

CLEARLAKE OAKS COUNTY WATER DISTRICT

NOTICE OF A REGULAR MEETING OF THE BOARD OF DIRECTORS

PUBLIC NOTICE

Notice is hereby given of a public meeting to solicit public comment regarding the intent of the Clearlake Oaks County Water District to apply for United States Department of Agriculture (USDA) grant funding in the amount of \$50,000.00 for the purpose of purchasing a 6” Critically Silenced Diesel Engine Dri-Prime Pump. The total purchase price is approximately \$75,000. with the Clearlake Oaks County Water District contributing \$25,000. The public meeting will be held on April 18, 2024 at 2 p.m. at the Administration Office located at 12952 E. Hwy. 20, Clearlake Oaks, CA 95423. For additional information please call 707-998-3322. The public is encouraged to attend and offer comments regarding the Project and USDA funding application.

Date: April 18, 2024
Time: 2:00 P.M.

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

MINUTES

A. CALL TO ORDER

- Pledge of Allegiance
- Roll Call

√ Mr. Stanley Archacki, President √ Mr. Michael Herman, Vice President √ Mr. Samuel Boucher, Director
√ Mr. James Burton, Director √ Mr. William McHugh, Director √ Mrs. Dianna Mann – General Manager
√ 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 (Page 15)**
 - a. March 2024 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 (Page 39)**
 - a. Minutes of Regular Meeting 03-21-24
 - b. Minutes of Special Meeting 03-25-24

Minutes of Special Meeting 04-11-24: No Quorum

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

F. NEW BUSINESS

1. Discussion and approval of Financial Statements Audit Report YE June 30, 2023 (Page 42)

Action Taken: Motion to approve the Financial Statements Audit Report YE June, 30, 2023
HERMAN/MCHUGH M/S/C
AYES: ARCHACKI/HERMAN/BOUCHER/BURTON/MCHUGH
NOES: NONE
ABSENT: NONE

2. Discussion and approval of an additional \$3,422.38 for the General Manager’s vehicle

Action Taken: Motion to approve an additional \$3,422.38 for the General Manager’s vehicle
BOUCHER/BURTON M/S/C
AYES: ARCHACKI/HERMAN/BOUCHER/BURTON/MCHUGH
NOES: NONE
ABSENT: NONE

3. Discussion and approval of policy Pertaining to Required Qualifications for the Duty Operator (Page 73)

Action Taken: Motion to approve the policy Pertaining to Required Qualifications for the Duty Operator
HERMAN/MCHUGH M/S/C
AYES: ARCHACKI/HERMAN/BOUCHER/BURTON/MCHUGH
NOES: NONE
ABSENT: NONE

4. Discussion and consideration of purchasing 4000 Gallons of Pro Pac 9800 for the Water Treatment Plant in the amount of \$32,083.20, tax and freight not included (*Page 74*)

Action Taken: Motion to approve the purchase of 4000 Gallons of Pro Pac 9800 from NTU Technologies in the amount of \$32,083.20, tax and freight not included

BURTON/BOUCHER M/S/C

AYES: ARCHACKI/HERMAN/BOUCHER/BURTON/MCHUGH

NOES: NONE

ABSENT: NONE

5. Discussion and consideration of Resolution 24-02, Amending the Clearlake Oaks County Water District 'Water' Code (*Page 76*)

Action Taken: Motion to approve Resolution 24-02, Amending the Clearlake Oaks County Water District 'Water' Code

BOUCHER/MCHUGH M/S/C

AYES: ARCHACKI/HERMAN/BOUCHER/BURTON/MCHUGH

NOES: NONE

ABSENT: NONE

6. Discussion and consideration of Resolution 24-03, Amending the Clearlake Oaks County Water District 'Sewer' Code (*Page 119*)

Action Taken: Motion to approve Resolution 24-03, Amending the Clearlake Oaks County Water District 'Sewer' Code with revisions to the drawings

HERMAN/MCHUGH M/S/C

AYES: ARCHACKI/HERMAN/BOUCHER/BURTON/MCHUGH

NOES: NONE

ABSENT: NONE

7. Discussion and consideration of becoming members of the California Special Districts Association in the amount of \$\$6,550.00 for the 1st year, this amount includes a 20% discount due to our free trial membership (*Page 150*)

Action Taken: Motion to approve the becoming members of the California Special Districts Association

HERMAN/BOUCHER M/S/C

AYES: ARCHACKI/HERMAN/BOUCHER/BURTON/MCHUGH

NOES: NONE

ABSENT: NONE

ADJOURNMENT

Time: 2:56 PM

SIGNED:  **Stanley Archacki, Board 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.