

CLEARLAKE OAKS COUNTY WATER DISTRICT

NOTICE OF A REGULAR MEETING OF THE BOARD OF DIRECTORS

Date: February 16, 2023

Time: 2:00 P.M.

Clearlake Oaks County Water District Administration Building
12952 E. Hwy. 20 Clearlake Oaks, CA 95423

AGENDA

A. CALL TO ORDER

- Pledge of Allegiance
- Roll Call

Mrs. Margaret Medeiros, President, Mr. Stanley Archacki, Vice President Mr. Samuel Boucher, Director Mr. Michael Herman, Director Mr. James Burton, 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. Water Plant Chief Operator
4. Wastewater Plant Chief Operator
5. General Manager

D. 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. January 2023 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 previous meeting for review and approval**
 - a. Minutes of Regular Meeting 01/19/2023

3. **Bills**

- a. MC Engineering invoice number 2322, dated 2/5/2023, in the amount of \$7,179.12 for the USDA Water Improvements Project
- b. T & S Construction invoice number 19, dated 1/31/2023, in the amount of \$120,881.80 for the USDA Water Improvements Project

Action Taken: _____

E. NEW BUSINESS

- 1. Discussion and consideration of purchasing a 2022 Chevrolet Silverado 1500 Regular Cab Long Box 2-wheel drive for the D/C Department in the amount of \$53,761.13

Action Taken: _____

- 2. Discussion and consideration and approval of Resolution 23-04, Amending the Employee Handbook

Action Taken: _____

- 3. Discussion and consideration of appointing an Ad Hoc committee for 2023-2024 Budget

Action Taken: _____

- 4. Discussion of 12655 E. Highway 20, Clearlake Oaks

Action Taken: _____

F. CLOSED SESSION

Time: _____

- 1. Update on one potential litigation case

Action Taken: _____

**Open Session
Adjournment**

Time: _____

Time: _____

ADJOURNMENT

Time: _____

Where appropriate or deemed necessary, the Board may take action 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.

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)

February 10, 2023

Administration

- ∂ We received 0 water quality complaints (WQC)
- ∂ We received 0 consumer/appeal claim(s)
- ∂ There are 15 accounts on payment arrangements.
 - We continue to receive payments from the LIHWAP program for past due balances, we are also referring customers to contact the program. To date, we have received \$9,475.00, this amount has prevented services from being shut off and has also restored services.
- ∂ The District continues to conduct its billing audit on vacant lots and unbilled properties within District boundaries. This will be an ongoing audit for an unknown period of time.
- ∂ We have sent 54 boxes to DocuFree for processing, we're learning to navigate customer inquiries without the APN files right now, however, we do anticipate having access to them within the coming weeks. What a huge transition for the District!!
 - In the mist of packing boxes, it has also triggered the much needed cleanout and organization of the shed. I have already reached out to Shred-It to schedule services for this year.
- ∂ Dan with Badger will be here on Monday, February 13th for a field visit, solely focusing on our compound meters as we have not sorted out the communication problems between CUSI and Badger.
- ∂ Forward progress on the Admin Code, we have reviewed the policies provided by CSDA from our Board Sec. Conference. They continue to send us quarterly updates on any policy changes.
- ∂ We should be receiving a tax roll check in the coming weeks, this will be our first one of the 2023 calendar year.
- ∂ 2022 Annual Backflow Testing seems like it just concluded yesterday, we had ONE untested backflow that was shut off for non-compliance, it has since been tested and service is restored.
 - With over 950 devices throughout the District, we will begin to send out letters for 2023 testing within the next 30-days.
- ∂ Write-Offs and Collection Letters will start to be processed this month

Olivia Mann
Administrative Services Manager
Board Secretary

Margaret Medeiros
President

Stanley Archacki
Vice President

Samuel Boucher
Director

Michael Herman
Director

James Burton
Director

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February 13, 2023

*Clearlake Oaks County Water District
P.O. Box 709
Clearlake Oaks, CA 95423-0709*

RE: DC board letter,

Water distribution main & service lines:

- *On Martin Luther King Jr. day we had to repair a 4" water main break on Lakeview, this involved replacing 8' of water main.*
- *There were four service line repairs made.*

Main break on Lakeview Dr.

Service line leak on Butler



Sample station sites/Boil water notices:

- *DC crew is still collecting the routine BacT samples every Wednesday. All reports have come back absent for total Coliforms and E.Coli.*
- *The sample taken for the main break repair on Lakeview came back absent for total Coliforms and E.Coli.*

Margaret Medeiros
President

Stanley Archacki
Vice President

Samuel Boucher
Director

Michael Herman
Director

James Burton
Director

Sewer collections and Lift station sites:

- We repair and replaced three sewer laterals this month. It just seems to be the norm lately.
- There was a power failure near Lift Station 2 yesterday, on Island Dr. The SCADA alerts and the usage of our large tow generator worked out well.
- Jesse and I sealed up most of the leaking wall of the dry pit at Lift Station 11. About half way down the pit, there was a lot of ground water penetrating through the dry pit wall.

Lift station 11 dry pit before and after

5th at Butler sewer lateral replaced



DC staff updating:

- Jeremy - Chief - OP 3, Class B license, Now a CLOCWD Class B training provider.
- Jesse - Lead – OP 3, Class B license, Tech. Ham license.
 - Hugo - DC OP 2, Class B license. Tech. Ham license.
 - Jerry - DC OP 2, Class B license.
 - Heaven – Utility Tech, Class B permit. (She is now a permanent employee of CLOCWD)

District vehicles:

- V-21. The check engine light was on and it was repaired by our staff, Hugo and Jerry. They replaced the fuel pressure relief valve on the fuel rail. The engine light is now off and it has regained all its power back.
- V-34. The check engine light was on and it was repaired by our staff, Heaven. According to the diagnostic code P1524, this indicates low oil pressure, possibly clogged oil filter. She changed the oil and it has gained the pressure back and the engine light is now off.
- V-33. The check engine light is on. Diagnostic code P3425.
- V-28. One of the headlights was out. Jerry replaced the burned out plug going to the headlight.

*Jeremy Backus
Clearlake Oaks County Water District
Chief D/C OP.*

Margaret Medeiros
President

Stanley Archacki
Vice President

Samuel Boucher
Director

Michael Herman
Director

James Burton
Director

Clearlake Oaks County Water District

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January 2023
Board letter

- ◆ January raw water NTU from the pier intake has been fairly stable, primarily in the range of 2-5. January has been stable overall. The PH level has been dropping all month staying below 8 on average. The ammonia levels jumped on 01/26 to .8 Mg/l causing the chlorine dose to be raised. Charge analyzer and jar testing are being done regularly; adjustments are being made and monitored to keep up with PH changes.
- ◆ The lake has risen since December 25. The level was -2.3 now it is up to 4.6.
- ◆ Water production for the month of January 2023 was 14.665 MG. Raw water intake is 19.260 MG. Down from January 2022 production of 22.360 MG. The daily range we are producing less than last year is running about 100,000 gallons. Production has been averaging below 500,000 GPD.
- ◆ We are still getting regular plant shut downs.
- ◆ Treatment has been able to do the weekly tank runs for testing of chlorine residuals in all the tank locations.
- ◆ Continuing maintenance / cleanup through the plant area.
- ◆ Clarifier 2 is back in operation. Clarifier 1 has been sandblasted and T&S has begun the metal repair work.
- ◆ The Actiflo has been of line since January 19 due to a sand pump failure, giving us the opportunity to run the plant without it. We have been able to keep up with demands with one clarifier. Backwashing of the filter and GAC filter have also been successful because of the four poly tanks set up for this. Without the Actiflo running we have seen longer filter run times. Shorter run times were caused from polymer spill over from the actiflo.
- ◆ The Ozone generator needed repair. Due to a bad cell and leak from that cell, a leak was also found on the air-sep side, pre-ozone. Parts will be ordered by the tech for replacement. However, the Ozone generator is in operation.

Treatment staff:

James Simons T3 Operator Class B permit

Kurt Jensen T3, D2 Chief Class B permit

Helping treatment also

Jesse Seth T2 D3 operator

Thank you,

Kurt Jensen

WTP Chief Plant Operator

k.jensen@clocwd.org

Margaret Medeiros
President

Stanley Archacki
Vice President

Samuel Boucher
Director

Michael Herman
Director

James Burton
Director

Water Sample Testing

	DATE	DATE	DATE
Bacti R(BW) & CW (M)	2/1/2023		
Bacti R (BW)			
Bacti Tank Farm (once)			
TOC ALK R (M)	1/19/2023		
TOC CW (M)	1/19/2023		
R & CW TCP123 (BA)			
Color / Odor (A)			
Cyano Toxin(W)			
Bromate (Q)	2/9/2023		
Perchlorate (A)	2/9/2023		
TTHM (Q)			
HAA5 (Q)			
Lead & Copper (A)(1)			
Lead & Copper (A)(1)			
Lead & Copper (A)(1)			
Nitrate (A)	2/9/2023		
Nitrite (A)			
Antimony (A)			
Arsenic(A)			
Barium(A)			
Beryllium(A)			
Cadmium(A)			
Chromium Total (A)			
Fluoride Natural(A)			
Mercury(A)			
Nickel(A)			
Selenium(A)			
Thallium(A)			
Simazine(A)			
Bicarbonate Alaklinity(A)			
Calcium(A)			
Carbonate Alakalinity(A)			
Chloride(A)			
Copper(A)			
Foaming Agents (MBAS)(A)			
Hardness Total as CACO3(A)			
Hydroxide Alakalinity(A)			
Iron(A)			
Magnesium(A)			
Manganese(A)			
PH, Laboratory(A)			
Silver(A)			
Sodium(A)			

A = Annually
 Q = Quarterly
 M = Monthly

 BW = Bi-weekly
 BA = Bi-annually
 W = Weekly

***Please note:
 December is a
 large sampling
 month there will
 many samples
 taken this month***

Specific Conductance(A)				
Sulfate(A)				
Total Dissolved Solids(A)				
Turbidity, Laboratory(A)				
Zinc(A)				
Aluminum(A)				
MTBE(A)	1/9/2023			
Color / Odor				
Asbestos				semi annually
Thiobencarb(A)				
Ethylene Dibromide				Every 9 Years
Heptachlor				Every 9 Years
Heptachlor Epoxide				Every 9 Years
BHC-Gamma				Every 9 Years
Methoxychlor				Every 9 Years
Toxaphene				Every 9 Years
Clearwell VOC				
Reg SOC 504 EDB				
Bacti clearwell				
Regulated SOC 504				

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February 13, 2023

Clearlake Oaks County Water District
P.O. Box 709
Clearlake Oaks, CA 95423-0709

RE: January Board Letter

FLOWS FOR THE MONTH/CLEARLAKE LAKE LEVEL:

- ❖ **INFLUENT: 17.804 MG (AVERAGE: 574,000 GPD)**
- ❖ **EFFLUENT: 13.812 MG (AVERAGE: 446,000 GPD/309 GPM)**
- ❖ **CLEARLAKE AVERAGE LEVEL: 2.28' RUMSEY GAUGE**

January 2023 is looking promising as far as Clearlake. On 2021 Clearlake averaged .68' and as seen above Clearlake averaged 2.28'. As known 2022 was even worse. The 12.10" of rain helped much. The ending lake level for the month was 4.39'. The flows to the plant almost doubled due to this rain. The rain conditions experienced also brought upon a challenge. At about 1000 on January 13th Scott Harder called and ordered the shutdown of our effluent line over to South East due to the Geysers losing some of their pumping capacity. The Geysers couldn't meet the demand Special Districts was sending. At this point the plants effluent was redirected to Emergency Pond #1. On Sunday the 15th I contacted Scott and was allowed to begin using the effluent line for 8 hrs of the day. During this time action was taken to begin pumping back into the CCC this way making it possible to meet the plants permit requirement: to rid of all water within 21 days (activation of pond is the start time). On the 24th we were allowed to use the effluent line 24/7 'till further notice. I have not heard different at this time. All water was removed on the 30th.



On the 26th of the month Groundwater Monitoring 1st Quarter was conducted. There was enough water in all wells and samples were taken something we have not been able to do with well#2 for a while. Dean Enderlin was present for this quarter overseeing the process as dictated in the plants permit. This matter will be detailed on next board letter. The plant process has improved a lot at this time. It seems like the bad effects to the process is not as great anymore per our readings log. Again, thanks for the support the board gives when needed.

Francisco Castro
CPO/Wastewater Plant

Margaret Medeiros
President

Stanley Archacki
Vice President

Samuel Boucher
Director

Michael Herman
Director

James Burton
Director

Clearlake Oaks County Water District
Board of Directors
Board Meeting February 16, 2023

Board of Directors,

This past month has been very slow with most construction coming to an end. T & S is currently finishing up Clarifier #2, which is scheduled to be complete the first week of March. The bad news is, once it was drained and inspected, the damage that corrosion had caused was quit intensive. Per T & S, the repairs should be made without further delaying the painters.

I am starting to work on next years' budget, and I have asked for an Ad Hoc Committee on this months' agenda.

On January 19th, the Actiflo went off line due to a malfunction, and the decision was made to keep it off line to evaluate if the plant can keep up with demand with one clarifier. At this time of year with the demand being low, it has been proven that we can meet demand with only one. The Actiflo will be dismantled on the 13th and picked up on the 14th. At this time I am still waiting for the Agreement from State on this project and will be submitting reimbursement requests as soon as I can.

