CLEARLAKE OAKS COUNTY WATER DISTRICT

NOTICE OF A REGULAR MEETING OF THE BOARD OF DIRECTORS

Date: September 17, 2026
Time: 10:00 A.M.

Clearlake Oaks County Water District - Administration Building
12952 E. Highway 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. James Crozier, Director
☐ Mrs. Olivia Mann – Board Secretary
☐ Mr. Francisco Castro, Chief Wastewater
☐ Mr. Jeremy Backus, Chief Distribution
☐ Mr. William McHugh, Director
☐ Mr. A. Whittier, Director
☐ Mrs. Dianna Mann – General Manager
☐ Ms. Bailey Anderson – Office Manager
☐ Mr. Kurt Jensen, Chief Water

✓ All Directors Listed, Present

✓ All Staff Listed, Present

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.

Community member and property owner Donna Mackewicz stated that she had questions for the candidates running for the Board of Directors and invited them to respond if they were willing.

C. STAFF REPORTS *(Page 3)*

1. Administration
2. Billing – Accounts Payable
3. Chief Distribution Operator
4. Chief Water Plant Operator
5. Chief Wastewater Plant Operator
6. General Manager

D. COMMITTEE UPDATES

E. 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. August 2026 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 the previous meeting for review and approval (*Page 39)***

   a. Minutes of Regular Meeting 08/20/2026

   Action Taken: Motion to approve the consent items

   MCHUGH/HERMAN M/S/C
   AYES: ARCHACKI/HERMAN/MCHUGH/WHITTIER/CROZIER
   NOES: NONE
   ABSENT: NONE

F. NEW BUSINESS

1. Discussion and review of VC3 Quarterly Wellness Report ***(Page 43)***

   Action Taken: The Board Secretary presented the report included in the agenda packet. No action was taken.

2. Discussion and consideration of Policy No. 2026-01, Governing the District Posting Case ***(Page 51)***

   Action Taken: Motion to approve Policy No. 2026-01, Governing the District Posting Case

   MCHUGH/WHITTIER M/S/C
   AYES: ARCHACKI/HERMAN/MCHUGH/WHITTIER/CROZIER
   NOES: NONE
   ABSENT: NONE

3. Discussion and consideration of Policy No. 2026-02, Establishing Code of Conduct for Board Members ***(Page 53)***

   Action Taken: Motion to approve Policy No. 2026-02, as amended, Establishing a Code of Conduct for Board Members

   WHITTIER/MCHUGH M/S/C
   AYES: ARCHACKI/HERMAN/MCHUGH/WHITTIER/CROZIER
   NOES: NONE
   ABSENT: NONE

4. Discussion, update and introduction of the UC Davis HOS Project and Contractor

Action Taken: The Board of Directors, staff, and community members present were introduced to the UC Davis staff working on the project, the engineer, and the contractor. No action was taken.

5. Discussion and consideration of Placing the Redwood Tank, Located Adjacent to the Pluth Tank, for Sale as Surplus Property to the Highest Bidder

Action Taken: Motion to declare the Redwood Tank surplus property and authorize its sale to the highest bidder.

MCHUGH/WHITTIER M/S/C
AYES: ARCHACKI/HERMAN/MCHUGH/WHITTIER/CROZIER
NOES: NONE
ABSENT: NONE

6. Discussion of the Bi-Annual Plant Tour(s) and Community Outreach Program

Action Taken: The Board Secretary presented a proposed timeline for spring and fall tours, beginning in spring 2027, with one tour of each plant offered annually. No action was taken.

7. Discussion and consideration of appointing a Community Outreach Ad Hoc Committee

Action Taken: Motion to appoint Director Crozier and President Archacki to the Community Outreach Ad Hoc Committee

WHITTIER/MCHUGH M/S/C
AYES: ARCHACKI/HERMAN/MCHUGH/WHITTIER/CROZIER
NOES: NONE
ABSENT: NONE

ADJOURNMENT **Time: 10:31 AM**

MOTION: Director Whittier **SECOND: Director Crozier**

SIGNED: _____ **ATTESTED TO:** _____
Stanley Archacki, President **Olivia Mann, Board Secretary**

Where appropriate or deemed necessary, the Board may act 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.