

CLEARLAKE OAKS COUNTY WATER DISTRICT

NOTICE OF A REGULAR MEETING OF THE BOARD OF DIRECTORS

Date: November 17, 2022

Time: 2:00 P.M.

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

AGENDA

A. CALL TO ORDER

- Pledge of Allegiance
- Roll Call

Mrs. Margaret Medeiros, President, Mr. Stanley Archacki, Vice President Mr. Samuel Boucher, Director Mr. Michael Herman, Director Mr. James Burton, Director Mrs. Dianna Mann – General Manager Mrs. Olivia Mann – Board Secretary

Mr. Francisco Castro, Wastewater Mr. Kurt Jensen, Water Mr. Jeremy Backus, Distribution

B. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

The public may comment on items not on the agenda within the Board's jurisdiction. Speakers are limited to three (3) minutes each.

C. STAFF REPORTS

1. Administration
2. Chief Distribution Operator
3. Water Plant Chief Operator
4. Wastewater Plant Chief Operator
5. General Manager

D. CONSENT ITEMS

The Board will be asked to approve all Consent Items at one time without discussion. If any Director, staff, or interested person requests that an item be removed from the Consent Items, it will be considered under New Business.

1. **Financial Reports for review and approval**
 - a. October 2022 QB balance sheet and profit & loss statements
 - b. Bank account balances and accounts receivable
 - c. Employee payroll report
 - d. Aged trial balance summary
 - e. Vendor aging report, accounts payable breakdown
2. **Minutes of previous meeting for review and approval**
 - a. Minutes of Regular Meeting 10/20/2022

3. **Bills**

- a. MC Engineering invoice number 2274, dated 11/5/2022, in the amount of \$12,839.00 for the USDA Water Improvements Project

Action Taken: _____

E. OLD BUSINESS

- 1. Discussion regarding Telework Policy and Agreement

Action Taken: _____

- 2. Discussion and update of purchasing 12555 E. Highway 20, Clearlake Oaks

Action Taken: _____

F. NEW BUSINESS

- 1. Discussion of Rebranding (Renaming) the District

Action Taken: _____

- 2. Discussion and consideration of purchasing six (6) Titan Tubes from Ryan Process, Inc in the amount of \$15,180.00 not including tax and shipping, for the Wastewater Treatment Plant

Action Taken: _____

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 of 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)

November 9, 2022

Administration

- ∂ We received 0 water quality complaints (WQC)
- ∂ We received 0 consumer/appeal claim(s)
- ∂ There are 13 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 \$7,835.00, this amount has prevented services from being shut off and has also restored services.
- ∂ The District continues to conduct its billing audit on vacant lots and unbilled properties within District boundaries. This will be an ongoing audit for an unknown period of time as I rely heavily on the DC and the rest of the Admin department for locating service connections.
- ∂ We are in the mist of sorting through files and preparing files and boxes to be sent to Docufree, all of Admin has been a huge help with this process. The additional boxes we ordered have arrived as well.
- ∂ We received 4 more Lead and Copper samples back, all non-detect (ND), however, we still need approximately 5 samples back, a second round of letters will go out next week.
- ∂ Dianna and I attended the 2022 CSDA Board Secretary Conference this week, every year this conference surpasses informative. We were updated on the changes to the Public Records Act (PRA) as well as The Brown Act, Elections, and FPPC. We had great networking opportunities, one of which led us to a discussion we will have on the agenda regarding renaming or rebranding the District. Additionally, we obtained the updated sample policy book, which we will be implementing into the Admin code. This policy book will revamp the current policies the District has as well as add new policies. We are certified as of 2022 as a Board Secretary and also received a certificate for Problem Solving for the Modern Leader. The 2023 conference will also be in Monterey.
- ∂ Six months seemed to fly by! The telework agreement is on the agenda this month for review and approval given we made some changes. Minor changes, I added the equipment names and serial numbers the District has supplied as well as completed the checklist.

Olivia Mann
Administrative Services Manager
Board Secretary

Margaret Medeiros
President

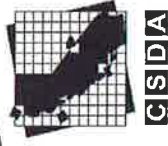
Stanley Archacki
Vice President

Samuel Boucher
Director

Michael Herman
Director

James Burton
Director

Certificate of Completion



Workshop: Problem Solving for the Modern Leader

Seaside, CA – November 7, 2022

Olivia Mann

Clearlake Oaks County Water District

Neil C. McCormick, CSDA Chief Executive Officer

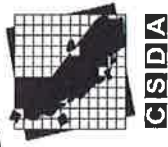
Ryan Clausnitzer, CSDA Board President

Co-Sponsored By:



Special District Risk Management Authority

Certificate of Completion



2022 Board Secretary / Clerk Program

Advanced Coursework

Seaside, CA – November 7 – 9, 2022

Olivia Mann

Clearlake Oaks County Water District

Neil C. McCormick, CSDA Chief Executive Officer

Ryan Clausnitzer, CSDA Board President

Co-Sponsored By:



Special District Risk Management Authority

Clearlake Oaks County Water District

P.O. Box 709 / 12952 East Highway 20
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www.clocwd.org (Website)

November 14, 2022

Clearlake Oaks County Water District

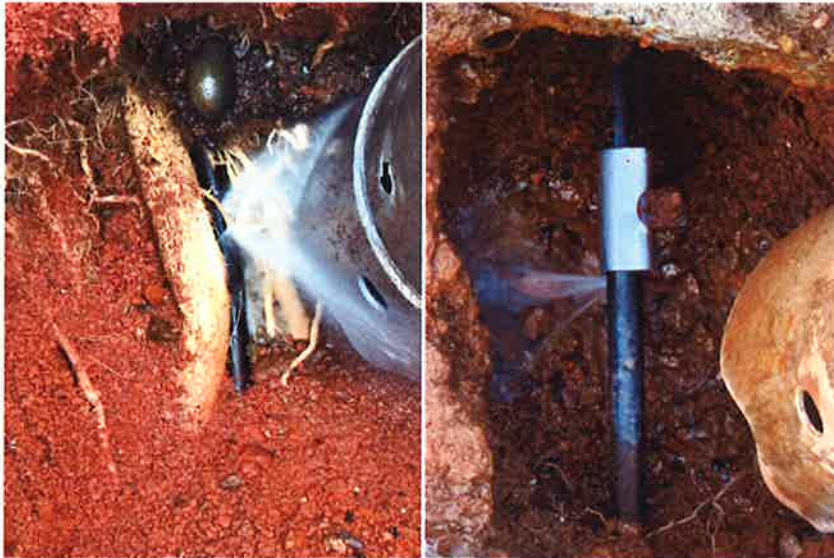
P.O. Box 709

Clearlake Oaks, CA 95423-0709

RE: DC board letter,

Water distribution main & service lines:

- We had a lot of service line repairs this month.
- Replace the majority of the meter head at paradise with drive by units.
- Completed a couple of concrete repairs.



Sample stations sites/Boil water notices:

- We had to distribute out Boil Water for the tie in at the Cerrito upper area.
- DC crew is still collecting the routine BacT samples every Wednesday. All reports have come back absent for total Coliforms and E.Coli.

Sewer collections and Lift station sites: N/A

Staff updating:

*DC crew includes;

- Jeremy - Chief - OP 3, Class B license.
- Jesse - Lead – OP 3, Class B license, Tech. Ham license.
- Hugo - DC OP 2, Class B license. Tech. Ham license.
- Jerry - DC OP 2, Class B license.
- Heaven - no cert. temporary help

District vehicles: Yellow Vaccon is still in the shop for the steering pump issue.

Miscellaneous: N/A

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

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October / November 2022

Board letter

- October raw water NTU from the extended intake has been fairly stable, primarily in the range of 10-15, with some spikes up to mid 20s in. October has been stable overall. The ammonia levels are staying at low levels as well. Charge analyzer and jar testing are being done regularly; adjustments are being made and monitored. Filter backwashes continue to be every other day.
- Even with low NTU from the lake we had settling problems with clarifier 1, giving us difficulties with keeping the sludge blanket down we have made multiple adjustments and have better control now. Talking with other plants they are having the same problem.
- Water production for the month of October 2022 was 18.574 MG. Raw water intake is 22.997 MG. Down from October 2021 production of 22.996 MG. Demands have been decreasing as the temperatures drop. The daily range we are producing less than last year is running about 150-200,000 gallons.
- 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.
- The Actiflo pilot trailer has been running to get dialed in. On 10-13-22 we started to run the Actiflo into the plant. We have been running one clarifier and the actiflo since 10-19-2022, we have had some problems with sand, chemical doses and filter run time we have been able to overcome most of these problems, so far.

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

Margaret Medeiros
President

Stanley Archacki
Vice President

Samuel Boucher
Director

Michael Herman
Director

James Burton
Director

Water Sample Testing

	DATE	DATE	DATE	
Bacti R(BW) & CW (M)	11/2/2022			A = Annually
Bacti R (BW)	Upcoming			Q = Quarterly
Bacti Tank Farm (once)				M = Monthly
TOC ALK R (M)	10/25/2022	11/10/2022		BW = Bi-weekly
TOC CW (M)	10/25/2022	11/10/2022		BA = Bi-annually
R & CW TCP123 (BA)				W = Weekly
Color / Odor (A)				
Cyano Toxin(W)	10/14/2022			
Bromate (Q)	11/10/2022			
Perchlorate (A)				
TTHM (Q)				
HAA5 (Q)				
Lead & Copper (A)(1)				
Lead & Copper (A)(1)				
Lead & Copper (A)(1)				
Nitrate (A)				
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)				

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

semi annually

Every 9 Years

Every 9 Years

Every 9 Years

Every 9 Years

Every 9 Years

Every 9 Years

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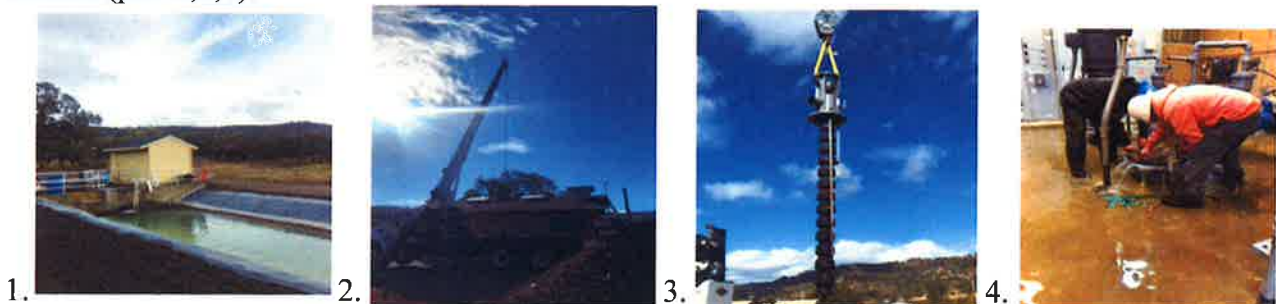
Clearlake Oaks County Water District
P.O. Box 709
Clearlake Oaks, CA 95423-0709

RE: October Board Letter

FLows FOR THE MONTH/CLEARLAKE LAKE LEVEL:

- ❖ **INFLUENT: 9.357 MG (AVERAGE: 301,000 GPD)**
- ❖ **EFFLUENT: 8.517 MG (AVERAGE: 275,000GPD/191 GPM)**
- ❖ **CLEARLAKE ENDING LEVEL: -2.55 RUMSEY GAUGE**

During the month of October we had some big projects and experienced some equipment fail. On October 25th we dredged our chlorine contact basin (pic. 1). This requires removing all the sludge that is accumulated from any short circuiting in the stabilization ponds. It is pump down into a dewatering bag located down below on the western part of the property. This is done as needed throughout the year. As reported on last board letter, on October 8th effluent pump #2 failed and was put out service. On September 2nd CPM was out and pulled the motor and the pump for repair and rebuild (pic. 2,3,4).