Now that the Actiflo pilot program has been completed, I do not believe the District will be pursuing the permanent Actiflo. I will be meeting with Staff and our Engineers to determine the best solution for redundancy, rather using a DAF system or building a third clarifier.

The water plant will be hosting a tour for John Hanner's water class on the 13th.

The auditor will be in District Feb. 13th and 14th for our annual audit.

I would like to congratulate two of our employees, Heven Delvalle for becoming a permanent part of our team and Bailey Anderson for becoming a Customer Service Rep III.

Admin has been busy boxing files to send to Docufree. The only drawback is we will not have access to these files for 30 days.

As of today, 2/9/2023, the lake level is at +4.66 Rumsey. Unfortunately, there doesn't look like any substantial rainfall in the next 30 days

As always, I want to thank the staff for a job well done.

Dianna Mann
General Manager

Report Date: February 2nd, 2023

To: Dianna Mann, CLOCWD General Manager

From: Mark Carey, P.E., MC Engineering Principal Engineer

RE: CLOCWD USDA Funded Water System Improvements Project

Billing Period: January 2023

I. Project Status Update

Work on the project during January included the following:

- Contract facilitation and monthly invoicing
- Misc. correspondence with contractor
- Weekly meetings and minutes
- Onsite inspection services
- West Clarifier Inspection
- Continued efforts on Cerrito Pump House Improvements Design

II. Budget Status Update

Total Contract w/Design	\$1,318,286.69
This Invoice:	\$8,877.08
Cost to Date:	\$1,284,107.56
Cost to Complete:	\$34,179.13

III. Projected Tasks for February 2023

- Continue to conduct weekly construction meetings (agenda and minutes)
- Inspection of intermediate, and finish coating of west clarifier.
- Respond to and process RFIs and CCOs
- Continue weekly field inspections for WTP Coating work
- Review of contractor's monthly pay request
- Facilitate contractor's punch list and prep for project closeout

9:07 AM

02/09/23

Accrual Basis

Clearlake Oaks County Water District
Summary Balance Sheet
As of January 31, 2023

	<u>Jan 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	2,084,614.85
Accounts Receivable	204,087.00
Other Current Assets	3,246,165.52
Total Current Assets	<u>5,534,867.37</u>
Fixed Assets	<u>22,851,026.91</u>
TOTAL ASSETS	<u>28,385,894.28</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	170,575.31
Credit Cards	5,151.78
Other Current Liabilities	10,312,037.30
Total Current Liabilities	<u>10,487,764.39</u>
Long Term Liabilities	<u>958,676.00</u>
Total Liabilities	<u>11,446,440.39</u>
Equity	<u>16,939,453.89</u>
TOTAL LIABILITIES & EQUITY	<u>28,385,894.28</u>

Clearlake Oaks County Water District
Balance Sheet
As of January 31, 2023

02/09/23

Accrual Basis

	Jan 31, 23
ASSETS	
Current Assets	
Checking/Savings	
102.14 · CalPERS RESERVE	17,900.00
102.13 · SEWER RESERVES-9592	140,000.00
102.10 · CRP PC - 6192	88,533.32
102.12 · WATER RESERVES- 8503	415,873.72
102.001 · GL - 9122 (Old Acct. # 053420019)	189,342.51
101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS 1013550)	
CIP Deposits 2014	189,000.00
101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS 1013550) - Other	880,164.20
Total 101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS 1013550)	1,069,164.20
102.01 · WEST AMERICA - REGULAR CHECKING (WEST AMERICA BANK ...)	88.98
102.02 · CRP Water - 6990	76,566.58
102.03 · CRP Sewer - 3745	87,145.54
Total Checking/Savings	2,084,614.85
Accounts Receivable	
CUSI Accounts Receivable	204,087.00
Total Accounts Receivable	204,087.00
Other Current Assets	
139 · Docufree (Purchasing space on the Cloud xfering hard copies)	22,436.00
116 · DEFERRED OUTFLOW- PENSION	236,756.00
103 · PETTY CASH (PETTY CASH - WAS 1013200)	306.59
104 · COUNTY TREASURY (COUNTY TREASURY - WAS 1013201)	47,897.68
130 · Const In Progress - Studies	
130.97 · Const in Progress - Actiflo Pil (Actiflo Pilot Program)	3,280.00
130.96 · Const in Progress - WWP 2022 (Grant application for WWTP fo...)	4,040.00
130.95 · Source Capacity Studygrant prep	9,859.00
130 · Const In Progress - Studies - Other	1,122,044.99
Total 130 · Const In Progress - Studies	1,139,223.99
132 · CRP SEWER (CAPITOL IMPROVEMENTS - SEWER - WAS 1199200)	983,511.67
135 · CRP WATER (CAPITOL IMPROVEMENTS - WATER - WAS 1199100)	249,148.33
114 · ACCOUNTS RECEIVABLE. (ACCOUNTS RECEIVABLE - WAS 1097010)	551,411.26
115 · PRE-PAID INSURANCE (PRE-PAID INSURANCE - WAS 1097840)	15,474.00
Total Other Current Assets	3,246,165.52
Total Current Assets	5,534,867.37
Fixed Assets	
138 · USDA Water Improvements	7,462,327.59
128 · Sewer Infrstructure & Rehab Proj (Phase 1 was the installation of the For...)	3,952,787.28
121 · Wtr Dist & Wtr Storage Projects (Replacement or installation of water di...)	
121.1 · Sidewalk Project - District Exp	115,500.66
121 · Wtr Dist & Wtr Storage Projects (Replacement or installation of water...)	250,195.76
Total 121 · Wtr Dist & Wtr Storage Projects (Replacement or installation of w...	365,696.42
131 · Waste Water Plant	
131.1 · Pumps/Equipment	99,784.99
131 · Waste Water Plant - Other	57,768.09
Total 131 · Waste Water Plant	157,553.08
126 · Forcemain (phase 1) Cap. Imprv.	1,253,598.85
123 · USDA - Sewer Plant Cap Imprvmt	4,265,559.43
USDA Project	-523,819.00
127 · Water Plant	
127.7 · Ozone System	12,785.71
127.6 · Swan AMI Turbiwell Monitor	25,079.10
127.5 · A/C installation for Filter Rm	750.00
127.4 · PH System	9,959.72
127.2 · Harvy Vault Chlor Inject Proj	1,408.61
127.1 · Major Equipment	357,521.21

Clearlake Oaks County Water District
Balance Sheet
As of January 31, 2023

	Jan 31, 23
127 · Water Plant - Other	211,458.66
Total 127 · Water Plant	618,963.01
120 · District General CRP (EQUIPMENT - WAS 1011181)	
120.01 · General Equipment/Tools (GENERAL EQUIPMENT - WATER - WA...	1,926,858.13
120.60 · Office (OFFICE EQUIPMENT - WAS 1011192)	27,331.49
120.75 · SCADA	22,477.57
120.90 · Vehicles/Generators/Trailers	753,972.38
120 · District General CRP (EQUIPMENT - WAS 1011181) - Other	95,883.57
Total 120 · District General CRP (EQUIPMENT - WAS 1011181)	2,826,523.14
122 · Bldgs/Grounds Cap Improvements	8,547,329.06
124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - WAS...	
124.2 · GIS Online Mapping System	8,277.92
124.30 · Lift Stations	
124.31 · Lift Station 7 Bypass	66,042.23
124.30 · Lift Stations - Other	83,302.80
Total 124.30 · Lift Stations	149,345.03
124.50 · Mains	14,788.58
124.60 · Meters	10,000.34
124.90 · Water Tanks	40,615.04
124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - W...	3,146,777.14
Total 124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - ...	3,369,804.05
125 · Land - Dist. Cap. Improvements	299,770.00
129 · ALLOW. FOR DEPRECIATION	-9,745,066.00
Total Fixed Assets	22,851,026.91
TOTAL ASSETS	28,385,894.28
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
200 · ACCOUNTS PAYABLE (ACCOUNTS PAYABLE - WAS 2097200)	170,575.31
Total Accounts Payable	170,575.31
Credit Cards	
211 · WAB Credit Card	
211.17 · WAB - Kurt - 0390	827.95
211.16 · WAB - Francisco - 5312	3,072.21
211.13 · WAB - Jeremy - 2499	1,251.62
Total 211 · WAB Credit Card	5,151.78
Total Credit Cards	5,151.78
Other Current Liabilities	
Annual Depreciation	249,035.55
223.56 · FEDERAL PAYROLL TAX PENALTY (Failure to make a federal t...	-3,928.96
280 · Loan	
280.04 · 2021 Water Truck	-19,714.78
280.15 · USDA Water Improvement Project (USDA Wtr Improvement ...	6,915,763.34
280.02 · KS State Bank - 2019 Vac-Con	164,470.63
280.12 · USDA Loan for Sewer Clarifier	3,049,172.41
Total 280 · Loan	10,109,691.60
221 · Health Ins - EE Portion	-2,319.32
222 · Direct Deposit Liabilities (Direct Deposit Liabilities)	383.04
223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL)	
223.17 · GARNISHMENT - LAKE CO SHERIFF (GARNISHMENT - LAK...	14,793.97
223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL) - Other	-14,192.72
Total 223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL)	601.25
223.55 · FEDERAL PAYROLL TAX WITHHOLDING (FEDERAL PAYROLL ...	-1,050.73

H

9:07 AM

02/09/23

Accrual Basis

Clearlake Oaks County Water District
Balance Sheet
As of January 31, 2023

	<u>Jan 31, 23</u>
223.65 · STATE DISABILITY PAYABLE (STATE DISABILITY PAYABLE - ...	-1.00
223.70 · WORKERS COMP PAYABLE (WORKERS COMP PAYABLE - W...	-58,504.00
223.75 · PAYROLL DEDUCTION - INS CO-PAY (PAYROLL DEDUCTION ...	-12,965.70
223.80 · GASB 68 Pension (- WAS 2097190)	26,313.00
223.85 · MISC DEDUCTIONS PAYABLE (MISC DEDUCTIONS PAYABLE -...	5,958.39
223.90 · COMPENSATED EMPLOYEE BENEFITS (COMPENSATED EMP...	18,602.20
24000 · Payroll Liabilities (Unpaid payroll liabilities. Amounts withheld ...	-19,778.02
Total Other Current Liabilities	<u>10,312,037.30</u>
Total Current Liabilities	<u>10,487,764.39</u>
Long Term Liabilities	
295 · NET PWNSION LIABILITY	958,676.00
Total Long Term Liabilities	<u>958,676.00</u>
Total Liabilities	<u>11,446,440.39</u>
Equity	
302 · RETAINED EARNINGS (RETAINED EARNINGS - WAS 3030300)	3,421,075.19
304 · Opening Balance Equity (Opening balances during setup post to this ac...	-584,283.24
306 · Retained Earnings - OLD (Undistributed earnings of the corporation - E...	13,898,852.53
Net Income	203,809.41
Total Equity	<u>16,939,453.89</u>
TOTAL LIABILITIES & EQUITY	<u><u>28,385,894.28</u></u>

Clearlake Oaks County Water District

Profit and Loss

02/09/23

July 2022 through January 2023

Accrual Basis

	Admin (GL)	Sewer (GL)	Water (GL)	Total GL
Ordinary Income/Expense				
Income				
Income				
410 · Client Reg Pmt	0.00	600,482.81	832,478.65	1,432,961.46
430 · Penalty & Interest	0.00	14,975.05	19,932.70	34,907.75
440 · Misc Revenue	0.00	1,783.37	7,782.33	9,565.70
450 · Other - Non S/W Rev	80.00	51,802.18	51,802.17	103,684.35
Total Income	80.00	669,043.41	911,995.85	1,581,119.26
Total Income	80.00	669,043.41	911,995.85	1,581,119.26
Gross Profit	80.00	669,043.41	911,995.85	1,581,119.26
Expense				
Salaries & EE Benefits				
505 · Salaries & Wages	250,735.05	168,496.63	102,989.94	522,221.62
520 · FICA - District Share	18,723.29	12,398.56	7,626.98	38,748.83
530 · Med/Life Insurance- Dist Share	59,430.02	48,902.04	19,453.66	127,785.72
540 · PERS - District Share	74,388.56	9,920.03	6,063.30	90,371.89
560 · Workers Comp Ins	2,857.32	9,510.66	8,807.11	21,175.09
Total Salaries & EE Benefits	406,134.24	249,227.92	144,940.99	800,303.15
Services & Supplies				
610 · Bank Fees	20,623.87	0.00	0.00	20,623.87
620 · Communications & Internet	2,815.03	6,114.09	7,761.87	16,690.99
622 · Board Exp	4,483.19	0.00	0.00	4,483.19
630 · Equip - Office	757.30	67.95	67.93	893.18
640 · Fuel & Oil	0.00	3,733.17	7,456.26	11,189.43
645 · Insurance	0.00	13,620.50	13,620.48	27,240.98
650 · Interest	0.00	39.97	25.81	65.78
657 · Lab	0.00	8,622.40	17,874.17	26,496.57
660 · Memberships & Subscription	3,442.32	38,961.93	18,980.20	61,384.45
670 · Postage & Shipping	13,025.58	0.00	0.00	13,025.58
675 · Professional Services	24,507.79	4,847.99	3,426.30	32,782.08
685 · Rents	8,601.26	0.00	0.00	8,601.26
690 · Safety & Security	2,466.37	5,356.68	4,012.64	11,835.69
700 · Tools & Instruments	0.00	1,711.33	835.09	2,546.42
703 · Supplies - Clothing & Personal	0.00	293.56	114.31	407.87
705 · Supplies - Office	3,843.27	971.33	597.48	5,412.08
715 · Supplies-Chemicals-Operating	0.00	41,259.09	68,605.11	109,864.20
720 · Supplies - Inventory - Other	0.00	25,774.77	1,997.37	27,772.14
730 · Taxes - Licenses	2,538.89	0.00	0.00	2,538.89
735 · Training/Classes/Certs/ClassB	0.00	1,062.50	762.50	1,825.00
745 · Travel / Lodging	530.02	37.55	37.52	605.09
750 · Utilities	4,176.78	50,096.20	154,757.54	209,030.52
760 · Waste Disposal	417.58	33,183.01	2,523.75	36,124.34
795 · Yolo Co	0.00	0.00	27,921.72	27,921.72
799 · Misc				
799.1 · Customer Refund - Acct cl...	0.00	0.00	3,893.94	3,893.94
Total 799 · Misc	0.00	0.00	3,893.94	3,893.94
Total Services & Supplies	92,229.25	235,754.02	335,271.99	663,255.26
Repairs & Replacement				
810 · R&R Buildings & Grounds	225.68	1,655.47	-43.20	1,837.95
815 · R&R Damage Claim (Cost to fix ...	0.00	2,089.00	0.00	2,089.00
Total Repairs & Replacement	225.68	3,744.47	-43.20	3,926.95
Total Expense	498,589.17	488,726.41	480,169.78	1,467,485.36
Net Ordinary Income	-498,509.17	180,317.00	431,826.07	113,633.90
Net Income	-498,509.17	180,317.00	431,826.07	113,633.90

