

**CLEARLAKE OAKS COUNTY WATER DISTRICT
AGENDA
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

APRIL 21, 2022

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, √ 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. Administration
- 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. March 2022, 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 03/17/2022
- b. Minutes of Special Meeting 04/07/2022

3. Bills

- a. MC Engineering invoice number 2174, dated 4/5/2022, in the amount of \$25,843.24 for the USDA Water Projects
- b. T & S Construction invoice number 11, dated 3/30/2022, in the amount of \$180,500.00 for the USDA Water Projects
- c. Southport Control Solutions, number 220302, dated 3/15/2022, in the amount of \$9,859.00 for the Source Capacity Study (weekly water loss reports)

Action Taken: Motion to approve the consent items.

BURTON/HERMAN M/S/C

AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON

NOES: NONE

ABSENT: NONE

4. Agenda (New Business)

- a. Discussion of purchasing a Message Board from Hi Way Safety

Action Taken: NO ACTION

- b. Discussion and acceptance of the 2020-2021 Audit

Action Taken: Motion to approve and accept the 2020-2021 Audit

ARCHACKI/BOUCHER M/S/C

AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON

NOES: NONE

ABSENT: NONE

- c. Discussion and consideration of Quote # CLOCWD-001 from DocuFree in the amount of \$22,436.00 for the transition to a cloud based filing system (See all attachments for quote breakdown)

Action Taken: NO ACTION

- d. Discussion and consideration of enacting Stage 3 of the Water Conservation Plan

Action Taken: NO ACTION

- e. Discussion and consideration of Resolution 22-02, Amending the District Water Code

Action Taken: Motion to approve Resolution 22-02, Amending the District Water Code

HERMAN/ARCHACKI M/S/C

AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON

NOES: NONE

ABSENT: NONE

- f. Discussion and consideration of Resolution 22-04, Amending the Employee Handbook

Action Taken: Motion to approve Resolution 22-04, Amending the Employee Handbook

ARCHACKI/BURTON M/S/C

AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON

NOES: NONE

ABSENT: NONE

- g. Discussion of Amendment #1 to the DWR Intake Pump Extension Project and to approve an additional \$5,000 to the District share if necessary

Action Taken: Motion to approve Amendment #1 to the DWR Intake Pump Extension Project and to approve an additional \$5,000 to the District share if necessary

BOUCHER/HERMAN M/S/C

AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON

NOES: NONE

ABSENT: NONE

- h. Discussion of consideration of appeal for 13288 Driftwood Village, Clearlake Oaks

Action Taken: Motion to deny appeal for 13288 Driftwood Village, Clearlake Oaks

HERMAN/ARCHACKI M/S/C

AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON


NOES: NONE

ABSENT: NONE

Adjournment

Time: 3:13 PM

SIGNED: 
Margaret Medeiros, President

ATTESTED TO: 
Olivia Mann, Board Secretary