

# ***CLEARLAKE OAKS COUNTY WATER DISTRICT***

## **NOTICE OF A REGULAR MEETING OF THE BOARD OF DIRECTORS**

Date: April 20, 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. March 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 03/16/2023

3. **Bills**

- a. MC Engineering invoice number 2357, dated 4/5/2023, in the amount of \$9,338.20 for the USDA Water Improvements Project
- b. T & S Construction invoice number 20, received 3/22/23, for period ending 2/28/223, in the amount of \$213,275.00 for the USDA Water Improvement Project
- c. T & S Construction invoice number 21, dated 3/31/23, in the amount of \$71,944.21 for the USDA Water Improvement Project
- d. T & S Construction invoice number 2, dated 3/31/23, in the amount of \$12,147.37 for the Actiflo Project
- e. T & S Construction invoice number 3, dated 3/31/23, in the amount of \$6,393.35, retention for the Actiflo Project
- f. T & S Construction invoice number 4, dated 3/31/23, in the amount of \$23,978.70, retention for the Emergency Intake Pump

**Action Taken: Motion to approve the consent items**

**HERMAN/BOUCHER M/S/C**

**AYES: ARCHACKI/BOUCHER/HERMAN/BURTON**

**NOES: NONE**

**ABSENT: MEDEIROS**

**E. NEW BUSINESS**

1. Rescinding motion E1 ‘Discussion regarding Rebranding (Renaming) the District from Regular Meeting on December 15, 2022

**Action Taken: Motion to rescind action item E1 ‘Discussion regarding Rebranding (Renaming) the District’ from Regular Meeting on December 15, 2022**

**BURTON/BOUCHER M/S/C**

**AYES: ARCHACKI/BOUCHER/HERMAN/BURTON**

**NOES: NONE**

**ABSENT: MEDEIROS**

2. Discussion and consideration of customer appeal for 12916 Lakeland Drive, Clearlake Oaks (**Page 46**)

**Action Taken: Motion to approve customer appeal for 12916 Lakeland Drive in the form of a \$245.00 credit, to be credited to the customer account.**

**BOUCHER/HERMAN M/S/C**

**AYES: ARCHACKI/BOUCHER/HERMAN/BURTON**

**NOES: NONE**

**ABSENT: MEDEIROS**

**\*DIRECTOR BURTON EXCUSED\***

3. Discussion and consideration of customer appeal for 12688 Center Way, Clearlake Oaks (**Page 47**)

**Action Taken: Motion to deny appeal for 12688 Center Way, Clearlake Oaks**

**HERMAN/BOUCHER M/S/C**

**AYES: ARCHACKI/BOUCHER/HERMAN**

**NOES: NONE**

**ABSENT: MEDEIROS/BURTON**

4. Discussion and review of SWRCB Citation No. 02-03-23C-007, Disinfection By Product Maximum Containment Level Violation for Fourth Quarter 2022 (Paradise Cove) **(Page 48)**

**Action Taken: NO ACTION**

5. Discussion and review of the 2023-2024 budget **(Page 58)**

**Action Taken: NO ACTION**

6. Discussion of Backflow Devices

**Action Taken: NO ACTION**

7. Discussion of Stage 2 Water Conservation Plan **(Page 66)**

**Action Taken: Motion to rescind Stage 2 of the Water Conservation Plan**

**HERMAN/BOUCHER M/S/C**

**AYES: ARCHACKI/BOUCHER/HERMAN**

**NOES: NONE**

**ABSENT: MEDEIROS/BURTON**

8. Discussion and approval of 2021-2022 Annual Audit **(Page 71)**

**Action Taken: Motion to approve the 2021-2022 Annual Audit**

**HERMAN/BOUCHER M/S/C**

**AYES: ARCHACKI/BOUCHER/HERMAN**

**NOES: NONE**

**ABSENT: MEDEIROS/BURTON**

9. Discussion and consideration of designating the Water Reserve Account for the annual USDA Water Improvements Project payment, equivalent to approximately \$166,000.00

**Action Taken: Motion to designate the Water Reserve Account for the annual USDA Water Improvements Project payment, equivalent to approximately \$166,000.00**

**BOUCHER/HERMAN M/S/C**

**AYES: ARCHACKI/BOUCHER/HERMAN**

**NOES: NONE**

**ABSENT: MEDEIROS/BURTON**

10. Discussion and consideration of Resolution 23-06, Amending the Employee Handbook **(Page 100)**

**Action Taken: Motion to approve Resolution 23-06, Amending the Employee Handbook as revised**

**BOUCHER/HERMAN M/S/C**

**AYES: ARCHACKI/BOUCHER/HERMAN**

**NOES: NONE**

**ABSENT: MEDEIROS/BURTON**

11. Discussion and consideration of Resolution 23-07, Amending the Clearlake Oaks County Water District 'Water' Code (Page 102)

**Action Taken: Motion to approve Resolution 23-07, Amending the Clearlake Oaks County Water District 'Water' Code as revised**

**BOUCHER/HERMAN M/S/C**

**AYES: ARCHACKI/BOUCHER/HERMAN**

**NOES: NONE**

**ABSENT: MEDEIROS/BURTON**

12. Discussion and consideration of Resolution 23-08, Amending the Clearlake Oaks County Water District 'Wastewater' Code (Page 104)

**Action Taken: Motion to approve Resolution 23-08, Amending the Clearlake Oaks County Water District 'Sewer' Code as revised**

**BOUCHER/HERMAN M/S/C**

**AYES: ARCHACKI/BOUCHER/HERMAN**

**NOES: NONE**

**ABSENT: MEDEIROS/BURTON**

**F. CLOSED SESSION**

**Time: 3:46 PM**

1. Update on one case of potential litigation

**Action Taken:** In closed session, the Board discussed one item of potential litigation with counsel for the District and approved settlement authority for District counsel.

**Open Session**

**Time: 4:22 PM**


**ADJOURNMENT**

**Time: 4:22 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.