**Clearlake Oaks Co Water District
PROJECTED BUDGET 2022-2023**

Target % > **58%**

As of December 2022 Summary	<u>WATER</u>				<u>SEWER</u>			
	Budget		Actual YTD		Budget		Actual YTD	
	Annual	YTD	Amount	%	Annual	YTD	Amount	%
Total Operating Revenue	1,298,210	757,289	911,996	70%	1,125,194	656,363	669,043	59%
Total Operating Expenses	1,231,792	718,546	725,571	59%	1,238,635	722,537	735,934	59%
Operating Balance (loss)	66,418	38,744	186,426		(113,441)	(66,174)	(66,891)	
420 Connection Fees	20,000	11,667	-	0%	20,000	11,667	-	0%
435								
450 Other - Non S/W Rev	150,000	87,500	51,802	35%	180,000	105,000	51,802	29%
Reserves	150,000	87,500	87,500	0%	60,000	35,000	35,000	0%
Net Change In Net Position (loss)	86,418	50,410	150,728		26,559	15,493	(50,089)	

Current Revenue Notes:

440- Misc Water = Bulk Water

450 - Other - Non S/W Rev: ATT Lease and Tax Roll

Past Revenue Notes

General Ledger	\$117,503.74
District CRP	\$176,663.10
Paradise Cove CRP	\$90,053.59
Water Reserve	\$428,373.72
Sewer Reserve	\$145,000.00
CalPERS Reserve	\$33,400.00
LAIF Account	\$1,074,749.48
Total	\$2,065,743.63

As of December 2022 Operating Revenue	<u>WATER</u>				<u>SEWER</u>			
	Budget		Actual YTD		Budget		Actual YTD	
	Annual	YTD	Amount	%	Annual	YTD	Amount	%
410 Client Reg Pmt	1,268,210	739,789	832,479	66%	1,097,694	640,322	600,483	55%
430 Penalty & Interest	30,000	17,500	19,933	66%	27,500	16,042	14,975	54%
440 Misc	-	-	7,782	0%	0	0	1,783	0%
Total Revenue >	1,298,210	757,289	860,194	66%	1,125,194	656,363	617,241	55%

As of December 2022 Operating Expenses	Budget				Actual			
	Annual	YTD		%	YTD		%	Spent
505 Salaries & Wages	393,050	229,279	228,358	58%	515,299	300,591	293,865	57%
520 FICA - District Share	33,023	19,263	16,989	51%	43,454	25,348	21,761	50%
530 Medical Ins - District Share	85,310	49,764	49,169	58%	130,491	76,120	78,617	60%
540 PERS - District Share	71,818	41,894	43,258	60%	83,236	48,554	47,115	57%
550 Unemployment	2,500	1,458	-	0%	2,500	1,458	-	0%
560 Workers Comp Ins	33,028	19,266	10,236	31%	9,102	5,310	10,940	120%
Salaries and Employee Benefits >	618,729	360,925	348,008	56%	784,082	457,381	452,296	58%

605 Advertising	200	117	-	0%	200	117	-	0%
610 Bank Fees	13,424	7,830	10,312	77%	13,414	7,825	10,312	77%
620 Communications & Internet	19,000	11,083	9,170	48%	19,000	11,083	7,522	40%
622 Board Exp	3,500	2,042	2,242	64%	3,500	2,042	2,242	64%
625 Equip - Field (\$300-\$4999)	2,500	1,458	-	0%	4,000	2,333	-	0%
630 Equip - Office	1,500	875	447	30%	2,000	1,167	447	22%
640 Fuel & Oil	13,500	7,875	7,456	55%	15,000	8,750	3,733	25%
645 Insurance	38,000	22,167	13,620	36%	38,000	22,167	13,621	36%

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650	Interest	3,000	1,750	26	0%	3,000	1,750	40	0%
657	Lab	20,000	11,667	17,874	89%	11,000	6,417	8,622	78%
660	Memberships & Subscription	32,000	18,667	20,701	65%	35,400	20,650	40,683	115%
665	Mileage Reimb	750	438	-	0%	500	292	-	0%
670	Postage & Shipping	6,500	3,792	6,513	100%	6,500	3,792	6,513	100%
675	Professional Services	54,000	31,500	15,680	29%	37,500	21,875	17,102	46%
685	Rents	7,250	4,229	4,301	59%	7,250	4,229	4,301	59%
690	Safety & Security	5,250	3,063	5,246	100%	10,250	5,979	6,590	64%
700	Tools & Instruments	3,700	2,158	835	23%	2,500	1,458	1,711	68%
703	Supplies - Clothing & Person	2,800	1,633	114	4%	3,100	1,808	294	9%
705	Supplies - Office	3,500	2,042	2,519	72%	3,500	2,042	2,893	83%
715	Treatment Chemicals	110,250	64,313	68,605	62%	50,000	29,167	41,259	83%
720	Supplies - Operating - Other	5,000	2,917	1,997	40%	25,000	14,583	25,775	103%
730	Taxes - Licenses	0	0	1,270	1270%	0	0	1,270	1270%
735	Training	2,250	1,313	763	34%	1,250	729	1,063	85%
745	Travel	1,000	583	303	30%	500	292	303	61%
750	Utilities	190,900	111,358	156,847	82%	107,900	62,942	52,185	48%
760	Waste Disposal	3,290	1,919	2,733	83%	48,290	28,169	33,392	69%
795	Yolo Co	61,000	35,583	27,922	46%				
799	Misc	-	-	-	0%	-	-	-	0%
	Services and Supplies >	604,064	352,370	377,493	62%	448,554	261,656	281,870	63%
810	R&R Buildings & Grounds	6,000	3,500	70	1%	3,500	2,042	1,768	51%
815	R & R Damage Claims	0	0	-	0%	-	-	-	0%
820	R&R Lift Stations	-	-	-	0%	-	-	-	0%
830	R&R Equipment	0	0	-	0%	0	0	-	0%
832	R&R Mains/Service Lines	-	-	-	0%	-	-	-	0%
840	R&R Vehicles (\$2k/vehicle)	3,000	1,750	-	0%	2,500	1,458	-	0%
850	Maintenance Reserve Accou	-	-	-		-	-	-	
	Repairs & Replacement >	9,000	5,250	70	1%	6,000	3,500	1,768	29%
	Total Expenses >	1,231,792	718,546	725,571	59%	1,238,635	722,537	735,934	59%

7 Administration - Budget Variance Report July 1, 2022 through June 30, 2023 Target % > **58.3%** GL ADMIN

As of December 2022		2020-2021 Budget		Actual	%	Total
Expenses	Annual	YTD	YTD	Spent	Remaining	
505 Salaries & Wages	424,702	247,743	250,735	59.0%	173,967	
520 FICA - District Share	36,577	21,336	18,723	51.2%	17,854	
530 Medical Ins - District Share	95,918	55,952	59,430	62.0%	36,488	
540 PERS-District Share (incl unfunded Liab, 78,867.)	122,615	71,525	74,389	60.7%	48,226	
550 Unemployment	5,000	2,917		0.0%	5,000	
560 Workers Comp Ins	2,982	1,739	2,857	95.8%	125	
Salaries and Employee Benefits >	687,793	401,213	406,134	59.0%	281,659	
605 Advertising	400	233		0.0%	400	
610 Bank Fees	27,000	15,750	20,624	76.4%	6,376	
620 Communications & Internet	7,000	4,083	2,815	40.2%	4,185	
622 Board Exp	7,000	4,083	4,483	64.0%	2,517	
625 Equip - Field (up to \$4999)	0	0		0.0%	0	
630 Equip - Office	2,000	1,167	757	37.9%	1,243	
640 Fuel & Oil	0	0		0.0%	0	
645 Insurance	0	0		0.0%	0	
650 Interest	0	0		0.0%	0	
657 Outsource Lab / Internal Lab	0	0		0.0%	0	
660 Memberships & Subscriptions	4,000	2,333	3,442	86.1%	558	
665 Mileage Reimb	500	292		0.0%	500	
670 Postage & Shipping	13,000	7,583	13,026	100.2%	(26)	
675 Professional Services (Legal, IT, CUSI annual)	58,000	33,833	24,508	42.3%	33,492	
685 Rents	14,500	8,458	8,601	59.3%	5,899	
690 Safety & Security (boots)	1,500	875	2,466	164.4%	(966)	
700 Tools & Instruments	0	0		0.0%	0	
703 Supplies - Clothing & Personal	600	350		0.0%	600	
705 Supplies - Office	5,000	2,917	3,843	76.9%	1,157	
715 Treatment Chemicals	0	0		0.0%	0	
720 Supplies - Operating - Other	0	0		0.0%	0	
730 Taxes - Licenses	0	0	2,539	0.0%	(2,539)	
735 Training, Certs (Classes, books)	500	292		0.0%	500	
745 Travel / Lodging	1,000	583	530	53.0%	470	
750 Utilities	5,800	3,383	4,177	72.0%	1,623	
760 Waste Disposal	580	338	418	72.1%	162	
795 Yolo Co	0	0		0.0%	0	
799 Misc	0	0		0.0%	0	
Services and Supplies >	148,380	86,555	92,229	62.2%	56,151	
810 R&R Buildings & Grounds	2,000	1,167	226	11.3%	1,774	
815 R & R Damage Claims	0	0		0.0%	0	
820 R&R Lift Stations	-	-		0.0%	-	
830 R&R Equipment	0	0		0.0%	0	
832 R&R Mains/Service Lines	0	0		0.0%	0	
840 R&R Vehicles (\$2k/vehicle)	0	0		0.0%	0	
Repairs & Replacement >	2,000	1,167	226	11.3%	1,774	
Total Expenses >	838,173	488,935	498,589	59.5%	339,584	

690 Complete lock replacement on side door

7	Sewer - Budget Variance Report July 1, 2022 through June 30, 2023	Target % >		58.3%	GL SEWER	
	As of December 2022	2020-2021 Budget		%	Total	
	Expenses	Annual	YTD	Spent	Remaining	
505	Salaries & Wages	302,948	176,720	168,497	55.6%	134,451
520	FICA - District Share	25,165	14,680	12,399	49.3%	12,766
530	Medical Ins - District Share	82,532	48,143	48,902	59.3%	33,630
540	PERS - District Share (\$14.5K Unfunded)	21,928	12,792	9,920	45.2%	12,008
550	Unemployment	0	0		0.0%	0
560	Workers Comp Ins	7,611	4,440	9,511	125.0%	(1,900)
	Salaries and Employee Benefits >	440,185	256,775	249,229	56.6%	190,956
605	Advertising	0	0		0.0%	0
610	Bank Fees	0	0		0.0%	0
620	Communications & Internet	13,000	7,583	6,114	47.0%	6,886
622	Board Exp	0	0		0.0%	0
625	Equip - Field (up to \$4999)	1,500	875		0.0%	1,500
630	Equip - Office	1,000	583	68	6.8%	932
640	Fuel & Oil (Schaeffers)	10,000	5,833	3,733	37.3%	6,267
645	Insurance	38,000	22,167	13,621	35.8%	24,379
650	Interest	0	0	40	0.0%	(40)
657	Outsource Lab / Internal Lab	11,000	6,417	8,622	78.4%	2,378
660	Memberships/Subscriptions/Permits	33,400	19,483	38,962	116.7%	(5,562)
665	Mileage Reimb	250	146		0.0%	250
670	Postage & Shipping	0	0		0.0%	0
675	Professional Services (SCADA)	8,500	4,958	4,848	57.0%	3,652
685	Rents	0	0		0.0%	0
690	Safety & Security (includes boots)	9,500	5,542	5,357	56.4%	4,143
700	Tools & Instruments	2,500	1,458	1,711	68.4%	789
703	Supplies - Clothing & Personal	2,800	1,633	294	10.5%	2,506
705	Supplies - Office	1,000	583	971	97.1%	29
715	Treatment Chemicals	50,000	29,167	41,259	82.5%	8,741
720	Supplies-Operating-Other-Titan Tubes	25,000	14,583	25,775	103.1%	(775)
730	Taxes - Licenses	-	-			-
735	Training, Certs (classes, books)	1,000	583	1,063	106.3%	(63)
745	Travel / Lodging	-	-	38	0.0%	(38)
750	Utilities	105,000	61,250	50,096	47.7%	54,904
760	Waste Disposal	48,000	28,000	33,183	69.1%	14,817
795	Yolo Co	0	0		0.0%	0
799	Misc	0	0		0.0%	0
799.1	Customer Refund					
	Services and Supplies >	361,450	210,846	235,755	65.2%	125,695
810	R&R Buildings & Grounds	2,500	1,458	1,655	66.2%	845
815	R & R Damage Claims	0	0		0.0%	0
820	R&R Lift Stations	0	0		0.0%	0
830	R&R Equipment	0	0		0.0%	0
832	R&R Mains/Service Lines	0	0	-	0.0%	-
840	R&R Vehicles	2,500	1,458		0.0%	2,500
	Repairs & Replacement >	5,000	2,917	1,655	33.1%	3,345
	Total Expenses >	806,635	470,537	486,639	60.3%	319,996
	Expense Notes					

