

**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 21, 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, ABSENT ✓ Mr. Karl Hosier, Vice President
- ✓ Mr. Samuel Boucher, Director ✓ Mr. Stanley Archacki, Director, ✓ Mrs. Barbara Higman, Director

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

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. January 2019, 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 01-17-19

4. **Bills**

- a. MC Engineering invoice number 1716, dated 2/5/19, in the amount of \$14,602.78, designing for the Waste Water Infrastructure Improvements

**Action Taken: Motion to approve the consent items
BOUCHER/ARCHACKI M/S/C
AYES: HOSIER/HIGMAN/BOUCHER/ARCHACKI
NOES: NONE
ABSENT: MEDEIROS**

5. **Agenda (Old Business)**

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

Action Taken: NO ACTION

- b. Discussion and update from MC Engineering regarding State Grants

Action Taken: NO ACTION

6. **Agenda (New Business)**

- a. Discussion and consideration of applying for a low interest bridge loan for I & I Improvement Project until State funds become available

Action Taken: Motion to approve applying for a bridge loan with Co Bank to have ready until grant monies become available

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

- b. Discussion and consideration of purchasing six (6) Titan tubes for the Wastewater Plant from Ryan Process in the amount of \$14,943.22, including shipping, not including taxes

Action Taken: Motion to purchase six (6) Titan tubes for the Wastewater Plant from Ryan Process in the amount of \$14,943.22, including shipping, not including taxes

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

- c. Discussion and consideration of approving a metal equipment garage located at the Wastewater Plant from American Carports, Inc. in the amount of \$24,001.12, including tax

Action Taken: Motion to approve 3 metal equipment garages located at the Wastewater Plant from American Carports, Inc. in the amount of \$24,001.12, including tax

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

- d. Discussion and consideration of paying for a 218 study for fiscal year 2020

Action Taken: NO ACTION

- e. Discussion and consideration of Jensen Road Repair proposals from Case Excavating, Inc in the amount of \$26,000.00 and HD Excavation in the amount of \$33,736.00

Action Taken: Motion to approve the Jensen Road Repair proposal from Case Excavating, Inc in the amount of \$26,000.00

BOUCHER/HIGMAN M/S/C

AYES: HOSIER/HIGMAN/BOUCHER/ARCHACKI

NOES: NONE

ABSENT: MEDEIROS

- f. Discussion and consideration of presentation from Superior Tank Solutions regarding tank maintenance and repairs

Action Taken: NO ACTION

- g. Discussion and consideration of Resolution 19-01 to amend employee handbook

Action Taken: Motion to approve Resolution 19-01 amending the employee handbook.

ARCHACKI/BOUCHER M/S/C

AYES: HOSIER/HIGMAN/BOUCHER/ARCHACKI

NOES: NONE

ABSENT: MEDEIROS

- h. Discussion and consideration of Resolution 19-02 approving the Recycled Water Feasibility Study with back up

Action Taken: Motion to approve Resolution 19-02 approving the Recycled Water Feasibility Study

BOUCHER/HIGMAN M/S/C

AYES: HOSIER/HIGMAN/BOUCHER/ARCHACKI

NOES: NONE

ABSENT: MEDEIROS

- i. Discussion and consideration of approving actions taken and expenses incurred (i.e., temp labor, pump trucks and trash pump) to prevent sewer spills from lift stations due to raising lake levels

Action Taken: NO ACTION

- j. Discussion and consideration to start purchasing meters

Action Taken: Motion to give MC Engineering permission to do a propaganda study

BOUCHER/HIGMAN M/S/C

AYES: HOSIER/HIGMAN/BOUCHER/ARCHACKI

NOES: NONE

ABSENT: MEDEIROS

- k. Discussion and consideration to have Scott Nave, Legal Counsel for District, review and edit employee handbook ensuring all is in compliance with California State Laws

Action Taken: Motion to approve up to 6 hours review and edit of the employee handbook

ARCHACKI/BOUCHER M/S/C

AYES: HOSIER/HIGMAN/BOUCHER/ARCHACKI

NOES: NONE

ABSENT: MEDEIROS

l. Discussion and consideration to surplus the 2008 Ford Ranger

Action Taken: Motion to surplus the 2008 Ford Ranger

ARCHACKI/HIGMAN M/S/C

AYES: HOSIER/HIGMAN/BOUCHER/ARCHACKI

NOES: NONE

ABSENT: MEDEIROS

m. Discussion and consideration of appeal request for 13901 Hickory Lane

Action Taken: Motion to deny appeal request for 13901 Hickory Lane

BOUCHER/HIGMAN M/S/C

AYES: HOSIER/HIGMAN/BOUCHER/ARCHACKI

NOES: NONE

ABSENT: MEDEIROS

Motioned to adjourn at 7:10 PM by Director Higman

SIGNED: _____

Karl Hosier
Karl Hosier, Vice President

ATTESTED TO: _____

Olivia Mann
Olivia Mann, Board Secretary