

**CLEARLAKE OAKS COUNTY WATER DISTRICT
MINUTES
SPECIAL MEETING OF THE BOARD OF DIRECTORS**

Clearlake Oaks County Water District Administration Building
12952 E. Hwy. 20 Clearlake Oaks, CA 95423 (707) 998-3322

August 27, 2020

This meeting is the re-scheduled Regular Meeting from August 20, 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, √ 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. July 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 07-16-2020

4. Bills

- a. MC Engineering invoice number 1971, dated 8/5/2020, in the amount of \$26,802.80 for the USDA Water Projects

**Action Taken: Motion to approve consent items
ARCHACKI/BOUCHER M/S/C
AYES: UNANIMOUS**

Old Business

5. Agenda (Old Business)

- a. Discussion of Coronavirus (COVID-19)

Action Taken: No Action

- b. Discussion and re-consideration of rebuilding pump #3 effluent pump at the Waste Water Treatment Plant using CPM in the amount of \$\$29,962.83

**Action Taken: Motion to approve \$30,000 to rebuild pump #3 using CPM
HIGMAN/HERMAN M/S/C
AYES: UNANIMOUS**

6. Agenda (New Business)

- a. Discussion and consideration of replacing / repairing fire hydrants district wide. Hydrants range in cost from \$3,500 to \$6,000 depending if valves need replaced also

Action Taken: No Action

- b. Discussion and consideration of Resolution 20-13, Requesting Transfer of Delinquent Account Balances to the County of Lake for Inclusion with the County's Secured Tax Collections

**Action Taken: Motion to adopt Resolution 20-13
ARCHACKI/BOUCHER M/S/C
AYES: UNANIMOUS**

- c. Discussion and consideration of Resolution 20-14, Adopting a Water Usage and Conservation Policy

**Action Taken: Motion to adopt Resolution 20-14
ARCHACKI/HERMAN M/S/C
AYES: UNANIMOUS**

- d. Discussion and consideration of bids to re-coat the PC tank from Marine Industrial Tank in the amount of \$71,932.96 and Pittsburg Tank Tower Group in the amount of \$99,995.00

**Action Taken: Motion to approve Pittsburg Tank Tower Group to re-coat PC holding tank
BOUCHER/HIGMAN M/S/C
AYES: UNANIMOUS**

- e. Discussion and approval of a bid from Medora Corporation to remove, store, and re-install the aeration system in the PC tank for the re-coating process in the amount of \$16,885.00

Action Taken: Motion to approve Medora Corporation to handle the necessary steps for the aeration system in PC tank during the re-coating

BOUCHER/ARCHACKI M/S/C

AYES: UNANIMOUS

- f. Discussion and consideration of allowing staff to start shopping for a water truck

Action Taken: It is the consensus of the Board to allow staff to start shopping for a water truck

Motion by Director Boucher and a second by Vice President Archacki to adjourn the meeting at 3:17 p.m.

SIGNED: _____
Margaret Medeiros, President

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