

**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 18, 2017

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 – 4:04 p.m.

Pledge of Allegiance

Roll Call

√ Mrs. Margaret Medeiros, President √ Mr. Karl Hosier, Vice President √ Mrs. Judy Heeszal, Director
√ Mr. Samuel Boucher √ Mr. Stanley Archacki

√ Mr. Alan Gardner – General Manager √ Mr. Jason Mitchell – Operations Manager
√ Mrs. Dianna Mann - Secretary to the Board, attended by speaker phone

Scott Nave, Counsel to the Board, phone network not available, unable to connect

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. Administration/Grants
- c. Water Plant Chief Operator
- d. Wastewater Plant Interim Chief Operator
- e. Operations Manager
- f. General Manager

2. Financial Reports for review and approval

- a. April 2017 QB balance sheet and profit & loss statements
- b. Bank account balances and accounts receivable and check register
- 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 04-20-17

4. Bills

- a. **MC Engineering** Invoice No. 1491, dated 5/1/17, in the amount of \$21,741.43, for the USDA Wastewater pre-design, design phase
- b. **MC Engineering** Invoice No. 1489, dated 5/1/17 in the amount \$8,088.11, for the Reclamation Study
- c. **MC Engineering** Invoice No. 1492, dated 5/1/17, in the amount of \$7,602.50, for the revision of the Inflow and Infiltration grant to include the forcemain from LS 7 to sewer plant
HD Excavating
- d. Invoice number 691, dated 4/20/17, in the amount of \$35,142.71, for flood, potholing, and main break
MendoLake Staffing (The Works)
- e. Invoice number 1350, dated 4/27/17, in the amount of \$6,230.58 for temp help for LS 7
Sunbelt Rental
- f. Invoice number 66843606-001, dated 3/7/17, in the amount of \$13,659.50 for rental equipment during flood (trash pumps)
- g. Invoice number 66843606-005, dated 4/3/17, in the amount of \$7,053.86 for rental equipment due to flood
- h. Invoice number 66843606-006, dated /1/17, in the amount of \$7,056.01 for rental equipment

Action Taken: Motion to accept consent items

**BOUCHER/ARCHACKI M/S/C
MOTION PASSED UNANAMOUSLY**

5. Agenda (Old Business)

- a. Discussion, update and consideration of MC Engineering grant status reports and USDA progress

Action Taken: No Action

- b. Discussion and update of CSA 16 Annexation progress

Action Taken: Motion to approve letter to Yolo with corrections

**BOUCHER/HOSIER M/S/C
MOTION PASSED UNANAMOUSLY**

- c. Discussion and update of sidewalk project

Action Taken: No Action

- d. Discussion and update of Storm damage to District

Action Taken: No Action

6. Agenda (New Business)

- a. Discussion and consideration of Resolution 17-06, Capital Expansion Fees

Action Taken: Motion to approve Resolution 17-06

**HEESZEL/BOUCHER M/S/C
MOTION PASSED UNANAMOUSLY**

- b. Discussion and consideration of Resolution 17-07, Pre-design and design of I & I Const

**Action Taken: Motion to approve Resolution 17-07
HOSIER/HEESZEL M/S/C
MOTION PASSED UNANAMOUSLY**

- c. Discussion and consideration of 2017-2018 Budget

Action Taken: No Action

- d. Update and discussion of editing board packet

**Action Taken: Motion to eliminate payroll breakdown report and check register
HEESZEL/BOUCHER M/S/C
MOTION PASSED UNANAMOUSLY**

- e. Discussion and consideration of purchasing 800 gallons of Zinc Orthophosphate for corrosion control in Distribution System for the amount of \$10,309.68

**Action Taken: Motion to purchase 800 gallons of Zinc Orthophosphate
HEESZEL/BOUCHER M/S/C
MOTION PASSED UNANAMOUSLY**

Closed Session: Closed Session Cancelled

- a. Existing litigation: Eric Luna vs. CLOCWD
- b. Anticipated litigation:
 - 1. One case
 - 2. Magen Estep vs. CLOCWD
 - 3. Pamela Parker vs. CLOCWD

Director Heeszal motioned to adjourn at 6:05, seconded by Director Hosier

SIGNED: Karl P. Honin V.P. for
Margaret Medeiros, Board President

ATTESTED TO: Dianna Mann
Dianna Mann, Board Secretary