

**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

JULY 16, 2020

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 □ Mrs. Barbara Higman, Director, **ABSENT** √ Mr. Michael Herman, Director

√ Mrs. Dianna Mann – General Manager √ Mrs. Olivia Mann - Secretary of the Board

In the audience, our Chief Operators

□ Mr. Francisco Castro, Wastewater, **EXCUSED** √ Mr. Kurt Jensen, Water □ Mr. Jeremy Backus, Distribution, **EXCUSED**

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

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. Staff Written Operational Reports

- a. Customer Service
- b. Chief Distribution Operator-Unavailable
- c. Water Plant Chief Operator
- d. Wastewater Plant Chief Operator
- e. General Manager

2. Financial Reports for review and approval

- a. June 2020, 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

3. Minutes of previous meeting for review and approval

- a. Minutes of Regular Meeting 06-18-2020

4. Bills

- a. MC Engineering invoice number 1958, dated 7/5/2020, in the amount of \$37,570.58 for the USDA Water Projects
- b. Case Excavating, Inc. invoice number 1311, dated 6/24/2020, in the amount of \$8,452.72, for the emergency leak repair on Hwy 20 between Spring & Swanson. Also asphalt repairs at 12867 Hwy 20 at Foothill & 13904 Chestnut

Action Taken: Motion to approve the consent items

BOUCHER/HERMAN M/S/C

AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN

NOES: NONE

ABSENT: HIGMAN

5. Agenda (New Business)

- a. Discussion and consideration of rebuilding effluent pumps at the Waste Water Treatment Plant

Action Taken: Motion to approve the rewinding of Pump #3 using CPM, along with the rebuild and rewind of Pump #1 using IEM, not to exceed \$40,000.00 including tax and freight

BOUCHER/HERMAN M/S/C

AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN

NOES: NONE

ABSENT: HIGMAN

- b. Discussion and consideration of adding Board members to the PG&E account

Action Taken: Motion to approve the addition of Board Members to the District's PG&E account

ARCHACKI/BOUCHER M/S/C

AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN

NOES: NONE

ABSENT: HIGMAN

- c. Discussion and review of Standard Agreement for Sale of Water with Yolo County Flood Control

Action Taken: The Board appointed Director Boucher and Director Archacki to an Ad Hoc Committee for Yolo County Flood Control

- d. Discussion and considering of selling the 1994 Ford Vac-Con, VIN # 1FDYR82E9RVA38144. Will post on the website

Action Taken: Motion to approve the sale the 1994 Ford Vac-Con, VIN # 1FDYR82E9RVA38144

BOUCHER/HERMAN M/S/C

AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN

NOES: NONE

ABSENT: HIGMAN

- e. Discussion and approval of the engagement letter from Pheling and Pheling CPA firm in the amount of \$10,840.00 for annual audit year ending June 30, 2020. This price also includes a single audit required for all federal grant recipients

Action Taken: Motion to approve the engagement letter from Pheling and Pheling (PnP) CPA firm in the amount of \$10,840.00 for annual audit year ending June 30, 2020
HERMAN/BOUCHER M/S/C
AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN
NOES: NONE
ABSENT: HIGMAN

- f. Discussion and consideration of Resolution 20-12, Pertaining to the General Election of the Board of Directors, REVISED

Action Taken: Motion to approve Resolution 20-12, Pertaining to the General Election of the Board of Directors
AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN
NOES: NONE
ABSENT: HIGMAN

- g. Discussion of Coronavirus (COVID-19)

Action Taken: NO ACTION

Adjournment

Time: 3:15 PM

SIGNED: 
Margaret Medeiros, President

ATTESTED TO: 
Dianna Mann, Board Secretary