On October 20th sampling for 4th quarter groundwater monitoring was completed. As already known, well 2 was not sampled due to the lack of water. It has been challenging getting our trucking company out for our sludge this year due to the lack of drivers. There is still about 4 transfer trucks of sludge that we have not been able to remove. Worst case scenario is we will have to wait 'till spring for disposal. Other than effluent 2 the plant is running fine and the process as well. I have included a quote submitted on an annual basis for the dewatering bags used in our wasting process. Please refer to the attachment for description. Thanks for the attention to this report.

Francisco Castro
Wastewater Chief Plant Operator

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 November 17, 2022**

Board Members,

The water demand continues to drop which is amazing news. All the work and upgrades in the field are finally paying off. Please refer to Kurt's report for more accurate numbers, however, we have had some days down to 500,000 gpd. I believe this is the first in a very long time for the District. This has also allowed District to take off Clarifier #1 for maintenance and repairs, again, a first in a very, very long time, if at all. The pictures on the right reflects current work on Clarifier #1.



Taking the Clarifiers off line has also allowed our Operators to depend more on the Actiflo which has created some unforeseen problems with the Water Plant. Again, refer to Kurt's report for more details.

Another major accomplishment this past month on the USDA Project is the paving of Harvey leading to our new holding tank which is completely constructed and filled with water and at the time of this letter was being sanitized.



Continuing with the USDA progress, the new Cerrito Tank is 100% constructed, and like Harvey Tank, is now filled and being sanitized. The District should be off the temporary tank farm very soon. The DMA was scheduled to be installed this week, however, was cancelled due to back ordered parts. The USDA Project is approx. 85% completed



I traveled to Sacramento last month to discuss the source capacity study with the Engineers and Southport Controls. Slow progress is being made due to waiting for all the DMA's to be installed.

The training Olivia and I attended last week was full of good information along with networking with other Districts around the State. Comparing horror stories and solutions are one of my favorites. I believe Olivia touched more on this in her report.

As always, a huge thank you to Staff for working hard and taking pride in a job well done.

Respectfully Submitted,
Dianna Mann
General Manager

Report Date: November 3rd, 2022

To: Dianna Mann, CLOCWD General Manager

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

RE: CLOCWD USDA Funded Water System Improvements Project

Billing Period: October 2022

I. Project Status Update

Work on the project during October included the following:

- Contract facilitation and monthly invoicing
- Misc. correspondence with contractor
- Weekly meetings and minutes
- Onsite inspection services
- Coordination with environmental
- Coordination with geotechnical inspections at Harvey site (subgrade compaction)

II. Budget Status Update

Total Contract w/Design **\$1,318,286.69**

This Invoice: **\$12,839.00**

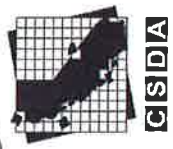
Cost to Date: **\$1,256,938.06**

Cost to Complete: **\$61,348.63**

III. Projected Tasks for November 2022

- Continue to conduct weekly construction meetings (agenda and minutes)
- Coordination with geotechnical inspections (Harvey site paving and DMA 4 Paving)
- Continue efforts with DMA 4 installation and Actiflo unit
- Inspection of sand blasting, prime, intermediate, and finish coating of clarifiers.
- Respond to and process RFIs and CCOs (Harvey mechanical RFIs)
- Continue daily field inspections for Harvey site, Cerrito site, and WTP Coating work
- Review of contractor's monthly pay request

Certificate of Completion



2022 Board Secretary / Clerk Program

Advanced Coursework

Seaside, CA – November 7 – 9, 2022

Dianna Mann

Clearlake Oaks County Water District

Neil C. McCormick, CSDA Chief Executive Officer

Ryan Clausnitzer, CSDA Board President



Special District Risk Management Authority

Co-Sponsored By:

Clearlake Oaks County Water District
Summary Balance Sheet
As of November 14, 2022

	Nov 14, 22
ASSETS	
Current Assets	
Checking/Savings	2,388,576.80
Accounts Receivable	204,087.00
Other Current Assets	3,217,180.77
Total Current Assets	5,809,844.57
Fixed Assets	21,992,767.21
TOTAL ASSETS	27,802,611.78
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	119,972.13
Credit Cards	181.70
Other Current Liabilities	9,664,157.03
Total Current Liabilities	9,784,310.86
Long Term Liabilities	958,676.00
Total Liabilities	10,742,986.86
Equity	17,059,624.92
TOTAL LIABILITIES & EQUITY	27,802,611.78

Clearlake Oaks County Water District

Balance Sheet

As of October 31, 2022

	Oct 31, 22
ASSETS	
Current Assets	
Checking/Savings	
102.13 · SEWER RESERVES-9592	125,000.00
102.10 · CRP PC - 6192	83,605.89
102.12 · WATER RESERVES- 8503	487,700.00
102.001 · GL - 9122 (Old Acct. # 053420019)	443,549.55
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)...	880,164.20
Total 101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS 10135...	1,069,164.20
102.01 · WEST AMERICA - REGULAR CHECKING (WEST AMERICA B...	88.98
102.02 · CRP Water - 6990	34,772.95
102.03 · CRP Sewer - 3745	86,507.86
Total Checking/Savings	2,330,389.43
Accounts Receivable	
CUSI Accounts Receivable	204,087.00
Total Accounts Receivable	204,087.00
Other Current Assets	
116 · DEFERRED OUTFLOW- PENSION	236,756.00
103 · PETTY CASH (PETTY CASH - WAS 1013200)	306.59
104 · COUNTY TREASURY (COUNTY TREASURY - WAS 1013201)	47,897.68
130 · Const In Progress - Studies	
130.96 · Const in Progress - WWP 2022 (Grant application for WW...	4,040.00
130.95 · Source Capacity Studygrant prep	9,859.00
130 · Const In Progress - Studies - Other	1,115,176.24
Total 130 · Const In Progress - Studies	1,129,075.24
132 · CRP SEWER (CAPITOL IMPROVEMENTS - SEWER - WAS 1199...	983,511.67
135 · CRP WATER (CAPITOL IMPROVEMENTS - WATER - WAS 1199...	249,148.33
114 · ACCOUNTS RECEIVABLE. (ACCOUNTS RECEIVABLE - WAS 10...	551,411.26
115 · PRE-PAID INSURANCE (PRE-PAID INSURANCE - WAS 1097840)	15,474.00
Total Other Current Assets	3,213,580.77
Total Current Assets	5,748,057.20
Fixed Assets	
138 · USDA Water Improvements	6,604,982.95
128 · Sewer Infrstrcture & Rehab Proj (Phase 1 was the installation of th...	3,952,787.28
121 · Wtr Dist & Wtr Storage Projects (Replacement or installation of w...	
121.1 · Sidewalk Project - District Exp	115,500.66
121 · Wtr Dist & Wtr Storage Projects (Replacement or installation of...	250,195.76
Total 121 · Wtr Dist & Wtr Storage Projects (Replacement or installation...	365,696.42
131 · Waste Water Plant	
131.1 · Pumps/Equipment	99,784.99
131 · Waste Water Plant - Other	57,768.09
Total 131 · Waste Water Plant	157,553.08
126 · Forcemain (phase 1) Cap. Imprv.	1,253,598.85
123 · USDA - Sewer Plant Cap Imprvmt	4,265,559.43
USDA Project	-523,819.00
127 · Water Plant	
127.7 · Ozone System	12,785.71
127.6 · Swan AMI Turbiwell Monitor	25,079.10
127.5 · A/C installation for Filter Rm	750.00
127.4 · PH System	9,959.72
127.2 · Harvy Vault Chlor Inject Proj	1,408.61
127.1 · Major Equipment	357,521.21
127 · Water Plant - Other	211,458.66
Total 127 · Water Plant	618,963.01

Clearlake Oaks County Water District

Balance Sheet

11/14/22

As of October 31, 2022

Accrual Basis

	Oct 31, 22
120 · District General CRP (EQUIPMENT - WAS 1011181)	
120.01 · General Equipment/Tools (GENERAL EQUIPMENT - WATER ...)	1,926,858.13
120.60 · Office (OFFICE EQUIPMENT - WAS 1011192)	27,331.49
120.75 · SCADA	22,386.51
120.90 · Vehicles/Generators/Trailers	753,972.38
120 · District General CRP (EQUIPMENT - WAS 1011181) - Other	95,883.57
Total 120 · District General CRP (EQUIPMENT - WAS 1011181)	2,826,432.08
122 · Bldgs/Grounds Cap Improvements	8,547,329.06
124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER ...)	
124.2 · GIS Online Mapping System	7,453.92
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 - SEW...)	3,146,777.14
Total 124 · D/C System Cap Improvements (COLLECTION SYSTEM - SE...	3,368,980.05
125 · Land - Dist. Cap. Improvements	299,770.00
129 · ALLOW. FOR DEPRECIATION	-9,745,066.00
Total Fixed Assets	21,992,767.21
TOTAL ASSETS	27,740,824.41
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
200 · ACCOUNTS PAYABLE (ACCOUNTS PAYABLE - WAS 2097200)	103,116.29
Total Accounts Payable	103,116.29
Credit Cards	
211 · WAB Credit Card	
211.17 · WAB - Kurt - 0390	209.50
211.16 · WAB - Francisco - 5312	599.11
211.14 · WAB - Dianna - 3226 (211.14: - WAB - Dianna - 3226)	1,329.85
211.13 · WAB - Jeremy - 2499	272.81
Total 211 · WAB Credit Card	2,411.27
Total Credit Cards	2,411.27
Other Current Liabilities	
Annual Depreciation	249,035.55
223.56 · FEDERAL PAYROLL TAX PENALTY (Failure to make a fed...	-3,928.96
280 · Loan	
280.04 · 2021 Water Truck	-15,279.59
280.15 · USDA Water Improvement Project (USDA Wtr Improve...	6,180,962.81
280.02 · KS State Bank - 2019 Vac-Con	185,217.36
280.12 · USDA Loan for Sewer Clarifier	3,049,172.41
Total 280 · Loan	9,400,072.99
221 · Health Ins - EE Portion	-2,923.07
222 · Direct Deposit Liabilities (Direct Deposit Liabilities)	383.04
223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL)	
223.17 · GARNISHMENT - LAKE CO SHERIFF (GARNISHMENT -...	12,936.31
223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL) - O...	-12,600.44
Total 223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL)	335.87
223.55 · FEDERAL PAYROLL TAX WITHHOLDING (FEDERAL PAY...	-1,050.73
223.65 · STATE DISABILITY PAYABLE (STATE DISABILITY PAYAB...	-1.00
223.75 · PAYROLL DEDUCTION - INS CO-PAY (PAYROLL DEDUC...	-12,359.94

