

CLEARLAKE OAKS COUNTY WATER DISTRICT

NOTICE OF A REGULAR MEETING OF THE BOARD OF DIRECTORS

Date: December 19, 2024

Time: 2:00 P.M.

*Clearlake Oaks County Water District - Administration Building
12952 E. Highway 20, Clearlake Oaks, CA 95423*

MINUTES

A. CALL TO ORDER

- Pledge of Allegiance
- Roll Call

√ Mr. Stanley Archacki, President √ Mr. Michael Herman, Vice President √ Mr. James Burton, Director
√ Mr. William McHugh, Director √ Mrs. Dianna Mann – General Manager, √ Mrs. Olivia Mann – Board Secretary

□ Mr. Francisco Castro, Wastewater, **EXCUSED** √ Mr. Kurt Jensen, Water, □ Mr. Jesse Seth, Operations Manager, **EXCUSED**

B. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

The public may comment on items not on the agenda within the Board's jurisdiction. Speakers are limited to three (3) minutes each.

C. STAFF REPORTS

1. Administration
2. Chief Distribution Operator
3. Chief Water Plant Operator
4. Chief Wastewater Plant Operator
5. General Manager

D. COMMITTEE UPDATES

1. Offsite Effluent Storage – Director Herman & Director McHugh
2. Administration Code

E. CONSENT ITEMS

The Board will be asked to approve all Consent Items at one time without discussion. If any Director, staff, or interested person requests that an item be removed from the Consent Items, it will be considered under New Business.

1. **Financial Reports for review and approval**
 - a. November 2024 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 the previous meeting for review and approval**

a. Minutes of Regular Meeting 11/21/2024 (*Page 42*)

**Action Taken: Motion to approve the consent items
MCHUGH/HERMAN M/S/C
AYES: ARCHACKI/HERMAN/MCHUGH/BURTON
NOES: NONE
ABSENT: NONE**

F. NEW BUSINESS

1. Administer Oaths to Elected Officials (*Page 45*)

Action Taken: Administered Oath of Office to Director Herman, Director Burton & Director McHugh

2. Nomination of President and Vice President

**Action Taken: Motion to nominate Director Archacki for President and Director Herman for Vice President
MCHUGH/BURTON M/S/C
AYES: ARCHACKI/HERMAN/MCHUGH/BURTON
NOES: NONE
ABSENT: NONE**

3. Discussion and consideration of amendment to Administrative Services Manager Telework Agreement (*Page 48*)

**Action Taken: Motion to approve the amended pages 3-6 of the telework agreement, as shown in the packet
HERMAN/MCHUGH M/S/C
AYES: ARCHACKI/HERMAN/MCHUGH/BURTON
NOES: NONE
ABSENT: NONE**

4. Discussion and consideration to surplus the Ford F-350

**Action Taken: Motion to approve the surplus of the Ford F-350 with a minimum bid of \$4,000.00
BURTON/MCHUGH M/S/C
AYES: ARCHACKI/HERMAN/MCHUGH/BURTON
NOES: NONE
ABSENT: NONE**

5. Discussion and approval of transferring \$25,000 from Sewer Reserves and \$30,000 from Water Reserves to GL

Action Taken: Motion to approve the transfer of \$40,000.00 from Sewer Reserves and \$50,000.00 from Water Reserves to General Ledger

BURTON/MCHUGH M/S/C

AYES: ARCHACKI/HERMAN/MCHUGH/BURTON

NOES: NONE

ABSENT: NONE

6. Discussion and approval of transferring \$324,000 from the Laif Account to a sub account with California CLASS named USDA Restricted Funds Account. This restricted account is a compliance requirement with USDA for our Clarifier and Water Improvement loans

Action Taken: Motion to approve the transfer of \$324,000.00 from the LAIF Account to a sub account with California CLASS named USDA Restricted Funds Account.

MCHUGH/BURTON M/S/C

AYES: ARCHACKI/HERMAN/MCHUGH/BURTON

NOES: NONE

ABSENT: NONE

G. CLOSED SESSION

Time: 2:51 PM

1. Potential Litigation: CLOCWD v. Sparling Instruments, LLC.
2. Final Litigation: One Case

Action Taken: In Closed Session, the Board discussed 2 cases of litigation, no action was taken.

H. OPEN SESSION

Time: 3:12 PM

ADJOURNMENT

Time: 3:12 PM

SIGNED: _____ ATTESTED TO: _____
Stanley Archacki, Board President Olivia Mann, Board Secretary

Where appropriate or deemed necessary, the Board may act 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 during the Board's consideration of that agenda item. The President will call for comments at the appropriate time. Comments of individual speakers are limited to three minutes per agenda item.

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.