

**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 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

√ 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. November 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 11-15-18

4. Bills

- a. MC Engineering Invoice No. 1686, dated 12/05/18, in the amount of \$15,129.66 for the Sewer Infrastructure and Design
- b. MC Engineering Invoice No. 1689, dated 12/05/18, in the amount of \$11,107.55 for the USDA Project

Action Taken: Motion to approve consent items

ARCHACKI/BOUCHER

AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI/HIGMAN

NOES: NONE

ABSENT:

Agenda (Old Business)

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

Action Taken: No Action

5. Agenda (New Business)

- a. Discussion and consideration of opening two additional bank accounts for Paradise Cove, one for escrow and the other for their CRP

Action Taken: Motion to open two additional bank accounts for Paradise Cove escrow and CRP

HIGMAN/ARCHACKI

AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI/HIGMAN

NOES: NONE

ABSENT: NONE

- b. Discussion and consideration of implementing an elevation rate

Action Taken: No Action

- c. Discussion and consideration of purchasing Pro-Pac 9890 Polymer Coagulant/ Filter Aid from NTU Technologies in the amount of \$8,279.04

Action Taken: Motion to approve purchase of Pro-Pac 9890 from NTU Technologies in the amount of \$8,279.04

HOSIER/BOUCHER

AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI/HIGMAN

NOES: NONE

ABSENT: NONE

- d. Discussion and consideration of purchasing two (2) flow meters for Filters #2 and #3 from Telstar Instruments in the amount of \$9,793.66

Action Taken: Motion to approve purchase of two (2) flow meters for Filters #2 & #3 from Telstar Instruments in the amount of \$9,793.66

HOSIER/BOUCHER

AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI/HIGMAN

NOES: NONE

ABSENT: NONE

d. Discussion and consideration of mobile home park billing tier allotments

Action Taken: No Action

e. Discussion and consideration of Resolution 18-13 to amend the Employee Handbook

Action Taken: Motion to approve Resolution 18-13 to amend the Employee Handbook

HOSIER/BOUCHER

AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI/HIGMAN

NOES: NONE

ABSENT: NONE

f. Discussion and consideration of Policy Pertaining to Restoration of Services (For Delinquent Accounts)

Action Taken: Motion to add policy pertaining to restoration of services as Page 4 of Delinquent Account Policy to have one policy pertaining to Delinquent Accounts

BOUCHER/ HIGMAN

AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI/HIGMAN

NOES: NONE

ABSENT: NONE

g. Discussion and consideration of Resolution 18-14 adopting a policy for installment payments for delinquent accounts

Action Taken: Motion to approve Resolution 18-14 adopting a policy for Delinquent Accounts

BOUCHER/ARCHACKI

AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI/HIGMAN

NOES: NONE

ABSENT: NONE

h. Discussion and consideration of nominations and elections of Board President and Vice President

Action Taken: Director Hosier nominated Director Medeiros for Board President and Director Archacki nominated Directed Karl Hosier for Vice President, no other nominations were made. Motion was to made to accept nominations

Closed Session

Time: 4:49 Pm

a. Personnel Appointment: General Manager

b. Anticipated Litigation: One Case

Open Session

Time: 5:22 Pm

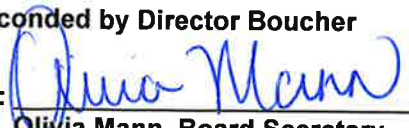
Action Taken in Closed Session: The board voted unanimously to appoint Dianna Mann as the permanent General Manager effective immediately. The board also discussed one case of potential litigation, no other items were discussed.

Adjournment

Time: 5:23 Pm

Motioned to adjourn at 5:23 p.m. by Vice President Hosier, seconded by Director Boucher

**SIGNED: 
Margaret Medeiros, Board President**

**ATTESTED TO: 
Olivia Mann, Board Secretary**