

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

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

Date: December 21, 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

√ Mr. Stanley Archacki, President √ Mr. Michael Herman, Vice President √ Mr. Samuel Boucher, Director  
√ Mr. James Burton, Director √ Mr. William McHugh, Director √ Mrs. Dianna Mann – General Manager  
√ Mrs. Olivia Mann – Board Secretary  
√ Mr. Francisco Castro, Wastewater  Mr. Kurt Jensen, Water, *EXCUSED* √ 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. November 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 11/16/2023 (*Page 37*)

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

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

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

**NOES: NONE**

**ABSENT: NONE**

**E. OLD BUSINESS**

1. Discussion of Fire Protection

**Action Taken: NO ACTION**

**F. NEW BUSINESS**

1. Discussion and acceptance of the Engineers Certification Letter regarding the completion of the USDA Water Improvement Project (*Page 40*)

**Action Taken: Motion to accept the Engineers Certification Letter for the completion of the USDA Water Improvements Project and release retention funds in the amount of \$321,446.47**

**BOUCHER/MCHUGH M/S/C**

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

**NOES: NONE**

**ABSENT: NONE**

2. Nominations of Board President and Vice President

**Action Taken: Motion to nominate Director Archacki as President and Director Herman as Vice President**

**BOUCHER/MCHUGH M/S/C**

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

**NOES: NONE**

**ABSENT: NONE**


**ADJOURNMENT**

**Time: 2:46 PM**

**SIGNED:**

  
**Stanley Archacki, Board 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.