

**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

**March 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,    √ Mrs. Barbara Higman, 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 Chief Operator
  - e. Operations Manager
  - f. General Manager
2. **Financial Reports for review and approval**
  - a. February 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 02-15-18

**4. Bills**

- a. MC Engineering Invoice No.1606, dated 02/28/18, in the amount of \$ 19,383.48 for the Forced Main Design and Construction
- b. MC Engineering Invoice No. 1607, dated 02/28/18, in the amount of \$36,857.41, for the Highway 20 Waterline Design Project
- c. MC Engineering Invoice No.1608, dated 02/28/18, in the amount of \$24,760.59 for the I & I Rehabilitation Project
- d. MC Engineering Invoice No. 1609, dated 02/28/18, in the amount of \$45,771.30 for the USDA Project

**Action Taken: Motion to approve consent items**

**HOSIER/ARCHACKI M/S/C**

**MOTION PASSED UNANIMOUSLY**

**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: Motion to approve moving water service from 4" to 12" and two valve clusters from Lake to Firehouse not to exceed \$50,000, using CRP-W, also to receive bids from T & S and HD**

**HOSIER/BOUCHER M/S/C**

**MOTION PASSED UNANIMOUSLY**

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

**Action Taken: No Action**

**6. Agenda (New Business)**

- a. Discussion and consideration of purchasing four (4) Titantubes for Sewer Plant from Ryan Process in the amount of \$9,743.96, including shipping, not including taxes

**Action Taken: Motion to approve purchase**

**ARCHACKI/BOUCHER M/S/C**

**MOTION PASSED UNANIMOUSLY**

- b. Discussion and consideration of purchasing one bench top charge analyzer and two syringe pumps from Chemtrac, not to exceed \$15,053.13, to allow for proper coagulant dosing to prevent chemical waste and less wear and tear on Filter #1, please refer to comment section on attached purchase order

**Action Taken: Motion to approve purchase**

**ARCHACKI/BOUCHER M/S/C**

**MOTION PASSED UNANIMOUSLY**

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

**Action Taken: Motion to approve  
HOSIER/BOUCHER M/S/C  
MOTION PASSED UNANIMOUSLY**

- d. Discussion and consideration to approve Resolution No. 18-03, to amend the Employee Handbook

**Action Taken: Motion to approve  
BOUCHER/HOSIER M/S/C  
MOTION PASSED UNANIMOUSLY**

- e. Discussion and consideration to approve Resolution No. 18-04, Authorization of Laif Account

**Action Taken: Motion to approve  
ARCHACKI/BOUCHER M/S/C  
MOTION PASSED UNANIMOUSLY**

**Closed Session Time: 4:54 p.m.**

- a. Anticipated litigation:
  - 1. One case

**Open Session Time: 6:01 p.m.**

**Action Taken in Closed Session: In closed session the Board discussed one case of anticipated litigation, no action was taken, no other items were discussed**

**Motion to adjourn at 6:02 by Director Hosier, seconded by Director Archacki**

SIGNED: Margaret Medeiros  
Margaret Medeiros, Board President

ATTESTED TO: Dianna Mann  
Dianna Mann, Board Secretary