

**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

FEBRUARY 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, **ABSENT** √ Mrs. Barbara Higman, Director
- √ Mrs. Dianna Mann – General Manager √ Mrs. Olivia Mann - Secretary of the Board

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. January 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 01-16-2020

4. Bills

- a. MC Engineering invoice number 1891, dated 2/5/2020, in the amount of \$34,147.27 for the Waste Water Infrastructure Improvements Project
- b. T & S Construction invoice number 9, dated 01/31/20, in the amount of \$439,076.02 for Phase 3 of the Wastewater Infrastructure Improvements
- c. T & S Construction invoice number 3, dated 01/31/2020, in the amount of \$78,352.44 for Phase 2 of the Wastewater Infrastructure Improvements

Action Taken: Motion to approve the consent items

HIGMAN/ARCHACKI M/S/C

AYES: MEDEIROS/ARCHACKI/HIGMAN

NOES: NONE

ABSENT: BOUCHER

5. Agenda (Old Business)

6. Agenda (New Business)

- a. Discussion and consideration of appointing a new board member to serve the remainder of the un-expired term left by the resignation of Director Hosier

Action Taken: Motion to appoint Michael Herman as the new Director for the un-expired term left by Karl Hosier

ARCHACKI/HIGMAN M/S/C

AYES: MEDEIROS/ARCHACKI/HIGMAN

NOES: NONE

ABSENT: BOUCHER

- b. Administered Oath to the newly appointed Board Director

Action Taken: Administered Oath to Director Herman

- c. Presentation from MC Engineering regarding USDA and State grants

Action Taken: NO ACTION

- d. Discussion and consideration of approving Resolution 20-02, Amendment No. 1 to MC Engineering's revised budget to include additional projects for USDA Water and assistance with the 218

Action Taken: Motion to approve Resolution 20-02, Amendment No. 1 to MC Engineering's revised budget

ARCHACKI/HERMAN M/S/C

AYES: MEDEIROS/ARCHACKI/HIGMAN/HERMAN

NOES: NONE

ABSENT: BOUCHER

- e. Discussion and consideration of the leak repair at Pingree and Hwy. 20

Action Taken: NO ACTION

- f. Discussion and consideration of permitting the General Manager to work with Geo Legal to get all water and sewer lines, and access easements drawn up and recorded in regards to Richard Kuehn's property

Action Taken: NO ACTION

- g. Discussion and consideration of appointing an Ad Hoc committee for 2020-2021 budget

Action Taken: Motion to appoint Barbara and Stan to the Ad Hoc committee for the 2020-2021 budget

ARCHACKI/HIGMAN M/S/C

AYES: MEDEIROS/ARCHACKI/HIGMAN/HERMAN

NOES: NONE

ABSENT: BOUCHER

- h. Discussion and consideration of appointing an Ad Hoc committee for Reclamation Project

Action Taken: Motion to appoint Mike and Stan to the Ad Hoc committee for the Reclamation Project

HERMAN/HIGMAN M/S/C

AYES: MEDEIROS/ARCHACKI/HIGMAN/HERMAN

NOES: NONE

ABSENT: BOUCHER

- i. Discussion and consideration of approving the 2018-2019 financial audit

Action Taken: Motion to approve the 2018-2019 financial audit

ARCHACKI/HIGMAN M/S/C

AYES: MEDEIROS/ARCHACKI/HIGMAN/HERMAN

NOES: NONE

ABSENT: BOUCHER

Motioned to adjourn at 3:41 PM by Director Archacki

Adjournment

Time: 3:41 PM

SIGNED:



Stanley Archacki, Vice President

ATTESTED TO:



Olivia Mann, Board Secretary