

**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

**AUGUST 15, 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.

**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

In the audience, our Chief Operators

- √ Mr. Francisco Castro, Wastewater    √ Mr. Daniel Larson, Water,    √ Mr. Jeremy Backus, Distribution

**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. Chief Distribution Operator
- c. Water Plant Chief Operator
- d. Wastewater Plant Chief Operator
- e. General Manager

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

- a. July 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 07-18-19

**4. Bills**

- a. MC Engineering invoice number 1802, dated 8/5/19, in the amount of \$28,111.38 for the Waste Water Infrastructure Improvements Project
- b. MC Engineering invoice number 1803, dated 8/5/19, in the amount of \$35,852.69 for the USDA Meters and Water Tank PER (USDA application for water projects)
- c. T & S Construction invoice number 4, dated 8/1/19, in the amount of \$317,062.50 for Phase 3 of the Waste Water Infrastructure Improvement Project

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

**Agenda (Old Business)**

- d. Discussion and update of the Water loss report

**Action Taken: NO ACTION**

- b. Discussion and update from the Yolo Ad Hoc committee

**Action Taken: NO ACTION**

**5. Agenda (New Business)**

- a. Discussion and acceptance of Amendment #1 to our Domestic Water Supply Permit 02-03-16P1710001

**Action Taken: Motion to accept Amendment #1 to our domestic Water Supply permit 02-03-16P1710001**  
**ARCHACKI/BOUCHER M/S/C**  
**AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI/HIGMAN**  
**NOES: NONE**  
**ABSENT: NONE**

- b. Discussion of future amendment to our Domestic Water Supply Permit to include Sodium Permanganate and Ph. Control (Hydrochloride Acid)

**Action Taken: NO ACTION**

- c. Discussion of water service expansion across Hwy. 20

**Action Taken: Consensus of the board to direct the General Manager to research Water service expansion across Highway 20**

- d. Discussion and consideration of bids for the relocation of water meter on 250 Morine Ranch Road, HD Excavating in the amount of \$9,830.00 and Case Excavating in the amount of \$8,900.00

**Action Taken: Motion to approve the bid received from Case Excavating in the amount of \$8,900.00**  
**HOSIER/BOUCHER M/S/C**  
**AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI/HIGMAN**  
**NOES: NONE**  
**ABSENT: NONE**

- e. Discussion and consideration of bids for repair work located at 10741 E. Hwy. 20, HD Excavating in the amount of \$14,625.00 and Case Excavating in the amount of \$10,900.00

**Action Taken: Motion to approve the bid received from Case Excavating in the amount of \$10,900.00**  
**ARCHACKI/HIGMAN M/S/C**  
**AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI/HIGMAN**  
**NOES: NONE**  
**ABSENT: NONE**

- f. Discussion and consideration of bids for driveway and sidewalk repair located at 544 Keys Blvd, HD Excavating in the amount of \$31,600.00 and Case Excavating in the amount of \$14,000.00

**Action Taken: Motion to approve the bid received from Case Excavating in the amount of \$14,000.00**  
**HOSIER/ARCHACKI M/S/C**  
**AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI/HIGMAN**  
**NOES: NONE**  
**ABSENT: NONE**

- g. Discussion and consideration of proposal from BKF Engineers to perform Tasks 1, 2, and 3, not to exceed \$12,850.00, (\$12,600 plus \$250.00 for reimbursable expenses) for the completion of engineering for the road leading to the Harvey Tank. Reimbursable from the USDA grant/loan

**Action Taken: Action Taken: Motion to approve proposal from BKF to perform Tasks 1, 2 and 3, not to exceed \$12, 750.00**  
**HOSIER/BOUCHER M/S/C**  
**AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI/HIGMAN**  
**NOES: NONE**  
**ABSENT: NONE**

- h. Discussion and consideration of policy pertaining to Account Write Offs

**Action Taken: Motion to approve policy pertaining to account write offs to balances under \$50.00 as amended**  
**HOSIER/BOUCHER M/S/C**  
**AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI/HIGMAN**  
**NOES: NONE**  
**ABSENT: NONE**

- i. Discussion and consideration of writing off 4 accounts, totaling \$38.00

**Action Taken: NO ACTION**

- j. Discussion and consideration of the budget line item regarding the unfunded liability for CalPERS

**Action Taken: NO ACTION**

- k. Discussion and consideration of engagement letter from Pehling & Pehling, CPAs for fiscal year-end audit June 30, 2019, not to exceed \$7,820.80, with a 50% down payment

Action Taken: Motion to approve engagement letter from Pehling & Pehling for fiscal year-end audit June 30, 2019 not to exceed \$7,820.80, with a 50% down payment

HOSIER/ARCHACKI M/S/C

AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI/HIGMAN

NOES: NONE

ABSENT: NONE

Motioned to adjourn at 3:38 PM by Director Archacki

Adjournment

Time: 3:38 PM

SIGNED: Margaret Medeiros  
Margaret Medeiros, President

ATTESTED TO: Olivia Mann  
Olivia Mann, Board Secretary