

CLEARLAKE OAKS COUNTY WATER DISTRICT

NOTICE OF A REGULAR MEETING OF THE BOARD OF DIRECTORS

Date: February 16, 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, √ 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, **EXCUSED** √ 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. Water Plant Chief Operator
4. Wastewater Plant Chief 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. January 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 Regular Meeting 01/19/2023

3. **Bills**

- a. MC Engineering invoice number 2322, dated 2/5/2023, in the amount of \$7,179.12 for the USDA Water Improvements Project
b. T & S Construction invoice number 19, dated 1/31/2023, in the amount of \$120,881.80 for the USDA Water Improvements Project

Action Taken: Motion to approve the consent items

BOUCHER/HERMAN M/S/C

AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON

NOES: NONE

ABSENT: NONE

E. NEW BUSINESS

1. Discussion and consideration of purchasing a 2022 Chevrolet Silverado 1500 Regular Cab Long Box 2-wheel drive for the D/C Department in the amount of \$53,761.13

Action Taken: Motion to approve the purchase of a 2022 Chevrolet Silverado from Folsom Chevrolet, no to exceed \$54,100.00, to be split 50/50 W/S from the reserve account, and to surplus the old Chevrolet from the DC Department

BOUCHER/BURTON M/S/C

AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON

NOES: NONE

ABSENT: NONE

2. Discussion and consideration and approval of Resolution 23-04, Amending the Employee Handbook

Action Taken: Motion to approve Resolution 23-04, Amending the Employee Handbook

ARCHACKI/BOUCHER M/S/C

AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON

NOES: NONE

ABSENT: NONE

3. Discussion and consideration of appointing an Ad Hoc committee for 2023-2024 Budget

Action Taken: President Medeiros appoints Director Herman and Vice President Archacki to the 2023-2024 Budget Committee

4. Discussion of 12655 E. Highway 20, Clearlake Oaks

Action Taken: NO ACTION

F. CLOSED SESSION

Time: 3:01 PM

1. Update on one potential litigation case


Action Taken: The Board received update on one case of potential litigation, no action was taken and no other items were discussed.

Open Session

Time: 3:23 PM

Adjournment

Time: 3:23 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.