

**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

**SEPTEMBER 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    □ Mrs. Barbara Higman, Director, ABSENT, Jury Duty    √ Mr. Michael Herman, Director  
√ Mrs. Dianna Mann – General Manager / Interim Board Secretary,    □ Mrs. Olivia Mann – Board Secretary, EXCUSED

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. August 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 Special Meeting 08/27/2020

**4. Bills**

- a. MC Engineering invoice number 1984, dated 9/5/2020, in the amount of \$31,641.59 for the USDA Water Projects

**Action Taken: Motion to approve consent items  
BOUCHER/ARCHACKI M/S/C  
AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN  
NOES: NONE  
ABSENT: HIGMAN**

**5. Agenda (Old Business)**

- a. Discussion and review of the contract between the District and Yolo

**Action Taken: Board directed to staff to contact Yolo District and provide new service area map, Paradise Cove's APN numbers, and to request an additional allotment.**

- b. Discussion and approval of MOU from GSR Energy to allow us to move forward with the back-up batteries for both WWTP and WTP

**Action Taken: No Action**

**6. Agenda (New Business)**

- a. Discussion and consideration of upgrading Lift Station 12 with SCADA – see attached proposal from Southport Controls

**Action Taken: Motion to accept proposal from Southport Controls for the upgrade of SCADA for Lift Station 12**

**ARCHACKI/BOUCHER M/S/C  
AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN  
NOES: NONE  
ABSENT: HIGMAN**

- b. Discussion and consideration of purchasing Pro Pac 9800 from NTU in the amount of \$19,000.00 for Water Plant

**Action Taken: Motion to purchase Pro Pac 9800  
BOUCHER/ARCHACKI M/S/C  
AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN  
NOES: NONE  
ABSENT: HIGMAN**

**Adjournment**

**Time: 3:16 p.m.**

**SIGNED:**   
Margaret Medeiros, President

**ATTESTED TO:**   
Dianna Mann, Pro-Tem Board Sec