

**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

MAY 16, 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 plant operators

√ Mr. Francisco Castro – Wastewater √ Mr. Daniel Larson – Water
√ Mr. Jeremy Backus – Distribution/Coll., Arrived at 2:23 PM

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 (Unavailable)
- c. Water Plant Chief Operator
- d. Wastewater Plant Chief Operator
- e. General Manager

2. Financial Reports for review and approval

- a. April 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 04-18-19

4. Bills

- a. MC Engineering invoice number 1763, dated 5/2/19, in the amount of \$13,502.50 for the USDA Meters and Water Tank PER
- b. MC Engineering invoice number 1764, dated 5/2/19, in the amount of \$11,325.76 for the Sewer Infrastructure and Design

Action Taken: Motion to approve the consent items with changes to the Minutes of Regular meeting 4-18-19

ARCHACKI/BOUCHER M/S/C

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

6. Agenda (New Business)

- a. Discussion and consideration of approving one additional operator position for the Waste Water Treatment Plant

Action Taken: NO ACTION

- b. Discussion and consideration of designating the LAIF account as the account to show USDA that the District has a one year reserve for the annual USDA payment per USDA requirements

Action Taken: Motion to designate the LAIF account as the account to show USDA that the District has a one year reserve for the annual USDA payment per USDA requirements

HIGMAN/BOUCHER M/S/C

AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI/HIGMAN

NOES: NONE

ABSENT: NONE

- c. Discussion and consideration of sending Dianna and Olivia to annual Board Secretary training for the second year, this training will include advanced topics, see attached

Action Taken: Motion to send Dianna and Olivia to the 2019 Annual Board Secretary Training

HOSIER/ARCHACKI M/S/C

AYES: HOSIER/BOUCHER/ARCHACKI/HIGMAN

NOES: NONE

ABSENT: NONE

- d. Discussion and review of the 218 progress

Action Taken: NO ACTION

- e. Discussion and consideration of accepting the completed USDA Waste Water Treatment Plant Project

Action Taken: NO ACTION

- f. Discussion and consideration of the emergency water service line repair at Garden Court and Hwy. 20

Action Taken: NO ACTION

- g. Discussion and consideration of Resolution No. 19-03 establishing a restricted checking account for reserves

Action Taken: Motion to approve Resolution 19-03 establishing a restricted checking account at West America Bank for reserves

**HOSIER/ARCHACKI M/S/C
AYES: HOSIER/BOUCHER/ARCHACKI/HIGMAN
NOES: NONE
ABSENT: NONE**

- h. Discussion and consideration of a selling price for the property at 12586 Foothill Blvd.

Action Taken: Motion to sell 12586 Foothill Boulevard, APN # 035-152-43 for \$500.00 plus closing costs

**BOUCHER/ARCHACKI M/S/C
AYES: HOSIER/BOUCHER/ARCHACKI/HIGMAN
NOES: NONE
ABSENT: NONE**

Adjournment

Time: 3:25 PM

Motioned to adjourn at 3:25 PM by Director Hosier

**SIGNED: Margaret Medeiros
Margaret Medeiros, President**

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