

CLEARLAKE OAKS COUNTY WATER DISTRICT

NOTICE OF A REGULAR MEETING OF THE BOARD OF DIRECTORS

Date: September 19, 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
√ Mr. Francisco Castro, Wastewater √ Mr. Kurt Jensen, Water, √ Mr. Jeremy Backus, Distribution

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. August 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 08/15/2024 (*Page 40*)

Action Taken: Motion to approve the consent items

BOUCHER/BURTON M/S/C

AYES: ARCHACKI/HERMAN/BOUCHER/BURTON/MCHUGH

NOES: NONE

ABSENT: NONE

E. NEW BUSINESS

1. Discussion and approval to allow the General Manager the authority to work with finance companies in preparation of purchasing a new backhoe
2. Discussion and approval to allow the General Manager the authority to work with finance companies in preparation of purchasing a new heavy duty crane truck with approval up to \$250,000.00 (*Page 43*)

Action Taken: Motion to approve E1 and E2 collectively

BURTON/MCHUGH M/S/C

AYES: ARCHACKI/HERMAN/BOUCHER/BURTON/MCHUGH

NOES: NONE

ABSENT: NONE

3. Discussion and approval of transfers from Westamerica bank to California CLASS for the following accounts: Water Reserves, \$198,337.36, Sewer Reserves, \$93,013.09, CRP Sewer, \$115,096.06, CRP Water, \$167,943.75, CRP PC, \$120,465.25

Action Taken: Motion to approve the transfers from West America bank to California CLASS for the following accounts: Water Reserves, \$198,337.36, Sewer Reserves, \$93,013.09, CRP Sewer, \$115,096.06, CRP Water, \$167,943.75, CRP PC, \$120,465.25

BURTON/HERMAN M/S/C

AYES: ARCHACKI/HERMAN/BOUCHER/BURTON/MCHUGH

NOES: NONE

ABSENT: NONE

4. Discussion and consideration of Resolution 24-07, Authorizing Agreement with Umpqua Bank (*Page 46*)

Action Taken: Motion to approve Resolution 24-07, Authorizing Agreement with Umpqua Bank

BURTON/MCHUGH M/S/C

AYES: ARCHACKI/HERMAN/BOUCHER/BURTON/MCHUGH

NOES: NONE

ABSENT: NONE

5. Discussion and approval of MC Engineering Agreement for Professional Consulting Services in the amount of \$8,600.00 for Wastewater Phase 4 Project (*Page 54*)

Action Taken: Motion to approve the MC Engineering Agreement for Professional Consulting Services in the amount of \$8,600.00 for the Wastewater Phase 4 Project

HERMAN/BOUCHER M/S/C

AYES: ARCHACKI/HERMAN/BOUCHER/BURTON/MCHUGH

NOES: NONE

ABSENT: NONE

6. Discussion and appointment of Ad Hoc committee to work with the County to research preliminary offsite effluent storage

Action Taken: Motion to appoint Vice President Herman and Director Boucher to the Offsite Effluent Storage Ad Hoc Committee.

BURTON/MCHUGH M/S/C

AYES: ARCHACKI/HERMAN/BOUCHER/BURTON/MCHUGH

NOES: NONE

ABSENT: NONE

ADJOURNMENT

Time: 2:53 PM

SIGNED:



Stanley Archacki, Board President

ATTESTED TO:



Olivia Mann, Board Secretary

Where appropriate or deemed necessary, the Board may act 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.