

CLEARLAKE OAKS COUNTY WATER DISTRICT

NOTICE OF A REGULAR MEETING OF THE BOARD OF DIRECTORS

Date: November 21, 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, **ABSENT** √ Mr. James Burton, Director √ Mr. William McHugh, Director √ Mrs. Dianna Mann – General Manager, Mrs. Olivia Mann – Board Secretary, **VIA PHONE**
√ Mr. Francisco Castro, Wastewater √ Mr. Kurt Jensen, Water, Mr. Jeremy Backus, Distribution, **EXCUSED**

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 - Unavailable
3. Chief Water Plant Operator
4. Chief Wastewater Plant Operator
5. General Manager

D. COMMITTEE UPDATES

1. Offsite Effluent Storage

E. 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. October 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 the previous meeting for review and approval**

- a. Minutes of Regular Meeting 10/17/2024

3. **Bills**

- a. Ryan Process, Inc., Quote # CLOW102324-JM, in the amount of \$19,098.00 plus tax, dated October 23, 2024, for sludge drying bags at the Wastewater Treatment Plant

Action Taken: Motion to approve the consent items

MCHUGH/HERMAN M/S/C

AYES: ARCHACKI/HERMAN/MCHUGH/BURTON

NOES: NONE

ABSENT: BOUCHER

F. NEW BUSINESS

1. Discussion and consideration of policy pertaining to Returning to Work

Action Taken: Motion to approve the policy pertaining to Returning to Work

MCHUGH/HERMAN M/S/C

AYES: ARCHACKI/HERMAN/MCHUGH/BURTON

NOES: NONE

ABSENT: BOUCHER

2. Discussion and consideration of quarterly newsletters

Action Taken: Motion to approve the discontinuation of quarterly newsletters

HERMAN/MCHUGH M/S/C

AYES: ARCHACKI/HERMAN/MCHUGH/BURTON

NOES: NONE

ABSENT: BOUCHER

3. Discussion and acceptance of resignation letter from Director Samuel Boucher, effective December 1, 2024

Action Taken: Motion to accept the resignation of Director Samuel Boucher, effective December 1, 2024

BURTON/HERMAN M/S/C

AYES: ARCHACKI/HERMAN/MCHUGH/BURTON

NOES: NONE

ABSENT: BOUCHER

G. CLOSED SESSION

Time: 2:27 PM

1. Potential Litigation: CLOCWD v. Sparling Instruments, LLC.

Action Taken: In Closed Session, a motion was made by Director Burton and seconded by Director McHugh to move forward in the litigation of CLOCWD v. Sparling Instruments, LLC.

ADJOURNMENT

Time: 2:36 PM

SIGNED:


Stanley Archacki, Board President

ATTESTED TO:


Dianna Mann, General Manager

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.