Clearlake Oaks County Water District

11/14/22

Balance Sheet

Accrual Basis

As of October 31, 2022

	Oct 31, 22
223.80 · GASB 68 Pension (- WAS 2097190)	26,313.00
223.85 · MISC DEDUCTIONS PAYABLE (MISC DEDUCTIONS PAYA...	5,684.17
223.90 · COMPENSATED EMPLOYEE BENEFITS (COMPENSATED...	18,602.20
24000 · Payroll Liabilities (Unpaid payroll liabilities. Amounts with...	-19,891.38
Total Other Current Liabilities	9,660,271.74
Total Current Liabilities	9,765,799.30
Long Term Liabilities	
295 · NET PWNSION LIABILITY	958,676.00
Total Long Term Liabilities	958,676.00
Total Liabilities	10,724,475.30
Equity	
302 · RETAINED EARNINGS (RETAINED EARNINGS - WAS 3030300)	3,421,075.19
304 · Opening Balance Equity (Opening balances during setup post to t...	-584,283.24
306 · Retained Earnings - OLD (Undistributed earnings of the corporati...	13,899,027.53
Net Income	280,529.63
Total Equity	17,016,349.11
TOTAL LIABILITIES & EQUITY	27,740,824.41

Clearlake Oaks County Water District

11/14/22

Profit and Loss

Accrual Basis

July through October 2022

	Admin (GL)	Sewer (GL)	Water (GL)	Total GL	TOTAL
Ordinary Income/Expense					
Income					
Income					
410 · Client Reg Pmt	0.00	336,956.52	490,059.34	827,015.86	827,015.86
430 · Penalty & Interest	0.00	7,311.61	10,047.52	17,359.13	17,359.13
440 · Misc Revenue	0.00	1,783.37	7,782.33	9,565.70	9,565.70
450 · Other - Non S/W Rev	0.00	51,802.18	51,802.17	103,604.35	103,604.35
Total Income	0.00	397,853.68	559,691.36	957,545.04	957,545.04
Total Income	0.00	397,853.68	559,691.36	957,545.04	957,545.04
Gross Profit	0.00	397,853.68	559,691.36	957,545.04	957,545.04
Expense					
Salaries & EE Benefits					
505 · Salaries & Wages	137,255.34	89,716.05	50,516.55	277,487.94	277,487.94
520 · FICA - District Share	10,298.83	6,586.84	3,718.79	20,604.46	20,604.46
530 · Med/Life Insurance- Dist S...	33,813.70	28,707.68	11,318.48	73,839.86	73,839.86
540 · PERS - District Share	41,979.20	5,108.65	3,233.76	50,321.61	50,321.61
560 · Workers Comp Ins	1,705.87	3,865.64	3,387.07	8,958.58	8,958.58
Total Salaries & EE Benefits	225,052.94	133,984.86	72,174.65	431,212.45	431,212.45
Services & Supplies					
610 · Bank Fees	11,637.30	0.00	0.00	11,637.30	11,637.30
620 · Communications & Internet	2,506.82	3,854.13	3,650.43	10,011.38	10,011.38
622 · Board Exp	4,483.19	0.00	0.00	4,483.19	4,483.19
630 · Equip - Office	195.33	0.00	0.00	195.33	195.33
640 · Fuel & Oil	0.00	2,351.02	4,692.01	7,043.03	7,043.03
645 · Insurance	0.00	13,620.50	13,620.48	27,240.98	27,240.98
657 · Lab	0.00	4,880.00	7,941.14	12,821.14	12,821.14
660 · Memberships & Subscript...	549.11	13,588.25	14,046.53	28,183.89	28,183.89
670 · Postage & Shipping	6,020.99	0.00	0.00	6,020.99	6,020.99
675 · Professional Services	21,671.89	2,703.03	2,606.30	26,981.22	26,981.22
685 · Rents	5,113.54	0.00	0.00	5,113.54	5,113.54
690 · Safety & Security	1,863.85	1,921.89	1,660.66	5,446.40	5,446.40
700 · Tools & Instruments	0.00	1,095.30	446.30	1,541.60	1,541.60
703 · Supplies - Clothing & Pers...	0.00	293.56	114.31	407.87	407.87
705 · Supplies - Office	1,533.09	417.59	396.98	2,347.66	2,347.66
715 · Supplies-Chemicals-Oper...	0.00	26,086.18	34,289.18	60,375.36	60,375.36
720 · Supplies - Inventory - Other	0.00	3,895.00	1,444.69	5,339.69	5,339.69
735 · Training/Classes/Certs/Ci...	0.00	137.50	137.50	275.00	275.00
745 · Travel / Lodging	0.00	37.55	37.52	75.07	75.07
750 · Utilities	2,339.68	30,935.72	91,998.29	125,273.69	125,273.69
760 · Waste Disposal	237.51	26,246.47	1,437.65	27,921.63	27,921.63
795 · Yolo Co	0.00	0.00	17,063.50	17,063.50	17,063.50
799 · Misc					
799.1 · Customer Refund - A...	0.00	0.00	2,891.10	2,891.10	2,891.10
Total 799 · Misc	0.00	0.00	2,891.10	2,891.10	2,891.10
Total Services & Supplies	58,152.30	132,063.69	198,474.57	388,690.56	388,690.56
Repairs & Replacement					
810 · R&R Buildings & Grounds	101.26	697.77	-135.93	663.10	663.10
Total Repairs & Replacement	101.26	697.77	-135.93	663.10	663.10
Total Expense	283,306.50	266,746.32	270,513.29	820,566.11	820,566.11
Net Ordinary Income	-283,306.50	131,107.36	289,178.07	136,978.93	136,978.93
Net Income	-283,306.50	131,107.36	289,178.07	136,978.93	136,978.93

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

4

Target % > **33%**

As of October 2022 Summary	<u>WATER</u>				<u>SEWER</u>			
	Budget		Actual YTD		Budget		Actual YTD	
	Annual	YTD	Amount	%	Annual	YTD	Amount	%
Total Operating Revenue	1,298,210	432,737	559,691	43%	1,125,194	375,065	397,854	35%
Total Operating Expenses	1,231,792	410,597	409,278	33%	1,238,635	412,878	407,996	33%
Operating Balance (loss)	66,418	22,139	150,414		(113,441)	(37,814)	(10,142)	
420 Connection Fees	20,000	6,667	-	0%	20,000	6,667	-	0%
435								
450 Other - Non S/W Rev	150,000	50,000	51,802	35%	180,000	60,000	51,802	29%
Reserves	150,000	50,000	50,000	0%	60,000	20,000	20,000	0%
Net Change In Net Position (loss)	86,418	28,806	152,216		26,559	8,853	21,661	

Current Revenue Notes:

440- Misc Water = Bulk Water

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

Past Revenue Notes

General Ledger	\$450,649.77
District CRP	\$121,280.81
Paradise Cove CRP	\$83,605.89
Water Reserve	\$487,700.00
Sewer Reserve	\$125,000.00
LAIF Account	\$1,069,164.20
Total	\$2,337,400.67

As of October 2022 Operating Revenue	<u>WATER</u>				<u>SEWER</u>			
	Budget		Actual YTD		Budget		Actual YTD	
	Annual	YTD	Amount	%	Annual	YTD	Amount	%
410 Client Reg Pmt	1,268,210	422,737	490,059	39%	1,097,694	365,898	336,957	31%
430 Penalty & Interest	30,000	10,000	10,048	33%	27,500	9,167	7,312	27%
440 Misc	-	-	7,782	0%	0	0	1,783	0%
Total Revenue >	1,298,210	432,737	507,889	39%	1,125,194	375,065	346,052	31%

As of October 2022 Operating Expenses	Budget				Actual			
	Annual	YTD	Amount	%	YTD	Spent	Amount	%
	505 Salaries & Wages	393,050	131,017	119,145	30%	515,299	171,766	158,344
520 FICA - District Share	33,023	11,008	8,869	27%	43,454	14,485	11,737	27%
530 Medical Ins - District Share	85,310	28,437	28,225	33%	130,491	43,497	45,615	35%
540 PERS - District Share	71,818	23,939	24,224	34%	83,236	27,745	26,099	31%
550 Unemployment	2,500	833	-	0%	2,500	833	-	0%
560 Workers Comp Ins	33,028	11,009	4,240	13%	9,102	3,034	4,719	52%
Salaries and Employee Benefits >	618,729	206,243	184,702	30%	784,082	261,361	246,513	31%

605 Advertising	200	67	-	0%	200	67	-	0%
610 Bank Fees	13,424	4,475	5,819	43%	13,414	4,471	5,819	43%
620 Communications & Internet	19,000	6,333	4,905	26%	19,000	6,333	5,108	27%
622 Board Exp	3,500	1,167	2,242	64%	3,500	1,167	2,242	64%
625 Equip - Field (\$300-\$4999)	2,500	833	-	0%	4,000	1,333	-	0%
630 Equip - Office	1,500	500	98	7%	2,000	667	98	5%
640 Fuel & Oil	13,500	4,500	4,692	35%	15,000	5,000	2,351	16%
645 Insurance	38,000	12,667	13,620	36%	38,000	12,667	13,621	36%
650 Interest	3,000	1,000	-	0%	3,000	1,000	-	0%

