

**CLEARLAKE OAKS COUNTY WATER DISTRICT  
AGENDA  
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

**REQUEST FOR DISABILITY RELATED MODIFICATION OR ACCOMMODATION:** A request for a disability related modification or accommodation necessary to participate in a Board of Directors or Committee meeting should be made in writing to the Secretary of the Board at least 48 hours prior to the meeting.

Agendas and supporting documents for regular public meetings are available for public inspection at the Clearlake Oaks County Water District Administration building 72 hours prior to the meeting.

**March 19, 2015**

This meeting will be recorded for transcription purposes only.

**Call to Order – \_\_\_\_\_**

**Pledge of Allegiance**

**Board of Directors and Staff Roll Call**

- Ms. Iris Hudson, President     Mr. Richard Kuehn, Vice-President
- Mrs. Judy Heeszal, Director     Ms. Dena Barron, Director     Mr. Robert Kiser, Director
  
- Mr. Matt Bassett – General Manager     Vacant - Operations Manager/Secretary to the Board

**Public comment on non-agenda items**

Members of the public may address the legislative body, for up to three minutes on any item of interest to the public that is within the subject matter jurisdiction of the legislative body. No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of the legislative body or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights.

Consideration of items not appearing on the posted agenda, if necessary, requires the following Board action prior to consideration: (1) A determination by a majority vote of the Board that an emergency situation exists (as defined in Section 54956.5 of the Brown Act); or (2) A determination by a two-thirds vote of the legislative body or if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the District subsequent to the agenda being posted.

**1. Staff Written Operational Reports**

- a. Grants
- b. Customer Service
- c. Wastewater Plant Operator
- d. Waste Treatment Plant Operator
- e. Operations Manager (interim)
- f. General Manager

**2. Financial Reports (for review/approval):**

- a. February 2015 QB balance sheet and profit & loss statements
- b. Bank balance, accounts receivable, vendor payments, and LAIF balance
- c. Employee payroll report
- d. Aged trial balance summary
- e. Vendor aging report

**Action Taken:** \_\_\_\_\_

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**3. Minutes of previous meeting for review and approval:**

- a. Minutes of February 19, 2015, Regular Meeting.

**Action Taken:** \_\_\_\_\_

**4. Agenda. (Old Business):**

- a. Discussion and consideration of Operations Manager's position/classification as either salary exempt vs. hourly non-exempt.

**Action Taken:** \_\_\_\_\_

- b. Discussion and consideration of making upgrades to Jensen Road & review the history of Orchard Shores Road

**Action Taken:** \_\_\_\_\_

- c. Discussion and consideration of a Pre-Annexation and Annexation Agreement between CSA 16 and our District

**Action Taken:** \_\_\_\_\_

**5. Agenda. (New Business):**

- a. Discussion and consideration on how to spend Capital Improvement Funds

**Action Taken:** \_\_\_\_\_

- b. Discussion and consideration of appointing Dianna Mann as Secretary to the Board

**Action Taken:** \_\_\_\_\_

- c. Discussion and consideration of extending waiting period for employee benefits to 90 days

**Action Taken:** \_\_\_\_\_

- d. Discussion and consideration for Consumer Claim, Bob Johanson for reimbursement

**Action Taken:** \_\_\_\_\_

- e. Discussion and consideration to move forward with the leak detection and hiring Utility Services Associates to perform leak detection.

**Action Taken:** \_\_\_\_\_

- f. Discussion and consideration to allow General Manager, Matthew Bassett to cash out 200 hours of PTO

**Action Taken:** \_\_\_\_\_

- g. Review first years production/savings from the solar field

**Action Taken:** \_\_\_\_\_

- h. Discussion and consideration on Resolution No. 15-02 authorizes the General Manager to legally represent the District in dealing with the SDWBL's, if and when the District is to accept a contract for leak detection assistance from SDWBL

**Action Taken:** \_\_\_\_\_

- i. Discussion and consideration on Resolution No. 15-03 authorizes the General Manager to legally represent the District in dealing with the SWRCB, if and when the District is to accept a meter installation funding contract from SWRCB

**Action Taken:** \_\_\_\_\_

- j. Discussion and consideration for paying MC Engineering's Invoice 1223, Dated 02/26/15, in the amount of \$31,014.84 for work they've done through 2/26/15 on the \$381k Collection Study (Inflow & Infiltration)

**Action Taken:** \_\_\_\_\_

- k. Discussion and consideration for a process to pay future invoices from MC Engineering related to the Collection Study (I & I).

**Action Taken:** \_\_\_\_\_

- l. Discussion and consideration for paying the Southport Control Invoices. Both invoices are dated 2/24/15. Invoice 150205 for \$6,000 is for the new SCADA at the Waste Water Plant and invoice 150206 totaling \$8,867 is for water plant SCADA items

**Action Taken:** \_\_\_\_\_

- m. Discussion and Consideration of water line and easement located on the Brown's property at 830 Sulphur Bank Road

**Action Taken:** \_\_\_\_\_

**Directors and Committee's Reports and Comments:**

**Adjournment**                      Time: \_\_\_\_\_