

**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 16, 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    √ 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 (unavailable)
- d. Wastewater Plant Chief Operator
- e. General Manager

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

- a. July 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 07-19-18

**4. Bills**

- a. MC Engineering Invoice No 1639, dated 08/03/18, in the amount of \$40,058.31 for the Sewer Infrastructure and Design
- b. MC Engineering Invoice No 1641, dated 08/03/18, in the amount of \$24,600.66 for the USDA Project

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

**HOSIER/BOUCHER**

**AYES: 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 approval of Mutual Aid and Assistance Agreement

**Action Taken: No Action**

**6. Agenda (New Business)**

- a. Discussion and assessment of the Ranch Fire impact on the District

**Action Taken: No Action**

- b. Discussion and consideration of Resolution 18-07 – Amending the Employee Handbook (current changes are in blue, other colors have been previously approved)

**Action Taken: Motion to approve Resolution 18-07, and have an Ad Hoc committee of Directors Boucher and Archacki to completely review employee handbook and board rules and regulations**

**BOUCHER/ARCHACKI**

**AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI**

**NOES: NONE**

**ABSENT: HIGMAN**

- c. Discussion and consideration of approving spending limits of \$2,500.00 for Chiefs and Lead D/C

**Action Taken: Motion to approve spending limits for Chiefs and Lead D/C**

**ARCHACKI/BOUCHER**

**AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI**

**NOES: NONE**

**ABSENT: HIGMAN**

- d. Discussion and consideration of Resolution 18-08, Spending Limits for General Manager, Chiefs, and Lead D/C

**Action Taken: Motion to approve Resolution 18-08**  
**HOSIER/ARCHACKI**  
**AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI**  
**NOES: NONE**  
**ABSENT: HIGMAN**

- e. Discussion and consideration of Resolution 18-09, additional credit cards for Chiefs and Lead D/C

**Action Taken: Motion to approve Resolution 18-09**  
**HOSIER/ARCHACKI**  
**AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI**  
**NOES: NONE**  
**ABSENT: HIGMAN**

- f. Discussion and consideration of a new 218

**Action Taken: Motion to move forward with 218 investigation and to appoint an Ad Hoc committee of Directors Medeiros and Hosier with one or two volunteers from community**

**ARCHACKI/HOSIER**  
**AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI**  
**NOES: NONE**  
**ABSENT: HIGMAN**

- g. Information and update on new "Legally Responsible Official" the District has registered with the SWRCB

**Action Taken: No Action**

- h. Discussion and modifications to three existing water grant applications

**Action Taken: No Action**

Closed Session                      Time: 6:03 pm

- a. Existing Litigation: Luna vs. CLOCWD
- b. Anticipated Litigation: One Case

Open Session                                      Time: 6:26 pm

**Action Taken in Closed Session: In closed session the board discussed one case of existing litigation, Luna, and one case of potential litigation, and gave direction to the General Manager and Counsel. No other business was discussed**

**Motion to adjourn by Director Hosier and Seconded by Director Archacki at 6:26 pm**

**SIGNED:**   
Margaret Medeiros, Board President

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