

CLEARLAKE OAKS COUNTY WATER DISTRICT

NOTICE OF A REGULAR MEETING OF THE BOARD OF DIRECTORS

Date: May 18, 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, **EXCUSED** 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. Chief Water Plant Operator
4. Chief Wastewater Plant 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. April 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 Special Meeting 04/20/2023 (*Page 38*)

- b. Minutes of Regular Meeting 04/20/2023 *(Page 40)*
- c. Minutes of Special Meeting 05/02/2023 *(Page 44)*
- d. Minutes of Special Meeting 05/09/2023 *(Page 45)*

3. **Bills**

- a. MC Engineering invoice number 2374, dated 5/5/2023, in the amount of \$13,353.25 for the SWRCB Water TA Grant *(Page 46)*
- b. MC Engineering invoice number 2383, dated 5/5/2023, in the amount of \$14,000.000 for the Source Capacity Study *(Page 47)*

Action Taken: _____

E. NEW BUSINESS

- 1. Notification of President Margaret Medeiros Resignation *(Page 48)*

Action Taken: _____

- 2. Discussion and consideration of Lake Fleet Repair and Tow Repair Order # 002373 in the amount of \$11,448.13, repairing the 2004 Ford F-550 Dump Truck *(Page 49)*

Action Taken: _____

- 3. Discussion and consideration of renewing District Notary Public

Action Taken: _____

- 4. Discussion and consideration of amending the Administrative Services Manager Job Description *(Page 51)*

Action Taken: _____

- 5. Discussion and consideration of amending the Telework Policy and Agreement *(Page 54)*

Action Taken: _____

- 6. Discussion and review of the 2023-2024 Annual Budget *(Page 64)*

Action Taken: _____

F. CLOSED SESSION **Time:** _____

- 1. Update on one case of pending litigation

Action Taken: _____

Open Session **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)

May 12, 2023

Administration

- ∂ We received 0 water quality complaints (WQC)
- ∂ We received 0 consumer/appeal claim(s)
- ∂ There are 12 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 \$11,645.00, this amount has prevented services from being shut off and has also restored services.
 - This amount has not changed in the last 30 days
- ∂ Docufree continues to make progress. There are a handful of boxes still to be sent; however with the Shred-It purge on the horizon, we put Docufree on the back burner.
 - We still have Audits, Backflow Files and Projects to be sent
- ∂ Shred It failed to appear on 05/02/23; however, they did make it out on 05/08/23. The shed is now more manageable and kept documents are according to our records retention, we will start organizing it here soon.
- ∂ We have processed and tested 526 backflow devices, there are 426 devices remaining to be tested
 - 3rd round of letters will go out in the next week
- ∂ The 2022 Electronic Annual Report was submitted on 05/11/23 after many hours of work and countless reports.
- ∂ We obtained 17 grant deeds from the County Recorder's Office this past week, Bailey is working on the file folders currently and then I will begin processing the new accounts.
- ∂ There was an error when attempting to run some of the financial reports within the billing system, this led us to some significant upgrades to our server. CUSI has been after us to put the billing program on its own server for a number of years, we finally made this transition. The server arrived preprogrammed this past week, we currently have a ticket in with UMS to install the server. This upgrade should speed up the overall use of the software as well as not time out on any reporting.
- ∂ I am working closely with legal counsel regarding the billing of the Elem Indian Colony specifically, this is an ongoing communication with changes to come to the Elem billing.
- ∂ Collection letters are going out in the next week in preparation for the assessments to the county tax roll
 - We received the Unpaid Apportionment Report from the County, that will need to be processed prior to our next check receipt as well as 23-24 assessments

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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May 12, 2023

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

RE: DC board letter,

Water distribution main,
service lines and tank sites:

- We had to replace a section of main @ High Valley & Hwy 20 that had broke in three different places. We also replaced a hidden valve that was buried during the sidewalk project.
- There were only 4 service line repairs this month.
- We have plans to replace a couple of hydrants in the keys area but need to wait until the water table lowers.



Sewer collections and Lift station sites:

- We are still waiting on the Rumsey level to lower so we can repair the Mag meter wires.

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.

DC staff updating:

- Jeremy - Chief - OP 3, Class B license & training provider.
 - Jesse - Lead – OP 3, Class B license.
 - Hugo - DC OP 2, Class B license & training provider. On Family leave
 - Jerry - DC OP 2, Class B license.
 - Heaven – Passed her Distribution 2 test, Class B permit.

District vehicles:

- Our dump truck needs a turbo and some other parts, the quote is in this packet.

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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May 2023
Board letter

- ◆ April raw water NTU from the extended intake has decreased primarily in the range of 3-6. The PH level has come down between 8.5 -9. Charge analyzer and jar testing are being done regularly; adjustments are being made and monitored to keep up with PH changes.
- ◆ The lake is currently at 7.71 with a high of 8.5.
- ◆ Water production for the month of April 2023 was 13.983 MG. Raw water intake is 17.111 MG. Down from April 2022 production of 19.342 MG. The daily range we are producing less than last year is running about 175,000 gallons. Production has been averaging 465,000 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 1 & 2 are back in operation as of 3-8-23 and have been functioning well to date.
- ◆ Filters 2 & 3 have been brought back online and will rotate filters as needed.
- ◆ Raw water pump 3, the extended intake has been put into service as part of our plan to rotate all raw pumps, to ensure they are all in working order.
- ◆ TTHM weekly sampling and flushing are still being completed. Weekly samples are being taken at the Harvey tank, as Harvey feeds the Paradise tank. Results of the test are attached.
- ◆ V-29 will need new tires soon.
- ◆ Treatment helped with a main break on the corner of HWY 20 & High valley.
- ◆ Water sample list is attached

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

Water Sample Testing

	DATE	DATE	DATE
Bacti R(BW) & CW (M)	5/3/2023	5/8/2023	
Bacti R (BW)	4/20/2023		
Bacti Tank Farm (once)			
TOC ALK R (M)	4/26/2023		
TOC CW (M)	4/26/2023		
R & CW TCP123 (BA)			
Color / Odor (A)			
Cyano Toxin(W)			
Bromate (Q)			
Perchlorate (A)			
TTHM (Q)	4-19,20,26-23	5-3,10-23	
HAA5 (Q)	4-19,20,26-23	5-3,10-23	
Lead & Copper (A)(1)			
Lead & Copper (A)(1)			
Lead & Copper (A)(1)			
Nitrate (A)	3/16/2023		
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)				
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				
Thiobencarb				

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May 15, 2023

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

RE: April Board Letter

FLOWS FOR THE MONTH/CLEARLAKE LAKE LEVEL:

- ❖ **INFLUENT: 29.152 MG (AVERAGE: 940,000 GPD)**
- ❖ **EFFLUENT: 24.829 MG (AVERAGE: 801,000 GPD/556 GPM)**
- ❖ **CLEARLAKE AVERAGE LEVEL: 7.75' RUMSEY GAUGE**

We are beginning to see a drop in flows as the rain becomes less and the temperature begins to increase. There is still quite of I&I going into the system but the flows are manageable. On April 5th we switched back to Profile 1 which are the set points used normally. There was only .2" of rain for the month. It is good to reflect and see that it all turned out to be good after the storms.

The plant at this time is running well. We are continuing to process waste and meeting our WDR permit. We have been the dropping our wasting time due to the reduction in algae from the water plant. I anticipate not receiving the amount of solids from the water plant this year because Clearlake being in a more favorable level. I am searching for a trucking company to haul our sludge. Lambirth Trucking is no longer responding to my requests for trucks. I would like to hire a local company if possible. We will begin hauling as soon as possible because of the amount we produced last season. Ground water monitoring 2nd quarter was achieved on the 20th. We were able to sample all wells. No coliform detect on #2 and #3 wells which were disinfected prior to sampling. This goes to show the good results when disinfected.

Again we thank the board for the support it gives to the wastewater plant.

Thanks,

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 May 18 2023**

Board of Directors,

The redundancy pump project at the Cerrito Tank kicked off on Monday the 8th. Letters and door hangers were distributed to the seven houses that will be effected over the next couple of weeks. Jeremy suggested that the District provide a couple of gallons of bottle water to each resident due to the fact that we have never had people under a boil water notice that can last up to two weeks. I authorized the purchases and the water was delivered late Monday afternoon.

DC staff had a nightmare of leaks at the intersection of High Valley and Hwy 20. Two days and three repairs later, the leaks were finally contained. It is believed that the big trucks that are traveling up High Valley, cutting the corner were contributing to the tear down on the road. The District re-laid the cold patch and I have already set up the hot patch with T & S the next time they have a paving job nearby.



The water plant was tagged in several spots that included our sea wall and fences around the plant. In addition to the tagging, the fence and barb wire was cut in multiple places. The staff will try and cover with some paint, however, if this destruction continues, we will not continue to waste money on covering up the graffiti.

I have been contacted by the Deputy District Attorney to testify on behalf of the District regarding the 4/20/22 hit and run at the Water Plant. Trial has been set for 5/24/23 – 5/26/23, however, it may be postponed due to the unavailability of her investigator. Once the date has been set and confirmed, I will relay this information to the Board via email.

As you all know by now, Margaret has turned in her resignation. Olivia will be working with legal and County to ensure everything is handled in a timely and legal manner. I would like to take this time to thank Margaret for the eight great years she served as our Board President and say she will be missed.

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

Dianna Mann
General Manager

Clearlake Oaks County Water District

CRP/CIP Profit and Loss

05/09/23

July 2022 through April 2023

Accrual Basis

	PC (CRP)	Water (CRP)	Sewer (CRP)	Total CRP	TOTAL
Ordinary Income/Expense					
Income					
Income					
425 · CRP (Capital Replacment Plan)	100,226.38	356,674.01	406,880.21	863,780.60	863,780.60
430 · Penalty & Interest	414.56	9,126.81	10,181.95	19,723.32	19,723.32
450 · Other - Non S/W Rev	0.00	1,550.00	0.00	1,550.00	1,550.00
Total Income	<u>100,640.94</u>	<u>367,350.82</u>	<u>417,062.16</u>	<u>885,053.92</u>	<u>885,053.92</u>
Total Income	<u>100,640.94</u>	<u>367,350.82</u>	<u>417,062.16</u>	<u>885,053.92</u>	<u>885,053.92</u>
Gross Profit	<u>100,640.94</u>	<u>367,350.82</u>	<u>417,062.16</u>	<u>885,053.92</u>	<u>885,053.92</u>
Expense					
Salaries & EE Benefits					
505 · Salaries & Wages	0.00	104,909.67	171,468.18	276,377.85	276,377.85
520 · FICA - District Share	0.00	7,750.59	12,649.50	20,400.09	20,400.09
530 · Med/Life Insurance- Dist Share	0.00	14,542.45	37,215.49	51,757.94	51,757.94
540 · PERS - District Share	0.00	5,816.04	13,294.14	19,110.18	19,110.18
560 · Workers Comp Ins	0.00	3,539.06	7,766.30	11,305.36	11,305.36
Total Salaries & EE Benefits	<u>0.00</u>	<u>136,557.81</u>	<u>242,393.61</u>	<u>378,951.42</u>	<u>378,951.42</u>
Services & Supplies					
620 · Communications & Internet	0.00	1,277.32	1,277.16	2,554.48	2,554.48
640 · Fuel & Oil	0.00	12,556.30	14,221.88	26,778.18	26,778.18
650 · Interest	0.00	3,029.85	4,102.46	7,132.31	7,132.31
657 · Lab	0.00	4,500.00	0.00	4,500.00	4,500.00
700 · Tools & Instruments	0.00	433.82	433.81	867.63	867.63
720 · Supplies - Inventory - Other	0.00	399.49	685.82	1,085.31	1,085.31
735 · Training/Classes/Certs/ClassB	0.00	225.00	225.00	450.00	450.00
Total Services & Supplies	<u>0.00</u>	<u>22,421.78</u>	<u>20,946.13</u>	<u>43,367.91</u>	<u>43,367.91</u>
Repairs & Replacement					
810 · R&R Buildings & Grounds	0.00	6,817.39	1,033.07	7,850.46	7,850.46
820 · R&R Lift Stations	0.00	0.00	436.07	436.07	436.07
830 · R&R Equipment	1,500.79	25,318.25	33,633.96	60,453.00	60,453.00
832 · R&R Mains and Sewer Lines	0.00	20,772.44	9,291.75	30,064.19	30,064.19
840 · R&R Vehicles	0.00	16,410.52	22,025.86	38,436.38	38,436.38
Total Repairs & Replacement	<u>1,500.79</u>	<u>69,318.60</u>	<u>66,420.71</u>	<u>137,240.10</u>	<u>137,240.10</u>
Total Expense	<u>1,500.79</u>	<u>228,298.19</u>	<u>329,760.45</u>	<u>559,559.43</u>	<u>559,559.43</u>
Net Ordinary Income	<u>99,140.15</u>	<u>139,052.63</u>	<u>87,301.71</u>	<u>325,494.49</u>	<u>325,494.49</u>
Net Income	<u>99,140.15</u>	<u>139,052.63</u>	<u>87,301.71</u>	<u>325,494.49</u>	<u>325,494.49</u>

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

10

Target % > **83%**

As of April 2023 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	1,081,842	1,338,341	103%	1,125,194	937,662	1,036,500	92%
Total Operating Expenses	1,231,792	1,026,494	1,027,134	83%	1,238,635	1,032,196	1,057,349	85%
Operating Balance (loss)	66,418	55,348	311,207		(113,441)	(94,534)	(20,849)	
420 Connection Fees	20,000	16,667	-	0%	20,000	16,667	-	0%
435								
450 Other - Non S/W Rev	150,000	125,000	129,262	86%	180,000	150,000	129,182	72%
Reserves	150,000	125,000	12,500	0%	60,000	50,000	50,000	0%
Net Change In Net Position (loss)	86,418	72,015	427,969		26,559	22,132	58,333	

Current Revenue Notes:

440- Misc Water = Bulk Water

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

Past Revenue Notes

General Ledger	\$183,415.00
District CRP	\$184,903.00
Paradise Cove CRP	\$93,667.00
Water Reserve	\$323,098.00
Sewer Reserve	\$127,994.00
CalPERS Reserve	\$94,400.00
LAIF Account	\$1,081,993.00
Total	\$2,089,470.00

As of April 2023 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	1,056,842	1,170,331	92%	1,097,694	914,745	880,803	80%
430 Penalty & Interest	30,000	25,000	30,956	103%	27,500	22,917	24,732	90%
440 Misc	-	-	7,792	0%	0	0	1,783	0%
Total Revenue >	1,298,210	1,081,842	1,209,079	93%	1,125,194	937,662	907,318	81%

