

**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

SEPTEMBER 20, 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 √ Mrs. Dianna Mann - Secretary to the Board
Olivia Mann, Secretary to the Board in training, Francisco Castro, Dan Larson, and Jeremy Backus in audience

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. Lead Distribution Operator
- d. Water Plant Chief Operator
- e. Wastewater Plant Chief Operator
- f. General Manager

2. Financial Reports for review and approval

- a. August 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 08-16-18
- b. Minutes of Special Meeting 08-29-18
- c. Minutes of Special Meeting 09-06-18

4. Bills

- a. MC Engineering Invoice No 1650, dated 09/06/18, in the amount of \$63,297.71 for the Sewer Infrastructure and Design
- b. MC Engineering Invoice No 1651, dated 09/06/18, in the amount of \$16,687.10 for the USDA Project

Action Taken: Motion to accept consent items

ARCHACKI/BOUCHER

MOTION PASSED UNANIMOUSLY

5. Agenda (Old Business)

- a. Discussion and update of CSA 16 Annexation progress

Action Taken: No Action

- b. Discussion and update on MC Engineering Projects by Mark Carey

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 purchasing new High Service Pump for pumping from clear well to distribution for \$10,476.82

Action Taken: Motion to approve items a and b collectively per attached quotes plus tax and freight

HOSIER/BOUCHER

MOTION PASSED UNANIMOUSLY

- b. Discussion and consideration to purchase a VFD for new High Service Pump for \$6,595.88

Action Taken: Motion to approve items a and b collectively per attached quotes plus tax and freight

HOSIER/BOUCHER

MOTION PASSED UNANIMOUSLY

- c. Discussion and consideration to purchase 50,290 lbs. of Coagulant for \$19,110.20 and 9,287 lbs. of Ortho Phosphate (Zinc) for \$10,308.57 for a total chemical cost of \$29,418.77

Action Taken: Motion to approve purchase of chemicals for the Water Treatment Plant
HOSIER/BOUCHER
MOTION PASSED UNANIMOUSLY

- d. Discussion and review of committee report on solar system

Action Taken: Motion to accept committee report
HIGMAN/ARCHACKI
MOTION PASSED UNANIMOUSLY

- e. Discussion and consideration of new Administration office hours to allow staff to complete District projects

Action Taken: Motion to close the office to the public two days per week and if the 15th falls on one of the closed days then late fees will not be applied until the end of next business day

ARCHACKI/HOSIER
MOTION PASSED UNANIMOUSLY

- f. Discussion and approval of upgrading to automatic phone system

Action Taken: Motion to accept automatic phone system
HOSIER/HIGMAN
MOTION PASSED UNANIMOUSLY

- g. Discussion and consideration of approving four (4) temporary laborers (900 hours in one year) to allow the District to dedicate a crew to repair water leaks.

Action Taken: Motion to approve up to four temporary laborers
BOUCHER/ARCHACKI
MOTION PASSED UNANIMOUSLY

- h. Discussion and consideration of Resolution 18-10, Adopting a Records Retention Policy

Action Taken: Motion to approve Resolution 18-10 with the revision of retaining recordings for one year
HOSIER/BOUCHER
MOTION PASSED UNANIMOUSLY

- i. Discussion and consideration of Resolution of 18-11 Authorizing Representative for water grants

Action Taken: Motion to approve Resolution 18-11 as presented
ARCHACKI/HIGMAN
MOTION PASSED UNANIMOUSLY

Closed Session

No Closed Session

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

Motion to adjourn by Director Hosier at 6:09, seconded by Director Boucher

SIGNED: Margaret Medeiros
Margaret Medeiros, Board President

ATTESTED TO: Dianna Mann
Dianna Mann, Board Secretary