7	Water - Budget Variance Report July 1, 2022 through June 30, 2023 As of December 2022	2020-2021 Budget		Target % >	58.3%	GL WATER
	Expenses	Annual	YTD	Actual	%	Total
				YTD	Spent	Remaining
505	Salaries & Wages	180,700	105,408	102,990	57.0%	77,710
520	FICA - District Share	14,734	8,595	7,627	51.8%	7,107
530	Medical Ins - District Share	37,351	21,788	19,454	52.1%	17,897
540	PERS - District Share	10,510	6,131	6,063	57.7%	4,447
550	Unemployment	0	0	-	0.0%	0
560	Workers Comp Ins	31,537	18,397	8,807	27.9%	22,730
	Salaries and Employee Benefits >	274,832	160,319	144,941	52.7%	129,891
605	Advertising	0	0		0.0%	0
610	Bank Fees	0	0		0.0%	0
620	Communications & Internet	13,000	7,583	7,762	59.7%	5,238
622	Board Exp	0	0		0.0%	0
625	Equip - Field (\$300 - \$4999)	0	0		0.0%	0
630	Equip - Office	500	292	68	13.6%	432
640	Fuel & Oil	8,500	4,958	7,456	87.7%	1,044
645	Insurance	38,000	22,167	13,620	35.8%	24,380
650	Interest	0	0	26	0.0%	(26)
657	Outside Lab / Internal Lab	20,000	11,667	17,874	89.4%	2,126
660	Memberships/Subscriptions/Permits	30,000	17,500	18,980	63.3%	11,020
665	Mileage Reimb	500	292		0.0%	500
670	Postage & Shipping	0	0		0.0%	0
675	Professional Services (SCADA, Mtce Prog)	25,000	14,583	3,426	13.7%	21,574
685	Rents	0	0		0.0%	0
690	Safety & Security (includes boots)	4,500	2,625	4,013	89.2%	487
700	Tools & Instruments	3,700	2,158	835	22.6%	2,865
703	Supplies - Clothing & Personal	2,500	1,458	114	4.6%	2,386
705	Supplies - Office	1,000	583	597	59.7%	403
715	Treatment Chemicals	110,250	64,313	68,605	62.2%	41,645
720	Supplies - Operating - Other	5,000	2,917	1,997	39.9%	3,003
730	Taxes - Licenses	0	0		0.0%	0
735	Training, Certs (classes, books)	2,000	1,167	763	38.2%	1,237
745	Travel / Lodging	500	292	38	7.6%	462
750	Utilities	188,000	109,667	154,758	82.3%	33,242
760	Waste Disposal	3,000	1,750	2,524	84.1%	476
795	Yolo Co	61,000	35,583	27,922	45.8%	33,078
799	Misc	0	0		0.0%	0
799.1	Customer Refund			3,894		
	Services and Supplies >	516,950	301,554	335,272	64.9%	181,678
810	R&R Buildings & Grounds	5,000	2,917	(43)	-0.9%	5,043
815	R & R Damage Claims	0	0		0.0%	0
820	R&R Lift Stations	0	0		0.0%	0
830	R&R Equipment	0	0		0.0%	0
832	R&R Mains	0	0		0.0%	-
840	R&R Vehicles	3,000	1,750		0.0%	3,000
	Repairs & Replacement >	8,000	4,667	(43)	-0.5%	8,043
	Total Expenses >	799,782	466,540	480,170	60.0%	319,612

Clearlake Oaks Co Water District
Budget Variance Report July 1, 2022 through June 30, 2023

7

As of December 2022

Target % > **58.3%** CRP-PC

Summary	Budget Annual	YTD	Actual YTD		%	
			Amount	%		
PC CRP Revenue	19,536	11,396	95,508	488.9%	0%	
PC CRP Expenses	0	0	1,501	0.0%	0%	
		2021-2022 Budget		Actual	%	Total
Expenses	Annual	YTD	YTD	Spent		Remaining
605 Advertising	-	-	-	0.0%		-
610 Bank Fees	-	-	-	0.0%		-
620 Communications & Internet	-	-	-	0.0%		-
622 Board Exp	-	-	-	0.0%		-
625 Equip - Field (up to \$4999)	-	-	-	0.0%		-
630 Equip - Office	-	-	-	0.0%		-
640 Fuel & Oil	-	-	-	0.0%		-
645 Insurance	-	-	-	0.0%		-
650 Interest	-	-	-	0.0%		-
657 Outsource Lab / Internal Lab	-	-	-	0.0%		-
660 Memberships & Subscriptions	-	-	-	0.0%		-
665 Mileage Reimb	-	-	-	0.0%		-
670 Postage & Shipping	-	-	-	0.0%		-
675 Professional Services (SCADA)	-	-	-	0.0%		-
685 Rents	-	-	-	0.0%		-
690 Safety & Security (includes boots	-	-	-	0.0%		-
700 Tools & Instruments	-	-	-	0.0%		-
703 Supplies - Clothing & Personal	-	-	-	0.0%		-
705 Supplies - Office	-	-	-	0.0%		-
715 Treatment Chemicals	-	-	-	0.0%		-
720 Supplies - Operating - Other	-	-	-	0.0%		-
730 Taxes - Licenses	-	-	-	0.0%		-
735 Training, Certs (classes, books)	-	-	-	0.0%		-
745 Travel / Lodging	-	-	-	0.0%		-
750 Utilities	-	-	-	0.0%		-
760 Waste Disposal	-	-	-	0.0%		-
795 Yolo Co	-	-	-	0.0%		-
799 Misc	0	0	-	0.0%		0
Services and Supplies >		0	0	-	0.0%	0
810 R&R Buildings & Grounds	-	-	-	0.0%		-
815 R & R Damage Claims	0	0	-	0.0%		0
820 R&R Lift Stations	-	-	-	0.0%		-
830 R&R Equipment	-	-	1,501	0.0%		(1,501)
832 R&R Mains/Laterals	-	-	-	0.0%		-
840 R&R Vehicles	-	-	-	0.0%		-
Repairs & Replacement >		0	0	1,501	0.0%	(1,501)
Total Expenses >		0	0	1,501	0.0%	(1,501)

\$84,253.05 received from Lake County when closing CSA 16 account

\$5,051 approved by board to purchase new drive by meters

\$3,550.69 credit from Badger

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Clearlake Oaks County Water District

CRP/CIP Profit and Loss

02/09/23

July 2022 through January 2023

Accrual Basis

	PC (CRP)	Water (CRP)	Sewer (CRP)	Total CRP	TOTAL
Ordinary Income/Expense					
Income					
Income					
425 · CRP (Capital Replacment Plan)	95,237.65	245,489.70	278,126.01	618,853.36	618,853.36
430 · Penalty & Interest	270.83	5,974.99	6,251.24	12,497.06	12,497.06
450 · Other - Non S/W Rev	0.00	1,550.00	0.00	1,550.00	1,550.00
Total Income	<u>95,508.48</u>	<u>253,014.69</u>	<u>284,377.25</u>	<u>632,900.42</u>	<u>632,900.42</u>
Total Income	<u>95,508.48</u>	<u>253,014.69</u>	<u>284,377.25</u>	<u>632,900.42</u>	<u>632,900.42</u>
Gross Profit	<u>95,508.48</u>	<u>253,014.69</u>	<u>284,377.25</u>	<u>632,900.42</u>	<u>632,900.42</u>
Expense					
Salaries & EE Benefits					
505 · Salaries & Wages	0.00	62,646.44	132,352.13	194,998.57	194,998.57
520 · FICA - District Share	0.00	4,601.48	9,793.93	14,395.41	14,395.41
530 · Med/Life Insurance- Dist Share	0.00	8,135.23	28,318.10	36,453.33	36,453.33
540 · PERS - District Share	0.00	3,210.36	10,110.99	13,321.35	13,321.35
560 · Workers Comp Ins	0.00	1,162.07	5,389.31	6,551.38	6,551.38
Total Salaries & EE Benefits	<u>0.00</u>	<u>79,755.58</u>	<u>185,964.46</u>	<u>265,720.04</u>	<u>265,720.04</u>
Services & Supplies					
620 · Communications & Internet	0.00	954.67	954.51	1,909.18	1,909.18
640 · Fuel & Oil	0.00	8,474.90	10,140.48	18,615.38	18,615.38
650 · Interest	0.00	2,003.38	3,076.03	5,079.41	5,079.41
657 · Lab	0.00	4,100.00	0.00	4,100.00	4,100.00
720 · Supplies - Inventory - Other	0.00	285.99	227.00	512.99	512.99
Total Services & Supplies	<u>0.00</u>	<u>15,818.94</u>	<u>14,398.02</u>	<u>30,216.96</u>	<u>30,216.96</u>
Repairs & Replacement					
810 · R&R Buildings & Grounds	0.00	6,771.01	521.97	7,292.98	7,292.98
820 · R&R Lift Stations	0.00	0.00	329.61	329.61	329.61
830 · R&R Equipment	1,500.79	11,569.71	19,107.02	32,177.52	32,177.52
832 · R&R Mains and Sewer Lines	0.00	19,504.60	7,136.80	26,641.40	26,641.40
840 · R&R Vehicles	0.00	13,798.60	19,492.77	33,291.37	33,291.37
Total Repairs & Replacement	<u>1,500.79</u>	<u>51,643.92</u>	<u>46,588.17</u>	<u>99,732.88</u>	<u>99,732.88</u>
Total Expense	<u>1,500.79</u>	<u>147,218.44</u>	<u>246,950.65</u>	<u>395,669.88</u>	<u>395,669.88</u>
Net Ordinary Income	<u>94,007.69</u>	<u>105,796.25</u>	<u>37,426.60</u>	<u>237,230.54</u>	<u>237,230.54</u>
Net Income	<u><u>94,007.69</u></u>	<u><u>105,796.25</u></u>	<u><u>37,426.60</u></u>	<u><u>237,230.54</u></u>	<u><u>237,230.54</u></u>

Clearlake Oaks Co Water District
Budget Variance Report July 1, 2022 through June 30, 2023

7

Target % > **58.3%** **CRP-WATER**

As of December 2022		<u>WATER - CRP</u>					
Summary		Budget		Actual YTD			
		Annual	YTD	2020-2021 Budget	Actual	%	
				Annual	YTD	Spent	Total Remaining
WATER CRP Revenue		439,444	256,342	253,015	57.6%	0%	
WATER CRP Expenses		511,279	298,246	147,218	28.8%	0%	
Operating Balance		(71,835)	(41,904)	105,797			
	Expenses						
505	Salaries & Wages		257,969	150,482	62,646	24.3%	195,323
520	FICA - District Share		21,162	12,344	4,601	21.7%	16,561
530	Medical Ins - District Share		70,407	41,071	8,135	11.6%	62,272
540	PERS - District Share		16,469	9,607	3,210	19.5%	13,259
550	Unemployment		0	0		0.0%	0
560	Workers Comp Ins		8,122	4,738	1,162	14.3%	6,960
	Salaries and Employee Benefits >		374,129	218,242	79,754	21.3%	294,375
605	Advertising		0	0	-	0.0%	0
610	Bank Fees		0	0	-	0.0%	0
620	Communications & Internet		3,500	2,042	955	27.3%	2,545
622	Board Exp		0	0		0.0%	0
625	Equip - Field (up to \$4999)		1,250	729		0.0%	1,250
630	Equip - Office		-	-		0.0%	-
640	Fuel & Oil		14,400	8,400	8,475	58.9%	5,925
645	Insurance		0	0		0.0%	0
650	Interest		0	0	2,003	0.0%	(2,003)
657	Outsource Lab / Internal Lab		3,000	1,750	4,100	0.0%	(1,100)
660	Memberships & Subscriptions		0	0		0.0%	0
665	Mileage Reimb		0	0		0.0%	0
670	Postage & Shipping		0	0		0.0%	0
675	Professional Services Leak Chk		-	-		0.0%	-
685	Rents		0	0		0.0%	0
690	Safety & Sec (includes boots)		-	-		0.0%	-
700	Tools & Instruments		2,000	1,167		0.0%	2,000
703	Supplies - Clothing & Personal		1,500	875		0.0%	1,500
705	Supplies - Office		-	-		0.0%	-
715	Treatment Chemicals		0	0		0.0%	0
720	Supplies - Operating - Other		3,000	1,750	286	0.0%	2,714
730	Taxes - Licenses		0	0		0.0%	0
735	Training, Certs (classes, books)		500	292		0.0%	500
745	Travel / Lodging		-	-		0.0%	-
750	Utilities		0	0		0.0%	0
760	Waste Disposal		0	0		0.0%	0
795	Yolo Co		0	0		0.0%	0
799	Misc		0	0		0.0%	0
	Services and Supplies >		29,150	17,004	15,819	54.3%	13,331
810	R&R Buildings & Grounds		5,000	2,917	6,771	135.4%	(1,771)
815	R & R Damage Claims		0	0		0.0%	0
820	R&R Lift Stations		0	0		0.0%	0
830	R&R Equipment		35,000	20,417	11,570	33.1%	23,430
830.1	Hydrants		-	-		0.0%	-
832	R&R Mains/Service Lines/Tanks		50,000	29,167	19,505	39.0%	30,495
840	R&R Vehicles		18,000	10,500	13,799	76.7%	4,201
810	Fence Rpr for H/Run		108,000	63,000	51,645	47.8%	56,355
830	Chlorine Analyzer		511,279	298,246	147,218	28.8%	364,061
	Distribution Motor						

