

**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

August 17, 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 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
- f. General Manager

2. Financial Reports for review and approval

- a. July 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 07-20-17
- b. Minutes of Emergency Meeting 08-09-17

4. Bills

- a. **MC Engineering** Invoice No. 1530, dated 7/31/17, in the amount of \$13,495.32 for the Forcemain Pre-design
- b. **MC Engineering** Invoice No.1531, dated 7/31/17 in the amount \$8,655.66, for the Reclamation Study
- c. **MC Engineering** Invoice No.1533, dated 7/31/17, in the amount of \$19,127.62, for the USDA WWTP Construction Project
- d. **SUNBELT Final** Invoice No. 66843606-0009, dated 7/24/17, in the amount of \$7,056.01 for rental equipment at LS 7

**Action Taken: Motion to accept consent items with changes.
HOSIER/ARCAKI M/S/C
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. Update on two (2) new Chlorine Pumps for Water Plant

Action Taken: No Action

- b. Discussion and consideration of the possibility of the Water Plant advancing to a T-4 status

Action Taken: No Action

Closed Session

Time: 5:25 p.m.

- a. Existing litigation: Luna vs. CLOCWD
- b. Existing litigation: Estep vs. CLOCWD
- c. Existing litigation: Parker vs. CLOCWD
- d. General Manager Personnel Evaluation
- e. Anticipated litigation:
 - 1. Two Cases

Open Session

Time: 6:36 p.m.

Action Taken in Closed Session: Board appointed an Ad Hoc committee of Karl Hosier and Sam Boucher to investigate billing for multi-family units and mobile home parks. Luna case was not discussed, Board did discuss information regarding Estep potential litigation, the Board rejected the complaint submitted by Parker, the Board performed evaluation on General Manager, Board discussed one case of potential litigation, no other matters were discussed.

Adjournment

Time: 6:39 p.m.

SIGNED: Margaret Medeiros
Margaret Medeiros, Board President

ATTESTED TO: Dianna Mann
Dianna Mann, Board Secretary