

**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

MARCH 19, 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, *PHONE* √ Mr. Stanley Archacki, Vice President
√ Mr. Samuel Boucher, Director, *PHONE* √ Mrs. Barbara Higman, Director, □ Mr. Michael Herman, 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. February 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 02-20-2020
- b. Minutes of Special Meeting 02-20-2020

4. Bills

- a. MC Engineering invoice number 1903, dated 3/5/2020, in the amount of \$24,798.77 for the Waste Water Infrastructure Improvements Project
- b. MC Engineering invoice number 1892, dated 3/5/2020, in the amount of \$34,156.19 for the USDA Water Projects
- c. T & S Construction invoice number 10, dated 02/29/20, in the amount of \$287,723.11 for Phase 3 of the Wastewater Infrastructure Improvements
- d. T & S Construction invoice number 4, dated 02/29/2020, in the amount of \$8,465.78 for Phase 2 of the Wastewater Infrastructure Improvements

Action Taken: Motion to approve the consent items with corrections to the Regular Meeting and Special Meeting minutes

HERMAN/ARCHACKI M/S/C

AYES: MEDEIROS/ARCHACKI/BOUCHER/HIGMAN/HERMAN

NOES: NONE

ABSENT: NONE

5. Agenda (Old Business)

- a. Discussion and approval of Geo Legal's proposal for processing and recording of multiple easements to facilitate CLOCWD access across and to Kuehn Properties in the amount of \$13,200

Action Taken: Motion to approve the proposal from Geo Legal not to exceed \$13,200.00

ARCHACKI/HIGMAN M/S/C

AYES: MEDEIROS/ARCHACKI/BOUCHER/HIGMAN/HERMAN

NOES: NONE

ABSENT: NONE

6. Agenda (New Business)

- a. Discussion and consideration of approving up to \$20,000 from the CRP-Sewer account that may be used to complete jobs that are not completely covered by contingency money from the Waste Water Infrastructure Improvements Project grant.

Action Taken: Motion to approve \$20,000.00 from the CRP-Sewer account to complete jobs not covered by contingency money from the Waste Water Infrastructure Improvements Project grant

HIGMAN/HERMAN M/S/C

AYES: MEDEIROS/ARCHACKI/BOUCHER/HIRMAN/HERMAN

NOES: NONE

ABSENT: NONE

- b. Discussion and consideration of approving policy pertaining to Hiring of Personnel

Action Taken: Motion to approve policy pertaining to Hiring of Personnel

HERMAN/ARCHACKI M/S/C

AYES: MEDEIROS/ARCHACKI/BOUCHER/HIGMAN/HERMAN

NOES: NONE

ABSENT: NONE

- c. Discussion and consideration of approving policy pertaining to Lead and Copper

Action Taken: Motion to approve policy pertaining to Lead and Copper
HIGMAN/HERMAN M/S/C
AYES: MEDEIROS/ARCHACKI/BOUCHER/HIGMAN/HERMAN
NOES: NONE
ABSENT: NONE

- d. Discussion and consideration of approving policy pertaining to Public Works

Action Taken: Motion to approve policy pertaining to Public Works
ARCHACKI/HIGMAN M/S/C
AYES: MEDEIROS/ARCHACKI/BOUCHER/HIGMAN/HERMAN
NOES: NONE
ABSENT: NONE

- e. Discussion and consideration of Resolution No. 20-01 pertaining to CSA 16 Boundaries

Action Taken: Motion to approve Resolution No. 20-01 pertaining to CSA 16 Boundaries
HERMAN/HIGMAN M/S/C
AYES: MEDEIROS/ARCHACKI/BOUCHER/HIGMAN/HERMAN
NOES: NONE
ABSENT: NONE

- f. Discussion and consideration of Resolution No. 20-03 to Amend the Employee Handbook

Action Taken: Motion to approve Resolution No. 20-03 to Amend the Employee Handbook
HIGMAN/ARCHACKI M/S/C
AYES: MEDEIROS/ARCHACKI/BOUCHER/HIGMAN/HERMAN
NOES: NONE
ABSENT: NONE

- g. Discussion and update of the Coronavirus (COVID-19)

Action Taken: NO ACTION

Motioned to adjourn at 3:05 PM by Director Archacki

Adjournment

Time: 3:05 PM

SIGNED: 
Stanley Archacki, Vice President

ATTESTED TO: 
Olivia Mann, Board Secretary