

**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

MAY 19, 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, **EXCUSED** √ Mr. Michael Herman, Director √ Mr. James Burton, Director
- √ Mrs. Dianna Mann – General Manager √ Mrs. Olivia Mann – Board Secretary

- √ Mr. Francisco Castro, Wastewater Mr. James Simons √ 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. April 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 04/21/2022
- b. Minutes of Special Meeting 05/05/2022

3. Bills

- a. MC Engineering invoice number 2185, dated 5/5/2022, in the amount of \$14,780.04 for the USDA Water Improvements Project
- b. T & S Construction invoice number 12, dated 4/30/2022, in the amount of \$465,081.53 for the USDA Water Improvements Project

Action Taken: Motion to approve the consent items.

ARCHACKI/HERMAN M/S/C

AYES: MEDEIROS/ARCHACKI/HERMAN/BURTON

NOES: NONE

ABSENT: NONE

4. Agenda (New Business)

- a. Discussion and review of 2022-2023 Annual Budget

Action Taken: NO ACTION

- b. Discussion and consideration of Resolution 22-05, Authorizing Representative for the SWRCB Wastewater Rehabilitation and Infrastructure Project, Phase 4

Action Taken: Motion to approve Resolution 22-05, Authorizing Representative for the SWRCB Wastewater Rehabilitation and Infrastructure Project, Phase 4

ARCHACKI/BURTON M/S/C

AYES: MEDEIROS/ARCHACKI/HERMAN/BURTON

NOES: NONE

ABSENT: NONE

- c. Discussion and consideration of Resolution 22-06, Reimbursement to SWRCB for the Wastewater Rehabilitation and Infrastructure Project, Phase 4

Action Taken: Motion to approve Resolution 22-06, Reimbursement to SWRCB for the Wastewater Rehabilitation and Infrastructure Project, Phase 4

ARCHACKI/HERMAN M/S/C

AYES: MEDEIROS/ARCHACKI/HERMAN/BURTON

NOES: NONE

ABSENT: NONE

- d. Discussion and review of the Memorandum of Agreement Regarding Contracting from Sanitary and Source Water Assessment Survey of the Clear Lake Watershed Area

Action Taken: Motion to approve the memorandum and authorize the General Manager to enter into the Sanitary and Source Water Assessment Survey Agreement for the Clear Lake Watershed Area.

ARCHACKI/HERMAN M/S/C

AYES: MEDEIROS/ARCHACKI/HERMAN/BURTON

NOES: NONE

ABSENT: NONE

e. Discussion and approval of Telework Policy and Agreement

Action Taken: Motion to approve the Telework Policy and Agreement
BURTON/ARCHACKI M/S/C
AYES: MEDEIROS/ARCHACKI/HERMAN/BURTON
NOES: NONE
ABSENT: NONE

Adjournment

Time: 2:32 PM

SIGNED:


Stanley Archacki, Vice President

ATTESTED TO:


Olivia Mann, Board Secretary