

# ***CLEARLAKE OAKS COUNTY WATER DISTRICT***

## **NOTICE OF A REGULAR MEETING OF THE BOARD OF DIRECTORS**

**Date: October 17, 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, ***ABSENT*** √ 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, √ Ms.  
Bailey Anderson, Office Manager

#### **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 12)**

- a. September 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**

- a. Minutes of Regular Meeting 09/19/2024 (*Page 35*)
- b. Minutes of Special meeting 09/23/2024 (*Page 38*)

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

**HERMAN/MCHUGH M/S/C**

**AYES: ARCHACKI/HERMAN/BOUCHER/MCHUGH**

**NOES: NONE**

**ABSENT: BURTON**

**E. NEW BUSINESS**

- 1. Discussion and approval to transfer \$124,318.52 from LAIF to General Ledger for second payment to Federal and State due October 31, 2024.

**Action Taken: Motion to approve the transfer of \$124,318.52 from LAIF to General Ledger for second payment to Federal and State due October 31, 2024.**

**BOUCHER/MCHUGH M/S/C**

**AYES: ARCHACKI/HERMAN/BOUCHER/MCHUGH**

**NOES: NONE**

**ABSENT: BURTON**

- 2. Discussion and consideration of Continental Utility Solutions Inc. (CUSI) Sales Agreement for the Billing System Upgrade from UMS Desktop to UB4 Web Based (*Page 39*)

**Action Taken: Motion to approve the Continental Utility Solutions Inc. Sales Agreement for the Billing System and giving Administrative Services Manager permission to execute agreement as needed.**

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

**AYES: ARCHACKI/HERMAN/BOUCHER/MCHUGH**

**NOES: NONE**

**ABSENT: BURTON**

- 3. Discussion and approval of Resolution 24-08, Approval to Purchase One Crane Truck (*Page 47*)

**Action Taken: Motion to approve Resolution 24-08, approving the purchase of one crane truck**

**BOUCHER/MCHUGH M/S/C**

**AYES: ARCHACKI/HERMAN/BOUCHER/MCHUGH**

**NOES: NONE**

**ABSENT: BURTON**

- 4. Discussion and approval of lease with Geolinks to rent a 10x10 area for solar panels for cell tower (Lease will be handed out at meeting, not available at packet time)

**Action Taken: Motion to approve lease with Geolinks to rent a 10x10 area for solar panels for cell tower at \$3.00/ Sq. Ft. and give General Manager permission to execute lease as needed.**

**MCHUGH/BOUCHER M/S/C**

**AYES: ARCHACKI/HERMAN/BOUCHER/MCHUGH**

**NOES: NONE**

**ABSENT: BURTON**

**ADJOURNMENT**

**Time: 2:45 PM**

**SIGNED:**

  
**Stanley Archacki, Board President**

**ATTESTED TO:**

  
**Olivia Mann, Board Secretary**

Where appropriate or deemed necessary, the Board may act 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.