

**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

**MAY 21, 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    √ 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

1. Director Boucher addressed Mark Carey and John Pedri with MC Engineering requesting the electrical drawings for Water

## 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-Unavailable
- c. Water Plant Chief Operator
- d. Wastewater Plant Chief Operator
- e. General Manager

### 2. Financial Reports for review and approval

- a. April 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 04-16-2020

### 4. Bills

- a. MC Engineering invoice number 1931, dated 5/5/2020, in the amount of \$13,632.25 for the Waste Water Infrastructure Improvements Project
- b. MC Engineering invoice number 1932, dated 5/5/2020, in the amount of \$61,645.83 for the USDA Water Projects
- c. T & S Construction invoice number 12, dated 4/28/2020, in the amount of \$75,571.66 for Phase 3 of the Wastewater Infrastructure Improvement

#### Action Taken: Motion to approve the consent items

**ARCHACKI/BOUCHER M/S/C**

**AYES: MEDEIROS/ARCHACKI/BOUCHER/HIGMAN/HERMAN**

**NOES: NONE**

**ABSENT: NONE**

### 5. Agenda (New Business)

- a. Discussion of purchasing five (5) Titan Tubes from Ryan Process in the amount of \$12,556.26

#### Action Taken: Motion to approve the purchase of five (5) Titan Tubes for the Wastewater Treatment Plant in the amount of \$12,556.26

**BOUCHER/HIGMAN M/S/C**

**AYES: MEDEIROS/ARCHACKI/BOUCHER/HIGMAN/HERMAN**

**NOES: NONE**

**ABSENT: NONE**

- b. Discussion and consideration of Resolution 20-05, accepting USDA Resolution RUS BULLETIN 1780-27 for the Water Improvement Project

#### Action Taken: Motion to approve Resolution 20-05, accepting USDA Resolution RUS BULLETIN 1780-27 for the Water Improvement Project

**ARCHACKI/HERMAN M/S/C**

**AYES: MEDEIROS/ARCHACKI/BOUCHER/HIGMAN/HERMAN**

**NOES: NONE**

**ABSENT: NONE**

- c. Discussion and consideration of Resolution 20-06, Approving USDA Loan Offer, Letter of Conditions, Request Obligation of Funds, and the Proceed with Acquisition of a Bond Counsel

**Action Taken: Motion to approve Resolution 20-06 as revised, Approving USDA Loan Offer, Letter of Conditions, Request Obligation of Funds, and the Proceed with Acquisition of a Bond Counsel**  
**HERMAN/BOUCHER M/S/C**  
**AYES: MEDEIROS/ARCHACKI/BOUCHER/HIGMAN/HERMAN**  
**NOES: NONE**  
**ABSENT: NONE**

- d. Discussion and consideration of Resolution 20-07, Adopting a Records Retention Policy

**Action Taken: Motion to approve Resolution 20-07, adopting a Record Retention Policy as revised**  
**BOUCHER/ARCHACKI M/S/C**  
**AYES: MEDEIROS/ARCHACKI/BOUCHER/HIGMAN/HERMAN**  
**NOES: NONE**  
**ABSENT: NONE**

- e. Discussion and consideration of Resolution 20-08, Approving Amendment No. 2 of the MC Engineering Services Contract for the USDA Water Improvement Project

**Action Taken: Motion to approve Resolution 20-08 Approving Amendment No. 2 of the MC Engineering Services Contract for the USDA Water Improvement Project**  
**ARCHACKI/BOUCHER M/S/C**  
**AYES: MEDEIROS/ARCHACKI/BOUCHER/HIGMAN/HERMAN**  
**NOES: NONE**  
**ABSENT: NONE**

- f. Discussion and review of the projected 2020-2021 budget

**Action Taken: NO ACTION**

**Adjournment**

**Time: 2:40 PM**

**SIGNED:** Margaret Medeiros  
**Margaret Medeiros, President**

**ATTESTED TO:** Olivia Mann  
**Olivia Mann, Board Secretary**