

**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

February 15, 2018

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, Director √ Mr. Stanley Archacki, Director

√ Mr. Alan Gardner – General Manager √ Mr. Jason Mitchell – Operations Manager
√ Mrs. Dianna Mann - Secretary to 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. Administration/Grants
- c. Water Plant Chief Operator
- d. Wastewater Plant Interim Chief Operator
- e. Operations Manager
- f. General Manager

2. Financial Reports for review and approval

- a. January 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 01-18-18
4. **Bills**
 - a. MC Engineering Invoice No. 1599, dated 01/31/18, in the amount of \$23,288.07 for the Forced Main Design and Construction
 - b. MC Engineering Invoice No. 1600, dated 01/31/18, in the amount of \$23,646.30 for the Highway 20 Waterline Design and Construction Management
 - c. MC Engineering Invoice No. 1603, dated 01/31/18, in the amount of \$31,905.66 for the USDA Project

Action Taken: Motion to accept consent items
ARCHACKI/BOUCHER M/S/C
AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI
NOES: NONE

5. **Agenda (Old Business)**

- a. Discussion and update of CSA 16 Annexation progress

Action Taken: No Action

- b. Discussion and update of sidewalk project

Action Taken: Board directed General Manager to send a letter stating that the District has not received anything yet

- c. Update from MC Engineering on District projects

Action Taken: MC performed a presentation and update on current projects

6. **Agenda (New Business)**

- a. Discussion and consideration of allowing POA to install an alert siren on the lot where Lift Station 7 will be relocated

Action Taken: Carried Forward

- b. Discussion and consideration of purchasing a new back hoe from QMC JCB for \$85,604.47, plus tax, tire fee, and delivery.

Action Taken: Motion to purchase new back hoe from QMC JBB
HOSIER/BOUCHER M/S/C
AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI
NOES: NONE

- c. Discussion and consideration of appointing a new board member, Barbara Higman, that will fill the vacancy from the resignation of Judith Heeszal, and will serve as Director to the Board until December of 2019

Action Taken: Motion to appoint Barbara Higman as a Director to CLOCWD Board
HOSIER/BOUCHER M/S/C
AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI
NOES: NONE

- d. Administer the Oath of Office to appointed board member, Barbara Higman

Action Taken: Oath Administered

- e. Discussion and consideration to approve Director Higman as a check signer on all District bank accounts

Action Taken: Motion to approve Director Higman as a check signer on all District bank accounts

HOSIER/ARCHACKI M/S/C

AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI

NOES: NONE

- f. Discussion and consideration of purchasing two (2) AMI Turbiwell Turbidity Analyzers and one (1) Verification Kit Turbiwell w/LED

Action Taken: Motion to purchase using CRP-W account

BOUCHER/ARCHACKI M/S/C

AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI/HIGMAN

NOES: NONE

- g. Discussion and consideration of Resolution No. 18-02, to fill a vacancy on the ACWA Board

Action Taken: Motion to approve Resolution No. 18-02

ARCHACKI/BOUCHER M/S/C

AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI/HIGMAN

NOES: NONE

- h. Discussion and consideration of District Policy regarding squatters and tenant transfers

Action Taken: Motion to accept policy

BOUCHER/ARCHACKI M/S/C

AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI/HIGMAN

NOES: NONE

Closed Session Time: _____

- a. Anticipated litigation:

1. One case

Open Session Time: _____

Action Taken in Closed Session: No closed session

Motion to adjourn by Director Hosier and seconded by Director Boucher at 5:38 p.m.

SIGNED: 
Margaret Medeiros, Board President

ATTESTED TO: 
Dianna Mann, Board Secretary