

**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

JANUARY 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, President √ Mr. Stanley Archacki, Vice President
- √ Mr. Samuel Boucher, Director □ Mrs. Barbara Higman, Director, **ABSENT**
- √ Mrs. Dianna Mann – General Manager √ Mrs. Olivia Mann - Secretary of the Board

In the audience, our Chief Operators

- Mr. Francisco Castro, Wastewater, **ABSENT** √ 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. December 2019, 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 12-19-19

4. Bills

- a. MC Engineering invoice number 1878, dated 1/6/2020, in the amount of \$36,420.95 for the Waste Water Infrastructure Improvements Project
- b. MC Engineering invoice number 1879, dated 12/18/19 (should have been dated 1/6/20), in the amount of \$16,386.86 for the USDA Meters and Water Tank PER (USDA application for water projects)
- c. T & S Construction invoice number 8, dated 12/31/19, in the amount of \$307,562.50 for Phase 3 of the Wastewater Infrastructure Improvements
- d. T & S Construction invoice number 2, dated 12/31/19, in the amount of \$266,907.99 for Phase 2 of the Wastewater Infrastructure Improvements

Action Taken: Motion to approve the consent items

BOUCHER/ARCHACKI/M/S/C

AYES: MEDEIROS/ARCHACKI/BOUCHER

NOES: NONE

ABSENT: HIGMAN

5. Agenda (Old Business)

- a. Discussion and approval of the organizational chart

Action Taken: Motion to approve the organizational chart

ARCHACKI/BOUCHER M/S/C

AYES: MEDEIROS/ARCHACKI/BOUCHER

NOES: NONE

ABSENT: HIGMAN

- b. Update of the hit and run incident at the Water Plant on December 8, 2019

Action Taken: NO ACTION

6. Agenda (New Business)

- a. Discussion and consideration of nominations for a Special District Representative to the Consolidated Redevelopment Agency Oversight Board for Lake County

Action Taken: Motion to nominate Margaret Medeiros as Special District Representative

ARCHACKI/BOUCHER M/S/C

AYES: MEDEIROS/ARCHACKI/BOUCHER

NOES: NONE

ABSENT: HIGMAN

Motioned to adjourn at 2:21 PM by Director Boucher

Adjournment

Time: 2:21 PM

SIGNED: 
Margaret Medeiros, President

ATTESTED TO: 
Orvia Mann, Board Secretary