2A

Clearlake Oaks Co Water District
 Budget Variance Report July 1, 2022 through June 30, 2023

7

SEWER-CRP

Target % > **58.3%** CRP-SEWER

As of December 2022

Summary	Budget		Actual YTD			
	Annual	YTD	Amount	%		
SEWER CRP Revenue	509,022	296,930	284,377	55.9%		0%
SEWER CRP Expenses	474,523	276,805	246,951	52.0%		0%

Operating Balance (loss) 34,499 20,125 37,426

Expenses	2020-2021 Budget		Actual YTD	%	Total Remaining
	Annual	YTD			
505 Salaries & Wages	253,805	148,053	132,352	52.1%	121,453
520 FICA - District Share	21,334	12,445	9,794	45.9%	11,540
530 Medical Ins - District Share	50,738	29,597	28,318	55.8%	22,420
540 PERS - District Share	15,486	9,033	10,111	65.3%	5,375
550 Unemployment	-	-	-	0.0%	-
560 Workers Comp Ins	8,010	4,673	5,389	67.3%	2,621
Salaries and Employee Benefits >	349,373	203,801	185,964	53.2%	163,409
605 Advertising	0	0	-	0.0%	0
610 Bank Fees	0	0	-	0.0%	0
620 Communications & Internet	5,000	2,917	955	19.1%	4,045
622 Board Exp	0	0	-	0.0%	0
625 Equip - Field (up to \$4999)	1,250	729	-	0.0%	1,250
630 Equip - Office	-	-	-	0.0%	-
640 Fuel & Oil	14,400	8,400	10,140	70.4%	4,260
645 Insurance	0	0	-	0.0%	0
650 Interest	0	0	3,076	0.0%	(3,076)
657 Outsource Lab / Internal Lab	0	0	-	0.0%	0
660 Memberships & Subscriptions	0	0	-	0.0%	0
665 Mileage Reimb	0	-	-	0.0%	0
670 Postage & Shipping	0	0	-	0.0%	0
675 Professional Services (SCADA)	0	0	-	0.0%	0
685 Rents	-	-	-	0.0%	-
690 Safety & Security (includes boots)	-	-	-	0.0%	-
700 Tools & Instruments	2,000	1,167	-	0.0%	2,000
703 Supplies - Clothing & Personal	1,500	875	-	0.0%	1,500
705 Supplies - Office	-	-	-	0.0%	-
715 Treatment Chemicals	0	0	-	0.0%	0
720 Supplies - Operating - Other	3,000	1,750	227	0.0%	2,773
730 Taxes - Licenses	0	0	-	0.0%	0
735 Training, Certs (classes, books)	500	292	-	0.0%	500
745 Travel / Lodging	-	-	-	0.0%	-
750 Utilities	0	0	-	0.0%	0
760 Waste Disposal	0	0	-	0.0%	0
795 Yolo Co	0	0	-	0.0%	0
799 Misc	0	0	-	0.0%	0
Services and Supplies >	27,650	16,129	14,398	52.1%	13,252
810 R&R Buildings & Grounds	7,500	4,375	522	7.0%	6,978
815 R & R Damage Claims	0	0	-	0.0%	0
820 R&R Lift Stations	20,000	11,667	330	1.7%	19,670
830 R&R Equipment	35,000	20,417	19,107	54.6%	15,893
832 R&R Mains/Laterals	25,000	14,583	7,137	28.5%	17,863
840 R&R Vehicles	10,000	5,833	19,493	194.9%	(9,493)
	-	-	-	0.0%	-
Repairs & Replacement >	97,500	56,875	46,589	47.8%	50,911
Total Expenses >	474,523	276,805	246,951	52.0%	227,572

840 - Repair of backhoe/repair of vaccon tube

Clearlake Oaks County Water District
Capital Improvements
As of January 31, 2023

02/09/23

Accrual Basis

Date	Name	Memo	Class	Amount
130 · Const In Progress - Studies				
07/05/2022	MC Engineering, Inc	Construction in progr...	GL:Sewer	1,662.50
07/05/2022	MC Engineering, Inc		GL:Water	1,662.50
07/05/2022	MC Engineering, Inc		GL:Water	1,445.00
09/07/2022	MC Engineering, Inc	SWRCB Water Appli...	GL:Water	4,950.00
10/05/2022	MC Engineering, Inc	SWRCB Wastewate...	GL:Sewer	1,957.57
10/05/2022	MC Engineering, Inc		GL:Water	1,957.57
11/05/2022	MC Engineering, Inc	SWRCB SRF Grant	GL:Water	3,600.00
12/05/2022	MC Engineering, Inc	SWRCB TA Grant	GL:Water	1,440.00
01/05/2023	MC Engineering, Inc	On call services	GL:Water	1,828.75
Total 130 · Const In Progress - Studies				20,503.89
135 · CRP WATER (CAPITOL IMPROVEMENTS - WATER - WAS 1199100)				
138 · USDA Water Improvements				
07/05/2022	MC Engineering, Inc		Loan/Grant:...	20,963.26
07/15/2022	AES - Analytical Envir...	Vault installation proj...	Loan/Grant:...	1,975.73
07/31/2022	T & S Construction Co...	Payment #14	Loan/Grant:...	252,320.00
08/05/2022	MC Engineering, Inc	USDA Meters/Tank	Loan/Grant:...	15,697.63
08/31/2022	T & S Construction Co...	#15	Loan/Grant:...	245,416.04
09/07/2022	MC Engineering, Inc	USDA Water Improv...	Loan/Grant:...	18,505.85
09/30/2022	T & S Construction Co...	USDA Water Improve	Loan/Grant:...	145,920.00
10/05/2022	MC Engineering, Inc	USDA Water Improv...	Loan/Grant:...	19,600.91
11/05/2022	MC Engineering, Inc	USDA Water Improv...	Loan/Grant:...	12,839.00
11/30/2022	T & S Construction Co...	11/1/2022 - 11/30/20...	Loan/Grant:...	582,746.15
12/05/2022	MC Engineering, Inc	USDA Meters	Loan/Grant:...	8,877.08
12/15/2022	AES - Analytical Envir...	Vault installation proj...	Loan/Grant:...	1,662.31
01/05/2023	MC Engineering, Inc	USDA Meters	Loan/Grant:...	11,113.30
01/11/2023	T & S Construction Co...	12/1/2022 - 12/31/20...	Loan/Grant:...	119,225.00
01/31/2023	T & S Construction Co...	Services for January...	Loan/Grant:...	120,881.80
Total 138 · USDA Water Improvements				1,577,744.06
128 · Sewer Infrstrcture & Rehab Proj (Phase 1 was the installation of the Force Main)				
Total 128 · Sewer Infrstrcture & Rehab Proj (Phase 1 was the installation of the F...				
121 · Wtr Dist & Wtr Storage Projects (Replacement or installation of water distrib...				
131 · Waste Water Plant				
131.1 · Pumps/Equipment				
Total 131.1 · Pumps/Equipment				
131 · Waste Water Plant - Other				
Total 131 · Waste Water Plant - Other				
Total 131 · Waste Water Plant				
127 · Water Plant				
127.6 · Swan AMI Turbiwell Monitor				
Total 127.6 · Swan AMI Turbiwell Monitor				
127.5 · A/C installation for Filter Rm				
Total 127.5 · A/C installation for Filter Rm				
127.4 · PH System				
Total 127.4 · PH System				
127.2 · Harvy Vault Chlor Inject Proj				
Total 127.2 · Harvy Vault Chlor Inject Proj				
127.1 · Major Equipment				
09/07/2022	Commercial Pump & ...	Back-up Pump for Di...	CRP:Water	8,655.08
Total 127.1 · Major Equipment				8,655.08
127 · Water Plant - Other				
Total 127 · Water Plant - Other				
Total 127 · Water Plant				8,655.08
120 · District General CRP (EQUIPMENT - WAS 1011181)				
120.01 · General Equipment/Tools (GENERAL EQUIPMENT - WATER - WAS 1011190)				
Total 120.01 · General Equipment/Tools (GENERAL EQUIPMENT - WATER - ...				

Clearlake Oaks County Water District Capital Improvements As of January 31, 2023

Date	Name	Memo	Class	Amount
120.60 · Office (OFFICE EQUIPMENT - WAS 1011192)				
Total 120.60 · Office (OFFICE EQUIPMENT - WAS 1011192)				
120.75 · SCADA				
12/28/2022	Amazon	10 gauge wire, 30' re...	CRP:Water	91.06
Total 120.75 · SCADA				91.06
120.90 · Vehicles/Generators/Trailers				
Total 120.90 · Vehicles/Generators/Trailers				
120 · District General CRP (EQUIPMENT - WAS 1011181) - Other				
Total 120 · District General CRP (EQUIPMENT - WAS 1011181) - Other				
Total 120 · District General CRP (EQUIPMENT - WAS 1011181)				91.06
122 · Bldgs/Grounds Cap Improvements				
Total 122 · Bldgs/Grounds Cap Improvements				
124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - WAS 1011161)				
124.2 · GIS Online Mapping System				
07/05/2022	MC Engineering, Inc	GIS Mapping	GL:Sewer	468.75
08/05/2022	MC Engineering, Inc	GIS	CRP:Water	225.00
08/05/2022	MC Engineering, Inc		CRP:Sewer	225.00
Total 124.2 · GIS Online Mapping System				918.75
124.30 · Lift Stations				
07/26/2022	ABC Plumbing	Sewer camer survey...	CRP:Sewer	4,060.00
Total 124.30 · Lift Stations				4,060.00
124.50 · Mains				
Total 124.50 · Mains				
124.60 · Meters				
Total 124.60 · Meters				
124.90 · Water Tanks				
Total 124.90 · Water Tanks				
124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - WAS 1011161) - Other				
07/05/2022	MC Engineering, Inc		GL:Water	468.75
Total 124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWE...				468.75
Total 124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - ...				5,447.50
125 · Land - Dist. Cap. Improvements				
Total 125 · Land - Dist. Cap. Improvements				
129 · ALLOW. FOR DEPRECIATION				
Total 129 · ALLOW. FOR DEPRECIATION				
280 · Loan				
280.04 · 2021 Water Truck				
07/20/2022	Kansas State Bank - ...	Payment #8	CRP:Water	727.18
07/20/2022	Kansas State Bank - ...	3359488	CRP:Sewer	727.18
08/15/2022	Kansas State Bank - ...	Payment #9	CRP:Water	729.57
08/15/2022	Kansas State Bank - ...	3359488	CRP:Sewer	729.57
09/20/2022	Kansas State Bank - ...	Payment #10	CRP:Sewer	1,463.93
10/20/2022	Kansas State Bank - ...	Payment #11	CRP:Sewer	1,468.73
11/16/2022	Kansas State Bank - ...	3359488	CRP:Water	736.78
11/16/2022	Kansas State Bank - ...	Payment #12	CRP:Sewer	736.78
12/20/2022	Kansas State Bank - ...	Payment #13	CRP:Water	739.20
12/20/2022	Kansas State Bank - ...	3359488	CRP:Sewer	739.19
01/20/2023	Kansas State Bank - ...	Payment #14	CRP:Water	741.62
01/20/2023	Kansas State Bank - ...	3359488	CRP:Sewer	741.62
Total 280.04 · 2021 Water Truck				10,281.35
280.15 · USDA Water Improvement Project (USDA Wtr Improvement Proj total \$5 Million)				
08/11/2022	USDA Rural Develop...	Payment #15	Loan/Grant:...	-293,476.66
09/01/2022	USDA Rural Develop...	Payment #1 Water	Loan/Grant:...	30,500.19
09/16/2022	USDA Rural Develop...	Payment #16	Loan/Grant:...	-263,921.89
10/21/2022		#17	Loan/Grant:...	-165,520.91

