

**CLEARLAKE OAKS COUNTY WATER DISTRICT
MINUTES
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

JANUARY 17, 2019

This meeting will be conducted by Roberts Rule of Order.

Where appropriate or deemed necessary, the Board may take action on any item listed on the agenda, including items listed as information items. Public documents relating to any open session item listed on this agenda that are distributed to all or a majority of the members of the Board of Directors less than 72 hours before the meeting are available for public inspection in the customer service area of the District's Administrative Office at the above address.

The public may address the Board concerning an agenda item either before or during the Board's consideration of that agenda item. The President will call for comments at the appropriate time. Comments will be subject to reasonable time limits of three minutes.

In compliance with the Americans with Disabilities Act, if you have a disability, and you need a disability-related modification or accommodation to participate in this meeting, then please contact Clearlake Oaks County Water District Secretary to the Board at 707-998-3322. Requests must be made as early as possible, and at least one full business day before the start of the meeting.

AGENDA

Call to Order – 4:00 p.m.

Pledge of Allegiance

Roll Call

√ Mrs. Margaret Medeiros, President √ Mr. Karl Hosier, Vice President
 Mr. Samuel Boucher, ABSENT √ Mr. Stanley Archacki, Director, √ Mrs. Barbara Higman, Director

√ Mrs. Dianna Mann – General Manager √ Mrs. Olivia Mann - Secretary of the Board

Scott Nave, Counsel to the Board, is on speaker phone

Public comment on non-agenda items

This is the opportunity for the public to comment on non-agenda items within the Board's jurisdiction. Comments are limited to three (3) minutes

Consent Items

The Board will be asked to approve all Consent Items at one time without discussion. Consent Items are expected to be routine and non-controversial. If any Director, staff, or interested person requests that an item be removed from the Consent Items, it will be considered with the action items.

1. **Staff Written Operational Reports**
 - a. Customer Service
 - b. Lead Distribution Operator
 - c. Water Plant Chief Operator
 - d. Wastewater Plant Chief Operator
 - e. General Manager
2. **Financial Reports for review and approval**
 - a. December 2018, QB balance sheet and profit & loss statements
 - b. Bank account balances and accounts receivable
 - c. Employee payroll report
 - d. Aged trial balance summary
 - e. Vendor aging report, accounts payable breakdown

3. Minutes of previous meeting for review and approval

- a. Minutes of Regular Meeting 12-20-18

Action Taken: Motion to approve consent items

ARCHACKI/HIGMAN M/S/C
AYES: MEDEIROS/HOSIER/ARCHACKI
NOES: NONE
ABSENT: BOUCHER

4. Agenda (Old Business)

- a. Discussion and update from CSA 16 committee regarding annexation progress

Action Taken: NO ACTION

5. Agenda (New Business)

- a. Discussion and consideration of amending Resolution 17-06 to eliminate the 5/8" x 3/4" and 3/4" service line options

Action Taken: Motion to amend Resolution 17-06 to eliminate the 5/8" x 3/4" and 3/4" service line options

HOSIER/ARCHACKI M/S/C
AYES: MEDEIROS/HOSIER/ARCHACKI
NOES: NONE
ABSENT: BOUCHER

- b. Discussion and consideration of paying T & S Construction out of LAIF account to cover USDA expenses until Government is reopened, not to exceed \$249,228.00

Action Taken: Motion to transfer \$57,237.50 from LAIF account to pay last T & S Construction Invoice.

HOSIER/HIGMAN M/S/C
AYES: MEDEIROS/HOSIER/ARCHACKI
NOES: NONE
ABSENT: BOUCHER

- c. Discussion and consideration of appointing an Ad Hoc Committee for the 2019-2020 Budget

Action Taken: Appointed Director Hosier and Director Higman for the 2019-2020 Budget Ad Hoc Committee

- d. Discussion and consideration of General Manager cashing out 100 hours of PTO

Action Taken: Motion to approve General Manager cashing out 100 hours of PTO

HOSIER/ARCHACKI M/S/C
AYES: MEDEIROS/HOSIER/ARCHACKI
NOES: NONE
ABSENT: BOUCHER

- f. Discussion and consideration of approving the District to surplus the 1990 Chevy 3500 utility truck, 1996 Chevy 3500 utility truck, 2008 F150 Ford, and the chemical sprayer

Action Taken: Motion to approve items f & g collectively, refer to item g

- g. Discussion and consideration to trade in the Focus and purchase three used mid-size service trucks (2 for D/C, 1 for Water)

Action Taken: Motion to approve items f & g collectively

ARCHACKI/HOSIER M/S/C

AYES: MEDEIROS/HOSIER/ARCHACKI

NOES: NONE

ABSENT: BOUCHER

- h. Discussion and consideration of appeal request for 538 Keys Boulevard

Action Taken: NO ACTION

- i. Discussion and consideration of eliminating legal counsel representation during Regular Meetings

Action Taken: Motion to eliminate legal counsel representation during Regular Meeting's. At the discretion of the Board, legal counsel can be asked to attend any meeting.

HOSIER/ARCHACKI M/S/C

AYES: MEDEIROS/HOSIER/ARCHACKI

NOES: NONE

ABSENT: BOUCHER

Adjournment

Time: 5:14 PM

Motioned to adjourn at 5:14 PM by Director Archacki, SECONDED BY Director Higman

SIGNED: *Karl L. Hosier*
Karl Hosier, Vice President

ATTESTED TO: *Olivia Mann*
Olivia Mann, Board Secretary