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657	Lab	20,000	6,667	7,941	40%	11,000	3,667	4,880	44%
660	Memberships & Subscription	32,000	10,667	14,322	45%	35,400	11,800	13,863	39%
665	Mileage Reimb	750	250	-	0%	500	167	-	0%
670	Postage & Shipping	6,500	2,167	3,011	46%	6,500	2,167	3,011	46%
675	Professional Services	54,000	18,000	13,442	25%	37,500	12,500	13,539	36%
685	Rents	7,250	2,417	2,557	35%	7,250	2,417	2,557	35%
690	Safety & Security	5,250	1,750	2,593	49%	10,250	3,417	2,854	28%
700	Tools & Instruments	3,700	1,233	446	12%	2,500	833	1,095	44%
703	Supplies - Clothing & Person	2,800	933	114	4%	3,100	1,033	294	9%
705	Supplies - Office	3,500	1,167	1,164	33%	3,500	1,167	1,185	34%
715	Treatment Chemicals	110,250	36,750	34,289	31%	50,000	16,667	26,086	52%
720	Supplies - Operating - Other	5,000	1,667	1,445	29%	25,000	8,333	3,895	16%
730	Taxes - Licenses	0	0	-	0%	0	0	-	0%
735	Training	2,250	750	138	6%	1,250	417	138	11%
745	Travel	1,000	333	38	4%	500	167	38	8%
750	Utilities	190,900	63,633	93,168	49%	107,900	35,967	32,106	30%
760	Waste Disposal	3,290	1,097	1,557	47%	48,290	16,097	26,365	55%
795	Yolo Co	61,000	20,333	17,064	28%				
799	Misc	-	-	-	0%	-	-	-	0%
	Services and Supplies >	604,064	201,355	224,662	37%	448,554	149,518	161,142	36%
810	R&R Buildings & Grounds	6,000	2,000	(86)	-1%	3,500	1,167	342	10%
815	R & R Damage Claims	0	0	-	0%	-	-	-	0%
820	R&R Lift Stations	-	-	-	0%	-	-	-	0%
830	R&R Equipment	0	0	-	0%	0	0	-	0%
832	R&R Mains/Service Lines	-	-	-	0%	-	-	-	0%
840	R&R Vehicles (\$2k/vehicle)	3,000	1,000	-	0%	2,500	833	-	0%
850	Maintenance Reserve Accou	-	-	-		-	-	-	
	Repairs & Replacement >	9,000	3,000	(86)	-1%	6,000	2,000	342	6%
	Total Expenses >	1,231,792	410,597	409,278	33%	1,238,635	412,878	407,996	33%

4 Administration - Budget Variance Report July 1, 2022 through June 30, 2023		Target % >		33.3%	GL ADMIN	
As of October 2022		2020-2021 Budget		Actual	%	Total
Expenses		Annual	YTD	YTD	Spent	Remaining
505	Salaries & Wages	424,702	141,567	137,255	32.3%	287,447
520	FICA - District Share	36,577	12,192	10,299	28.2%	26,278
530	Medical Ins - District Share	95,918	31,973	33,814	35.3%	62,104
540	PERS-District Share (incl unfunded Liab, 78,867.)	122,615	40,872	41,979	34.2%	80,636
550	Unemployment	5,000	1,667		0.0%	5,000
560	Workers Comp Ins	2,982	994	1,706	57.2%	1,276
Salaries and Employee Benefits >		687,793	229,264	225,053	32.7%	462,740
605	Advertising	400	133	-	0.0%	400
610	Bank Fees	27,000	9,000	11,637	43.1%	15,363
620	Communications & Internet	7,000	2,333	2,507	35.8%	4,493
622	Board Exp	7,000	2,333	4,483	64.0%	2,517
625	Equip - Field (up to \$4999)	0	0		0.0%	0
630	Equip - Office	2,000	667	195	9.8%	1,805
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	1,333	549	13.7%	3,451
665	Mileage Reimb	500	167		0.0%	500
670	Postage & Shipping	13,000	4,333	6,021	46.3%	6,979
675	Professional Services (Legal, IT, CUSI annual)	58,000	19,333	21,672	37.4%	36,328
685	Rents	14,500	4,833	5,114	35.3%	9,386
690	Safety & Security (boots)	1,500	500	1,864	124.3%	(364)
700	Tools & Instruments	0	0		0.0%	0
703	Supplies - Clothing & Personal	600	200		0.0%	600
705	Supplies - Office	5,000	1,667	1,533	30.7%	3,467
715	Treatment Chemicals	0	0		0.0%	0
720	Supplies - Operating - Other	0	0		0.0%	0
730	Taxes - Licenses	0	0		0.0%	0
735	Training, Certs (Classes, books)	500	167		0.0%	500
745	Travel / Lodging	1,000	333		0.0%	1,000
750	Utilities	5,800	1,933	2,340	40.3%	3,460
760	Waste Disposal	580	193	238	41.0%	342
795	Yolo Co	0	0		0.0%	0
799	Misc	0	0		0.0%	0
Services and Supplies >		148,380	49,460	58,153	39.2%	90,227
810	R&R Buildings & Grounds	2,000	667	101	5.1%	1,899
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	667	101	5.0%	1,899
Total Expenses >		838,173	279,391	283,307	33.8%	554,866

690 Complete lock replacement on side door

4	Sewer - Budget Variance Report July 1, 2022 through June 30, 2023	Target % >	33.3%	GL SEWER		
	As of October 2022	2020-2021 Budget	Actual	%	Total	
	Expenses	Annual	YTD	Spent	Remaining	
505	Salaries & Wages	302,948	100,983	89,716	29.6%	213,232
520	FICA - District Share	25,165	8,388	6,587	26.2%	18,578
530	Medical Ins - District Share	82,532	27,511	28,708	34.8%	53,824
540	PERS - District Share (\$14.5K Unfunded)	21,928	7,309	5,109	23.3%	16,819
550	Unemployment	0	0	0	0.0%	0
560	Workers Comp Ins	7,611	2,537	3,866	50.8%	3,745
	Salaries and Employee Benefits >	440,185	146,728	133,986	30.4%	306,199
605	Advertising	0	0	0	0.0%	0
610	Bank Fees	0	0	0	0.0%	0
620	Communications & Internet	13,000	4,333	3,854	29.6%	9,146
622	Board Exp	0	0	0	0.0%	0
625	Equip - Field (up to \$4999)	1,500	500	0	0.0%	1,500
630	Equip - Office	1,000	333	0	0.0%	1,000
640	Fuel & Oil (Schaeffers)	10,000	3,333	2,351	23.5%	7,649
645	Insurance	38,000	12,667	13,621	35.8%	24,379
650	Interest	0	0	0	0.0%	0
657	Outsource Lab / Internal Lab	11,000	3,667	4,880	44.4%	6,120
660	Memberships/Subscriptions/Permits	33,400	11,133	13,588	40.7%	19,812
665	Mileage Reimb	250	83	0	0.0%	250
670	Postage & Shipping	0	0	0	0.0%	0
675	Professional Services (SCADA)	8,500	2,833	2,703	31.8%	5,797
685	Rents	0	0	0	0.0%	0
690	Safety & Security (includes boots)	9,500	3,167	1,922	20.2%	7,578
700	Tools & Instruments	2,500	833	1,095	43.8%	1,405
703	Supplies - Clothing & Personal	2,800	933	294	10.5%	2,506
705	Supplies - Office	1,000	333	418	41.8%	582
715	Treatment Chemicals	50,000	16,667	26,086	52.2%	23,914
720	Supplies-Operating-Other-Titan Tubes	25,000	8,333	3,895	15.6%	21,105
730	Taxes - Licenses	-	-	0	0.0%	-
735	Training, Certs (classes, books)	1,000	333	138	13.8%	862
745	Travel / Lodging	-	-	38	0.0%	(38)
750	Utilities	105,000	35,000	30,936	29.5%	74,064
760	Waste Disposal	48,000	16,000	26,246	54.7%	21,754
795	Yolo Co	0	0	0	0.0%	0
799	Misc	0	0	0	0.0%	0
799.1	Customer Refund					
	Services and Supplies >	361,450	120,483	132,065	36.5%	229,385
810	R&R Buildings & Grounds	2,500	833	291	11.6%	2,209
815	R & R Damage Claims	0	0	0	0.0%	0
820	R&R Lift Stations	0	0	0	0.0%	0
830	R&R Equipment	0	0	0	0.0%	0
832	R&R Mains/Service Lines	0	0	0	0.0%	-
840	R&R Vehicles	2,500	833	0	0.0%	2,500
		-	-	0	0.0%	-
	Repairs & Replacement >	5,000	1,667	291	5.8%	4,709
	Total Expenses >	806,635	268,878	266,342	33.0%	540,293
	Expense Notes					

Handwritten mark

Clearlake Oaks County Water District
CRP/CIP Profit and Loss
 July through October 2022

	PC (CRP)	Water (CRP)	Sewer (CRP)	Total CRP	TOTAL
Ordinary Income/Expense					
Income					
Income					
425 · CRP (Capital Replacment Plan)	90,407.25	138,478.31	155,886.78	384,772.34	384,772.34
430 · Penalty & Interest	136.16	3,220.15	3,255.63	6,611.94	6,611.94
Total Income	<u>90,543.41</u>	<u>141,698.46</u>	<u>159,142.41</u>	<u>391,384.28</u>	<u>391,384.28</u>
Total Income	<u>90,543.41</u>	<u>141,698.46</u>	<u>159,142.41</u>	<u>391,384.28</u>	<u>391,384.28</u>
Gross Profit	<u>90,543.41</u>	<u>141,698.46</u>	<u>159,142.41</u>	<u>391,384.28</u>	<u>391,384.28</u>
Expense					
Salaries & EE Benefits					
505 · Salaries & Wages	0.00	19,515.57	81,505.99	101,021.56	101,021.56
520 · FICA - District Share	0.00	1,395.84	6,062.43	7,458.27	7,458.27
530 · Med/Life Insurance- Dist Share	0.00	3,863.75	17,554.21	21,417.96	21,417.96
540 · PERS - District Share	0.00	1,271.68	5,799.56	7,071.24	7,071.24
560 · Workers Comp Ins	0.00	1,162.07	5,389.31	6,551.38	6,551.38
Total Salaries & EE Benefits	<u>0.00</u>	<u>27,208.91</u>	<u>116,311.50</u>	<u>143,520.41</u>	<u>143,520.41</u>
Services & Supplies					
620 · Communications & Internet	0.00	380.72	380.63	761.35	761.35
640 · Fuel & Oil	0.00	5,019.64	6,685.22	11,704.86	11,704.86
650 · Interest	0.00	866.75	1,939.42	2,806.17	2,806.17
657 · Lab	0.00	2,900.00	0.00	2,900.00	2,900.00
720 · Supplies - Inventory - Other	0.00	227.00	227.00	454.00	454.00
Total Services & Supplies	<u>0.00</u>	<u>9,394.11</u>	<u>9,232.27</u>	<u>18,626.38</u>	<u>18,626.38</u>
Repairs & Replacement					
810 · R&R Buildings & Grounds	0.00	6,550.00	300.96	6,850.96	6,850.96
830 · R&R Equipment	5,051.48	4,269.63	8,878.44	18,199.55	18,199.55
832 · R&R Mains and Sewer Lines	0.00	8,724.72	3,129.86	11,854.58	11,854.58
840 · R&R Vehicles	0.00	7,432.47	11,437.34	18,869.81	18,869.81
Total Repairs & Replacement	<u>5,051.48</u>	<u>26,976.82</u>	<u>23,746.60</u>	<u>55,774.90</u>	<u>55,774.90</u>
Total Expense	<u>5,051.48</u>	<u>63,579.84</u>	<u>149,290.37</u>	<u>217,921.69</u>	<u>217,921.69</u>
Net Ordinary Income	<u>85,491.93</u>	<u>78,118.62</u>	<u>9,852.04</u>	<u>173,462.59</u>	<u>173,462.59</u>
Net Income	<u><u>85,491.93</u></u>	<u><u>78,118.62</u></u>	<u><u>9,852.04</u></u>	<u><u>173,462.59</u></u>	<u><u>173,462.59</u></u>