Clearlake Oaks County Water District Capital Improvements As of January 31, 2023

Date	Name	Memo	Class	Amount
12/01/2022	USDA Rural Develop...	#18	Loan/Grant:...	-12,839.00
12/13/2022		Deposit	Loan/Grant:...	-566,113.88
12/13/2022		Deposit	Loan/Grant:...	-25,509.35
01/19/2023		#20	Loan/Grant:...	-130,338.30
Total 280.15 · USDA Water Improvement Project (USDA Wtr Improvement Pr...				-1,427,219.80
280.02 · KS State Bank - 2019 Vac-Con				
07/15/2022	Kansas State Bank - ...	Pymt #31	CRP:Water	3,409.30
07/15/2022	Kansas State Bank - ...	3343293	CRP:Sewer	3,409.29
08/15/2022	Kansas State Bank - ...	Pymt #32	CRP:Water	3,418.94
08/15/2022	Kansas State Bank - ...	3343293	CRP:Sewer	3,418.94
09/15/2022	Kansas State Bank - ...	Pymt #33	CRP:Sewer	6,857.21
09/15/2022	Kansas State Bank - ...	3343293	CRP:Sewer	564.26
10/15/2022	Kansas State Bank - ...	Pymt #34	CRP:Sewer	6,876.61
11/15/2022	Kansas State Bank - ...	Pymt #35	CRP:Sewer	3,448.03
11/15/2022	Kansas State Bank - ...	3343293	CRP:Water	3,448.03
12/15/2022	Kansas State Bank - ...	Pymt #36	CRP:Water	3,457.78
12/15/2022	Kansas State Bank - ...	3343293	CRP:Sewer	3,457.78
01/15/2023	Kansas State Bank - ...	Pymt #37	CRP:Water	3,467.56
01/15/2023	Kansas State Bank - ...	3343293	CRP:Sewer	3,467.55
Total 280.02 · KS State Bank - 2019 Vac-Con				48,701.28
Total 280 · Loan				-1,368,237.17
306 · Retained Earnings - OLD (Undistributed earnings of the corporation - ENDS 06/31/2011)				
Total 306 · Retained Earnings - OLD (Undistributed earnings of the corporation - ...				
Income				
435 · Loans/Grants				
435-8 · Intake Pump Extension				
08/22/2022		Invoice #4 - Dept. of ...	GL:Water	-83,690.37
09/26/2022		Intake pipe extensio...	Loan/Grant:...	-40,848.05
01/03/2023		DWR	Loan/Grant:...	-20,027.25
Total 435-8 · Intake Pump Extension				-144,565.67
Total 435 · Loans/Grants				-144,565.67
Total Income				-144,565.67
Loans/Grants				
935 · Actiflo Pilot Program				
07/05/2022	MC Engineering, Inc		Loan/Grant:...	2,145.00
09/30/2022	T & S Construction Co...	Actiflo	Loan/Grant:...	109,326.28
10/05/2022	MC Engineering, Inc	Actiflow	Loan/Grant:...	4,715.00
10/24/2022	Clear Lake Electronic ...	Lan cable for Actiflo ...	Loan/Grant:...	68.51
10/25/2022	MC Engineering, Inc	Actiflo	Loan/Grant:...	4,165.00
11/03/2022	HomeDepot	Buckets for sand rep...	Loan/Grant:...	32.49
11/04/2022	HomeDepot	Buckets for sand rep...	Loan/Grant:...	16.25
11/05/2022	MC Engineering, Inc	Actiflo	Loan/Grant:...	945.00
11/15/2022	Southport Control Sol...	Actiflo Control Interf...	Loan/Grant:...	5,607.92
11/28/2022	Veolia Water Technol...	Actiflo - Pilot Study	Loan/Grant:...	75,000.00
12/05/2022	MC Engineering, Inc	Actiflo	Loan/Grant:...	450.00
Total 935 · Actiflo Pilot Program				202,471.45
930 · Intake Pump Extension				
930.1 · Source Capacity Study				
07/05/2022	MC Engineering, Inc	Source capacity study	Loan/Grant:...	12,060.00
08/05/2022	MC Engineering, Inc	Source capacity study	Loan/Grant:...	4,896.50
09/07/2022	MC Engineering, Inc	Source capacity study	Loan/Grant:...	3,295.00
10/05/2022	MC Engineering, Inc	Source Capacity Study	Loan/Grant:...	1,890.00
11/05/2022	MC Engineering, Inc	Source capacity study	Loan/Grant:...	6,780.00
12/05/2022	MC Engineering, Inc	Source capacity study	Loan/Grant:...	5,970.00
01/05/2023	MC Engineering, Inc	Source Capacity Study	Loan/Grant:...	11,146.25
Total 930.1 · Source Capacity Study				46,037.75
930 · Intake Pump Extension - Other				
07/05/2022	MC Engineering, Inc	Water Intake Extensi...	Loan/Grant:...	2,407.80
08/05/2022	MC Engineering, Inc	Work done in July - ...	Loan/Grant:...	1,750.00
08/31/2022	Pac Machine Co., Inc.	Service date 8/24/20...	Loan/Grant:...	750.00
08/31/2022	T & S Construction Co...	Water Intake	Loan/Grant:...	3,633.25

9:08 AM

02/09/23

Accrual Basis

Clearlake Oaks County Water District
Capital Improvements
As of January 31, 2023

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Class</u>	<u>Amount</u>
09/07/2022	MC Engineering, Inc	Intake/Source	Loan/Grant:...	2,887.50
10/05/2022	MC Engineering, Inc		Loan/Grant:...	1,400.00
11/05/2022	MC Engineering, Inc	Water Intake	Loan/Grant:...	3,237.50
12/05/2022	MC Engineering, Inc	Emergency intake	Loan/Grant:...	1,487.50
12/16/2022		DWR - #6	Loan/Grant:...	-11,457.68
01/05/2023	MC Engineering, Inc		Loan/Grant:...	1,225.00
01/30/2023	Pac Machine Co., Inc.	Discharge hose	Loan/Grant:...	3,246.72
Total 930 · Intake Pump Extension - Other				10,567.59
Total 930 · Intake Pump Extension				56,605.34
Total Loans/Grants				259,076.79
TOTAL				358,715.54

Clearlake Oaks County Water District
Payroll Summary
January 2023

	Hours	Rate	Jan 23
Employee Wages, Taxes and Adjustments			
Gross Pay			
CTO Saved	-41	46.91	-2,140.03
CTO Used	7.17	27.90	200.04
Holiday	340.75	28.09	11,751.85
Holiday Worked (x2.5)	71.5	78.18	5,398.16
Overtime (x1.5)	97.25	46.91	4,885.56
PTO	220.33	28.09	6,788.64
Straight	1,940	28.09	65,227.09
Board			1,000.00
Duty Pay			4,515.00
Total Gross Pay	2,636		97,626.31
Deductions from Gross Pay			
ACWA (pre-tax)			-2,756.50
AFLAC (pre-tax)			-460.14
AFLAC (taxable) AFTER TAX			-245.04
CALPers 457			-537.50
CALPers EE (Pretax)			-5,236.12
Total Deductions from Gross Pay			-9,235.30
Adjusted Gross Pay	2,636		88,391.01
Taxes Withheld			
Federal Withholding			-6,883.00
Medicare Employee			-1,368.93
Social Security Employee			-5,853.37
CA - Withholding			-2,742.60
CA - Disability			-849.67
Total Taxes Withheld			-17,697.57
Deductions from Net Pay			
Miscellaneous Deduction			-149.22
Wage Garnishment			-530.76
Total Deductions from Net Pay			-679.98
Additions to Net Pay			
Miscellaneous Addition			43.86
Total Additions to Net Pay			43.86
Net Pay	2,636		70,057.32
Employer Taxes and Contributions			
Medicare Company			1,368.93
Social Security Company			5,853.37
Total Employer Taxes and Contributions			7,222.30



Accounts

[Transfer](#) [Settings](#)

CRP PC *6192

Available ****\$90,053.59**

Current **\$90,053.59**

CRP SEWER *3745

Available ****\$92,499.00**

Current **\$92,499.00**

GENERAL LEDGER *9122

Available ****\$153,401.24**

Current **\$136,051.13**

PUBLIC REGULAR CHK *8503

Available ****\$428,373.72**

Current **\$428,373.72**

PUBLIC REGULAR CHK *9592

Available ****\$145,000.00**

Current **\$145,000.00**

PUBLIC REGULAR CHK *7355

Available ****\$33,400.00**

Make a Payment

Make paying bills fast and easy

Pay your bills on one screen in seconds.

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Get Help with Taxes



We've teamed up with TurboTax to help you get your **maximum refund, guaranteed.**

[Start for free](#)

Money Management

Current \$33,400.00

CRP WATER *6990

Available **\$84,161.10

Current \$84,161.10

BALANCE TOTALS

Total Deposit Accounts \$1,009,538.54

**This balance may include overdraft or line of credit funds

Budgets made easy!



Every transaction is automatically categorized and put into a budget to help you stay on track.

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Outside Accounts



No outside accounts added.

[Add account](#)

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Enjoy the convenience of Banking on the Go and download the app today!

February 2023						
Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4

California State Treasurer
Fiona Ma, CPA



Local Agency Investment Fund
 P.O. Box 942809
 Sacramento, CA 94209-0001
 (916) 653-3001

February 13, 2023

[LAIF Home](#)
[PMIA Average Monthly Yields](#)

CLEARLAKE OAKS COUNTY WATER DISTRICT

AUDITOR/SECRETARY
 P.O. BOX 709
 12952 HIGHWAY 20
 CLEARLAKE OAKS, CA 95423-0709

[Tran Type Definitions](#)

//

Account Number: 90-17-001

January 2023 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
1/13/2023	1/12/2023	QRD	1721813	N/A	SYSTEM	5,585.28 <i>430/s</i> <i>430/w</i>

Account Summary

Total Deposit:	5,585.28	Beginning Balance:	1,069,164.20
Total Withdrawal:	0.00	Ending Balance:	1,074,749.48/

Clearlake Oaks County Water District

Trial Balance

02/09/23

As of January 31, 2023

Accrual Basis

	Jan 31, 23	
	Debit	Credit
102.14 · CalPERS RESERVE	17,900.00	
102.13 · SEWER RESERVES-9592	140,000.00	
102.11 · PC ESCROW - 6184	0.00	
102.10 · CRP PC - 6192	88,533.32	
102.12 · WATER RESERVES- 8503	415,873.72	
102.001 · GL - 9122	189,342.51	
102.04 · DWR - CHECKING	0.00	
101 · LAIF - CASH IN BANK	880,164.20	
101 · LAIF - CASH IN BANK:CIP Deposits 2014	189,000.00	
102.01 · WEST AMERICA - REGULAR CHECKING	88.98	
102.02 · CRP Water - 6990	76,566.58	
102.03 · CRP Sewer - 3745	87,145.54	
CUSI Accounts Receivable	204,087.00	
139 · Docufree	22,436.00	
116 · DEFERRED OUTFLOW- PENSION	236,756.00	
103 · PETTY CASH	306.59	
104 · COUNTY TREASURY	47,897.68	
130 · Const In Progress - Studies	1,122,044.99	
130 · Const In Progress - Studies:130.97 · Const in Progress...	3,280.00	
130 · Const In Progress - Studies:130.96 · Const in Progress...	4,040.00	
130 · Const In Progress - Studies:130.95 · Source Capacity S...	9,859.00	
130 · Const In Progress - Studies:130.75 · SCADA	0.00	
132 · CRP SEWER	983,511.67	
132 · CRP SEWER:132.05 · CIP SEWER LABOR	0.00	
135 · CRP WATER	249,148.33	
135 · CRP WATER:135.02 · Aircon Project	0.00	
135 · CRP WATER:135.05 · Backwash Pump Filters #2-#3	0.00	
135 · CRP WATER:135.10 · High Valley Project 2013	0.00	
135 · CRP WATER:135.20 · CIP WATER LABOR	0.00	
111 · INVENTORY - WATER	0.00	
114 · ACCOUNTS RECEIVABLE.	551,411.26	
115 · PRE-PAID INSURANCE	15,474.00	
1890 · ACCOUNTS RECEIVABLE - OTHER	0.00	
12000 · Undeposited Funds	0.00	
138 · USDA Water Improvements	7,462,327.59	
128 · Sewer Infstrcture & Rehab Proj	3,952,787.28	
121 · Wtr Dist & Wtr Storage Projects	250,195.76	
121 · Wtr Dist & Wtr Storage Projects:121.1 · Sidewalk Proje...	115,500.66	
131 · Waste Water Plant	57,768.09	
131 · Waste Water Plant:131.1 · Pumps/Equipment	99,784.99	
126 · Forcemain (phase 1) Cap. Imprv.	1,253,598.85	
123 · USDA - Sewer Plant Cap Imprvmt	4,265,559.43	
USDA Project		523,819.00
127 · Water Plant	211,458.66	
127 · Water Plant:127.7 · Ozone System	12,785.71	
127 · Water Plant:127.6 · Swan AMI Turbiwell Monitor	25,079.10	
127 · Water Plant:127.5 · A/C installation for Filter Rm	750.00	
127 · Water Plant:127.4 · PH System	9,959.72	
127 · Water Plant:127.2 · Harvy Vault Chlor Inject Proj	1,408.61	
127 · Water Plant:127.1 · Major Equipment	357,521.21	
120 · District General CRP	95,883.57	
120 · District General CRP:120.01 · General Equipment/Tools	1,926,858.13	
120 · District General CRP:120.60 · Office	27,331.49	
120 · District General CRP:120.75 · SCADA	22,477.57	
120 · District General CRP:120.90 · Vehicles/Generators/Trail...	753,972.38	
122 · Bldgs/Grounds Cap Improvements	8,547,329.06	
124 · D/C System Cap Improvements	3,146,777.14	
124 · D/C System Cap Improvements:124.2 · GIS Online Map...	8,277.92	
124 · D/C System Cap Improvements:124.30 · Lift Stations	83,302.80	
124 · D/C System Cap Improvements:124.30 · Lift Stations:1...	66,042.23	
124 · D/C System Cap Improvements:124.50 · Mains	14,788.58	
124 · D/C System Cap Improvements:124.60 · Meters	10,000.34	
124 · D/C System Cap Improvements:124.90 · Water Tanks	40,615.04	
125 · Land - Dist. Cap. Improvements	299,770.00	
129 · ALLOW. FOR DEPRECIATION		9,745,066.00
200 · ACCOUNTS PAYABLE		170,575.31
211 · WAB Credit Card:211.17 · WAB - Kurt - 0390		827.95
211 · WAB Credit Card:211.16 · WAB - Francisco - 5312		3,072.21

