

**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

MARCH 18, 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 – 2:00 p.m.

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 √ Mr. Kurt Jensen, Water □ Mr. Jeremy Backus, Distribution, EXCUSED

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

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. Staff Written Operational Reports

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

Action Taken: Acknowledged staff written reports, reports will be relocated on the April regular meeting agenda.

2. Financial Reports for review and approval

- a. February 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

3. Minutes of previous meeting for review and approval

- a. Minutes of Regular Meeting 02/18/2021

4. Bills

- a. MC Engineering invoice number 2046 dated 03/05/2021, in the amount of \$18,466.99 for the USDA Water Projects

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

5. Agenda (Old Business)

- a. Discussion and review of the Prop 218 study

Action Taken: Motion to remove 'Bar w/ Kitchen' rate from the rate code list for both Water and Sewer
BOUCHER/HERMAN M/S/C
AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON
NOES: NONE
ABSENT: NONE

Action Taken: Motion to proceed with Sewer Rate Option #1, CRP Sewer Rate Option #2, Water Rate Option #2 and proposed CRP Water Rate
BURTON/HERMAN M/S/C
AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON
NOES: NONE
ABSENT: NONE

6. Agenda (New Business)

- a. Discussion and appointment of an Ad Hoc Committee for the 2021-2022 Budget

Action Taken: The Board appointed Director Archacki and Director Herman to serve on the 2021-2022 Budget Committee

- b. Discussion and consideration of Resolution 21-07, Intention to reimburse District from the proceeds of the tax-exempt obligations for the USDA Water Improvement Project

Action Taken: Motion to approve Resolution 21-07, Intention to reimburse District from the proceeds of the tax-exempt obligations for the USDA Water Improvement Project
ARCHACKI/BOUCHER M/S/C
AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON
NOES: NONE
ABSENT: NONE

- c. Discussion and consideration of Resolution 21-08, Amending the Employee Handbook

Action Taken: Motion to approve Resolution 21-08, Amending the Employee Handbook
BURTON/ARCHACKI M/S/C
AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON
NOES: NONE
ABSENT: NONE

- d. Discussion and consideration of Resolution 12-09, Approving and Awarding the USDA Water Improvement Project to T&S Construction in the amount of \$6,034,124.00

Action Taken: Motion to approve Resolution 12-09, Approving and Awarding the USDA Water Improvement Project to T&S Construction in the amount of \$6,034,124.00

ARCHACKI/HERMAN M/S/C

AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON

NOES: NONE

ABSENT: NONE

- e. Discussion and consideration of Resolution 21-10, Amending the Clearlake Oaks County Water District 'Water' Code

Action Taken: Motion to approve Resolution 12-10, Amending the Clearlake Oaks County Water District 'Water' Code

BURTON/ARCHACKI M/S/C

AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON

NOES: NONE

ABSENT: NONE

Adjournment

Time: 3:01 p.m.

SIGNED: 
Margaret Medeiros, President

ATTESTED TO: 
Olivia Mann, Board Secretary