

**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

NOVEMBER 15, 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

√ Mrs. Dianna Mann – Interim General Manager √ Mrs. Olivia Mann - Secretary of 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. Lead Distribution Operator
- c. Water Plant Chief Operator
- d. Wastewater Plant Chief Operator
- e. General Manager

2. Financial Reports for review and approval

- a. October 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 10-18-18
4. **Bills**
 - a. MC Engineering Invoice No 1676, dated 11/03/18, in the amount of \$28,616.31 for the Sewer Infrastructure and Design
 - b. MC Engineering Invoice No 1677, dated 11/03/18, in the amount of \$10,398.38 for the USDA Project

Action Taken: Motion to approve consent items
HOSIER/BOUCHER
AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI/HIGMAN
NOES: NONE
ABSENT: NONE

5. **Agenda (Old Business)**

- a. Discussion and update from CSA 16 committee regarding annexation progress

Action Taken: No Action

- b. Discussion and consideration of Resolution No. 18-12 Establishing Interim Standard Residential Water Sales to Lake County Service Area 16 (CSA 16)

Action Taken: Motion to approve Resolution No. 18-12 with noted changes
ARCHACKI/HIGMAN
AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI/HIGMAN
NOES: NONE
ABSENT: NONE

6. **Agenda (New Business)**

- a. Discussion and consideration of purchasing five (5) backwash actuators for Filter #1

Action Taken: Motion to approve the purchase of backwash actuators from TelStar Instruments, Reference SR#337771 in the amount of \$20,333.00
HOSIER/ARCHACKI
AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI/HIGMAN
NOES: NONE
ABSENT: NONE

- b. Discussion and consideration of purchasing an Off-Road Vehicle for the Sewer plant, not to exceed \$10,000.00

Action Taken: Motion to approve the purchase of an Off-Road Vehicle for the Sewer plant not to exceed \$15,000.00
HIGMAN/HOSIER
AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI/HIGMAN
NOES: NONE
ABSENT: NONE

- c. Discussion and acceptance of Geyser Pipeline Ad Hoc Committee Report

Action Taken: No Action

- d. Discussion and acceptance of Solar System Ad Hoc Committee Report

Action Taken: No Action

- e. Discussion and consideration to extend the agreement for the Basin 2000 (Geyser Pipeline) to 2025

Action Taken: Motion to extend our existing contract until 2025 to coincide with Special Districts Basin 2000 (Geyser Pipeline)

HIGMAN/ARCHACKI

AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI/HIGMAN

NOES: NONE

ABSENT: NONE

- f. Discussion and consideration of Appeal Request for 13480 Marina Village

Action Taken: Motion to deny

HOSIER/BOUCHER

AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI/HIGMAN

NOES: NONE

ABSENT: NONE

- g. Discussion and consideration of Policy Pertaining to Establishing a Payment Arrangement

Action Taken: Motion to approve Policy pertaining Delinquent Accounts with clarification of 6a and noted changes

HOSIER/ARCHACKI

AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI/HIGMAN

NOES: NONE

ABSENT: NONE

Closed Session

No Closed Session

Motion by Director Hosier to adjourn at 6:00 pm, seconded by Director Archacki

Adjournment

Time: 6:00 pm

SIGNED: Margaret Medeiros
Margaret Medeiros, Board President

ATTESTED TO: Olivia Mann
Olivia Mann, Board Secretary