

**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 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    √ 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. February 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 02-21-19

4. **Bills**

- a. MC Engineering invoice number 1731, dated 3/5/19, in the amount of \$11,784.88, for the Waste Water Infrastructure Improvements
- b. Roto Rooter invoice number 57983A, dated 2/15/19 in the amount of \$8,287.50 for pumper trucks

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

5. **Agenda (Old Business)**

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

**Action Taken: No Action**

6. **Agenda (New Business)**

- a. Discussion and consideration of purchasing two (2) Baker Tanks from Rain for Rent not to exceed \$30,000

**Action Taken: Motion to purchase two (2) Baker Tanks from Rain for Rent not to exceed \$30,000, to be coded 810 50/50 CRP Water/Sewer**  
**BOUCHER/ARCHACKI M/S/C**  
**AYES: HOSIER/HIGMAN/BOUCHER/ARCHACKI/MEDEIROS**  
**NOES: NONE**  
**ABSENT: NONE**

- b. Discussion and consideration to allow staff to apply for a USDA grant/loan for water projects

**Action Taken: Motion to allow staff to pursue funding for USDA grant/loan for Water projects and authorize MC Engineering to begin design Phases 1 & 2**  
**HIGMAN/ARCHACKI M/S/C**  
**AYES: HOSIER/HIGMAN/BOUCHER/ARCHACKI/MEDEIROS**  
**NOES: NONE**  
**ABSENT: NONE**

- c. Discussion and consideration of the Regular Meeting held on the third Thursday of every month to start at 2 pm instead of 4 pm.

**Action Taken: Motion to move the Regular Meeting held on the third Thursday of every month to start at 2 pm instead of 4 pm.**  
**HOSIER/BOUCHER M/S/C**  
**AYES: HOSIER/HIGMAN/BOUCHER/ARCHACKI/MEDEIROS**  
**NOES: NONE**  
**ABSENT: NONE**

**Motioned to adjourn at 5:01 PM by Director Hosier**

SIGNED:   
Karl Hosier, Vice President

ATTESTED TO:   
Olivia Mann, Board Secretary