As of April 2023 Operating Expenses	Budget				Actual			
	Budget		Actual		Budget		Actual	
	Annual	YTD	YTD	%	Annual	YTD	YTD	%
505 Salaries & Wages	393,050	327,542	321,637	82%	515,299	429,416	416,403	81%
520 FICA - District Share	33,023	27,519	24,101	73%	43,454	36,211	31,007	71%
530 Medical Ins - District Share	85,310	71,092	67,513	79%	130,491	108,742	108,506	83%
540 PERS - District Share	71,818	59,848	61,156	85%	83,236	69,363	67,211	81%
550 Unemployment	2,500	2,083	-	0%	2,500	2,083	-	0%
560 Workers Comp Ins	33,028	27,523	12,985	39%	9,102	7,585	13,942	153%
Salaries and Employee Benefits >	618,729	515,607	487,391	79%	784,082	653,401	637,068	81%

605 Advertising	200	167	-	0%	200	167	-	0%
610 Bank Fees	13,424	11,186	15,020	112%	13,414	11,178	15,020	112%
620 Communications & Internet	19,000	15,833	14,242	75%	19,000	15,833	11,757	62%
622 Board Exp	3,500	2,917	2,373	68%	3,500	2,917	2,373	68%
625 Equip - Field (\$300-\$4999)	2,500	2,083	-	0%	4,000	3,333	-	0%
630 Equip - Office	1,500	1,250	447	30%	2,000	1,667	447	22%
640 Fuel & Oil	13,500	11,250	10,740	80%	15,000	12,500	5,382	36%
645 Insurance	38,000	31,667	42,872	113%	38,000	31,667	42,873	113%

12

650	Interest	3,000	2,500	26	0%	3,000	2,500	40	0%
657	Lab	20,000	16,667	23,199	116%	11,000	9,167	13,912	126%
660	Memberships & Subscription	32,000	26,667	39,434	123%	35,400	29,500	41,188	116%
665	Mileage Reimb	750	625	-	0%	500	417	-	0%
670	Postage & Shipping	6,500	5,417	7,860	121%	6,500	5,417	7,875	121%
675	Professional Services	54,000	45,000	24,911	46%	37,500	31,250	27,047	72%
685	Rents	7,250	6,042	5,659	78%	7,250	6,042	5,659	78%
690	Safety & Security	5,250	4,375	7,058	134%	10,250	8,542	8,860	86%
700	Tools & Instruments	3,700	3,083	2,181	59%	2,500	2,083	3,763	151%
703	Supplies - Clothing & Person	2,800	2,333	340	12%	3,100	2,583	520	17%
705	Supplies - Office	3,500	2,917	3,564	102%	3,500	2,917	4,195	120%
715	Treatment Chemicals	110,250	91,875	71,867	65%	50,000	41,667	48,846	98%
720	Supplies - Operating - Other	5,000	4,167	3,141	63%	25,000	20,833	27,673	111%
730	Taxes - Licenses	0	0	1,270	1270%	0	0	1,270	1270%
735	Training	2,250	1,875	1,521	68%	1,250	1,042	2,287	183%
745	Travel	1,000	833	633	63%	500	417	633	127%
750	Utilities	190,900	159,083	214,874	113%	107,900	89,917	104,042	96%
760	Waste Disposal	3,290	2,742	3,923	119%	48,290	40,242	41,701	86%
795	Yolo Co	61,000	50,833	36,137	59%				
799	Misc	-	-	5,313	0%	-	-	-	0%
	Services and Supplies >	604,064	503,386	538,602	89%	448,554	373,795	417,360	93%
810	R&R Buildings & Grounds	6,000	5,000	1,103	18%	3,500	2,917	2,434	70%
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	2,500	39	1%	2,500	2,083	488	20%
850	Maintenance Reserve Accou	-	-	-	-	-	-	-	-
	Repairs & Replacement >	9,000	7,500	1,142	13%	6,000	5,000	2,922	49%
	Total Expenses >	1,231,792	1,026,494	1,027,134	83%	1,238,635	1,032,196	1,057,349	85%

10	Administration - Budget Variance Report July 1, 2022 through June 30, 2023			Target % >	83.3%	GL ADMIN
	As of April 2023	2020-2021 Budget		Actual	%	Total
	Expenses	Annual	YTD	YTD	Spent	Remaining
505	Salaries & Wages	424,702	353,918	345,474	81.3%	79,228
520	FICA - District Share	36,577	30,481	26,121	71.4%	10,456
530	Medical Ins - District Share	95,918	79,932	80,202	83.6%	15,716
540	PERS-District Share (incl unfunded Liab, 78,867.)	122,615	102,179	105,334	85.9%	17,281
550	Unemployment	5,000	4,167		0.0%	5,000
560	Workers Comp Ins	2,982	2,485	3,841	128.8%	(859)
	Salaries and Employee Benefits >	687,793	573,161	560,972	81.6%	126,821
605	Advertising	400	333	-	0.0%	400
610	Bank Fees	27,000	22,500	30,040	111.3%	(3,040)
620	Communications & Internet	7,000	5,833	4,013	57.3%	2,987
622	Board Exp	7,000	5,833	4,745	67.8%	2,255
625	Equip - Field (up to \$4999)	0	0		0.0%	0
630	Equip - Office	2,000	1,667	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	3,333	4,452	111.3%	(452)
665	Mileage Reimb	500	417		0.0%	500
670	Postage & Shipping	13,000	10,833	15,719	120.9%	(2,719)
675	Professional Services (Legal, IT, CUSI annual)	58,000	48,333	41,649	71.8%	16,351
685	Rents	14,500	12,083	11,318	78.1%	3,182
690	Safety & Security (boots)	1,500	1,250	4,001	266.7%	(2,501)
700	Tools & Instruments	0	0		0.0%	0
703	Supplies - Clothing & Personal	600	500		0.0%	600
705	Supplies - Office	5,000	4,167	5,566	111.3%	(566)
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	417		0.0%	500
745	Travel / Lodging	1,000	833	530	53.0%	470
750	Utilities	5,800	4,833	6,114	105.4%	(314)
760	Waste Disposal	580	483	600	103.4%	(20)
795	Yolo Co	0	0		0.0%	0
799	Team Building	0	0		0.0%	0
	Services and Supplies >	148,380	123,650	132,043	89.0%	16,337
810	R&R Buildings & Grounds	2,000	1,667	329	16.5%	1,671
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	1,667	329	16.4%	1,671
	Total Expenses >	838,173	698,478	693,344	82.7%	144,829

690 Complete lock replacement on side door

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10	Sewer - Budget Variance Report July 1, 2022 through June 30, 2023	Target % >		83.3%	GL SEWER	
	As of April 2023	2020-2021 Budget		Actual	%	
	Expenses	Annual	YTD	YTD	Spent	Total Remaining
505	Salaries & Wages	302,948	252,457	243,666	80.4%	59,282
520	FICA - District Share	25,165	20,971	17,946	71.3%	7,219
530	Medical Ins - District Share	82,532	68,776	68,405	82.9%	14,127
540	PERS - District Share (\$14.5K Unfunded)	21,928	18,274	14,544	66.3%	7,384
550	Unemployment	0	0		0.0%	0
560	Workers Comp Ins	7,611	6,343	12,021	157.9%	(4,410)
	Salaries and Employee Benefits >	440,185	366,821	356,582	81.0%	83,603
605	Advertising	0	0		0.0%	0
610	Bank Fees	0	0		0.0%	0
620	Communications & Internet	13,000	10,833	9,750	75.0%	3,250
622	Board Exp	0	0		0.0%	0
625	Equip - Field (up to \$4999)	1,500	1,250		0.0%	1,500
630	Equip - Office	1,000	833	68	6.8%	932
640	Fuel & Oil (Schaeffers)	10,000	8,333	5,382	53.8%	4,618
645	Insurance	38,000	31,667	42,873	112.8%	(4,873)
650	Interest	0	0	40	0.0%	(40)
657	Outsource Lab / Internal Lab	11,000	9,167	13,912	126.5%	(2,912)
660	Memberships/Subscriptions/Permits	33,400	27,833	38,962	116.7%	(5,562)
665	Mileage Reimb	250	208		0.0%	250
670	Postage & Shipping	0	0	15	154000.0%	(15)
675	Professional Services (SCADA)	8,500	7,083	6,222	73.2%	2,278
685	Rents	0	0		0.0%	0
690	Safety & Security (includes boots)	9,500	7,917	6,859	72.2%	2,641
700	Tools & Instruments	2,500	2,083	3,763	150.5%	(1,263)
703	Supplies - Clothing & Personal	2,800	2,333	520	18.6%	2,280
705	Supplies - Office	1,000	833	1,412	141.2%	(412)
715	Treatment Chemicals	50,000	41,667	48,846	97.7%	1,154
720	Supplies-Operating-Other-Titan Tubes	25,000	20,833	27,673	110.7%	(2,673)
730	Taxes - Licenses	-	-			-
735	Training, Certs (classes, books)	1,000	833	2,287	228.7%	(1,287)
745	Travel / Lodging	-	-	368	0.0%	(368)
750	Utilities	105,000	87,500	100,985	96.2%	4,015
760	Waste Disposal	48,000	40,000	41,401	86.3%	6,599
795	Yolo Co	0	0		0.0%	0
798	Customer Refund	0	0		0.0%	0
	Services and Supplies >	361,450	301,208	351,338	97.2%	10,112
810	R&R Buildings & Grounds	2,500	2,083	2,269	90.8%	231
815	R & R Damage Claims	0	0	2,247	0.0%	(2,247)
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	2,083	488	19.5%	2,012
		-	-		0.0%	-
	Repairs & Replacement >	5,000	4,167	5,004	100.1%	(4)
	Total Expenses >	806,635	672,196	712,924	88.4%	93,711
810	Damage to personal truck					

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10	Water - Budget Variance Report July 1, 2022 through June 30, 2023 As of April 2023	2020-2021 Budget		Target % >	83.3%	GL WATER
	Expenses	Annual	YTD	Actual YTD	% Spent	Total Remaining
505	Salaries & Wages	180,700	150,583	148,900	82.4%	31,800
520	FICA - District Share	14,734	12,279	11,040	74.9%	3,694
530	Medical Ins - District Share	37,351	31,126	27,412	73.4%	9,939
540	PERS - District Share	10,510	8,759	8,489	80.8%	2,021
550	Unemployment	0	0	-	0.0%	0
560	Workers Comp Ins	31,537	26,281	11,064	35.1%	20,473
	Salaries and Employee Benefits >	274,832	229,027	206,905	75.3%	67,927
605	Advertising	0	0		0.0%	0
610	Bank Fees	0	0		0.0%	0
620	Communications & Internet	13,000	10,833	12,235	94.1%	765
622	Board Exp	0	0	-	0.0%	0
625	Equip - Field (\$300 - \$4999)	0	0		0.0%	0
630	Equip - Office	500	417	68	13.6%	432
640	Fuel & Oil	8,500	7,083	10,740	126.4%	(2,240)
645	Insurance	38,000	31,667	42,872	112.8%	(4,872)
650	Interest	0	0	26	0.0%	(26)
657	Outside Lab / Internal Lab	20,000	16,667	23,199	116.0%	(3,199)
660	Memberships/Subscriptions/Permits	30,000	25,000	37,208	124.0%	(7,208)
665	Mileage Reimb	500	417		0.0%	500
670	Postage & Shipping	0	0		0.0%	0
675	Professional Services (SCADA, Mtce Prog)	25,000	20,833	4,086	16.3%	20,914
685	Rents	0	0		0.0%	0
690	Safety & Security (includes boots)	4,500	3,750	5,057	112.4%	(557)
700	Tools & Instruments	3,700	3,083	2,181	58.9%	1,519
703	Supplies - Clothing & Personal	2,500	2,083	340	13.6%	2,160
705	Supplies - Office	1,000	833	781	78.1%	219
715	Treatment Chemicals	110,250	91,875	71,867	65.2%	38,383
720	Supplies - Operating - Other	5,000	4,167	3,141	62.8%	1,859
730	Taxes - Licenses	0	0		0.0%	0
735	Training, Certs (classes, books)	2,000	1,667	1,521	76.1%	479
745	Travel / Lodging	500	417	368	73.6%	132
750	Utilities	188,000	156,667	211,817	112.7%	(23,817)
760	Waste Disposal	3,000	2,500	3,623	120.8%	(623)
795	Yolo Co	61,000	50,833	36,137	59.2%	24,863
798	Customer Refund	0	0	5,313	0.0%	(5,313)
	Services and Supplies >	516,950	430,792	472,580	91.4%	44,370
810	R&R Buildings & Grounds	5,000	4,167	938	18.8%	4,062
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	2,500	39	1.3%	2,961
	Repairs & Replacement >	8,000	6,667	977	12.2%	7,023
	Total Expenses >	799,782	666,485	680,462	85.1%	119,320

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

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Target % > **83.3%** CRP-PC

As of April 2023

Summary		Budget Annual	YTD	Actual YTD		
				Amount	%	
PC CRP Revenue		19,536	16,280	100,641	515.2%	0%
PC CRP Expenses		0	0	1,501	0.0%	0%
Expenses		2021-2022 Budget		Actual	%	Total
		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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Budget Variance Report July 1, 2022 through June 30, 2023

		<u>WATER - CRP</u>				
As of April 2023		Budget		Actual YTD		
Summary		Annual	YTD	Amount	%	
WATER CRP Revenue		439,444	366,203	367,351	83.6%	0%
WATER CRP Expenses		511,279	426,066	228,297	44.7%	0%
Operating Balance		(71,835)	(59,862)	139,054		
	Expenses		2020-2021 Budget	Actual	%	Total
		Annual	YTD	YTD	Spent	Remaining
505	Salaries & Wages	257,969	214,974	104,910	40.7%	153,059
520	FICA - District Share	21,162	17,635	7,751	36.6%	13,411
530	Medical Ins - District Share	70,407	58,673	14,542	20.7%	55,865
540	PERS - District Share	16,469	13,724	5,816	35.3%	10,653
550	Unemployment	0	0		0.0%	0
560	Workers Comp Ins	8,122	6,768	3,539	43.6%	4,583
	Salaries and Employee Benefits >	374,129	311,774	136,558	36.5%	237,571
605	Advertising	0	0	-	0.0%	0
610	Bank Fees	0	0	-	0.0%	0
620	Communications & Internet	3,500	2,917	1,277	36.5%	2,223
622	Board Exp	0	0		0.0%	0
625	Equip - Field (up to \$4999)	1,250	1,042		0.0%	1,250
630	Equip - Office	-	-			
640	Fuel & Oil	14,400	12,000	12,556	87.2%	1,844
645	Insurance	0	0		0.0%	0
650	Interest	0	0	3,030	0.0%	(3,030)
657	Outsource Lab / Internal Lab	3,000	2,500	4,500	0.0%	(1,500)
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	1,667	434	0.0%	1,566
703	Supplies - Clothing & Personal	1,500	1,250		0.0%	1,500
705	Supplies - Office	-	-		0.0%	-
715	Treatment Chemicals	0	0		0.0%	0
720	Supplies - Operating - Other	3,000	2,500	399	0.0%	2,601
730	Taxes - Licenses	0	0		0.0%	0
735	Training, Certs (classes, books)	500	417	225	0.0%	275
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	24,292	22,421	76.9%	6,729
810	R&R Buildings & Grounds	5,000	4,167	6,817	136.3%	(1,817)
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	29,167	25,318	72.3%	9,682
830.1	Hydrants	-	-			
832	R&R Mains/Service Lines/Tanks	50,000	41,667	20,772	41.5%	29,228
840	R&R Vehicles	18,000	15,000	16,411	91.2%	1,589
	Repairs & Replacement >	108,000	90,000	69,318	64.2%	38,682
810	Fence Rpr for H/Run					
830	Chlorine Analyzer					
	Distribution Motor					
	Total Expenses >	511,279	426,066	228,297	44.7%	282,982

