

**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 16, 2021

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 – 2:00 p.m.

Pledge of Allegiance

Roll Call

- Mrs. Margaret Medeiros, President, **ABSENT** ✓ Mr. Stanley Archacki, Vice President
- ✓ Mr. Samuel Boucher, Director ✓ Mr. Michael Herman, Director ✓ Mr. James Burton, Director
- ✓ Mrs. Dianna Mann – General Manager ✓ Mrs. Olivia Mann – Board Secretary

- ✓ Mr. Francisco Castro, Wastewater ✓ Mr. Kurt Jensen, Water ✓ Mr. Jeremy Backus, Distribution

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

Staff Written Operational Reports

- a. Customer Service
- b. Chief Distribution Operator
- c. Water Plant Chief Operator
- d. Wastewater Plant Chief Operator
- e. General Manager

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. Financial Reports for review and approval

- a. August 2021, 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

2. Minutes of previous meeting for review and approval

- a. Minutes of Regular Meeting 08/19/2021

3. Bills

- a. MC Engineering invoice number 2095, dated 09/06/2021, in the amount of \$48,598.41 for the USDA Water Projects
- b. T & S Construction invoice number 4, dated 8/31/2021, in the amount of \$281,158.20 for the USDA Water Projects

Action Taken: Motion to approve the consent items

BURTON/HERMAN M/S/C

AYES: ARCHACKI/BOUCHER/HERMAN/BURTON

NOES: NONE

ABSENT: MEDEIROS

4. Agenda (Old Business)

- a. Discussion and approval of an additional \$400.10 for the purchase of the Administration vehicle

Action Taken: Motion to approve the additional \$400.10 for the Administrative Vehicle

BURTON/ARCHACKI M/S/C

AYES: ARCHACKI/BOUCHER/HERMAN/BURTON

NOES: NONE

ABSENT: MEDEIROS

5. Agenda (New Business)

- a. Discussion and consideration of Resolution 21-24, Approval and Authorization to Execute a Contract Between Leasing 2, Inc. and Clearlake Oaks County Water District

Action Taken: Motion to approve Resolution 21-24, Authorization to Execute a Contract Between Leasing 2, Inc. and Clearlake Oaks County Water District

BURTON/HERMAN M/S/C

AYES: ARCHACKI/BOUCHER/HERMAN/BURTON

NOES: NONE

ABSENT: MEDEIROS

- b. Discussion and consideration of Resolution 21-25, Authorizing Representative for the DWR grant

Action Taken: Motion to approve Resolution 21-25, Authorizing Representative for DWR Grant

HERMAN/ARCHACKI M/S/C

AYES: ARCHACKI/BOUCHER/HERMAN/BURTON

NOES: NONE

ABSENT: MEDEIROS

- c. Discussion and consideration of Resolution 21-26, Amending the Employee Handbook

Action Taken: Motion to approve Resolution 21-26, Amending the Employee Handbook

BURTON/ARCHACKI M/S/C

AYES: ARCHACKI/BOUCHER/HERMAN/BURTON

NOES: NONE

ABSENT: MEDEIROS

- d. Discussion and consideration of Resolution 21-27, Amending the “Policy Pertaining to Public Works” as it relates to emergencies

Action Taken: Motion to approve Resolution 21-27, Amending the “Policy Pertaining to Public Works” as it Relates to Emergencies

ARCHACKI/BOUCHER M/S/C
AYES: ARCHACKI/BOUCHER/HERMAN/BURTON
NOES: NONE
ABSENT: MEDEIROS

- e. Discussion and consideration of awarding T & S Construction the bid on the Emergency Intake Improvement Project not to exceed \$375,000.00

Action Taken: Motion to Award T & S Construction the Emergency Intake Improvement Project, not to Exceed \$375,000.00

HERMAN/BOUCHER M/S/C
AYES: ARCHACKI/BOUCHER/HERMAN/BURTON
NOES: NONE
ABSENT: MEDEIROS

- f. Discussion and consideration of approving \$25,000 out of the Water Reserves Account to cover District’s share of the Emergency Intake Improvement Project

Action Taken: Motion to Approve the District’s Share of \$25,000.00 to be deducted from the Water Reserves Account for the Emergency Intake Improvement Project

BURTON/HERMAN M/S/C
AYES: ARCHACKI/BOUCHER/HERMAN/BURTON
NOES: NONE
ABSENT: MEDEIROS

- g. Discussion and consideration of granting permission to apply for a loan up to \$500,000 with USDA for the Lift Station 1 Gravity Pipeline/Manholes Rehabilitation Project. Estimated annual payment would be \$15-\$20,000 for 40 years

Action Taken: Motion to Approve the Loan Application with USDA for the Lift Station 1 Gravity Pipeline & Manhole Rehabilitation Project, not to Exceed \$500,000.00

ARCHACKI/BURTON M/S/C
AYES: ARCHACKI/BOUCHER/HERMAN/BURTON
NOES: NONE
ABSENT: MEDEIROS

- h. Discussion and consideration of MC Engineering’s contract for the Emergency Intake Improvement Project

Action Taken: Motion to Approve MC Engineering’s Contract for the Emergency Intake Improvement Project

BURTON/BOUCHER M/S/C
AYES: ARCHACKI/BOUCHER/HERMAN/BURTON
NOES: NONE
ABSENT: MEDEIROS

- i. Discussion and consideration of MC Engineering's contract for the Lift Station 1 rehabilitation of four lift stations and exposed sewer pipe

Action Taken: Motion to Approve MC Engineering's Contract for the Lift Station 1 Rehabilitation of One Lift Station, Four Manholes and Exposed Sewer Pipe

ARCHACKI/BOUCHER M/S/C
AYES: ARCHACKI/BOUCHER/HERMAN/BURTON
NOES: NONE
ABSENT: MEDEIROS

- j. Discussion and consideration of approving CCTV and smoke testing for the four lift stations and exposed sewer lines just East of Lift Station 1 not to exceed \$12,000.

Action Taken: Motion to Approve CCTV and Smoke Testing of Lift Station 1, Four Manholes and Exposed Sewer Pipe, not to exceed \$12,000.00

HERMAN/ARCHACKI M/S/C
AYES: ARCHACKI/BOUCHER/HERMAN/BURTON
NOES: NONE
ABSENT: MEDEIROS

Adjournment

Time 2:56 PM

SIGNED:



Stanley Archacki, Vice President

ATTESTED TO:



Olivia Mann, Board Secretary