

**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

AUGUST 19, 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

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. July 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 Special Meeting 07/15/2021
- b. Minutes of Regular Meeting 07/15/2021

3. Bills

- a. MC Engineering invoice number 2085, dated 08/05/2021, in the amount of \$56,363.36 for the USDA Water Projects
- b. T & S Construction invoice number 3, dated 7/20/2021, in the amount of \$32,4597.90 for the USDA Water Projects
- c. T & S Construction invoice number 13, dated 5/19/21, in the amount of \$112,484.95 for the Inflow and Infiltration Const. Phase 3
- d. T & S Construction Retention Billing dated 5/19/21, in the amount of \$141,593.61 for the Inflow and Infiltration Const. Phase 3
- e. T & S Construction Credit Memo dated 8/12/21, in the amount of -\$81,787.15 for the Inflow and Infiltration Const. Phase 2

Action Taken: Motion to approve the consent items

HERMAN/BOUCHER M/S/C

AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON

NOES: NONE

ABSENT: NONE

4. Agenda (Old Business)

- a. Discussion and breakdown of Paradise Cove's Escrow Account

Action Taken: NO ACTION

5. Agenda (New Business)

- a. Discussion and consideration of Resolution 21-20, Approving the Transfer of Delinquent Account Balances

Action Taken: Motion to approve Resolution 21-20, Approving the Transfer of Delinquent Account Balances

BURTON/ARCHACKI M/S/C

AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON

NOES: NONE

ABSENT: NONE

- b. Discussion and consideration of Resolution of 21-21, Approving the Authorized Agent for the extension of the raw water intake pump per the Urgent Drinking Water Needs Funding Application through the Division of Drinking water (DDW)

Action Taken: Motion to approve Resolution 21-21, Approving the authorized agent for the extension of the raw water intake pump per the Urgent Drinking Water Needs Funding Application through the Division of Drinking water (DDW)

HERMAN/BOUCHER M/S/C

AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON

NOES: NONE

ABSENT: NONE

- c. Discussion and consideration of Customer Appeal for 10458 Chatten Court, Clearlake Oaks

Action Taken: Motion to deny the customer appeal for 10458 Chatten Court, Clearlake Oaks
BURTON/BOUCHER M/S/C
AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON
NOES: NONE
ABSENT: NONE

- d. Discussion and consideration of Customer Appeal for 12894 Island Circle, Clearlake Oaks

Director Herman recused himself from discussion and action of item 5D due to a personal conflict of interest.

Action Taken: Motion to approve the customer appeal for 12894 Island Circle, Clearlake Oaks
ARCHACKI/BURTON M/S/C
AYES: MEDEIROS/ARCHACKI/BOUCHER/BURTON
NOES: NONE
ABSENT: NONE
ABSTAIN: HERMAN

- e. Discussion and consideration of Customer Appeal for 12505 Foothill Boulevard, Clearlake Oaks

Action Taken: Motion to deny the customer appeal for 12505 Foothill Boulevard, Clearlake Oaks
BOUCHER/ARCHACKI M/S/C
AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON
NOES: NONE
ABSENT: NONE

- f. Discussion and consideration of Customer Appeal for 12588 Acorn Street, Clearlake Oaks

Action Taken: Motion to deny the customer appeal for 12588 Acorn Street, Clearlake Oaks
BURTON/ARCHACKI M/S/C
AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON
NOES: NONE
ABSENT: NONE

- g. Discussion and consideration of Customer Appeal for Stubbs Island, Clearlake Oaks

Action Taken: Motion to deny the customer appeal for Stubbs Island, Clearlake Oaks
ARCHACKI/BOUCHER M/S/C
AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON
NOES: NONE
ABSENT: NONE

- h. Discussion and approval of the engagement letter from Pheling and Pheling CPA firm in the amount of \$8,470.00 for annual audit year ending June 30, 2021.

Action Taken: Motion to approve engagement letter from Pheling and Pheling CPA firm in the amount \$8,470.00 for annual audit year ending June 30, 2021
BOUCHER/ARCHACKI M/S/C
AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON
NOES: NONE
ABSENT: NONE

- i. Discussion and consideration of hiring T & S Construction to repair all asphalt and concrete jobs around the District. Total AC paving work will be \$32,586, total concrete work will be \$25,638

Action Taken: Motion to approve bid from T&S Construction in the amount of \$32,586.00

BURTON/BOUCHER M/S/C

AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON

NOES: NONE

ABSENT: NONE

- j. Discussion and consideration of purchasing a 2,000 gal water truck from Valew Quality Truck Bodies, to be purchased through Lease 2

Action Taken: Motion to approve the purchase of a 2,000 gallon water truck from Leasing 2, Inc not to exceed \$120,000.00

BOUCHER/ARCHACKI M/S/C

AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON

NOES: NONE

ABSENT: NONE

- k. Discussion and consideration of Resolution 21-22, Amending the Clearlake Oaks County Water District 'Water' Code

Action Taken: Motion to approve Resolution 21-22, Amending the Clearlake Oaks County Water District 'Water' Code

ARCHACKI/BOUCHER M/S/C

AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON

NOES: NONE

ABSENT: NONE

- l. Discussion and consideration of Resolution 21-23, Amending the Clearlake Oaks County Water District 'Sewer' Code, (Exhibit 1 will be emailed to board members and given as a handout)

Action Taken: Motion to approve Resolution 21-23, Amending the Clearlake Oaks County Water District 'Sewer' Code

BURTON/BOUCHER M/S/C

AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON

NOES: NONE

ABSENT: NONE

Adjournment


Time: 3:16 PM

SIGNED:



Stanley Archacki, Vice President

ATTESTED TO:



Olivia Mann, Board Secretary