

**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 21, 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. May 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 05-17-17

4. **Bills**

- a. MC Engineering Invoice No 1627, dated 05/31/18, in the amount of \$11,920.59 for the Highway 20 Waterline Design and CM (Water Distribution and Storage Projects)
- b. MC Engineering Invoice No1628, dated 05/31/18, in the amount of \$25,206.62 for the USDA Project

**Action Taken: Motion to accept consent items
BOUCHER/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: 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 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: Motion to purchase with tablets not to exceed \$30,000
BOUCHER/ARCHACKI
MOTION PASSED UNANIMOUSLY**

- e. Discussion and review of draft Ord. 83

Action Taken: No Action

6. **Agenda (New Business)**

- a. Discussion and approval of Mutual Aid and Assistance Agreement

Action Taken: No Action, Board would like to know all Districts involved with agreement

- b. Discussion and consideration of purchasing a Chlorine Dioxide Generator, three dosing pumps, two flash mixers, and misc. injection lines and quills from Dioxide Pacific for Water Treatment Plant. Total purchase price is \$99,217.00 before taxes and shipping

Action Taken: No Action

- c. Discussion and consideration of potentially buying a new high service pump for WTP if existing one cannot be cost effectively repaired. Quote will be available by board meeting

Action Taken: No Action, no new purchase, pump can be repaired

- d. Discussion and consideration of purchasing Propack 9890 Coagulant. Quote will be available by board meeting

**Action Taken: Motion to purchase Propack 9890 Coagulant for \$8,606.88
ARCHACKI/BOUCHER
MOTION PASSED UNANIMOUSLY**

- e. Discussion and consideration of approving replacement of four fire hydrants at \$3,500 each plus material. Approx. total cost of \$15,000

**Action Taken: Motion to approve the replacement of four fire hydrants.
HOSIER/HIGMAN
MOTION PASSED UNANIMOUSLY**

- f. Discussion and approval of 2017-2018 Audit Statement

Action Taken: No Action

Closed Session Time: 5:34 p.m.

- a. Existing Litigation: Luna vs. CLOCWD
- b. Anticipated Litigation: One Case
- c. Employee performance evaluation of General Manager, per gov't code: 54957

Open Session Time: 7:24 p.m.

Action Taken in Closed Session: In closed session, Counsel and the Board discussed the Luna case and one case of anticipated litigation. Discussed General Manager's performance evaluation. No action was taken

Director Boucher made a motion to adjourn at 7:26, seconded by Director Hosier

SIGNED: 
Margaret Medeiros, Board President

ATTESTED TO: 
Dianna Mann, Board Secretary