



Clearlake Oaks County Water District

P.O. Box 709 / 12952 East Highway 20

Clearlake Oaks, CA 95423

(707) 998-3322 Phone (707) 998-1245 Fax

www.clocwd.org (Website)

POLICY GOVERNING THE DISTRICT POSTING CASE

No: 2026-01

1. Purpose.

This Policy governs the use of the locked posting case owned and maintained by Clearlake Oaks County Water District (the "District") and located at 13280 E. State Highway 20, Clearlake Oaks, CA 95423 (the "Posting Case"). The Posting Case exists solely to enable the District to satisfy its legal obligations to post agendas, notices, and other materials required by the Ralph M. Brown Act (Government Code § 54950, et seq.), the California Public Records Act, Proposition 218 notice requirements, and other applicable law (collectively, "Official Notices").

2. Authorized Uses.

2.1. The Posting Case, including its interior and all exterior surfaces, is reserved exclusively for the posting of Official Notices by authorized District staff.

2.2. (a) No person other than authorized District staff may place, affix, attach, tape, insert, lean, hang, or otherwise post or display any material on (1) any interior or exterior surface of the Posting Case; (2) any door, frame, glazing, lock, hinge, bracket, mounting hardware, handle, or protective cover; or (3) any District-installed sign or plate stating official use of the Posting Case. No person other than authorized District staff may remove, deface, obscure, or obstruct any Official Notice posted therein, or tamper with any lock, hinge, or hardware of the Posting Case.

(b) Examples of prohibited materials include, without limitation, commercial notices, community announcements, flyers, stickers, decals, placards, and any other private expression, regardless of content or viewpoint.

2.3 This Policy applies uniformly to all subject matter and viewpoints. No category of unauthorized material is treated more or less favorably than any other; all unauthorized postings are treated identically under Section 3 below regardless of content.

3. Unauthorized Material.

3.1. District staff are authorized and directed to promptly remove any unauthorized material affixed to the Posting Case, consistent with this Policy.

3.2. Prior to disposal, staff shall: (a) photograph the removed material together with the date and location of removal; (b) log the date, time, and general description of the material removed; and (c) retain the physical material for a period of thirty (30) days following removal, after which it may be discarded if unclaimed. A claimant may request return by describing the material and approximate posting date; staff shall verify against the log before release. The District assumes no liability for damage to, deterioration of, or loss of any removed material during storage or after disposal.

3.3. Nothing in this Policy shall be construed to authorize the District or its staff to retaliate against, single out, or treat differently any individual or organization based on the content or viewpoint of removed material. Removal shall be undertaken solely on the basis that the material was affixed without authorization to District property.

4. No Public Forum.

Nothing in this Policy, nor any past practice of the District, shall be construed to create a designated or limited public forum on or with respect to the Posting Case. The District expressly reserves the Posting Case for the sole purpose stated in Section 1.

5. Public Notice.

5.1. The General Manager is authorized to take all actions reasonably necessary to implement this Policy, including posting a notice on or near the Posting Case that states:

“Official District Notices Only. Unauthorized materials will be removed. Unauthorized removal, defacement, or obstruction of Official Notices, or tampering with the Posting Case or its hardware, may be referred to appropriate authorities and may result in civil or criminal remedies as permitted by law.”

5.2. Questions regarding this Policy shall be directed to the General Manager.

AYES: ARCHACKI, HERMAN, MCHUGH, WHITTIER, CROZIER

NOES:

ABSENT:

ABSTAIN:



CLEARLAKE OAKS COUNTY WATER DISTRICT

By: 
Stanley Archacki, President

Attest: 
Olivia Mann, Secretary