

**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

JUNE 16, 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, ✓ 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

Director Boucher commented on the effluent pumping progress and congratulated the chiefs on their assistance with the improving numbers.

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. May 2022, 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 05/19/2022

3. Bills

- a. MC Engineering invoice number 2199, dated 6/5/2022, in the amount of \$19,319.66 for the USDA Water Improvements Project
- b. T & S Construction invoice number 13, dated 5/31/2022, in the amount of \$254,248.50 for the USDA Water Improvements Project
- c. T & S Construction invoice number 2, dated 6/8/2022, in the amount of \$66,465.00 for the Water Intake Pump Extension

Action Taken: Motion to approve the consent items.

BURTON/BOUCHER M/S/C

AYES: ARCHACKI/HERMAN/BURTON

NOES: NONE

ABSENT: MEDEIROS

Agenda (Old Business)

- d. Discussion of quotes provided from DocuFree and Docstar for the Districts' transition to a cloud based filing system

Action Taken: Motion to approve Quote #CLOCWD-001 and agreement with DocuFree, not to exceed \$24,000.00, giving the General Manager permission to execute agreement

BOUCHER/ARCHACKI M/S/C

AYES: ARCHACKI/HERMAN/BURTON

NOES: NONE

ABSENT: MEDEIROS

4. Agenda (New Business)

- a. Discussion and approval of the 2022-2023 Annual Budget

Action Taken: Motion to approve the 2022-2023 annual budget

ARCHACKI/BOUCHER M/S/C

AYES: ARCHACKI/HERMAN/BURTON

NOES: NONE

ABSENT: MEDEIROS

- b. Discussion and consideration of approving the engagement letter from Pehling and Pehling, CPA for year ending 6/31/2022 in the amount of \$12,100.00

Action Taken: Motion to approve the engagement letter from Pehling and Pehling, CPA for year ending 06/31/2022 in the amount of \$12,100.00

BURTON/BOUCHER M/S/C

AYES: ARCHACKI/HERMAN/BURTON

NOES: NONE

ABSENT: MEDEIROS

- c. Discussion and consideration of allowing the General Manager to use the Water/Sewer Reserve accounts as a bridge loan for grants.

Action Taken: Motion to allow the General Manager to use the reserve accounts as a bridge loan for grant

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

- d. Discussion and consideration of purchasing ten (10), 9100 gallon, used water tanks from T & S Construction for a total of \$30,000

Action Taken: Motion to approve the purchase of ten (10), 9100 gallon, used water tanks from T&S Construction, not to exceed \$30,000.00

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

- e. Discussion and nomination for the Lake Local Agency Formation Commission (LAFCO)

Action Taken: Motion to nominate Director Archacki for the Local Agency Formation Commission (LAFCO)

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

- f. Discussion and consideration of Resolution 22-07, Amending the Employee Handbook

Action Taken: Motion to approve Resolution 22-07, amending the employee handbook, as revised, with the insertion of a floating holiday rather than Juneteenth

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

- g. Discussion and consideration of Resolution 22-08, Authorizing Agent for SWRCB Actiflo Project

Action Taken: Motion to approve Resolution 22-08, authorizing agent for SWRCB Actiflo Project, as written

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

- h. Discussion and consideration of purchasing Pro Pac 9800 from NTU Technologies in the amount of \$26,736.00 for the Water Treatment Plant

Action Taken: Motion to approve the purchase of Pro Pac 9800 from NTU technologies in the amount of \$26,736.00 for the Water Treatment Plant

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

5. **Closed Session** **Time: 3:19 PM**

- a. Discussion and evaluation of Administrative Services Manager, pursuant to Government Code Section 54957 (b)(1)
- b. 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, a motion to give a 5% pay increase as allocated in the 2022-2023 budget was made by Director Herman and seconded by Director Boucher.

Open Session **Time: 3:49 PM**

Adjournment **Time: 3:49 PM**

SIGNED: 
Stanley Archacki, Vice President

ATTESTED TO: 
Olivia Mann, Board Secretary