

**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

**Public Comments & Questions for \$400,000 DWR Grant  
See New Business Item A**

**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.

**July 16, 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.

**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. June 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 June 18, 2015, Regular Meeting

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

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

- a. Review and consideration of Resolution No. 15-08, requesting that LAFCO (Lake County Agency Formation Commission) to take proceedings for the Annexation between CSA16 and CLOCWD

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

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

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

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

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

- d. Review and consideration of Resolution No. 15-07, Capital Expansion Fees (still in committee)

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

- e. Discussion and consideration to accept the amended Inflow and Infiltration Study for an additional \$117,988.00 for the inclusion of Lift Stations 2 and 7, and Oaks Shopping Center Hazard Mitigation Studies

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

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

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

**5. Agenda (New Business)**

- a. Discussion and consideration of public comments and questions on the topic of a \$400,000.00 Distribution Study Grant. Grant funding will be between Department of Water Resources (DWR) and Clearlake Oaks County Water District

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

- b. Discussion and consideration to accept the \$400,000 grant from the Department of Water Resources (DWR) for the Water Distribution Study (Water System Mapping and Modeling)

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

- c. Discussion and consideration of Resolution 15-10 Election Consolidation

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

- d. Discussion and consideration of Resolution 15-11, USDA Loan

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

- e. Discussion and consideration of Resolution 15-12 Authorizing Representative for Finance Agreement from the State Water Resources Control Board Clean Water State Revolving Fund for Wastewater Treatment Plant Study

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

- f. Discussion and consideration of Resolution 15-13 to establish a checking account for the Water Distribution Project (Water System Mapping and Modeling)

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

- g. Discussion and consideration of Resolution 15-14 to establish a checking account for the USDA Sewer Project

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

- h. Discussion and consideration of Candidate Nominations for the 2016-2017 term for the Association of California Water Agencies

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

- i. Discussion and consideration of proceeding with the Backflow Prevention Device

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

- j. Discussion and consideration of payment for MC Engineering, Invoice No. 1263, dated 6/30/15, in the amount of \$16,947.50 for work performed in June on the Inflow and Infiltration Study

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

- k. Discussion and consideration of payment for HD Excavating, Invoice No. 509, dated 6/23/15, in the amount of \$33,655.46 for the Hwy. 20 and Beryl Way project

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

- l. Discussion and consideration of payment for HD Excavating, Invoice No. 515, dated 7/9/15, in the amount of \$6,572.35 for the main water break located in front of 103018 Keys Blvd.

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

- m. Discussion and consideration of Purchase Order for 9,048 pounds of Zinc Orthophosphate, which is \$1.11 per pound, costing \$10,043.28 before shipping and tax for Distribution System Corrosion Control

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

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

- a. Employee evaluation of Lead Distribution and Collection Operator

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

- b. Employee evaluation of interim Operations Manager

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

- c. Employee evaluation of General Manager

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

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

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

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