

**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

**July 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, ABSENT    ✓ Mr. Karl Hosier, Vice President  
✓ Mr. Samuel Boucher, Director    ✓ Mr. Stanley Archacki, Director,    ✓ Mrs. Barbara Higman, Director

✓ Mr. Alan Gardner – General Manager    ✓ Mrs. Dianna Mann - Secretary to the Board  
Scott Nave, Counsel to the Board, was 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. General Manager

**2. Financial Reports for review and approval**

- a. June 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 06-21-18
- b. Minutes of Special Meeting 06-27-18

**4. Bills**

- a. MC Engineering Invoice No1633, dated 07/07/18, in the amount of \$28,088.31 for the Sewer Infrastructure and Design
- b. MC Engineering Invoice No 1634, dated 07/07/18, in the amount of \$30,760.88 for the USDA Project

**Action Taken: Motion to accept consent items**  
**ARCHACKI / BOUCHER M/S/C**  
**UNANIMOUSLY PASSED**  
**ABSENT: MEDEIROS**

**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 approval of Mutual Aid and Assistance Agreement

**Action Taken: NO ACTION**

**6. Agenda (New Business)**

- a. Discussion and consideration of engagement letter from Pehling & Pehling, CPAs for fiscal year-end audit 2018, including invoice number 869 in the amount of \$3,760, 50% down payment

**Action Taken: Motion to approve engagement letter**  
**BOUCHER / HIGMAN M/S/C**  
**UNANIMOUSLY PASSED**  
**ABSENT: MEDEIROS**

- b. Discussion and consideration of approving the proposal for additional CCTV work for \$30,887.50 by Nor Cal Pipeline Services. This work is required in preparation of the Waste Water Infrastructure Improvements project that is part of the Waste Water Infrastructure Improvements grant as funded by SWRCB. This money will be reimbursed through the Waste Water Infrastructure Improvement grant.

**Action Taken: Motion to approve proposal with changes**  
**BOUCHER / ARCHACKI M/S/C**  
**UNANIMOUSLY PASSED**  
**ABSENT: MEDEIROS**

c. Discussion and consideration of Policy Pertaining to a Closed Account Refund

**Action Taken: Motion to approve policy with changes**  
**ARCHACKI / BOUCHER** M/S/C  
**UNANIMOUSLY PASSED**  
**ABSENT: MEDEIROS**

Closed Session Time: 4:45 PM

- a. Existing Litigation: Luna vs. CLOCWD
- b. Anticipated Litigation: Two Case
- c. Personnel Evaluation: General Manager

Open Session Time: 5:52 p.m.

**Action Taken in Closed Session: In closed session, Counsel updated the Board on the status of the Luna lawsuit, the Board discussed two cases of potential litigation and gave direction to Counsel, and the Board conducted an evaluation of the performance of the General Manager and no other items were discussed.**

**Motion to adjourn was made by Director Archacki and seconded by Director Boucher at 5:53 p.m.**

**Adjournment** Time: 5:53 p.m.

SIGNED: Karl L Hosier ATTESTED TO: Dianna Mann  
Karl Hosier, Board Vice President Dianna Mann, Board Secretary