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

4

Target % > **33.3%** **CRP-PC**

As of October 2022

Summary	Budget		Actual YTD		%	Total
	Annual	YTD	Amount	%		
PC CRP Revenue	19,536	6,512	90,543	463.5%	0%	
PC CRP Expenses	0	0	5,051	0.0%	0%	
		2021-2022 Budget		Actual	%	Total
Expenses	Annual	YTD	YTD	Spent	Remaining	
605 Advertising	-	-	-	0.0%	-	
610 Bank Fees	-	-	-	0.0%	-	
620 Communications & Internet	-	-	-	0.0%	-	
622 Board Exp	-	-	-	0.0%	-	
625 Equip - Field (up to \$4999)	-	-	-	0.0%	-	
630 Equip - Office	-	-	-	0.0%	-	
640 Fuel & Oil	-	-	-	0.0%	-	
645 Insurance	-	-	-	0.0%	-	
650 Interest	-	-	-	0.0%	-	
657 Outsource Lab / Internal Lab	-	-	-	0.0%	-	
660 Memberships & Subscriptions	-	-	-	0.0%	-	
665 Mileage Reimb	-	-	-	0.0%	-	
670 Postage & Shipping	-	-	-	0.0%	-	
675 Professional Services (SCADA)	-	-	-	0.0%	-	
685 Rents	-	-	-	0.0%	-	
690 Safety & Security (includes boots	-	-	-	0.0%	-	
700 Tools & Instruments	-	-	-	0.0%	-	
703 Supplies - Clothing & Personal	-	-	-	0.0%	-	
705 Supplies - Office	-	-	-	0.0%	-	
715 Treatment Chemicals	-	-	-	0.0%	-	
720 Supplies - Operating - Other	-	-	-	0.0%	-	
730 Taxes - Licenses	-	-	-	0.0%	-	
735 Training, Certs (classes, books)	-	-	-	0.0%	-	
745 Travel / Lodging	-	-	-	0.0%	-	
750 Utilities	-	-	-	0.0%	-	
760 Waste Disposal	-	-	-	0.0%	-	
795 Yolo Co	-	-	-	0.0%	-	
799 Misc	0	0	-	0.0%	0	
Services and Supplies >		0	0	-	0.0%	0
810 R&R Buildings & Grounds	-	-	-	0.0%	-	
815 R & R Damage Claims	0	0	-	0.0%	0	
820 R&R Lift Stations	-	-	-	0.0%	-	
830 R&R Equipment	-	-	5,051	0.0%	(5,051)	
832 R&R Mains/Laterals	-	-	-	0.0%	-	
840 R&R Vehicles	-	-	-	0.0%	-	
Repairs & Replacement >		0	0	5,051	0.0%	(5,051)
Total Expenses >		0	0	5,051	0.0%	(5,051)

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

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

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Budget Variance Report July 1, 2022 through June 30, 2023

As of October 2022 Summary		WATER - CRP Budget			Actual YTD	
		Annual	YTD		Amount	%
WATER CRP Revenue		439,444	146,481	141,698	32.2%	0%
WATER CRP Expenses		511,279	170,426	63,582	12.4%	0%
Operating Balance		(71,835)	(23,945)	78,116		
Expenses		2020-2021 Annual	Budget YTD	Actual YTD	% Spent	Total Remaining
505	Salaries & Wages	257,969	85,990	19,516	7.6%	238,453
520	FICA - District Share	21,162	7,054	1,396	6.6%	19,766
530	Medical Ins - District Share	70,407	23,469	3,864	5.5%	66,543
540	PERS - District Share	16,469	5,490	1,272	7.7%	15,197
550	Unemployment	0	0		0.0%	0
560	Workers Comp Ins	8,122	2,707	1,162	14.3%	6,960
Salaries and Employee Benefits >		374,129	124,710	27,210	7.3%	346,919
605	Advertising	0	0	-	0.0%	0
610	Bank Fees	0	0	-	0.0%	0
620	Communications & Internet	3,500	1,167	381	10.9%	3,119
622	Board Exp	0	0		0.0%	0
625	Equip - Field (up to \$4999)	1,250	417		0.0%	1,250
630	Equip - Office	-	-			
640	Fuel & Oil	14,400	4,800	5,020	34.9%	9,380
645	Insurance	0	0		0.0%	0
650	Interest	0	0	867	0.0%	(867)
657	Outsource Lab / Internal Lab	3,000	1,000	2,900	0.0%	100
660	Memberships & Subscriptions	0	0		0.0%	0
665	Mileage Reimb	0	0		0.0%	0
670	Postage & Shipping	0	0		0.0%	0
675	Professional Services Leak Chk	-	-		0.0%	-
685	Rents	0	0		0.0%	0
690	Safety & Sec (includes boots)	-	-		0.0%	-
700	Tools & Instruments	2,000	667		0.0%	2,000
703	Supplies - Clothing & Personal	1,500	500		0.0%	1,500
705	Supplies - Office	-	-		0.0%	-
715	Treatment Chemicals	0	0		0.0%	0
720	Supplies - Operating - Other	3,000	1,000	227	0.0%	2,773
730	Taxes - Licenses	0	0		0.0%	0
735	Training, Certs (classes, books)	500	167		0.0%	500
745	Travel / Lodging	-	-		0.0%	-
750	Utilities	0	0		0.0%	0
760	Waste Disposal	0	0		0.0%	0
795	Yolo Co	0	0		0.0%	0
799	Misc	0	0		0.0%	0
Services and Supplies >		29,150	9,717	9,395	32.2%	19,755
810	R&R Buildings & Grounds	5,000	1,667	6,550	131.0%	(1,550)
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	11,667	4,270	12.2%	30,730
830.1	Hydrants	-	-			
832	R&R Mains/Service Lines/Tanks	50,000	16,667	8,725	17.5%	41,275
840	R&R Vehicles	18,000	6,000	7,432	41.3%	10,568
Repairs & Replacement >		108,000	36,000	26,977	25.0%	81,023
810	Fence Rpr for H/Run					
830	Chlorine Analyzer					
Total Expenses >		511,279	170,426	63,582	12.4%	447,697

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

4

SEWER-CRP

Target % > **33.3%** **CRP-SEWER**

As of October 2022

Summary	Budget Annual	YTD		Actual YTD Amount %	
SEWER CRP Revenue	509,022	169,674	159,142	31.3%	0%
SEWER CRP Expenses	474,523	158,174	149,289	31.5%	0%

Operating Balance (loss)	34,499	11,500	9,853
---------------------------------	---------------	---------------	--------------

Expenses		2020-2021 Budget		Actual	%	Total
		Annual	YTD	YTD	Spent	Remaining
505	Salaries & Wages	253,805	84,602	81,506	32.1%	172,299
520	FICA - District Share	21,334	7,111	6,062	28.4%	15,272
530	Medical Ins - District Share	50,738	16,913	17,554	34.6%	33,184
540	PERS - District Share	15,486	5,162	5,800	37.5%	9,686
550	Unemployment	-	-	-	0.0%	-
560	Workers Comp Ins	8,010	2,670	5,389	67.3%	2,621
	Salaries and Employee Benefits >	349,373	116,458	116,311	33.3%	233,062
605	Advertising	0	0	-	0.0%	0
610	Bank Fees	0	0	-	0.0%	0
620	Communications & Internet	5,000	1,667	381	7.6%	4,619
622	Board Exp	0	0	-	0.0%	0
625	Equip - Field (up to \$4999)	1,250	417	-	0.0%	1,250
630	Equip - Office	-	-	-	0.0%	-
640	Fuel & Oil	14,400	4,800	6,685	46.4%	7,715
645	Insurance	0	0	-	0.0%	0
650	Interest	0	0	1,939	0.0%	(1,939)
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	667	-	0.0%	2,000
703	Supplies - Clothing & Personal	1,500	500	-	0.0%	1,500
705	Supplies - Office	-	-	-	0.0%	-
715	Treatment Chemicals	0	0	-	0.0%	0
720	Supplies - Operating - Other	3,000	1,000	227	0.0%	2,773
730	Taxes - Licenses	0	0	-	0.0%	0
735	Training, Certs (classes, books)	500	167	-	0.0%	500
745	Travel / Lodging	-	-	-	0.0%	-
750	Utilities	0	0	-	0.0%	0
760	Waste Disposal	0	0	-	0.0%	0
795	Yolo Co	0	0	-	0.0%	0
799	Misc	0	0	-	0.0%	0
	Services and Supplies >	27,650	9,217	9,232	33.4%	18,418
810	R&R Buildings & Grounds	7,500	2,500	301	4.0%	7,199
815	R & R Damage Claims	0	0	-	0.0%	0
820	R&R Lift Stations	20,000	6,667	-	0.0%	20,000
830	R&R Equipment	35,000	11,667	8,878	25.4%	26,122
832	R&R Mains/Laterals	25,000	8,333	3,130	12.5%	21,870
840	R&R Vehicles	10,000	3,333	11,437	114.4%	(1,437)
	Repairs & Replacement >	97,500	32,500	23,746	24.4%	73,754
	Total Expenses >	474,523	158,174	149,289	31.5%	325,234

Clearlake Oaks County Water District
Capital Improvements
As of September 30, 2022

