

**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

**JULY 21, 2022**

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
  
- √ 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

**Staff Written Operational Reports**

- a. Administration
- b. Chief Distribution Operator
- c. Water Plant Chief Operator
- d. Wastewater Plant Chief Operator
- e. General Manager

**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. Financial Reports for review and approval**

- a. June 2022, 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

**2. Minutes of previous meeting for review and approval**

- a. Minutes of Regular Meeting 06/16/2022

**3. Bills**

- a. MC Engineering invoice number 2211, dated 7/5/2022, in the amount of \$20,963.26 for the USDA Water Improvements Project

**Action Taken: Motion to approve the consent items.  
ARCHACKI/HERMAN M/S/C  
AYES: MEDEIROS/ARCHACKI/HERMAN/BURTON  
NOES: NONE  
ABSENT: NONE**

**4. Agenda (New Business)**

- a. Discussion and consideration of customer appeal for 9850 E. Highway 20, Clearlake Oaks

**Action Taken: Motion to continue appeal consideration at the August Regular Meeting  
BOUCHER/BURTON M/S/C  
AYES: MEDEIROS/ARCHACKI/HERMAN/BURTON  
NOES: NONE  
ABSENT: NONE**

- b. Discussion and consideration of Resolution 22-09, Notice of Elective Offices for the 2022 Election

**Action Taken: Motion to approve Resolution 22-09, Notice of Elective Offices for the 2022 Election  
HERMAN/BOUCHER M/S/C  
AYES: MEDEIROS/ARCHACKI/HERMAN/BURTON  
NOES: NONE  
ABSENT: NONE**

**Adjournment**

**Time: 2:59 PM**

**SIGNED:**   
Margaret Medeiros, President

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