

**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

APRIL 16, 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, PHONE, President √ Mr. Stanley Archacki, Vice President
√ Mr. Samuel Boucher, PHONE, Director √ Mrs. Barbara Higman, Director, √ Mr. Michael Herman, Director
√ Mrs. Dianna Mann – General Manager √ Mrs. Olivia Mann - Secretary of the Board

Board Members allowed to call in due to the COVID-19/ Coronavirus

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. March 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 03-19-2020

4. Bills

- a. MC Engineering invoice number 1914, dated 4/1/2020, in the amount of \$24,441.16 for the Waste Water Infrastructure Improvements Project
- b. MC Engineering invoice number 1915, dated 4/1/2020, in the amount of \$53,541.94 for the USDA Water Projects
- c. T & S Construction invoice number 11, dated 3/1/2020, in the amount of \$7,720.32 for Phase 3 of the Wastewater Infrastructure Improvements
- d. T & S Construction invoice number 5, dated 3/1/2020, in the amount of \$396,740.23 for Phase 2 of the Wastewater Infrastructure Improvements

Action Taken: Motion to approve the consent items

HERMAN/ARCHACKI M/S/C

AYES: MEDEIROS/ARCHACKI/BOUCHER/HIGMAN/HERMAN

NOES: NONE

ABSENT: NONE

5. Agenda (Old Business)

- a. Discussion and consideration of appeal for 12395 Pine Street

Action Taken: NO ACTION

- b. Discussion and consideration of approval of the USDA new loan/grant amount due to lower interest rates

Action Taken: Motion to move forward with the USDA water project with a \$5,000,000.00 loan and a \$2,000,000.00 grant per the USDA draft letter of conditions

HERMAN/ARCHACKI M/S/C

AYES: MEDEIROS/ARCHACKI/BOUCHER/HIGMAN/HERMAN

NOES: NONE

ABSENT: NONE

6. Agenda (New Business)

- a. Discussion of sewer shut offs

Action Taken: Motion to appoint all delinquency charges to the Lake County Tax Collectors Office, to be added to the property tax roll

ARCHACKI/HIGMAN M/S/C

AYES: MEDEIROS/ARCHACKI/BOUCHER/HIGMAN/HERMAN

NOES: NONE

ABSENT: NONE

- b. Discussion and consideration of approving policy pertaining to Anti-Harassment

Action Taken: Motion to approve policy pertaining to Anti-Harassment

ARCHACKI/HERMAN M/S/C

AYES: MEDEIROS/ARCHACKI/BOUCHER/HIGMAN/HERMAN

NOES: NONE

ABSENT: NONE

c. Discussion and consideration of Resolution 20-04, Amending the Employee Handbook

Action Taken: Motion to approve Resolution 20-04, amending the Employee Handbook

ERMAN/HIGMAN M/S/C

AYES: MEDEIROS/ARCHACKI/BOUCHER/HIGMAN/HERMAN

NOES: NONE

ABSENT: NONE

Adjournment

Time: 3:00 PM

SIGNED: 
Margaret Medeiros, President

ATTESTED TO: 
Olivia Mann, Board Secretary