

CLEARLAKE OAKS COUNTY WATER DISTRICT

NOTICE OF A REGULAR MEETING OF THE BOARD OF DIRECTORS

Date: March 16, 2023

Time: 2:00 P.M.

Clearlake Oaks County Water District Administration Building
12952 E. Hwy. 20 Clearlake Oaks, CA 95423

MINUTES

A. CALL TO ORDER

- Pledge of Allegiance
- Roll Call

Mrs. Margaret Medeiros, President, *EXCUSED* ✓ 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

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. February 2023 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 02/16/2023

3. **Bills**

- a. MC Engineering invoice number 2339, dated 3/5/2023, in the amount of \$5,474.43 for the USDA Water Improvements Project

Action Taken: Motion to approve the consent items

ARCHACKI/BOUCHER M/S/C

AYES: ARCHACKI/BOUCHER/HERMAN/BURTON

NOES: NONE

ABSENT: MEDEIROS

E. OLD BUSINESS

1. Discussion of 12655 E. Highway 20, Clearlake Oaks

Action Taken: Motion to alleviate the base rate charge for the 2” hydrant meter at the aforementioned location. Hydrant meter will be moved to a district account along with the backflow device, usage will be billed by separate invoice to the mailing address on file.

HERMAN/ARCHACKI M/S/C

AYES: ARCHACKI/BOUCHER/HERMAN

NOES: NONE

ABSENT: MEDEIROS

ABSTAIN: BURTON

F. NEW BUSINESS

1. Discussion and consideration of appeal for 11838 E. Highway 20, Clearlake Oaks

Action Taken: Motion to deny appeal for 11838 E. Highway 20, Clearlake Oaks

BOUCHER/HERMAN M/S/C

AYES: ARCHACKI/BOUCHER/HERMAN/BURTON

NOES: NONE

ABSENT: MEDEIROS

2. Discussion and consideration of approving bid from T & S Construction for the redundancy pumps at the Cerrito tank. Partial payment will come from the USDA Water Improvement Grant, the remainder will be paid out of Water Reserves

Action Taken: Motion to approve the bid from T & S Construction for the redundancy pumps at the Cerrito tank. Partial payment will come from the USDA Water Improvement Grant, the remainder will be paid out of Water Reserves, not to exceed \$217,000.00

HERMAN/ARCHACKI M/S/C

AYES: ARCHACKI/BOUCHER/HERMAN/BURTON

NOES: NONE

ABSENT: MEDEIROS

G. CLOSED SESSION

Time: 3:00 PM

1. Update on one potential litigation case

Action Taken: In closed session, the Board discussed one case of potential litigation, no other items were discussed.

Open Session

Time: 3:21 PM

ADJOURNMENT

Time: 3:21 PM

SIGNED:



Stanley Archacki, Vice President

ATTESTED TO:



Olivia Mann, Board Secretary

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.