

CLEARLAKE OAKS COUNTY WATER DISTRICT

NOTICE OF A REGULAR MEETING OF THE BOARD OF DIRECTORS

Date: August 17, 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, ***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 - Unavailable
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 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 07/20/2023 (*Page 40*)

3. **Bills**

- a. MC Engineering invoice number 2437, dated 8/5/23, in the amount of \$8,747.50 for the SWRCB Water TA Grant (*Page 44*)

Action Taken: Motion to approve the consent items with revision to the RM 07/20/23 minutes

BURTON/NOUCHER 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 consideration of Revised Lake Fleet Repair & Tow Invoice #002373 in the amount of \$13,035.71 (*Page 45*)

Action Taken: Motion to approve the Revised Lake Fleet Repair & Tow Invoice #002373 in the amount of \$13,035.71

BOUCHER/HERMAN M/S/C

AYES: ARCHACKI/HERMAN/BOUCHER/BURTON/MCHUGH

NOES: NONE

2. Discussion and consideration of Quote from Ryan Process, Inc. in the amount of \$20,468.50 for the Chlorine Tank at the WWTP (*Page 47*)

Action Taken: Motion to approve Quote # CLOW072623dwrev from Ryan Process, Inc. in the amount of \$20,468.50 for the Chlorine Tank at the WWTP

BOUCHER/MCHUGH M/S/C

AYES: ARCHACKI/HERMAN/BOUCHER/BURTON/MCHUGH

NOES: NONE

3. Discussion and consideration of Resolution 23-11, Transferring Delinquent Account Balances to the Lake County Tax Roll (*Page 50*)

Action Taken: Motion to approve Resolution 23-11, Transferring Delinquent Balances to the Lake County Tax Roll

BURTON/MCHUGH M/S/C

AYES: ARCHACKI/HERMAN/BOUCHER/BURTON/MCHUGH

NOES: NONE

4. Discussion and consideration of Resolution 23-12, Authorizing Investment of Monies in the Local Agency Investment Fund *(Page 52)*

Action Taken: Motion to approve Resolution 23-12, Authorizing Investment of Monies in the Local Agency Investment Fund

HERMAN/BOUCHER M/S/C

AYES: ARCHACKI/HERMAN/BOUCHER/BURTON/MCHUGH

NOES: NONE

G. CLOSED SESSION

Time: 2:29 PM

1. Pending Litigation: One Case
2. Potential Litigation: One Case

Action Taken: In Closed Session, the Board discussed two cases of litigation. Item G1, a motion was made by Director Burton and seconded by Director Herman to authorize the proposed settlement, not to exceed \$80,000.00 and to give the Board President authorization to sign. Item G2, a motion was made by Director Boucher and seconded by Director Herman to reject one case of potential litigation upon recommendation of legal counsel.

Open Session

Time: 2: 55 PM

ADJOURNMENT

Time: 2: 56 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.