

**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.

June 18, 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
- 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.

Presentation by Servpro Representative regarding Lemon Circle

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 and approval:

- a. May 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: _____

3. Minutes of previous meeting for review and approval:

- a. Minutes of May 21, 2015, Regular Meeting.
- b. Minutes of May 26, 2015 Special Meeting

Action Taken: _____

4. Agenda. (Old Business)

- a. Discussion and consideration for the approval of the 2015-2016 Budget

Action Taken: _____

- b. Discussion of recommendations by Staff for review of job classifications in the District, including but not limited to recommendations to modify, eliminate/add, consolidate, or revise existing positions

Action Taken: _____

- c. Discussion and consideration of Policy Pertaining to Service Reduction Inspection

Action Taken: _____

- d. Discussion and consideration of Policy Pertaining to Service Connection Forfeit

Action Taken: _____

- e. Discussion and consideration of Resolution No. 15-06, Billable Fees

Action Taken: _____

- f. Discussion and consideration of Resolution No. 15-07, Capital Expansion Fees

Action Taken: _____

- g. Discussion and consideration of CSA-16 annexation progress

Action Taken: _____

- h. Review and consideration of draft Resolution No. 15-08, Requesting that LAFCO (Lake Local Agency Formation Commission) begins the legal annexation process of CSA 16 into our District

Action Taken: _____

5. Agenda (New Business)

- a. Discussion and consideration of USDA Letter of Conditions for the \$2.8M USDA Loan and \$1M Grant for engineering and construction of sewer projects

Action Taken: _____

- b. Discussion and consideration of revised Employee Application, Release and Waiver, and Conviction Report

Action Taken: _____

- c. Discussion and consideration of Resolution No. 15-09 to amend the District's Employee Handbook

Action Taken: _____

- d. Discussion and consideration of Resolution No. 15-10 authorizing the General Manager to legally represent the District in dealing with the SWRCB, if and when the District is to accept a contract for the Big Oaks Shopping Center - Hazard Mitigation Project from the SWRCB

Action Taken: _____

- e. Discussion and consideration of Resolution No. 15-11 authorizing the General Manager to legally represent the District in dealing with the SWRCB, if and when the District is to accept a contract for the Lift Station Repairs Project

Action Taken: _____

- f. Discussion and consideration of Resolution No. 15-12 authorizing the General Manager to legally represent the District in dealing with the SWRCB, if and when the District is to accept a contract for the Sewer Mains Restoration Project

Action Taken: _____

- g. Discussion on Customer Underground Plumbing Insurance

Action Taken: _____

- h. Discussion and consideration of payment for MC Engineering, Invoice No. 1250, dated 5/31/15, in the amount of \$67,192.33 for last month's work on the Collection System Study

Action Taken: _____

- i. Discussion and consideration of road improvements at Jensen Road and Sulphur Road

Action Taken: _____

- j. Discussion and consideration of staff's individual spending limits

Action Taken: _____

- k. Review and ratify new Heater/AC 3 ton unit for Ozone room at water plant

Action Taken: _____

Directors and Committee's Reports and Comments:

Adjournment Time: _____