

**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

**JUNE 17, 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, **ABSENT**
- √ Mrs. Dianna Mann – General Manager    √ Mrs. Olivia Mann – Board Secretary
  
- √ 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. May 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 05/20/2021

**3. Bills**

- a. MC Engineering invoice number 2071, dated 06/05/2021, in the amount of \$34,330.47 for the USDA Water Projects
- b. Badger Meter invoice number 1437405, dated 5/27/21, in the amount of \$5,155.72 for the USDA Water Projects
- c. Badger Meter invoice number 1436165, dated 5/21/21, in the amount of \$233,229.87 for the USDA Water Projects
- d. Badger Meter invoice number 1435284, dated 5/18/21, in the amount of 76,978.16 for the USDA Water Projects
- e. Badger Meter invoice number 1435034, dated 5/17/21, in the amount of \$70,773.20 for the USDA Water Projects
- f. Badger Meter invoice number 1433444, dated 5/7/21, in the amount of 33,778.12 for the USDA Water Projects
- g. Pace Supply invoice number 026856416-1, dated 05/18/21, in the amount of \$15,802.22 for the USDA Water Projects
- h. T&S invoice number 1, dated 5/19/21, in the amount of \$219,335.05 for the USDA Water Projects
- i. T&S invoice number 13, dated 5/19/21, in the amount of \$112,484.95 for Phase 3 of the Inflow and Infiltration Project
- j. T&S invoice number "Retention Billing", in the amount of \$141,593.61 for Phase 3 of the Inflow and Infiltration Project

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

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

**AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN**

**NOES: NONE**

**ABSENT: BURTON**

**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 and consideration of Resolution 21-15, Authorizing investment of monies in the Local Agency Investment Fund (LAIF)

**Action Taken: Motion to approve Resolution 21-15, Authorizing investment of monies in the Local Agency Investment Fund (LAIF)**

**ARCHACKI/HERMAN M/S/C**

**AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN**

**NOES: NONE**

**ABSENT: BURTON**

- b. Discussion and consideration of Resolution 21-16, Declaring and adopting a revised drought contingency plan due to drought conditions

**Action Taken: NO ACTION, COUPLED WITH ITEM 5D**

- c. Discussion and review of water conservation spreadsheet

**Action Taken: NO ACTION**

- d. Discussion and consideration of Resolution 21-17, Amending the Clearlake Oaks County Water District 'Water' Code

**Action Taken: Motion to approve Resolution 21-17, Amending the Clearlake Oaks County Water District 'Water' Code**

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

**AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN**

**NOES: NONE**

**ABSENT: BURTON**

- e. Discussion and update of Lift Station 10 electrical and easements

**Action Taken: NO ACTION**

- f. Discussion and acceptance of the 2021-2022 budget

**Action Taken: Motion to accept the 2021-2022 budget on contingency of the approved rate increase on July 1, 2021**

**HERMAN/ ARCHACKI M/S/C**

**AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN**

**NOES: NONE**

**ABSENT: BURTON**

- g. Discussion and consideration of purchasing 800 gallons of Protek 301 (Zinc Orthophosphate) from NTU Technologies in the amount of \$11, 296.56, not including tax

**Action Taken: Motion to approve purchasing 800 gallons of Protek 301 (Zinc Orthophosphate) from NTU Technologies in the amount of \$11, 296.56, not including tax**

**ARCHACKI/HERMAN M/S/C**

**AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN**

**NOES: NONE**

**ABSENT: BURTON**

**Closed Session**

**Time: 3:51 pm**

- a. Discussion and evaluation of Administrative Services Manager, pursuant to Government Code Section 54957 (b)(1)
- b. Discussion and evaluation of the General Manager, pursuant to Government Code Section 54957 (b)(1)

**Action Taken: In closed session, the Board evaluated the Administrative Services Manager and the General Manager, a motion was made by Director Archacki and seconded by Director Boucher to give both positions a 2.5% raise.**

**Open Session**

**Time: 4:17 pm**

**Adjournment**

**Time: 4:18 PM**

**SIGNED:**

  
**Margaret Medeiros, President**

**ATTESTED TO:**

  
**Olivia Mann, Board Secretary**