

**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

**APRIL 20, 2017**

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 – 4:01 p.m.**

**Pledge of Allegiance**

**Roll Call**

√ Mrs. Margaret Medeiros, President    √ Mr. Karl Hosier, Vice President    √ Mrs. Judy Heeszal, Director  
√ Mr. Samuel Boucher    √ Mr. Stanley Archacki

√ Mr. Alan Gardner – General Manager    √ Mr. Jason Mitchell – Operations Manager  
√ Mrs. Dianna Mann - Secretary to the Board

Scott Nave, Counsel to the Board, is on speaker phone

**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. Administration/Grants
- c. Water Plant Operator
- d. Operations Manager
- e. General Manager

**2. Financial Reports for review and approval**

- a. March 2017 QB balance sheet and profit & loss statements
- b. Bank account balances and accounts receivable and check register
- 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 03-16-17
- b. Minutes of Special Meeting 03-28-17
- c. Minutes of Special Meeting 04-13-17

4. **Bills**

- a. **MC Engineering** Invoice No. 1479, dated 04-03-2017, in the amount of \$97,804.01, for the USDA Wastewater pre-design, design phase
- b. **MC Engineering** Invoice No. 1477, dated 04-03-17, in the amount \$5,943.20, for the Reclamation Study  
**Action Sanitary**
- c. Invoice number 10209, dated 2/20/17, in the amount of \$10,800.00
- d. Invoice number 10210, dated 2/21/17 in the amount of \$15,000.00
- e. Invoice number 10211, dated 2/22/17 in the amount of \$15,000.00
- f. Invoice number 10212, dated 2/23/17 in the amount of \$14,400.00
- g. Invoice number 10213, dated 2/24/17 in the amount of \$15,600.00
- h. Invoice number 10214, dated 2/25/17 in the amount of \$7,400.00  
**HD Excavating**
- i. Invoice number 688, dated 3/2/17, in the amount of \$39,280.75  
**MendoLake Staffing**
- j. Invoice number 1229, dated 3/5/17, in the amount of \$6,107.08
- k. Invoice number 1244, dated 3/12/17, in the amount of \$5,267.28
- l. Invoice number 1260, dated 3/19/17, in the amount of \$4,973.02
- m. Invoice number 1280, dated 3/30/17, in the amount of \$4,841.20
- n. Invoice number 1298, dated 4/6/17, in the amount of \$4,773.28
- o. Invoice number 1316, dated 4/13/17, in the amount of \$4,890.61  
**SHAPE**
- p. Invoice number 122765, dated 3/23/17, in the amount of \$12,237.22

**Action Taken: Motion to accept consent items  
HEESZEL/BOUCHER – M/S/C  
Motion passed unanimously**

5. **Agenda (Old Business)**

- a. Discussion, update and consideration of MC Engineering grant status reports and USDA 99% design completions

**Action Taken: No Action**

- b. Discussion and update of CSA 16 Annexation progress

**Action Taken: No Action**

- c. Discussion and update of sidewalk project

**Action Taken: No Action**

- d. Discussion and update of Storm damage to District

**Action Taken: No Action**

6. **Agenda (New Business)**

- a. Discussion and consideration of Resolution 17-03, Designation of Applicant’s Authorizing Agent for Non State Agencies (for disaster relief)

**Action Taken: Motion to approve Resolution 17-03**  
**HEESZEL/ARCHACKI – M/S/C**  
**Motion passed unanimously**

- b. Discussion and consideration of purchasing a used work truck to replace the Chevy One Ton for D/C Dept

**Action Taken: Motion to purchase a used truck for D/C Dept not to exceed \$28,000, including tax**  
**And licensing**  
**HOSIER/ARCHACKI – M/S/C**  
**Motion passed unanimously**

- c. Update and discussion of editing board packet

**Action Taken: Carried Forward**

- d. Discussion and consideration of General Manager’s pay range

**Action Taken: Motion to change General Manager’s pay scale to \$80,000 - \$120,000**  
**HOSIER/BOUCHER – M/S/C**  
**Motion passed unanimously**  
**Motion to change General Manager’s evaluation to June**  
**HEESZEL/BOUCHER – M/S/C**  
**Motion passed unanimously**

- e. Discussion and consideration of Resolution 17-05, Amending Resolution No. 15-11, Accepting the Loan Resolution by USDA

**Action Taken: Motion to approve Resolution 17-05**  
**HEESZEL/HOSIER – M/S/C**  
**Motion passed unanimously**

**Closed Session**

**Time: 5:13 P.M.**

- a. Existing litigation: Eric Luna vs. CLOCWD
- b. Anticipated litigation:
  1. One case
  2. Magen Estep vs. CLOCWD
  3. Pamela Parker vs. CLOCWD

**Open Session**

**Time: 5:31**

**Action Taken in Closed Session:** Counsel and Board discussed 1 case of potential litigation, Luna, Estep and Parker matters were not discussed. No other matters were discussed.

**Director Hosier motion to adjourn at 5:32, it was seconded by Director Boucher**

**SIGNED:** Margaret Medeiros  
 Margaret Medeiros, Board President

**ATTESTED TO:** Dianna Mann  
 Dianna Mann, Board Secretary