

**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

**April 19, 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, ABSENT  
√ Mrs. Dianna Mann - Secretary to the Board, Olivia Board Secretary Training, Dave S in audience  
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

Scott Wiars discussed billing issues

Mike Herman discussed Everglade issues and plastic covers over manholes

**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. March 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 03-15-18
  - b. Minutes of Special Meeting 03-15-18
4. **Bills**
  - a. MC Engineering Invoice No 1614., dated 3/31/18, in the amount of \$13,973.59 for the Highway 20 Waterline Design and CM (Water Distribution and Storage Projects)
  - b. MC Engineering Invoice No 1616., dated 03/31/18, in the amount of \$22,880.90 for the I & I Rehabilitation Project
  - c. MC Engineering Invoice No 1617, dated 3/31/18, in the amount of \$23,081.68 for the USDA Project

**Action Taken: Moved to accept consent items  
BOUCHER/ARCHACKI M/S/C  
MOTION PASSED UNANIMOUSLY**

**Item 6 H was discussed at the beginning of the meeting**

**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: No Action**

- 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**

- d. Discussion and consideration of accepting committee report on Sewer Expansion Fees for Lake Village Estates

**Action Taken: Motion to accept avadavat from previous owner stating payment was made for sewer hookups**

**BOUCHER/HOSIER  
MOTION PASSED UNANIMOUSLY**

**6. Agenda (New Business)**

- a. Discussion and consideration of appointing a committee for the effluent geyser pipeline

**Action Taken: President appointed Director Archacki and Director Boucher to an Ad Hoc Committee**

- b. Discussion and consideration of delinquent sewer bills

**Action Taken: No Action**

- c. Discussion and consideration of sending Dianna and Olivia to annual Board Secretary training (Resolution and policy writing, new laws for upcoming year)

**Action Taken: Motion to approve training  
HOSIER/ARCHACKI  
MOTION PASSED UNANIMOUSLY**

- d. Discussion and consideration for policy pertaining to depreciation of district assets

**Action Taken: Motion to approve policy with the change or depreciation from \$1,000 to \$5,000  
HOSIER/BOUCHER  
MOTION PASSED UNANIMOUSLY**

- e. Discussion and consideration of nomination ballot for Independent Special District Members and Alternate to fill in Independent Special District seat on LAFCO

**Action Taken: NO ACTION**

- f. Discussion and consideration of depositing FEMA Storm 2017 money into LAIF Account

**Action Taken: Motion to deposit storm money into LAIF account  
ARCHACKI/BOUCHER  
MOTION PASSED UNANIMOUSLY**

- g. Discussion and consideration of writing off one bad account of \$70.00 from 2015 that sold before a lien was placed

**Action Taken: Motion to write off bad account  
BOUCHER/HIGMAN  
MOTION PASSED UNANIMOUSLY**

- h. Discussion and consideration of Quote No. 040618-1Q for ERS Industrial Services, Inc. for new media for Filters #2 and #3 in the amount \$115,633.25

**Action Taken: Motion to purchase new media for filters 1 and 2 with the condition that ERS furnish and install the stainless steel under drains, using CRP-W  
HOSIER/ARCHACKI  
MOTION PASSED UNANIMOUSLY**

- i. Discussion and review of projected 2018-2019 budget

**Action Taken: NO ACTION**

- j. Discussion and consideration to approve a workshop for the ten key management areas of sustainably managed utilities for directors presented by CRWA on May 10, 2018, 9 a.m. to 3 p.m.

**Action Taken: Motion to have a special meeting for Board workshop  
HIGMAN/ARCHACKI  
MOTION PASSED UNANIMOUSLY**

**Closed Session**

**Time: 5:44 p.m.**

a. Anticipated litigation:

1. One case

**Open Session**

**Time: 5:55**

**Action Taken in Closed Session:** In closed session the Board discussed one case of potential litigation and an Ad Hoc committee was formed with Director Hosier and Director Boucher to meet with the other party and make recommendations to the Board. No other items were discussed.

**Motion to adjourn by Director Boucher and seconded by Director Higman at 5:56 p.m.**

SIGNED: Margaret Medeiros  
Margaret Medeiros, Board President

ATTESTED TO: Dianna Mann  
Dianna Mann, Board Secretary