CLEARLAKE OAKS COUNTY WATER DISTRICT

NOTICE OF A REGULAR MEETING OF THE BOARD OF DIRECTORS

Date: November 20, 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

X Mr. Stanley Archacki, President
☐ Mr. Michael Herman, Vice President
X Mr. James Burton, Director
X Mrs. Olivia Mann – Board Secretary
X Mr. Francisco Castro, Chief Wastewater
☐ Mr. Jeremy Backus, Chief Distribution
X Mr. William McHugh, Director
X Mr. A. Whittier, Director
X Mrs. Dianna Mann – General Manager
X Ms. Bailey Anderson – Office Manager
X Mr. Kurt Jensen, Chief Water

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. Billing
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**

    a. October 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 10/16/2025

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

F. NEW BUSINESS

1. Appointment of an Ad Hoc Committee for the Proposition 218 Study

Action Taken: Motion to appoint Director Burton and Director Whittier to the Proposition 218 Ad Hoc Committee
MCHUGH/WHITTIER M/S/C
AYES: ARCHACKI/MCHUGH/BURTON/WHITTIER
NOES: NONE
ABSENT: HERMAN

2. Discussion and consideration of completing an Equivalent Dwelling Unit (EDU) Analysis and Data Needs for the Wastewater Rate Study

Action Taken: Motion to approve the EDU Analysis and Data Needs
BURTON/WHITTIER M/S/C
AYES: ARCHACKI/MCHUGH/BURTON/WHITTIER
NOES: NONE
ABSENT: HERMAN

3. Discussion and consideration of Resolution 25-08, Adopting the Clearlake Oaks County Water District Administration Code

Action Taken: Motion to approve Resolution 25-08, Adopting the Clearlake Oaks County Water District Administration Code
WHITTIER/MCHUGH M/S/C
AYES: ARCHACKI/MCHUGH/BURTON/WHITTIER
NOES: NONE
ABSENT: HERMAN

4. Discussion and appointment of a District Finance Committee

Action Taken: Motion to approve Vice President Herman and Director McHugh to the Finance Committee
BURTON/WHITTIER M/S/C
AYES: ARCHACKI/MCHUGH/BURTON/WHITTIER
NOES: NONE
ABSENT: HERMAN

5. Discussion and consideration of appeal for 13223 Venus Village, dated October 16, 2025

Action Taken: Motion to deny appeal for 13223 Venus Village
BURTON/MCHUGH M/S/C
AYES: ARCHACKI/MCHUGH/BURTON/WHITTIER
NOES: NONE
ABSENT: HERMAN

6. Discussion and consideration of transferring $25,000.00 from both Water and Sewer Reserves to the General Ledger

Action Taken: Motion to approve the transfer of $25,000.00 from both Water and Sewer Reserves to General Ledger
BURTON/WHITTIER M/S/C
AYES: ARCHACKI/MCHUGH/BURTON/WHITTIER
NOES: NONE
ABSENT: HERMAN

ADJOURNMENT **Time: 2:52 PM**

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.