

**CLEARLAKE OAKS COUNTY WATER DISTRICT
MINUTES
SPECIAL MEETING OF THE BOARD OF DIRECTORS**

Clearlake Oaks County Water District Administration Building
12952 E. Hwy. 20 Clearlake Oaks, CA 95423 (707) 998-3322

November 16, 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, arrived at 4:03
√ 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. 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. Oct. 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 10-20-16

4. Bills

- a. MC Engineering Invoice No. 1415, dated 10/31/16, in the amount of \$10,544.76, for the Wastewater Treatment Plant Reclamation Study
- b. MC Engineering Invoice No. 1417, dated 10/31/16, in the amount of \$25,927.72, for the Water Distribution Study (Water Master Plan)
- c. MC Engineering Invoice No. 1416, dated 10/31/16, in the amount of \$12,915.59, for USDA Wastewater

**Action Taken: (12:01) Motion to approve Consent Items
HOSIER/BARRON M/S/C
EYES: MEDEIROS, HOSIER, HEESZEL, BARRON, KUEHN
NOES: NONE**

5. Agenda (Old Business)

- a. (12:23) Discussion and update on Wastewater Reclamation Study, USDA Wastewater Project and Master Water Plan from MC Engineering

Action Taken: No Action

- b. (20:11) Discussion and update of CSA 16 Annexation progress

Action Taken: No Action

- c. (20:35) Discussion and approval of Addendum 1 for General Manager's contract

**Action Taken: (27:53) Motion to approve Addendum 1 to General Manger's Contract
HOSIER/HEESZEL M/S/C
EYES: MEDEIROS, HOSIER, HEESZEL
NOES: BARRON, KUEHN**

6. Agenda (New Business)

- a. (28:17) Discussion and consideration to purchase the ignition SCADA system software using CRP Water

Action Taken: (43:27) Carried Forward

- b. (45:07) Discussion and consideration to purchase 50,000 lbs of Coagulant for filtering process at the water plant at \$.38/lb totaling \$19,000.00

**Action Taken: (45:51) Motion to purchase Coagulant
KUEHN/HEESZEL M/S/C
EYES: MEDEIROS, HOSIER, HEESZEL, BARRON, KUEHN
NOES: NONE**

- c. (45:56) Discussion and consideration of Resolution 16-13, Authorizing Agent for the financial agreement with SWRCB for the Harvey Tank Installation

**Action Taken: (47:22) Motion to approve Resolution 16-13 with changes
HEESZEL/KUEHN
EYES: MEDEIROS, HOSIER, HEESZEL, KUEHN
NOES: BARRON**

- d. (47:58) Discussion and consideration of purchase and installation of video equipment for Board Room

Action Taken: (49:52) Board directed General Manger to get three (3) estimates for video, sound and web cam

- e. (50:40) Discussion and consideration of State Approved CLOCWD Spill Procedures

Action Taken: No Action

Motion to Adjourn Hosier/Kuehn

Adjournment Time: 4:53 p.m.

SIGNED: Margaret Medeiros
Margaret Medeiros, Board President

ATTESTED TO: Dianna Mann
Dianna Mann, Board Secretary