

**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

September 21, 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, EXCUSED ABSENCE
√ 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. August 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 08-17-17
- b. Minutes of Special Meeting 08-17-17

4. Bills

- a. **MC Engineering** Invoice No. 1546, dated 8/31/17, in the amount of \$9,464.07 for the Forced Main Environmental
- b. **MC Engineering** Invoice No.1548, dated 8/31/17 in the amount \$18,877.98, for the Forced Main Pre-Design
- c. **MC Engineering** Invoice No.1549, dated 8/31/17, in the amount of \$7,029.93, for the Reclamation Study
- d. **MC Engineering** Invoice No. 1550, dated 8/31/17, in the amount of \$16,730.11 for USDA Construction Project

**Action Taken: Motion to accept consent items
BOUCHER/ARCHACKI M/S/C
MOTION PASSED UNANIMISOULY**

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 – See GM Board Letter

Action Taken: No Action – GM was asked to notify Board members and CSA members of future meetings with Special Districts

- c. Discussion and update of sidewalk project – See GM Board Letter

Action Taken: No Action

6. Agenda (New Business)

- a. Discussion and consideration to approve Director Boucher and Director Archacki as check signers for the District

**Action Taken: Motion to approve Directors Boucher and Archacki as check signers on all District bank accounts
HEESZEL/HOSIER M/S/C
MOTION PASSED UNANIMISOULY**

- b. Discussion and consideration of approving agreement with MC Engineering for the Design and Construction phase for the installation of the Forced Main in the amount of \$167,461.30

**Action Taken: Motion to approve as amended with new total contract amount of \$165,097.10
HEESZEL/BOUCHER
MOTION PASSED UNANIMISOULY**

- c. Discussion and consideration of approving Quotation from Air Technology West for 10hp compressor to run portions of water plant for \$8,064.75 and permission to surplus the old compressor

**Action Taken: Motion to approve purchase of compressor and surplus the old compressor
HOSIER/ARCHACKI
MOTION PASSED UNANIMISOULY**

- d. Discussion and consideration of billing procedures for Mobil Home Parks in the District

Action Taken: No Action

Closed Session **Time: 5:14 p.m.**

- a. Existing litigation: Estep vs. CLOCWD
- b. Existing litigation: Parker vs. CLOCWD
- c. Anticipated litigation:
 - 1. Two cases

Open Session **Time: 6:14 p.m.**

Action Taken in Closed Session: In closed session the Board discussed two (2) cases of potential litigation. No other cases were discussed

Adjournment **Time: 6:14 p.m.**

SIGNED: 
Karl Hosier, Board Vice President

ATTESTED TO: 
Dianna Mann, Board Secretary