

**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

January 18, 2018

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
□ Mr. Samuel Boucher, Director, ABSENT √ 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, Judith Heeszal's resignation effective January 15, 2018 was discussed and accepted by the board, and direction was giving to post for vacancy

2. Financial Reports for review and approval

- a. December 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 12-21-17
- b. Minutes of Special Meeting 01-09-18

4. Bills

- a. MC Engineering Invoice No. 1591, dated 12/31/17, in the amount of \$19,104.35 for the Forced Main Design and Construction
- b. MC Engineering Invoice No. 1592, dated 12/31/17, in the amount of \$17,242.91 for the Reclamation Study
- c. MC Engineering Invoice No. 1593, dated 12/31/17, in the amount of \$11,838.31 for the USDA Project
- d. T & S Construction Invoice No. 2, dated 12/14/17, in the amount of \$132,422.18.78 for Lift Station 7 Forced Main.

Action Taken: Motion to approve consent items

HOSIER/ARCHACKI M/S/C

AYES: MEDEIROS/HOSIER/ARCHACKI

NOES: NONE

ABSENT: BOUCHER

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: Motion to approve up to \$18K out of Water CRP to perform plumbing exploration

HOSIER/ARCHACKI M/S/C

AYES: MEDEIROS/HOSIER/ARCHACKI

NOES: NONE

ABSENT: BOUCHER

6. Agenda (New Business)

- a. Discussion and consideration of appointing a CSA 16 committee

Action Taken: Board President appointed an Ad Hoc committee of Vice President Hosier, Director Boucher, and two members from CSA 16. The two names and contact information from CSA 16 will be provided to the District at a later date

- b. Discussion and consideration of appointing a 2018-2019 budget committee

Action Taken: Board President appointed an Ad Hoc committee of Vice President Hosier and Director Archacki

- c. Discussion and consideration of appointing a Reclamation committee

Action Taken: Board President appointed an Ad Hoc committee of Director Archacki

- d. Discussion and consideration of purchasing approx. 50,000 lbs. of Pro Pac 9800 (coagulant) from NTU Technologies in the amount of \$20,000

Action Taken: Motion to approve purchase of 50,000 lbs. of Pro Pac 9800 from NTU for the \$20,000

**ARCHACKI/HOSIER M/S/C
AYES: MEDEIROS/HOSIER/ARCHACKI
NOES: NONE
ABSENT: BOUCHER**

- e. Discussion and consideration approving contract with MC Engineering for Design and Construction for Hwy 20 Waterline Replacement Project

Action Taken: Motion to approve as amended

**ARCHACKI/HOSIER M/S/C
AYES: MEDEIROS/HOSIER/ARCHACKI
NOES: NONE
ABSENT: BOUCHER**

- f. Discussion and consideration approving contract with MC Engineering for Design and Construction for Sewer Infrastructure Project (WW Rehabilitation Project)

Action Taken: Motion to approve as amended

**HOSIER/ARCHACKI M/S/C
AYES: MEDEIROS/HOSIER/ARCHACKI
NOES: NONE
ABSENT: BOUCHER**

- g. Discussion and consideration of allowing front office to roll telephone lines at 3:30

Action Taken: No action, it is at the discretion of the General Manager

Closed Session Time: 5:31 p.m.

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

Open Session Time: 5:44 p.m.

Action Taken in Closed Session: In closed session the Board did not discuss Estep or Parker matters, however, the Board did discuss two other cases of potential litigation, no other items were discussed, no action was taken

Motioned to adjourn at 5:44 p.m. by Vice President Hosier, seconded by Director Archacki

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

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