

**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

FEBRUARY 17, 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, **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

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. January 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 01/20/2022

3. Bills

- a. MC Engineering invoice number 2154, dated 2/5/2022, in the amount of \$35,791.91 for the USDA Water Projects
- b. T & S Construction invoice number 9, dated 1/31/2022, in the amount of \$220,125.92 for the USDA Water Projects

**Action Taken: Motion to approve the consent items
ARCHACKI/BURTON M/S/C
AYES: ARCHACKI/BOUCHER/HERMAN/BURTON
NOES: NONE
ABSENT: MEDEIROS**

4. Agenda (Old Business)

- a. Discussion and update from the Yolo Ad Hoc Committee

Action Taken: NO ACTION

5. Agenda (New Business)

- a. Discussion and approval of Contract for Legal Services with The Law Office of Nancy Harris

**Action Taken: Motion to approve Contract for Legal Services with The Law Offices of Nancy Harris and give the General Manager the authorization to sign and transfer files
HERMAN/ARCHACKI M/S/C
AYES: ARCHACKI/BOUCHER/HERMAN/BURTON
NOES: NONE
ABSENT: MEDEIROS**

- b. Discussion and consideration to surplus the redwood tank at the Pluth site by silent bid

**Action Taken: Motion to approve the surplus of the redwood tank at the Pluth site by silent bid
BOUCHER/BURTON M/S/C
AYES: ARCHACKI/BOUCHER/HERMAN/BURTON
NOES: NONE
ABSENT: MEDEIROS**

- c. Discussion and appointment of an Ad Hoc Committee for the 2022-2023 Budget

Action Taken: The Board appoints Director Archacki and Director Herman to the 2022-2023 Budget Ad Hoc Committee

- d. Discussion and approval of Board Employees' Job Descriptions

**Action Taken: Motion to approve the Board Employees' Job Descriptions with Specified Changes
HERMAN/BURTON M/S/C
AYES: ARCHACKI/BOUCHER/HERMAN/BURTON
NOES: NONE
ABSENT: MEDEIROS**

e. Discussion and approval of Contract with General Manager

Action Taken: Motion to approve the General Managers Employment Contract with Specified Changes

BURTON/ BOUCHER M/S/C

AYES: ARCHACKI/BOUCHER/HERMAN/BURTON

NOES: NONE

ABSENT: MEDEIROS

Adjournment

Time: 3:01 PM

SIGNED:


Stanley Archacki, Vice President

ATTESTED TO:


Olivia Mann, Board Secretary