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
Total 130 · Const In Progress - Studies				9,720.00
135 · CRP WATER (CAPITOL IMPROVEMENTS - WATER - WAS 1199100)				
138 · USDA Water Improvements				
07/05/2022	MC Engineering, Inc		Loan/Grant:...	20,963.26
07/15/2022	AES - Analytical Envir...	Vault installation proj...	Loan/Grant:...	1,975.73
07/31/2022	T & S Construction Co...	Payment #14	Loan/Grant:...	252,320.00
08/05/2022	MC Engineering, Inc	USDA Meters/Tank	Loan/Grant:...	15,697.63
08/31/2022	T & S Construction Co...	#15	Loan/Grant:...	245,416.04
09/07/2022	MC Engineering, Inc	USDA Water Improv...	Loan/Grant:...	18,505.85
09/30/2022	T & S Construction Co...	USDA Water Improve	Loan/Grant:...	145,920.00
Total 138 · USDA Water Improvements				700,798.51
128 · Sewer Infrstrcture & Rehab Proj (Phase 1 was the installation of the Force Main)				
Total 128 · Sewer Infrstrcture & Rehab Proj (Phase 1 was the installation of the F...				
121 · Wtr Dist & Wtr Storage Projects (Replacement or installation of water distrib...				
131 · Waste Water Plant				
131.1 · Pumps/Equipment				
Total 131.1 · Pumps/Equipment				
131 · Waste Water Plant - Other				
Total 131 · Waste Water Plant - Other				
Total 131 · Waste Water Plant				
127 · Water Plant				
127.6 · Swan AMI Turbiwell Monitor				
Total 127.6 · Swan AMI Turbiwell Monitor				
127.5 · A/C installation for Filter Rm				
Total 127.5 · A/C installation for Filter Rm				
127.4 · PH System				
Total 127.4 · PH System				
127.2 · Harvy Vault Chlor Inject Proj				
Total 127.2 · Harvy Vault Chlor Inject Proj				
127.1 · Major Equipment				
09/07/2022	Commercial Pump & ...	Back-up Pump for Di...	CRP:Water	8,655.08
Total 127.1 · Major Equipment				8,655.08
127 · Water Plant - Other				
Total 127 · Water Plant - Other				
Total 127 · Water Plant				8,655.08
120 · District General CRP (EQUIPMENT - WAS 1011181)				
120.01 · General Equipment/Tools (GENERAL EQUIPMENT - WATER - WAS 1011190)				
Total 120.01 · General Equipment/Tools (GENERAL EQUIPMENT - WATER - ...				
120.60 · Office (OFFICE EQUIPMENT - WAS 1011192)				
Total 120.60 · Office (OFFICE EQUIPMENT - WAS 1011192)				
120.75 · SCADA				
Total 120.75 · SCADA				
120.90 · Vehicles/Generators/Trailers				
Total 120.90 · Vehicles/Generators/Trailers				
120 · District General CRP (EQUIPMENT - WAS 1011181) - Other				
Total 120 · District General CRP (EQUIPMENT - WAS 1011181) - Other				
Total 120 · District General CRP (EQUIPMENT - WAS 1011181)				

Clearlake Oaks County Water District
Capital Improvements
 As of September 30, 2022

Date	Name	Memo	Class	Amount
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
Total 124.2 · GIS Online Mapping System				468.75
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 - ...				4,997.50
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
Total 280.04 · 2021 Water Truck				4,377.43
280.15 · USDA Water Improvement Project (USDA Wtr Improvement Proj total \$5 Million)				
08/11/2022	USDA Rural Develop...	Payment #15	Loan/Grant:...	-293,476.66
09/01/2022	USDA Rural Develop...	Payment #1 Water	Loan/Grant:...	30,500.19
09/16/2022	USDA Rural Develop...	Payment #16	Loan/Grant:...	-263,921.89
Total 280.15 · USDA Water Improvement Project (USDA Wtr Improvement Pr...				-526,898.36
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
Total 280.02 · KS State Bank - 2019 Vac-Con				21,077.94
Total 280 · Loan				-501,442.99
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
Total 435-8 · Intake Pump Extension				-124,538.42

**Clearlake Oaks County Water District
Capital Improvements
As of September 30, 2022**

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Class</u>	<u>Amount</u>
Total 435 · Loans/Grants				-124,538.42
Total Income				-124,538.42
Loans/Grants				
935 · Actiflo Pilot Program				
07/05/2022	MC Engineering, Inc		Loan/Grant:...	2,145.00
08/05/2022	MC Engineering, Inc	Pilot Actiflo	Loan/Grant:...	3,280.00
09/30/2022	T & S Construction Co...	Actiflo	Loan/Grant:...	109,326.28
Total 935 · Actiflo Pilot Program				114,751.28
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
Total 930.1 · Source Capacity Study				16,956.50
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
Total 930 · Intake Pump Extension - Other				8,541.05
Total 930 · Intake Pump Extension				25,497.55
Total Loans/Grants				140,248.83
TOTAL				238,438.51



Accounts

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

CRP PC *6192

Available ****\$83,605.89**

Current **\$83,605.89**

CRP SEWER *3745

Available ****\$86,507.86**

Current **\$86,507.86**

GENERAL LEDGER *9122

Available ****\$456,660.41**

Current **\$426,886.46**

PUBLIC REGULAR CHK *8503

Available ****\$487,700.00**

Current **\$487,700.00**

PUBLIC REGULAR CHK *9592

Available ****\$125,000.00**

Current **\$125,000.00**

CRP WATER *6990

Available ****\$34,772.95**

Current **\$34,772.95**

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Money Management

BALANCE TOTALS

Total Deposit Accounts \$1,244,473.16

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

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Outside Accounts



No outside accounts added.

Add account

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November 2022						
Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

California State Treasurer
Fiona Ma, CPA



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

November 14, 2022

[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

October 2022 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
10/14/2022	10/13/2022	QRD	1715901	N/A	SYSTEM	3,625.64

Account Summary

Total Deposit:	3,625.64	Beginning Balance:	1,065,538.56
Total Withdrawal:	0.00	Ending Balance:	1,069,164.20

Clearlake Oaks County Water District
Payroll Summary
October 2022

	<u>Hours</u>	<u>Rate</u>	<u>Oct 22</u>
Employee Wages, Taxes and Adjustments			
Gross Pay			
CTO Saved	-27.25	58.31	-1,308.60
CTO Used	32.63	31.27	1,201.40
Holiday	112	31.27	3,806.76
Holiday Worked (x2.5)	4	71.93	276.62
Overtime (x1.5)	97.75	50.15	4,689.67
PTO	321.95	31.27	11,147.29
Straight Board Duty Pay	2,249.75	31.27	74,730.64
			400.00
			4,305.00
Total Gross Pay	2,790.83		99,248.78
Deductions from Gross Pay			
ACWA (pre-tax)			-3,135.27
AFLAC (pre-tax)			-396.00
AFLAC (taxable) AFTER TAX			-209.76
CALPers 457			-400.00
CALPers EE (Pretax)			-4,984.10
Total Deductions from Gross Pay			-9,125.13
Adjusted Gross Pay	2,790.83		90,123.65
Taxes Withheld			
Federal Withholding			-6,703.00
Medicare Employee			-1,387.91
Social Security Employee			-5,934.46
CA - Withholding			-2,650.42
CA - Disability			-1,052.91
Total Taxes Withheld			-17,728.70
Deductions from Net Pay			
Wage Garnishment			-530.76
Total Deductions from Net Pay			-530.76
Additions to Net Pay			
Miscellaneous Addition			118.50
Total Additions to Net Pay			118.50
Net Pay	2,790.83		71,982.69
Employer Taxes and Contributions			
Medicare Company			1,387.91
Social Security Company			5,934.46
Total Employer Taxes and Contributions			7,322.37

Trial Balance

As of October 31, 2022

Accrual Basis

	Oct 31, 22	
	Debit	Credit
102.13 · SEWER RESERVES-9592	125,000.00	
102.11 · PC ESCROW - 6184	0.00	
102.10 · CRP PC - 6192	83,605.89	
102.12 · WATER RESERVES- 8503	487,700.00	
102.001 · GL - 9122	443,549.55	
102.04 · DWR - CHECKING	0.00	
101 · LAIF - CASH IN BANK	880,164.20	
101 · LAIF - CASH IN BANK:CIP Deposits 2014	189,000.00	
102.01 · WEST AMERICA - REGULAR CHECKING	88.98	
102.02 · CRP Water - 6990	34,772.95	
102.03 · CRP Sewer - 3745	86,507.86	
CUSI Accounts Receivable	204,087.00	
116 · DEFERRED OUTFLOW- PENSION	236,756.00	
103 · PETTY CASH	306.59	
104 · COUNTY TREASURY	47,897.68	
130 · Const In Progress - Studies	1,115,176.24	
130 · Const In Progress - Studies:130.96 · Const in Progress - WWP 2...	4,040.00	
130 · Const In Progress - Studies:130.95 · Source Capacity Studygran...	9,859.00	
130 · Const In Progress - Studies:130.75 · SCADA	0.00	
132 · CRP SEWER	983,511.67	
132 · CRP SEWER:132.05 · CIP SEWER LABOR	0.00	
135 · CRP WATER	249,148.33	
135 · CRP WATER:135.02 · Aircon Project	0.00	
135 · CRP WATER:135.05 · Backwash Pump Filters #2-#3	0.00	
135 · CRP WATER:135.10 · High Valley Project 2013	0.00	
135 · CRP WATER:135.20 · CIP WATER LABOR	0.00	
111 · INVENTORY - WATER	0.00	
114 · ACCOUNTS RECEIVABLE.	551,411.26	
115 · PRE-PAID INSURANCE	15,474.00	
1890 · ACCOUNTS RECEIVABLE - OTHER	0.00	
12000 · Undeposited Funds	0.00	
138 · USDA Water Improvements	6,604,982.95	
128 · Sewer Infrstrcture & Rehab Proj	3,952,787.28	
121 · Wtr Dist & Wtr Storage Projects	250,195.76	
121 · Wtr Dist & Wtr Storage Projects:121.1 · Sidewalk Project - Distri...	115,500.66	
131 · Waste Water Plant	57,768.09	
131 · Waste Water Plant:131.1 · Pumps/Equipment	99,784.99	
126 · Forcemain (phase 1) Cap. Imprv.	1,253,598.85	
123 · USDA - Sewer Plant Cap Imprvmt	4,265,559.43	
USDA Project		523,819.00
127 · Water Plant	211,458.66	
127 · Water Plant:127.7 · Ozone System	12,785.71	
127 · Water Plant:127.6 · Swan AMI Turbiwell Monitor	25,079.10	
127 · Water Plant:127.5 · A/C installation for Filter Rm	750.00	
127 · Water Plant:127.4 · PH System	9,959.72	
127 · Water Plant:127.2 · Harvy Vault Chlor Inject Proj	1,408.61	
127 · Water Plant:127.1 · Major Equipment	357,521.21	
120 · District General CRP	95,883.57	
120 · District General CRP:120.01 · General Equipment/Tools	1,926,858.13	
120 · District General CRP:120.60 · Office	27,331.49	
120 · District General CRP:120.75 · SCADA	22,386.51	
120 · District General CRP:120.90 · Vehicles/Generators/Trailers	753,972.38	
122 · Bldgs/Grounds Cap Improvements	8,547,329.06	
124 · D/C System Cap Improvements	3,146,777.14	
124 · D/C System Cap Improvements:124.2 · GIS Online Mapping Syst...	7,453.92	
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 · Lif...	66,042.23	
124 · D/C System Cap Improvements:124.50 · Mains	14,788.58	
124 · D/C System Cap Improvements:124.60 · Meters	10,000.34	
124 · D/C System Cap Improvements:124.90 · Water Tanks	40,615.04	
125 · Land - Dist. Cap. Improvements	299,770.00	
129 · ALLOW. FOR DEPRECIATION		9,745,066.00
200 · ACCOUNTS PAYABLE		103,116.29
211 · WAB Credit Card:211.17 · WAB - Kurt - 0390		209.50
211 · WAB Credit Card:211.16 · WAB - Francisco - 5312		599.11
211 · WAB Credit Card:211.15 · WAB - Kurt - 9133	0.00	
211 · WAB Credit Card:211.14 · WAB - Dianna - 3226		1,329.85
211 · WAB Credit Card:211.13 · WAB - Jeremy - 2499		272.81

