

**CLEARLAKE OAKS COUNTY WATER DISTRICT  
AGENDA, CALL AND NOTICE  
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

**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.

**February 4, 2016**

This meeting will be recorded for transcription purposes only.

**Call to Order – 9:00 a.m.**

**Pledge of Allegiance**

**Board of Directors and Staff 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. 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.

**1. Agenda (New Business)**

- a. Roles and Responsibility training by California Rural Water Association

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

- b. Discussion and consideration of Consumer Claim for 13330 1<sup>st</sup> Street

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

- c. Discussion and consideration of MC Engineering Invoice No. 1323-2, dated 12/31/15, in the amount of \$29,014.86 for the Water Distribution Study

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

- d. Discussion and consideration of MC Engineering Invoice No. 1322-2, dated 12/31/15, in the amount of \$8,862.50 for the USDA Wastewater Facility Improvements Project

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

- e. Discussion and consideration of scheduling Directors for check signing or other business that require signatures

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

- f. Discussion and consideration of rental & permanent generators and electrical panel for Water Plant

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

- g. Discussion and consideration of sand bags

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

**Closed Session**                      **Time:** \_\_\_\_\_

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

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

- b. Discussion and consideration of staff job restructure and revision pursuant to Government Code Section 54957(b)(1)

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

**Open Session**                      **Time:** \_\_\_\_\_

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

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

1.a

*Board Roles and Responsibilities*  
*Presented by: California Rural Water Association*

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**1) The Big Picture**

- a) What is my job?
- b) How do I do my job?

**2) Doing My Part**

- a) Good meetings are a must
- b) Officers are special people
- c) Overseeing the supt/operator/manager (S/O/M)
- d) Budgets and audits: do we have to?
- e) The key to communications is U
- f) Ignorance is no excuse
- g) What in the world do we do with the experts?

**3) Getting Ready for the Future**

- a) Emergency plans
- b) The next generation

**Sample Rules and Regulations table of contents**

**Sample Policy Manual table of contents**

**Key points concerning parliamentary procedure**

**Preparing Job descriptions**

**Performance evaluations: comments and samples**

**Sample board / council member notebook**

Clearlake Oaks County Water District  
P.O. Box 709 /12952 E. Hwy 20  
Clearlake, Ca 95423  
Phone: (707) 998-3322 Fax: (707) 998-1245

116.1  
**RECEIVED**  
JAN 22 2016

BY:.....

## Consumer Claim For Resolution Form

**Claimant Instructions:** Clearly state your claim/grievance(s) for resolution with accompanied supporting documentation attach hereto. All claims/grievance(s) shall be submitted to the Clearlake Oaks County Water District-General Manager. Action taken by the District in an effort to resolve and execute settlement of any and all claim/grievance(s) will be made within the boundaries of Clearlake Oaks County Water District Ordinances, Rules, Regulation, Policies, Procedures, and all applicable State and Federal Law applied. If Clearlake Oaks County Water District and the "claimant" cannot secure settlement and/or resolution of a matter, an application for a "Special Meeting" shall be submitted by the "Claimant" into the Clearlake Oaks County Water District General Manager. The matter shall be placed on calendar and heard before the Clearlake Oaks County Water District Board of Directors. (Article 1.4-Appeals/Ordinance 31)

Name of Claimant(s): Peggy Seifert

Claimants(s) Address: 13330 1st Street  
Clearlake Oaks CA 95423

Do you want all notices to be sent to the above listed address?  Yes  No

If no, state the address where you would like notices to be sent:

YES - 13330 1st Street Clearlake Oaks 95423

Date and time of the incident: At Nov 29th 2015 8:00

Where the incident(s) occurred: East side of my house

Description of the incident: on an icy east side of my home  
early. lost power that morning until about 9:00 AM

Description of injury, damage and/or loss: NO persons were hurts

Name(s) of the public employee(s) who caused the injury, damage and/or loss:

no persons were hurt at my house

Clearlake Oaks County Water District  
P.O. Box 709 /12952 E. Hwy 20  
Clearlake, Ca 95423  
Phone: (707) 998-3322 Fax: (707) 998-1245

If the claimed amount of the injury, damage and/or loss is less than \$10,000 state the amount including the estimated amount of any prospective injury damage and/or loss and the basis for the amount claimed:

I know that I have to pay some amount but  
I only have partial liability - so I was hoping that  
since the man worked didn't touch anything at my  
property I was that for about 3 min was off to someone else.