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

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SEWER-CRP

Target % > **83.3%** CRP-SEWER

As of April 2023

Summary	Budget Annual	YTD	Actual YTD Amount	%
SEWER CRP Revenue	509,022	424,185	417,062	81.9%
SEWER CRP Expenses	474,523	395,436	329,756	69.5%

Operating Balance (loss) **34,499** 28,750 87,306

Expenses		2020-2021 Budget		Actual	%	Total
		Annual	YTD	YTD	Spent	Remaining
505	Salaries & Wages	253,805	211,504	171,468	67.6%	82,337
520	FICA - District Share	21,334	17,778	12,650	59.3%	8,684
530	Medical Ins - District Share	50,738	42,281	37,215	73.3%	13,523
540	PERS - District Share	15,486	12,905	13,291	85.8%	2,195
550	Unemployment	-	-	-	0.0%	-
560	Workers Comp Ins	8,010	6,675	7,766	97.0%	244
	Salaries and Employee Benefits >	349,373	291,144	242,390	69.4%	106,983
605	Advertising	0	0	-	0.0%	0
610	Bank Fees	0	0	-	0.0%	0
620	Communications & Internet	5,000	4,167	1,277	25.5%	3,723
622	Board Exp	0	0	-	0.0%	0
625	Equip - Field (up to \$4999)	1,250	1,042	-	0.0%	1,250
630	Equip - Office	-	-	-	0.0%	-
640	Fuel & Oil	14,400	12,000	14,222	98.8%	178
645	Insurance	0	0	-	0.0%	0
650	Interest	0	0	4,102	0.0%	(4,102)
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	1,667	434	0.0%	1,566
703	Supplies - Clothing & Personal	1,500	1,250	-	0.0%	1,500
705	Supplies - Office	-	-	-	0.0%	-
715	Treatment Chemicals	0	0	-	0.0%	0
720	Supplies - Operating - Other	3,000	2,500	685	0.0%	2,315
730	Taxes - Licenses	0	0	-	0.0%	0
735	Training, Certs (classes, books)	500	417	225	0.0%	275
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	23,042	20,945	75.8%	6,705
810	R&R Buildings & Grounds	7,500	6,250	1,033	13.8%	6,467
815	R & R Damage Claims	0	0	-	0.0%	0
820	R&R Lift Stations	20,000	16,667	436	2.2%	19,564
830	R&R Equipment	35,000	29,167	33,634	96.1%	1,366
832	R&R Mains/Laterals	25,000	20,833	9,292	37.2%	15,708
840	R&R Vehicles	10,000	8,333	22,026	220.3%	(12,026)
	Repairs & Replacement >	97,500	81,250	66,421	68.1%	31,079
	Total Expenses >	474,523	395,436	329,756	69.5%	144,767

840 - Repair of backhoe/repair of vaccon tube

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

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
03/05/2023	MC Engineering, Inc	Wastewater	GL:Sewer	1,800.00
03/05/2023	MC Engineering, Inc	Water	GL:Water	540.00
Total 130 - Const In Progress - Studies				22,843.89
135 - CRP WATER (CAPITOL IMPROVEMENTS - WATER - WAS 1199100)				
138 - USDA Water Improvements				
07/05/2022	MC Engineering, Inc		Loan/Grant:...	20,963.26
07/31/2022	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
11/30/2022	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
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
02/05/2023	MC Engineering, Inc	February 2023 charg...	Loan/Grant:...	7,179.12
02/28/2023	T & S Construction Co...	Services thru Februa...	Loan/Grant:...	213,275.00
03/05/2023	MC Engineering, Inc	USDA Meters	Loan/Grant:...	5,474.43
03/31/2023	T & S Construction Co...	Services thru 3/31/2...	Loan/Grant:...	71,944.21
Total 138 - USDA Water Improvements				1,859,139.78
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 distribution pipes)				
03/17/2023	TECO Technology	Cerrito Tank redund...	CRP:Water	6,999.14
Total 121 - Wtr Dist & Wtr Storage Projects (Replacement or installation of water ...				6,999.14
131 - Waste Water Plant				
131.1 - Pumps/Equipment				
03/28/2023	Commercial Pump & ...	Rebuild effluent pum...	CRP:Sewer	43,522.21
Total 131.1 - Pumps/Equipment				43,522.21
131 - Waste Water Plant - Other				
Total 131 - Waste Water Plant - Other				
Total 131 - Waste Water Plant				43,522.21
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				

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

Date	Name	Memo	Class	Amount
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 - ...				
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				
02/21/2023	Folsom Chevrolet	2022 1500 2WD Re...	GL:Sewer	27,005.57
02/21/2023	Folsom Chevrolet	2022 1500 2WD Re...	GL:Water	27,005.56
Total 120.90 · Vehicles/Generators/Trailers				54,011.13
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)				54,102.19
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

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

Date	Name	Memo	Class	Amount
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
02/20/2023	Kansas State Bank - ...	Payment #15	CRP:Water	744.06
02/20/2023	Kansas State Bank - ...	3359488	CRP:Sewer	744.05
03/20/2023	Kansas State Bank - ...	Payment #16	CRP:Water	746.50
03/20/2023	Kansas State Bank - ...	3359488	CRP:Sewer	746.50
Total 280.04 · 2021 Water Truck				13,262.46
280.15 · USDA Water Improvement Project (USDA Wtr Improvement Proj total \$5 Million)				
09/01/2022	USDA Rural Develop...	Payment #1 Water	Loan/Grant:...	30,500.19
03/01/2023	USDA Rural Develop...	USDA - Payment #2 ...	Loan/Grant:...	99,000.00
Total 280.15 · USDA Water Improvement Project (USDA Wtr Improvement Pr...				129,500.19
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
02/15/2023	Kansas State Bank - ...	Pymt #38	CRP:Water	3,477.37
02/15/2023	Kansas State Bank - ...	3343293	CRP:Sewer	3,477.36
03/15/2023	Kansas State Bank - ...	Pymt #39	CRP:Water	3,487.20
03/15/2023	Kansas State Bank - ...	3343293	CRP:Sewer	3,487.20
Total 280.02 · KS State Bank - 2019 Vac-Con				62,630.41
Total 280 · Loan				205,393.06
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
02/21/2023		DWR #8 - Intake p...	Loan/Grant:...	-3,841.74
Total 435-8 · Intake Pump Extension				-148,407.41
Total 435 · Loans/Grants				-148,407.41
Total Income				-148,407.41
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
03/09/2023	Veolia Water Technol...	Phase B	Loan/Grant:...	70,000.00
03/31/2023	T & S Construction Co...	Progress billing 3	Loan/Grant:...	6,393.35
03/31/2023	T & S Construction Co...	Progress billing 2	Loan/Grant:...	12,147.37
Total 935 · Actiflo Pilot Program				291,012.17

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

Date	Name	Memo	Class	Amount
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
02/05/2023	MC Engineering, Inc	Charges for Februar...	Loan/Grant:...	1,587.50
Total 930.1 · Source Capacity Study				47,625.25
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
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
02/05/2023	MC Engineering, Inc		Loan/Grant:...	1,650.00
02/15/2023	Mendo Mill	Per Kurt = Emergen...	Loan/Grant:...	52.23
03/05/2023	MC Engineering, Inc	Emergency Intake P...	Loan/Grant:...	1,137.50
03/31/2023	T & S Construction Co...	Progress billing #4	Loan/Grant:...	23,978.70
Total 930 · Intake Pump Extension - Other				37,386.02
Total 930 · Intake Pump Extension				85,011.27
Total Loans/Grants				376,023.44
TOTAL				2,433,718.88



Accounts

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

CRP PC *6192

Available	**\$93,667.31
Current	\$93,667.31

CRP SEWER *3745

Available	**\$84,928.45
Current	\$84,928.45

GENERAL LEDGER *9122

Available	**\$197,381.06
Current	\$186,621.12

PUBLIC REGULAR CHK *8503

Available	**\$323,097.99
Current	\$323,097.99

PUBLIC REGULAR CHK *9592

Available	**\$127,994.43
Current	\$127,994.43

PUBLIC REGULAR CHK *7355

Available	**\$64,400.00
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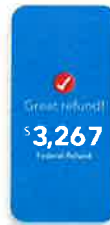
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Money Management

24

Current \$64,400.00

CRP WATER *6990

Available **\$99,974.51

Current \$99,974.51

BALANCE TOTALS

Total Deposit Accounts \$980,683.81

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

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Outside Accounts



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< May 2023 >

Su	Mo	Tu	We	Th	Fr	Sa
30	1	2	3	4	5	6



California State Treasurer *Fiona Ma, CPA*



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

May 11, 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

April 2023 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
4/14/2023	4/13/2023	QRD	1727464	N/A	SYSTEM	7,243.64 ✓

Account Summary

Total Deposit:	7,243.64	Beginning Balance:	1,074,749.48
Total Withdrawal:	0.00	Ending Balance:	1,081,993.12 ✓

ENTERED
5/11/2023
mg

Clearlake Oaks County Water District
Payroll Summary
April 2023

	Hours	Rate	Apr 23
Employee Wages, Taxes and Adjustments			
Gross Pay			
Bereavement	80	39.75	4,023.20
CTO Saved	-13	46.91	-718.43
CTO Used	78.63	31.27	2,674.43
Overtime (x1.5)	105	46.91	5,099.02
PTO	188.1	28.09	7,237.72
Straight	2,473	28.09	80,472.41
Board			400.00
Duty Pay			4,390.00
Total Gross Pay	2,911.73		103,578.35
Deductions from Gross Pay			
ACWA (pre-tax)			-2,823.62
AFLAC (pre-tax)			-521.94
AFLAC (taxable) AFTER TAX			-245.04
CALPers 457			-575.00
CALPers EE (Pretax)			-5,612.06
Total Deductions from Gross Pay			-9,777.66
Adjusted Gross Pay	2,911.73		93,800.69
Taxes Withheld			
Federal Withholding			-7,460.00
Medicare Employee			-1,453.35
Social Security Employee			-6,214.44
CA - Withholding			-2,846.27
CA - Disability			-902.10
Total Taxes Withheld			-18,876.16
Deductions from Net Pay			
Miscellaneous Deduction			-145.01
Wage Garnishment			-530.76
Total Deductions from Net Pay			-675.77
Net Pay	2,911.73		74,248.76
Employer Taxes and Contributions			
Medicare Company			1,453.35
Social Security Company			6,214.44
Total Employer Taxes and Contributions			7,667.79

Clearlake Oaks County Water District

Trial Balance

As of April 30, 2023

	Apr 30, 23	
	Debit	Credit
102.14 · CalPERS RESERVE	64,400.00	
102.13 · SEWER RESERVES-9592	127,994.43	
102.11 · PC ESCROW - 6184	0.00	
102.10 · CRP PC - 6192	93,667.31	
102.12 · WATER RESERVES- 8503	323,097.99	
102.001 · GL - 9122	155,247.62	
102.04 · DWR - CHECKING	0.00	
101 · LAIF - CASH IN BANK	885,749.48	
101 · LAIF - CASH IN BANK:CIP Deposits 2014	189,000.00	
102.01 · WEST AMERICA - REGULAR CHECKING	88.98	
102.02 · CRP Water - 6990	99,974.51	
102.03 · CRP Sewer - 3745	84,928.45	
CUSI Accounts Receivable	204,087.00	
139 · Docufree	26,627.90	
116 · DEFERRED OUTFLOW- PENSION	282,829.00	
103 · PETTY CASH	306.59	
104 · COUNTY TREASURY	26,664.68	
130 · Const In Progress - Studies	716,524.99	
130 · Const In Progress - Studies:130.97 · Const in Progress - Actiflo Pil	3,280.00	
130 · Const In Progress - Studies:130.96 · Const in Progress - WWP 2022	4,040.00	
130 · Const In Progress - Studies:130.95 · Source Capacity Studygrant prep	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.	650,661.26	
115 · PRE-PAID INSURANCE	15,392.00	
1890 · ACCOUNTS RECEIVABLE - OTHER	0.00	
12000 · Undeposited Funds	0.00	
136 · CUSI Software	13,172.00	
138 · USDA Water Improvements	7,984,387.16	
128 · Sewer Infrstrcture & Rehab Proj	3,780,495.87	
121 · Wtr Dist & Wtr Storage Projects	277,266.74	
121 · Wtr Dist & Wtr Storage Projects:121.1 · Sidewalk Project - District Exp	115,500.66	
131 · Waste Water Plant	230,059.50	
131 · Waste Water Plant:131.1 · Pumps/Equipment	143,307.20	
126 · Forcemain (phase 1) Cap. Imprv.	1,205,455.17	
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	30,477.31	
120 · District General CRP:120.90 · Vehicles/Generators/Trailers	901,459.76	
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 Mapping System	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:124.31 · Lift Station 7 Bypass	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		10,382,491.00
200 · ACCOUNTS PAYABLE		100,395.97
211 · WAB Credit Card:211.17 · WAB - Kurt - 0390		563.13

Clearlake Oaks County Water District

05/09/23

Trial Balance

Accrual Basis

As of April 30, 2023

	Apr 30, 23	
	Debit	Credit
211 · WAB Credit Card:211.16 · WAB - Francisco - 5312		1,835.73
211 · WAB Credit Card:211.15 · WAB - Kurt - 9133	0.00	
211 · WAB Credit Card:211.14 · WAB - Dianna - 3226		1,553.59
211 · WAB Credit Card:211.13 · WAB - Jeremy - 2499		2,603.41
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	
800 · Bulk Water Deposit		1,000.00
Annual Depreciation		249,035.55
224 · USDA Retainage		99,265.05
223.56 · FEDERAL PAYROLL TAX PENALTY	3,928.96	
280 · Loan:280.04 · 2021 Water Truck		69,282.46
280 · Loan:280.15 · USDA Water Improvement Project		4,850,499.81
280 · Loan:280.02 · KS State Bank - 2019 Vac-Con		143,547.38
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	2,048.61	
221 · Health Ins - EE Portion:221.1 · EE Cobra Payments - Medical	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	15,785.00	
223.15 · GARNISHMENTS:223.16 · GARNISHMENT - COURT DEBT ORDER	0.00	
223.15 · GARNISHMENTS:223.17 · GARNISHMENT - LAKE CO SHERIFF		16,386.25
223.20 · STATE UNEMPLOYMENT TAX PAYABLE	0.00	
223.25 · Vacation Dump Account	0.00	
223.25 · Vacation Dump Account:223.26 · Admin - Vacation Time	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	0.00	
223.75 · PAYROLL DEDUCTION - INS CO-PAY	12,198.72	
223.80 · GASB 68 Pension		26,313.00
223.85 · MISC DEDUCTIONS PAYABLE		6,337.51
223.90 · COMPENSATED EMPLOYEE BENEFITS		72,925.02
24000 · Payroll Liabilities	19,092.52	
295 · NET PWNSION LIABILITY		1,032,862.00
226 · USDA Int Pymnt-Swr Clarifier	0.00	
225 · USDA Payment - Sewer Clarifier	0.00	
281 · BOND PAYABLE	371,172.41	
302 · RETAINED EARNINGS		3,357,835.60

