

CLEARLAKE OAKS COUNTY WATER DISTRICT
NOTICE OF A REGULAR MEETING OF THE BOARD OF DIRECTORS

Date: August 15, 2024
Time: 2:00 P.M.

Clearlake Oaks County Water District - Administration Building
12952 E. Highway 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, *Excused* 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. July 2024 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 07/18/2024 (*Page 38*)

Action Taken: Motion to approve the consent items

BURTON/BOUCHER M/S/C

AYES: ARCHACKI/HERMAN/BOUCHER/BURTON/MCHUGH

NOES: NONE

ABSENT: NONE

E. NEW BUSINESS

1. Discussion of Cyanobacteria

Action Taken: NO ACTION

2. Discussion and approval of chlorine tank for Water Treatment Plant form Ryan Process in the amount of \$20,597.45, to be paid out of Water Reserves (*Page 41*)

Action Taken: Motion to approve the purchase of a chlorine tank for the Water Treatment Plant from Ryan Process Inc., in the amount of \$20,597.45, to be paid out of Water Reserves

BURTON/BOUCHER M/S/C

AYES: ARCHACKI/HERMAN/BOUCHER/BURTON/MCHUGH

NOES: NONE

ABSENT: NONE

3. Discussion and approval of the policy pertaining to the Injury and Illness Prevention Program (*Page 42*)

Action Taken: Motion to approve the Injury and Illness Prevention Program Policy

HERMAN/BURTON M/S/C

AYES: ARCHACKI/HERMAN/BOUCHER/BURTON/MCHUGH

NOES: NONE

ABSENT: NONE

4. Discussion and approval of the policy pertaining to the Grant Financial Management (*Page 79*)

Action Taken: Motion to approve the Grant Financial Management Policy

BURTON/MCHUGH M/S/C

AYES: ARCHACKI/HERMAN/BOUCHER/BURTON/MCHUGH

NOES: NONE

ABSENT: NONE

5. Discussion and approval of the policy pertaining to the Workplace Violence Prevention Plan (*Page 89*)

Action Taken: Motion to approve the Workplace Violence Prevention Plan Policy

MCHUGH/HERMAN M/S/C

AYES: ARCHACKI/HERMAN/BOUCHER/BURTON/MCHUGH

NOES: NONE

ABSENT: NONE

6. Discussion and approval of the policy pertaining to Non-Retaliation (*Page 103*)

Action Taken: Motion to approve the Non-Retaliation Policy

BURTON/MCHUGH M/S/C

AYES: ARCHACKI/HERMAN/BOUCHER/BURTON/MCHUGH

NOES: NONE

ABSENT: NONE

7. Discussion and consideration of purchasing 4000 gallons of Pro Pac 9800 from NTU Technologies, Inc. in the amount of \$32,083.20 (Budgeted) (*Page 104*)

Action Taken: Motion to approve the purchase of 4000 gallons of Pro Pac 9800 from NTU Technologies Inc., in the amount of \$32,083.20 plus tax and freight

BOUCHER/MCHUGH M/S/C

AYES: ARCHACKI/HERMAN/BOUCHER/BURTON/MCHUGH

NOES: NONE

ABSENT: NONE

ADJOURNMENT

Time: 2:45 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.