

**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

**OCTOBER 15, 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, **ABSENT**     Mr. Stanley Archacki, Vice President  
 Mr. Samuel Boucher, Director     Mrs. Barbara Higman, Director,     Mr. Michael Herman, 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
- c. Water Plant Chief Operator
- d. Wastewater Plant Chief Operator
- e. General Manager

**2. Financial Reports for review and approval**

- a. September 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 9/17/2020

**4. Bills**

- a. MC Engineering invoice number 1988, dated 10/5/2020, in the amount of \$48,994.53 for the USDA Water Projects

**Action Taken: Motion to approve consent items with changes to the September Regular Meeting Minutes**

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

**AYES: ARCHACKI/BOUCHER/HIGMAN/HERMAN**

**NOES: NONE**

**ABSENT: MEDEIROS**

**Agenda (Old Business)**

- b. Discussion and update from Ad Hoc Committee regarding the backup battery program

**Action Taken: NO ACTION**

**5. Agenda (New Business)**

- a. Discussion and approval of Bond Counsel Agreement for the USDA Water Improvement Project

**Action Taken: Motion to approve the Bond Counsel Agreement for the USDA Water Improvement Project**

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

**AYES: ARCHACKI/BOUCHER/HIGMAN/HERMAN**

**NOES: NONE**

**ABSENT: MEDEIROS**

- b. Discussion and appointment of an Ad Hoc Committee for the CLOCWD District Code

**Action Taken: Motion to appoint Director Herman and Director Archacki to the CLOCWD District Code Ad Hoc Committee**

- c. Discussion and consideration of purchasing (3) new "Master" Compound Meters from Badger Meter in the amount of \$13,227.41, including tax, but not freight

**Action Taken: Motion to approve the purchase of (3) new "Master" Compound Meters from Badger Meter not to exceed \$15,000.00**

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

**AYES: ARCHACKI/BOUCHER/HIGMAN/HERMAN**

**NOES: NONE**

**ABSENT: MEDEIROS**

- d. Discussion and consideration of Resolution 20-15 Adopting the Families First Coronavirus Response Act

**Action Taken: Motion to approve Resolution 20-15 Adopting the Families First Coronavirus Response Act**

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

**AYES: ARCHACKI/HIGMAN/HERMAN**

**NOES: BOUCHER**

**ABSENT: MEDEIROS**

**Adjournment**

**Time: 3:10 p.m.**

**SIGNED:**



**Stanley Archacki, Vice President**

**ATTESTED TO:**



**Olivia Mann, Board Secretary**