

**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

**May 17, 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, ABSENT

√ Mr. Alan Gardner – General Manager    √ Mr. Jason Mitchell – Operations Manager

√ Mrs. Dianna Mann - Secretary to the Board, on speaker phone, Olivia Mann – Board Secretary Trainee

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. April 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 04-19-18
- b. Minutes of Special Meeting 04-19-18
- c. Minutes of Special Meeting 05-07-18
- d. Minutes of Special Meeting 05-10-18

**4. Bills**

- a. MC Engineering Invoice No 1620, dated 4/30/18, in the amount of \$20,243.59 for the Highway 20 Waterline Design and CM (Water Distribution and Storage Projects)
- b. MC Engineering Invoice No 1622, dated 04/30/18, in the amount of \$21,110.20 for the I & I Rehabilitation Project
- c. MC Engineering Invoice No 1623, dated 04/30/18, in the amount of \$21,964.16 for the USDA Project

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

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

**EYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI**

**NOES: NONE**

**ABSENT: HIGMAN**

**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 nomination ballot for Independent Special District Members and Alternate to fill in Independent Special District seat on LAFCO

**Action Taken: Directors Boucher and Archacki will get back to Board Secretary if they will accept nomination.**

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

**EYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI**

**NOES: NONE**

**ABSENT: HIGMAN**

- e. Discussion and approval of projected 2018-2019 budget

**Action Taken: Motion to approve 2018-2019 budget**

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

**EYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI**

**NOES: NONE**

**ABSENT: HIGMAN**

**6. Agenda (New Business)**

- a. Discussion and consideration of replacing CBSW 1997 platform billing software that is being phased out with UMS 2018 platform. Please see quote for \$23,920.00 from CUSI. Quote does not include CSA annexation accounts, so quote should not exceed \$25,000

**Action Taken: An Ad Hoc committee was appointed of President Medeiros and Director Higman**

- b. Discussion and consideration of requesting a water and sewer security of vulnerability assessment from CRWA

**Action Taken: Motion to request a water and sewer security of vulnerability assessment from CRWA**

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

**EYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI**

**NOES: NONE**

**ABSENT: HIGMAN**

- c. Discussion and consideration of completing a District Emergency Response Plan

**Action Taken: Emergency Response plan was just completed for both water and sewer**

- d. Discussion and review of draft Ord. 83

**Action Taken: No Action**

**Closed Session**

**Time: 5:48 p.m.**

**Existing Litigation: Luna vs. CLOCWD**

**Anticipated Litigation: One Case**

**Open Session**

**Time: 6:05 p.m.**

**Action Taken in Closed Session: The Board discussed one case of existing litigation and one case of anticipated litigation. No other items were discussed, no action was taken.**

**Motion to adjourn at 6:06 was made to by Director Hosier and was seconded by Director Archacki**

**SIGNED:** *Margaret Medeiros*  
**Margaret Medeiros, Board President**

**ATTESTED TO:** *Dianna Mann*  
**Dianna Mann, Board Secretary**