

**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

OCTOBER 17, 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, ABSENT √ 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. September 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 09-19-19

4. Bills

- a. MC Engineering invoice number 1837, dated 10/5/19, in the amount of \$29,824.00 for the Waste Water Infrastructure Improvements Project
- b. MC Engineering invoice number 1838, dated 10/5/19, in the amount of \$25,111.79 for the USDA Meters and Water Tank PER (USDA application for water projects) +
- c. T & S Construction invoice number 1 dated 10/2/19, in the amount of \$36,557.19 for Phase 2 of the Waste Water Infrastructure Improvement Project (Pipeline Rehabilitation)
- d. T & S Construction invoice number 6 dated 10/2/19, in the amount of \$80,370.00 for Phase 3 of the Waste Water Infrastructure Improvement Project (Lift Station Improvements)

Action Taken: Motion to approve the consent items

ARCHACKI/HIGMAN M/S/C

AYES: MEDEIROS/HOSIER/ARCHACKI/HIGMAN

NOES: NONE

ABSENT: BOUCHER

5. Agenda (Old Business)

- a. Discussion and update of the Water loss report

Action Taken: NO ACTION

6. Agenda (New Business)

- a. Discussion and consideration of offering District paid REACH Air Medical Services benefit to employees and board members for a total annual premium of \$1300.00

Action Taken: Motion to approve District paid REACH Air Medical Services benefit to employees and board members not to exceed an annual premium of \$1300.00

HIGMAN/ARCHACKI M/S/C

AYES: MEDEIROS/HOSIER/ARCHACKI/HIGMAN

NOES: NONE

ABSENT: BOUCHER

- b. Discussion and consideration of offering an Aflac Life Insurance Policy to employees

Action Taken: NO ACTION

- c. Discussion and consideration of the equipment in the pump house located at Paradise Cove

Action Taken: NO ACTION

- d. Discussion and consideration of purchasing 10,200 lbs. of Sodium Permanganate from NTU Technologies in the amount of \$13,056.00, not including tax and shipping

Action Taken: Motion to purchase 10,200 lbs. of Sodium Permanganate from NTU Technologies in the amount of \$13,056.00, not including tax and shipping

HOSIER/ARCHACKI M/S/C

AYES: MEDEIROS/HOSIER/ARCHACKI/HIGMAN

NOES: NONE

ABSENT: BOUCHER

- e. Discussion and consideration of directing Olivia to proceed with writing the District Water Code using legal and engineering advice as necessary

Action Taken: Motion to DIRECT Olivia to proceed with writing a District Water Code using legal and engineering advice as necessary

ARCHACKI/HIGMAN M/S/C

AYES: MEDEIROS/HOSIER/ARCHACKI/HIGMAN

NOES: NONE

ABSENT: BOUCHER

Motioned to adjourn at 2:58 PM by Director Hosier

Adjournment

Time: 2:58 PM

SIGNED: 
Margaret Medeiros, President

ATTESTED TO: 
Olivia Mann, Board Secretary