

**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

MARCH 17, 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. February 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 02/17/2022

3. Bills

- a. MC Engineering invoice number 2164, dated 3/5/2022, in the amount of \$26,932.94 for the USDA Water Projects
- b. T & S Construction invoice number 10, dated 2/28/2022, in the amount of \$105,546.43 for the USDA Water Projects

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

4. Agenda (Old Business)

- a. Discussion and update of the Districts Quarterly Newsletter

Action Taken: NO ACTION

5. Agenda (New Business)

- a. Discussion and appointment of an Ad Hoc Committee for Customer Billing

Action Taken: The Board Appoints Director Herman and Director Boucher to the Customer Billing Ad Hoc Committee

- b. Discussion and consideration of purchasing six (6) Hi-Flo Titan Tubes from Ryan Process Inc., in the amount of \$18,785.00, not including tax, for the Wastewater Treatment Plant

Action Taken: Action Taken: Motion to approve purchasing six (6) Hi-Flo Titan Tubes from Ryan Process Inc., in the amount of \$18,785.00, not including tax, for the Wastewater Treatment Plant
ARCHACKI/BOUCHER M/S/C
AYES: ARCHACKI/BOUCHER/HERMAN/BURTON
NOES: NONE
ABSENT: NONE

- c. Discussion of Water Treatment Plant Filter #1 Surveillance Report from State.

Action Taken: NO ACTION

- d. Discussion and consideration of quote from ERS for replacing the media in Filter #1.(The quote was not available at the time of posting, however, it will be a hand out the day of the meeting.)

Action Taken: Action Taken: Motion to approve Quote from ERS for replacing the media in Filter #1 in the amount of \$53,330.00
ARCHACKI/BOUCHER M/S/C
AYES: ARCHACKI/BOUCHER/HERMAN/BURTON
NOES: NONE
ABSENT: NONE

- e. Discussion and approval of the Administrative Services Manager Job Description

Action Taken: Motion to approve the Administrative Services Manager Job Description
BURTON/HERMAN M/S/C
AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON
NOES: NONE
ABSENT: NONE

Closed Session **Time: 2:36 PM**

- a. Pending Litigation: One Case

Open Session **Time: 3:10 PM**

Action Taken in Closed Session: In closed session, the Board discussed one case of pending litigation, no action was taken.

Adjournment **Time: 3:10 PM**

SIGNED: Margaret Medeiros **ATTESTED TO:** Olivia Mann
Margaret Medeiros, President **Olivia Mann, Board Secretary**