Clearlake Oaks County Water District

Trial Balance

As of April 30, 2023

Apr 30, 23

	Debit	Credit
304 · Opening Balance Equity	584,283.24	
306 · Retained Earnings - OLD		13,878,799.63
Income:410 · Client Reg Pmt		2,051,274.35
Income:425 · CRP		863,764.40
Income:430 · Penalty & Interest		77,407.69
Income:430 · Penalty & Interest:430.2 · Bank Interest	2.19	
Income:435 · Loans/Grants:435-10 · USDA - Grant Water Improvements		1,869,335.71
Income:435 · Loans/Grants:435-8 · Intake Pump Extension		148,407.41
Income:440 · Misc Revenue		9,575.70
Income:450 · Other - Non S/W Rev		259,993.21
Loans/Grants:945 · Wastewater I and I Phase IV	3,636.25	
Loans/Grants:940 · TA Grant	4,483.75	
Loans/Grants:935 · Actiflo Pilot Program	293,712.17	
Loans/Grants:930 · Intake Pump Extension	37,736.02	
Loans/Grants:930 · Intake Pump Extension:930.1 · Source Capacity Study	52,160.25	
Salaries & EE Benefits:545 · CALPers 457		137.50
Salaries & EE Benefits:505 · Salaries & Wages	1,014,417.52	
Salaries & EE Benefits:520 · FICA - District Share	75,506.88	
Salaries & EE Benefits:530 · Med/Life Insurance- Dist Share	229,144.69	
Salaries & EE Benefits:540 · PERS - District Share	147,614.16	
Salaries & EE Benefits:560 · Workers Comp Ins	38,230.70	
Services & Supplies:610 · Bank Fees	30,052.02	
Services & Supplies:620 · Communications & Internet	28,571.65	
Services & Supplies:622 · Board Exp	4,744.99	
Services & Supplies:630 · Equip - Office	893.18	
Services & Supplies:640 · Fuel & Oil	42,900.59	
Services & Supplies:645 · Insurance	85,744.98	
Services & Supplies:650 · Interest	64,443.09	
Services & Supplies:657 · Lab	41,610.31	
Services & Supplies:660 · Memberships & Subscription	80,622.05	
Services & Supplies:670 · Postage & Shipping	15,734.39	
Services & Supplies:675 · Professional Services	51,956.54	
Services & Supplies:685 · Rents	11,318.27	
Services & Supplies:690 · Safety & Security	15,917.35	
Services & Supplies:700 · Tools & Instruments	6,811.99	
Services & Supplies:703 · Supplies - Clothing & Personal	861.22	
Services & Supplies:705 · Supplies - Office	7,759.02	
Services & Supplies:715 · Supplies-Chemicals-Operating	121,583.42	
Services & Supplies:720 · Supplies - Inventory - Other	31,899.06	
Services & Supplies:730 · Taxes - Licenses	2,538.89	
Services & Supplies:735 · Training/Classes/Certs/ClassB	4,257.56	
Services & Supplies:745 · Travel / Lodging	1,266.60	
Services & Supplies:750 · Utilities	318,915.94	
Services & Supplies:760 · Waste Disposal	45,623.49	
Services & Supplies:795 · Yolo Co	36,137.04	
Services & Supplies:798 · Customer Refund	5,250.22	
Services & Supplies:799 · Team Building:799.1 · Customer Refund - Acct closed	62.86	
Repairs & Replacement:810 · R&R Buildings & Grounds	11,601.87	
Repairs & Replacement:815 · R&R Damage Claim	2,246.50	
Repairs & Replacement:820 · R&R Lift Stations	436.07	
Repairs & Replacement:830 · R&R Equipment	61,598.60	
Repairs & Replacement:832 · R&R Mains and Sewer Lines	30,064.19	
Repairs & Replacement:840 · R&R Vehicles	39,452.15	
66000 · Payroll Expenses	7,559.34	
TOTAL	43,146,802.51	43,146,802.51

Clearlake Oaks County Water District
Summary Balance Sheet
As of April 30, 2023

	Apr 30, 23
ASSETS	
Current Assets	
Checking/Savings	2,024,148.77
Accounts Receivable	204,087.00
Other Current Assets	2,968,845.42
Total Current Assets	5,197,081.19
Fixed Assets	22,926,770.11
TOTAL ASSETS	28,123,851.30
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	100,395.97
Credit Cards	6,555.86
Other Current Liabilities	8,530,041.94
Total Current Liabilities	8,636,993.77
Long Term Liabilities	661,689.59
Total Liabilities	9,298,683.36
Equity	18,825,167.94
TOTAL LIABILITIES & EQUITY	28,123,851.30

Clearlake Oaks County Water District
Balance Sheet
As of April 30, 2023

Apr 30, 23

ASSETS**Current Assets****Checking/Savings**

102.14 · CalPERS RESERVE	64,400.00
102.13 · SEWER RESERVES-9592	127,994.43
102.10 · CRP PC - 6192	93,667.31
102.12 · WATER RESERVES- 8503	323,097.99
102.001 · GL - 9122 (Old Acct. # 053420019)	155,247.62
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	885,749.48

Total 101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS 1013550) 1,074,749.48

102.01 · WEST AMERICA - REGULAR CHECKING (WEST AMERICA BANK ...	88.98
102.02 · CRP Water - 6990	99,974.51
102.03 · CRP Sewer - 3745	84,928.45

Total Checking/Savings 2,024,148.77

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)	26,627.90
116 · DEFERRED OUTFLOW- PENSION	282,829.00
103 · PETTY CASH (PETTY CASH - WAS 1013200)	306.59
104 · COUNTY TREASURY (COUNTY TREASURY - WAS 1013201)	26,664.68
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	716,524.99

Total 130 · Const In Progress - Studies 733,703.99

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) 650,661.26

115 · PRE-PAID INSURANCE (PRE-PAID INSURANCE - WAS 1097840) 15,392.00

Total Other Current Assets 2,968,845.42

Total Current Assets 5,197,081.19

Fixed Assets

136 · CUSI Software (All expenses related to billing software)	13,172.00
138 · USDA Water Improvements	7,984,387.16
128 · Sewer Infrstructure & Rehab Proj (Phase 1 was the installation of the For...)	3,780,495.87
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...)	277,266.74

Total 121 · Wtr Dist & Wtr Storage Projects (Replacement or installation of w... 392,767.40

131 · Waste Water Plant

131.1 · Pumps/Equipment	143,307.20
131 · Waste Water Plant - Other	230,059.50

Total 131 · Waste Water Plant 373,366.70

126 · Forcemain (phase 1) Cap. Imprv. 1,205,455.17

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

Clearlake Oaks County Water District
Balance Sheet
As of April 30, 2023

	Apr 30, 23
127.1 · Major Equipment	357,521.21
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	30,477.31
120.90 · Vehicles/Generators/Trailers	901,459.76
120 · District General CRP (EQUIPMENT - WAS 1011181) - Other	95,883.57
Total 120 · District General CRP (EQUIPMENT - WAS 1011181)	2,982,010.26
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	-10,382,491.00
Total Fixed Assets	22,926,770.11
TOTAL ASSETS	28,123,851.30
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
200 · ACCOUNTS PAYABLE (ACCOUNTS PAYABLE - WAS 2097200)	100,395.97
Total Accounts Payable	100,395.97
Credit Cards	
211 · WAB Credit Card	
211.17 · WAB - Kurt - 0390	563.13
211.16 · WAB - Francisco - 5312	1,835.73
211.14 · WAB - Dianna - 3226 (211.14: - WAB - Dianna - 3226)	1,553.59
211.13 · WAB - Jeremy - 2499	2,603.41
Total 211 · WAB Credit Card	6,555.86
Total Credit Cards	6,555.86
Other Current Liabilities	
800 · Bulk Water Deposit	1,000.00
Annual Depreciation	249,035.55
224 · USDA Retainage	99,265.05
223.56 · FEDERAL PAYROLL TAX PENALTY (Failure to make a federal t...	-3,928.96
280 · Loan	
280.04 · 2021 Water Truck	69,282.46
280.15 · USDA Water Improvement Project (USDA Wtr Improvement ...	4,850,499.81
280.02 · KS State Bank - 2019 Vac-Con	143,547.38
280.12 · USDA Loan for Sewer Clarifier	3,049,172.41
Total 280 · Loan	8,112,502.06
221 · Health Ins - EE Portion	-2,048.61
222 · Direct Deposit Liabilities (Direct Deposit Liabilities)	383.04
223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL)	
223.17 · GARNISHMENT - LAKE CO SHERIFF (GARNISHMENT - LAK...	16,386.25

Clearlake Oaks County Water District
Balance Sheet
As of April 30, 2023

	Apr 30, 23
223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL) - Other	-15,785.00
Total 223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL)	601.25
223.55 · FEDERAL PAYROLL TAX WITHHOLDING (FEDERAL PAYROLL ...	-1,050.73
223.65 · STATE DISABILITY PAYABLE (STATE DISABILITY PAYABLE - ...	-1.00
223.75 · PAYROLL DEDUCTION - INS CO-PAY (PAYROLL DEDUCTION ...	-12,198.72
223.80 · GASB 68 Pension (- WAS 2097190)	26,313.00
223.85 · MISC DEDUCTIONS PAYABLE (MISC DEDUCTIONS PAYABLE -...	6,337.51
223.90 · COMPENSATED EMPLOYEE BENEFITS (COMPENSATED EMP...	72,925.02
24000 · Payroll Liabilities (Unpaid payroll liabilities. Amounts withheld ...	-19,092.52
Total Other Current Liabilities	8,530,041.94
Total Current Liabilities	8,636,993.77
Long Term Liabilities	
295 · NET PWNSION LIABILITY	1,032,862.00
281 · BOND PAYABLE (GE LOAN - BOND PAYABLE 1975 WATER GEN. - W...	-371,172.41
Total Long Term Liabilities	661,689.59
Total Liabilities	9,298,683.36
Equity	
302 · RETAINED EARNINGS (RETAINED EARNINGS - WAS 3030300)	3,357,835.60
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...	13,878,799.63
Net Income	2,172,815.95
Total Equity	18,825,167.94
TOTAL LIABILITIES & EQUITY	28,123,851.30

Clearlake Oaks County Water District

Profit and Loss

July 2022 through April 2023

	Admin (GL)	Sewer (GL)	Water (GL)	Total GL	TOTAL
Ordinary Income/Expense					
Income					
Income					
410 · Client Reg Pmt	0.00	880,803.46	1,170,331.25	2,051,134.71	2,051,134.71
430 · Penalty & Interest	0.00	24,731.83	30,956.44	55,688.27	55,688.27
440 · Misc Revenue	0.00	1,783.37	7,792.33	9,575.70	9,575.70
450 · Other - Non S/W Rev	0.00	129,181.61	129,261.60	258,443.21	258,443.21
Total Income	0.00	1,036,500.27	1,338,341.62	2,374,841.89	2,374,841.89
Total Income	0.00	1,036,500.27	1,338,341.62	2,374,841.89	2,374,841.89
Gross Profit	0.00	1,036,500.27	1,338,341.62	2,374,841.89	2,374,841.89
Expense					
Salaries & EE Benefits					
505 · Salaries & Wages	345,474.10	243,666.01	148,899.56	738,039.67	738,039.67
520 · FICA - District Share	26,121.13	17,946.07	11,039.59	55,106.79	55,106.79
530 · Med/Life Insurance- Dist Share	80,202.47	68,404.64	27,412.00	176,019.11	176,019.11
540 · PERS - District Share	105,334.08	14,543.78	8,488.62	128,366.48	128,366.48
560 · Workers Comp Ins	3,841.11	12,020.59	11,063.64	26,925.34	26,925.34
Total Salaries & EE Benefits	560,972.89	356,581.09	206,903.41	1,124,457.39	1,124,457.39
Services & Supplies					
610 · Bank Fees	30,040.02	0.00	0.00	30,040.02	30,040.02
620 · Communications & Internet	4,013.09	9,749.66	12,235.42	25,998.17	25,998.17
622 · Board Exp	4,744.99	0.00	0.00	4,744.99	4,744.99
630 · Equip - Office	757.30	67.95	67.93	893.18	893.18
640 · Fuel & Oil	0.00	5,382.18	10,740.23	16,122.41	16,122.41
645 · Insurance	0.00	42,872.50	42,872.48	85,744.98	85,744.98
650 · Interest	0.00	39.97	25.81	65.78	65.78
657 · Lab	0.00	13,911.52	23,198.79	37,110.31	37,110.31
660 · Memberships & Subscription	4,452.44	38,961.93	37,207.68	80,622.05	80,622.05
670 · Postage & Shipping	15,718.99	15.40	0.00	15,734.39	15,734.39
675 · Professional Services	41,648.59	6,221.65	4,086.30	51,956.54	51,956.54
685 · Rents	11,318.27	0.00	0.00	11,318.27	11,318.27
690 · Safety & Security	4,001.77	6,858.95	5,056.63	15,917.35	15,917.35
700 · Tools & Instruments	0.00	3,762.92	2,181.44	5,944.36	5,944.36
703 · Supplies - Clothing & Personal	0.00	520.24	340.98	861.22	861.22
705 · Supplies - Office	5,565.57	1,412.01	781.44	7,759.02	7,759.02
715 · Supplies-Chemicals-Operating	0.00	48,846.32	71,867.21	120,713.53	120,713.53
720 · Supplies - Inventory - Other	0.00	27,673.14	3,140.61	30,813.75	30,813.75
730 · Taxes - Licenses	2,538.89	0.00	0.00	2,538.89	2,538.89
735 · Training/Classes/Certs/ClassB	0.00	2,286.79	1,520.77	3,807.56	3,807.56
745 · Travel / Lodging	530.02	368.33	368.25	1,266.60	1,266.60
750 · Utilities	6,113.68	100,985.23	211,817.03	318,915.94	318,915.94
760 · Waste Disposal	599.77	41,401.07	3,622.65	45,623.49	45,623.49
795 · Yolo Co	0.00	0.00	36,137.04	36,137.04	36,137.04
798 · Customer Refund (Discrepan...)	0.00	0.00	5,250.22	5,250.22	5,250.22
799 · Team Building					
799.1 · Customer Refund - Acct ...	0.00	0.00	62.86	62.86	62.86
Total 799 · Team Building	0.00	0.00	62.86	62.86	62.86
Total Services & Supplies	132,043.39	351,337.76	472,581.77	955,962.92	955,962.92
Repairs & Replacement					
810 · R&R Buildings & Grounds	328.68	2,268.52	1,154.21	3,751.41	3,751.41
815 · R&R Damage Claim (Cost to ...)	0.00	2,246.50	0.00	2,246.50	2,246.50
840 · R&R Vehicles	0.00	488.46	527.31	1,015.77	1,015.77
Total Repairs & Replacement	328.68	5,003.48	1,681.52	7,013.68	7,013.68
Total Expense	693,344.96	712,922.33	681,166.70	2,087,433.99	2,087,433.99
Net Ordinary Income	-693,344.96	323,577.94	657,174.92	287,407.90	287,407.90
Net Income	-693,344.96	323,577.94	657,174.92	287,407.90	287,407.90

