

**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

November 16, 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, Director √ Mr. Stanley Archacki, Director

√ 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. October 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 Special Meeting 10-16-17
- b. Minutes of Regular Meeting 10-19-17
- c. Minutes of Special Meeting 11-06-17

4. Bills

- a. MC Engineering Invoice No. 1571, dated 10/31/17, in the amount of \$25,211.97 for the Forced Main Design and Construction
- b. MC Engineering Invoice No. 1574, dated 10/31/17, in the amount of \$27,679.39 for the USDA Project
- c. NTU Technologies, Inc. Invoice No. 10074, dated 11/1/17, in the amount of \$8,535.40 for approx. 900 gallons of Pro Pac for water plant

Action Taken: Motion to accept consent items

BOUCHER/ARCHACKI M/S/C

MOTION PASSED UNANIMOUSLY

5. Agenda (Old Business)

- a. Discussion and update of CSA 16 Annexation progress

Action Taken: No Action

- b. Discussion and update of sidewalk project

Action Taken: No Action

- c. Discussion and update of Mobile Home / RV parks billing procedures

Action Taken: Motion to accept committee report

ARCHACKI/BOUCHER M/S/C

MOTION PASSED UNANIMOUSLY

6. Agenda (New Business)

- a. Discussion and consideration of maintenance of fire hydrants

Action Taken: No Action

- b. Discussion and consideration of General Manager cashing out 100 PTO hours

Action Taken: Motion to approve PTO cash out

HOSIER/ARCHACKI M/S/C

MOTION PASSED UNANIMOUSLY

- c. Discussion and consideration of building a loading/unloading ramp and parking lot to accommodate wastewater facilities during USDA improvement project not to exceed \$34,000

Action Taken: Motion to approve

HEESZEL/HOSIER M/S/C

MOTION PASSED UNANIMOUSLY

Discussion and consideration of Resolution 17-29, Clarifying Ordinance 81

Action Taken: Motion to approve Resolution 17-29 with changes

HOSIER/HEESZEL

MOTION PASSED UNANIMOUSLY

Closed Session

Time: 4:51 p.m.

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

Open Session

Time: 5:21 p.m.

Action Taken in Closed Session: Estep and Parker cases were not discussed. Board discussed one case of potential litigation, no other items were discussed.

Director Heeszel motioned to adjourn, seconded by Director Archacki at 5:22 p.m.

SIGNED: Margaret Medeiros
Margaret Medeiros, Board President

ATTESTED TO: Dianna Mann
Dianna Mann, Board Secretary