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Clearlake Oaks County Water District

Trial Balance

11/14/22

As of October 31, 2022

Accrual Basis

	Oct 31, 22	
	Debit	Credit
211 · WAB Credit Card:211.12 · WAB- Francisco - 2481	0.00	
211 · WAB Credit Card:211.11 · WAB - Dan - 2507	0.00	
211 · WAB Credit Card:211.10 · WAB - Dianna - 2473	0.00	
210 · Cal Card	0.00	
210 · Cal Card:210-09 · Cal Card - 5855	0.00	
210 · Cal Card:210-08 · Cal Card - 5848	0.00	
210 · Cal Card:210-07 · Cal-Card	0.00	
210 · Cal Card:210.06 · Cal Card - 3879	0.00	
210 · Cal Card:210.05 · Cal Card - 4075	0.00	
210 · Cal Card:210.04 · Cal Card - 7397	0.00	
210 · Cal Card:210.01 · Cal Card -	0.00	
210 · Cal Card:210.02 · Cal Card 0010	0.00	
210 · Cal Card:210.03 · Cal Card	0.00	
Annual Depreciation		249,035.55
224 · USDA Retainage	0.00	
223.56 · FEDERAL PAYROLL TAX PENALTY	3,928.96	
280 · Loan:280.04 · 2021 Water Truck	15,279.59	
280 · Loan:280.15 · USDA Water Improvement Project		6,180,962.81
280 · Loan:280.02 · KS State Bank - 2019 Vac-Con		185,217.36
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	2,923.07	
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	12,600.44	
223.15 · GARNISHMENTS:223.16 · GARNISHMENT - COURT DEBT OR...	0.00	
223.15 · GARNISHMENTS:223.17 · GARNISHMENT - LAKE CO SHERIFF		12,936.31
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	12,359.94	
223.80 · GASB 68 Pension		26,313.00
223.85 · MISC DEDUCTIONS PAYABLE		5,684.17
223.90 · COMPENSATED EMPLOYEE BENEFITS		18,602.20
24000 · Payroll Liabilities	19,891.38	
295 · NET PWNSION LIABILITY		958,676.00
226 · USDA Int Pymnt-Swr Clarifier	0.00	
225 · USDA Payment - Sewer Clarifier	0.00	
281 · BOND PAYABLE	0.00	
302 · RETAINED EARNINGS		3,421,075.19
304 · Opening Balance Equity	584,283.24	
306 · Retained Earnings - OLD		13,899,027.53
Income:410 · Client Reg Pmt		827,195.76
Income:425 · CRP		384,772.34
Income:430 · Penalty & Interest		27,596.71

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Clearlake Oaks County Water District

Trial Balance

11/14/22

As of October 31, 2022

Accrual Basis

	Oct 31, 22	
	Debit	Credit
Income:430 · Penalty & Interest:430.2 · Bank Interest	2.19	
Income:435 · Loans/Grants:435-8 · Intake Pump Extension		124,538.42
Income:440 · Misc Revenue		9,565.70
Income:450 · Other - Non S/W Rev		103,604.35
Loans/Grants:935 · Actiflo Pilot Program	123,631.28	
Loans/Grants:930 · Intake Pump Extension	9,941.05	
Loans/Grants:930 · Intake Pump Extension:930.1 · Source Capacity St...	18,846.50	
Salaries & EE Benefits:545 · CALPers 457	0.00	
Salaries & EE Benefits:505 · Salaries & Wages	378,509.50	
Salaries & EE Benefits:520 · FICA - District Share	28,062.73	
Salaries & EE Benefits:530 · Med/Life Insurance- Dist Share	96,625.46	
Salaries & EE Benefits:540 · PERS - District Share	57,392.85	
Salaries & EE Benefits:560 · Workers Comp Ins	15,509.96	
Services & Supplies:610 · Bank Fees	11,649.30	
Services & Supplies:620 · Communications & Internet	10,772.73	
Services & Supplies:622 · Board Exp	4,483.19	
Services & Supplies:630 · Equip - Office	195.33	
Services & Supplies:640 · Fuel & Oil	18,747.89	
Services & Supplies:645 · Insurance	27,240.98	
Services & Supplies:650 · Interest	2,806.17	
Services & Supplies:657 · Lab	15,721.14	
Services & Supplies:660 · Memberships & Subscription	28,183.89	
Services & Supplies:670 · Postage & Shipping	6,020.99	
Services & Supplies:675 · Professional Services	26,981.22	
Services & Supplies:685 · Rents	5,113.54	
Services & Supplies:690 · Safety & Security	5,446.40	
Services & Supplies:700 · Tools & Instruments	1,541.60	
Services & Supplies:703 · Supplies - Clothing & Personal	407.87	
Services & Supplies:705 · Supplies - Office	2,347.66	
Services & Supplies:715 · Supplies-Chemicals-Operating	61,245.25	
Services & Supplies:720 · Supplies - Inventory - Other	5,793.69	
Services & Supplies:735 · Training/Classes/Certs/ClassB	275.00	
Services & Supplies:745 · Travel / Lodging	75.07	
Services & Supplies:750 · Utilities	125,273.69	
Services & Supplies:760 · Waste Disposal	27,921.63	
Services & Supplies:795 · Yolo Co	17,063.50	
Services & Supplies:799 · Misc:799.1 · Customer Refund - Acct closed	2,891.10	
Repairs & Replacement:810 · R&R Buildings & Grounds	7,514.06	
Repairs & Replacement:830 · R&R Equipment	19,345.15	
Repairs & Replacement:832 · R&R Mains and Sewer Lines	11,854.58	
Repairs & Replacement:840 · R&R Vehicles	18,869.81	
66000 · Payroll Expenses	2,439.70	
TOTAL	39,858,771.41	39,858,771.41

Account Payable Breakdown

Date: 11/14/2022

	<u>QuickBooks</u>	<u>WAB Balance</u>	<u>WAB Available</u>
General Ledger - 9122	\$450,649.77	\$426,886.46	\$456,660.41
CRP Water - 6990	\$34,772.95	\$34,772.95	\$34,772.95
CRP Sewer - 3745	\$86,507.86	\$86,507.86	\$86,507.86
CRP PC - 6192	\$83,605.89	\$83,605.89	\$83,605.89
Water Reserve - 8503	\$487,700.00	\$487,700.00	\$487,700.00
Sewer Reserve - 9592	\$125,000.00	\$125,000.00	\$125,000.00
LAIF Balance	\$1,069,164.20	\$1,069,164.20	\$1,069,164.20
Current A/P Aging	\$119,972.13		
ACWA/JPIA Ins.	\$25,859.52		
Kansas State Bank-VacCon	\$7,421.47	11/15/2022	
Kansas State Bank-Water Truck	\$1,730.25	11/20/2022	
TOTAL	\$154,983.37		

Paid On-line/Auto Out

10/28/2022 Cannon	\$556.27
11/3/2022 PG&E	\$21,741.10
11/3/2022 Credit Card	\$2,229.57
11/3/2022 Verizon	\$1,436.09
11/7/2022 Mediacom	\$359.03
TOTAL-Paid On-line/Auto Out	\$26,322.06

