROS/HOSIER/HEESZEL
NOES: BARRON/KUEHN**

- b. (1:17:03) Discussion and consideration of WWTP PG&E bills and solar contract payments and forfeited PG&E credits

Action Taken: (1:18:45) No Action

- c. (1:23:05) Discussion and consideration of Resolution 16-09 to be filed with State Controller to qualify the District to use streamline bidding and reporting procedures for jobs up to \$175,000.00 per Section 22032 of the Public Contract Code

Action Taken: (1:28:14) Carried Forward

- d. (1:30:10) Discussion and consideration of Resolution 16-10. permitting General Manager as a Representative to ACWA for Region 1

**Action Taken: (1:32:55) Motion to approve Resolution 16-10
HOSIER/HEESZEL M/S/C
EYES: MEDEIROS/HOSIER/HEESZEL
NOES: BARRON/KUEHN**

- e. (1:33:00) Discussion and consideration of Hydrant locks

Action Taken: No Action

- f. (31:42) Discussion and consideration of retaining Utilities Services to provide leak detection in the west end of the District

**Action Taken: (39:15) Motion to accept quote of \$9,262.00
HOSIER/KUEHN M/S/C
EYES: MEDEIROS/HOSIER/HEESZEL/BARRON/KUEHN
NOES: NONE**

- g. (1:36:00) Discussion and report on State Board request for updated status of Abatement Order No. R5-2014-0707

Action Taken: No Action

Adjournment Time: 5:40 p.m.

SIGNED: 
Margaret Medeiros, Board President

ATTESTED TO: 
Dianna Mann, Board Secretary