3A

Clearlake Oaks County Water District

Trial Balance

02/09/23

As of January 31, 2023

Accrual Basis

	Jan 31, 23	
	Debit	Credit
211 · WAB Credit Card:211.15 · WAB - Kurt - 9133	0.00	
211 · WAB Credit Card:211.14 · WAB - Dianna - 3226	0.00	
211 · WAB Credit Card:211.13 · WAB - Jeremy - 2499		1,251.62
211 · WAB Credit Card:211.12 · WAB- Francisco - 2481	0.00	
211 · WAB Credit Card:211.11 · WAB - Dan - 2507	0.00	
211 · WAB Credit Card:211.10 · WAB - Dianna - 2473	0.00	
210 · Cal Card	0.00	
210 · Cal Card:210-09 · Cal Card - 5855	0.00	
210 · Cal Card:210-08 · Cal Card - 5848	0.00	
210 · Cal Card:210-07 · Cal-Card	0.00	
210 · Cal Card:210.06 · Cal Card - 3879	0.00	
210 · Cal Card:210.05 · Cal Card - 4075	0.00	
210 · Cal Card:210.04 · Cal Card - 7397	0.00	
210 · Cal Card:210.01 · Cal Card -	0.00	
210 · Cal Card:210.02 · Cal Card 0010	0.00	
210 · Cal Card:210.03 · Cal Card	0.00	
Annual Depreciation		249,035.55
224 · USDA Retainage	0.00	
223.56 · FEDERAL PAYROLL TAX PENALTY	3,928.96	
280 · Loan:280.04 · 2021 Water Truck	19,714.78	
280 · Loan:280.15 · USDA Water Improvement Project		6,915,763.34
280 · Loan:280.02 · KS State Bank - 2019 Vac-Con		164,470.63
280 · Loan:280.12 · USDA Loan for Sewer Clarifier		3,049,172.41
280 · Loan:280.10 · Bridge for I & I Rehab Project	0.00	
280 · Loan:280.07 · Bridge Loan for Forced Main	0.00	
280 · Loan:280.05 · USDA Bridge Loan	0.00	
280 · Loan:280.01 · Kansas State Bk - VACON	0.00	
280 · Loan:280.03 · Kansas State Bk - Camera Traile	0.00	
220 · Restricted - Expansion Fee's	0.00	
221 · Health Ins - EE Portion	2,319.32	
221 · Health Ins - EE Portion:221.1 · EE Cobra Payments - M...	0.00	
222 · Direct Deposit Liabilities		383.04
223 · COMP DUMP ACCOUNT	0.00	
223 · COMP DUMP ACCOUNT:223.01 · ADMIN - COMP USED	0.00	
223 · COMP DUMP ACCOUNT:223.02 · SEWER - COMP USED	0.00	
223 · COMP DUMP ACCOUNT:223.03 · WATER - COMP USED	0.00	
223.15 · GARNISHMENTS	14,192.72	
223.15 · GARNISHMENTS:223.16 · GARNISHMENT - COURT ...	0.00	
223.15 · GARNISHMENTS:223.17 · GARNISHMENT - LAKE C...		14,793.97
223.20 · STATE UNEMPLOYMENT TAX PAYABLE	0.00	
223.25 · Vacation Dump Account	0.00	
223.25 · Vacation Dump Account:223.26 · Admin - Vacation ...	0.00	
223.25 · Vacation Dump Account:223.27 · Sewer - Vacation	0.00	
223.25 · Vacation Dump Account:223.28 · Water - Vacation	0.00	
223.30 · Sick Dump Account	0.00	
223.30 · Sick Dump Account:223.31 · Admin - Sick	0.00	
223.30 · Sick Dump Account:223.32 · Sewer - Sick	0.00	
223.30 · Sick Dump Account:223.33 · Water - Sick	0.00	
223.40 · ACCRUED PAYROLL	0.00	
223.45 · FICA & SOCIAL SEC PAYABLE	0.00	
223.50 · MEDICARE TAX PAYABLE	0.00	
223.55 · FEDERAL PAYROLL TAX WITHHOLDING	1,050.73	
223.60 · STATE PAYROLL TAX WITHHOLDING	0.00	
223.65 · STATE DISABILITY PAYABLE	1.00	
2135 · CALPERS RETIREMENT PAYABLE	0.00	
223.70 · WORKERS COMP PAYABLE	58,504.00	
223.75 · PAYROLL DEDUCTION - INS CO-PAY	12,965.70	
223.80 · GASB 68 Pension		26,313.00
223.85 · MISC DEDUCTIONS PAYABLE		5,958.39
223.90 · COMPENSATED EMPLOYEE BENEFITS		18,602.20
24000 · Payroll Liabilities	19,778.02	
295 · NET PWNSION LIABILITY		958,676.00
226 · USDA Int Pymnt-Swr Clarifier	0.00	
225 · USDA Payment - Sewer Clarifier	0.00	
281 · BOND PAYABLE	0.00	
302 · RETAINED EARNINGS		3,421,075.19
304 · Opening Balance Equity	584,283.24	
306 · Retained Earnings - OLD		13,898,852.53

Clearlake Oaks County Water District

Trial Balance

As of January 31, 2023

	Jan 31, 23	
	Debit	Credit
Income:410 · Client Reg Pmt		1,433,141.36
Income:425 · CRP		618,853.36
Income:430 · Penalty & Interest		47,404.81
Income:430 · Penalty & Interest:430.2 · Bank Interest	2.19	
Income:435 · Loans/Grants:435-8 · Intake Pump Extension		144,565.67
Income:440 · Misc Revenue		9,565.70
Income:450 · Other - Non S/W Rev		105,234.35
Loans/Grants:935 · Actiflo Pilot Program	202,471.45	
Loans/Grants:930 · Intake Pump Extension	10,567.59	
Loans/Grants:930 · Intake Pump Extension:930.1 · Source C...	46,037.75	
Salaries & EE Benefits:545 · CALPers 457	0.00	
Salaries & EE Benefits:505 · Salaries & Wages	717,220.19	
Salaries & EE Benefits:520 · FICA - District Share	53,144.24	
Salaries & EE Benefits:530 · Med/Life Insurance- Dist Share	165,606.69	
Salaries & EE Benefits:540 · PERS - District Share	103,693.24	
Salaries & EE Benefits:560 · Workers Comp Ins	27,726.47	
Services & Supplies:610 · Bank Fees	20,635.87	
Services & Supplies:620 · Communications & Internet	18,600.17	
Services & Supplies:622 · Board Exp	4,483.19	
Services & Supplies:630 · Equip - Office	893.18	
Services & Supplies:640 · Fuel & Oil	29,804.81	
Services & Supplies:645 · Insurance	27,240.98	
Services & Supplies:650 · Interest	31,265.19	
Services & Supplies:657 · Lab	30,596.57	
Services & Supplies:660 · Memberships & Subscription	61,384.45	
Services & Supplies:670 · Postage & Shipping	13,025.58	
Services & Supplies:675 · Professional Services	32,782.08	
Services & Supplies:685 · Rents	8,601.26	
Services & Supplies:690 · Safety & Security	12,019.24	
Services & Supplies:700 · Tools & Instruments	2,546.42	
Services & Supplies:703 · Supplies - Clothing & Personal	407.87	
Services & Supplies:705 · Supplies - Office	5,412.08	
Services & Supplies:715 · Supplies-Chemicals-Operating	110,734.09	
Services & Supplies:720 · Supplies - Inventory - Other	28,295.84	
Services & Supplies:730 · Taxes - Licenses	2,538.89	
Services & Supplies:735 · Training/Classes/Certs/ClassB	1,825.00	
Services & Supplies:745 · Travel / Lodging	605.09	
Services & Supplies:750 · Utilities	209,030.52	
Services & Supplies:760 · Waste Disposal	36,124.34	
Services & Supplies:795 · Yolo Co	27,921.72	
Services & Supplies:799 · Misc:799.1 · Customer Refund - A...	3,893.94	
Repairs & Replacement:810 · R&R Buildings & Grounds	9,130.93	
Repairs & Replacement:815 · R&R Damage Claim	2,089.00	
Repairs & Replacement:820 · R&R Lift Stations	369.31	
Repairs & Replacement:830 · R&R Equipment	33,323.12	
Repairs & Replacement:832 · R&R Mains and Sewer Lines	27,091.52	
Repairs & Replacement:840 · R&R Vehicles	33,330.22	
66000 · Payroll Expenses	2,483.56	
TOTAL	<u>41,526,473.59</u>	<u>41,526,473.59</u>

6:57 AM

02/13/23

Clearlake Oaks County Water District
A/P Aging Summary
As of February 13, 2023

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Badger Meter	0.00	0.00	-3,255.50	0.00	0.00	-3,255.50
KonocTees	1,868.64	0.00	0.00	0.00	1,415.29	3,283.93
MC Engineering, Inc	8,766.62	0.00	0.00	0.00	0.00	8,766.62
People Services Inc	95.00	0.00	0.00	0.00	0.00	95.00
Redwood Coast Fuels	714.50	0.00	0.00	0.00	0.00	714.50
T & S Construction Co. Inc.	120,881.80	0.00	0.00	0.00	0.00	120,881.80
Tri-Cities Answering Service	254.00	0.00	0.00	0.00	0.00	254.00
Uline	415.90	0.00	0.00	0.00	0.00	415.90
TOTAL	<u>132,996.46</u>	<u>0.00</u>	<u>-3,255.50</u>	<u>0.00</u>	<u>1,415.29</u>	<u>131,156.25</u>

Account Payable Breakdown

Date: 1/13/2023

	<u>QuickBooks</u>	<u>WAB Balance</u>	<u>WAB Available</u>
General Ledger - 9122	\$117,503.74	\$136,051.13	\$153,401.24
CRP Water - 6990	\$84,164.10	\$84,161.10	\$84,161.10
CRP Sewer - 3745	\$92,499.00	\$92,499.00	\$92,499.00
CRP PC - 6192	\$90,053.59	\$90,053.59	\$90,053.59
Water Reserve - 8503	\$428,373.72	\$428,373.72	\$428,373.72
Sewer Reserve - 9592	\$145,000.00	\$145,000.00	\$145,000.00
CalPers Reserve - 7355	\$33,400.00	\$33,400.00	\$33,400.00
LAIF Balance	\$1,074,749.48	\$1,074,749.48	\$107,749.48
Current A/P Aging	\$131,156.25		
Kansas State Bank-VacCon	\$7,421.47	2/1/2023	
Kansas State Bank-Water Truck	\$1,730.25	2/20/2023	
TOTAL	\$140,307.97		
 Paid On-line/Auto Out			
1/27/2023 Cannon	\$596.12		
1/27/2023 PG&E	\$25,107.70		
1/27/2023 Credit Card	\$9,391.24		
2/1/2023 Verizon	\$2,049.68		
2/1/2023 Mediacom	\$314.30		
TOTAL-Paid On-line/Auto Out	\$37,459.04		

CLEARLAKE OAKS COUNTY WATER DISTRICT

NOTICE OF A REGULAR MEETING OF THE BOARD OF DIRECTORS

Date: January 19, 2023

Time: 2:00 P.M.

Clearlake Oaks County Water District Administration Building
12952 E. Hwy. 20 Clearlake Oaks, CA 95423

MINUTES

A. CALL TO ORDER

- Pledge of Allegiance
- Roll Call

√ Mrs. Margaret Medeiros, President, √ Mr. Stanley Archacki, Vice President √ Mr. Samuel Boucher, Director √ Mr. Michael Herman, Director √ Mr. James Burton, Director √ Mrs. Dianna Mann – General Manager √ Mrs. Olivia Mann – Board Secretary √ Mr. Francisco Castro, Wastewater √ Mr. Kurt Jensen, Water √ Mr. Jeremy Backus, Distribution √ Mr. Jesse Seth, 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. Water Plant Chief Operator
4. Wastewater Plant Chief Operator
5. General Manager

D. 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. December 2022 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 previous meeting for review and approval**
 - a. Minutes of Regular Meeting 12/15/2022

3. **Bills**

- a. MC Engineering invoice number 2308, dated 1/5/2023, in the amount of \$11,113.30 for the USDA Water Improvements Project
- b. T & S Construction invoice number 18, dated 1/11/2023, in the amount of \$119,225.00 for the USDA Water Improvements Project
- c. MC Engineering invoice number 2307, dated 1/5/2023, in the amount of 11,146.25 for the Source Capacity Study

Action Taken: Motion to approve the consent items with corrections to the regular meeting minutes on 12/15/2022

ARCHACKI/BOUCHER M/S/C

AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON

NOES: NONE

ABSENT: NONE

E. NEW BUSINESS

- 1. Discussion and consideration of appeal for 10741 Pingree Road, Clearlake Oaks

Action Taken: Motion to deny appeal for 10741 Pingree Road, Clearlake Oaks

ARCHACKI/BOUCHER M/S/C

AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON

NOES: NONE

ABSENT: NONE

- 2. Discussion and consideration of Resolution 23-01, authorizing entering into a funding agreement with the SWRCB and authorizing and designating a representative for the Actiflo Pilot Project

Action Taken: Motion to approve Resolution 23-01, authorizing entering into a funding agreement with the SWRCB and authorizing and designating a representative for the Actiflo Pilot Project

BURTON/HERMAN M/S/C

AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON

NOES: NONE

ABSENT: NONE

- 3. Discussion and approval of purchasing two vertical inline pumps for redundancy at the Cerrito Tank, required by State, in the amount of \$20,502.00 using the water reserves account.

