

**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

FEBRUARY 18, 2021

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 √ Mr. Michael Herman, Director √ Mr. James Burton, 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. January 2021, 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 01/21/2021
- b. Minutes of Special Meeting 01/21/2021

4. Bills

- a. MC Engineering invoice number 2036 dated 02/05/2021, in the amount of \$26,028.08 for the USDA Water Projects

Action Taken: Motion to remove Staff Written Operational Reports from the consent items and approve the remaining consent items

ARCHACKI/BOUCHER M/S/C

AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON

NOES: NONE

ABSENT: NONE

5. Agenda (New Business)

- a. Discussion and consideration of Resolution 21-03, Amending the 'Sewer' Code

Action Taken: Motion to approve Resolution 21-03, Amending the 'Sewer' Code

HERMAN/BOUCHER M/S/C

AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON

NOES: NONE

ABSENT: NONE

- b. Discussion and update of the USDA Water Project

Action Taken: NO ACTION

- c. Discussion and consideration of Resolution of 21-04, Additional USDA Grant Funding and District Share

Action Taken: Motion to approve Resolution 21-04, Additional USDA Grant Funding and District Share

BURTON/ARCHACKI M/S/C

AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON

NOES: NONE

ABSENT: NONE

- d. Discussion and consideration of Resolution of 21-05, Adopting USDA Resolution 1780-27

Action Taken: Motion to approve Resolution 21-05, Adopting USDA Resolution 1780-27

ARCHACKI/HERMAN M/S/C

AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON

NOES: NONE

ABSENT: NONE

- e. Discussion and consideration of Resolution of 21-06, Approving Certificates of Participation for USDA

Action Taken: Motion to approve Resolution 21-06, Approving Certificates of Participation for USDA

BURTON/BOUCHER M/S/C

AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON

NOES: NONE

ABSENT: NONE

- f. Discussion and approval of the staff report from the General Manager regarding USDA

Action Taken: Motion to approve the USDA staff report from the General Manager
ARCHACKI/BOUCHER M/S/C
AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON
NOES: NONE
ABSENT: NONE

- g. Discussion and consideration of Ordinance 84 regarding the Clearlake Oaks County Water District 'Sewer' Code

Action Taken: Motion to approve Ordinance 84 regarding the Clearlake Oaks County Water District 'Sewer' Code
HERMAN/BURTON M/S/C
AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON
NOES: NONE
ABSENT: NONE

- h. Discussion and consideration of purchasing Pro Pac 9800 from NTU Technologies for the Water Plant, not to exceed \$20,000.00

Action Taken: Motion to approve the purchase of Pro Pac 9800 from NTU Technologies for the Water Plant, not to exceed \$20,000.00
BURTON/BOUCHER M/S/C
AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON
NOES: NONE
ABSENT: NONE

- i. Discussion and update of the Proposition 218 rate study from Mary Fleming with RCAC

Action Taken: NO ACTION

Adjournment

Time: 3:44 p.m.

SIGNED: Margaret Medeiros
Margaret Medeiros, President

ATTESTED TO: Olivia Mann
Olivia Mann, Board Secretary