

CLEARLAKE OAKS COUNTY WATER DISTRICT

NOTICE OF A REGULAR MEETING OF THE BOARD OF DIRECTORS

Date: July 18, 2024

Time: 2:00 P.M.

*Clearlake Oaks County Water District - Administration Building
12952 E. Highway 20, Clearlake Oaks, CA 95423*

MINUTES

A. CALL TO ORDER

- Pledge of Allegiance
- Roll Call

√ Mr. Stanley Archacki, President √ Mr. Michael Herman, Vice President √ Mr. Samuel Boucher, Director
√ Mr. James Burton, Director √ Mr. William McHugh, Director √ Mrs. Dianna Mann – General Manager,
√ Mrs. Olivia Mann – Board Secretary, *VIA PHONE* √ Mr. Francisco Castro, Wastewater □ Mr. Kurt Jensen,
Water □ Mr. Jeremy Backus, Distribution – Kurt and Jeremy were excused due to a water leak on Island
Drive

B. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

The public may comment on items not on the agenda within the Board's jurisdiction. Speakers are limited to three (3) minutes each.

C. STAFF REPORTS

1. Administration
2. Chief Distribution Operator
3. Chief Water Plant Operator
4. Chief Wastewater Plant Operator
5. General Manager

D. CONSENT ITEMS

The Board will be asked to approve all Consent Items at one time without discussion. If any Director, staff, or interested person requests that an item be removed from the Consent Items, it will be considered under New Business.

1. **Financial Reports for review and approval**
 - a. June 2024 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 06/20/2024

3. **Bills**

- a. Southport Control Solutions, LLC Invoice number 240601, in the amount of \$10,734.97, dated 6/28/2024, for SCADA repair/updates for water, wastewater, and lift stations

Action Taken: Motion to approve consent items
HERMAN/BOUCHER M/S/C
AYES: UNANIMOUS

E. OLD BUSINESS

1. Discussion and consideration of Resolution 24-05, Adopting Clearlake Oaks County Water District Board of Director Bylaws

Action Taken: Motion to approve Resolution 24-05 with revisions
BURTON/MCHUGH M/S/C
AYES: UNANIMOUS

F. NEW BUSINESS

1. Discussion and consideration of appeal by David Paras, 13488 Marina Village

Action Taken: Motion to deny appeal
BURTON/BOUCHER M/S/C
AYES: UNANIMOUS

2. Discussion and approval on the engagement letter from PnPCPA for the District's annual audit not to exceed \$12,800.00. The first half is due on approval of this engagement letter and second half is due upon completion of audit

Action Taken: Motion to approve engagement letter from PnPCPA
BURTON/HERMAN M/S/C
AYES: UNANIMOUS

3. Discussion and approval of purchasing a Flygt Mode NP-3102.040 6" submersible pump for RAS (Returned Activated Sludge) for \$13,608.00 excluding tax and shipping to be paid from Sewer Reserves

Action Taken: Motion to approve purchase of Flygt RAS Pump in the amount of \$13,608.00 plus tax and shipping from the Sewer Reserves
BOUCHER/MCHUGH M/S/C
AYES: UNANIMOUS

4. Discussion and consideration of Resolution 24-06, California CLASS Authorizations

Action Taken: Motion to approve Resolution 24-06
HERMAN/BOUCHER M/S/C
AYES: UNANIMOUS

ADJOURNMENT

Time: 2:35 p.m.

SIGNED: 
Stanley Archacki, Board President

ATTESTED TO: 
Dianna Mann, General Manager

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 during the Board's consideration of that agenda item. The President will call for comments at the appropriate time. Comments of individual speakers are limited to three minutes per agenda item.

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.