

CLEARLAKE OAKS COUNTY WATER DISTRICT

NOTICE OF A REGULAR MEETING OF THE BOARD OF DIRECTORS

Date: June 19, 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,
√ 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. Chief Distribution Operator
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. May 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 05/15/2025

Action Taken: Motion to approve the consent items

BURTON/MCHUGH M/S/C

AYES: ARCHACKI/HERMAN/MCHUGH/BURTON/WHITTIER

NOES: NONE

ABSENT: NONE

F. NEW BUSINESS

1. Discussion and consideration of Yolo County Flood Control & Water Conservation District Extension Agreement

Action Taken: Motion to continue abiding under the current Yolo County Flood Control & Water Conservation District Extension Agreement

HERMAN/WHITTIER M/S/C

AYES: ARCHACKI/HERMAN/MCHUGH/BURTON/WHITTIER

NOES: NONE

ABSENT: NONE

2. Discussion and approval of the 2025 – 2026 Annual Budget

Action Taken: Motion to approve the 2025 – 2026 Annual Budget

MCHUGH/HERMAN M/S/C

AYES: ARCHACKI/HERMAN/MCHUGH/BURTON/WHITTIER

NOES: NONE

ABSENT: NONE

3. Discussion and consideration of appeal for 14055 Walnut Way, Clearlake Oaks

Action Taken: Motion to deny the appeal for 14055 Walnut Way, Clearlake Oaks, Board Secretary to include late fee adjustment options in the letter

WHITTIER/MCHUGH M/S/C

AYES: ARCHACKI/HERMAN/MCHUGH/BURTON/WHITTIER

NOES: NONE

ABSENT: NONE

4. Discussion and consideration of appeal for 13231 Keys Boulevard, Clearlake Oaks

Action Taken: Motion to deny the appeal for 13231 Keys Boulevard, Clearlake Oaks, Board Secretary to include payment arrangement options in the letter

HERMAN/MCHUGH M/S/C

AYES: ARCHACKI/HERMAN/MCHUGH/BURTON/WHITTIER

NOES: NONE

ABSENT: NONE

G. CLOSED SESSION

Time: 3:02 pm

a. Discussion and evaluation of Administrative Services Manager, pursuant to Government Code Section 54957 (b)(1)

b. Discussion and evaluation of the General Manager, pursuant to Government Code Section 54957

(b)(1)

Action Taken: In Closed Session, the Board evaluated both the Administrative Services Manager and the General Manager pursuant to Government Code Section 5497(b) (1). No other items were discussed.

Action Taken: Motion to approve a 5% salary increase for both the Administrative Services Manager and General Manager, as outlined in the approved 2025–2026 budget.

HERMAN/BURTON M/S/C

AYES: ARCHACKI/HERMAN/MCHUGH/BURTON/WHITTIER

NOES: NONE

ABSENT: NONE

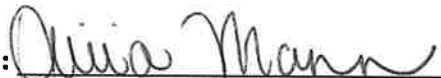
ADJOURNMENT

Time: 3:27 PM

SIGNED:


Stanley Archacki, Board President

ATTESTED TO:


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.