

**CLEARLAKE OAKS COUNTY WATER DISTRICT
MINUTES
REGULAR MEETING OF THE BOARD OF DIRECTORS**

Clearlake Oaks County Water District Administration Building
12952 E. Hwy. 20 Clearlake Oaks, CA 95423 (707) 998-3322

JANUARY 20, 2022

This meeting will be conducted by Roberts Rule of Order.

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 either before or during the Board's consideration of that agenda item. The President will call for comments at the appropriate time. Comments will be subject to reasonable time limits of three minutes.

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.

AGENDA

Call to Order – 2:00 p.m.

Pledge of Allegiance

Roll Call

- Mrs. Margaret Medeiros, President, **EXCUSED** ✓ 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

Public comment on non-agenda items

This is the opportunity for the public to comment on non-agenda items within the Board's jurisdiction. Comments are limited to three (3) minutes

Mr. Ken Russell asked why the District does not inspect boats going into Clearlake since that is our source of water for treatment, General Manager advised that is not the Districts responsibility and to refer to the County of Lake. Mr. Ken Russell also asked why more of the public does not attend the Districts' Board Meetings.

Staff Written Operational Reports

- a. Administration
- b. Chief Distribution Operator
- c. Water Plant Chief Operator
- d. Wastewater Plant Chief Operator
- e. General Manager

Consent Items

The Board will be asked to approve all Consent Items at one time without discussion. Consent Items are expected to be routine and non-controversial. If any Director, staff, or interested person requests that an item be removed from the Consent Items, it will be considered with the action items.

1. **Financial Reports for review and approval**
 - a. December 2021, 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 12/16/2021
3. **Bills**
 - a. MC Engineering invoice number 2142, dated 1/5/2022, in the amount of \$29,428.72 for the USDA Water Projects
 - b. T & S Construction invoice number 8, dated 1/5/2022, in the amount of \$233,348.38 for the USDA Water Projects

Action Taken: Motion to approve the consent items

BOUCHER/BURTON M/S/C

AYES: ARCHACKI/BOUCHER/HERMAN/BURTON

NOES: NONE

ABSENT: MEDEIROS

4. **Agenda (New Business)**

- a. Acknowledgement of the JPIA President's Special Recognition Award

Action Taken: NO ACTION

- b. Discussion and consideration of customer appeal for 12840 2nd Street, Clearlake Oaks

Action Taken: Motion to deny the customer appeal for 12840 2nd Street, Clearlake Oaks

BOUCHER/HERMAN M/S/C

AYES: BOUCHER/HERMAN/BURTON

NOES: NONE

ABSTAIN: ARCHACKI

ABSENT: MEDEIROS

- c. Discussion of consolidation and regionalization request from the State Water Resources Control Board (SWRCB)

Action Taken: NO ACTION

- d. Discussion of an Actiflo Filtration System

Action Taken: NO ACTION

- e. Discussion and consideration of Resolution 22-01, Authorizing Representative for the Urgent Drinking Water Needs Funding Grant

Action Taken: Motion to approve Resolution 22-01, Authorizing Representative for the Urgent Drinking Water Needs Funding Grant

BURTON/BOUCHER M/S/C

AYES: ARCHACKI/BOUCHER/HERMAN/BURTON

NOES: NONE

ABSTAIN:

ABSENT: MEDEIROS

- f. Discussion and consideration of applying for additional grants through all State programs to fund water treatment/waste water upgrades

Action Taken: Motion to direct the General Manager to apply for additional grants to fund water and waste water upgrades

BOUCHER/HERMAN M/S/C

AYES: ARCHACKI/BOUCHER/HERMAN/BURTON

NOES: NONE

ABSTAIN:

ABSENT: MEDEIROS

- g. Discussion and consideration of Badger Meter Quote #3323647 in the amount of \$8,580.00, not including tax and freight to transition Paradise Cove from cellular transmitters to drive by transmitters

Action Taken: Motion to approve Badger Meter Quote #3323647 in the amount of \$8,580.00, not including tax and freight to transition Paradise Cove from cellular transmitters to drive by transmitters, this purchase is to be paid for by funds from the CRP PC account

BURTON/BOUCHER M/S/C

AYES: ARCHACKI/BOUCHER/HERMAN/BURTON

NOES: NONE

ABSTAIN:

ABSENT: MEDEIROS

Closed Session

Time: 3:03 PM

- a. Pending Litigation: One Case
- b. Potential Litigation: One Case
- c. Medical update on Director

Open Session

Time: 3:26 PM

Action Taken in Closed Session: In closed session, the Board discussed one case of pending litigation and one medical update, no action was taken. One case of potential litigation was discussed, Director Archacki made a motion to have legal counsel address the potential litigation, this motion was seconded by Director Boucher. No other items were discussed.

Adjournment

Time: 3:27 PM

SIGNED:



Stanley Archacki, Vice President

ATTESTED TO:



Olivia Mann, Board Secretary