

**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

**PUBLIC HEARING REGARDING ORDINANCE  
NO. 83 AN ORDINANCE OF THE BOARD OF  
DIRECTORS OF CLEARLAKE OAKS COUNTY  
WATER DISTRICT REGARDING ITS WATER  
CODE**

**NOVEMBER 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    √ 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 – Board Secretary  
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. October 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 10/15/2020

**4. Bills**

- a. MC Engineering invoice number 2004, dated 11/05/2020, in the amount of \$48,004.91 for the USDA Water Projects
- b. Coastal Mountain Electric invoice number 8129, dated 10/26/2020, in the amount of \$17,577.00 for the emergency main breaker at the WWTP

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

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

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

**NOES: NONE**

**ABSENT: NONE**

**5. Agenda (New Business)**

- a. Discussion and consideration of purchasing a Portable Lateral and Mini-Mainline Push System camera not to exceed \$15,000 plus shipping and taxes

**Action Taken: Motion to approve the purchase of a Portable Lateral and Mini-Mainline Push System camera not to exceed \$15,000, plus shipping and taxes**

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

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

**NOES: NONE**

**ABSENT: NONE**

- b. Discussion and consideration of delinquent sewer disconnection options

**Action Taken: A recommendation was made by the Board to add sewer disconnection options to the Clearlake Oaks County Water District Sewer Code**

- c. Discussion and consideration of purchasing 800 Gallons of Pro Pac 9890 from NTU Technologies in the amount of \$8,279.04, not including tax and shipping

**Action Taken: Motion to approve the purchase of 800 Gallons of Pro Pac 9890 from NTU Technologies in the amount of \$8,279.04, plus tax and shipping**

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

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

**NOES: NONE**

**ABSENT: NONE**

- d. Discussion and approval of the contract renewal with Yolo County Flood Control & Water Conservation District

**Action Taken: Motion to approve the addendum to the contract with Yolo County Flood Control & Water Conservation District**

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

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

**NOES: NONE**

**ABSENT: NONE**

- e. Discussion and consideration of appeal request for 12332 Lakeview Drive, Clearlake Oaks

**Action Taken: Motion to deny appeal request for 12332 Lakeview Drive, Clearlake Oaks**

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

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

**NOES: NONE**

**ABSENT: NONE**

- f. Discussion and consideration of Resolution 20-16 adopting the Clearlake Oaks County Water District Water Code

**Action Taken: Motion to approve Resolution 20-16 adopting the Clearlake Oaks County Water District Water Code**

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

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

**NOES: NONE**

**ABSENT: NONE**


- g. First reading of Ordinance 83 regarding the Clearlake Oaks County Water District Water Code

**Action Taken: The Board of Directors acknowledged the first reading of Ordinance 83**

**Adjournment**

**Time: 3:15 p.m.**

**SIGNED:**   
Margaret Medeiros, President

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