2:27 PM

05/11/23

Clearlake Oaks County Water District
A/P Aging Summary
As of May 11, 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	-4,030.46	0.00	0.00	-1,248.25	-5,278.71
PETTY CASH - Bailey Anderson	25.74	31.31	0.00	0.00	0.00	57.05
PG&E	0.00	0.00	16,730.75	0.00	0.00	16,730.75
TOTAL	<u>25.74</u>	<u>-3,999.15</u>	<u>16,730.75</u>	<u>0.00</u>	<u>-1,248.25</u>	<u>11,509.09</u>

Account Payable Breakdown

Date: 5/11/2023

	<u>QuickBooks</u>	<u>WAB Balance</u>	<u>WAB Available</u>
General Ledger - 9122	\$183,415.32	\$186,621.12	\$197,381.06
CRP Water - 6990	\$99,974.51	\$99,974.51	\$99,974.51
CRP Sewer - 3745	\$84,928.45	\$84,928.45	\$84,928.45
CRP PC - 6192	\$93,667.31	\$93,667.31	\$93,667.31
Water Reserve - 8503	\$323,097.99	\$323,097.99	\$323,097.99
Sewer Reserve - 9592	\$127,994.43	\$127,994.43	\$127,994.43
CalPers Reserve - 7355	\$64,400.00	\$64,400.00	\$64,400.00
LAIF Balance	\$1,081,993.12	\$1,081,933.12	\$1,081,993.12
Current A/P Aging	\$11,509.09		
Kansas State Bank-VacCon	\$7,421.47	5/15/2023	
Kansas State Bank-Water Truck	\$1,730.25	5/20/2023	
TOTAL	\$20,660.81		
Paid On-line/Auto Out			
5/1/2023 Cannon	\$702.19		
5/5/2023 PG&E	\$33,591.83		
5/3/2023 Credit Card	\$655.86		
5/5/2023 Verizon	\$1,466.42		
5/7/2023 Mediacom	\$310.67		
TOTAL-Paid On-line/Auto Out	\$36,726.97		

CLEARLAKE OAKS COUNTY WATER DISTRICT

NOTICE OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS

Date: April 20, 2023

Time: 1:45 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, ***EXCUSED*** ✓ 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.

E. NEW BUSINESS

1. Discussion and consideration of Bulk Water Sales

Action Taken: Motion to rescind 5B motion from Regular Meeting 12/16/2021 and to resume bulk water sales with an increased rate of \$1.00 per gallon, requiring a \$1000.00 refundable deposit and a \$25.00 per key fee. The bulk water rate of \$10.00 per 748 gallons will be granted to the Northshore Fire Department.

BURTON/BOUCHER M/S/C

AYES: ARCHACKI/BOUCHER/HERMAN/BURTON

NOES: NONE

ABSENT: MEDEIROS

ADJOURNMENT

Time: 2:00 PM

SIGNED: _____ **ATTESTED TO:** _____
Stanley Archacki, Vice President **Olivia Mann, Board Secretary**

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CLEARLAKE OAKS COUNTY WATER DISTRICT

NOTICE OF A REGULAR MEETING OF THE BOARD OF DIRECTORS

Date: April 20, 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, ***EXCUSED*** ✓ 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. Chief Water Plant Operator
4. Chief Wastewater Plant 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. March 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 03/16/2023

3. Bills

- a. MC Engineering invoice number 2357, dated 4/5/2023, in the amount of \$9,338.20 for the USDA Water Improvements Project
- b. T & S Construction invoice number 20, received 3/22/23, for period ending 2/28/223, in the amount of \$213,275.00 for the USDA Water Improvement Project
- c. T & S Construction invoice number 21, dated 3/31/23, in the amount of \$71,944.21 for the USDA Water Improvement Project
- d. T & S Construction invoice number 2, dated 3/31/23, in the amount of \$12,147.37 for the Actiflo Project
- e. T & S Construction invoice number 3, dated 3/31/23, in the amount of \$6,393.35, retention for the Actiflo Project
- f. T & S Construction invoice number 4, dated 3/31/23, in the amount of \$23,978.70, retention for the Emergency Intake Pump

Action Taken: Motion to approve the consent items

HERMAN/BOUCHER M/S/C

AYES: ARCHACKI/BOUCHER/HERMAN/BURTON

NOES: NONE

ABSENT: MEDEIROS

E. NEW BUSINESS

- 1. Rescinding motion E1 ‘Discussion regarding Rebranding (Renaming) the District from Regular Meeting on December 15, 2022

Action Taken: Motion to rescind action item E1 ‘Discussion regarding Rebranding (Renaming) the District’ from Regular Meeting on December 15, 2022

BURTON/BOUCHER M/S/C

AYES: ARCHACKI/BOUCHER/HERMAN/BURTON

NOES: NONE

ABSENT: MEDEIROS

- 2. Discussion and consideration of customer appeal for 12916 Lakeland Drive, Clearlake Oaks (**Page 46**)

Action Taken: Motion to approve customer appeal for 12916 Lakeland Drive in the form of a \$245.00 credit, to be credited to the customer account.

BOUCHER/HERMAN M/S/C

AYES: ARCHACKI/BOUCHER/HERMAN/BURTON

NOES: NONE

ABSENT: MEDEIROS

DIRECTOR BURTON EXCUSED

- 3. Discussion and consideration of customer appeal for 12688 Center Way, Clearlake Oaks (**Page 47**)

Action Taken: Motion to deny appeal for 12688 Center Way, Clearlake Oaks

HERMAN/BOUCHER M/S/C

AYES: ARCHACKI/BOUCHER/HERMAN

NOES: NONE

ABSENT: MEDEIROS/BURTON

4. Discussion and review of SWRCB Citation No. 02-03-23C-007, Disinfection By Product Maximum Containment Level Violation for Fourth Quarter 2022 (Paradise Cove) **(Page 48)**

Action Taken: NO ACTION

5. Discussion and review of the 2023-2024 budget **(Page 58)**

Action Taken: NO ACTION

6. Discussion of Backflow Devices

Action Taken: NO ACTION

7. Discussion of Stage 2 Water Conservation Plan **(Page 66)**

Action Taken: Motion to rescind Stage 2 of the Water Conservation Plan

HERMAN/BOUCHER M/S/C

AYES: ARCHACKI/BOUCHER/HERMAN

NOES: NONE

ABSENT: MEDEIROS/BURTON

8. Discussion and approval of 2021-2022 Annual Audit **(Page 71)**

Action Taken: Motion to approve the 2021-2022 Annual Audit

HERMAN/BOUCHER M/S/C

AYES: ARCHACKI/BOUCHER/HERMAN

NOES: NONE

ABSENT: MEDEIROS/BURTON

9. Discussion and consideration of designating the Water Reserve Account for the annual USDA Water Improvements Project payment, equivalent to approximately \$166,000.00

Action Taken: Motion to designate the Water Reserve Account for the annual USDA Water Improvements Project payment, equivalent to approximately \$166,000.00

BOUCHER/HERMAN M/S/C

AYES: ARCHACKI/BOUCHER/HERMAN

NOES: NONE

ABSENT: MEDEIROS/BURTON

10. Discussion and consideration of Resolution 23-06, Amending the Employee Handbook **(Page 100)**

Action Taken: Motion to approve Resolution 23-06, Amending the Employee Handbook as revised

BOUCHER/HERMAN M/S/C

AYES: ARCHACKI/BOUCHER/HERMAN

NOES: NONE

ABSENT: MEDEIROS/BURTON

11. Discussion and consideration of Resolution 23-07, Amending the Clearlake Oaks County Water District 'Water' Code (Page 102)

Action Taken: Motion to approve Resolution 23-07, Amending the Clearlake Oaks County Water District 'Water' Code as revised

BOUCHER/HERMAN M/S/C

AYES: ARCHACKI/BOUCHER/HERMAN

NOES: NONE

ABSENT: MEDEIROS/BURTON

12. Discussion and consideration of Resolution 23-08, Amending the Clearlake Oaks County Water District 'Wastewater' Code (Page 104)

Action Taken: Motion to approve Resolution 23-08, Amending the Clearlake Oaks County Water District 'Sewer' Code as revised

BOUCHER/HERMAN M/S/C

AYES: ARCHACKI/BOUCHER/HERMAN

NOES: NONE

ABSENT: MEDEIROS/BURTON

F. CLOSED SESSION

Time: 3:46 PM

1. Update on one case of potential litigation

Action Taken: In closed session, the Board discussed one item of potential litigation with counsel for the District and approved settlement authority for District counsel.

Open Session

Time: 4:22 PM

ADJOURNMENT

Time: 4:22 PM

SIGNED: _____
Stanley Archacki, Vice President

ATTESTED TO: _____
Olivia Mann, Board Secretary

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CLEARLAKE OAKS COUNTY WATER DISTRICT

NOTICE OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS

Date: May 2, 2023 -- Time: 10:30 AM
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, **EXCUSED** ✓ 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. Scott Nave– Legal Counsel, **PHONE**, Ms. Nancy Harris– Legal Counsel, **PHONE**

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.

CLOSED SESSION

Time: 10:38 AM

1. Update on one case of pending litigation

Action Taken: In Closed Session, the Board discussed one case of pending litigation, no other items were discussed and no action was taken.

Open Session

Time: 10: 58 AM

ADJOURNMENT

Time: 10:58 AM

SIGNED: _____ **ATTESTED TO:** _____
Stanley Archacki, Vice President **Olivia Mann, Board Secretary**

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CLEARLAKE OAKS COUNTY WATER DISTRICT

NOTICE OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS

Date: May 9, 2023 -- Time: 11:30 AM
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, **PHONE**, ✓ Mr. Scott Nave – Legal Counsel, **PHONE**, ✓ Ms. Nancy Harris – Legal Counsel, **PHONE**

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.

CLOSED SESSION Time: 11:33 AM

1. Update on one case of pending litigation

Action Taken: The Board discussed one case of pending litigation with counsel for the District and approved settlement authority for District counsel.

Open Session Time: 11:55 AM

ADJOURNMENT Time: 11:55 AM

SIGNED: _____ **ATTESTED TO:** _____
Stanley Archacki, Vice President Olivia Mann, Board Secretary

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MC Engineering, Inc.

9294 Madison Ave
Orangevale, CA 95662

Invoice

Date	Invoice #
5/5/2023	2374

Bill To

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

Job No.	Terms	Due Date	Project	
	Net 30	6/4/2023	SWRCB Water TA Grant	
Description		Qty	Rate	Amount
Engineering Tech, Julia Asbenson		1.5	105.00	157.50
Project Manager, Mark Carey, PE		3	209.00	627.00
Assistant Engineering Tech, Joseph Dascenzi		10	95.00	950.00
Project Engineer, Jared P. Nelson		44	135.00	5,940.00
Operations Management Engineer, John Pedri, PE		29.5	192.50	5,678.75
<p>Work included preliminary High Valley Utilities Plan. As well as TA Grant Cost Proposal and schedule. Worked on project funding list, including verifying environmental coverage and replacement rankings.</p>				
Total				\$13,353.25
Payments/Credits				\$0.00
Balance Due				\$13,353.25

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



MC Engineering, Inc.

9294 Madison Ave
Orangevale, CA 95662

Invoice

Date	Invoice #
5/5/2023	2383

Bill To

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

Job No.	Terms	Due Date	Project	
	Net 30	6/4/2023	Source Capacity Study	
Description		Qty	Rate	Amount
GEI Consultants Inv 3128104			8,400.00	8,400.00
GEI Consultants Inv 3129582			5,600.00	5,600.00
			Total	\$14,000.00
			Payments/Credits	\$0.00
			Balance Due	\$14,000.00

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

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5/8/2023

TO: CLEARLAKE OAKS COUNTY WATER DISTRICT
BOARD OF DIRECTORS

CC: DIANNA MANN, OLIVIA MANN AND
ALL STAFF AND EMPLOYEES

FROM: MARY MARGARET MEDEIROS
PRES. BOARD OF DIRECTORS

SUBJECT: RESIGNATION

FIRST I WISH TO TELL ALL OF YOU HOW MUCH I
HAVE ENJOYED THE LAST 8 OR SO YEARS SERVING
ON THE BOARD.

HOWEVER, DUE TO MY FAILING HEALTH, I FIND
I CANNOT CONTINUE TO SERVE.

I AM RESIGNING FROM THE BOARD AS OF
JUNE 1, 2023.

I WISH YOU ALL THE VERY BEST. I AM SO
VERY PROUD OF YOU AND SO GRATEFUL
FOR BEING PART OF THIS ORGANIZATION.

