

**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

**July 20, 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    √ Mr. Karl Hosier, Vice President    √ Mrs. Judy Heeszel, 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, was excused for this meeting

**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 (not available)
- d. Wastewater Plant Interim Chief Operator
- e. Operations Manager
- f. General Manager

**2. Financial Reports for review and approval**

- a. June 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, Storm 2017

**3. Minutes of previous meeting for review and approval**

- a. Minutes of Regular Meeting 06-15-17
- b. Minutes of Special Meeting 06-27-17
- c. Minutes of Special Meeting 06-28-17
- d. Minutes of Special Meeting 07-11-17

**4. Bills**

- a. **MC Engineering** Invoice No. 1514, dated 6/30/17, in the amount of \$9,824.59 for the Forcemain Inflow and Infiltration grant assistance and environmental
- b. **MC Engineering** Invoice No. 1516, dated 6/30/17 in the amount \$30,820.05, for the Forcemain Pre-design
- c. **MC Engineering** Invoice No. 1517, dated 6/30/17, in the amount of \$25,619.75 for the Reclamation Study
- d. **SUNBELT** Invoice No. 66843606-0008, dated 6/26/17, in the amount of \$7,056.01 for rental equipment at LS 7

**Action Taken: Motion to discontinue Revenue Totals Report**

**HOSIER/BOUCHER M/S/C**

**MOTION PASSED UNANIMOUSLY**

**Motion to accept consent items**

**HOSIER/ARCHACKI M/S/C**

**MOTION PASSED UNANIMOUSLY**

**5. Agenda (Old Business)**

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

**Action Taken: No Action**

- b. Discussion and update of CSA 16 Annexation progress

**Action Taken: No Action**

- c. Discussion and update of sidewalk project

**Action Taken: No Action**

**6. Agenda (New Business)**

- a. Discussion and consideration purchasing 4,475 gallons of Primary Coagulant from NTU Technologies for a total of \$19,000.00

**Action Taken: Motion to purchase Coagulant**

**ARCHACKI/BOUCHER M/S/C**

**MOTION PASSED UNANIMOUSLY**

- b. Discussion and consideration of Engagement Letter from Pehling & Pehling, CPAs for fiscal year end audit 2017, including invoice number 770 in the amount of \$3,614.00 for 50% down payment

**Action Taken: (44:46) Motion to over-turn motion made in June of 2016 Regular Board meeting regarding three bids, and approve the Engagement Letter from Pehling & Pehling**

**HOSIER/HEESZEL M/S/C**

**MOTION PASSED UNANIMOUSLY**

- c. Discussion and consideration of consideration of Resolution 17-08, Approving the Sewer System Management Plan

**Action Taken: Motion to approve Resolution 17-08, with changes to the SSMP**

**HOSIER/ARCHACKI M/S/C**

**MOTION PASSED UNANIMOUSLY**

- d. Discussion and consideration of Resolution 17-20, Election Consolidation

**Action Taken: Motion to approve Resolution 17-20**  
**HEESZEL/HOSIER M/S/S**  
**MOTION PASSED UNANIMOUSLY**

- e. Discussion and consideration of Resolution 17-21, Requesting the Lake County Board of Supervisors to authorize consolidation of the District's Election with the Statewide General Election

**Action Taken: Motion to approve Resolution 17-21**  
**BOUCHER/ARCHACKI M/S/C**  
**MOTION PASSED UNANIMOUSLY**

- f. Discussion and consideration of Resolution 17-22, Approving the Revised Water Infrastructure Rehabilitation Project(s), and adoption of a Mitigated Negative Declaration

**Action Taken: Motion to approve Resolution 17-22**  
**HOSIER/BOUCHER M/S/C**  
**MOTION PASSED UNANIMOUSLY**

- g. Discussion and consideration of Consumer Claim for 13116 Venus Village

**Action Taken: Motion to deny claim, however, offer a payment, and check with insurance**  
**HOSIER/ARCHACKI M/S/C**  
**MOTION PASSED UNANIMOUSLY**

- h. Discussion and consideration of demo and clean up of 2 story

**Action Taken: Motion to proceed with demo**  
**HEESZEL/BOUCHER M/S/S**  
**MOTION PASSED UNANIMOUSLY**

- i. Discussion and consideration of surplus of approx. 500 feet of 4" C900 Class 150 pipe

**Action Taken: Motion to approve sell of pipe for 1.50 ft.**  
**ARCHACKI/BOUCHER M/S/C**  
**MOTION PASSED UNANIMOUSLY**

**Closed Session Time: 6:21 p.m.**

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

**Open Session Time: 6:34 p.m.**

**Action Taken in Closed Session: Board did discuss the claim submitted by Magen Estep and upon motion by Director Hosier and seconded by Director Boucher, the Board voted unanimously to reject that claim. No other items were discussed**

**Motion was made by Director Hosier and seconded by Director Boucher to adjourn at 6:34 p.m.**

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

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