

**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

DECEMBER 19, 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 √ 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. Kurt Jensen, 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- Unavailable
- c. Water Plant Lead Operator
- d. Wastewater Plant Chief Operator
- e. General Manager

2. Financial Reports for review and approval

- a. November 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 11-21-19
- b. Minutes of Special Meeting 11-26-19

4. Bills

- a. MC Engineering invoice number 1867, dated 12/5/19, in the amount of \$26,366.33 for the Waste Water Infrastructure Improvements Project
- b. MC Engineering invoice number 1868, dated 12/5/19, in the amount of \$22,038.80 for the USDA Meters and Water Tank PER (USDA application for water projects)
- c. T & S Construction invoice number 7, dated 11/27/19, in the amount of \$428,972.50 for Phase 3 of the Wastewater Infrastructure Improvements

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

5. Agenda (Old Business)

- a. Discussion and consideration of approving purchasing contract for the new 2019 Vac-Con truck

Action Taken: Motion to approve purchasing contract for the 2019 Vac-Con trucks
HOSIER/HIGMAN M/S/C
AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI/HIGMAN
NOES: NONE
ABSENT: NONE

6. Agenda (New Business)

- a. Discussion and consideration to surplus the 1994 Vac-Con truck, VIN # 1FDYR82E9RVA38144

Action Taken: Motion to approve the surplus of the 1994 Vac-Con truck
HIGMAN/ARCHACKI M/S/C
AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI/HIGMAN
NOES: NONE
ABSENT: NONE

- b. Discussion and update of vehicle hit and run accident at the Water Treatment Plant on 12/8/19

Action Taken: NO ACTION

- c. Discussion and consideration of replacing the totaled Toyota with a 2018 Ram 1500 not to exceed \$30,768.00 (insurance payment will help off-set cost)

Action Taken: Motion to approve agenda items C & D collectively not to exceed \$65,000 to be withdrawn from the LAIF account
BOUCHER/HIGMAN M/S/C
AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI/HIGMAN
NOES: NONE
ABSENT: NONE

- d. Discussion and consideration of replacing the totaled Ford 150 with a 2017 Ram 1500 SLT not to exceed \$25,000 (insurance payment will help off-set cost)

Action Taken: Motion to approve agenda items C & D collectively not to exceed \$65,000 to be withdrawn from the LAIF account
BOUCHER/HIGMAN M/S/C
AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI/HIGMAN
NOES: NONE
ABSENT: NONE

- e. Discussion and consideration of Arrow Fencing proposal in the amount of \$17,000.00 to replace the damaged fence from the hit and run accident and to finish the fence and gate at opposite end of plant yard.

Action Taken: Motion to approve Arrow Fencing proposal in the amount of \$17,000 to be withdrawn from the LAIF account
ARCHACKI/BOUCHER M/S/C
AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI/HIGMAN
NOES: NONE
ABSENT: NONE

- f. Discussion and consideration of continuing to allow the LAIF account to serve as a bridge between the payments of the Waste Water Infrastructure Improvement invoices and until the District receives reimbursement checks from State, this can take eight to twelve weeks

Action Taken: NO ACTION

- g. Discussion and approval of the new organizational chart

Action Taken: NO ACTION

- h. Discussion and acknowledgement of award from JPIA regarding Presidents Special Recognition

Action Taken: NO ACTION

- i. Discussion and nominations and elections of Board President and Vice President

Action Taken: Motion to nominate Margaret Medeiros as President and Stanley Archacki as Vice President
BOUCHER/HIGMAN M/S/C
AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI/HIGMAN
NOES: NONE
ABSENT: NONE

Motioned to adjourn at 3:04 PM by Director Hosier

Adjournment

Time: 3:04 PM

SIGNED: 
Margaret Medeiros, President

ATTESTED TO: 
Olivia Mann, Board Secretary