

CLEARLAKE OAKS COUNTY WATER DISTRICT

NOTICE OF A REGULAR MEETING OF THE BOARD OF DIRECTORS

Date: September 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 √ 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. August 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 08/18/2023 (*Page 37*)

Action Take: 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 of Customer Inquiry: Roy Clayton

Action Taken: NO ACTION, Customer was not present during the meeting for a presentation

2. Discussion and consideration of purchasing 4,000 pounds of Pro Pac 9800 Coagulant from NTU Technologies for the Water Treatment Plant in the amount of \$29,409.60 plus tax (*Page 40*)

Action Taken: Motion to approve the purchase 4,000 pounds of Pro Pac 9800 Coagulant from NTU Technologies for the Water Treatment Plant in the amount of \$29,409.60 plus tax

BURTON/MCHUGH M/S/C
AYES: ARCHACKI/HERMAN/BOUCHER/BURTON/MCHUGH
NOES: NONE
ABSENT: NONE

3. Discussion and consideration of purchasing (6) Titan Tubes from Ryan Process Inc., for the Waste Water Treatment Plant in the amount of \$15, 180.00 plus tax and shipping (*Page 42*)

Action Taken: Motion to approve the purchase of (6) Titan Tubes from Ryan Process Inc., for the Waste Water Treatment Plant in the amount of \$15, 180.00 plus tax and shipping

BURTON/MCHUGH M/S/C
AYES: ARCHACKI/HERMAN/BOUCHER/BURTON/MCHUGH
NOES: NONE
ABSENT: NONE

4. Discussion and approval of emergency work for water main break near Harvey Blvd. on Hwy. 20 on September 6, 2023

Action Taken: Motion approve the emergency work for water main break near Harvey Blvd. on Hwy. 20 on September 6, 2023

HERMAN/BOUCHER M/S/C
AYES: ARCHACKI/HERMAN/BOUCHER/BURTON/MCHUGH
NOES: NONE
ABSENT: NONE

G. CLOSED SESSION

Time: 2:31 PM

1. Pending Litigation: One Case

Action Taken: NO ACTION

Open Session

Time: 2:37 PM

ADJOURNMENT

Time: 2:37 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.