CLEARLAKE OAKS COUNTY WATER DISTRICT

NOTICE OF A REGULAR MEETING OF THE BOARD OF DIRECTORS

Date: May 15, 2025
Time: 2:00 P.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 Burton, Director
√ Mr. William McHugh, Director √ Mr. A. Whittier, Director √ Mrs. Dianna Mann – General Manager,
VIA PHONE √ 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. Operations Manager
3. Chief Water Plant Operator
4. Chief Wastewater Plant Operator
5. 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**

   a. April 2025 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**

   a. Minutes of Regular Meeting 04/17/2025

Action Taken: Motion to approve the consent items
WHITTIER/MCHUGH M/S/C
AYES: ARCHACKI/HERMAN/MCHUGH/BURTON/WHITTIER
NOES: NONE
ABSENT: NONE

F. NEW BUSINESS

1. Discussion and approval of Resolution 25-02, Adopting the Lake County Operational Area Agreement

Action Taken: Motion to approve Resolution 25-02, adopting the Lake County Operational Area Agreement and Authorizing the General Manager to Execute the Agreement.
BURTON/HERMAN M/S/C
AYES: ARCHACKI/HERMAN/MCHUGH/BURTON/WHITTIER
NOES: NONE
ABSENT: NONE

2. Discussion of the 2025-2026 Annual Budget

Action Taken: NO ACTION

3. Discussion of the refund for 12399 Widgeon Way, Clearlake Oaks

Action Taken: Motion to approve the refund for 12399 Widgeon Way, Clearlake Oaks
HERMAN/BURTON M/S/C
AYES: ARCHACKI/HERMAN/MCHUGH/BURTON/WHITTIER
NOES: NONE
ABSENT: NONE

4. Discussion and approval of removing Samuel Boucher from the West America Bank Signature Card and Adding Director Whittier as an Authorized Signer on all Accounts

Action Taken: Motion to approve the removal of Samuel Boucher from the West America Bank Signature Card and Addition of Director Whittier as an Authorized Signer on all Accounts.
BURTON/MCHUGH M/S/C
AYES: ARCHACKI/HERMAN/MCHUGH/BURTON/WHITTIER
NOES: NONE
ABSENT: NONE

ADJOURNMENT **Time: 2:18 PM**

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