

**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

OCTOBER 21, 2021

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, **ABSENT** √ 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. Customer Service
- 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. September 2021, 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 09/16/2021

3. Bills

- a. MC Engineering invoice number 2105, dated 10/05/2021, in the amount of \$43,940.92 for the USDA Water Projects
- b. T & S Construction invoice number 5, dated 9/30/21, in the amount of \$342,679.25 for the USDA Water Projects

Action Taken: Motion to approve the consent items

HERMAN/BURTON M/S/C

AYES: MEDEIROS/ARCHACKI/HERMAN/BURTON

NOES: NONE

ABSENT: BOUCHER

4. Agenda (Old Business)

- a. Discussion and approval of raising the purchase price of a used truck for sewer from \$25,000 to \$37,000

Action Taken: Motion to raise the purchase price not to exceed \$40,000.00

ARCHACKI/BURTON M/S/C

AYES: MEDEIROS/ARCHACKI/HERMAN/BURTON

NOES: NONE

ABSENT: BOUCHER

5. Agenda (New Business)

- a. Discussion and consideration of approving a temporary permanent position until Admin can give one position to D/C

Action Taken: Motion to approve an additional permanent position for the Dc Department

BURTON/HERMAN M/S/C

AYES: MEDEIROS/ARCHACKI/HERMAN/BURTON

NOES: NONE

ABSENT: BOUCHER

- b. Discussion and approval of revised Organization Chart

Action Taken: Motion to approve the revised Organizational Chart

ARCHACKI/HERMAN M/S/C

AYES: MEDEIROS/ARCHACKI/HERMAN/BURTON

NOES: NONE

ABSENT: BOUCHER

- c. Discussion and consideration of Aflac Life Insurance benefit available to employees

Action Taken: Motion to offer Aflac Life Insurance to employees, to be paid by the District, not to exceed \$1600.00 per month

ARCHACKI/BURTON M/S/C

AYES: MEDEIROS/ARCHACKI/HERMAN/BURTON

NOES: NONE

ABSENT: BOUCHER

- d. Discussion and consideration to allow staff to use the Water Reserves Account as a bridge loan until funds are reimbursed from State on the Water Intake Extension Project

Action Taken: Motion to allow the use of the Water Reserves Account as a bridge for the Water Intake Extension Project

ARCHACKI/BURTON M/S/C

AYES: MEDEIROS/ARCHACKI/HERMAN/BURTON

NOES: NONE

ABSENT: BOUCHER

Adjournment

Time: 2:48 PM

SIGNED:



Stanley Archacki, Vice President

ATTESTED TO:



Olivia Mann, Board Secretary