

**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

**JUNE 18, 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

**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. May 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 05-21-2020

**4. Bills**

- a. MC Engineering invoice number 1946, dated 6/5/2020, in the amount of \$24,745.26 for the USDA Water Projects

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

**ARCHACKI/HIGMAN M/S/C**

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

**NOES: NONE**

**ABSENT: NONE**

**5. Agenda (New Business)**

- a. Discussion and approval of Spill Prevention, Control and Counter Measure Plan for the Wastewater Treatment Plant per EPA Code 40 CFR 112.7

**Action Taken: Motion to approve the Spill Prevention, Control and Counter Measure Plan for the Wastewater Treatment Plant**

**BOUCHER/HERMAN M/S/C**

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

**NOES: NONE**

**ABSENT: NONE**

- b. Discussion and approval of 2020-2021 budget

**Action Taken: Motion to approve the 2020-2021 budget**

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

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

**NOES: NONE**

**ABSENT: NONE**

- c. Discussion and consideration of Resolution 20-09, Pertaining to the General Election of the Board of Directors

**Action Taken: Motion to approve Resolution 20-09, Pertaining to the General Election of the Board of Directors**

**ARCHACKI/HIGMAN M/S/C**

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

**NOES: NONE**

**ABSENT: NONE**

- d. Discussion and consideration of revision to the Board of Directors Rules and Regulations

**Action Taken: Motion to approve revision to the Board of Directors Rules and Regulations as revised**

**BOUCHER/HERMAN M/S/C**

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

**NOES: NONE**

**ABSENT: NONE**

- e. Discussion and consideration of policy pertaining to Delinquent Accounts

**Action Taken: NO ACTION**

- f. Discussion and consideration of Resolution 20-10 Adopting a policy pertaining to Delinquent Accounts

**Action Taken: NO ACTION**

- g. Discussion and consideration of Resolution 20-11 amending the Billable Fees

**Action Taken: Motion to approve Resolution 20-11 amending the Billable Fees**

**HERMAN/HIGMAN M/S/C**

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

**NOES: NONE**

**ABSENT: NONE**

**Closed Session**

**Time: 3:02 PM**

- a. Discussion and evaluation of Administrative Services Manager, pursuant to Government Code Section 54957 (b)(1)
- b. Discussion and evaluation of the General Manager, pursuant to Government Code Section 54957 (b)(1)

**Action Taken: In closed session, the Board evaluated the Administrative Services Manager and the General Manager, a motion was made by Director Archacki and seconded by Director Boucher to give both positions a 5% raise.**

**Open Session**

**Time: 3:30 PM**

**Adjournment**

**Time: 3:31 PM**

*Mary M Medeiros*

*Olivia Mann*