

**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

**JANUARY 19, 2017**

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

Scott Nave, Counsel to the Board, is on speaker phone

**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 12-15-16
- b. Minutes of Special Meeting 12-20-16
- c. Minutes of Special Meeting 01-05-17
- d. Minutes of Special Meeting 01-09-17

**4. Bills**

- a. MC Engineering Invoice No. 1444, dated 12/31/16, in the amount of \$7,608.27, for the Wastewater Treatment Plant Reclamation Study
- b. MC Engineering Invoice No. 1447, dated 12/31/16, in the amount of \$12,298.08, for the Water Distribution Study (Water Master Plan)
- c. MC Engineering Invoice No. 1445, dated 12/31/16, in the amount of \$40,653.50, for the USDA Wastewater pre-design, design phase

**Action Taken: Motion to accept consent items**

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

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

**NOES: KUEHN ON FINANACIALS ONLY**

**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, set up a Special Meeting of the Board of Directors for MC workshop scheduled for February 1, 2017 at 1 p.m.**

- b. Discussion and update of CSA 16 Annexation progress

**Action Taken: No Action**

- c. Discussion and update of sidewalk project

**Action Taken: No Action**

- d. Discussion and consideration of quotes for new video equipment for Board Room

**Action Taken: (27:43) Motion to accept bid from High Country Security for \$1,952.24**

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

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

**NOES: HEESZEL**

**6. Agenda (New Business)**

- a. Discussion and approval of 2016 – 2017 Audit

**Action Taken: Carried Forward**

- b. Discussion and consideration of Consumer Claim for 12972 2<sup>nd</sup> Avenue, Clearlake Oaks, CA 95423

**Action Taken: Motion to deny claim**

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

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

**NOES: NONE**

c. Discussion and consideration of three proposals for dewatering tubes for dredge season

**Action Taken: Motion to purchase dewatering tubes from Ryan Process in the amount of \$13,770.00 plus tax**

d. Discussion and approval of contract with Meyers Nave

**Action Taken: A verbal announcement to go into close session to discuss item 6.d**

**Closed Session: 4:44 p.m.**

**Open Session: 5:02 p.m.**

**Action taken in closed session: Motion to accept contract with Meyers / Nave with certain restrictions voiced in closed session**

**Director Hosier motion to adjourn at 5:03 p.m.**

**SIGNED:** Margaret Medeiros  
Margaret Medeiros, Board President

**ATTESTED TO:** Dianna Mann  
Dianna Mann, Board Secretary