

CLEARLAKE OAKS COUNTY WATER DISTRICT

NOTICE OF A REGULAR MEETING OF THE BOARD OF DIRECTORS

Date: June 15, 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, Vice President √ Mr. Samuel Boucher, Director √ Mr. Michael Herman, Director
√ Mr. James Burton, 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. May 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 05/18/2023 (*Page 39*)

3. **Bills**

- a. T & S Construction invoice number 23, dated 5/31/23 in the amount of \$92,768.79 for the USDA Water Project *(Page 42)*

Action Taken: Motion to approve the consent items
HERMAN/BOUCHER M/S/C
AYES: ARCHACKI/BOUCHER/HERMAN/BURTON
NOES: NONE
ABSENT: NONE

E. OLD BUSINESS

1. Discussion and consideration of the bulk water hydrant at 12655 E. Highway 20

Action Taken: NO ACTION

F. NEW BUSINESS

1. Donation Acknowledgement from Konocti Unified School District *(Page 43)*

Action Taken: NO ACTION

2. Discussion and consideration of NTU Technologies Purchase Orders for chemicals at the Water Treatment Plant in the amount of \$42,417.60, including tax and freight *(Page 44)*

Action Taken: Motion to approve the NTU Technologies Purchase Orders, not to exceed \$42,417.60
BOUCHER/BURTON M/S/C
AYES: ARCHACKI/BOUCHER/HERMAN/BURTON
NOES: NONE
ABSENT: NONE

3. Discussion and approval of General Manager Job Description *(Page 47)*

Action Taken: Motion to approve the General Manager's Job Description
BOUCHER/HERMAN M/S/C
AYES: ARCHACKI/BOUCHER/HERMAN/BURTON
NOES: NONE
ABSENT: NONE

4. Discussion and approval of revising the General Manager's Contract *(Page 50)*

Action Taken: Motion to approve the General Manager's Contract
BOUCHER/BURTON M/S/C
AYES: ARCHACKI/BOUCHER/HERMAN/BURTON
NOES: NONE
ABSENT: NONE

5. Discussion and approval of the 2023-2024 Annual Budget (*Page 51*)

Action Taken: Motion to approve the 2023-2024 Annual Budget
HERMAN/BOUCHER M/S/C
AYES: ARCHACKI/BOUCHER/HERMAN/BURTON
NOES: NONE
ABSENT: NONE

G. CLOSED SESSION

Time: 3:04 PM

- a. Update on one case of pending litigation
- 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 discussed one case of pending litigation, a motion was made by Director Herman and seconded by Director Burton to ratify the one condition removed from the last presented proposal. The Board also evaluated both the Administrative Services Manager and General Manager and approved a 10.00% wage increase with a motion by Director Boucher and a second by Director Herman. No other items were discussed.

Open Session

Time: 3:38 PM


ADJOURNMENT

Time: 3:39 PM

SIGNED:


Stanley Archacki, Vice 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.