

**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.

February 19th, 2015

This meeting will be recorded for transcription purposes only.

Call to Order – 4:00 p. m.

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. Customer Service
- b. Wastewater Plant Operator
- c. Water Treatment Plant Operator
- d. Operations Manager (Interim)
- e. General Manager

2. Financial Reports (for review/approval):

- a. January 2014 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: _____

3. Minutes of previous meetings for review and approval:

- a. Minutes of Sept 18, 2014 Regular Meeting
- b. Minutes of Oct 6, 2014 Special Meeting
- c. Minutes of Oct 16, 2014 Regular Meeting
- d. Minutes of Oct 22, 2014 Special Meeting
- e. Minutes of Nov 3, 2014 Special Meeting
- f. Minutes of Nov 20, 2014 Regular Meeting
- g. Minutes of Dec 18, 2014 Regular Meeting
- h. Minutes of Dec 23, 2014 Special Meeting
- i. Minutes of Jan 6, 2015 Special Meeting
- j. Minutes of Jan 15, 2015 Regular Meeting
- k. Minutes of Jan 26, 2015 Special Meeting
- l. Minutes of Feb 5, 2015 Special Meeting

Action Taken: _____

4. Agenda. (Old Business): None

5. Agenda. (New Business):

- a. Discussion and consideration of customer claim requesting refund of second \$100 shut off fee for water service located at 12706 Center Way, CLO

Action Taken: _____

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

Action Taken: _____

- c. Discussion and consideration of disposing of redwood tank on the Pluth tank site and making upgrades to Jensen Road

Action Taken: _____

- d. Review of 2015 Rate Study, Approval of Notice of Rate Change, and Setting of Public Hearing

Action Taken: _____

- e. Discussion and consideration of State Water Resources Control Board's \$381,560 100% forgivable loan for the District's collection system study

Action Taken: _____

- f. Discussion and consideration to update and reapprove our previously approved contract with MC Engineering with the finalized State Water Resources Control Board's collection system study contract (See 1/6/15 Board packet 1.b for the previously approved engineer's contract and 5.e of this packet, for the State Water Resources Control Board's collection system study contract)

Action Taken: _____

- g. Discussion and consideration of a Pre-Annexation and Annexation Agreement between CSA16 and our District

Action Taken: _____

h. Discussion and consideration of Crown Castle's AT&T lower site lease extension

Action Taken: _____

Director's and Committee's Reports and Comments:

Adjournment Time: _____