

**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

**October 20, 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, ABSENT
- √ Mrs. Dianna Mann - Secretary to the Board

Director Barron and Director Kuehn excused themselves at 5:36 p.m.

**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
  - d. Waste Treatment Plant Operator
  - e. Operations Manager
  - f. General Manager
2. **Financial Reports for review and approval**
  - a. Sept. 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. Minutes of previous meeting for review and approval**

- a. Minutes of Regular Meeting 09-15-16
- b. Minutes of Special Meeting 09-29-16

**4. Bills**

- a. MC Engineering Invoice No. 1406, dated 09/30/16, in the amount of \$15,057.50, for the Wastewater Treatment Plant Reclamation Study
- b. MC Engineering Invoice No. 1408, dated 09/30/16, in the amount of \$35,886.53, for the Water Distribution Study (Water Master Plan)

**Action Taken: (16:34) Motion to approve consent items  
BARRON/KUEHN M/S/C  
EYES: MEDEIROS/HOSIER/HEESZEL/BARRON/KUEHN  
NOES: NONE**

**5. Agenda (Old Business)**

- a. 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**

**6. Agenda (New Business)**

- a. **(1:37:00)** Annual evaluation of General Manager, General Manager has requested evaluation be held in Open Session

**Action Taken: (1:59:52) Motion to give General Manager, Alan Gardner, a 2% raise  
HOSIER/HEESZEL M/S/C  
EYES: MEDEIROS/HOSIER/HEESZEL  
NOES: NONE  
ABSENT: BARRON/KUEHN**

- b. **(1:02:11)** Discussion and consideration of General Manager taking vacation the week of October 31<sup>st</sup> through November 4<sup>th</sup>

**Action Taken: Motion to approve vacation  
HOSIER/HEESZEL M/S/C  
EYES: MEDEIROS/HOSIER/HEESZEL/BARRON/KUEHN  
NOES: NONE**

- c. **(1:07:28)** Discussion and consideration of paying for General Manager's private health insurance in-lieu of District issued health insurance

**Action Taken: Carried Forward**

- d. **(1:18:05)** Discussion and consideration of Consumer Claim for 13823 Lemon Circle

**Action Taken: Motion to deny claim  
BARRON/KUEHN  
EYES: MEDEIROS/HOSIER/HEESZEL/BARRON/KUEHN  
NOES: NONE**

- e. (1:26:47) Discussion and consideration of approving Resolution 16-11 for adoption of an additional deferred compensation plan that is strictly employee funded, no expense to the District

**Action Taken: (1:30:22) Motion to approve Resolution 16-11 with the addition to the Resolution to include no expense to the District**

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

- f. (1:04:00) Discussion and consideration of approving Resolution 16-12 to amend the Employee handbook

**Action Taken: (1:06:50) Motion to approve Resolution 16-12 with changes to reflect notifying the board along with who will be acting General Manager in his absence**

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

- g. (1:32:08) Discussion and consideration of payment of \$17,266.40 for Geo-Technical Report, to be paid out of CRP-S account

**Action Taken: (1:34:58) Motion to accept this payment for Geo-Technical Report**

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

- h. (23:44) Discussion and update of spill at BSG

**Action Taken: (37:10) General Manager to talk with Guy Childs and report back to board**

**Adjournment Time: 6:01 p.m.**

SIGNED: Margaret Medeiros  
Margaret Medeiros, Board President

ATTESTED TO: Dianna Mann  
Dianna Mann, Board Secretary