Peg Siefert  
Signature

Jan 22<sup>nd</sup> 2016  
Date

Office Use Only

Date Received: \_\_\_\_\_ By: \_\_\_\_\_

Claim Resolved Yes No  
If Yes, what was the result: \_\_\_\_\_

Claim Denied: Yes No

1.0.3

**Customer Transaction Summary**

**Customer Information**

Account No: 0146  
 PEG SEIFERT  
 PO BOX 1224  
 CLEARLAKE OAKS, CA 95423-1224

**Location Information**

Location No: 05195  
 13330 1ST ST  
 CLEARLAKE OAKS, CA 95423

Date	Type	Read Date	Reading	Usage	Prior Balance	Transaction Amount	Balance
10/14/2015	Payment				97.68	-97.68	0.00
10/26/2015	Charge	10/13/2015	84151	3449	0.00	97.16	97.16
11/16/2015	Payment				97.16	-97.16	0.00
11/25/2015	Charge	11/12/2015	84518	2745	0.00	95.94	95.94
11/29/2015	Misc				95.94	150.00	245.94
12/15/2015	Payment				245.94	-95.94	150.00
12/23/2015	Charge	12/13/2015	84899	2850	150.00	96.12	246.12
01/15/2016	Payment				246.12	-100.00	146.12
01/16/2016	Penalty				146.12	10.00	156.12

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MC Engineering, Inc.

6917 Ohana Place  
Orangevale, CA 95662

112  
**Invoice**

Date	Invoice #
12/31/2015	1323-2

Bill To

Clearlake Oaks Water District  
12545 Highway 20  
Clearlake Oaks, CA 95423

P.O. No.	Terms	Due Date	Account #	Project
	Net 30	01/30/2016		Water Master Plan
Description	Qty	Rate	Amount	
Operations Management Engineer, John Pedri, PE	11.5	140.00	1,610.00	
Project Manager, Mark Carey, PE	24.5	145.00	3,552.50	
Project Engineer, Steve Kline, PE	54	95.00	5,130.00	
Project Engineer 2, Richard Relyea	77	95.00	7,315.00	
Engineering Tech, Jose Diaz-Mendez	69	55.00	3,795.00	
Data Analyst, Jacobus Prins, PE	0.5	150.00	75.00	
Travel Mileage, Richard Relyea 1/4- 273, 12/8- 292, 12/11- 272, 12/17- 296, 12/29- 323	1,456	0.56	815.36	
Utility Services Associates, LLC Invoice		1,412.50	1,412.50 ✓	
Geo Legal, Inc Invoice		5,254.50	5,254.50 ✓	
Total Reimbursable Expenses			6,667.00	
Administrative Support	1	55.00	55.00	

675-2 (DM) W

Total	\$29,014.86
Payments/Credits	\$0.00
Balance Due	\$29,014.86

Phone #	Fax #	E-mail
916-223-3828	916-860-1863	markacarey@msn.com



MC Engineering, Inc.

6917 Ohana Place  
Orangevale, CA 95662

l.d

# Invoice

Date	Invoice #
12/31/2015	1322-2

**Bill To**

Clearlake Oaks Water District  
12545 Highway 20  
Clearlake Oaks, CA 95423

P.O. No.	Terms	Due Date	Account #	Project
	Net 30	01/30/2016		USDA Wastewat...
Description	Qty	Rate	Amount	
Project Manager, Mark Carey, PE	35.5	135.00	4,792.50	
Operations Management Engineer, John Pedri, PE	27	135.00	3,645.00	
Operations Specialist, Doyle Champlain	5	85.00	425.00	
<b>Total</b>			<b>\$8,862.50</b>	
<b>Payments/Credits</b>			<b>\$0.00</b>	
<b>Balance Due</b>			<b>\$8,862.50</b>	

Phone #	Fax #	E-mail
916-223-3828	916-860-1863	markacarey@msn.com

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