Sincerely,
Mary Margaret Medeiros



clearlake oaks water
dist.
Jeremy water dist
CA

Lake Fleet Repair & Tow
1701 N. High St.
Lakeport, CA 95453
Phone: (707) 413-3429
Fax: (707) 413-3430
lakefleetrepair@hotmail.com

VIN: 1FDAF56P24EB73334
Vehicle: 2004 Ford F-550
Super Duty XL 6.0L,
V8, Diesel, Asp T, VIN
P, 32V, OHV,
USA/Canada

Repair Order: 002373
Created: 04/18/2023 11:02 AM
Printed: 04/25/2023 8:05 AM
Technician(s): Norminator
Written by: Joseph Szupello

License: 1173071
Odometer: 30,000 Miles
Customer
Notes:

Diesel Fuel Injection Pump R&R

Number	Type	Part#/Op Code	Description	Quantity	Unit Price	Total Cost
1	Part		8C3Z*12K073*A SENSOR - C	1.00	\$ 51.40	\$ 51.40
2	Part		HC3Z*12B599*GRM REMAN MODU	1.00	\$ 616.67	\$ 616.67
3	Part		4C3Z*9J460*A SENSOR ASY	1.00	\$ 147.64	\$ 147.64
4	Part		3C3Z*9C968*AA REGULATOR	1.00	\$ 425.45	\$ 425.45
5	Part		4C3Z*9F838*A SENSOR ASY	1.00	\$ 186.67	\$ 186.67
6	Part		4C3Z*9E527*ARM REMAN INJE	8.00	\$ 247.14	\$ 1,977.12
7	Part		4C3Z*12A342*A GLOW PLUG	8.00	\$ 23.82	\$ 190.56
8	Part		NT-EGRC-1 BP EGR COO	1.00	\$ 425.00	\$ 425.00
9	Part		4C3Z*9F452*B VALVE ASY	1.00	\$ 332.73	\$ 332.73
10	Part		4C3Z*9A543*AARM REMAN PUMP	1.00	\$ 751.43	\$ 751.43
11	Part		3C3Z*6A642*CA KIT	1.00	\$ 439.83	\$ 439.83
12	Part		3C3Z*9N184*CB ELEMENT	1.00	\$ 96.16	\$ 96.16
13	Part		3C3Z*6C315*AA SENSOR - C	1.00	\$ 62.38	\$ 62.38
14	Part		3C3Z*6584*BA GASKET -V	1.00	\$ 50.46	\$ 50.46
15	Part		4C4Z*8592*AA CONNECTION	1.00	\$ 49.73	\$ 49.73
16	Part		4C3Z*9601*AA ELEMENT AS	1.00	\$ 116.55	\$ 116.55
17	Part		3C3Z*8620*DB V-BELT	1.00	\$ 79.45	\$ 79.45
18	Part		7C3Z*8678*B KIT - TENS	1.00	\$ 52.36	\$ 52.36
19	Part		3C3Z*8678*EB KIT - TENS	1.00	\$ 61.09	\$ 61.09
20	Part		3C2Z*6B209*AA TENSIONER	1.00	\$ 144.73	\$ 144.73
21	Part		4C3Z*8501*C PUMP ASY	1.00	\$ 254.55	\$ 254.55

Job Total: \$ 10,727.02

Signature: _____

Date: _____

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Diesel Fuel Injection Pump R&R

Number	Type	Part#/Op Code	Description	Quantity	Unit Price	Total Cost
22	Part		3C3Z*8575*AA THERMOSTAT	1.00	\$ 39.69	\$ 39.69
23	Part		4C3Z*6K682*CDRM REMAN TURB	1.00	\$ 1,299.37	\$ 1,299.37
24	Part		delo	14.00	\$ 11.00	\$ 154.00
25	Part		oil filter	1.00	\$ 20.00	\$ 20.00
26	Part		coolant	3.00	\$ 34.00	\$ 102.00
27	Labor	Diesel Fuel Injection Pump R&R	Fuel Injector R&R - Without Dual Alternator - Left and Right - Both Sides	20.0000	\$ 130.0000	\$ 2,600.00

Job Total: \$ 10,727.02

Total Labor Time: 20.0000 Hours **Total Jobs Cost:** \$ 10,727.02

Parts \$ 8,127.02

Labor \$ 2,600.00

Tax \$ 711.11

Shop Supplies & Hazardous Materials \$ 10.00

Grand Total \$ 11,448.13

Revision History

I hereby authorize the repair work herein set forth to be done along with the necessary materials and agree that you are not responsible for loss or damage to vehicle or articles left in vehicle. In case of fire, theft, or any other cause beyond your control or for delays caused by unavailability of parts or delays in parts shipments by the supplier or transporter. I hereby grant you and your employees permission to operate the vehicle herein described on streets, highways, or elsewhere for the purpose of testing and/or inspection.

Unless otherwise provided by law, the seller (above named entity) hereby expressly disclaims all warranties, either express or implied, including any implied warranty of merchantability or fitness of particular purpose, and neither assumes nor authorizes any other person to assume for it any liability with the sale of said products. An express mechanic's lien is hereby acknowledged on above vehicle to secure the amount or repairs thereto.

Signature: _____

Date: _____



Clearlake Oaks County Water District

Job Description

ADMINISTRATIVE SERVICES MANAGER

Administration

Status: Exempt

Salary Range: \$81,000- \$115,000 DOQ

Titles covered by Administrative Services Manager

Board Secretary

Billing Manager

Compliance Coordinator

- Certifications, CEU, DOT, Training

Human Resources Coordinator

- Medical, Liabilities, Payroll, Workman's Compensation

Water Quality Coordinator

- Backflow, Cross Connection

Yolo County Coordinator

Publications

Conditions of Employment: This position is "at will" and is classified as an Exempt/Salaried employee. This position is an "at will" basis, meaning you may resign at any time and that the District may terminate your employment at any time, with or without cause.

Definition/Summary: Administrative Services Manager is classified as Regular Full Time, under the direction of the Board of Directors. This position requires the status of Customer Service Rep III with knowledge of all front office positions, directs Customer Service staff and insures quality customer service is provided at all times. This position is responsible for assisting in the development and implementation of policies and procedures essential to maximizing the efficiency of the administration office. This position is distinguished by a high level of understanding of District policies and customer service procedures. Performance of basic to complex customer service functions, including but not limited to: directing customer service staff as needed, process all customer billing, account adjustments, service terminations, delinquent collections, opening and closing customer accounts, handles new service installations, quotes for connection, customer complaints and maintenance of property master files; cash receipts, post payments as needed, insures phones are answered in a timely manner; prepare, process and record work orders; post information to the District website, investigates, answers, and records all water quality complaints, calculate monthly Yolo statement, maintain and add delinquent accounts to the Lake County Tax Roll, provides a monthly activities/status report to the Board of Directors. Facilitates changes and maintains the Districts Water and Wastewater (Sewer) and Administration Codes. Manages the design, editing and production process of the Districts quarterly newsletter.

Manages payroll and all payroll liabilities, (including CALPers, AFLAC, quarterlies, etc). Assists with human resources recruitment and orientation, record maintenance and retention, provides clerical support to all employees. Assists with projected District budget for new fiscal year, assists accounts payables with job coding and assist the General Manager in planning, organizing, and coordinating the activities of the District and provides confidential support in areas of expertise.



Schedules and coordinates all personnel training; included but not limited to: Target Solutions, CEU courses, refresher courses, etc. Insures all district staff are compliant with regulations, courses are assigned upon hiring. The training coordinator will schedule all classes, lodging and ensure tuition agreements are in place. All training must be supervisor and/or General Manager approved prior to scheduling.

In addition to the administrative and billing requirements, this position also serves as Secretary to the Board. These duties include, but are not limited to, preparing agendas, board agenda packets, meeting minutes, elections, employee contracts, updating Board information on website, and maintaining compliance with all County/State requirements. This position requires attending Board meetings and activities, along with assisting the Board members on committees or tasks as directed by the Board. This position requires annual or bi-annual CSDA Board Certification at the discretion of the Board and based on District needs.

This position ensures Customer Service Representatives I and II are crossed trained in specific areas to ensure District coverage. This position requires a high level of independent judgment and the ability to work independently with little or no supervision.

Minimum Requirements:

Education: High School Graduate or equivalent. Supplemental education in business administration or administrative experience desired. Must possess a valid California Driver License

Certification in advanced Water and Waste Water Technology.
Certification in advanced Water Distribution Technology.

Experience: Three years of customer service, computerized bookkeeping/accounting/billing and public agency experience desired.

Knowledge Of: District policies and procedures related to water and sewer service installations, a high level of understanding of District customer data programs and filing procedures. Special District governance; modern principles practices and methods of public-sector administration; principles and methods of effective communication; principles, practices, and methods of project management; organizational and management practices as applied and evaluation of projects, programs, policies, procedures, and operational needs, applicable federal, state and local laws, regulatory codes. Must be proficient with QuickBooks and Microsoft Word and Excel, and have knowledge of administrative and clerical procedures. A basic understanding of the Districts Water, Wastewater and Collection systems, to the extent this enhances the ability to perform functions and advise staff. A complete understanding, ability to write, edit and explain the Water and Sewer Codes in entirety.

Ability To: Understand and follow oral and written instruction; communicate District policy to the public; work cooperatively with coworkers, developers, and the general public; keep accurate records; work independently with little supervision. Type 25 words per minute and use a ten key numeric pad. Ability to respond to public inquires and complaints in a tactful and courteous manner while maintaining a good working relationship with fellow employees. Ability to maintain a clean and professional appearance for themselves, staff and the District facilities they are responsible for.

Physical

Requirements: This position requires prolonged sitting, standing, walking, twisting, turning, kneeling, bending, squatting, stooping, extended computer monitor exposure, and repetitive hand motion, reaching, reading, writing, typing and lifting up to 25 pounds in performance of daily activities. Additionally, the position requires the ability to read correspondence and statistical data on the computer. Acute hearing is required when providing telephone service and communicating in person the position requires responding to public inquiries and complaints in a tactful and courteous manner.

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Employee Signature: Date

Board President Date

Clearlake Oaks County Water District Telework Policy

Purpose

The telework program at the District is an experiment to see how well the work-at-home concept works for the District and its employees. We expect to continue with telecommuting as long as the results are satisfactory, and there is no definite ending date set at this time. However, we expect the pilot program to last approximately six months.

Teleworking is not an employee benefit intended to be available to the entire District at this time. As such, no District employee is entitled to, or guaranteed the opportunity to participate in the telework program.

Responsibilities and Approvals

All telework schedules will be conditionally approved for a trial period. The trial period should allow sufficient time to determine what impact the scheduling change may have on meeting workload commitments, as well as allowing the employee and District to determine whether the new work schedule will meet the needs of the employee and District.

Any adjustments to the employee's original request should be discussed to develop a work schedule that is agreeable to both the District and the employee. Adjustments to the original agreement must be documented.

Telework Daily Documentation

Employees working in the telework program must document their work daily with a daily synopsis of work completed with pertinent back up documents attached to employee's timecard.

Mitigation measures to compensate for the absences of in-person communication and visual context is essential to a successful telework program. Teleworking employees are expected to communicate project status, unforeseen impediments, and similar information to their supervisor and, as appropriate, their co-workers. Emails, texts, and phone calls are the preferred modes of communicating such information. Employees who insufficiently communicate project/assignment status on a regular basis may have their telework assignment suspended or revoked.

All works documents and records are subject to the California Public Records Act requests, therefore it is imperative that telework employees use only their District-assigned email address. Use of personal email accounts for District business is expressly prohibited.

Telework Schedule

The District and employee will establish a telework schedule that meets the needs of the District while accommodating the employee. Employees must be available and accessible by phone and email during regular business hours.

Regular Telework Schedule

Any change in the agreed upon schedule must be approved by the District, and documented and appended to the Telework Agreement. Schedule changes must be communicated to the employee's supervisor and General Manager.

Employee must forgo telework if needed in the office on a regularly scheduled telework day. The employee may be called in to the office when necessary to meet operational needs. The District should provide reasonable notice whenever possible. However, the employee may be required to report to the office without advance notice, as needed. While working away from the office, employee must be accessible for communication (e.g., telephone, e-mail, etc.). Specific requirements are subject to the needs of the District.

Full-time telework is permissible only when necessary and justified (e.g., to accommodate medical restrictions, disabilities, or mandated health orders), and depends on the needs of the job and demonstration of a clear benefit to District objectives and operations.

Telework Agreement

The District has a telework agreement that employees must agree to in order to participate in the telework program. The agreement describes the rights and duties of the District and employee, including use of equipment, protection of District property and records, and rules of conduct.

Alterations, Amendments, and Review

If at any time the District or the Employee deems necessary to alter, amend, or review the telework agreement, said agreement will be placed on the agenda for the Board of Directors to review and take action if necessary.

Termination of Telework Participation

A Telework Agreement may be cancelled at any time by either the employee or District by written notification.

TELEWORK AGREEMENT

This Telework Agreement is made by Clearlake Oaks County Water District, a public agency (“District”), and Olivia Mann, employee of District (“Employee”) as of May 16, 2022.

1. Voluntary Participation.

Employee voluntarily agrees to work at the District-approved alternative workplace indicated below and to follow all applicable policies and procedures. Employee recognizes that the telework arrangement is not an Employee entitlement but an additional method the District may approve to accomplish work. In addition, this Agreement does not constitute as an employment contract, but simply memorializes the terms and conditions of Employee working at an alternative workplace. Employee’s employment with District is based on statute and District policies and procedures.

2. Term.

This telework arrangement shall continue until terminated by District or Employee.

3. Salary and Benefits.

District agrees that a telework arrangement is not a basis for changing the Employee's compensation or benefits.

4. Duty Station and Alternative Workplace.

District and Employee agree that the Employee's official workplace is at the District business office and the Employee's approved alternative workplace is: *[Address of employee]*.

For health and safety reasons, you are required to maintain a separate, designated work area at home. District has the right to visit your home work area to see if it meets District safety standards; such visits will be scheduled with at least 24 hours' advance notice.

5. Official Duties.

Unless otherwise instructed, Employee agrees to perform official duties only at the regular office or District-approved alternative workplace. Employee agrees not to conduct personal business while in official duty status at the alternative workplace. Telecommuting is not to be viewed as a substitute for dependent care. District expects that you will make arrangements for someone to care for your children or other dependents (if applicable) if needed. The District recognizes that one advantage of working at home is the opportunity to have more time with dependents, but it is your responsibility to insure that you are fully able to complete your work assignments on time.

6. Work Schedule.

District and Employee agree the Employee will work Monday and Thursday at the District office and Tuesday, Wednesday and Friday at the alternative workplace. There may be times when you will be requested to come into the office on a day that you might have planned to spend at home. District and your supervisor will try to minimize these unplanned office visits, but we ask that you recognize the need for them and agree to come in when requested. Similarly, there may be weeks when you have to spend more time than planned (up to the full five days) in the office when the

nature of the workload requires it. It will be your responsibility to come into the office as requested during these times.

7. Time and Attendance.

Employee shall certify the time and attendance for hours worked at the District office and the alternative workplace, which shall be reviewed at the end of each pay period by Employee's supervisor.

8. Leave.

Employee agrees to follow established office procedures for requesting and obtaining approval of leave.

9. Overtime.

For hourly employees, employee agrees to work overtime only when ordered and approved by the supervisor in advance and understands that overtime work without such approval may be subject to termination of the telework privilege and/or other appropriate action.

10. Equipment/Supplies.

Employee agrees to protect any District-owned equipment and to use the equipment only for official purposes. The District agrees to install, service, and maintain any District-owned equipment issued to the telework Employee. The Employee agrees to install, service, and maintain any personal equipment used. The District agrees to provide the Employee with all necessary office supplies and also reimburse the Employee for business-related long distance phone calls. Please see Exhibit 1 for District-provided equipment to be used at the alternative workplace.

