

CLEARLAKE OAKS COUNTY WATER DISTRICT

NOTICE OF A REGULAR MEETING OF THE BOARD OF DIRECTORS

Date: July 20, 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

√ Mr. Stanley Archacki, Vice President √ Mr. Samuel Boucher, Director Mr. Michael Herman, Director, **EXCUSED** √ Mr. James Burton, Director √ Mr. William McHugh, 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. 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. June 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 06/15/2023 *(Page 45)*
- b. Minutes of Special Meeting 07/13/2023 *(Page 48)*

3. **Bills**

- a. T & S Construction invoice number 24, dated 6/30/23, in the amount of \$24,301.14 for the USDA Water Project *(Page 49)*
- b. MC Engineering invoice number 2418, dated 7/6/23, in the amount of \$2,106.27 for the USDA Water Project *(Page 50)*

Action Taken: Motion to approve the consent items

BOUCHER/BURTON M/S/C

AYES: ARCHACKI/BOUCHER/BURTON

NOES: NONE

ABSENT: HERMAN

E. NEW BUSINESS

- 1. Appoint and Administer Oath of Office to Director William McHugh

Action Taken: Motion to appoint Director William McHugh

Administered Oath of Office

BURTON/BOUCHER M/S/C

AYES: ARCHACKI/BOUCHER/BURTON

NOES: NONE

ABSENT: HERMAN

- 2. Nominations and Elections of Board President and Vice President

Action Taken: Motion to nominate and elect Director Stanley Archacki as President and Director Michael Herman as Vice President

BOUCHER/MCHUGH M/S/C

AYES: ARCHACKI/BOUCHER/BURTON/MCHUGH

NOES: NONE

ABSENT: HERMAN

- 3. Discussion and consideration of 23-09, Approving the Revised Sewer System Management Plan *(Page 51)*

Action Taken: Motion to approve Resolution 23-09, Approving the Revised Sewer System Management Plan

BURTON/BOUCHER M/S/C

AYES: ARCHACKI/BOUCHER/BURTON/MCHUGH

NOES: NONE

ABSENT: HERMAN

4. Discussion and consideration of 23-10, Expressing Appreciation to Mary Margaret Medeiros *(Page 52)*

Action Taken: Motion to approve Resolution 23-10, Expressing Appreciation to Mary Margaret Medeiros

BURTON/MCHUGH M/S/C
AYES: ARCHACKI/BURTON/MCHUGH
NOES: NONE
ABSTAIN: BOUCHER
ABSENT: HERMAN

5. Discussion and consideration of sending the General Manager and Board Secretary to attend the 2023 CSDA Board Secretary Conference

Action Taken: Motion to send the General Manager and Board Secretary to attend the 2023 CSDA Board Secretary Conference

BURTON/BOUCHER M/S/C
AYES: ARCHACKI/BOUCHER/BURTON/MCHUGH
NOES: NONE
ABSENT: HERMAN

6. Discussion and consideration of approving the engagement letter from Pehling & Pehling CPA to conduct the 2022-2023 annual audit in the amount of \$12,800.00, with 50% due upon approval *(Page 53)*

Action Taken: Motion to approve the engagement letter from Pehling & Pehling CPA to conduct the 2022-2023 annual audit in the amount of \$12,800.00, with 50% due upon approval

BURTON/BOUCHER M/S/C
AYES: ARCHACKI/BOUCHER/BURTON/MCHUGH
NOES: NONE
ABSENT: HERMAN

7. Discussion and consideration of giving the General Manager permission to use funds from the CRP Water, CRP Sewer, CalPERS, Water Reserve, Sewer Reserve and LAIF Restricted Accounts to pay litigation obligations

Action Taken: Motion to allow the General Manager to use funds from the CRP Water, CRP Sewer, CalPERS, Water Reserve, Sewer Reserve and LAIF Restricted Accounts to pay litigation obligations

BOUCHER/MCHUGH M/S/C
AYES: ARCHACKI/BOUCHER/BURTON/MCHUGH
NOES: NONE
ABSENT: HERMAN

F. CLOSED SESSION

1. Pending Litigation: One Case

*** NO CLOSED SESSION**

ADJOURNMENT

Time: 2:43 PM

SIGNED:



Stanley Archacki, 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.