

CLEARLAKE OAKS COUNTY WATER DISTRICT

NOTICE OF A REGULAR MEETING OF THE BOARD OF DIRECTORS

Date: August 20, 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.

C. STAFF REPORTS (Page 4)

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 22)**
 - a. July 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 48*)**

- a. Minutes of Regular Meeting 07/16/2026
- b. Minutes of Special Meeting 07/21/2026
- c. Minutes of Special Meeting: Prop 218 Public Hearing 08/04/2026

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 consideration of approving the Clearlake Oaks County Water District's organizational chart by position title (*Page 55*)

Action Taken: Motion to approve the CLOCWD organizational chart by title

HERMAN/MCHUGH M/S/C

AYES: ARCHACKI/HERMAN/MCHUGH/WHITTIER/CROZIER

NOES: NONE

ABSENT: NONE

2. Discussion and consideration of Resolution 26-09, Affirming Liability Coverage for the Lake County Special Districts Association (*Page 56*)

Action Taken: Motion to approve Resolution 26-09, Affirming Liability Coverage for the Lake County Special Districts Association

MCHUGH/WHITTIER M/S/C

AYES: ARCHACKI/HERMAN/MCHUGH/WHITTIER/CROZIER

NOES: NONE

ABSENT: NONE

3. Discussion and consideration of Resolution 26-10, Authorizing the Transfer of Delinquent Balances to the Lake County Property Tax Collector (*Page 57*)

Action Taken: Motion to approve Resolution 26-10, Authorizing the Transfer of Delinquent Balances to the Lake County Property tax Collector

HERMAN/WHITTIER M/S/C

AYES: ARCHACKI/HERMAN/MCHUGH/WHITTIER/CROZIER

NOES: NONE

ABSENT: NONE

4. Discussion and consideration of Administrative Services Manager Contract (*Page 59*)

Action Taken: Motion to approve the Administrative Services Manager Contract as amended, replacing the 30-day notice requirement with a 90-day notice requirement

MCHUGH/CROZIER M/S/C

AYES: ARCHACKI/HERMAN/MCHUGH/WHITTIER/CROZIER

NOES: NONE

ABSENT: NONE

5. Discussion and consideration of the Amended 2026-2027 Projected Budget (*Page 64*)

Action Taken: Motion to approve the amended 2026-2027 Projected Budget

HERMAN/MCHUGH M/S/C

AYES: ARCHACKI/HERMAN/MCHUGH/WHITTIER/CROZIER

NOES: NONE

ABSENT: NONE

6. Discussion and consideration of agreement for the acceptance of effluent between Lake County Sanitation District, Northeast Wastewater Treatment Plant (LACOSAN) and Clearlake Oaks County Water District (CLOCWD) (*Page 72*)

Action Taken: Motion to approve the LACOSAN agreement

HERMAN/MCHUGH M/S/C

AYES: ARCHACKI/HERMAN/MCHUGH/WHITTIER/CROZIER

NOES: NONE

ABSENT: NONE

7. Discussion and consideration of reducing the Bulk Water deposit from \$1,000.00 to \$500.00 and lowering the per-gallon rate from \$1.00 to \$0.50, as well as reevaluating the Northshore Fire Department's billing rates and billing frequency.

Action Taken: Motion to approve the reduction of the bulk water deposit and per-gallon rate, increase Northshore's billing frequency to biannual billing, and adopt the current consumption rate as Northshore's billing rate

MCHUGH/WHITTIER M/S/C

AYES: ARCHACKI/HERMAN/MCHUGH/WHITTIER/CROZIER

NOES: NONE

ABSENT: NONE

8. Discussion and consideration of transferring \$40,000.00 from Water Reserves to General Ledger and \$60,000.00 from CRP Water to General Ledger to pay the USDA Water Improvement Loan

Action Taken: Motion to approve transferring \$40,000.00 from Water Reserves to General Ledger and \$60,000.00 from CRP Water to General Ledger to pay the USDA Water Improvement Loan

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

9. Discussion of reopening the District lobby on Thursdays to the public from 8:00 a.m. to 3:30 p.m.

Action Taken: Motion to approve the change in lobby hours

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

10. Discussion of Community Outreach Program

Action Taken: NO ACTION

ADJOURNMENT

Time: 11:33 AM

MOTION: DIRECTOR MCHUGH

SECOND: DIRECTOR WHITTIER

SIGNED: 
Stanley Archacki, 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.