

**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

MAY 20, 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 – 2:01 p.m.

Pledge of Allegiance

Roll Call

- Mrs. Margaret Medeiros, President, **ABSENT** ✓ 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**

- ✓ 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

Staff Written Operational Reports

- a. Customer Service
- b. Chief Distribution Operator
- c. Water Plant Chief Operator
- d. Wastewater Plant Chief Operator
- e. General Manager

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. Financial Reports for review and approval

- a. April 2021, 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 04/15/2021
- b. Minutes of Special Meeting 05/03/2021

3. Bills

- a. MC Engineering invoice number 2062 dated 05/05/2021, in the amount of \$21,172.68 for the USDA Water Projects

**Action Taken: Motion to accept the consent items
ARCHACKI/BOUCHER M/S/C
AYES: ARCHACKI/BOUCHER/HERMAN/BURTON
NOES: NONE
ABSENT: MEDEIROS**

4. Agenda (Old Business)

- a. Discussion and update of the Prop 218 study

Action Taken: NO ACTION

- b. Discussion of Fire Hydrants in the District

Action Taken: NO ACTION

5. Agenda (New Business)

- a. Discussion of Water Conservation

**Action Taken: Motion to move to Stage 2 of the Districts Water Conservation Plan
BOUCHER/HERMAN M/S/C
AYES: ARCHACKI/BOUCHER/HERMAN/BURTON
NOES: NONE
ABSENT: MEDEIROS**

- b. Discussion and consideration of purchasing (5) Titan Tubes for the Wastewater Treatment Plant from Ryan Process, Inc. in the amount of \$14,450.07 not including sales tax

**Action Taken: Motion to purchase (5) Titan Tubes for the Wastewater Treatment Plant from Ryan Process, Inc. in the amount of \$14,450.07 not including sales tax
BURTON/ARCHACKI M/S/C
AYES: ARCHACKI/BOUCHER/HERMAN/BURTON
NOES: NONE
ABSENT: MEDEIROS**

- c. Discussion and review of the Proposed 2021-2022 Annual Budget

Action Taken: NO ACTION

Adjournment

Time: 3:11 p.m.

SIGNED: 
Stanley Archacki, Vice President

ATTESTED TO: 
Dianna Mann, Pro-Tem Board Secretary