

**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

December 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, 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, was not available for this meeting

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 (unavailable)
 - e. Operations Manager
 - f. General Manager
2. **Financial Reports for review and approval**
 - a. November 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 11-16-17

4. **Bills**

- a. MC Engineering Invoice No.1580, dated 11/30/17, in the amount of \$27,978.78 for the Forced Main Design and Construction
b. MC Engineering Invoice No.1583, dated 11/28/17, in the amount of \$19,722.70 for the USDA Project
c. T & S Construction Invoice No. 1, dated 11/21/17, in the amount of \$328,669.78 for Lift Station 7 Forced Main.
d. NTU Technologies, Inc. Invoice No. 10074, dated 11/1/17, in the amount of \$8,534.40 for approx. 900 gallons of Pro Pac 9890
e. Telstar Invoice No. 92443, dated 11/30/17, in the amount of \$5,540.00, for 6" Wafer Mag Meter

Action Taken: Motion to accept consent items as corrected

HEESZEL/ARCHACKI M/S/C

AYES: MEDEIROS/HOSIER/HEESZEL/ARCHACKI

NOES: NONE

ABSENT: BOUCHER

5. **Agenda (Old Business)**

- a. Discussion and update of CSA 16 Annexation progress

Action Taken: Board directed General Manager to review current contract and make necessary amendments, and to be sure to add clause if in-sufficient funds are deposited into escrow for projected costs then Special Districts will have to deposit additional money into escrow account to cover all costs

- b. Discussion and update of sidewalk project

Action Taken: No Action

- c. Discussion and consideration of increasing General Manager's spending limit \$7,500, and Operations Manager's spending limit to \$5,000

Action Taken: Motion to increase General Manager's spending limit to \$8,000 and Operations Manager's spending limit to \$6,000

HOSIER/ARCHACKI M/S/C

AYES: MEDEIROS/HOSIER/HEESZEL/ARCHACKI

NOES: NONE

ABSENT: BOUCHER

6. **Agenda (New Business)**

7. Administer Oath of Office for newly elected Board of Directors for two year un-expired term

- a. Mary Margaret Medeiros
b. Judith Heeszal

8. Administer Oath of Office for newly elected Board of Director for a four year term

- a. Sam Boucher (took his oath on 12/14/17)
b. Stan Archacki

Action Taken: Oath was given to new board members

c. Discussion and consideration of nominations and elections of Board President and Vice President

Action Taken: Director Heeszal nominated Director Medeiros for Board President and Director Archacki nominated Directed Karl Hosier for Vice President, no other nominations were made. Motion was to made to accept nominations.

HEESZEL/ARCHACKI M/S/C

AYES: MEDEIROS/HOSIER/HEESZEL/ARCHACKI

NOES: NONE

ABSENT: BOUCHER

d. General Managers discussion on staff certification

Action Taken: No Action

e. Discussion and consideration of District's policy on Mobile Home Parks Sewer Forfeiture

Action Taken: Motion to accept policy on Mobile Home Parks Sewer Forfeiture

HOSIER/ARCHACKI M/S/C

AYES: MEDEIROS/HOSIER/HEESZEL/ARCHACKI

NOES: NONE

ABSENT: BOUCHER

f. Discussion and consideration of a temporary position (2 to 3 days per week) to pull all stumps out of ponds at sewer plant

Action Taken: Motion to approve temporary position using CRP Sewer account with a preferred option to rent a back hoe if employee can work full time

HOSIER/HEESZEL M/S/C

AYES: MEDEIROS/HOSIER/HEESZEL/ARCHACKI

NOES: NONE

ABSENT: BOUCHER

Closed Session

Time: 5:45 p.m.

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

Open Session

Time: 5:46 p.m.

Action Taken in Closed Session: The Board discussed one case of anticipated litigation, no action was taken, no other items were discussed.

Vice President Hosier motioned to adjourn seconded by Director Heeszal at 5:46 p.m.

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

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