11. Security.

If the District provides computer equipment for the alternative workplace, Employee agrees to the following security provisions:

You are expected to take reasonable precautions to protect the equipment from theft, damage, or misuse. You are required to contact your homeowner's insurance carrier to determine to what extent this property is covered under your homeowner's policy. If the District property is NOT covered, you agree to notify your supervisor and, if requested, take out additional coverage at District's expense to cover the property.

Security of confidential information is of primary concern and importance to the District. Teleworkers, like all District employees, are expected to adhere to all applicable laws, rules, regulations, policies, and procedures regarding information security: The following are basic information security guidelines:

- Use District information assets only for authorized purposes and ensure that confidential information is not disclosed to any unauthorized person.
- Back up critical information on a regular basis to assure the information can be recovered if the primary source is damaged or destroyed.
- Return material (paper documents, etc.) containing all confidential information to the District for proper handling or disposal, if necessary.

- Adhere to copyright law by not copying or sharing any District owned software utilized by teleworkers, and when no longer employed by the District, remove all such software from the home computer and return any software media to the District.
- Ensure internet connections are secure within the telework location

12. Liability.

The Employee understands that the District will not be liable for damages to an Employee's personal or real property while the Employee is working at the approved alternative workplace.

13. Work Area.

The Employee agrees to provide a work area adequate for performance of official duties.

14. Worksite Inspection.

The Employee agrees to permit the District to inspect the alternative workplace during the Employee's normal working hours to ensure proper maintenance of District-owned property and conformance with safety standards.

15. Alternative Workplace Costs.

The Employee understands that the District will not be responsible for any operating costs that are associated with the Employee using his or her home as an alternative worksite, for example, home maintenance, insurance, or utilities. The Employee understands he or she does not relinquish any entitlement to reimbursement for authorized expenses incurred while conducting business for the District as provided for by statute and regulations.

Office supplies as needed will be provided by District; your out-of-pocket expenses for other supplies will not be reimbursed unless by prior approval of your supervisor. Also, District will not reimburse you for travel expenses to and from the office on days when you come into the office, nor for any home-related expenses such as construction, renovations, heating/air conditioning, lighting, or electricity.

16. Injuries.

Employee understands they are covered under California's workers compensation law if injured in the course of actually performing official duties at the District office or the alternative workplace. The Employee agrees to notify the supervisor immediately of any accident or injury that occurs at the alternative workplace and to complete any required forms. The supervisor agrees to investigate such a report immediately.

17. Work Assignments/Performance.

Employee agrees to complete all assigned work according to District policies and procedures and as mutually agreed upon by the Employee and the supervisor in an Employee performance plan. The Employee agrees to provide regular reports if required by the supervisor to help judge performance. The Employee understands that a decline in performance may be grounds for canceling the alternative workplace arrangement.

18. Standards of Conduct.

Employee agrees he or she is bound by District standards of conduct while working at the alternative worksite.

19. Cancellation.

District agrees to let the Employee resume their regular schedule at the District office after notice to the supervisor. Employee understands that the District may cancel the telework arrangement and instruct the Employee to resume working at the District office.

20. Other Action.

Nothing in this agreement precludes the District from taking any appropriate disciplinary or adverse action against an Employee who fails to comply with the provisions of this agreement.

21. Taxes.

It will be your responsibility to determine any income tax implications of maintaining a home office area. District will not provide tax guidance nor will the District assume any additional tax liabilities. You are encouraged to consult with a qualified tax professional to discuss income tax implications.

IN WITNESS THEREOF, the parties hereto have executed this agreement on this day and year first written above.

Clearlake Oaks County Water District

Employee

Stanley Archacki, Vice President

Olivia Mann

EXHIBIT 1

Telework Environment

In addition, the selection, installation, maintenance, repair or replacement of employee-owned equipment and software is the responsibility of the employee. Computer equipment should have a configuration that is compatible with the Districts Information Technology (IT) infrastructure. In the event of equipment malfunction, the teleworker must notify their supervisor immediately. If repairs will take some time, the teleworker may be asked to report to the District office until the equipment is usable.

Equipment Inventory:

Equipment	Supplied By District	Supplied By Employee
<u>Laptop/ Desktop</u>	x	
<u>Printer & Scanner</u>	x	
<u>Electronic Printing Calculator</u>	x	
<u>Cell Phone</u>		x
<u>Internet Connection</u>		x

Equipment Inventory:

Equipment	Serial/ Device #:
<u>Laptop</u>	<u>53F4B151-1873-4023-A267-D8AEB352FBE9</u>
<u>Printer</u>	<u>BKMFBJ26H005</u>
<u>Electronic P. Calculator</u>	<u>QS-277OH D010279</u>

Exhibit 1 – SAFETY CHECKLIST/ACKNOWLEDGEMENT

The following checklist must be completed for any in-home telework site and reviewed annually. All items must be evaluated by the employee as being satisfactory, and shall be installed and maintained in accordance with guidelines in “Setting Up An In-home Office.

Electrical

- | | True | False |
|--|------|--------------------------|
| A. All electrical outlets in the work area are permanent in nature and properly grounded. | √ | <input type="checkbox"/> |
| B. There are an adequate number of electrical outlets to support equipment in the work area. | √ | <input type="checkbox"/> |
| C. Electrical cords are not frayed or otherwise damaged. | √ | <input type="checkbox"/> |
| D. Extension cords are not being used as a permanent source of electricity. | √ | <input type="checkbox"/> |
| E. Electrical equipment and tools are properly maintained. | √ | <input type="checkbox"/> |
| F. A power strip is to be utilized if multiple power sources are connected | √ | <input type="checkbox"/> |

Emergency Procedures

- | | True | False |
|---|------|--------------------------|
| A. There is more than one way out of the work area (e.g., doors/ windows) | √ | <input type="checkbox"/> |
| B. A first aid kit is on site. | √ | <input type="checkbox"/> |

Environment

- | | True | False |
|---|------|--------------------------|
| A. The work area is free of tripping hazards and is uncluttered. | √ | <input type="checkbox"/> |
| B. All equipment is adequately supported and free from the danger of falling. | √ | <input type="checkbox"/> |
| C. The work area has adequate lighting. | √ | <input type="checkbox"/> |

ATTACHMENT A – SETTING UP AN IN-HOME OFFICE

Setting Up a Home Office

It is important for all employees to maintain a healthy, safe and ergonomically sound work environment while working in the office or at a remote location. The major difference between the District's office and the home office is ownership and control over the workplace

The main considerations in designing an in-home office are:

Desk	<p>Your desk should be sturdy and able to handle the weight of any peripheral equipment (computers, printers, fax machines and/or telephones).</p> <ul style="list-style-type: none">• Conventional desks are typically 29” high.• Computing surfaces are usually 26” high.
Chair	<p>Your seat should be adjustable, including the headrest.</p> <ul style="list-style-type: none">• Height of top of seat to floor should be between 15 and 25 inches.• Back tilt on chair/lumbar support should be 15 degrees.
Lighting	<p>Your work lighting should be directed toward the side or behind the line of vision.</p> <ul style="list-style-type: none">▪ Bright light sources can bounce off working surfaces and diminish the sense of contrast.
Electricity	<p>You should have enough electrical outlets in the room to avoid overloading any circuits. If necessary, consult your local power utility.</p> <ol style="list-style-type: none">1. To avoid tripping hazard, cover interconnecting cables or place them out of the way.2. Position equipment close to electrical outlets.3. Make sure electrical outlets are grounded.

**CLO Water and Wastewater District
PROJECTED BUDGET 2023-2024**

0

Target % > **0%**

As of July 2023 Summary	<u>WATER</u>				<u>WASTEWATER</u>			
	Budget		Actual YTD		Budget		Actual YTD	
	Annual	YTD	Amount	%	Annual	YTD	Amount	%
Total Operating Revenue	1,336,960	-	-	0%	1,199,990	-	-	0%
Total Operating Expenses	1,315,662	-	-	0%	1,304,028	-	-	0%
Operating Balance (loss)	21,298	-	-		(104,038)	-	-	
420 Connection Fees	20,000	-	-	0%	20,000	-	-	0%
445 Bulk Water Sales	50,000	-	-			-	-	
450 Non S/W Rev - ATT Cell Lease	6,500	-	-		6,500	-	-	
450 Non S/W Rev - County Treasury	130,000	-	-	0%	130,000	-	-	0%
Reserves	150,000	-	-	0%	60,000	-	-	0%
Net Change In Net Position (loss)	77,798	-	-		(7,538)	-	-	

Current Revenue Notes:

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

Past Revenue Notes

General Ledger	\$0.00
District CRP	
Paradise Cove CRP	
Paradise Cove Escrow	
Water Reserve	
Sewer Reserve	
LAIF Account	
Total	\$0.00

As of July 2023 Operating Revenue	<u>WATER</u>				<u>SEWER</u>			
	Budget		Actual YTD		Budget		Actual YTD	
	Annual	YTD	Amount	%	Annual	YTD	Amount	%
410 Client Reg Pmt/tax roll	1,306,960	-	-	0%	1,166,990	-	-	0%
430 Penalty & Interest	30,000	-	-	0%	33,000	-	-	0%
440 Misc	-	-	-	0%	-	-	-	0%
Total Revenue >	1,336,960	-	-	0%	1,199,990	-	-	0%

As of July 2023 Operating Expenses	Budget				Actual			
	Annual	YTD	Amount	%	YTD	Amount	%	Spent
505 Salaries & Wages	442,680	-	-	0%	569,912	-	-	0%
520 FICA - District Share	36,806	-	-	0%	47,735	-	-	0%
530 Medical Ins - District Share	73,742	-	-	0%	115,507	-	-	0%
540 PERS - District Share	77,241	-	-	0%	91,971	-	-	0%
550 Unemployment	2,500	-	-	0%	2,500	-	-	0%
560 Workers Comp Ins	8,963	-	-	0%	10,284	-	-	0%
Salaries and Employee Benefits >	641,933	-	-	0%	837,909	-	-	0%
605 Advertising	200	-	-	0%	200	-	-	0%
610 Bank Fees	15,510	-	-	0%	15,500	-	-	0%
620 Communications & Internet	19,000	-	-	0%	19,000	-	-	0%
622 Board Exp	3,500	-	-	0%	3,500	-	-	0%
625 Equip - Field (\$300-\$4999)	2,500	-	-	0%	4,000	-	-	0%
630 Equip - Office	1,500	-	-	0%	2,000	-	-	0%
640 Fuel & Oil	15,200	-	-	0%	12,500	-	-	0%
645 Insurance	42,000	-	-	0%	42,000	-	-	0%

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650	Interest	3,000	-	-	0%	3,000	-	-	0%
657	Lab	20,000	-	-	0%	13,500	-	-	0%
660	Memberships & Subscriptions	40,250	-	-	0%	41,250	-	-	0%
665	Mileage Reimb	750	-	-	0%	500	-	-	0%
670	Postage & Shipping	13,000	-	-	0%	13,000	-	-	0%
675	Professional Services	30,000	-	-	0%	25,000	-	-	0%
685	Rents	7,250	-	-	0%	7,250	-	-	0%
690	Safety & Security	5,250	-	-	0%	8,750	-	-	0%
700	Tools & Instruments	3,700	-	-	0%	2,500	-	-	0%
703	Supplies - Clothing & Personal	2,800	-	-	0%	3,100	-	-	0%
705	Supplies - Office	3,500	-	-	0%	3,500	-	-	0%
715	Treatment Chemicals	125,250	-	-	0%	55,000	-	-	0%
720	Supplies - Operating - Other	5,000	-	-	0%	25,000	-	-	0%
730	Taxes - Licenses	0	-	-	0%	0	-	-	0%
735	Training	2,250	-	-	0%	1,250	-	-	0%
745	Travel	1,000	-	-	0%	500	-	-	0%
750	Utilities	191,250	-	-	0%	108,250	-	-	0%
760	Waste Disposal	48,319	-	-	0%	48,319	-	-	0%
795	Yolo Co	61,000	-	-	0%				
799	Misc	1,750	-	-	0%	1,750	-	-	0%
	Services and Supplies >	664,729	-	-	0%	460,119	-	-	0%
810	R&R Buildings & Grounds	6,000	-	-	0%	3,500	-	-	0%
815	R & R Damage Claims	0	-	-	0%	-	-	-	0%
820	R&R Lift Stations	-	-	-	0%	-	-	-	0%
830	R&R Equipment	0	-	-	0%	0	-	-	0%
832	R&R Mains/Service Lines	-	-	-	0%	-	-	-	0%
840	R&R Vehicles (\$2k/vehicle)	3,000	-	-	0%	2,500	-	-	0%
850	Maintenance Reserve Account	-	-	-		-	-	-	
	Repairs & Replacement >	9,000	-	-	0%	6,000	-	-	0%
	Total Expenses >	1,315,662	-	-	0%	1,304,028	-	-	0%

0 Administration Budget Variance Report July 1, 2023 through June 30, 2024		Target % >	0.0%	GL ADMIN		
As of July 2023		2023-2024 Budget		Actual	%	Total
Expenses		Annual	YTD	YTD	Spent	Remaining
505	Salaries & Wages	482,771	-	-	0.0%	482,771
520	FICA - District Share	40,446	-	-	0.0%	40,446
530	Medical Ins - District Share	79,552	-	-	0.0%	79,552
540	PERS-District Share (incl unfunded Liab, 78,867.)	129,630	-	-	0.0%	129,630
550	Unemployment	5,000	-	-	0.0%	5,000
560	Workers Comp Ins	3,348	-	-	0.0%	3,348
Salaries and Employee Benefits >		740,746	-	-	0.0%	740,746
605	Advertising	400	-	-	0.0%	400
610	Bank Fees	31,000	-	-	0.0%	31,000
620	Communications & Internet	7,000	-	-	0.0%	7,000
622	Board Exp	7,000	-	-	0.0%	7,000
625	Equip - Field (up to \$4999)	0	-	-	0.0%	0
630	Equip - Office	2,000	-	-	0.0%	2,000
640	Fuel & Oil	0	-	-	0.0%	0
645	Insurance	0	-	-	0.0%	0
650	Interest	0	-	-	0.0%	0
657	Outsource Lab / Internal Lab	0	-	-	0.0%	0
660	Memberships & Subscriptions	4,500	-	-	0.0%	4,500
665	Mileage Reimb	500	-	-	0.0%	500
670	Postage & Shipping	26,000	-	-	0.0%	26,000
675	Professional Services (Legal, IT, CUSI annual)	40,000	-	-	0.0%	40,000
685	Rents	14,500	-	-	0.0%	14,500
690	Safety & Security (boots)	1,500	-	-	0.0%	1,500
700	Tools & Instruments	0	-	-	0.0%	0
703	Supplies - Clothing & Personal	600	-	-	0.0%	600
705	Supplies - Office	5,000	-	-	0.0%	5,000
715	Treatment Chemicals	0	-	-	0.0%	0
720	Supplies - Operating - Other	0	-	-	0.0%	0
730	Taxes - Licenses	0	-	-	0.0%	0
735	Training, Certs (Classes, books)	500	-	-	0.0%	500
745	Travel / Lodging	1,000	-	-	0.0%	1,000
750	Utilities	6,500	-	-	0.0%	6,500
760	Waste Disposal	638	-	-	0.0%	638
795	Yolo Co	0	-	-	0.0%	0
798	Customer Refund					
799	Team Building	3,500	-	-	0.0%	3,500
Services and Supplies >		152,138	-	-	0.0%	152,138
810	R&R Buildings & Grounds	2,000	-	-	0.0%	2,000
815	R & R Damage Claims	0	-	-	0.0%	0
820	R&R Lift Stations	-	-	-	0.0%	-
830	R&R Equipment	0	-	-	0.0%	0
832	R&R Mains/Service Lines	0	-	-	0.0%	0
840	R&R Vehicles (\$2k/vehicle)	0	-	-	0.0%	0
Repairs & Replacement >		2,000	-	-	0.0%	2,000
Total Expenses >		894,884	-	-	0.0%	894,884

