

**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 21, 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. David Valerga, 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 Lead Operator
- d. Wastewater Plant Chief Operator
- e. General Manager

2. Financial Reports for review and approval

- a. October 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 10-17-19

4. **Bills**

- a. MC Engineering invoice number 1850, dated 11/5/19, in the amount of \$28,629.39 for the Waste Water Infrastructure Improvements Project
- b. MC Engineering invoice number 1851, dated 11/5/19, in the amount of \$31,689.21 for the USDA Meters and Water Tank PER (USDA application for water projects)

Action Taken: Motion to approve the consent items

HOSIER/ARCHACKI M/S/C

AYES: MEDEIROS/HOSIER/ARCHACKI/HIGMAN

NOES: NONE

ABSENT: BOUCHER

5. **Agenda (Old Business)**

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

Action Taken: Motion to deny offering Aflac Lifer Insurance Policy to employees paid by district, employees can enroll and self-pay for policy

ARCHACKI/HOSIER M/S/C

AYES: MEDEIROS/HOSIER/ARCHACKI/HIGMAN

NOES: NONE

ABSENT: BOUCHER

6. **Agenda (New Business)**

- a. Discussion and consideration of CSA 16 Boundaries

Action Taken: Motion to extend CSA 16 boundaries

ARCHACKI/HOSIER M/S/C

AYES: MEDEIROS/HOSIER/ARCHACKI/HIGMAN

NOES: NONE

ABSENT: BOUCHER

- b. Discussion and consideration of purchasing two (2) 35KW generators in the amount of \$42,000.00

Action Taken: Motion to approve the purchase of two 35KW generators in the amount of \$42,000.00 to be paid for using the LAIF account

ARCHACKI/HIGMAN M/S/C

AYES: MEDEIROS/HOSIER/ARCHACKI/HIGMAN

NOES: NONE

ABSENT: BOUCHER

- c. Discussion and consideration of additional generators for power outages

Action Taken: Motion to approve the purchase of an additional generator not to exceed \$60,000.00 to be paid for using the LAIF account

HOSIER/ARCHACKI M/S/C

AYES: MEDEIROS/HOSIER/ARCHACKI/HIGMAN

NOES: NONE

ABSENT: BOUCHE

- d. Discussion and consideration of additional fuel storage for emergencies

Action Taken: Motion to approve the purchase of additional fuel storage not to exceed \$8,500.00 to be paid for using the LAIF account

ARCHACKI/HIGMAN M/S/C

AYES: MEDEIROS/HOSIER/ARCHACKI/HIGMAN

NOES: NONE

ABSENT: BOUCHER

- e. Discussion and consideration of MME quote for the purchase of a new Vac-Con Truck in the amount of \$409,026.92

Action Taken: NO ACTION

- f. Discussion and consideration of Resolution 19-06, authorizing investment of monies into LAIF

Action Taken: Motion to approve Resolution 19-06, authorizing investment of monies into LAIF

HIGMAN/ARCHACKI M/S/C

AYES: MEDEIROS/HOSIER/ARCHACKI/HIGMAN

NOES: NONE

ABSENT: BOUCHER

- g. Discussion and consideration of opening a depreciation reserve account for short lived assets and depositing \$29,796.00 annually from CRP-Sewer to be in compliance with USDA

Action Taken: Motion to approve the opening of a depreciation account to be in compliance with USDA

HIGMAN/ARCHACKI M/S/C

AYES: MEDEIROS/HOSIER/ARCHACKI/HIGMAN

NOES: NONE

ABSENT: BOUCHER

- h. Discussion and consideration of an additional position for the Admin office

Action Taken: Motion to approve an additional position as of January 1, 2020

HOSIER/HIGMAN M/S/C

AYES: MEDEIROS/HOSIER/ARCHACKI/HIGMAN

NOES: NONE

ABSENT: BOUCHER

Motioned to adjourn at 3:29 PM by Director Archacki

Adjournment

Time: 3:29 PM

SIGNED: Margaret Medeiros
Margaret Medeiros, President

ATTESTED TO: Olivia Mann
Olivia Mann, Board Secretary