Action Taken: Motion to approve items E3 and E4 collectively

ARCHACKI/BOUCHER M/S/C

AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON

NOES: NONE

ABSENT: NONE

- 4. Discussion and approval of purchasing two Gast Air Compressors for redundancy at the Cerrito Tank, required by State, in the amount of \$6,439.00 using the water reserves account.

Action Taken: Motion to approve items E3 and E4 collectively

ARCHACKI/BOUCHER M/S/C

AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON

NOES: NONE

ABSENT: NONE

5. Discussion and consideration of Resolution 23-02, Amending the Clearlake Oaks County Water District 'Water' Code

Action Taken: Motion to approve Resolution 23-02, Amending the Clearlake Oaks County Water District 'Water' Code

BURTON/BOUCHER M/S/C

AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON

NOES: NONE

ABSENT: NONE

6. Discussion and consideration of Resolution 23-03, Amending the Clearlake Oaks County Water District 'Sewer' Code

Action Taken: Motion to approve Resolution 23-03, Amending the Clearlake Oaks County Water District 'Sewer' Code with corrections

HERMAN/BURTON M/S/C

AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON

NOES: NONE

ABSENT: NONE

7. Discussion and consideration Ballot for Independent Special District Alternate Representative on LAFCO

Action Taken: Motion to vote for Jim Freeman with Hidden Valley Community Services District as the Alternate Representative on LAFCO.

ARCHACKI/HERMAN M/S/C

AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON

NOES: NONE

ABSENT: NONE

Adjournment

Time: 2:56 PM

SIGNED: _____ ATTESTED TO: _____
Margaret Medeiros, President Olivia Mann, Board Secretary

Where appropriate or deemed necessary, the Board may take action 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.



MC Engineering, Inc.

9294 Madison Ave
Orangevale, CA 95662

Invoice

Date	Invoice #
2/5/2023	2322

Bill To

Clearlake Oaks Water District
12545 Highway 20
Clearlake Oaks, CA 95423

Job No.	Terms	Due Date	Project	
	Net 30	3/7/2023	USDA Meters and Water Tank PER	
Description	Qty	Rate	Amount	
Project Manager, Mark Carey, PE	9	165.00	1,485.00	
Project Engineer, Jared P. Nelson	30	130.00	3,900.00	
Engineering Tech, Julia Asbenson	0.5	105.00	52.50	
RGH Consultants Inv 1222208	1.13	1,060.00	1,197.80	
Reimbursable Expenses		543.82	543.82	
<i>138-USDA WTR Imp</i>			Total	\$7,179.12
<i>4/6 USDA Water (PUL)</i>			Payments/Credits	\$0.00
			Balance Due	\$7,179.12

Phone #	Fax #	E-mail
916-546-7898	916-860-1863	mark.carey@mc-engineers.com

AL

Contractor's Application for Payment No. #19

Application Period:	1/1/2023-1/31/2023	Application Date:	1/31/2023
To (Owner):	CLOCWD	Via (Construction Manager):	Jared Nelson
From (Contractor):	T & S Construction Co. Inc.	Engineer's Project No.:	USDA CFDA No. 10.760
Contract:	USDA CFDA No. 10.760		
Contractor's Project No.:	20215		

Application For Payment Change Order Summary

Approved Change Orders Number	Additions	Deductions
1	\$16,009.53	
2	\$22,623.87	
3	\$2,011.49	
4	\$7,269.00	
5	\$110,978.00	
6	\$54,136.00	
7	\$18,044.67	
8	\$12,744.00	
9		
TOTALS		
NET CHANGE BY CHANGE ORDERS		\$144,721.56

1. ORIGINAL CONTRACT PRICE..... \$ 6,034,124.00
2. Net change by Change Orders..... \$ 144,721.56
3. Current Contract Price (Line 1 ± 2)..... \$ 6,178,845.56
4. TOTAL COMPLETED AND STORED TO DATE \$5,896,965.56
5. RETAINAGE:
 - a. 5% X \$5,896,965.56 Work Completed..... \$ 294,848.28
 - b. 5% X Stored Material..... \$ -
 - c. Total Retainage (Line 5a + Line 5b)..... \$ 294,848.28
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c)..... \$ 5,602,117.28
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)..... \$ 5,481,235.48
8. AMOUNT DUE THIS APPLICATION..... \$ **120,881.80**
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G on Progress Estimate + Line 5 above)..... \$576,728.28

Payment of: \$ _____ (Date) 2-3-23

is recommended by: [Signature] Inspector (Date) _____

Payment of: \$ _____ (Date) 2-3-23

is recommended by: [Signature] Engineer (Date) _____

is approved by: [Signature] Owner (Date) 2/6/23

Approved by: _____ (Date) _____

Funding Agency (if applicable) _____ (Date) _____

Contractor's Certification

The undersigned Contractor certifies that to the best of its knowledge: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents

By: [Signature] Date: 1/31/2023

138- USDA-WTR IMP

1/6 USDA-WTR IMP



Date February 7, 2023
 Invoice#

To: CLEAR OAKS COUNTY
 WATER DISTRICT
 12952 ST HWY 20 CLEARLAKE OAKS
 CA 95423

Stock No	VIN		Price
	2022 1500 2WD REG CAB		
	5.3 V8 GAS		
	MUNICIPAL PRICING		\$34,008.00
	DURAMAG BODY		\$15,995.00
	Subtotal		\$50,003.00
	Sales Tax	7.25%	\$3,631.38
	Ca Dealer fee		\$85.00
	DMV Fees	EXEMPT	\$41.75
	Rebates		
	CASH DOWN		
	Total		\$53,761.13

CLEARLAKE OAKS COUNTY WATER DISTRICT

RESOLUTION NO. 23-04

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CLEARLAKE OAKS COUNTY WATER DISTRICT

TO AMEND THE EMPLOYEE HANDBOOK

WHEREAS, Clearlake Oaks County Water District Board of Directors accepts all changes and modifications to the District Employee Handbook as provided herein.

NOW, THEREFORE, BE IT RESOLVED, the Clearlake Oaks County Water District Board of Directors do hereby approve the provisions of the herein Employee Handbook

1. The amendments to the Employee Handbook specified in Exhibit 1, attached hereto and incorporated herein by reference, are hereby approved.
2. These amendment to the Employee Handbook shall be effective as of February 16, 2023.

BE IT FURTHER RESOLVED that except as expressly set forth herein, the Employee Handbook is reaffirmed and readopted.

THE ABOVE RESOLUTION is hereby passed and adopted by the Board of Directors of the Clearlake Oaks County Water District at a regular meeting thereof held on the 16th day of February 2023, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

CLEARLAKE OAKS COUNTY WATER DISTRICT

By: _____
Margaret Medeiros, President

Attest: _____
Olivia Mann, Board Secretary

F. Lodging

Lodging will be booked through the Administration Office and approved by the General Manager. Staff members should get a government rate whenever possible. The lodging reimbursement rate shall not exceed \$135.00 per night, exclusive of tax, or whatever is a reasonable rate in the area. Staff members should get a government rate whenever possible. At ACWA Conferences, the reimbursement rate shall be the rate set for single rooms for the Conference.

G. Expense Reports

Expense reports must be turned in to Finance within one week of returning to the District office.

Section VIII — Around The Office

A. Dress & Grooming Standards

While the District has no formal dress code, it is expected that you will dress in a manner consistent with business casual. The basic rule is “**Nothing too tight, short, ragged, or dirty. If in doubt, don’t wear it!**”

The following guidelines should be practiced by employees:

- All employees of the District will be required to wear the standardized clothing provided by the district. In addition, the district will give an annual allowance of two hundred dollars (\$200.00) for the purchase of work boots. The boots must meet safety standards (water proof, and have non-skid soles). The standardized clothing shall be replaced as needed and as determined by the General Manager.
- The following are not appropriate during normal working hours:
 - ◆ mini-skirts
 - ◆ halter/tube/crop type tops (including any backless tops)
 - ◆ athletic clothing
 - ◆ sheer clothing
 - ◆ form fitting clothing
 - ◆ clothing with obscene, controversey, or political messages/artwork

B. Right to Privacy

The District respects the individual privacy of its employees. However, employee privacy does not extend to the employee’s work-related conduct or to the use of District-provided equipment or supplies. Employees should be aware that the terms of this Policy limit their privacy in the workplace.

The District’s Electronic Communications Systems, Electronic Communications, and Electronic Storage are the District’s property and are intended for District business. All Electronic Communications and Electronic Storage within these systems are the property

Existing Vacation Time and Sick Time are now all encompassed by Paid Time Off (PTO). Three days of PTO are for sick leave in accordance with California's sick leave law.

1. **Paid Time Off (PTO)**

All full-time employees are eligible for paid time off (PTO).

PTO benefits do not accrue during the first 90 days of employment. Beginning with the 91st calendar day of employment through your first four years of employment, you will accrue 6.77 hours of PTO for each full pay period of employment.

After the completion of an employee's fourth year of employment, the accrual rate will increase to 8.31 hours of PTO per pay period.

After the completion of an employee's tenth year of employment, the accrual rate will increase by 2.69 hours giving a maximum of 11 PTO hours for each full pay period. Employees hired before March 18, 2021 will cap out at 24.61 hours of PTO per pay period.

Consult the Administrative Service Manager for detailed information on how the dollar amount of your PTO pay is calculated and the amount you are entitled to receive.

To be eligible for paid PTO, you must work your last scheduled day before the PTO and the first scheduled day after the PTO, unless you receive prior approval from your immediate supervisor.

PTO time is given to employees so that they are better able to perform their jobs when they return.

2. **PTO Cash Out Policy**

Employees may carry a maximum PTO bank ("Max Bank") equal to 320 hours. Once an employee has reached his or her Max Bank, employee will be required to cash out the amount of PTO that will be accrued the next quarter. (Ex.: 6.77 hours per pay period, 6 pay periods in a quarter, $6 \times 6.77 = 40.62$ hours) This amount will be adjusted accordingly due to two months having three pay periods. ~~any additional hours shall be cashed out at current hourly rate on a quarterly basis.~~

PTO days can be used as vacation time, sick time or to take care of personal matters.

Submit PTO requests in writing at least two weeks in advance to your immediate supervisor. When possible, PTO requests are granted, taking in to account operating requirements. Length of employment may determine priority in scheduled PTO times.

Employees who are out on a leave of absence do not accrue PTO time while they are on their leave.

notify you or respond to your request at the earliest opportunity. You may be required to work overtime or hours other than those normally scheduled.

1. Time Worked

You must record all time worked on your weekly time card and time sheet, including time worked over your normal schedule.

2. Shift Differential

If for any reason an employee is asked to work a swing or graveyard shift, swing shift will receive a 2.5% increase of their regular pay and graveyard will receive a 5% increase.

L. Overtime

Overtime pay for non-exempt employees is calculated at one-and-one-half (1 ½) the regular rate of pay for all hours worked over forty (40) hours in one work week. Hours paid for hours not worked, with the exception of holidays, e.g., PTO does not count toward hours worked for overtime computation purposes.

It is your responsibility to plan and carry out assigned duties within the work schedule assigned by your supervisor. If your assigned work cannot be accomplished within your scheduled work hours, you must so inform your supervisor. Any additional hours of work required must be approved in advance by your supervisor or the General Manager.

If possible, supervisors should obtain advance approval from the General Manager before authorizing overtime. In situations where prior approval is not possible, supervisors may authorize overtime, but must notify the General Manager of overtime worked as soon after as possible.

Under certain circumstances, and when mutually agreed to in writing between you and the District, equivalent amounts of compensatory time off (CTO) may be granted in lieu of paid overtime. Compensatory time off must be approved in advance and cannot exceed 100 hours or the maximum amount prescribed by state and federal law, whichever is less.

Overtime pay is not reportable to CalPERS (retirement plan).

1. Accumulated Compensatory Time Off (CTO)

The maximum accumulation of CTO that an employee may have at any point in time is one hundred (100) hours. After (100) hours are accrued, **no more additional hours will be accrued until 50% of hours are used or cashed out at the current hourly rate. CTO shall be utilized subject to the approval of the employee's immediate supervisor.** ~~any additional hours shall be cashed out at the current hourly rate on a quarterly basis. CTO shall be utilized subject to the approval of the employee's immediate supervisor and the General Manager.~~

For exempt personnel, no compensatory time will be accrued. Requests from exempt personnel for time off of two consecutive days or more at a time with pay must notify the Board of Directors along with the name of the acting General Manager in their absence in advance. Non-approved overtime will be paid, but may subject the employee to disciplinary procedures.