

# ***CLEARLAKE OAKS COUNTY WATER DISTRICT***

## **NOTICE OF A REGULAR MEETING OF THE BOARD OF DIRECTORS**

Date: May 18, 2023

Time: 2:00 P.M.

Clearlake Oaks County Water District Administration Building  
12952 E. Hwy. 20 Clearlake Oaks, CA 95423

### **MINUTES**

#### **A. CALL TO ORDER**

- Pledge of Allegiance
- Roll Call

Mrs. Margaret Medeiros, President, **EXCUSED** ✓ Mr. Stanley Archacki, Vice President ✓ Mr. Samuel Boucher, Director ✓ Mr. Michael Herman, Director ✓ Mr. James Burton, Director ✓ Mrs. Dianna Mann – General Manager, **PHONE** ✓ Mrs. Olivia Mann – Board Secretary

✓ Mr. Francisco Castro, Wastewater ✓ Mr. Kurt Jensen, Water ✓ Mr. Jeremy Backus, Distribution

#### **B. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA**

The public may comment on items not on the agenda within the Board's jurisdiction. Speakers are limited to three (3) minutes each.

#### **C. STAFF REPORTS**

1. Administration
2. Chief Distribution Operator
3. Chief Water Plant Operator
4. Chief Wastewater Plant Operator
5. General Manager

#### **D. CONSENT ITEMS**

The Board will be asked to approve all Consent Items at one time without discussion. If any Director, staff, or interested person requests that an item be removed from the Consent Items, it will be considered under New Business.

##### **1. Financial Reports for review and approval**

- a. April 2023 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 Special Meeting 04/20/2023 (**Page 38**)

- b. Minutes of Regular Meeting 04/20/2023 *(Page 40)*
- c. Minutes of Special Meeting 05/02/2023 *(Page 44)*
- d. Minutes of Special Meeting 05/09/2023 *(Page 45)*

3. **Bills**

- a. MC Engineering invoice number 2374, dated 5/5/2023, in the amount of \$13,353.25 for the SWRCB Water TA Grant *(Page 46)*
- b. MC Engineering invoice number 2383, dated 5/5/2023, in the amount of \$14,000.000 for the Source Capacity Study *(Page 47)*

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

**E. NEW BUSINESS**

- 1. Notification of President Margaret Medeiros Resignation *(Page 48)*

**Action Taken: NO ACTION**

- 2. Discussion and consideration of Lake Fleet Repair and Tow Repair Order # 002373 in the amount of \$11,448.13, repairing the 2004 Ford F-550 Dump Truck *(Page 49)*

**Action Taken: Motion to approve Lake Fleet and Tow Repair Order #002373, in the amount of \$11,448.13**  
**BOUCHER/HERMAN M/S/C**  
**AYES: ARCHACKI/BOUCHER/HERMAN/BURTON**  
**NOES: NONE**  
**ABSENT: MEDEIROS**

- 3. Discussion and consideration of renewing District Notary Public

**Action Taken: Motion to not renew the District Notary Public licensing**  
**BURTON/BOUCHER M/S/C**  
**AYES: ARCHACKI/BOUCHER/HERMAN/BURTON**  
**NOES: NONE**  
**ABSENT: MEDEIROS**

- 4. Discussion and consideration of amending the Administrative Services Manager Job Description *(Page 51)*

**Action Taken: Motion to amend the Administrative Services Manager job description as revised**  
**HERMAN/BOUCHER M/S/C**  
**AYES: ARCHACKI/BOUCHER/HERMAN/BURTON**  
**NOES: NONE**  
**ABSENT: MEDEIROS**

5. Discussion and consideration of amending the Telework Policy and Agreement (*Page 54*)

**Action Taken: Motion to amend the Telework Policy and Agreement as revised**  
**BURTON/BOUCHER M/S/C**  
**AYES: ARCHACKI/BOUCHER/HERMAN/BURTON**  
**NOES: NONE**  
**ABSENT: MEDEIROS**

6. Discussion and review of the 2023-2024 Annual Budget (*Page 64*)

**Action Taken: NO ACTION**

**F. CLOSED SESSION**

**Time: 2:49 PM**

1. Update on one case of pending litigation

**Action Taken:** The Board discussed one case of pending litigation with counsel for the District and approved settlement authority for District counsel.

**Open Session**

**Time: 2:51 PM**

**ADJOURNMENT**

**Time: 2:51 PM**

**SIGNED:**

  
Stanley Archacki, Vice President

**ATTESTED TO:**

  
Olivia Mann, Board Secretary

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 during the Board's consideration of that agenda item. The President will call for comments at the appropriate time. Comments of individual speakers are limited to three minutes per agenda item.

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.