

**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

JUNE 20, 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.

PUBLIC NOTICE

Notice is hereby given of a public meeting to solicit public comment regarding the intent of the Clearlake Oaks County Water District to apply for United States Department of Agriculture (USDA) funding in the amount of \$ 6,000,000 for the purpose of completing the Harvey Storage Tank and Water Facilities Project. The total project costs, including planning, design, and construction management will not exceed \$6,000,000 with the application contribution being a combination of a 40% grant and a low interest loan in the amount of \$ 2,400,000 and 3,600,000, respectively. The USDA funding and required debt service for the \$ 3,600,000 loan amount will be repaid over a 40-year period with the proposed method of repayment being a combination of rate surcharges along with reserve and capital improvement funds. The public meeting will be held on June 20, 2019 at 2:00 p.m. in the board room located at 12952 E. Hwy 20. The Water Master Plan can be reviewed at the Administration Office located at 12952 E. Hwy. 20. The public is encouraged to attend and offer comments regarding the Project and USDA funding application.

AGENDA

Call to Order – 2:00 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 the loan/grant with USDA for the Harvey Tank installation and Water Facilities Project

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. May 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 05-16-19
4. **Bills**
 - a. MC Engineering invoice number 1781, dated 6/5/19, in the amount of \$31,369.00 for the USDA Meters and Water Tank PER (USDA application for water projects)
 - b. T & S Construction invoice number 1, dated 3/29/19, in the amount of \$51,775.00 for the Lift Station Rehab Project
 - c. T & S Construction invoice number 2, dated 6/3/19, in the amount of \$79,277.50 for the Lift Station Rehab Project

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

5. **Agenda (Old Business)**

- a. Discussion and update from CSA 16 committee regarding the completion of Annexation

Action Taken: NO ACTION

- b. Discussion and consideration of accepting the completed USDA Waste Water Treatment Plant Project

Action Taken: Motion to accept the completed USDA Waste Water Treatment Plant Project
HOSIER/ARCHACKI M/S/C
AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI/HIGMAN
NOES: NONE
ABSENT: NONE

6. **Agenda (New Business)**

- a. Discussion and preparation of District wide power outages

Action Taken: Motion to install transfer switches to booster pumps, not to exceed \$15,000.00
HOSIER/ARCHACKI M/S/C
AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI/HIGMAN
NOES: NONE
ABSENT: NONE

- b. Discussion and consideration of purchasing 5 new SWAN AMI Turbiwell Analyzers that are used to measure turbidity in the amount of \$19,750.00 plus tax and shipping

Action Taken: Motion to approve the purchase of 5 new SWAN AMI Turbiwell Analyzers in the amount of \$19,750.00 plus tax and shipping, to be purchased after 7/1/2019

HOSIER/BOUCHER M/S/C

AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI/HIGMAN

NOES: NONE

ABSENT: NONE

- c. Discussion and consideration of the Water Loss Evaluation and Detection Report

Action Taken: Karl and Stan, with Sam being an alternate were appointed by the President to an Ad Hoc committee for further investigation in the above mentioned report

ARCHACKI/BOUCHER M/S/C

AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI/HIGMAN

NOES: NONE

ABSENT: NONE

- d. Discussion and approval of the 2019-2020 District Budget

Action Taken: Motion to approve the 2019-2020 District Budget

ARCHACKI/BOUCHER M/S/C

AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI/HIGMAN

NOES: NONE

ABSENT: NONE

- e. Discussion and review of Yolo contract

Action Taken: NO ACTION

- f. Discussion and consideration of applying for a bridge loan with RCAC and West America Bank until state funds become available for the Waste Water Infrastructure Improvement Project phases 2 and 3

Action Taken: NO ACTION

- g. Discussion and approval of Resolution 19-04, Authorizing Agent for USDA Water Projects

Action Taken: Motion to approve Resolution 19-04, Authorizing Agent for USDA Water Projects

ARCHACKI/HIGMAN M/S/C

AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI/HIGMAN

NOES: NONE

ABSENT: NONE

Closed Session

Time: 3:53 PM

- a. Discussion and evaluation of Customer Service Lead, pursuant to Government Code Section 54957 (b)(1)
- b. Discussion and evaluation of the General Manager, pursuant to Government Code Section 54957 (b)(1)

Open Session

Time: 4:31 PM

Action Taken in Closed Session: In closed session, the Board evaluated Customer Service Lead and the General Manager, a motion by Director Hosier and seconded by Director Archacki was made to promote Customer Service Lead to the Administrative Services Manager and to give the General Manager a 5% raise.

Motioned to adjourn at 4:34 PM by Director Hosier

Adjournment

Time: 4:34 PM

SIGNED:  ATTESTED TO: 
Margaret Medeiros, President Olivia Mann, Board Secretary