

**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

**October 19, 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 – 4:03 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 (unavailable)
- d. Wastewater Plant Interim Chief Operator
- e. Operations Manager
- f. General Manager

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

- a. September 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 Vendor Spreadsheet

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

- a. Minutes of Regular Meeting 09-21-17
- b. Minutes of Special Meeting 10-04-17

4. **Bills**

- a. **MC Engineering** Invoice No.1561 dated 9/30/17, in the amount \$29,283.64, for the Forced Main Design and Construction
- b. **MC Engineering** Invoice No. 1562, dated 9/30/17, in the amount of \$7,518.75, for the Reclamation Study
- c. **MC Engineering** Invoice No. 1563, dated 9/30/17, in the amount of \$33,455.63 for USDA Construction Project

**Action Taken: Motion to approve consent items**

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

5. **Agenda (Old Business)**

- a. Discussion and update of CSA 16 Annexation progress – See GM Board Letter

**Action Taken: No Action**

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

**Action Taken: No Action**

6. **Agenda (New Business)**

- a. Discussion and approval of purchased used 25K portable generator for \$12,000, this generator replaces the 25K generator that critically failed at Lift Station 12 during Sulphur Fire emergency

**Action Taken: Motion to approve purchase of 25K portable generator**

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

- b. Discussion and consideration of Resolution 17-27, Governing Body Elections from Odd-Numbered years to Even-Numbered years. This Resolution replaces Resolution 17-21

**Action Taken: Motion to pass Resolution 17-27**

**HOSIER/ARCHACKI M/S/C  
MOTION PASSED UNANIMOUSLY**

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

**Action Taken: No Action**

**Closed Session**                      **Time: 4:40**

**Open Session**                        **Time: 4:43**

**Motion to add real property negotiations to closed session  
HOSIER/ARCHACKI  
MOTION PASSED UNANIMOUSLY**

**Closed Session**                      **Time: 4:43**

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

**Open Session**                        **Time: 5:47**

**Action Taken in Closed Session: In closed session, the Board discussed two matters of existing litigation and two matters of potential litigation. No action was taken in closed session**

**Adjournment**                        **Time: 5:47**

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

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