WU

0 Wastewater Budget Variance Report July 1, 2023 through June 30, 2024		Target % >	0.0%	GL WASTEWATER	
As of July 2023		2023-2024 Budget		Total	
Expenses	Annual	YTD	Actual YTD	% Spent	Remaining
505 Salaries & Wages	328,526	-	-	0.0%	328,526
520 FICA - District Share	27,512	-	-	0.0%	27,512
530 Medical Ins - District Share	75,731	-	-	0.0%	75,731
540 PERS - District Share (\$14.5K Unfunded)	27,156	-	-	0.0%	27,156
550 Unemployment	0	-	-	0.0%	0
560 Workers Comp Ins	8,610	-	-	0.0%	8,610
Salaries and Employee Benefits >	467,536	-	-	0.0%	467,536
605 Advertising	0	-	-	0.0%	0
610 Bank Fees	0	-	-	0.0%	0
620 Communications & Internet	13,000	-	-	0.0%	13,000
622 Board Exp	0	-	-	0.0%	0
625 Equip - Field (up to \$4999)	1,500	-	-	0.0%	1,500
630 Equip - Office	1,000	-	-	0.0%	1,000
640 Fuel & Oil (Schaeffers)	7,500	-	-	0.0%	7,500
645 Insurance	42,000	-	-	0.0%	42,000
650 Interest	0	-	-	0.0%	0
657 Outsource Lab / Internal Lab	13,500	-	-	0.0%	13,500
660 Memberships/Subscriptions/Permits	39,000	-	-	0.0%	39,000
665 Mileage Reimb	250	-	-	0.0%	250
670 Postage & Shipping	0	-	-	0.0%	0
675 Professional Services (SCADA)	5,000	-	-	0.0%	5,000
685 Rents	0	-	-	0.0%	0
690 Safety & Security (includes boots)	8,000	-	-	0.0%	8,000
700 Tools & Instruments	2,500	-	-	0.0%	2,500
703 Supplies - Clothing & Personal	2,800	-	-	0.0%	2,800
705 Supplies - Office	1,000	-	-	0.0%	1,000
715 Treatment Chemicals	55,000	-	-	0.0%	55,000
720 Supplies-Operating-Other-Titan Tubes	25,000	-	-	0.0%	25,000
730 Taxes - Licenses	-	-	-	-	-
735 Training, Certs (classes, books)	1,000	-	-	0.0%	1,000
745 Travel / Lodging	-	-	-	0.0%	-
750 Utilities	105,000	-	-	0.0%	105,000
760 Waste Disposal	48,000	-	-	0.0%	48,000
795 Yolo Co	0	-	-	0.0%	0
798 Customer Refund	-	-	-	-	-
799 Misc	0	-	-	0.0%	0
799.1 Team Building	-	-	-	-	-
Services and Supplies >	371,050	-	-	0.0%	371,050
810 R&R Buildings & Grounds	2,500	-	-	0.0%	2,500
815 R & R Damage Claims	0	-	-	0.0%	0
820 R&R Lift Stations	0	-	-	0.0%	0
830 R&R Equipment	0	-	-	0.0%	0
832 R&R Mains/Service Lines	0	-	-	0.0%	-
840 R&R Vehicles	2,500	-	-	0.0%	2,500
	-	-	-	0.0%	-
Repairs & Replacement >	5,000	-	-	0.0%	5,000
Total Expenses >	843,586	-	-	0.0%	843,586

Expense Notes

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0 Water Budget Variance Report July 1, 2023 through June 30, 2024		2023-2024 Budget		Target % >	0.0%	GL WATER
As of July 2023		Annual	YTD	Actual	%	Total
Expenses				YTD	Spent	Remaining
505	Salaries & Wages	201,295	-		0.0%	201,295
520	FICA - District Share	16,583	-		0.0%	16,583
530	Medical Ins - District Share	33,966	-		0.0%	33,966
540	PERS - District Share	12,426	-		0.0%	12,426
550	Unemployment	0	-		0.0%	0
560	Workers Comp Ins	7,289	-		0.0%	7,289
Salaries and Employee Benefits >		271,560	-	-	0.0%	271,560
605	Advertising	0	-		0.0%	0
610	Bank Fees	0	-		0.0%	0
620	Communications & Internet	13,000	-		0.0%	13,000
622	Board Exp	0	-		0.0%	0
625	Equip - Field (\$300 - \$4999)	0	-		0.0%	0
630	Equip - Office	500	-		0.0%	500
640	Fuel & Oil	10,200	-		0.0%	10,200
645	Insurance	42,000	-		0.0%	42,000
650	Interest	0	-		0.0%	0
657	Outside Lab / Internal Lab	20,000	-		0.0%	20,000
660	Memberships/Subscriptions/Permits	38,000	-		0.0%	38,000
665	Mileage Reimb	500	-		0.0%	500
670	Postage & Shipping	0	-		0.0%	0
675	Professional Services (SCADA, Mtce Prog)	10,000	-		0.0%	10,000
685	Rents	0	-		0.0%	0
690	Safety & Security (includes boots)	4,500	-		0.0%	4,500
700	Tools & Instruments	3,700	-		0.0%	3,700
703	Supplies - Clothing & Personal	2,500	-		0.0%	2,500
705	Supplies - Office	1,000	-		0.0%	1,000
715	Treatment Chemicals	125,250	-		0.0%	125,250
720	Supplies - Operating - Other	5,000	-		0.0%	5,000
730	Taxes - Licenses	0	-		0.0%	0
735	Training, Certs (classes, books)	2,000	-		0.0%	2,000
745	Travel / Lodging	500	-		0.0%	500
750	Utilities	188,000	-		0.0%	188,000
760	Waste Disposal	48,000	-		0.0%	48,000
795	Yolo Co	61,000	-		0.0%	61,000
798	Customer Refund					
799	Team Building	0	-		0.0%	0
799.1	Customer Refund					
Services and Supplies >		575,650	-	-	0.0%	575,650
810	R&R Buildings & Grounds	5,000	-		0.0%	5,000
815	R & R Damage Claims	0	-		0.0%	0
820	R&R Lift Stations	0	-		0.0%	0
830	R&R Equipment	0	-		0.0%	0
832	R&R Mains	0	-		0.0%	-
840	R&R Vehicles	3,000	-		0.0%	3,000
Repairs & Replacement >		8,000	-	-	0.0%	8,000
Total Expenses >		855,210	-	-	0.0%	855,210

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Clearlake Oaks Co Water District
Budget Variance Report July 1, 2023 through June 30, 2024

0 Target % > **0.0%** CRP-PC
 As of July 2023

Summary	Budget Annual	YTD		Actual YTD Amount	%
PC CRP Revenue	19,536	-	-	0.0%	0%
PC CRP Expenses	0	-	-	0.0%	0%

Expenses		2023-2024 Budget		Actual	%	Total
		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	Team Building	0	-	-	0.0%	0
Services and Supplies >		0	-	-	0.0%	0
810	R&R Buildings & Grounds	-	-	-	0.0%	-
815	R & R Damage Claims	0	-	-	0.0%	0
820	R&R Lift Stations	-	-	-	0.0%	-
830	R&R Equipment	-	-	-	0.0%	-
832	R&R Mains/Laterals	-	-	-	0.0%	-
840	R&R Vehicles	-	-	-	0.0%	-
Repairs & Replacement >		0	-	-	0.0%	0
Total Expenses >		0	-	-	0.0%	0

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Budget Variance Report July 1, 2023 through June 30, 2024

0

Target % > 0.0% CRP-WATER

As of July 2023 Summary	WATER - CRP Budget		Actual YTD	
	Annual	YTD	Amount	%
WATER CRP Revenue	461,460	-	0.0%	0%
WATER CRP Expenses	411,094	-	0.0%	0%

Operating Balance

50,366

	Expenses	2020-2021 Annual	Budget YTD	Actual YTD	% Spent	Total Remaining
505	Salaries & Wages	204,827	-	-	0.0%	204,827
520	FICA - District Share	17,051	-	-	0.0%	17,051
530	Medical Ins - District Share	28,192	-	-	0.0%	28,192
540	PERS - District Share	13,350	-	-	0.0%	13,350
550	Unemployment	0	-	-	0.0%	0
560	Workers Comp Ins	6,525	-	-	0.0%	6,525
	Salaries and Employee Benefits >	269,944	-	-	0.0%	269,944
605	Advertising	0	-	-	0.0%	0
610	Bank Fees	0	-	-	0.0%	0
620	Communications & Internet	3,500	-	-	0.0%	3,500
622	Board Exp	0	-	-	0.0%	0
625	Equip - Field (up to \$4999)	1,250	-	-	0.0%	1,250
630	Equip - Office	-	-	-	0.0%	-
640	Fuel & Oil	14,400	-	-	0.0%	14,400
645	Insurance	0	-	-	0.0%	0
650	Interest	6,000	-	-	0.0%	6,000
657	Outsource Lab / Internal Lab	3,000	-	-	0.0%	3,000
660	Memberships & Subscriptions	0	-	-	0.0%	0
665	Mileage Reimb	0	-	-	0.0%	0
670	Postage & Shipping	0	-	-	0.0%	0
675	Professional Services Leak Chk	-	-	-	0.0%	-
685	Rents	0	-	-	0.0%	0
690	Safety & Sec (includes boots)	-	-	-	0.0%	-
700	Tools & Instruments	2,000	-	-	0.0%	2,000
703	Supplies - Clothing & Personal	1,500	-	-	0.0%	1,500
705	Supplies - Office	-	-	-	0.0%	-
715	Treatment Chemicals	0	-	-	0.0%	0
720	Supplies - Operating - Other	3,000	-	-	0.0%	3,000
730	Taxes - Licenses	0	-	-	0.0%	0
735	Training, Certs (classes, books)	500	-	-	0.0%	500
745	Travel / Lodging	-	-	-	0.0%	-
750	Utilities	0	-	-	0.0%	0
760	Waste Disposal	0	-	-	0.0%	0
795	Yolo Co	0	-	-	0.0%	0
799	Team Building	0	-	-	0.0%	0
	Services and Supplies >	35,150	-	-	0.0%	35,150
810	R&R Buildings & Grounds	3,000	-	-	0.0%	3,000
815	R & R Damage Claims	0	-	-	0.0%	0
820	R&R Lift Stations	0	-	-	0.0%	0
830	R&R Equipment	35,000	-	-	0.0%	35,000
830.1	Hydrants	-	-	-	0.0%	-
832	R&R Mains/Service Lines/Tanks	50,000	-	-	0.0%	50,000
840	R&R Vehicles	18,000	-	-	0.0%	18,000
	Repairs & Replacement >	106,000	-	-	0.0%	106,000
	Total Expenses >	411,094	-	-	0.0%	411,094

Budget Variance Report July 1, 2023 through June 30, 2024

0

SEWER-CRP

Target % > 0.0% CRP-SEWER

As of July 2023

Summary	Budget	YTD	Actual YTD	
	Annual		Amount	%
SEWER CRP Revenue	539,542	-	0.0%	0%
SEWER CRP Expenses	533,029	-	0.0%	0%

Operating Balance (loss)

6,513

Expenses	2020-2021 Budget		Actual YTD	%	Total Remaining
	Annual	YTD			
505 Salaries & Wages	285,408	-	-	0.0%	285,408
520 FICA - District Share	23,543	-	-	0.0%	23,543
530 Medical Ins - District Share	69,210	-	-	0.0%	69,210
540 PERS - District Share	19,116	-	-	0.0%	19,116
550 Unemployment	-	-	-	0.0%	-
560 Workers Comp Ins	9,101	-	-	0.0%	9,101
Salaries and Employee Benefits >	406,379	-	-	0.0%	406,379
605 Advertising	0	-	-	0.0%	0
610 Bank Fees	0	-	-	0.0%	0
620 Communications & Internet	5,000	-	-	0.0%	5,000
622 Board Exp	0	-	-	0.0%	0
625 Equip - Field (up to \$4999)	1,250	-	-	0.0%	1,250
630 Equip - Office	-	-	-	0.0%	-
640 Fuel & Oil	14,400	-	-	0.0%	14,400
645 Insurance	0	-	-	0.0%	0
650 Interest	6,000	-	-	0.0%	6,000
657 Outsource Lab / Internal Lab	0	-	-	0.0%	0
660 Memberships & Subscriptions	0	-	-	0.0%	0
665 Mileage Reimb	0	-	-	0.0%	0
670 Postage & Shipping	0	-	-	0.0%	0
675 Professional Services (SCADA)	0	-	-	0.0%	0
685 Rents	-	-	-	0.0%	-
690 Safety & Security (includes boots)	-	-	-	0.0%	-
700 Tools & Instruments	2,000	-	-	0.0%	2,000
703 Supplies - Clothing & Personal	1,500	-	-	0.0%	1,500
705 Supplies - Office	-	-	-	0.0%	-
715 Treatment Chemicals	0	-	-	0.0%	0
720 Supplies - Operating - Other	3,000	-	-	0.0%	3,000
730 Taxes - Licenses	0	-	-	0.0%	0
735 Training, Certs (classes, books)	500	-	-	0.0%	500
745 Travel / Lodging	-	-	-	0.0%	-
750 Utilities	0	-	-	0.0%	0
760 Waste Disposal	0	-	-	0.0%	0
795 Yolo Co	0	-	-	0.0%	0
799 Team Building	0	-	-	0.0%	0
Services and Supplies >	33,650	-	-	0.0%	33,650
810 R&R Buildings & Grounds	3,000	-	-	0.0%	3,000
815 R & R Damage Claims	0	-	-	0.0%	0
820 R&R Lift Stations	20,000	-	-	0.0%	20,000
830 R&R Equipment	35,000	-	-	0.0%	35,000
832 R&R Mains/Laterals	25,000	-	-	0.0%	25,000
840 R&R Vehicles	10,000	-	-	0.0%	10,000
	-	-	-	0.0%	-
Repairs & Replacement >	93,000	-	-	0.0%	93,000
Total Expenses >	533,029	-	-	0.0%	533,029