

CLEARLAKE OAKS COUNTY WATER DISTRICT

NOTICE OF A REGULAR MEETING OF THE BOARD OF DIRECTORS

Date: July 16, 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

x Mr. Stanley Archacki, President
x Mr. Michael Herman, Vice President
x Mrs. Dianna Mann – General Manager
x Ms. Bailey Anderson – Office Manager
x Mr. Jeremy Backus, Chief Distribution

x Mr. William McHugh, Director
x Mr. A. Whittier, Director
x Mrs. Olivia Mann – Board Secretary
x Mr. Francisco Castro, Chief Wastewater

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 3)

1. Administration
2. Billing – Accounts Payable
3. Chief Distribution Operator - Unavailable
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 20)**
 - a. June 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 06/18/2026

Action Taken: Motion to approve the consent items

MCHUGH/WHITTIER M/S/C

AYES: ARCHACKI/HERMAN/MCHUGH/WHITTIER

NOES: NONE

ABSENT: NONE

F. NEW BUSINESS

1. Discussion and update on Proposition 218 Public Hearing and Opposition Letters (*Page 51*)

Action Taken: NO ACTION

2. Discussion and approval of Resolution 26-05, Expressing Appreciation to James Burton (*Page 57*)

Action Taken: Motion to approve Resolution 26-05, Expressing Appreciation to James Burton

HERMAN/MCHUGH M/S/C

AYES: ARCHACKI/HERMAN/MCHUGH/WHITTIER

NOES: NONE

ABSENT: NONE

3. Discussion and approval of Removing James Burton as an Authorized Bank Signer with West America Bank and California CLASS

Action Taken: Motion to REMOVE James Burton as an authorized bank signer with West America Bank and California CLASS

MCHUGH/WHITTIER M/S/C

AYES: ARCHACKI/HERMAN/MCHUGH/WHITTIER

NOES: NONE

ABSENT: NONE

4. Discussion and approval of the Annual Record of Reimbursements for the 2025-2026 Fiscal Year (*Page 58*)

Action Taken: Motion to approve the Annual Record of Reimbursements for the 2025-2026 Fiscal Year

HERMAN/ MCHUGH M/S/C

AYES: ARCHACKI/HERMAN/MCHUGH/WHITTIER

NOES: NONE

ABSENT: NONE

5. Discussion and approval of the Engagement Letter with PnPCPA to perform the District's annual financial audit for the fiscal year ending June 30, 2026, in the amount of \$14,300.00, including a required deposit of \$7,150.00, and authorizing the General Manager to execute the agreement on behalf of the District. (*Page 59*)

Action Taken: Motion to approve the Engagement Letter with PnPCPA to perform the District's annual financial audit for the fiscal year ending June 30, 2026, in the amount of \$14,300.00, including a required deposit of \$7,150.00, and authorizing the General Manager to execute the agreement on behalf of the District

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

6. Discussion and consideration of Resolution 26-06, Requesting the Consolidation of Elections
(Page 63)

Action Taken: Motion to approve Resolution 26-06, Requesting the Consolidation of Elections

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

7. Discussion and consideration of Resolution 26-07, Announcing Consolidation and Vacancies
(Page 64)

Action Taken: Motion to approve Resolution 26-07, Announcing the Consolidation and Vacancies

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

8. Discussion and Appointment to Fill Vacancy of Director James Burton

Action Taken: Motion to appoint James Crozier to fill the vacancy of James Burton

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

ADJOURNMENT

Time: 11:18 AM

MOTION: Director Whittier

SECOND: Director McHugh

SIGNED: 
Stanley Archacki, President

ATTESTED TO: 
Olivia Mann, Board Secretary