

**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

AUGUST 18, 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

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. July 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 07/21/2022

3. Bills

- a. T & S Construction invoice number 14, dated 7/31/22, in the amount of \$252,320.00 for the USDA Water Improvements Project
- b. MC Engineering invoice number 2227, dated 8/5/2022, in the amount of \$15,697.63 for the USDA Water Improvements Project

Action Taken: Motion to approve the consent items.

ARCHACKI/BOUCHER M/S/C

AYES: MEDEIROS/ARCHACKI/HERMAN/BURTON

NOES: NONE

ABSENT: NONE

4. Agenda (Old Business)

- a. Discussion and consideration of customer appeal for 9850 E. Highway 20, Clearlake Oaks

Action Taken: Motion to deny the appeal for 9850 E. Highway 20, Clearlake Oaks

ARCHACKI/BOUCHER M/S/C

AYES: MEDEIROS/ARCHACKI/HERMAN/BURTON

NOES: NONE

ABSENT: NONE

5. Agenda (New Business)

- a. Discussion and consideration of Resolution 22-10, Approving the Transfer of Delinquent Balances to the Lake County Property Tax Collector

Action Taken: Motion to approve Resolution 22-10, Approving the Transfer of Delinquent Balances to the Lake County Property Tax Collector

HERMAN/BOUCHER M/S/C

AYES: MEDEIROS/ARCHACKI/HERMAN/BURTON

NOES: NONE

ABSENT: NONE

- b. Discussion and consideration of sending Dianna and Olivia to the 2022 CSDA Board Secretary Training & Certification

Action Taken: Motion to approve the 2022 CSDA Board Secretary Training & Certification for both Dianna and Olivia

BOUCHER/ARCHACKI M/S/C

AYES: MEDEIROS/ARCHACKI/HERMAN/BURTON

NOES: NONE

ABSENT: NONE

- c. Discussion and consideration of opening a reserve account at West America Bank for CalPERS Annual Unfunded Liability

Action Taken: Motion to approve the opening of a CalPERS Annual Unfunded Liability reserve account at west America Bank

BURTON/HERMAN M/S/C

AYES: MEDEIROS/ARCHACKI/HERMAN/BURTON

NOES: NONE

ABSENT: NONE

- d. Discussion and consideration of Resolution 22-11, Declaring the Actiflo project an emergency due to time limits

Action Taken: Motion to approve Resolution 22-11, Declaring the Actiflo Project and emergency due to time limits

HERMAN/BURTON M/S/C

AYES: MEDEIROS/ARCHACKI/HERMAN/BURTON

NOES: NONE

ABSENT: NONE

- e. Discussion and approval of T & S Construction's bid for the installation of the Actiflo

Action Taken: Motion to approve T&S Construction's bid for the installation of the Actiflo

ARCHACKI/BURTON M/S/C

AYES: MEDEIROS/ARCHACKI/HERMAN/BURTON

NOES: NONE

ABSENT: NONE

Closed Session

Time: 2:55 PM

- a. Potential Litigation: One Case
- b. Verdict: One Case

Open Session

Time: 3:28 PM

Action Taken in Closed Session: In Closed Session, the Board discussed one case of potential litigation and appointed a default Ad Hoc Committee to handle the litigation moving forward, no other items were discussed.

Adjournment

Time: 3:29 PM

SIGNED: 
Margaret Medeiros, President

ATTESTED TO: 
Olivia Mann, Board Secretary