

**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

**DECEMBER 17, 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    √ Mr. Michael Herman, Director    √ Mr. James Burton, Director  
√ Mrs. Dianna Mann – General Manager    √ Mrs. Olivia Mann – Board Secretary

In the audience, our Chief Operators

√ 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

**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. November 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 11/19/2020

**4. Bills**

- a. MC Engineering invoice number 2015, dated 12/05/2020, in the amount of \$32,976.13 for the USDA Water Projects
- b. Leete Generators invoice number 42133, dated 12/05/2020, in the amount of \$12,639.65 for the Wastewater Treatment Plant Generators

**Action Taken: Motion to approve consent items**

**ARCHACKI/BOUCHER M/S/C**

**AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON**

**NOES: NONE**

**ABSENT: NONE**

**5. Agenda (New Business)**

- a. Administer Oath to the newly appointed Board Directors

**Action Taken: Administered oath to President Medeiros, Director Herman and Director Burton**

- b. Discussion and consideration of nominations and elections of Board President and Vice President

**Action Taken: The Board nominates Margaret Medeiros for Board President and Stanley Archacki for Vice President**

- c. Discussion and consideration of purchasing 2 vehicles, one for Wastewater, and one for Admin, not to exceed \$25,000.00 each

**Action Taken: Motion to approve the purchase of two vehicles, one for Wastewater, and one for Admin, not to exceed \$25,000.00 each**

**ARCHACKI/HERMAN M/S/C**

**AYES: MEDEIROS/ARCHACKI/HERMAN/BURTON**

**NOES: BOUCHER**

**ABSENT: NONE**

- d. Discussion and approval of the sale of the Ford Focus

**Action Taken: NO ACTION**

- f. Discussion and consideration of Resolution 20-17 revising the Clearlake Oaks County Water District 'Water' Code

**Action Taken: Motion to approve Resolution 20-17 revising the Clearlake Oaks County Water District 'Water' Code**

**BURTON/BOUCHER M/S/C**

**AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON**

**NOES: NONE**

**ABSENT: NONE**

- g. Discussion and consideration of Ordinance 83 regarding the Clearlake Oaks County Water District Code

**Action Taken: Motion to approve Ordinance 83 regarding the Clearlake Oaks County Water District Code**

**BOUCHER/HERMAN M/S/C**

**AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON**

**NOES: NONE**

**ABSENT: NONE**

- h. First reading of the Clearlake Oaks County Water District 'Sewer' Code

**Action Taken: NO ACTION**

- i. Administer Oath to the newly appointed Board Director

**Action Taken: NO ACTION**

**Adjournment**

**Time: 2:29 p.m.**

**SIGNED:**   
Margaret Medeiros, President

**ATTESTED TO:**   
Olivia Mann, Board Secretary