

**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

June 15, 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 – 4:00 p.m.

Pledge of Allegiance

Roll Call

Mrs. Margaret Medeiros, President, ABSENT ✓ 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

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

2. Financial Reports for review and approval

- a. May 2017 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 05-18-17
- b. Minutes of Special Meeting 06-07-17

4. Bills

- a. **MC Engineering** Invoice No. 1503, dated 5/31/17, in the amount of \$30,245.61, for the USDA Wastewater pre-design, design phase, and construction bidding
- b. **MC Engineering** Invoice No. 1501, dated 5/31/17 in the amount \$9,362.50, for the Reclamation Study
- c. **MC Engineering** Invoice No. 1500, dated 5/31/17, in the amount of \$11,335.00, for the New Force Main Pre-design
- d. **MC Engineering** Invoice No 1499, dated 5/31/17, in the amount of \$10,088.55, for the Analytical Environmental Services for the Inflow and Infiltration grant to include the forcemain form LS 7 to sewer plant
- e. **SUNBELT** Invoice No. 66843606-007, dated 5/29/17, in the amount of \$7,056.01 for rental equipment at LS 7

Action Taken: (13:21) Motion to accept consent items

HEESZEL/BOUCHER M/S/C

EYES: HOSIER/HEESZEL/BOUCHER/ARCHACKI

ABSENT: MEDERIOS

5. Agenda (Old Business)

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

Action Taken: (19:00) Motion to allow General Manager, Alan Gardner, to sign letter to KG Walters to withdraw bid for USDA WWTP Project.

HEESZEL/ARCHACKI M/S/C

EYES: HOSIER/HEESZEL/BOUCHER/ARCHACKI

ABSENT: MEDERIOS

- b. Discussion and update of CSA 16 Annexation progress

Action Taken: No Action

- c. Discussion and update of sidewalk project

Action Taken: No Action

- d. Discussion and approval of 2017-2018 Budget

Action Taken: (56:54) Motion to approve 2017-2018 Budget

ARCHACKI/HEESZEL M/S/C

EYES: HOSIER/HEESZEL/BOUCHER/ARCHACKI

ABSENT: MEDERIOS

6. Agenda (New Business)

- a. Discussion and update of Notice of Violation

Action Taken: No Action

- b. Discussion and consideration of General Manager's annual evaluation

Action Taken: Motion to increase General Manager's annual salary to \$92,000
HEESZEL/BOUCHER M/S/C
EYES: HOSIER/HEESZEL/BOUCHER/ARCHACKI
ABSENT: MEDERIOS

- c. Discussion and consideration of Policy Pertaining to a NSF Check Submitted to Prevent A Delinquent Shut Off

Action Taken: (1:21:30) Motion to accept as corrected
HEESZEL/ARCHACKI M/S/C
EYES: HOSIER/HEESZEL/BOUCHER/ARCHACKI
ABSENT: MEDERIOS

- d. Discussion and consideration of General Manager cashing 102 hours of PTO

Action Taken: Motion to approve
HEESZEL/BOUCHER M/S/C
EYES: HOSIER/HEESZEL/BOUCHER/ARCHACKI
ABSENT: MEDERIOS

- e. Discussion and consideration of Senate Bill No. 415, Voter Participation

Action Taken: Board directed Board Secretary to work with Legal to write Resolution and required documents to comply with Senate Bill No. 415

Closed Session Time: 5:29

- a. Existing litigation: Eric Luna vs. CLOCWD
- b. Anticipated litigation:
 - 1. One case

Open Session Time: 5:34

Action Taken in Closed Session: Board did not discuss Luna's case, Board did discuss one other case, there were no further discussion.

Motion by Director Heeszal to adjourn at 5:35 p.m.

SIGNED: 
Margaret Medeiros, Board President

ATTESTED TO: 
Dianna Mann, Board Secretary