

**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

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.

December 17, 2015

This meeting will be recorded for transcription purposes only.

Call to Order – 4:03 p.m.

Pledge of Allegiance

Board of Directors and Staff Roll Call

- √ Ms. Iris Hudson, President √ Mrs. Judy Heeszal, Director
- √ Ms. Dena Barron, Director √ Mr. Robert Kiser, Director √ Mrs. Margaret Medeiros, Director

- √ Mr. Alan Gardner – General Manager √ Mr. Dan Hodem – Operations Manager
- √ Mrs. Dianna Mann - 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.

Agenda Item 6 was moved to beginning of meeting so minutes could be accepted with current board members.

1. Administer Oath of Office for newly elected Board of Directors
 - a. Karl Hosier
 - b. Richard Kuehn
 - c. Dena Barron
 - d. Margaret Medeiros

Action Taken: Oath was administered to newly elected Board of Directors

2. Discussion and consideration of electing a new President of the Board

Action Taken: Director Richard Kuehn nominated Director Karl Hosier, Director Karl Hosier gracefully declined, Director Judy Heeszal nominated Director Margaret Medeiros, Director Margaret Medeiros accepted nomination. There were no further nominations.

All in favor of Director Margaret Medeiros for President of the Board of Directors:

EYES: MEDEIROS/HEESZEL/BARRON/HOSIER

NOES: KUEHN

3. Discussion and consideration of electing a new Vice President of the Board

Action Taken: President Margaret Medeiros nominated Director Karl Hosier, Director Karl Hosier accepted the nomination. There were no further nominations.

All in favor of Director Karl Hosier for Vice President of the Board of Directors:

EYES: MEDEIROS/HOSIER/HEESZEL/BARRON/KUEHN

NOES: NONE

4. **(10:25) Staff Written Operational Reports**

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

5. **Financial Reports for review and approval:**

- a. November 2015 QB balance sheet and profit & loss statements
- b. Bank account balances, accounts receivable, and check register
- c. Employee payroll report
- d. Aged trial balance summary
- e. Vendor aging report

Action Taken: (28:40) Motion to accept reports as presented with a note to correct the printing on page 17

BARRON/HEESZEL M/S/C

EYES: MEDEIROS/HOSIER/HEESZEL/BARRON/KUEHN

NOES: NONE

6. **(1:30) Minutes of previous meeting for review and approval**

- a. Minutes of Emergency Meeting 11-17-15
- b. Minutes of Regular Meeting 11-19-15
- c. Minutes of Special Meeting 12-01-15
- d. Minutes of Emergency Meeting 12-04-15
- e. Minutes of Special Meeting 12-10-15

Action Taken: (1:57) Motion to accept the minutes as presented

MEDEIROS/KISER

EYES: HUDSON/HEESZEL/BARRON/KISER/MEDEIROS

NOES: NONE

7. **Agenda. (Old Business)**

- a. **(29:03)** Discussion and consideration of CSA-16 annexation progress

Action Taken: (45:25) Motion to authorize General Manager to offer the land owner at 9940 Harvey Blvd. \$1,000.00 for option to purchase tank site and access easement to tank site along with pertinent infrastructure easement, i.e., water and electrical lines. If the District chooses to exercise the option, the \$1,000.00 will go toward the purchase of tank site.

KUEHN/HOSIER M/S/C

EYES: MEDEIROS/HOSIER/HEESZEL/BARRON/KUEHN

NOES: NONE

- b. **(57:54)** Review and update on 661 Keys Blvd option

Action Taken: (59:10) Directed General Manager to have everything wrapped up by April 1, 2016, or the District will proceed in a different direction

- c. (59:45) Discussion and required review of Resolution 15-21 Lift Station #7 State of Emergency

Action Taken: (1:03:21) No Action

- d. (1:34:05) Discussion and consideration of purchasing a third generator

Action Taken: (1:34:05) Motion to purchase a third generator (25kw)

HEESZEL/HOSIER M/S/C

EYES: MEDEIROS/HOSIER/HEESZEL

NOES: BARRON/KUEHN

- e. (1:34:58) Discussion and review of bid price to purchase a Baker Tank

Action Taken: (1:40:59) No Action

8. Agenda (New Business)

- a. (1:41:11) Discussion and consideration of creating a full time General Office Clerk Position

Action Taken: (1:49:30) Motion to create a full time General Office Clerk Position

HEESZEL/BARRON M/S/C

EYES: MEDEIROS/HOSIER/HEESZEL/BARRON/KUEHN

NOES: NONE

- b. (1:49:58) Discussion and consideration of Resolution 15-23 Emergency Disconnects for LS 1-6, 10,11,12

Action Taken: (1:56:06) Motion to deny Resolution 12-23

BARRON/KUEHN

EYES: MEDEIROS/HOSIER/HEESZEL/BARRON/KUEHN

NOES: NONE

- c. (1:53:23) Discussion and consideration of dollar amount reached before the District will start using the bridge loan set up for the USDA project

Action Taken: (1:55:12) Motion to transfer from Bridge Loan to District every \$20,000

BARRON/KUEHN

EYES: MEDEIROS/HOSIER/HEESZEL/BARRON/KUEHN

NOES: NONE

- d. (1:55:28) Discussion and consideration of payment for MC Engineering, Invoice No. 1310, dated 11/30/15, in the amount of \$24,678.57 for the Inflow and Infiltration Report

Action Taken: (1:55:57) Motion to pay items 8 d, e, and f collectively

KUEHN/BARRON

EYES: MEDEIROS/HOSIER/HEESZEL/BARRON/KUEHN

NOES: NONE

- e. Discussion and consideration of payment for MC Engineering, Invoice No. 1316, dated 11/30/15, in the amount of \$7,298.90 for the USDA Wastewater project

Action Taken: Refer to item 8 d

- f. Discussion and consideration of payment for MC Engineering, Invoice No. 1317, dated 11/30/15, in the amount of \$25,161.18 for the Water Distribution Study

Action Taken: Refer to item 8 d

Closed Session

Time: 6:01 p.m,

- a. Discussion and consideration of update of anticipated litigation with Aircon Energy pursuant to Government Code 54956(b)

Action Taken: No Action

Open Session

Time: 6:12 p.m.

Directors and Committee's Reports and Comments:

Adjournment

Time: 6:12 p.m.

SIGNED: 
Margaret Medeiros, Board President

ATTESTED TO: 
Karl Hosier, Vice President