Clearlake Oaks County Water District
A/P Aging Summary
As of November 14, 2022

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
AirMedCare Network	1,233.00	0.00	0.00	0.00	0.00	1,233.00
Alpha Analytical Labs	4,560.00	0.00	0.00	0.00	0.00	4,560.00
American Water Works Association	487.00	0.00	0.00	0.00	0.00	487.00
Anthony Martinez	876.22	0.00	0.00	0.00	0.00	876.22
AT & T - CalNet 3	164.66	0.00	0.00	0.00	0.00	164.66
AT&T 555 6	0.00	118.11	0.00	0.00	0.00	118.11
Badger Meter	219.89	0.00	0.00	0.00	0.00	219.89
California State Disbursement Unit	265.38	0.00	0.00	0.00	0.00	265.38
Clearlake Automotive	58.53	0.00	0.00	0.00	0.00	58.53
Clearlake Lava	856.09	0.00	0.00	0.00	0.00	856.09
Compressed Air Repair & Maintenance	0.00	978.41	0.00	0.00	0.00	978.41
County of Lake - Health Services Departme	2,250.00	0.00	0.00	0.00	0.00	2,250.00
County of Lake - Special Districts	1,933.84	0.00	0.00	0.00	0.00	1,933.84
Daniel Bernstein, Jr.	71.58	0.00	0.00	0.00	0.00	71.58
Dean A Enderlin, P.G.	1,287.02	0.00	0.00	0.00	0.00	1,287.02
Deeper Cleaning	415.00	0.00	0.00	0.00	0.00	415.00
Document Output Center, LLC	5,000.00	0.00	0.00	0.00	0.00	5,000.00
Granite Constr	694.20	0.00	0.00	0.00	0.00	694.20
Hasa Inc	4,349.46	0.00	0.00	0.00	0.00	4,349.46
Hayden Solar, LLC	5,028.20	4,922.38	0.00	0.00	0.00	9,950.58
Heaven Delvalle.	22.23	0.00	0.00	0.00	0.00	22.23
High Country Security	342.00	0.00	0.00	0.00	0.00	342.00
Jim Persons	1,250.00	0.00	0.00	0.00	0.00	1,250.00
Johanna Fogl	119.55	0.00	0.00	0.00	0.00	119.55
Judith A Heeszal.	21.17	0.00	0.00	0.00	0.00	21.17
Karola Kennedy	660.00	0.00	0.00	0.00	0.00	660.00
Kelseyville Lumber	139.41	43.36	0.00	0.00	0.00	182.77
KonocTees	0.00	0.00	0.00	0.00	1,415.29	1,415.29
L&K Locksmithing	1,621.18	0.00	0.00	0.00	0.00	1,621.18
Lake County Record Bee	193.98	0.00	0.00	0.00	0.00	193.98
Lake County Waste Solutions	779.47	0.00	0.00	0.00	0.00	779.47
Law Office of Nancy Harris	2,300.00	0.00	0.00	0.00	0.00	2,300.00
MC Engineering, Inc	17,782.50	0.00	0.00	4,896.50	0.00	22,679.00
MCHC - Lakeview Health Center	0.00	237.00	0.00	0.00	0.00	237.00
Mendo Mill	776.26	-38.06	0.00	0.00	0.00	738.20
Michael Hines	85.46	0.00	0.00	0.00	0.00	85.46
Napa Auto Parts	774.72	-18.00	0.00	0.00	0.00	756.72
Nave Law Office, P.C.	800.50	0.00	0.00	0.00	0.00	800.50
NTU Technologies, Inc	0.00	31,087.98	0.00	0.00	0.00	31,087.98
Pace	0.00	0.00	1,069.31	0.00	-7,004.40	-5,935.09
People Services Inc	95.00	0.00	0.00	0.00	0.00	95.00
Pitney Bowes, Inc	0.00	1,063.20	0.00	0.00	0.00	1,063.20
Quill	918.66	138.26	0.00	0.00	0.00	1,056.92
Redwood Coast Fuels	0.00	6,958.71	0.00	0.00	0.00	6,958.71
Solenis LLC	2,326.25	0.00	0.00	0.00	0.00	2,326.25
Terminix	0.00	103.00	0.00	0.00	0.00	103.00
The Dorothy C Kelly Revocable Trust	0.00	78.92	0.00	0.00	0.00	78.92
Tri-Cities Answering Service	214.60	0.00	0.00	0.00	0.00	214.60
Ukiah Truck Repair	0.00	3,660.00	0.00	0.00	0.00	3,660.00
United States Post Office	0.00	5,312.00	0.00	0.00	0.00	5,312.00
Yolo County Flood Control	0.00	3,977.15	0.00	0.00	0.00	3,977.15
TOTAL	60,973.01	58,622.42	1,069.31	4,896.50	-5,589.11	119,972.13

CLEARLAKE OAKS COUNTY WATER DISTRICT

NOTICE OF A REGULAR MEETING OF THE BOARD OF DIRECTORS

Date: October 20, 2022

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, ***ABSENT*** ✓ 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. Jesse Seth, Distribution

B. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

The public may comment on items not on the agenda within the Board's jurisdiction. Speakers are limited to three (3) minutes each.

C. STAFF REPORTS

1. Administration
2. Interim Chief DC Operator
3. Water Plant Chief
4. Wastewater Plant Chief Operator
5. General Manager

D. CONSENT ITEMS

The Board will be asked to approve all Consent Items at one time without discussion. If any Director, staff, or interested person requests that an item be removed from the Consent Items, it will be considered under New Business.

1. **Financial Reports for review and approval**
 - a. September 2022 QB balance sheet and profit & loss statements
 - b. Bank account balances and accounts receivable
 - c. Employee payroll report
 - d. Aged trial balance summary
 - e. Vendor aging report, accounts payable breakdown
2. **Minutes of previous meeting for review and approval**
 - a. Minutes of Regular Meeting 09/15/2022

3. **Bills**

- a. T & S Construction invoice number 16, dated 9/30/22, in the amount of \$145,920.00 for the USDA Water Improvements Project
- b. T & S Construction Invoice Number 1, dated 10/7/22, in the amount of \$109,326.28 for the Actiflo Pilot Project
- c. MC Engineering invoice number 2256, dated 10/5/2022, in the amount of \$19,600.91 for the USDA Water Improvements Project
- d. CPM invoice number 22054-1, dated 9/7/2022, in the amount of \$8,655.08 for WEG motor for the distribution system.

Action Taken: Motion to approve the consent items.

ARCHACKI/BOUCHER M/S/C

AYES: ARCHACKI/BOUCHER/HERMAN/BURTON

NOES: NONE

ABSENT: MEDEIROS

E. NEW BUSINESS

1. Discussion and consideration of quotes from CPM for Effluent pump # 2 for Wastewater Treatment Plant

Action Taken: Motion to recondition and rebuild pump #2 for the Wastewater Treatment Plant in the amount of \$41,911.40, to be transferred from CRP Sewer account.

HERMAN/ARCHACKI M/S/C

AYES: ARCHACKI/BOUCHER/HERMAN/BURTON

NOES: NONE

ABSENT: MEDEIROS

2. Discussion and consideration of possibly purchasing 12555 E. Hwy. 20 from the County. This is the lot directly across from the Water Plant and can be used for future expansion. If interested, the cost of the appraisal or any other related costs will be paid by the District

Action Taken: Motion to have the property located at 12555 E. Highway 20 appraised

ARCHACKI/BOUCHER M/S/C

AYES: ARCHACKI/BOUCHER/HERMAN/BURTON

NOES: NONE

ABSENT: MEDEIROS

3. Discussion and approval of Agreement No. D2217002 between California State Water Resources Control Board and the District in the amount of \$415,150 for the Actiflo Pilot Project, giving General Manager permission to sign

Action Taken: Motion to approve Agreement No. D2217002 between California State Water Resources Control Board and the District in the amount of \$415,150 for the Actiflo Pilot Project, and give the General Manager permission to sign

BURTON/BOUCHER M/S/C

AYES: ARCHACKI/BOUCHER/HERMAN/BURTON

NOES: NONE

ABSENT: MEDEIROS

4. Discussion and consideration of purchasing 4000 gallons of Coagulant 9800 from NTU Technologies in the amount of \$29,406.60 for the Water Treatment Plant

Action Taken: Motion to purchase 4000 gallons of Coagulant 9800 from NTU Technologies in the amount of \$29,406.60 for the Water Treatment Plant

ARCHACKI/BURTON M/S/C

AYES: ARCHACKI/BOUCHER/HERMAN/BURTON

NOES: NONE

ABSENT: MEDEIROS

Adjournment

Time: 3:12 PM

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

Where appropriate or deemed necessary, the Board may take action on any item listed on the agenda, including items listed as information items. Public documents relating to any open session item listed on this agenda that are distributed to all or a majority of the members of the Board of Directors less than 72 hours before the meeting are available for public inspection in the customer service area of the District's Administrative Office at the above address.

The public may address the Board concerning an agenda item during the Board's consideration of that agenda item. The President will call for comments at the appropriate time. Comments of individual speakers are limited of three minutes per agenda item.

In compliance with the Americans with Disabilities Act, if you have a disability, and you need a disability-related modification or accommodation to participate in this meeting, then please contact Clearlake Oaks County Water District Secretary to the Board at 707-998-3322. Requests must be made as early as possible, and at least one full business day before the start of the meeting.





MC Engineering, Inc.

9294 Madison Ave
Orangevale, CA 95662

Invoice

Date	Invoice #
11/5/2022	2274

Bill To

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

Job No.	Terms	Due Date	Project	
	Net 30	12/5/2022	USDA Meters and Water Tank PER	
Description	Qty	Rate	Amount	
Project Manager, Mark Carey, PE	2.5	165.00	412.50	
Project Engineer, Jared P. Nelson	57	130.00	7,410.00	
Operations Management Engineer, John Pedri, PE	2.5	160.00	400.00	
Administrative Support	2	65.00	130.00	
RGH Consultants Inv 0922138	1.13	800.00	904.00	
EDEA Inv #1136	1.13	2,431.53	2,747.63	
Reimbursable Expenses		834.87	834.87	
Total			\$12,839.00	
Payments/Credits			\$0.00	
Balance Due			\$12,839.00	

138- 4/6 USDA WTR Inv

(JM)

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

AZ

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 salary 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.

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

Margaret Medeiros, 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>	<u>x</u>	
<u>Printer & Scanner</u>	<u>x</u>	
<u>Electronic Printing Calculator</u>	<u>x</u>	
<u>Cell Phone</u>		<u>x</u>
<u>Internet Connection</u>		<u>x</u>

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.

RYAN PROCESS



WASTEWATER, WATER & PROCESS SPECIALISTS

RYAN PROCESS QUOTE FORM

DATE OF THIS QUOTE: 10/31/2022

RYAN PROCESS QUOTE # CLOW02152022JM rev1

MAIN OFFICE PHONE: (925) 837-0670 QUOTE VALID FOR: 3 WEEKS

511 1ST STREET BENICIA, CA 94510 *This Quote Prepared by:* DAVE WHITE

SALES PERSON EMAIL: dw@ryanprocess.com

QUOTE TO: SALES PERSON PHONE#: (925) 837-0670

CLEARLAKE OAKS WATER & SANITATION DEPT. PROJECT DESCRIPTION:

CLEARLAKE OAKS

NAME Contact: FRANCISCO CASTRO

EMAIL Contact: f.castro@clowwd.org

PHONE#: (707) 350-0719

RPI TERMS F.O.B. Ship Via Shipping Terms

NET 20, ADD 1.5%/MO FACTORY BEST WAY PPD

AFTER 30 DAYS

ITEM #	DESCRIPTION	Qty.	UNIT PRICE	EXT PRICE
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OS435A/OS435B	TITAN TUBE HI-FLO	6	\$2,530.00	\$15,180.00
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EST. Lead Time: ESTIMATE 1-2 WEEKS ARO

SPECIAL NOTES:

**All prices are in U.S. Dollars.

**Any credit card payments require a 5% handling fee. We accept Visa and Mastercard

**Standard Ryan Process Terms: NET 30

****UNLESS OTHERWISE STATED Freight and Sales Taxes not included in pricing.**

Subtotal \$15,180.00

FREIGHT EST tbd

SALES TAX NOT INC.

TOTAL

NOTE: Your shipment will be delivered by either common carrier, UPS or Federal Express. Before you or any agent representing your company signs for product at delivery - inspect the box, pallet,tank, etc., for any damages or missing items. Make sure you make note of damages, with locations of damage on delivery ticket, also note any missing items. Remember, you have the right to, and should, refuse delivery of damaged goods. Any, and all claims, at that point will need to be directed to the freight company making the delivery. Be sure to contact Ryan Process immediately at (925) 837-0670 to make us aware that there is a problem.

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