

**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

**FEBRUARY 16, 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 – 4:01 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.

Director Kuehn requested items 4 a and b to be moved to

1. **Staff Written Operational Reports**
  - a. Customer Service
  - b. Administration/Grants
  - c. Water Plant Operator
  - d. Waste Treatment Plant Operator
  - e. Operations Manager (Verbal)
  - f. General Manager
2. **Financial Reports for review and approval**
  - a. January 2017 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 01-19-17
  - b. Minutes of Special Meeting 02-01-17
  - c. Minutes of Special Meeting 02-08-17
  - d. Minutes of Emergency Meeting 02-13-17
- 4. **Bills (moved to 6 c and d)**
  - a. MC Engineering Invoice No. 1457, dated 01-31-17, in the amount of \$8,660.01, for the Wastewater Treatment Plant Reclamation Study
  - b. MC Engineering Invoice No. 1458, dated 01-31-2017, in the amount of \$68,560.55, for the USDA Wastewater pre-design, design phase

**Action Taken: Motion to approve consent items**  
**HOSIER/KUEHN M/S/C**  
**AYES: MEDEIROS/HOSIER/HEESZEL/BARRON/KUEHN**  
**NOES: BARRON/KUEHN ON FINANCES ONLY**  
**ABSTAIN: BARRON/KUEHN FROM MINUTES OF EMERGENCY MEETING 02-08-17**

5. **Agenda (Old Business)**

- a. Discussion and update of CSA 16 Annexation progress

**Action Taken: No Action**

- b. Discussion and update of sidewalk project

**Action Taken: No Action**

6. **Agenda (New Business)**

- a. Discussion and consideration of appointing a budget committee

**Action Taken: Motion to appoint Director Hosier and Director Kuehn to budget committee**  
**BARRON/HEESZEL M/S/C**  
**AYES: MEDEIROS/HOSIER/HEESZEL/BARRON/KUEHN**  
**NOES: NONE**

- b. Discussion and consideration of purchasing 800 gallons of Coagulant Aid at \$10.75 per gallon for a total purchase price of \$8,256.00, same price as last year

**Action Taken: Motion to purchase Coagulant Aid at \$10.75 per gallon for a total purchase price of \$8,256.00**  
**KUEHN/BARRON M/S/C**  
**AYES: MEDEIROS/HOSIER/HEESZEL/BARRON/KUEHN**  
**NOES: NONE**

- c. Update and discussion of storm impact on sewer system

**Action Taken: Motion to have General Manager call Guy Childs to inform him that the District cannot afford pumper trucks**

- d. MC Engineering Invoice No. 1457, dated 01-31-17, in the amount of \$8,660.01, for the Wastewater Treatment Plant Reclamation Study

- e. MC Engineering Invoice No. 1458, dated 01-31-2017, in the amount of \$68,560.55, for the USDA Wastewater pre-design, design phase

**Action Taken: Items 6 d and e will be carried over until tomorrows' meeting**

**Motion to adjourn made by Director Hosier at 6:21 and seconded by Director Kuehn**

SIGNED:  ATTESTED TO:   
Margaret Medeiros, Board President Dianna Mann, Board Secretary