

CLEARLAKE OAKS COUNTY WATER DISTRICT

NOTICE OF A REGULAR MEETING OF THE BOARD OF DIRECTORS

Date: February 15, 2024

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, President √ Mr. Michael Herman, Vice President √ Mr. Samuel Boucher, Director
√ Mr. James Burton, Director √ 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

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 13)**
 - a. January 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 (Page 40)**

- a. Minutes of Regular Meeting 01-18-2024

Action Taken: Motion to approve the consent items

HERMAN/BOUCHER M/S/C

AYES: ARCHACKI/HERMAN/BOUCHER/BURTON/MCHUGH

NOES: NONE

ABSENT: NONE

F. NEW BUSINESS

1. Discussion and update from the Board By Laws Committee

Action Taken: NO ACTION

2. Discussion and consideration of Resolution 24-02, Amending the Clearlake Oaks County Water District 'Water Code' (Page 44)

Action Taken: NO ACTION

3. Discussion and appointment of an Ad Hoc Committee for the 2024-2025 Annual Budget

Action Taken: Motion to appoint Director Archacki and Director McHugh to the 2024-2025 Annual Budget Ad Hoc Committee

BURTON/BOUCHER M/S/C

AYES: ARCHACKI/HERMAN/BOUCHER/BURTON/MCHUGH

NOES: NONE

ABSENT: NONE

4. Discussion and approval to allow the General Manager to apply for a USDA grant of \$50,000.00 to go towards the purchase of major equipment

Action Taken: Motion to allow the General Manager to apply for a USDA grant of \$50,000.00 to go towards the purchase of major equipment

BOUCHER/BURTON M/S/C

AYES: ARCHACKI/HERMAN/BOUCHER/BURTON/MCHUGH

NOES: NONE

ABSENT: NONE

5. Discussion and approval to allow the transfer of \$100,000 from water reserves to general ledger to cover payment to USDA the first of March.

Action Taken: Motion to allow the transfer of \$100,000 from water reserves to general ledger to cover payment to USDA the first of March

BURTON/MCHUGH M/S/C

AYES: ARCHACKI/HERMAN/BOUCHER/BURTON/MCHUGH

NOES: NONE

6. Discussion and consideration of purchasing a new pier intake pump for the Water Treatment Plant, to be withdrawn from the Water Reserves Account, not to exceed \$15,000.00

Action Taken: Motion to purchase 2 new pier intake pumps for the Water Treatment Plant, to be withdrawn from the Water Reserves Account, not to exceed \$20,000.00

BOUHER/BURTON

M/S/C

AYES: ARCHACKI/HERMAN/BOUCHER/BURTON/MCHUGH

NOES: NONE

ADJOURNMENT

Time: 3:36 PM

SIGNED:



Stanley Archacki, Board 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.