

CLEARLAKE OAKS COUNTY WATER DISTRICT

NOTICE OF A REGULAR MEETING OF THE BOARD OF DIRECTORS

Date: June 20, 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 √ Mr. Kurt Jensen, Water Mr. Jeremy Backus, Distribution,
EXCUSED

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. May 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 05/16/2024 (*Page 44*)

Action Taken: Motion to approve the consent items

HERMAN/MCHUGH M/S/C

AYES: ARCHACKI/HERMAN/BOUCHER/BURTON/MCHUGH

NOES: NONE

ABSENT: NONE

E. OLD BUSINESS

1. Discussion and nomination of the Joint Power Insurance Authority (JPIA) Director Seat

Action Taken: Motion to appoint Director Herman to the JPIA director seat

BURTON/BOUCHER M/S/C

AYES: ARCHACKI/HERMAN/BOUCHER/BURTON/MCHUGH

NOES: NONE

ABSENT: NONE

2. Discussion and consideration of the 2024-2025 Annual Budget (*Page 47*)

Action Taken: Motion to approve the 2024-2025 annual budget with indicated revisions on the handout

MCHUGH/BOUCHER M/S/C

AYES: ARCHACKI/HERMAN/BOUCHER/BURTON/MCHUGH

NOES: NONE

ABSENT: NONE

3. Discussion and consideration of allowing the District to submit and accept ACH Payments, allowing the General Manager to sign the contract (*Page 55*)

Action Taken: Motion to allow the District to submit and accept ACH Payments, allowing the General Manager to sign the contract

HERMAN/MCHUGH M/S/C

AYES: ARCHACKI/HERMAN/BOUCHER/BURTON/MCHUGH

NOES: NONE

ABSENT: NONE

4. Discussion and consideration of transferring a portion of LAIF Monies to California CLASS, allowing the General Manager to sign the contract (*Page 77*)

Action Taken: Motion to transfer a portion of LAIF Monies to California CLASS, allowing the General Manager to sign the contract

BURTON/MCHUGH M/S/C

AYES: ARCHACKI/HERMAN/BOUCHER/BURTON/MCHUGH

NOES: NONE

ABSENT: NONE

F. NEW BUSINESS

1. Discussion and consideration of Water Tower Land Space Inquiry from Geolinks (*Page 88*)

Action Taken: Motion to approve the Water Tower Land Space Inquiry from Geolinks, with changes to the location

HERMAN/MCHUGH M/S/C

AYES: ARCHACKI/HERMAN/BOUCHER/BURTON/MCHUGH

NOES: NONE

ABSENT: NONE

2. Discussion and consideration of Resolution 24-04, Board of Directors Election (*Page 90*)

Action Taken: Motion to approve Resolution 24-04, Board of Directors Election

HERMAN/BOUCHER M/S/C

AYES: ARCHACKI/HERMAN/BOUCHER/BURTON/MCHUGH

NOES: NONE

ABSENT: NONE

3. Discussion and consideration of Resolution 24-05, Adoption of Bylaws (*Page 91*)

Action Taken: NO ACTION

G. CLOSED SESSION

Time: 3:10 PM

- a. Real Property Negotiations: Cell Tower, 11806 Konocti Dr., Clearlake Oaks, CA
Parties: CCATT, LLC
Negotiators: General Manager
Terms: Term, Rent
- b. Discussion and evaluation of Administrative Services Manager, pursuant to Government Code Section 54957 (b) (1)
- c. Discussion and evaluation of the General Manager, pursuant to Government Code Section 54957 (b) (1)

Action Taken: In Closed Session, the Board evaluated both the Administrative Services Manager and the General Manager pursuant to Government Code Section 5497(b) (1). A motion was made by Director Burton and seconded by Director McHugh to approve a 5% salary increase. The Board also discussed real property negotiations as referenced in item G (a). Director Burton made a motion, seconded by Director McHugh to allow the General Manager to sign the contract on behalf of the District if the amendment is approved with no changes. Both motions passed unanimously.

ADJOURNMENT

Time: 3:45 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.