

**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

**PUBLIC HEARING REGARDING ORDINANCE NO. 84 AN  
ORDINANCE OF THE BOARD OF DIRECTORS OF  
CLEARLAKE OAKS COUNTY WATER DISTRICT  
REGARDING ITS SEWER CODE**

**JANUARY 21, 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. December 2020, 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 12/17/2020

4. **Bills**

- a. MC Engineering invoice number 2029 dated 01/05/2021, in the amount of \$18,146.38 for the USDA Water Projects

**Action Taken: Motion to approve consent items**

**HERMAN/ARCHACKI M/S/C**

**AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON**

**NOES: NONE**

**ABSENT: NONE**

5. **Agenda (New Business)**

- a. Discussion of the Board going paperless in regards to the monthly board packet

**Action Taken: Motion to choose whether you would like your board packet printed monthly or to review online**

**BOUCHER/BURTON M/S/C**

**AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON**

**NOES: NONE**

**ABSENT: NONE**

- b. Discussion and consideration of borrowing from LAIF in lieu of a line of credit to cover meter and backflow costs. The District will buy directly from supplier saving money on contractor markup

**Action Taken: Motion to approve borrowing from LAIF in lieu of a line of credit to cover meter and backflow costs**

**ARCHACKI/BOUCHER M/S/C**

**AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON**

**NOES: NONE**

**ABSENT: NONE**

- c. Discussion and consideration of accepting bid from Coastal Mountain Electric for the installation of underground electrical from new PG&E pole to LS 10 in the amount of \$14,729.00

**Action Taken: Motion to accept bid from Coastal Mountain Electric for the installation of underground electrical from new PG&E pole to LS 10 in the amount of \$14,729.00 plus the cost of the manual disconnect.**

**BOUCHER/HERMAN M/S/C**

**AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON**

**NOES: NONE**

**ABSENT: NONE**

- d. Discussion and consideration of Resolution 21-01, approving the extension of Families First Coronavirus Response Act (FFRCA) through March 31, 2021

**Action Taken: Motion to approve Resolution 21-01, approving the extension of Families First Coronavirus Response Act (FFRCA) through March 31, 2021**

**BURTON/ARCHACKI M/S/C**

**AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON**

**NOES: NONE**

**ABSENT: NONE**

- e. Discussion and consideration of Resolution 21-02 adopting the Clearlake Oaks County Water District 'Sewer' Code

**Action Taken: Motion to approve Resolution 21-02, adopting the Clearlake Oaks County Water District 'Sewer' Code**

**BOUCHER/BURTON M/S/C**

**AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON**

**NOES: NONE**

**ABSENT: NONE**

- f. First reading of Ordinance 84 regarding the Clearlake Oaks County Water District 'Sewer' Code

**Action Taken: NO ACTION**

- g. Discussion and approval of Audit for year ending June 30, 2020

**Action Taken: Motion to approve the audit year ending June 30, 2020 with correct to the date from 2018-2020 in the heading**

**ARCHACKI/BOUCHER M/S/C**

**AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON**

**NOES: NONE**

- h. Discussion and consideration of authorizing Director Herman and Director Burton as check signers for West America Bank

**Action Taken: Motion to authorize Director Herman and Director Burton as check signers for West America Bank**

**ARCHACKI/BOUCHER M/S/C**

**AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON**

**NOES: NONE**

**Adjournment**

**Time: 3:05 p.m.**

**SIGNED:**   
Margaret Medeiros, President

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