

**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

December 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

Counsel to the Board, Steve Nave, is on phone speaker. Board decided it was not necessary

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. Customer Service
 - b. Administration/Grants
 - c. Water Plant Operator
 - d. Waste Treatment Plant Operator
 - e. Operations Manager
 - f. General Manager
2. **Financial Reports for review and approval**
 - a. Nov. 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 Special Meeting 11-16-16
- b. Minutes of Special Meeting 11-29-16

4. Bills

- a. MC Engineering Invoice No. 1430, dated 11/30/16, in the amount of \$6,773.80, for the Wastewater Treatment Plant Reclamation Study
- b. MC Engineering Invoice No. 1433, dated 11/30/16, in the amount of \$18,068.13, for the Water Distribution Study (Water Master Plan)
- c. MC Engineering Invoice No. 1431, dated 11/30/16, in the amount of \$18,515.14 for the USDA Wastewater pre-design, design phase

Action Taken: (16:25) Motion to accept consent items

HOSIER/HEESZEL M/S/C

EYES: MEDEIROS/HOSIER/HEESZEL/BARRON

EYES: KUEHN on everything but financials

NOES: KUEHN on accepting financials

5. Agenda (Old Business)

- a. **(16:28)** Discussion and update on Wastewater Reclamation Study, USDA Wastewater Project and Master Water Plan from MC Engineering

Action Taken: No Action, special meeting will be scheduled for workshop

- b. **(27:06)** Discussion and update of CSA 16 Annexation progress

Action Taken: No Action

- c. **(41:03)** Discussion and consideration of quotes for new video equipment for Board Room

Action Taken: Carried Forward

- d. **(50:47)** Discussion and update on LS 10 and Big Oak Storage spills. Please note for information on all spills, visit the State's website at <http://www.waterboards.ca.gov/ciwqs/publicreports.shtml>

Action Taken: (1:11:45) Motion to terminate Alan Gardner immediately

KUEHN/BARRON M/S/F

EYES: BARRON/KUEHN

NOES: MEDEIROS/HOSIER/HEESZEL

6. Agenda (New Business)

- a. **(1:28:55)** Discussion and consideration of Resolution 16-14, amending Employee Handbook

Action Taken: (1:33:24) Motion to accept amendment

KUEHN/BARRON M/S/C

EYES: MEDEIROS/HOSIER/HEESZEL/BARRON/KUEHN

- b. **(1:33:41)** Discussion and explanation of proposed major projects under the Water Master Plan Study

Action Taken: Carried forward to special meeting workshop scheduled for 12/20/16 at 1 pm

- c. Discussion and consideration of Resolution 16-15, Authorizing Representative for Financing Agreement for a grant with the SWRCB for Water Storage Tanks and Distribution System Improvements

Action Taken: Carried forward to special meeting workshop scheduled for 12/20/16 at 1 pm

- d. Discussion and consideration of Resolution 16-16, Authorizing Representative for Financing Agreement for a grant with the SWRCB for Water Treatment Plant, Meters, and Backflow Prevention Projects.

Action Taken: Carried forward to special meeting workshop scheduled for 12/20/16 at 1 pm

- e. Discussion and consideration of MC Engineering support for the Technical, Financial, and the Environmental applications for the three major projects under the Master Water Plan. Funds will be reimbursed if applications are approved

Action Taken: Carried forward to special meeting workshop scheduled for 12/20/16 at 1 pm

- f. (1:34:16) Discussion and consideration of Memorandum of Agreement for Sanitary and Source Water Assessment Survey of the Clearlake Watershed Area. Required every five years, total cost \$140,000 divided by 18 districts. Active services are 1,796 equaling 9.81% of services. CLOCWD portion is \$13,740.64.

**Action Taken: (1:37:56) Motion to approve if everyone else on the list participates
KUEHN/BARRON
EYES: MEDEIROS/HOSIER/HEESZEL/BARRON/KUEHN**

- g. (1:38:03) Discussion and consideration of nominations and elections of Board President and Vice President

**Action Taken: Motion to keep Margaret Medeiros as Board President
HEESZEL/HOSIER
EYES: MEDEIROS/HOSIER/HEESZEL
NOES: BARRON/KUEHN**

**Motion to keep Karl Hosier as Board Vice President
HEESZEL/HOSIER
EYES: MEDEIROS/HOSIER/HEESZEL
NOES: BARRON/KUEHN**

- h. Discussion and consideration of non reporting of spills

Action Taken: Covered under item 5d

Closed Session Time: 5:49 p.m.

- a. ANTICIPATED LITIGATION (Government Code 54956.9): One case involving land acquisition

Open Session Time: 6:04 p.m.

Action Taken in Closed Session: A special meeting was scheduled for Jan 5th at 9 a.m.

Adjournment Time: 6:05

SIGNED: Margaret Medeiros MARGARET MEDEIROS, Board President **ATTESTED TO: Dianna Mann DIANNA MANN, Board Secretary**