

**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.

**October 15, 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     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.

**1. Staff Written Operational Reports**

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

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

- a. August 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 September 17, 2015, Regular Meeting
- b. Minutes of September 21, 2015, Special Meeting
- c. Minutes of September 28, 2015, Special Meeting
- d. Minutes of September 30, 2015, Special Meeting
- e. Minutes of October 6, 2015, Special Meeting

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

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

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

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

- b. Review and approval of Resolution No. 15-06, Billable Fees (still in committee)

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

- c. Discussion of proposed landscaping project. Quote received from Frontier Landscaping Co.

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

**5. Agenda (New Business)**

- a. Discussion and consideration of adding an additional cellular phone on the District's account for the General Manager, and to appoint a committee to draft a policy for usage of District phone

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

- b. Discussion and consideration of Contract for Consulting Services between District and MC Engineering for Water Distribution Study through Department of Water Resources (DWR)

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

- c. Discussion and consideration of Resolution 15-19, Authorizing the General Manager to provide necessary documents to Westamerica Bank for the line of credit for the USDA loan

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

- d. Discussion and consideration of payment for MC Engineering, Invoice No. 1291, dated 9/30/15, in the amount of \$39,584.66 for in-house work performed in September on the Inflow and Infiltration Study

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

- e. Discussion and consideration of payment for MC Engineering, Invoice No. 1296, dated 9/30/15, in the amount of \$38,477.63 for sub-contract work performed in September on the Inflow and Infiltration Study

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

**Closed Session**

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

- a. Discussion and evaluation of Administrative Assistant duties, pursuant to Government Code Section 54957 (b)(1)

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

**Open Session**

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

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

**Adjournment**

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